



AGENDA

General Meeting

15 August 2018

NOTICE OF GENERAL MEETING

To: Cr RL Chambers (Mayor)
Cr FO Whelan (Deputy Mayor/Division 3)
Cr PW Lobegeier (Division 1)
Cr PF Webster (Division 2)
Cr BJ Zahl (Division 4)
Cr WJ Bowen (Division 5)
Cr RP Radel (Division 6)

Please be advised that the General Meeting of the North Burnett Regional Council will be held at the Biggenden Boardroom on Wednesday, 15 August 2018 commencing at 9:00am.

An agenda is attached for your information.

Ray Burton PSM
Interim Chief Executive Officer

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1 ATTENDEES**2 WELCOME/HOUSEKEEPING****3 APOLOGIES/LEAVE OF ABSENCE****4 DECLARATION OF INTEREST**

Division 5A of the Local Government Act 2009 (the Act) requires Councillors to declare a Material Personal Interest or a Conflict of Interest should either apply regarding a matter that is before a Council meeting (refer Sections 175C and 175E of the Act).

The Declaration should be made at the commencement of the meeting and prior to the matter being considered and voted upon by Council. The Declaration must include details of the nature of the interest and what the Councillor intends to do about the interest.

In accordance with Section 175E(3) and (4) of the Act if a Councillor who has declared a Conflict of Interest advises they will stay in the meeting while the matter is being considered and voted upon the other Councillors must determine whether that Councillor may remain in the meeting whilst the matter is being considered and voted upon by the Council.

In accordance with Section 175G of the Act should a Councillor reasonably believe another Councillor has a Material Personal Interest or a Conflict of Interest in a matter listed for consideration at that Council meeting and that Councillor has not declared the interest the Councillor with the reasonable believe must report that belief to the meeting chairperson and the Council must decide whether the Councillor concerned has an interest and if so how that interest should be dealt with.

5 DEPUTATIONS/PETITIONS

Council will make time available at each General Meeting for public questions/representations. This is an opportunity for members of the public to make a representation on a matter in which they have an interest on an item which is before the Council for decision e.g. development applications. Other than with approval of the Mayor, individuals will not be allowed to address Council on agenda related matters at any other time during the meeting. Public Question and Statements Time will commence at 9:30am.

6 CONFIRMATION OF MINUTES

6.1 MINUTES OF THE GENERAL MEETING HELD ON 18 JULY 2018

Doc Id: 887052

Author: Natalie Zillman, Information Coordinator

Authoriser: Ray Burton, Interim Chief Executive Officer

Attachments: 1. Minutes of the General Meeting held on 18 July 2018

RECOMMENDATION

1. That the Minutes of the General Meeting held on 18 July 2018 be received and the recommendations therein be adopted.

**MINUTES OF NORTH BURNETT REGIONAL COUNCIL
GENERAL MEETING
HELD AT THE MONTO BOARDROOM
ON WEDNESDAY, 18 JULY 2018 AT 9:00AM**

1 ATTENDEES

COUNCILLORS: Cr Rachel Chambers, Cr Faye Whelan, Cr John Bowen, Cr Paul Lobegeier, Cr John Zahl, Cr Robert Radel

OFFICERS: Ray Burton PSM (Interim Chief Executive Officer), Brad Duke (General Manager Corporate and Community), Trevor Harvey (General Manager of Strategy, Innovation and Assets), Michael Pickering (Acting General Manager Works), Lisa Benham (Manager of Corporate Services), Natalie Zillman (Information Coordinator)

2 WELCOME/HOUSEKEEPING

The Mayor declared the meeting open and welcomed all attendees.

3 APOLOGIES/LEAVE OF ABSENCE

APOLOGY

RESOLUTION 2018/156

Moved: Cr Faye Whelan
Seconded: Cr Paul Lobegeier

That the apology received from Cr Peter Webster be accepted and leave of absence granted.

CARRIED

4 DECLARATION OF INTEREST

Cr John Bowen declared a perceived conflict of interest in agenda item 13.1 'Community Grants Report to July 2018' (as defined in section 173 of the *Local Government Act 2009*) due to being a volunteer at the 'Catch a Catty'. Cr John Bowen determined that this personal interest is not of sufficient significance that it will lead to him making a decision on this matter that is contrary to the public interest. Cr John Bowen will best perform his responsibility of serving the overall public interest of the whole of Council's area by participating in the discussion and voting on this matter.

Cr John Zahl declared a perceived conflict of interest in agenda item 13.1 'Community Grants Report to July 2018' (as defined in section 173 of the *Local Government Act 2009*) due to being honorary auditor of the Gayndah Jockey Club and proposed to exclude himself from the meeting while this matter is debated and the vote is taken.

Cr Faye Whelan declared a perceived conflict of interest in agenda item 13.1 'Community Grants Report to July 2018' (as defined in section 173 of the *Local Government Act 2009*) due to family involvement in the racing industry and proposed to exclude herself from the meeting while the Gayndah Jockey Club matter is debated and the vote is taken.

5 DEPUTATION/PETITIONS

Council will make time available at each General Meeting for public questions/ representations. This is an opportunity for members of the public to make a representation on a matter in which they have an interest on an item which is before the Council for decision e.g. development applications. Other than with approval of the Mayor, individuals will not be allowed to address Council on agenda related matters at any other time during the meeting. Public Question and Statements Time will commence at 9:30am.

5.1 MRS DOLORES FOWLER

NOTE

This item was considered following item 8.1.

6 CONFIRMATION OF MINUTES

6.1 MINUTES OF THE GENERAL MEETING HELD ON 27 JUNE 2018

RESOLUTION 2018/157

Moved: Cr John Bowen

Seconded: Cr John Zahl

1. That the Minutes of the General Meeting held on 27 June 2018 be confirmed. **CARRIED**

6.2 MINUTES OF THE BUDGET MEETING HELD ON 4 JULY 2018

RESOLUTION 2018/158

Moved: Cr Paul Lobegeier

Seconded: Cr Robert Radel

1. That the Minutes of the Special Budget Meeting held on 4 July 2018 with the inclusion of the Mayor's Budget speech be confirmed. **CARRIED**

6.3 MINUTES OF THE POLICY AND PLANNING STANDING COMMITTEE MEETING HELD ON 4 JULY 2018

RESOLUTION 2018/159

Moved: Cr Paul Lobegeier

Seconded: Cr John Bowen

1. That the unconfirmed Minutes of the Policy and Planning Standing Committee Meeting held on 4 July 2018 be 'received' and the recommendations adopted. **CARRIED**

6.4 MINUTES OF THE TECHNICAL SERVICES STANDING COMMITTEE MEETING HELD ON 4 JULY 2018

RESOLUTION 2018/160

Moved: Cr Faye Whelan
Seconded: Cr John Zahl

1. That the unconfirmed Minutes of the Technical Services Standing Committee Meeting held on 4 July 2018 be 'received' and the recommendations adopted. **CARRIED**

7 GOVERNANCE REPORTS

7.1 FINANCE REPORT TO 30 JUNE 2018

RESOLUTION 2018/161

Moved: Cr John Bowen
Seconded: Cr John Zahl

That the Finance Report for month ended 30 June 2018 as presented be adopted. **CARRIED**

8 ECONOMIC REPORTS

8.1 STREETScape FUNDING APPLICATION REPORT

RESOLUTION 2018/162

Moved: Cr John Bowen
Seconded: Cr Robert Radel

That Council approve the 2018/19 financial year applications from Eden Creek Holdings Pty Ltd:

1. Music Room Shoes (Doc Id: 878993) for Business Streetscape Funding of \$900.00 to paint the front and side of 25 Lyons Street, and
2. Mundubbera Post Office (Doc Id: 878996) for Business Streetscape Funding of \$900.00 to paint the front and veranda of 71-73 Lyons Street

in accordance with General Policy 218 – Business Streetscape. **CARRIED**

Mrs Delores Fowler and Mr Jack Muller entered the meeting at 9:27am.

Mrs Fowler presented a deputation to Council on local and regional items in the North Burnett and, Mr Muller requested a follow-up on storm green waste collection in Monto.

9 SOCIAL REPORTS

Nil

10 INFRASTRUCTURE REPORTS

Nil

11 ENVIRONMENTAL REPORTS

Nil

Declaration of Conflict of Interest

- a. At 9:28am, Cr John Zahl declared a perceived conflict of interest (as defined in section 175D of the *Local Government Act 2009*) in agenda item 13.1 'Community Grants Report to July 2018 specific to the Gayndah Jockey Club application;
- b. Cr Zahl outlined the nature of interest was that he was honorary auditor for the Gayndah Jockey Club;
- c. In accordance with Section 175E(3) Cr Zahl decided to leave the meeting prior to discussion and voting on this item and Council was not required to consider its responsibility under Section 157E(4) of the Act;
- d. Cr Zahl left the meeting and did not participate in discussion or voting on this item;
- e. The majority of Councillors voted in favour of the resolution on this item when considered in open session

At 9:28 am, Cr John Zahl left the meeting.

Declaration of Conflict of Interest

- a. At 9:29am, Cr Faye Whelan declared a perceived conflict of interest (as defined in section 175D of the *Local Government Act 2009*) in agenda item 13.1 'Community Grants Report to July 2018' specific to the Gayndah Jockey Club application;
- b. Cr Whelan outlined the nature of interest was a family involvement in the racing industry;
- c. In accordance with Section 175E(3) Cr Whelan decided to leave the meeting prior to discussion and voting on this item and Council was not required to consider its responsibility under Section 157E(4) of the Act;
- d. Cr Whelan left the meeting and did not participate in discussion or voting on this item;
- e. The majority of Councillors voted in favour of the resolution on this item when considered in open session.

At 9:29 am, Cr Faye Whelan left the meeting.

13 COMMUNITY GRANTS - GAYNDAH JOCKEY CLUB

RESOLUTION 2018/163

Moved: Cr Robert Radel

Seconded: Cr Paul Lobegeier

That the application for the Gayndah Jockey Club be deferred pending consideration at a future meeting. **CARRIED**

At 9:32 am, Cr John Zahl and Cr Faye Whelan returned to the meeting.

Declaration of Conflict of Interest

- a. At 9:32am, Cr John Bowen declared a perceived conflict of interest (as defined in section 175D of the *Local Government Act 2009*) in agenda item 13.1 'Community Grants Report to July 2018' specific to the Paradise Dam Stocking Association application;
- b. Cr John Bowen outlined the nature of interest was due to being a volunteer at the 'Catch a Catty' event;

- c. In accordance with Section 175E(4) Councillors considered Cr Bowen's perceived conflict of interest and decided that Cr Bowen may participate in the meeting in relation to the matter, including by voting on the matter;
- d. Cr Bowen participated in the meeting during consideration of this matter;
- e. Cr Bowen voted in support of the resolution; and
- f. The majority of Councillors voted in favour of the resolution on this item when considered in open session.

13.1 COMMUNITY GRANTS REPORT TO JULY 2018 MEETING

RESOLUTION 2018/164

Moved: Cr Faye Whelan
Seconded: Cr Paul Lobegeier

That Council approves:

1. Community Grant funding application for the Paradise Stocking Association for financial and in kind assistance, under Policy 119 Lifelong Community Grants, Policy 120 Cultural and Sports Performance Grants, Policy 121 major Events Grants and Policy 113 Not for Profit Community Organisations and In Kind Support:

Paradise Stocking Assoc. Inc., In Kind \$185.00; and

2. To meet the cost of \$2,490 (funded via the caravan parks operational budget) for the hiring of mobile toilets and subsequent waste disposal for the 'Catch a Catty' event to be held at the Mingo Crossing Caravan Park on 25 and 26 August 2018. **CARRIED**

12 COUNCILLOR REPORTS

12.1 MAYOR AND COUNCILLORS REPORTS

RESOLUTION 2018/165

Moved: Cr Paul Lobegeier
Seconded: Cr John Zahl

That the Councillor Reports be 'received'.

CARRIED

13 CONFIDENTIAL REPORTS**RESOLUTION 2018/166**

Moved: Cr Robert Radel

Seconded: Cr John Zahl

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 275(1) of the *Local Government Regulation 2012*:

13.2 Application for Permanent Road Closure - MV Baker

This matter is considered to be confidential under Section 275(1)(h) 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 other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

13.3 Performance Management Software - Expression of Interest

This matter is considered to be confidential under Section 275(1)(e) 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 contracts proposed to be made by it.

And Council moves into closed session.

CARRIED

RESOLUTION 2018/167

Moved: Cr John Zahl

Seconded: Cr Robert Radel

That Council moves out of Closed Council into Open Council.

CARRIED

13.2 APPLICATION FOR PERMANENT ROAD CLOSURE - MV BAKER

RESOLUTION 2018/168

Moved: Cr Robert Radel

Seconded: Cr John Zahl

That Council advise the Department of Natural Resources, Mines and Energy (DNRME) that:

1. it has no objections to the permanent closure of a section of unused road, surrounded by land described as 5WK207, between the chainages of 5.950km and 9.780km from the intersection of Rockybar Redbank Road;
2. usage of the land as proposed is authorised by the Council and that no further contact with DNRME is needed at this time; and
3. the proposed road closure meets Council road closure requirements in that:
 - a) it would be cost prohibitive to construct the road;
 - b) the unused road traverses an existing allotment;
 - c) the unused road is not currently nor proposed stock route; and
 - d) there is alternative access to all existing adjoining lots.

CARRIED 4/2

Cr Faye Whelan requested that her vote against the motion be noted.

13.3 PERFORMANCE MANAGEMENT SOFTWARE - EXPRESSION OF INTEREST

RESOLUTION 2018/169

Moved: Cr John Zahl

Seconded: Cr John Bowen

That

1. pursuant to Council resolutions dated 13 December 2017 and 18 April 2018 and Expression of Interest (EOI) No. 2909_2017-18_EOI_23, Council approves the purchase of performance management software from Local Government Software Solutions (LGSS) at the estimated (3 year) price of \$47,100.00; and
2. the Chief Executive Officer (General Manager Corporate and Community) develop a product implementation plan including staff training and development, a review of reporting processes and linkages to Corporate and Operational Plans to ensure successful integration of this software solution throughout Council's operations.

CARRIED

14 GENERAL BUSINESS

14.1 FRIENDS OF RM WILLIAMS CENTRE

North Burnett Regional Council nominate Cr Peter Webster and the Economic Development Manager to attend meetings of the *Friends of RM* as Council representatives.

14.2 COUNCILLOR SERVICE REQUEST ITEMS

Items raised by Cr Paul Lobegeier at the July Councillor workshop have been entered as customer requests in MagiQ for actioning.

1. Department of Transport and Main Roads to be advised of the following:
 - Be requested to advise on its Rail Corridor maintenance program in each North Burnett town; and
 - Footbridge Monto – Department of Transport and Main Roads be advised that the footbridge over the rail corridor at Monto ices up in cold weather and becomes a slip hazard.
2. Landcare property Monto – monitoring of water usage and the dumping of timber on this site.
3. Request for Monto Show Society lease progress update.

15 CLOSURE OF MEETING

The Meeting closed at 10:17am.

The minutes of this meeting were confirmed at the General Meeting held on 15 August 2018.

.....
CHAIRPERSON

6.2 MINUTES OF THE POLICY AND PLANNING STANDING COMMITTEE MEETING HELD ON 1 AUGUST 2018

Doc Id: 887053

Author: Natalie Zillman, Information Coordinator

Authoriser: Ray Burton, Interim Chief Executive Officer

Attachments: 1. Minutes of the Policy and Planning Standing Committee Meeting held on 1 August 2018

RECOMMENDATION

1. That the confirmed Minutes of the Policy and Planning Standing Committee Meeting held on 1 August 2018 be received and the recommendations therein be adopted.

**MINUTES OF NORTH BURNETT REGIONAL COUNCIL
POLICY AND PLANNING STANDING COMMITTEE MEETING
HELD AT THE MUNDUBBERA BOARDROOM
ON WEDNESDAY, 1 AUGUST 2018 AT 9:00AM**

1 ATTENDEES

COUNCILLORS: Mayor Cr Rachel Chambers, Cr Paul Lobegeier (Division 1), Cr Peter Webster (Division 2), Cr John Zahl (Division 4) and Cr John Bowen (Division 5)

OFFICERS: Brad Duke (General Manager Corporate and Community), Trevor Harvey (General Manager of Strategy, Innovation and Assets), Michael Pickering (Acting General Manager Works), Justin Kronk (Asset Services Manager) and Natalie Zillman (Information Coordinator)

2 WELCOME/HOUSEKEEPING

The Mayor declared the meeting open and welcomed all attendees.

3 APOLOGIES

COMMITTEE RESOLUTION PP/2018/40

Moved: Cr Paul Lobegeier

Seconded: Cr John Zahl

That the apology received from Deputy Mayor, Cr Faye Whelan (Division 3) and Cr Robert Radel (Division 6) be accepted and leave of absence granted. **CARRIED**

4 DECLARATION OF INTEREST

The Mayor, Cr Chambers declared a perceived conflict of interest in agenda item 5.2 'Review of Statutory Policy and Terms of Reference – Audit and Risk Committee' (as defined in section 173 of the *Local Government Act 2009*) due to being Chair of the Audit and Risk Committee. Cr Chambers determined that this personal interest is not of sufficient significance that it will lead to her making a decision on this matter that is contrary to the public interest. Cr Chambers will best perform her responsibility of serving the overall public interest of the whole of Council's area by participating in the discussion and voting on this matter.

Cr Paul Lobegeier declared a perceived conflict of interest in agenda item 7.1 'Approval to Paint a Mural on the Mundubbera Library Wall Easement to the Art Gallery to Commemorate the 10th Anniversary of the Gallery' (as defined in section 173 of the *Local Government Act 2009*) due to being Chair of the RADF Committee. Cr Lobegeier determined that this personal interest is not of sufficient significance that it will lead to him making a decision on this matter that is contrary to the public interest. Cr Lobegeier will best perform his responsibility of serving the overall public interest of the whole of Council's area by participating in the discussion and voting on this matter.

Cr John Zahl declared a perceived conflict of interest in agenda item 7.1 'Approval to Paint a Mural on the Mundubbera Library Wall Easement to the Art Gallery to Commemorate the 10th Anniversary of the Gallery' (as defined in section 173 of the *Local Government Act 2009*) due to being a member on the RADF Committee. Cr Zahl determined that this personal interest is not of sufficient significance that it will lead to him making a decision on this matter that is contrary to the public interest. Cr Zahl will best perform his responsibility of serving the overall public interest of the whole of Council's area by participating in the discussion and voting on this matter.

5 GOVERNANCE REPORTS

5.1 CONFIRMATION OF POLICY AND PLANNING STANDING COMMITTEE MINUTES 04 JULY 2018

COMMITTEE RESOLUTION PP/2018/41

Moved: Cr Paul Lobegeier

Seconded: Cr John Zahl

That the Policy and Planning Standing Committee minutes from the 04 July 2018 be confirmed.

CARRIED

Declaration of Conflict of Interest

- a. At 9:05am, the Mayor Cr Chambers declared a perceived conflict of interest (as defined in section 175D of the *Local Government Act 2009*) in agenda item 5.2 'Review of Statutory Policy and Terms of Reference – Audit and Risk Committee';
- b. Cr Chambers outlined the nature of interest was due to being Chair of the Committee;
- c. In accordance with Section 175E(4) Councillors considered Cr Chambers' perceived conflict of interest and decided that Cr Chambers may participate in the meeting in relation to the matter, including by voting on the matter;
- d. Cr Chambers participated in the meeting during consideration of this matter;
- e. Cr Chambers voted in support of the resolution; and
- f. The majority of Councillors voted in favour of the resolution on this item.

5.2 REVIEW OF STATUTORY POLICY AND TERMS OF REFERENCE - AUDIT AND RISK COMMITTEE

COMMITTEE RESOLUTION PP/2018/42

Moved: Cr Paul Lobegeier

Seconded: Cr Peter Webster

That:

1. Council adopt revised Statutory Policy 109 "Appointment of Audit and Risk Committee" including the Terms of Reference (TOR); and
2. From Tuesday 7 August 2018, Council resolves to abolish the existing Audit and Risk Committee and that all committee members and officers be thanked for their participation and involvement in the business of the Committee; and
3. Council resolves to establish a new Audit and Risk Committee consistent with the Local Government Act 2012, Statutory Policy 109, and the 2017-18 Interim Management Report prepared by Pitchers Partners (on behalf of the Qld Audit Office); and
4. Council resolves to appoint the following two (2) Councillors to the new Audit and Risk Committee, Mayor Councillor Rachel Chambers and Councillor John Zahl; and
5. Public advertising to occur for the following (independent) roles:
 - Chair, North Burnett Regional Council Audit and Risk Committee
 - Committee Member, North Burnett Regional Council Audit and Risk Committee; and
6. All applications received for the above positions be considered with the subsequent appointments being determined by Council resolution; and
7. The Chief Executive Officer be given delegated authority to conclude all terms, conditions and remuneration applicable for independent members on the Audit and Risk Committee

CARRIED

6 ECONOMIC REPORTS

6.1 MOUNTAIN VIEW CARAVAN PARK

COMMITTEE RESOLUTION PP/2018/43

Moved: Cr Peter Webster

Seconded: Cr John Zahl

1. That approval be given for the development of a lease document for Mountain View Caravan Park, in consultation with Council's legal advisors.
2. That Mountain View Caravan Park be leased for a total of ten (10) years (5 years with the option to renew for a further 5 years).

CARRIED

Declaration of Conflict of Interest

- a. At 9:25am, Cr Paul Lobegeier declared a perceived conflict of interest (as defined in section 175D of the *Local Government Act 2009*) in agenda item 7.1 'Approval to Paint a Mural on the Mundubbera Library Wall Easement to the Art Gallery to Commemorate the 10th Anniversary of the Gallery';

- b. Cr Lobegeier outlined the nature of interest was due to being Chair of the RADF Committee;
- c. In accordance with Section 175E(4) Councillors considered Cr Lobegeier's perceived conflict of interest and decided that Cr Lobegeier may participate in the meeting in relation to the matter, including by voting on the matter;
- d. Cr Lobegeier participated in the meeting during consideration of this matter;
- e. Cr Lobegeier voted in support of the resolution; and
- f. The majority of Councillors voted in favour of the resolution on this item.

Declaration of Conflict of Interest

- a. At 9:25am, Cr John Zahl declared a perceived conflict of interest (as defined in section 175D of the *Local Government Act 2009*) in agenda item 7.1 'Approval to Paint a Mural on the Mundubbera Library Wall Easement to the Art Gallery to Commemorate the 10th Anniversary of the Gallery';
- b. Cr Zahl outlined the nature of interest was due to being a member of the RADF Committee;
- c. In accordance with Section 175E(4) Councillors considered Cr Zahl's perceived conflict of interest and decided that Cr Zahl may participate in the meeting in relation to the matter, including by voting on the matter;
- d. Cr Zahl participated in the meeting during consideration of this matter;
- e. Cr Zahl voted in support of the resolution; and
- f. The majority of Councillors voted in favour of the resolution on this item.

7 SOCIAL REPORTS

7.1 APPROVAL TO PAINT A MURAL ON THE MUNDUBBERA LIBRARY WALL EASEMENT TO THE ART GALLERY TO COMMEMORATE THE 10TH ANNIVERSARY OF THE GALLERY.

COMMITTEE RESOLUTION PP/2018/44

Moved: Cr John Bowen

Seconded: Cr John Zahl

That subject to approving the final design, Council:

1. will allow the painting of a mural on the library wall (opposite the former Council Chambers), which is located in the easement that leads to the main entry of the Mundubbera Art Gallery; and
2. provide a letter to the Mundubbera Art Gallery Committee congratulating them on their initiative here and their ongoing commitment to arts and culture in the North Burnett Region.

CARRIED

8 GENERAL BUSINESS

Nil

9 CLOSURE OF MEETING

The Meeting closed at 9:35am.

The minutes of this meeting were confirmed at the Policy and Planning Standing Committee Meeting held on 5 September 2018.

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CHAIRPERSON

6.3 MINUTES OF THE TECHNICAL SERVICES STANDING COMMITTEE MEETING HELD ON 1 AUGUST 2018

Doc Id: 887054

Author: Natalie Zillman, Information Coordinator

Authoriser: Ray Burton, Interim Chief Executive Officer

Attachments: 1. Minutes of the Technical Services Standing Committee Meeting held on 1 August 2018

RECOMMENDATION

1. That the unconfirmed Minutes of the Technical Services Standing Committee Meeting held on 1 August 2018 be received and the recommendations therein be adopted.

**MINUTES OF NORTH BURNETT REGIONAL COUNCIL
TECHNICAL SERVICES STANDING COMMITTEE MEETING
HELD AT THE MUNDUBBERA BOARDROOM
ON WEDNESDAY, 1 AUGUST 2018 AT 9:42AM**

1 ATTENDEES

COUNCILLORS: Mayor Cr Rachel Chambers, Cr Paul Lobegeier (Division 1), Cr Peter Webster (Division 2), Cr John Zahl (Division 4) and Cr John Bowen (Division 5)

OFFICERS: Brad Duke (General Manager Corporate and Community), Trevor Harvey (General Manager of Strategy, Innovation and Assets), Michael Pickering (Acting General Manager Works), Justin Kronk (Asset Services Manager) and Natalie Zillman (Information Coordinator)

2 WELCOME/HOUSEKEEPING

The Mayor declared the meeting open and welcomed all attendees.

3 APOLOGIES

COMMITTEE RESOLUTION TS/2018/80

Moved: Cr John Zahl
Seconded: Cr Paul Lobegeier

That the apology received from Deputy Mayor, Cr Faye Whelan (Division 3) and Cr Robert Radel (Division 6) be accepted and leave of absence granted. **CARRIED**

4 DECLARATION OF INTEREST

Nil.

5 INFRASTRUCTURE REPORTS

5.1 B DOUBLE REPORT - CASES 150491R1V1 AND 150491R3V1 - D & B CROSS TRANSPORT

COMMITTEE RESOLUTION TS/2018/81

Moved: Cr Paul Lobegeier

Seconded: Cr Peter Webster

That relative to the D&B Cross Transport application as per MHVR Route ID Q373-8 v8 Council:

- a. Having regard for historic assessment and endorsements, endorses approval of the permit application for 25/26 metre B-Double vehicles to travel on Hawkwood Road from Mundubbera-Durong Rd to shire boundary (Auburn Rd end) and Walkers Rd from Hawkwood Rd to gated end of road; and
- b. Does not endorse approval of the permit application for 25/26 metre B-Double vehicles to travel on New Cadarga Rd / Barbours Rd route due to the current standard of Barbours Rd, especially the unsealed road segments with steep grades and curves associated with creek and floodway crossings and narrow grids with curved alignments. **CARRIED**

5.2 TECHNICAL SERVICES STANDING COMMITTEE MINUTES 04 JULY 2018

COMMITTEE RESOLUTION TS/2018/82

Moved: Cr Paul Lobegeier

Seconded: Cr John Zahl

That the Technical Services Standing Committee minutes of 04 July 2018 be confirmed. **CARRIED**

6 CONFIDENTIAL REPORTS

COMMITTEE RESOLUTION TS/2018/83

Moved: Cr John Zahl

Seconded: Cr Paul Lobegeier

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 275(1) of the *Local Government Regulation 2012*:

6.1 Addition to Panel Of Providers for Facilities Maintenance - Adam Rhind Electrical

This matter is considered to be confidential under Section 275(1)(h) of the *Local Government Regulation 2012*, 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 other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

6.2 Sale of Sports Light Tender

This matter is considered to be confidential under Section 275(1)(e) of the *Local Government Regulation 2012*, 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 contracts proposed to be made by it.

And moves into Closed Session.

CARRIED

COMMITTEE RESOLUTION TS/2018/84

Moved: Cr John Zahl
Seconded: Cr John Bowen

That Council moves out of Closed Council into Open meeting.

CARRIED

6.1 ADDITION TO PANEL OF PROVIDERS FOR FACILITIES MAINTENANCE - ADAM RHIND ELECTRICAL

COMMITTEE RESOLUTION TS/2018/85

Moved: Cr Paul Lobegeier
Seconded: Cr John Zahl

That Adam Rhind Electrical be added to Council's Panel of Providers for Facilities Maintenance under Quotation 2909/2017-18/QT/16.

CARRIED

6.2 SALE OF SPORTS LIGHT TENDER

COMMITTEE RESOLUTION TS/2018/86

Moved: Cr John Bowen
Seconded: Cr Paul Lobegeier

That Council:

1. accepts the tender offer of \$500 from the Gayndah Show Society for the former Gayndah sports field lights and that Council Asset Services officers negotiate the pickup of the lights within 60 days; and
2. accepts the tender offer of \$50 from the Mundubbera Show Society for the former Archer Park lights and that Council Asset Services officers negotiate the pickup of the lights within 60 days; and
3. letters be forwarded to all successful and unsuccessful tenderers.

CARRIED

7 GENERAL BUSINESS

Nil.

8 CLOSURE OF MEETING

The Meeting closed at 10:10am.

The minutes of this meeting were confirmed at the Technical Services Standing Committee Meeting held on 5 September 2018.

.....
CHAIRPERSON

7 GOVERNANCE REPORTS

7.1 2018 LGAQ ANNUAL CONFERENCE

Doc Id: 885216

Author: Tracey Wilson, Executive Support Stream Leader

Authoriser: Ray Burton, Interim Chief Executive Officer

Attachments:

1. LGAQ - 2018 Annual Conference - Invitation to Attend [885207]  
2. LGAQ - 2018 Annual Conference - Motion Request [885210]  
3. LGAQ - 2018 Annual Conference - Certificates of Service [885212] 
4. LGAQ - 2018 Annual Conference - Program [885208]  
5. LGAQ - 2018 Annual Conference - Accommodation [885213]  

INTRODUCTION/BACKGROUND

The purpose of this report is for Council to consider and appoint delegates to attend LGAQ's 122nd Annual Conference, 29-31 October 2018 at the Brisbane Convention & Exhibition Centre.

Held annually in October, The Annual Conference provides an important opportunity for councils to not only network and learn but also to debate and vote on new policy.

The theme for this year's conference 'Onwards and Upwards' denotes the tough last year local government has endured and the steely commitment to build better communities into the future.

Council by resolution appoints delegates and observers to attend the Annual Conference. It is a strong professional development opportunity for Councillors, and provides an opportunity for all Queensland councils to come together once a year to debate issues of importance to local communities.

Member councils are also requested to bring forward for discussion at the Annual Conference any subject connected with the objects of the Association or pertaining to matters of common concern to Members. Pursuant to procedural practice member councils are requested to provide this in writing to the Chief Executive Officer with six (6) weeks' notice.

Motions are therefore requested to be submitted **no later than 24 August 2018**. This will enable the Agenda Committee to review all submitted motions and provide a Preliminary Agenda for Member Councils four (4) weeks prior to the commencement of Conference.

CORPORATE/OPERATIONAL PLAN

5. Our Effective and Efficient Council

- 5.8.1 Encourage partnerships for the benefit of the region, our community and economy
- 5.18.1 Provide elected members with opportunities and access to quality training, professional development, and networking at a local, regional, state and national level.

POLICY IMPLICATIONS

Policy 103 – Reimbursement and Provision of Facilities for Mayor and Councillors

Policy 114 – Councillor Code of Conduct

Policy 307 – Training and Development

Previous decisions by Council

STATUTORY REQUIREMENTS

Local Government Act 2009

Local Government Regulation 2012

FINANCIAL REQUIREMENTS

Attendance within budget constraints.

RISK MANAGEMENT

Compliance with any statutory requirements and policy responsibilities.

CONSULTATION

For Councillor consideration and direction.

RECOMMENDATION

That:

1. Council consider submission of motions for the 2018 LGAQ Annual Conference noting deadline of Friday, 24 August 2018.
2. Council approve the attendance of Councillors (xx and yy) together with the Chief Executive Officer at the 2018 LGAQ Annual Conference to be held in Brisbane from 29-31 October 2018.



25 July 2018

The Chief Executive Officer
ALL MEMBER COUNCILS

Policy Executive Members
LOCAL GOVERNMENT ASSOCIATION

Dear Sir/Madam

LGAQ 122nd Annual Conference: 29-31 October 2018, Brisbane Convention and Exhibition Centre, Cnr Merivale and Glenelg Streets, South Brisbane: Conference Information

I am writing to inform you that we are now accepting registrations for our Annual Conference.

A copy of our brochure is attached for your information.

REGISTRATION

Member Councils pay a Conference Levy in conjunction with their Membership Subscription. This year the Conference Levy, which entitles your Council to be represented at Conference by two (2) Delegates, has been set at **\$3080 including GST**.

Others may attend as an observer and if this is the case a **Registration Fee of \$1540.00 (GST Incl) per person** attending, is required to be paid. **Note** that the Tuesday evening function **is not** included in the registration fee. This initiative was authorised by the Policy Executive to assist those councils who wished to reduce the costs of conference for their local government.

Please register online by clicking on the link in the brochure. Note that **each and every person** attending the conference must be registered so that name tags, voting cards, lists of attendees etc, can be prepared in ample time and the Hosts of the various functions advised as soon as practicable of the numbers attending those functions, to enable necessary arrangements to be made. If you have any problems registering on-line, please do not hesitate to ring the Members Hotline 1300 542 700.

Please note that as per last year we are allowing **One Day Registrations only** (i.e. you cannot book two single days), to provide the opportunity for more observers to attend. One Day Registration includes a conference satchel and a lunch. Because of space limitations, One Day Registration is **strictly limited** to 100 on a first-in basis.

Because of the high costs of catering arrangements, it is imperative that the registrations be carefully and accurately completed. In previous years, the differences between registered numbers and actual attendances have resulted in over-catering at considerable cost.

The Early Bird (\$1540.00 GST Incl) Cut Off date for Registrations is 14 September 2018. From then, the cost is \$1740.00 GST Incl, and no registrations will be accepted after 12 October 2018.

ACCOMMODATION

Corporate Traveller has been appointed as the official accommodation agent for the 2018 Annual Conference, being held at the Brisbane Convention and Exhibition Centre and a link to their online booking tool can be found on the brochure attached or on LGAQ's website www.lgaq.asn.au under Events 2018 LGAQ 122nd Annual Conference.

P 07 3000 2222
F 07 3252 4473
W www.lgaq.asn.au

Local Government House
25 Evelyn Street
Newstead Qld 4006

PO Box 2230
Fortitude Valley BC
Qld 4006

Local Government Association Of Queensland Ltd.
ABN 11 010 883 293 **ACN** 142 783 917



To ensure all councils are able to take full advantage of the special rates I ask that bookings made reflect the needs of those travelling.

TERMS AND CONDITIONS OF BOOKING

Each property will have their own terms and conditions in regard to bookings. Please ensure you check the terms and conditions for each property prior to making bookings.

I look forward to seeing you at Conference.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Greg Hallam', with a long, sweeping flourish extending to the right.

Greg Hallam AM
CHIEF EXECUTIVE OFFICER



25 July 2018

The Chief Executive Officer
ALL MEMBER COUNCILS

Policy Executive Members
LOCAL GOVERNMENT ASSOCIATION

Dear Sir/Madam

LGAQ 122nd ANNUAL CONFERENCE: MOTION REQUEST

It's that time of year when the LGAQ requests member councils to bring forward for discussion at the Annual Conference any subject connected with the objects of the Association or pertaining to matters of common concern to Members. Pursuant to procedural practice member councils are requested to provide this in writing to the Chief Executive Officer with six (6) weeks' notice.

Motions are therefore requested to be submitted no later than **24 August 2018**. This will enable the Agenda Committee to review all submitted motions and provide a Preliminary Agenda for Member Councils four (4) weeks prior to the commencement of Conference.

This year, the LGAQ is providing a new automated process to support councils seeking to put forward agenda items, using the LG Online system.

Please use the following link <http://www.lgaq.asn.au/group/guest/motions-submission> to submit your motions.

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

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

Please note that each registered Delegate and Observer will receive a complete agenda document at Conference via the conference app.

Should you have any questions or concerns about submitting motions, please do not hesitate to contact the Members Services Centre by phone 1300 542 700 or email ask@lgaq.asn.au.

Yours sincerely

A handwritten signature in black ink, appearing to be 'G. Hallam', written over a white background.

Greg Hallam AM
CHIEF EXECUTIVE OFFICER



25 July 2018

The Chief Executive Officer
ALL MEMBER COUNCILS

Policy Executive Members
LOCAL GOVERNMENT ASSOCIATION

Dear Sir/Madam

CERTIFICATES OF SERVICE

This is to bring to your attention the Association's revised policy with regard to the issuing of Certificates of Service as a result of 1996 Annual Conference Resolution No 6.

As you are probably aware, since 1969 the Association has issued to Member Councils at their request a Certificate of Service to Elected Members who have served 20 years or more in Local Government. The 1996 Annual Conference resolved that the qualifying period for Certificates of Service **be reduced from 20 years to 15 years.**

The following relevant information is presented for your information.

1. Service Requirement

Certificate of Service

The period of service necessary to entitle an Elected Member to a Certificate **must be 15 years or more.**

Certificate of Extensive Service

The minimum **additional** period of service necessary to entitle an Elected Member to a Certificate of Extensive Service shall be:

- 5 years - where the Elected Member retires, resigns, or for some other reason ceases to be a member of the Local Government; or
- 10 years - for a service Member

In ascertaining the period of an Elected Member's service:

- It is not necessary for the service to be continuous, and
- It is not necessary that such service be with the Council making requests

2. Procedure

Please complete the attached application form and send it back to Bron Browning via post, or email bron_browning@lgaq.asn.au.

Requests for Certificates to be presented at the Annual Conference must be received in this office no later than **FRIDAY 28 September 2018**.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Greg Hallam', is written over a horizontal line.

Greg Hallam AM
CHIEF EXECUTIVE OFFICER

P 07 3000 2222
F 07 3252 4473
W www.lgaq.asn.au

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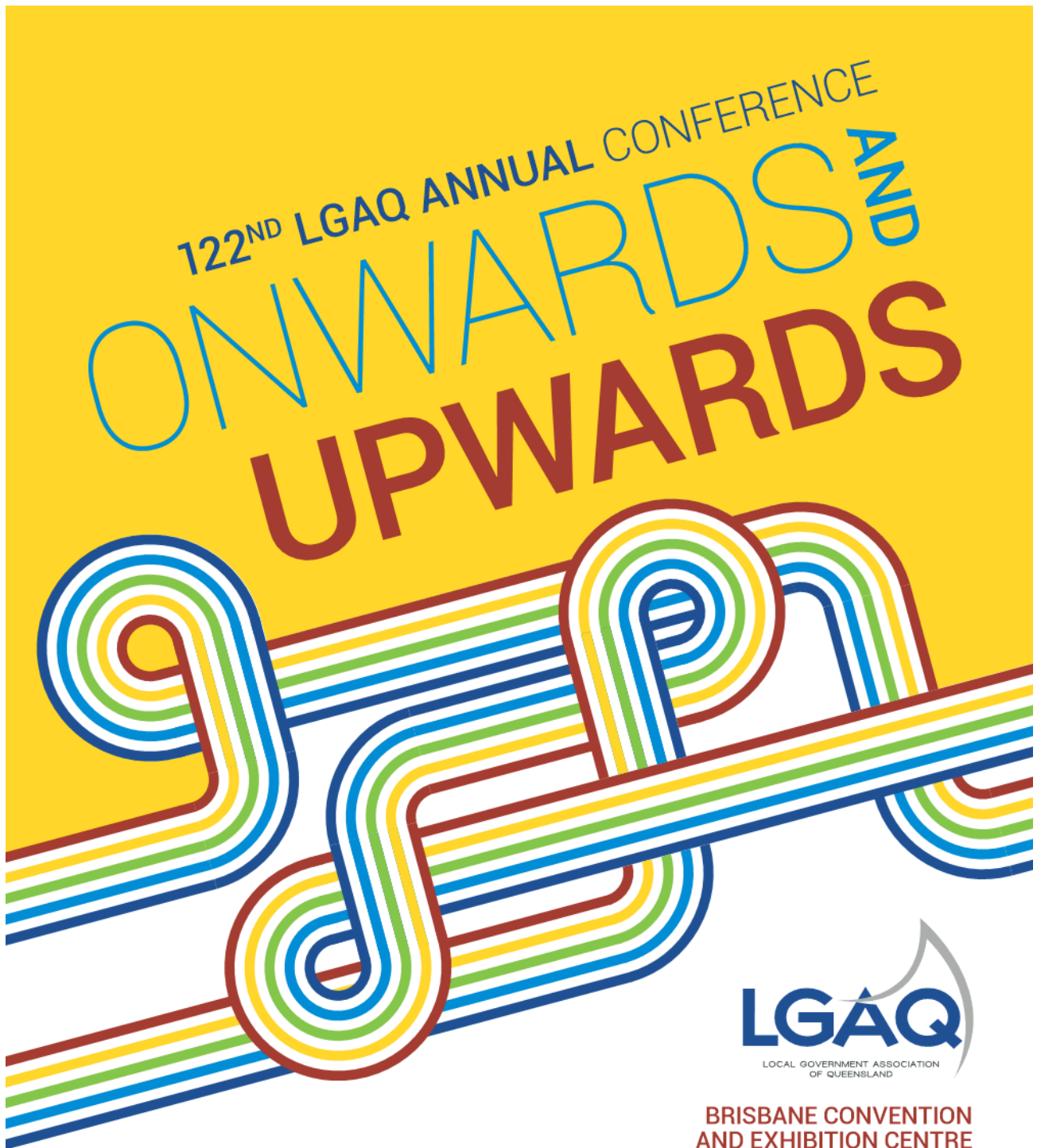
2018 Elected Member Long Service Certificate Application Form

*NB: Requests for Certificates to be presented at the 2018 Annual Conference must be receive no later than **Friday 28 September 2018***

Recipient's Details (Please Print)		
Title: Award (MBE, OBE, OA, etc.):		
Surname:		Given Names:
Work Phone: ()		Mobile Phone:
E-mail:		
What type of certificate are you applying for?	Long Service <input type="checkbox"/>	Extensive Long Service <input type="checkbox"/>
Preferred Name on Certificate (if different from above)		
Please specify date of service (i.e. 24/07/1999 – 25/07/2014) --/-- -- --/--		Please specify period of service (i.e. 15, 20 years) <input type="text"/> years
Where is the certificate to be presented?		
2018 Annual Conference Gala Dinner <input type="checkbox"/> Council meeting <input type="checkbox"/>		
<i>Please note that a lead time of two weeks is necessary for completion and framing of Certificates.</i>		

Council Administrative Contact			
Name of Council:			
Name:	<i>All correspondence regarding long service certificates will be sent to this contact.</i>		
Direct Line (if different from above):			
Email (if different from above):			
If award is to be presented at Annual Conference, have you registered recipient and/or accompanying person online for the dinner?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not Applicable <input type="checkbox"/>

Approval of Request			
1. Cost of framing is to be borne by the Council, and actual costs will be invoiced to the Council after framing is completed. Currently this is \$70.00 + \$7 GST.			
Name & Signature of Mayor or Deputy		Date:	
Name & Signature of Chief Executive Officer or Deputy		Date:	
For LGAQ Use Only			
Is recipient eligible?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Name & Signature of Chief Executive Officer		Date:	



**BRISBANE CONVENTION
AND EXHIBITION CENTRE**

CNR MERIVALE &
GLENELG STREETS
SOUTH BRISBANE

29 - 31 OCTOBER 2018

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  #LGAQ2018



PRESIDENT'S WELCOME

Welcome to the LGAQ's 122nd Annual Conference

This year's LGAQ Annual Conference returns to the State's capital for the first time in six years, affording delegates and observers an opportunity to do some business whilst in Brisbane.

