



AGENDA

Ordinary Council Meeting Wednesday, 21 August 2024

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

Date: Wednesday, 21 August 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 17 July 2024.....	6
8	Notices of Motion	34
	Nil	
9	Councillor Divisional Updates	34
10	Business Outstanding	35
	10.1 Business Outstanding Table for Ordinary Council Meeting.....	35
11	Executive Services	65
	11.1 Australia Day Awards Ceremony - Nomination Forms and location.....	65
	11.2 Christmas Closedown and Staff Christmas Function	72
12	Finance & Corporate	75
	12.1 Adoption of the South Burnett Regional Youth Council Policy - Strategic029	75
	12.2 Adoption of the South Burnett Regional Council Recognition of Service Policy - Strategic012.....	80
	12.3 Adoption of the South Burnett Regional Council Rate Collection Policy - Statutory041.....	85
	12.4 Adoption of the South Burnett Regional Council Dealing with a complaint involving the Chief Executive Officer Policy - Statutory054.....	92
	12.5 Notice to Repeal South Burnett Regional Council - Infrastructure Quality Policy - Statutory029	98
	12.6 Monthly Financial Information.....	104
	12.7 Queensland Audit Office - 2024 Interim Management Report for South Burnett Regional Council.....	150
	12.8 South Burnett Regional Council Operational Plan 2023/2024 4th Quarter Review	159
13	Infrastructure	220
	13.1 SBRC 2324_10 Civil Construction Surveyor Services - Preferred Supplier Arrangement	220
	13.2 Minutes of the Traffic Advisory Committee Meeting held 20 June 2024.....	223
	13.3 Application for Temporary Road Closure of a Section of Dugdell Road Wengenville which Adjoins Lot 67 FY558 and Lot 11 FY686.....	230
14	Liveability	233
	14.1 Proston Dip and Yard	233

14.2	Systematic Dog Inspection	241
14.3	Dog Registrations 2023/2024	248
14.4	Amendment to Fees & Charges 2024/2025.....	253
14.5	Access Licence - Lot 2 on RP27660 and Mountain View Lane.....	255
14.6	Vandalism and damage to Memorial Park Kingaroy	420
14.7	Material Change of Use - High Impact Industry (Wooden & Laminated Product Manufacturing) and Environmentally Relevant Activity (ERA) 48(1)(a) at 2-30 Kemp Street WONDAI (and described as Lot 106 on SP331010). Applicant: Parkside Building Supplies Pty Ltd C/- Brazier Motti Pty Ltd.....	451
14.8	Delegated Authority Reports (1 July 2024 to 31 July 2024)	636
14.9	List of Correspondence pending completion of assessment report.....	637
14.10	Memerambi Waste Transfer Facility - Access Options	640
14.11	Costing for Kerbside Pickup Hivesville	643
14.12	Regional Economic Futures Fund	645
14.13	Application for Funding Under The Queensland Feral Pest Initiative - Round 8 (b) - Feral Pig Management.....	652
14.14	Request for funding by South Burnett Saints AFC Inc. for new change room.	678
14.15	Licence to Occupy - Wooroolin Lions Club Inc.	691
14.16	Sublease - Barambah Dragons Inc.....	699
14.17	Minutes of the Arts, Culture and Heritage Advisory Committee	709
14.18	Proposal for Ringsfield House Art and Craft Gallery	718
14.19	Summary of McCauley Weir Trial.....	721
15	Questions on Notice	726
15.1	Question on Notice - Disaster Resilience Funding.....	726
15.2	Magpie Relocation	727
15.3	Question on Notice - Special Charge - Annual Implementation Plan	728
15.4	Questions on Notice - Infrastructure	731
16	Information Section	733
	Nil	
17	Confidential Section	734
17.1	Proposed Delivery of Approved Damage Works for Zone 13 Unsealed Roads and Risk Mitigation Options for Currently Unapproved Flood Damage Works	734
17.2	Proposed Delivery of Approved Flood Damage Works for Zone 12 and 13 Sealed Roads and Risk Mltigation Options for Currently Unapproved Flood Damage Works	734
17.3	2022/2023 Outstanding Dog Registrations - Write Off.....	734
17.4	SBRC 2324_11 Bulk Water Treatment Chemicals	734
18	Closure of Meeting.....	735

- 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 17 JULY 2024

File Number: 21 August 2024

Author: Executive Assistant

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

That the Minutes of the Council Meeting held on 17 July 2024 be received and the recommendations therein be adopted.

ATTACHMENTS

- 1. Minutes of the Council Meeting held on 17 July 2024**



MINUTES

**Ordinary Council Meeting
Wednesday, 17 July 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
	Nil	
7	Confirmation of Minutes of Previous Meeting	5
	7.1 Minutes of the Council Meeting held on 19 June 2024	5
	7.2 Minutes of the Special Council Meeting held on 10 July 2024	6
8	Notices of Motion	6
	Nil	
9	Councillor Divisional Updates	6
10	Business Outstanding	6
	10.1 Business Outstanding Table for Ordinary Council Meeting.....	6
11	Executive Services	7
	11.1 Confirming attendance at the Local Government Association Queensland (LGAQ) Annual Conference in Brisbane on 21-23 October 2024	7
	11.2 LGAQ Annual Conference: Motion Request	7
	11.2.1 Question on Notice - Damage by Trucks going out to East Nanango	7
12	Finance & Corporate	8
	12.1 Adoption of the South Burnett Regional Council Councillor Conduct Complaints Investigation Policy - Statutory028.....	8
	12.2 Adoption of the South Burnett Regional Council Remote Piloted Aircraft Drone Policy - Statutory055	8
	12.3 Adoption of the South Burnett Regional Council Magpie Behaviour Management Policy - Strategic038.....	9
	12.3.1 Question on Notice - Magpie Management	9
	12.4 Adoption of the South Burnett Regional Council Discovery, Handling and Management of Human Remains Policy - Statutory016	10
	12.5 Adoption of the South Burnett Regional Council Expenses Reimbursement for Councillors Policy - Statutory002.....	10
	14.6 Trustee Lease - Ballogie Community Association Inc.	11
	12.6 Monthly Financial Information.....	11
	12.6.1 Question on Notice - Disaster Resilience Funding.....	11
	12.7 23/24 EOFY Stocktake.....	12
13	Infrastructure	12
	13.1 The 2024-28 Local Government Grants and Subsidies Program (LGGSP).	12

13.1.1	Trunk Infrastructure Upgrade Applications - Australian Government's Housing Support Program - Community Enabling Infrastructure Stream	13
14	Liveability	13
14.1	Library Survey and Information	13
14.1.1	Question on Notice - 10 Minute Parking - Kingaroy Library	13
14.2	Arts, Culture and Heritage Advisory Committee Nominations for Committee Representatives	14
14.3	In-Kind support - Kingaroy Christmas Carnival 2024.	14
14.4	Trustee Lease - Wondai District Cricket Club Inc	15
14.5	Trustee Lease - Barambah United Football Club.....	16
14.7	Trustee Lease - Wondai Country Club Inc.....	16
14.8	Renewal of Sub-sublease - South Burnett Gem and Fossicking Club Inc.....	17
14.9	Lease - Wooroolin Community Committee Inc.....	17
14.10	Access Licence - Lot 2 on RP27660 and Mountain View Lane.....	18
14.11	Old Pavers from Blackbutt Township Redevelopment.....	18
14.12	South Burnett Regional Council Climate Change Adaptation Strategy (and Action Plan) 2024-2034.....	19
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.....	19
14.14	List of Correspondence pending completion of assessment report.....	23
14.15	Delegated Authority Reports (1 June 2024 to 30 June 2024)	23
15	Questions on Notice	24
	Nil	
16	Information Section	24
	Nil	
17	Confidential Section	24
17.1	Potential Purchase of Artie Kerr Building, Kingaroy	25
17.2	Amendment to Licence - United Christian Broadcasters Australia Limited.....	26
17.3	Undetected Water Leak - Assessment 12627-00000-000	26
17.4	Application to Waive Legal Fees on Assessment 12349-31500-000	26
17.5	Customer phone-calls, after-hours calls and lone-worker monitoring.....	27
18	Closure of Meeting.....	27

**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY
ON WEDNESDAY, 17 JULY 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), Helen Floyd (Executive Assistant)

1 OPENING

The Mayor declared the meeting open at 9:01am and welcomed all attendees.

2 LEAVE OF ABSENCE / APOLOGIES

Nil

3 PRAYERS

A representative of the Kingaroy District Ministers' Association, Stanley Orji, offered prayers for Council and for the conduct of the Council meeting.

4 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

5 DECLARATION OF INTEREST

I, Cr Heath Sander inform this meeting that I have a prescribed conflict of interest in relation **Item 13.1 - The 2024-28 Local Government Grants and Subsidies Program (LGGSP)**

This declarable conflict of interest arises because my wife and I currently manage Boondooma Dam.

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 Ros Heit inform this meeting that I have a declarable conflict of interest in relation **Item 14.9 – Wooroolin Community Committee Inc.**

This declarable conflict of interest arises because I assisted the group write a grant for funding but feel I will be able to act in the public interest in this matter.

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

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

Although I have a declarable conflict of interest I believe I would reasonably be perceived to be impartial because I am not an executive member of the group and my assistance was in a specific grant and not related to this topic.

Attendance

At 9:09 am, Cr Ros Heit left the meeting.

DECLARATION OF INTEREST - STAY IN MEETING

RESOLUTION 2024/32

Moved: Mayor Kathy Duff
 Seconded: Cr Linda Little

That Council resolve that Cr Ros Heit has a declarable conflict of interest in the matter and notwithstanding the conflict, Cr Ros Heit may participate in the matter, discuss and vote upon it, as the Councillor has an interest no greater than a significant proportion of the community.

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

Against: Nil

CARRIED 6/0

Attendance

At 9:10 am, Cr Ros Heit returned to the meeting.

6 DEPUTATIONS/PETITIONS

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 MINUTES OF THE COUNCIL MEETING HELD ON 19 JUNE 2024

RESOLUTION 2024/33

Moved: Cr Ros Heit
 Seconded: Cr Heath Sander

That the Minutes of the Council Meeting held on 19 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 SPECIAL COUNCIL MEETING HELD ON 10 JULY 2024

RESOLUTION 2024/34

Moved: Cr Deb Dennien

Seconded: Cr Linda Little

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

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

Against: Nil

CARRIED 7/0

8 NOTICES OF MOTION

Nil

9 COUNCILLOR DIVISIONAL UPDATES

All Councillors provided a divisional update.

Attendance

At 9.23am GM Aaron Meehan left the meeting.

At 9.30am GM Aaron Meehan returned to the meeting.

10 BUSINESS OUTSTANDING

10.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

RESOLUTION 2024/35

Moved: Cr Danita Potter

Seconded: Cr Deb Dennien

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

11 EXECUTIVE SERVICES

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

RESOLUTION 2024/36

Moved: Cr Ros Heit
Seconded: Cr Linda Little

That Mayor Kathy Duff and Cr Danita Potter attend the 2024 LGAQ Conference as delegates, and the following Councillors attend as observers: Cr Sander, Cr Erkens, Cr Dennien

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

Against: Nil

CARRIED 7/0

11.2 LGAQ ANNUAL CONFERENCE: MOTION REQUEST

RESOLUTION 2024/37

Moved: Cr Danita Potter
Seconded: Cr Ros Heit

That South Burnett Regional Council resolves to submit the following motions to the 2024 Local Government Association of Queensland Annual Conference

- a) Trade Waste
- b) Waste Services and Facilities
- c) Water Security and trunk infrastructure
- d) Change to building and planning codes legislation
- e) Renewable energy make good provisions and legacy infrastructure
- f) That the LGAQ formally assess/review (or investigate) the financial and resource impacts on Queensland Councils as a result of the changes to traffic management standards being the *Queensland Guide to Traffic Management (QGTMM)*.
- g) Review the impact of heavy vehicles on local roads by non-rateable industries

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

Against: Nil

CARRIED 7/0

11.2.1 QUESTION ON NOTICE - DAMAGE BY TRUCKS GOING OUT TO EAST NANANGO

Question on Notice from Cr Jane Erkens:

How much damage was done by the trucks going out to East Nanango during the flood repairs and cost to repair the damage?

Attendance

At 10:25 am, Cr Danita Potter left the meeting.

12 FINANCE & CORPORATE

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

RESOLUTION 2024/38

Moved: Cr Linda Little

Seconded: Cr Ros Heit

That the South Burnett Regional Council Councillor Conduct Complaints Investigation Policy – Statutory028 be adopted as presented.

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

Against: Nil

CARRIED 6/0

Attendance

At 10:27 am, Cr Danita Potter returned to the meeting.

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

RESOLUTION 2024/39

Moved: Cr Deb Dennien

Seconded: Cr Heath Sander

That the South Burnett Regional Council Remote Piloted Aircraft Drone Policy – Statutory055 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

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

RESOLUTION 2024/40

Moved: Cr Deb Dennien
 Seconded: Cr Linda Little

That the South Burnett Regional Council Magpie Behaviour Management Policy – Strategic038 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

12.3.1 QUESTION ON NOTICE - MAGPIE MANAGEMENT

Question on Notice from Cr Danita Potter

How much has been spent on magpie management and relocation since policy commenced?

ADJOURN MORNING TEA

RESOLUTION 2024/41

Moved: Cr Ros Heit
 Seconded: Cr Linda Little

That the meeting adjourn for morning tea and Citizenship Ceremony at 10.35am.

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 2024/42

Moved: Cr Ros Heit
 Seconded: Cr Danita Potter

That the meeting resume at 11.28am.

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

Against: Nil

CARRIED 7/0

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

RESOLUTION 2024/43

Moved: Cr Ros Heit
 Seconded: Cr Danita Potter

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

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

RESOLUTION 2024/44

Moved: Cr Linda Little
 Seconded: Cr Ros Heit

That the South Burnett Regional Council Expenses Reimbursement for Councillors Policy – Statutory002 be adopted as amended 3.17. Vehicle Fuel and Operation Costs to reflect the following:

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

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 2024/45

Moved: Mayor Kathy Duff
 Seconded: Cr Ros Heit

That the meeting moves to Item 14.6.

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

Against: Nil

CARRIED 7/0

Attendance:

At 11.39am Debra Moore entered the meeting.

14.6 TRUSTEE LEASE - BALLOGIE COMMUNITY ASSOCIATION INC.

RESOLUTION 2024/46

Moved: Cr Ros Heit

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 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.

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

Against: Nil

CARRIED 7/0

12.6 MONTHLY FINANCIAL INFORMATION

RESOLUTION 2024/47

Moved: Cr Danita Potter

Seconded: Cr Jane Erkens

That the monthly Financial Report including Capital Works and Works for Queensland (W4Q4) as at 30th 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

12.6.1 QUESTION ON NOTICE - DISASTER RESILIENCE FUNDING

Question on Notice from Cr Danita Potter:

How much money did Council receive under the Disaster Resilience funding, how much did we spend and is there any funding still available?

12.7 23/24 EOFY STOCKTAKE

RESOLUTION 2024/48

Moved: Cr Ros Heit
 Seconded: Cr Heath Sander

That Council receive this report 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

Attendance

At 11:52 am, Cr Heath Sander left the meeting.

13 INFRASTRUCTURE

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

RESOLUTION 2024/49

Moved: Cr Deb Dennien
 Seconded: Cr Linda Little

That Council endorses the following three (3) projects 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	Mt Wooroolin Reservoir 3 (2.8ML storage)	Water and Wastewater	OPI15 INV7 OPI8	\$1,322,880.00	\$ 881,920.00	\$ 2,204,800.00

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

Against: Nil

CARRIED 6/0

Attendance

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

At 12.02 pm, Executive Assistant Wendy Kruger entered the meeting.

At 12.03 pm, Executive Assistant Wendy Kruger left the meeting.

13.1.1 TRUNK INFRASTRUCTURE UPGRADE APPLICATIONS - AUSTRALIAN GOVERNMENT'S HOUSING SUPPORT PROGRAM - COMMUNITY ENABLING INFRASTRUCTURE STREAM

RESOLUTION 2024/50

Moved: Cr Danita Potter

Seconded: Cr Ros Heit

That Council make applications where eligible for trunk infrastructure upgrades under the Australian Government's Housing Support Program – Community Enabling Infrastructure Stream for the following programs:

1. Kingaroy Trunk Sewer Upgrade – First avenue to Kingaroy North
2. Kingaroy Trunk Water Upgrades including reservoirs and Haly Street trunk water main

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

Against: Nil

CARRIED 7/0

14 LIVEABILITY

14.1 LIBRARY SURVEY AND INFORMATION

RESOLUTION 2024/51

Moved: Cr Danita Potter

Seconded: Cr Ros Heit

That South Burnett Regional Council note the report 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

14.1.1 QUESTION ON NOTICE - 10 MINUTE PARKING - KINGAROY LIBRARY

Question on Notice from Cr Ros Heit:

Is it possible to look into 10 minute parking spaces for Kingaroy Library particularly for the elderly?

14.2 ARTS, CULTURE AND HERITAGE ADVISORY COMMITTEE NOMINATIONS FOR COMMITTEE REPRESENTATIVES

RESOLUTION 2024/52

Moved: Cr Danita Potter
 Seconded: Cr Deb Dennien

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, VSB – Robyn Dower
- Wondai Regional Art Gallery – Elaine Madill
- Community Representative – Tonita Penny
- Community Representative – Rob Fitz-Herbert
- Blackbutt Art Gallery – David Daniel

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

Against: Nil

CARRIED 7/0

14.3 IN-KIND SUPPORT - KINGAROY CHRISTMAS CARNIVAL 2024.

RESOLUTION 2024/53

Moved: Mayor Kathy Duff
 Seconded: Cr Jane Erkens

That the matter lay on the table.

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

Against: Nil

CARRIED 7/0

ADJOURN FOR LUNCH

RESOLUTION 2024/54

Moved: Cr Heath Sander

Seconded: Cr Deb Dennien

That the meeting adjourn for lunch and presentation to Michael Wall at 12.19pm.

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

Against: Nil

CARRIED 7/0

RESOLUTION 2024/55

Moved: Cr Ros Heit

Seconded: Cr Danita Potter

That the meeting resume at 1.27pm

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

Against: Nil

CARRIED 7/0

14.4 TRUSTEE LEASE - WONDAI DISTRICT CRICKET CLUB INC

RESOLUTION 2024/56

Moved: Cr Ros Heit

Seconded: Cr Heath Sander

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.

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

Against: Nil

CARRIED 7/0

14.5 TRUSTEE LEASE - BARAMBAH UNITED FOOTBALL CLUB

RESOLUTION 2024/57

Moved: Cr Ros Heit
 Seconded: Cr Linda Little

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.

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

Against: Nil

CARRIED 7/0

Item - 14.6 Trustee Lease - Ballogie Community Association Inc. - has been moved to another part of the document.

14.7 TRUSTEE LEASE - WONDAI COUNTRY CLUB INC.

RESOLUTION 2024/58

Moved: Cr Ros Heit
 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 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.

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

Against: Nil

CARRIED 7/0

14.8 RENEWAL OF SUB-SUBLEASE - SOUTH BURNETT GEM AND FOSSICKING CLUB INC.

RESOLUTION 2024/59

Moved: Cr Ros Heit
Seconded: Cr Linda Little

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.

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

Against: Nil

CARRIED 7/0

Attendance

At 1.34pm Leo Jensen entered the meeting.

At 1.34pm David Hursthouse entered the meeting.

14.9 LEASE - WOOROOLIN COMMUNITY COMMITTEE INC.

RESOLUTION 2024/60

Moved: Cr Ros Heit
Seconded: Cr Heath Sander

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 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.

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

Against: Nil

CARRIED 7/0

14.10 ACCESS LICENCE - LOT 2 ON RP27660 AND MOUNTAIN VIEW LANE

MOTION

Moved: Cr Danita Potter

Seconded: Cr Heath Sander

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.

RESOLUTION 2024/61

Moved: Cr Heath Sander

Seconded: Cr Ros Heit

That the matter lay on the table.

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

Against: Nil

CARRIED 7/0

14.11 OLD PAVERS FROM BLACKBUTT TOWNSHIP REDEVELOPMENT

RESOLUTION 2024/62

Moved: Cr Linda Little

Seconded: Cr Deb Dennien

That Council resolves to donate pavers to the Blackbutt Tennis Club Inc for the use of creating a base for the bulker bags at the Blackbutt Containers for Change under Council Disposal of Asset Policy 3.2.3 Exceptions for Valuable Non-Current Asset Contracts.

Under *Section 236* of the *Local Government Regulation 2012* provides for the following exemptions to *Section 227*;

b) the valuable non-current asset is disposed of to:

- i) a government agency; or
- ii) a community organisation

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

Against: Nil

CARRIED 7/0

14.12 SOUTH BURNETT REGIONAL COUNCIL CLIMATE CHANGE ADAPTATION STRATEGY (AND ACTION PLAN) 2024-2034

RESOLUTION 2024/63

Moved: Cr Jane Erkens
 Seconded: Cr Deb Dennien

That South Burnett Regional Council resolved to:

1. Note the content of this report.
2. Adopt the SBRC Climate Change Adaptation Strategy (and Action Plan) 2024-2034 to be utilised in guiding future Council strategic, budgetary, and operational decisions.

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

Against: Nil

CARRIED 7/0

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

RESOLUTION 2024/64

Moved: Cr Ros Heit
 Seconded: Cr Danita Potter

That Council approve the Development Permit for a Material Change of Use for Intensive Animal Industry (Expansion of Existing Feedlot to 6,425 SCU and Associated Infrastructure) at 1270 & 1344 Memerambi Barkers Creek Road, WATTLE CAMP (and described as Lots 1, 2, 6 & 7 on RP157322, Lots 3, 4, 5 & 8 on RP157323 and Lots 9, 10 & 11 on RP157327) subject to the following conditions.

GENERAL

GEN1. The approved development must be maintained generally in accordance with the approved plans and documents, except where amended by the conditions of this permit:

Drawing/ Document Title	Prepared By	Plan No.	Rev.	Date
Property Plan (Aerial Imagery)	AgDSA	A001	B	11/04/2024
Property Plan	AgDSA	A002	B	11/04/2024
Concept Plan	AgDSA	A003	B	11/04/2024
Design Plan	AgDSA	A004	C	11/04/2024
Controlled Drainage Area	AgDSA	A005	B	11/04/2024
Traffic Impact Assessment	RMA Engineers	-	1	25/10/2023
Bushfire Hazard Advice	Range Environmental Consultants	J001523		03/10/2023

Timing: At all times.

GEN2. The development herein approved may not start until the following development permits have been issued and complied with as required:

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

APPROVED USE

- GEN3. The approved development is a Material Change of Use for Intensive Animal Industry as shown on the approved plans and does not imply approval for other similar uses. The number of cattle in the feedlot must not exceed 6,425 standard cattle units.
- GEN4. The development is to occur sequentially in the following Stages and as detailed in the approved plans and documents:
- Stage 1: Additional 1,500 SCU; and
 - Stage 2: Additional 1,800 SCU.
- GEN5. Conditions within this approval are applicable to each Stage of the development, unless otherwise specified.

COMPLIANCE, TIMING, AND COSTS

- GEN6. All conditions of the approval shall be complied with before the change occurs (prior to the commencement of the use of each Stage) and while the use continues, unless otherwise noted within these conditions.
- GEN7. The development (including landscaping, parking, driveway and other external spaces) shall be maintained in accordance with the Approved Plans, subject to and modified conditions of this approval.
- GEN8. Maintain the site in a clean and orderly state at all times.
- GEN9. All works, including the repair or relocation of services is to be completed at no cost to Council.

HOURS OF OPERATION

- GEN10. The approved hours of operation for staff and general operations are 24 hours a day, seven days a week.
- GEN11. Heavy vehicle movements are restricted to 6:00am to 6:00pm daily.

LANDSCAPING

- GEN12. Existing landscaping is to be maintained along the property boundary at the westernmost end of Memerambi-Barkers Creek Road for the extent of the feedlot pens.

ENVIRONMENTAL HEALTH

- GEN13. Odours or airborne contaminants must be appropriately managed so as to not cause environmental nuisance to any sensitive receivers.
- GEN14. Dust prevention measures must be undertaken to ensure that dust does not cause a nuisance to occupiers of adjacent properties.
- GEN15. Where outdoor lighting is required, the applicant must locate, design and install lighting which minimise the potential for light spillage to cause nuisance to neighbours.

ENGINEERING WORKS

- ENG1. Complete all works approved and works required by conditions of this development approval and/or any related approvals at no cost to Council, prior to commencement of the use unless stated otherwise.

ENG2. Undertake Engineering designs and construction in accordance with the Planning Scheme, Council's standards, relevant design guides, and Australian Standards.

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

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

ENG4. Be responsible for the location and protection of any Council and public utility services infrastructure and assets that may be impacted on during construction of the development.

ENG5. Repair all damages incurred to Council and public utility services infrastructure and assets, as a result of the proposed development immediately should hazards exist for public health and safety or vehicular safety. Otherwise, repair all damages immediately upon completion of works associated with the development.

STORMWATER MANAGEMENT

ENG6. Provide overland flow paths that do not adversely alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.

ENG7. 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. Design and construct stormwater drainage incorporating performance measures identified in 'National Beef Cattle Feedlot Environmental Code of Practice' to minimise adverse impacts on surface waters external to the feedlot area and manure and effluent utilisation areas.

WATER SUPPLY

ENG9. Provide a potable water supply for the use of staff, independent from Council's water reticulation system. Monitor water quality continuously to ensure compliance with Australian Drinking Water Guidelines - current edition 2011 and enHealth Guidance of Use of Standards for Potable Water to accommodate the requirements of staff and visitors.

ENG10. Provide water supply for the proposed Feedlot operations in accordance with the National Guidelines for Beef Cattle Feedlots in Australia.

ON-SITE WASTEWATER DISPOSAL

ENG11. 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.

PARKING AND ACCESS - SERVICING

ENG12. 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.

-
- ENG13. Ensure loading and unloading operations are conducted wholly within the site and vehicles enter and exit the site in a forward direction.

ROAD UPGRADING

- ENG14. Upgrade Corndale Road between Ch 4800-5200 to match the road standard either side, including culvert/drainage upgrades.

Comment: Council has a road design available for the upgrade of this section that can be referenced. Contact Councils Infrastructure Department for further details. Road upgrades will be subject to a further Operational Work application.

Comment: This condition is imposed pursuant to Section 145 of the *Planning Act 2016*.

TRANSPORT ROUTE

- ENG15. The approved transport route is from the Bunya Highway, east to the site entrance via King Street, Corndale Road, and Memerambi-Barkers Creek Road. No heavy vehicle access is permitted to the east from the site entrance along Memerambi-Barkers Creek Road.

- ENG16. The section of King Street, Corndale Road, and Memerambi-Barkers Creek Road between the Bunya Highway and the site entrance to the property is not currently an approved B-Double Route. Obtain an approval for the route to be used by multi-combination vehicles from the National Heavy Vehicle Regulator prior to allowing access to Multi-Combination vehicles via above road section. Please refer to the following link for more information: <https://www.nhvr.gov.au/road-access/access-management/applications-and-forms>

EROSION AND SEDIMENT CONTROL - GENERAL

- ENG17. 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.
- ENG18. 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.

STANDARD ADVICE

- ADV1. Section 85(1)(b) of the *Planning Act 2016* provides that if all stages of this approval are not acted upon within a period of six (6) years the approval will lapse.
- ADV2. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the Aboriginal Cultural Heritage Act 2003 you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding. A search can be arranged by visiting <https://www.datsip.qld.gov.au> and filling out the Aboriginal and Torres Strait Islander Cultural Heritage Search Request Form.
- ADV3. Infrastructure charges are now levied by way of an infrastructure charges notice issued pursuant to section 119 of the *Planning Act 2016*.
- ADV4. Council is offering a reduction in infrastructure charges payable through the development incentive scheme which is available between 1 December 2020 and 31 December 2025.
-

Eligible development under this scheme is required to be completed by 31 December 2025.

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

ADV5. The State Assessment and Referral Agency has imposed conditions on the development permit as attached as per Attachment F.

ADV6. Attached for your information is a copy of Chapter 6 of the Planning Act 2016 as regards Appeal Rights.

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

Against: Nil

CARRIED 7/0

14.14 LIST OF CORRESPONDENCE PENDING COMPLETION OF ASSESSMENT REPORT

RESOLUTION 2024/65

Moved: Cr Linda Little
 Seconded: Cr Deb Dennien

That Council resolve to:

Receive and note the List of correspondence pending completion of assessment report as of 30 June 2024.

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

Against: Nil

CARRIED 7/0

14.15 DELEGATED AUTHORITY REPORTS (1 JUNE 2024 TO 30 JUNE 2024)

RESOLUTION 2024/66

Moved: Cr Danita Potter
 Seconded: Cr Linda Little

That the Delegated Authority report, for the month of June 2024 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

15 QUESTIONS ON NOTICE

Nil

16 INFORMATION SECTION

Nil

17 CONFIDENTIAL SECTION**RESOLUTION 2024/67**

Moved: Cr Ros Heit

Seconded: Cr Linda Little

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*:

17.1 Potential Purchase of Artie Kerr Building, Kingaroy

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

17.2 Amendment to Licence - United Christian Broadcasters Australia Limited

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

17.3 Undetected Water Leak - Assessment 12627-00000-000

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

17.4 Application to Waive Legal Fees on Assessment 12349-31500-000

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

17.5 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.

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

Against: Nil

CARRIED 7/0

Attendance

At 2.00pm Leo Jensen left the meeting.
At 2.00pm David Hursthouse left the meeting.
At 2.01pm Aaron Meehan left the meeting.
At 2.03pm Aaron Meehan returned to the meeting.
At 2.04pm Aaron Meehan left the meeting.
At 2.05pm Aaron Meehan returned to the meeting.

RESOLUTION 2024/68

Moved: Cr Ros Heit
Seconded: Cr Linda Little

That Council moves out of Closed Council into Open Council.

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

Against: Nil

CARRIED 7/0

17.1 POTENTIAL PURCHASE OF ARTIE KERR BUILDING, KINGAROY

RESOLUTION 2024/69

Moved: Cr Danita Potter
Seconded: Cr Deb Dennien

That South Burnett Regional Council purchase the property from the State of Queensland (represented by Queensland Police Service).

1. Contract of sale to be in accordance with;
 - (i) Local Government Regulation 2012.
 - (ii) Queensland Government Land Transaction Policy 2021.
 - (iii) SBRC Procurement Policy.
 - (iv) SBRC Investment Policy.
2. Pursuant to Section 257(1)(b) of the Act, the Council resolves to delegate to the CEO the power to negotiate and enter into contract of sale.

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

Against: Cr Jane Erkens

CARRIED 6/1

17.2 AMENDMENT TO LICENCE - UNITED CHRISTIAN BROADCASTERS AUSTRALIA LIMITED

RESOLUTION 2024/70

Moved: Cr Ros Heit
Seconded: Cr Linda Little

That South Burnett Regional Council:

1. In accordance with section 236 (1)(b)(ii) of the Local Government Regulation 2012 applies to dispose of the valuable non-current asset by way of entering a Deed of Licence to Occupy for Part of Lot 21 on BO130, to the United Christian Broadcasters Limited 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 Deed of Licence to Occupy to United Christian Broadcasters Limited on terms reasonably considered satisfactory to Council.

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

Against: Nil

CARRIED 7/0

17.3 UNDETECTED WATER LEAK - ASSESSMENT 12627-00000-000

RESOLUTION 2024/71

Moved: Cr Ros Heit
Seconded: Cr Linda Little

That South Burnett Regional Council approve a further concession to ratepayer of assessment 12627-00000-000 for the undetected water leak of 80% of the original account.

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

Against: Nil

CARRIED 7/0

17.4 APPLICATION TO WAIVE LEGAL FEES ON ASSESSMENT 12349-31500-000

RESOLUTION 2024/72

Moved: Cr Danita Potter
Seconded: Cr Deb Dennien

That South Burnett Regional Council agree to waive \$1,292.33 on assessment 12349-31500-000 which is made up of \$1,172.18 in legal fees and \$120.15 in interest.

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

Against: Nil

CARRIED 7/0

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

RESOLUTION 2024/73

Moved: Cr Linda Little
Seconded: Cr Heath Sander

That the matter be lifted from the table.

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

Against: Nil

CARRIED 7/0

RESOLUTION 2024/74

Moved: Mayor Kathy Duff
Seconded: Cr Heath Sander

That South Burnett Regional Council:

1. to implement a new menu-based phone answering system to allow customers to be transferred to an officer in the requested customer service centre;
2. to implement call recording on the existing phone system and develop policy position;
3. engage with entities that have provided quotes to fully evaluate and appoint external out-of-hours phone call services provider and develop a performance management regime to ensure a high level of service is provided; and
4. WHS engage external service provider for app-based lone-worker monitoring.

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

Against: Nil

CARRIED 7/0

18 CLOSURE OF MEETING

The Meeting closed at 2.50pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 21 August 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:** 21/08/2024**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 - August 2024**

BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

Meeting Date: 21 August 2024

Attachment No: 1

Meeting	Subject	Manager	Resolution	Notes
Council 17/07/2024	Lease - Wooroolin Community Committee Inc.	Petersen, Leanne	<p>RESOLUTION 2024/60</p> <p>Moved: Cr Ros Heit Seconded: Cr Heath Sander</p> <p>That South Burnett Regional Council:</p> <p>1. In accordance with section 236(1)(b)(ii) of the <i>Local Government Regulation 2012</i> applies to disposal of a valuable non-current asset by way 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.</p> <p>2. Pursuant to section 257(1)(b) 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 Wooroolin Community Committee Inc. on terms considered satisfactory to Council.</p> <p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	<p>23 Jul 2024 11:43am King, Denise - Reallocation</p> <p>Action reassigned to Moore, Debra by King, Denise - For report</p>
Council 17/07/2024	Renewal of Sub- sublease - South Burnett Gem and Fossicking Club Inc.	Petersen, Leanne	<p>RESOLUTION 2024/59</p> <p>Moved: Cr Ros Heit Seconded: Cr Linda Little</p> <p>That South Burnett Regional Council</p> <p>1. In accordance with section 236(1)(b)(ii) of the <i>Local Government Regulation 2012</i> 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.</p> <p>2. Pursuant to section 257(1)(b) 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 sub-sublease with the South Burnett Gem and Fossicking Club Inc. on terms and conditions considered satisfactory to Council.</p>	<p>23 Jul 2024 11:47am King, Denise - Reallocation</p> <p>Action reassigned to Moore, Debra by King, Denise - For attention</p>

			<p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit</p> <p><u>Against:</u> Nil</p>	
CARRIED 7/0				
Council 17/07/2024	Old Pavers from Blackbutt Township Redevelopment	Petersen, Leanne	<p>RESOLUTION 2024/62</p> <p>Moved: Cr Linda Little Seconded: Cr Deb Dennien</p> <p>That Council resolves to donate pavers to the Blackbutt Tennis Club Inc for the use of creating a base for the bulker bags at the Blackbutt Containers for Change under Council Disposal of Asset Policy 3.2.3 Exceptions for Valuable Non-Current Asset Contracts.</p> <p>Under <i>Section 236</i> of the <i>Local Government Regulation 2012</i> provides for the following exemptions to <i>Section 227</i>;</p> <p style="padding-left: 40px;">b) the valuable non-current asset is disposed of to:</p> <p style="padding-left: 80px;">i) a government agency; or</p> <p style="padding-left: 80px;">ii) a community organisation</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>23 Jul 2024 11:36am King, Denise - Reallocation Action reassigned to Moore, Debra by King, Denise - For attention</p> <p>23 Jul 2024 11:50am King, Denise - Reallocation Action reassigned to Turner, Paul by King, Denise - For report</p> <p>05 Aug 2024 2:18pm King, Denise - Reallocation Action reassigned to Dombrow, Malcolm by King, Denise - For report</p>
CARRIED 7/0				
Council 17/07/2024	Access Licence - Lot 2 on RP27660 and Mountain View Lane	Petersen, Leanne	<p>RESOLUTION 2024/61</p> <p>Moved: Cr Heath Sander Seconded: Cr Ros Heit</p> <p>That the matter lay on the table.</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>23 Jul 2024 11:37am King, Denise - Reallocation Action reassigned to Moore, Debra by King, Denise - For report</p>
CARRIED 7/0				

Council 17/07/2024	In-Kind support - Kingaroy Christmas Carnival 2024.	Petersen, Leanne	RESOLUTION 2024/53	<p>23 Jul 2024 2:50pm King, Denise For the Community Grants Policy Workshop</p> <p>23 Jul 2024 2:51pm King, Denise - Reallocation Action reassigned to Moore, Debra by King, Denise - For action</p>																									
			<p>Moved: Mayor Kathy Duff Seconded: Cr Jane Erkens</p>																										
			That the matter lay on the table.																										
			<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 17/07/2024	The 2024-28 Local Government Grants and Subsidies Program (LGGSP).	Meehan, Aaron	RESOLUTION 2024/49																										
			<p>Moved: Cr Deb Dennien Seconded: Cr Linda Little</p>																										
			<p>That Council endorses the following three (3) projects 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.</p>																										
<table border="1" data-bbox="786 751 1563 1150"> <thead> <tr> <th>Option</th> <th>Type</th> <th>Project</th> <th>Branch</th> <th>Operational Plan</th> <th>LGGSP Contribution</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Infrastructure Project</td> <td>Boondooma Bunkhouse Roof renewal</td> <td>Commercial Enterprises</td> <td>OLP14</td> <td>\$ 90,000.0</td> </tr> <tr> <td>2</td> <td>Planning Project</td> <td>Detailed Design Kingaroy Trunk Infrastructure</td> <td>Water and Wastewater</td> <td>OPI15 INV7 OPI8</td> <td>\$ 174,000.0</td> </tr> <tr> <td>3</td> <td>Infrastructure Project</td> <td>Mt Wooroolin Reservoir 3 (2.8ML storage)</td> <td>Water and Wastewater</td> <td>OPI15 INV7 OPI8</td> <td>\$1,322,880.</td> </tr> </tbody> </table>						Option	Type	Project	Branch	Operational Plan	LGGSP Contribution	1	Infrastructure Project	Boondooma Bunkhouse Roof renewal	Commercial Enterprises	OLP14	\$ 90,000.0	2	Planning Project	Detailed Design Kingaroy Trunk Infrastructure	Water and Wastewater	OPI15 INV7 OPI8	\$ 174,000.0	3	Infrastructure Project	Mt Wooroolin Reservoir 3 (2.8ML storage)	Water and Wastewater	OPI15 INV7 OPI8	\$1,322,880.
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CARRIED 6/0																													

Council 17/07/2024	Trustee Lease - Barambah United Football Club	Petersen, Leanne	<p>RESOLUTION 2024/57</p> <p>Moved: Cr Ros Heit Seconded: Cr Linda Little</p> <p>That South Burnett Regional Council:</p> <p>1. In accordance with section 236(1)(b)(ii) of the <i>Local Government Regulation 2012</i> 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.</p> <p>2. Pursuant to section 257(1)(b) 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 Barambah United Football Club Inc. on terms considered satisfactory to Council.</p> <p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	<p>23 Jul 2024 11:47am King, Denise - Reallocation</p> <p>Action reassigned to Moore, Debra by King, Denise - For attention</p>
Council 17/07/2024	Trustee Lease - Wondai District Cricket Club Inc	Petersen, Leanne	<p>RESOLUTION 2024/56</p> <p>Moved: Cr Ros Heit Seconded: Cr Heath Sander</p> <p>That South Burnett Regional Council:</p> <p>1. In accordance with section 236(1)(b)(ii) of the <i>Local Government Regulation 2012</i> 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.</p> <p>2. Pursuant to section 257(1)(b) 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 Wondai District Cricket Club Inc. on terms considered satisfactory to Council.</p>	<p>23 Jul 2024 11:46am King, Denise - Reallocation</p> <p>Action reassigned to Moore, Debra by King, Denise - For report</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 17/07/2024	Question on Notice - Disaster Resilience Funding	Jarvis, Susan	<p>Question on Notice from Cr Danita Potter: How much money did Council receive under the Disaster Resilience funding, how much did we spend and is there any funding still available?</p>	<p>23 Jul 2024 2:58pm Kruger, Wendy - Reallocation Action reassigned to Anderson, Kerri by Kruger, Wendy - For Action and assist with providing a response.</p>
Council 17/07/2024	Trustee Lease - Wondai Country Club Inc.	Petersen, Leanne	<p>RESOLUTION 2024/58</p> <p>Moved: Cr Ros Heit Seconded: Cr Deb Dennien</p> <p>That South Burnett Regional Council:</p> <p>1. In accordance with section 236(1)(b)(ii) of the <i>Local Government Regulation 2012</i> 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.</p> <p>2. Pursuant to section 257(1)(b) 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 Wondai Country Club Inc. on terms considered satisfactory to Council.</p> <p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	<p>23 Jul 2024 11:47am King, Denise - Reallocation Action reassigned to Moore, Debra by King, Denise - For attention</p>
Council 17/07/2024	Question on Notice - 10 Minute Parking - Kingaroy Library	Meehan, Aaron	<p>Question on Notice from Cr Ros Heit: Is it possible to look into 10 minute parking spaces for Kingaroy Library particularly for the elderly?</p>	

Council 17/07/2024	Trunk Infrastructure Upgrade Applications - Australian Government's Housing Support Program - Community Enabling Infrastructure Stream	Meehan, Aaron	<p>RESOLUTION 2024/50</p> <p>Moved: Cr Danita Potter Seconded: Cr Ros Heit</p> <p>That Council make applications where eligible for trunk infrastructure upgrades under the Australian Government's Housing Support Program – Community Enabling Infrastructure Stream for the following programs:</p> <ol style="list-style-type: none"> 1. Kingaroy Trunk Sewer Upgrade – First avenue to Kingaroy North 2. Kingaroy Trunk Water Upgrades including reservoirs and Haly Street trunk water main <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 17/07/2024	Customer phone-calls, after-hours calls and lone-worker monitoring	Jarvis, Susan	<p>RESOLUTION 2024/74</p> <p>Moved: Mayor Kathy Duff Seconded: Cr Heath Sander</p> <p>That South Burnett Regional Council:</p> <ol style="list-style-type: none"> 1. to implement a new menu-based phone answering system to allow customers to be transferred to an officer in the requested customer service centre; 2. to implement call recording on the existing phone system and develop policy position; 3. engage with entities that have provided quotes to fully evaluate and appoint external out-of-hours phone call services provider and develop a performance management regime to ensure a high level of service is provided; and 4. WHS engage external service provider for app-based lone-worker monitoring. <p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit</p>	<p>23 Jul 2024 2:57pm Kruger, Wendy - Reallocation</p> <p>Action reassigned to Bayntun, Rebecca by Kruger, Wendy - For Action & Completion.</p>

			<u>Against:</u> Nil	CARRIED 7/0
Council 17/07/2024	Amendment to Licence - United Christian Broadcasters Australia Limited	Petersen, Leanne	<p>RESOLUTION 2024/70</p> <p>Moved: Cr Ros Heit Seconded: Cr Linda Little</p> <p>That South Burnett Regional Council:</p> <p>1. In accordance with section 236 (1)(b)(ii) of the Local Government Regulation 2012 applies to dispose of the valuable non-current asset by way of entering a Deed of Licence to Occupy for Part of Lot 21 on BO130, to the United Christian Broadcasters Limited for a term of 5 years.</p> <p>2. Pursuant to section 257(1)(b) of the Local Government Act 2009, South Burnett Regional Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute the Deed of Licence to Occupy to United Christian Broadcasters Limited on terms reasonably considered 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>23 Jul 2024 11:42am King, Denise - Reallocation Action reassigned to Moore, Debra by King, Denise - For report</p>
			CARRIED 7/0	
Council 17/07/2024	Question on Notice - Magpie Management	Petersen, Leanne	<p>Question on Notice from Cr Danita Potter</p> <p>How much has been spent on magpie management and relocation since policy commenced?</p>	<p>23 Jul 2024 11:41am King, Denise - Reallocation Action reassigned to Jensen, Leo by King, Denise - For report</p> <p>26 Jul 2024 11:41am Donohue, Kimberley - Reallocation Action reassigned to Turner, Paul by Donohue, Kimberley - As discussed with LP</p> <p>05 Aug 2024 2:18pm King, Denise - Reallocation Action reassigned to Dombrow, Malcolm by King, Denise - For report</p>

Council 17/07/2024	Question on Notice - Damage by Trucks going out to East Nanango	Meehan, Aaron	Question on Notice from Cr Jane Erkens: How much damage was done by the trucks going out to East Nanango during the flood repairs and cost to repair the damage?	
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	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 - Water Supply Consumption Charge Methodology 2024/2025	Meehan, Aaron	Question on notice from Cr Heath Sander: How can we change 'Yallakool' to Bjelke-Petersen Dam?	23 Jul 2024 3:10pm Kruger, Wendy - Reallocation Action reassigned to Anderson, Kerri by Kruger, Wendy - To Action and 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?	23 Jul 2024 3:10pm Kruger, Wendy - Reallocation Action reassigned to Anderson, Kerri by Kruger, Wendy - To Action and provide a response.

