



AGENDA

General Meeting

28 August 2019

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, 28 August 2019 commencing at 9:00 AM.

An agenda is attached for your information.



Ian Flint
Acting Chief Executive Officer

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1 WELCOME/HOUSEKEEPING**2 APOLOGIES/LEAVE OF ABSENCE****3 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.

4 NOTICES OF MOTION**5 NOTIFICATION OF OTHER BUSINESS BY COUNCILLORS****6 DECLARATIONS OF INTEREST**

7 CONFIRMATION OF MINUTES

7.1 MINUTES OF THE GENERAL MEETING HELD ON 7 AUGUST 2019

Doc Id: 945903

Author: Natalie Zillman, Information Coordinator

Authoriser: Ian Flint, Acting Chief Executive Officer

Attachments: 1. Minutes of the General Meeting held on 7 August 2019

RECOMMENDATION

That the Minutes of the General Meeting held on 7 August 2019 be confirmed.

**MINUTES OF NORTH BURNETT REGIONAL COUNCIL
GENERAL MEETING
HELD AT THE GAYNDAH BOARDROOM
ON WEDNESDAY, 7 AUGUST 2019 AT 9:00 AM**

COUNCILLORS: Cr Rachel Chambers (Mayor), Cr Faye Whelan (Deputy Mayor), Cr John Bowen, Cr Paul Lobegeier, Cr Robert Radel, Cr Peter Webster, Cr John Zahl,

OFFICERS: Ian Flint (Acting Chief Executive Officer), Johan Louw (General Manager Works), Christopher Joosen (Acting General Manager Corporate and Community), Justin Kronk (Acting General Manager Strategy, Innovation and Assets), Zoe Berhendt (Corporate Services Manager), Jason Erbacher (Community Engagement Manager), Natalie Zillman (Information Coordinator)

1 WELCOME/HOUSEKEEPING

The Mayor declared the meeting open and welcomed all attendees.

2 APOLOGIES/LEAVE OF ABSENCE

Nil apologies.

3 DEPUTATIONS/PETITIONS

9:30am – Mr Bill Turner, Gayndah Masonic Lodge

4 NOTICES OF MOTION

Nil Notices of Motion.

5 NOTIFICATION OF OTHER BUSINESS BY COUNCILLORS

5.1 LEAVE OF ABSENCE

RESOLUTION 2019/221

Moved: Cr Rachel Chambers

Seconded: Cr Paul Lobegeier

That Council include the Mayors request for a leave of absence as part of the agenda. **CARRIED**

5.2 CHIEF EXECUTIVE OFFICER UPDATE

RESOLUTION 2019/222

Moved: Cr Rachel Chambers

Seconded: Cr Robert Radel

That Council include the Mayors request to update Council on the Chief Executive Officer recruitment as part of the agenda. **CARRIED**

6 DECLARATIONS OF INTEREST

That it be duly noted that pursuant to 175E of the *Local Government Act 2009* Cr John Zahl declared a conflict of interest in agenda item 9.1 *Regional Arts Development Fund (RADF) 2018-19 Round 3 – Gayndah State School P&C and School House Potters Gayndah* due to being the honorary auditor for the applicants. In accordance with section 175E (4) of the *Local Government Act 2009*, Cr Zahl proposed to exclude himself from the meeting while the matter is discussed and the vote is taken in open session.

That it be duly noted that pursuant to 175E of the *Local Government Act 2009* Cr Paul Lobegeier declared a perceived conflict of interest in agenda item 9.1 *Regional Arts Development Fund (RADF) 2018-19 Round 3 – Sarah Merrett – A Treasured Life* due to the applicant being an employee. In accordance with section 175E (4) of the *Local Government Act 2009*, Councillors decided that Cr Lobegeier may have a perceived conflict of interest in the matter but that he may participate in the meeting in relation to the matter including by voting on the matter.

That it be duly noted that pursuant to 175E of the *Local Government Act 2009* Cr John Zahl declared a perceived conflict of interest in agenda item 9.1 *Regional Arts Development Fund (RADF) 2018-19 Round 3 – Sarah Merrett – A Treasured Life* due to the applicant being an employee. In accordance with section 175E (4) of the *Local Government Act 2009*, Councillors decided that Cr Zahl may have a perceived conflict of interest in the matter but that he may participate in the meeting in relation to the matter including by voting on the matter.

That it be duly noted that pursuant to 175E of the *Local Government Act 2009* Cr John Zahl declared a perceived conflict of interest in agenda item 9.2 *Request to Graze Cattle at Gayndah Airport* due to regular interaction with residents requesting to graze cattle. In accordance with section 175E (4) of the *Local Government Act 2009*, Councillors decided that Cr Zahl may have a perceived conflict of interest in the matter but that he may participate in the meeting in relation to the matter including by voting on the matter.

6.1 ADJOURNMENT OF MEETING

RESOLUTION 2019/223

Moved: Cr Rachel Chambers

Seconded: Cr Peter Webster

That the Meeting be adjourned.

CARRIED

At 9:12 am the Mayor Cr Rachel Chambers and Cr Peter Webster left the Chambers.

At 9:13 am the Mayor Cr Rachel Chambers and Cr Peter Webster returned to the Chambers.

RESUMING OF MEETING

RESOLUTION 2019/224

Moved: Cr Rachel Chambers

Seconded: Cr Peter Webster

That the Meeting be resumed.

CARRIED

7 CONFIRMATION OF MINUTES**7.1 MINUTES OF THE GENERAL MEETING HELD ON 17 JULY 2019****RESOLUTION 2019/225**

Moved: Cr Robert Radel

Seconded: Cr Paul Lobegeier

That the Minutes of the General Meeting held on 17 July 2019 be confirmed.

CARRIED**7.2 MINUTES OF THE BUDGET MEETING HELD ON 17 JULY 2019****RESOLUTION 2019/226**

Moved: Cr Faye Whelan

Seconded: Cr John Zahl

That the Minutes of the Budget Meeting held on 17 July 2019 be confirmed.

CARRIED**8 OFFICE OF THE CHIEF EXECUTIVE OFFICER**

Nil

At 9:14 am, Cr John Zahl left the meeting.

9 CORPORATE AND COMMUNITY**9.1 REGIONAL ARTS DEVELOPMENT FUND (RADF) 2018-19 ROUND 3
RECOMMENDATIONS PART A****RESOLUTION 2019/227**

Moved: Cr Faye Whelan

Seconded: Cr Paul Lobegeier

That Council endorse the following Regional Arts Development Fund (RADF) applications:

- (a) Gayndah State School P&C – Kids Cyber Safety Song, CD and Digital Release - \$4,001
- (b) School House Potters Gayndah – Wide Bay Potters Annual Convention - \$3,444

CARRIED 6/0

At 9:16 am, Cr John Zahl returned to the meeting.

9.1.1 REGIONAL ARTS DEVELOPMENT FUND (RADF) 2018-19 ROUND 3 RECOMMENDATIONS PART B**RESOLUTION 2019/228**

Moved: Cr Paul Lobegeier

Seconded: Cr Robert Radel

That:

1. The Regional Arts Development Fund (RADF) 2018-19 Round 3 Recommendations Report be received.
2. Council endorse the following Regional Arts Development Fund (RADF) applications:
 - (c) Friends of RM Inc – Heritage Blacksmith Workshop - \$3,750
 - (d) Eidsvold State School – Didgeridoo Making Workshop and Cultural Capability Training - \$5,149
 - (e) Sarah Merrett – A Treasured Life - \$2,565
3. Council endorse the successful acquittal of the following Regional Arts Development Fund (RADF) Outcome Reports:
 - (a) Mundubbera Lemon Jo Quilters – Tuffet - \$1,550
 - (b) Pat Smith – Proving Burials in Gayndah District pre-local Records - \$15,951

CARRIED

9.2 REQUEST TO GRAZE CATTLE AT GAYNDAH AIRPORT**RESOLUTION 2019/229**

Moved: Cr John Bowen

Seconded: Cr Peter Webster

That Council resolve that it considers the use of lands adjoining the Gayndah airport described as part of lots 2 on RP 201121, lot 24 on BN37526, lot 3 on RP 81858, lot 6 on SP191235, lot 4 on SP191235, lot 2 on RP71027 and lot 2 on RP81858, as not suitable for the grazing of cattle and advises the correspondents accordingly.

CARRIED

9.3 LEASE AT GAYNDAH AIRPORT**RESOLUTION 2019/230**

Moved: Cr Peter Webster

Seconded: Cr Paul Lobegeier

That Council receive the amended resolution as tabled for agenda item 9.3 Lease at Gayndah Airport.