Our theme for this year's conference 'Onwards and Upwards' denotes the tough last year our sphere of government has endured and our steely commitment to build better communities into the future.

In 2018 we have gone practical with a capital P. Not a single international speaker for the first time in a decade. At your request we have even more home grown talent presenting on their experiences led by Brisbane Lord Mayor, the Right Hon Cr Graham Quirk, a really meaty session on council financial sustainability and one more council show case taking the number to five this year – then of course we have the Local Government Minister and Shadow Minister addressing the conference.

We return to 90 minute break out sessions this year where councils can discuss issues with fellow councils of a similar type and size.

As for entertainment, how can you beat Tim Finn backed by the Queensland Symphony Orchestra – all in all Conference 2018 is not to be missed!



Mayor Mark Jamieson
President



LORD MAYOR'S WELCOME

Welcome to Brisbane

As the State's capital, Brisbane prides itself on bringing together the best of Queensland, whether it's wine from the Southern Downs, seafood from the Fraser Coast, sugar from Bundaberg and Mackay, or Bowen mangoes from the Whitsunday region.

In this same spirit, it gives me great pleasure to welcome my local government colleagues from across Queensland to Brisbane for the 122nd Annual Local Government Association Queensland Conference.

Brisbane is proud to host this year's conference and contribute to the collective effort to ensure the voice of local governments across Queensland are heard. These conferences give councils and their members from across the state the chance to share ideas with their peers.

We recognise that no two regions in Queensland are the same. We do however all share the common vision of making our local communities a better place through hard work and passionate advocacy.

As Australia's New World City, Brisbane is a great place to live, work and relax – it's a safe, vibrant, green and prosperous city, valued for its friendly and optimistic character and enjoyable subtropical lifestyle.

Whether you live here, visit the city regularly, or have made the journey to the south-east, I hope you will enjoy our vibrant and welcoming city and I encourage you to get out and about and sample our city's unique lifestyle.

Vibrant dining and retail options, world-class hotels, peaceful parklands, outdoor adventure activities, and rich cultural attractions are just some of the offerings across our city.

Brisbane is also a city where you can make influential connections and expand your knowledge, not only through LGAQ membership and engagement activities, but through our city's vast network of professionals and industry specialists.

You will also discover a clean and green city recognised as Australia's most sustainable, where a network of walkways and cycle paths will lead you along our meandering river and through lush parklands.

Once again, we look forward to playing our role in strengthening the network of Local Governments in Queensland and facilitating further collaboration between all 77 councils across the state.

On behalf of the City of Brisbane, I wish every success for the 122nd Annual LGAQ Conference.

Graham Quirk
Lord Mayor of Brisbane



AGENDA

Sunday
28 October 2018

TIME	TOPIC
10:00am – 3:00pm	Policy Executive Meeting
2:00pm – 5:00pm	Registration Delegates, observers, trade, corporate and accompanying persons
4:00pm – 4:30pm	Trade and Sponsor Briefing
4:00pm – 5:00pm	Government House Reception (Mayors and CEOs only) Hosted by His Excellency the Honourable Paul de Jersey AC Governor of Queensland – RSVPs must be received by 20 September 2018 via the Events Registration link.





Monday

29 October 2018

TIME	TOPIC
8:00am – 5:00pm	Registration Delegates, observers, trade, corporate and accompanying persons
9:00am – 4:30pm	Professional Development Streams <ul style="list-style-type: none"> • Effective Community Leadership for Elected Members • Financial Reports and Budgets for Elected Members • Change Management for Elected Members • Strategic Planning for Elected Members
9:00am – 12:30pm	Q Sport Workshop
9:00am – 12:30pm	Sherlock Living Lab
10:15am – 11:00am	Morning Tea
10:30am – 5:00pm	Indigenous Leaders Forum
12:30pm – 2:00pm	Lunch
2:00pm – 4:00pm	Regional Roads and Transport Group Assembly
4:30pm – 5:00pm	First Time Delegate Briefing
5:30pm – 6:10pm	Welcoming Ceremony
5:30pm	Opening Act
5:40pm	Welcome to Country
5:45pm	Welcome to Brisbane Cr. Matthew Bourke, Chairman of Planning and Councillor for Jamboree Ward, Brisbane City Council
5:50pm	Response Mayor Mark Jamieson President, LGAQ
5:55pm	Sponsor Address
6:00pm	2018 LGAQ Journalism Award Now in its seventh year of inception the LGAQ Regional Journalism Award is dedicated to showcasing excellence in reporting in regional Queensland. Aimed at highlighting the importance of rigorous reporting and analysis of government business decisions affecting Queensland communities, the awards honour the memory of ABC journalists John Bean, Paul Lockyer and Gary Ticehurst. Listen to the official announcement of the 2018 winner, who will receive a \$15,000 prize.
6:10pm – 7:30pm	Networking Drinks Trade Exhibition



Tuesday

30 October 2018

TIME	TOPIC
8:00am – 5:00pm	Registration Delegates, observers, trade, corporate and accompanying persons
8:30am	Security Briefing Master of Ceremonies – Mr Tim Cox, Journalist
8:31am	Call to Order by the President
8:33am	Presentation of Policy Executive
8:45am	Official Opening RT Hon Cr Graham Quirk Lord Mayor of Brisbane
9:15am	Presidential Address Mayor Mark Jamieson President, LGAQ
9:30am	Keynote Address: Big Data – A public purpose Neil Glentworth Executive Chairman, GWI
10:00am	Morning Tea
10:30am	Sponsor Address
10:35am	Panel Session: Council Showcases Chaired by Sarah Buckler PSM, General Manager, Advocacy LGAQ Wujal Wujal Shire Council – Winner of the 2018 National Local Government Award for Excellence Noosa Shire Council – Digital communities Mackay Regional Council – Point and plan for the people Redland City Council – Yarning Up with Redland's First Peoples Boulia Shire Council – Three dimensions of a road crossing
11:55am	Sponsor Address
12:00pm	Keynote Address: Infrastructure Innovation Senior Professor Pascal Perez Director, Smart Infrastructure Facility, University of Wollongong
12:30pm	Lunch
1:30pm	Financial Sustainability Panel Chaired by Greg Hallam AM, Chief Executive Officer, LGAQ Brendan Worrall, Queensland Auditor General Philip Noble, Chief Executive Officer, Queensland Treasury Corporation Warwick Agnew, Director-General, Department of Local Government, Racing and Multicultural Affairs Cr Karen May, Mackay Regional Council, Chair of LGAQ's Asset Management Advisory Group Keith Pattinson, Manager, Financial and Project Services, Moreton Bay Regional Council Ian Bodill, Chief Executive Officer, Longreach Regional Council



TIME	TOPIC
2:15pm	Council Forums Indigenous Councils Small: Rural and Remote Councils Medium: Resources and Regional Councils Large: SEQ and Coastal Councils
3:45pm	Sponsor Address
3:50pm	LGMS Member Update and Risk Management Awards Ian Leckenby, Chair, LGMS
4:10pm	Local Government Remuneration and Discipline Tribunal Update
4:30pm	Keynote Address: Motivational Speaker: Dr Tony Valenti, Sports Psychologist
5:00pm	Program Concludes
6:30pm for 7:00pm	Gala Dinner Gala Dinner Plaza Ballroom Dinner will feature presentations of Long Service Certificate recipients, as well as the inaugural Butch Lenton Memorial Bush Council Innovation Award presentation. The QLD POPS ORCHESTRA will wow you with well-known orchestra numbers, followed by Tim Finn, one of the most praised and admired artists of the past thirty years, who has enjoyed a unique and remarkable career beginning with his band, Split Enz.
11:30pm	Dinner Concludes



BUTCH LENTON MEMORIAL BUSH COUNCIL INNOVATION AWARD

In recognition of the innovative contribution to Queensland made by Graeme 'Butch' Lenton as Mayor of Winton Shire Council, Peak Services has launched the annual Butch Lenton Memorial Bush Council Innovation Award.

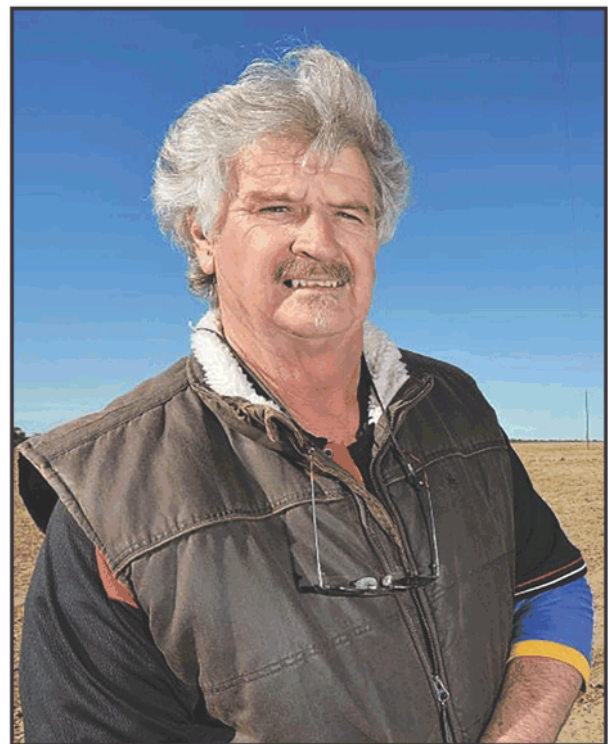
Butch, who passed away on 1 October 2017, spent more than 20 years - first as a councillor, then as mayor - pursuing his unique vision for the region in which he was born and raised. That vision extended far beyond driving the traditional agricultural and grazing industries existing in the area. It included developing tourism, renewable energy and telecommunications as key features of a thriving local economy.

The award is a small way for us to recognise innovation in Bush Councils and pay tribute to Butch's legacy. He was the driving force behind rebuilding the recently launched Waltzing Matilda Centre and the Geothermal Energy plant that Peak, have been managing, as well as many other innovative projects.

The award will be presented at the LGAQ Annual Conference each year and showcased at the Bush Councils Convention, held every two years.

We are seeking nominations for a council group or individual who would like to undertake an activity which demonstrates innovation.

The successful application will be awarded with a bursary of \$10,000 which will go towards the nominated innovative activity. The nominations will be judged by the committee made up of: LGAQ Chief Executive Officer Greg Hallam AM, Peak Services Managing Director and Chief Executive Officer Brent



Reeman, Mayor of Barcaldine Regional Council
Rob Chandler and Mayor of McKinlay Shire Council
Belinda Murphy.

Applications open on 25 June 2018.

Nominations close on 31 August 2018.

Apply here

Peak Services | wearepeak.com.au | hello@wearepeak.com.au | 07 3000 2148

Wednesday

31 October 2018

TIME	TOPIC
8:30am	Conference Resumes housekeeping
8:35am	State Government Update Hon Stirling Hinchliffe MP Minister for Local Government Minister for Racing and Minister for Multicultural Affairs
8:55am	AGM/Motions (Debate)
10:15am	Department of Tourism MOU
10:20am	Morning Tea
10:40am	Peak Services Update Ms Teresa Handicott, Independent Non Executive Chairman Mr Brent Reeman, Managing Director and Chief Executive Officer
11:00am	Sponsor Address
11:05am	Debate
12:00pm	Local Government Trade and Investment Program and Strategist
12:30pm	Lunch
1:30pm	Sponsor Address
1:35pm	Opposition Update Ms Ann Leahy MP Shadow Minister for Local Government
1:55pm	Debate
3:15pm	Australian Local Government Association Update Mayor David O'Loughlin, President
3:45pm	Keynote Address: Motivational Speaker: Lisa McInnes-Smith Courtesy of Great Expectation Speakers and Trainers
4:30pm	Plenary Concludes



WORKSHOPS

Monday 29th, October 2018

Q SPORT WORKSHOP

Local governments and sporting bodies intersect on playing fields and other facilities and spaces for sport for mutual benefit – to provide their constituents and members with experiences that enhance their individual health and wellbeing and that of their local communities.

In this forum, LGAQ and QSport as the peak bodies for their sectors in Queensland are combining to look afresh at how this important interaction can be assisted and enable engaged personnel in councils to contribute to this conversation.

Council representatives responsible for/ involved in this aspect of community development who attend will be asked to consider issues to do with planning, consulting with target groups, successful approaches to community engagement and attracting sporting events."

SHERLOCK LIVING LAB

The way in which data can be analysed and used to improve council services and operations is the key to our future. Join the LG Sherlock team for this informal session to learn how your council can leverage technology and data science trends, as well as help build this game changing project for Queensland local government. Our world-class data experts will facilitate the session.

COUNCIL FORUMS

Monday, 29th October 2018

11:00AM – 5:00PM

INDIGENOUS LEADERS FORUM

Hosts: Cr Alf Lacey (Mayor, Palm Island Aboriginal Shire Council) and Cr Fred Gela (Mayor, Torres Strait Island Regional Council)

Since 2011, the Indigenous Leaders Forum has been a valuable way for Aboriginal and Torres Strait Islander councils to come together in order to discuss specific challenges and to put forward issues they would like the LGAQ to assist them in addressing.

The Forum is held twice-yearly

Wednesday, 31 October 2018

1.30PM – 3.00PM

Come and join with your council peers in one of four forums to discuss, share and debate key issues.

This year, these forums will be hosted by the LGAQ Policy Executive members. Join your local government colleagues in discussing common issues and interests, emerging policy priorities and brainstorming innovative solutions. This is also your opportunity to talk with each other and your Policy Executive members about ways the LGAQ can help and support your council.

Please register for the forum that you believe will most interest your council – if you can't decide you are welcome to send delegates to separate forums.

Delegates/observers are welcome to attend any one of the forums:

SMALL

RURAL AND REMOTE COUNCILS

Hosts: Cr Belinda Murphy, Cr Rob Chandler

MEDIUM

REGIONAL COUNCILS

Hosts: Cr Anne Baker, Cr Ray Brown, Cr Cameron O'Neil

LARGE

COASTAL COUNCILS

Hosts: Cr Jack Dempsey, Cr Matt Burnett, Cr Jenny Hill, Cr Bob Manning

SOUTH EAST QUEENSLAND COUNCILS

Hosts: Cr Matthew Bourke, Cr Mike Charlton, Cr Karen Williams

INDIGENOUS COUNCILS

Hosts: Cr Alf Lacey and Cr Fred Gela



Peak Services delivers deep expertise in the local government sector. We understand the business of councils. Challenge us.

TRAINING OPPORTUNITIES FOR LGAQ ANNUAL CONFERENCE

COURSE INFORMATION

Effective Community Leadership for Elected Members

Peak's 1-day course focuses on the skills that councillors require to work successfully with other organisations in the community. If assessments are completed, the LGACOM404B Establish corporative arrangements with other organisations unit of competency will be awarded towards the LGA50712 Diploma of Local Government (Elected Members).

Accredited: \$750 Inc GST
 Non-Accredited: \$530 Inc GST

Financial Reports and Budgets for Elected Members

This course explores the way in which local governments are required to plan, develop and annual budget and monitor, review and interpret financial reports. If assessments are completed, the BSBGOV403 Analyse financial reports and budgets unit of competency will be awarded towards the LGA50712 Diploma of Local Government (Elected Members).

Accredited: \$750 Inc GST
 Non-Accredited: \$530 Inc GST

Change Management for Elected Members

Peak's Change Management for Elected Member 1-day workshop discusses planning for an initiating organisational change. Our course stresses the leadership role of the council in sponsoring change and recognises the importance of the CEO and council to work together to achieve significant change. If assessments are completed, the LGACOM602B Coordinate and facilitate a change process unit of competency will be awarded towards the LGA50712 Diploma of Local Government (Elected Members).

Accredited: \$750 Inc GST
 Non-Accredited: \$530 Inc GST

Strategic Planning for Elected Members

The Strategic Planning workshop uses existing legislation as its basis to explore the way in which local governments are required to plan. Legislation establishes links between planning objectives, funding and reporting. If assessments are completed, the LGADMIN525A Undertake business planning unit of competency will be awarded towards the LGA50712 Diploma of Local Government (Elected Members).

Accredited: \$750 Inc GST
 Non-Accredited: \$530 Inc GST

MONDAY 29 OCTOBER 2018
 TIME: 9:00AM - 4:30PM

PLEASE CONTACT PEAK SERVICES FOR
 COURSE FEES OR A PROPOSAL
 FOR ONSITE/IN-HOUSE
 TRAINING PROPOSALS

REGISTER NOW
 07 3000 2148
 FIND OUT MORE
training@wearepeak.com.au
wearepeak.com.au



Peak Services | wearepeak.com.au | training@wearepeak.com.au | 07 3000 2148

COUNCIL SHOWCASES

Wujal Wujal Aboriginal Shire Council

(yes, it is so nice, you do have to say it twice)

Winner of the 2018 National Local Government Award for Excellence

The Ngana Muruku Jundjurrjiku Janay Wujal Wujal Emergency Management Network and Community Forum project has allowed the community to access a weather resistant independent solar-powered telecommunications backup 'hot-spot' system to use during emergencies such as cyclonic weather. As a community prone to regular serious weather events and having experienced a series of failures of its communication systems at crucial times in recent natural disasters, the Wujal Wujal Shire Council was committed to developing a reliable emergency telecommunications network. Council's persistence and perseverance has been rewarded with its new emergency system winning the top gong at the National local Government Awards for Excellence, though Council will insist that the real winners are their community with the safety and welfare of residents enhanced as a result of the new system.

In an area notoriously vulnerable to weather-related disasters such as cyclones and floods, the Council looked to technology to provide reliable and sustainable backup telecommunications to support council operations and resident welfare alike.

This project stands as evidence that council size, limited resources and remoteness are not barriers to developing innovative technology solutions to local problems. The project also showcased how state, federal and local government can work successfully together and deliver an outcome supported by all. The new system has been successfully tested and well received by community residents and council personnel alike.

Noosa Shire Council Digital communities

Having one of the "top 6 coolest libraries in the world" was a good start but Noosa Council now operates robotic programs and a cutting edge Makerspace from its Cooroy library. These programs encourage innovation, STEM learning and the growth of our digital economy which is also supported by the recent opening of the Council's Peregian Beach Digital Hub.



Mackay Regional Council **Point and Plan for the People**

The Mackay Regional Council 'point and plan mobile application' is a mobile app that is bringing real time planning data to the person on the street. Council, customers, the community and property professionals will have the ability to stand in from of their house, their land, their prospective investment and their smart phone does the rest. The land use screen will provide infographic and short videos explaining land use opportunities and concepts.

Redland City Council **Yarning Up with Redland's First Peoples**

The relationship between Redland City Council and the Quandamooka Yoolooburrabee Aboriginal Corporation is one that is built on mutual respect and recognition of the important role the Traditional Owners play in the community.

In signing an historic Indigenous Land Use Agreement seven years ago, both QYAC and Redland City Council created a lasting partnership to the benefit of the entire community, one that has delivered on the ground projects as well as broadening community education and understanding.

These benefits have included transitioning the camp grounds on North Stradbroke Island to Minjerrabah Camping, creating economic benefits while delivering

improved camping facilities, as well as the declaration which saw the Quandamooka People create the largest Land for Wildlife property managed by Traditional Owners in Queensland at 1400 hectares.

As North Stradbroke Island transitions away from sandmining by next year, the relationship between Redland City Council and QYAC will be vital to ensure the community is taken on the journey during the transition and the traditions of yesterday continue.

Boulia Shire Council **Three Dimensions of a Road Crossing**

Innovation comes in all shapes and sizes, and in outback rural communities sometimes from the strangest places. Bringing the world's best thinking to some of our smallest communities can quite literally save lives and chart new courses for individuals and the community.

In this showcase, Boulia Shire Council Mayor, Cr Rick Britton, will outline how a social media post showing a three-dimensional pedestrian crossing in Iceland quickly became a reality in Boulia. While such installations around the world have primarily focussed on the driver, Cr Britton will share insights on the social and community benefits that have been realised through the project – one of which would ordinarily be unforeseen.

ACCOMMODATION (GST INCL)

Accommodation for Annual Conference is being organised by Corporate Traveller.

[CLICK HERE](#)

*** A \$10 booking fee will be added per person, per booking ***

CONFERENCE SHIRT (COUNCIL DELEGATES/OBSERVERS ONLY)

Council delegates and observers will be issued with ONE shirt whilst at conference. These need to be ordered on line as part of your conference registration. The sizing is as follows:

Mens Modern Fit	S	M	L	XL	2XL	3XL	5XL
GARMENT ½ CHEST (CM)	52	55	58	62	65	71	79

Ladies Modern Fit	8	10	12	14	16	18	20	22	24
GARMENT ½ CHEST (CM)	46.5	49	52	54	56	59	62	65	68

Please select your size carefully as there won't be the opportunity to change your size once at conference.



CONFERENCE REGISTRATION

(GST INCL)

Early Bird Registration – prior to and including 14 September 2018

Council or State Government observer	\$ 1540.00
5 or more observers from one Council/Government Department	\$ 1430.00
Corporate (Private Sector)	\$ 3000.00

After 14 September 2018

Council or State Government observer	\$ 1740.00
5 or more observers from one Council/Government Department	\$ 1600.00
Corporate (Private Sector)	\$ 3240.00

Early Bird One Day Registration – prior to and including 14 September 2018

Council or State Government observer	\$ 770.00
Corporate (Private Sector)	\$ 1210.00

After 14 September 2018

Council or State Government observer	\$ 880.00
Corporate (Private Sector)	\$ 1600.00

FUNCTIONS

Welcoming Ceremony (accompanying persons, day registrations and additional trade exhibitors)	\$ 70.00
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DINNER

Gala Dinner – Tuesday evening (30 October 2018)	\$ 175.00
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Please note that the Welcoming Ceremony on the Monday evening is included in the conference fee for delegates, observers and corporates attending the full three days of conference.

Accompanying persons are welcome to attend the Welcoming Ceremony and Gala Dinner.

Register via links below or online at www.lgaq.asn.au under the Events Tab 122nd LGAQ Annual Conference.

ANNUAL CONFERENCE REGISTRATION

[CLICK HERE](#)

Please refer to registration cancellation policies on www.lgaq.asn.au when making your registration.



ENQUIRIES

Conference: Members Hotline

P 1300 542 700

E ask@lgaq.asn.au

EXHIBITION

Simone Sakzewski Trade and Liaison

P 3000 2137

M 0409 343 269

E ssakzewski@wearepeak.com.au

  #LGAQ2018



Annual Conference Brisbane

29 – 31 October 2018

Prepared by Lisa Janson and Leah Selfe



BRISBANE

Brisbane is the capital of and most populous city in the Australian state of Queensland, and the third most populous city in Australia. Brisbane's metropolitan area has a population of 2.4 million, and the South East Queensland region, centred on Brisbane, encompasses a population of more than 3.5 million. The Brisbane central business district stands on the original European settlement and is situated inside a bend of the Brisbane River, about 15 kilometres (9 miles) from its mouth at Moreton Bay. The metropolitan area extends in all directions along the floodplain of the Brisbane River Valley between Moreton Bay and the Great Dividing Range, sprawling across several of Australia's most populous local government areas (LGAs), most centrally the City of Brisbane, which is by far the most populous LGA in the nation.



ACCOMMODATION

Novotel Brisbane South Bank

38 Cordelia Street

South Brisbane QLD 4101

Distance to conference: 230 meters

The striking new Novotel Brisbane South Bank is perfectly placed close to the Brisbane River to make your Brisbane stay memorable, whether doing business or taking a breather. A short walk to the Brisbane Convention and Exhibition Centre. Beyond the Centre, you'll enjoy stunning views, lush parklands, superb dining experiences, fine galleries, and the riverbank Streets Beach. Nearby, the seven hectares of beautiful Musgrave Park host some of Brisbane's vibrant annual festivals and events. Dine in, where the fresh, local cuisine at Spice Central will delight you. When you want to relax, laze in our sunny outdoor pool or re-energise in the fitness centre. No matter how well you know Brisbane, Novotel Brisbane South Bank will help you see it with fresh eyes.



Novotel Standard Room \$295 per night

Room rate Includes buffet breakfast for one person.

Rydges South Bank

9 Glenelg Street
 South Brisbane QLD 4101
Distance to conference: 270 meters

Enviably located in the heart of Brisbane's arts and entertainment precinct, Rydges South Bank Brisbane accommodation has a wide range of attractions on its doorstep including the South Bank Parklands and the renowned Brisbane Convention & Exhibition Centre. Our friendly staff will make you feel right at home from the moment you check in to our hotel. Make the most of your stay by relaxing poolside, with a cocktail in hand at Soleil Pool Bar or enjoy an extravagant dining experience at the award winning Bacchus Restaurant South Bank. If you're looking to just grab a casual bite to eat with friends, join us at CBD | Café Bar Dining. Rydges South Bank accommodation has a wide variety of rooms and suites available, many with panoramic views of the Brisbane city skyline and iconic Wheel of Brisbane, or Mount Coot-tha and the village of West End.



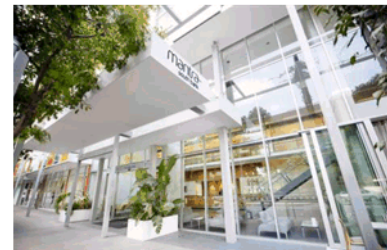
Queen Room	\$ 275 per night
Twin Room	\$ 275 per night
Superior Queen Room	\$ 295 per night
Superior Twin Room	\$ 295 per night
Deluxe Queen with River View	\$315 per night

Room rate Includes buffet breakfast

Mantra South Bank

161 Grey Street
 South Brisbane QLD 4101
Distance to conference: 250 meters

Mantra South Bank is located on the southern bank of the Brisbane River and is right in the middle of everything you come to Brisbane for. There's the Brisbane Convention & Exhibition Centre opposite Mantra South Bank, the Queensland Performing Arts Complex, State Art Gallery and Museum as well as South Bank Parklands all within walking distance. You've got your public transport - buses, trains and the famous Brisbane River City-Cats - as well as a selection of cosmopolitan dining, alfresco cafés and premium local attractions.



One Bedroom Apartment	\$ 270 per night
Two Bedroom Apartment	\$ 360 per night

Breakfast \$25 per person per day



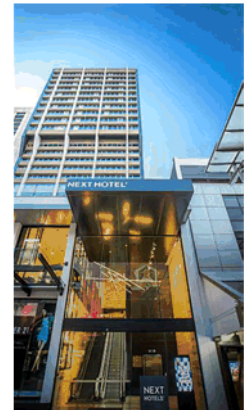
NEXT Hotel Brisbane

72 Queen Street
 Brisbane QLD 4000
Distance to conference: 1.4 kms

Throw out your old expectations of what a hotel should provide and welcome the Next experience. Whatever we thought could help create a hassle-free and comfortable zone, we've provided. Complimentary high speed WiFi throughout the hotel, four free mini-bar items of your choice daily, access to the Next Lounge, outdoor swimming pool and 24-hour gym, as well as the ability to check-in using our mobile app.

Standard Queen \$ 225 per night

Breakfast \$25 per person per day



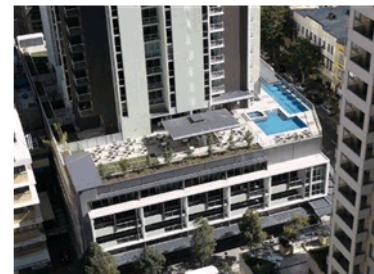
Oaks Festival Towers

108 Albert Street
 Brisbane QLD 4000
Distance to conference: 1.8 kms

Oaks Festival Towers is centrally located in the heart of Brisbane's CBD, with an abundance of casual and fine dining restaurants, retailers, alfresco cafés, bars and pubs right at its doorstep, rendering our 4.5 star property as an ideal choice for both short and longer stays. Oaks Festival Towers is the best hotel accommodation Brisbane CBD has to offer for corporate and leisure travellers alike.

One Bedroom Apartment \$195 per night
 Two Bedroom Apartment \$275 per night

Breakfast box included. Consists of juice, muesli bar, fruit cup, yoghurt, savory or sweet muffin & nut pack.



iStay River City Brisbane

79 Albert Street
 Brisbane QLD 4000
Distance to conference: 1.9 kms

iStay River City apartment hotel introduces a whole new class of city style and convenience, providing choices of service levels for those on a budget. All contemporary one and two bedroom apartments boast generous windows and balconies. River City captures the heart and soul of Brisbane and is perfect for business and leisure travellers alike.

One Bedroom Apartment \$185 per night
 Two Bedroom Apartment \$275 per night

Breakfast box included. Consists of juice, muesli bar, fruit cup, yoghurt, savory or sweet muffin & nut pack.



Oaks Charlotte Street

128 Charlotte Street
Brisbane QLD 4000

Distance to conference: 1.8 kms

Oaks Charlotte Towers is the perfect Brisbane city hotel choice for corporate and leisure travellers seeking comfortable, affordable 4.5 star accommodation in the heart of the Brisbane CBD. Oaks Charlotte Towers presents travellers with an ideal combination of self-contained accommodation, unrivalled CBD position on Charlotte Street and excellent resort-style facilities that make for an unforgettable experience. Perfect for both corporate and leisure travellers, Oaks Charlotte Towers is positioned to take full advantage of Brisbane's exciting cultural lifestyle. Surrounded by countless fashion boutiques, trendy bars, charming cafes and award-winning restaurants, visitors will be spoiled for choice when it comes to filling their days and evenings.



One Bedroom Apartment	\$215 per night
Two Bedroom Apartment	\$310 per night

Breakfast box included. Consists of juice, muesli bar, fruit cup, yoghurt, savory or sweet muffin & nut pack.

Oaks Casino Towers

151 George Street
Brisbane QLD 4000

Distance to conference: 1.5 kms

Standing a statuesque 39 levels opposite the Treasury Casino, Oaks Casino Towers stands among the best Brisbane city hotels fusing stylishly appointed 1 and 2 bedroom apartments with sleek designs, full kitchens complete with modern appliances, in-room conveniences including Internet access, spacious living and dining areas and sizeable balconies overlooking the city and river below. Our large swimming pool and sun deck is the perfect place to unwind, as is the spa, sauna and well-equipped gymnasium, all ensuring your stay at Oaks Casino Towers is one of utmost leisure.



One Bedroom Apartment	\$210 per night
Two Bedroom Apartment	\$305 per night

Breakfast box included. Consists of juice, muesli bar, fruit cup, yoghurt, savory or sweet muffin & nut pack.

**** A \$10 booking fee will be added per person, per booking ****

TERMS AND CONDITIONS

THIS IS NOT A BOOKING: Nothing is held unless advised otherwise. Please inform your travel manager if you would like to confirm this QUOTE.

BOOKING TERMS:

- Price is subject to change and is subject to availability at time of booking



- Prices quoted are based on cash price, Credit cards will incur additional fees Price is subject to change until full payment is received.
- Credit cards incur additional fees VISA/MASTERCARD 1.98% of total invoice and AMERICAN EXPRESS/DINERS 3% of total invoice amount



7.2 GAYNDAH AIRPORT - REFUEL STATION FEES

Doc Id: 886108

Author: Kylie Buckholz, Finance Officer

Authoriser: Brad Duke, General Manager Corporate and Community

Attachments: 1. IOR Aviation Invoice - Avgas.pdf [886105]  
2. IOR Aviation Invoice - Jet A1.pdf [886107]  

INTRODUCTION/BACKGROUND

The Avgas & Jet A1 provided at the Gayndah Airport Refuel Station fees & charges are reviewed for further Council consideration and inclusion of the 2018/19 Fees & Charges. These fees were not included in the document that was adopted for the 2018-19 fees and charges

CORPORATE/OPERATIONAL PLAN

Theme 6: Good governance

5.6 Good Governance

5.6.1 Commit to open and accountable governance to ensure community confidence and trust in Council and our democratic values

POLICY IMPLICATIONS

Nil.

STATUTORY REQUIREMENTS

Section 98, *Local Government Act 2009* – Register of cost-recovery fees

1. A Local Government must keep a register of its cost-recovery fees.

FINANCIAL REQUIREMENTS

Currently Council calculates the retail price for both Avgas & Jet A1 on the purchase cost + 10% (to cover incidental costs) + GST.

- The last purchase of Avgas was \$2.101/Ltr, retail price was calculated on \$2.10 + \$0.21 (10%) = \$2.31/Ltr incl. GST; and
- The last purchase of Jet A1 was \$1.3166/Ltr, Retail price was calculated on \$1.3166 + \$0.1316 (10%) = \$1.4482/Ltr (rounded off to 1.448) incl. GST.

RISK MANAGEMENT

Including these fees and charges will address any risks Council may have with respect to not communicating the information to the wider public. The fees will also be included on Council website under 'Aerodromes'.

It is pointed out that 10% is not covering all the costs of running this Gayndah facility specifically depreciation. Therefore in the future when it is proposed to upgrade this facility, Council would not recouped fees. Council and possibly grant funding will be required to contribute for any upgrades.

Previously when Council installed the facility, prices were lower than surrounding shires. This is no longer the case and more pilots are opting to refuel at Bundaberg or Hervey Bay.

The matter will be kept under review.

CONSULTATION

Currently Council has two (2) suppliers, IOR Aviation and Pegasus that can provide Avgas & Jet A1.

Council seeks quotes, however IOR Aviation have been the regular supplier due to the fact they make more frequent trips to our region and allows Council to purchase less than the minimum 8,000 litres required.

Council officers have also made contact with A & H Refuelling (Bundaberg) and Fraser Coast Aviation Refuelling (Hervey Bay) for their current retail price of Avgas & Jet A1.

- A & H Refuelling – Avgas \$2.20/Ltr, Jet A1 \$1.80/Ltr
- Fraser Coast Aviation Refuelling – Avgas \$2.35/Ltr, Jet A1 \$2.16/Ltr

The cost difference between both Bundaberg and Fraser Coast will be economies of scale. They have a far larger operation and larger storage tanks, therefore they would have the capacity to order larger quantities than North Burnett can.

RECOMMENDATION

That approval be granted to include the following Gayndah Airport fuel charges in Council's 2018-19 Fees and Charges:

1. Avgas charged at cost + 10% + GST; and
2. Jet A1 charged at cost + 10% + GST

IOR Aviation Pty Ltd
 ABN: 60 056 487 453

PO Box 576
 Cannon Hill Qld 4170 Australia
 Telephone: 61 7 3895 4444
 Facsimile: 61 7 3395 7902
 Email: mail@ior.com.au



TAX INVOICE		Date:	25/06/2018		
To: North Burnett Regional Council PO Box 390 GAYNDAH QLD 4625 Fax: 07 4161 1425		Invoice No:	IN000003265		
		Customer No:	NOR022		
		Purchase Order No:	714513		
		Payment Terms:	14 Days Net		
Description	Unit of Measure	Qty	Unit Price \$	Total Price (Incl GST) \$	
Avgas Bulk Fuel Sales Purchase Order No: 714513 IOR Job No: 605801 Delivered 25/06/2018 to Gayndah Airport	LTR	5,000.00	\$ 2.10100	\$10,505.00	
Dkt 80551		SUB TOTAL EX. GST		\$9,550.00	
		GST 10%		\$955.00	
		TOTAL INCL. GST		\$10,505.00	

Bank account details for EFT Payments:

Account Name: IOR Aviation Pty Ltd
Bank Name: Commonwealth Bank of Australia
Bank Address: 240 Queen Street Brisbane QLD 4000
BSB No: 064 000
Account No: 1442 7489

All goods supplied on IOR Aviation Pty Ltd's Standard Terms & Conditions

IOR Aviation Pty Ltd
 ABN: 60 056 487 453

PO Box 576
 Cannon Hill Qld 4170 Australia
 Telephone: 61 7 3895 4444
 Facsimile: 61 7 3395 7902
 Email: mail@ior.com.au



TAX INVOICE		Date:	10/05/2018		
To: North Burnett Regional Council PO Box 390 GAYNDAH QLD 4625		Invoice No:	IN000002926		
		Customer No:	NOR022		
		Purchase Order No:	713210		
		Payment Terms:	14 Days Net		
Fax: 07 4161 1425					
Description	Unit of Measure	Qty	Unit Price \$	Total Price (Incl GST) \$	
Jet A1 Bulk Fuel Sales Purchase Order No: 713210 IOR Job No: 460501 Delivered 10/05/2018 to Gayndah Airport	LTR	6,700.00	\$ 1.31659	\$8,821.15	
Dkt 77811		SUB TOTAL EX. GST		\$8,019.23	
		GST 10%		\$801.92	
		TOTAL INCL. GST		\$8,821.15	

Bank account details for EFT Payments:

Account Name: IOR Aviation Pty Ltd
Bank Name: Commonwealth Bank of Australia
Bank Address: 240 Queen Street Brisbane QLD 4000
BSB No: 064 000
Account No: 1442 7489

All goods supplied on IOR Aviation Pty Ltd's Standard Terms & Conditions









7.3 POLICY 236 INFORMATION AND RECORDS MANAGEMENT

Doc Id: 886687

Author: Elly Pusen, Records Coordinator

Authoriser: Brad Duke, General Manager Corporate and Community

Attachments:

1. **Draft Policy 236 Information and Records Management.pdf [886685]**
 
2. **210 Data Management.pdf [179180]**  
3. **236 Records Management.pdf [245274]**  
4. **237 Records Management - Emails.pdf [245283]**  

INTRODUCTION/BACKGROUND

The purpose of this report is to present a revised Information and Records Management Policy for Council's consideration. The revised policy is attached as well as the antiquated policies that will be incorporated into the new policy.

Policy Number	Policy Name	Policy Implications
236	Records Management	Various changes to incorporate sections of Policies 210 and 237. Reviews sent to and approved by the Executive Leadership Team on 10 July 2018.
210	Data Management	Antiquated
237	Records Management - Emails	Antiquated

CORPORATE/OPERATIONAL PLAN

In accordance with

Outcome 5.6.1

- a. Good Governance – *Commit to open and accountable governance to ensure community confidence and trust in Council and out democratic value.*

Outcome 5.6.2

- a. Good Governance – *Compliant with relevant legislation*

POLICY IMPLICATIONS

Policy development and review consistent with existing Council requirements.

STATUTORY REQUIREMENTS

Local Government Act 2009

Section 150A Duty to make documents available

A person who has charge of a document owned or held by a local government must not obstruct the viewing or copying of the document by another person who is authorised to view or copy the document under this Act.

Public Records Act 2002

Section 3 Purposes

The main purposes of this Act are to ensure—

- a) the public records of Queensland are made, managed, kept and, if appropriate, preserved in a useable form for the benefit of present and future generations; and

- b) public access to records under this Act is consistent with the principles of the *Right to Information Act 2009* and the *Information Privacy Act 2009*.

FINANCIAL REQUIREMENTS

Nil

RISK MANAGEMENT

Ongoing policy development and review consistent with Council's Risk Management Framework.

CONSULTATION

Reviews sent to and approved by Executive Leadership Team on 10 July 2018.

RECOMMENDATION

That Council adopt:

1. General Policy 236 Information and Records Management as presented; and
2. formally revoke General Policy 210 Data Management and General Policy 237 Records Management – Emails.

236 Information and Records Management

General Policy



PURPOSE

To ensure that full and accurate records of all activities and decisions of Council are captured, managed and retained and disposed of appropriately in accordance with relevant legislation through suitable recordkeeping practices.

SCOPE

This policy covers all aspects of Council's operations and applies equally to all sections of Council including elected councillors, employees, contractors, consultants and agents engaged by Council.

The policy applies to all records received or created in any format, including both physical and electronic records, as well as emails.

All practices concerning recordkeeping within Council are to be in accordance with this policy to ensure the creation, maintenance and protection of accurate and reliable records.

POLICY STATEMENT

1.0 RECORDKEEPING SYSTEMS

1.1 MagiQ Documents

Council's primary records management system, MagiQ Documents, is the internal recordkeeping system where all corporate administrative records are captured and stored. All of Council's records must be created and maintained within the preferred records management systems. Records must not be stored and/or maintained in network drives (other than for reasons stated below), local hard drives, electronic mail boxes (Outlook, PST files) or other storage devices. These electronic storage facilities do not contain recordkeeping functionality to ensure records are captured and managed in accordance with sound recordkeeping principles.

While MagiQ Documents constitutes Council's preferred primary recordkeeping system for all corporate administrative records, there are a number of other information systems, databases, software applications and paper based systems which operate outside MagiQ Documents and function as recordkeeping systems. These include MagiQ Enterprise, Guardian and Aurora.