<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 (<i>the Company</i>), 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>(d) to make any associated consequential amendments that arise out of the foregoing amendments.</p> <p>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).</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: right;">CARRIED 6/0</p> <p>RESOLUTION 2024/382</p> <p>Moved: Cr Linda Little Seconded: Cr Ros Heit</p>	<p>11 Jul 2024 8:51am Pitt PSM, Mark New board members advised of their appointment and Director ID's recived. , Resignation of previous board member finalised</p> <p>05 Aug 2024 9:35am Pitt PSM, Mark Meeting held with new board members 29 July 2024</p>
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<p>That 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), votes in favour of passing the following member special resolutions, without a Company general meeting pursuant to <i>Corporations Act</i> section 249B:</p> <p>(1) the Company modify its Constitution as follows:</p> <p>(a) in Rule 1.2 (Definitions), 'Business' definition—</p> <p>(i) omit paragraph (1); and</p> <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: right;">CARRIED 6/0</p>			
<p>Council 19/06/2024</p>	<p>Licence to Occupy - Curtain Call</p>	<p>Petersen, Leanne</p> <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>21 Jun 2024 2:43pm King, Denise - Reallocation Action reassigned to Turner, Paul by King, Denise - For report</p> <p>25 Jul 2024 1:04pm King, Denise - Reallocation Action reassigned to Jackson, Cathy by King, Denise - For action</p>

			<u>Against:</u> Nil	
CARRIED 6/0				
Council 19/06/2024	Trustee Lease - Booie 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 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 <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. <u>In Favour:</u> Crs Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit <u>Against:</u> Nil	21 Jun 2024 2:42pm King, Denise - Reallocation Action reassigned to Turner, Paul by King, Denise - For report 12 Jul 2024 6:54am King, Denise - Reallocation Action reassigned to Moore, Debra by King, Denise - For report 02 Aug 2024 12:53pm Moore, Debra Lease issued on the 3 July 2024 to hall committee. Currently following up.
CARRIED 6/0				
Council 19/06/2024	Waste Investigation	Petersen, Leanne	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. <u>In Favour:</u> Crs Kathy Duff, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit <u>Against:</u> Nil	21 Jun 2024 2:41pm King, Denise - Reallocation Action reassigned to Jensen, Leo by King, Denise - For report
CARRIED 6/0				

Council 19/06/2024	Deputation - Kathryn Hayes / Ray Wise	Pitt PSM, Mark	<p>RESOLUTION 2024/347</p> <p>Moved: Mayor Kathy Duff Seconded: Cr Danita Potter</p> <p>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.</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>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</p>						
			CARRIED 7/0							
Council 19/06/2024	Customer phone-calls, after-hours calls and lone-worker monitoring	Jarvis, Susan	<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><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>24 Jun 2024 9:43am Kruger, Wendy - Reallocation Action reassigned to Bayntun, Rebecca by Kruger, Wendy - For Action and follow up.</p>						
			CARRIED 6/0							
Council 19/06/2024	2024 - 27 Works for Queensland (W4Q) Program	Meehan, Aaron	<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>							
			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Row Labels</th> <th style="text-align: right;">Sum of</th> </tr> </thead> <tbody> <tr> <td>Liveability Infrastructure Community Facilities</td> <td></td> </tr> <tr> <td>Liveability Infrastructure Parks</td> <td></td> </tr> </tbody> </table>		Row Labels	Sum of	Liveability Infrastructure Community Facilities		Liveability Infrastructure Parks	
Row Labels	Sum of									
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			<p><i>Organisational Excellence</i> \$ 420,000</p> <p><i>Transport Infrastructure Drainage</i> \$ 1,012,214</p> <p><i>Transport Infrastructure Kerb & Medians</i> \$ 1,517,169</p> <p><i>Transport Infrastructure Roads</i> \$ 2,045,314</p> <p><i>WWW Infrastructure</i> \$ 790,000</p> <p>Grand Total \$ 8,440,000</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>	
				CARRIED 6/0
Council 15/05/2024	Expansion of Taabinga Cemetery	Petersen, Leanne	<p>RESOLUTION 2024/335</p> <p>Moved: Cr Ros Heit Seconded: Cr Heath Sander</p> <p>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	Renewal of Lease - The Lions Club of Blackbutt Benarkin Inc.	Petersen, Leanne	<p>RESOLUTION 2024/332</p> <p>Moved: Cr Linda Little Seconded: Cr Deb Dennien</p> <p>That South Burnett Regional Council:</p> <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, Crompton Drive, Blackbutt to The Lions Club of Blackbutt Benarkin Inc. for a term of 10 years.</p>	<p>21 May 2024 3:12pm King, Denise - Reallocation</p> <p>Action reassigned to Moore, Debra by King, Denise - For report</p> <p>02 Jul 2024 4:28pm Moore, Debra Sent to Lions Club for signing.</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: right;">CARRIED 7/0</p>	
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</p> <p>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><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>27 May 2024 1:01pm Paterson, Lynelle 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 Currently monitoring for any potential events</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</p> <p>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><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>20 May 2024 2:56pm Kruger, Wendy - Reallocation 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 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>Council 15/05/2024</p>	<p>RSPCA Contract Extension - Animal Management Review</p>	<p>Pitt PSM, Mark</p>	<p>RESOLUTION 2024/344 Moved: Cr Jane Erkens Seconded: Cr Deb Dennien That South Burnett Regional Council: 1. Provide an Extension of the existing contract "Provision and Operation of the South Burnett Animal (Cats & Dogs) Housing Facility agreement with the RSPCA" (a) Offer the RSPCA a 12 month extension on the current contract. (i) As per the RSPCA agreed amount of using the Year 5 3.4% CPI increase – with no additional costs or increases. (ii) From the 5th year amount of \$527,155, with CPI for 24/25 equates to \$545,078.27. <u>In Favour:</u> Crs Jane Erkens, Linda Little, Danita Potter and Deb Dennien <u>Against:</u> Crs Kathy Duff, Heath Sander and Ros Heit CARRIED 4/3</p>	<p>21 May 2024 3:10pm King, Denise - Reallocation Action reassigned to Donohue, Kimberley by King, Denise - For report 14 Jun 2024 10:23am Donohue, Kimberley - Completion 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>
			<p>RESOLUTION 2024/345 Moved: Cr Jane Erkens Seconded: Cr Heath Sander 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</p>	

			<p>(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.</p> <p>(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.</p> <p>(5) Tender process if the impounding and rehoming of animals is outsourced.</p> <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>	
Council 24/04/2024	Kingaroy Building/Facilities Supply of Services Contract	Jarvis, Susan	<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 Action reassigned to Turner, Paul by King, Denise - For report</p> <p>11 Jul 2024 5:45pm Petersen, Leanne Tender has been called for cleaning services in Kingaroy.</p> <p>19 Jul 2024 10:22am King, Denise - Reallocation Action reassigned to Reidy, Louise by King, Denise - For report as requested by Leanne Petersen</p>
Council 24/04/2024	Council Resolution to Commence Review of the Local Government Infrastructure Plan (LGIP)	Petersen, Leanne	<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> <p>1. Resolve to commence a review of the Local Government Infrastructure Plan (LGIP) in accordance with Chapter 5, Part 5 of the</p>	<p>07 May 2024 1:51pm King, Denise - Reallocation Action reassigned to Jensen, Leo by King, Denise - For report</p> <p>10 May 2024 4:02pm Donohue, Kimberley - Reallocation Action reassigned to Crick, Justin by Donohue, Kimberley - As per LJ.</p>

			<p>Minister's Guidelines and Rules (MGR), as required by Section 25(3) of the Planning Act 2016.</p> <p>2. Consider the necessary budget allocation to undertake the LGIP review process in the 2024/25 financial year budget deliberations.</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>13 May 2024 10:02am Crick, Justin The internal LGIP review will commence before the end of May. Appoinment of the reviewer will happen concurrently.</p>
			CARRIED 7/0	
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> <p>1. Council undertake a project which includes a land use investigation to assess:</p> <p>a. the availability of land within the South Burnett region that may be suitable to incorporate into an expansion of the RR1 precinct to allow further subdivision of rural residential lifestyle lots into one-acre (4,000m²) and/or two-acre (8,000m²) lots (smaller rural residential lots); and</p> <p>b. the suitability and viability of, and options to facilitate the land identified in (a) above, to be able to be developed into smaller rural residential lots.</p> <p>2. A report outlining the outcomes and recommendations of the investigation referred to in 1. above be presented to Council.</p> <p>3. Council list this project for consideration during its 2024/25 FY budget deliberations with an allocation of up to \$25,000 (ex GST).</p> <p>Reasons for Recommendation Council wishes to facilitate increased options for smaller lifestyle lots throughout the South Burnett region, to allow existing residents to age in place without having to relocate from their existing property or the region.</p>	<p>07 May 2024 1:46pm King, Denise - Reallocation Action reassigned to Turner, Paul by King, Denise - For report</p> <p>23 May 2024 11:31am Donohue, Kimberley - Reallocation Action reassigned to Hursthouse, David by Donohue, Kimberley - Reallocated as per LJ</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	Appointment of the Chairperson and Deputy Chairperson to the LDMG	Meehan, Aaron	<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 of the 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 of the Disaster Management Act 2003</i>, Cr Jane Erkens be appointed Deputy Chairperson of the South Burnett Local Disaster Management Group. <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>

<p>Council 6/03/2024</p>	<p>Application for Funding under the Community Heritage of the Community Sustainability Action Grants Program - round 8</p>	<p>Pitt PSM, Mark</p>	<p>RESOLUTION 2024/295 Moved: Cr Scott Henschen Seconded: Cr Kirstie Schumacher That South Burnett Regional Council apply for a grant under the Round 8 – Community Heritage of the Community Sustainability Action Grants Program – capital expenditure project category for repairs to Boondooma Homestead roof. <u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen <u>Against:</u> Nil</p>	<p>15 Mar 2024 7:31am King, Denise - Reallocation Action reassigned to Moore, Debra by King, Denise - For report 15 Mar 2024 8:09am King, Denise - Reallocation Action reassigned to Turner, Paul by King, Denise - For report 08 May 2024 9:07am Turner, Paul Application Lodged. 10 May 2024 3:03pm Turner, Paul - Completion Completed by Turner, Paul (action officer) on 10 May 2024 at 3:03:14 PM - Application Lodged 09 May 2024 1:00pm Petersen, Leanne - Completion 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>Blackbutt Water Tower – Telecommunicati ons Tower Lease</p>	<p>Petersen, Leanne</p>	<p>RESOLUTION 2024/271 Moved: Cr Danita Potter Seconded: Cr Jane Erkens That South Burnett Regional Council: 1. Section 236(1)(c)(vi) of the <i>Local Government Regulation 2012</i> applies for the disposal of the valuable non-current asset by offering a Lease for Part of Lot 1 on RP130127, D'Aguilar Highway, Blackbutt to Telstra Limited; and 2. Pursuant to Section 257(1)(b) of the <i>Local Government Act 2009</i>, South Burnett Regional Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute the Lease between Council and Telstra Limited on terms and conditions the Chief Executive Officer reasonably considers satisfactory to Council.</p>	<p>31 Jan 2024 10:28am King, Denise - Reallocation Action reassigned to Moore, Debra by King, Denise - For report 11 Mar 2024 8:27am Moore, Debra Lease has been negotiated. Waiting on final document from Telstra legal team for execution. 02 Jul 2024 4:25pm Moore, Debra Executed lease returned May 2024. Survey plans to be completed by Telstra and returned to Council when registered against title.</p>

CARRIED 6/0

			<p><u>In Favour:</u> Crs Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 5/0</p>	
Council 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: right;">CARRIED 5/1</p>	<p>20 Dec 2023 7:41am King, Denise - Reallocation Action reassigned to Petersen, Leanne by King, Denise - For report</p> <p>09 May 2024 12:03pm Kemp, Fiona Communitcations have been had that there is a possibility of the Mondure community keen to look after the church. Further discussion will need to be arranged - community meeting.</p> <p>11 Jul 2024 5:40pm Petersen, Leanne Meeting scheduled on July 25th to discuss options with community and church for maintaining cemetry and Church.</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> <ol style="list-style-type: none"> 1. Accept the report, Local Laws Review – Discovery Phase – August 2023 for information; and 2. Adopt the following recommendations that Council: <ol style="list-style-type: none"> (a) Repeal Subordinate Local Law 1.07 – Operation of Cane Railways 2011. (b) Repeal Model Local Law No. 2 (Meetings) 2008. 3 Conduct a workshop shared accommodation, temporary homes, animals and parking in January 2024 <p><u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher and Scott Henschen</p>	<p>20 Dec 2023 12:24pm Kruger, Wendy - Reallocation Action reassigned to Bayntun, Rebecca by Kruger, Wendy - For Action & Completion</p>

			<u>Against:</u> Nil	CARRIED 5/0
Council 13/12/2023	Trusteeship of Goodger Hall - Lot 186 on FY850	Petersen, Leanne	<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 Action reassigned to Moore, Debra by King, Denise - For report</p> <p>11 Mar 2024 8:23am Moore, Debra The CEO has signed the trusteeship. Awaiting DOR to progress. Council officers will check with community to see if a Incorporated Association has been set up.</p> <p>02 Jul 2024 4:22pm Moore, Debra Further paperwork to be received regarding the request for a lease.</p>
			CARRIED 5/0	
Council 13/12/2023	Future Use of Lot 19 on CP891608 - 9 Knowles Street, Nanango	Petersen, Leanne	<p>RESOLUTION 2023/215</p> <p>Moved: Cr Jane Erkens Seconded: Cr Danita Potter</p> <p>That</p> <ol style="list-style-type: none"> 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> <ol style="list-style-type: none"> (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 	<p>20 Dec 2023 7:38am King, Denise - Reallocation Action reassigned to Moore, Debra by King, Denise - For report</p> <p>11 Mar 2024 8:25am Moore, Debra The current lessee has yet to make an official offer to Council. To be followed up.</p>

			<p>landowner 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: right;">CARRIED 6/0</p>	
Council 22/11/2023	Proposed Tender to Adjoining owners for sale of 29 Tiernan Terrace, Murgon	Petersen, Leanne	<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"> 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 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 Action reassigned to Turner, Paul by King, Denise - For report</p> <p>10 May 2024 3:11pm Turner, Paul Postponed due to legislative requirements during Caretake mode.</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"> 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; 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 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 Meeting to be arranged with local Councillor</p> <p>13 Jun 2024 10:53am Allen, Samantha</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>Finalise parking layout and report back to Council in August 2024.</p>
Council 22/11/2023	Sale by Tender of 4 Haly Street, Kingaroy to adjoining owners	Petersen, Leanne	<p>RESOLUTION 2023/165</p> <p>Moved: Cr Danita Potter Seconded: Cr Kathy Duff</p> <p>That South Burnett Regional Council offer the land for sale by tender to the three adjoining owners by;</p> <p>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</p> <p>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.</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>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.</p>
Council 22/11/2023	Trustee Lease - Tingoora Sports Association Inc	Petersen, Leanne	<p>RESOLUTION 2023/176</p> <p>Moved: Cr Scott Henschen Seconded: Cr Kirstie Schumacher</p> <p>That South Burnett Regional Council:</p> <p>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</p>	<p>30 Nov 2023 8:07am King, Denise - Reallocation Action reassigned to Jackson, Cathy by King, Denise - For report 19 Jul 2024 10:13am King, Denise - Reallocation Action reassigned to Moore, Debra by King, Denise - For report requested by Leanne Petersen</p>

			<p>2. delegates to the Chief Executive Officer the power to negotiate, finalise and execute the Trustee Lease between Council and Tingoora 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: right;">CARRIED 6/0</p>	
<p>Council 22/11/2023</p>	<p>Kumbia Recreation Reserve Preliminary Master Plan</p>	<p>Petersen, Leanne</p>	<p>RESOLUTION 2023/168</p> <p>Moved: Cr Scott Henschen Seconded: Cr Kathy Duff</p> <p>That South Burnett Regional Council:</p> <ol style="list-style-type: none"> 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. <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 8:08am King, Denise - Reallocation Action reassigned to Jackson, Cathy by King, Denise - For report</p> <p>19 Jul 2024 10:13am King, Denise - Reallocation Action reassigned to Moore, Debra by King, Denise - Fore report requested by Leanne Petersen</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. 	<p>03 Oct 2023 1:33pm King, Denise - Reallocation Action reassigned to Pointon, Jennifer by King, Denise - For report</p> <p>12 Oct 2023 11:55am King, Denise - Reallocation Action reassigned to Beaumont, Samantha (Sam) by King, Denise - For report</p> <p>19 Jul 2024 10:12am King, Denise - Reallocation</p>

			<p>3. That a stocktake of current artefacts be completed and a future recommendation is made from the committee to reduce the number of artefacts.</p> <p>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> <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>Action reassigned to Moore, Debra by King, Denise - For report, requested by Leanne Petersen</p>
Council 26/04/2023	KTP Pedestrian Visibility and PWD Shop Access	Meehan, Aaron	<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 style="text-align: right;">CARRIED 7/0</p>	<p>28 Jul 2023 2:10pm Champney, Kristy Resolution sent to KTP Team 02.05.23. Awaiting outcome.</p> <p>21 Sep 2023 11:44am Allen, Samantha To be actioned in October</p> <p>09 May 2024 1:57pm Allen, Samantha Letter currently being drafted, to be finalised in May.</p> <p>13 Jun 2024 10:51am Allen, Samantha Delayed due to staffing shortage - Letter to be finalised with Mayor in June 2024.</p>
Council 22/02/2023	Rural Residential Blocks	Petersen, Leanne	<p>RESOLUTION 2023/401</p> <p>Moved: Cr Kathy Duff Seconded: Cr Danita Potter</p> <p>That South Burnett Regional Council review the Overgrown Property Policy – Statutory062 to consider the designated town area maps and</p>	<p>06 Mar 2023 8:36am King, Denise - Reallocation Action reassigned to Petersen, Leanne by King, Denise</p> <p>08 Mar 2023 11:30am Kemp, Fiona - Reallocation</p>

			<p>the adjoining rural residential allotments one (1) hectare or less that may not have been captured in the policy as part of the annual review process.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p>	<p>Action reassigned to Petersen, Leanne by Kemp, Fiona - Please review and update this meeting action. Thank you</p> <p>23 Jun 2023 9:30am O'May, Peter Item to be included for consideration as part of the review of Council's Local Laws during 2023/24 financial year. , OPL/38 Review Council's Local Laws to ensure relevance to the region and understanding by Council and the community</p> <p>11 Aug 2023 9:04am Petersen, Leanne Mead Perry have been appointed to conduct local law review - this will be reviewed as part of this project</p>
Council 25/01/2023	Gift of land to the South Burnett Child Care Centre at Kingaroy	Petersen, Leanne	<p>RESOLUTION 2023/364</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>07 Feb 2023 2:25pm King, Denise - Reallocation Action reassigned to Petersen, Leanne by King, Denise</p> <p>11 Jul 2023 3:21pm King, Denise 2. Development application currently being prepared</p> <p>25 Jan 2024 10:03am King, Denise - Reallocation Action reassigned to Turner, Paul by King, Denise - For report</p> <p>10 May 2024 3:11pm Turner, Paul Planning consultants have been engaged to complete application.</p>

CARRIED 7/0

CARRIED 7/0

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

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

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

21 Feb 2024 5:08pm Crick, Justin
 The TMR works on the approach to the Gayndah rd/Kratzmans Rd 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 wil depend on the amount of redesign (if any) is required.

11 EXECUTIVE SERVICES

11.1 AUSTRALIA DAY AWARDS CEREMONY - NOMINATION FORMS AND LOCATION

File Number: 21/08/2024

Author: Executive Assistant

Authoriser: Chief Executive Officer

PRECIS

Confirming 2025 Australia Day nomination forms, judging guidelines, and the location of 2025 Australia Day Awards Ceremony.

SUMMARY

Seeking approval for the 2025 Australia Day nomination forms, judging guidelines and the location of 2025 Australia Day Awards Ceremony.

OFFICER'S RECOMMENDATION

That the:

1. South Burnett Regional Council 2025 Nomination Forms be approved;
2. The South Burnett Australia Day Awards Judging Guidelines be approved; and
3. The Location of Australia Day Awards Ceremony be held at the Blackbutt Townhall on Saturday 25 January 2025 at 3.00pm.

FINANCIAL AND RESOURCE IMPLICATIONS

The 2025 Australia Day Awards Ceremony has been included in the 2024/2025 budget.

LINK TO CORPORATE/OPERATIONAL PLAN

OPE/06 - Continued support for Annual Australia Day Awards and community events.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

NA

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

NA

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

NA

ASSET MANAGEMENT IMPLICATIONS

NA

REPORT

The South Burnett Australia Day Awards Ceremony is historically held on the eve of Australia Day, 25 January, with the event rotated throughout the South Burnett region.

Below is the list of previous locations since 2016;

2016 – Proston

2017 – Nanango

2018 – Murgon

2019 – Blackbutt

2020 – Kingaroy

2021 – Wondai

2022 – Blackbutt – postponed due to covid

2023 – Nanango

2024 - Kumbia

ATTACHMENTS

- 1. Australia Day Local Achiever Nomination Form 2025**
- 2. Australia Day Major Categories Form 2025**
- 3. South Burnett Australia Day Awards Judging Guidelines**

South Burnett Region

2025 Australia Day Awards



The South Burnett Australia Day awards provide the community with an opportunity to acknowledge and reward outstanding groups and individuals committed to improving the lifestyle experience in our region. The award categories that have been chosen give our individual communities equal opportunity to nominate those who have made special contributions to their local community. **NB: If someone has won an Australia Day Award in the last three (3) years, they are not eligible for nomination for that same category.**

LOCAL ACHIEVER AWARD

BLACKBUTT / BENARKIN

Open to all ages

Awarded to an individual who has made an outstanding achievement / contribution in the local community.

MAIDENWELL / BUNYA MOUNTAINS

Open to all ages

Awarded to an individual who has made an outstanding achievement / contribution in the local community.

NANANGO

Open to all ages

Awarded to an individual who has made an outstanding achievement / contribution in the local community.

KUMBIA

Open to all ages

Awarded to an individual who has made an outstanding achievement / contribution in the local community.

KINGAROY

Open to all ages

Awarded to an individual who has made an outstanding achievement / contribution in the local community.

WOOROLIN / MEMERAMBI

Open to all ages

Awarded to an individual who has made an outstanding achievement / contribution in the local community.

WONDAI / TINGOORA

Open to all ages

Awarded to an individual who has made an outstanding achievement / contribution in the local community.

HIVESVILLE / PROSTON

Open to all ages

Awarded to an individual who has made an outstanding achievement / contribution in the local community.

MURGON

Open to all ages

Awarded to an individual who has made an outstanding achievement / contribution in the local community.

HOW TO NOMINATE

Please complete the nomination form provided and attach your reasons for nominating (500 words or less), including how the nominee has made an outstanding contribution to the community, particularly in 2024 and why you believe they should receive an Australia Day Award. Supporting documentation (copies only) that you feel will assist the judge in making their decision may also be provided with your nomination form.

JUDGING PROCESS

Nominations will be reviewed by the appointed judging panel. The judge's decision is final and no correspondence will be entered into.

Nominations close 4:30pm on Friday 8 November 2024

Nomination forms are to be marked Private & Confidential - Australia Day Awards and submitted to:

Chief Executive Officer
South Burnett Regional Council
PO Box 336, Kingaroy Qld 4610
or can be submitted online.

PRIVACY POLICY: South Burnett Regional Council is collecting personal information you supply on this form in accordance with privacy principles in order to facilitate the Australia Day awards. This information will be accessed by persons who have been authorised to do so. Some of this information may be published in local media, on Council's website and may be broadcast at the Australia Day function and may be used in future Council publications and reports for the purpose of Australia Day Awards. Your information will not be given to any other person or agency unless required by law. Your personal information is handled in accordance with the Information Privacy Act 2009. If you provide Council with any personal

SOUTH BURNETT Region

2025 Australia Day Awards



Who would like to nominate:

Name:

Address:

Telephone:

Age (if known):

For a Local Achiever 2025 Australia Day Award in the following area - **(Please tick only one box per nomination form)**

Blackbutt / Benarkin

Maidenwell / Bunya Mountains

Nanango

Kumbia

Kingaroy

Wooroolin / Memerambi

Wondai / Tingoora

Hivesville / Proston

Murgon

Please tell us in 200-500 words how this person has made an outstanding achievement / contribution in the community, particularly in 2024 and why you believe they are deserving of an Australia Day Award. (please attach extra sheets if necessary).

Your details:

Name:

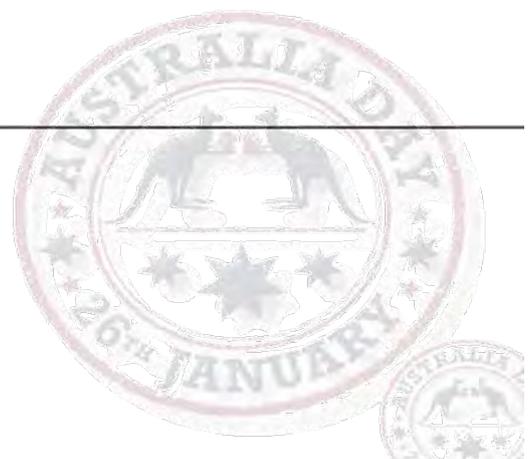
Address:

Telephone:

Mobile:

Email:

Signature:





The South Burnett Australia Day awards provide the community with an opportunity to acknowledge and reward outstanding groups and individuals committed to improving the lifestyle experience in our region. The award categories that have been chosen give our individual communities equal opportunity to nominate those who have made special contributions to their local community. **NB: If someone has won an Australia Day Award in the last three (3) years, they are not eligible for nomination for that same category.**

<p>SOUTH BURNETT CITIZEN OF THE YEAR <i>Nominee must be 25 years or over as at 26 January 2025</i> Recognising a South Burnett resident who has made a valuable contribution to their community and / or given outstanding service to the South Burnett community over a number of years or has demonstrated a high level of personal, academic or professional achievement.</p> <p>SOUTH BURNETT YOUNG CITIZEN OF THE YEAR <i>Nominee must be under 25 years of age as at 26 January 2025</i> Outstanding achievement by a young resident who displays ongoing excellence in their field and in the community, demonstrating leadership and innovation whilst contributing to the development of the South Burnett region.</p> <p>SOUTH BURNETT JUNIOR CULTURAL AWARD <i>Nominee must be under the age of 18 years as at 26 January 2025</i> Outstanding achievement by a young resident making a significant contribution to the cultural life of the South Burnett.</p> <p>SOUTH BURNETT CULTURAL AWARD <i>Nominee must be aged 18 years and over as at 26 January 2025</i> Outstanding achievement by a South Burnett resident making a significant contribution to the cultural life of the South Burnett.</p> <p>SOUTH BURNETT JUNIOR SPORTSPERSON AWARD <i>Nominee must be under the age of 18 years as at 26 January 2025</i> To recognise a person in the community who has made a notable achievement in sporting endeavours.</p> <p>SOUTH BURNETT SENIOR SPORTSPERSON, ADMINISTRATOR, COACH, OFFICIAL AWARD <i>Nominee must be aged 18 years and over as at 26 January 2025</i> Outstanding achievement by an individual who has made a significant contribution to sport and / or the community as a sportsperson, coach, official or administrator.</p>	<p>SOUTH BURNETT VOLUNTEER COMMUNITY OR EVENT ORGANISATION OF THE YEAR To recognise an outstanding achievement by a group, club or organisation that has made a notable contribution to the community during 2024.</p> <p>SOUTH BURNETT VOLUNTEER OF THE YEAR To recognise a volunteer member (or couple) who has made a valuable contribution to their community, club or organisation and / or given outstanding service over a number of years.</p> <p>SOUTH BURNETT LIFETIME ACHIEVEMENT AWARD <i>Nominee must be 65 years of age and over as at 26 January 2025</i> Outstanding achievement by a senior resident who displays ongoing excellence in their field and in the community, demonstrating leadership and innovation whilst contributing towards the South Burnett region.</p> <p>HOW TO NOMINATE Please complete the nomination form provided and attach your reasons for nominating (between 200 and 500 words), including how the nominee has made an outstanding contribution to the community, particularly in 2024 and why you believe they should receive an Australia Day Award. Supporting documentation (copies only) that you feel will assist the judges in making their decision may also be provided with your nomination form.</p> <p>JUDGING PROCESS Nominations will be reviewed by the appointed judging panel. The judge's decision is final and no correspondence will be entered into. The judges reserve the right to move a nominee to another category if they believe it better suits the nomination.</p>
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PRIVACY POLICY: South Burnett Regional Council is collecting personal information you supply on this form in accordance with privacy principles in order to facilitate the Australia Day awards. This information will be accessed by persons who have been authorised to do so. Some of this information may be published in local media, on Council's website and may be broadcast at the Australia Day function and may be used in future Council publications and reports for the purpose of Australia Day Awards. Your information will not be given to any other person or agency unless required by law. Your personal information is handled in accordance with the *Information Privacy Act 2009*. If you provide Council with any personal information about another person, you should ensure that you are authorised to do so.

SOUTH BURNETT REGION

2025 Australia Day Awards



Who would you like to nominate:

Name: _____

Address: _____

Telephone: _____

Age (if known): _____

For a 2025 Australia Day Award in the following category **(Please tick only one (1) box per nomination form)**

<input type="checkbox"/>	South Burnett Citizen of the Year	<input type="checkbox"/>	South Burnett Junior Sports Award	<input type="checkbox"/>	South Burnett Junior Cultural Award
<input type="checkbox"/>	South Burnett Young Citizen of the Year	<input type="checkbox"/>	South Burnett Senior Sportsperson, Administrator, Coach, Official Award	<input type="checkbox"/>	South Burnett Volunteer of the Year
<input type="checkbox"/>	South Burnett Lifetime Achievement	<input type="checkbox"/>	South Burnett Cultural Award	<input type="checkbox"/>	South Burnett Volunteer Community or Organisation of the Year

Please tell us in 200-500 words how this person, organisation or event has made an outstanding contribution to the South Burnett, particularly in 2025 and why you believe they are deserving of an Australia Day Award. (please attach extra sheets necessary). **NB: If someone has won an Australia Day Award in the last three (3) years, they are not eligible for nomination for that same category.**

Your details:

Name: _____

Address: _____

Telephone: _____ Mobile: _____

Email: _____

Signature: _____

Nominations close 4:30pm on Friday 8 November 2024

Nomination forms are to be marked Private & Confidential - Australia Day Awards and submitted to:

Chief Executive Officer
 South Burnett Regional Council
 PO Box 336, Kingaroy, Qld 4610 or can be submitted online





ECM ID: "ECM ID"

South Burnett Australia Day Awards Judging Guidelines

Table of Contents

1. PURPOSE 1
 2. RESPONSIBILITY 1
 3. VERSION CONTROL 1

1. PURPOSE

To set out the steps to be taken in receiving and judging the nominations for the South Burnett Regional Council’s annual Australia Day Awards Ceremony.

2. RESPONSIBILITY

Executive Services receives and collates nomination forms and prepares and dispatches the folders to the judging panel.

The judging panel are responsible for judging the nominations, filling out their assessment/score sheets and returning their folders with all nominations forms to Executive Services.

If for any reason someone is ineligible it must be noted on the judge’s assessment/score sheet stating the reason why they are ineligible.

Nominations can be moved to another category if all of the judges agree that the nomination would be better suited to another category.

Nominations will be accepted from/for people outside of the South Burnett Region (e.g. Yarraman, Cherbourg & Goomeri) as long as they are being nominated for work/achievements done within the South Burnett Region.

There can only be one (1) winner per category and nominations cannot be self-nominated.

For the South Burnett Volunteer of the Year Award an individual or a couple can be considered.

The Chair of the judging panel must return final assessment/score sheets with any comments attached and signed by all judges on the panel to the Australia Day Awards organiser (Executive Services).

3. VERSION CONTROL

Version	Approval Date
1	14 November 2016
2	13 June 2018
3	21 August 2024

 Mark Pitt
CHIEF EXECUTIVE OFFICER

 Kathy Duff
Mayor

 Date

 Date

11.2 CHRISTMAS CLOSEDOWN AND STAFF CHRISTMAS FUNCTION

File Number: 21-08-2024
Author: Manager People and Culture
Authoriser: Chief Executive Officer

PRECIS

Christmas closedown and Staff Christmas function for 2024

SUMMARY

Discussion regarding proposed Christmas closedown for 2024.

OFFICER’S RECOMMENDATION

That South Burnett Regional Council:

1. hold a family function in November 2024 for staff and their immediate families to attend on a Saturday lunch event 12pm – 4pm, at a Kingaroy sporting ground, depending on availability.
2. will generally be closed from 3pm Tuesday, 24 December 2024 and re-open on Thursday, 2 January 2025 with on-call and emergency staff to be rostered on over this period.
3. shut outdoor Council services (Field staff) from Friday, 20 December 2024 and begin operations on Monday 6th January 2025.
4. key skeleton staff are rostered on to undertake On-call and emergency work where required during the Christmas Closedown period until Friday 3 January 2025.
5. Parks staff and 1 Tourism staff member will be required to work as advised through the Christmas period except for Public Holidays.
6. Council will advise employees to use leave accrued leave entitlements (e.g. annual leave, TOIL, RDO’s) during this period with TOIL and RDO’s being used in the first instance.
7. The operating hours for the region’s Visitor Information Centres over the Christmas / New Year period are outlined below: - (at least 1 staff member is required to work during this period in case the volunteers need help)

<p>Kingaroy Visitor Information Centre <i>(Accredited)</i></p>	<p>Hours: Mon-Fri 9:00am to 4:00pm Sat-Sun 9:00am to 1:00pm Closed - Christmas Day, Boxing Day, New Year’s Day</p>
<p>Murgon Visitor Information Centre <i>(Unaccredited)</i></p>	<p>Hours: Mon-Fri 9:00am to 2:00pm Sat 9:00 to 12:00 Sun Closed Closed - Christmas Day, Boxing Day, New Year’s Day</p>
<p>Nanango Visitor Information Centre <i>(Accredited)</i></p>	<p>Hours: Mon-Fri 9:00am to 4:00pm Sat 9:00am to 1:00pm Sun Closed Closed - Christmas Day, Boxing Day, New Year’s Day</p>

<p>Wondai Visitor Information Centre (Accredited)</p>	<p>Hours: Mon-Fri 9:00am to 4:00pm Sat - Sun 9:00am to 1:00pm Closed - Christmas Day, Boxing Day, New Year's Day</p>
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FINANCIAL AND RESOURCE IMPLICATIONS

Shut down is incorporated into current practices. Budget implications are under review for function as this will be a new format for this event.

LINK TO CORPORATE/OPERATIONAL PLAN

Organisation Excellence – An organisation that is characterised by effective leadership, responsible management, good governance, and quality service delivery.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Council advertises a change of opening times in newspaper, online, radio and Council's website

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

N/A

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

N/A

ASSET MANAGEMENT IMPLICATIONS

N/A

REPORT

Council's annual staff Christmas Function held each year to celebrate and recognise the diligent work of staff allowing for a social get together and a time to network with peers.

It is proposed to trial a new format this year and hold a family function in November 2024 for staff and their immediate families to attend on a Saturday lunch event 12pm – 4pm, at a Kingaroy sporting ground, depending on availability and organised and coordinated by the People & Culture team.

CHRISTMAS SHUTDOWN

It is proposed to shut outdoor Council services (Field staff) from Friday ,20 December 2024 and begin operations on Monday 6th January 2025.

It is also proposed to close other Council branches over the Christmas period from 12:00pm Tuesday, 24 December 2024 and re-open on Thursday, 2 January 2025 with on-call and emergency staff to be rostered on over this period.

Outdoor staff (apart from Parks) will operate on skeleton staffing arrangements until Friday 3 January 2025.

Parks staff will be required to work during this period with the exception of Public Holidays.

The operating hours for the region's Visitor Information Centres over the Christmas / New Year period are outlined below: - (at least 1 staff member is required to work during this period in case the volunteers need help)

<p>Kingaroy Visitor Information Centre <i>(Accredited)</i></p>	<p>Hours: Mon-Fri 9:00am to 4:00pm Sat-Sun 9:00am to 1:00pm Closed - Christmas Day, Boxing Day, New Year's Day</p>
<p>Murgon Visitor Information Centre <i>(Unaccredited)</i></p>	<p>Hours: Mon-Fri 9:00am to 2:00pm Sat 9:00 to 12:00 Sun Closed Closed - Christmas Day, Boxing Day, New Year's Day</p>
<p>Nanango Visitor Information Centre <i>(Accredited)</i></p>	<p>Hours: Mon-Fri 9:00am to 4:00pm Sat 9:00am to 1:00pm Sun Closed Closed - Christmas Day, Boxing Day, New Year's Day</p>
<p>Wondai Visitor Information Centre <i>(Accredited)</i></p>	<p>Hours: Mon-Fri 9:00am to 4:00pm Sat - Sun 9:00am to 1:00pm Closed - Christmas Day, Boxing Day, New Year's Day</p>

ATTACHMENTS

Nil

12 FINANCE & CORPORATE

12.1 ADOPTION OF THE SOUTH BURNETT REGIONAL YOUTH COUNCIL POLICY - STRATEGIC029

File Number: 21-Aug-2024
Author: Coordinator Corporate
Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Youth Council Policy – Strategic029.

SUMMARY

South Burnett Regional Council ('Council') has developed this policy to provide the framework that Council Corporate Plan 2021-2026 identifies the key priority to work with youth throughout the South Burnett Region.

OFFICER’S RECOMMENDATION

That the South Burnett Regional Youth Council Policy – Statagic029 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 South Burnett Regional Youth Council Policy – Statagic029 has been reviewed by Community & Lifestyle and Corporate Governance and Strategy.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Local Government Act 2009
Local Government Regulations 2012

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

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

The purpose of this policy is to provide key priorities to work with youth throughout the South Burnett Region.

ATTACHMENTS

1. **South Burnett Regional Youth Council Policy - Strategic029**



POLICY CATEGORY - NUMBER: Strategic029
POLICY OWNER: Executive Services
ECM ID: 2862192
ADOPTED: 21 August 2024

South Burnett Regional Youth Council 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

The purpose of this policy is to provide the framework that South Burnett Regional Council ('Council') Corporate Plan 2021-2026 identifies the key priority to work with youth throughout the South Burnett region to identify sustainable initiatives for youth inclusiveness and support.

2. SCOPE

This policy applies to Council representatives and Youth Council members.

3. GENERAL INFORMATION

The objectives of this policy are:

- to give young people the opportunity to take a leading role in consulting with Council on issues that affect their lives;
- to raise awareness of the aspirations and needs of young people within communities across the South Burnett region; and
- to facilitate interaction between young people, Council, and the wider South Burnett community.

3.1. Membership

The South Burnett Regional Youth Council ('Youth Council') may comprise:

- of up to 20 members including a rotating chairperson;
- Youth Council members will be aged between 14 and 24 years of age;
- two (2) Councillors to be associated with the Youth Council and attend meetings in a non-voting capacity to create linkages and be a conduit between the Youth Council and Council; and
- Youth Council secretariat to be provided by Council.

Effort will be made to ensure membership of the Youth Council reflects the diversity and demographic balance of young people residing in the South Burnett region (for example, sex, age, ethnicity, and residential location).

Youth Council members over the age of 18 years must hold a current Working with Children Blue Card.

Youth Council members are appointed as individuals, not as representatives of a particular area or network.

3.2. Roles and Responsibilities

Youth Council members are to:

- attend all Youth Council meetings throughout the year where possible;
- represent and advocate on behalf of young people in the South Burnett region;
- be an advisory and consultative group for Council and the wider youth community providing feedback and input;
- ensure that the diversity of young people's experiences and circumstances is reflected in advice to Council;
- facilitate and engage on agreed youth related project/s; and
- be aware and comply with Council's Employee Code of Conduct and associated policies.

3.3. Application and Appointment Processes

Nominations for the Youth Council membership will be sought publicly, using a broad publicity strategy, including schools and the youth sector.

The selection panel will consist of:

- the appointed Councillor;
- Council's Chief Executive Officer ('CEO') or delegate;
- Council's Coordinator Community Development.

The panel will determine an appropriate selection process to ensure broad representation from across the South Burnett region providing a short list of suitable applicants for the Council's consideration and formal approval.

Selections will be based on the applicant's ability to fulfil the roles and responsibilities of the Youth Council.

3.4. Terms of Appointment

Appointment to the Youth Council will be a one (1) year term, with appointed Youth Council members able to seek re-appointment for subsequent terms to a maximum length of appointment of two (2) years.

Successful applicants, following Council approval, will receive a letter confirming their appointment to the Youth Council. A committee induction will be provided to all members of the Youth Council.

In the event of resignation or re-appointment throughout the term, the appointee will be permitted to extend their appointment into the next term.

3.5. Resignation

Youth Council members are required to notify the Council in writing of their intention to resign from the Youth Council.

Vacancies due to resignation may be filled based on the merit list of the preceding recruitment period or in the event that there are no additional nominees Council may call for nominations.

Members who fail to attend three (3) consecutive meetings without notification to Council will have deemed to have resigned from the Youth Council.

3.6. Meetings

3.6.1. Frequency of Meetings

The Youth Council will meet 10 times during a calendar year. Meetings will be held on the second Tuesday of every month from February to November of each calendar year.

3.6.2. Meeting Time

The Youth Council meetings will be held commencing at 4:00pm to 6:00pm.

3.6.3. Meeting Attendance

The Youth Council meetings will be held in the Warren Truss Council Chambers, 45 Glendon Street, Kingaroy or via Teams.

3.6.4. Transport

It is the responsibility of the Youth Council members to arrange transport to attend meetings.

3.6.5. Quorum

The quorum for the Youth Council will be half the number of members of the Youth Council, plus one (1). If quorum is not met, meeting will proceed and decisions ratified at next full meeting.

3.6.6. Support

Council representatives, as authorised by Council’s CEO, will provide resources, assistance, guidance, and support to Youth Council members, including access to technology where required.

3.6.7. Reporting

The Youth Council will report regularly on its activities, provide Council with its guidance and/or make recommendations to Council through the provision of the Youth Council meeting minutes to Council.

The minutes of each Youth Council meeting will be submitted to the Ordinary General Meeting of Council following each Youth Council meeting.

4. DEFINITIONS

Council representative means all Councillors and Council employees including permanent, casual, and temporary employees, apprentices, trainees, contractors, volunteers, and work experience students. For clarity, members of the South Burnett Regional Youth Council are considered volunteers with Council.

5. LEGISLATIVE REFERENCE

Local Government Act 2009 (Qld)

Local Government Regulations 2012 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Employee Code of Conduct Policy – Statutory011

South Burnett Regional Council Information Management Recordkeeping Policy – Statutory039

South Burnett Regional Council Information Privacy Policy – Statutory038

7. NEXT REVIEW

As prescribed by legislation or August 2026

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	25 January 2022	2862192
2	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2862192
3	Review of policy		2862192

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date: 21 August 2024

12.2 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL RECOGNITION OF SERVICE POLICY - STRATEGIC012

File Number: 21-Aug-2024
Author: Coordinator Corporate
Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Recognition of Service Policy – Strategic012.

SUMMARY

South Burnett Regional Council ('Council') has developed this policy to establish the rewards and recognition in relation to the years of service by Council employees.

OFFICER’S RECOMMENDATION

That the South Burnett Regional Council Recognition of Service Policy – Strategic012 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 South Burnett Regional Council Recognition of Service – Strategic012 has been reviewed by People & Culture and Corporate Governance and Strategy.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Local Government Act 2009
Local Government Industry Award – State 2017
Local Government Regulation 2012

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

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

The purpose of this policy is to provide recognition of service to Council employees.

ATTACHMENTS

- 1. South Burnett Regional Council Recognition of Service - Strategic012**



POLICY CATEGORY - NUMBER: Strategic012
POLICY OWNER: People & Culture
ECM ID: 2744924
ADOPTED:

Recognition of Service 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	3

1. POLICY STATEMENT

This policy provides the framework to establish the process for rewards and recognition in relation to the years of service provided by Council employees of South Burnett Regional Council ('Council').

2. SCOPE

This policy applies to all Council employees.

3. GENERAL INFORMATION

Council will acknowledge service achievements for Council employees who have reached significant milestones during their working career at the Council. Dates of service will be calculated as at the end of each calendar year.

The Chief Executive Officer ('CEO') is responsible for the approval of any variation to the value of the Council employee reward and recognition and activities outlined in this policy.

The CEO may approve any recognition for years of service awards for Council employees that fall outside the parameters of this policy.

People and Culture ('P&C') will prepare and maintain the statistical information required in relation to the years of service calculations for Council employees. P&C will coordinate the organisation and distribution of the service recognition certificates, service medals, pins, plaques, and other awards that are achieved by employees under this policy.

3.1. Recognition of Service

Council will recognise years of continuous service by Council employees as outlined below:

- 1 and 5 years' service will be acknowledged by the CEO at a relevant staff meeting;
- 10 years' service will receive a Recognition of Service Certificate and pin;
- 20 years' service will receive a Recognition of Service Certificate, pin and a service medal;
- 30 years' service will receive a Recognition of Service Certificate, pin and a service medal;
- 40 years' service will receive a Recognition of Service Certificate, pin and a service medal;
- 50 years' service will receive a Recognition of Service Certificate, pin and an engraved plaque.

10 years' Service Certificate will be presented to the Council employee during business hours at an appropriate Council gathering. Awards may be presented at any time during the calendar year.

3.2. Awards function

P&C will arrange an annual function once each year for Council employees who have reached a service milestone of 20 years' service or greater.

This function will be by invitation only. The Mayor and CEO will present the Awards, or alternatively P&C will make other arrangements as necessary.

Attendance at the Awards function is not mandatory and Council employees attending the function who are in receipt of an award will be entitled to claim wages while at the function, if during work hours and may if the event is a luncheon claim wages for a whole day whilst not attending work.

Awards functions may be altered depending on the circumstances and upon request of the CEO.

3.3. Retirement and Resignation

Council employees who retire or resign from employment after 20 or more years of service with Council will be invited to attend a Council Meeting to receive recognition of service provided.

Retiring Council employees will be entitled to receive a service plaque and a corporate gift up to the value of \$200. Spouses may receive flowers/token gift up to the value of \$50.

P&C will liaise with Executive Services in relation to the Council employee's acceptance to attend a Council Meeting. If the invitation is declined, P&C will arrange an alternative method to provide the gifts to the Council employee (for example pick up, post, delivery).

4. DEFINITIONS

Award means a gift, presentation or voucher/cheque to an agreed value linked to the period of service. Awards will not be made as cash payments.

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

Service Period means a period of full-time, part-time, or casual employment and includes any time on work cover or extended leave.

Years' Service when calculating years of continuous service this will include the former Nanango, Murgon, Wondai and Kingaroy Shires as well as service with South Burnett Regional Council as an employee. All employment will be recognised for the purposes of calculating the length of service in relation to reward and recognition initiatives. The number of years that the Council employee has been employed in a role in Council measured from their commencement date.

5. LEGISLATIVE REFERENCE

Local Government Act 2009 (Qld)

Local Government Industry Award – State 2017

Local Government Regulation 2012 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Employee Code of Conduct – Statutory011

7. NEXT REVIEW

As prescribed by legislation or August 2026

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	New Policy	21 August 2019	2617157
2	Policy Review	30 June 2021	2744924
3	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2744924
4	Review of policy		2744924

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

12.3 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL RATE COLLECTION POLICY - STATUTORY041

File Number: 21-Aug-2024
Author: Coordinator Corporate
Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Rate Collection Policy – Statutory041.

SUMMARY

The South Burnett Regional Rate Collection Policy – Statutory041 provides the framework that outlines the principles, processes, and guidelines that are used when dealing with ratepayers, their financial or personal representatives and mortgagees in the prompt follow up and timely collection of rates and charges that have not been paid by the due date.

OFFICER’S RECOMMENDATION

That the South Burnett Regional Council Rate Collection Policy – Statutory041 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 South Burnett Regional Council's (Council) 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 Rate Collection Policy – Statutory041 has been reviewed by Finance & Sustainability and Corporate Governance and Strategy.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

- Information Privacy Act 2009*
- Local Authorities Revenue Management Association Queensland Sale of Land Best Practice Guide*
- Local Government Act 2009*
- Local Government Regulation 2012*

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

This policy provides the framework that outlines the principles, processes and guidelines that Council and/or external agencies use when dealing with ratepayers, their financial or personal representatives and mortgagees in the prompt follow up and timely collection of rates and charges that have not been paid by the due date on the rate notice.

ATTACHMENTS

1. **South Burnett Regional Council Rate Collection Policy - Statutory041**



POLICY CATEGORY - NUMBER: Statutory041
POLICY OWNER: Finance & Sustainability

ECM ID: 2792107
ADOPTED: 21 August 2024

Rate Collection 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	4
6. RELATED DOCUMENTS	4
7. NEXT REVIEW	5
8. VERSION CONTROL	5

1. POLICY STATEMENT

This policy provides the framework that outlines the principles, processes, and guidelines that South Burnett Regional Council ('Council') representatives and/or external agencies use when dealing with ratepayers, their financial or personal representatives and mortgagees in the prompt follow up and timely collection of rates and charges that have not been paid by the due date on a rate notice in accordance with the *Local Government Act 2009* ('Act') and *Local Government Regulation 2012* ('Regulation') and Council's Revenue Policy and Revenue Statement.

2. SCOPE

This policy applies to the recovery of overdue rates or charges.