CARRIED

SUSPENSION OF STANDING ORDERS**RESOLUTION 2019/231**

Moved: Cr Paul Lobegeier

Seconded: Cr Robert Radel

That the Standing Orders be suspended to allow for further discussion on agenda item 9.3 Lease at Gayndah Airport. **CARRIED**

RESUMING OF STANDING ORDERS**RESOLUTION 2019/232**

Moved: Cr Paul Lobegeier

Seconded: Cr Robert Radel

That the Standing Orders be resumed. **CARRIED**

9.3 LEASE AT GAYNDAH AIRPORT**RESOLUTION 2019/233**

Moved: Cr Faye Whelan

Seconded: Cr John Bowen

That Council resolve to advertise for lease for a term of 10 years the land currently described as Lease "C" over part of lot 2 on RP 201121 (being part of the Gayndah Airport).

In Favour: Crs Rachel Chambers, John Bowen, John Zahl and Faye Whelan

Against: Crs Paul Lobegeier, Robert Radel and Peter Webster due to preferring a shorter lease term of five(5) years with options.

CARRIED 4/3

At 9:35am, Mr Bill Turner entered the meeting.

9.4 DEPUTATION**RESOLUTION 2019/234**

Moved: Cr John Bowen

Seconded: Cr Faye Whelan

The Council write to Mr Turner thanking him for his deputation and requesting further information in regards to the defibrillator agreement which would be discussed at the future meeting of Council.

CARRIED

10 STRATEGY, INNOVATION AND ASSETS

Nil

11 WORKS**11.1 DEPARTMENT OF TRANSPORT AND MAIN ROADS SAFEST PROJECTS 2020-21****RESOLUTION 2019/235**

Moved: Cr Robert Radel

Seconded: Cr Paul Lobegeier

That Council endorse the following as 2020/21 SafeST Projects:

- Pedestrian/Bicycle Access to Burnett State College - \$100,800
- Pedestrian/Bicycle Access to Eidsvold State School - \$39,600
- Pedestrian/Bicycle Access to Monto State School - \$125,976

CARRIED**12 COUNCILLOR REPORTS****12.1 MAYOR AND COUNCILLORS REPORTS****RESOLUTION 2019/236**

Moved: Cr Robert Radel

Seconded: Cr Paul Lobegeier

That the Mayor and Councillor Reports be received.

CARRIED**13 OTHER BUSINESS DETERMINED BY RESOLUTION FOR AGENDA INCLUSION****13.1 LEAVE OF ABSENCE REQUEST****RESOLUTION 2019/237**

Moved: Cr Peter Webster

Seconded: Cr John Zahl

That leave of absence from the Mayor, Cr Rachel Chambers for the period 12-16 August 2019 be received and accepted. During this period, the Deputy Mayor Cr Faye Whelan be Acting Mayor.

CARRIED**13.2 CHIEF EXECUTIVE OFFICER UPDATE**

The Mayor provided an update on the progress of the recruitment of the Chief Executive Officer.

14 QUESTIONS

Nil Questions

15 CONFIDENTIAL REPORTS**RESOLUTION 2019/238**

Moved: Cr John Zahl
Seconded: Cr John Bowen

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*:

15.1 Mt Perry Cycleway Construction - Award of Contract

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.

CARRIED

RESOLUTION 2019/239

Moved: Cr Peter Webster
Seconded: Cr John Zahl

That Council moves out of Closed Session and be open to the public.

CARRIED

PERCEIVED CONFLICT OF INTEREST

That it be duly noted that pursuant to 175E of the *Local Government Act 2009* Cr Robert Radel declared a perceived conflict of interest in confidential agenda item 15.1 *Mt Perry Cycleway Construction – Award of Contract* due to his distant relationship with one of the tenderers.

RESOLUTION 2019/240

Moved: Cr John Zahl
Seconded: Cr John Bowen

That pursuant to 175E of the *Local Government Act 2009* the remaining Councillors determined that Cr Radel must leave the chambers whilst the matter is being discussed and the vote is taken in open session.

CARRIED

At 10:16am, Cr Robert Radel left meeting.

RESOLUTION 2019/241

Moved: Cr Faye Whelan
Seconded: Cr John Zahl

That in accordance with Section 275(1) of the *Local Government Regulation 2012*, the meeting be closed to the public.

CARRIED 6/0

RESOLUTION 2019/242

Moved: Cr Faye Whelan
Seconded: Cr John Zahl

That Council moves out of Closed Session and be open to the public.

CARRIED 6/0

15.1 MT PERRY CYCLEWAY CONSTRUCTION - AWARD OF CONTRACT

RESOLUTION 2019/243

Moved: Cr John Bowen
Seconded: Cr Paul Lobegeier

That Council awards the Mount Perry Shared Pathway Tender 2909_2019-20_QTB_01 to Staib Earthmoving for the amount of \$226,895.00 ex GST.

CARRIED 6/0

At 10:17am, Cr Robert Radel returned to the meeting.

PRESENTATION OF SERVICE AWARDS

At 10:18am the Mayor presented Service Awards to the following employees:

- Kathleen Huth
- Kylie Buckholz
- Paul Babbinton
- Neale Jensen

16 CLOSURE OF MEETING

The Meeting closed at 10:25am

The minutes of this meeting were confirmed at the General Meeting held on 28 August 2019.

.....
CHAIRPERSON

8 OFFICE OF THE CHIEF EXECUTIVE OFFICER

8.1 2020 AUSTRALIA DAY AMBASSADOR PROGRAM

Doc Id: 945687

Author: Tracey Wilson, Executive Support Stream Leader

Authoriser: Ian Flint, Acting Chief Executive Officer

Attachments: 1. Expressions of interest now open for 2020 Australia Day programs [945605] [↓](#) 

EXECUTIVE SUMMARY

The purpose of this report is to Confirm Council's interest in the 2020 Australia Day Ambassador Program.

CORPORATE PLAN

OUR VISION: By 2030, the North Burnett will be a region of choice for people to live, work and play:

OUR ROLE:

A Provider

OUR PRIORITY AREAS:

1. *Our Productive region*

RECOMMENDATION

That:

1. The 2020 Australia Day Ambassador Program report as presented be received.
2. Council submit an expression of interest to host an Australia Day Ambassador as part of Council's 2020 Australia Day activities with a request that the Ambassador be available to attend festivities in either Monto, Mount Perry or Eidsvold.

REPORT

The Australia Day Ambassador program will once again be available for local councils to access as part of the 2020 Australia Day celebrations. Offered by the Queensland Government, in association with the National Australia Day Council, the program brings accomplished and inspirational Queenslanders to local council Australia Day celebrations throughout the State.

The North Burnett Regional Council have previously been successful with their applications for an Australia Day Ambassador and have hosted the following high profile Queenslanders:

2011 Gayndah	Mr Peter Howard
2012 Biggenden	Mr Lars Olsen
2013 Mundubbera	Dr Tony Gould AM
2014 Monto	Mr Bill Bristow AM
2015 Mt Perry	Associate Professor Dimity Dornan AO
2016 Eidsvold	Major Jim Campbell DFC (Ret)
2017 Gayndah	Professor Peter Leggatt AM
2018 Biggenden	Major Jim Campbell DFC (Ret) (Visit cancelled due to injury)
2019 Mundubbera	Professor Kay Saunders AM

Expressions of Interest close Friday, 13 September 2019.**CONSULTATION**

Advertising:

- Central & North Burnett Times
- North Burnett Regional Council website and Facebook
- Posters/Flyers

RISK IMPLICATIONS**Reputation / Political**

Low Risk – Council has been involved with the Australia Day Ambassador program since 2011.

Occupational Health & Safety (WHS)

Low Risk - All volunteer participants covered under volunteer policy and insurance, and to be provided with a Safety Induction (Workplace Health & Safety).

Financial Impact

Low Risk - Accommodation and meals for the ambassador as required.

Legal & Regulatory

Low Risk - Council holds Public Liability insurance.

Environmental

Not Applicable

Property & Infrastructure

Low Risk – Australia Day Events held in Council Halls / Parks.

Human Resources

Low Risk – Council staff involved with Australia Day coordination.

Information Communications Technology

Not Applicable

Service Delivery

Low Risk – Ambassador hosted in conjunction with Australia Day Event.

Climate

Not Applicable

KEY MESSAGE

In line with Council's Australia Day advertising incorporating flyers, posters, advertising, media releases, website content and Facebook posts, the Branding, Media and Communication team to provide additional information regarding the successful Australia Day Ambassador, venue and times.