Council's record management systems are dedicated to the creation and maintenance of authentic, reliable and usable records for as long as they are required to effectively and efficiently support Council functions and activities. Records are maintained for as long as they are required to effectively and efficiently support Council's business functions and activities.

Council's recordkeeping systems manage the following processes:

- a) Creation and capture of records;
- b) Storage of records;
- c) Protection of record integrity and authenticity;
- d) Security of records;
- e) Access to records; and
- f) Disposal of records in accordance with retention and disposal schedules.

1.2 C Drive and Local Files

No files are to be stored locally on C drives. The exception to this is locally installed applications which are approved by ICT staff, examples include; MetroCount, PDA software etc. This data isn't backed up and must be copied to an appropriate location on the network as soon as possible.

1.3 P Drive

Each staff member will be given access to a "Personal" network drive which will be mapped as P: and referred to as "P Drive". P Drives will be limited to 200Mb per staff member. This personal drive is to be used to temporarily store work related files.

There are several system folders which are located in staff member's P Drives, which shall not be modified by the staff member. These are: "Desktop", "My Documents" and "Windows". The contents of "Desktop" and "My Documents" may be used as they normally would.

1.4 Dataset Information

The large data sets, such as the MapInfo GIS files will be stored on separate network shares where appropriate: G Drive for GIS data and I Drive for media files. Due to the nature of these files, they will not be subject to the six monthly audit process or the requirement to be saved into MagiQ Documents. They do however fall under the other security, accessibility and replication/duplication requirements.

1.5 Media Library

The network drive will be mapped as I: and will be referred to as "I Drive". I Drive will be set in a predefined structure. Staff will not be able to change this structure; however they will be able to add sub-folders to the third level folders in the structure within reason. Sub-folders are only to be created where absolutely necessary, and where images doesn't logically fit anywhere in a higher level folder.

Staff are not permitted to create folders named after staff members; for example a folder named "John" is not permitted. Staff are not permitted to duplicate other sections of I Drive in sections of I Drive to which they have access. Sub-folders are not to replicate higher level folder structures; for example a folder named "Council Meetings" is not to contain a folder called "Meetings".

1.6 Email

The email system is part of Council's corporate knowledge and as such comes under the same requirements as other files.

Emails are not to be used for sharing documents internally as attachments. If a document needs to be accessed by other staff members, it needs to be saved MagiQ Documents and task assigned to the appropriate staff member, or email the MagiQ Documents URL.

1.7 Backup Information

As part of the server management, all data is backed up every night. There is no need for staff to create copies of files for backup purposes, and as such staff are not permitted to do so. If found, files duplicated for "backup" purposes will be deleted.

1.8 Security

In accordance with Section 7(1)(a) of the *Public Records Act 2002*, the Corporate Services Manager and Records Stream Leader have the power to ensure Council makes and keep records of its activities. This includes the security grading of all users covered by this policy and each document to preserve confidentially.

2.0 RECORDKEEPING RESPONSIBILITY

2.1 Elected Members

The *Local Government Act 2009* does not require elected members to keep records of casual conversations or discussions. If an elected member feels that a record should be made, it is done so at their discretion, and if appropriate, should be forwarded to Council's Executive Support Team. Political and personal records of elected members are exempt.

2.2 Chief Executive Officer

The Chief Executive Officer shall promote compliance of this policy to elected members, General Managers, staff and contractors.

In accordance with Section 13(3)(e) of the *Local Government Act 2009*, the Chief Executive Officer is to ensure 'the safe custody of:

- a) all records about the proceedings, accounts or transactions of the local government or its committees; and
- b) all documents owned or held by the local government'.

2.3 General Managers

All General Managers are to ensure this policy is known and adhered to within their area of responsibility and to ensure that all new staff are inducted as to their record keeping responsibilities.

2.4 Corporate Services Team

The Corporate Services Team is responsible for overseeing the design, implementation, and maintenance of this policy, as well as monitoring compliance.

2.5 All Staff (including councillors, consultants and contractors)

All staff including councillors, consultants and contractors, adhere to this policy in keeping records that document their daily work, and specifically create and capture records into identified recordkeeping systems i.e. MagiQ Documents. If personal email or phones are used for work purposes these documents/ conversations should also be recorded into the recordkeeping system.

3.0 MANAGEMENT OF RECORDS

3.1 Retention and Disposal

Council is required to manage and preserve records to ensure they are accessible and unalterable for their required retention period as per the *General Retention and Disposal Schedule for Administrative Records* and *Local Government Sector Retention and Disposal Schedule* set by Queensland State Archives.

For records in electronic formats, this may involve migrating records to new formats, or maintaining basic technical infrastructure to support records which remain in decommissioned business systems. For hard copy records, this may involve providing ongoing storage spaces which protect public records from damage from pests and environmental hazards. (*National Archives of Australia*)

The disposal of records must be in accordance with the *Public Records Act 2002* and relevant disposal authorities.

3.2 Storage

The Records Stream Leader will ensure all Council's paper based records are stored, retained and disposed of in accordance with the *General Retention and Disposal Schedule for Administrative Records* and/or *Local Government Sector Retention and Disposal Schedule* set by Queensland State Archives, and the *Public Records Act 2002*.

Council's section of Information, Communication and Technology are to ensure that all systems and procedures associated with the capture and ongoing management of digitised images can maintain the accuracy, authenticity and reliability of the images for as long as they are required to be retained under *General Retention and Disposal Schedule for Administrative Records* and or *Local Government Sector Retention and Disposal Schedule* set by Queensland State Archives.

3.3 Disaster Preparedness

To help alleviate the scale of damage that can occur in a natural disaster or man-made disaster, all original paperwork is registered into the Council electronic document records management system (eDRMS); MagiQ Documents. Once registered, the Records Department retains documents in archive boxes in a weather proof location to minimise record loss. All digitised records are backed up on Council's server and daily backups are stored off premises.

If Council premises to become badly affected by a disaster, the premises would then be in the control of Emergency Services until the premises are safe to re-enter. In the case of badly damaged records that cannot be retrieved from the digitised backup, the Records Stream Leader would make contact with Queensland State Archives' Preservation Services Section for assistance and advice.

4.0 RIGHT TO INFORMATION

4.1 Right to Information

POLICY 236 Information and Records Management
Approved Click or tap to enter a date.

Page 3 of 5
Doc ID 245274

The *Right to Information Act 2009* establishes a right to information for members of the public. Under this legislation, the public will have a statutory right to access information held by Council unless, on balance, release of the information would be contrary to the public interest.

The Right to Information/Information Privacy Officer in conjunction with the General Manager of Corporate and Community, will have control of Right to Information Requests and decision making. The *Right to Information Act 2009* replaces the Freedom of Information Act 1992.

4.2 Information Privacy

The *Information Privacy Act 2009* provides safeguards for the handling of personal information held in public sector environment and provides a mechanism for people to access and amend their personal information. The *Information Privacy Act 2009* Chapter 3 replaces the Freedom of Information Act 1992.

The Right to Information/Information Privacy Officer is responsible for the control of Information Privacy requests, amendments and implementation of the framework necessary to ensure Council compliance.

RELEVANT LAW

Council acknowledges the following laws that relate to records and information:

- *Local Government Act 2009*
- *Public Records Act 2002*
- *Right of Information Act 2009*
- *Information Privacy Act 2009*

This statement is a list of resources used in the development of the North Burnett Regional Council Records Management Direction; these items can be referred to for further information:

- *Local Government Act 2009* Section 13(3)(e)
- *Public Records Act 2002*
- *Information Standard 31: Retention and Disposal of Public Records (IS31)*
- *Information Standard 40: Recordkeeping (IS40)*
- *General Retention and Disposal Schedule for Administrative Records (Queensland State Archives)*
- *Local Government Sector Retention and Disposal Schedule (Queensland State Archives)*
- *National Archives of Australia (How to Develop a Recordkeeping Policy 2004)*
- AS (Australian Standard) 4390, Part 1 Clause 4

RELATED POLICIES AND PROCEDURES

Nil

DEFINITIONS

The following definitions have been mainly drawn from either the *Public Records Act 2002*, National Archives of Australia, or Australian Standard (AS 4390):-

Term	Definition
<i>Accurate</i>	to reflect the transactions that they document. (<i>National Archives of Australia</i>)
<i>Appraisal/Appraise</i>	The process of evaluating records to determine which are to be retained as archives, which are to be kept for specified periods and which will be destroyed. (<i>AS 4390 Part 1 Clause 4.3</i>)
<i>Authentic</i>	enabling proof that they are what they intend to be and that their intended creators did indeed create them. (<i>National Archives of Australia</i>)
<i>Business Activities</i>	is an umbrella term covering all the functions, processes, activities and transactions of Council and its employees. (<i>AS 4390 Part 1: Clause 4.6</i>)
<i>Capture</i>	is a deliberate action which results in the registration of a record into a recordkeeping system. For some of Councils activities, this action may be

	designed into electronic systems so that the capture of records is concurrent with the creation of records. <i>(AS 4390 Part 1: Clause 4.7)</i>
<i>Create</i>	the act of making a record (evidence) of business transactions. <i>(National Archives of Australia)</i> Destruction - The process of eliminating or deleting records beyond any possible reconstruction. <i>(National Archives of Australia)</i>
<i>Disposal</i>	the destruction of a record including destroying or damaging the record, or part of it; or abandoning, transferring, donating, giving away or selling the record, or part of it. <i>(Public Records Act 2002)</i>
<i>Public Record</i>	– the term ‘public record’ refers to the documentary, photographic, electronic, or other records of a public authority. It includes anything created, received or kept by Council in the exercise of its statutory administrative or other public responsibilities. For example: The minutes of a council meeting, text messages, instant messages, social messages, rate notices, dog registrations, internal memoranda, emails that provide evidence of Council conducting business activities, making decisions, or carrying out transactions. A public record may also include a copy of part of a document or record. <i>(Public Records Act 2002)</i>
<i>Record Keeping</i>	Making and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded information. <i>(AS 4390 Part 1: Clause 4.19)</i>
<i>Retain</i>	The disposal action for records appraised as having archival value. This means that the records should be transferred to Queensland State Archives as soon as they are no longer required for business use. <i>(National Archives of Australia)</i>
<i>Record</i>	means recorded information created or received by an entity in the transaction of business or the conduct of affairs that provides evidence of the business or affairs. Records are based on content, not just the format used or location found in and includes: (a) Anything on which there is writing; or (b) Anything on which there are marks, figures, symbols or perforations having a meaning for persons, including persons qualified to interpret them; or (c) Anything from which sounds, images or writings can be reproduced with or without the aid of anything else; or (d) A map, plan, drawing or photograph. <i>(Public Records Act 2002)</i>

APPROVAL

Council approved this policy on [Click here to enter a date..](#)

REVIEW

This policy will be reviewed every two years by Corporate Services Manager, Corporate and Community and is due for review in [Click here to enter a date..](#)

REVISION HISTORY

Version	Meeting	Date	History
1	Planning & Policy	03/07/2012	New policy
2			



General Policy

Policy Title:	Data Management
Policy No:	210
Policy Subject:	Information Technology / Records Management
Directorate:	Corporate Services
Department:	Information Technology / Records
Responsible Officer:	Director of Corporate Services
Authorised by:	North Burnett Regional Council
Adopted Date:	General Meeting – 20/09/2011
Review Date:	20/09/2013

Authorities:

INTRODUCTION:

This policy applies to all employees of the North Burnett Regional Council, and extends to other users who access the systems referred to within, including elected representatives, contractors, consultants, commercial business units and any other agents engaged by Council.

OBJECTIVES:

This policy provides the foundation for the effective management of North Burnett Regional Council's data including storage, access and related requirements. It provides a minimum standard to which users must adhere to assist in the secure and efficient usage of the North Burnett Regional Council's data.

PRINCIPLES:

The following document outlines the North Burnett Regional Council's Data Management Requirements. Details include:

1. P Drive – Size limit, document types, access restrictions, personal files, lifespan, usage
2. infoXpert – access restrictions, structure, personal files, usage
3. Removable media
4. Datasets – GIS, Survey Plans, images
5. Emails
6. End of employment

PRINCIPLES (continued):

7. Backups
8. C Drive & Local Files

Goals

The goal of this document is to:

- Effectively and efficiently utilize server storage capacity
- Limit file duplication
- Enhance accountability/ transparency
- Conform to regulatory obligations
- Easy ability to locate documents
- Provide a consistent and easy to follow way to work with files
- Assist Retention & Disposal
- Ensure copies of all approved or final versions of documents are registered in infoXpert
- Ensure that all staff are aware that the 'official / current' version of the document should be obtained from infoXpert
- To ensure that draft documents are removed from H Drive after being registered into infoXpert
- Remove out-of-date or obsolete documents from H drive on a regular basis
- Enforce security permissions that limit access to files to relevant staff only.

1. P Drive Information

Each staff member will be given access to a "Personal" network drive which will be mapped as P: It will be referred to as "**P Drive**". Only the particular staff member and System Administrators will have access to each P Drive. Staff will **not** be able to access other staff's P Drives.

P Drives will be limited to **200Mb** per staff member. This personal drive is to be used to store personal files such as time sheets, applications or documents that are in the process of being created which no other staff requires access to yet. P Drives are to be used to store **primarily work related** files, however personal files such as photos from a digital camera may be stored temporarily.

The structure of the staff member's P Drive is up to each individual staff member. There are several **system folders** which are located in staff member's P Drives, which shall not be modified by the staff member. These are: "Desktop", "My Documents" and "Windows". The contents of "Desktop" and "My Documents" may be used as they normally would.

Staff are not to save files onto their desktops. At most, staff are permitted to save **shortcuts** to documents on their Desktops, however it is preferred that the documents are accessed via the "P Drive" or "H Drive" Citrix Icons on the desktop or via infoXpert. No document templates are to be saved in Staffs' P Drives. Staffs' timesheets can be saved in their P Drive.

2. InfoXpert Information

Council has implemented an electronic Document Records Management System (eDRMS), infoXpert, to improve productivity by dramatically reducing the time staff require to locate required information and simplifying the process of document collaboration. Creating, managing, keeping and preserving Council records is a requirement under the Public Records Act 2002.

All staff including consultants and contractors must adhere to Council's records management directions (docID 55050) and procedures in keeping records that document their daily work, and specifically create and capture records into infoXpert. infoXpert is controlled and managed by the **Records Staff** in accordance to Industry best practice, Record Management Administrative direction and government regulations.

3. Removable Media Information

The use of removable media is to be of work related tasks with minimal personal use. Removable media must also comply with any requirements of the Information, Communication and Technology Policy DocID: 32970

4. Dataset Information

The large data sets, such as the MapInfo GIS files will be stored on separate network shares where appropriate and will be treated like H Drive. Due to the nature of these files, they will not be subject to the six monthly audit process or the requirement to be saved into InfoXpert. They do however fall under the other security, accessibility and replication/duplication requirements.

The following network shares will be utilised:

- G Drive – GIS data
- I Drive – Image library

G Drive Structure

- Workspaces
- Data
 - Assets
 - Airstrips
 - Buildings
 - Parks
 - Railways
 - Roads
 - Sewer
 - Storm Water
 - Water
 - Development
 - DCDB

G Drive Structure (continued)

- Land Protection
 - Pest Plants
 - Pest Animal
- Topology
- Imagery
- Community
 - Bus Routes
 - Localities
 - B Double Routes
 - Fire Brigade Zones

I Drive

The network drive will be mapped as I: and will be referred to as “**I Drive**”. I Drive will be set in a predefined structure as listed in the section “I Drive Structure”. Staff will not be able to change this structure; however they will be able to add sub folders to the third level folders in the structure within reason. Sub folders are only to be created where absolutely necessary, and where images doesn’t logically fit anywhere in a higher level folder.

Staff are not permitted to create folders named after staff members e.g. A folder named “Kevin” is not permitted. Staff are not permitted to **duplicate** other sections of I Drive in sections of I Drive to which they have access. Sub folders are **not to replicate** higher level folder structures. e.g. A folder named “Council Meetings” is not to contain a folder called “Meetings”

I Drive Structure

- Executive Services
 - Governance
 - Strategic Planning
 - Media and Public Relations
 - Communications
 - Electoral Matter
 - Disaster Management
 - State Emergency Service
 - Human Resource Management
 - Executive Support
 - Material Personal Interest Register
 - Administrative Support
 - Council Committees
 - Council Meetings
 - Councilor Liaison

I Drive Structure (continued)

- Corporate Services
 - Corporate Services
 - Customer Service
 - Information Technology
 - Website
 - Records Management
 - Leases and Licenses
 - Property Management
 - Community Assets
 - Risk Management
 - Workplace Health and Safety
 - Town Office Management
 - Policy
 - Local and Subordinate Local Laws
 - Legal Matter
 - Statutory Registers
 - Delegation and Authorized Persons
 - Complaints Management
 - Operational Plan
 - Libraries
 - Financial Services
 - Capital Works Plan
 - Accounts
 - Asset Coordination
 - Budgeting
 - Payroll
 - Purchasing and Stores
 - Rating
 - Financial Reporting
 - Insurances
 - Grant Commission Data
 - Bank Reconciliation
- Community and Cultural Services
 - Community Services
 - Economic Development
 - Community Development
 - Seniors Programs
 - Youth Services
 - HACC – CAPs
 - Housing Tenancies
 - Area Promotion and Tourism
 - Grants
 - Arts and cultural Program
 - Sport and Recreation
 - Swimming Pool Operations
 - Festival and Events
 - Community Infrastructure

I Drive Structure (continued)

- Change Management
 - Legislative
 - Regulatory
 - Internal Process Review
 - Project
 - Cultural
- Development Environmental Infrastructure
 - Development
 - Development Applications
 - Building and Plumbing Services and Inspections
 - Building Applications
 - Development Compliance
 - Strategic Land Use Planning
 - Planning Scheme
 - Priority Infrastructure Planning
 - Land Use Compliance
 - Environment and Compliance
 - Animal Control
 - Biodiversity and Sustainability
 - Environmental Health
 - Natural Resource Management
 - Parking and Monitoring
 - Trade Waste
 - Vermin and Vector Control
 - Waste Management and Collection
 - Environmental Local Laws
- Technical Services
 - Infrastructure
 - Airports
 - Strategic Asset Management
 - Design Services
 - Quarry
 - Depots and Workshops
 - Quality Assurance
 - Project and Contract Management
 - Rural Services
 - Housing Maintenance
 - Facilities Maintenance
 - Parks Gardens and Reserves
 - Transport
 - Bridges
 - Drainage
 - Fleet Management and Operations
 - Footpaths
 - Lighting
 - Street Cleaning
 - Roads
 - Public Conveniences

I Drive Structure (continued)

- Water and Sewerage
 - Water Operations
 - Sewer – Waste Water Operations

5. Email Information

The email system is part of Council's corporate knowledge and as such comes under the same requirements as other files.

Each staff member's mailbox is limited to **2Gb**. Emails are to be saved to infoXpert as per statutory retention regulations. Emails are to be of a work related nature. Any private emails must be forwarded to your personal email accounts and deleted from your council account.

If there is an attachment to be sent to internal staff only, then a link to its location in infoXpert or the DocID is to be used instead of attaching the document to the email. Emails are not to be used for sharing documents internally. If a document needs to be accessed by other staff members, it needs to be saved into H drive or infoXpert and the staff members shown where to access it.

Send and receive sizes for emails are limited to industry best practice. If a file or set of files is too large to be sent via email, then an alternative method needs to be utilized, such as sending via a CD in the mail.

6. End of employment Information

Prior to staff ending employment, they must make sure the contents of their P Drives have been moved into H Drive or into infoXpert. The same applies for any work in progress emails.

7. Backup Information

As part of the server management, all data is backed up every night. There is no need for staff to create copies of files for backup purposes, and as such staff are not permitted to do so. If found, files duplicated for "backup" purposes will be deleted.

8. C Drive & Local Files

No files are to be stored locally on C drives. The exception to this is locally installed applications which are approved by IT staff. Examples include; MetroCount, PDA software etc. This data isn't backed up and must be copied to an appropriate location on the network as soon as possible.



General Policy

Policy Title:	Records Management
Policy No:	236
Policy Subject:	Records Management
Directorate:	Corporate Services
Department:	Records
Responsible Officer:	Director of Corporate Services
Authorised by:	North Burnett Regional Council
Adopted Date:	Planning & Policy Meeting – 03/07/2012
Review Date:	03/07/2014
Authorities:	

PURPOSE:

The purpose of the Records Management Policy is to ensure that full and accurate records of all activities and decisions of the North Burnett Regional Council are captured, managed and retained and disposed of appropriately in accordance with relevant legislation through suitable recordkeeping practices.

DIRECTION STATEMENT:

Council is committed to implementing best records management practices and systems to ensure the creation, maintenance and protection of accurate and reliable records. All practices concerning recordkeeping within this organisation are to be in accordance with this policy and its supporting procedures.

SCOPE:

This policy applies equally to all units of North Burnett Regional Council including elected councillors, employees, contractors, consultants and or agents engaged by Council from time to time. The policy covers all aspects of Council's operations, including all records received or created in any format to support North Burnett Regional Council's business activities and all business applications used to create, manage and access records.

LEGISLATION AND STANDARDS:

Council acknowledges the following laws that relate to records and information:

- Public Records Act 2002
- Local Government Act 2009
- Information Standard 31: Retention and Disposal of Public Records (IS31)
- Information Standard 40: Recordkeeping (IS40)
- Right of Information Act 2009
- Information Privacy Act 2009

RECORDKEEPING SYSTEMS:

Council's record management systems are dedicated to the creation and maintenance of authentic, reliable and usable records for as long as they are required to effectively and efficiently support Council functions and activities.

The recordkeeping systems will manage the following processes:

- The creation/capture of records in the recordkeeping system (infoXpert & Civica by using Council classification structure, refer Records Management Procedures)
- The storage of electronic and paper based records
- The security of records
- Access to records in accordance with the Public Records Act 2002.
- The disposal of records in accordance with the *General Retention and Disposal Schedule for Administrative Records* and or *Local Government Sector Retention and Disposal Schedule* set by Queensland State Archives.

SECURITY:

The Chief Executive Officer in conjunction with the Records Coordinator have overall control of records security, and the security grading of all users covered by this policy. Security grading is an essential part of Council operation due to the nature of different records in Council control to preserve confidentially.

STORAGE:

The Records Coordinator will ensure all Council's paper based records are stored, retained and disposed of in accordance with the *General Retention and Disposal Schedule for Administrative Records* and or *Local Government Sector Retention and Disposal Schedule* set by Queensland State Archives, and the *Public Records Act 2002*.

Council's Department of Information and Technology are to ensure that all systems and procedures associated with the capture and ongoing management of digitised images can maintain the accuracy, authenticity and reliability of the images for as long as they are required to be retained under *General Retention and Disposal Schedule for Administrative Records* and or *Local Government Sector Retention and Disposal Schedule* set by Queensland State Archives.

DISASTER PREPAREDNESS

To help alleviate the scale of damage that can occur in a natural disaster or man made disaster, all original paperwork is registered into the Council electronic Document Records Management System (eDRMS) infoXpert [as per Records Management Procedures]. Once registered, the Records Department retains documents in archive boxes in a weather proof location to minimise record loss. All digitised records are backed up on Council's server and daily backups are stored off premises. Were Council premises to become badly effected by a disaster, the premises would then be in the control of Emergency Services until the premises are safe to re-enter. In the case of badly damaged records that cannot be retrieved from the digitised backup, the Records Coordinator would make contact with Queensland State Archives' Preservation Services Section for assistance and advice.

RIGHT TO INFORMATION:

The Right to Information Act 2009 establishes a right to information for members of the public. Under this legislation, the public will have a statutory right to access information held by Council unless, on balance, release of the information would be contrary to the public interest.

The Right to Information Officer in conjunction with the Director of Corporate Services, will have control of Right to Information Requests and decision making. The Right to Information Act replaces the Freedom of Information Act 1992.

INFORMATION PRIVACY:

The Information Privacy Act 2009 provides safeguards for the handling of personal information held in public sector environment and provides a mechanism for people to access and amend their personal information. The Information Privacy Act 2009 Chapter 3 replaces the Freedom of Information Act 1992.

The Privacy Contact Officer is responsible for the control of Information Privacy requests, amendments and implementation of the framework necessary to ensure Council compliance.

RESPONSIBILITIES:***Elected Members***

The Local Government Act 2009 does not require elected members to keep records of casual conversations or discussions. If an elected member feels that a record should be made, it is done so at their discretion, and if appropriate, should be forwarded to Council's Records Department. Political and personal records of elected members are exempt.

Chief Executive Officer

In accordance with Section 13(3)(f) of the Local Government Act 2009, the Chief Executive Officer is to ensure 'the safe custody of (i) all records about the proceedings, accounts or transactions of the local government or its committees; and (ii) all documents owned or held by the local government'.

The Chief Executive Officer shall:

- authorise the Record Management Policy
- provide sufficient support and resources for ensuring a successful records management program; and
- promote compliance of the Records Management Policy to elected members, directors, staff and contractors.

Directors/Managers

All Directors/Managers are to ensure the records management policy and procedures are known and adhered to within their area of responsibility and to ensure that all new staff are inducted as to their record keeping responsibilities.

Records Coordinator/Records Team

The Records Coordinator/Records Team is responsible for overseeing the design, implementation, and maintenance of this Records Management Direction, as well as monitoring compliance.

All Staff (including councillors, consultants and contractors)

All staff including councillors, consultants and contractors, adhere to Council's records management policy and procedures in keeping records that document their daily work, and specifically create and capture records into identified recordkeeping systems ie. infoXpert.

MONITOR AND REVIEW:

All users covered by this direction will be monitored on a regular basis by the Records Coordinator. This policy will be scheduled for an annual review which will be conducted by an internal audit committee established by the Records Coordinator and the Chief Executive Officer.

Retention/Disposal of Records – Council is required to manage and preserve records to ensure they are accessible and unalterable for their required retention period as per the General Retention and Disposal Schedule for Administrative Records and Local Government Sector Retention and Disposal Schedule set by Queensland State Archives. For records in electronic formats, this may involve migrating records to new formats, or maintaining basic technical infrastructure to support records which remain

in decommissioned business systems. For hard copy records, this may involve providing ongoing storage spaces which protect public records from damage from pests and environmental hazards. (*National Archives of Australia*)

All records are to be disposed of in accordance with the Public Records Act 2002 and relevant disposal authorities.

GLOSSARY:

The following definitions have been mainly drawn from either the Public Records Act 2002, National Archives of Australia, or Australian Standard (AS 4390):-

Accurate - to reflect the transactions that they document. (*National Archives of Australia*)

Appraisal/Appraise - The process of evaluating records to determine which are to be retained as archives, which are to be kept for specified periods and which will be destroyed. (*AS 4390 Part 1 Clause 4.3*)

Authentic – enabling proof that they are what they intend to be and that their intended creators did indeed create them. (*National Archives of Australia*)

Business Activities – is an umbrella term covering all the functions, processes, activities and transactions of Council and its employees. (*AS 4390 Part 1: Clause 4.6*)

Capture – is a deliberate action which results in the registration of a record into a recordkeeping system. For some of Councils activities, this action may be designed into electronic systems so that the capture of records is concurrent with the creation of records. (*AS 4390 Part 1: Clause 4.7*)

Create – the act of making a record (evidence) of business transactions. (*National Archives of Australia*)

Destruction - The process of eliminating or deleting records beyond any possible reconstruction. (*National Archives of Australia*)

Disposal – the destruction of a record including destroying or damaging the record, or part of it; or abandoning, transferring, donating, giving away or selling the record, or part of it. (*Public Records Act 2002*)

Public Record – the term ‘public record’ refers to the documentary, photographic, electronic, or other records of a public authority. It includes anything created, received or kept by Council in the exercise of its statutory administrative or other public responsibilities. For example: The minutes of a council meeting, rate notices, dog registrations, internal memoranda, emails that provide evidence of Council conducting business activities, making decisions, or carrying out transactions. A public

record may also include a copy of part of a document or record. (*Public Records Act 2002*)

Record Keeping – Making and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded information. (*AS 4390 Part 1: Clause 4.19*)

Retain - The disposal action for records appraised as having archival value. This means that the records should be transferred to Queensland State Archives as soon as they are no longer required for business use. (*National Archives of Australia*)

Record – means recorded information created or received by an entity in the transaction of business or the conduct of affairs that provides evidence of the business or affairs and includes:

- (a) Anything on which there is writing; or
- (b) Anything on which there are marks, figures, symbols or perforations having a meaning for persons, including persons qualified to interpret them; or
- (c) Anything from which sounds, images or writings can be reproduced with or without the aid of anything else; or
- (d) A map, plan, drawing or photograph. (*Public Records Act 2002*)

RESOURCES:

This statement is a list of resources used in the development of the North Burnett Regional Council Records Management Direction; these items can be referred to for further information:

- Local Government Act 2009 Section 13(3)(f)
- Public Records Act 2002 (Dictionary)
- Public Records Act 2002 (a plain English guide by Queensland State Archives)
- Information Standard 31: Retention and Disposal of Public Records (IS31)
- Information Standard 40: Recordkeeping (IS40)
- General Retention and Disposal Schedule for Administrative Records (Queensland State Archives)
- Local Government Sector Retention and Disposal Schedule (Queensland State Archives)
- North Burnett Regional Council Records Management Procedures
- National Archives of Australia (How to Develop a Recordkeeping Policy 2004)
- AS (Australian Standard) 4390, Part 1 Clause 4



General Policy

Policy Title:	Records Management – Emails
Policy No:	237
Policy Subject:	Records Management
Directorate:	Corporate Services
Department:	Records
Responsible Officer:	Director of Corporate Services
Authorised by:	North Burnett Regional Council
Adopted Date:	Planning & Policy Meeting – 03/07/2012
Review Date:	03/07/2014

Authorities:

1 Introduction

Email is an important communication mechanism for North Burnett Regional Council and a fundamental tool for conducting business. Emails, like public records in other formats, must be captured and appropriately managed to preserve evidence of Council activity.

1.1 Authority

This policy has been issued by the Chief Executive Officer of North Burnett Regional Council and is effective from adoption date.

1.2 Review

Review of this policy will take every two years, or as required. The next scheduled review date is 3 July 2014.

1.3 Purpose

The purpose of this policy is to advise all staff of North Burnett Regional Council of their obligations in relation to managing emails that are public records.

1.4 Scope

This policy applies to emails, created internally and externally, that are public records, as defined by the Public Records Act 2002. It also applies to anyone employed by North Burnett Regional Council, including councillors, casual and temporary staff, contractors and consultants.

This policy will assist in the creation, capture and management of emails that are public records. This includes emails that provide evidence of conducting business activities, making decisions and/or carrying out transactions.

Best practice recordkeeping ensures that service delivery is of high quality, that business continuity is maintained and that North Burnett Regional Council remains accountable to its clients.

North Burnett Regional Council uses infoXpert to capture and manage records. As with records in other formats, emails that document any business activity or transaction must be captured into the recordkeeping system. This is the responsibility of all North Burnett Regional Council staff.

1.5 Regulatory and legal framework

This document has been created in accordance with Queensland Government recordkeeping legislation, policy, procedures, standards and guidelines which define best practice recordkeeping for Queensland public authorities. This direction complies with the following key documents:

- Public Records Act 2002
- Information Standard 40: Recordkeeping (IS40), and
- Information Standard 31: Retention and Disposal of Public Records (IS31).
- Local Government Act 2009
- Right to Information Act 2009
- Information Privacy Act 2009

Section 7.1.1 of the *Best Practice Guide to Recordkeeping* also lists all legislation and regulations that directly relate to public recordkeeping in Queensland.

The *Best Practice Guide to Recordkeeping* can be found at:

<http://www.qgcio.qld.gov.au/SiteCollectionDocuments/Architecture%20and%20Standards/Information%20Standards/Current/IS40%20Best%20Practice%20Guide.pdf>

2 Direction Principles

In compliance with Information Standard 40: Recordkeeping (IS40), management of emails that are public records should not occur in isolation from the management of paper-based or electronic records. Emails that are public records must be captured into infoXpert as soon as they are created or received, or as soon as possible thereafter.

Failure to maintain and preserve emails that are public records can result in emails becoming inaccessible, which poses a risk to North Burnett Regional Council's requirements to keep full and accurate records. North Burnett Regional Council also needs to ensure that emails are secure from alteration or modification in order to maintain their value as evidence.

Under section 13 of the Public Records Act 2002, it is unlawful to dispose of Council business related emails without approval under a Retention and Disposal Schedule authorised by the State Archivist.

2.1 Definitions

Glossary of Archival and Recordkeeping Terms can be found at:

<http://www.archives.qld.gov.au/government/Publicationsbytype.asp>

An email is a **public record** if it was made, sent or received in the course of conducting business and:

- documents a business decision, or
- documents advice given or received in the course of business, or
- is required by legislation or another regulatory instrument to be kept as evidence of a business transaction.

Emails that are not public records have short-term informational value and are only required to be retained for a short time, while they are needed for reference purposes; These are referred to as **ephemeral documents**. Examples of ephemeral documents include:

- Duplicate emails that are used only for reference and not as a public record
- Emails that are part of a distribution list or listserv
- Team meeting notifications
- Spam and unsolicited advertising material
- Duplicate or cc (courtesy copy) emails that are used only for reference or information purposes and not as a public record

Section 6 of General Retention and Disposal Schedule for Administrative Records (GRDS) also includes information on ephemeral documents.

2.2 Creating and capturing

North Burnett Regional Council must ensure that emails that are public records are captured as full and accurate records into an identifiable and authorised recordkeeping system. (infoXpert)

2.2.1 Creating emails that are public records

North Burnett Regional Council requires staff to ensure emails that are public records include all necessary details for a record to be full and accurate; This means any record must contain content and context and it must have structure.

For more advice regarding the creation of full and accurate records, please see the Queensland State Archives' Public Records Brief *Creating Full and Accurate Records*, found at: <http://www.archives.qld.gov.au/government/Publicationsbytype.asp>

2.2.2 Capturing emails that are public records

infoXpert - Electronic Document and Records Management System (eDRMS)

All staff at North Burnett Regional Council are responsible for capturing emails that are public records. The following actions will ensure all emails that are public records are captured, and that they meet the requirements of the Public Records Act 2002 and Information Standard 40: Recordkeeping.

1. All internally and externally created emails that are identified as public records should be captured as soon as possible, into infoXpert.
2. Attachments should be captured with the email, as the transmission data provides important context for the record (even if there is no text in the body of the email).
3. It is up to the first person on the recipient list to capture an email that has been sent to multiple recipients
4. Thread emails are emails that extend over a period of time regarding the initial subject. It is up to the person who receives the final communication to capture this thread.

Storing emails in network drives or in private drives does not ensure accessibility. Therefore staff are required to capture emails that are public records into infoXpert. As stated previously, all staff are required to capture emails that are public records as soon as they are sent or received (or as soon as possible). However, all staff exiting North Burnett Regional Council are required to check their email inbox before they leave to ensure all emails that are public records are captured into infoXpert. This is in accordance with North Burnett Regional Council's exit procedure.

Ephemeral emails

Ephemeral emails are not to be captured into infoXpert as they are not public records (see Section 11, Definitions). They may be deleted from your email inbox when they are no longer required for reference.

2.3 Maintaining, preserving and disposing

2.3.1 Maintaining accessibility

For a public authority to be compliant with IS40, emails that are public records must be available to review and use over their lifetime. Staff at North Burnett Regional Council can access emails that are public records in accordance with access rights outlined in North Burnett Regional Council Security Policy.

2.3.2 Maintaining integrity

Emails assessed as a public record cannot be altered after they have been sent or received. If an email that is a public record is forwarded or amended and sent to someone else in the course of business, it must be captured as a new public record.

2.3.3 Deletion and disposal

Deleting emails from an inbox

When an email that is a public record has been captured into infoXpert, staff are permitted to delete that email. If there is uncertainty or confusion about whether to delete an email or not, please consult the Records Coordinator.

Disposing of emails from a recordkeeping system

Records may only be disposed in accordance with *Local Government Sector Retention and Disposal Schedule* and the *General Retention and Disposal Schedule for Administrative Records*. This includes emails that are public records.

For more information about retention and disposal, *Information Standard 31: Retention and Disposal of Public Records* (IS31), can be found at:

<http://www.qgcio.qld.gov.au/QGCIO/ARCHITECTUREANDSTANDARDS/INFORMATIONSTANDARDS/CURRENT/Pages/index.aspx>

2.4 Responsibilities

- Anyone employed by North Burnett Regional Council, including casual and temporary staff, contractors and consultants are responsible for identifying and capturing or initiating the capture of emails that are public records and for complying with this policy and other associated recordkeeping policies and guidelines.
- Supervisors are responsible for ensuring a recordkeeping culture is established in each work team and that staff understand their responsibilities.
- The Records Coordinator is responsible for providing advice and assistance in developing policies, procedures and tools for managing emails. They are also responsible for contributing to the provision of training in relation to managing emails that are public records.
- The IT department is responsible for maintaining the email system technology, as well as implementing security controls and protection. It is also responsible for ensuring email system backup.
- The Chief Executive Officer is responsible for ensuring that full and accurate records of North Burnett Regional Council business are made and kept in accordance with the Public Records Act 2002.

Appendices**Appendix 1: Hyperlinks to useful sites**

Queensland State Archives provides an online training module, entitled Managing Emails that Are Public Records, which can be used by all North Burnett Regional Council employees. The module can be accessed here:

http://www.archives.qld.gov.au/learning/html_nonflash/

All Information Standards can be accessed through the Queensland Government Chief Information Office's website.

- IS31: Retention and Disposal of Public Records:
<http://www.qgcio.qld.gov.au/QGCIO/ARCHITECTUREANDSTANDARDS/INFORMATIONSTANDARDS/CURRENT/Pages/index.aspx>
- IS40: Recordkeeping:
<http://www.qgcio.qld.gov.au/QGCIO/ARCHITECTUREANDSTANDARDS/INFORMATIONSTANDARDS/CURRENT/Pages/index.aspx>

The QSA Publications for Government page provides resources for all public authorities. The page is found at:

<http://www.archives.qld.gov.au/government/Publicationsbytype.asp>

The *General Retention and Disposal Schedule*, plus other information on retention and disposal can be found at:

<http://www.archives.qld.gov.au/government/InformationStandard31.asp>

7.4 DISCONTINUED FEES 18/19 FEES & CHARGES

Doc Id: 886757

Author: Kylie Buckholz, Finance Officer

Authoriser: Brad Duke, General Manager Corporate and Community

Attachments: 1. Discontinued Fees 2018-19.docx  

INTRODUCTION/BACKGROUND

From the 2018-19 financial year, Council started using LG Solutions Cloud Fees to manage Council's adopted Fees and Charges. The 2018-19 Fees and Charges were adopted at the 6 June 2018 Policy and Planning Standing Committee Meeting for implementation from 1 July 2018.

The list of fees (*attached*) were requested to be discontinued by the relevant departments as they were not required for this financial year, however a technical issue in system has caused these discontinued fees to be reinstated and included in the 2018-19 Fees & Charges.

CORPORATE/OPERATIONAL PLAN

5.6 Good Governance

5.6.1 Commit to open and accountable governance to ensure community confidence and trust in Council and our democratic values

POLICY IMPLICATIONS

Nil

STATUTORY REQUIREMENTS

Section 98 of the *Local Government Act 2009* Section 98 – Register of cost-recovery fees

A Local Government must keep a register of its cost-recovery fees.

FINANCIAL REQUIREMENTS

Nil

RISK MANAGEMENT

Confusion for the general public and Council staff due to the inclusion of these discontinued fees in the Fees and Charges.

CONSULTATION

Liaison with LG Solutions regarding the technical issue and how to rectify it.

RECOMMENDATION

That due to a technical error in the Cloud Fee System, the discontinued fees as presented be removed from Council's 2018-19 Fees and Charges.

Discontinued Fees & Charges for 2018/2019
Fee/Charge
Monto Herald - 1940 [Council Publications]
Looking Back at the History of Eidsvold [Council Publications]
Eidsvold Goldfields 1887-1987 [Council Publications]
Mundubbera Seasonal Workers Camp Overnight (per person)
Mundubbera Seasonal Workers Camp Weekly Rates (per person) max 2 weeks
Volunteer Engagement Participants Week One – First Night is charged at \$5 per person – but customers are required to volunteer work time for this free fee
Volunteer Engagement Participants Week Two – Normal Fees apply as per the Mundubbera Seasonal Workers Campsite Fee Schedule – however payment of fees can be held in arrears for one week only
Volunteer Engagement Participants Week Three – Normal Fees apply as per the Mundubbera Seasonal Workers Campsite Fee Schedule – however payment of fees can be held in arrears for one week only
Hire Mobile Learning computers hourly rate
Hire Mobile Learning computers daily rate
Mobile Learning equipment Data usage
Hire Mobile Learning computers within RMWABLC full day – includes free Wi-Fi
Hire Mobile Learning computers within RMWABLC hourly – includes free Wi-Fi
Bond for use of Mobile Learning Computers if computers are utilised at another location

This has now been moved to Communities and replaced by Mundubbera Community Camping Area:

 Bond Fee (excl. GST): \$500.00
 Camping Fees & Facility Hire (full facility & amenities) - Minimum 2 nights stay Fee (excl. GST): \$272.73
 Camping Fees & Facility Hire (full facility & amenities) - 4-5 nights Fee (excl. GST): \$227.27
 Camping Fees & Facility Hire (full facility & amenities) - 6 nights plus Fee (excl. GST): \$181.82

7.5 COUNCIL MEETING STRUCTURE REVIEW

Doc Id: 886791

Author: Ray Burton, Interim Chief Executive Officer

Authoriser:

Attachments: Nil

INTRODUCTION/BACKGROUND

Council has requested a review of its Standing Committee structure with particular regard to delegating decision making powers to those Committees. Council requested the Interim CEO to draft a Terms of Reference for each Standing Committee to facilitate the delegation of powers.

It is noted that all Councillors are members of Council's two Standing Committees and that these Committees are chaired by the Mayor.

If the rationale of Council is to grant delegated decision making powers to its Standing Committees in order to speed up decision making then an alternative is to abolish the Standing Committees and either convene an additional General Meeting each month in place of the Standing Committees, or to move to a three week General Meeting cycle.