3. GENERAL INFORMATION

This policy guides the administrative processes that are used for the collection of overdue rates and charges. It also assists Council representatives, ratepayers, and other stakeholders to understand the actions that Council will undertake and the consequences for non-payment of rates and charges, or for not promptly addressing overdue rates and charges.

When Council is pursuing the collection of overdue rates or charges, Council will consider the individual circumstances, or the financial hardships faced by relevant ratepayers.

Council has established balanced administrative processes that allow for some flexibility in ratepayer payment options including granting a concession in the form of payment by regular approved instalments. Processes include a variety of options, for example legal action through an external debt collection specialist, and the sale of land by public auction in accordance with the relevant legislative requirements.

3.1. Recovery Action

3.1.1. Summary of Initial and Advanced Recovery Actions

The following actions will be used in the collection of overdue rates and charges:

Action	Timing (Not earlier than)	Action Type	Severity	Response Time	Recovery Suspended	Authority Level to undertake action
Initial Recovery Action						
1	14-21 days after becoming overdue	Reminder notice issued by Council	Low	14 days	If overdue rates and charges are paid in full, or ratepayer enters and maintains a Council approved payment arrangement	Manager Finance & Sustainability
Advanced Recovery Action						
Debt Recovery stages 2 to 5 will only apply to debts over \$800.00 (refer to clause 3.4):						
2	28-35 days after becoming overdue	Letter of Demand issued by Debt Collection Specialist	Medium	14 days	If overdue rates and charges are paid in full, or ratepayer enters and maintains a Council approved payment arrangement through Debt Collection Specialist	Manager Finance & Sustainability
3	50 days after becoming overdue	Statement of Claim issued served by the Debt Collection Specialist	Medium	28 days	If overdue rates and charges are paid in full, or ratepayer enters and maintains a Council approved payment arrangement through Debt Collection Specialist	Manager Finance & Sustainability
4	78 days after becoming overdue	Pre-Judgment Warning letter issued by Debt Recovery Specialist	Medium	7 days	If overdue rates and charges are paid in full, or ratepayer enters and maintains a Council approved payment arrangement through Debt Collection Specialist	Manager Finance & Sustainability
5	85 days after becoming overdue	Judgment granted by the Court and Warning letter by Debt Recovery Specialist	Medium	7 days	If overdue rates and charges are paid in full, or ratepayer enters and maintains a Council approved payment arrangement through Debt Collection Specialist	Manager Finance & Sustainability
7	Three (3) years after rates and charges become overdue; or one (1) year for vacant or commercial use land and judgment obtained for the overdue rates and charges; or three (3) months for mining claims land	Possible Sale of land Warning letter issued by Council	High	Subject to circumstances	If overdue rates and charges are paid in full, or ratepayer enters and maintains a Council approved payment arrangement	Manager Finance & Sustainability

Action	Timing (Not earlier than)	Action Type	Severity	Response Time	Recovery Suspended	Authority Level to undertake action
8	Three (3) years after rates and charges become overdue; or one (1) year for vacant or commercial use land and judgment obtained for the overdue rates and charges; or three (3) months for mining claims land	Notice of Intention to Sell issued by Council	High	Subject to circumstances	If overdue rates and charges are paid in full	Council
9	Three (3) years after rates and charges become overdue; or one (1) year for vacant or commercial use land and judgment obtained for the overdue rates and charges; or three (3) months for mining claims land	Auction – Sale of Land for overdue rates and charges	High	In accordance the Regulation	If overdue rates and charges are paid in full	Council

3.1.2. Deferral of Recovery Actions

The recovery action detailed in clause 3.1.1 may be deferred for the following reasons:

- deceased estates in probate;
- bankruptcy liquidations;
- receivership/administration;
- property sale where an unconditional contract has been signed and has been provided to Council;
- approved hardship under Council's Financial Hardship Policy; or
- special circumstances.

3.2. Payment Arrangements

3.2.1. Application for a Formal Payment Arrangement and Standard Term Payment Commitment:

An application for a payment arrangement must be made in writing ('Application to Pay Rates by Instalments') by or on behalf of a ratepayer to Council and approved by the Manager Finance & Sustainability or delegated officer. The standard term payment commitment under a payment arrangement is:

- for debts less than \$2,500 – payments must be of a sufficient amount and frequency to clear the outstanding debt over a period of no longer than 12 months; or
- for debts greater than \$2,500 – payments must be of a sufficient amount and frequency to clear the outstanding debt over a period of no longer than two (2) years.

3.2.2. Application for a Non-Standard Payment Arrangement – Outside of Standard Term Payment Commitment:

Council may consider an application for a payment arrangement which falls outside the terms outlined in clause 3.2.1, in cases of genuine hardship, or extenuating or special circumstances (for example, long-term illness or unemployment).

Non-standard payment arrangements that may be considered based on individual circumstances are:

- for debts less than \$2,500 – the General Manager of Finance & Corporate or Manager Finance & Sustainability may approve arrangements where payments are a sufficient amount and frequency to clear the outstanding debt over a period of no longer than two (2) years;
- for debts greater than \$2,500 – the General Manager of Finance & Corporate or Manager Finance & Sustainability may approve arrangements where payments are a sufficient amount and frequency to clear the outstanding debt over a period of no longer than three (3) years; and
- for debts greater than \$10,000 – the Chief Executive Officer may approve arrangements where payments are a sufficient amount and frequency to clear the outstanding debt over a period of no longer than four (4) years.

Ratepayers experiencing genuine financial hardship, where a non-standard payment arrangement is not feasible, must complete the appropriate application form and submit the necessary paperwork in accordance with Council's Financial Hardship Policy.

Ratepayers may receive additional flexibility in payment options and payment arrangements if Council approval is granted.

3.3. Criteria for the Implementation of Advanced Recovery Action

Council has set a threshold for the referral of overdue rates and charges for legal action of \$800.00.

4. DEFINITIONS

Council means the South Burnett Regional Council.

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

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

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

Rates and charges are defined in the Regulation as including differential general rates, minimum general rate levies, separate rates and charges, special rates and charges, utility charges and accrued interest on outstanding balances.

Overdue rates or charges are defined in the Regulation and includes:

- if Council takes the ratepayer to court to recover rates or charges and the court orders the ratepayer to pay Council's costs, the costs; and
- the interest if interest is payable, on the rates or charges, or costs.

5. LEGISLATIVE REFERENCE

Australian Competition and Consumer Commission Debt Collection Guidelines

Information Privacy Act 2009 (Qld)

Local Authorities Revenue Management Association Queensland Sale of Land Best Practice Guide

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Financial Hardship Policy – Statutory012

South Burnett Regional Council Revenue Policy – Statutory005

South Burnett Regional Council Revenue Statement

7. NEXT REVIEW

As prescribed by legislation or August 2026

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	11 November 2009	1906499
2	Review of policy	15 June 2015	1959080
3	Review of policy – Resolution 2021/376	26 May 2021	2792107
4	Review of policy	20 October 2021	2792107
5	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2792107
6	Review of policy	28 September 2022	2792107
7	Review of policy	21 August 2024	2792107

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date: 21 August 2024

12.4 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL DEALING WITH A COMPLAINT INVOLVING THE CHIEF EXECUTIVE OFFICER POLICY - STATUTORY054

File Number: 21-Aug-2024
Author: Coordinator Corporate
Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Dealing with a complaint involving the Chief Executive Officer Policy – Statutory054.

SUMMARY

The South Burnett Regional Dealing with a complaint involving the Chief Executive Officer Policy – Statutory054 provides a framework on how Council will deal with a complaint that involves or may involve corrupt conduct by the Chief Executive Officer, so that transparency and integrity are maintained in accordance with the *Crime and Corruption Act 2001*.

OFFICER’S RECOMMENDATION

That the South Burnett Regional Council Dealing with a complaint involving the Chief Executive Officer Policy – Statutory054 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 Dealing with a complaint involving the Chief Executive Officer Policy – Statutory054 has been reviewed by the Crime and Corruption Commission, Executive Services and Corporate Governance and Strategy.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Crime and Corruption Act 2001

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 framework about how Council deals with a complaint that involves or may involve corrupt conduct by the Chief Executive Officer.

ATTACHMENTS

1. **Dealing with a complaint involving the Chief Executive Officer Policy - Statutory054**



POLICY CATEGORY - NUMBER: Statutory054
POLICY OWNER: Corporate, Governance & Strategy

ECM ID: 2539619
ADOPTED: 21 August 2024

Dealing with a complaint involving the Chief Executive Officer 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	4

1. POLICY STATEMENT

This policy provides the framework about how South Burnett Regional Council ('Council'), will deal with a complaint that involves, or may involve, corrupt conduct by the Chief Executive Officer ('CEO'), so that transparency and integrity are maintained in accordance with the *Crime and Corruption Act 2001* ('Act').

2. SCOPE

This policy applies to all Council representatives.

3. GENERAL INFORMATION

The objective of this policy is to set out how Council will deal with a complaint that involves or may involve corrupt conduct of the Chief Executive Officer ('CEO') as defined in the Act. This policy is designed to assist Council to:

- comply with *Section 48A* of the Act;
- promote public confidence in the way suspected corrupt conduct of the CEO of Council is dealt with; and
- promote accountability, integrity and transparency in the way Council deals with a complaint that is suspected to involve, or may involve, corrupt conduct of the CEO.

3.1. Nominated Person

In accordance with the Act, the Manager People & Culture is the nominated person to notify the Crime and Corruption Commission ('CCC') of the complaint and to deal with the complaint under the Act.

The provisions of the Act that regulate how the CEO as the public official of the Council is to notify or deal with a complaint also apply to the nominated person.

3.2. Complaint involving a reasonable suspicion of corrupt conduct

If a complaint may involve an allegation of corrupt conduct of the CEO, the complaint may be reported to:

- nominated person; or
- a person to whom there is an obligation to report under another Act.

If there is uncertainty about whether or not a complaint should be reported, it is to be reported to the nominated person.

If the nominated person reasonably suspects the complaint may involve corrupt conduct of the CEO, they are to:

- notify the CCC of the complaint; and
- deal with the complaint, subject to the CCC's monitoring role, when:
 - pursuant to *Section 46*, the CCC refers the complaint to the nominated person to deal with.

If the CEO reasonably suspects that the complaint may involve corrupt conduct on their part, and there is a nominated person the CEO must:

- report the complaint to the nominated person as soon as practicable and may also notify the CCC, and
- take no further action to deal with the complaint unless requested to do so by the nominated person in consultation with the Mayor.

3.3. Resourcing the nominated person

If pursuant to the Act, the nominated person has responsibility to deal with the complaint:

- the Council will ensure that sufficient resources are available to the nominated person to enable them to deal with the complaint appropriately; and
- the nominated person is to ensure that consultations, if any, for the purpose of securing resources sufficient to deal with the complaint appropriately are confidential and are not disclosed, other than to the CCC, without:
 - authorisation under a law of the Commonwealth or the State; or
 - the consent of the nominated person; and
- the nominated person must, at all times, use their best endeavours to act independently, impartially and fairly having regard to the:
 - purposes of the Act; and
 - the importance of promoting public confidence in the way suspected corrupt conduct in Council is dealt with; and
 - the Council's statutory, policy and procedural framework.
- If the nominated person has responsibility to deal with the complaint, they are delegated the same authority, functions and powers as the CEO to direct and control staff of the Council as if the nominated person is the CEO of the Council for the purpose of dealing with the complaint only.

3.4. Liaising with the CCC

The CEO is to keep the CCC and the nominated person informed of:

- the contact details for the CEO and the nominated person/s; and
- any proposed fundamental changes to this policy.

3.5. Consultation with the CCC

The CEO will consult with the CCC when preparing any policy about how the Council will deal with a complaint that involves or may involve corrupt conduct of the CEO.

3.6. Recordkeeping requirements

Should the nominated person decide that a complaint, or information or matter, about the alleged corrupt conduct by the CEO is not required to be notified to the CCC under *Section 38* of the Act, the nominated person must make a record of the decision that complies with *Section 40A* of the Act.

4. DEFINITIONS

Act means *Crime and Corruption Act 2001* (Qld).

Chief Executive Officer ('CEO') means a qualified person who holds an appointment of a local government.

Complaint means including information or matter.

Contact details means the following as direct contact details for the nominated person:

- Postal address: Manager People & Culture, South Burnett Regional Council, PO Box 336, Kingaroy Q 4610
- Phone: (07) 4189 9100, Email: complaint@sbrc.qld.gov.au

Corrupt conduct means *Section 15* of the Act.

Council means South Burnett Regional Council.

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

Crime and Corruption Commission ('CCC') means the Commission which exists under the Act.

Deal with means dealing with a complaint about corruption or information or matter involving corruption, includes:

- (a) investigate the complaint, information or matter; and
- (b) gather evidence for:
 - (i) prosecutions for offences; or
 - (ii) disciplinary proceedings; and
- (c) refer the complaint, information or matter to an appropriate authority to start a prosecution or disciplinary proceeding; and
- (d) start a disciplinary proceeding; and
- (e) take other action, including managerial action, to address the complaint in an appropriate way.

Nominated Person means Manager People & Culture of the South Burnett Regional Council.

5. LEGISLATIVE REFERENCE

Crime and Corruption Act 2001 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Employee Code of Conduct – Statutory011

South Burnett Regional Council Employee Complaints Procedure – Procedure057

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

7. NEXT REVIEW

As prescribed by legislation or August 2027.

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	10 October 2018	2539619
2	Review of policy	22 September 2021	2539619
3	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2539619
4	Review of policy	21 August 2024	2539619

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date: 21 August 2024

12.5 NOTICE TO REPEAL SOUTH BURNETT REGIONAL COUNCIL - INFRASTRUCTURE QUALITY POLICY - STATUTORY029

File Number: 21-Aug-2024
Author: Coordinator Corporate
Authoriser: Chief Executive Officer

PRECIS

Notice to repeal South Burnett Regional Council Infrastructure Quality Policy – Statutory029.

SUMMARY

The Infrastructure Quality Policy – Statutory029 was developed to achieving the objectives set out in Council’s Corporate Plan.

OFFICER’S RECOMMENDATION

That the South Burnett Regional Council Infrastructure Quality Policy – Statutory029 be repealed.

FINANCIAL AND RESOURCE IMPLICATIONS

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

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance, and open and transparent decision-making
Operational Plan 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)

It was determined by the Executive Leadership Team that the South Burnett Regional Council – Infrastructure Quality Policy – Statutory029 is no longer required as Council is not required to have an adopted policy to meet ISO requirements.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

AS/NZS ISO 9001:2016 Quality Management Systems – Requirements
 ISO 9001:2015(E) Quality Management Systems – Requirements
Local Government Act 2009 (Qld)
Human Rights Act 2019 (Qld)

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

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

South Burnett Regional Council Infrastructure Quality Policy – Statutory029 be repealed as policy is not required.

ATTACHMENTS

- 1. South Burnett Regional Council Infrastructure Quality Policy - Statutory029**



POLICY CATEGORY - NUMBER: Statutory029
POLICY OWNER: Works
ECM ID: 2745006
ADOPTED: 27 April 2022

Infrastructure Quality 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.....	2
4. DEFINITIONS	2
5. LEGISLATIVE REFERENCE	4
6. RELATED DOCUMENTS	4
7. NEXT REVIEW	4
8. VERSION CONTROL	4

1. POLICY STATEMENT

South Burnett Regional Council's ('Council') Infrastructure Department ('Department') is committed to achieving the objectives set out in Council's Corporate Plan, being:

In order to achieve related outcomes, we aim to provide the following activities and services:

- provide and maintain road infrastructure in accordance with sustainable asset management practices;
- provide and maintain financially sustainable utility infrastructure in accordance with asset management practices; and
- provide and maintain other Council owned infrastructure to meet community needs in accordance with asset management practices.

2. SCOPE

This policy is relevant to services provided by the Infrastructure Planning (excluding the Materials Laboratory) and Works Branches within Council. Activities performed by the Materials Laboratory are covered by the National Association of Testing Authorities ('NATA') accreditation.

This policy is established in accordance with the International Standard ISO 9001:2015 and provides the framework for the Department's Quality Management System ('QMS'). Council currently holds Organisation for Standardisation ('ISO') 9001:2015 certification. The scope of this certification covers the provision for design, construction and the maintenance of the South Burnett road network.

This policy's objectives are to:

- maintain a QMS in accordance with the ISO 9001:2015 Quality Management Systems – Requirements;
- plan and implement actions to address risks and opportunities and integrate these into the QMS; and
- train staff and provide appropriate equipment and resources to ensure the continuous improvement of the QMS.

The ISO 9001:2015 Standard is published by the ISO, which is a worldwide federation of national standards bodies (ISO member bodies). 'This ISO provides the fundamental concepts, principles and vocabulary for QMS and proposes a well-defined QMS, based on a framework that integrates established fundamental concepts, principles, processes and resources related to quality, in order to help organisations realize their objectives.'¹

'This ISO employs the process approach, which incorporates the Plan-Do-Check-Act ('PDCA cycle'), and risk-based thinking.'² Council has determined the scope of the applicability of the QMS as the provision for design, construction and the maintenance of the South Burnett road network. Council has clearly defined processes needed for its QMS and has determined the inputs and the expected outputs, allocated resources, and assigned responsibilities for these processes, including monitoring against performance indicators to ensure these defined processes achieve their intended results.

Council has established a Corporate Risk and Internal Audit Framework including Risk Registers/Treatment Plans that ensures the necessary processes and actions to identify, review and address corporate risks are undertaken in a timely manner. For the management review process, a two (2) tier structure comprising of an Infrastructure Management Group and an Infrastructure Working Group has been established. These working groups facilitate the identification of corporate risks and have the capability and authority to undertake suitable actions to address the corporate risks and take corrective action where required and identify opportunities for improvement so that the QMS can achieve its intended results.

In accordance with the quality management principles contained within the ISO 9001:2015 Standard, this policy aims to apply the following principles to improve the performance of the Department:

- **Customer Focus**
 - Professional and efficient service delivery
 - Suitable Communication
 - Acceptable Response Time
- **Leadership**
 - Direction
 - Support
 - Culture
- **Engagement of people**
 - Motivation
 - Ownership
 - Inclusive participation
- **Process approach**
 - Quality
 - Timely
 - Consistent
- **Improvement**
 - Key phase management
 - Continual review
- **Evidence-based decision making**
- **Relationship management**
 - Cooperation
 - Innovative partner
 - Trusted Advisor

3. GENERAL INFORMATION

In accordance with the *Local Government Act 2009*, Council adopts an Annual Operational Plan which identifies specific works to be undertaken and services to be provided in order to progress the long-term objectives set out in Council's Corporate Plan. An assessment of the Department's performance in implementing its Corporate and Annual Operational Plans will be monitored with quarterly Annual Operational Plan reviews and the progress reported in Council's Annual Report.

3.1. Communication

Department divisional meetings are held on a quarterly basis, where the Infrastructure Management Group and Senior Executive Team ('SET') officers meet with the entire workforce of the Department to communicate planned actions to achieve improvements to current business processes, actions to address risks and opportunities, and inform the workforce on the impact of any major changes in the legislation. This ensures that the planned strategic direction is clearly communicated to officers at all levels and officers are aware of their roles and responsibilities in ensuring the intended results are achieved.

Communication of the Department's QMS objectives is also achieved through the Infrastructure Management Group and Infrastructure Working Group meetings, officer inductions and team meetings. Information to officers is also relayed via regular emails, awareness sessions and monthly newsletters which are accessible on the Council's intranet.

3.2. Key Performance Indicators

The Performance Measurement Framework sets the criteria for the specific Key Performance Indicators critical to works and service delivery provided by the Works Branch of the Infrastructure Department, as identified in the Council's annual Operational Plan.

The strategic direction and achievement in implementing the Operational Plan activities and Key Performance Indicators are assessed via quarterly reviews and updates.

This Policy aims to apply the quality management principles pertinent to standards for service deliverables and professional performance criteria of the ISO 9001:2015 Standard to:

- **Accreditation** - Maintain the ISO 9001:2015 certification by continually reviewing operational systems and strategies complying to the requirements of this Standard and implementing new systems as required to remain adapt in the responsibilities of the organisational commitments.
- **Improvements** - Review and implement outstanding improvement action requests (IAR) throughout the year with an 90% target completion rate. Customer Requests actioned with due diligence and closure within 30 calendar days from notice. Implementation of strategic Project Management Framework with consistent and holistic principals. Continual performance improvement and review process with innovation as the key charter.
- **Audits** – Undertake the scheduled internal audits throughout the year with a 90% target completion rate.
- **Document and record control** – Portfolio Management System captures all documents, records and data related to the Quality Management System with a 90% target capture rate.
- **Business Processes** – QMS Procedures are reviewed to enable effective operation and control of processes, in accordance with the annual review schedule, with a 90% target completion rate.

4. DEFINITIONS

Annual Operational Plan means the Annual Operational Plan details the activities and projects planned to achieve our goals on the Corporate Plan.

Corporate Plan means the Corporate Plan outlines South Burnett Regional Council's goals and strategies providing Council with the direction for the period of five (5) financial years.

NATA Accreditation means the National Association of Testing Authorities ('NATA') is the national accreditation body for Australia. Accreditation provides a means of determining, formally recognising and promoting that an organisation is competent to perform specific types of conformity assessment activities.

ISO 9001:2015(E) – This is firmly established as the globally implemented Standard for providing assurance about the ability to satisfy quality requirements and to enhance customer satisfaction in supplier-customer relationships. This Standard was published by the International Organisation for Standardisation (ISO).

AS/NZS ISO 9001:2016 – This Standard is identical with and has been reproduced from ISO 9001:2015(E) Quality Management Systems - Requirements. This Australian/New Zealand Standard AS/NZS ISO 9001:2016 was prepared by the Joint Standards Australia/Standards New Zealand Committee QR-008, Quality Systems, to supersede AS/NZS ISO 9001:2008.

5. LEGISLATIVE REFERENCE

Local Government Act 2009

ISO 9001:2015(E) Quality Management Systems – Requirements

AS/NZS ISO 9001:2016 Quality Management Systems – Requirements

6. RELATED DOCUMENTS

South Burnett Regional Council Employee Code of Conduct – Statutory011

Infrastructure Quality Manual

Roads and Drainage - Construction Activities Manual

Roads and Drainage - Maintenance Activities Manual

Design and Technical Services – Procedures Manual

7. NEXT REVIEW

As prescribed by legislation or May 2023

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	New Policy	14 November 2017	2430228
2	Policy Review – Resolution 2021/377	26 May 2021	2745006
3	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2745006

Mark Pitt PSM

CHIEF EXECUTIVE OFFICER

Date: 27 April 2022

12.6 MONTHLY FINANCIAL INFORMATION

File Number: 21.08.2024
Author: Manager Finance & Sustainability
Authoriser: Chief Executive Officer

PRECIS

Monthly financial report as at 31st July 2024.

SUMMARY

The following information provides Council's current position as at 31st July 2024.

OFFICER'S RECOMMENDATION

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

FINANCIAL AND RESOURCE IMPLICATIONS

Tracking actual revenue and expenditure compared to original budget 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; | 13. Cultural rights—generally; |
| 2. Right to life; | 14. Cultural rights—Aboriginal peoples and Torres Strait Islander peoples; |
| 3. Protection from torture and cruel, inhuman or degrading treatment; | 15. Right to liberty and security of person; |
| 4. Freedom from forced work; | 16. Humane treatment when deprived of liberty; |
| 5. Freedom of movement; | 17. Fair hearing; |

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

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

ASSET MANAGEMENT IMPLICATIONS

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

REPORT

- Recurrent Revenue is currently sitting at 10% compared to the original budget and Recurrent Expenditure is sitting at 11%.
- Accrual journals to process revenue and expenditure that is currently sitting in the 2024/25 year actuals, but are relating to the 2023/24 year, are still to be completed at the time of collating this report. This could mean that both income and expenditure as shown in this report may decrease once these have been completed. These will be completed by the end of August.
- Council's current cash holdings at the end of July 2024 was \$57.96m with \$30.79m of this currently classed as restricted cash.
- All ratios at the end of July are within their respective targets.
- Council's capital expenditure program is currently sitting at \$5.44m in actual expenditure which equates to approximately 13.6% of the total original budget. When taking into account committed costs of \$7.22m, the total expended is \$12.66m which represents approximately 32% of the original budget. Again, this expenditure may change based on accrual journals that are still to be completed for the 2023/24 year.
- Auditors will be on site during September to perform their end of year testing.

ATTACHMENTS

1. **Monthly Financial Information - July 2024**
2. **Capital Expenditure Report - July 2024**
3. **Grants Listing - July 2024**



South Burnett Regional Council
Monthly Financial Report
July 2024



SOUTH BURNETT
REGIONAL COUNCIL

Executive Summary

This monthly report is designed to illustrate the interim financial performance and position of South Burnett Regional Council compared to the original budget, at an organisational level, for the period ended 31 July 2024.

- Recurrent Revenue is currently sitting at 10% compared to the original budget and Recurrent Expenditure is sitting at 11%.
- Accrual journals to process revenue and expenditure that is currently sitting in the 2024/25 year actuals, but are relating to the 2023/24 year, are still to be completed at the time of collating this report. This could mean that both income and expenditure as shown in this report may decrease once these have been completed. These will be completed by the end of August.
- Council's current cash holdings at the end of July 2024 was \$57.96m with \$30.79m of this currently classed as restricted cash.
- All ratios at the end of July are within their respective targets.
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- Auditors will be on site during September to perform their end of year testing.

Executive Summary

Contents

1.0	INTERIM STATEMENT OF FINANCIAL PERFORMANCE (INCOME STATEMENT)	2
1.1	OPERATING INCOME STATEMENT SPLIT BY DEPARTMENT	3
1.2	REVENUE	4
1.2.1	<i>Rates Levies and Charges</i>	4
1.2.2	<i>Fees and Charges</i>	4
1.2.3	<i>Rental Income</i>	5
1.2.4	<i>Interest Received</i>	6
1.2.5	<i>Sales Revenue</i>	6
1.2.6	<i>Other Income</i>	7
1.2.7	<i>Operational Grants</i>	7
1.2.8	<i>Capital Grants</i>	7
1.3	EXPENDITURE	8
1.3.1	<i>Employee Benefits</i>	8
1.3.2	<i>Materials and Services</i>	8
1.3.3	<i>Finance Costs</i>	9
1.3.4	<i>Depreciation</i>	9
1.3.5	<i>Capital Expense</i>	9
2.0	INTERIM STATEMENT OF FINANCIAL POSITION (BALANCE SHEET)	11
2.1	CURRENT ASSETS.....	12
2.1.1	<i>Cash and Cash Equivalents</i>	12
2.1.2	<i>Trade and Other Receivables</i>	13
2.1.3	<i>Inventories</i>	16
2.2	NON-CURRENT ASSETS.....	16
2.2.1	<i>Trade and Other Receivables</i>	16
2.2.2	<i>Property, Plant and Equipment</i>	16
2.2.3	<i>Right of Use Assets</i>	16
2.2.4	<i>Intangible Assets</i>	16
2.3	LIABILITIES.....	16
2.3.1	<i>Trade and other Payables</i>	16
2.3.2	<i>Borrowings</i>	17
2.3.3	<i>Lease Liabilities</i>	17
2.3.4	<i>Provisions</i>	17
2.3.5	<i>Other Liabilities</i>	18
3.0	INTERIM CASH FLOW	19
4.0	INTERIM CHANGES IN EQUITY	21
5.0	FINANCIAL RATIOS	22
6.0	LONG TERM FINANCIAL FORECAST	23
6.1	INCOME AND EXPENDITURE STATEMENTS.....	24
6.2	FINANCIAL POSITION	26
6.3	CASH FLOW.....	28
6.4	CHANGES IN EQUITY.....	30
7.0	INVESTMENTS	31
8.0	WORKS FOR QUEENSLAND ROUND 4 (W4Q4) & ROUND 5 (W4Q5)	31
9.0	RATES UPDATE	32
10.0	GRANTS REPORT	32

1.0 Interim Statement of Financial Performance (Income Statement)

Statement of Comprehensive Income

as at 31 July 2024
8% of Year Complete

	2024	Original Budget	Variance
	\$	\$	%
Income			
Revenue			
Recurrent Revenue			
Rates, Levies and Charges	44,597	60,282,543	0%
Fees and Charges	653,578	5,814,807	11%
Rental Income	25,680	583,571	4%
Interest Received	285,305	3,025,000	9%
Sales Revenue	-	6,205,000	0%
Other Income	247,628	1,352,505	18%
Grants, Subsidies, Contributions and Donations	6,847,070	7,435,981	92%
	<u>8,103,858</u>	<u>84,699,406</u>	<u>10%</u>
Capital Revenue			
Grants, Subsidies, Contribution and Donations	42,163	8,095,421	1%
Total Income	<u>8,146,022</u>	<u>92,794,827</u>	<u>9%</u>
Expenses			
Recurrent Expenses			
Employee Benefits	2,612,132	28,179,321	9%
Materials and Services	4,760,100	33,402,025	14%
Finance Costs	137,431	1,561,780	9%
Depreciation and Amortisation	2,136,386	25,154,217	8%
	<u>9,646,049</u>	<u>88,297,343</u>	<u>11%</u>
Capital Expense			
	(104,862)	(1,930,000)	5%
Total Expense	<u>9,541,187</u>	<u>86,367,343</u>	<u>11%</u>
Net Result	<u>(1,395,165)</u>	<u>6,427,484</u>	
Net Operating Result	<u>(1,542,191)</u>	<u>(3,597,937)</u>	

1.1 Operating Income Statement Split by Department

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

	Total Revenue			Total Expenditure		
	Actual	Original Budget	%	Actual	Original Budget	%
Water	\$ 77,041	\$ 12,822,043	-1%	\$ 929,267	\$ 11,943,254	-8%
Wastewater	\$ 37,715	\$ 7,885,493	0%	\$ 470,399	\$ 6,340,277	-7%
Waste	\$ 347,530	\$ 9,018,938	-4%	\$ 1,102,297	\$ 9,421,138	-12%
Plant and Fleet	\$ -	\$ 196,000	0%	\$ 371,515	\$ 1,248,982	-30%
Genops	\$ 7,641,571	\$ 54,776,930	-14%	\$ 6,772,770	\$ 61,841,657	-11%
Total	\$ 8,103,858	\$ 84,699,406	-10%	\$ 9,646,049	\$ 88,297,343	-11%

Revenue

- All revenue items, except GenOps, are currently tracking below the target of 8% which is generally consistent with the same time period from prior years.
- Water, Wastewater, Waste and GenOps are affected by timing in the revenue received from rates being levied. The first 6 monthly rates levy will be processed in August.
- Waste is affected by timing in waste disposal revenue as invoices for July have not yet been raised. Income for June 2024 invoices have not yet been accrued back into the 23/24 year and as such will be affecting the July 2024 figures above.
- Genops is sitting above the target at 14% and is largely affected by the 85% payment from the Financial Assistance Grant. This revenue source will also be affected by income received from Queensland Reconstruction Authority and DTMR for flood restoration works.

Expenditure

- Two departments are tracking above the target of 8% for the month. These are Waste and Genops. Both of these departments will be affected by 23/24 invoices that have yet to be accrued back into the 23/24 year. This exercise is currently underway and will be completed mid August.
- Expenditure for Fleet is affected by timing of yearly registration and insurance bills as well as timing in use of internal plant by departments for the month.
- Genops continues to be affected by the timing in expenditure compared to budget for the various weather events. This will be offset by grant income.
- Genops is also affect by timing in annual expenses such as insurance, workers compensation premiums and annual software licences.

1.2 Revenue

1.2.1 Rates Levies and Charges

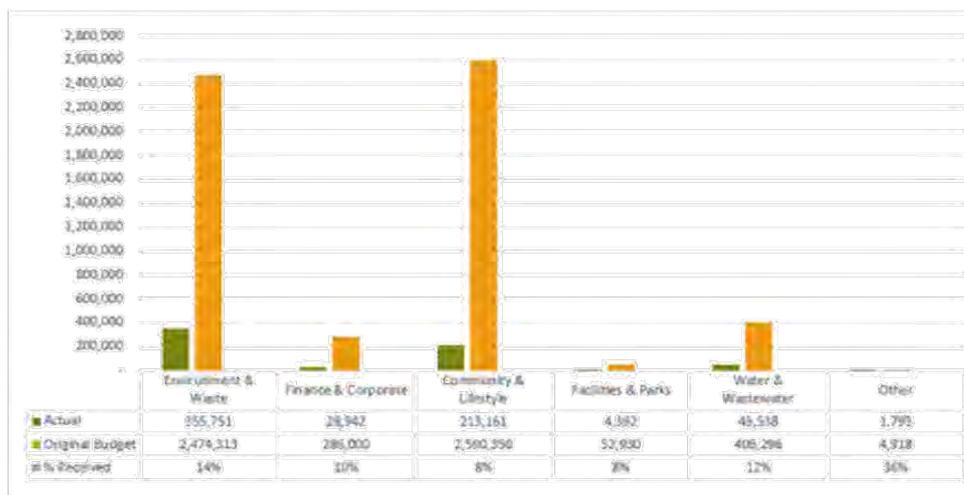
This item shows South Burnett Regional Council's total net income from general rates, service charges (water, sewerage and waste) and special charges.

Rates or Charges	Actuals	Original Budget
General Rates	-\$ 17,826	\$ 32,556,569
Quarry Special Charge	\$ -	\$ 16,000
Water Charges	\$ 62,782	\$ 12,431,276
Sewerage Charges	-\$ 38	\$ 7,772,079
Waste Collection Charges	-\$ 108	\$ 3,629,905
Community Rescue and Evacuation Levy	-\$ 6	\$ 90,000
Waste Management Levy	-\$ 207	\$ 3,786,714
Memerambi Estate Levies	\$ -	\$ -
Total	\$ 44,597	\$ 60,282,543

As at 31 July 2024, rates, levies and charges are tracking at 0.07%. This is due to the timing of the first 6 months rates levy which is due to be issued in August. The general rates credit value relates to discount given on supplementary rates notices.

1.2.2 Fees and Charges

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



As of 31 July 2024, fees and charges are tracking above target at 11%. Main factors affecting the fees and charges figures are:

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

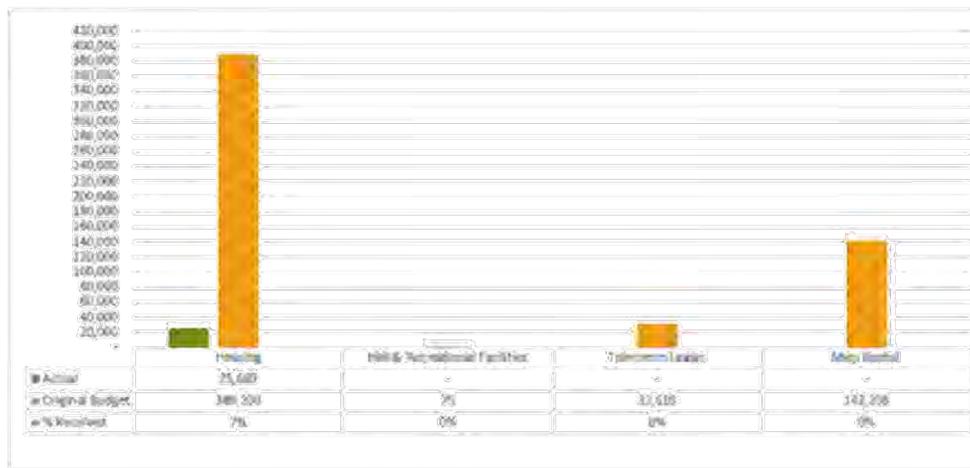
- Water & Waste Water are above target due to yearly trade waste permits being invoiced.

1.2.3 Rental Income

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

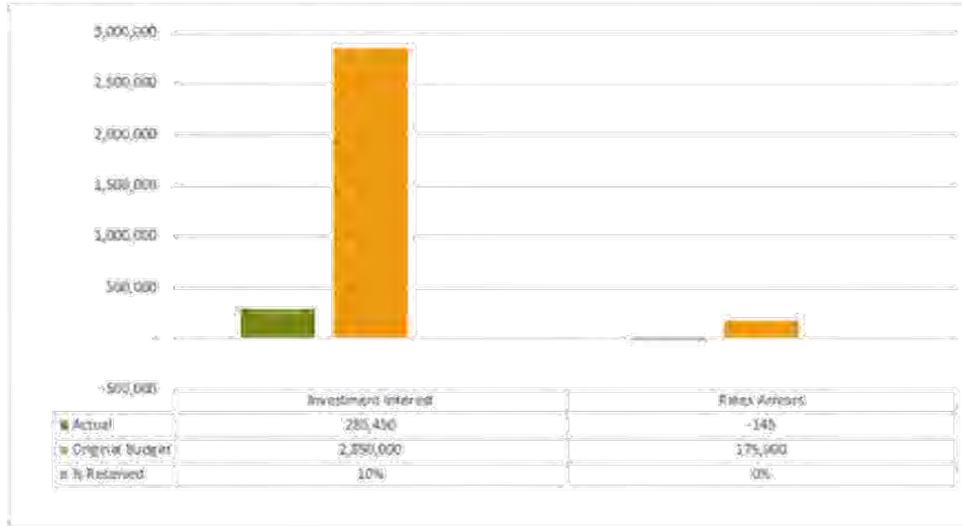
As of 31 July 2024, rental income is tracking at 5% due to timing in annual rental of various facilities. Main factors affecting the rental income figures are:

- Housing, shop rental and leases - timing in invoices being processed for monthly income.



1.2.4 Interest Received

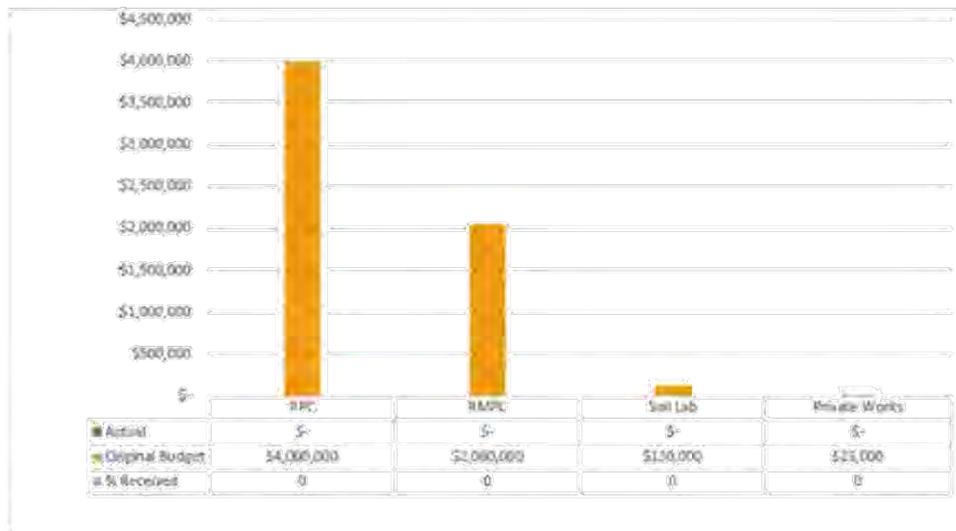
Interest revenue includes interest on investments and rate arrears. As of 31 July 2024, interest received is tracking above target at 9% due to favourable interest rates. July interest on rates arrears was processed in early August.



1.2.5 Sales Revenue

Sales revenue is income received from undertaking work for Main Roads, private works and recoverable works conducted by the Soil Laboratory. As of 31 July 2024, sales revenue is tracking below target at 0% as no invoicing has been completed yet.

This income stream is largely affected by timing of when RPC and RMPC works for this financial year are scheduled to be performed. Claims of approximately \$385k were in progress at the end of July 2024.



1.2.6 Other Income

Other income is sundry income derived from all other sources.

As of 31 July 2024, other income is tracking above target at 18%. Reasons surrounding this can be found below.

<i>Income Stream</i>	<i>Actual</i>	<i>Original Budget</i>	<i>% Received</i>
Irrigation Income	\$ -	\$ 32,028	0%
Fines	\$ 908	\$ -	0%
Scrap Steel	\$ 117,478	\$ -436,811	27%
Library Sales	\$ 164	\$ 2,945	6%
Agency Income	-\$ 3,084	\$ 88,000	-4%
Tourist Parks	\$ 43,553	\$ 445,203	10%
Insurance Claims & Workcover	\$ 863	\$ 20,000	4%
Misc Other	\$ 87,747	\$ 327,518	27%
Total	\$ 247,628	\$ 1,352,505	18%

- Fines are above target due to fluctuations in number of infringements throughout the year. There is a possibility that this value will decrease in the future if fines are sent to the State Penalties Enforcement Registry (SPERS) for collection.
- Scrap steel is picked up sporadically during the year and so has a timing factor. Scrap steel income seen above will be accrued back into the 23/24 year as the steel was picked up in June 24.
- Misc other includes Legal recovery income which is invoiced during the year based on debt collection activities as well as income from the stores surplus auction held in July.

1.2.7 Operational Grants

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

As of 31 July 2024, operating grants are tracking above target at 92% due to timing in when operational grants are received and spent. Approximately \$711k 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 early July.

Contract asset and contract liability movements have not yet been processed for July as finance have yet to finalise the 23/24 figures.

1.2.8 Capital Grants

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

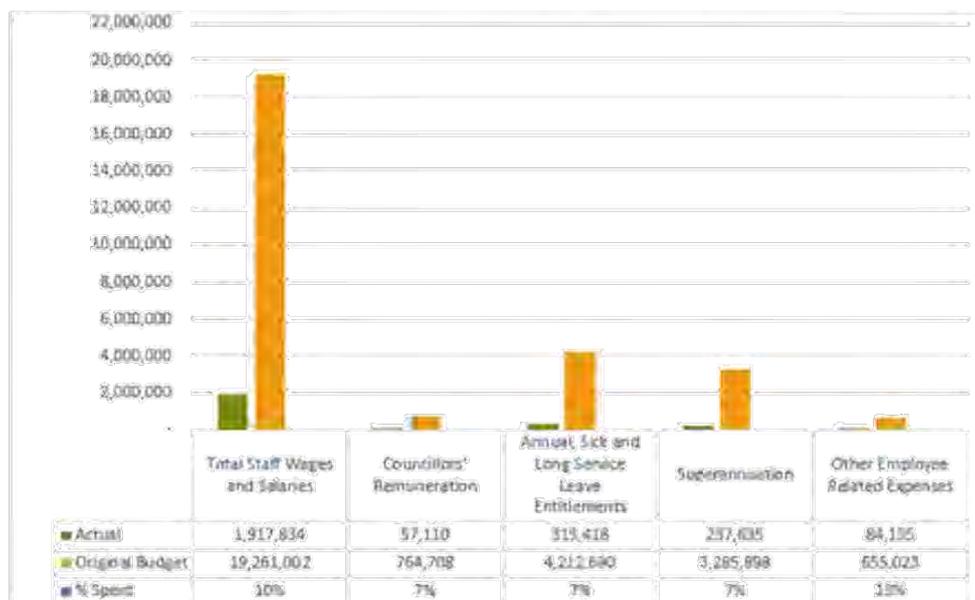
As of 31 July 2024, capital grants are tracking below target at 1%. Contract asset and contract liability movements have not yet been processed for the month.

1.3 Expenditure

1.3.1 Employee Benefits

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

As of 31 July 2024, employee benefits are tracking slightly above target at 9%.



1.3.2 Materials and Services

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

As of 31 July 2024, materials and services are tracking above target at 14%.

Description	Actual	Original Budget	% Spent
Donations	48,127	684,937	7%
Materials	2,544,897	21,402,842	12%
Services	2,218,448	12,709,881	17%
Internal Plant Charges	736,959	8,012,153	9%
Internal Plant Recoveries	- 788,331	- 9,407,788	8%
	4,760,100	33,402,025	

- A majority of variances seen in the materials category so far relate to timing of when invoices are received including timing of yearly insurances and fleet registrations as well as invoices relating to 23/24 that are yet to be accrued back to the correct year.
- Expenditure of \$735k is associated with the various weather events and has been offset by income from Queensland Reconstruction Authority (QRA).

- There is a degree of timing for waste collection and water usage invoices as they have not yet been received.

1.3.3 Finance Costs

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

As of 31 July 2024, finance costs are tracking just above target at 9%.



1.3.4 Depreciation

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

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

As of 31 July 2024, depreciation expense was on target at 8% as manual depreciation journals for July have been posted. Asset records will not be rolled into the new financial year until the external audit has been performed which means actual depreciation for July won't be run until October.

No capitalisation of projects will occur for this financial year until after the external Auditors have finalised their review of Council's financial statements for the 2023-2024 year.

1.3.5 Capital Expense

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

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

A loss on asset disposal is recognised when a current asset is disposed of (sold, renewed or upgraded) out of Council's asset register while it still has a written down value on the asset register (that is, before it is fully depreciated) and therefore before its written down value is nil. To dispose of the asset, its written down value is recognised in Council's accounts as a loss on disposal.

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

Capital expense is sitting at (\$104k) as at 31 July 2024 due to sales income for fleet items sold.

<i>Capital Expense</i>	<i>Actual</i>	<i>Original Budget</i>
INCOME		
Fleet	- 104,862	- 1,930,000
DISPOSALS		
	- 104,862	- 1,930,000

2.0 Interim Statement of Financial Position (Balance Sheet)

Statement of Financial Position

as at 31 July 2024

	2024 JULY \$	Original Budget \$
Current Assets		
Cash and Cash Equivalents	57,960,510	52,627,392
Trade and Other Receivables	5,545,253	11,534,119
Inventories	949,252	894,965
Investments	-	-
Total Current Assets	<u>64,455,015</u>	<u>65,056,476</u>
Non-Current Assets		
Trade and Other Receivables	305,474	207,854
Property, Plant and Equipment	1,080,513,150	1,105,677,659
Right of Use Asset	705,235	679,814
Intangible Assets	6,241,925	6,234,643
Total Non-Current Assets	<u>1,087,765,784</u>	<u>1,112,799,970</u>
TOTAL ASSETS	<u>1,152,220,799</u>	<u>1,177,856,446</u>
Current Liabilities		
Trade and Other Payables	9,231,405	13,898,382
Borrowings	3,462,889	3,262,364
Lease Liabilities	20,755	21,340
Provisions	4,047,222	4,118,541
Unearned Revenue	-	2,568,685
Other Liabilities	1,419,439	1,479,842
Total Current Liabilities	<u>18,181,709</u>	<u>25,349,154</u>
Non-Current Liabilities		
Trade and Other Payables	-	-
Borrowings	20,468,474	17,115,172
Lease Liabilities	731,100	709,759
Provisions	12,550,967	12,161,863
Other Liabilities	3,020,085	1,540,243
Total Non-Current Liabilities	<u>36,770,625</u>	<u>31,527,036</u>
TOTAL LIABILITIES	<u>54,952,334</u>	<u>56,876,190</u>
NET COMMUNITY ASSETS	<u>1,097,268,465</u>	<u>1,120,980,256</u>
Community Equity		
Retained Surplus/(Deficiency)	449,154,613	442,557,290
Asset Revaluation Surplus	648,113,852	678,422,966
TOTAL COMMUNITY EQUITY	<u>1,097,268,465</u>	<u>1,120,980,256</u>

2.1 Current Assets

2.1.1 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 31 July 2024, Council’s actual cash and cash equivalents balance was \$57.96m. The below table shows the breakup of this balance sheet element (excluding cash drawers).