Tracey Wilson

From: Tracey Wilson
Sent: Wednesday, 14 August 2019 8:15 AM
To: Tracey Wilson
Subject: Doc 945598 FW: Expressions of interest now open for 2020 Australia Day programs

From: Premier of Queensland <The.Premier@premiers.qld.gov.au>
Date: 12 August 2019 at 4:30:05 pm AEST
To: <Rachel.Chambers@northburnett.qld.gov.au>
Subject: Expressions of interest now open for 2020 Australia Day programs
Reply-To: <australiaday@premiers.qld.gov.au>



Dear Councillor Chambers

Every year on Australia Day, Queenslanders come together to celebrate what being Australian means to them. To encourage community engagement across the State, the Queensland Government is coordinating a number of programs and I invite your council to participate.

Expressions of interest for local councils are now open for the 2020 Australia Day Ambassador and Great Australian Bites programs.

Australia Day Ambassador Program

The Australia Day Ambassador Program, coordinated by the Queensland Government in association with the National Australia Day Council, matches inspirational Queenslanders with Australia Day celebrations across the State. In 2019, more than 47 Ambassadors participated in Australia Day events across Queensland.

Australia Day Ambassadors include past recipients of the Australian of the Year Awards, athletes, medical professionals, business people, television personalities and community workers who provide inspiration and pride to Australia Day events.

Ambassadors generously volunteer their time and energy to contribute to celebrations. They participate in a diverse range of activities which have included providing a formal address to share their story, presenting Australia Day awards, judging baking competitions, and connecting with locals over a cup of tea. Participation of an Australia Day Ambassador in community events is regularly cited as one of the highlights of community celebrations.

I encourage you to consider how an Ambassador could enhance your Australia Day celebrations, and [register your interest](#) to host an Ambassador for your 2020 Australia Day celebrations.

Great Australian Bites

Great Australian Bites was introduced in 2015 to encourage Queensland communities to come together with friends and family on Australia Day and celebrate what it means to be Australian, while enjoying fresh local produce and listening to homegrown music talent.

Originally starting in Brisbane, Great Australian Bites has spread across the State, now solely delivered in regional Queensland. I invite your council to [apply to host a Great Australian Bites event](#) and be part of the 2020 Australia Day celebrations.

In hosting this event, you would be supported by a partnership arrangement with my department, which would include funding of up to \$14,000 for the program, as well as in-kind marketing and event support.

Expressions of interest for both programs are to be submitted by **Friday 13 September 2019**.

For more information, or to discuss your interest in the 2020 Australia Day Ambassador or Great Australian Bites programs, please contact Events and Engagement within my department by email at australiaday@premiers.qld.gov.au or on telephone (07) 3003 9200.

Thank you for considering your involvement in Queensland's 2020 Australia Day celebrations.

Yours sincerely



**ANNASTACIA PALASZCZUK MP
PREMIER OF QUEENSLAND
MINISTER FOR TRADE**



This email was sent by Events and Engagement, Department of the Premier and Cabinet, PO Box 15185, CITY EAST QLD 4002 to Rachel.Chambers@northburnett.qld.gov.au

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8.2 2018-19 OPERATIONAL PLAN - Q4 PROGRESS REPORT

Doc Id: 946065

Author: Tracey Wilson, Executive Support Stream Leader

Authoriser: Ian Flint, Acting Chief Executive Officer

Attachments: 1. 2018-19 Operational Plan - Q4 Report [946163] [↓](#) 

EXECUTIVE SUMMARY

The purpose of this report is to provide information to Council on the actions undertaken against the 2018-19 Operational Plan for the period 1 April 2019 through to 30 June 2019 – Q4.

CORPORATE PLAN

OUR VISION: By 2030, the North Burnett will be a region of choice for people to live, work and play:

OUR ROLE:

A Provider

OUR PRIORITY AREAS:

5. Our efficient and effective council

RECOMMENDATION

That in accordance with section 174(3) of the *Local Government Regulation 2012*, Council receives the 2018-19 Operational Plan – Q4 Progress Report for the period 1 April to 30 June 2019.

REPORT

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 Council's 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.

CONSULTATION

Internal consultation has been conducted with the Executive Leadership Team.

RISK IMPLICATIONS

Reputation / Political

This report and recommendation is timely, accurate and meets with the full compliance of the *Local Government Act 2009* and therefore judged as LOW RISK.

Occupational Health & Safety (WHS)

Not Applicable

Financial Impact

Not Applicable

Legal & Regulatory

Local Government Act 2009 – Complies with sections 104(5) and 104(7)

Local Government Regulation 2012 – Complies with section 174(3)

This report and recommendation is timely, accurate and meets with the full compliance of the *Local Government Act 2009* and therefore judged as LOW RISK.

Environmental

Not Applicable

Property & Infrastructure

Not Applicable

Human Resources

Not Applicable

Information Communications Technology

Not Applicable

Service Delivery

Not Applicable

Climate

Not Applicable

KEY MESSAGE

The 2018-19 Operational Plan – Q4 Report is to be placed on Council's website 'Publications' page for public access.




NORTH BURNETT
REGIONAL COUNCIL

Q4 Report
OPERATIONAL PLAN
2018/2019

OUR PRIORITY AREAS

North Burnett Regional Council will achieve this vision by focusing on five priority programs:

1. Our Productive Region
2. Our Happy, Healthy and Safe Region
3. Our United Region
4. Our Vibrant and Naturally Beautiful Region
5. Our Efficient and Effective Council

OUR VISION

By 2030, the North Burnett will be the region of choice for people to live, work and play.

OUR MISSION

To lead the region toward a thriving future for us all to enjoy.

OPERATIONAL PLAN TARGETS:

- | | |
|---|---|
|  COMPLETED |  N/A COUNCIL RESOLUTION |
|  ON TARGET |  PLANNED COMPLETION |
|  BEHIND TARGET |  DEPT REVIEW & REPORT |

OUR PRODUCTIVE REGION

Safe, well maintained and effective local road networks

Construct Percy Hindmarsh Bridge

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
1.2.1.1	Detailed project management framework adopted and in place and procurement completed	Engagement of Superintendent.					WORKS	Modified project frame being used for 2019/2020 capital budget preparation
		Detailed Council reports including GANTT chart					WORKS	
1.2.1.2	Design and construction of bridge asset	Carry out construction programme, manage budgets and operational timelines and report quarterly					WORKS	

Improve B Double road access

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
1.2.2.1	Capital works across region - concrete floodways, earthworks and seal including Derra Road Mundubbera	Carry out construction programme, manage budgets and operational timelines and report quarterly					WORKS	

Road, drainage and bridges construction and maintenance

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
1.2.3.1	Maintenance of roads - gravel resheets and bitumen reseal	Carry out construction programme, manage budgets and operational timelines and report quarterly					WORKS	

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
1.2.3.2	Maintenance of drainage and bridges	Carry out construction programme, manage budgets and operational timelines and report quarterly					WORKS	
1.2.3.3	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					WORKS	
		Monitor repair programme and complete all necessary documentation to ensure all allowable reimbursement for work completed is received					WORKS	Repair programme completed on ground. 12 final reports completed and lodged. 6 final reports to be lodged following receipt of final invoices.
1.2.3.4	Footpaths and kerb and channel	Carry out construction programme and manage budgets and resources					WORKS	

Safe, well maintained and effective state road network

Road Maintenance Performance Contract (RMPC) for region

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
1.3.1.1	Deliver RMPC Contract	Negotiate contract to maintain State Road network					SIA	Contract signed
		Carry out condition inspections at required frequency and plan rectification works according to agreed intervention levels					SIA	Condition inspections completed as required and works orders raised in line with contract term during 18/19 financial year.

Roadworks Performance Contract (RPC) for region

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
1.3.2.1	Deliver RPC Contract	Negotiate contract to maintain State Road network					SIA	

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
		Carry out condition inspections at required frequency and undertake rectification works according to agreed intervention levels					SIA	KPI details inaccurate

Implementation of Tourism Strategy

Improve Tourism

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
1.5.1.1	Regional town entry signage (2 towns per year)	Design and construct town entrance signage - based on Mundubbera signage					SIA	Planning for Mt Perry signs. Seeking DTMR approvals for locations. Mundubbera sign designs/drawings have been provided to Facilities Team. Mt Perry Community consult completed. Sign design completed.
1.5.1.2	Master plan for BMX track, Eidsvold (Resolution 2019/6 General Meeting 30-01-19)	Engage resources and complete master plan and community consultation					SIA	16-01-19 Resolution 2019/6 - That the 2018-19 Operational Plan section 1.5 be amended to delete reference to the undertaking of a Master Plan for BMX track, Eidsvold. CARRIED
1.5.1.3	Walking tracks and tourist points for RM Williams ABLC	Design and construct tracks and tourist points to improve visitor experience					SIA	Design completed with Council review. Construction planned and funded within 2019/20 financial year.
1.5.1.4	Mingo Crossing Caravan Park Upgrade	Capital works upgrade of facilities, project framework signed off and budget management					WORKS	

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
1.5.1.5	Monitor effectiveness and efficiency of Caravan Park operations	Prepare standardised caretaker agreements					C&C	New agreements prepared as existing ones expire.
		Quarterly Council reports re: visitation statistics etc.					SIA	Information published in Councillor Information Reports

Diversification of the economy through research of potential new industries






Economic strategy and modelling

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
1.6.1.1	Economic & Innovation Strategy	Adoption of Strategy by Council					SIA	Strategy finalised. The document was provided for community viewing / comment from 8/4/2019 for period of 4 weeks and was displayed at Regional Shows.
1.6.1.2	Economic profile produced	Establish Council economic id using modelling tool used by WBBROC Councils and report/s to Council					SIA	Subscription purchased and user training completed.