This report seeks to analyse the advantages and disadvantages of the following options for decision making forums:

1. Maintain the status quo – being one General Meeting and two Standing Committees each month, the Standing Committees having no delegated powers but makes recommendations for Council consideration at the following General Meeting;
2. Council delegates decision making powers to its two Standing Committees such powers relevant only to the Terms of Reference of each Standing Committee;
3. Council abolishes its Standing Committees and replaces them with an additional General Meeting on that day (meaning two General Meetings per month);
4. Council abolishes its Standing Committees and moves to a cycle of a General Meeting each three weeks.

A further option which has not been considered below is to abolish the Standing Committees and convene just one General Meeting per month. This option would not 'speed up decision making' (notwithstanding Special Meetings can be convened as required) and therefore has not been considered further.

Option 1 – Status Quo

Advantages

- Current administrative arrangements remain in place
- A less formal working environment enables more detailed consideration/discussion on policy matters
- Special Meetings convened to deal with urgent issues

Disadvantages

- Formal Council decisions made only once per month
- Officers not able to act on Standing Committee recommendations until considered and resolved upon by Council

Option 2 – Standing Committees granted decision making powers

Advantages

- Current administrative arrangements remain in place
- The need for Special Meetings to deal with urgent issues may be avoided

Disadvantages

- The two Standing Committees become defacto Council meetings
- There is only a two week gap between Standing Committee and General Meetings which may see reduction in business items for the General Meeting (whilst the Standing Committee meeting would be open to the public the General Meeting should be seen as the principal decision making forum)
- Council resolution required to establish specific Terms of Reference for each Standing Committee.

Option 3 – Replace Standing Committees with an additional General Meeting

Advantages

- Speeds up decision making (*comment: has the speed of decision making been a real issue?*)
- Not a cumbersome change to administrative procedures as meeting dates and report cut off dates remain the same

Disadvantages

- There is only a two week gap between two General Meetings which may see reduction in business items for the second General Meeting
- Council decision making needs unlikely to support two General Meetings per month
- Public notice required for the change in type of meeting

Option 4 – Abolish Standing Committees and introduce General Meetings on a three week cycle

Advantages

- Reasonable time period between Council meetings
- Decisions made more often

Disadvantages

- Public notice required for the change in type of meeting and dates of meeting
- New meeting cycle and report cut off dates required (see possible three week cycle meeting dates below)

Underlying assumptions made in above Options:

- No provision for general business items to be raised at any meeting (consistent with the draft Code of Meeting Procedure produced by the Department of Local Government, Racing and Multicultural Affairs)
- No 'Information Only' reports to Council meetings (these are distributed separately)
- Council meetings continue to rotate across the six towns
- The Councillor workshops would continue on the Monday prior to each General Meeting
- The changes to meeting scheduling has no ramifications to Councillor Remuneration entitlements for meeting attendance

- Monthly reporting matters such as Financial reports would be presented to the next suitable General Meeting (meaning in some cases where there are two meetings in a month the reports would be presented to the second meeting in order to allow the time required after the end of the month to prepare the required data for the reports).

CORPORATE/OPERATIONAL PLAN

5.6 Good governance

- 5.6.1 Commit to open and accountable governance to ensure community confidence and trust in Council and our democratic values
- 5.6.2 Compliant with relevant legislation
- 5.6.3 Deliver reliable internal support services

POLICY IMPLICATIONS

Nil

STATUTORY REQUIREMENTS

Section 257 of the Local Government Regulations 2012 (the Regulations) deals with the frequency and place of meetings.

Section 264 of the Regulations outlines that Standing Committees can be established.

Section 268 of the Regulations requires that Council must meet each calendar month.

FINANCIAL REQUIREMENTS

Some minor cost savings in reducing the number of meetings over a 12 month period by approximately four.

RISK MANAGEMENT

The recommendation proposes additional General meetings which will reduce risk associated with delays in decision making.

CONSULTATION

Executive Management team members have been consulted.

RECOMMENDATION

1. That Council abolish its Standing Committee structure and introduce a three week General Meeting cycle; and
2. That the Chief Executive Officer publicly advertise the following revised General Meeting dates for remainder of 2018 and the abolition of Standing Committee meetings:
 - 05 September 2018
 - 26 September 2018
 - 17 October 2018
 - 07 November 2018
 - 28 November 2018
 - 12 December 2018 (note: earlier December meeting due to Christmas break).

7.6 2017-18 OPERATIONAL PLAN - Q4 DATA

Doc Id: 886792

Author: Tracey Wilson, Executive Support Stream Leader

Authoriser: Ray Burton, Interim Chief Executive Officer

Attachments: Nil

INTRODUCTION/BACKGROUND

The purpose of this report is to provide information to Council on the actions undertaken against the 2017-18 Operational Plan for the period 01 April 2018 through to 30 June 2018 – Q4.

An operational plan is a legislative requirement under the *Local Government Act 2009* and the *Local Government Regulation 2012*, and is a strategic document that details the operational direction for Council over a 12-month period.

The Operational Plan highlights our significant projects and activities for the year that are of most interest to Council and our communities. It can include:

- Outcomes and strategies directly from the Corporate Plan.
- Programs that the organisation has in place.
- Outputs that will deliver the strategies in the Corporate Plan.
- Significant projects and activities
- Performance measures to track progress and identify milestones and achievements.

CORPORATE/OPERATIONAL PLAN

5.4 Future financial sustainability

5.4.1 Undertake robust and accountable financial, resource and infrastructure planning and management to ensure affordable and sustainable outcomes for our community

5.6 Good governance

5.6.1 Commit to open and accountable governance to ensure community confidence and trust in Council and our democratic values

5.6.2 Compliant with relevant legislation

POLICY IMPLICATIONS

Council's actions are in accordance with the adopted Corporate and Operational Plans.

STATUTORY REQUIREMENTS

Local Government Act 2009

Local Government Regulation 2012

FINANCIAL REQUIREMENTS

Budget expenditure in accordance with adopted budget.

RISK MANAGEMENT

Compliance with any statutory requirements and policy responsibilities.

CONSULTATION

Internal consultation has been conducted with the Executive Leadership Team, Mayor and available Councillors.

RECOMMENDATION



That North Burnett Regional Council receives the Q4 Operational Plan report for the 2017-2018 financial year.

7.7 ADOPTION OF THE 2018-19 OPERATIONAL PLAN

Doc Id: 886898

Author: Brad Duke, General Manager Corporate and Community

Authoriser: Ray Burton, Interim Chief Executive Officer

Attachments: 1. Draft 2018-19 Operational Plan.xlsx [887675]  

INTRODUCTION/BACKGROUND

Pursuant to section 174 of *Local Government Regulation 2012*, Council must prepare and adopt an annual operational plan for each financial year.

The North Burnett Regional Council 2018-19 Operational Plan (**attached**) translates Council's priorities and services (outcome driven with key performance indicators), set out in the 2017-2022 Corporate Plan, into measurable actions for the financial year. Progress is reported regularly during the year to Council and the community via performance reports presented every three (3) months.

CORPORATE/OPERATIONAL PLAN

Theme 5: Our efficient and effective Council

- 5.1 Customer focused
- 5.4 Future financial sustainability
- 5.6 Good governance
- 5.18 Elected members

POLICY IMPLICATIONS

Statutory policy document to be prepared and adopted by Council each year.

STATUTORY REQUIREMENTS

Consistent with sections 174 and 175 of *Local Government Regulation 2012*.

FINANCIAL REQUIREMENTS

The annual operational plan must be consistent with Council's annual budget.

RISK MANAGEMENT

Nil. Statutory policy document to be prepared and adopted by Council each year consistent with sections 174 and 175 of *Local Government Regulation 2012*.

CONSULTATION

Council, legislation requirements, executive leadership team and linkages to 2017-2022 Corporate Plan.

RECOMMENDATION

That in accordance with sections 174 and 175 of *Local Government Regulation 2012*, Council adopts the 2018-19 Operational Plan, as amended.

1	1 - COMPLETED
2	2 - ON TARGET
3	3 - BEHIND TARGET
4	4 - DEPT REVIEW AND REPORT BACK
5	5 - PLANNED COMPLETION

CEO	CEO'S OFFICE
WORKS	DEPT. OF WORKS
SIA	DEPT OF STRATEGY, INNOVATION AND ASSETS
C&C	DEPT OF CORPORATE & COMMUNITY
All Departments	All Council Departments

OPERATIONAL PLAN 2018-19

Themes	Project	2018-19 Budget Est.	Outcomes (to be completed by 30 June 2019)	Key Performance Indicators	Q1	Q2	Q3	Q4	Accountable Dept.	Supplementary Project Resources (includes other Departments and contractors)	Portfolio Councillor		
1 : OUR PRODUCTIVE REGION													
1.2 Safe, well maintained and effective local road networks	Construct Percy Hindmarsh Bridge	\$ 345,000	Detailed project management frameworks adopted and in place and procurement completed	Engagement of Superintendent. Detailed Council reports including Gantt chart					SIA	WORKS	Cr Paul Lobegier		
	Improve B Double road access	\$ 500,000	Design and construction of bridge asset	Carry out construction programme, manage budgets and operational timelines and report quarterly					WORKS	SIA	Mayor Rachel Chambers		
			Capital works across region - concrete footways, earthworks and seal including Oera Road Mundubbers	Carry out construction programme, manage budgets and operational timelines and report quarterly					WORKS	SIA (LSA/QUT)	Mayor Rachel Chambers		
			Maintenance of roads - gravel resheets and bitumen reseal	Carry out construction programme, manage budgets and operational timelines and report quarterly					WORKS	SIA	Mayor Rachel Chambers		
			Maintenance of drainage and bridges	Carry out construction programme, manage budgets and operational timelines and report quarterly					WORKS	SIA	Mayor Rachel Chambers		
			Flood resilience (betterment projects) and completion of flood damage repairs in accordance with Qld Reconstruction Authority guidelines	Carry out construction programme, manage budgets and operational timelines - Monitor repair programme and complete all necessary documentation to ensure all allowable reimbursement for work completed is received					WORKS	SIA and RedPost	Mayor Rachel Chambers		
Road, drainage and bridges construction and maintenance	\$ 600,987	Maintenance of drainage and bridges	Carry out construction programme, manage budgets and operational timelines and report quarterly					WORKS	SIA	Mayor Rachel Chambers			
		\$ 5,045,000	Flood resilience (betterment projects) and completion of flood damage repairs in accordance with Qld Reconstruction Authority guidelines	Carry out construction programme, manage budgets and operational timelines - Monitor repair programme and complete all necessary documentation to ensure all allowable reimbursement for work completed is received				WORKS	SIA and RedPost	Mayor Rachel Chambers			
		\$ 315,000	Footpaths and kerb and channel	Carry out construction programme and manage budgets and resources					WORKS	SIA	Mayor Rachel Chambers		
1.3 Safe, well maintained and effective state road network	Road Maintenance Performance Contract (RMPC) for region	\$ _____	Deliver RMPC Contract	Negotiate contract to maintain State Road network					SIA	WORKS	Cr Paul Lobegier		
			Carryout condition inspections at required frequency and plan rectification works according to agreed intervention levels						SIA	WORKS			
	Roadworks Performance Contract (RPC) for region	\$ _____	Deliver RPC Contract	Negotiate contract to maintain State Road network					SIA	WORKS			
			Carryout condition inspections at required frequency and undertake rectification works according to agreed intervention levels						SIA	WORKS			
1.5 Implementation of Tourism Strategy	Improve Tourism	\$ 2,455,640	Regional town entry signage (2 towns per year)	Design and construct town entrance signage - based on Mundubbers signage					SIA	C&C	Cr Paul Lobegier		
			Master plan for BMV tracks, Eldsvold	Engage resources and complete master plan and community consultation					SIA	WORKS			
			Walking tracks and tourist points for RM Williams ABUC	Design and construct tracks and tourist points to improve visitor experience					SIA	WORKS			
			Miriga Crossing Caravan Park Upgrade	Capital works upgrade of facilities, project framework signed off and budget management					SIA	WORKS			
			Preagre standardised caretaker agreements						SIA	C&C			
			Monitor effectiveness and efficiency of Caravan Park operations						SIA	C&C			
			Quarterly Council reports re: visitation statistics etc.						SIA	C&C			
1.6 Diversification of the economy through research of potential new industries	Economic strategy and modelling	Internal resources	Economic & Innovation Strategy	Adoption of Strategy by Council					SIA	C&C	Cr Paul Lobegier		
			Economic profile produced	Establish Council economic id using modeling tool used by WBRAC Councils and report to Council					SIA	C&C			
1.7 Planning to facilitate industrial, commercial and residential growth	Increase residential, commercial and industrial development	\$130,000	Prioritised and scoped future development possibilities of Council owned land for residential, commercial and industrial uses	Needs analysis for each major community in region including prioritisation					SIA	C&C	Mayor Rachel Chambers		
				Concept designs and engineering estimate prepared for Council consideration					SIA	WORKS			
1.8 Improve transport routes for product and produce	Road network economic valuation	Internal resources	Complete NBRC HV road network plan	Road Forum and industry survey completed					SIA	DTMR, NHVR, BIEDD	Mayor Rachel Chambers		
			Enable the assessment of a road economic value	Development of NBRC / QUT economic model					SIA	QUT, LSAQ			
2 : OUR HAPPY, HEALTHY and SAFE REGION													
2.2 Community health and well being services that meet community priorities	Ensure safety	\$38,000	Admin. office improvements (Eldsvold) - securing building roof access points - Footpath upgrades - pedestrian access	Completion of minor capital programs in budget					WORKS	SIA (Assets)	Cr Robbie Rade		
2.2 Community health and well being services that meet community priorities	Advocate for health and well being services	\$28,000	Advocate through Government and other key stakeholders to maintain and deliver a variety of health and well being services across the region	Key priorities for region discussed with stakeholders and Government Depts. - attendance at community forums, workshops and meetings to aid in Council's future planning for health and well being services - regular Council reports, media liaison to demonstrate Council's activity in developing and engaging services.					C&C	In-house and relevant stakeholders, including Governments	Deputy Mayor Cr Faye Whelan		
2.4 Increase public transportation options	Deliver the North Burnett Transport Service	Fully funded	Continue to deliver the North Burnett Transport Services for all clients across the North Burnett consistent with available resources and funding	Effective and efficient service delivery, budget and resource management consistent with government guidelines					C&C	External funding providers	Deputy Mayor Cr Faye Whelan		
3 : OUR UNITED REGION													
3.1 A region for all ages	Improve and provide sport, recreation and open spaces	\$475,000	Gayndah main sporting field upgrade	Deliver sporting field upgrades and service improvements consistent with project plans and budgets					WORKS	SIA	Cr Robbie Rade		
			Electricity upgrade at Archer Park Community Centre, Mundubbers	Completion of Sports Field lighting with power supply upgrade to Archer Park					SIA	WORKS	Cr Robbie Rade		
			Gayndah swimming pool upgrade including amenities and kiosk	Demolition of buildings - painting and capital works improvements					WORKS	SIA	Cr Robbie Rade		
			General capital works across other regional public swimming pools	Deliver on maintenance plans to upgrade regional swimming pools for public enjoyment					WORKS	SIA	Cr Robbie Rade		
		\$440,000	Cyclevays - Mt Perry and Gayndah	\$110,000	Public conveniences - upgrades - region wide	Complete construction based on design, budget and timelines					WORKS	SIA	Cr Robbie Rade
		\$62,000	New street furniture for Monto and Mundubbers (W4Q projects)	\$142,140	Irrigation system for Biggenden	Install new street furniture					WORKS	SIA	Cr Robbie Rade
		\$60,000	Canteen for Biggenden sports ground	\$12,000	Planter boxes - Mt Perry	Construct new canteen					WORKS	SIA	Cr Robbie Rade
Internal resources	Deliver the first stage of Council's adopted Sport and Recreation and Infrastructure Plan			Report to Council - joint project across local Councils - Direct liaison with Assets Team to ensure consistency with delivery plan with asset management plans and budgets - Continued meetings and relationship building with stakeholders in regional sport and recreational to achieve mutual outcomes					C&C	SIA	Cr Robbie Rade		
3.1 A region for all ages	Engage with Region's youth	\$27,500	Youth Advisory Council established and resourced	Ongoing support and coordination between Council and Youth Advisory Council					C&C	External resources as and when required	Deputy Mayor Cr Faye Whelan		
			Action Plan for future 12 months of events / initiatives	Presentation of 12 month (proposed) action plan for Council's consideration					C&C	External resources as and when required	Deputy Mayor Cr Faye Whelan		
			Availability of mentors from staff and elected members	Councilor and staff participation and involvement in regional youth initiatives and community reporting					C&C	External resources as and when required	Deputy Mayor Cr Faye Whelan		
			Good governance processes of agendas, minutes and action plans	Ongoing coaching and mentoring of Youth Advisory Council in matters of governance, priority and policy development					C&C	External resources as and when required	Deputy Mayor Cr Faye Whelan		
3.2 A region for all abilities	Improve accessibility to Council's infrastructure	\$10,000	RM Williams Australian Bush Learning Centre (RMWALC) construct disabled access to camp kitchen	Complete construction based on design, budget and timelines					SIA	WORKS	Cr Robbie Rade		
			\$40,000	Assessability audit for Council infrastructure	Complete audit - review previous reports					WORKS	SIA	Cr Robbie Rade	
													RMWALC playground area (holding tank and pump)
3.3 A region for all interests	Continue with community development and engagement programmes (incl. sponsorship and support)	Internal resources	Continue to deliver community development and engagement programmes across the region	Programme presented to Council					C&C	In-house and relevant stakeholders	Deputy Mayor Cr Faye Whelan		
			Assess and disburse funding under the Community Grants Programme consistent with Policy	Deliver consistent with Council budget and or grant funding guidelines - reports to Council when necessary					C&C	In-house and relevant stakeholders	Deputy Mayor Cr Faye Whelan		
			Attendance and participation at stakeholder meetings and forums	Ongoing staff attendance / participation in relevant community development programmes					C&C	In-house and relevant stakeholders	Deputy Mayor Cr Faye Whelan		
3.4 Art and Culture	Deliver Regional Arts Development Fund (RADF) obligations	Internal resources	Continue to deliver the RADF programme across the North Burnett consistent with available resources and funding and reports to Council	Deliver programme consistent with Government funding and policy					C&C	External funding providers and relevant stakeholders	Deputy Mayor Cr Faye Whelan		
			Assessment Reports consistent with guidelines and policy	Reports for consideration of Council					C&C	External funding providers and relevant stakeholders	Deputy Mayor Cr Faye Whelan		
3.6 United Communities	Heritage Register	Internal resources	Maintain Council's Heritage Register and evidence as other areas and places of significance are identified	Research and gather data for Heritage Register					SIA	C&C	Cr Robbie Rade		
4 : OUR VIBRANT, HEALTHY AND SAFE REGION													
4.5 Protection of cultural heritage	Manage culturally significant sites in a responsible and sustainable manner	Internal resources	Cultural heritage assessments are incorporated into work and project planning where required	Reports include cultural heritage assessments and use of ILUA representatives where possible					SIA	WORKS	Cr John Bowen		
4.6 Natural resource protection	Implement Natural Management plans and programs in accordance with Statutory and Council adopted policies	\$ 10,000	Development of Natural Resource Management Plan	Present Plan to Council for adoption					SIA	External agencies including Governments	Cr John Bowen		
			Washdown Bay, Biggenden	Location identified and design and engineering estimate					SIA	WORKS			
			Purchase of new herbicide spray unit for Land Protection Officers	Unit purchased					SIA	WORKS			
			Gravel pit rationalisation and rehabilitation	Develop Gravel Pit Management Plan. Identify pits that are either have no material left or are not required					SIA	WORKS			
			Flying fox monitoring as required	Manage Roosts to Dept. of Environment and Science requirements					SIA	External agencies including Governments			

		Internal resources	Environmental offset site management	Maintain Gurgens environmental offset site management to DES requirements				SIA	External agencies including Governments			
5 : OUR EFFICIENT and EFFECTIVE COUNCIL												
5.1 Customer focused	Increase local spend	Internal resources	Review of procurement policy to ensure local preference policy in place	Review policy and procedure for consistency to project and internal and external consultation				CBC	All Departments	Cr John Zahi		
			Active usage of preference policy consistent with legislation	Local spend report (YTD) presented to Council and inclusion in Annual Report					CBC	All Departments	Cr John Zahi	
			Staff training in procurement policy and obligations	Standardised procurement documentation in place						CBC	All Departments	Cr John Zahi
				Staff training and development on policy requirements						CBC	All Departments	Cr John Zahi
5.1 Customer focused	Deliver new Council Service Charter	Internal resources	Review existing Council Customer Charter	Review existing policies for timeliness and accuracy - internal and external benchmarking and consultation				CBC	All Departments	Deputy Mayor Cr Faye Whelan		
			Reports and presentations to Council	Workshops with Departments, ELT and Council on developing charter					CBC	All Departments	Deputy Mayor Cr Faye Whelan	
			Media and publicity of new charter	Adoption of new Customer Service Charter						CBC	All Departments	Deputy Mayor Cr Faye Whelan
				Media strategy adopted to engage with community						CBC	All Departments	Deputy Mayor Cr Faye Whelan
5.1 Customer focused	Improve communication and engagement with community	Internal resources	Review and enhance current Community Engagement Policy and Strategy	Establish project team to review existing policies & other mediums				CBC	All Departments	Mayor / Deputy Mayor		
				Council and community engagement completed					CBC	All Departments	Mayor / Deputy Mayor	
				Adoption of new strategy						CBC	All Departments	Mayor / Deputy Mayor
5.2 Asset Management	Asset Management Plan development	Internal resources	Deliver three (3) asset management plans for Council's adoption (used for the basis of future capital and operational budget deliberations)	Main Asset Management Plan adopted				SIA	WORKS and external contractor	Cr Webster		
				Parks & Open Spaces Asset Management Plan adopted					SIA		WORKS	
				Roads and Bridges Asset Management Plan adopted							SIA	WORKS
	Work Programming	Internal resources	Preparation of Civil Work and Parks & Open Spaces future work programming	Civil Works program delivered - monthly reports and budget management					SIA		WORKS	
				Parks & Open Spaces program delivered - monthly reports and budget management							SIA	WORKS
	Condition Monitoring	\$200,000	Establish a monitoring program that delivers consistent asset condition rating	Purchase / lease asset condition rating equipment					SIA		WORKS	
				Complete base line run for future (asset) trending analysis							SIA	WORKS
	Plant and Equipment	\$1,500,000	Deliver annual plant replacement programme	Prepare condition based renewals plan					WORKS		External agencies/ contractors	
				Procure plant & equipment to deliver program							WORKS	External agencies/ contractors
	Community halls	\$300,000	Upgrade community halls	Completion of WAQ programme					WORKS		External agencies/ contractors	
				Replace fence at Bilsvid and provide notice boards	Replace fence and provide notice boards at cemeteries						WORKS	External agencies/ contractors
	Cemetery	\$83,000	Replace fence at Bilsvid and provide notice boards	Replace fence and provide notice boards at cemeteries					WORKS		External agencies/ contractors	
				Playgrounds	Replace and maintain playground equipment	Prepare replacement programme and replace equipment						WORKS
	Council office - Mt Perry	\$20,000	Replace air conditioner	Install replacement air conditioner					WORKS		External agencies/ contractors	
				Quarries	Manage quarries in accordance with statutory requirements	Prepare management plan and resourcing requirements for budget consideration					WORKS	External agencies/ contractors
Gayndah Main Street	\$25,000	Rectify mobility issues with footpaths and cross-overs	Prepare plan - and undertake corrective actions to improve mobility					WORKS	External agencies/ contractors			
			Main Street	Replace Town Hall clock in Munduberra	Replace town clock in Munduberra					WORKS	External agencies/ contractors	
Maintain water and sewerage networks	\$1,045,000	Prepare annual capital programmes for water, sewerage and trade waste	Complete works programmes for water and sewerage and provide quarterly reports					WORKS	External agencies/ contractors			
		Prepare annual maintenance programmes for water, sewerage and trade waste	Complete maintenance programmes for water, sewerage and trade waste and provide quarterly reports						WORKS	External agencies/ contractors		
		Statutory compliance for water and sewerage functions	Provide reports as required for all statutory requirements						WORKS	External agencies/ contractors		
			Sufficient water allocation to meet users needs	Assess annual water data to assess allocations are sufficient and supply is adequate in both quantity and quality	Review WBRDC Regional Water Plan					SIA	External agencies including Governments	
5.4 Future financial sustainability	Improve short and long term finances	Internal resources	Long term financial forecast updated prior to each budget and budget revision	Reviews of long term financial forecast reviewed 3 times each year with ELT and Council					CBC	All Departments & external grant funding		
			Ongoing review and implementation of strategies to reduce current deficit	Implementation of strategies to reduce current deficit (possible engagement of external consultants)						CBC	All Departments & external grant funding	
			Annual review of asset management plans by 30 June	Delivery on asset management plans with clear linkage to long term financial forecast							CBC	All Departments & external grant funding
			Annual net financial asset / liability ratio not greater than 60%	Monthly finance reports to Council including Balance Sheet, and financial ratios							CBC	All Departments & external grant funding
5.5 Waste management	Waste collection services are efficiently and effectively provided	Internal resources	Review Strategic Waste Plan and amend for Council adoption	Completion of future transfer and central landfill strategy with commencement of environmental licensing					SIA	External agencies including Governments		
			Increase recycling revenue	Commence e-waste recycling strategy for the 2018-19 year						SIA	External agencies including Governments	
		\$648,000	Closure plans for waste disposal facilities are implemented	Closure plan developed and implemented for Ideraway and Byrnestown						SIA	WORKS	
			Rubbish handling equipment replacement	Equipment purchases for regional landfill sites						SIA	WORKS	
5.6 Good Governance	Maintain corporate systems and processes	Internal resources	Corporate systems and processes consistent with legislation, policy, contemporary practice and long term sustainability	Achieving unqualified audit for financial statements					CBC	All Departments and external resources as and when required		
				Monthly financial and corporate reporting to Council						CBC	All Departments and external resources as and when required	
				GAO assessment of financial (internal and external) operations							CBC	All Departments and external resources as and when required
				Continually reviewing operational revenue and expenditure							CBC	All Departments and external resources as and when required
				Continuous improvement and efficient and effective service delivery across records, ICT, procurement							CBC	All Departments and external resources as and when required
5.6 Good Governance	Deliver Risk Management responsibilities	Internal resources	Review existing Risk Management Plan	Revised Risk Management Plan presented to Council					CBC	All Departments and external resources as and when required		
			Review and update existing Risk Register	Risk Register updates presented ELT, EMT, Audit Committee and Council in accordance with Framework						CBC	All Departments and external resources as and when required	
			Continued risk management education of staff via training and development programmes	Regular staff training and development programmes - new employees - training updates - employee access of all related WHS policies, procedures and legislation - open communications to identify potential problems							CBC	All Departments and external resources as and when required
			Reporting to Council and the Audit & Risk Committee	Workplace Health and Safety Risk Register presented to WHS Committee, executive leadership team and the Audit Committee consistent with SAFEPLAN and Risk Management Framework by Q4							CBC	All Departments and external resources as and when required
5.6 Good Governance	Improve Information Communications and Technology	\$73,000	Delivery of new telephonic system	Project & Resource Plan completed for new telephonic systems					CBC	All Departments		
				RFQ or tender document preparation						CBC	All Departments	
				Reports to ELT and Council							CBC	All Departments
				Staff training and development for new system							CBC	All Departments
				Implementation of new system, feedback and review							CBC	All Departments
5.8 Productive Partnerships	Maintain partnerships / memberships for the benefit of the region	Internal resources	Maintain active presence in strategic reference for overall regional benefit	Attendance at Mineral Resources, Road User, Bulk Water, Q4 Competition Authority pricing review, Bundaberg State Development Area and Port Infrastructure Project (BSDAPIP) and other groups and reports to Council					SIA	External agencies including Governments		
				Prepare airport management plans including specifying processes, statutory resource requirements and capital and maintenance budgets for Council						WORKS	External agencies/ contractors	
5.9 Aviation	Manage regional airports in accordance with Civil Aviation Authority requirements	Internal resources	Maintain and improve Council's airports to comply with legislative requirements					WORKS	External agencies/ contractors			
5.10 Environmental Health	Provide environmental health services in line with legislative & community requirements	Internal resources	Review Environmental Health Management Plan	Present Plan to Council for adoption				SIA	External agencies including Governments			
5.11 Disaster Management	Effective Disaster preparation, mitigation and recovery operations	Internal resources	Review Disaster Management Plan	Review and test plans on a timely basis - mock exercise to be considered					SIA	DDMG, LD/IMG		
			Develop SES MOU / partnership operating arrangements	Develop and sign MOU and Working Arrangements documentation with key stakeholders						SIA	SES	
			Natural Hazard Management	Assist in QRES natural hazard audit							SIA	QRES
5.13 Building and Plumbing certification	Building and plumbing function efficiently completed in accordance with legislative policies and procedures	Internal resources	Review Planning Scheme	Incorporation of Water & Sewerage O&C Codes, Update standard drawings and references					SIA	Contract Planner		
			Illegal building inspection program and notification requirements	Complete 2018-19 illegal building inspection program and report results						SIA	Contract Building Inspector	
5.14 Biosecurity Management	Establish framework for Council and Community groups to address biosecurity management issues	Internal resources	Develop Biosecurity Management plan for Council adoption	Complete stakeholder identification and consultation					SIA	WBRDC, Relevant Govt Depts		
				Prepare plan and present to Council for adoption						SIA		
5.16 Trade Waste	Review Trade Waste Policy and commence inspections	Internal resources	Prepare new Trade Waste policy to address current legislative requirements and treatment capabilities	Present policy to Council for adoption					SIA	DES		
5.17 Natural resource Management	Stock Route Management	Internal resources	Develop and implement Stock Route Management Plan	Prepare revised plan and present to Council for adoption					SIA	DURME		
5.19 High level of reliability in all our agricultural water	Enhance agricultural water security and reliability within the region	Internal resources	Continue work with Sunwater, CHRC & LGAQ to achieve consistency and affordability for bulk water pricing to be reviewed by the QCA	Ongoing reports to Council - policy development and possible Government intervention on behalf of region					SIA	Sunwater, LGAQ, CHRC		
			Work with Upper Burnett IAC's and Sunwater to achieve better reliability	Council to be a voting member on all IAC's in the Upper Burnett						SIA	Sunwater, IAC's	

7.8 GENERAL POLICY 279 - RESPONSIBLE CONDUCT - COUNCIL OWNED AND CONTROLLED CARAVAN PARKS AND CAMPING GROUNDS

Doc Id: 887102

Author: Brad Duke, General Manager Corporate and Community

Authoriser: Ray Burton, Interim Chief Executive Officer

Attachments: 1. Policy 279 Caravan Park Conduct 150818.docx [887422]  

INTRODUCTION/BACKGROUND

This general policy has been developed to ensure Council's (NBRC) owned and controlled caravan parks and camping facilities are a safe, non-threatening, welcoming, and respectful place for all patrons, employees, and other users of these facilities as well as defining standards of responsible conduct and unacceptable behaviour.

CORPORATE/OPERATIONAL PLAN

Theme 5: Our efficient and effective Council

5.1 Customer focused

5.6 Good governance

POLICY IMPLICATIONS

This policy deals with responsible conduct and unacceptable behaviour at and within Council's facilities which are open to the public.

STATUTORY REQUIREMENTS

This policy does not detract from, Council's *Local Law No.4 (Local Government Controlled Areas, Facilities and Roads) 2011* and other applicable legislation.

FINANCIAL REQUIREMENTS

Nil.

RISK MANAGEMENT

For the enjoyment and safety of users, every person must behave in a manner that is safe, non-threatening, and respectful. This is achieved by each person, at all times, complying with the Conditions of Entry, as amended from time to time, and displayed prominently at and around the facilities and available authorities provided to the Manager / Caretaker of the Council owned and controlled caravan parks and camping grounds.

CONSULTATION

Industry and policy research and benchmarking and responsible Council Department.

RECOMMENDATION

That:

1. Council adopt General Policy 279, Responsible Conduct – Council owned and controlled Caravan Parks and Camping Grounds as presented; and
2. The Policy be referred to the Chief Executive Officer (Economic Development Manager and relevant Facilities Managers) to implement the requirements stipulated in the policy as soon as possible; and
3. A copy of the Policy be forwarded to the Queensland Police Service for their information and a copy placed on Council's website.

279 Responsible Conduct – Council owned and controlled Caravan Parks and Camping Facilities

General Policy



PURPOSE

The purpose of the policy is to:

1. ensure that the North Burnett Regional Council's (NBRC) owned and controlled caravan parks and camping facilities ('facility' or 'facilities') are a safe, non-threatening, welcoming, and respectful place for all patrons, employees, and other users of these facilities; and
2. define the standards of responsible conduct and unacceptable behaviour at the facilities; and
3. provide detail of the consequences and processes for dealing with persons who behave unacceptably within Council's facilities; and
4. provide knowledge, fairness and consistency in the enforcement of the policy.

SCOPE

This policy deals with responsible conduct and unacceptable behaviour at and within Council's facilities which are open to the public. This procedure is in addition to, and does not derogate from, Council's *Local Law No.4 (Local Government Controlled Areas, Facilities and Roads) 2011* and other applicable legislation.

POLICY STATEMENT

For the enjoyment and safety of other patrons, employees and users of Council facilities, every person present at these facilities must behave in a manner that is safe, non-threatening, and respectful. This is achieved by each person, at all times, complying with the Conditions of Entry, as amended from time to time, and displayed prominently at and around the facilities.

If a person behaves contrary to sections 3 and 4 at or within the Council facility, the Caretaker, Council appointed Lessee (the Manager) or an Authorised Officer of Council may take any of the following action:

1. Verbal and Written Warning

- a) Issue a verbal warning and request a change of behaviour by the person to ensure compliance with one or more Conditions of Entry. If the behaviour does not change the person will be required to immediately leave the Council Facility and not return to the Council Facility prior to 12pm the following day.
- b) If there is a reasonable belief the person / persons have been effected by alcohol and or drugs and not in a fit state to drive a vehicle, they are to return to their caravan park and/or camping spot and remain quiet and leave the facility the next morning with a written warning being provided.
- c) If the person/persons still does not comply with the directions given, the Manager is to call the Queensland Police Service and they can deal with the person's behaviour in accordance with police powers and responsibilities, including (without limitation) to move the person on or to commence proceedings against the person for a public nuisance offence under the *Summary Offences Act 2005*, or a criminal offence.

2. Banning Notice – High Risk Situation

- a) Where a person/persons unacceptable behaviour is considered to be a high risk situation, the Manager can issue a banning notice and require the person to immediately leave the Council Facility and not return to the Council Facility for the period stated in the banning notice.

- b) If there is a reasonable belief the person/persons have been effected by alcohol and or drugs and not in a fit state to drive a vehicle, they are to return to their caravan park and/or camping spot and remain quiet and leave the facility the next morning.
- c) The Council's Chief Executive Officer, General Manager or Manager is responsible for determining the period and appropriate terms of a banning notice for issue against a person for a breach or breaches of any of the Conditions of Entry.
- d) If the person fails to leave or returns to the Council facility prior to the end of the period stated in the written warning or the banning notice (as the case may be), the Manager or Authorised Officer (as the case may be) is to arrange for security or the Queensland Police Service to remove the person or persons from the Council facility.

3. Standards of behaviour

Council welcomes everybody subject only to observance of two (2) commonplace standards of behaviour:

- a) that the security and safety of people or property is not infringed; and
- b) that due regard is shown for the needs, sensitivities, rights and peaceful enjoyment of others.

Failure to observe these standards is unacceptable.

4. Unacceptable behaviour

Unacceptable behaviour that is otherwise inconsiderate or offensive, includes but is not necessarily limited to:

- a) communication that causes offense or disturbance to others – **HIGH RISK**
- b) displaying material that is offensive or objectionable to other members of the public, such as pornography, expressions of racial hatred, and representations of violence – **HIGH RISK**
- c) being noisy in designated quiet areas (including receiving and conducting mobile telephone calls or failing to use headphones on computers or mobile devices)
- d) personal hygiene or dress contrary to minimum community standards
- e) canvassing or hawking
- f) interference with personal property
- g) abuse/damage of Council's property, or behaviour that puts Council's property at risk, including misuse of furniture and eating or drinking in non-designated areas abuse of established Council's systems and processes – **HIGH RISK**
- h) Infringing the security of people or property including events, actions or behaviours that harm, create risk of harm or threaten harm, including drunk and or drug induced behaviour, intimidation and harassment – **HIGH RISK**
- i) theft or malicious damage of property – **HIGH RISK**
- j) trespass, including unauthorised entry to non-public areas and unauthorised access to established Council's information systems – **HIGH RISK**

The Manager is empowered to determine whether or not behaviour is unacceptable for the purposes of the Policy.

5. Conditions of Entry

Subject to section 3 and 4, the Conditions of Entry generally applicable, at and within the Council facility, is as follows:

For the safety and enjoyment of all persons, a person at the Council facility must:

- a) Not obstruct or interfere with an employee or contractor in the performance of their duties for Council.
- b) Not engage in illegal, nuisance or anti-social behaviour.
- c) Not vandalise, deface, destroy or damage any property located at or within the Council facility.
- d) Not litter, foul or pollute any part of the Council facility.
- e) Not ride a skateboard, rollerblade or bicycle in restricted areas
- f) Not possess or consume an illegal substance.
- g) Not use a portable sound system after 10.00pm each night
- h) If the person is a child under the age of 12 years - be accompanied, at all times, by a responsible adult.
- i) Comply with the reasonable directions of the Manager and or Authorised Officer.

Failure by a person to comply with a conditions of entry may result in action being taken in accordance with Sections 1 and/or 2 of this Policy.

The General Manager in conjunction with the Manager is responsible for periodic review of the Policy and recommending to the Chief Executive Officer any proposed amendments to the Policy including Conditions of Entry set out in Section 5.

The Manager is responsible for ensuring that the Conditions of Entry, as amended or added to from time to time, are available to all clients (*currently shown on the back of the receipt*) for their information and attention. These Conditions of Entry must be clearly understood by the client/s before they enter the Council Facility.

Note that surveillance cameras may be in operation at or surrounding the facility to assist Council and the Manager in maintaining acceptable behaviour.

6. Bans

6.1 Applicable Grounds

- a) A person may be banned from entering the Council's facility for infringements of security, safety and unacceptable behaviour.
- b) A person may be banned only on condition that their identity can be positively established.

6.2 Council Authority

The North Burnett Regional Council under common law have the right to specify rules or conditions of entry by third persons, subject to rights of entry specified by statute.

6.3 Consequences of Bans

- a) A person who has been banned will be issued with a letter.
- b) The letter will include a summary of incidents leading to the ban, the basis of the ban, the duration of the ban and appeal rights and procedures.
- c) The duration of a ban is at the discretion of the Chief Executive Officer, General Manager or the Manager and is determined by circumstances leading to the ban and whether the banned person has been previously banned.
- d) A ban can be issued for minimum period of 24 hours to maximum period of up to 3 years.
- e) A banned person who is found/discovered/apprehended attempting to enter a Council Facility premises or on a Council facility premises will be immediately required to leave.
- f) Entering or attempting to enter Council Facility premises during the term of a ban is grounds for extending the ban.

6.4 Appeal Process

A person who has been banned may appeal the duration of the ban.

- a) All appeals should be made in writing and addressed to the Council Chief Executive Officer
- b) The appeal will be considered by the Chief Executive Officer or nominated Delegate.
- c) The determination of the appeal will be made by consideration of available incident reports and records, and any case put forward by the person seeking the appeal.
- d) A ban may be revoked, or its duration reduced or increased, on appeal or review.
- e) The Council recognises that excluding, or banning, a person from a public facility is a serious matter.
- f) Exclusion/banning is a last resort, only warranted after conciliatory approaches have failed, or immediately in response to serious infringements of security or safety of staff or patrons and/or the conditions of entry of the Council facility.
- g) The appeal should be settled within two (2) weeks of its receipt and the person informed of the outcome as soon as possible

RELEVANT LAW

- The *Local Government Act 2009*, section 9 (powers of local government generally) and common law rights, as owner or controller of the area
- *Local Law No.1 (Administration) 2011*
- *Subordinate Local Law No.1 (Administration) 2011*
- *Local Law No.4 (Local Government Controlled Areas, Facilities and Roads) 2011*
- *Subordinate Local Law No.4 (Local Government Controlled Areas, Facilities and Roads) 2011*
- *Summary Offences Act 2005*, Section 6
- *Police Powers and Responsibilities Act 2000*
- *Residential Tenancies and Rooming Accommodation Act 2008 Section 228*

RELATED POLICIES AND PROCEDURES

Not applicable

RELATED FORMS

No applicable

DEFINITIONS

- a) Unacceptable Behaviour

Unacceptable Behaviour of a person at or within a Council facilities refers, but is not limited to, any of the following behaviours:

1. the person behaving in a disorderly, indecent, offensive, threatening, or insulting manner;
2. carrying out an activity or behaving in a manner reasonably likely to injure, endanger, obstruct,
3. inconvenience or cause fear or excessive annoyance to another person;
4. interfering with any facility or equipment located at the facility;
5. any activity which fouls, litters, pollutes, or interferes with the facility;
6. wilfully breaking, destroying, damaging, defacing, disfiguring, or writing upon any part of or within the facility or a notice erected or displayed by Council at or within the facility.

Unacceptable Behaviour is taken to occur if a person breaches any of the Conditions of Entry applicable, from time to time, at or within the Council facility.

- b) Anti-social behaviour

Anti-social behaviour is behaviour that causes, or is likely to cause, harassment, alarm, or distress to one or more persons and includes any aggressive, intimidating or destructive activity that damages or destroys another person's quality of life.