As at the 31 July 2024, the restricted cash balance was \$30.79m. This increased from last month by \$243k and is made up of increases in Roads of \$121k, Buildings of \$1.3k and Water of \$121k. Restricted cash balances for the 2023/2024 year have not yet been finalised and so the below may change once that process has been completed.

RESTRICTED CASH	Jun-24	Jul-24	Difference
Recurrent Expenditure	505,164	505,164	→
Future Capital Works			→
Roads	4,528,031	4,649,023	120,992
Buildings	3,532,249	3,533,600	1,351
Waste	5,783,846	5,783,846	→
Land	25,322	25,322	→
Plant & ICT	6,197,459	6,197,459	→
Water	3,194,180	3,314,733	120,553
Wastewater	4,678,380	4,678,380	→
Unspent - Developer Contributions	1,729,986	1,729,986	→
Unspent - Loan Funds	374,100	374,100	→
Total	30,548,718	30,791,614	242,896

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 \$246k and are made up of \$80k in overdue animal registrations, \$83k 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.

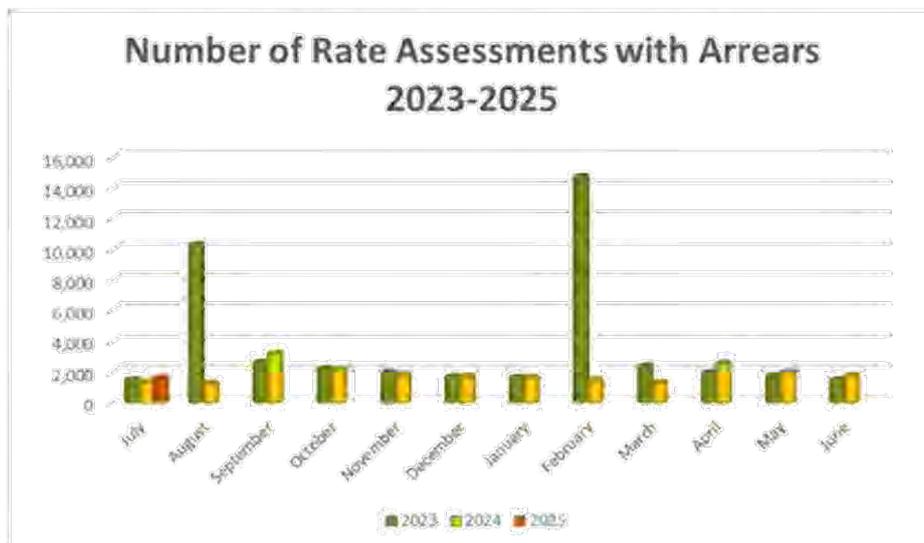
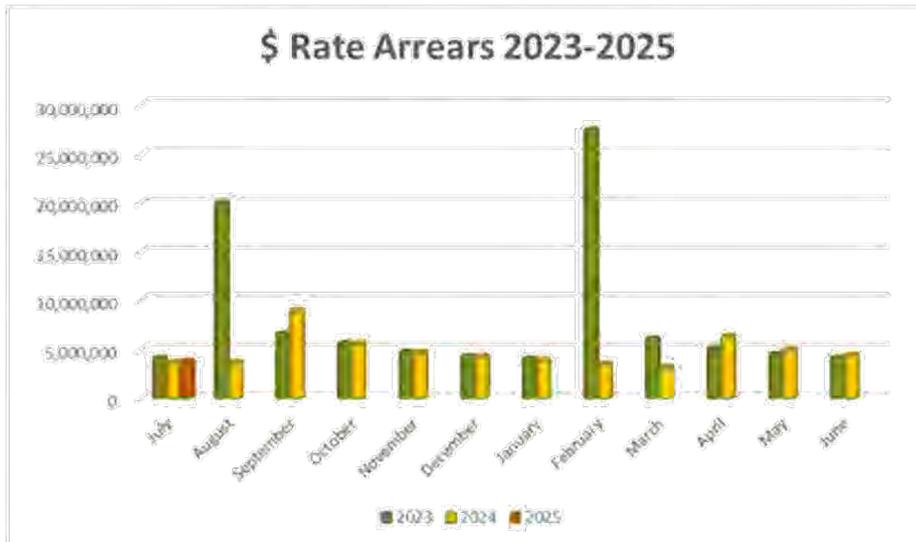


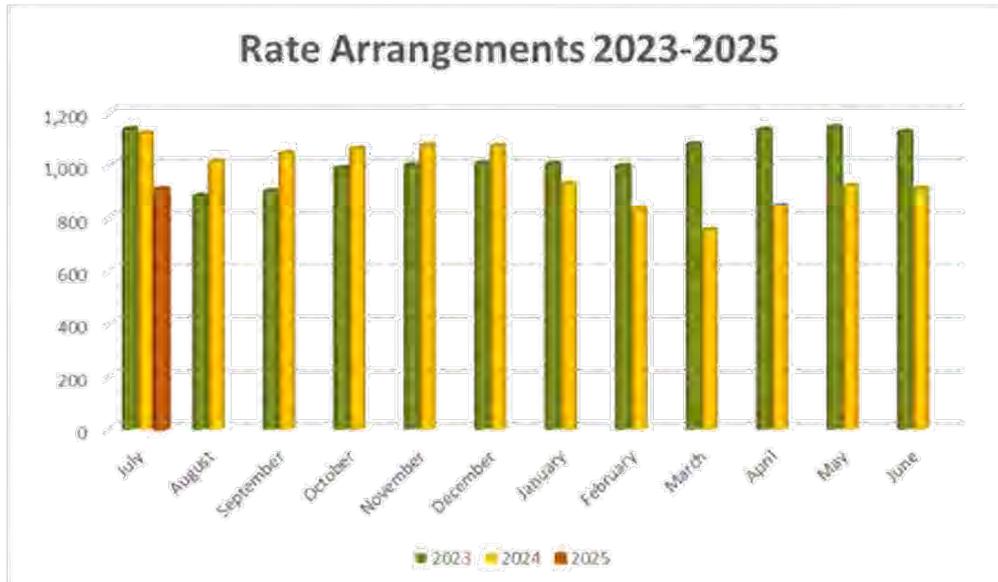
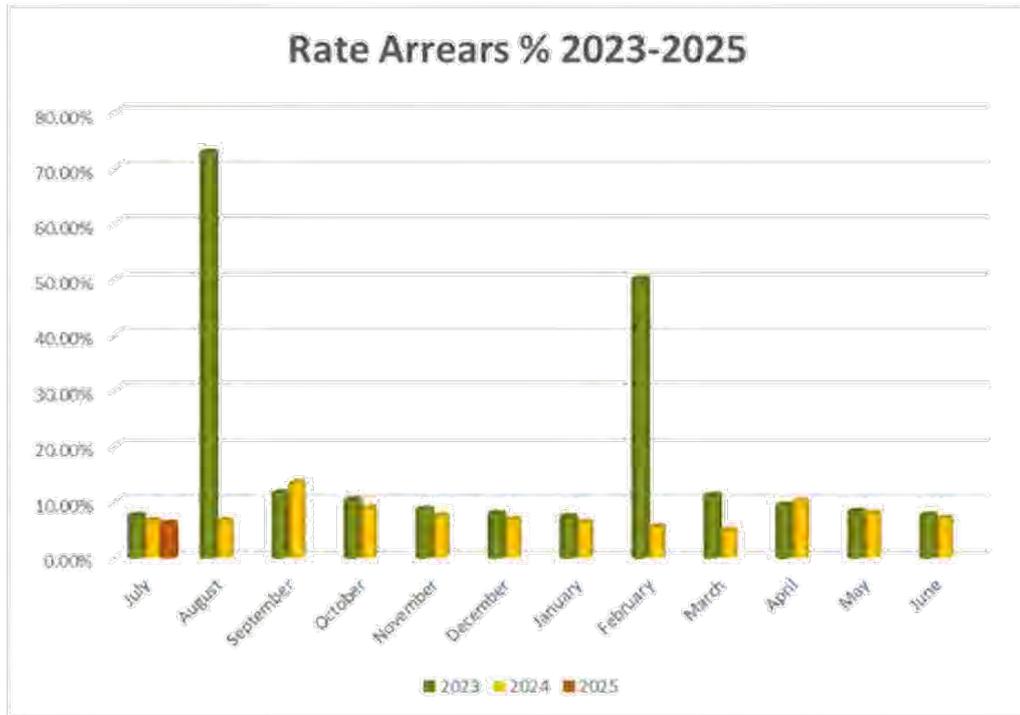
The AR outstanding debts 90+ days is currently \$158k which is 21% of total AR outstanding debts.

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 31 July 2024 is sitting at \$3.75m or 6.03% which is below the target arrears of 7%. There are currently 906 assessments with rate arrangements in place which accounts for 57.49% 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.

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 original budget is \$39.84m. Finance will be putting a report to Council during September/October to adopt the continued projects from the 2023/24 year which haven't been fully completed and will roll into the 2024/25 year.

Actual spent as of 31 July 2024 is \$5.43m, which is tracking above target at 13.6%. Committed costs of \$7.22m are also identified which takes the actual and committed spend up to 32% of the original budget. The actual figure is set to decrease slightly from \$5.43m due to invoices which relate to the 2023/24 year which will be accrued back in the next month ready for financial statements.

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.

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 2024/2025

Report run: 14-Aug-2024

Town of Business	Town of Business Description	July 2024 Purchases
LOCAL		
Total Local		1,936,559.11
OUTSIDE SBRC		
Dalby		4,292.37
Neighbouring Council		0.00
Other		2,650,557.71
Yarraman		29,324.88
Total Other		2,684,174.96
% Local Purchases		41.91%

2.3.2 Borrowings

All Council borrowings are with the Queensland Treasury Corporation (QTC). The balance as of 31 July 2024 was \$23,931,362 made up of borrowings in the following departments.

Department	Borrowings
NRM & Parks	\$ 314,496
Finance	\$ 247,652
Property	\$ 271,950
Economic Development	\$ 199,570
Environment & Waste	\$ 487,882
Infrastructure	\$ 8,429,662
Water & Wastewater	\$ 13,980,150
Total	\$ 23,931,362

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

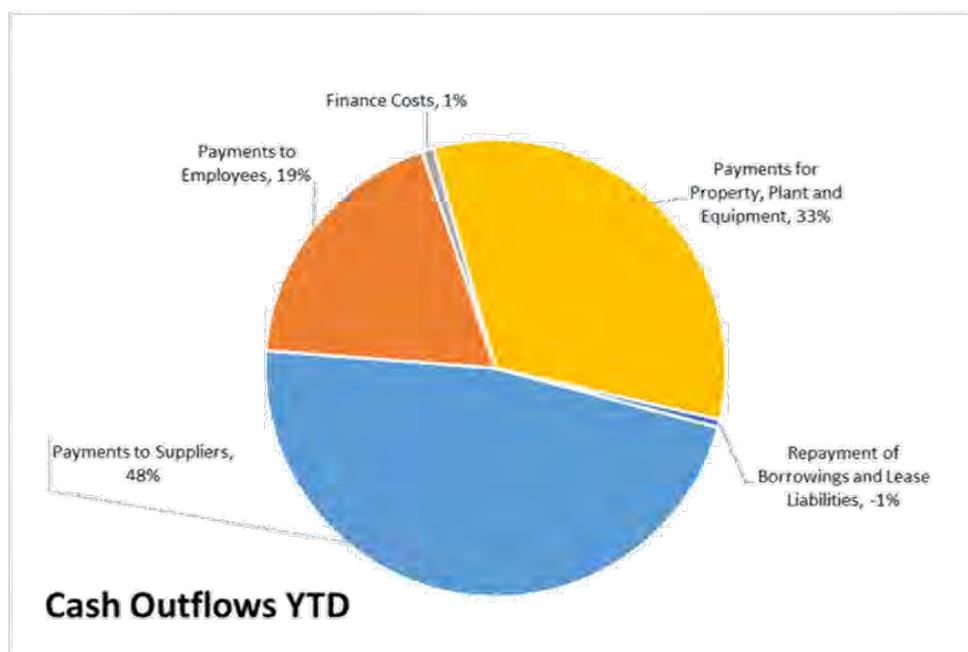
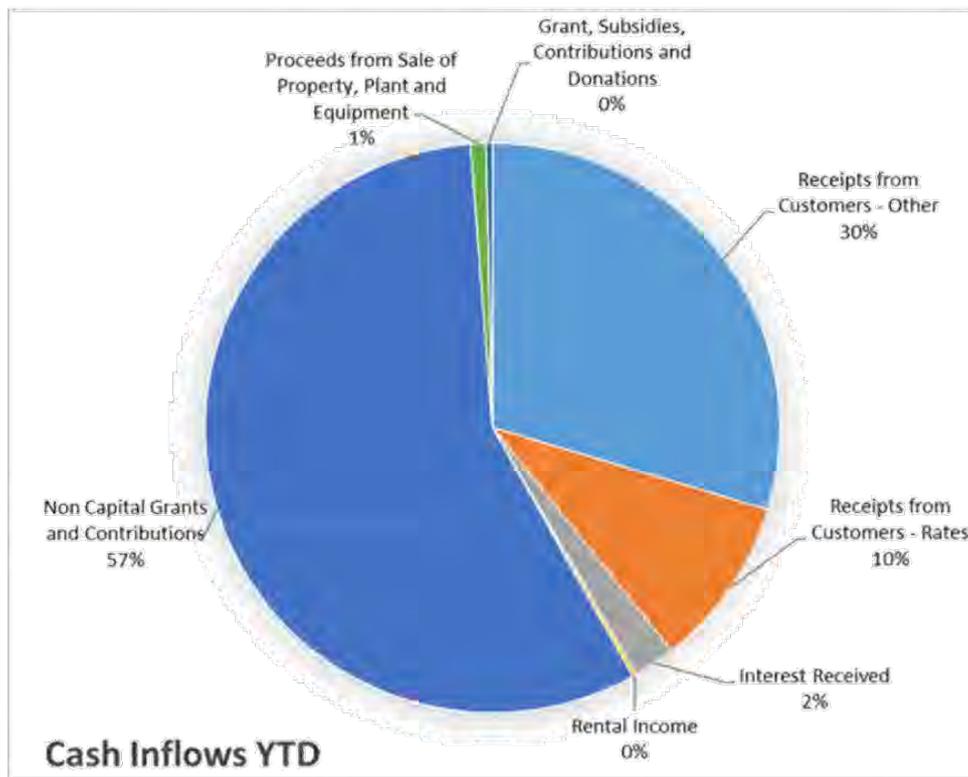
Provisions are made up of landfill and gravel pit expected restoration costs and employee long service leave. Provisions will be impacted by discount rates and end of year calculations.

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. 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	July	YTD	YTD vs Original	
			Original Budget	Budget %
Cash Flows from Operating Activities				
Receipts from Customers	\$4,727,215	\$4,727,215	\$80,779,369	6%
Payments to Suppliers and Employees	(\$10,893,569)	(\$10,893,569)	(\$66,903,985)	16%
	(\$6,166,354)	(\$6,166,354)	\$13,875,384	
Interest Received	\$285,305	\$285,305	\$3,025,000	9%
Rental Income	\$25,680	\$25,680	\$583,571	4%
Non Capital Grants and Contributions	\$6,847,070	\$6,847,070	\$7,435,981	92%
Finance Costs	(\$137,431)	(\$137,431)	(\$1,103,401)	12%
Net Cash Inflow (Outflow) from Operating Activities	\$854,270	\$854,270	\$23,816,535	4%
Cash Flows from Investing Activities				
Payments for Property, Plant and Equipment	(\$5,468,719)	(\$5,468,719)	(\$39,847,405)	14%
Payments for Intangible Assets	-	-	-	0%
Advances/(Repayments) of Loans and Advances	-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment	\$104,862	\$104,862	\$1,930,000	5%
Grant, Subsidies, Contributions and Donations	\$42,163	\$42,163	\$8,095,421	1%
Net Cash Inflow (Outflow) from Investing Activities	(\$5,321,694)	(\$5,321,694)	(\$29,821,985)	18%
Cash Flows from Financing Activities				
Proceeds from Borrowings and Leasing Liabilities	-	-	-	0%
Repayment of Borrowings and Leasing Liabilities	\$90,736	\$90,736	(\$3,460,548)	-3%
Net Cash Inflow (Outflow) from Financing Activities	\$90,736	\$90,736	(\$3,460,548)	-3%
Cash and Cash Equivalents at the Beginning of the Period	\$62,337,197	\$62,337,197	\$62,093,389	
Net Increase (Decrease) in Cash and Cash Equivalents Held	(\$4,376,687)	(\$4,376,687)	(\$9,465,997)	
Cash and Cash Equivalents at the End of the Period	\$57,960,510	\$57,960,510	\$52,627,392	
Restricted Cash	\$30,791,614	\$30,791,614		
Cash Available for Use	\$27,168,896	\$27,168,896		
Minimum 3 month operating liquidity		(\$15,539,014)		



4.0 Interim Changes in Equity

	<i>Jul-24</i> \$	<i>YTD</i> \$
Asset Revaluation Surplus		
Opening Balance	648,113,852	648,113,852
Inc/(dec) in asset revaluation surplus		
Closing Balance	648,113,852	648,113,852
Retained Surplus		
Opening Balance	450,549,778	450,549,778
Restricted Cash Released		
Net Result	- 1,395,165	- 1,395,165
Closing Balance	449,154,613	449,154,613
Total Community Equity	1,097,268,465	1,097,268,465

5.0 Financial Ratios

Key Performance Indicators - Monthly Reporting

Ratio	Description	Formula	2024* Target	Status	July 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	✓	7.72
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	✓	3.62
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	✓	3.55
Funded Long-Term Liabilities	Percentage of Restricted Cash and Long Term Liabilities backed by Cash	$\frac{\text{Cash Held}}{\text{Restricted Cash} + \text{Res} - \text{Current Borrowings}}$	Target greater than or equal to 50%	✓	113.07%
Debt Servicing Ratio	This indicates Council's ability to meet current debt instalments with recurrent revenue.	$\frac{\text{Interest Expense} + \text{Loan Redemption}}{\text{Total Operating Revenue}}$	Target less than or equal to 10%	✓	3.56%
Cash Balance \$M	Total Cash that Council held	Cash Held at Period End	Target greater than or equal to \$24M	✓	\$7.96
Debt to Asset Ratio	To what extent our debt will be covered by total assets	$\frac{\text{Current and Res} - \text{Current Loans}}{\text{Total Assets}}$	Target less than or equal to 10%	✓	2.08%
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%	✓	3.12%

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

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 2024/2025 to 2033/2034. 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 2024/2025 year.

6.1 Income and Expenditure Statements

	Year 2 2025/2026	Year 3 2026/2027	Year 4 2027/2028	Year 5 2028/2029
Income				
Revenue				
Recurrent Revenue				
Rates, Levies and Charges	\$ 63,100,993	\$ 65,961,686	\$ 68,973,724	\$ 71,695,583
Fees and Charges	\$ 5,993,022	\$ 6,147,123	\$ 6,299,155	\$ 6,454,983
Rental Income	\$ 600,387	\$ 615,996	\$ 631,397	\$ 647,182
Interest Received	\$ 2,855,675	\$ 2,827,582	\$ 2,796,021	\$ 2,763,672
Sales Revenue	\$ 3,897,355	\$ 3,998,686	\$ 4,098,654	\$ 4,201,121
Other Income	\$ 1,387,840	\$ 1,418,852	\$ 1,449,447	\$ 1,480,805
Grants, Subsidies, Contributions and Donations	\$ 7,658,488	\$ 7,716,743	\$ 7,584,885	\$ 7,593,232
	\$ 85,493,760	\$ 88,686,668	\$ 91,833,283	\$ 94,836,578
Capital Revenue				
Grants, Subsidies, Contribution and Donations	\$ 7,940,886	\$ 6,696,050	\$ 6,128,194	\$ 6,228,194
Total Income	\$ 93,434,646	\$ 95,382,718	\$ 97,961,477	\$101,064,772
Expenses				
Recurrent Expenses				
Employee Benefits	\$ 27,782,888	\$ 28,474,459	\$ 29,186,316	\$ 29,915,982
Materials and Services	\$ 32,833,477	\$ 33,479,967	\$ 34,309,739	\$ 34,816,757
Finance Costs	\$ 1,442,761	\$ 1,831,848	\$ 2,288,000	\$ 2,036,169
Depreciation and Amortisation	\$ 25,694,114	\$ 26,182,262	\$ 26,529,955	\$ 26,706,339
	\$ 87,753,240	\$ 89,968,536	\$ 92,314,010	\$ 93,475,247
Capital Expense				
	(\$ 460,000)	(\$ 420,000)	(\$ 435,000)	(\$ 420,000)
Total Expense	\$ 87,293,240	\$ 89,548,536	\$ 91,879,010	\$ 93,055,247
Net Result	\$ 6,141,406	\$ 5,834,182	\$ 6,082,467	\$ 8,009,525
Net Operating Result	(\$ 2,259,480)	(\$ 1,281,868)	(\$ 480,727)	\$ 1,361,331

	Year 6 2029/2030	Year 7 2030/2031	Year 8 2031/2032	Year 9 2032/2033	Year 10 2033/2034
Income					
Revenue					
Recurrent Revenue					
Rates, Levies and Charges	\$ 74,542,139	\$ 77,520,138	\$ 79,203,540	\$ 81,161,819	\$ 83,390,960
Fees and Charges	\$ 6,614,705	\$ 6,778,422	\$ 6,946,234	\$ 7,118,239	\$ 7,294,543
Rental Income	\$ 663,362	\$ 679,945	\$ 696,943	\$ 714,367	\$ 732,225
Interest Received	\$ 2,730,515	\$ 2,696,528	\$ 2,661,692	\$ 2,625,984	\$ 2,589,383
Sales Revenue	\$ 4,306,149	\$ 4,413,803	\$ 4,524,148	\$ 4,637,253	\$ 4,753,185
Other Income	\$ 1,512,953	\$ 1,545,898	\$ 1,579,668	\$ 1,614,281	\$ 1,649,761
Grants, Subsidies, Contributions and Donations	\$ 7,601,788	\$ 7,610,556	\$ 7,619,544	\$ 7,628,759	\$ 7,638,203
	\$ 97,971,611	\$ 101,245,290	\$ 103,231,769	\$ 105,500,702	\$ 108,048,260
Capital Revenue					
Grants, Subsidies, Contribution and Donations	\$ 6,228,194	\$ 5,939,252	\$ 6,228,194	\$ 6,228,194	\$ 6,228,194
Total Income	\$104,199,805	\$107,184,542	\$109,459,963	\$111,728,896	\$114,276,454
Expenses					
Recurrent Expenses					
Employee Benefits	\$ 30,663,878	\$ 31,430,490	\$ 32,216,257	\$ 33,021,668	\$ 33,847,215
Materials and Services	\$ 35,704,951	\$ 36,535,292	\$ 37,795,452	\$ 38,297,688	\$ 39,315,118
Finance Costs	\$ 1,867,659	\$ 1,733,278	\$ 1,531,497	\$ 1,486,768	\$ 1,449,080
Depreciation and Amortisation	\$ 27,034,032	\$ 27,235,385	\$ 27,468,639	\$ 27,646,143	\$ 27,832,036
	\$ 95,270,520	\$ 96,934,444	\$ 99,011,845	\$ 100,452,267	\$ 102,443,449
Capital Expense	(\$ 430,000)	(\$ 465,000)	(\$ 440,000)	(\$ 400,000)	(\$ 412,000)
Total Expense	\$ 94,840,520	\$ 96,469,444	\$ 98,571,845	\$ 100,052,267	\$ 102,031,449
Net Result	\$ 9,359,285	\$ 10,715,097	\$ 10,888,118	\$ 11,676,629	\$ 12,245,005
Net Operating Result	\$ 2,701,091	\$ 4,310,845	\$ 4,219,924	\$ 5,048,435	\$ 5,604,811

6.2 Financial Position

	Year 2 2025/2026	Year 3 2026/2027	Year 4 2027/2028	Year 5 2028/2029
Assets				
Current Assets				
Cash and Cash Equivalents	\$ 52,556,944	\$ 55,499,336	\$ 52,500,071	\$ 52,896,917
Receivables	\$ 10,347,788	\$ 10,495,179	\$ 10,783,781	\$ 10,815,668
Inventories	\$ 864,965	\$ 874,965	\$ 864,965	\$ 854,965
Total Current Assets	\$ 63,769,697	\$ 66,869,480	\$ 64,148,817	\$ 64,567,550
Non-Current Assets				
Receivables - Non-Current	\$ -	\$ -	\$ -	\$ -
Infrastructure, Property, Plant and Equipment	\$ 1,147,073,253	\$ 1,179,076,193	\$ 1,192,920,022	\$ 1,208,032,429
Intangible Assets	\$ 6,226,439	\$ 6,218,022	\$ 6,209,395	\$ 6,200,552
Right Of Use Assets	\$ 652,033	\$ 624,253	\$ 596,606	\$ 568,960
Total Non-Current Assets	\$ 1,153,951,726	\$ 1,185,918,468	\$ 1,199,726,025	\$ 1,214,801,942
Total Assets	\$ 1,217,741,422	\$ 1,252,787,948	\$ 1,263,874,841	\$ 1,279,369,492
Liabilities				
Current Liabilities				
Payables	\$ 13,328,574	\$ 13,371,174	\$ 13,410,733	\$ 13,457,838
Borrowings	\$ 3,690,927	\$ 3,627,224	\$ 3,800,736	\$ 3,874,477
Provisions	\$ 3,928,089	\$ 6,472,076	\$ 3,948,425	\$ 4,035,849
Unearned Revenue	\$ 2,578,685	\$ 2,588,685	\$ 2,598,685	\$ 2,608,685
Other Liabilities	\$ 1,540,243	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 25,066,518	\$ 26,059,158	\$ 23,758,579	\$ 23,976,849
Non-Current Liabilities				
Payables - Non-Current	\$ 687,814	\$ 665,391	\$ 642,329	\$ 618,611
Borrowings - Non-Current	\$ 23,499,334	\$ 30,682,531	\$ 26,915,176	\$ 23,075,982
Provisions - Non-Current	\$ 12,635,393	\$ 10,442,034	\$ 10,779,331	\$ 11,043,390
Other Liabilities - Non-Current	\$ -	\$ -	\$ -	\$ -
Total Non-Current Liabilities	\$ 36,822,541	\$ 41,789,956	\$ 38,336,836	\$ 34,737,983
Total Liabilities	\$ 61,889,059	\$ 67,849,115	\$ 62,095,414	\$ 58,714,832
Net Assets	\$ 1,155,852,364	\$ 1,184,938,833	\$ 1,201,779,427	\$ 1,220,654,660
Equity				
Retained Earnings	\$ 448,698,696	\$ 454,532,878	\$ 460,615,345	\$ 468,624,869
Revaluation Reserve	\$ 707,153,668	\$ 730,405,955	\$ 741,164,082	\$ 752,029,791
Total Equity	\$ 1,155,852,364	\$ 1,184,938,833	\$ 1,201,779,427	\$ 1,220,654,660

	Year 6 2029/2030	Year 7 2030/2031	Year 8 2031/2032	Year 9 2032/2033	Year 10 2033/2034
Assets					
Current Assets					
Cash and Cash Equivalents	\$ 60,169,752	\$ 60,309,368	\$ 66,832,475	\$ 76,028,770	\$ 87,466,934
Receivables	\$ 10,985,271	\$ 11,292,668	\$ 11,608,144	\$ 12,127,111	\$ 12,762,862
Inventories	\$ 844,965	\$ 834,965	\$ 824,965	\$ 814,965	\$ 804,965
Total Current Assets	\$ 71,999,989	\$ 72,437,002	\$ 79,265,584	\$ 88,970,846	\$ 101,034,761
Non-Current Assets					
Receivables - Non-Current	\$ -	\$ -	\$ -	\$ -	\$ -
Infrastructure, Property, Plant and Equipment	\$ 1,217,344,499	\$ 1,231,609,362	\$ 1,248,256,617	\$ 1,258,505,404	\$ 1,269,361,477
Intangible Assets	\$ 6,191,488	\$ 6,182,197	\$ 6,172,674	\$ 6,162,913	\$ 6,152,908
Right Of Use Assets	\$ 541,315	\$ 513,669	\$ 488,023	\$ 458,377	\$ 431,516
Total Non-Current Assets	\$ 1,224,077,302	\$ 1,238,305,228	\$ 1,252,915,315	\$ 1,265,126,696	\$ 1,275,945,902
Total Assets	\$ 1,296,077,292	\$ 1,310,742,230	\$ 1,332,180,899	\$ 1,354,097,542	\$ 1,376,980,663
Liabilities					
Current Liabilities					
Payables	\$ 13,506,728	\$ 13,554,735	\$ 13,607,648	\$ 13,656,155	\$ 13,709,572
Borrowings	\$ 4,063,257	\$ 844,597	\$ 890,105	\$ 938,325	\$ 989,134
Provisions	\$ 7,400,474	\$ 4,000,511	\$ 4,263,053	\$ 3,944,370	\$ 4,151,998
Other Liabilities	\$ 2,618,685	\$ 2,626,685	\$ 2,638,685	\$ 2,648,685	\$ 2,658,685
Total Current Liabilities	\$ 27,589,143	\$ 21,026,528	\$ 21,399,491	\$ 21,187,535	\$ 21,509,389
Non-Current Liabilities					
Payables - Non-Current	\$ 594,216	\$ 569,125	\$ 543,317	\$ 517,855	\$ 492,989
Borrowings - Non-Current	\$ 19,050,020	\$ 18,244,843	\$ 17,396,406	\$ 16,502,124	\$ 15,559,544
Provisions - Non-Current	\$ 7,855,604	\$ 8,112,219	\$ 7,971,103	\$ 8,147,866	\$ 8,124,676
Other Liabilities - Non-Current	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non-Current Liabilities	\$ 27,499,839	\$ 26,926,187	\$ 25,910,825	\$ 25,167,845	\$ 24,177,210
Total Liabilities	\$ 55,088,983	\$ 47,952,715	\$ 47,310,317	\$ 46,355,380	\$ 45,686,597
Net Assets	\$ 1,240,988,308	\$ 1,262,789,515	\$ 1,284,870,582	\$ 1,307,742,161	\$ 1,331,294,065
Equity					
Retained Earnings	\$ 477,984,154	\$ 488,699,251	\$ 499,587,369	\$ 511,263,998	\$ 523,509,003
Revaluation Reserve	\$ 763,004,154	\$ 774,088,264	\$ 785,283,213	\$ 796,478,163	\$ 807,785,062
Total Equity	\$ 1,240,988,308	\$ 1,262,787,515	\$ 1,284,870,582	\$ 1,307,742,161	\$ 1,331,294,065

6.3 Cash Flow

	Year 2 2025/2026	Year 3 2026/2027	Year 4 2027/2028	Year 5 2028/2029
Cash Flows from Operating Activities				
<i>Receipts:</i>				
Receipts from Customers	\$ 79,610,058	\$ 81,329,586	\$ 84,550,798	\$ 88,013,344
Interest Received	\$ 2,855,675	\$ 2,827,582	\$ 2,796,021	\$ 2,763,672
Rental Income	\$ 600,387	\$ 615,996	\$ 631,397	\$ 647,182
Non-Capital Grants and Contributions	\$ 7,658,488	\$ 7,716,743	\$ 7,584,885	\$ 7,593,232
<i>Payments:</i>				
Payment to Suppliers	(\$ 66,727,614)	(\$ 67,520,045)	(\$ 70,141,729)	(\$ 68,950,662)
Borrowing Costs	(\$ 958,031)	(\$ 1,366,297)	(\$ 1,810,602)	(\$ 1,636,117)
Net Cash Provided (or Used) in Operating Activities	\$ 23,038,962	\$ 23,603,565	\$ 23,610,769	\$ 28,430,651
Cash Flows from Investing Activities				
<i>Receipts:</i>				
Proceeds from Sale of PPE	\$ 460,000	\$ 420,000	\$ 435,000	\$ 420,000
Grants, Subsidies, Contributions and Donations	\$ 7,940,886	\$ 6,696,050	\$ 6,128,194	\$ 6,228,194
<i>Payments:</i>				
Payments for PPE	(\$ 38,323,021)	(\$ 34,896,717)	(\$ 29,579,384)	(\$ 30,916,548)
Net Cash Provided (or Used) in Investing Activities	(\$ 29,922,135)	(\$ 27,780,667)	(\$ 23,016,190)	(\$ 24,268,354)
Cash Flows from Financing Activities				
<i>Receipts:</i>				
Proceeds from Borrowings	\$ 9,800,000	\$ 10,500,000	\$ -	\$ -
<i>Payments:</i>				
Repayments of Borrowings	(\$ 2,987,275)	(\$ 3,380,506)	(\$ 3,593,844)	(\$ 3,765,453)
Net Cash Provided (or Used) in Financing Activities	\$ 6,812,725	\$ 7,119,494	(\$ 3,593,844)	(\$ 3,765,453)
Net Increase/(Decrease) in Cash and Cash Equivalents	(\$ 70,448)	\$ 2,942,392	(\$ 2,999,265)	\$ 396,844
Cash and Cash Equivalents at Beginning of Period	\$ 52,627,392	\$ 52,556,944	\$ 55,499,336	\$ 52,500,071
Cash and Cash Equivalents at End of Period	\$ 52,556,944	\$ 55,499,336	\$ 52,500,071	\$ 52,896,917

	Year 6 2025/2030	Year 7 2030/2031	Year 8 2031/2032	Year 9 2032/2033	Year 10 2033/2034
Cash Flows from Operating Activities					
Receipts:					
Receipts from Customers	\$ 91,127,090	\$ 94,328,303	\$ 96,594,668	\$ 98,774,958	\$ 101,340,774
Interest Received	\$ 2,730,515	\$ 2,698,528	\$ 2,661,662	\$ 2,625,984	\$ 2,589,383
Rental Income	\$ 663,362	\$ 679,945	\$ 696,943	\$ 714,367	\$ 732,225
Non capital grants and contributions	\$ 7,801,788	\$ 7,810,556	\$ 7,619,544	\$ 7,628,759	\$ 7,838,203
Payments:					
Payment to Suppliers	(\$ 70,877,445)	(\$ 75,604,063)	(\$ 74,819,808)	(\$ 76,507,828)	(\$ 78,152,055)
Borrowing costs	(\$ 1,466,453)	(\$ 1,272,869)	(\$ 1,201,420)	(\$ 1,159,104)	(\$ 1,114,446)
Net Cash Provided (or Used) in Operating Activities	\$ 29,785,853	\$ 28,138,401	\$ 31,541,618	\$ 32,076,736	\$ 33,034,085
Cash Flows from Investing Activities					
Receipts:					
Proceeds from sale of PPE	\$ 430,000	\$ 465,000	\$ 440,000	\$ 400,000	\$ 412,000
Grants, subsidies ,contributions & donations	\$ 6,228,194	\$ 6,039,252	\$ 6,228,194	\$ 6,228,194	\$ 6,228,194
Payments:					
Payments for PPE	(\$ 25,335,029)	(\$ 30,379,201)	(\$ 30,883,776)	(\$ 28,662,573)	(\$ 27,344,344)
Net Cash Provided (or Used) in Investing Activities	(\$ 18,676,835)	(\$ 23,974,949)	(\$ 24,215,582)	(\$ 22,034,375)	(\$ 20,704,150)
Cash Flows from Financing Activities					
Receipts:					
Proceeds from Borrowings	\$ -	\$ -	\$ -	\$ -	\$ -
Payments:					
Repayments of borrowings	(\$ 3,837,183)	(\$ 4,023,836)	(\$ 802,929)	(\$ 846,062)	(\$ 891,771)
Net Cash Provided (or Used) in Financing Activities	(\$ 3,837,183)	(\$ 4,023,836)	(\$ 802,929)	(\$ 846,062)	(\$ 891,771)
Net Increase(Decrease) in Cash and Cash Equivalents	\$ 7,272,835	\$ 139,616	\$ 6,523,107	\$ 9,196,295	\$ 11,438,164
Cash and Cash Equivalents at Beginning of Period	\$ 52,898,917	\$ 60,169,752	\$ 60,309,368	\$ 66,832,475	\$ 76,028,770
Cash and Cash Equivalents at End of Period	\$ 60,169,752	\$ 60,309,368	\$ 66,832,475	\$ 76,028,770	\$ 87,466,934

6.4 Changes in Equity

	Year 2 2025/2026	Year 3 2026/2027	Year 4 2027/2028	Year 5 2028/2029
Asset Revaluation Surplus				
Opening Balance	\$ 678,422,966	\$ 707,153,668	\$ 730,405,955	\$ 741,164,082
Increase/(Decrease) in Asset Revaluation Surplus	\$ 28,730,702	\$ 23,252,287	\$ 10,758,127	\$ 10,865,709
Closing Balance	\$ 707,153,668	\$ 730,405,955	\$ 741,164,082	\$ 752,029,791
Retained Surplus				
Opening Balance	\$ 442,557,290	\$ 448,698,696	\$ 454,532,878	\$ 460,615,345
Net Result	\$ 6,141,406	\$ 5,834,182	\$ 6,082,467	\$ 8,009,525
Closing Balance	\$ 448,698,696	\$ 454,532,878	\$ 460,615,345	\$ 468,624,869
Total Community Equity	\$ 1,155,852,364	\$ 1,184,938,833	\$ 1,201,779,427	\$ 1,220,654,660

	Year 6 2030/2031	Year 7 2031/2032	Year 8 2032/2033	Year 9 2033/2034
Asset Revaluation Surplus				
Opening Balance	\$ 752,029,791	\$ 763,004,154	\$ 774,088,264	\$ 785,283,213
Increase/(Decrease) in Asset Revaluation Surplus	\$ 10,974,363	\$ 11,084,110	\$ 11,194,949	\$ 11,194,950
Closing Balance	\$ 763,004,154	\$ 774,088,264	\$ 785,283,213	\$ 796,478,163
Retained Surplus				
Opening Balance	\$ 468,624,869	\$ 477,984,154	\$ 488,699,251	\$ 499,587,369
Net Result	\$ 9,359,285	\$ 10,715,097	\$ 10,888,118	\$ 11,676,829
Closing Balance	\$ 477,984,154	\$ 488,699,251	\$ 499,587,369	\$ 511,263,998
Total Community Equity	\$ 1,240,988,308	\$ 1,262,787,515	\$ 1,284,870,582	\$ 1,307,742,161

7.0 Investments

Council had \$57.73m held in bank accounts on 31 July 2024. Out of this balance, 96.5% was held with QTC with an end of month interest rate of 5.27%, 3.3% was with Commonwealth Bank with an interest rate of 4.85% and the remaining 0.2% was sitting with Bendigo Bank with no interest rate identified at this stage.

Institution	Rating	Rate at 30/06/2024	Current Rate
QTC	A1+	4.74%	5.27%
CBA General Account (new)	A1+	4.85%	4.85%
CBA General Account	A1+	4.85%	4.85%

Investment Portfolio Report

as at 31/7/2024

	Financial Institution			TOTAL
	Queensland Treasury	Bendigo Bank	Commonwealth Bank of Australia	
Opening Investment Balance 1 July 2024	58,494,133	80,649	3,531,679	62,106,461
Interest Rate	5.27%	0.00%	4.85%	
Deposits	-	9,825	15,342,275	15,352,099
Redemptions	3,000,000	-	16,985,025	19,985,025
Balance	55,494,133	90,474	1,888,928	57,473,536
Interest Income	241,144	-	21,156	262,300
Admin Charge	6,102	33	-	6,135
Net Interest Income	235,042	33	21,156	256,166
Ending Investment Balance as at 31/7/2024	55,729,175	90,441	1,910,085	57,729,701
% to Portfolio	96.53%	0.16%	3.31%	
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) & Round 5 (W4Q5)

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. All projects have been completed apart from the Mt Wooroolin Reservoir which as been granted a small extension for project completion.

The Works for Queensland Round 5 has a total budget of \$8.44m with a grant period spanning from July 2024 to June 2027. Council has submitted its projects to the funding body and are awaiting approval (expected around September) to begin any of these projects.

9.0 Rates Update

During July 2024 the Rates Department have processed:

- 118 rates searches
- 2 archive searches
- 204 rates requests
- 196 transfers of properties
- 53 amalgamations/splits
- 1 refunds processed

The July to December 2024 rates levy notices are being prepared and are due to issue on 16 August 2024. The discount period will end on 16 September 2024.

10.0 Grants Report

Finance have developed a grants report in conjunction with the Senior Grants Audit Officer which will be included in this monthly financial report going forward as requested by the Councillors at a recent workshop. The 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 31/07/2024

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
Boondooma Bunkhouse Roof Renewal	24-28 Local Government Grants and Subsidies Program
Detailed Design Kingaroy Trunk Infrastructure	24-28 Local Government Grants and Subsidies Program
Mount Wooroolin Reservoir (2.8ML Storage)	24-28 Local Government Grants and Subsidies 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



2024/2025 Capex Report for Council

			REVENUE SOURCES						EXPENDITURE BUDGET			EXPENDITURE ACTUALS			SUSTAINABILITY RATIO'S		
Project Code	Project Description	Grant Funding Body	Depreciation	Radiation Defn	Prizecash from Sale of Plot	Other Funding	Other	Residual Contribution	Total Budgeted Revenue	2024/2025 Budgeted	Total Available Budget	Commitments	2024/2025 Actual Expenditure	2024/2025 Actual Expenditure & Commitments	RPA/FINAL %	UPGRADE %	LEP %
Facilities																	
Admin Office - Kings																	
007257	Kroy admin/chambers air-con replace	COUNCIL	20,000.00	-	-	-	-	-	20,000.00	20,000.00	20,000.00	-	-	-	-	-	20,000.00
Sub Activity Subtotal			20,000.00	-	-	-	-	-	20,000.00	20,000.00	20,000.00	-	-	-	-	-	20,000.00
Admin Office - BBuff																	
007256	Bbutt CC counter upgrade securityscreens	COUNCIL	85,000.00	-	-	-	-	-	85,000.00	85,000.00	85,000.00	-	-	-	-	85,000.00	-
Sub Activity Subtotal			85,000.00	-	-	-	-	-	85,000.00	85,000.00	85,000.00	-	-	-	-	85,000.00	-
Depot - Kingaroy																	
006885	Kingaroy Depot - Solar Power	COUNCIL	-	200,000.00	-	200,000.00	-	-	400,000.00	400,000.00	400,000.00	-	-	-	-	-	400,000.00
Sub Activity Subtotal			-	200,000.00	-	200,000.00	-	-	400,000.00	400,000.00	400,000.00	-	-	-	-	-	400,000.00
Depot - Murgon																	
006886	Murson Depot - Crib Rm Repairs & HiStar	COUNCIL	-	-	-	-	-	-	-	-	-	2,134.55	4,174.69	6,309.24	-	-	-
Sub Activity Subtotal			-	-	-	-	-	-	-	-	-	2,134.55	4,174.69	6,309.24	-	-	-
Hall - Murgon Town																	
007260	Murgon Hall Archivist_replace cement	COUNCIL	10,000.00	-	-	-	-	-	10,000.00	10,000.00	10,000.00	-	-	-	-	10,000.00	-
007261	Murgon Hall_Replace ceiling sheeting	COUNCIL	10,000.00	-	-	-	-	-	10,000.00	10,000.00	10,000.00	-	-	-	-	10,000.00	-
007262	Murgon Hall - Replace concrete stumps	COUNCIL	10,000.00	-	-	-	-	-	10,000.00	10,000.00	10,000.00	-	-	-	-	10,000.00	-
Sub Activity Subtotal			30,000.00	-	-	-	-	-	30,000.00	30,000.00	30,000.00	-	-	-	-	30,000.00	-
Hall - Blackbutt Mem																	
006888	DLGGSP - Blackbutt Memorial Hall- ReRo	LGSP	-	-	-	-	-	-	-	-	-	3,542.80	-	3,542.80	-	-	-
Sub Activity Subtotal			-	-	-	-	-	-	-	-	-	3,542.80	-	3,542.80	-	-	-
Housing																	
006011	Nanango-Appin Street-Bathroom Repairs	COUNCIL	50,000.00	-	-	-	-	-	50,000.00	50,000.00	50,000.00	-	-	-	-	37,500.00	12,500.00
007266	Nanango Brighthaven Units	COUNCIL	25,000.00	-	-	-	-	-	25,000.00	25,000.00	25,000.00	-	-	-	-	18,750.00	6,250.00
007267	Ngo Drayton villas bathroom upgrade	COUNCIL	55,000.00	-	-	-	-	-	55,000.00	55,000.00	55,000.00	-	-	-	-	41,250.00	13,750.00
Sub Activity Subtotal			130,000.00	-	-	-	-	-	130,000.00	130,000.00	130,000.00	-	-	-	-	97,500.00	32,500.00
Museum - Boondooma H																	
006892	Boondooma Homestead - Restoration	COUNCIL	75,000.00	50,000.00	-	50,000.00	-	-	175,000.00	175,000.00	175,000.00	-	522.78	522.78	175,000.00	-	-
007269	Bdma Community centre stair replacement	COUNCIL	18,000.00	-	-	-	-	-	18,000.00	18,000.00	18,000.00	-	-	-	18,000.00	-	-
Sub Activity Subtotal			93,000.00	50,000.00	-	50,000.00	-	-	193,000.00	193,000.00	193,000.00	-	522.78	522.78	193,000.00	-	-
Museum - Nanango Rin																	
007268	Ringsfield Veranda timber ceiling repair	COUNCIL	10,000.00	-	-	-	-	-	10,000.00	10,000.00	10,000.00	-	-	-	-	10,000.00	-
007270	Ringsfield House painting and maintenance	COUNCIL	50,000.00	-	-	-	-	-	50,000.00	50,000.00	50,000.00	-	-	-	-	50,000.00	-
Sub Activity Subtotal			60,000.00	-	-	-	-	-	60,000.00	60,000.00	60,000.00	-	-	-	-	60,000.00	-
Swimming Pool - King																	
007274	Kingaroy_Expansion joint_repainting	COUNCIL	140,000.00	-	-	-	-	-	140,000.00	140,000.00	140,000.00	-	-	-	-	140,000.00	-
007276	Kingaroy pool replace filter media	COUNCIL	45,000.00	-	-	-	-	-	45,000.00	45,000.00	45,000.00	-	-	-	-	45,000.00	-
Sub Activity Subtotal			185,000.00	-	-	-	-	-	185,000.00	185,000.00	185,000.00	-	-	-	-	185,000.00	-
Swimming Pool - Murg																	
000895	BBRF-Murgon S/Pool-Reseal Joint&Repa	COUNCIL	-	-	-	-	-	-	-	-	-	114,388.65	20,852.40	135,241.05	-	-	-
Sub Activity Subtotal			-	-	-	-	-	-	-	-	-	114,388.65	20,852.40	135,241.05	-	-	-
Swimming Pool - Nana																	
007273	Nanango South Burnett Aquatic Centre	COUNCIL	85,000.00	-	-	-	-	-	85,000.00	85,000.00	85,000.00	-	-	-	-	85,000.00	-
007275	Nanango_Expansion joint_repainting	COUNCIL	85,000.00	-	-	-	-	-	85,000.00	85,000.00	85,000.00	-	-	-	-	85,000.00	-
Sub Activity Subtotal			170,000.00	-	-	-	-	-	170,000.00	170,000.00	170,000.00	-	-	-	-	170,000.00	-
Swimming Pool - Wond																	
006992	LRCI 4 B - Wondal SP - Disabled Car Pa	LRCI_4_B	-	-	-	65,000.00	-	-	65,000.00	65,000.00	65,000.00	1,639.68	16,390.72	18,030.40	-	-	65,000.00
007277	Wondal pool_new chlorine tank	COUNCIL	25,000.00	-	-	-	-	-	25,000.00	25,000.00	25,000.00	-	-	-	-	12,500.00	12,500.00
Sub Activity Subtotal			25,000.00	-	-	65,000.00	-	-	90,000.00	90,000.00	90,000.00	1,639.68	16,390.72	18,030.40	-	-	65,000.00
Public Conveniences																	
007258	Kroy Glendon St Toilets_Old Health	COUNCIL	150,000.00	-	-	-	-	-	150,000.00	150,000.00	150,000.00	-	-	-	-	150,000.00	-
Sub Activity Subtotal			150,000.00	-	-	-	-	-	150,000.00	150,000.00	150,000.00	-	-	-	-	150,000.00	-
Sp/ground-Murgon																	
006893	LRCI - Murgon PCYC - Bathroom Renova	LRCI_4_A	-	-	-	500,000.00	-	-	500,000.00	500,000.00	500,000.00	375,412.36	156,653.52	532,065.88	250,000.00	125,000.00	125,000.00
006894	Murgon PCYC - New Balustrade & Seatin	COUNCIL	-	80,000.00	-	-	-	-	80,000.00	80,000.00	80,000.00	-	-	-	40,000.00	40,000.00	-
Sub Activity Subtotal			-	80,000.00	-	500,000.00	-	-	580,000.00	580,000.00	580,000.00	375,412.36	156,653.52	532,065.88	290,000.00	165,000.00	125,000.00
W4Q Round 5																	
007263	Preston Hall - Lighting Upgrade	W4Q5	-	-	-	20,000.00	-	-	20,000.00	20,000.00	20,000.00	-	-	-	-	20,000.00	-
007264	Durong Hall - Sign & Shelter	W4Q5	-	-	-	30,000.00	-	-	30,000.00	30,000.00	30,000.00	-	-	-	30,000.00	-	
007265	Wooroolin Hall - Footpath Upgrade	W4Q5	-	-	-	20,000.00	-	-	20,000.00	20,000.00	20,000.00	-	-	-	-	20,000.00	-
007271	Ringsfield House Shade Sail	W4Q5	-	-	-	50,000.00	-	-	50,000.00	50,000.00	50,000.00	-	-	-	-	-	50,000.00
Sub Activity Subtotal			-	-	-	120,000.00	-	-	120,000.00	120,000.00	120,000.00	-	-	-	-	30,000.00	40,000.00
Arts																	
007259	Kroy art gallery ducted a/c replacement	COUNCIL	70,000.00	-	-	-	-	-	70,000.00	70,000.00	70,000.00	-	-	-	-	70,000.00	-