Planning to facilitate industrial, commercial and residential growth









Increase residential, commercial and industrial development

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
1.7.1.1	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	Ongoing discussions with Councillors in relation to development of incentive schemes and updates to planning scheme to encourage future land development.

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
		Concept designs and engineering estimate prepared for Council consideration					SIA	Concept designs and estimates delayed - awaiting outcome of adoption of incentive measures.
		Detailed design for priority 1 needs backed by Council resolution					SIA	Concept designs and estimates delayed - awaiting outcome of adoption of incentive measures.

Improve transport routes for product and produce

Road network economic valuation

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
1.8.1.1	Complete NBRC HV road network plan	Road Forum and industry survey completed					SIA	Officers have completed assessment of identified routes from NB Ag forum held in June 2018. Upgrade projects identified for network upgrades required.
1.8.1.2	Enable the assessment of a road economic value	Development of NBRC / QUT economic model					SIA	Further information gathered and entered into QUT Economic Model.

OUR HAPPY, HEALTHY and SAFE REGION

Community health and well being services that meet community priorities

Ensure safety

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
2.2.1.1	Admin office improvements (Eidsvold) - securing building roof access points - Footpath upgrades - pedestrian access	Completion of minor capital programs in budget					WORKS	

Advocate for health and well being services

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
2.2.2.1	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.					C&C	Cr Whelan on regional advisory committee. Continue to advocate for health in upcoming state election in 2020.
		Attendance at community forums, workshops and meetings to aid in Council's future planning for health and well being services					C&C	Cr Whelan on regional advisory committee. Continue to advocate for health in upcoming state election in 2020.
		Regular Council reports, media liaison to demonstrate Council's activity in developing and engaging services.					C&C	Cr Whelan on regional advisory committee. Continue to advocate for health in upcoming state election in 2020.

Increase public transportation options

Deliver the North Burnett Transport Service

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
2.4.1.1	Continue to deliver the North Burnett Transport Services for all clients across	Effective and efficient service delivery, budget and resource					C&C	Net profit for 17/18 financial year. Service has been delivered meeting service

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
	the North Burnett consistent with available resources and funding	management consistent with Government guidelines						levels. Extension to agreement until December 2020.

OUR UNITED REGION

A region for all ages

Improve and provide sport, recreation and open spaces

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
3.1.1.1	Gayndah main sporting field upgrade	Deliver sporting field upgrades and service improvements consistent with project plans and budgets					WORKS	
3.1.1.2	Electricity upgrade at Archer Park Community Centre, Mundubbera	Completion of Sports Field lighting with power supply upgrade to Archer Park					WORKS	Electrical switchboard upgrade has been completed. Ergon finalising the upgrade to their network.
3.1.1.3	Gayndah swimming pool upgrade including amenities and kiosk	Demolition of buildings					WORKS	Demolition Completed.
		Painting and capital works improvements					WORKS	Installation of grandstands and starting blocks to occur Q1 - 19/20.
3.1.1.4	General capital works across other regional public swimming pools	Deliver on maintenance plans to upgrade regional swimming pools for public enjoyment					WORKS	Maintenance items completed for 18/19.
3.1.1.5	Cycleways - Mt Perry and Gayndah	Complete construction based on design, budget and timelines					WORKS	
3.1.1.6	Public conveniences - upgrades - region wide	Complete construction based on design, budget and timelines					WORKS	
3.1.1.7	Upgrade ski and recreational area - Gayndah	Complete construction based on design, budget and timelines					WORKS	
3.1.1.8	New street furniture for Monto and Mundubbera (W4Q projects)	Install new street furniture					WORKS	

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
3.1.1.9	Irrigation system for Biggenden	Install fully operational irrigation system					WORKS	
3.1.1.10	Canteen fort Biggenden sports ground	Construct new canteen					WORKS	Project completed.
3.1.1.11	Planter-Boxes Construction of BBQ at Mt Perry Skate Park (Resolution 2019/7 General Meeting 30-01-19)	Provide and install BBQ at Mt Perry Skatepark					WORKS	All works completed except for installation of BBQ. Expect BBQ to be installed September 2019.
3.1.1.12	Deliver the first stage of Council's adopted Sport and Recreation and Infrastructure Plan	Report to Council					C&C	Plan not clearly cut into stages. Dialogue on some sites has commenced. S&R Officer resigned and new staff member to take action plan on for 19/20 with specific actions items set to be achieved by 30 June 2020.
		Joint project across local Councils					C&C	WBBROC Strategy completed and projects developing.
		Direct liaison with Assets Team to ensure consistency with delivering plan with asset management plans and budgets					C&C	Commenced working with Assets, Parks & Open Spaces and Works teams to ensure an asset managed approach.
		Continued meetings and relationship building with stakeholders in regional sport and recreational to achieve mutual outcomes					C&C	Quarterly meetings with advisory committees in each main sporting centre. To be continued under new S&R Officer. Developments at Monto Sport and Recreation Grounds commencing.

Engage with Region's youth

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
3.1.2.1	Youth Advisory Council established and resourced	Ongoing support and coordination between Council and Youth Advisory Council					C&C	Program not continued. Move to a leverage and collaboration model in 19/20 that provides the same level of development across the North Burnett for all youth to engage in.
3.1.2.2	Action Plan for future 12 months of events / initiatives	Presentation of 12 month (proposed) action plan for Council's consideration					C&C	Meeting held with Crs Chambers, Whelan & Zahl on 31 May to propose new framework. To be adopted in 19/20 Operational Plan.
3.1.2.3	Availability of mentors from staff and elected members	Councillor and staff participation and involvement in regional youth initiatives and community reporting					C&C	Program not continued. Re-focussed in 19/20 Operational Plan.
3.1.2.4	Good governance processes of agendas, minutes and action plans	Ongoing coaching and mentoring of Youth Advisory Council in matters of governance, probity and policy development					C&C	Program not continued. Re-focussed in 19/20 Operational Plan.

A region for all abilities

Improve accessibility to Council's infrastructure

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
3.2.1.1	RM Williams Australian Bush Learning Centre (RMWABLC) construct disabled access to camp kitchen	Complete construction based on design, budget and timelines					SIA	Project completed.
3.2.1.2	Accessibility audit for Council infrastructure / Implement priority actions from accessibility audit for Council infrastructure	Complete audit - review previous reports					WORKS	Priority items purchased for installation in 19/20.

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
3.2.1.3	RMWABLC playground area (holding tank and pump)	Complete construction based on design, budget and timelines					WORKS	

A region for all interests

Continue with community development and engagement programmes (incl. sponsorship and support)

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
3.3.1.1	Continue to deliver community development and engagement programmes across the region	Programme presented to Council					C&C	19/20 draft program presented to Crs Chambers, Whelan and Zahl on 31 May 2019. Incorporated into 19/20 Operational Plan for Council adoption.
3.3.1.2	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	Delivered in line with Policy. Budget only exceeded with Council approval (Sporting & Cultural Performance Grants & Water Charges). Processes refined with updated Policy and Guidelines to be presented in 19/20.
3.3.1.3	Attendance and participation at stakeholder meetings and forums	Ongoing staff attendance / participation in relevant community development programmes					C&C	Team continues to lead advisory committees and being active in other regional programs. To be increased in 19/20 when full capacity is reinstated in the team. Some advisory committees to be reinvigorated. Team is broadening its activity across the region.

Art and Culture

Deliver Regional Arts Development Fund (RADF) obligations

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
3.4.1.1	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	Program being administered in line with policy and frameworks. Review undertaken to make program more effective and efficient in 19/20.
3.4.1.2	Assessment Reports consistent with guidelines and policy	Reports for consideration of Council					C&C	Reports presented for endorsement of each funding round.

United Communities

Heritage Register

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
3.6.1.1	Maintain Council's Heritage Register and enhance as other areas and places of significance are identified	Research and gather data for Heritage Register					SIA	Project postponed to future years.