Examples of anti-social behaviour include, but are not limited to: ridiculing a person; using violence in any form against another person; engaging in discrimination, harassment, or abuse in any form (including the

use of obscene or offensive language or gestures); the incitement of hatred or violence or partaking in indecent or racist chanting; throwing missiles; noisy, or rowdy behaviour (including shouting); disorderly or inappropriate behaviour (such as, spitting at other people, swearing, or fighting); or being under the influence of drugs or alcohol.

c) A child

A child means a person who is 12 years and under.

d) A responsible adult

A responsible adult means a person who is over 18 years of age.

e) Chief Executive Officer

Means Council's chief executive officer, including a person acting in the position at a relevant time and a person to whom the Chief Executive Officer's power has been delegated at a relevant time for a relevant purpose concerning this policy.

f) Conditions of Entry

Conditions of Entry means the conditions of entry applicable, from time to time, at Council's facilities which are displayed at and around the facility.

g) A Council Facility

With respect to this Policy, a Council facility means any Council owned and controlled caravan parks and or camping facilities that is open to the public.

h) Public nuisance offence

Means an offence committed by a person behaving in a disorderly, offensive, threatening, or violent way, and the person's behaviour interferes, or is likely to interfere, with the peaceful passage through, or enjoyment of, a public place by a member of the public. A public nuisance offence is dealt with under the *Summary Offences Act 2009* and is enforced by the Queensland Police Service.

Examples of public nuisance behaviour include, but are not limited to:

- i. a person using offensive, obscene, indecent, or abusive language;
- ii. a person behaving in a threatening way if the person uses threatening
- iii. language;
- iv. a person or people behaving in a way which hinders access to a building or facility; or
- v. a person or people behaving in a way which hinders the enjoyment and safety of other patrons and staff of a Council facility.

i) The Manager

The Manager means the Council appointed lessee or caretaker of the facility.

j) Authorised Officer

An Authorised Officer means any Council officer who works for the North Burnett Regional Council and has been authorised by the Chief Executive Officer. An Authorised Officer does not include a volunteer.

k) General Manager (*in context of this policy*)

General Manager means the General Manager Strategy, Innovation and Assets, including a person acting in the position at a relevant time and a person to whom the General Manager's power has been delegated at a relevant time for a relevant purpose concerning this Policy.

APPROVAL

Council approved this policy on 15 August 2018.

REVIEW

This policy will be reviewed every two (2) years by the Economic Development Manager, Department of Strategy, Innovation and Assets and is due for review in 1 August 2020.

REVISION HISTORY

Approval Date	Reference
Version 1 - 15 August 2018	Council Meeting

7.9 FINANCE REPORT TO 31 JULY 2018

Doc Id: 887518

Author: Lisa Benham, Corporate Services Manager

Authoriser: Brad Duke, General Manager Corporate and Community

Attachments: Nil

INTRODUCTION/BACKGROUND

In accordance with Section 204 of the *Local Government Regulation 2012*, a financial report summarising the progress of Council's actual performance against budgeted performance is to be presented to Council. This report provides a summary of Council's financial performance against budget for the financial year to **31 July 2018**.

At Council's Budget Meeting on 4 July 2018, Council adopted the Operational and Capital budget for the financial period 01 July 2018 to 30 June 2019.

The Income Statement outlines the result of Council's day to day operations. The Balance Sheet outlines the impact of those operations and capital expenditure.

CORPORATE/OPERATIONAL PLAN

In accordance with Outcome

5 – Good Governance, Section:

- 5.6.1 Commit to open and accountable governance to ensure community confidence and trust in Council and our democratic values

POLICY IMPLICATIONS

Nil consistent with all corporate policies and required reporting arrangements.

STATUTORY REQUIREMENTS

The *Local Government Regulation 2012* requires that Council be given statements made up to as near as practical to the end of the preceding month.

FINANCIAL REQUIREMENTS

Monitoring of budgets and actuals will remain important if Council is to achieve the financial results adopted as part of the 2018-19 budget, and any variations or anomalies will be investigated and action taken as appropriate.

RISK MANAGEMENT

Consistent with adopted Risk Register, there are NO identifiable risks applicable to this report and content.

CONSULTATION

Monthly Financial (YTD) reports are distributed to the Executive Leadership Team for each to analyse, assess and take corrective action/s as required.

MANAGER COMMENTS

PLEASE NOTE:- YEAR TO DATE (YTD) BUDGET IS BASED ON THE 2018-19 ADOPTED BUDGET – 8.33%

COUNCILS ADOPTED LONG TERM FINANCIAL SUSTAINABILITY RATIO'S FOR 2018-19

2018-19 - Financial Sustainability Measures								
R1.1	Operating surplus ratio	-23.05%	R1.2	Net financial liabilities ratio	-14.34%	R1.3	Asset sustainability ratio	130.44%
=	Operating result / total operating revenue		=	(Total liabilities - current assets) / total operating revenue		=	Capital expenditure on renewals / depreciation	

Are we on track to achieve these adopted ratios? Yes as at 31/7/2018 there is no reason to assume we will not achieve these ratios.

FINANCIAL POSITION

As at 31 July 2018 Council has an operating surplus of \$6,006,860 compared to an annual operating deficit of \$7,922,006. This significant variation is due to levying of Council rates and charges for 50% of the year.

As it is so early in the financial year, there are no notable issues.

YTD Summary Operating Statement - For the Period ended 31 July 2018

	YTD Actuals	YTD Current Budget	Variance \$	Variance %
Operating Revenue	9,515,979	2,863,466	\$ 6,652,513	232.3%
Operating Expenses	(2,298,248)	(2,300,427)	\$ 2,179	-0.1%
Earning before Interest, Tax and Depreciation	7,217,731	563,040	\$ 6,654,692	1181.9%
Interest Expenses	0	(12,335)	\$ 12,335	-100.0%
Depreciation	(1,210,872)	(1,210,872)	\$ -	0.0%
Operating Result (Excluding Capital revenue and expenses)	6,006,860	(660,167)	\$ 6,667,027	-1009.9%

* current Budget refers to the Adopted Budget Review

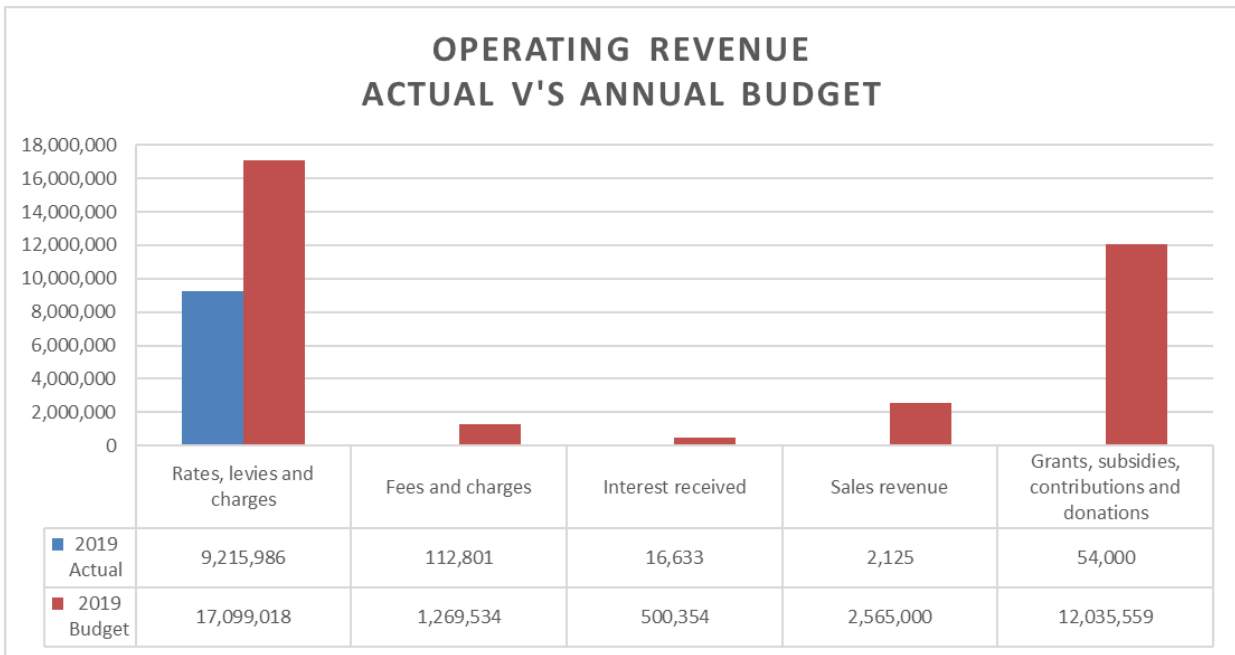
OPERATING REVENUE – Target \$34.361 million Actual \$9.515 million– 27.70%

Rates, levies and charges income is tracking at 54%. This is due to levying rates and charges for the period 1 July to 31 December 2018. This is within expectation, however distorts the percentage of revenue compared to the year to date budgets.

Other income is tracking ahead of budget at 16% due to receiving 100% of Council's QGAP income in advance. Taking this into consideration, other income is tracking in accordance with the Budget.

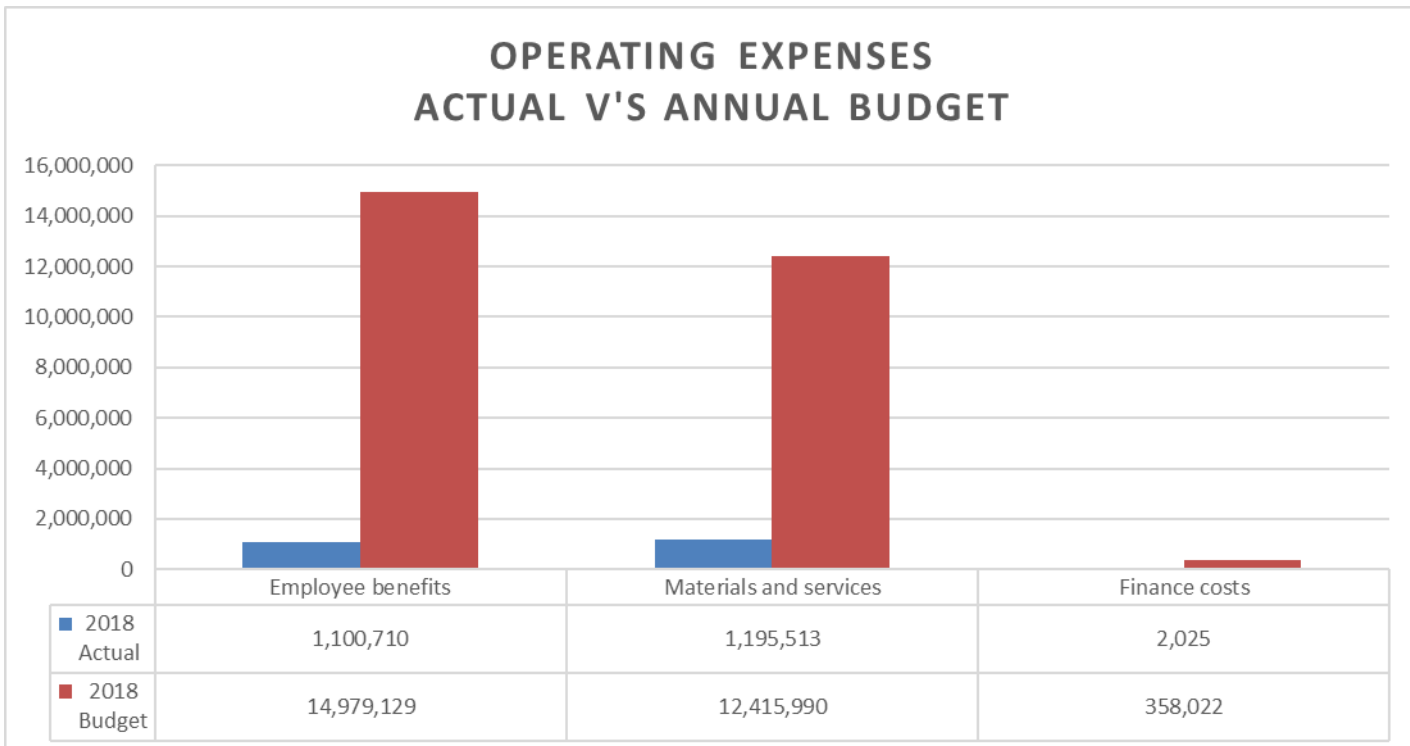
Grants and subsidies is tracking low, however this is due to the timing of the payments for the Federal Assistance Grants. Due to this being paid in advance again this year, Council may need to revise this budget.

The graph below shows the operating revenue of the major category of actuals to annual budget.



OPERATING EXPENDITURE - Target \$42.283 million Actual \$3.509 million– 8.3%

Overall operating expenses are tracking according to the YTD budget of 8.33%.



**** note – depreciation is not included as this is just a calculation at this point in time**

A summary of larger variances is noted below.

Employee Costs	Tracking below budget. This is within expectation due to the timing of accruals and also allowing for the month that has 3 pays.
Materials and Services	Materials and Services are tracking at 10% of budget (\$160k above YTD budget for July). It is too early to determine if there is an issue in relation to this section, however advance payments for Insurance (\$900,000) and valuations fees (\$70,000) have been made contributing to this above YTD budget trends to occur.

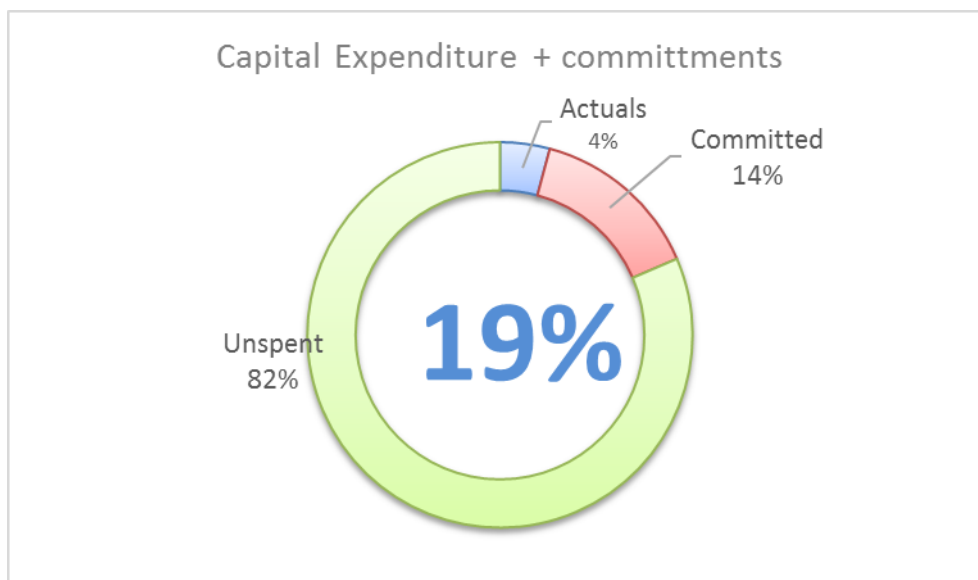
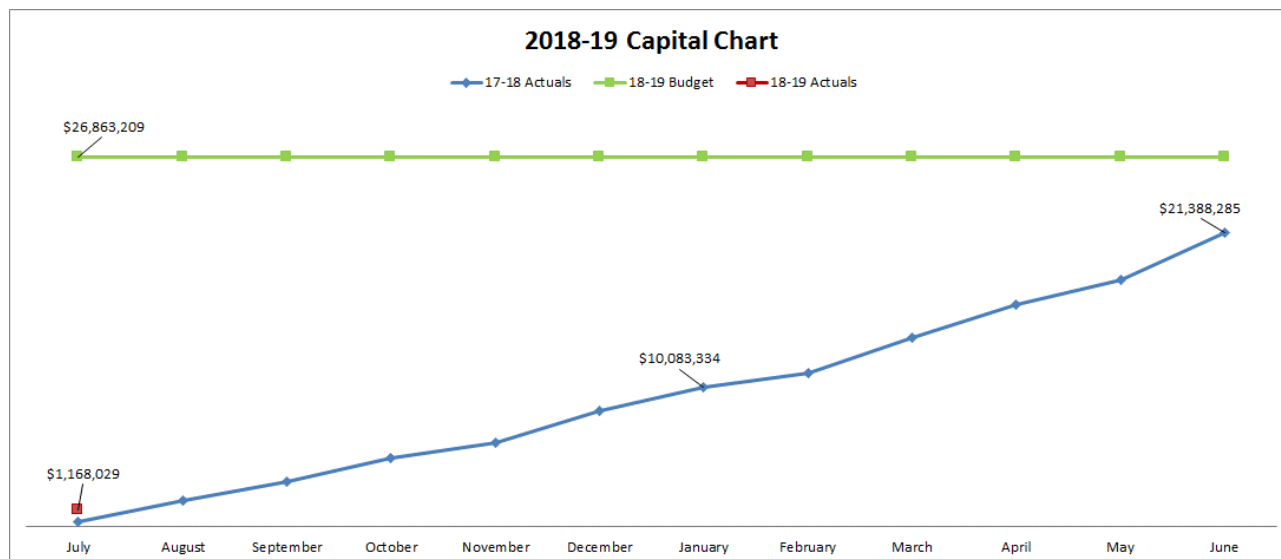
Depreciation has been applied based on 1/12th of the budget for the month of July.

CAPITAL INCOME – TARGET \$11,552,155 MILLION ACTUAL \$145,144 – 2%

Capital Income Analysis

Full Code	2017/18 Actu	2018/19 Budg	2018/19 Actua	Comments
105122500. CAP GRANT - EMS	15,000.00	-	-	
105157000. CAP Grant - Early Warning Flood Network Enhancement Project	10,500.00	-	-	
226160000. CAP - Insurance Income	70,000.00	-	-	
413160000. NDRRA-Restoration (Marcia)	467,870.48	-	-	
414160000. NDRRA-Restoration Rain Event Feb 16	962,925.70	100,000.00	78,160.64	
415160000. NDRRA - Restoration Works 2017 (Debbie)	3,972,896.89	100,000.00	66,983.58	
416150000. NDRRA - Restoration Late 2017 Flood	416,315.70	6,469,328.00	-	
5001600212. CAP - Passenger Transport Facilities	7,500.00	-	-	
5001600221. Grant - Sports Ground Lights	528,926.33	-	-	
5001600223. CAP Grant - Power Enhancement Project Generators	30,716.64	-	-	
5001600224. CAP Grant - RM Williams Tourism Enhancement Project	189,000.00	-	-	
5001600226. Grant Works for QLD 2016/17	632,000.00	-	-	
5001600227. ANZAC War Memorial Legacy Grant	22,050.00	-	-	
5001600228. Grant Works for Qld 2017-19	805,000.00	805,000.00	-	
5001600229. GRANT - Mingo Crossing Enhancement Project	637,000.00	635,820.00	-	
5001600230. GRANT - Walkways	151,250.00	121,000.00	-	
5001600231. Contribution - Lions Park Shade Structure - Gayndah	10,000.00	-	-	
500160029. Contribution - Children's Pool Works Biggenden	20,000.00	-	-	
700120000. CAP GRANT - TIDS	1,101,515.00	814,833.00	-	
700125000. CAP - Bridge Renewal Program Deep Creek Bridge	200,000.00	-	-	Council is still waiting on this receipt for the 2016-17 & 2017-18 Project
700130000. Royalties for th Region (Capital)	1,344,901.25	-	-	
700135000. CAP - R4R - Deep Creek Bridge	-	-	-	Council is still waiting on this receipt for the 2016-17 & 2017-18 Project
700140000. CAP GRANT - Roads to Recovery	2,416,678.00	1,122,510.00	-	
700150000. CAP - Contributions Roads & Streets	5,000.00	-	-	
700160000. CAP - GRANT - LGGSP 17-19 Percy Hindmarsh Bridge Replacement	175,394.16	409,253.00	-	
700165000. CAP - GRANT Bridge Renewal Program 17-19 Percy Hindmarsh	-	974,413.00	-	
740160000. CAP Grant - Disaster Communication Enh. Initiative	68,971.87	-	-	
	14,261,412.02	11,552,157.00	145,144.22	

CAPITAL EXPENDITURE – TARGET \$26,863,209 MILLION ACTUAL \$1,168,029 MILLION – 4.35%



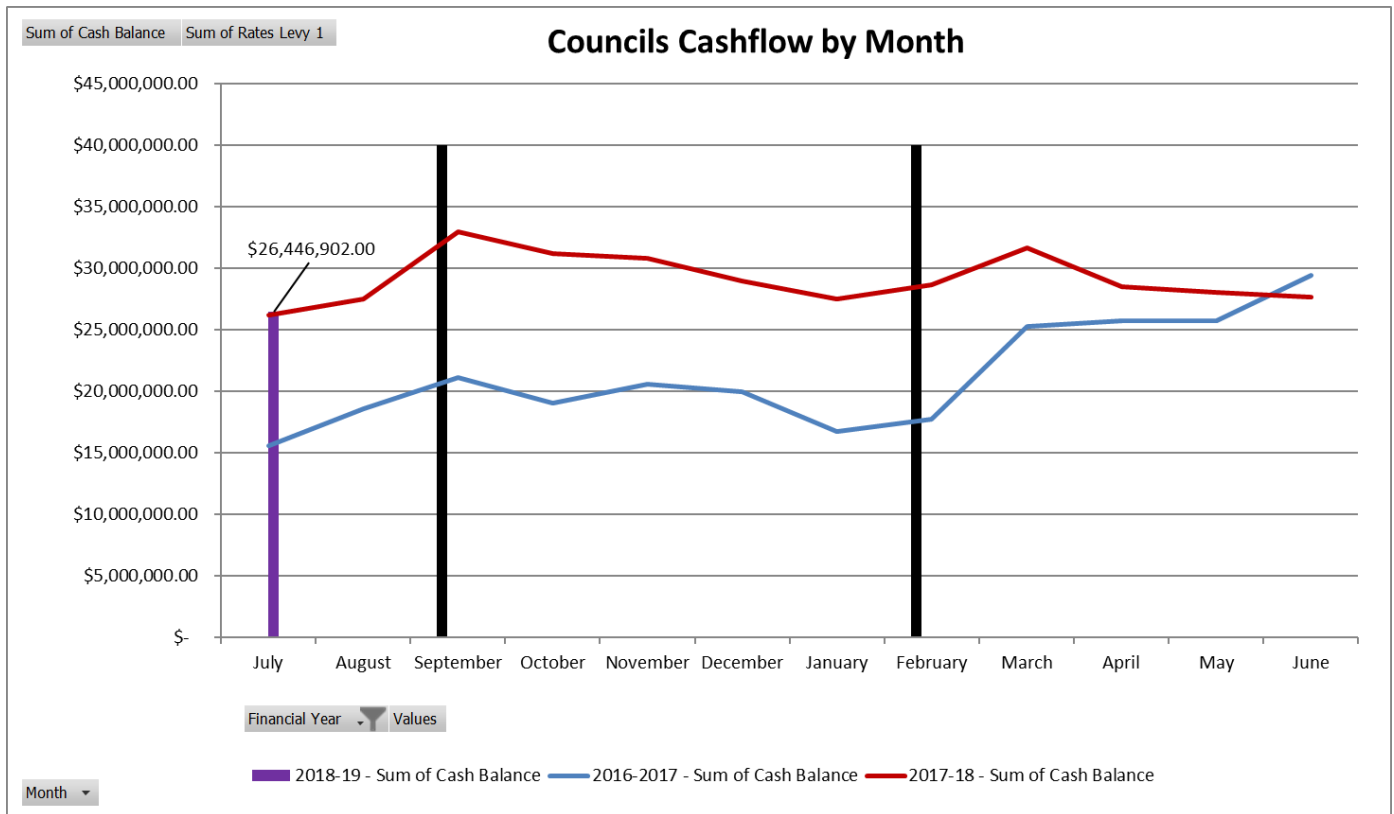
STATEMENT OF FINANCIAL POSITION

The Statement of Financial Position provides information on the breakdown of Council's assets and liabilities.

At 31 July 2018, Council had \$38,094,900 in current assets compared to \$5,816,471 in current liabilities with a current ratio of 6.54:1. The ideal ratio is 3:1.

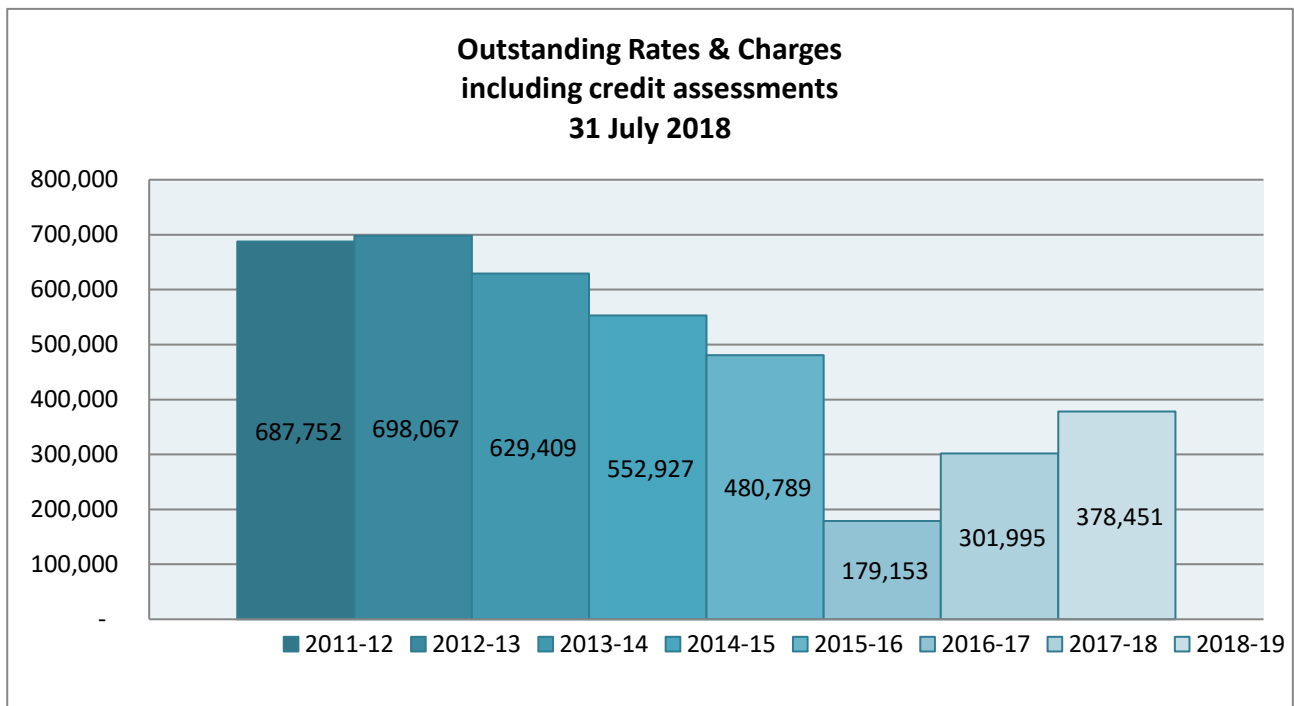
CASH FLOW

The Statement of Cash Flows is important as it shows the real movement in Council's cash balances, as opposed to the accounting movements shown in the Statement of Income and Expenditure. In order to maintain adequate working capital, it is estimated that Council needs around \$15.00 million cash at any one time, however the preferred cash balance is \$17 million. As at 31 July 2018, the cash balance was \$26,446,902. This balance is higher than expectation due to receiving 50% of Council Federal Assistance Grant in June 2018 (\$5.8 million).



RATES RECOVERY

At the end of July outstanding rates were \$10,036,316.74. This is due to running the rates levy in July. If the levy of \$9,657,864 is isolated, then there is \$378,451 outstanding including credits.



Total outstanding rates and charges were \$1,114,908 as at 31/7/2018 – excluding any credits.

Attachment 1

NORTH BURNETT REGIONAL COUNCIL Statement of Comprehensive Income For the Period ended 31 July 2018

	2019 Actual	2019 Budget	
Income			
Revenue			
Recurrent revenue			
Rates, levies and charges	9,215,986	17,099,018	54%
Fees and charges	112,801	1,269,534	9%
Rental income	21,297	309,400	7%
Interest received	16,633	500,354	3%
Sales revenue	2,125	2,565,000	0%
Other income	93,137	582,728	16%
Grants, subsidies, contributions and donations	54,000	12,035,559	0%
Total recurrent revenue	9,515,979	34,361,593	27.7%
Expenses			
Recurrent expenses			
Employee benefits	(1,100,710)	(14,979,129)	7%
Materials and services	(1,195,513)	(12,415,990)	10%
Finance costs	(2,025)	(358,022)	1%
Depreciation and amortisation	(1,210,872)	(14,530,458)	8%
Total recurrent expenses	(3,509,120)	(42,283,599)	8.30%
Operating Result before Capital Items	6,006,860	(7,922,006)	-76%
Total Capital income			
Grants, subsidies, contributions and donations	0	4,882,827	0%
Flood Grant Capital Income	145,144	6,669,328	2%
Provision for Landfill	0	0	#DIV/0!
Gain/(Loss) on sale of assets	0	0	#DIV/0!
Total Capital income	145,144	11,552,155	1%
Net Result after Capital Items	6,152,004	3,630,149	169%
Other comprehensive income			
Increase / (decrease) in asset revaluation surplus	0	0	
Total other comprehensive income for the year	0	0	
Total comprehensive income for the year (exc Flood)	6,152,004	3,630,149	169%

Attachment 2

NORTH BURNETT REGIONAL COUNCIL

Balance Sheet

For the Period ended 31 July 2018

	2019 Actual	2019 Budget
Current Assets		
Cash and cash equivalents	26,446,902	19,503,947
Trade and other receivables	11,264,791	3,055,116
Inventories	383,207	581,665
Total current assets	38,094,900	23,140,728
Non-current Assets		
Receivables	0	0
Property, plant and equipment	874,429,410	888,006,170
Intangible assets	0	0
Total non-current assets	874,429,410	888,006,170
TOTAL ASSETS	912,524,310	911,146,898
Current Liabilities		
Trade and other payables	2,683,037	5,521,838
Borrowings	627,821	828,305
Provisions	2,010,918	2,000,000
Other	494,695	359,555
Total current liabilities	5,816,471	8,709,698
Non-current Liabilities		
Interest bearing liabilities	2,988,711	4,627,976
Provisions	4,665,312	4,876,516
Total non-current liabilities	7,654,023	9,504,492
TOTAL LIABILITIES	13,470,494	18,214,189
NET COMMUNITY ASSETS	899,053,816	892,932,709
Community Equity		
Shire capital	787,895,348	766,393,416
Asset revaluation reserve	111,158,468	126,539,293
TOTAL COMMUNITY EQUITY	899,053,816	892,932,709

Attachment 3

NORTH BURNETT REGIONAL COUNCIL




Statement of Cash Flow

For the Period ended 31 July 2018

	2019 Actual	2019 Budget
Cash flows from operating activities:		
Receipts from customers	1,304,217	21,949,627
Payments to suppliers and employees	(3,381,945)	(26,644,302)
	(2,077,728)	(4,694,674)
Interest received	16,633	500,354
Rental income	21,297	315,631
Non-capital grants and contributions	54,000	12,277,961
Borrowing costs	0	(148,022)
Net cash inflow (outflow) from operating activities	(1,985,798)	8,251,250
Cash flows from investing activities:		
Payments for property, plant and equipment	(1,168,029)	(26,863,209)
Net movement on loans and advances	0	0
Proceeds from sale of property, plant and Equipment	12,476	0
Grants, subsidies, contributions and donations	145,144	11,552,155
Net cash inflow (outflow) from investing activities	(1,010,409)	(15,311,054)
Cash flows from financing activities		
Proceeds from borrowings	0	2,473,000
Repayment of borrowings	0	(626,542)
Net cash inflow (outflow) from financing activities	0	1,846,458
Net increase (decrease) in cash and cash equivalents held	(2,996,207)	(5,213,347)
Cash and cash equivalents at beginning of reporting period	29,443,109	24,717,294
Cash and cash equivalents at end of reporting period	26,446,902	19,503,947

RECOMMENDATION

That the Finance Report for month ended 31 July 2018 as presented be adopted.

7.10 COUNCILLOR ACCEPTABLE REQUESTS POLICY**Doc Id:** 887682**Author:** Brad Duke, General Manager Corporate and Community**Authoriser:** Ray Burton, Interim Chief Executive Officer**Attachments:** 1. [Councillor Acceptable Request Policy BWD 090818.doc \[887802\]](#) 
2. [SCHEDULE A 090818.docx \[887803\]](#)  **INTRODUCTION/BACKGROUND**

The purpose of this report is to present a revised policy that will provide Councillors with information they require to obtain advice from the Council staff to assist them undertake their Councillor role. The policy covers all requests for assistance, information and advice that a Councillor may require to make decisions, undertake their duties as a Councillor and understand the processes of Council.

CORPORATE/OPERATIONAL PLAN

Theme 5: Our efficient and effective Council

5.1 Customer focused

5.6 Good governance

5.8 Productive partnerships

POLICY IMPLICATIONS

Revised General Policy for Council's consideration.

STATUTORY REQUIREMENTS

Consistent with the provisions of the *Local Government Act 2009* and *Local Government Regulation 2012*.

FINANCIAL REQUIREMENTS

Nil.

RISK MANAGEMENT

Nil, consistent with direction of Corporate / Operational Plan.

CONSULTATION

Executive Leadership Team and Executive Management Team.

RECOMMENDATION

That:

1. Council adopt the Councillor Acceptable Requests Policy as presented; and
2. It be referred to the Chief Executive Officer (all General Managers) to discuss with staff the content and expectations of the Councillor Acceptable Requests Policy now in place.



Draft Council Policy

Policy Title: **Councillor Acceptable Requests Policy**

Policy No:

Policy Subject: Governance

Directorate:

Office of the Chief Executive Officer

Department:

People and Culture

Responsible Officer:

Chief Executive Officer

Authorised by:

North Burnett Regional Council

Adopted Date: 15 August 2018

Review Date: 15 August 2020

Authorities:

Local Government Act 2009

Local Government Regulation 2012

INTRODUCTION:

This policy provides Councillors with information they require to obtain advice from the Council entity to assist them undertake their Councillor role. The policy covers all requests for assistance, information and advice that a Councillor may require to make decisions, undertake their duties as a Councillor and understand the processes of Council.

DEFINITIONS:

Council means North Burnett Regional Council.

Responsible Employee means a Council officer or contractor determined by the Chief Executive Officer to be responsible for providing assistance, information or advice on a particular issue. (the level will be determined by the Executive Management Team and with respect to some Departments, could be 3rd, 4th or 5th level depending on the knowledge and expertise of the officer)

Employee means any person or contractor employed by the North Burnett Regional Council.

OBJECTIVES:

Councillors are entitled to seek assistance; information and advice from the Council administration to assist them in undertaking their role as a Councillor and where it directly relates to the discharge of their duties as a Councillor. The process of seeking that assistance, information and advice must comply with this Policy.

PRINCIPLES:**Chief Executive Officer Responsibility**

To assist Councillors being fully informed in respect to decision making and their other responsibilities the Chief Executive Officer will:

- provide every reasonable assistance; and
- provide an up to date list of Responsible Employees that the Councillors can ask for assistance, information and advice on particular issues (refer Schedule A). (this will include photo, all contact details of the officer and their areas of responsibility so the Councillor can contact the right person); and
- provide the up to date officer listing; and
- ensure that Responsible Employees comply with any reasonable request for assistance, information and advice made by the Councillor. (they will be the nominated responsible officers)

Councillor Responsibility

Councillors must direct requests for assistance, information or advice on any matter to the Chief Executive Officer or to those employees the Chief Executive Officer has listed as being responsible (Responsible Employees) for the particular function of Council responsibility from which the information is being sought (will be an attachment to this policy).

All Councillor requests must:

- outline the nature of the decision to be made for which the Councillor requires assistance, information or advice; and
- specify from Schedule A the employee of whom the assistance, information or advice is sought; (The Executive Management Team will decide the officers to be included on this list, often senior officers with proven reliability in experience in their field)
- provide the request to the Responsible Employee; and
- provide a copy of the request to the Chief Executive Officer as soon as possible.

Councillors can submit their requests by contacting the responsible employee in person, by telephone, by mail or by email. Councillors may seek information from the Chief Executive Officer or delegate for the matter regarding the progress of the request. A Councillor must inform the Chief Executive Officer if they believe a Responsible Employee has not appropriately responded to a request made under this policy.

Any contact outside of this policy may constitute a breach of the Councillor Code of Conduct and will be treated accordingly.

Information which cannot be sought by a Councillor

A Councillor cannot seek information:

- in relation to employee personnel files inclusive of work health and safety records, workers compensation records, time and wage records and associated documentation;
- that is a record of the regional conduct review panel;
- if disclosure of the information to the Councillor would be contrary to legislation, an order of the court or tribunal;
- that relates to information about a community member or employee that is subject to the privacy legislation; or
- that would be privileged from production in a legal proceeding on the grounds of legal professional privilege.

Councillor Access to Publicly Available Information

A Councillor need not make a request for information under this policy if they are able to obtain the information from publicly available sources.

Use of Information

A person who is or has been a Councillor must not use information that was acquired as a Councillor to gain, directly or indirectly a financial advantage for themselves or someone else or cause detriment to the local government.

A Councillor must not release information that the Councillor knows or should reasonably know is information that is confidential to the local government.

A Councillor that obtains access to Council information or advice must continue to conduct themselves in accordance with the local government principles and Councillor Code of Conduct.

Staff Responsibility

Only employees listed by the Chief Executive Officer (refer Schedule A) are to respond to requests for assistance, information or advice from a Councillor.

Any work related contact by a Councillor to an employee, other than to an employee listed in Schedule A, must be recorded by that employee that record to list the Councillor concerned, time of contact, reason for contact and any action to be undertaken. This record must be forwarded, in the form of an email or memo, to the Chief Executive Officer or delegate and a copy placed in Council's record system. If required the Chief Executive Officer or delegate will then organise for the appropriate employee to deal with the request.

A Responsible Employee who is required to respond to a Councillor request under this Policy is responsible for:

- providing sound and impartial advice to the Councillor;
- providing professional assistance and accurate information;

- providing the information in a timely manner; and
- documenting and recording the request in line with Council procedures developed for processing Councillor requests for assistance, information or advice.

The Chief Executive Officer may provide the copy of the request and the response to all Councillors.

No employee shall comment on any matter outside of their scope unless authorised by the Chief Executive Officer.

DRAFT SCHEDULE A**OFFICE OF CEO**

Photo	Contact details	Name	Position	Position responsibilities for contact
		Gary Reinhart	CEO	All Council related matters
		Tracey Wilson	Executive Services Stream Leader	Media and external communications, external grant coordination, reporting on statutory reports, CEO/Mayoral and Councillor correspondence and admin.
		Natalie Zillman	Info Services Coordinator	Governance matters relating to meetings, agenda, minutes and actions plans for follow-up, CEO/Mayoral and Councillor correspondence and admin.
		Sarah Aberdein	Admin Officer (Executive Support)	Governance matters relating to complaints management, Councillor workshops, CEO/Mayoral and Councillor correspondence and admin.

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DEPARTMENT OF CORPORATE & COMMUNITY

Photo	Contact details	Name	Position	Position responsibilities for contact
		Brad Duke	General Manager	All Departmental matters
		Margie McIntyre	Executive Assistant	Project and administrative matters relating to Dept.
		Lisa Benham – VACANT from 31 Aug 2018	Corporate Services Manager	All Corporate Services related matters, records, finance, ICT, rates and payroll and ALL NBRC budgets
		Anita Corfield	Accountant	All finance and budget related matters
		Elly Pusen	Records Coordinator	All records, recordkeeping and right to information related matters
		Camille Summers	Revenue Stream Leader	All rates related matters
		Linda Nicolson	Admin Officer (Leasing)	All land and property leasing / permits related matters
		Dael Giddins	Expenditure Stream Leader	All expenditure related matters, payroll, councillor payments, creditors
		Scott Bambrick	ICT Officer	All ICT related matters, phones, equipment and services
		Kevin Burnett	ICT Officer	All ICT related matters, phones, equipment and services
		Trisha Hansen	Community Connection Manager	All community connection and services related matters
		Tracie Myles	Customer Services and Libraries Stream Leader	All customer services and library related matters
		Jenny Hall	Libraries Unit Leader	All library related matters
			Community Development Stream Leader	All community development, events, engagement matters
		Melinda Thorburn	Community Development Officer	All community development, transport service and housing matters
		Lucas Bell	Sport and Recreation Officer	All sport and recreational matters, community engagement and association/club contact
		Tanya Walters	Customer Services Officer (Grants)	All community grant application matters

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DEPARTMENT OF STRATEGY, INNOVATION AND ASSETS

Photo	Contact details	Name	Position	Position responsibilities for contact
		Trevor Harvey	General Manager	All Departmental matters, including disaster management
		Michelle Burns	Executive Assistant	Project and administrative matters relating to Dept.
		Justin Kronk	Asset Services Manager	All asset management and planning matters, works programming, GIS and NDRRA
		Melanie Lavelle-Maloney	Economic Development Manager	All economic development, tourism, facilities (caravan parks etc.) related matters
		Jeff Miles	Environmental Services Manager	All environmental related matters including waste, compliance, environmental health, animal management, land protection and natural resource management
		John Fraser	Development and Building Services Stream Leader	All development and building services matters

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DEPARTMENT OF WORKS

Photo	Contact details	Name	Position	Position responsibilities for contact
		Johan Louw	General Manager	All Departmental matters
		VACANT	Executive Assistant	Project and administrative matters relating to Dept.
		VACANT – Bill Kirby	Civil Works Manager	All civil works matters including roads, fleet, plant, quarries, parks and open spaces
		Mick Dingle	Regional Supervisor - EAST	All regional works related matters
		Stephen Capewell	Regional Supervisor – WEST	All regional works related matters
		Peter Van-Breeman	Regional Supervisor – SOUTH	All regional works related matters
		VACANT	Plant Fleet Stream Leader	All plant related matters
		Matthew Cook	Manager Technical Services	All water and sewerage related matters; and All facilities/buildings related matters
		Beau Milne	Facilities Officer	All facilities/buildings related matters
		Brad Thode	Water Officer	All water and sewerage related matters

8 ECONOMIC REPORTS

Nil

9 SOCIAL REPORTS



9.1 MUNDUBBERA REGIONAL ART GALLERY ADVISORY COMMITTEE MINUTES

Doc Id: 886909

Author: Leah McKinnon, Administration Officer

Authoriser: Brad Duke, General Manager Corporate and Community

Attachments:

1. Mundubbera Regional Art Gallery Minutes Special Meeting 27th July 2018.docx [886860] [↓](#) 
2. Mundubbera Regional Art Gallery Minutes 15 June 2018 [885332] [↓](#) 

INTRODUCTION/BACKGROUND

The advisory committee aims to update Council regarding the progress of the Mundubbera Regional Art Gallery and to forward any recommendations, maintenance or other issues.