Project Code	Project Description	Gen'l Fund/Study	Depreciation	Reserve/Est	Proposed Item (Rate of Proj)	Grant Funding	Lease	Unbudgeted (provision)	Total Budgeted Revenue	Original Annual Budget	Total Available Budget	Commitment	Original Act. Commitment	Actual Revenue & Commitment	RENEWAL \$	UPGRADE \$	RSN \$
006875	MIP-Memorial Park Multi Court & Nirja	MIP	-	511,111.11	-	136,686.86	-	-	650,000.00	650,000.00	650,000.00	307,738.76	90,811.57	478,550.33	-	-	650,000.00
006930	Kumbia Recreation Park Redevelopment	COUNCIL	-	-	-	-	-	-	-	-	-	5,445.25	37,601.25	43,046.50	-	-	-
007236	Refurbishment of Kingaroy Skate park	COUNCIL	30,000.00	-	-	-	-	-	30,000.00	30,000.00	30,000.00	-	-	-	-	30,000.00	-
007240	Softfall Replacement - Kingaroy	COUNCIL	265,000.00	-	-	-	-	-	265,000.00	265,000.00	265,000.00	-	-	-	265,000.00	-	-
007243	Softfall Replacement - Wooroolin	COUNCIL	15,000.00	-	-	-	-	-	15,000.00	15,000.00	15,000.00	-	-	-	15,000.00	-	-
007247	Kingaroy Lions Carpark Reseal	LRCI_4_A	-	-	-	35,000.00	-	-	35,000.00	35,000.00	35,000.00	-	-	-	35,000.00	-	-
007252	Carroll Nature Reserve	W4Q5	-	-	-	10,000.00	-	-	10,000.00	10,000.00	10,000.00	-	-	-	-	-	10,000.00
007253	Hillview Daylinton Basin, Cameras	W4Q5	-	-	-	10,000.00	-	-	10,000.00	10,000.00	10,000.00	-	-	-	-	-	10,000.00
007255	Adermann Park - Amenities	W4Q5	-	-	-	100,000.00	-	-	100,000.00	100,000.00	100,000.00	-	-	-	100,000.00	-	-
Sub Activity Subtotal			310,000.00	511,111.11	-	293,686.86	-	-	1,115,000.00	1,115,000.00	1,115,000.00	412,958.82	147,911.86	560,870.68	415,000.00	30,000.00	670,000.00
Parks - Nanango																	
006933	Nanango Butter Factory Park Amenities	MIP	-	110,000.00	-	204,719.00	-	-	314,719.00	314,719.00	314,719.00	-	-	-	-	-	314,719.00
006998	Tipperary Flat N-go-Total Block Varnish	COUNCIL	-	-	-	-	-	-	-	-	-	136.36	-	136.36	-	-	-
007083	MIFF-Amenities Block-Nanango Butter Fa	MIFF	-	-	-	-	-	-	-	-	-	-	1,200.00	1,200.00	-	-	-
007244	Softfall Replacement - Nanango	COUNCIL	65,000.00	-	-	-	-	-	65,000.00	65,000.00	65,000.00	-	-	-	65,000.00	-	-
007246	Nanango Walking Track	LRCI_4_A	-	-	-	34,000.00	-	-	34,000.00	34,000.00	34,000.00	-	-	-	34,000.00	-	-
007249	Pioneer Park Mill Flat-Dryton_Footpath	W4Q5	-	-	-	20,000.00	-	-	20,000.00	20,000.00	20,000.00	-	-	-	20,000.00	-	-
007250	Pioneer Park	W4Q5	-	-	-	20,000.00	-	-	20,000.00	20,000.00	20,000.00	-	-	-	-	20,000.00	-
Sub Activity Subtotal			65,000.00	110,000.00	-	278,719.00	-	-	453,719.00	453,719.00	453,719.00	136.36	1,200.00	1,336.36	119,000.00	20,000.00	314,719.00
Parks - Blackbutt																	
007079	Blackbutt Parklands & Sensory Garden	CONTRIB	-	-	-	-	-	-	-	-	-	-	6,213.24	6,213.24	-	-	-
007239	Blackbutt signage	COUNCIL	15,000.00	-	-	-	-	-	15,000.00	15,000.00	15,000.00	-	-	-	-	-	15,000.00
Sub Activity Subtotal			15,000.00	-	-	-	-	-	15,000.00	15,000.00	15,000.00	-	6,213.24	6,213.24	-	-	15,000.00
Parks - Murgon																	
006753	Murgon QEII Park - Stage 2	COUNCIL	-	-	-	-	-	-	-	-	-	1,288.00	-	1,288.00	-	-	-
007241	Softfall Replacement - Murgon	COUNCIL	30,000.00	-	-	-	-	-	30,000.00	30,000.00	30,000.00	-	-	-	30,000.00	-	-
007254	Murgon Skate Park Amenities	MIP	-	110,000.00	-	226,184.00	-	-	336,184.00	336,184.00	336,184.00	-	-	-	-	-	336,184.00
Sub Activity Subtotal			30,000.00	110,000.00	-	226,184.00	-	-	366,184.00	366,184.00	366,184.00	1,288.00	-	1,288.00	30,000.00	-	336,184.00
Parks - Wondai																	
007242	Softfall Replacement - Wondai	COUNCIL	25,000.00	-	-	-	-	-	25,000.00	25,000.00	25,000.00	-	-	-	25,000.00	-	-
007245	Wondai Skate Park_Retaining wall	COUNCIL	80,000.00	-	-	-	-	-	80,000.00	80,000.00	80,000.00	-	-	-	80,000.00	-	-
Sub Activity Subtotal			105,000.00	-	-	-	-	-	105,000.00	105,000.00	105,000.00	-	-	-	105,000.00	-	-
Parks - Proston																	
007237	Proston bollards railway park	COUNCIL	20,000.00	-	-	-	-	-	20,000.00	20,000.00	20,000.00	-	-	-	20,000.00	-	-
Sub Activity Subtotal			20,000.00	-	-	-	-	-	20,000.00	20,000.00	20,000.00	-	-	-	20,000.00	-	-
Rail Trails																	
006936	DRFA Kingaroy-Murgon Rail Trail Crossing	DRFA	-	-	-	-	-	-	-	-	-	80,576.18	-	80,576.18	-	-	-
007026	DTIS - King-Mur Rail Trail Pavement/Cros	DTIS	-	-	-	-	-	-	-	-	-	95,335.13	525.00	95,860.13	-	-	-
007248	Rail Trail_Access gates_concrete path	LRCI_4_A	-	-	-	12,000.00	-	-	12,000.00	12,000.00	12,000.00	-	-	-	-	-	12,000.00
007251	South Burnett Rail Trail Public Art Plan	W4Q5	-	-	-	10,000.00	-	-	10,000.00	10,000.00	10,000.00	-	-	-	-	10,000.00	-
Sub Activity Subtotal			-	-	-	22,000.00	-	-	22,000.00	22,000.00	22,000.00	175,911.31	525.00	176,436.31	-	10,000.00	12,000.00
General																	
006995	REGIONAL-CCTV Install and Server Upgr	COUNCIL	-	-	-	-	-	-	-	-	-	300.00	-	300.00	-	-	-
007238	Priorily Playground Audit_replacement	COUNCIL	90,000.00	-	-	-	-	-	90,000.00	90,000.00	90,000.00	-	-	-	90,000.00	-	-
Sub Activity Subtotal			90,000.00	-	-	-	-	-	90,000.00	90,000.00	90,000.00	300.00	-	300.00	90,000.00	-	-
Activity Total			635,000.00	731,111.11	-	820,791.89	-	-	2,186,903.00	2,186,903.00	2,186,903.00	591,360.99	167,734.51	759,095.50	779,000.00	60,000.00	1,347,903.00
Roads																	
W4Q - Round 4																	
006875	W4Q4 Wondai CBD Scott Street	W4Q4	-	-	-	-	-	-	-	-	-	354,331.91	286,730.93	641,062.84	-	-	-
Sub Activity Subtotal			-	-	-	-	-	-	-	-	-	354,331.91	286,730.93	641,062.84	-	-	-
W4Q Round 5																	
007272	Murgon Uniting Church- Access Upgrade	W4Q5	-	-	-	13,714.00	-	-	13,714.00	13,714.00	13,714.00	-	-	-	-	13,714.00	-
Sub Activity Subtotal			-	-	-	13,714.00	-	-	13,714.00	13,714.00	13,714.00	-	-	-	-	13,714.00	-
Bridges																	
006538	Murgon-CherbourgRd-SawpitCKBridge-Gu	COUNCIL	-	94,736.00	-	-	-	-	94,736.00	94,736.00	94,736.00	-	-	-	94,736.00	-	-
006540	Cushnie-HomecreekLoopRd-TimberBridg	BRP	-	177,721.02	-	545,956.98	-	-	723,688.00	723,688.00	723,688.00	-	865.00	865.00	723,688.00	-	-
Sub Activity Subtotal			-	272,457.02	-	545,956.98	-	-	818,416.00	818,416.00	818,416.00	-	865.00	865.00	818,416.00	-	-
KTP																	
006214	KTP-Haly St(KingaroySt)-GlendonSt(Worki	COUNCIL	-	-	-	-	-	-	-	-	-	-	1,595.00	1,595.00	-	-	-
Sub Activity Subtotal			-	-	-	-	-	-	-	-	-	-	1,595.00	1,595.00	-	-	-
Grav Resheet																	
006907	Benarkin-Staines Rd-GR	COUNCIL	-	50,000.00	-	-	-	-	50,000.00	50,000.00	50,000.00	58,755.00	57,567.84	118,312.84	50,000.00	-	-
007120	Wattlegrove Road Gravel Resheet	COUNCIL	-	-	-	-	-	-	-	-	-	-	26,033.41	26,033.41	-	-	-
007251	Gravel Resheeting Program 24/25	COUNCIL	50,000.00	-	-	-	-	-	50,000.00	50,000.00	50,000.00	-	-	-	50,000.00	-	-
007295	Shoulder Resheeting Program 24/25	COUNCIL	500,000.00	-	-	-	-	-	500,000.00	500,000.00	500,000.00	-	-	-	500,000.00	-	-
Sub Activity Subtotal			550,000.00	50,000.00	-	-	-	-	600,000.00	600,000.00	600,000.00	58,755.00	83,591.25	142,346.25	600,000.00	-	-
Pavement Rehab																	
005479	Niagara Road (Wind Farm)	COUNCIL	-	-	-	-	-	-	-	-	-	59,518.48	13,196.25	72,714.73	-	-	-
006870	RTR-Tingora Chelmsford Rd-Pavement f	RTR	-	-	-	-	-	-	-	-	-	768,954.86	748,049.95	1,517,004.81	-	-	-
006878	Major Mechanical Repairs Sealed Roads	COUNCIL	-	-	-	-	-	-	-	-	-	79,688.40	15,177.48	94,865.88	-	-	-

Project Code	Project Description	Gen'l Fund No.	Depreciation	Net Asset Cost	Process/Item (See @ Plan)	Grant Funding	Lease	Development Contribution	Total Estimated Expenditure	Over/Under Budget	Total Available Revenue	Commitment	Capital Cost (Expenditure)	Other Revenue (Income)	RENEWAL	UPGRADE	NEW
007004	Wondal Roundabout	LRLC1_4_B	-	470,000.00	-	-	-	-	470,000.00	470,000.00	470,000.00	126,192.27	129,108.09	256,300.36	376,000.00	94,000.00	-
007279	STIP-Tandurinjie SS-Pavement&Sealing	STIP	62,000.00	-	-	62,000.00	-	-	124,000.00	124,000.00	124,000.00	-	-	-	-	-	124,000.00
007293	Major Mechanical Repairs 24/25	COUNCIL	1,000,000.00	20,000.00	-	-	-	-	1,020,000.00	1,020,000.00	1,020,000.00	-	-	-	1,020,000.00	-	-
007294	RTR-Tingora Chalmford Rd-Stage 2	RTR	-	790,427.00	-	2,137,812.00	-	-	2,928,239.00	2,928,239.00	2,928,239.00	15,150.00	-	15,150.00	2,928,239.00	-	-
007297	Kingaroy-Alice St Road Rehab	W4Q5	-	-	-	241,763.00	-	-	241,763.00	241,763.00	241,763.00	6,227.27	-	6,227.27	241,763.00	-	-
Sub Activity Subtotal				1,062,000.00	1,280,427.00	2,441,575.00			4,784,002.00	4,784,002.00	4,784,002.00	1,055,731.28	906,431.77	1,962,163.05	4,566,002.00	94,000.00	124,000.00
Footpaths & Cyclway																	
006739	Nanango-Dryton St-Footpath	COUNCIL	-	50,000.00	-	-	-	-	50,000.00	50,000.00	50,000.00	28,729.27	54,323.88	83,053.15	50,000.00	-	-
006944	TIDS-Kingaroy-Tessmanns Rd-Footpath	TIDS	-	-	-	-	-	-	-	-	-	-	175.00	175.00	-	-	-
006950	STIP-Murgon State High School-Parking	STIP	-	-	-	-	-	-	-	-	-	-	824.52	824.52	-	-	-
007278	STIP-Murgon State School-Construct Footpa	STIP	62,000.00	-	-	62,000.00	-	-	124,000.00	124,000.00	124,000.00	-	-	-	62,000.00	62,000.00	-
007281	W4Q5-Nanango CBD-(Fitzroy-Palace) FP	W4Q5	-	-	-	228,400.00	-	-	228,400.00	228,400.00	228,400.00	-	-	-	228,400.00	-	-
007282	W4Q5-Nanango-Borkland Rd-(Oliver-Cam	W4Q5	-	-	-	26,340.00	-	-	26,340.00	26,340.00	26,340.00	-	-	-	26,340.00	-	-
007283	W4Q5-Burns Rd-(Dandabath Carpark)-Foot	W4Q5	-	-	-	70,000.00	-	-	70,000.00	70,000.00	70,000.00	-	-	-	-	-	70,000.00
007284	W4Q5-Murgon-Lamb St-FP	W4Q5	-	-	-	103,000.00	-	-	103,000.00	103,000.00	103,000.00	-	-	-	103,000.00	-	-
007299	SAFEST-(TIDS)-Kingaroy-Tessmanns Rd	TIDS	121,328.00	-	-	121,328.00	-	-	242,656.00	242,656.00	242,656.00	-	-	-	-	-	242,656.00
Sub Activity Subtotal				183,328.00	50,000.00	611,068.00			844,396.00	844,396.00	844,396.00	28,729.27	55,323.40	84,052.67	469,740.00	62,000.00	312,656.00
Pedestrian Crossing																	
007118	STIP-Nanango State School- Ped Crossin	STIP	150,000.00	-	-	150,000.00	-	-	300,000.00	300,000.00	300,000.00	-	6,902.54	6,902.54	150,000.00	150,000.00	-
007280	STIP-St Patricks-Ped Crossing	STIP	97,500.00	-	-	97,500.00	-	-	195,000.00	195,000.00	195,000.00	-	-	-	97,500.00	97,500.00	-
Sub Activity Subtotal				247,500.00	-	247,500.00			495,000.00	495,000.00	495,000.00	-	6,902.54	6,902.54	247,500.00	247,500.00	-
Bitumen Resealing																	
006717	LRLC-Kingaroy-First Ave-Reseal	LRLC1_3	-	-	-	-	-	-	-	-	-	-	5,243.16	5,243.16	-	-	-
006964	Charlestown-Transmitter Rd-Reseal	COUNCIL	-	-	-	-	-	-	-	-	-	8,049.53	316,365.48	324,405.01	-	-	-
007292	Bitumen Reseal Program 24/25	TIDS	3,733,277.56	1,634,067.44	-	242,655.00	-	-	5,610,000.00	5,610,000.00	5,610,000.00	-	-	-	5,610,000.00	-	-
007296	Roads Reseals & Upgrades	W4Q5	-	-	-	390,000.00	-	-	390,000.00	390,000.00	390,000.00	-	-	-	390,000.00	-	-
Sub Activity Subtotal				3,733,277.56	1,634,067.44	632,655.00			6,000,000.00	6,000,000.00	6,000,000.00	8,049.53	321,598.64	329,648.17	6,000,000.00	-	-
General																	
006733	Kingaroy-Birt Rd-Dust Suppression Trial	COUNCIL	-	-	-	-	-	-	-	-	-	14,852.72	-	14,852.72	-	-	-
006909	Advanced Design 23/24	COUNCIL	-	-	-	-	-	-	-	-	-	38,627.00	19,146.00	57,773.00	-	-	-
007117	Advanced Design 24/25	COUNCIL	500,000.00	-	-	-	-	-	500,000.00	500,000.00	500,000.00	31,582.85	2,750.00	34,332.85	500,000.00	-	-
007285	W4Q5-Nanango-Little Dryton St-Lighting	W4Q5	-	-	-	20,000.00	-	-	20,000.00	20,000.00	20,000.00	-	-	-	-	-	20,000.00
007286	W4Q5-Boyns Rd-Bilboa Rd-Windfarm	W4Q5	-	-	-	60,000.00	-	-	60,000.00	60,000.00	60,000.00	-	-	-	-	-	60,000.00
007290	Crawford-Crawford State School-Bus Shelter	COUNCIL	22,000.00	-	-	-	-	-	22,000.00	22,000.00	22,000.00	-	-	-	-	-	22,000.00
007296	Blackbutt-Morris St- Road Seal Design	W4Q5	-	-	-	50,000.00	-	-	50,000.00	50,000.00	50,000.00	-	-	-	-	-	50,000.00
Sub Activity Subtotal				522,000.00	-	130,000.00			652,000.00	652,000.00	652,000.00	85,062.57	21,896.00	106,958.57	500,000.00	110,000.00	42,000.00
Urban Drainage																	
007287	W4Q5-Kingaroy-Ailford St-Drainage	W4Q5	-	-	-	50,000.00	-	-	50,000.00	50,000.00	50,000.00	-	-	-	50,000.00	-	-
007288	W4Q5-Kingaroy-Moynas St-Kerb&Channel	W4Q5	-	-	-	200,000.00	-	-	200,000.00	200,000.00	200,000.00	-	-	-	200,000.00	-	-
007289	W4Q5-Crawford-Siefert St-Drainage	W4Q5	-	-	-	24,000.00	-	-	24,000.00	24,000.00	24,000.00	-	-	-	-	-	24,000.00
Sub Activity Subtotal				-	-	274,000.00			274,000.00	274,000.00	274,000.00	-	-	-	250,000.00	-	24,000.00
PD & Complimentary																	
006736	Flood Damage - Council Betterment	COUNCIL	-	1,000,000.00	-	-	-	-	1,000,000.00	1,000,000.00	1,000,000.00	-	-	-	1,000,000.00	-	-
006813	EV03 Betterment Mondure Crossing Road	GRA	-	-	-	-	-	-	-	-	-	12,853.50	2,645.82	15,499.12	-	-	-
006843	EV04 Betterment Mercer Springate Road	GRA	-	-	-	-	-	-	-	-	-	-	215.63	215.63	-	-	-
006994	EV03 Betterment Williams Road	GRA	-	-	-	-	-	-	-	-	-	7,079.18	215.62	7,294.80	-	-	-
006997	River Road Pavement repair Camp works	COUNCIL	-	-	-	-	-	-	-	-	-	1,700.00	-	1,700.00	-	-	-
007016	EV01 Betterment Flagstone Creek Road	GRA	-	-	-	-	-	-	-	-	-	-	215.63	215.63	-	-	-
007037	Benair Road Drainage complimentary work	COUNCIL	-	-	-	-	-	-	-	-	-	-	1,260.00	1,260.00	-	-	-
007038	Wolskis Road Complimentary Seal Works	COUNCIL	-	-	-	-	-	-	-	-	-	-	2,622.00	2,622.00	-	-	-
007041	EV01 Betterment Finnermores Road	GRA	-	-	-	-	-	-	-	-	-	3,384.00	2,880.00	6,264.00	-	-	-
007042	EV01 Betterment Greenview Road	GRA	-	-	-	-	-	-	-	-	-	1,969.91	2,680.00	4,649.91	-	-	-
007043	EV01 Betterment Hoggs Road	GRA	-	-	-	-	-	-	-	-	-	3,089.75	2,680.00	5,769.75	-	-	-
007044	EV01 Betterment Ingham Road	GRA	-	-	-	-	-	-	-	-	-	4,059.97	1,655.62	5,715.59	-	-	-
007045	EV01 Betterment Jarrards Road	GRA	-	-	-	-	-	-	-	-	-	15,187.15	-	15,187.15	-	-	-
007046	EV01 Betterment Kings Bridge Road	GRA	-	-	-	-	-	-	-	-	-	12,462.78	300.00	12,762.78	-	-	-
007047	EV01 Betterment Lampards Road	GRA	-	-	-	-	-	-	-	-	-	4,503.82	2,205.00	6,708.82	-	-	-
007048	EV01 Betterment MWell Upper Yarraman	GRA	-	-	-	-	-	-	-	-	-	2,411.31	-	2,411.31	-	-	-
007049	EV01 Betterment Manubar Road	GRA	-	-	-	-	-	-	-	-	-	4,798.09	2,205.00	7,003.09	-	-	-
007050	EV01 Betterment Nords Road	GRA	-	-	-	-	-	-	-	-	-	4,552.87	-	4,552.87	-	-	-
007051	EV01 Betterment Old Wondal Road	GRA	-	-	-	-	-	-	-	-	-	4,650.97	2,205.00	6,855.97	-	-	-
007052	EV01 Betterment Parkura Road	GRA	-	-	-	-	-	-	-	-	-	4,503.85	2,205.00	6,708.85	-	-	-
007053	EV01 Betterment Pedersens Road	GRA	-	-	-	-	-	-	-	-	-	5,141.41	2,880.00	8,021.41	-	-	-
007054	EV01 Betterment Recreation Drive	GRA	-	-	-	-	-	-	-	-	-	4,405.74	2,880.00	7,285.74	-	-	-
007055	EV01 Betterment Smiths Road Inverlaw	GRA	-	-	-	-	-	-	-	-	-	3,236.87	2,880.00	6,116.87	-	-	-
007056	EV01 Betterment Trendum Lane	GRA	-	-	-	-	-	-	-	-	-	4,479.31	1,745.62	6,224.93	-	-	-
007057	EV01 Betterment Trouts Road	GRA	-	-	-	-	-	-	-	-	-	4,258.62	2,680.00	6,938.62	-	-	-
007058	EV03 Betterment Arthur Street East	GRA	-	-	-	-	-	-	-	-	-	3,224.61	1,385.91	4,610.52	-	-	-
007059	EV03 Betterment Nords Road	GRA	-	-	-	-	-	-	-	-	-	9,068.71	-	9,068.71	-	-	-
007060	EV03 Betterment Tim Dwyer Road	GRA	-	-	-	-	-	-	-	-	-	6,714.87	1,655.63	8,370.50	-	-	-
007061	EV03 Betterment Waska Road	GRA	-	-	-	-	-	-	-	-	-	7,050.88	2,465.62	9,516.50	-	-	-
007062	EV04 Betterment Manar Road	GRA	-	-	-	-	-	-	-	-	-	8,872.80	3,095.82	11,968.62	-	-	-
007063	EV04 Betterment Magee Road	GRA	-	-	-	-	-	-	-	-	-	6,714.88	1,655.63	8,370.51	-	-	

Project Code	Project Description	Grant Funding Body	Depreciation	Reimbursed Costs	Proposals from Sale of Plant	Grant Funding	Loans	Developer Contributions	Total Budgeted Revenues	2024/25 Actual Revenues	2024/25 Actual Expenditures	2024/25 Actual Expenditures & Commitments	RENEWAL	UPGRADE	NEW	
Sub Activity Subtotal			-	1,000,000.00	-	-	-	-	1,000,000.00	1,000,000.00	1,000,000.00	168,822.18	53,785.11	222,607.28	1,000,000.00	-
CAP-QRA-DRFA			-	-	-	-	-	-	-	-	-	-	-	-	-	
007078	CAP - QRA - DRFA - Flood Recovery Works	QRA	-	-	-	-	-	-	-	-	909.09	-	909.09	-	-	
Sub Activity Subtotal			-	-	-	-	-	-	-	-	909.09	-	909.09	-	-	
Activity Total			6,238,105.56	4,286,951.46	-	4,806,470.98	-	-	15,481,528.00	15,481,528.00	15,481,528.00	1,760,390.83	1,738,719.64	3,499,110.47	14,451,658.00	527,214.00
Water Services																
W4Q - Round 4																
006906	W4Q4-Kingaroy Water Security MtWoorox	W4Q4	-	-	-	-	-	-	-	-	688,229.13	745,257.22	1,433,486.35	-	-	
Sub Activity Subtotal			-	-	-	-	-	-	-	-	688,229.13	745,257.22	1,433,486.35	-	-	
Water - General Oper																
006503	S1 & S2 - PC, SCADA & Telemetry WATE	COUNCIL	-	-	-	-	-	-	-	-	15,079.88	-	15,079.88	-	-	
006939	Solar panels for treatment plants	COUNCIL	-	-	-	-	-	-	-	-	21,750.00	-	21,750.00	-	-	
007153	Water Meter replacements	COUNCIL	125,000.00	-	-	-	-	-	125,000.00	125,000.00	-	-	-	125,000.00	-	
Sub Activity Subtotal			125,000.00	-	-	-	-	-	125,000.00	125,000.00	-	-	-	125,000.00	-	
Water - Kingaroy																
005547	Gordonbrook WTP - Post Con Contract W	COUNCIL	-	-	-	-	-	-	-	-	180,792.61	120.00	180,912.61	-	-	
006516	Gordonbrook Off Stream Storage Design	BOR_5	-	-	-	-	-	-	-	-	10,233.52	-	10,233.52	-	-	
006596	Gordonbrook Hydrological Modelling	COUNCIL	-	-	-	-	-	-	-	-	31,371.39	-	31,371.39	-	-	
006787	Kingaroy Water Security Trunk Infra Upgr	COUNCIL	-	-	-	-	-	-	-	-	7,182.29	-	7,182.29	-	-	
007133	Gordonbrook Dam Safety Hazard Action F	COUNCIL	87,500.00	-	-	-	-	-	87,500.00	87,500.00	-	-	-	87,500.00	-	
007134	Gordonbrook WTP Raw Water Off Stream	REFF	-	3,200,000.00	-	-	-	-	3,200,000.00	3,200,000.00	-	-	-	-	3,200,000.00	
007146	Kingaroy Heights 2x Res Roline	COUNCIL	625,000.00	-	-	-	-	-	625,000.00	625,000.00	-	-	-	625,000.00	-	
007150	WMR-MARKWELL ST (Youngman St-Will	COUNCIL	168,000.00	-	-	-	-	-	168,000.00	168,000.00	-	-	-	168,000.00	-	
007151	WMR-GLENDON ST (Avoca St-Markwell S	COUNCIL	175,000.00	-	-	-	-	-	175,000.00	175,000.00	-	-	-	175,000.00	-	
007152	WMR-WICKHAM ST (Apslin St-East-Goo	COUNCIL	122,500.00	-	-	-	-	-	122,500.00	122,500.00	-	-	-	122,500.00	-	
007235	Gordonbrook WTP Raw water pump 3	COUNCIL	100,000.00	-	-	-	-	-	100,000.00	100,000.00	-	-	-	100,000.00	-	
Sub Activity Subtotal			1,278,000.00	3,200,000.00	-	-	-	-	4,478,000.00	4,478,000.00	4,478,000.00	229,979.81	120.00	229,999.81	1,278,000.00	3,200,000.00
Water - Kumbia																
007147	Stuart River Rising Main Kumbia	COUNCIL	822,500.00	-	-	-	-	-	822,500.00	822,500.00	822,500.00	-	-	822,500.00	-	
Sub Activity Subtotal			822,500.00	-	-	-	-	-	822,500.00	822,500.00	822,500.00	-	-	822,500.00	-	
Water - Murgon																
007148	WMR-Murgon Hospital Res&Mechalister	COUNCIL	155,750.00	-	-	-	-	-	155,750.00	155,750.00	-	-	-	155,750.00	-	
007149	WMU -Reservoir and Beresford St	COUNCIL	230,825.00	-	-	-	-	-	230,825.00	230,825.00	-	-	-	230,825.00	-	
Sub Activity Subtotal			386,575.00	-	-	-	-	-	386,575.00	386,575.00	386,575.00	-	-	386,575.00	-	
Activity Total			2,612,075.00	3,200,000.00	-	-	-	-	5,812,075.00	5,812,075.00	5,812,075.00	954,638.82	745,377.22	1,700,016.04	2,612,075.00	3,200,000.00
Wastewater Services																
Wastewater - General																
006904	Regional Sewer Refining	COUNCIL	-	-	-	-	-	-	-	-	298,991.59	340,461.89	639,453.48	-	-	
Sub Activity Subtotal			-	-	-	-	-	-	-	-	298,991.59	340,461.89	639,453.48	-	-	
Wastewater - Kingaro																
006905	Kingaroy SPS2 Tessmanns Rd Switchboa	COUNCIL	-	-	-	-	-	-	-	-	1,532.43	469.13	2,001.56	-	-	
007128	Kingaroy Recycling Plant - Replacement	COUNCIL	1,600,000.00	1,600,000.00	-	-	-	-	3,200,000.00	3,200,000.00	-	-	-	3,200,000.00	-	
007129	Kingaroy SPS3 Logan St SCADA renewal	COUNCIL	70,000.00	-	-	-	-	-	70,000.00	70,000.00	-	-	-	70,000.00	-	
007130	Regional Sewer Extensions	COUNCIL	100,000.00	-	-	-	-	-	100,000.00	100,000.00	-	-	-	100,000.00	-	
007131	Kingaroy North Development (1st Ave)	W4Q5	-	80,000.00	-	100,000.00	-	-	180,000.00	180,000.00	-	-	-	180,000.00	-	
007132	Kingaroy SPS8 Barron Pk Dr SCADA ren	COUNCIL	70,000.00	-	-	-	-	-	70,000.00	70,000.00	-	-	-	70,000.00	-	
Sub Activity Subtotal			1,840,000.00	1,680,000.00	-	100,000.00	-	-	3,620,000.00	3,620,000.00	3,620,000.00	1,532.43	469.13	2,001.56	3,340,000.00	280,000.00
Wastewater - Nanango																
006793	Nanango SPS2 Switchboard renewal, etc.	COUNCIL	-	-	-	-	-	-	-	-	1,532.42	469.13	2,001.55	-	-	
006794	Nanango SPS3 Switchboard renewal, etc.	COUNCIL	-	-	-	-	-	-	-	-	1,532.43	469.14	2,001.57	-	-	
Sub Activity Subtotal			-	-	-	-	-	-	-	-	3,064.85	938.27	4,003.12	-	-	
Waste - Proston																
006796	Proston CED Pump Station Replace & Re	COUNCIL	-	-	-	-	-	-	-	-	1,532.43	469.13	2,001.56	-	-	
Sub Activity Subtotal			-	-	-	-	-	-	-	-	1,532.43	469.13	2,001.56	-	-	
Activity Total			1,840,000.00	1,680,000.00	-	100,000.00	-	-	3,620,000.00	3,620,000.00	3,620,000.00	385,121.30	342,338.42	647,459.72	3,340,000.00	280,000.00
Waste																
Waste Management - R																
006607	New Maidenwell Transfer Station	COUNCIL	-	450,000.00	-	-	-	-	450,000.00	450,000.00	450,000.00	17,565.11	7,434.00	24,999.11	-	450,000.00
006780	Nanango Weighbridge & Transfer Station	LGSP	-	40,000.00	-	60,000.00	-	-	100,000.00	100,000.00	100,000.00	47,441.25	74,518.33	121,959.58	-	100,000.00
006845	Purchase of new SBRC Skip Bins	COUNCIL	-	-	-	-	-	-	-	-	28,350.00	-	28,350.00	-	-	
006989	Wondai Weighbridge	DRFA	-	18,750.00	-	31,250.00	-	-	50,000.00	50,000.00	50,000.00	255,652.67	67,268.56	322,921.23	-	50,000.00
007095	Murgon Weighbridge Portable	COUNCIL	-	-	-	-	-	-	-	-	800.00	2,054.40	2,854.40	-	-	
007097	Nga Weighbridge-Approach/Internal Road	COUNCIL	-	105,000.00	-	-	-	-	105,000.00	105,000.00	1,700.00	-	1,700.00	-	105,000.00	
007098	Wondai Weighbridge-Approach/Internal Rd	COUNCIL	-	60,000.00	-	-	-	-	60,000.00	60,000.00	-	-	-	60,000.00	-	
007122	LRC1 4 A-Maidenwell Trf Station Acces	LRC1_4_A	-	-	-	200,000.00	-	-	200,000.00	200,000.00	-	-	-	200,000.00	-	
007123	Nanango Leachate Collection Trench	COUNCIL	-	240,851.00	-	-	-	-	240,851.00	240,851.00	-	-	-	240,851.00	-	
007124	Kingaroy Leachate Collection Trench	COUNCIL	-	433,532.00	-	-	-	-	433,532.00	433,532.00	-	-	-	433,532.00	-	
007125	Feasibility- Kingaroy New Landfill Cell	COUNCIL	-	-	-	750,000.00	-	-	750,000.00	750,000.00	-	-	-	750,000.00	-	
Sub Activity Subtotal			-	1,348,133.00	-	291,250.00	750,000.00	-	2,389,383.00	2,389,383.00	2,389,383.00	351,369.63	151,275.29	502,644.32	-	2,389,383.00

Grants Inwards Listing 2024/25
as at 31/7/2024

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	500798	Cycle Network Local Government Grant	Department of Transport & Main Roads	Capital	50,000.00	25,000.00	100,000.00	70,280.35	30/08/2024	Active	
DTIS CRARRP Kingaroy-Murgon Rail Trail	500784	Community and Recreational Assets	Department of Tourism, Innovation & Sport	Capital	631,141.00	220,899.35	631,141.00	104,630.31	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	Acquittal Submitted	
Get Ready Program 2024/25		Get Ready Program 24-25	Queensland Reconstruction Authority	Operational	18,420.00	-	18,420.00	-	30/06/2025	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	Acquittal Submitted	
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	20,822.91	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)	500233	Local Government Illegal Dumping Partnership Program (RD 2A)	Department of Environment & Science	Operational	264,085.00	240,085.00	264,085.00	217,492.38	17/05/2025	Active	
LGSSP Nanango Weighbridge	500204	2022-24 Local Government Grants & LGSSP Roof Replacement Blackburn Memorial Hall	Dept of State Development, Manufacturing, Infrastructure & Planning	Capital	364,536.00	109,360.80	607,560.00	469,244.03	30/09/2024	Active	
LGSSP Waste Management & Climate Change Adaptation	500206	2022-24 Local Government Grants & Subsidies Program	Dept of State Development, Manufacturing, Infrastructure & Planning	Operational	161,001.00	48,300.30	268,335.00	181,549.33	30/06/2024	Active	
LGIRGP Levy Ready 23/24 - Wondal Waste Weighbridge	500278	Local Government Levy Ready Grant Program	Dept of State Development, Infrastructure, Local Government & Planning	Capital	138,000.00	41,400.00	250,000.00	178,933.12	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	1,152,015.81	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	227,783.89	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	30/06/2025	Active	Yearly allocation
Qld 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
QRA DRFA - Event 1 Capital		Disaster Recovery Funding Arrangement	Queensland Reconstruction Authority	Capital	480,003.63	524,235.77	132,478.26			Active	Grant amount and amount spent will increase as more
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		31/03/2025	Active	
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	180,760.20	162,234.18	180,760.20	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	114,850.89	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	19,444.73	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, Communications & the Arts	Capital	30,000.00	9,000.00	60,000.00	55,517.07	30/04/2025	Active	
RTR 23/24 allocation		Roads to Recovery Program	Dept of Infrastructure, Transport, Regional Development, Communications & the Arts	Capital	1,315,573.00	1,315,573.00	1,930,000.00	405,552.88	30/06/2024	Active	Extension received from Tinipoura Chalmersford
STIP 23/24 - Kingaroy SHS (pedestrian crossings)	500236	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	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	Program	Dept of Transport & Main Roads	Capital	49,500.00	39,441.21	99,110.00	78,889.41	30/06/2024	Active	Final claims have been processed
STIP 23/24 - Murgon SHS (formalised onstreet parking)	500236	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
STIP 23/24 - St Joseph & Murgon SS (pedestrian crossing upgrade)	500236	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

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 Marys (footpath)	500236	Old 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	Old 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	Old 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	Old 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 - Tanduringlee SS	500289	Old 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	1,352,721.20	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	Capital & Operational	5,630,000.00	5,067,000.00	6,210,000.00	5,099,625.34	30/06/2024	Active	Small extension for Mt Woooloolin Project Grant being returned and will be applied for under the next
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	
Works for Queensland 2024-2027		Works for Qld 2024-2027	Dept of Local Government, Racing & Multicultural Affairs	Capital & Operational	8,440,000.00	-	8,440,000.00	-	30/06/2027	Active	Program still needs to be approved by the Grant Funding Body
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	
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	
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	
SES Support Grant - Vehicle		State Emergency Services Support Grant	Qld Fire & Emergency Service	Capital	42,644.86	-	61,861.00	-	30/06/2025	Active	
Community Heritage CSA Grant - Boondooma Homestead Roof & Rainwater System	500308	Community Sustainability Action Grants - Community Heritage	Department of Environment, Science & Innovation	Capital	50,000.00	-	50,000.00	-	30/06/2025	Active	
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	
Seniors Month	500312	Council on the Ageing Queensland	Council on the Ageing Queensland	Operational	2,000.00	2,000.00	2,000.00			Active	
South Burnett Safe & Secure Recovery Project	500314	Disaster Recovery Funding	Department of Treaty, Aboriginal and Torres Strait	Operational	82,780.00	66,224.00	82,780.00	-	30/08/2024	Active	
Public Libraries Grant	500333	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	Completed	Allocation spent
BBRF - Kingaroy Transformation Project	500189	Building Better Regions Fund	Dept of Industry, Science, Energy & 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, Energy & 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	Independent Audit being conducted
Financial Assistance Grant (FAAS 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 Council for any operational use
Blackbutt SES Main Building new roof & store building new ceiling	500246	State Emergency Service (SES) Support Grant	Qld Fire & Emergency Service	Capital	73,236.75	73,236.75	97,649.00	97,649.00	30/06/2024	Completed	
Qld 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 completed
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	

12.7 QUEENSLAND AUDIT OFFICE - 2024 INTERIM MANAGEMENT REPORT FOR SOUTH BURNETT REGIONAL COUNCIL

File Number: 21.08.2024
Author: Manager Finance & Sustainability
Authoriser: Chief Executive Officer

PRECIS

Queensland Audit Office 2024 Interim Management Report.

SUMMARY

QAO detailing the observation report of South Burnett Regional Council's financial statements as presented for consideration.

OFFICER'S RECOMMENDATION

That subject to Section 213 of the *Local Government Regulation 2012*, South Burnett Regional Council receives the 2024 Interim Management Report from the Auditor-General detailing the observation report of South Burnett Regional Council's financial statements as presented for consideration.

BACKGROUND

Queensland Audit Office have completed their interim audit work for the 2024 Financial Audit and present the 2024 Interim Management Report, detailing the results of their risk assessment and interim work performed to 30 April 2024. To date, there has been no new deficiencies identified for the current year.

The below prior year issues were a work in progress at the time of the interim report:

Internal Control Deficiency * User Access Review in Technology One (Council's ERP system)
* Incorrect System Calculation of Interest on Overdue Rates
* Ineffective Review of Fixed Asset Registers and Items Within WIP

Financial Reporting Issues * Incomplete Modelling of Provision for Restoration

Finance and respective departments are working to try and remedy the above deficiencies where possible.

ATTACHMENTS

1. Interim Management Report - 2024 Audit



2024 INTERIM REPORT

South Burnett Regional Council

16 July 2024





Councillor Kathy Duff
 Mayor
 South Burnett Regional Council
 45 Glendon Street
 Kingaroy QLD 4610

Dear Mayor Duff

2024 Interim report

We present our interim report for South Burnett Regional Council (SBRC) for the financial year ending 30 June 2024. This report details the results of our interim work performed to 30 April 2024. Under section 213 of the Local Government Regulation 2012, you must present a copy of this report at your council's next ordinary meeting.

Results of our interim audit

In this phase, we assessed the design and implementation of your internal controls relevant to the financial report, and commenced our assessment on whether they are operating effectively. We assessed the key controls we intend to rely on in auditing your financial statements. Our audit does not assess all controls that management has implemented across the organisation.

Deficiencies:

- Nil raised in the current year
- 2 unresolved from prior years

Financial reporting matters:

- Nil raised in the current year
- 1 unresolved from prior years

Based on the results of our testing completed to date and the resolution of prior year issues, we have not identified any areas of your internal control environment that does support an audit strategy where we can rely upon your entity's controls. This will be confirmed upon the completion of our assessment of the operating effectiveness of controls.

Refer to [section 2](#) and [Section 3](#) for further details.

Milestones – On track

Agreed financial reporting and audit deliverables milestones have been met to date. Refer to [section 4](#) for further details.

Audit fees – On track

If you have any questions or would like to discuss the audit report, please contact me on 3225 6839 or Ryan Lindwall on 3233 9452.

Yours sincerely

Erin Neville-Stanley
 Partner
 KPMG

Enc.
 cc. Mark Pitt, Chief Executive Officer
 Susan Jarvis, General Manager Finance and Corporate

1. Status of issues

Internal control issues

The following table summarises the number of deficiencies in internal controls and other matters we have previously identified. Refer to [section 3 Matters previously reported](#) for the status of previously raised issues.

Year and status	Significant deficiencies	Deficiencies	Other matters*
Current year issues	-	-	-
Prior year issues – unresolved	-	2	-
Total issues	-	2	-

Note: *Queensland Audit Office only tracks resolution of other matters where management has committed to implementing action.

The following section details control deficiencies and other matters identified as at 21 June 2024. It includes a response from management.

Our ratings are as follows. For more information and detail on our rating definitions, please see the webpage here: www.qao.qld.gov.au/information-internal-controls or scan the QR code.



Financial reporting issues

This table identifies the number of financial reporting issues we raised. Refer to [section 3 Matters previously reported](#) for the status of previously raised financial reporting issues.

Year and status	High risk	Medium risk	Low risk
Current year issues	-	-	-
Prior year issues – unresolved	-	-	1
Total	-	-	1

The following section details financial reporting issues identified as at 21 June 2024. It includes a response from management.

Our risk ratings are as follows. For more information and detail on our rating definitions, please see the webpage here: www.qao.qld.gov.au/information-internal-controls or scan the QR code.



2024 Interim report

2. Matters previously reported

The following table summarises the status of deficiencies, financial reporting issues, and other matters previously reported to you.

Ref.	Rating	Issue	Status
23CR-1	D	<p>Incorrect system calculation of interest on overdue rates</p> <p>Management identified the system calculation for interest on overdue rates was using the incorrect rate. Local governments are required by regulation to set the actual interest rate to be charged on overdue rates each year.</p> <p>Council has identified that its system calculation was using the most recent interest rate rather than the interest rate relevant to the year in which the overdue amount relates.</p>	<p>Resolved</p> <p>Management performed a recalculation over the interest that should have been charged based on the correct average interest rate applied to the average overdue rates over the overdue period, equating to an adjustment of \$138K. A provision of \$123K had been recognised in the FY23 financial statements, materially consistent with the actual adjustment required.</p> <p>Any properties that are still owned by the same ratepayer will have their interest adjustment processed against the property record. Any properties where there has been a change in ownership will mean that the value will need to be put to unclaimed monies in Council's balance sheet. Finance will then work with rates to try and contact these individuals to pay funds back. Where no contact method is available or contact is not successful, Council will send the funds to the public trustee after a 2-year time period.</p> <p>To prevent a similar issue occurring going forward, management have discussed system solutions with TechnologyOne and other Councils. This involves manually updating the rates for each year, to the correct rate each period and this has been appropriately implemented in the current financial year.</p> <p>Responsible officer: Kerri Anderson Action date: 30 November 2023</p>
21-CR-1	D	<p>IT User access review in Technology One</p> <p>it was identified that there are no formal controls in place surrounding review of all current users within the TechnologyOne application</p>	<p>Resolved, Pending Audit Clearance</p> <p>The Business Systems and ICT teams have implemented the following practices for new users:</p> <ul style="list-style-type: none"> • User access is granted based on advice from People and Culture • Only permanent staff members are provided with system access with no end date • Short term contracts and external parties access is only granted with a valid expiry date • New positions are only granted with base level access until specific access requirements are provided to Business Systems in writing by Management • A review of financial delegations was conducted in previous years. Delegations dashboard created to assist in conducting this review with findings cross referenced against governance delegation register annually. • New and adjusted financial delegations are only adjusted upon written advice from Governance • A dashboard has been developed to assist with reviewing user access with cross matching against current employee employment status for all user profiles and authorisations.