OUR VIBRANT, HEALTHY AND SAFE REGION

Protection of cultural heritage





Manage culturally significant sites in a responsible and sustainable manner

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
4.5.1.1	Cultural heritage assessments are incorporated into work and project planning where required	Reports include cultural heritage assessments and use of ILUA representatives where possible					Office of the CEO	Cultural heritage assessments incorporated into work and project planning where required.

Natural resource protection

Implement Natural Management plans and programs in accordance with Statutory and Council adopted policies

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
4.6.1.1	Development of Natural Resource Management Plan	Present Plan to Council for adoption					SIA	Biosecurity Plan has been adopted by Council.
4.6.1.2	Washdown Bay, Biggenden	Location identified and design and engineering estimate					SIA	Identification survey completed. Budget funding sought for 2019/20 financial year to proceed to concept design.
4.6.1.3	Purchase of new herbicide spray unit for Land Protection Officers	Unit purchased					SIA	New Spray Unit delivered and operational.
4.6.1.4	Gravel pit rationalisation and rehabilitation	Develop Gravel Pit Management Plan. Identify pits that are either have no material left or are not required					SIA	Department of Agriculture and Fisheries provided comment of V2 edition suggesting amendments. Final document to be completed Q2 2019/20 financial year.
4.6.1.5	Flying fox monitoring as required	Manage Roosts to Dept. of Environment and Science requirements					SIA	Completed following roost surveillance at Mundubbera, Deep Bank and Eidsvold. Roost

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
								successfully dispersed from Eidsvold State School.
4.6.1.6	Environmental offset site management	Maintain Gurgeena environmental offset site management to DES requirements					SIA	Annual report submitted to Government entities. Environmental Offset Site monitored periodically. New plants sighted from natural regeneration. Further funding sought 2019/20 to nurture juvenile plants.

OUR EFFICIENT AND EFFECTIVE COUNCIL

Customer focused

Increase local spend

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.1.1.1	Review of procurement policy to ensure local preference policy in place	Review policy and procedure for consistency to project and internal and external consultation					C&C	Internal audit commissioned for Q1, 2019/20.
		Local spend report (YTD) presented to Council and inclusion in Annual Report					C&C	Internal audit commissioned for Q1, 2019/20
5.1.1.2	Active usage of preference policy consistent with legislation	Standardised procurement documentation in place					C&C	No change from Q3.
5.1.1.3	Staff training in procurement policy and obligations	Staff training and development on policy requirements					C&C	Procurement improvements to be focus of 2019/20.

Deliver new Council Service Charter

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.1.2.1	Review existing Council Customer Charter	Review existing policies for timeliness and accuracy - internal and external benchmarking and consultation					C&C	Draft Project Plan developed 21 June 2019. Project Team to be developed with broad internal and external consultation. Expected to be presented to Council in December 2019.
		Workshop with Departments, ELT and Council on developing charter					C&C	Draft Project Plan developed 21 June 2019. Project Team to be developed with broad internal and external consultation. Expected to be presented to Council in December 2019.

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.1.2.2	Reports and presentations to Council	Adoption of new Customer Service Charter					C&C	Draft Project Plan developed 21 June 2019. Project Team to be developed with broad internal and external consultation. Expected to be presented to Council in December 2019.
5.1.2.3	Media and publicity of new charter	Media Strategy adopted to engage with the community					C&C	Draft Project Plan developed 21 June 2019. Project Team to be developed with broad internal and external consultation. Expected to be presented to Council in December 2019.

Improve communication and engagement with community

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.1.3.1	Review and enhance current Community Engagement Policy and Strategy	Establish project team to review existing policies & other mediums					C&C	Strategy to be developed under 19/20 Operational Plan in line with Council's corporate direction.
		Council and community engagement completed					C&C	Council's Media team created and processes to increase community engagement implemented. Strategy to be developed under 19/20 Operational Plan in line with Council's corporate direction.
		Adoption of new strategy					C&C	Council's Media team created and processes to increase community engagement implemented. Strategy to be developed under 19/20 Operational Plan in line with Council's corporate direction.

Asset Management

Asset Management Plan development

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.2.1.1	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	
		Parks & Open Spaces Asset Management Plan adopted					SIA	
		Roads and Bridges Asset Management Plan adopted					SIA	Road and Bridge Asset Management Plan adopted by Council.

Work Programming

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.2.2.1	Preparation of Civil Work and Parks & Open Spaces future work programming	Civil Works program delivered - monthly reports and budget management					SIA	Programs prepared and presented to Works for delivery.
		Parks & Open Spaces program delivered - monthly reports and budget management					SIA	Programs prepared and presented to Works for delivery.

Condition Monitoring

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.2.3.1	Establish a monitoring program that delivers consistent asset condition rating	Purchase / lease asset condition rating equipment					SIA	
		Complete base line run for future (asset) trending analysis					SIA	

Plant and Equipment

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.2.4.1	Deliver annual plant replacement programme	Prepare condition based renewals plan					WORKS	
		Procure plant & equipment to deliver program					WORKS	

Community halls

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.2.5.1	Upgrade community halls	Completion of W4Q programme					WORKS	Completed W4QR2 Halls Program.

Cemetery

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.2.6.1	Replace fence at Eidsvold and provide notice boards	Replace fence and provide notice boards at cemeteries					WORKS	

Playgrounds

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.2.7.1	Replace and maintain playground equipment	Prepare replacement programme and replace equipment					SIA	Stage 1 completed in line with available budget and Council resolution.

Council office - Mt Perry

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.2.8.1	Replace air conditioner	Install replacement air conditioner					WORKS	Completed.

Quarries

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.2.9.1	Manage quarries in accordance with statutory requirements	Prepare management plan and resourcing requirements for budget consideration					SIA	Conceptual rehabilitation plan and costing developed for Allen's Pit.

Gayndah Main Street

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.2.10.1	Rectify mobility issues with footpaths and cross-overs	Prepare plan - and undertake corrective actions to improve mobility					SIA	In line with regional conditional assessments.

Main Street

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.2.11.1	Replace Town Hall clock in Mundubbera	Replace town clock in Mundubbera					WORKS	Installation to occur Q1 - 19/20. Project delayed due to late delivery and contractor availability.

Maintain water and sewerage networks

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.2.12.1	Prepare annual capital programmes for water, sewerage and trade waste	Complete works programmes for water and sewerage and provide quarterly reports					WORKS	Completed.
5.2.12.2	Prepare annual maintenance programmes for water, sewerage and trade waste	Complete maintenance programmes for water, sewerage and trade waste and provide quarterly reports					WORKS	Completed.
5.2.12.3	Statutory compliance for water and sewerage functions	Provide reports as required for all statutory requirements					WORKS	Reporting requirements have been actioned as per Legislative requirements for 2018-2019.

Sufficient water allocation to meet users needs

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.2.13.1	Assess annual water data to assess allocations are sufficient and supply is adequate in both quantity and quality	Review WBBROC Regional Water Plan					SIA	Water supply maintained throughout course of year. Relationship with Sunwater, DNRME and irrigation groups maintained.
		Maintain lobbying efforts with DSDMIP & FCRC regarding possible use of Paradise Dam water for Biggenden					SIA	Ongoing lobbying has led to successful funding application for MIPP which will include consideration of Paradise Dam water for Biggenden.

Future financial sustainability

Improve short and long term finances

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.4.1.1	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					C&C	LTFP plan revised in Q4 as part of 2019/20 budget process.
5.4.1.2	Ongoing review and implementation of strategies to reduce current deficit	Implementation of strategies to reduce current deficit (possible engagement of external consultants)					C&C	Considerable review undertaken as part of 2019/20 budget process. This will be ongoing in 2019/20.
5.4.1.3	Annual review of asset management plans by 30 June	Delivery on asset management plans with clear linkage tp long term financial forecast					C&C	Asset management plans delivered by Asset Services Team in 2018/19 have informed the preparation of the LTFP for 2019/20.
5.4.1.4	Annual net financial asset / liability ratio not greater than 60%	Monthly finance reports to Council including Balance Sheet, and financial ratios					C&C	

Waste management

Waste Collection Services are efficiently and effective provided

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.5.1.1	Review Strategic Waste Plan and amend for Council adoption	Completion of future transfer and central landfill strategy with commencement of environmental licencing					SIA	Government funding approved for construction of transfer stations over two years. Weighbridge installed at Mundubbera Waste Facility.
5.5.1.2	Increase recycling revenue	Commence e-waste recycling strategy for the 2018-19 year					SIA	E Waste recycling commenced. 22.52 Tonnes of eWaste recycled since implementation.
5.5.1.3	Closure plans for waste disposal facilities are implemented	Closure plan developed and implemented for Ideraway and Byrnestown					SIA	Byrnestown Landfill closed and capped without closure plan. Cadastral survey completed for Ideraway & valuation received from the DNRME. Report to Council required to fund further environmental investigation and to purchase land from the State.
5.5.1.4	Rubbish handling equipment replacement	Equipment purchases for regional landfill sites					SIA	New Cat 953 waste handler delivered and operational.
5.5.1.5	Landfill internal road improvements	Design and construct road improvements across regional landfill sites					SIA	New entry constructed to Eidsvold Waste Facility.