CORPORATE/OPERATIONAL PLAN

In accordance with Corporate Plan Outcomes:

- 1.6 – Community Facilities
- 2.11 – Art and Cultural
- 3.2 – Tourism
- 3.5 – Land Use
- 5.6 – Community Engagement

POLICY IMPLICATIONS

Consistent with North Burnett Regional Council Arts and Cultural Strategy.

STATUTORY REQUIREMENTS

Nil.

FINANCIAL REQUIREMENTS

Consistent with any budget allocations.

Annual Allocation		\$5,500.00
Expenditure		
	AP Displays 2 Go	\$1,458.00
	Vista Print	\$337.05
	AP Flying Arts	\$2,200.00
	DF Electrical	\$502.82
Remaining Amount		\$1,002.13
Trust Account Balance		\$7,125.48

RISK MANAGEMENT

Appropriate governance processes are in place to ensure the Committee are supported.

CONSULTATION

The author attends meetings and provides liaison support to the Committee.

RECOMMENDATION

That Council receive the minutes of the Mundubbera Regional Art Gallery Committee meetings held:

- 15 June 2018; and
- 27 July 2018

And that the recommendations be approved.

MUNDUBBERA REGIONAL ART GALLERY**MINUTES OF SPECIAL MEETING****27TH July 2018**

Meeting opened: 9.35am

Attendees: Sue Lederhose, Glenise Robertson, June Meredith, Faye Whelan, Chenelle Allan, Sue Allan.**Apologies:** Neville Hastings, Sue Crofts, Marg Kelly.

- Beau Milne (NBRC) met with the committee initially to decide on light bulbs to be purchased for the gallery. Beau will research the correct bulbs according to Gallery standards (through Qld Art Galleries) today. He will then have the correct bulbs identified and purchased and installed throughout the gallery. This will ensure we have correct lighting and future purchases will only be the correct ones. This has been an ongoing issue.
- Beau Milne addressed the installation of air conditioners for the gallery: one in Gallery 1 in the concealed in the ceiling so no wall space is taken away and one in Gallery 2 in the wall which is on the western side and is not a wall used for display. These air conditioners will cut significantly cut electricity costs associated with the current air conditioner. This unit will be used only for specific exhibitions and the gallery will give Council notice of intended use at least 4 weeks prior so it can be recommissioned ready for use. Installation of the air-conditioners will be done in August and will require the gallery to be closed for a couple of days. The current exhibition due to come down on the week 27th August will now be taken down on the weekend on 25th August. The air conditioners will then be installed in the last week of August ready for the next exhibition "Iconic Queensland" a Flying Arts exhibition which will be installed on weekend 1st September ready to open on Monday 3rd September.
- The committee also discussed with Beau the Gallery's proposed the 10th Anniversary public wall mural. The committee propose to use the brick wall adjacent to the Council rooms which is the side of the library and leads into the official gallery entrance. This proposal is to be put to the NBRC meeting for approval.

Business:

This meeting was primarily called to discuss the postponement of the 10th Anniversary celebrations of the Gallery on 8th September 2018.

All present agreed on a postponement, due to time constraints and the amount of organisation required to prepare adequately for the event.

Discussion took place around proposed future dates leading to a decision to hold the celebrations on 26th January 2019. This is Australia Day 2019 and Mundubbera will be hosting celebrations as a community in the morning and the committee propose to follow on with gallery celebrations from there.

Moved: Glenise Robertson Seconded: Sue Lederhose "That the 10th Anniversary Celebrations for the MRAG be postponed from 8th September 2018 to 26th January 2019."

Leah McKinnon NBRC to ask for the date claimer to be deleted and updated in the NBRC site.

The date claimer is also in the What's on section in the CNBT which will need to be deleted. (Sue Allan)

Proposed mural:

Local artists Sue Lederhose, Sue Capewell, Malcolm Brown and Marg Kelly will be the sub-committee to organise and design the wall mural. They will bring their design to a Gallery meeting in September 2018 for approval prior to Council approval for same. Discussion took place around the theme of the proposed mural. Ideas such as depicting 'Community Spirit', 'Multiculturalism' and 'Artist diversity' were on the table. Any other suggestions may be made to the sub-committee.

Funding for the proposed mural was discussed: It was decided by the committee, in conjunction with Marg Kelly (by phone link up), to seek funding through the next round of RADF. The round will close on Friday 3rd August and Marg Kelly kindly agreed to write and submit this proposal on behalf of the Committee.

Details for the submission: Mundubbera Regional Art Gallery seeks to make a lasting collaborative community art work celebrating the Gallery's 10 years. Payment for past artists travel who will contribute to the final work and material and labour to set up the wall for the artists to work on all formed part of the discussion for the funding submission. The wall will need at least three coats of paint initially as a background with a final anti-graffiti coat after it is completed. Marg Kelly will liaise with various people this coming week to coordinate this submission due 3rd August. Letters of support to be given to Marg Kelly by Faye Whelan on behalf of NBRC/ on behalf of MRAG - Sue Allan (Coordinator) and a letter from Sue Lederhose as coordinator for installation of the mural from 23rd-26th January 2019.

Chenelle Allan: to liaise with Faye Schultz around producing a hand painting of the gallery emblem 'Mundubbera Grevillia' to be used on the invitation for the celebration event.

Past artist list to be compiled for invitation to work on the mural and attend the event. (Gallery committee)

Sue Allan: email Donna Mogg (Museums & Galleries) for a price for the exhibition in May 2019

"You Are Here": a large sculpture installation and photography by Qld Artist Susan Lincoln.

Meeting closed: 10.50am

Next meeting: Friday 17th August 2019, venue TBA.

MUNDUBBERA REGIONAL ART GALLERY**MINUTES OF MEETING HELD: 15TH JUNE 2018**

Meeting opened: 9.15am

ATTENDEES:

Chenelle Allan, Barb Van Elst, Faye Whelan, Sue Allan

APOLOGIES:

Sue Lederhose, Glenise Robertson, June Meredith, Sue Crofts, Marg O'Kelly

MINUTES FROM PREVIOUS MEETING: 16TH APRIL 2018

Accepted as read. Moved: Chenelle Allan Seconded: Sue Allan

Business Arising:

- Light bulbs for gallery.

Motion moved: Chenelle Allan & Seconded: Barb Van Elst

That we: "email Trisha (Council) requesting she write an order to purchase 2 boxes (40) of the correct bulbs as per gallery standards. (no pink ones) **Sue Allan to organise this.**

The cost of the bulbs and installation of them (in the gallery) to be taken from the Discretionary account.

COORDINATORS REPORT: as per attached Moved: Sue Allan Seconded: Chenelle Allan

The money raised from the raffle of a painting donated by Elizabeth Browne (artist) was \$378.

The winner was Colleen Whelan.

It was moved Faye Whelan and Seconded: Barb Van Elst "that the proceeds be forwarded to the Cancer Council". **Faye Whelan to organise this.**

CORRESPONDANCE REPORT: As per attached: Moved: Faye Whelan Seconded: Barb Van Elst.

GENERAL BUSINESS:

- Art Gallery Committee agree to purchase "Red Poppies" by Elizabeth Browne as a gallery acquisition. The price will be \$275 less 20% commission.

Moved: Barb Van Elst. Seconded: Chenelle Allan.

- Procedure for gallery acquisition purchase is to include it in the Sales of Artist work form which includes all sales and is given to Council at the end of the exhibition for payment to artist. Artist to supply the "Suppliers Details" form to Council to facilitate this.
- Installation and take down of exhibitions is becoming problematic during the week due to lack of volunteers. It proposed we trial weekends starting in September.

(However, the next exhibition take-down and install on Tues 3rd July and Thursday 5th July will still be during the week as it is usually done by the Textile group and the Kindergarten

pieces in gallery 2 are not time consuming to install). **Sue Allan to email volunteers re install and artist Margy Cruickshank re collection of her pieces.**

Moved: Chenelle Allan Seconded: Barb Van Elst

- Installation of the following exhibition “Iconic Queensland” will be on Sat 1st September. Official opening will be in conjunction with the 10th Anniversary on 8th Sept. Faye Whelan to ask Trisha to contact Bettina Macaulay to see if she can attend the 10th Anniversary celebrations and conduct a workshop during installation of the exhibition.

10th Celebrations: Saturday 8th September - in the afternoon.

Proposals:

- June Meredith and Trisha Hansen emailed suggestions that we issue Personal invitations to past Councillors and wives as well as past exhibitors particularly those who were involved in the initial exhibition. Also invite Bettina Macauley to the opening (she was the original trainer for gallery volunteers to meet the standards for installation and presentation).
- Approach the Baptist Ladies to see if they will cater afternoon tea/prepare and clean up. If they are not able then approach Mundubbera Kindergarten/or Mundubbera State School P&C.
- Chenelle Allan to organise the décor for the patio/alley way entrance and create an official invitation to be printed and posted to a proposed attendee list.
- Cameron Zipf to be asked if he will gather photos of the gallery over the years for a running slide show presentation.
- Sue Croft/Marg Kelly to be asked if they will organise presentation of past catalogues for display. We discussed using the foyer entrance area for our memorabilia, if the exhibition “Iconic Queensland” did not need that space.
- Neville Hastings has been preserving newspaper clippings for the gallery over the past 10years and these will also need to be on display.
- Artist in Residence: Faye Whelan proposed we invite artists who have exhibited at the gallery to create a piece (on the day) to be used as a commemorative collage to mark the anniversary. Gallery would pay for the cost of paints and canvas. This will be advertised through a media release with a reply requested by middle July. **Faye to organise this.**

Proposals Moved: Faye Whelan Seconded: Chenelle Allan

Any other suggestions are welcome.

Final preparations will be made at the next meeting to be held on 3rd August 2018.

Meeting finished: 11.15am

Sue Allan (Coordinator)

10 INFRASTRUCTURE REPORTS

Nil

11 ENVIRONMENTAL REPORTS

11.1 GRAVEL PIT MANAGEMENT PLAN

Doc Id: 884602

Author: Lee Harper, Technical Officer

Authoriser: Jeff Miles, Environmental Services Manager

Attachments: 1. **DRAFT Gravel Pit Management Plan - 210218.docx [858471]**  

INTRODUCTION/BACKGROUND

North Burnett Regional Council operates hundreds of gravel pits for the purpose of supplying gravel for the construction works and maintenance of the road network including the state and local controlled roads across the North Burnett. Material for road maintenance and construction, where available, is sourced within a 20 kilometre radius. This is due to a number of factors including road hierarchy (volume and vehicle size on roads), to reduce damage to existing roads during haulage and the economics of the region. To continue operating these pits Council is required to have a Gravel Pit (Quarry) Management Plan

The Gravel Pit Management Plan (The Plan) has been written to illustrate the management and operations of gravel pits of various sizes across the North Burnett. Which agreement/s and permit/s are required determined by land tenure, material ownership and the quantities extracted annually.

The primary objectives of the Gravel Pit Management Plan: Activity Based Management Plan are to develop and implement practical and achievable practices for the management and operation of NBRC's gravel pits to ensure compliance with and where possible, exceed the legislative requirements.

The Plan covers the life of each gravel pit through to post extractive use, however it will focus on the operations in the next five years. The document will be reviewed annually to ensure compliance with all relevant legislation and to provide a structure which meets best practice management. This will be achieved by interfacing the document with current legislation and policies as applicable.

The plan has been drafted with the intention of submitting, for approval, to the Forest Products, Department of Forestry to meet "Section 25 Quarry Plan and Other Authorities" of Sales Permit 201509024 for getting Quarry Material.

The plan includes an Improvement Plan as during the process of developing this Plan areas of improvement have been identified. As these improvements are carried out The Plan will be updated. Appendix A will be updated with new site specific plans as these plans are developed.

CORPORATE/OPERATIONAL PLAN

- 1.2 Safe, well maintained and effective local road networks
- 1.3 Safe, well maintained and effective state road networks
- 1.8 Improving transport routes for product and produce
- 4.5 Protection of cultural heritage
- 4.6 Natural resource protection
- 5.2 Asset management
- 5.6 Good governance
- 5.17 Natural resource management

POLICY IMPLICATIONS

The continued operation of Gravel Pits and the implementation of the Gravel Pit Management Plan may be critical to the Policies concerning Council Assets (Roads), in particular Policy 201 Repair to Council Assets (Roads). Access to material for repairs to roads is required in a timely manner after

an event. With the implementation of The Plan Council can access material from mapped and well managed sites.

Currently no Gravel Pit Policy is in place, the requirement for a policy may occur with the implementation of The Plan and the requirements under the *Mining and Quarrying Safety and Health Act 1999* (Qld).

STATUTORY REQUIREMENTS

A Gravel Management Plan is a requirement for:

- Environmental Authority, *Environmental Protection Act 1994*
- Sales Permit, *Forestry Act 1959*

FINANCIAL REQUIREMENTS

Council cannot continue operating up to fifty (50) pits without an endorsed Gravel Pit Management Plan. The alternative is the purchase of material from commercial quarries at a commercial rate, total cost unknown. Procurement changes to source gravel privately or from afar may impact upon capital and operational budget for road construction and maintenance.

RISK MANAGEMENT

The Gravel Pit Management Plan is a legislative requirement. Without the plan, Council will not be able to continue to operate many of the current operational gravel pits. Operation of gravel pits in the absence of a Gravel Pit Management Plan may render Council liable for an offence under the relevant legislation.

CONSULTATION

The plan has been drafted in consultation with the Civil Works Department and Assets Departments.

RECOMMENDATION

That Council

1. receives the *Gravel Pit Management Plan* report;
2. authorises the submission of the *Gravel Pit Management Plan* as presented to the Chief Executive Officer Forest Products, Department of Agriculture and Forestry for approval.



Gravel Pit Management Plan

Activity Based Management Plan for North Burnett Regional
Council Gravel Pits

2018 - 2022

Adoption by Council

The North Burnett Regional Council Gravel Pit Management Plan was adopted by Council at the General Meeting in Gayndah on [Click or tap to enter a date..](#) (Resolution Number 000-11-2017)

Version: 1

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Document Control

Document Status	Draft	
Prepared by	Environmental Officer	24 July 2018
Reviewed by	Environmental Services Manager	6 August 2018
Reviewed by	Civil Works Manager	
Endorsed by	General Manager Strategy Innovation and Assets	6 August 2018
Approved by	Council Resolution	
Review Date		

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BACKGROUND

The North Burnett Regional Council is situated in the Wide Bay-Burnett and covers 19,708 square kilometres. The topography of the region is diverse from fertile farmland to rugged geographical formations.

North Burnett region major economy is agriculture although mining and tourism are also significant drivers. Accordingly, well maintained and effective road networks and transport route are essential in supporting the region's economy.

The region is described as being sub-tropical and sub-humid, with the predominate rain falling between the months of October to March. The annual rainfall for the area ranges from between 704mm in Mundubbera to 916mm in the Mount Perry area.

Main temperatures range from an average of 5 degrees minimum to 32 degrees maximum. However, temperatures of 40 degrees can be experienced over short periods during the summer months and sub-zero temperatures also occur during the winter months.

Within the North Burnett Regional Council area, Council maintains 829km of sealed and 3,318km of unsealed roads. In addition to, Council maintains the State controlled road network consisting of 671km of sealed and 56km of unsealed roads under a contract with the Department of Transport and Main Roads.

Major operations in maintaining these roads include bitumen patching, pavement repair, gravel re-sheeting, grading and slashing. Council is also responsible for roadside facilities including street lighting, signs and line marking, footpaths, kerbing and stormwater drains.

SECTION 1: INTRODUCTION AND LEGISLATION

1.1 INTRODUCTION

Gravel pits across the North Burnett have been developed for the purpose of supplying gravel for the construction works and maintenance of the road network including the state and local controlled roads.

The Gravel Pit Management Plan (The Plan) has been written to illustrate the management and operations of gravel pits of various sizes across the North Burnett. Material extracted from the gravel pits include sand rock and gravel. The quality and quantity of the material varies considerably. This is a big consideration in how the material is utilised and how the network is managed.

Management is also determined by land tenure. Where the land tenure is freehold, North Burnett Regional Council enters into a Landholder Agreement with the relevant owner. Royalties are paid and specific conditions are met as per the Agreement.

Material for road maintenance and construction, where available, is sourced within a 20 kilometre radius of the project. This is due to a number of factors including road hierarchy (volume and vehicle size on roads), road condition including minimising damage to existing roads during haulage and the economics of the region.

NBRC is committed to protecting the environment and addressing legislative requirements by implementing this Gravel Pit Management Plan (The Plan). The Plan will address the environmental issues relative to the activities undertaken at NBRC gravel pits. It details the actions, methodologies and monitoring systems which are to be utilised. NBRC gravel pits will be operated according to The Plan.

1.2 OBJECTIVE OF PLAN

The primary objectives of the Gravel Pit Management Plan: Activity Based Management Plan are to develop and implement practical and achievable practices for the management and operation of NBRC's gravel pits to ensure compliance with and where possible, exceed the environmental requirements.

The Plan aims to identify and ameliorate potential environmental impacts or harm by documenting ways for managing risks.

The Plan covers the life of each gravel pit through to post extractive use, however it will focus on the operations in the next five years. The document will be reviewed annually to ensure compliance with all relevant legislation and to provide a structure which meets best practice management. This will be achieved by interfacing the document with current legislation and policies as applicable.

1.3 LEGISLATION

Extractive operations are regulated by a wide range of Acts, Regulations and Policies relating to safety, environment, resources, cultural values, flora, fauna, vegetation, land use, land management and fire management.

Queensland Legislation relevant to the pits in the North Burnett gravel pit sites includes:

- ~ Forestry Act 1959
- ~ Planning Act 2016 and Regulations
- ~ Environmental Protection Act 1994, Regulations and Environmental Protection Policies

- ~ Vegetation Management Act 1999 and Regulations
- ~ Nature Conservation Act 1992 and Regulations
- ~ Mine and Quarrying Safety and Health Act 1999, Regulations and Codes
- ~ Water Act 2000 and Regulations
- ~ Land Act 1994
- ~ Aboriginal Cultural Heritage Act 2003
- ~ Work Health and Safety Act 2011

Various Commonwealth legislation, including the Environmental Protection and Biodiversity Conservation Act 1999, may also be relevant to the management of gravel pits.

The Plan meets numerous commitments in the North Burnett Regional Council Corporate Plan 2017-2022, including:

- ~ 1.2 Safe, well maintained and effective local road networks
- ~ 1.3 Safe, well maintained and effective state road networks
- ~ 4.5 Protection of cultural heritage
- ~ 5.2 Asset Management
- ~ 5.17 Natural Resource Management

North Burnett Regional Council Environmental Policy is to achieve a high standard of environmental care in conducting its business and to be proactive in its natural environment.

1.4 ENVIRONMENTAL AUTHORITY

The gravel extracted from the sites is used for road maintenance and flood damage repair of Council roads. Under the *Environmental Protection Act 1994*, North Burnett Regional Council (NBRC) is required to hold an Environmental Relevant Activity (ERA) 16 – extractive and screening activities for some of the gravel pits operating within the region. North Burnett Regional Councils Environmental Authority EPPR00529613 was updated and endorsed in 2016, refer to Table 1 for a list of pits. The extraction of gravel is considered an ERA because it has potential to cause environmental harm. The ERA requires NBRC to have an Activity Based Management Plan (ABMP) for the operation of the gravel pits.

The Environmentally Relevant Activity (ERA) includes extractive and screening activities;

- ERA 16 Threshold 2(b) Extracting, other than by dredging, a total of 5000t or more but not exceeding 100000t of material, in a year, from an area other than a wild river area; and / or
- ERA 16 Threshold 3(a) Screening a total of 5000t or more but not exceeding 100000t of material, in a year, from an area other than in a wild river area.

Table 1: Gravel Pits on Environmental Authority.

GRAVEL PIT NAME	LOTPLAN	ROAD NAME
Birds Pit	2RP88679	Deep Creek Road
Port Wine Pit	187/188CK2362	Gooroolba Biggenden Road
Alascan Pit	27C371172	Alascan Road
Daisy's Pit	144CK2505	Gospel Hall Road

Noakes Pit	Road Reserve	Grills Road
White Hill Pit	Road Reserve	Monto Mount Perry Road
Garden Grove Pit	38NT56	Baskervilles Road
Kirar Weir Pit	1SP164232	Kirar Weir Road (Long Gully Lane)
St Johns Creek	6WK105	Eidsvold Theodore Road
Burnett River Pit	30YL873	New Floristan Road
Lang's Road (Dump Pit) Pit	154RW411	Langs Road

1.5 SALES PERMIT

All gravel pits where Council extracts state-owned resources, as determined by Department of Agriculture and Fisheries (DAF), Forest Products, require a sales permit from DAF (Forest products). The "Sales Permit 201509024 for getting quarry material" is administered under the *Forestry Act 1959* within the North Burnett Regional Council area. A list of endorsed areas under Sales Permit 201509024 can be found in table 2 and refer to figure 1 for a map of endorsed areas.

State-owned quarry resource is quarry material which has been reserved to the state. Under the provisions of the *Forestry Act 1959* the Department of Agriculture and Fisheries sell quarry material from land where such material has been reserved to the State (State-owned quarry material), including State forests, timber reserves, forest entitlement areas and State plantation forests. It also includes certain roads, leasehold land and freehold land but excludes lakes and watercourses below the high water mark in coastal areas, where not subject to a lease under the *Land Act 1994*.

The Gravel Pit Management Plan fulfils the requirements for a Quarry Management Plan as required by section 25 of Sales Permit 201509024. The Plan provides the details for the management and operations of the gravel pits within the Sales Permit. Site specific information can be found on each 'endorsed area' in Appendix A.

Table 2: Location of endorsed pit areas on Sales Permit

GRAVEL PIT NAME	PIT	LOTPLAN	ROAD NAME
Calrossie (ALL CLOSED)	1-4	227FTY1244	CALROSSIE ROAD
Glencoe Pit 1	5	1RW341	GLENCOE ROAD
Glencoe Pit 2 (CLOSED)	6	1RW341	GLENCOE ROAD
Rockybar	7	47FTY1480	ROCKYBAR ROAD
Jaru and Dougs Pit	8	92FTY518	JARU ROAD
Monogorilby Red Pit	9	132FTY1348	MONOGORILBY ROAD
Pile Gully	10	220FTY998	PILE GULLY ROAD
Greentree (38K)	11	132FTY1348	MUNDUBBERA-DURONG ROAD

Mill Pit	12	132FTY1348	MILL ROAD, ALLIES CREEK
Moonford 1	13	28FTY1711	CEDAR CREEK ROAD
Gravel Reserve (Salisbury)	14	190RW423	GLADSTONE-MONTO ROAD

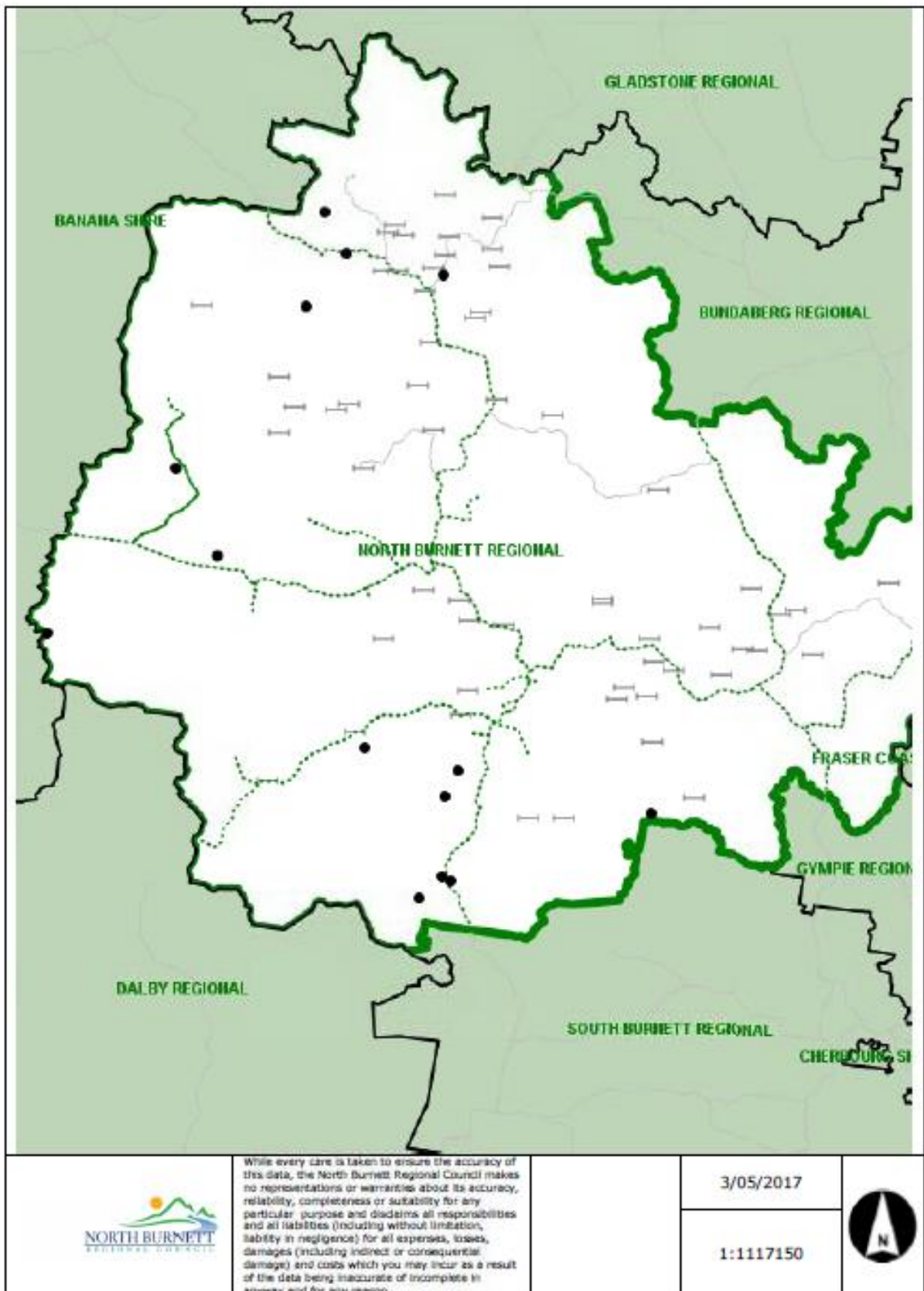


Figure 1: Locations of gravel pits endorsed on the current Sales Permit

1.6 GRAVEL PIT IMPROVEMENT PLAN

Gravel Pit management practices and processes are developing. Accordingly, a range of strategies are necessary.

Strategy 1:

A site operational map (drawing), with mapped boundaries, to be developed for each operational gravel pit in the North Burnett region. Details on the drawing includes parcel boundaries, haul road, water flow direction, sediment control, topsoil stockpiles and material stockpile. The site operational maps will be included in the Site Specific Plans in Appendix A.

Strategy 2:

Implement staff training in up-to-date best practice operations of a gravel pit, including but not limited to sediment control, remediation, revegetation and cultural heritage.

Strategy 3:

Development of written Gravel Pit Administrative Procedures for the following:

1. Opening new pit sites including Development Applications, Environmental Authority and Sales Permits and checking compliance,
2. Payments for material (royalty payment), and
3. Landholder agreement for private, non-commercial gravel pits.

Strategy 4:

Development of comprehensive site specific plans for relevant pits.

Strategy 5:

Installation of relevant signage at all open gravel pits across the North Burnett.

Strategy 6:

Development of procedures for the closure of gravel pits. Procedure will include standards of closure and removal from relevant licences.

SECTION 2: SITE OPERATIONS AND MANAGEMENT

2.1 GRAVEL EXTRACTION PROCESS

The extraction process on the NBRC Gravel pit sites (sites) vary as the extraction process depends on the equipment, staff available and material type.

The extraction process can involve an excavator or a bulldozer to rip the gravel material. If an excavator is used to rip the gravel material, the excavator will also load the gravel into the trucks. If a dozer is used to rip the material, the dozer is also used to push the material into stock piles.

If required, on some sites the material may be screened or crushed. Screens are available for use where required. Crushing is tendered out to an external company and is completed during a campaign.

The trucks are loaded from the stockpiles by a loader or excavator, depending on what equipment is available at the time. The total volumes loaded are recorded on Material Tally Sheets and royalties paid where required. Refer to figure 2 for the flowchart of the process.

There would be approximately three (3) to five (5) staff at any one time and there is no staff permanent on site. The number of staff on site at any one time varies depending on the project and the machinery required completing the project.

The operational hours of the NBRC Gravel pit sites are approximately ten hour days, no more than twelve hour days. Operation times of the gravel pits can be from 6.00am to 6.00pm. The number of operational days of the sites vary significantly and depends on requirements of council works.

2.2 GRAVEL EXTRACTION FLOW SHEET

The following flowchart illustrates the processes involved and processes proposed to be involved when extracting gravel. Refer to *Section 3* for a detailed description of the potential impacts and emissions from the processes of extracting gravel.

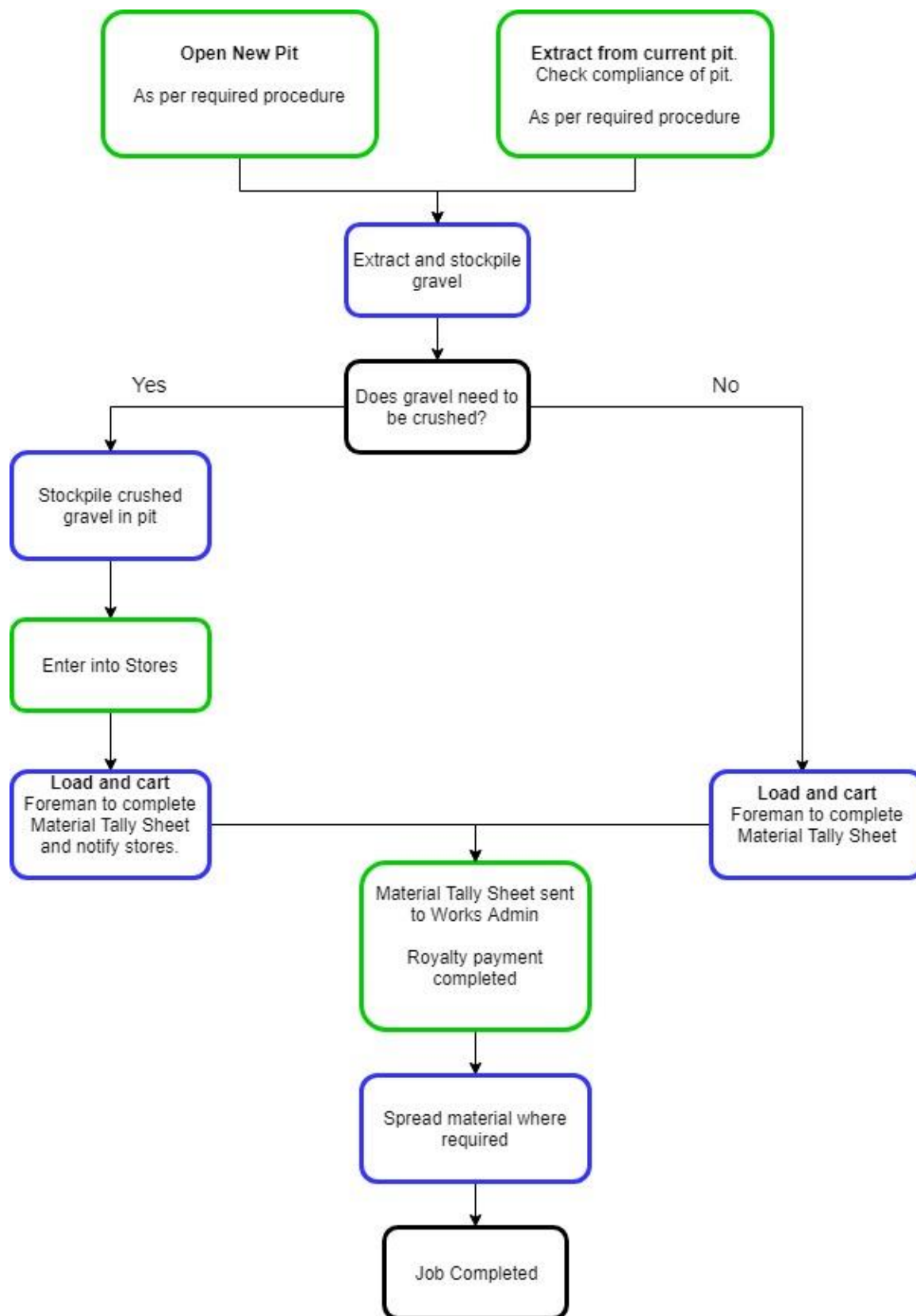


Figure 2: Gravel Extraction flow chart.

2.3 ORGANISATION'S RESPONSIBILITIES AND NETWORK

Organisation's Structure

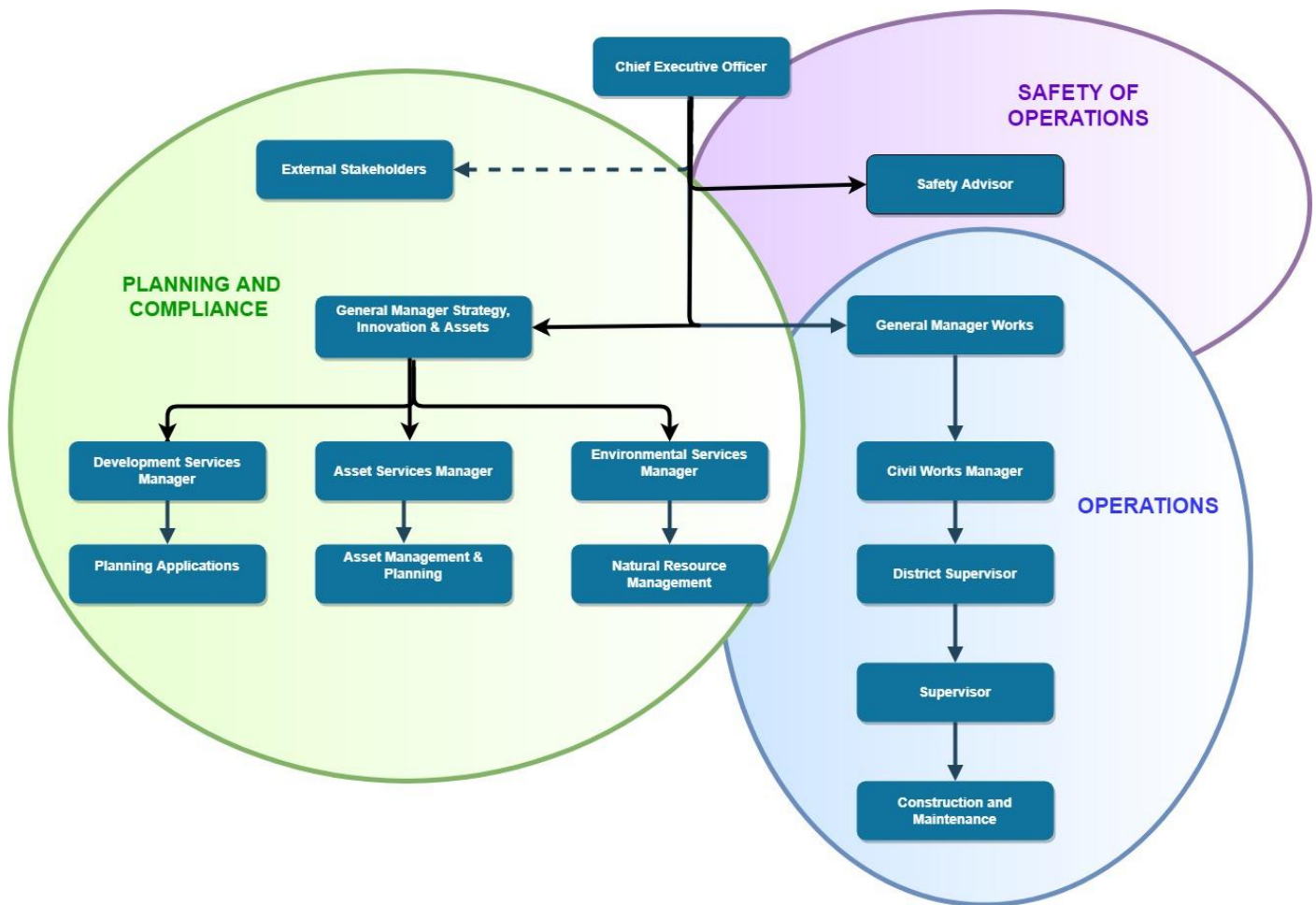


Figure 3: Current organisational structure and key area of responsibility

Organisation's Responsibilities

Chief Executive Officer

The Chief Executive Officers responsibilities' are to:

- Ensure that Council is abiding by necessary requirements for the extraction of gravel; and
- Allow training and advice to all employees.

Safety of Operations

Safety Advisor

The Safety Advisor responsibilities are to:

- Carry out safety duties with respect to handling and storage of chemicals and accidents in accordance with the requirements of the Council's Safety Plan;
- Report on any incidents or problems to Council's Supervisor or Civil Works Manager; and
- Provide training and advice to employees.

Operations

General Manager Works

The General Manager Works responsibilities are to:

- Oversee and delegate specific tasks;
- Report on any incidents or problems to the CEO; and
- Allow training and advice to employees.

Civil Works Manager

- Monitor and review the control measures in consultation with the relevant authorities;
- Carry out any duties and / or responsibilities as delegated by the General Manager Works and as required by Council's Quality System;
- Provide training and advice to employees; and
- Liaise with regulatory agencies regarding requirements for approvals, licenses, permits and authorities.

District Supervisor

The District Supervisor responsibilities are to:

- Manage the requirements of the Gravel Pit Management Plan;
- Oversee work processes to ensure they are carried out correctly;
- Liaise with regulatory agencies regarding requirements for approvals, licenses, permits and authorities; and
- Provide training and advice to employees.

Supervisor

The Supervisors responsibilities are to:

- Liaise with the District Supervisor regarding the requirements of the Gravel Pit Management Plan;
- In the event of an accident, advise the Safety Advisor and Civil Works Manager and arrange all plant, staff and resources necessary to minimise environmental damage;
- Ensure all procedures referred to in figure 2 are followed including the completion of Material Tally Sheets;
- Ensure that all staff undertake training; and
- Report any difficulties to the Civil Works Manager.

The Maintenance and Construction Workforce responsibilities' are to:

- Carry out the works under the supervision of the supervisor and in accordance with the requirements of this document;
- Comply and assist in the implementation and maintenance of the Gravel Pit Management Plan; and
- Report any damage or incidents to the supervisor.

Works Administration

The works administration team responsibilities are to:

- Carry out any duties and / or responsibilities as delegated by the Civil Works Manager; and
- Follow steps in Gravel Pit Management Procedures.

Planning of Operations

General Manager Strategy, Innovation and Strategy responsibilities are to:

- Prepare an Gravel Pit Management Plan: Activity Based Management Plan and any revisions for approval;
- Preparation of documents and application for the licensing of gravel pits; and
- Manage licensing of gravel pits.

Asset Services Manager responsibilities are to:

- Assist in licensing of gravel pits as delegated by General Manager Strategy, Innovation and Strategy; and
- Program civil works and liaise with Civil Works Manager on the extraction of material;

Environmental Services Manager responsibilities are to:

- Assist in licensing of gravel pits as delegated by General Manager Strategy, Innovation and Strategy
- Carry out reviews and / or audits in conjunction with the Civil Works Manager of the Gravel Pit Management Plan;
- Advise, as per section 2.9 and figure 4, following an environmental incident; and
- Provide Environmental documents when opening a new pit or expanding a current pit.

Development Services Manager responsibilities are to:

- Assist in licensing (Development Applications) of gravel pits as delegated by General Manager Strategy, Innovation and Strategy.

External Stakeholders

Landholders and Lessees

State Government Departments and Agencies:

- Department of Agriculture and Fisheries, Forest Products
- Department of Environment and Science
- Department of Natural Resources, Mines and Energy, Mineral Mines and Quarries

2.4 TRAINING

North Burnett Regional Council personnel (including sub-contractors) are to be provided basic environmental awareness training via the staff environmental framework illustrated in *Appendix D*. A record of the induction is to be maintained in MagiQ Documents.

2.5 SIGNAGE

Signage of gravel pits are part of the Improvement Plan in Section 1, strategy 5. Planned signage includes Registered Operator contacts and relevant safety signage. Any signage required at the individual sites including exclusion areas will be included.

2.6 REGISTER OF ACTIVITIES

North Burnett Regional Council maintains a register of each site activities operated. The register, known as "Material Tally Sheet" includes the site:

- Sites name;
- The dates on which it was accessed; and
- The amount of material removed.

Refer to *Appendix F* for an example of the register.

2.7 RECORDS

All records required to be will be achieved in accordance with Records Management Policy 236. Council is committed to implementing best records management practices and systems to ensure the creation, maintenance and protection of accurate and reliable records. Records will be made available to the administrating authority when requested.

2.8 COMPLAINTS MANAGEMENT

If complaints are received in relation to the gravel pit sites will be managed in accordance with Statutory Policy 116 Administrative Action Complaints.