2024 Interim report

Ref.	Rating	Issue	Status
23CR-2	D	<p>Ineffective Review of Fixed Asset registers and items within WIP</p> <p>Management oversight of the fixed asset register due to staff constraints, which lead to a breakdown in communication between the infrastructure team and the finance team in that disposals were occurring without finance's knowledge and projects that should have been capitalised to the relevant asset category and commenced depreciating, remained in WIP.</p>	<p>• Business systems have commenced a review of the system Profile Matrix and user permissions (Project ID 2.8 – Profile Matrix & Permissions Review). Part way through discovery phase, relevant data sets being collected for analysis and list of all Council functions developed.</p> <p>This forms part of a larger cleansing activity that will be systematically approached and actioned as time and resourcing capacity allows. On the basis that controls implemented to govern the ongoing review of user accounts within TechnologyOne. The Business Systems Tam is comfortable this item be considered completed.</p> <p>Responsible officer: Amy King, Business Systems Officer</p> <p>Action date: 30 June 2024</p>
23FR-2	L	<p>Incomplete modelling of Provision for Restoration</p> <p>SBRC did not extend the modelled monitoring obligations for the provision for restoration of the landfill out to 20 years post capping. This was recognised by management's expert and is a present obligation. The impact is a difference in a change in accounting estimate based on the latest report therefore treated prospectively.</p>	<p>Work in progress</p> <p>A project outcome identified by asset managers for efficiency gains is the comprehensive mapping exercise of existing workflows which will ease the transition from current manual asset procedures to digital transformation into CiAnywhere assets. In the interim comprehensive mapping is being performed by the Strategic Asset Accountant to mitigate risk.</p> <p>In addition to the workflow process, the system will trigger tasks and responsibilities to relevant asset owners and finance during the asset process.</p> <p>A policy is currently in existence and reviewed annually however robust processes will now be developed and implemented.</p> <p>Additional focus each month on WIP balances and project status updates to determine status of projects which have been completed so that capitalisation can occur in a more timely manner.</p> <p>A monthly report on outstanding WIP has been included in the Executive Leadership Team meetings for full transparency and accountability.</p> <p>A review of the land asset register is being completed with business improvements identified that can minimise the risk by the rectification of established workflows.</p> <p>Responsible officer: Strategic Asset Management Accountant in conjunction with Business Systems and asset owners</p> <p>Action date: 30 June 2024</p>
23FR-2	L	<p>Incomplete modelling of Provision for Restoration</p> <p>SBRC did not extend the modelled monitoring obligations for the provision for restoration of the landfill out to 20 years post capping. This was recognised by management's expert and is a present obligation. The impact is a difference in a change in accounting estimate based on the latest report therefore treated prospectively.</p>	<p>Work in progress</p> <p>Council has determined that the restoration model will be updated to a period of 30 years which will incorporate a large majority of the expected costs for each of the landfills. While it is acknowledged that for now this won't incorporate 9 years worth of monitoring, the overall materiality of this variance is minor (under \$100k) and Council will continue to relook at this methodology and costings on a yearly basis.</p> <p>Responsible officer: Manager Finance & Sustainability</p> <p>Revised Action date: 30 June 2024</p>

2024 Interim report

CONTENTS

3. Key financial audit milestones

The following table details the current status of milestones for key financial reporting and audit deliverables as at 21 June 2024.

Planning	Agreed date	Completed date	
Planning visit	20 May – 7 June 2024	7 June 2024	●
External audit plan issued to client	4 March 2024	23 February 2024	●
Interim			
Interim testing visit	20 May – 7 June 2024	21 June 2024	●
Interim report outlining preliminary audit findings issued to client	21 June 2024	21 June 2024	●
Position papers on known accounting issues due to audit (see EAP for detail)	See Table below	See Table below	●
Feedback on position papers to client	See Table below	See Table below	●
Proforma financial statements due to audit	21 May 2024	23 May 2024	●
Feedback on proforma financial statements to client	4 June 2024	7 June 2024	●
Asset valuations due to audit	13 May 2024	13 May 2024	●
Asset valuations reviewed by audit	7 June 2024	31 May 2024	●
Final			
Year-end visit	2 September – 4 October 2024		●
Complete draft financial statements to audit	10 September 2024		●
Feedback on draft financial statements to client	20 September 2024		●
QAO closing report summarising our audit findings	27 September 2024		●
Audit committee clearance	4 October 2024		●
Financial statements signed by management	5 October 2024		●
Audit report issued to the client	8 October 2024		●
Final management report outlining the final audit findings issued to the client	8 October 2024		●

Note: Audit visit | SBRC deadline | QAO deadline ● Completed | ● On track | ● Behind schedule

If there are any issues/concerns in meeting these time frames, which were agreed at the planning phase, please discuss with your engagement leader Erin Neville-Stanley and engagement manager Ryan Lindwall.

2024 Interim report

Issue	Details	Position paper due date	
		Management	QAO
Rehabilitation provisions	Position paper addressing updates to provision estimate including aligning the model with the expert's costs provided to cover the full monitoring period	21 May 2024 (Completed 15 July)	7 June 2024
Calculation of Interest on overdue Rates	Position paper addressing the recalculation and repayment of incorrect interest charged on overdue rates, in conjunction with the solution to the system issue and checks performed to ensure interest was charged correctly in the current year.	21 May 2024 (Completed 22 May)	7 June 2024 (Completed 29 May)
Revenue Recognition associated with LRCI Grant Phase 3	Position paper addressing the recognition of revenue associated with LRCI Phase 3	21 May 2024 (Completed 23 May)	7 June 2024 (Completed 29 may)
Disposals and Capital Work in progress	Position paper detailing the process followed to ensure that all disposals and completed projects are appropriately identified and reflected on a timely basis.	5 August 2024	6 September 2024

4. Climate-related financial disclosures

The Commonwealth Treasury has issued proposed legislation outlining the scope of mandatory climate and environmental sustainability reporting and assurance.

In June 2023, the International Sustainability Standards Board (ISSB) issued its first 2 standards – IFRS S1 *General Requirements for Disclosure of Sustainability-related Financial Information* and IFRS S2 *Climate-related Disclosures*.

In October 2023, the Australian Accounting Standards Board (AASB) issued Exposure Draft SR1 *Australian Sustainability Reporting Standards (ASRS) 1 General requirements for disclosure of Climate-related Financial Information* for public feedback. The AASB's approach is to take a 'climate first' approach. It is proposing that references to sustainability in the ISSB standards be replaced with 'climate-related' in the Australian equivalents.

In January 2024, the Commonwealth Treasury issued proposed legislation on how it will mandate application of climate-related financial disclosures to entities reporting under the *Corporations Act 2001* (Corporations Act). These proposals are expected to affect many Queensland government owned corporations (GOCs) and large public sector companies.

It will be up to Queensland Treasury to determine how the standards apply to the public sector entities under its jurisdiction that are outside of the Corporations Act (such as departments and statutory bodies). Queensland Treasury is currently evaluating how the content of the proposed standards will apply to these entities. This will include those registered as companies who are required to report under the new standards.

The impact on your entity

Your entity is not included in the scope of the draft Commonwealth legislation. Therefore, you are not a mandatory reporting entity and will need to follow the guidance from Queensland Treasury.



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12.8 SOUTH BURNETT REGIONAL COUNCIL OPERATIONAL PLAN 2023/2024 4TH QUARTER REVIEW

File Number: 21-Aug-2024
Author: Coordinator Corporate
Authoriser: Chief Executive Officer

PRECIS

South Burnett Regional Council Operational Plan 2023/2024 4th Quarter Review.

SUMMARY

The South Burnett Regional Council Operational Plan details the projects, services, and initiatives that Council planned to deliver for the 2023/2024 financial year.

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

OFFICER’S RECOMMENDATION

That the South Burnett Regional Council Operational Plan 2023/2024 4th Quarter Review be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial or resource implications arise from this report other than what has been identified in the South Burnett Regional Council (Council) financial budgeting and planning documents.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021-2026	
EC	Enhancing liveability and lifestyle
IN	Providing key infrastructure for our towns and villages
GR	Growing our region’s economy and prosperity
EN	Safeguarding our environment
OR	Organisational excellence
Operational Plan 2023/2024	
Periodical review and update the 2023/2024 Operational Plan	

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Chief Executive Officer, General Managers and Managers have contributed to the Operational Plan 2023/2024 in respect of their relevant areas of responsibility.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

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

Section 4(b) of the *Human Rights Act 2019* (the ‘Act’) requires public entities to act and make decisions in away compatible with human rights. The Act requires public entities to only limit human rights in certain circumstances and after careful consideration. The human rights protected under

the Act are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

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

REPORT

The South Burnett Regional Council Operational Plan details the projects, services and initiatives that Council planned to deliver for the 2023/2024 financial year.

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

ATTACHMENTS

- 1. **2023-2024 Operational Plan - 4th Quarter Review**



Version Control

date	comment	version
May 2023	Draft - initial	D1
June 2023	Final – adopted by Council	F1
October 2023	1 st Quarter Review	Q1
January 2024	2 nd Quarter Review	Q2
April 2024	3 rd Quarter Review	Q3
June 2024	4 th Quarter Review	Q4

Adoption by Council

Draft Plan adopted at the Special Budget Meeting of Council on 21 June 2023.

Copies of the Annual Operational Plan

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

Contact Us

All written communications to be addressed to:

‘The Chief Executive Officer’
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 P 1300 789 279
 E info@sbrc.qld.gov.au
 W www.southburnett.qld.gov.au
 F www.southburnettregion
 T @SouthBurnettRC
 ABN 89 972 463 351

Acknowledgement

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



Introduction

The South Burnett Regional Council ('Council') 2023-24 Annual Operational Plan is required to be developed in accordance with the *Local Government Regulation 2012* and focuses on the actions that Council staff are expected to take throughout the 12-month period in order to implement the longer-term goals detailed in the South Burnett Regional Council Corporate Plan 2021-26.

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

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

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

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

The Corporate Plan 2021-26 provides a blueprint for the future of our communities and establishes priorities and outlines strategies which best reflect the needs of our community for today and into the future. Council's Chief Executive Officer is responsible for preparing quarterly reports to the Council on the progress of the implementation of the Annual Operational Plan. These reports ensure that Council's elected members and staff are accountable for the progress made in meeting Council's annual operational plan goals. This plan is reliant linked to South Burnett Regional Council's 2023-24 budget and Council's available human resources.



Executive Services Annual Operational Plan 2023/24

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



Core Activities					
Ref	Activity	Branch	Corp Plan	Budget	Target
OPE/01	Strengthen, maintain, and actively contribute to Local Government organisations/associations advocating Council's strategic and operational position on key issues	Office of the CEO	OR12; GR16	BU1001	100%
OPE/02	Develop, coordinate, and publish Council's Annual Report on organisational activities and compliance with legislation	Office of the CEO	OR2	BU1001	100%
OPE/03	Proactive strategic delivery of media and communications utilising activities	Office of the CEO	OR10	BU1001	100%
OPE/04	Implementation of Council's adopted policies	Office of the CEO	OR10; GR1	BU1001	100%
OPE/05	Providing administrative support service to the Elected Members to meet Council's strategic outcomes	Office of the CEO	OR12	BU1001	100%
OPE/06	Continued support for Annual Australia Day Awards and community events	Office of the CEO	EC15	BU1001	100%
OPE/07	Ongoing implementation of Council's People and Culture Workforce Plan (including Workplace Health and Safety) to guide the engagement, development, management, and performance of Council's human resources utilising activities such as annual employee engagement survey	People & Culture	OR11; OR9; GR15	BU1003	100%
OPE/08	Continued improvement, implementation, and review of Council's Workplace Health Safety (WHS) System in conjunction with the People and Culture Workforce Plan	People & Culture	OR16	BU1003	100%

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPE/09	Advocate for specialist and community health services to maintain current services at a minimum	Office of the CEO	IN13	1 July 2022	ongoing	BU1001	100%
<p>30 September 2023</p> <p>Advocacy supporting current general practitioner and need for improved health services. Resolutions sent to LGAQ State Conference:</p> <p>The LGAQ calls on the State and Federal governments to collaborate on innovative solutions to urgently address healthcare shortages in regional, rural, and remote Queensland by:</p> <ul style="list-style-type: none"> • Boosting funding and support for public healthcare services and hospitals to ensure effective delivery of hospital and allied health services to all communities. • Expanding existing incentive programs to cover increasing living costs including raising financial incentives to attract General Practitioners (GPs) to live and work in rural and regional communities. • Increasing travel and accommodation allowances for regional patients. <p>31 December 2023</p> <p>All resolutions submitted at LGAQ State Conference. Correspondence from Acting Mayor to Medical Associations and CC relevant Minister advocating for more General Practitioner training in SBRC Region. Lady Bjelke-Petersen Community Hospital and Health Hub Development application submitted and publicly advertised. South Burnett Community Hospital Foundation Limited meeting regularly and advocating for community health outcomes. Darling Downs and West Moreton PHN South Burnett Health and Community Services Meet and Greet held. Council's Health Expo held. Head to Health Mental Health facility progressing.</p> <p>31 March 2024</p> <p>Continue participation in advisory committees including but not limited to PHN and Head to Health. Lady Bjelke Petersen Community Hospital & health precinct development approvals have been approved by Council resolution. Head to Health service opened during this reporting period. South Burnett Community Hospital Foundation Ltd has applied for further grant funding and called for new board members to fill current vacancies.</p> <p>30 June 2024</p> <p>Board meeting held in April 2024 for South Burnett Community Hospital Foundation Ltd. EOI complete, six (6) applications received, considered by the Board and June 2024 Ordinary meeting for appointment to the Board. Over the period one (1) member resigned. Mayor, Councillors and Chief Executive Officer have attended meetings with PHN. Council has commenced the process for a short promotional video for help with attraction and retention of medical professionals to the region. Progress the joint venture of the Lady Bjelke Petersen Health Hub. Met with university and TAFE providers for the development and implementation of nursing qualifications.</p>							

OPE/10	Develop an investment ready road map aligning Council priorities to State and Federal government's objectives	Office of the CEO	GR2	1 October 2022	30 June 2024	BU1001	100%
<p>30 September 2023 Feedback and interviews from stakeholders. Data collection well advanced for 1st draft of document to be presented to Council. Dr Tom Keenan continued his work with the development of the investment prospectus along with Ms Sotera Trevaskis from Regional Development Australia who is collating the statistical information to inform the prospectus. Kingaroy Chamber of Commerce has been developing independently to this process a "Path to Prosperity" prospectus.</p> <p>31 December 2023 Draft Regional Development Action Plan that will enhance the Regional Development Strategy 2021 - 2026 by providing outcomes for each of the agreed strategies and enable a report card to be presented to Council on a regular basis around the delivery of the actions present to Ordinary meeting 13 December 2023 and adopted as amended (Resolution No. 2023/221) Digital advocacy document 1st draft completed and to be circulated and workshopped with councillors and senior staff in 3rd quarter. Quotes call for development of the Investment Prospectus with work to be commenced in January 2024 with successful contractor.</p> <p>31 March 2024 BIEDO engaged to complete investment prospectus. South Burnett Regional Development Strategy Action Plan has been finalised in accordance with Council resolution and to be published on Council's website.</p> <p>30 June 2024 South Burnett Regional Development Strategy Action Plan 2021-2026 completed. BIEDO workshopped the draft Regional Investment Strategy to Council and senior staff. Will be finalised prior to end of financial year and final copy presented to July 2024 Ordinary meeting.</p>							



OPE/11	Continued advocacy at State and Australian Government for funding for water projects identified in the 25 year economic roadmap.	Office of the CEO	GR12; GR13	1 July 2022	30 June 2024	BU1001	100%
<p>30 September 2023 Continued advocacy through the REFF process with all projects submitted. Participation in the BBRWA - SAG 14, 15 and 16 Meetings.</p> <p>31 December 2023 Formal submission made on the Draft Bundaberg Burnett Regional Water Assessment (BBRWA) advocating for projects in the completed Economic Road Map to demonstrate the types of projects that would create a sustainable, prosperous future for our region. This document, which is publicly available, contains significant detail of analysis undertaken through the major stages of work culminating in the Road Map.</p> <p>31 March 2024 Briefing paper completed for presentation to Acting Director General, Department of Regional Development, Manufacturing and Water meeting organised with Acting Director General in early April 2024. Bundaberg Burnett Regional Water Assessment ('BBRWA') final meeting SAG17 held with final recommendations to be incorporated into the RWA outcomes and State planning instruments for SBRC include: within 2 years - initiate DBC for Barlil weir; continuing working with relevant entities to better understand access expectations for Boondooma Dam water allocation related to the Tarong Power Station for town water supply and other users in the South Burnett area; within 5 years - undertake an options analysis to identify the preferred option to meet the water service need in the west Barambah system subject to the Barlil weir outcomes.</p> <p>30 June 2024 Council has allocated funding in 2024-2025 for a Water Quality Options Assessment and has requested matching co contributions from the State government. Council has undertaken significant planning targeting water security for the region over recent years. A series of studies commencing with an assessment of urban water security developed a deep understanding of constraints and opportunities. Council partnered with the State Government, effectively utilising funding, resources and expertise in advancing Council's urban water planning. Council contributed extensively in both funding and work in kind to the following studies which directly related to urban water supply security.</p>							

OPE/12	Engage key stakeholders conducting advocacy activities to build regional economic diversification in energy transformation, encouraging responsible investment in renewable energy and engagement in energy policy and advocacy for transition of economies impacted by State and Australian Government policies	Office of the CEO	OR5	1 July 2022	ongoing	BU1001 BU1004	100%
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30 September 2023

Continued engagement with the draft Bundaberg Burnett Regional Water Assessment (BBRWA). Advocacy to all levels of government on the Economic Road Map to demonstrate the types of projects that would create a sustainable, prosperous future for our region. South Burnett Regional Council continue negotiations with the State Government and Stanwell regarding Water Allocations.

Submissions made on draft 2023 Queensland Renewable Energy Zone (REZ) Roadmap and the proposed changes to the State Development Assessment Provisions (SDAP) State Code 23: Wind farm development (and the associated planning guidance).

31 December 2023

Meetings held with the proponents of the Kingaroy Solar Farm to discuss opportunities and advocacy for affecting neighbouring properties impacts and rectification works requested. Continued attendance at REFF and LEO meetings and advocating for REFF submissions submitted. Tamurru Solar Farm development application submitted, publicly advertised and approved by Council. Attendance at Stanwell's South Burnett Stakeholder Information Session - Tuesday 28 November 2023. Meeting with company representative and community representatives Tarong West Wind Farm proposal.

31 March 2024

Council met with community deputation to discuss the impact of the Wambo and Tarong West Wind Farm proposal. Continued to liaise with Department of State Development and the Regional Economic Futures Fund ('REFF') to process Council's applications for funding. Liaised with Member for Nanango in regard to Tarong West Wind farm impacts on Council road network. Continued engagement with Kingaroy Solar Farm regarding development conditions and compliance requests.

30 June 2024

Continue engagement with a range of renewable providers. Met with Tarong West proponents as to current status of their project. Council made a submission to SARA on the Tarong West Development application. Further information supplied to Regional Economic Futures Fund ('REFF') on potential projects for funding. Council submitted a resolution to WBBROC and the ALGA National Conference advocating for improved regulation on renewables.



OPE/13	Engagement with the State Government Jobs and Energy Plan in particular the Regional Economic Futures Fund	Office of the CEO	ENS; GR14	1 July 2022	30 June 2024	BU1001	100%
<p>30 September 2023</p> <p>The South Burnett Regional Council has been proactively investigating approaches to ensure ongoing regional prosperity through the energy transition. Council has developed a 25-year roadmap that will fully respond to the employment and social challenges while the Tarong power station transitions from a coal-fired power station to a green energy hub. South Burnett Just Transition advocacy document submitted to the LEO/REFF process targeted towards the Queensland Energy and Jobs plan set out the Government’s plan to transition to a clean energy future.</p> <p>12 projects submitted through REFF proposal format that the Council has identified including water infrastructure and several enabling projects, that will support our transition to a low-emission future. They are focused on diversifying the economy through the development of enabling infrastructure and net-zero industrial precincts.</p> <p>31 December 2023</p> <p>All Council projects submitted for consideration and State Government has advised that they are currently considering over 400 ideas that were captured throughout the engagement, and how they align to the regional priorities and objectives of the Regional Transformation Strategies. Further information has been provided periodically as requested. Formal announcements are expected in early 2024.</p> <p>31 March 2024</p> <p>Continued to liaise with Department of State Development and the Regional Economic Futures Fund (‘REFF’) to process Council’s applications for funding. Further information has been provided on several applications and continuing to work with the state government for other funding opportunities. Due to changes in the state government ministries, announcements for successful projects have been delayed and expected in the 4th quarter of this financial year.</p> <p>30 June 2024</p> <p>Further information supplied to Regional Economic Futures Fund (‘REFF’) on potential projects for funding. Awaiting on State government announcement on funding.</p>							



OPE/14	Consult with South Burnett Communities for their specific town and village community plans / key priority lists for adoption	Office of the CEO	EC9	1 July 2022	30 June 2024	BU1001	60%
<p>30 September 2023 First working draft prepared – to be circulated to senior staff and Councillors for review and feedback on projects this financial year.</p> <p>31 December 2023 Format has been circulated for information to an Ordinary Council meeting in the 1st quarter reporting period. Review undertaken of council’s corporate documents to capture potential projects to populate the draft documents. Council representatives attended and participated in the Red Earth Community Leadership Forum. Significant activity for 2nd quarter reporting period placed into the production and adoption of the annual report.</p> <p>31 March 2024 Drafts have been populated with some project information. Copies to be circulated to new Council for discussion and direction.</p> <p>30 June 2024 Drafts circulated to Council for discussion and direction. Feedback due by 30 June 2024.</p>							



OPE/15	Establish, support, and develop an Advisory Committee to pursue a Regional University Precinct and Airport Precinct in Kingaroy with purpose to establish a business case and shovel ready project for construction and develop a commercialisation strategy for the Airport Precinct	Office of the CEO	GR9	1 July 2022	30 June 2024	Subject to Funding	100%
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30 September 2023

Awaiting release of next round of funding applications in second quarter of this financial year for 10 new Regional University Study Hubs. Concentration on other projects such as the annual report for the first quarter.

31 December 2023

CUC proposal developed and submitted for funding. Community meeting held with strong community feedback in favour of the proposal. A new Company Limited by Guarantee that meets all the requirements of the 2023 (Cohort 4) Regional University Study Hubs Program including the community owned and body corporate requirements has been created and will be incorporated upon successful grant application. Call put out for board positions has commenced for the new company with Cherbourg Aboriginal Shire Council holding one board position along with South Burnett Regional Council and again this is dependent on successful grant outcome. South Burnett Regional Council will be a member of this new Company Limited by Guarantee with the proposed name of the company being **CUC South Burnett Ltd** (ABN:). The applicant organisation for the 2023 (Cohort 4) Regional University Study Hubs Program will be **CUC South Burnett Ltd** (ABN:) and the application has been developed in partnership with Cherbourg Aboriginal Shire Council.

31 March 2024

Application submitted and advised March 2024 unsuccessful. Feedback from the federal government has been sought. Council will maintain a working partnership with CUC's and refine the application for the next round of funding. Application for funding submitted to the Regional Precincts and Partnership Program ('rPPP') to develop the Kingaroy Aerodrome master plan.

30 June 2024

Council has continued a working partnership with CUC's and refine the application for the next round of funding. Awaiting on Commonwealth government announcement for outcome of Regional Precincts and Partnership Program ('rPPP').



OPE/16	Advocacy for 2032 Olympic and Paralympic Games Legacy infrastructure opportunities and regional benefits	Office of the CEO	GR6; GR8	1 July 2023	30 June 2024	BU1001	75%
<p>30 September 2023 Participation in LGAQ hosted a webinar with the Department of Tourism, Innovation and Sport regarding developing a State-Wide Sports Facilities Inventory ahead of Brisbane 2032. The purpose of the audit is to discover any venues within our Council area that can be added to an inventory of venues suitable for potential events and pre-Games training opportunities in the lead up to Brisbane 2032. Sport and Recreation regional staff have begun the audit process compiling information on venues that meet either state, national, or international standard for Olympic and Paralympic disciplines. 43 venues were submitted as part of this audit.</p> <p>31 December 2023 CEO and Cr Schumacher attended 2023 Growing Queensland Business Road Show which showcased the Brisbane 2032 Olympic and Paralympic Games, working with government, transforming your workforce, and mitigating supply chain challenges. The Queensland State Government released <i>Elevate 2042: the Brisbane 2032 Olympic and Paralympic Games Legacy Strategy</i> (Elevate 2042).</p> <p>31 March 2024 Meeting with TSBE to discuss state government changes during this reporting period to the Olympics 2032 infrastructure model and will continue to work with the Olympic state government departments for opportunities that will arise for the games.</p> <p>30 June 2024 Continue to work with the Olympic state government departments for opportunities that will arise for the games.</p>							



OPE/17	Continue development of the Organisational Service Level Catalogue	Office of the CEO	OR11	1 July 2022	30 June 2024	BU1001	75%
<p>30 September 2023 Service level review conducted on works, water, and wastewater as part of 2023/2024 budget workshops. Follow up workshop to be organised for parks service levels after business review and service levels presented to council in previous financial year. Customer service, procurement, plant & fleet and rates service levels commenced.</p> <p>31 December 2023 Format template developed. A dedicated staff resource has been identified to populate with known information in 3rd quarter of reporting period.</p> <p>31 March 2024 Coordination and collation of information received so far is continuing to populate a draft document. Next step is to workshop with SLT then new Council as a part of the budget process.</p> <p>30 June 2024 Draft Service Level Catalogue has been populated and distributed to the Senior Leadership Team. Feedback on the draft due by 30 June 2024. Ongoing project to align Council's service standards to budget and Operational Plan.</p>							



OPE/18	Consult with the community regarding dog registration and animal management (including cats) methodology	Office of the CEO	OR10	1 July 2023	30 June 2024	BU1001	75%
<p>30 September 2023 Dog park consultation Murgon completed first quarter. Report to the November Ordinary Council meeting on next steps and process.</p> <p>31 December 2023 The location of 19 Douglas Street, Murgon be reserved for future development of a dog park facility and that consideration of funding the project in the 10-year Building Capital Works program and/or alternative funding opportunities through grants. Reports to Standing Committee and Ordinary Meetings with resolutions adopted including the following points:</p> <ol style="list-style-type: none"> 1. Retain the Animals – Domestic and Animals – Other fees and charges as per 2022/23 fees and charges; 2. That the dog registration boundaries remain unchanged; 3. That the dog registration fees and charges be pro-rated from 1 December 2023 to 30 June 2024; 4. That the introduction of a permit system for Hobbyist Breeders and Dog Exhibitors, and dog registrations structure for multiple units and registration boundaries be considered as part of the current Local Law review; and 5. Council drafts a policy as per Local Law 2 Animal Management 2011 Schedule 1 that permits dog breeders to keep more than 6 dogs over the age of 3 months on an allotment which has an area 60700m squared and is not in a designated town area and speaks to the requirements for keeping animals. 6. Workshop to be held in 3rd Quarter to discuss Local Law implication and conduct the consultation in association with the local law review. <p>31 March 2024 Workshop held with Councillors prior to the election. Will be revisited with the new Councillors. Local Law review is progressing with report to go to April meeting with recommendation to repeal 2 obsolete local laws. All staff that rely on the Animal Management Local Laws on opportunities for improvements and to deliver the Council resolution.</p> <p>30 June 2024 Completed repealing two (2) local laws. Systematic inspection program underway over reporting period. Internal review of forms and processes ongoing. Internal staff workshop on local laws on animals. Further workshop to be held with new Council prior to drafting local law amendments.</p>							



OPE/19	Engage key stakeholders and advocacy activities to develop and implement energy efficient initiatives to reduce Council's energy / carbon footprint	Office of the CEO	EN2	1 July 2022	30 June 2024	BU1018	100%
<p>30 September 2023</p> <p>A Consultant has been appointed to develop a Climate Change Adaption Strategy. A workshop was held with Council on 4 October 2023 in relation to their input into the Strategy. The Senior Leadership Team ("SLT") are about to be surveyed on the current and emerging initiatives that have been or could be implemented to reduce Council's energy and carbon footprint.</p> <p>31 December 2023</p> <p>Mead Perry Group has been appointed to develop a Climate Change Adaption Strategy. The Strategy will support the recently adopted Environmental Sustainability Policy. A workshop has been recently held with Council which will assist in the development of the Strategy. Engagement with SLT regarding:</p> <ul style="list-style-type: none"> • Past projects, practices and initiatives that demonstrate consideration of climate change; • Existing projects, practice and initiatives that are contributing to improved climate change outcomes; • Projects or initiatives that have been identified that will be considered in the future that will improve climate change outcomes. • Any other thoughts on the content of the Strategy would also be appreciated. <p>31 March 2024</p> <p>Climate Resilience Action Plan draft has been prepared and is progressing. This plan has been developed with funding from the 2022-24 Local Government Grants and Subsidies Program ("LGGSP") and the project will be completed by 30 June 2024. The other component of the project which is the development of a Waste Strategy has been completed, the draft Waste Strategy was adopted at Council's ordinary meeting – 25 October 2023 with the finalised Waste Strategy adopted by Council on 24 January 2024.</p> <p>30 June 2024</p> <p>Climate Resilience Action Plan has been finalised for grant acquittal. Council maintains its membership with LGAQ Queensland Climate Resilience Councils.</p>							



OPE/20	Engage suitably qualified organisation to deliver Fraud & Corruption prevention training for elected members and senior staff	People & Culture	OR2	1 July 2023	30 June 2024	BU1003	100%
<p>30 September 2023 People & Culture in conjunction with Governance are reviewing suitably qualified organisations to engage to implement the training.</p> <p>31 December 2023 Active participation in Fraud Awareness Week, which ran from 12-18 November 2023. Organising training for the 2nd half of the reporting period for Supervisors, Management and Councillors. This training will be rolled out in the 4th quarter of the reporting period and after the 2024 Local Government Elections and will become part of the induction programme for the new council term.</p> <p>31 March 2024 Engaged Peak Services to deliver mandatory online training commencing in 4th quarter for all supervisory staff and Councillors.</p> <p>30 June 2024 Training rolled out for all supervisory staff.</p>							



OPE/21	Continue to develop and engage an employee value proposition linking to Council's People and Culture Workforce Plan for positive recruitment and retention outcomes	People & Culture	OR11	June 2021	Ongoing	BU1003	50%
<p>30 September 2023 Work continues the ongoing review and updating of the Workforce Plan, however, due to the higher than usual level of turnover, the focus is on recruitment strategies to ensure Council is adequately staffed to undertake the duties. The WHS Safety Management System is in the final stages of review with a Kitney program chosen as the best fit and value for money with Council. Reviews continue with final stages of the project to be reviewed by ICT prior to purchase and implementation.</p> <p>31 December 2023 The People & Culture Workforce Plan remains under development, with a focus moved to retention and recruitment opportunities. Turnover continues to increase and exit interviewing is not identifying any patterns to assist Council to improve retention. Staff are leaving for various reasons with no trends emerging. Leadership training has continued during the period to foster strong leaders within the teams, ensuring stronger management of staff and staffing matters, to assist in staff's wellbeing at work. WHS Management system is in the final stages of implementation and WHS staff will begin developing the system and inputting data in January 2024.</p> <p>31 March 2024 Employee Value Proposition continues to be work in progress. Full development and implementation likely with the EBA negotiations. Expected 3rd quarter 2025.</p> <p>30 June 2024 EBA negotiations will commence from 1 July 2024 in line with statutory obligations to commence negotiations within 6 months of nominal expiry of Agreements (01/01/2024). EVP will form part of these discussions and as resources allow, an EVP flyer will be developed.</p>							



Finance & Corporate Annual Operational Plan 2023/24

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



Core Activities					
Ref	Activity	Branch	Corp Plan	Budget	Target
OPFC/01	Maintain Council's call centre and customer service delivery across the customer service centres of Blackbutt, Nanango, Kingaroy, Wondai / Murgon, Proston	Corporate, Governance & Strategy	EC5	BU1159	100%
OPFC/02	Manage the periodical review and progress update of Council's 2023/24 Annual Operational Plan	Corporate, Governance & Strategy	OR1	BU1159	100%
OPFC/03	Manage the development of Council's 2024/25 Annual Operational Plan aligned to Council's budget development process	Corporate, Governance & Strategy	OR1	BU1159	100%
OPFC/04	Manage the provision of delegations, sub-delegations and Local Government Worker / Authorised Persons governance processes	Corporate, Governance & Strategy	OR2	BU1159	100%
OPFC/05	Process Right to Information / Information Privacy applications in accordance with legislative requirements and provide awareness training to the organisation	Corporate, Governance & Strategy	OR2	BU1159	100%
OPFC/06	Deliver the Council Policy Governance Framework aligned to strategic planning and relevant legislation incorporating Council's policies, procedures, forms and factsheets	Corporate, Governance & Strategy	OR2	BU1159	100%
OPFC/07	Capture and correctly manage Council's corporate documents using recordkeeping good practice and promoting such to the organisation	Corporate, Governance & Strategy	OR2	BU1159	100%
OPFC/08	Manage and maintain the legal proceedings/legal advice and corporate registers and maintaining the budget for engagement of legal services	Corporate, Governance & Strategy	OR2	BU1159	100%

OPFC/09	Promote a high standard of corporate responsibility, transparency and accountability in decision making at all levels of the organisation in the best interest of Council and the community aligning to legislation and Council policy	Corporate, Governance & Strategy	OR2	BU1159	100%
OPFC/10	With the support of Council's departments, implement Council's Customer Service Charter	Corporate, Governance & Strategy	OR8	BU1159	100%
OPFC/11	Manage Council's Insurance policies and claims	Corporate, Governance & Strategy	OR13	BU1159	100%
OPFC/12	Deliver sound corporate risk management and internal audit functions aligning to Council policy	Corporate, Governance & Strategy	OR15	BU1159	100%
OPFC/13	Provide information in monthly meeting reports surrounding the financial sustainability ratios which are mandated under the <i>Local Government Regulation 2012</i> in the financial management (sustainability) guidelines	Finance & Sustainability	OR5	BU1011	100%
OPFC/14	Encouragement and development of the local Market Place by establishing a healthy register of what the local Market Place can provide to Council by way of goods or services committing a target to local spend	Finance & Sustainability	GR11	BU1012	100%
OPFC/15	Development of annual budget. Compliance with budget limits. Regular quarterly budget revisions. Monthly reporting of budget variations to Council in monthly financial report	Finance & Sustainability	OR5	BU1011	100%
OPFC/16	Maintain and monitor 10-year long term financial plans reporting to Council through monthly financial reports	Finance & Sustainability	OR5	BU1011	100%
OPFC/17	Debt Recovery - Continue to follow up on outstanding debt to not place an unfair burden onto rate payers who meet their obligations in full	Finance & Sustainability	OR5	BU1011	100%



OPFC/18	Develop and map strategies to bring Council budget into surplus within long term forecast	Finance & Sustainability	OR5	BU1011	100%
OPFC/19	Zero-based budgeting	Finance & Sustainability	OR7	BU1011	100%
OPFC/20	Deliver an unqualified Audit	Finance & Sustainability	OR5	BU1011	100%
OPFC/21	Annual Financial Statements developed and delivered in both accordance and compliance with relevant Accounting Standards and Legislation	Finance & Sustainability	OR5	BU1011	100%
OPFC/22	Strategically upgrade and improve Council information technology systems and hardware	ICT & Fleet	OR3	BU1017	100%
OPFC/23	Data Security Review including, Cyber Security. Ensure the provision of appropriate security systems (including cyber security) protect Council's data and information	ICT & Fleet	OR15	BU1017	100%
OPFC/24	Develop and manage Business Systems and Projects (Project T2 and sub-projects)	ICT & Fleet	OR3; OR15	BU1160	100%
OPFC/25	Utilisation and operation of Council's Workshops	ICT & Fleet	OR13	BU1016	100%
OPFC/26	Effectively manage and maintain Council's Plant and Fleet (Operational & Capital) including fully expended capital budget	ICT & Fleet	OR13	BU1016	100%



Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPFC/27	Delivery of the policy framework to support the facility booking project in collaboration with internal stakeholders	Corporate, Governance & Strategy	OR2	1 July 2023	30 June 2024	BU1159	50%
<p>30 September 2023 Process of facility booking has been reviewed and internal stakeholders consulting to finalise the process by end of 2nd quarter. Business Systems team have investigated systems options pending review of process.</p> <p>31 December 2023 Meeting held with stakeholders to discuss new structure for fees and charges to support on-line booking. Demonstration of online booking system held on 14 December 2023. Indicative fee structure/schedule requested.</p> <p>31 March 2024 Contract entered into and development of on-line facility booking system to commence. Small team of internal stakeholders established to guide the development and implementation. Target date of implementation is by end Aug 2024.</p> <p>30 June 2024 Development of production website ongoing. Facilities build and pricing allocation is progressing, administration training by end June 2024. Investigating including Parks on the site. On track for target date of implementation end of Aug 2024.</p>							



OPFC/28	Comprehensive review of Customer Service resourcing and customer service delivery including review of all functionalities including library interaction, afterhours service and telephony options	Corporate, Governance & Strategy	OR9	1 July 2023	30 June 2024	BU1159	50%
<p>30 September 2023 Customer service vacancies filled and new officers in training. Coordinator role advertised and in recruitment process. QGAP Services training for additional back-up staff.</p> <p>31 December 2023 Coordinator commenced 2 January 2024. Vacancies to be reviewed. Tender documents for afterhours services being drafted and to be released early 2024.</p> <p>31 March 2024 Tender closed for afterhours phone services and lone-worker monitoring. To be reviewed and options presented to Council for consideration in April 2024 General meeting including office-hours phone systems options. Lone-worker monitoring to be reviewed with the availability of mobile device apps and in-vehicle equipment. Review of Customer Services ongoing with report expected by June 2024.</p> <p>30 June 2024 Review of Customer Service and libraries is completed with recommendations to be considered. After-hours phone services and lone-worker monitoring report finalised and Council to provide decision June 2024 General Council Meeting.</p>							
OPFC/29	Maintain current governance framework and processes of Internal Audit Committee and function	Corporate, Governance & Strategy	OR15	1 July 2023	30 June 2024	BU1159	35%
<p>30 September 2023 Governance framework and process of Internal Audit Committee functions maintained.</p> <p>31 December 2023 EOI for independent members of the Corporate Risk and Internal Audit Advisory Committee to progress in the third quarter.</p> <p>31 March 2024 EOI for independent members of the Corporate Risk and Internal Audit Advisory Committee released.</p> <p>30 June 2024 Interviews and onboarding of independent members to be finalised in Quarter 1 of 2024/2025.</p>							

OPFC/30	Provide governance support to identified strategic projects within Council	Corporate, Governance & Strategy	OR2	1 July 2023	30 June 2024	BU1159	100%
<p>30 September 2023 Support provided to strategic projects when required.</p> <p>31 December 2023 Support provided including Local Law review.</p> <p>31 March 2024 Support provided to strategic projects when required.</p> <p>30 June 2024 Support provided to strategic projects when required</p>							
OPFC/31	Investigate developing a register of third party access external to Technology One (transactional portals)	Corporate, Governance & Strategy	OR13	1 July 2023	30 June 2024	BU1159	100%
<p>30 September 2023 Not started – 2nd quarter investigation across internal departments, Quarter 3 – develop register.</p> <p>31 December 2023 Investigation across internal departments commenced, Quarter 4 – develop register.</p> <p>31 March 2024 Register to be developed Quarter 4.</p> <p>30 June 2024 Register developed.</p>							



OPFC/32	Perform a review of internal dividends to determine best practice for calculation of budgeted dividends	Finance & Sustainability	OR5	1 July 2023	30 June 2024	BU1011	80%
<p>30 September 2023 Not started – will begin closer to budget deliberations.</p> <p>31 December 2023 This project will be looked at by the finance department during the January to March 2024 period.</p> <p>31 March 2024 Potential options have been listed and more investigations into the most effective and consistent option will be performed during the 4th quarter.</p> <p>30 June 2024 Options have been reduced. Once final option is agreed upon and approved by ELT it will be utilised for the preparation of the 2025/2026 budget.</p>							
OPFC/33	Review of rates processes with a view to increased automation and staff training with TechOne to enable superior reporting	Finance & Sustainability	OR13	1 July 2022	30 June 2024	BU1011	100%
<p>30 September 2023 Rates working with Business Systems to develop. Training on reporting will commence in Quarter 2. A health check on Council's rates processes will be performed during the financial year as a starting point to determine correct configuration and whether processes are carried out in the most efficient manner.</p> <p>31 December 2023 Health check underway with TechOne. Health check will then determine what training and processes may need changing.</p> <p>31 March 2024 Health check has been completed and some recommendations have been provided.</p> <p>30 June 2024 Processes have been reviewed and rates team have worked through recommendations from Health Check.</p>							

OPFC/34	Investigate options for water meter reading mapping and ease of access to existing water meters	Finance & Sustainability	OR13	1 July 2023	30 June 2024	BU1011	100%
<p>30 September 2023 The water meter reader has been working with IT to utilise the current app that has been developed to provide accurate location data of water meters. This is being tested and then will be utilised going forward.</p> <p>31 December 2023 Water meter mapping and location has been utilised as part of the November/December water meter reads for areas that the staff water meter reader has read. Once everything is working properly, the areas not read by the staff water meter reader will be then mapped.</p> <p>31 March 2024 Investigating options to allow areas not read by staff water meter reader to be mapped in the future.</p> <p>30 June 2024 Investigation of options for areas not currently mapped is complete – will need to do a rollout in the next 1 -2 years to implement</p>							
OPFC/35	Implementation of Phase I of Centralised Procurement including investigation into transition to CiAnywhere's Procure to Pay	Finance & Sustainability	OR13	1 July 2022	Ongoing	BU1012	75%
<p>30 September 2023 Council has engaged Mead Perry to assist the procurement team in determining the options for centralised procurement as well as a pathway to implementation. This work will begin in October 2023.</p> <p>31 December 2023 Report from Mead Perry has been finalised and provided to Procurement for review. Recommendations will be looked at and implementation.</p> <p>31 March 2024 Recommendations have been endorsed by Council and ELT. Centralised Procurement Committee has begun a roadmap/workflow on how centralised procurement will look and work within Council and will be presented to ELT for further discussion.</p> <p>30 June 2024 Phase 1 (overall high level roadmap and procurement review) is essentially complete. CiAnywhere Procure to Pay module is due to begin in the 2024-2025 year.</p>							



OPFC/36	Continue with the staged implementation of the Council endorsed rating strategy	Finance & Sustainability	OR14	1 July 2022	Ongoing	BU1011	100%
<p>30 September 2023 The current rating strategy will be used for the basis of the draft budget for 2024/2025. More specific work on any changes to rating categories won't be performed until after the election.</p> <p>31 December 2023 2024/2025 budget and rating strategy will begin during from January 2024 onwards.</p> <p>31 March 2024 Budget work has begun for rates. Workshops with Councillors will be performed in April or early May to begin looking at the current rating strategy and determine if there are any changes to this rating strategy that the new Council would like to make.</p> <p>30 June 2024 Budget for the 2024/2025 year has been completed – due to be adopted in early July.</p>							
OPFC/37	Collaboration with Business Systems to transition financials including accounts payable and accounts receivable across to CiAnywhere	Finance & Sustainability	OR13	1 July 2023	1 July 2024	BU1011	100%
<p>30 September 2023 Initial consultation has been performed with TechOne. Project timelines and pathway to transition is set to be discussed by finance and business systems on 11 October 2023.</p> <p>31 December 2023 Training has been done with key finance staff. User acceptance testing to be completed in early 2024 to then iron out any configuration changes before progressing.</p> <p>31 March 2024 Stage 1 testing is currently being completed by finance staff. Accounts payable transition will need to wait for the procure to pay CiAnywhere implementation in the 24/25 year. Business Systems and Finance are still on track to go live with the general ledger CiAnywhere transition on the 1st of July 2024.</p> <p>30 June 2024 Financials transition has been completed and go live happened on the 1st July 2024.</p>							

OPFC/38	Communication strategy regarding financial performance on a quarterly basis	Finance & Sustainability	OR5	1 July 2023	1 July 2024	BU1011	50%
<p>30 September 2023 Finance to work with ELT to determine a communication strategy.</p> <p>31 December 2023 Finance are looking to have a communication strategy in place for 2nd quarter results.</p> <p>31 March 2024 Communication will be sent out regarding the 3rd quarter results.</p> <p>30 June 2024 Communication didn't occur. Some further investigations to be performed.</p>							
OPFC/39	Organisational review of Council depots and workshops for efficiency gains	Finance & Corporate ICT & Fleet	OR5 OR13	1 July 2023	30 June 2024	BU1020 BU1016	100%
<p>30 September 2023 Commenced fleet numbers per workshop, staff identified. Audit of fleet number per workshop location commenced. Comparison of fleet servicing (internal vs external) commenced, further analysis of information collected to be carried out.</p> <p>31 December 2023 Apprenticeship and mechanic position recruitment process underway. Servicing pricing obtained data to be analysed. Steel stock inventory reviewed, and bulk purchase activity adopted.</p> <p>31 March 2024 Telematics solution investigated and procurement process underway. Scheduled maintenance and asset bookings initial scoping session conducted and plugged into business systems improvement register roadmap. Further development required but will need to be scheduled with consideration of capacity/priority.</p> <p>30 June 2024 Complete.</p>							
OPFC/40	Collaboration with Finance to transition financials including accounts payable and accounts receivable across to CiAnywhere	ICT & Fleet	OR13	1 July 2022	Ongoing	BU1160	100%



30 September 2023
 CiAnywhere Financial Core Transition project is underway and is currently in the discovery phase. Meeting to be organised with finance stakeholders to work through access & permissions before moving to the configuration phase. Initial workshops to be conducted through during October 2023.

31 December 2023
 Business systems have completed training with TechnologyOne. Training content currently being drafted for internal stakeholders. Looking to go live 3rd quarter FY. Procure to pay identified as an area of development to fully implement Accounts payable with CiA. Further investigation underway to identify predicted timeframe.

31 March 2024
 CiA test configuration handover to finance team. Confirmation that the system is configured correctly and performing expected functions to be confirmed. Go Live scheduled for July 2024.

30 June 2024
 Successful Go Live 1/07/2024

OPFC/41	Delivery of compliant user profile delegation matrix within Technology One	ICT & Fleet	OR13	1 July 2023	Ongoing	BU1160	100%
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30 September 2023
 Financial Delegations dashboard & report created to reconcile financial delegations between TechOne and Corporate Governance records monthly. System access profiles are also monitored monthly to identify any users left active incorrectly. Permissions and profile function access will be reviewed and adjusted as part on ongoing module transitions to CiAnywhere.