Good Governance

Maintain corporate systems and processes

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.6.1.1	Corporate systems and processes consistent with	Achieving unqualified audit for financial statements					C&C	

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
	legislation, policy, contemporary practice and long term sustainability	Monthly financial and corporate reporting to Council	●	●	●	●	C&C	
		QAO assessment of financial (internal and external) operations	●	●	●	●	C&C	
		Continually reviewing operational revenue and expenditure	●	●	●	●	C&C	
		Continuous improvement and efficient and effective service delivery across records, ICT, procurement	●	●	●	●	C&C	Processes reviewed in 2018/19. Ongoing in 2019/20.

Deliver Risk Management responsibilities

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.6.2.1	Review existing Risk Management Plan	Revised Risk Management Plan presented to Council	●	●	●	●	C&C	
5.6.2.2	Review and update existing Risk Register	Risk Register updates presented ELT, EMT, Audit Committee and Council in accordance with Framework	●	●	●	●	C&C	
5.6.2.3	Continued risk management education of staff via training and development programmes	Regular staff training and development programmes - new employees - training updates	●	●	●	●	C&C	Monthly toolbox meetings held with WHS and Risk Management Activities highlighted to all employees.
		Employee access of all related WHS policies, procedures and legislation	●	●	●	●	C&C	Policies and procedures updated and continuing with the assistance of two safety advisors together with audits and inspections.
		Open communications to identify potential problems	●	●	●	●	C&C	A number of initiatives undertaken. Zoom facility to be

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
								installed at all the depots in the coming months.
5.6.2.4	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					C&C	Preparatory work undertaken for LGW Annual Audit. Planned for November 2019. Expected finding to be more than 80%. Insurance premium is on a downward trend and expected savings in premiums for workers compensation premium for the next coming years.

Improve Information Communications and Technology

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.6.3.1	Delivery of new telephonic system	Project & Resource Plan completed for new telephonic systems					C&C	New phone system placed on hold pending long term ICT strategy to be prepared in 2019/20.
		RFQ or tender document preparation					C&C	New phone system placed on hold pending long term ICT strategy to be prepared in 2019/20.
		Reports to ELT and Council					C&C	New phone system placed on hold pending long term ICT strategy to be prepared in 2019/20.
		Staff training and development for new system					C&C	New phone system placed on hold pending long term ICT strategy to be prepared in 2019/20.
		Implementation of new system, feedback and review					C&C	New phone system placed on hold pending long term ICT

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
								strategy to be prepared in 2019/20.
5.6.3.2	Purchase new Storage Network (SAN) for increased data storage	RFQ and Tender for new SAN for data storage					C&C	

Productive Partnerships

Maintain partnerships / memberships for the benefit of the region

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.8.1.1	Maintain active presence in strategic reference for overall regional benefit	Attendance at Mineral Resources, Road User, Bulk Water, Qld Competition Authority pricing review, Bundaberg State Development Area and Port Infrastructure Project (BSDAPIP) and other groups and reports to Council					SIA	Active presence maintained on appropriate groups and committees for this financial year.

Aviation

Manage regional airports in accordance with Civil Aviation Authority requirements

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.9.1.1	Maintain and improve Council's airports to comply with legislative requirements	Prepare airport management plans including specifying processes, statutory resource requirements and capital and maintenance budgets for Council					WORKS	

Environmental Health

Provide environmental health services in line with legislative & community requirements

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.10.1.1	Review Environmental Health Management Plan	Present Plan to Council for adoption					SIA	Plan to be reviewed in future years.

Disaster Management

Effective Disaster preparation, mitigation and recovery operations

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.11.1.1	Review Disaster Management Plan	Review and test plans on a timely basis - mock exercise to be considered					Office of CEO	LDMP Reviewed each year in Q1/2. One Sub Plan of LDMP is reviewed each quarter. Exercise undertaken each year in Q2.
5.11.1.2	Develop SES MOU / partnership operating arrangements	Develop and sign MOU and Working Arrangements documentation with key stakeholders					SIA	
5.11.1.3	Natural Hazard Management	Assist in QFRES natural hazard audit					Office of the CEO	Bushfire Risk Mitigation Plan for North Burnett completed in Q4 by QFES - Rural Fire Services in consultation with relevant Stakeholders, including Council.









Building and Plumbing certification

Building and plumbing function efficiently completed in accordance with legislative policies and procedures

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.13.1.1	Review Planning Scheme	Incorporation of Water & Sewerage D&C Codes, Update standard drawings and references					SIA	Planning scheme amendment to include revised standard drawings.
5.13.1.2	Illegal building inspection program and notification requirements	Complete 2018-19 illegal building inspection program and report results					SIA	Presentation made to Councillor Workshop on unlawful buildings and temporary homes.

Biosecurity Management

Establish framework for Council and Community groups to address biosecurity management issues

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.14.1.1	Develop Bio-security Management plan for Council adoption	Complete stakeholder identification and consultation					SIA	Biosecurity Plan adopted by Council.
		Prepare plan and present to Council for adoption					SIA	Biosecurity Plan adopted by Council.





Trade Waste

Review Trade Waste Policy and commence inspections

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.16.1.1	Prepare new Trade Waste policy to address current legislative requirements and treatment capabilities	Present policy to Council for adoption					SIA	Not commenced.

Natural resource Management

Stock Route Management

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.17.1.1	Develop and implement Stock Route Management Plan	Prepare revised plan and present to Council for adoption					SIA	Stock Route Management Policy adopted by Council.

High level of reliability in all our agricultural water

Enhance agricultural water security and reliability within the region

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.19.1.1	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	Bulk Water Pricing proposed guidelines with Sunwater. management for review and adoption.
5.19.1.2	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	

INTRODUCTION

The North Burnett Regional Council 2018-19 Operational Plan is required to be developed in accordance the *Local Government Regulation 2012* and focuses on the actions that Council staff are expected to take throughout the twelve month period in order to implement the longer term goals detailed in the North Burnett Regional Council Corporate Plan for the period 2017-22.

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

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

In accordance with section 174(3) of the *Local Government Regulation 2012*, Council will assess its progress towards implementing its annual Operational Plan on a quarterly basis. The long-term Strategies within the Corporate Plan are allocated to one or more Departments to progress. Therefore the Operational Plan has displayed the Operational Initiatives and Operational Services according to Departmental responsibility, to provide clarity and accountability, as well as providing operational focus for the Departments within North Burnett Regional Council. All day to day core business activities and services are not necessarily listed in the Operational Plan; instead the Plan focuses on initiatives and services that will be required in the current financial year to achieve long term corporate objectives.

The Corporate Plan provides a blueprint for the future of our communities and establishes priorities and outlines strategies which best reflect the needs of our community for today and into the future.

Council's Chief Executive Officer is responsible for preparing quarterly reports to the Council on the progress of the implementation of the Operational Plan. These reports ensure that Council's elected members and staff are accountable for the progress made in meeting operational plan goals. This plan is closely linked to North Burnett Regional Council 2018-19 budget and Council's available human resources.

The Council's Operational Plan is a statement of specific works to be undertaken and services to be provided in order to progress the Long-Term Strategies set out in the Corporate Plan for the current financial year. This Operational Plan for the Financial Year period July 2018 to June 2019 and prepared in conjunction with the Budget for the 2018 to 2019 Financial Year, both of which are to be effective 1 July 2018 and adopted at the Budget Meeting of 4 July 2018.

Version 1 – May 2018 – Draft version / working document. (Doc ID 870973)

Version 1.2 – Adopted at the General Meeting held in Biggenden on 15 August 2018. (Doc ID 880742)

Q1 Update – Adopted at the General meeting held in Eidsvold on 17 October 2018. (Doc ID 899477)

Q2 Update – Adopted at the General Meeting held in Monto on 16 January 2019. (Doc ID 924678)

Q3 Update – Adopted at the General Meeting held in Eidsvold on 12 June 2019. (Doc ID 935541)

Q4 Update – Adopted at the General Meeting held in ...