All complaints are recorded in Council's record management system, MagiQ. The compliant is managed and recorded in the task and workflow system of MagiQ.

If a complaint is received regarding the excavation site the following details must be recorded.

- time, date, name, and contact details of the complainant;
- reasons for the complaint
- any investigations undertaken
- conclusions formed; and
- any actions taken

2.9 ENVIRONMENTAL INCIDENTS

All environmental incidents must be immediately reported to the site supervisor who in turn will advise the relevant managers. If the incident is a contaminate spill or major incident the Department of Environment and Science (DES) will be notified by the Civil Works Managers as illustrated in Figure 4.

A written notice must be provided to DES within 7 days of the contaminate spill or major incident. The notice needs to include:

- the name of the operator, including their registration certificate number;
- the name and telephone number of a designated contact person;
- if a spill, quantity and substance;
- persons involved;
- the location and time
- the suspected cause
- a description of the effects
- the results of any sampling performed in relation
- actions taken to mitigate any environmental harm caused
- monitoring requirements; and
- proposed actions to prevent a recurrence of the incident.

The intent of an incident reporting process is to identify the actions needed to be taken in the event of any environmental harm or in the instance of an environmental nuisance. The preferred scenario is that nil environmental harm or nuisance would occur. However, in order to minimise any detrimental impact or effects should this occur all staff should be trained in the methodology and reporting requirements is required.

All activities resulting in environmental harm or nuisance, requires investigation with the following key elements being covered:

- determination of the level of the environmental harm or nuisance
- immediate and long term remedial action
- monitoring
- preventative action(s) to ensure non repetition of the occurrence

Further, reporting of all activities resulting in environmental harm, environmental nuisance, material environmental harm or serious environmental harm, through all levels of North Burnett Regional Council is crucial to the continuous improvement and review of Best Practice Environmental Management.

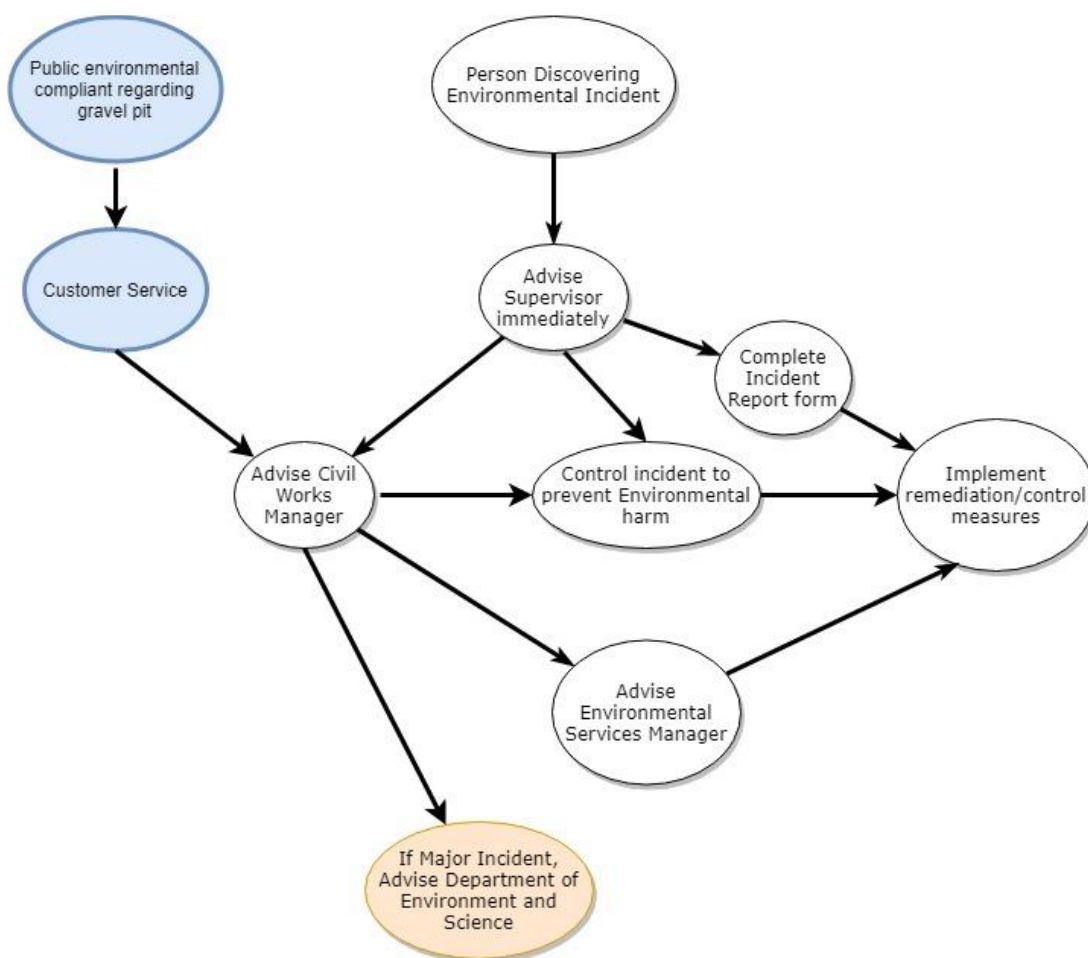


Figure 4: Environmental Incident Reporting Flowchart

SECTION 3: ENVIRONMENTAL ASPECTS AND IMPACTS

Each gravel pit activity has been investigated to determine what impact it will have on the environment. Performance requirements have been developed to minimise or prevent environmental harm or damage.

The structure of the environmental aspects and impacts section includes the following components for each environmental practice.

Objective: NBRC's objective to protect the environment when carrying out the Environmental Relevant Activity.

Performance Requirements: requirements for each element of the strategy, together with an action plan and implementation plan.

Monitoring and review: The monitoring requirements, which will measure actual performance and the review structure to be followed. Refer to Table 3.

Corrective action and improvement opportunity: The action to be implemented to more efficiently achieve the performance requirement.

Table 3: Frequency and responsibility of Monitoring and Reporting

DESCRIPTION	FREQUENCY	DURATION	RESPONSIBILITY
MONITORING			
Daily site inspections	Daily	During operations	Supervisor
Compliance inspections	Annual	Ongoing	Environmental Services Manager
Complaints	Monthly	Ongoing	Civil Works Manager
REPORTING			
Monitoring records	Weekly	Operational periods	Supervisor
Monitoring records	Bi- Annual	Non-operational periods	Environmental Services Manager
Event recording	All records to be maintained in MagiQ.	Operational periods	Civil Works Manager/ Environmental Services Manager
Complaints	Recorded in Councils records system, MagiQ	Ongoing	Civil Works Manager/ Environmental Services Manager

3.1 AIR QUALITY

OBJECTIVE	Maintain ambient air quality and minimise potential impact from dust or plant vehicle emissions.
PERFORMANCE CRITERIA	No complaints in relations to dust or plant and vehicle emissions
TARGETS	Zero community complaints relating to air quality.

POTENTIAL IMPACTS	MITIGATION MEASURES	RESPONSIBILITY	FREQUENCY
Excessive dust from extraction activities causing environmental nuisance to sensitive receptors	Identify sensitive receptors	Supervisor	During operations
	Use water truck during activities near sensitive receptors	Supervisor	During operations
	Avoid dust generating activities during extremely windy conditions	Supervisor	During operations
Excessive vehicle and plant exhaust emissions	Maintain and service all plant regularly	Supervisor	During operations
Excessive dust from stockpiles causing environmental nuisance to sensitive receptors	Locate stockpiles away from sensitive receptors and cover where possible	Supervisor	During operations

3.2 EROSION AND SEDIMENT CONTROL

OBJECTIVE	To minimise impacts on surface water quality and local receiving waters from erosion and sedimentation
PERFORMANCE CRITERIA	<ul style="list-style-type: none"> • No sustained or significant increase in pollutant levels in local waterways due to extraction activities • No concentration of overland flows onto adjacent properties • No environmental harm caused to adjacent properties from contaminated water
TARGETS	Extraction activities to result in no significant harm to waterways or adjacent properties as a result of overland flow and sediment transportation.

POTENTIAL IMPACTS	MITIGATION MEASURES	RESPONSIBILITY	FREQUENCY
Increased turbidity and suspended load loadings in local waterways	Plan extraction site so that sediment laden water is retained on site	Civil Works Manager	During planning
	Sediment control devices to be applied to exposed areas	Civil Works Manager	During operations
	Minimise areas of soil vegetation disturbance	Civil Works Manager	During operations
	Locate stockpiles and haul roads away from waterways and drainage lines	Civil Works Manager	During planning
Fuel or chemical spills	<p>Ensure that all refuelling takes place away from drainage lines.</p> <p>Ensure that spills kits are on hand to immediately clean up any fuel spillages as they occur.</p>	Civil Works Manager	Ongoing

3.3 NOISE MANAGEMENT

OBJECTIVE	To minimise potential noise and vibration impacts from extractive activities on sensitive receptors
PERFORMANCE CRITERIA	<ul style="list-style-type: none"> Compliance with Department of Environment and Science noise guidelines
TARGETS	No complaints received relating to noise or vibration impacts

POTENTIAL IMPACTS	MITIGATION MEASURES	RESPONSIBILITY	FREQUENCY
Disturbance to sensitive receptors from noise/vibration from extractive activities	Identify sensitive receptors which may be impacted and take into consideration when planning extraction activities.	Civil Works Manager	Prior to the commencement of extraction campaign
	Limit working hours to between 6am to 6pm Monday to Saturday	Civil Works Manager	At all times pit is operational
	All complaints received recorded in Councils record system MagiQ	Civil Works Manager	As required

3.4 FLORA AND FAUNA

OBJECTIVE	To protect existing habitat from significant impact from quarrying activities
PERFORMANCE CRITERIA	<ul style="list-style-type: none"> No vegetation clearing undertaken with appropriate approval Disturbance to sensitive (regulated REs) areas will be prevented No spread of restricted flora or fauna
TARGETS	<p>No degradation of adjacent habitat values through direct or indirect effects</p> <p>No unapproved clearing of vegetation</p> <p>No increase in weed infestation due to quarrying activities</p>

POTENTIAL IMPACTS	MITIGATION MEASURES	RESPONSIBILITY	FREQUENCY
Decrease in ecological integrity of area due to vegetation clearing	Identify regulated vegetation and potential habitat area with desktop searches and on ground survey's where required.	Environmental Services Manager	Prior to site disturbance, during planning phase of new site or expansion
	Clearly mark out clearing areas and exclusion zones prior to work commencing	Environmental Services Manager/ Supervisor	Prior to site disturbance
Significant negative impact of fauna species	During clearing works have spotter catcher onsite	Supervisor	During clearing works
Harm to Threatened species (flora or fauna)	Undertake appropriate desktop searches. If a trigger zone area is identified to ensure no impact on threatened flora and fauna undertake onground surveys	Environmental Services Manager	Prior to site disturbance
Introduction of new 'restricted matter' flora or fauna	Identify 'restricted matter'	Environmental Services Manager	Prior to site disturbance
	Ensure clean down procedures are implemented	Supervisor	Before and during any operations

3.5 WASTE MANAGEMENT

OBJECTIVE	To minimise the impacts of waste generated by the activity on soils, waterways and other components of the environment
PERFORMANCE CRITERIA	<ul style="list-style-type: none"> Any waste leaving the site will be by approved methods and disposed of at a licenced facility
TARGETS	<p>No waste remaining at site</p> <p>No inappropriate disposal of waste</p>

POTENTIAL IMPACTS	MITIGATION MEASURES	RESPONSIBILITY	FREQUENCY
Impacts relating inappropriate disposal of cleared vegetation	Mulch, remove or bury waste vegetation as appropriate. Stockpile appropriate vegetation to use in progressive rehabilitation work. Do not allow waste to be a fire hazard.	Supervisor	During vegetation clearing activities
Impacts relating inappropriate disposal of stripped topsoil	Stockpile topsoil appropriately to use in progressive rehabilitation	Supervisor	During stripping activities
Impacts relating inappropriate disposal of oil drums, rags, general site wastes	Remove all waste and dispose of at suitable Council waste facility	Supervisor	At all times

3.6 CULTURAL HERITAGE

OBJECTIVE	To assure site activities are conducted in a way that prevents any potential or actual damage to Historical and Indigenous Cultural Heritage
PERFORMANCE CRITERIA	To prevent damage occurring to Historical and Indigenous Cultural Heritage
TARGETS	No damage to Historical and Indigenous Cultural Heritage

POTENTIAL IMPACTS	MITIGATION MEASURES	RESPONSIBILITY	FREQUENCY
Potential or actual damage to cultural heritage on sites surface.	Undertake site surveys to identify objects or areas of cultural significance.	Environmental Services Manager	Prior to site disturbance and during all extraction activities.
	Clearly identify exclusion zones in operational maps and on the site.	Environmental Services Manager	Prior to site disturbance and during all extraction activities.
Significant ground disturbance causing potential or actual damage to cultural heritage.	Identify and map areas onsite that require on-ground assessment during any ground disturbance	Supervisor/ Environmental Services Manager	Prior to and during ground disturbance and during all extraction activities.

APPENDIX A: SITE SPECIFIC DETAILS AND MAPS

PIT 1-4: CALROSSIE

Calrossie (Pit 1-4) are closed to operations. Calrossie pits 1 to 4 are no longer required for construction material. The sites previously supplied gravel for Eidsvold- Theodore Road. This section of state road is now a sealed road.

PIT 5: GLENCOE PIT 1



Description and site history

Glencoe pit is located off Glencoe road within a forestry lease. The pit opened approximately 18 years ago. Historically approximately 5000 tonnes of material is extracted every five years. Material is used for maintenance and re-sheeting part of Glencoe Road.

Tonnage per year:

Maximum extraction within a 12 month period is 5000 tonnes.

Glencoe Pit 1	
262677.8409	7211109.1297
262986.5098	7210838.7284
262813.5951	7210699.5735
262637.1545	7210591.0605
262594.4384	7210662.9681
262709.6135	7210836.0919
262586.5709	7211011.9381

Site specific information:

Land Tenure	Forestry Lease
Sales Permit	Yes – Pit 5
Environmental Authority	No
Landholder Agreement	Not applicable

Access	Glencoe Road
Cultural Heritage considerations	Under investigation
Environmental considerations	Topsoil stockpiled. No significant erosion.
Trigger Zone	None
Regulated Vegetation	Least concern
Closest sensitive receptor	Investigation required
Watercourse within 100m	No
Planned operations	Continue extraction
Rehabilitation	Still extracting and traffic areas in site footprint
Estimated material remaining	>50,000 tonnes
Estimated lifespan (based on current use)	>50 years

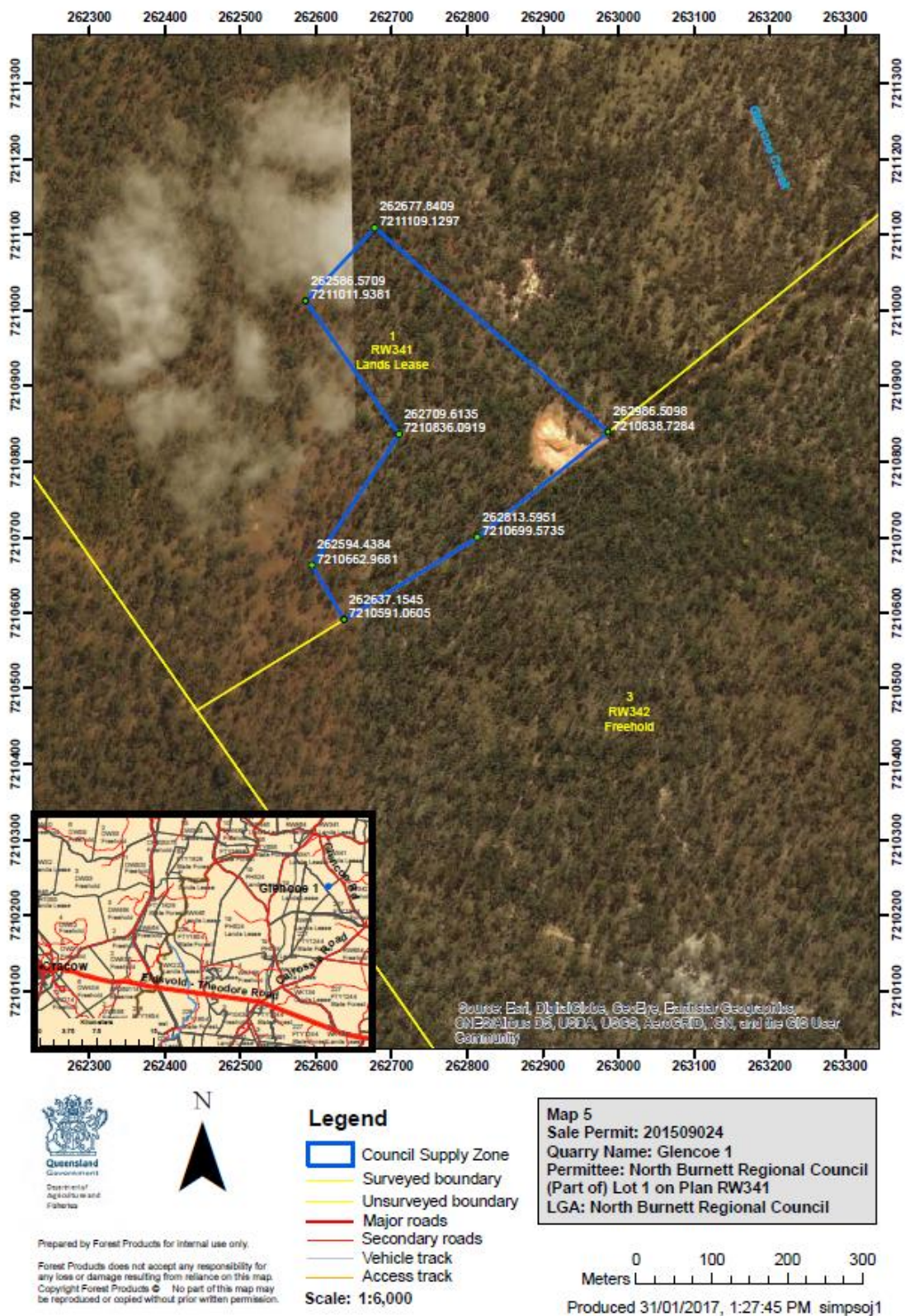


Figure 5: Map of site- Glencoe 1

PIT 6: GLENCOE PIT 2**Description**

Glencoe Pit 2	
263277.2991	7212504.0576
263362.01	7212462.6566
263473.5829	7212256.9049
263473.5829	7212256.9049
263527.2878	7212099.7219
263463.6968	7212099.7219
263463.6968	7211963.4242
263275.4815	7212092.0088
263241.4224	7212325.4422
263206.1986	7212453.3720

Glencoe 2 (Pit 6) is closed to operations. This pit has not been used in approximately 20 years.

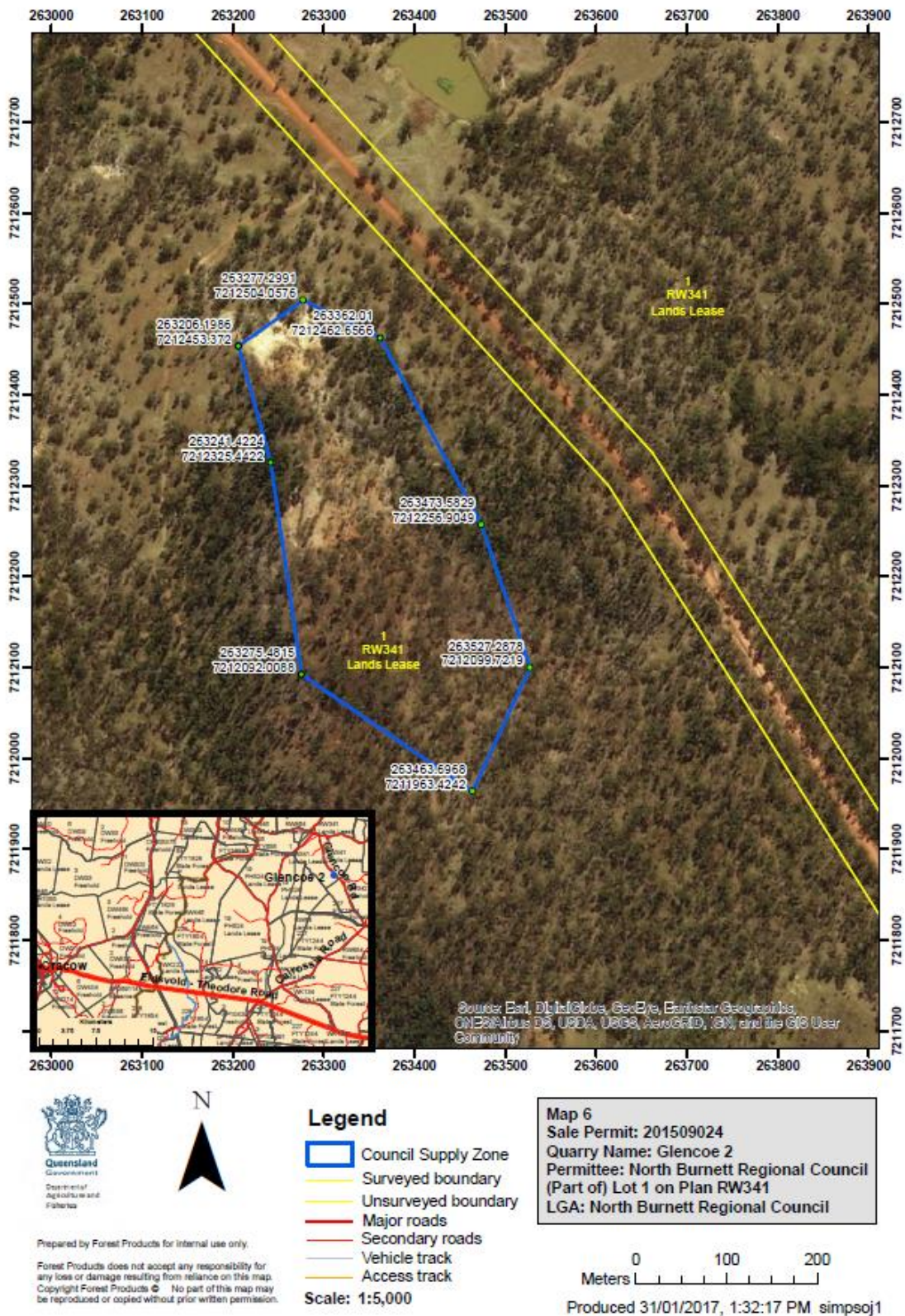


Figure 6: Map of Glencoe 2 site

PIT 7: ROCKYBAR



Description and site history

Rockybar pit is located off Rockybar road within a forestry lease. The pit opened approximately 18 years ago. Historically approximately 5000 tonnes of material is extracted approximately every five years. Material is used for maintenance and re-sheeting part of Rockybar Road.

Rockybar	
238864.3115	7173439.0574
239006.0202	7173359.4560
238962.3144	7173229.1946
238987.4787	7173169.6892
239111.7408	7173076.7926
238758.4374	7173232.8526
238766.7142	7173294.8431

Tonnage per year:

Maximum extraction within a 12 month period is 5000 tonnes.

Site specific information:

Land Tenure	Forestry Lease
Sales Permit	Yes – Pit 7
Environmental Authority	No
Landholder Agreement	Not applicable
Access	Rockybar Road
Environmental considerations	No erosion onsite. Area used by “pipeline” contractors.
Cultural Heritage considerations	Under investigation
Trigger Zone	High Risk
Regulated Vegetation	Least concern
Closest sensitive receptor	>1km
Watercourse within 100m	No
Planned operations	Continued extraction
Rehabilitation	Regeneration
Estimated material remaining	Undetermined
Estimated lifespan (based on current use)	Undetermined

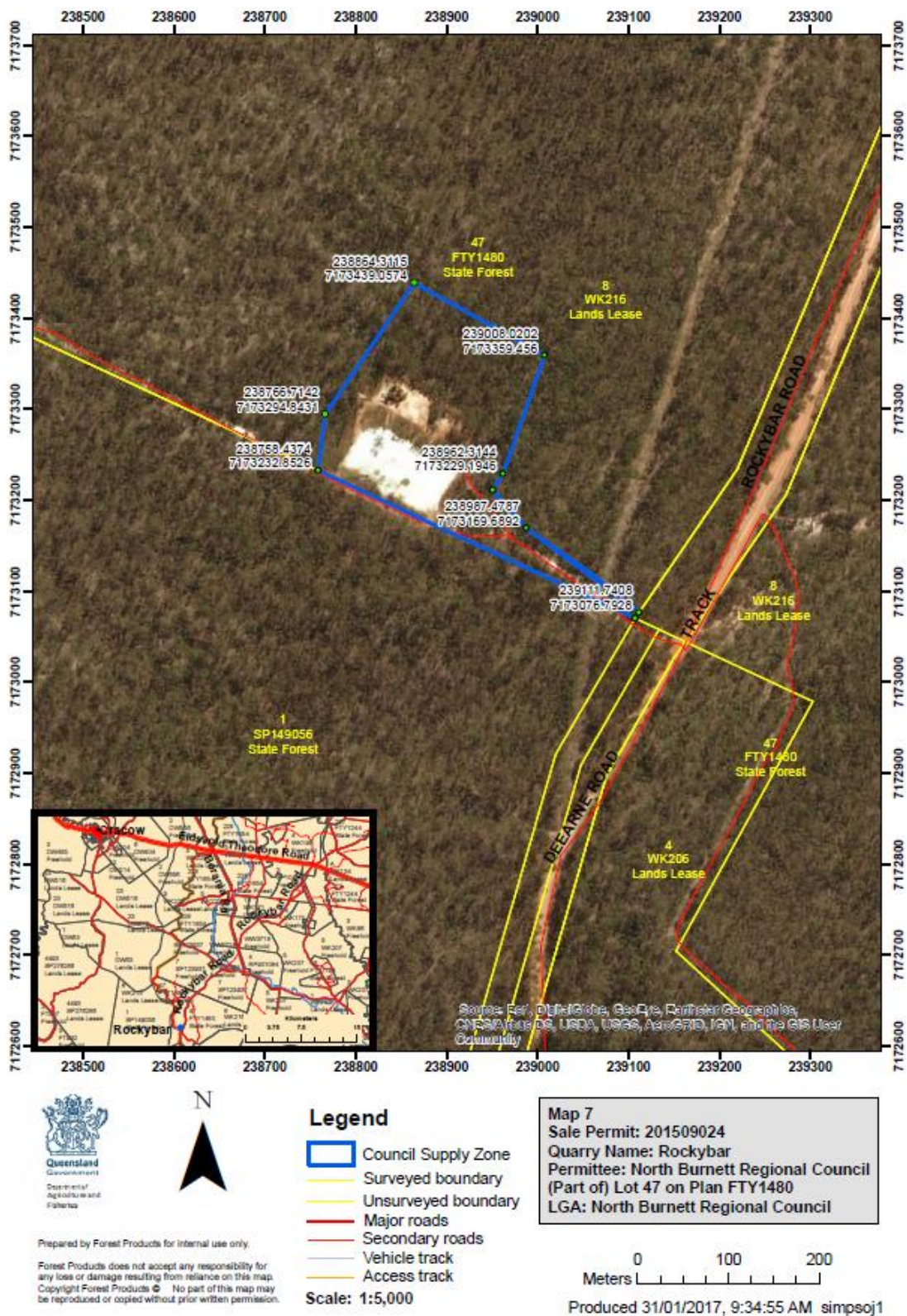


Figure 7: Map of Rockybar site

PIT 8: JARU AND DOUGS PIT



Description and site history

Jaru and Dougs pit is located off Jaru road within forestry lease. The pit opened approximately 20 years ago. Historically approximately 5000 tonnes of material is extracted every four to five years. Material is used for maintenance, re-sheeting and under bitumen roads within a 25km radius including Jaru Road and Hawkwood Road.

Private Contractors also use this site and report directly to Forest Products (DAF).

Tonnage per year:

Maximum extraction within a 12 month period is 5000 tonnes.

Jaru Road	
298470.284	7155836.987
298927.376	7155899.914
298939.084	7155751.386
299116.665	7155711.353
299242.627	7155691.124
299248.429	7155643.881
298972.55	7155704.796
298691.332	7155463.105
298470.284	7155836.987

Site specific information:

Land Tenure	Forestry Lease
Sales Permit	Yes – Pit 8
Environmental Authority	No
Landholder Agreement	Not applicable

Access	Jaru Road
Environmental considerations	Minor erosion on Jaru pit side. Top soil stockpiled onsite.
Cultural Heritage considerations	Under investigation
Trigger Zone	None
Regulated Vegetation	Surrounding vegetation potentially least concern
Closest sensitive receptor	>1km
Watercourse within 1km	No
Planned operations	Continue extraction in Dougs pit. Assess material left in Jaru pit, consider remediation if inactive.
Rehabilitation	Wash out in Jaru pit near entrance. Remediation required (Contouring and ripping).
Estimated material remaining	Undetermined
Estimated lifespan (based on current use)	>20 years

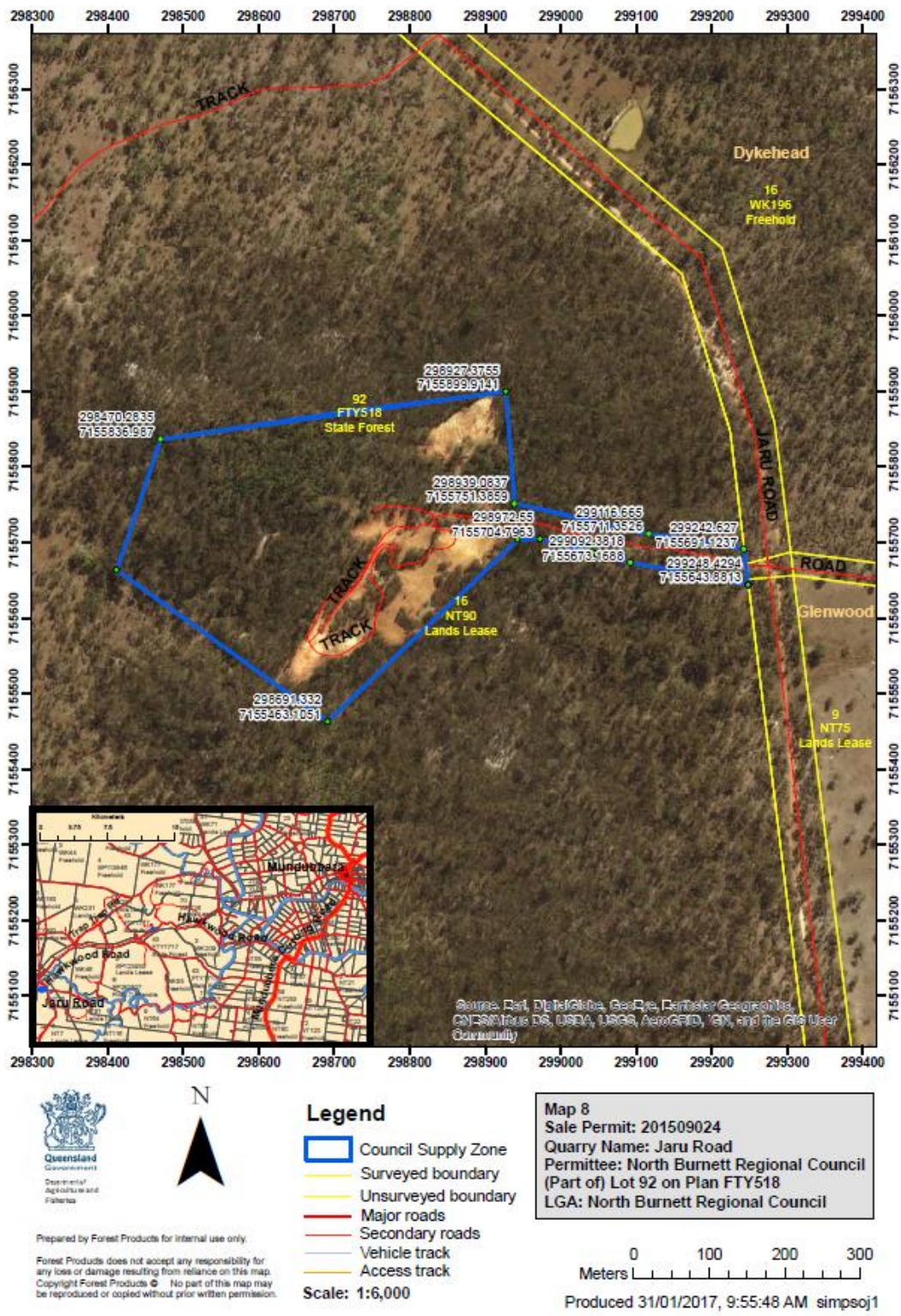


Figure 8: Map of Jaru Road site

PIT 9: MONOGORILBY RED PIT



Description and site history

Monogorilby Red Pit is located off Monogorilby Road within a forestry lease. The pit opened approximately 35 years ago. Historically approximately 1000 material is extracted approximately every 8 years. Material is historically blended with other material and is used for maintenance on part of Monogorilby Road.

Monogorilby	
310821.6336	7122611.2806
310814.8342	7122639.6357
310895.3098	7122530.8868
310812.3865	7122423.8831
310604.4144	7122619.1256
310589.4762	7122817.1648

Tonnage per year:

Maximum extraction within a 12 month period is 5000 tonnes.

Site specific information:

Land Tenure	Forestry Lease
Sales Permit	Yes – Pit 9
Environmental Authority	No
Landholder Agreement	Not applicable

Access	Monogorilby Road
Environmental considerations	No erosion or sediment runoff issues from pit to surrounding land. Soil not subject to erosion. No top soil stockpiled onsite.
Cultural Heritage considerations	Under investigation
Trigger Zone Mapping	High Risk
Regulated Vegetation	Least Concern
Closest sensitive receptor	>1km
Watercourse within 1000m	No
Planned operations	Investigate the requirement of adding the Haul Road to site boundary. A potential source of material (different material) along road.
Rehabilitation	Site is currently stable.
Estimated material remaining	Undetermined
Estimated lifespan (based on current use)	Undetermined

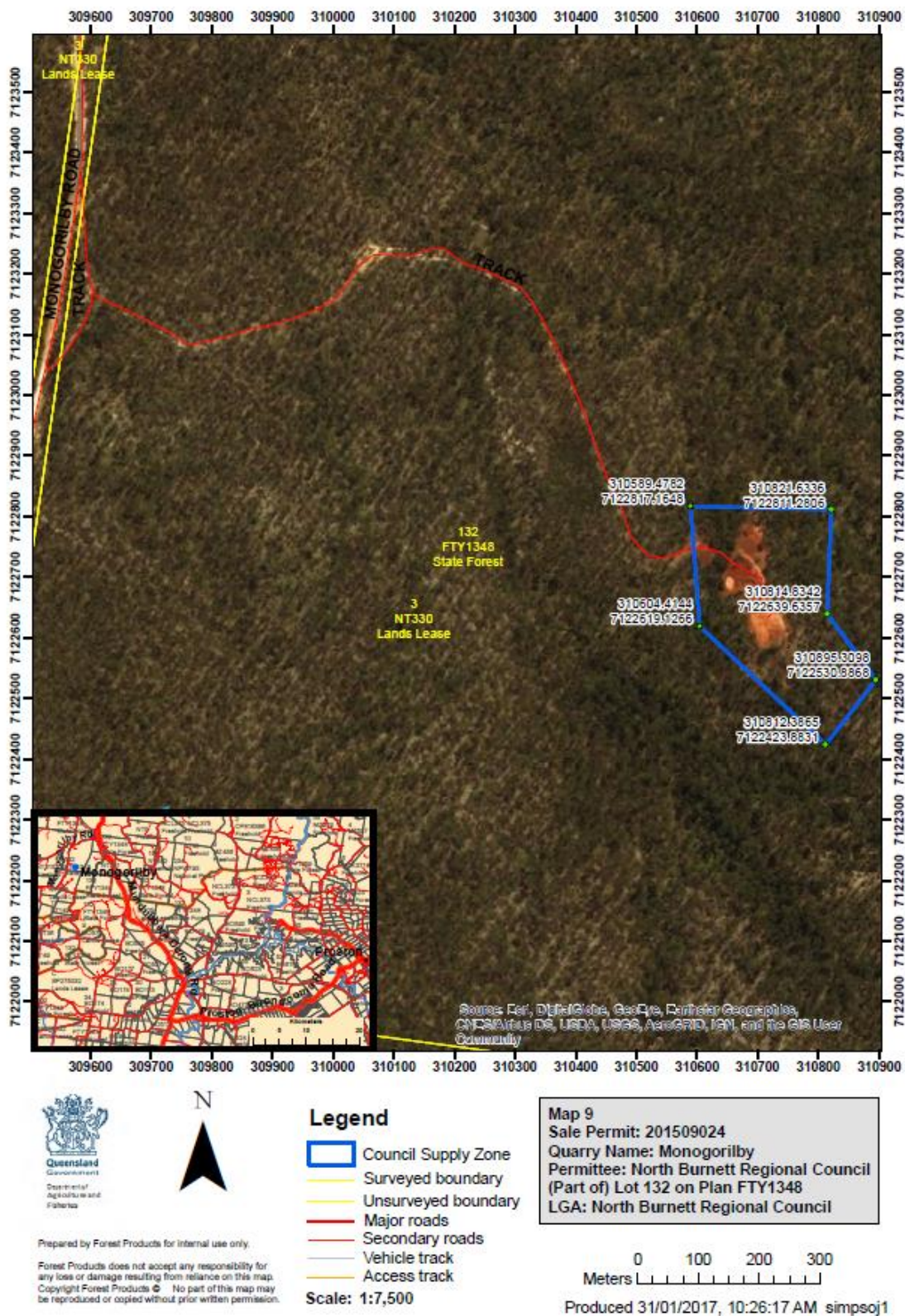


Figure 9: Map of Monogorilby site

PIT 10: PILE GULLY



Description and site history

Pile Gully pit is located off Pile Gully road within forestry lease. The pit opened approximately 20 years ago. Historically approximately 5000 tonnes of material is extracted every 5 years. Material is used for maintenance and re-sheeting part of gravel roads within a 25km radius including Pile Gully Road and Boondoomba Road.

Private Contractors also use this site and report directly to Forest Products (DAF)

Tonnage per year:

Maximum extraction within a 12 month period is 5000 tonnes.

Site specific information:

Land Tenure	Forestry Lease
Sales Permit	Yes – Pit 10
Environmental Authority	No
Landholder Agreement	Not applicable

Pile Gully	
342465.5823	7145285.9278
342538.4187	7145284.5249
342539.2305	7145216.5032
432507.7685	7145149.5013
342505.7571	7145111.9853
342610.1611	7144982.2347
342457.7266	7144950.1375
342452.69.31	7144911.5277
342492.1766	7144858.8720
342515.2975	7144502.1883
342451.1065	7144789.5032
342486.1527	7144880.6127
342454.0832	7144872.4164
342459.3749	7144929.3019
342476.0001	7144970.5010
342415.8628	7145068.9350
342436.6217	7145195.6372

Land Tenure	Forestry Lease
Sales Permit	Yes – Pit 5
Environmental Authority	No
Landholder Agreement	Not applicable
Access	Entry from Pile Gully Road
Environmental considerations	Minimal erosion or sediment runoff issues from pit to surrounding land. Top soil stockpiled onsite.
Cultural Heritage considerations	Under investigation
Trigger Zone	None
Regulated Vegetation	Least concern
Closest sensitive receptor	>1km
Watercourse within 1km	No
Planned operations	Continue extraction
Rehabilitation	Site is currently stable.
Estimated material remaining	Undetermined
Estimated lifespan (based on current use)	Undetermined

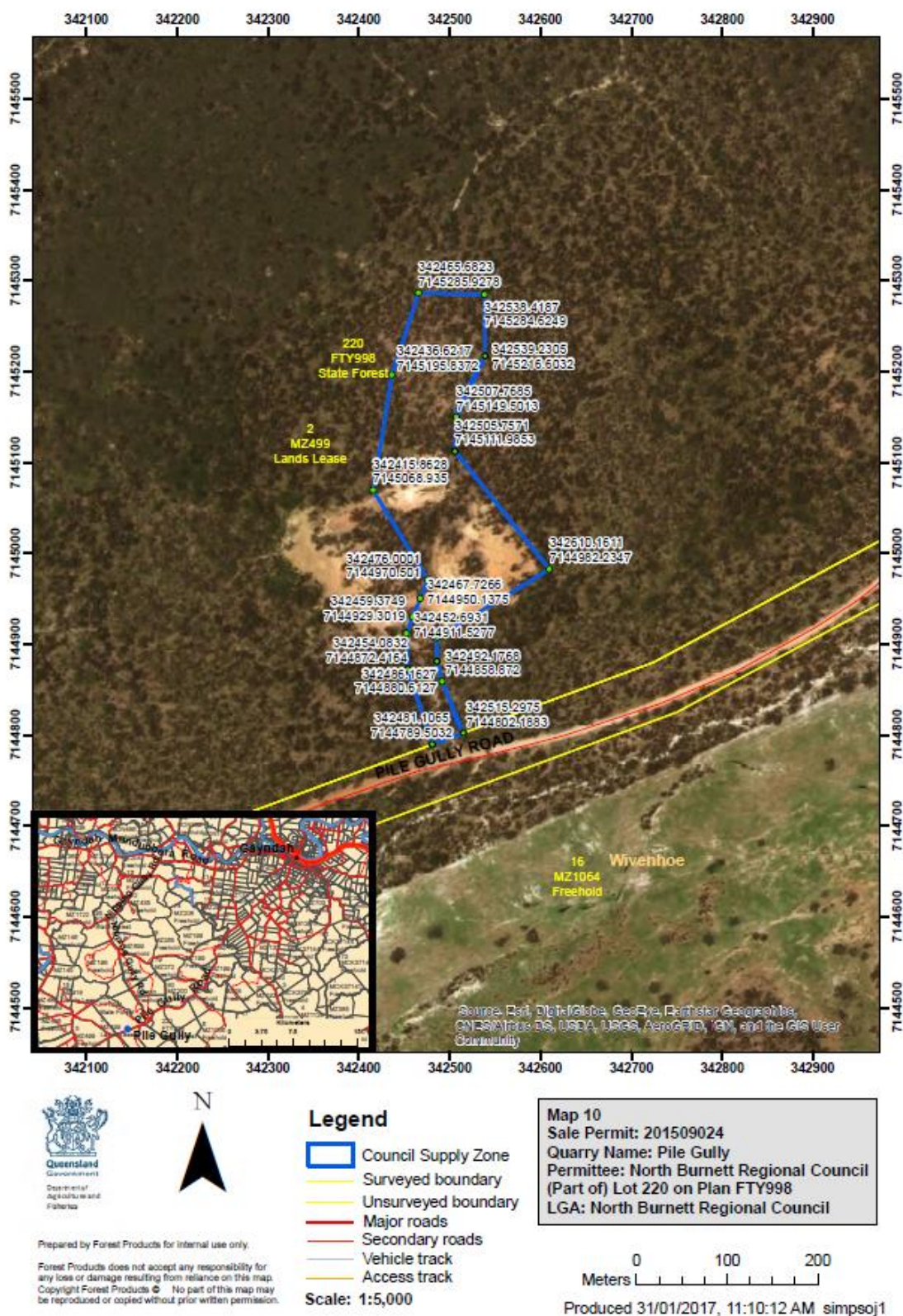


Figure 10: Map of Pile Gully site

PIT 11: GREENTREE (38K) PIT**Description and site history**

Greentree (38K) pit is located off Mundubbera- Dulong road within forestry lease. The pit opened approximately over 20 years ago. Historically approximately 2000 tonnes of material is extracted every 2 years. Material is used for maintenance, re-sheeting and under bitumen roads within a 25km radius, including Mundubbera- Dulong Road.