31 December 2023
 Process implemented and adhered to. Monitored monthly and recorded in ECM.

31 March 2024
 All permissions reviewed regular and adjusted as further progression to CiA occurs.

30 June 2024
 No change to March update. Activity complete.



OPFC/42	Delivery of Facility Booking System project in collaboration with internal stakeholders	ICT & Fleet	OR13	1 July 2023	30 June 2024	BU1160	95%
<p>30 September 2023 Asset booking solution is not suitable for Hall Bookings however it is due to be released for use with Pool Vehicle booking processes. Hall booking activity to be further pursued by relevant department.</p> <p>31 December 2023 Alternative solution being investigated with governance and ICT.</p> <p>31 March 2024 ICT identified as key stakeholder and will liaise with Corporate Governance as project lead.</p> <p>30 June 2024 ICT engaged by Corporate governance Project lead as required</p>							
OPFC/43	Investigate the options for Customer Online Access (ie self-service portal)	ICT & Fleet	OR13	1 July 2023	30 June 2024	BU1160	100%
<p>30 September 2023 Council Connect has been configured as an external portal where customers can lodge their own requests online. Additional customer functionality will be added as more customer focused sections of CiAnywhere are implemented (ie. animals, applications, recruitment).</p> <p>31 December 2023 Interactive mapping to allow public enquiries into town planning related data underway and set for release end of 3rd quarter.</p> <p>31 March 2024 Interactive mapping released with further Techone online functionality identified and scheduled to be included with the CiA module development pathway.</p> <p>30 June 2024 Additional activities identified and continual improvement to be made through next financial year</p>							
OPFC/44	Realise business improvements through the use of Council's Microsoft Office 365 Systems Software	ICT & Fleet	OR13	1 July 2022	Ongoing	BU1017	100%



<p>30 September 2023 Investigate and further improve the use of Powerapps and Power Bi. Sourcing of vendor for SharePoint development pathway underway. Investigate alternative SIP trunks termination points to reside with cloud vendors, to replace existing on-premise solution.</p> <p>31 December 2023 Meeting with vendors to identify and confirm the pathway forward e.g migrating to existing site to cloud. Power app being utilised by rates water meter reader, minor support and software tweaks have been required.</p> <p>31 March 2024 Test migration of sharepoint to cloud services complete. Inhouse testing to confirm underway GoLive date scheduled June 2024.</p> <p>30 June 2024 On prem Sharepoint migration to cloud successful and operating</p>							
OPFC/45	Reporting on strategic upgrades and improved Council information technology systems and hardware	ICT & Fleet	OR13	1 July 2023	Ongoing	BU1017	100%
<p>30 September 2023 Mimecast, CRM, printing report generated monthly for SLT to discuss next course of action as required. Further development into Council 0365 SharePoint commenced investigation phase. ICT a stakeholder with the P+C WHS management system project.</p> <p>31 December 2023 WHS sharepoint site with external vendor ICT on standby as needed. ICT Capex 80% expended, NetApp (G:drive) data migration scheduled for 3rd quarter.</p> <p>31 March 2024 Tablets deployment for field use underway. Capex rerouted to achieve this FY, further device purchases to continue into 24-25FY.</p> <p>30 June 2024 Capex budget expended with device allocation capable of further functions.</p>							



Infrastructure Annual Operational Plan 2023/24

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



Core Activities					
Ref	Activity	Branch	Corp Plan	Budget	Target
OPI/01	Continuation of Implementation of a Maintenance Management Plan for Transport Assets (Continued improvement of prioritised maintenance programme incorporating timely defect inspection and management of defect backlog)	Infrastructure Works	EC2; OR3	BU1110	100%
OPI/02	Provide funding and facilitate the ongoing development of the local SES groups within the region	Infrastructure	EC6	BU1048	100%
OPI/03	Lead and Administer the Local Disaster Management Group for the South Burnett	Infrastructure	EC15	BU1048	100%
OPI/04	Review current Asset Management Plan and strategy for transport assets (Review of current asset management plan and methodologies including options for rationalisation)	Infrastructure Works / Infrastructure Planning	IN1; IN2; OR3	BU1110 BU1107	25%
OPI/05	Review current Asset Management Plan and strategy for Water and Wastewater assets (Asset management plan developed in accordance with Council and community service levels)	Water & Wastewater / Infrastructure Planning	IN7; OR3	BU1115 BU1127 BU1107	100%
OPI/06	Operate water and wastewater infrastructure in accordance with approved operations manuals and public health requirements and statutory timeframes for reporting achieved	Water & Wastewater	IN7	BU1115 BU1127	100%
OPI/07	Review and comply with customer service standards for water and wastewater infrastructure (Completed review is advertised for customer feedback and posted on web site as required by the regulator) – Completed	Water & Wastewater	IN7	BU1115 BU1127	100%
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	Water & Wastewater	GR3	BU1115 BU1127	100%

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPI/09	Develop and implement service standards for Central Business District ('CBD') cleaning and maintenance regime	Infrastructure Works & Parks	EC2	1 July 2022	30 June 2024	BU1110 PARKS	100%
<p>30 September 2023 Service standards developed, with new cleaning and maintenance regime commencing October/ November 2023.</p> <p>31 December 2023 Item has been completed.</p> <p>31 March 2024 Item has been completed.</p> <p>30 June 2024 Complete.</p>							
OPI/10	That South Burnett Regional Council develop as part of its operational plan a dust sealing policy	Infrastructure Works	IN1	1 July 2022	30 June 2024	BU1110 BU1107	25%
<p>30 September 2023 Under development.</p> <p>31 December 2023 Under development.</p> <p>31 March 2024 Under development.</p> <p>30 June 2024 To be developed as part of road policy review in 24/25 operational plan.</p>							

OPI/11	Review of Unmade Road Policy	Infrastructure Works	IN1	1 July 2023	30 June 2024	BU1110 BU1107	75%
<p>30 September 2023 Under development.</p> <p>31 December 2023 Policy reviewed and to be adopted by Council.</p> <p>31 March 2024 A workshop to be held with the new Council to review the policy.</p> <p>30 June 2024 To be developed as part of road policy review in 24/25 operational plan.</p>							
OPI/12	Review underutilised parkland	Infrastructure Planning / Works	IN9	1 July 2023	30 June 2024	BU1110 BU1107	100%
<p>30 September 2023 Preliminary investigations have commenced with operations and functions of Adermann Park with community consultation to occur in November 2023.</p> <p>31 December 2023 December 2023 General Council Meeting resolution to extend the community consultation into May 2024 allowing time to review traffic behaviour and community feedback. This feedback will inform future capital and operational budgets.</p> <p>31 March 2024 No further update.</p> <p>30 June 2024 Review of parks to continue through parks service levels and capital works plans annually.</p>							



OPI/13	Continued development of digital transformation and capacity <ul style="list-style-type: none"> - advocate for fibre expansion - Mobile telecommunication black spots - EV superhighway and charging stations 	Infrastructure Planning	GR10	1 July 2021	30 June 2024	BU1107 ECON DEV	100%
<p>30 September 2023 Advocate for Fibre expansion - Fibre Expansion currently being proposed under REFF. Mobile telecommunication black spots - No updates for blackspots at this time. EV superhighway and charging stations - Signed Letter of Intent has been sent to NRMA as endorsed by Council at the 7 June 2023 council meeting and advised we are in support of new EV station at 45 Henry Street, Nanango. Council will continue to work with NRMA in siting the shared area for the station in the western bay and also negotiate terms of conditions for the Licence to Occupy (LTO).</p> <p>31 December 2023 Ongoing discussions with NRMA are occurring.</p> <p>31 March 2024 Ongoing discussions with NRMA are continuing along with the engineering plans.</p> <p>30 June 2024 Completed.</p>							
OPI/14	Council works with DTMR to develop and present options about heavy vehicle routes around Kingaroy and the CBD for discussion with stakeholders	Infrastructure Planning	EC3	1 July 2022	30 June 2025	BU1107	50%
<p>30 September 2023 In progress, ongoing discussions have been held with TMR about creating a strategy to detour heavy vehicles around the Kingaroy CBD and an action plan is being developed for delivery to the community with TMR.</p> <p>31 December 2023 Presentation to DTMR in October and correspondence sent to TMR regarding the strategy of managing heavy vehicles around the Kingaroy CBD.</p> <p>31 March 2024 No further update.</p> <p>30 June 2024 To be continued as part of 24/25 Operational Plan.</p>							



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	Infrastructure - Water & Wastewater	GR13	1 July 2023	Ongoing	BU1118	100%
<p>30 September 2023 AFC and allocation advocacy documents currently being completed and in progress.</p> <p>31 December 2023 Draft modelling undertaken and draft report received by Council to review. Enquiries have commenced to identify suitable resources to conduct the independent review. Deputation is planned with Acting Director General, Department of Regional Development, Manufacturing and Water.</p> <p>31 March 2024 Work in progress.</p> <p>30 June 2024 Trunk infrastructure advocacy to continue as part of 24/25 Operational Plan.</p>							



Liveability

Annual Operational Plan 2023/24

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



Core Activities					
Ref	Activity	Branch	Corp Plan	Budget	Target
OPL/01	Support community development and wellbeing through delivery of Council's Community Grants programme	Community & Lifestyle	EC16	BU1136	100%
OPL/02	Enable free and equitable access to library facilities, services and programs for all members of the community to support the learning, recreation and social needs of the community	Community & Lifestyle	EC5	BU1069-1076	100%
OPL/03	Promotion and operation of Council owned heritage, arts, visitor information centres and tourism assets including Council's tourist facilities at Boondooma and Bjelke-Petersen Dams	Community & Lifestyle	GR5; GR7	BU1004 BU1008 BU1009 BU1057 BU1058	100%
OPL/04	Provide well planned and maintained open space, parks and rail trails network to meet the recreation and social needs of the community	Community & Lifestyle, Facilities & Parks	EC1; EC5	BU1101 BU1102 BU1137	100%
OPL/05	Maintain and improve Council's cemeteries to meet community standards	Community & Lifestyle	IN14	BU1104	100%
OPL/06	Maintain and improve Council's Saleyards to meet community standards	Community & Lifestyle	IN11	BU1007	100%
OPL/07	Actively manage Council's aerodromes to meet service standards and compliance	Community & Lifestyle	IN15	BU1005	100%
OPL/08	Explore partnership opportunities to support local volunteer groups	Community & Lifestyle	EC5; EC6	BU1136	100%
OPL/09	Advocate for and pursue opportunities for mental health and suicide prevention initiatives and projects that support community well-being	Community & Lifestyle	EC9, EC11	BU1136	100%

OPL/10	Administration of legislative functions including but not limited to food safety, public health licencing, environmental authority registrations, customer request management, regulation of council's local laws and mosquito management	Environment & Planning	EN8; EN10; EC14	BU1077 BU1138 BU1146 BU1147 BU1163	100%
OPL/11	Manage biosecurity and pest (weed & animal) management programmes including supporting biosecurity and natural resource management initiatives and strategies	Environment & Planning	EN4, EN7, EN9	BU1100 BU1169	100%
OPL/12	Provision of acceptable, cost effective and environmentally responsible waste management services including collection services and waste disposal facilities	Environment & Planning	EN3	BU1078 - BU1099 BU1164 BU1165	100%
OPL/13	Participate in Regional Wide Waste collaboration	Environment & Planning	EN3	BU1078 - BU1099 BU1164 BU1165	100%
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	Facilities & Parks	EC5, IN10	BU1018	100%
OPL/15	Maintain Council's swimming pools across the region	Facilities & Parks	EC5	BU1025 - BU1030	100%



Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPL/16	Develop a Local Housing Action Plan	Community & Lifestyle	GR5	1 July 2023	31 March 2024	BU1136	100%
<p>30 September 2023 Council has completed the first engagement with the Department, worked with LGAQ officers to complete the first draft of the plan. The plan has been returned to the State for feedback. On completion of this the report will be provided to a small working group prior to being presented to Council for endorsement.</p> <p>31 December 2023 Final Draft received back from the Department in preparation for presentation to Council.</p> <p>31 March 2024 Presented and adopted by Council on the 24 January 2024 (Resolution 2024/267). Met with Department of Housing in February to discuss way forward and reporting.</p> <p>30 June 2024 Complete.</p>							
OPL/17	Finalise a South Burnett Regional Arts, Culture and Heritage Strategic Plan	Community & Lifestyle	EC4	1 July 2022	30 December 2023	BU1136	100%
<p>30 September 2023 Council has engaged a contractor to complete the final stage of co-designing the community consultation. The engagement session was completed on the 23 September 2023.</p> <p>31 December 2023 The final draft Strategic Plan has been developed for recommendation to the Art, Culture and Heritage Committee prior to going to Council meeting.</p> <p>31 March 2024 The draft Strategic Plan will be presented to Council for ratification in the April 2024 meeting.</p> <p>30 June 2024 The Arts, Culture and Heritage plan was endorsed by Council at the May meeting. Complete.</p>							
OPL/18	Development of a Reconciliation Action Plan to sustainably and strategically take meaningful action to advance reconciliation	Community & Lifestyle	EC10	1 July 2022	30 June 2024	BU1047	20%

30 September 2023
 The intention to develop a Reconciliation Action Plan has been registered with Reconciliation Australia.

31 December 2023
 Staff to work with Reconciliation Australia to develop an Innovate RAP.

31 March 2024
 Due to staffing shortages this item has not fully progressed over this reporting period. Council has engaged with the Wakka Wakka Prescribed Body Corporate and worked cooperatively with their board. Training has also been provided to a large number of council staff regarding native title and cultural heritage. Council has actively participated in the Wakka Wakka Claim #3 Part C with reviewing information from the Federal Court regarding proposed case management hearing. Council legal representative considered the update draft timetable towards consent determination and action item implications of same and reviewed updated Part C tenure analysis and consider native title conclusions and basis of same.

30 June 2024
 During the 4th quarter Council engaged with the Wakka Wakka PBC and the BPAC Rangers to discussion future opportunities to collaborate and to share information. Preparation and planning commenced for NAIDOC Week which will be held in July 2024.

OPL/19	Engagement with local senior groups to develop strategies to facilitate a region for aging in place and meaningful community contribution seeking external funding	Community & Lifestyle	EC13	1 July 2022	30 June 2024	BU1136 BU1070	85%
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30 September 2023
 Council's Libraries work with Orana aged care to provide mobile library loans and are developing options for rolling out to other aged care providers in the region. Council's Libraries are utilised by a range of seniors groups for activities, connections and networking and meeting place for My Aged Care providers.

31 December 2023
 Council continues to liaise with Aged Care providers.

31 March 2024
 The Community development team collaborated with community stakeholders for a grant application to support seniors aging in place.

30 June 2024
 Council continues to liaise with aged care providers.



OPL/20	Investigate partnerships between Council and service providers facilitating assistance for homeless persons	Community & Lifestyle	EC14	1 July 2022	30 June 2024	BU1136	100%
<p>30 September 2023 Council is awaiting outcome of Category C DRFA funding to complete a partnership project focused on outreach and psychological services to people living rough or homeless in Council's 24 stop overs, parks and facilities. Council is investigating a request to acquire the Qld Health Building.</p> <p>31 December 2023 To continue to liaise with relevant community organisations.</p> <p>31 March 2024 A Steering Committee to be established in conjunction with relevant community stakeholder to progress.</p> <p>30 June 2024 A Housing Action Plan Meeting was held in June 2024.</p>							
OPL/21	Advocate for and facilitate wellbeing events across the region supporting our youth through Council's Youth Council	Community & Lifestyle	EC8	1 July 2022	30 June 2024	BU1136	100%
<p>30 September 2023 The community development team have supported the Youth Council to deliver Pigs Can Fly art competition and PIG Jam as part of the Kingaroy Baconfest. Furthermore, the Youth Council have presented to the KCCI at a meet and greet and provided feedback to Council on youth engagement and regional youth programs.</p> <p>31 December 2023 A Health and Wellbeing Expo was held in November 2023.</p> <p>31 March 2024 Nominations for Youth Council have been received and with 5 new and 3 continuing members.</p> <p>30 June 2024 Youth Council continue to meet monthly and provide feedback to Council on youth engagement and regional youth programs.</p>							



OPL/22	Advocate for and pursue opportunities for disaster recovery and resilience initiatives and projects that support local and regional resilience outcomes	Community & Lifestyle	EC7, EC9, EC15	1 July 2023	30 June 2024	BU1136	100%
<p>30 September 2023 In partnership with Red Cross, the Pillowcase project has been delivered in Moffatdale, Cloyna, St Joseph’s Murgon, Windera and Proston. Coffee Cake and Chat was delivered in Murgon in partnership with the Black Dog Institute to raise awareness of mental health in the community. The internal working group are finalising the delivery of Day at Dam funded by Category C DRFA funding. BIEDO has deliver primary producer workshops on behalf of Council.</p> <p>31 December 2023 BIEDO have delivered seven (7) out of ten (10) Primary Producer workshops through the partnership with Council. Divisional Health and Wellness events have been delivered in all six (6) Councillor Divisions in November and December increasing community recovery and resilience through opportunities for communities to become more connected following recent events. Planning for delivery of the remaining events funded by the DRFA has commenced with a view towards engaging with local communities and the various demographics within these.</p> <p>31 March 2024 The delivery of a number of events for this quarter are ongoing. Working with BIEDO to deliver 10 Minutes with a Master for the next quarter. Flood signage and trailers have been ordered.</p> <p>30 June 2024 Council continues to work with stakeholders and partners to finalise the delivery of the program, which will cease on the 30 June 2024.</p>							



OPL/23	Create a pipeline of 'shovel ready' projects that support asset management principles and liveability outcomes for the community	Community & Lifestyle, Facilities & Parks	GR3	1 July 2022	30 June 2024	BU1018	80%
<p>30 September 2023 Information provided to Infrastructure for the development of project scope to complete precinct planning for the Kingaroy Aerodrome plan to be considered under State funding allocated for the transition from coal to renewable energy.</p> <p>31 December 2023 Council has completed the master plan and community consultation for Kumbia Apex and Sportsground, Kingaroy Memorial Park and Swimming Pool, Carew Park, Benarkin First Settlers Park, Blackbutt Les Muller Park, QE Park Murgon, Lions Park Kingaroy which provides direction to future priorities for liveability projects.</p> <p>31 March 2024 Council has commenced community consultation on the Alan Stirling Park, Bunya Mountains to develop a master plan, community consultation commenced at Blackbutt to assist in the development of a master plan for the Brisbane Valley Rail Trail, for the section going through Blackbutt. Council has limited funding to developed detailed design and construction plans to make projects shovel ready for grant funding.</p> <p>30 June 2024 Met with new Council to develop a priority list of future projects which have been included in W4Q funding.</p>							



OPL/24	Partnership with industry led tourism and economic development organisations	Community & Lifestyle	GR6	1 July 2022	Ongoing	8U1004	100%
<p>30 September 2023 A report with recommendation for a renewed agreement with Visit South Burnett was provided to the August Liveability, Governance and Finance Standing Committee. The report has been laid on the table and a request for VSB to attend a community engagement day is to be extended. Partnership opportunities are explored with BIEDO to look at future economic investment, recovery and resilience projects.</p> <p>31 December 2023 Meeting organised for the 3rd quarter to work with Visit South Burnett on Service Level Agreement. Kingaroy Chamber of Commerce to deliver a unique regional identifier project for the region.</p> <p>31 March 2024 Council continues to work with our Chambers of Commerce and Industry led tourism to deliver programs in the region.</p> <p>30 June 2024 Council have met with Visit South Burnett, Queensland Country Tourism and BIEDO who have updated Councillors and staff on the delivery of services and programs to the region. Staff attended the Small Business Conference in late May as Council are a registered Small Business Council.</p>							
OPL/25	Investigate options for future operation and/or commercialisation of Council's Tourist Dam Facilities.	Community & Lifestyle	GR7	1 July 2022	30 December 2024	BU1008 BU1009	100%
<p>30 September 2023 The contract for Dam management services was released for tender and the successful tenderer commenced on 1 July 2023. The first evaluation period will be in October 2023.</p> <p>31 December 2023 Managers in place and occupancy rates have been good. Reporting in place to monitor.</p> <p>31 March 2024 Revenue and operational cost in line with budgeted targets.</p> <p>30 June 2024 As part of future budget deliberations, Council is considering a regime of improvements for the facilities to increase the visitor numbers to the region and to increase occupancy rates. The first round of the Festivals of the Dams was held during the quarter.</p>							

OPL/26	Investigate options for future operation and/or commercialisation of Council's Coolabunia saleyard facilities, including a full review of operational and capital expenditure	Community & Lifestyle	IN1, IN12	1 July 2023	30 December 2024	BU1007	100%
<p>30 September 2023 Operational budget has been reviewed monthly with reports to Council to refine fees and charges in transshipping fees for small operators and the decline of the request to waive consignment fees for 'ticky' cattle post sale. The September store sale was cancelled due to limited cattle numbers, reflective of the declining cattle market and seasonal conditions. Capital works program is currently on budget and meeting project milestones.</p> <p>31 December 2023 During the quarter October and December sale was cancelled due to low numbers. Council continues to upgrade facility as per the capital works budget.</p> <p>31 March 2024 The calendar for coming year sales has been set. Numbers are looking positive for now. Council continues to upgrade the facilities as per the capital works program and Council is receiving positive feedback and compliments with the upgrades to date.</p> <p>30 June 2024 Council currently looking at an improved business model for the saleyards moving forward and at continuing to upgrade the facility to ensure that it continues to be well utilised.</p>							



OPL/27	Deliver and complete acquittal of the Federal Government Blacksummer Bushfire Grant – Community Connection – Local Built	Community & Lifestyle	EC16/EC6	1 July 2023	30 April 2024	BU1136	100%
<p>30 September 2023 The Community Development team have delivered as part of the Social Recovery and Resilience Stream the Shine by Design, and Men’s Mental Health BBQ, (mental health workshops), Harmony Dat and winter wellness program and community duathlon and subscription to My Community Directory have been delivered. As part of the Economic Recovery and Resilience Stream, the community grants officer is working with all grant recipients to complete successful acquittals for the Local Built Small grants program and the Façade improvement program. Stakeholder engagement has been completed for the Regional Development Action plan and Investment Prospectus.</p> <p>31 December 2023 The Community Development team have delivered as part of the Social Recovery and Resilience South Burnett Health & Wellbeing Expo, Leaving Jackson, My Community Directory, Grant Guru have been delivered. As part of the Economic Recovery and Resilience Stream, the Community Development Team is working with all grant recipients to complete successful acquittals for the Local Built Small grants program and the Façade improvement program.</p> <p>31 March 2024 The Community Development team were successful in obtaining an extension of time to deliver programs and complete the acquittal for the Black Summer Bushfire Recovery Grant.</p> <p>30 June 2024 The Community Development Team have successfully delivered a wide variety of programs and events as part to the Black Summer Bushfire Recovery Grant - Social Recovery & Resilience and Economic Recovery and Resilience streams during 2023/2024. Acquittal for the Grant is due 30 September 2024.</p>							
OPL/28	Develop a digital solution for customer enquiries and deliver an audit of Council’s cemetery records.	Community & Lifestyle	IN14	1 July 2024	30 June 2024	BU1104	75%
<p>30 September 2023 A review of request for quotes is ongoing for GIS services to compliment the work of undertaking the audit of cemetery records.</p> <p>31 December 2023 Work in progress to investigate software packages available.</p> <p>31 March 2024 Assessing software packages and costs received for implementation.</p> <p>30 June 2024 Council met with Fraser Coast to review cemetery record management and digitised records.</p>							

OPL/29	Council advocacy for mental health and suicide prevention programme working with community stakeholders and government	Community & Lifestyle	IN13; EC11	1 July 2022	30 June 2024	BU1001	100%
<p>30 September 2023 Council continues to work with community partners and the newly commissioned Head to Health to be located in Kingaroy to advocate for mental health and suicide prevention programs. This along with the work completed under the Black Summer Bushfire grant and Disaster Recovery grant to date completes this item for 2023/2024.</p> <p>31 December 2023 Completed.</p> <p>31 March 2024 Further funding secured to continue working with community partners. Mud Women was a successful program delivered under the Black Summer Bushfire grant with a total of 4 workshops with 120 attendees.</p> <p>30 June 2024 Council continues to work with community partners and the newly commissioned Head to Health located in Kingaroy to advocate for mental health and suicide prevention programs. This along with the work completed under the Black Summer Bushfire grant and Disaster Recovery grant to date completes this item for 2023/2024.</p>							
OPL/30	Review and update Council's Local Government Infrastructure Plan ('LGIP') trunk infrastructure forward works schedules	Environment & Planning	GR8	1 July 2022	30 June 2024	BU1055	75%
<p>30 September 2023 Review has commenced.</p> <p>31 December 2023 Review commenced.</p> <p>31 March 2024 Review underway with anticipated completion by the end of Quarter 4.</p> <p>30 June 2024 Quotes sought from State approved reviewers with preferred supplier accepted in June. External review to be completed next reporting period 24/25FY.</p>							



OPL/31	Community education and awareness on illegal dumping and littering, including investigation and enforcement	Environment & Planning	EN3	1 July 2022	30 June 2024	BU1165	100%
<p>30 September 2023 Compliance Officer continuing investigation customer requests and acting as required. Report to Council on 6 September 2023 on the program to date.</p> <p>31 December 2023 Compliance Officer continuing investigation of customer requests and acting as required.</p> <p>31 March 2024 Compliance activities continued this quarter with 74 illegal dumping reports received and investigated. Department of Environment, Science and Innovation (DESI) reports submitted as required by funding agreement. Extended funding agreement reviewed and signed off. Camera surveillance of dumping hotspots continued. Community education planned for Q4. Ongoing review of Council's Waste web-site and public signs to ensure currency and consistency of public information about waste management, recycling, illegal dumping and littering.</p> <p>30 June 2024 Department of Environment, Science and Innovation has extended the program for a further 12 months. Monthly regional working group meetings attended. Ongoing monitoring and investigations continued this quarter.</p>							
OPL/32	Investigate on-line lodgement and tracking of development applications (including building and plumbing applications)	Environment & Planning	OPL/09	1 July 2023	30 June 2024	BU1055	100%
<p>30 September 2023 Project has not yet commenced.</p> <p>31 December 2023 Initial scoping of project commenced.</p> <p>31 March 2024 Consultant engaged and project commenced. Internal stakeholders requested to provide supporting information as identified by consultants.</p> <p>30 June 2024 Report completed by consultant awaiting receipt.</p>							



OPL/33	Engage key stakeholders to facilitate identified affordable housing projects	Facilities & Parks	IN9	1 July 2022	30 June 2024	BU1018	100%
<p>30 September 2023 Agnes Street, Kingaroy vacant land has been held by Council to investigate options for Affordable Housing opportunities.</p> <p>31 December 2023 Submitted a funding application under the Safe Places Emergency Accommodation Program (Inclusion Round) for 4 x multi unit dwellings with 2 bedrooms/1 bathroom and garage configuration to be built on Council land. This project is to address the need for emergency accommodation across the South Burnett Region, multiple blocks of land have been identified as potential locations for safe accommodation. The towns of Murgon, Kingaroy, Nanango and Blackbutt have been identified as key locations requiring safe accommodation through meetings with South Burnett CTC (CTC) and from community consultations with key stakeholders.</p> <p>31 March 2024 Agnes St, Kingaroy has been transferred to Regional Housing as they prepare to build a community house. Works has commenced at vacant allotment in Kingaroy St and Kelvyn St, Kingaroy for 2 new housing projects.</p> <p>30 June 2024 Construction underway on housing projects. Development Application lodged on Agnes Street for a 3 multi-unit complex.</p>							
OPL/34	Implement the new waste collection contract to ensure a smooth transition from 1 July 2024.	Environment & Planning	EN3	1 July 2023	30 June 2024	BU1165	100%
<p>30 September 2023 Council appointed JJ's Waste & Recycling to commence from 1 July 2024. Contract is being finalised prior to signing by both parties.</p> <p>31 December 2023 Council met with JJ Richards in October to implement the mobilisation plan. Various documentation has been sent to Council for review.</p> <p>31 March 2024 Community feedback responded to with variation to collection area. Meeting between Council and appointed contractor held in February. Project on track to commence 1st July 2024.</p> <p>30 June 2024 New collection vehicles inspected by Councillors and officer in May. Contract in place for commencement 1 July 2024.</p>							

OPL/35	Investigate utilisation of Wooroolin Tennis Courts including options for disposal to fund development of a future Wooroolin Skate Park	Facilities & Parks	EC1	1 July 2022	30 June 2024	BU1137	100%
<p>30 September 2023 Council met with some Wooroolin stakeholders in the 1st quarter to look at options and improvements needed in Wooroolin for youth. Stakeholders have expressed interest in discussing the Tennis Courts and Rail Trail land once more information is available on skate park size and costs. Second meeting to be held in 2nd quarter.</p> <p>31 December 2023 Council approved funding for the learn to skate day through Disaster Recovery Funding Arrangements (DRFA) at Wooroolin Tennis Courts and Kingaroy Skate Park. Great attendance of children at both skating activities and great discussions about activating the use of the Wooroolin Tennis Courts for recreation activities.</p> <p>31 March 2024 Council met with Wooroolin Hall Committee to discuss leasing of the tennis courts and upgrading the facility for children to use as a scooter/skate area, and a multipurpose court. Community is working on quotes and plans to cost up the upgrades to the courts.</p> <p>30 June 2024 Ongoing negotiations with Wooroolin Hall Committee for the lease over the Wooroolin Tennis courts.</p>							
OPL/36	Development, adoption and commence implementation of the SBRC Regional Development Action Plan	Community & Lifestyle	GR1	1 October 2022	30 June 2024	BU1001	100%
<p>30 September 2023 Stakeholder engagement has been completed for the Regional Development Action plan.</p> <p>31 December 2023 Draft Regional Development Action Plan that will enhance the Regional Development Strategy 2021 - 2026 by providing outcomes for each of the agreed strategies and enable a report card to be presented to Council on a regular basis around the delivery of the actions presented to Ordinary meeting 13 December 2023 and adopted as amended (Resolution No. 2023/221).</p> <p>31 March 2024 The final draft as amended of the Action Plan has been actioned and is to be uploaded to Council's website.</p> <p>30 June 2024 Council to work with stakeholders in the region to deliver the plan and to ensure that it continues to be implemented in the coming year.</p>							

OPL/37	Adopt and implement the South Burnett Local Government Area Biosecurity Plan to drive increased stakeholder coordination and commitment to proactively manage invasive pest species.	Environment & Planning	EN4	1 July 2023	30 June 2024	BU1100	75%
<p>30 September 2023 Biosecurity Plan in the process of being finalised prior to presentation to Council.</p> <p>31 December 2023 Disseminated for feedback and input to the Natural Resource Management Team and then to EMT for feedback, prior to Council approval.</p> <p>31 March 2024 No progress this quarter associated with finalising Plan. Collaborative multi agency Emergency Animal Disease Mock exercise (Local Disaster Management Planning) held in March, hosted by SBRC.</p> <p>30 June 2024 No progress this quarter due to limited resources.</p>							
OPL/38	Review Council's Local Laws to ensure relevance to the region and understanding by Council and the community	Environment & Planning	EN10	1 July 2023	30 June 2024	BU1146	100%
<p>30 September 2023 Consultant appointed to be the project lead on this project – pre-start meeting has been held and a review has commenced.</p> <p>31 December 2023 Consultant appointed to be the project lead- pre-start meeting has been held and a review has commenced.</p> <p>31 March 2024 Working with Corporate, Governance & Strategy to progress.</p> <p>30 June 2024 Working group has been formed to review Council's local laws. 2 repealed during quarter.</p>							



OPL/39	Review service delivery operations within Council's animal management functions and investigate initiatives to promote responsible pet ownership	Environment & Planning	EN10	1 July 2023	30 June 2024	BU1146	100%
<p>30 September 2023 Report being presented to October 2023 Ordinary Meeting of Council for further discussion.</p> <p>31 December 2023 Discussion at December Council meeting regarding dog registration. Council to pursue the outstanding 2022/23 dog registration fees via the renewal notices for 2023/24 as per resolution 2023/160.</p> <p>31 March 2024 Renewal Notices issued January 2024. Reminder Notices to be issued Q4. Systematic Inspection Program Report resolved this quarter.</p> <p>30 June 2024 Systematic inspection program completed. Local community event attended in June, promoting responsible pet ownership.</p>							
OPL/40	Finalise a Major Amendment of Council's planning scheme	Environment & Planning	GR8	1 July 2022	30 June 2024	BU1055	100%
<p>30 September 2023 Awaiting sign off from the State Government prior to community consultation.</p> <p>31 December 2023 Amendment currently in public notification until 5 February 2024.</p> <p>31 March 2024 Council completed the public consultation phase.</p> <p>30 June 2024 Forwarded to Department Housing, Local Government, Planning & Public Works and awaiting final approval.</p>							



OPL/41	Investigate the feasibility of introducing a Food Organic Green Organic (FOGO) waste collection service.	Environment & Planning	EN3	1 July 2023	30 June 2024	BU1165	100%
<p>30 September 2023 Site visit has been held to view the FOGO trial at Lockyer Valley Regional Council.</p> <p>31 December 2023 Waiting for funding opportunities from State Government. Observing trials that other Council are undertaking.</p> <p>31 March 2024 No funding available from State Government to assist in setting up trails or researching opportunities within the South Burnett.</p> <p>30 June 2024 Complete.</p>							
OPL/42	Effectively manage Development Applications and permits including planning, building, and plumbing approvals within legislative timeframes including development of benchmarking, KPIs and commitment to improvement	Environment & Planning	GR8	1 July 2023	30 June 2024	BU1055	100%
<p>30 September 2023 Continuous improvements are continuing being identified to improve the process. Meeting with developers has been held to listen to concerns from their perspective.</p> <p>31 December 2023 Continuous improvements are continuing to be identified to improve the process.</p> <p>31 March 2024 Development applications effectively managed within legislated timeframes with opportunities identified for continuous improvements continuing to be identified to improve the processes and procedures.</p> <p>30 June 2024 Internal Audit presented to Corporate Risk and Audit Advisory Committee. Improvements identified to be implemented.</p>							



OPL/43	Investigate options to expedite development through facilitated guidance, support, and process improvements to ensure developers and potential investors are supported through development process	Environment & Planning	GR8	1 July 2023	30 June 2024	BU1055	100%
<p>30 September 2023 Various meetings have been held with external stakeholders regarding process improvements. Pre-lodgement meetings are encouraged prior to lodgement. Pre-lodgement policy to be adopted by Council. Council to consider the extension of the developer incentive scheme in October 2023.</p> <p>31 December 2023 Council adopted the pre-lodgement policy at the Ordinary meeting in October.</p> <p>31 March 2024 Since Council adopted the pre-lodgement policy at the Ordinary meeting in October 2023 a factsheet and application form were developed this quarter to formalise the pre-lodgement process. Developer incentive scheme extended for 2 additional years until 2025.</p> <p>30 June 2024 Complete. Over \$500,000 in rebates provided since developer incentive scheme commenced.</p>							
OPL/44	Continued implementation of recommendations identified as part of Council's land investigation audit	Facilities & Parks	EC1	1 July 2022	30 June 2024	BU1137	100%
<p>30 September 2023 Land investigation Review recommendations have been actioned in the 1st quarter, suitable land has been tendered and listed for sale. Transfer of Kingaroy Enterprise Centre, Cornish Street Kingaroy to CTC completed. Meeting held with the Boondooma community to discuss options for the future operation and management of Old Boondooma School Community Centre was held in August 2023. Community survey had 14 respondents. Lot 36 Burrows St, Wondai and 29 Jellicoe St Proston listed for sale.</p> <p>31 December 2023 Public meetings held with the Tingoorra community to discuss the options for the future of Tingoorra Hall. Report to be presented to Council in the 3rd quarter. Public meeting held at Mahon Park Murgon to discuss leasing part of the park reserve to the Murgon Independent Living Project Inc to develop an independent living units. Council resolved to enter into a licence to occupy for 12 months for the Incorporated group to progress project. Councils surplus land sold at 29 Jellicoe Street, Proston and Lot 104 Kingaroy Burrandowan Road, Inverlaw.</p> <p>31 March 2024 Expression of Interest released for Pound St, Kingaroy. EOI close 4th of April 2024.</p> <p>30 June 2024 Pound Street land EOI ongoing. Negotiation for other contracts ongoing. Council surplus land settled – Blackbutt-Crows Nest and 10 Agnes Street.</p>							

OPL/45	Implement a 'Level of Service Plan' for parks and Playground Safety Audit	Facilities & Parks	EC1	1 July 2022	30 June 2024	BU1137	100%
<p>30 September 2023 Playground Safety Audit has been scoped and quotation sourced. Additional investigations are ongoing on how the information could be captured and added into Council Asset Register.</p> <p>31 December 2023 Playground safety audit site inspections, auditing and photographing has commenced. Total of 26 park playgrounds, 2 Tourism Park playgrounds and 6 skate parks to be inspected. Final report to be submitted to Council in the 3rd Quarter.</p> <p>31 March 2024 Final report submitted to Council, priority actions to be considered in the budget preparation for 2024/25.</p> <p>30 June 2024 Complete.</p>							
OPL/46	Implement quarterly Botanical Advisory Committee meetings to progress Botanical report	Facilities & Parks	EC1	1 July 2022	30 June 2024	BU1137	100%
<p>30 September 2023 New Parks Coordinator appointed. Meeting with stakeholder and community groups interested in gardening, landscaping and biodiversity has assisted in gaining an understanding of the issues and future park projects across the region. Botanical Advisory Group meeting ongoing. Meeting held with Society Growing Australian Plants Kingaroy and District Branch at Carroll Nature Area. Discussed park restoration and biodiversity protection within the park and Council supported National Tree Planting Day.</p> <p>31 December 2023 Ongoing development of parks and gardens knowledge and expertise in Botanical and Biodiversity. Ongoing meetings and training.</p> <p>31 March 2024 Botanical Advisory committee has been activated and will meet in the 4th quarter.</p> <p>30 June 2024 No further action.</p>							



OPL/47	Investigate a Safer Communities Program for Council for protecting community assets and open spaces through the operation and installation of security cameras.	Facilities & Parks	EC2	1 July 2022	30 June 2024	BU1018	100%
<p>30 September 2023 Installed new CCTV at Pioneer Park Nanango, Murgon QEII Stage 1 and Les Muller Park Blackbutt. Ongoing investigation into Safer Communities Program and funding.</p> <p>31 December 2023 Ongoing investigation into Safer Communities Program and funding opportunities. Qld Police input into new park design and lighting options at Kingaroy Memorial Park.</p> <p>31 March 2024 Additional CCTV identified for Council Depots in Wondai, Proston, Murgon and Nanango, Water & Wastewater Depot in Kingaroy, Wondai, and Murgon Swimming Pools. Ongoing catch-up meetings with Kingaroy Senior Police to discuss security measures across Council facilities and CBD's.</p> <p>30 June 2024 Continual upgrade to CCTV in the region to protect community assets. Council awaiting grant outcome for Safer Communities.</p>							



13 INFRASTRUCTURE

13.1 SBRC 2324_10 CIVIL CONSTRUCTION SURVEYOR SERVICES - PREFERRED SUPPLIER ARRANGEMENT

File Number: 21.08.2024

Author: Strategic Procurement Coordinator

Authoriser: Chief Executive Officer

PRECIS

SBRC 2324_10 Civil Construction Surveyor Services Preferred Supplier Arrangement – Recommendation to Award.

SUMMARY

Based on the provisions of Section 233 of the Local Government Regulation 2012, Council called a Request for Tender to establish a Preferred Supplier Agreement to facilitate effective coordination of repeat engagements of Civil Construction Surveyor Services for a period of two years to allow for efficiency within the procurement process and to ensure the continuation of supply of surveying services to the Infrastructure Department.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council accept the tender from O'Reilly Nunn Favier (ONF) as the tier one (1) contractor for supply and delivery of Civil Construction Surveyor Services for a period of twenty-four (24) months with a fixed period of twelve (12) months for rates and prices.

FINANCIAL AND RESOURCE IMPLICATIONS

Council engages surveying services which are funded by capital or maintenance activities.

LINK TO CORPORATE/OPERATIONAL PLAN

2. Providing Key Infrastructure for Our Towns and Villages

IN1 Continue to provide sound asset management strategies to maintain and improve Council's Road network, bridges, drainage and street lighting.

3. Growing our region's economy and prosperity

GR11 Support local businesses through the implementation of Council's Procurement Policy and encourage others to support and buy local.

5. Organisational Excellence

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Council advertised SBRC 2324_10 Civil Construction Surveyor Services Preferred Supplier Arrangement on Tenderlink (online public tendering website), Council's website and via an email sent to suppliers of surveying services, advising of the tender, and encouraging the businesses to apply. Advertisement dates from the 16th of April to the 7th of May 2024.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

The establishment of the preferred supplier arrangement has been undertaken in accordance with Section 233 of the *Local Government Regulation 2012* and in regard to *Section 104 (3) Sound Contracting Principles of the Local Government Act 2009*

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

In accordance with the Procurement Policy.

ASSET MANAGEMENT IMPLICATIONS

An efficient procurement process ensures that appropriate and cost-effective resources are available for asset maintenance and capital works programs.

REPORT

Based on the provisions of Section 233 of the *Local Government Regulation 2012*, Council called an invitation to tender for a Preferred Supplier Arrangement to facilitate engagement of Civil Construction Surveying suppliers during scheduled maintenance and capital works programs.

The tender sought an hourly rate for the supply of civil surveying services. The majority of services required are to undertake detailed road designs and to establish survey control for the subsequent construction and post-construction phases. The evaluation was based on the following criteria:

EVALUATION CRITERIA	WEIGHTING
1. Value for Money	50%
2. Resources	20%
3. Local Content	10%
4. Relevant Experience	20%
Total	100%

Tenders Received

Council’s tender invitation was purposely prepared to capture the costs involved for engaging surveying services for activities as required by the Infrastructure Planning and Infrastructure Works teams. The schedule of rates issued sought an hourly and supply rate of services based on Council’s regular surveying activities.

The appointment of the contractor by council to supply services under the Preferred Supplier agreement is non-exclusive. Council does not make any representation to give any warranty that it will exclusively source or order the services from the contractor. Council is free to appoint a third party to supply council with the service without the consent of the contractor.

Tenders for contract SBRC 2324_10 Civil Construction Surveyor Services Preferred Supplier Arrangement were received as follows:

Tender Applicants	Weighted Evaluation Score (Out of 5-point scoring system)
Cormac Rd Civil	2.93

Define Group QLD Pty Ltd	3.57
MinStaff Survey Pty Ltd	4.4
O'Reilly Nunn Favier Surveyors (ONF)	4.5

Subsequently, the evaluation of price and non-price components of the tender resulted in the recommendation that Council award the tier one (1) tender for a Preferred Supplier Arrangement to O'Reilly Nunn Favier Surveyors.

ATTACHMENTS

Nil

13.2 MINUTES OF THE TRAFFIC ADVISORY COMMITTEE MEETING HELD 20 JUNE 2024

File Number: 21-08-2024

Author: Manager Infrastructure Planning

Authoriser: Chief Executive Officer

PRECIS

Minutes of the Traffic Advisory Committee meeting held 20 June 2024

SUMMARY

The minutes of the Traffic Advisory Committee meeting held in Warren Truss Chambers, Kingaroy on Thursday 20 June 2024 are provided to note and consider

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council receive and note the attached minutes and recommendation of the Traffic Advisory Committee meeting held on 20 June 2024.

BACKGROUND

N/A

ATTACHMENTS

1. Minutes of the Traffic Advisory Committee meeting



Traffic Advisory Committee Minutes

Infrastructure

Chair: James D’Arcy
Minutes: Donna Brown
Date: Thursday 20 June 2024, 9.00 am
Venue: Warren Truss Chambers, Kingaroy

Committee Attendance:

James D’Arcy (SBRC), Craig Whittaker (TMR Road Safety), Andrew Goatham (TMR), Donna Brown (SBRC), Chris Downey (TMR), Lupita Arrevillaga (TMR), Cr Erkens (SBRC), Cr Little (SBRC), Cr Sanders (SBRC), Mistey Curran (QAS), Tayla Bowman (SBRC)

Agenda Item	Action Summary	Responsible Officer	Due Date
<i>Welcome and Apologies (Chair)</i>	Cr Erkens chaired the meeting. All members welcomed. Apologies recorded. Meeting opened 9.00 am Apologies: Jade Miller (QPS), David Tierney (QPS), Kate Wyatt (SBRC), Pawan Gautum (SBRC),	N/A	N/A
<i>Confirmation of previous minutes (Chair)</i>	Previous minutes of meeting held on Tuesday 18 March 2024 were confirmed. Moved: James D’Arcy Seconded: Donna Brown Vote: All in favour	N/A	N/A
<i>Business Arising from Minutes of Last Meeting</i>	Action: St John’s Lutheran School bus operations <ul style="list-style-type: none"> - SBRC liaised with school. Undertaken traffic counts. Drafting plan to take back to St Johns to discuss and see if meets school outcomes, then community consultation will have to occur. - Data gathering and plan drafted. - SBRC to bring plan back to September TAC after meeting with school. Status: SBRC to create draft plan and bring back for discussion to September TAC	SBRC	19/09/2024



Traffic Advisory Committee Minutes

infrastructure

	<p>Action: SBRC - Blackbutt School Crossing – D’Aguilar Highway</p> <ul style="list-style-type: none"> - 50 km speed limit through town is being reviewed. - SBRC facilitated consultation meetings with community. Huge amount of push back leave centre parking and retain parking spaces. - Craig would prefer to extend 40 km speed zone and leave crossing where is. Then put 2 crossing supervisors on shift. - As per previous minutes, Andrew to work with Craig on gaining school crossing counts. <p>Status: TMR to work on options and report back to September TAC</p>	TMR	19/09/2024
<i>Fatal Car Crashes</i>	<p>Discussions held surrounding recent car crashes in the South Burnett</p> <ul style="list-style-type: none"> - QPS not in attendance. - Kingaroy Cooyar Road – Submission to extend guard rail towards New England Highway intersection. 	n/a	n/a
<i>General Business</i>	<p>Item 1 – PCYC – Braking the Cycle Presentation (BTC)</p> <ul style="list-style-type: none"> - Promoting safety messages / attendance at schools. - Background of BTC – commenced around 10 years ago when young drivers had complete 100 hours to get Ps. This program through PCYC helps young people who may have disadvantages to gain the hours due to certain barriers. This can potentially affect further advancement for youth in jobs etc. PCYC volunteers/mentors provide assistance with driving hours and training with young people (road safety module). - Craig from Road Safety will work with Storm going forward. <p>Action: Tayla to provide details for Craig/Storm to connect</p>	Tayla	19/09/2024
	<p>Item 2 – SBRC - Kingaroy Barkers Creek Road</p> <ul style="list-style-type: none"> - Legacy item. Edge breaks and single lane bitumen – conversion into two lanes. Works have now been completed and finalised. - Cr Erkens agreed the complaints have now dissipated since completion. 		