8.3 LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND (LGAQ) ANNUAL CONFERENCE 2019

Doc Id: 946407
Author: Natalie Zillman, Information Coordinator
Authoriser: Ian Flint, Acting Chief Executive Officer
Attachments: Nil

EXECUTIVE SUMMARY

Council is to consider attendance at the 2019 LGAQ Annual Conference being held in Cairns from 14-16 October 2019 and appoint delegates and nominate observers of Councillors to attend the event on behalf of North Burnett Regional Council.

CORPORATE PLAN

OUR VISION: By 2030, the North Burnett will be a region of choice for people to live, work and play:

OUR ROLE:

A lobbyist

OUR PRIORITY AREAS:

5. Our efficient and effective council

RECOMMENDATION

That Council approve the attendance of Councillors (x2) as delegates and Councillors as observers together with the Chief Executive Officer at the 2019 LGAQ Annual Conference to be held at the Cairns Convention Centre from 14-16 October 2019.

REPORT

Every year, Queensland councils come together at the LGAQ Annual Conference to debate issues of importance to local communities. Held annually in October, the Annual Conference provides an important opportunity for councils to network, learn and debate and vote on new policy. The event doubles as the Association's AGM.

The Annual Conference brings together Federal, State and local government, external stakeholders and media. Additionally, a significant contingent of industry suppliers comprise a large trade exhibition to show-off their latest offerings to the sector's leaders from across the state.

The conference consists of two and a half days of full plenary, split plenary and workshop sessions where participants will immerse themselves in the challenges facing local government and their communities.

The theme for the 2019 conference is 'Taking it to the Streets'.

CONSULTATION

In previous year, the following Councillors were nominated to attend the annual conference as representative of Council:

2018 – Mayor Cr Rachel Chambers, Cr Robert Radel and Cr John Zahl

2017 – Mayor Cr Rachel Chambers, Deputy Mayor Cr Faye Whelan, Cr Paul Lobegeier and Cr John Bowen

2016 – Mayor Cr Rachel Chambers, Cr Robert Radel and Cr John Zahl

RISK IMPLICATIONS

Reputation / Political

Councillors will attend as representatives of the North Burnett Regional Council.

Financial Impact

Attendance within budgetary constraints

KEY MESSAGE

A report will be presented to a Council meeting following attendance at the 2019 LGAQ Annual Conference.

8.4 APPOINTMENT OF CHIEF EXECUTIVE OFFICER**Doc Id:** 946479**Author:** Natalie Zillman, Information Coordinator**Authoriser:** Ian Flint, Acting Chief Executive Officer**Attachments:** Nil**INTRODUCTION/BACKGROUND**

Council has been progressing the recruitment of the Chief Executive Officer (CEO) to fill the vacancy in that office. The successful candidate has been offered and has accepted the position.

Rachel Cooper has a background in all 3 levels of government and has previously been the CEO in various positions and possesses a set of skills which will assist greatly in her role as CEO of North Burnett Regional Council.

OFFICER COMMENTS/CONCLUSION

It is necessary under the *Local Government Act 2009* to appoint a suitably qualified person as Chief Executive Officer where a vacancy exists in that office.

RECOMMENDATION

That Council resolve to appoint Rachel Cooper as Chief Executive Officer of North Burnett Regional Council effective from 08 October 2019.


9 CORPORATE AND COMMUNITY

9.1 DNRME REQUEST FOR COUNCIL'S VIEWS - APPLICATION FOR RENEWAL OF TERM LEASE 0/237721 - L135 ON CROWN PLAN BON969 - LOCALITY MT PERRY

Doc Id: 942300

Author: Linda Nicholson, Administration Officer (Leases)

Authoriser: Christopher Joosen, Acting General Manager Corporate and Community

Attachments: 1. 503365 - Consultation Report - Renewal of TL 0-237721 - L135 CP BON969.docx [942298] [↓](#) 

EXECUTIVE SUMMARY

Council is requested to provide its views and/or requirements including any local non-indigenous cultural heritage values that the department should consider when assessing an application for renewal of Term Lease 0/237721 over Lot 135 on Crown Plan BON969, locality of Mt Perry.

CORPORATE PLAN

OUR VISION: By 2030, the North Burnett will be a region of choice for people to live, work and play:

OUR ROLE:

A Provider

OUR PRIORITY AREAS:

1. *Our Productive region*

RECOMMENDATION

That the Department of Natural Resources, Mines and Energy be advised that:

1. Council is not aware of any issues and has no requirements, including issues surrounding any local non-indigenous cultural heritage values, that the department should consider when assessing this application; and
2. offers no objection to the proposed renewal of Term Lease 0/237721 over Lot 135 on Crown Plan BON969.

REPORT

The Department of Natural Resources, Mines and Energy is investigating the future use of the above lease land currently used for grazing purposes.

Lot 135 on CP BON969 comprises an area (about) 51.8 hectares with frontage to Harpurs Hill Road at Mt Perry, as shown on the aerial view map provided in Attachment 1 Consultation Report.

The Term Lease is currently issued over the whole area of R334 Reserve for Camping and Water purposes (Title Reference 49001639) under the trusteeship of North Burnett Regional Council.

Council's views and/or requirements that may affect the future use of the land, including any local non-indigenous cultural heritage values that the department should consider when assessing the application, are being sought.

Purpose of use over the subject land is cattle grazing. The Lessee owns freehold land in the vicinity.

CONSULTATION

Appropriate departments within Council have provided their views and written comments for reporting.

During this process Rates, Civil Works, Development and Building Services, Environmental Services, Assets, Disaster Management, Technical Services and Economic Development were consulted.

The attached Consultation Report, which includes aerial image of Lot 135 on Crown Plan BON969 located at Harpurs Hill Road, offers views and comments provided by these internal departments as stated above.

RISK IMPLICATIONS

Reputation / Political

Consideration of this proposal is in accordance with legislative requirements and administrative operations of Council.

Occupational Health & Safety (WHS)

Not applicable.

Financial Impact

There are minimal financial implications for this matter.

Legal & Regulatory

Consideration of this proposal is in accordance with legislative requirements and administrative operations of Council. Response to the department within the prescribed timeframe exposes Council to no identified legal, reputational or environmental risk.

Environmental

Response to the department within the prescribed timeframe exposes Council to no identified legal, reputational or environmental risk.

Property & Infrastructure

No Council policies exist that specifically relate to this item.

Human Resources

Not applicable.

Information Communications Technology

Not applicable.

Service Delivery

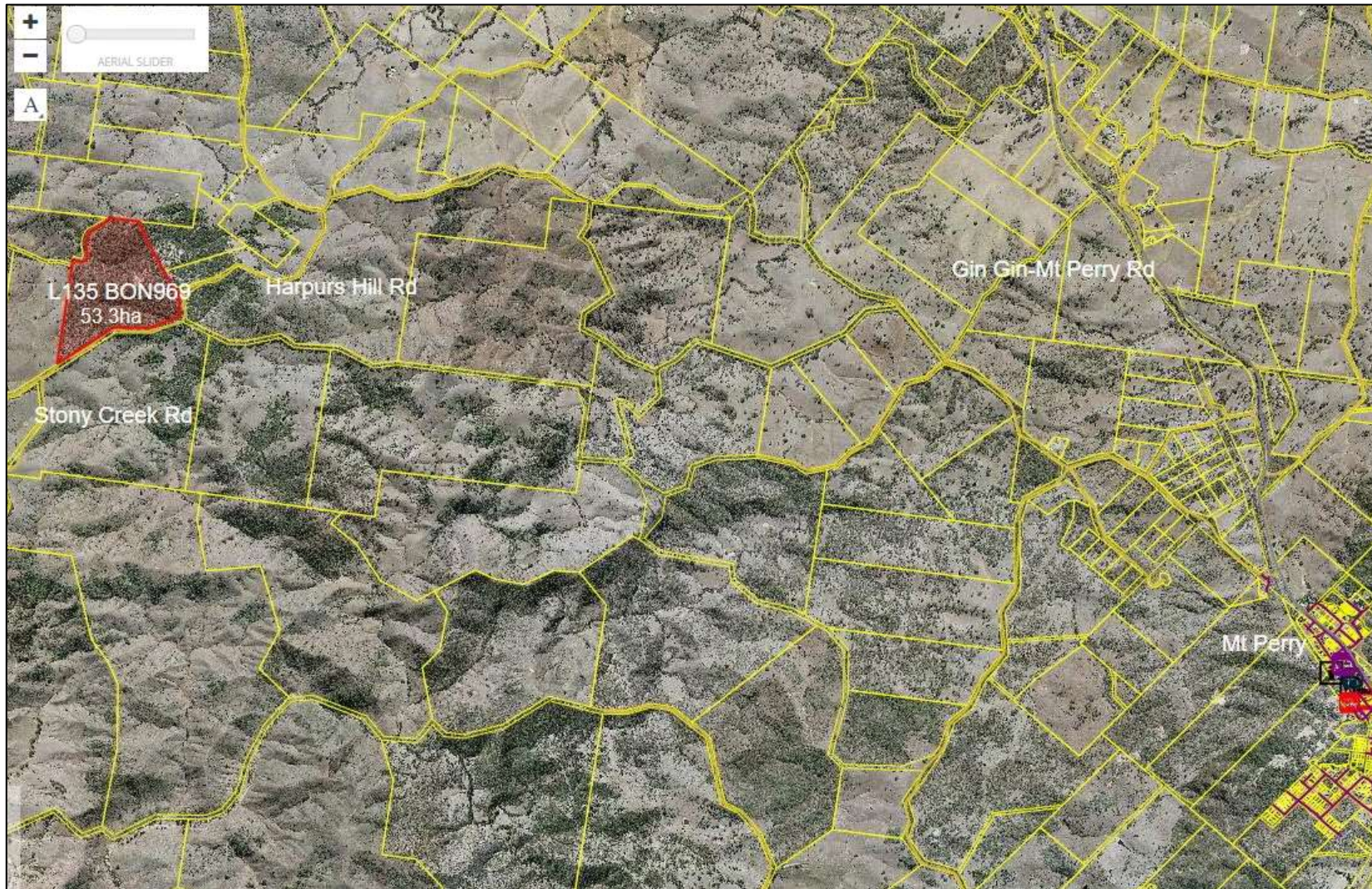
Not applicable.