Private Contractors also use this site and report directly to Forest Products (DAF)

Greentree/ 38K	
319461.4672	7136715.3533
319524.8921	7136642.5605
319434.2681	7136529.8232
319267.9506	7136198.4683
319086.5738	7135986.7788
318938.1859	7136039.9187
318892.9635	7136129.8664
319096.6742	7136390.4737

Tonnage per year:

Maximum extraction within a 12 month period is 5000 tonnes.

Site specific information:

Land Tenure	Forestry Lease
Sales Permit	Yes – Pit 11
Environmental Authority	No
Landholder Agreement	Not applicable

Access	Mundubbera- Dulong road
Environmental considerations	Minimal erosion or sediment runoff issues from pit to surrounding land. Top soil stockpiled onsite.
Cultural Heritage considerations	Under investigation
Trigger Zone	None
Regulated Vegetation	Potential Of Concern
Closest sensitive receptor	>1km
Watercourse within 1km	No
Planned operations	Continue extraction
Rehabilitation	Ripping and natural regeneration
Estimated material remaining	Undetermined
Estimated lifespan (based on current use)	Undetermined

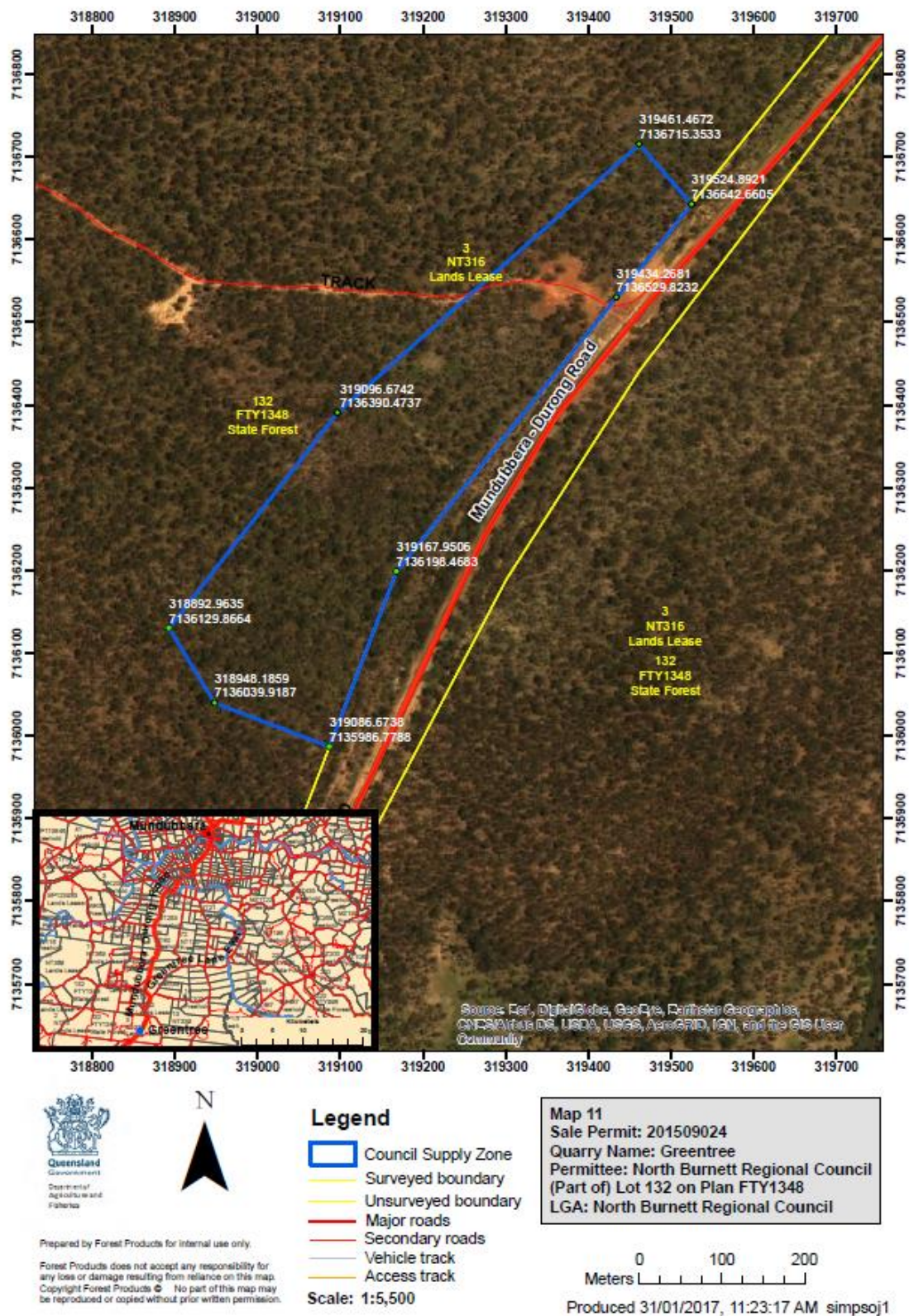


Figure 11: Map of Greentree site

PIT 12: MILL PIT



Description and site history

Mill pit is located off 9 Mile road within forestry lease. The pit opened approximately 30 years ago. Historically approximately 2000 tonnes of material is extracted every five years. Material is used for maintenance, re-sheeting and under bitumen roads within a 25km radius including Mill Road and Monogorilby Road.

Mill Pit	
311096.5105	7114617.0913
311187.7367	7114618.4132
311192.8673	7114535.7429
311273.6681	7114420.9641
311158.3521	7114377.2430
311093.1765	7114467.2315

Private Contractors also use this site and report directly to Forest Products (DAF)

Tonnage per year:

Maximum extraction within a 12 month period is 2000 tonnes.

Site specific information:

Land Tenure	Forestry Lease
Sales Permit	Yes – Pit 12
Environmental Authority	No
Landholder Agreement	Not applicable

Access	Entry from Pile Gully Road
Environmental considerations	Minimal erosion or sediment runoff issues from pit to surrounding land. Top soil stockpiled onsite.
Cultural Heritage considerations	Under investigation
Trigger Zone	None
Regulated Vegetation	Of Concern
Closest sensitive receptor	>1km
Watercourse within 1km	No
Planned operations	Continue extraction
Rehabilitation	Ripping and natural regeneration.
Estimated material remaining	Undetermined
Estimated lifespan (based on current use)	>20 years

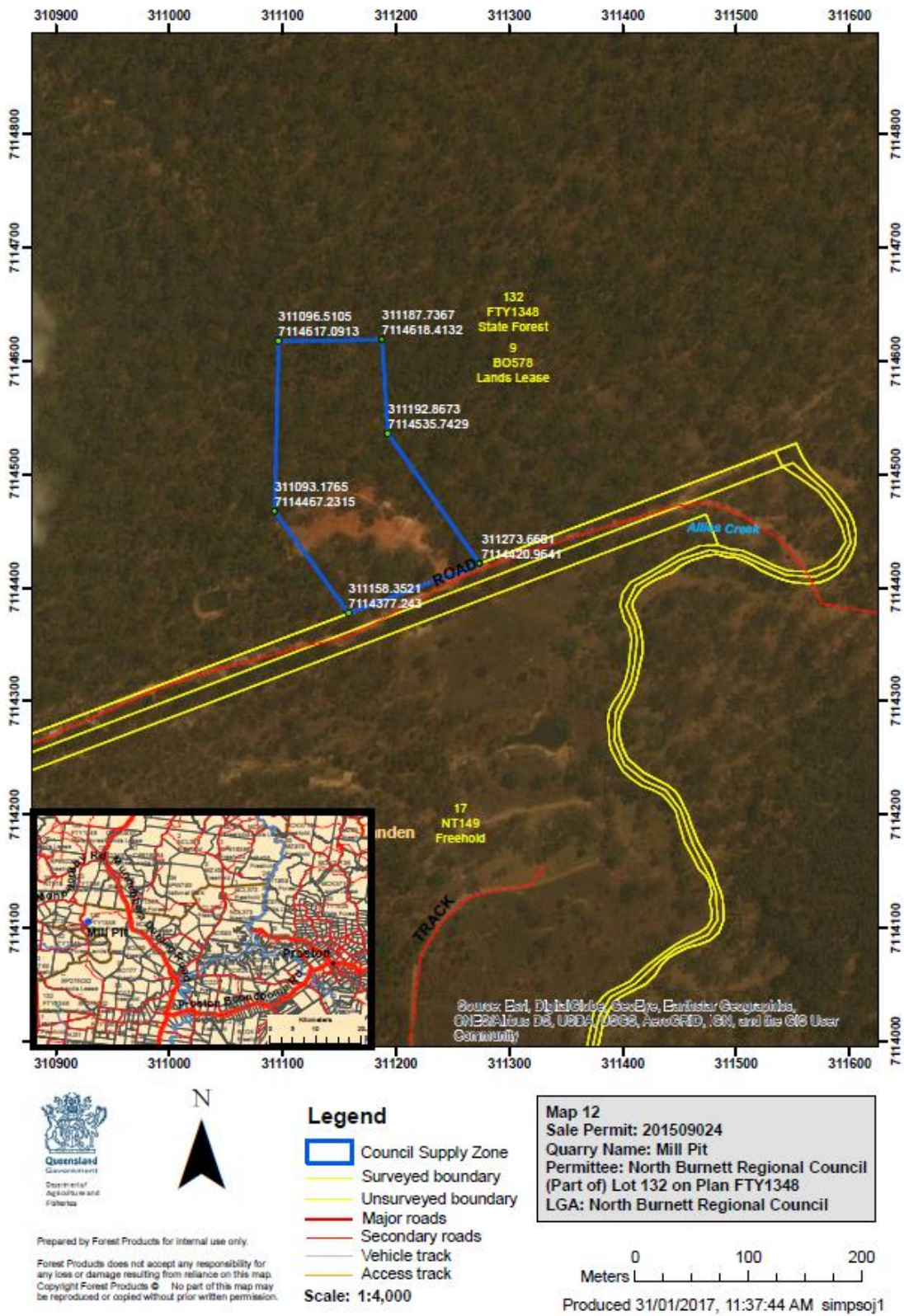


Figure 12: Map of Mill Pit site

PIT 13: MOONFORD



Description and site history

Moonford pit is located off Cedar Creek road within a Forestry lease. The pit opened over 30 years ago. Historically approximately 2000 tonnes of material is extracted approximately every 10 years. Material is used for repairs, maintenance and re-sheeting Cedar Creek Road within a 10km radius.

Moonford Pit	
24722.6356	7260398.7065
294808.6860	7268364.8432
294767.9569	7260280.1198
294754.6603	7260229.5466
294693.2398	7260261.1283
294712.4644	7260307.3009

Tonnage per year

Maximum extraction within a 12 month period is 5000 tonnes.

Site specific information

Land Tenure	Forestry Lease
Sales Permit	Yes – Pit 13
Environmental Authority	No
Landholder Agreement	Not applicable

Access	Entry from Cedar Creek Road
Environmental considerations	No topsoil stockpiled
Cultural Heritage considerations	Under investigation
Trigger Zone	None
Regulated Vegetation	Potential Of Concern
Closest sensitive receptor	Waterway
Watercourse within 1km	Minor waterway check mapping and investigate further
Planned operations	Continue extraction with sedimentation control
Rehabilitation	This site has a very small footprint and no erosion issues. Natural regeneration is occurring.
Estimated material remaining	>5,000 tonnes
Estimated lifespan (based on current use)	>30 years

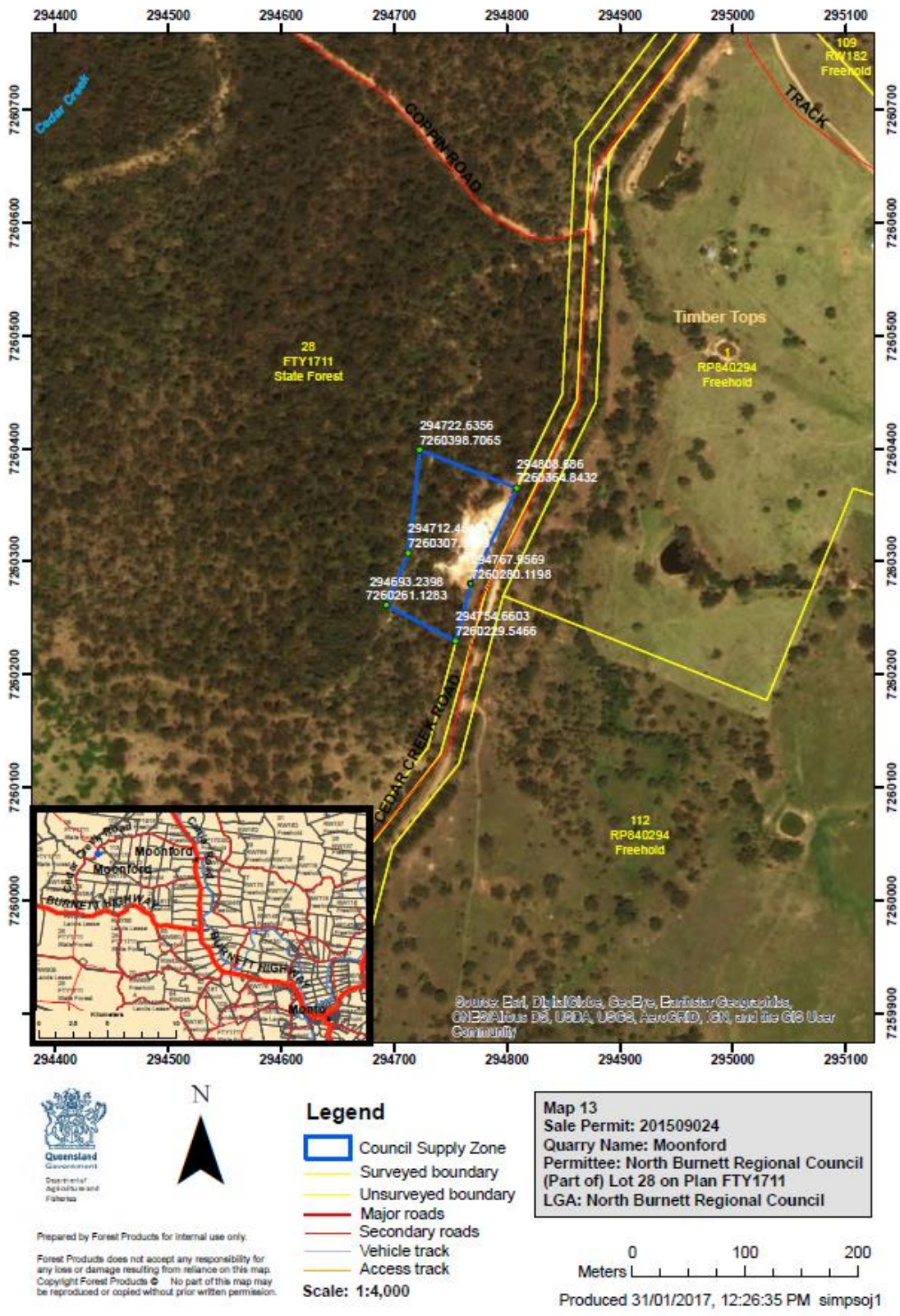


Figure 13: Map of Moonford site

PIT 14: GRAVEL (SALISBURY) RESERVE



Description and site history

Gravel Reserve or Salisbury pit is located off Gladstone-Monto road within a gravel reserve. The pit opened over 30 years ago. Historically up to 5000 tonnes of material is extracted each year. Material is used for repairs maintenance, re-sheeting and under bitumen roads within a 25km radius including Gladstone-Monto Road and around Monto township.

Gravel (Salisbury) Reserve Pit	
312327.4326	7251618.8959
312523.6173	7251652.3495
312552.0155	7251489.4447
312355.6408	7251437.8269

Tonnage per year

Maximum extraction within a 12 month period is 5000 tonnes.

Site specific information

Land Tenure	Reserve
Sales Permit	Yes – Pit 13
Environmental Authority	No
Landholder Agreement	Not applicable

Access	Gladstone- Monto Road
Cultural Heritage considerations	Under investigation
Environmental considerations	No top soil stockpiled.
Trigger Zone	None
Regulated Vegetation	None
Closest sensitive receptor	>1km
Watercourse within 1km	No
Planned operations	Continue operations
Rehabilitation	Still active and the site does not allow for progressive rehabilitation.
Estimated material remaining	>50,000 tonnes
Estimated lifespan (based on current use)	>30 years

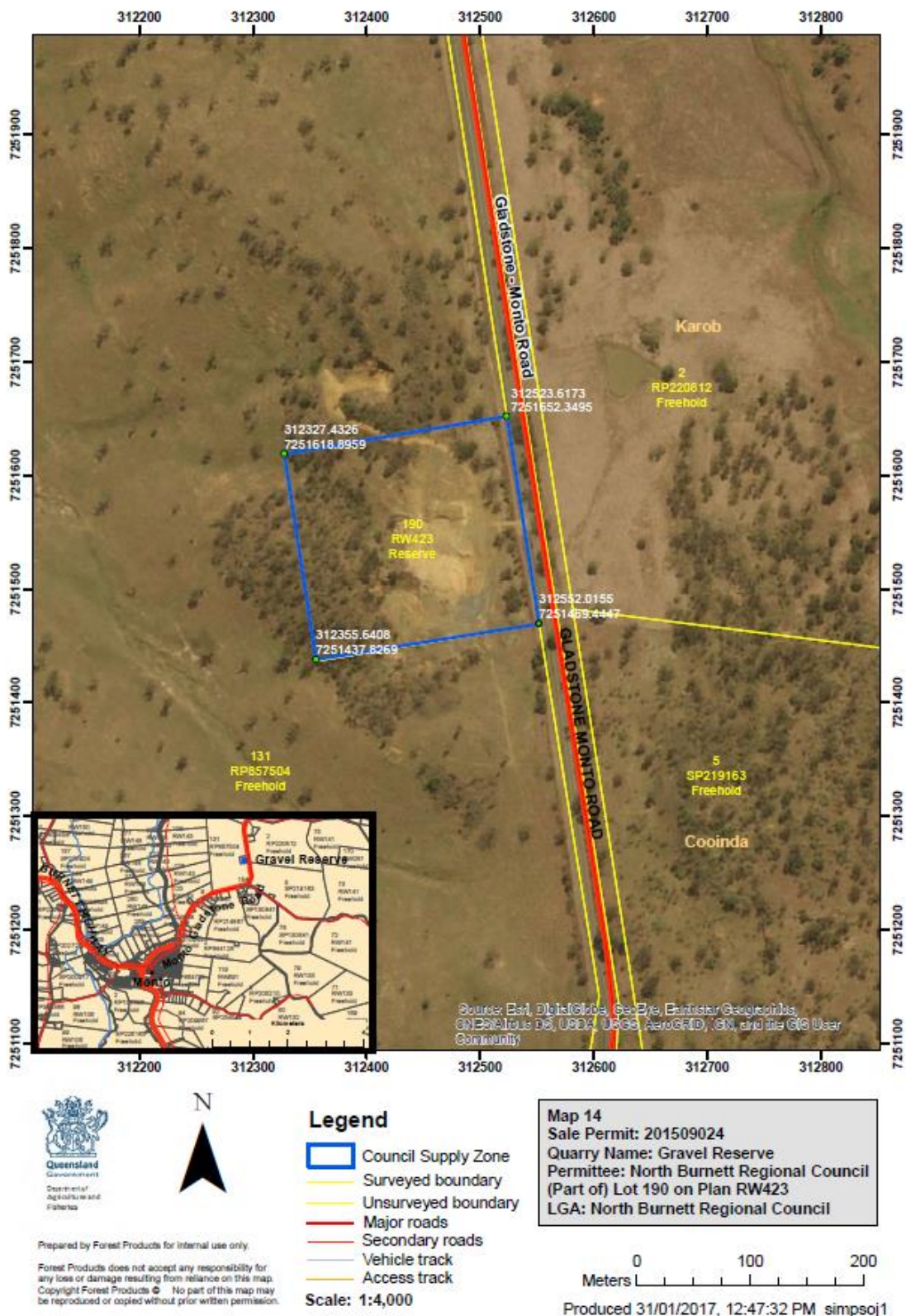


Figure 14: Map of Gravel (Salisbury) Reserve site

APPENDIX B: GRAVEL PIT ENVIRONMENTAL MANAGEMENT FRAMEWORK

Gravel Pit management Framework

This management framework has been prepared to provide guidance to operators to help them comply with the Environmental Protection Act (1994), by reducing environmental impacts caused by extraction activities. The plan outlines the best management practices of leaders in the industry. The chosen practices were refined through research into current management and site investigations. Practices labelled essential are considered necessary in order to safely manage and rehabilitate the gravel pits; accessory practices are recommended when possible.

DESIGN

The design phase involves the initial planning and construction of the site and sets the foundation for the entire life of the pit. A project plan needs to be created that takes the following factors into consideration.

Practice	Essential	Accessory
Planning for Closure	<p><u>Final Land Use</u> The final land use needs to be decided by the stakeholders to assist in rehabilitation planning.</p> <p><u>Rehabilitation Strategy</u> An initial plan outlining the main rehabilitation methods and goals needs to be developed, with the final land use in mind.</p> <p><u>Environmental Impact Assessment</u> To comply with regulation an EIA will need to be completed if:</p> <ul style="list-style-type: none"> • Located within 1km of river or; • 2km of populated area • Disturbance exceeds 100ha • Extraction exceeds 200,000 tonnes/year 	<p><u>Fauna and Flora Study</u> An assessment on the flora and fauna of the area can be important to ensure no threatened species are mapped over the site. If found, workers should avoid or relocate the threatened species.</p>
Site Design	<p><u>Access and Onsite Roads</u> Access and haulage roads should be planned to minimize environmental disturbance, avoid work areas and provide safe access to the entire site.</p> <p><u>Surface Drainage</u> Site drainage needs to be designed to divert water away from roads, stockpiles and working areas; ensuring all runoff is caught in settling ponds before discharging offsite.</p>	<p><u>Visual and Noise Controls</u> Visibility and noise are the major causes for public complaint, and need to be managed with screens or vegetation buffers if a site is located within 2km of a populated area.</p> <p><u>Stockpile Locations</u> The locations of topsoil and overburden should be chosen to minimize interference with future operations and avoid unnecessary relocation.</p>
Safety Controls	<p><u>Access Gates and Signs</u> Queensland regulation requires the use of safety signage for all extraction activities, as well as restricting site access from the public.</p>	<p><u>Fauna Access</u> If fauna are regularly observed, fencing may be needed to ensure safety of workers and animals.</p> <p><u>Dust Controls</u> The emission of visible dust should be confined to site boundaries, and controls may need to be put in place to ensure worker health.</p>

OPERATION

During operation the potential for environmental impact is greater due to the increase in earthworks. This phase involves the removal of vegetation and topsoil, and the beginning of extraction processes.

Practice	Essential	Accessory
Progressive Rehabilitation	<p><u>Staged Closure</u> Sites need to stage their operations and close areas that have been worked out. They can then be progressively rehabilitated; lowering closure costs and improving site stability.</p>	<p><u>Limit Access</u> Access to closed sections should be restricted to allow rehabilitation to occur without further disturbance.</p>
Topsoil Management	<p><u>Stockpile Topsoil</u> All topsoil must be carefully removed and stored for later reuse. Stockpiles should be less than 3m high to avoid degradation of the soil.</p> <p><u>Storage Time</u> Stockpiled topsoil should be used within 12 months to ensure survival of seedbank and microorganisms. A vegetation cover, or regular tilling, can lengthen the life of the stockpile.</p>	<p><u>Direct Replacement</u> When possible, topsoil should be directly replaced from new sections to closed and rehabilitated sections; improving the chance for natural recovery to occur.</p>
Vegetation Removal	<p><u>Stockpile Vegetation</u> Removed vegetation needs to be collected and stockpiled for later use as mulch or habitat.</p> <p><u>Threatened Species</u> Workers need to be aware of any regulated vegetation that is mapped near the site and either avoid or relocate threatened species.</p>	<p><u>Buffer Zone</u> A vegetation buffer should be established along the borders surrounding the pit. This will filter sediment and act as a visual and noise screen.</p> <p><u>Combine with Soil</u> Smaller vegetation should be combined with the soil stockpiles to improve their quality.</p>
Topography	<p><u>Battering</u> Slopes need to be graded at 3 to 1 (~20°), to avoid major erosion and improve stability.</p> <p><u>Benching</u> Face heights exceeding 9m need to be benched, with all benches being self-draining to stop surface runoff down the faces.</p>	
Sediment Control	<p><u>Sediment Basin</u> All runoff is to be collected in settling basins before being discharged from the site.</p> <p><u>Rock Check Dams</u> Checks need to be placed in drainage chutes, and before basins, to reduce runoff velocity.</p> <p><u>Diversion Structures</u> Runoff is to be diverted away from roads, extraction faces, and stockpiles with the use of diversion banks or drains.</p>	<p><u>Monitoring</u> All controls should be monitored to ensure any weathering is repaired.</p> <p><u>Screening Fences</u> If erosion is observed, screening fences may be required around stockpiles and discharge points.</p> <p><u>Voids and Gullies</u> Voids or gullies should be filled with overburden or rocks to stop erosion from continuing.</p>

CLOSURE

Once extraction processes cease the site will begin to decommission and rehabilitation processes will accelerate. However, some areas should have closed during operations; limiting the areas needing rehabilitation during closure.

Practice	Essential	Accessory
Land Reformation	<p><u>Reshape</u> Any remaining slopes greater than 3 to 1 (~20°) need to be battered and any faces higher than 9m need to be benched.</p> <p><u>Compacted Soils</u> Extraction areas and roads need to undergo deep ripping to promote infiltration.</p>	<p><u>Aesthetics</u> Ideally, the final site should be shaped to blend with the natural landscape surrounding the pit.</p> <p><u>Overburden</u> All waste rock should be pushed into voids/gullies or against rock faces. All stockpiles should be levelled.</p>
Soil Management	<p><u>Topsoil Replacement</u> Any stockpiled topsoil is to be re-spread across worked areas at a minimum depth of 50mm. If topsoil is limited or unavailable; it can be placed in strips or overburden, mixed with organic matter (eg. small plants), may be used.</p>	<p><u>Soil Analysis</u> Chemical testing of the soil is useful to determine if amendments are needed. Important properties (and appropriate levels):</p> <ul style="list-style-type: none"> • pH (5.5 - 8.5) • Salinity (<1600 µS/cm) • Total Nitrate (>5.0 mg/kg) • Total Phosphate (>10mg/kg)
Revegetation	<p><u>Native Species</u> Native vegetation are the most effective species for long-term success and need to make up most of the seed mix.</p> <p><u>Seeding</u> Seeding is to be done at the beginning of the wet season, and can be applied by hand or by the bulldozer during ripping.</p>	<p><u>Specific Plants</u> Certain species should be added to the seed-mix, such as N-fixing acacias and quick-growing grasses, depending on site constraints.</p> <p><u>Field Trials</u> Seeding trials can be performed on stockpiles to test the seed mix and indicate the species that will be most successful for each site.</p>
Weed Management	<p><u>Transport</u> Trucks and machinery coming and going from the site need to be washed down and cleared of any weeds.</p>	<p><u>Field Observations</u> Workers should be aware of invasive species, and report any that are observed on site.</p> <p><u>Removal</u> Weeds should be manually removed where possible; however, it may be necessary to use chemical herbicides for large infestations.</p>
Fauna Habitat	<p><u>Natural Structures</u> Stockpiled vegetation and large boulders should be scattered across the finished site; providing habitat for native animals.</p>	
Monitoring	<p><u>Monitoring Program</u> Monitoring needs to be performed to ensure rehabilitation success. Parameters include:</p> <ul style="list-style-type: none"> • Stability of slopes • Soil Properties (organic matter, nutrients) • Structure of vegetation community 	<p><u>Success Criteria</u> It's useful to develop a set of criteria that indicate when a site has achieved successful rehabilitation.</p>

APPENDIX C: CULTURAL HERITAGE DUTY OF CARE GUIDELINES

1. PURPOSE/ SCOPE

The cultural Heritage Management procedure documents the specific cultural heritage management methodologies that apply to all works carried out by Council. This procedure has been set in place to address North Burnett Regional Councils "Duty of Care" under the Cultural Heritage Act 2003.

This procedure should be used for all activities undertaken by Council employees and contractors which may have a negative impact on the cultural heritage of an area.

2. CATEGORIES

Category 1 Activities involving No Surface Disturbance

As the likelihood of harm is low, the activity can proceed without further cultural heritage assessment.

Examples:

- Walking (with due respect being paid if there cultural sensitives arising from a particular place)
- Driving along existing roads and tracks (within the existing alignment) or other infrastructure footprint
- Aerial surveys
- Navigating through water
- Cadastral, engineering, environmental or geological surveys using methods which do not cause soil disturbance
- Photography
- Removal of branches from trees and vegetation trimming – if the tree is not of cultural heritage significant
- Collecting water quality samples
- Discharging treated effluent into a waterway
- Fishing
- Grass cutting
- Seeding, weeding, trimming and other activities that maintain the surface areas
- Spraying to control pests and vegetation (weeds), including aerial spraying

Category 2 Activities causing No Additional Surface Disturbance

This activity can proceed without any further cultural heritage assessment unless it ever becomes necessary to excavate, relocate, remove or harm a cultural heritage find

Examples:

- Use and maintenance of existing roads, tracks and powerlines within the existing infrastructure alignment, or other infrastructure footprint
- Use, maintenance and protection of services and utilities (such as water or sewerage disposal) on an area where such services and utilities are currently provided

- Use, maintenance and protection of services and utilities (such as water or sewerage disposal) on an area immediately adjacent to where such services and utilities are currently providing the activity does not involve additional surface disturbance.
- Maintenance of existing infrastructure such as drains, toilet blocks, park memorials, bridges, pump station, sewerage treatment plans
- A new pipeline along an existing road corridor (if not disturbing any area previously undisturbed)
- Camping area

Category 3 Activities in a Developed Area

An activity in a developed area is unlikely to harm cultural heritage and can proceed without any further cultural heritage assessment unless it ever becomes necessary to excavate, relocate or harm a cultural heritage find.

Examples:

- Use and maintenance of existing roads, tracks and powerlines within the existing alignment, or other infrastructure footprint
- Use and maintenance of services and utilities on an area where such services and utilities being provided
- Tents, stalls and implement structures for an event such as markets, festival or concert held in a park
- Removing sediment from a constructed watercourse such as a water channel
- Grading an existing road or established access route
- Construction within a recreational area or park which has been cleared for use
- Fences (involving posthole digger bordering roads, parks and other developed areas)

Category 4 Activities in Areas previously subject to Significant Ground Disturbance

An activity in an area previously subject to significant ground disturbance is unlikely to harm cultural heritage and can proceed without any further cultural heritage assessment unless it ever becomes necessary to excavate, relocate or harm a cultural heritage find.

Examples:

- Removing sediment from the bed of a creek, river or watercourse if this has occurred in the past and no further disturbance is anticipated
- Construction of boardwalk where there is a current walking track
- Tree clearing where there has been prior disturbance of the ground

Category 5 Activities causing Additional Surface Disturbance

If the activity does not fall within any of the previous categories, then it should be treated as a Category 5 activity.

A Category 5 activity indicates there is generally a high risk of harm to cultural heritage. A cultural heritage assessment should be undertaken before commencing the activity. It is necessary to contact

the Aboriginal party to seek advice about whether any harm could occur and if relevant then take steps to avoid this.

Example:

- Any infrastructure or construction on an area where the area has not been disturbed to the extent that will now occur. E.g. New roads, swimming pool;
- Planting (digging and soil turning) in undeveloped areas for rehabilitation purposes
- Establishing or extending a quarry

3. DEFINITIONS

Cultural Heritage Find

A significant Aboriginal object or, evidence of archaeological or historic significance of Aboriginal occupation of an area of Queensland, or Aboriginal human remains found in the course of undertaking an activity.

Developed Area

The area is developed or maintained for a particular purpose such as use as a park, garden, railway, road or other access route, navigation channel, municipal facility or infrastructure facility, such as powerlines, telecommunication lines or electricity infrastructure.

Significant Soil Disturbance

Soil disturbance not inconsistent with previous surface disturbance

Significant Ground Disturbance

- a) Disturbance by machinery of the topsoil or surface rock layer of the ground, such as ploughing, drilling or dredging;
- b) The removal of native vegetation by disturbing root systems and exposing underlying soil

Surface disturbance

Any disturbance of an area which causes a lasting impact to the land or waters during the activity or after the activity has ceased.

APPENDIX E: TERMINOLOGY, DEFINITIONS AND ACRONYMS

TERMINOLOGY

Noise includes vibration of any frequency, whether emitted through air or another medium.

Waste includes gas, liquid, solid or energy (or a combination of wastes) that is surplus to, or unwanted from any industrial, commercial domestic or other activity, whether or not of value.

DEFINITIONS

"Due Diligence" may be defined "as taking reasonable and practical measures to prevent environmental harm that an organisation can create by its activities, products and services.

"Sensitive Receptor" " is defined by the Department Environment and Science as: sensitive receptor (a place where noise is measured to investigate whether impacts are occurring) or from dust, odour, light or smoke at a sensitive place (including for example a dwelling, library, childcare centre, medical centre, or a public park)

"Environmental harm" is defined by the Environmental Protection Act 1994 as:

- "any adverse effect, or potential adverse effect (whether temporary or permanent and of whatever magnitude, duration or frequency) on an environmental value", and may be caused by an activity;
- whether the harm is a direct or indirect result of the activity; or
- whether the harm results from the activity alone or from the combined effects of the activity and other activities or factors.

"Noise sensitive place" is defined by the Environmental Protection (Noise) Policy 2008 as any of the following places:

- (a) a dwelling;
- (b) a library, child care centre, kindergarten, school, college, university or other educational institution;
- (c) a hospital, surgery or other medical institution;
- (d) a protected area, or an area identified under a conservation plan as a critical habitat or an area of major interest, under the Nature Conservation Act 1992;
- (e) a marine park under the Marine Parks Act 1982;
- (f) a park or garden that is open to the public (whether or not on payment of money) for use other than for sport or organised entertainment.

ACRONYMS

The Plan	Gravel Pit Management Plan: Activity Based Management Plan
NBRC	North Burnett Regional Council
CEO	Chief Executive Officer
Forest Products DAF	Department of Agriculture and Fisheries
DES	Department of Environment and Science
ABMP	Activity Based Management Plan

12 COUNCILLOR REPORTS

12.1 MAYOR AND COUNCILLORS REPORTS

Doc Id: 887473

Author: Natalie Zillman, Information Coordinator

Authoriser: Ray Burton, Interim Chief Executive Officer

Attachments:

1. Cr Lobegeier August 2018 Report.docx [887272] [↓](#) 
2. Cr Zahl Report to Council 150818.docx [887213] [↓](#) 
3. Cr Bowen Report 150818.docx [887487] [↓](#) 

INTRODUCTION/BACKGROUND

Councillor reports attached for information, as presented.

OFFICER COMMENTS/CONCLUSION

Nil

RECOMMENDATION

That the following Councillor Reports be received.

COUNCILLOR PW LOBEGEIER

AUGUST 2018

Date	Function	Location	Comments / Action
19-7-18	BCCA	Mundubbera	On going with some more grants that will require more staff. Still doing good thing for the Burnett
20-7-18	HTL	Gayndah	Briefing on there project
24-7-18	QCWA NBN QCWA	Mulgildie Monto Monto	Good morn Role out in Monto Good end to a good day
25-7-18	Workshop	Gayndah	
27-7-18	SunWater	Wuruma	Ongoing talks about camping in the area
30-7-18	PHN	Eidsvold	Working group on suicide prevention
1-8-18	P&S	Mundubbera	
6-8-18	H&C Age care	Monto	Ongoing ILU's
7-8-18	Roads	Eidsvold	
8-8-18	Destination Q	Gladstone	
9-8-18	Workshop	Mundubbera	
14-8-18	Age Care BOM	Monto	
15-8-18	General	Biggenden	

COUNCILLOR BJ ZAHL

JULY 2018

Date	Function	Location	Comments / Action
01.07.2018	Gayndah Aerodrome Fly-in – Aerodrome Users Group	Gayndah	Assist with Function – was a great day – thanks to Group
02.07.2018	Staff Meetings – planning Town Jobs Afternoon Tea and Meeting with local Member Colin Boyce MLA	Gayndah Gayndah	Planning Meetings for town issues Meeting with Councillors and State Members to discuss State Road Maintenance and Issues
03.07.2018	Town Issues	Gayndah	Meeting with staff and residents-
04.07.2018	Budget Meeting	Mt. Perry	Councillors and Staff – Budget meeting to finalise
05.07.2018	Community Member Meeting	Gayndah	View of Pioneer Place, and maintenance
06.07.2018	Boyne River Irrigators Meeting Road Inspections Farewell Dinner	Mundubbera Gayndah Area Gayndah	Meeting with Irrigators, State Dept. Reps, Councillors and Irrigators With Cr. Bowen With Councillors and fellow Staff for Retiring Staff Members
07.07.2018	IWC Golf Day	Gayndah	Great community Golf Day with staff of IWC – Councillor assistance given
09.07.2018	Town Issues	Gayndah	Meeting with community regarding town issues, maintenance issues
10.07.2018	Lions Club Presentation RSL / Community Meeting	Lions Park Gayndah Gayndah	Lions Club Members – Donation Planning Meeting for Remembrance Day with Community and RSL Members
11.07.2018	Cania Bass Fishing Competition Staff Meeting	Monto Eidsvold	Cr. Lobegeier – attend function and then inspect road repairs Meet with staff regarding repair issues at Gayndah
12.07.2018	PMC Meeting	Mundubbera	With Staff and Councillors – updates on Betterment and Repair works
13.07.2018	Rail Trail Meeting Heartland Art Show	Mungungo Gayndah	Attend with Mayor Rachel and Cr. Paul – initial meeting with community and members Attend Art Show – great Night, and successful

14.07.2018	Art Gallery and Heartland Festival	Gayndah	Attend Art Show winners presentation and then assist at Heartland
15.07.2018	Railway – Rail Trail Group Open Day	Gayndah	Attend Fundraiser Day at Gayndah Rail – Great Event
16.07.2018	Workshop	Mundubbera	Staff and Councillors – Day to deal with issues of concern and planning issues
17.07.2018	Town Issues	Gayndah	General Day in town to check on issues, see residents etc.
18.07.2018	General Meeting	Monto	Councillors, Staff and Community
19.07.2018	BCCA Meeting RADF Presentation	Mundubbera Gayndah	Cr Lobegeier and Cr Bowen , Board members and community Presentation in Gayndah Library of RADF Funding to successful applicant.
20.07.2018	Resident Meeting Mining Co. Meeting	Gayndah Gayndah	Meeting with Mayor and Resident Councillors and Company Reps. To discuss proposed development schedule, road usage issues etc.
21.07.2018	Celebration Afternoon – Zonhoven Park	Gayndah	Community members – afternoon tea to celebrate Belgium National Day – great event.
23.07.2018	Town Inspections	Gayndah	
24.07.2018	Meeting with Manager	Mundubbera	Councillors visit to “Narayan” to meet new manager / discuss ongoing management
25.07.2018	Sports Ground Meeting Meeting – CEO Position	Gayndah Gayndah	With staff and community to discuss cement works Councillors and Staff to discuss CEO Position/ Applicants.
26.07.2018	BNBT Meeting	Eidsvold	With Mayor and BNBT Board Members – discussion on future relationship
27.07.2018 to 30.07.2018	Approved Leave- four days		
31.07.2018	Meeting – Risk Management BIEDO Meeting	Mingo Mundubbera	Meeting with Fish Stocking, Police and Community re: event planning Meeting with CEO re: Boyne Irrigators Information Gathering

13 CONFIDENTIAL REPORTS**RECOMMENDATION**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 275(1) of the Local Government Regulation 2012:

13.1 Tender No. 2909_2018-19_TTB_01 Operation and Management of Council Owned Public Swimming Pools

This matter is considered to be confidential under Section 275(1)(e) 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 contracts proposed to be made by it.

13.2 Community Grants Report - August 2018

This matter is considered to be confidential under Section 275(1)(h) 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 other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

14 GENERAL BUSINESS**15 CLOSURE OF MEETING**