Traffic Advisory Committee Minutes

Infrastructure

	<p>Action: Complete</p>		
	<p>Item 3 – SBRC - Tanduringie Creek Bridge</p> <ul style="list-style-type: none"> - Located on Kingaroy Cooyar Road – Single-lane bridge with single lane operations – 80km zone. Steep downgrade north and south. - Business case on feasibility and options analysis completed by TMR over previous years. - Hasn't progressed to detailed design. No funding available for pre-construction phase. - TMR Project Manager has been consulting with residents. <p>Action: Complete</p>		
	<p>Item 4 – SBRC - D'Aguiar Highway / Nanango Tarong Road Intersection</p> <ul style="list-style-type: none"> - Crash at Nanango - North to South movements. - Many heavy vehicle movements through intersection. Look at upgrade to asphalt and treatment at that location to improve skid resistance. - Review of 80km speed sign location. May need advanced warning near caravan park. - Many near misses turning onto Nanango Tarong Road. Maybe turning lane is not sufficient and also slip lane not long enough. - TMR is waiting on feedback from QPS & Road Safety Brisbane. - No other crash history at location. <p>Action: TMR to continuing investigations and actions</p>		
	<p>Item 5 – SBRC - Maidenwell Bunya Mountain Road & Pool Street intersection, Maidenwell</p> <ul style="list-style-type: none"> - Concerns with large trucks / caravans parking – affecting sight lines from Pool Street. - TMR has received this complaint also. TMR will install no parking zone restrictions and line marking. Further investigation to look at sealed shoulder to North to provide safer location. - No plans to upgrade intersection. - Assessment will need to be done around "No parking". 		



Traffic Advisory Committee Minutes

infrastructure

	<p>Action: TMR to install no parking zones, line marking and investigate alternate sealed shoulders to provide safer locations</p>		
	<p>Item 6 – SBRC - Tingoora intersections with the highway – Main Street and Swartz Rd</p> <ul style="list-style-type: none"> - Concerns around 2 main intersections on the approach to Tingoora. Main Street is satisfactory with no issues with left turn. Concerns around slip lane arrangement and convert into a dedicated right turn lane. - Schwartz Road – Potential for right turn lane with a widened sealed shoulder. - RMPC team raised Main Street with Andrew. TMR looking to include in a future funding program if it becomes available and include a right-hand turning lane. - Schwartz Road wasn't mentioned as it is low risk, wouldn't be eligible for funding. - Cr Sanders mentioned Schwartz Road – Sun is an issue of an afternoon. <p>Action: TMR to review and provide report to September TAC</p>		
	<p>Item 7 – QPS – Mount Wooroolin Road, Wooroolin (reduction of speed request)</p> <ul style="list-style-type: none"> - Request for speed reduction from 100km/hr to 60km/hr. - Often used by people parking cars on access road and walk up Mt Wooroolin. - Concerns around road width, conditions and wildlife. - SBRC agree - no infrastructure within corridor to operate at this speed. <p>Action: SBRC to reduce speed from 100km/hr to 60km/hour</p>		
	<p>Item 8 – QPS – B Double Routes – Kumbia</p> <ul style="list-style-type: none"> - Issues at Ironpot Hall on Ironpot Road – Observations around B-Double parking and decoupling causing maintenance issues to road reserve. - Discussed b-double gazetted operations in region. Non-approved operations are occurring. Issues are going to continue at this location due to projects. - Invite NHVR to future TAC meetings to discuss and assist QPS with enforcement. 		



Traffic Advisory Committee Minutes

infrastructure

	<ul style="list-style-type: none"> - Advised NHVR of this item and awaiting response. (Transport compliance is now part of NHVR team). <p>Action: Invite NHVR to future TAC meetings</p>		
	<p>Item 9 – Bunya Highway, Murgon</p> <ul style="list-style-type: none"> - Near misses at split carriageway (2 lanes into 1) at Lamb/Perkins intersection. - No dedicated turning lane at Golf Course access on southern side of highway. Shoulder drop offs steep at this location. - TMR have advised that this will be reviewed through RMPC. <p>Action: TMR will investigate and discuss maintenance with RMPC team</p>		
<i>Report from Agencies</i>	<p>QPS</p> <ul style="list-style-type: none"> - Nil attendance 	N/A	N/A
	<p>TMR Road Safety – Craig</p> <ul style="list-style-type: none"> - Latest STIP has closed. - No submissions from South Burnett submitted. - Next round closes in October re: school transport. No guaranteed funding after October. - QLD Road Safety Week in August. Plan on doing an event with QPS in Kingaroy. Will work with PCYC. 	N/A	N/A
	<p>TMR – Andrew & Chris</p> <ul style="list-style-type: none"> - Murgon Rail Trail refuge has been funded. No timeframes. Chris will send through plans of what has been approved. - Wondai Chinchilla Road & Bunya Highway intersection (turn lanes & flag lighting) has commenced. - High Risk Roads on D’Aguilar Highway ongoing. Bushnells Road intersection is still of interest but subject to funding availability. 	N/A	N/A



Traffic Advisory Committee Minutes

infrastructure

	<p>TMR – Translink</p> <ul style="list-style-type: none"> - Blackbutt School zone has been modified and shortened and car parks have been added. Problem for bus operators with limited room. - School would need to consult with SBRC and Translink. - Will follow up with Road Maintenance Team. Lupita had e-mailed Kate but bounced back. - SBRC are unaware of the changes at Blackbutt school. - Proston State School (Rodney Street) – Operator has issues with bus zone. Requesting signs to be faced down to the where the no-standing area is. People are parking where no standing section is. Making it difficult for bus operator. James discussed with bus operator and Mayor Duff. Worried about vehicles parking and doing 3 point turn. Discussed moving bus zone to south to get away from car parking area. - Spoke with bus operator who had initial support. Further investigation to occur. <p>Action: Lupita to forward through e-mails regarding bus zones</p>		
	<p>QAS</p> <ul style="list-style-type: none"> - No updates provided. 	N/A	N/A
	<p>SBRC – Nanango Heavy Vehicle By-pass - Cr Erkens</p> <ul style="list-style-type: none"> - Community concerns regarding the damage to Cairns Street and Appin Street West, Nanango. - Will need to liaise with TMR further on corridor management of heavy vehicle operations through Nanango. 		
Next Meeting	<p>Date: Thursday 26 September at 9.00 am Location: Warren Truss Chambers, Kingaroy</p>	N/A	N/A
Meeting Closed	Meeting Closed: 10.45 am		

13.3 APPLICATION FOR TEMPORARY ROAD CLOSURE OF A SECTION OF DUGDELL ROAD WENGENVILLE WHICH ADJOINS LOT 67 FY558 AND LOT 11 FY686

File Number: 24-08-2024
Author: Manager Works
Authoriser: Chief Executive Officer

PRECIS

Application for temporary road closure of a section of Dugdell Road, Wengenville which adjoins Lot 67 FY558 and Lot 11 FY686.

SUMMARY

Council has received an application for the possible temporary road closure of an unmaintained road section of Dugdell Road, Wengenville which adjoins Lot 67 FY558.

OFFICER'S RECOMMENDATION

1. That South Burnett Regional Council advise the applicant that:
 - (a) It will support the request for a temporary road closure of the unmaintained section of Dugdell Road, Wengenville which adjoins Lot 67 FY558 and Lot 11 FY686. Due to the following reason:
 - i While the long-term usage of the section of road reserve is unknown, a temporary road closure enables the applicant to utilise the land whilst still allowing for future infrastructure potential.
 - (b) Should the Department of Resources approve the proposed temporary road closure, that there be no cost to Council associated with the temporary road closure.
2. Delegates authority under section 257 of the Local Government Act 2009 to the Chief Executive Officer or their delegate to finalise any and all matters associated with the application.
 - (a) Execute, as road manager, form Part C 'Statement in relation to an application under the Land Act 1994 over State land' for the proposed temporary road closure.

FINANCIAL AND RESOURCE IMPLICATIONS

There will be no cost to Council if the temporary road closure is approved. Council will not receive any financial compensation from the State of Queensland if the temporary road closure is approved. A temporary road closure will allow the applicant to obtain a road licence over the land that may be rateable.

LINK TO CORPORATE/OPERATIONAL PLAN

ENHANCING LIVEABILITY AND LIFESTYLE - Elevate the South Burnett region to be recognised as a "Community of choice".

PROVIDING KEY INFRASTRUCTURE FOR OUR TOWNS AND VILLAGES - Develop, renew and maintain community infrastructure through sound asset management principles.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Stakeholders within internal branches have been consulted on the road closure prior to this report going before Council. These include Council Infrastructure Works Branch.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

If the proposed temporary road closure is approved by Department of Resources, then the applicant will be able to obtain a road licence giving them the sole use of the land, however the road remains dedicated as road reserve and can be reopened to enable future use as a road.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

There are no Policy/Local Law delegation implications.

ASSET MANAGEMENT IMPLICATIONS

Currently there is minimal short-term asset management implications, the proposed road closure is for about 1km of road which is currently unmaintained road reserve.

REPORT

This report concerns an application about the possibility of a temporary closure of a section of Dugdell Road, Wengenville that adjoins the land at Lot 67 FY558.

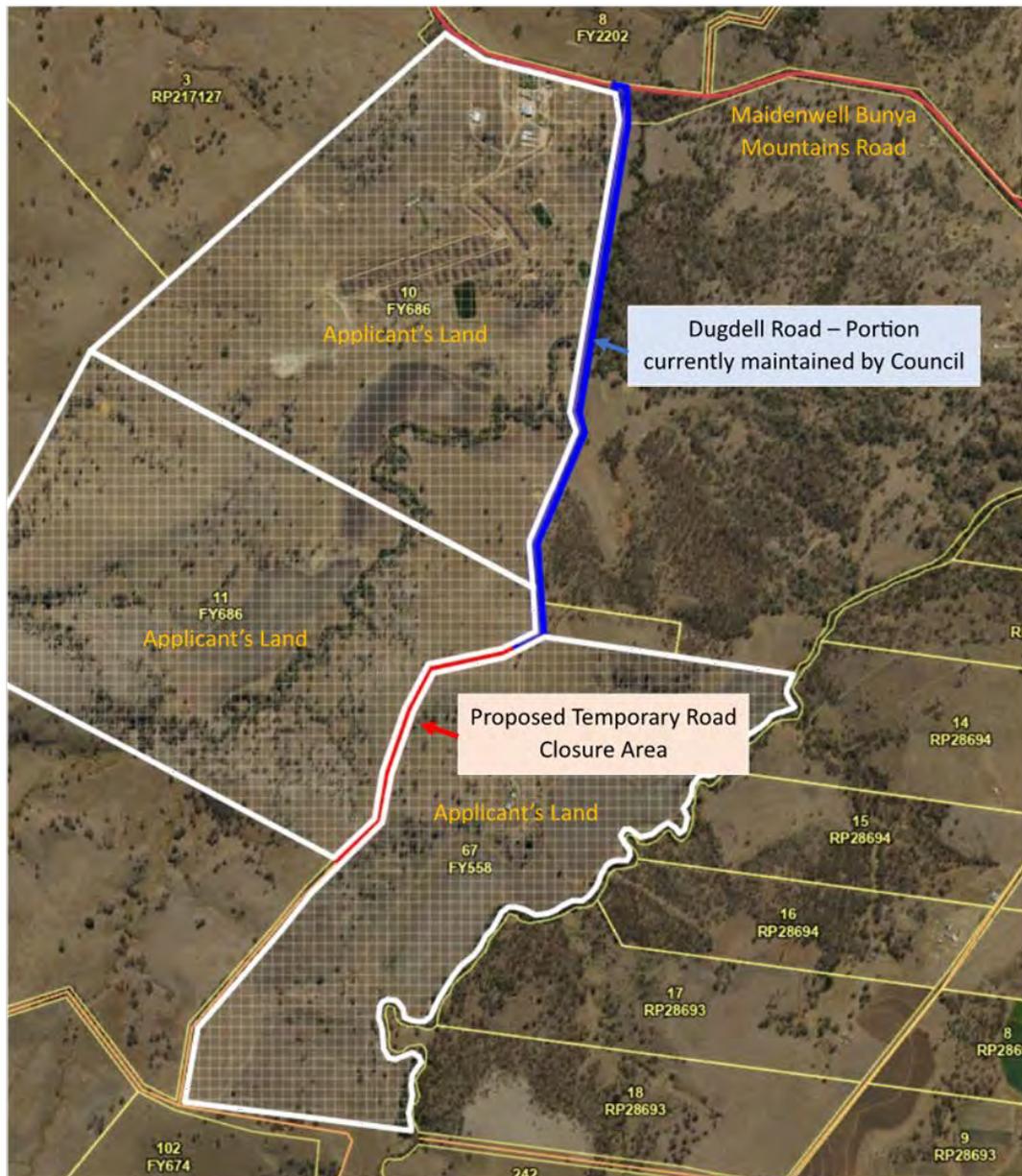
Council currently maintains Dugdell Road up to chainage 1900m. The proposed temporary road closure commences at the end of Council's maintained road section and extends about 1km along the unformed and unmaintained portion of the Dugdell road easement. The proposed area of road closure is an area of about 3.3 hectares and is located between Lot 67 FY558 and Lot 11 FY686. The two lots are under the same ownership.

The applicant has previously sought Council's view on a permanent road closure, which was not supported, and is now seeking Council's support in a temporary road closure. If a permanent road closure was approved, the land area would be typically incorporated into the adjoining freehold property and is no longer considered to be road reserve. This could jeopardise any necessary future infrastructure and infrastructure upgrades in the area.

A temporary road closure will enable the applicant to obtain a road licence giving them the sole use of the land, however the road remains dedicated as road reserve and can be reopened to enable future use as a road.

ATTACHMENTS**1. Dugdell Road - Map of Proposed Road Closure**

Attachment 1 - Dugdell Road: Map of Proposed Temporary Road Closure



14 LIVEABILITY

14.1 PROSTON DIP AND YARD

File Number: 17.09.2024

Author: Manager Community & Lifestyle

Authoriser: Chief Executive Officer

PRECIS

Council have been asked to consider leasing the Proston Dip Facility, Saleyards Rd and Okeden Road Proston (Lot 101 SP199035)

SUMMARY

Council to progress a tender for the lease of the dip at Proston.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council:

1. Call for Tenders for leasing of the Clearing Dip and Salesyards at Proston being Lease A in Lot 101 on SP199035, noting that:
 - (a) The facilities are offered for lease 'as is, where is' condition;
 - (b) Tenderers will be advised to undertake their own investigations to the current conditions of the facility and any capital or repair maintenance expenses required to ensure compliance with the Work Health and Safety Act 2011 and Australian standards for livestock loading/unloading ramps AS45340:2020;
 - (c) All capital and operational improvements will be the responsibility of the lessee without contribution from Council; and
 - (d) It is expected that the successful tenderer entity will have the necessary skills and experience to manage the facilities including the cattle dips, undertake repairs and maintenance as necessary and appropriate skills and industry experience in livestock management, with appropriate insurances to indemnify Council from any liability.

FINANCIAL AND RESOURCE IMPLICATIONS

The Proston Dip and Saleyard has remediation works that will need to be completed prior to operation of the facility. These works will be at no cost to Council and will be up to the successful tenderer to investigate and undertake capital works or maintenance and repairs.

Council has identified that remediation works will include:

- Lockable security panels along the edge of the dip.
- Lockable mesh gate to be installed at the end of the dip.
- Repairs to the stirrer, if utilised by the successful tenderer/lessee.
- Replacement of rusted roof panels over dip shelter

LINK TO CORPORATE/OPERATIONAL PLAN

IN11 Continue to provide and investigate options to improve our saleyards as an important community asset.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The Mayor and Councillors have been approached by several members of the community seeking to Lease the Proston Dip and Saleyards. Meetings been undertaken with Council's A/General Manager Liveability, Manager Community & Lifestyle and Coordinator Commercial Enterprises. Council's Lease Officer has supplied information on the previous tender of Council's Dip and Stockyard Facilities as well as the condition assessment undertaken by Thompson Longhorn in 2017 and 2021.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Seeking tenders for lease and trustee lease for a valuable non-current asset (land) is in alignment with *Sections 227-228* of the *Local Government Regulation 2012*.

The lease or trustee lease will be offered in 'as is where is' condition. tenderers will be advised to undertake their own investigations to the current conditions of each facility and any capital or repair maintenance expenses required to ensure compliance with the *Work Health and Safety Act 2011* and Australian standards for livestock loading/unloading ramps AS45340:2020.

The Proston Dip Facility is freehold land attached to Council's Proston Depot; a survey lease plan has previously been prepared for registration of the lease as required under the *Land Title Act 1994*.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Seeking tenders for lease of the Proston Dip and Nanango Dip is in alignment with Council' Disposal of Assets Policy and Procurement Policy.

ASSET MANAGEMENT IMPLICATIONS

The Proston Dip Facility is not currently recorded on Council's asset register. After rectification works has been undertake by the Lessee and deem safe for operations then the asset will be reinstated on Council's asset register.

REPORT

Proston Dip Facility

RPD: Lot 101 on SP199035

Address: Saleyard Road, Proston

Lease Area: 5193m²

Tenure: Freehold

Background

The Mayor and Councillors have been approached by several members of the community around the leasing of the Proston Dip and Saleyards from Council.

The plunge dip was last used 23 November 2016 (see Daily Dip Recording Sheets) and since then further deterioration (attached photos) of the dip structure and associated holding yards has occurred.

The asset has been deleted from the asset register and it seems likely that this site is contaminated with a range of chemical contaminates including DDT, arsenates, etc. and should be registered.

The Proston facility has been assessed as unlikely to be fit for purpose in the future in the report that was provided by Thompson and Longhorn. The devaluation of the asset is due to the deletion of the value of the plunge dip assigned in 2017. It was recommended in both 2017 and 2021 that the dip structure be child proofed or decommissioned to minimise the risk to the nearby Proston community. The associated holding yards require some work to be brought back to a reasonable service level. The report recommended that the yards be removed and any unusable gates, rails or structure be repurposed to the other facilities, the site to be cleared and slashed with the dip temporarily filled with sand and fenced to ensure limited access. This has not occurred.

Part of the site is being utilised by Council's Depot and the balance of the land is 5,193m².

In the 2021/2022 financial year a tender was issued for the lease of the cattle dips at Nanango, Proston and Wondai. The successful tenderer was to some make repairs to any facility in which they were successful in securing. Of the five (5) conforming tenders only one offered for Proston Dip in conjunction with Wondai, which was not successful and the remainder were for Wondai only.

Council officers and contractors have recently inspected the Proston site and there are some actions that will need to be rectified prior to becoming an operational facility and any leasee will need to have the work completed and inspected prior to use.

ATTACHMENTS

- 1. Thomsons Longhorn Assessment Proston Dip**
- 2. Survey Plan Proston Lease Area**



Innovative Livestock Equipment- Design and Manufacture

Introduction

The document is a summary of the site assessment carried out at the listed dip facilities on the 29th /30th/ 31st of March 2021.

- Proston
Saleyards Road and Okeden Road, Proston
Lot on Plan: 1010 SP 199035
- Wondai
14180 Bunya Hwy, Wondai
Lot on Plan: 250 SP 103905
- Nanango
Mt. Stanley Rd, East Nanango
Lot on Plan: 353 FY 2542

Overview Statement for each of the three Dip Facilities

PROSTON

Proston Dip was last surveyed in August 2017. The plunge dip at this site was not in use at that date but some of the rudimentary set of yards associated were in use as holding pens. It seems that a recommendation for a basic maintenance schedule (submitted with the assessment) for this site were never implemented. This site has not been utilised or maintained for any purpose for some time. The site was very overgrown, and it was difficult to walk through the site.

The dip structure has deteriorated further and as it seem unlikely that it will ever be required (fit for purpose) in the future, the value on the asset register has deleted the proportional value (of a new plunge dip) assigned to it in 2017. **It was previously recommended that this structure be child proofed to avoid the risks that this site poses so close to a small community.** Nothing has been done, so this dip still poses the same risks. **It is suggested that the dip be decommission completely.** It is beyond our expertise and scope to outline the process or the cost that is necessary to carry out the decommissioning of a contaminated site. A specialist should be consulted. Due to it age, it seems likely that this site is contaminated with a range of chemical contaminates including DDT, arsenates etc.

Thompson Longhorn ABN: 65 095 625 871
288 Inverramsay Road Goomburra QLD 4362
Ph: (07) 4666 6174 Fax: (07) 4666 6242

info@thompsonlonghorn.com.au www.thompsonlonghorn.com.au

Dated 29.03.2021



Innovative Livestock Equipment- Design and Manufacture

The associated yards are very basic and in need of some work to make them useful even as **temporary holding yards**. In view of this site being adjoining the local council depot, it is suggested:

- The removal of all reusable gates and panels from site. (perhaps for reuse at the other two dip sites.)
- The removal of all other timber structure (including the cover over the dip itself)
- Clear and slash the area.
- Temporarily fill the dip with sand and fence off the immediate area around the dip and steel shed, (with the appropriate barrier fence). A plan on how to deal with this area can be derived at a later date with the appropriate advice from suitably qualified people.
- The existing boundary fences can be repaired and re-strained.
- The section of boundary fence on the north-east side could be built if required. (approximately 150 metres plus gateways)



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Dated 29.03.2021

Form 21B Version 1

WARNING : Folded or Mutilated Plans will not be accepted.
Plans may be rolled.
Information may not be placed in the outer margins. 2 2

(Dealing No.)

5. Lodged by

(Include address, phone number, reference, and Lodger Code)

1. Certificate of Registered Owners or Lessees.
1/We SOUTH BURNETT REGIONAL COUNCIL

6. Existing		Created		
Title Reference	Description	New Lots	Road	Secondary Interests
50691140	Lot 101 on SP199035			Lease A

(Names in full)
* as Registered Owners of this land agree to this plan and dedicate the Public Use Land as shown hereon in accordance with Section 50 of the Land Title Act 1994.
* as Lessees of this land agree to this plan.

Signature of *Registered Owners *Lessees

Reinstatement Report

- Original marks found to agree with SP199035 & RP199802.

* Rule out whichever is inapplicable

2. Planning Body Approval.
* hereby approves this plan in accordance with the :
%

Dated this _____ day of _____

_____ #
_____ #

* Insert the name of the Planning Body. % Insert applicable approving legislation.
Insert designation of signatory or delegation

<p>3. Plans with Community Management Statement :</p> <p>CMS Number : Name :</p>	<p>4. References :</p> <p>Dept File : Local Govt : Surveyor : 7041</p>
--	--

7. Orig Grant Allocation :

Lots	Orig
-	-

8. Passed & Endorsed :

By: South Burnett Surveys Pty Ltd
Date: 18-9-2017
Signed:
Designation: Liaison Officer

9. Building Format Plans only.
I certify that:
* As far as it is practical to determine, no part of the building shown on this plan encroaches onto adjoining lots or road.
* Part of the building shown on this plan encroaches onto adjoining * lots and road.

Cadastral Surveyor/Director * Date
*Delete words not required

10. Lodgement Fees :

Survey Deposit:	\$
Lodgement	\$
..... New Titles	\$
Photocopy	\$
Postage	\$
TOTAL:	\$

11. Insert Plan Number **SP299649**

14.2 SYSTEMATIC DOG INSPECTION

File Number: 21.08.2024
Author: Acting General Manager Liveability
Authoriser: Chief Executive Officer

PRECIS

This report presents the outcomes of the South Burnett Regional Council's Systematic Inspection Program for 2024, conducted under the *Animal Management (Cats and Dogs) Act 2008*.

SUMMARY

Council's Local Laws team recently undertook an Approved Systematic Inspection Program aimed at ensuring all dogs in the region were registered. This initiative was undertaken between 29 April, to 28 June, 2024, promoting responsible pet ownership and enhanced community awareness and safety associated with animal management with a focus on dogs. Key findings and statistics from the program are detailed in this report.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council resolves to:

1. Note the findings and recommendations outlined in the officer's report.
2. Commend those pet owners who cooperated with Council's officers during the inspection program.

FINANCIAL AND RESOURCE IMPLICATIONS

The program anticipates increased revenue from animal registrations and fines, offsetting some of it Council's animal management operational costs.

LINK TO CORPORATE/OPERATIONAL PLAN

This program aligns with Council's Corporate Plan 2021-2026, specifically supporting strategic priorities:

- EN9 Develop and implement a systematic programme to identify and take action to address stray / feral / pests and wild animals.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Public notification via a formal media release was conducted in late March to inform residents about the program. Social media platforms were also utilised to enhance community awareness of the program.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

The program is grounded in the Animal Management legislation, ensuring compliance with registration requirements for dogs over three months old.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

The Council leveraged its authority under the *Animal Management (Cats and Dogs) Act 2008* to conduct comprehensive registration checks.

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications were identified in relation to this program.

REPORT

The Systematic Inspection Program operated weekdays from 8:00 am to 5:00 pm, from 29 April to 28 June, 2024. The program was only conducted during weekdays, not on weekends. It covered 1,871 households across various suburbs in the South Burnett region.

Initially using paper-based methods, the program swiftly transitioned to digital tablets for enhanced data accuracy and efficiency. In cases where residents were absent, information cards were left to guide them on dog registration via Council's customer service. The cards also included a QR-Code which, when scanned, takes the user straight to Council's dog registration and information page.

The program resulted in 483 new dog registrations as of 4 July 2024. Additionally, 1,409 text messages were sent to remind dog owners of their outstanding fees from the 2022/2023FY period. Kingaroy recorded the highest number of new registrations, reflecting its larger population base and correlating dog ownership levels. The program also highlighted a significant number of unregistered dogs, emphasizing the ongoing need for public awareness and education on registration benefits.

Key Observations

Challenges noted during the program include unresponsive households, weekday hours only, resident confusion about registration types, staffing limitations and responses due to other compliance duties, and technical support needs for online registration.

Recommendations

To address these challenges, future programs should include targeted mailouts, community outreach via social media and local events, increased staffing, and enhanced training for compliance officers, and use of digital technologies such as mobile payment facilities. Implementing an online registration system is also recommended to streamline processes and improve accessibility.

Conclusion

The Approved Systematic Inspection Program has successfully registered 483 new dogs to date; and it has enhanced public awareness, safety, and compliance in the South Burnett region. Sustaining these achievements requires ongoing community engagement, follow-up programs, and continuous public education efforts.

By adopting these recommendations, Council can ensure sustained success in promoting responsible pet ownership and compliance with local laws.

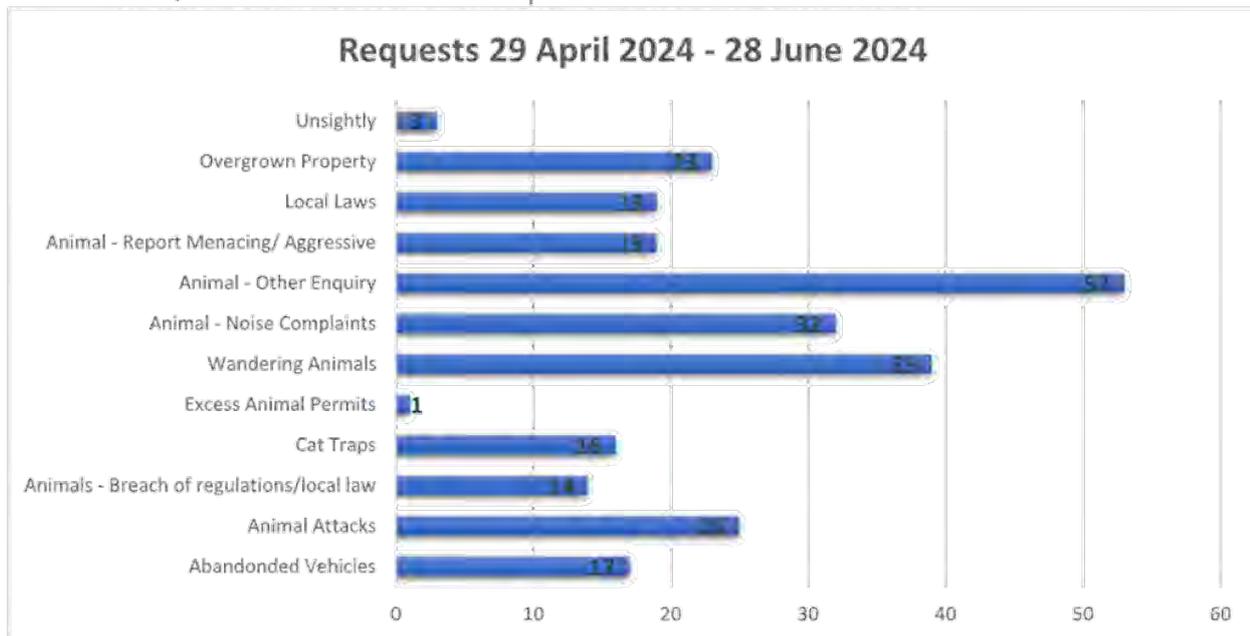
ATTACHMENTS

- 1. Systematic Stats by Location**
- 2. Request Statistics**
- 3. New Animal Registration by Location**
- 4. Infringement Notice Statistics**

PROPERTY LOCATION INSPECTED



REQUEST STATISTICS – 29 April 2024 to 28 June 2024

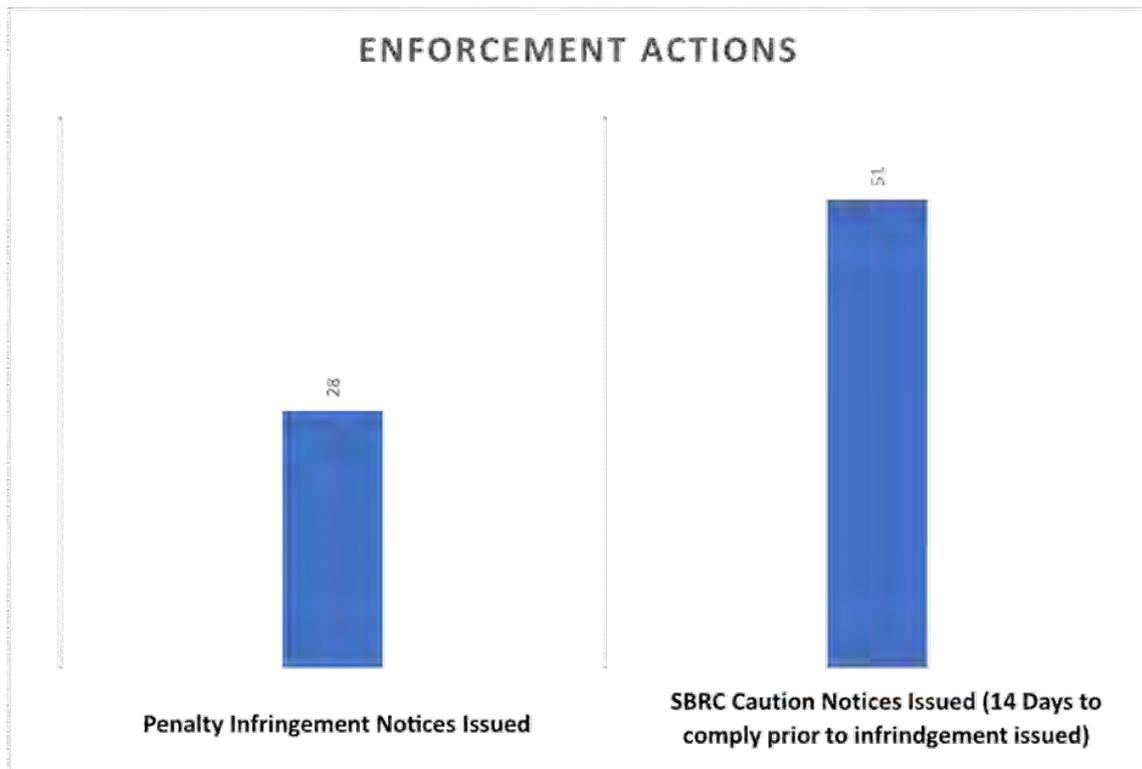


NEW ANIMAL REGISTRATION COMPARISON

SUBURBS REGISTERED	29.04.2024- 28.06.2024	29.04.2023- 28.06.2024
Ballogie	5	0
Benarkin	2	2
Blackbutt	21	0
Benarkin North	7	1
Blackbutt	21	4
Blackbutt North	9	3
Blackbutt South	1	0
Booie	15	3
Boynside	1	0
Brooklands	8	2
Charleston	0	1
Crawford	0	1
Coolabunia	1	0
Coverty	1	0
Cushnie	2	0
Dangore	2	0
Durong	2	0
East Nanango	3	1
Ellesmere	2	2
Glan Devon	6	2
Goodger	2	0
Hivesville	4	0
Hodgleigh	0	1
Inverlaw	2	0
Kingaroy	124	49
Kumbia	20	4
Maidenwell	1	13
Memerambi	11	1

Merlwood	6	0
Moffatdale	7	2
Mondure	4	0
Murgon	55	10
Nanango	55	27
Proston	7	3
Runnymede	2	1
South East Nanango	3	3
South Nanango	13	6
Taabinga	6	1
Tablelands	3	0
Taromeo	5	3
Tarong	2	0
Teelah	4	
Tingoora	1	
Wattlecamp	0	2
Wattlegrove	3	
Wheatlands	0	1
Wilkesdale	0	1
Winders	1	0
Wondai	30	7
Wooroolin	3	2
TOTAL	483	159

Table 1 – Enforcement Actions from 29 April 2024 to 28 June 2024



Note: Penalty unit was \$309 for failing to register animal for the 2023/24 FY

14.3 DOG REGISTRATIONS 2023/2024

File Number: 21.08.2024

Author: Acting General Manager Liveability

Authoriser: Chief Executive Officer

PRECIS

This report is seeking council's endorsement to pursue outstanding 2023/2024 financial year registrations by incorporating these outstanding charges with the 2024/2025 renewal notices. It also notes the current findings about unmicrochipped dogs.

SUMMARY

There are currently 1392 dogs unregistered for the 2023/2024FY registration period equating to approximately \$43,000.00 in unpaid fees. It is the Department's intent to incorporate and pursue these outstanding fees with the 2024/2024 FY renewals. A total of 752 unmicrochipped dogs that are currently in the system that do not meet the requirements of the *Act*. A preferred proposal for microchipping days is recommended to be implemented within the shire to promote responsible pet ownership and enhanced community awareness focussing specifically on dogs.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council resolves to:

1. Pursue outstanding 2023/2024FY unpaid dog registration fees into the 2024/2025FY renewals to be issued in September 2025.
2. Amend the procedure of dog registration requirements, requiring dogs to be microchipped before being registered with Council.
3. Note the findings and preferred recommendation outlined in the report about unmicrochipped dogs and the proposal for microchipping days to encourage an enhanced awareness of responsible pet ownership.

FINANCIAL AND RESOURCE IMPLICATIONS

Pursuing the 2023/2024FY outstanding dog registrations and the issuing of fines for unmicrochipped dogs will assist in revenue recovery that can be directed towards offsetting animal management functions, and enhanced community awareness programs focussing on responsible animal management at the proposed microchipping days.

LINK TO CORPORATE/OPERATIONAL PLAN

This program aligns with Council's Corporate Plan 2021-2026, specifically supporting strategic priorities:

- EN9 Develop and implement a systematic programme to identify and take action to address stray / feral / pests and wild animals.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Officers from the Environment & Planning Department and Liveability Directorate have been consulted in preparing this report.

Public notification through various forums will be undertaken about the issuing of the 2024/25FY registration renewal notices, unpaid fees from the previous year and also the microchipping days.

Caution Notices will be issued to all dog owners who are failing to supply a dog with a microchip upon registration outlining the financial penalties associated with non-compliance.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

A person who is or becomes an owner of a cat or dog that is not implanted with a microchip also known as a *Prescribed Permanent Identification Device* (PPID) must ensure the cat or dog is implanted with one before it is 12 weeks old unless the person has a reasonable excuse, as required by the State's Animal Management legislation. Microchipping days seeks to proactively assist animal owners in complying with their obligations as a pet owner.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

The *Animal Management (Cats and Dogs) Act 2008* (the Act) grants the authority to enforce microchipping requirements for cats and dogs. It also stipulates that registration fees collected by local governments must be utilized to support the objectives of the Act and to administer local laws concerning dog management.

ASSET MANAGEMENT IMPLICATIONS

N/A

REPORT

2023/2024 Dog registrations

There are currently 1392 unregistered dogs outstanding for the 2023/2024FY registration period equating to approximately \$43,000.00 of unpaid registration fees. Renewal notices for the 2024/2025FY period are scheduled to be issued to the public in September. Addressing the outstanding registrations for the 2023/2024FY will enable the Council to pursue the recovery of the outstanding registration fees, with an anticipated recovery rate of approximately 35%, consistent with previous years.

Registration Procedure

Under the *Act*, it is a requirement to provide the unique number stored on the PPID¹ when registering a dog with Council. Currently, there are 752 dogs unmicrochipped in Council's database.

To address the above, a change of procedure is recommended to be implemented. When a dog owner registers their animal, they are to supply the animal's PPID. Failure to provide this information results in the dog not being registered. Owners who refuse or are unable to provide this information will be provided guidance on how to find or obtain this information. Should they not return with the PPID, they will likely be identified during annual systematic inspection programs.

Microchipping Day Program

To assist with the current outstanding unmicrochipped dogs within local government area, an incentive program is proposed to hold multiple microchipping days over the course of a 12 month period.

Three potential options for running this program have been proposed outlining the cost and time-efficiency based on 150 animal owners participating.

Based on the analysis of the three proposed options, **Option 3: Collaborating with RSPCA** is the most cost-effective and time-efficient choice for running the Microchipping Day Program. This approach leverages the RSPCA's expertise and resources, offers significant cost savings, and facilitates a quick implementation, ensuring a successful and impactful program for the community.

To help offset the amount of the program, the following actions have been identified and will be actioned:

¹ prescribed permanent identification device

- Caution Notices are being issued to dog owners who do not meet the requirements of the *Act*. Failure to provide the PPID will result in a Penalty Infringement Notice for *Failure to supply a dog or cat without a microchip*. The fine is \$322.00. There are currently 752 dogs in Council's database that could potentially be fined, equating to a maximum of \$242,144.00 in potential revenue. Ideally through the provision of a microchipping program, it is preferred that owners have their animals both microchipped and registered.

ATTACHMENTS

1. Promotional Microchipping Day Options

OPTION 1 – Collaborating with Veterinary Clinics	OPTION 2 – Training Compliance Staff to Implant PPIDs	OPTION 3 – Collaborating with RSPCA
<p>Information:</p> <p>The average cost to have an animal implanted at a veterinary clinic is \$61.00. This includes the consultation and implantation of the PPID.</p> <p>An EOJ/Tender would be required so Council can collaborate with 1 or more veterinary clinics for the duration of the program.</p> <p>Costings: Council would be looking at an expenditure of \$9,150.00 based on the anticipated participation of this program.</p> <p>Total Expenditure: \$9,150.00</p> <p>Timeframe: Due to the Vet Shortage within the South Burnett, a ‘Microchipping day’ may not be feasible. Private appointments would have to be made by the dog owner.</p> <p>Recommendation: The existing backlog in vet appointments due to vet limitations could hinder the amount of people able to get their animal microchipped within the specified time period.</p> <p>Council would be required to put out for Tender due to the number of vets within the South Burnett. It would be more practical to consider solutions with more flexible scheduling or less complex procurement processes.</p> <p>Given the high costs associated with collaborating with a veterinary surgery, it may be prudent to explore alternative cost-effective methods or partnerships that fit within the budget.</p>	<p>Information:</p> <p>The average cost to purchase a batch of 10 for Microchips with AAR Lifetime Pet Registration is \$121.00</p> <p>TAFE supply an online accredited Course (Microchip Implantation for Dogs and Cats Skill Set) costing \$1,670.00 for the duration of 5 months (fulltime).</p> <p>The prerequisite to attend this course however is:</p> <ul style="list-style-type: none"> You must hold a Certificate IV in Veterinary Nursing and be currently working in a veterinary clinic. <p>TAFE supply an on-campus option with some online accredited courses for a Certificate IV in Veterinary Nursing costing \$12,025.00 for the duration of 12 months.</p> <p>The prerequisites to attend this course however are:</p> <ul style="list-style-type: none"> hold a Certificate II in Animal Studies <p>OR</p> <ul style="list-style-type: none"> hold a relevant Certificate III or higher-level qualification in an animal science discipline. <p>OR</p> <ul style="list-style-type: none"> can demonstrate equivalent skills and knowledge in a relevant animal science discipline to any of the above qualifications. <p>TAFE supply a on campus accredited course for a Certificate II in Animal Care costing \$3,600 for the duration of 4 terms.</p> <p>Costings: Council would be looking at an expenditure of \$2,420.00 to purchase 200 PPID.</p>	<p>Information:</p> <p>The average cost to have an animal implanted at the RSPCA is \$25.00. The RSPCA have expressed their interest to collaborate with Council in relation to the program.</p> <p>The RSPCA have multiple staff who are accredited in implanting PPIDs.</p> <p>This program can be held at the dog parks within the shire on a weekend with additional promotional benefits for both the RSPCA and Council.</p> <p>Both organisations can build a positive rapport and relationship with the broader SB community by providing such a service in promoting responsible animal ownership.</p> <p>Costings Council would be looking at an expenditure to the RSPCA of \$3,750.00 based on the anticipated participation of this program.</p> <p>Total Expenditure: \$3,750.00</p> <p>Timeframe: Implementation of this program can occur once all items and articles are purchased along with the notice to the public of the program.</p> <p>Recommendation: The RSPCA has accredited staff who are experienced in implanting microchips, ensuring high-quality and reliable service along with the proven protocols and practices in place for microchipping, which enhances the efficiency and effectiveness of the service.</p>

<p>However, collaborating with vets presents a unique opportunity to leverage their expertise and community presence.</p>	<p>Council currently has 4 Compliance staff willing to undertake these courses. Total course costs would equate to:</p> <p>Microchip Implantation for Dogs and Cats Skill Set = \$6,680.00</p> <p>Certificate IV in Veterinary Nursing = \$48,100.00</p> <p>Certificate II in Animal Care = \$14,400.00</p> <p>Total expenditure: \$71,600.00</p> <p>Timeframe: The credited Course takes 5 months to complete with the next intake occurring on the 30 September 2024.</p> <p>Commencement of the program won't be able to occur until 2025.</p> <p>Recommendation: None of the compliance staff have the above prerequisites and would have to enrol in all courses to complete the Microchip Implantation for Dogs and Cats Skill Set</p> <p>Compliance staff often have shorter tenures due to the type of work they are exposed too. Given the extensive duration required to complete all three courses, it is anticipated that the return on investment to the Council may be limited and not cost-effective.</p>	<p>Partnering with the RSPCA is more economical compared to other options, making it an attractive and very cost effective option for Council.</p> <p>Hosting the program at a community venue like the Kingaroy/Nanango/Wondai dog parks helps to engage with residents and promotes community spirit and positive relationships.</p> <p>The collaboration provides promotional benefits for both the RSPCA and the Council, enhancing public relations and visibility.</p> <p>The RSPCA's involvement will likely attract more participants due to their reputation and outreach leading to higher program success.</p> <p>Overall, the partnership with the RSPCA reinforces and continues the positive relationship and the program can be implemented relatively quickly once the necessary arrangements are made, allowing for a timely response that is overall most cost effective and positive outcome for Council, and its ongoing animal management functions required under the State legislation.</p>
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14.4 AMENDMENT TO FEES & CHARGES 2024/2025**File Number:** 21.08.2024**Author:** Manager Community & Lifestyle**Authoriser:** Chief Executive Officer**PRECIS**

Amendment to Fees & Charges for the 2024/25 financial year.

SUMMARY

Update of wording to clarify identified fees that require amendments.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council amend its 2024/25 Register of Fees and Charges:

1. to delete the Agents Cancellation of Sales Fee
2. to amend the Hall Hire Opt-in Cleaning Fee

FINANCIAL AND RESOURCE IMPLICATIONS

These amendments to the fees and charges are an administrative change to clarify charges.

LINK TO CORPORATE/OPERATIONAL PLAN

Operational Plan - OPFC/09: Promote a high standard of corporate responsibility, transparency and accountability in decision making at all levels of the organisation in the best interest of Council and the community aligning to legislation and Council policy

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Once these changes are approved, the fees and charges will be amended and available on the various media platforms.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Council fees and Charges are set in accordance with the *Local Government Act 2009*.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

No direct policy/local law delegation implications

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications

REPORTCoolabunia Saleyard

In the Fees and Charges adopted by Council on the 19 June 2024, there was a fee to cover the cancellation of a sale at Coolabunia Saleyard by an agent.

Due to further discussion with Council and the Coolabunia Saleyards User Group, it was decided that this fee be withdrawn from the current fees and charges, as it is unlikely in the current market that there will be a cancellation of a sale and that the charge is an unreasonable impost. Sales are usually only cancelled if there are not enough stock available for sale due to extreme weather conditions (dry/drought or rain events).

Hall Hire – Opt-in Cleaning Fee

In the Fees and Charges adopted by Council on the 19 June 2024, to encourage use of Council's Halls, an opt-in cleaning fee was introduced for Council to arrange and undertake cleaning for hirers. Hirers are beginning to take up this option. While the existing fee was deemed suitable for general cleaning by internal staff during office hours, extra costs will be incurred by Council to engage external providers.

Therefore, recommendation to increase the Opt-in Cleaning fee per event to:

- \$350 for weekdays
- \$700 for weekends

The Opt-in Cleaning Fee will be adopted across all Council halls. The proposed fees and charges are for basic cleaning only, any additional charges incurred for cleaning a hall left in unreasonable condition will be invoiced to the hirer in accordance with the Council Facilities Conditions of Hire.

The Opt-in Cleaning Fee is for cleaning only and the setting up and packing away of Council's equipment (including chairs and tables) remains the responsibility of the hirer.

ATTACHMENTS

Nil

14.5 ACCESS LICENCE - LOT 2 ON RP27660 AND MOUNTAIN VIEW LANE

File Number: 17-07-2024
Author: Manager Community & Lifestyle
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.

At the ordinary meeting 17 July 2024, this matter lay on the table for further information.

OFFICER'S RECOMMENDATION

1. That the matter be lifted from the table and;
That South Burnett Regional Council:
2. 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.
3. 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 part 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 routes</i>).
<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> .

ner: Chief Operating Officer

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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	
High Clearance 2WD	
Low Clearance 2WD	
Rigid Body Truck	
Articulated Truck / 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 sloped with 1-3 degrees outfall inside cut locations.
Pavement Surface	Natural weathered <i>Pavement</i> surface with <i>Patch Gravelling</i> on clay soils to improve traffic-ability. The desirable <i>Pavement</i> surface is short grass to minimise <i>Erosion</i> .
Pavement 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.
Pavement 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

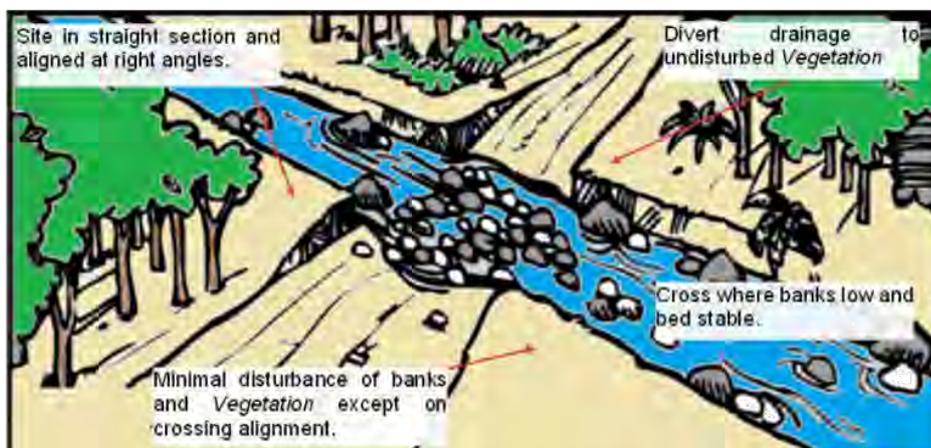
5.8.1 Watercourse Crossings - Design Considerations and Parameters

- (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.