Climate

Not applicable.

KEY MESSAGE

The department has requested Council's objections, views or requirements by close of business on
23 September 2019.



The approved process for consultation for reporting to Council must be completed appropriately by all Units/Streams within the stipulated timeframe. Please provide your comments in the table below.

All questions must be answered, stating:

- **Objection or not:** give **detailed reasoning** and any **conditions applied to your reasoning**;
- **Views and/or requirements:** give **detailed reasoning** and any **conditions applied to your reasoning**.

To the best of your knowledge and understanding of current Council records, DO YOU HAVE....[Please check]

- **Any objections to renewal of the lease or freeholding of the land?**

- Rates
 Civil Works
 Development & Building Services
 Environmental Services
 Corporate | Leasing
 Technical Services
 Economic Development
 Disaster Management

Unit / Stream	Identified characteristics	Yes	No	Any views or requirements that may affect the future use of the land?	Any views or requirements (including non-indigenous cultural heritage or access) that DNRME should consider in the assessment process?
Rates	- Outstanding Rates - Easements - Other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is nothing noted on the rate card to indicate we should object to the renewal of this Term Lease. Term Lease is close to other property owned by them.	
Civil Works	- Road access - Gravel opportunities - Access to water - Other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Civil Works has no objection relating to the lease for this land.	
Development & Building Services	- Local Heritage Historic Sites - Other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No planning requirement relating to the lease of the subject land.	
Environmental Services	- Grazing stock route - Watering point - Vegetation management mapping - Biosecurity - Cultural & Heritage issues - Other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stock Route Reserve. No objection to lease. Mapped vegetation. No objection to lease.	

Unit / Stream	Identified characteristics	Yes No	Any views or requirements that may affect the future use of the land?	Any views or requirements (including non-indigenous cultural heritage or access) that DNRME should consider in the assessment process?
Corporate Leasing	Application for renewal of Term Lease 0/237721 over Lot 135 CP BON969.		Assessment 503365. Current use of land is grazing. L135 has frontage to Harpurs Hill Road at Mt Perry, comprising 51.8 hectares. The lessee owns 110 hectares of freehold land in the vicinity.	
Disaster Management	<ul style="list-style-type: none"> - Firebreaks - Water access - Access to river gauges - Other 	<ul style="list-style-type: none"> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> 		
Technical Services	<ul style="list-style-type: none"> - Urban water supply - Water/Wastewater reticulation system - Community Facilities - Other 	<ul style="list-style-type: none"> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> 	Technical Services has no assets/infrastructure in this area currently. No works are planned in this area in the near future.	
Economic Development	<ul style="list-style-type: none"> - Tourism opportunities - Economic opportunities - Other 	<ul style="list-style-type: none"> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> 		

9.2 PROPOSED RELOCATION OF BIGGENDEN ADMINISTRATION OFFICE / LIBRARY**Doc Id:** 944235**Author:** Tracie Myles, Stream Leader Libraries and Customer Service**Authoriser:** Christopher Joosen, Acting General Manager Corporate and Community**Attachments:** 1. [doc02505020190718151532.pdf \[946998\]](#)  **EXECUTIVE SUMMARY**

At the General Meeting held in Mt Perry on 26 June 2019, it was resolved that a report be presented on the possible relocation of the Biggenden Library service to a building in the centre of Edward Street, Biggenden. Council needs to consider the feasibility of this request.

CORPORATE PLAN

OUR VISION: By 2030, the North Burnett will be a region of choice for people to live, work and play:

OUR ROLE:

A Provider

OUR PRIORITY AREAS:

5. Our efficient and effective council

RECOMMENDATION

That Council receive the Proposed Relocation of Biggenden Administration Office/Library Report as presented and that Council services not be relocated and continue to be provided from the original premises at 47 Edward Street, Biggenden.

REPORT

Discussion was held at Council's General Meeting in June in relation to community feedback/request to relocate the Biggenden Administration Office/Library. Council needs to consider this request and how they would like to proceed.

Services provided within the Biggenden Administration/Library Centre include, but are not limited to:

- Customer service enquiries (forms, customer service requests, receipting)
- Department of Human Service enquiries (Centrelink, Medicare)
- Public computer access (computers, internet, printing)
- Library services (loans, returns, renewals, reservations, e-resources, stock exchanges)
- Programing (First 5 Forever, Summer Reading Club, Tech Savvy Seniors, Tech Help)
- Displays/Promotions/Events (Senior Week/Harmony Week/NAIDOC Week/Book Week, etc)

Should Council consider relocating to an alternative facility, an increase from 1.2 full time equivalent (FTE) staff to 2 FTE's would be required. Currently other officers working in the administration area of the building provide backfill to ensure consistent and professional delivery of services and support for designated breaks i.e. morning/afternoon tea, bathroom breaks and busy periods (e.g. rates payment period).

The Queensland Public Library Standards and Guidelines provide Council's with standards and guidelines for developing physical library facilities which serve the identified needs of the community.

Section 4.2.1 Standard for Regulatory Compliance states that buildings need to meet a variety of legislative requirements and standards. Section 4.2.3 Standard for Minimum Floor Area (base floor area) states that a centre with a population catchment of up to 3,500 people requires a minimum floor area of 225m². While our current Biggenden facility does not currently meet this criteria, the State Library of Queensland advises that:

- The Service Level Agreement requires that Council “strive to meet or exceed the Queensland Public Library Standards and Guidelines”.
- The Library Buildings Standard (2009) is provided as a planning tool for Councils when they are developing new or substantially redeveloping or refurbishing existing physical facilities.
- The requirements of the standard are not retrospective on existing facilities.
- The floor space requirement was originally tied to State Government infrastructure grants where Councils would not qualify for a grant / subsidy if they did not meet minimum space requirements. These grants were discontinued some time ago.

Should Council consider relocating to another venue, it is highly recommended that the facility meet (or exceed) the new building standards. If Council relocates to a facility that did not meet the standards it would need to show innovative design options i.e. shelving (very expensive) or demonstrate considerable community need.

Biggenden currently has multiple vacant shop fronts in its CBD area. Council Development Services team investigated available buildings in Edward Street between Mary Street and Victoria Streets, with only one of these sites possibly meeting section 4.2.3 requirements. This would require further investigation to ensure it successfully meets section 4.2.1 requirements.

Relocating the Customer Service / Library department into another centre would have:

- Up-front costs (dependant on Council either purchasing/leasing a facility),
- Additional one-off costs. These set up costs may include external/internal painting, air-conditioning/heating and electrical fit out to name a few. Figures provided below give a rough estimate of the costs that Council may incur, dependant on the condition of the proposed facility.
- Re-occurring annual costs. These will be additional yearly costs that will need to be funded in future budgets i.e. staffing, electricity and cleaning. Long term maintenance of the facility has not been costed.

Costs: ** This overview is broad and serves as a guide only. Should Council wish to pursue any relocation a full financial analysis would be required once a location was determined to detail ‘whole of life’ considerations.*

Task – Facility Option Costs	Cost
Purchase of facility – Only one site is currently available for purchase	\$240,000*
Lease of facility – Lease costs would be dependent on facility	Unknown
Continue at existing site	\$0.00

Task – One-off costs	Additional Costs
Information communication & technology set up (i.e. computers, printers, photocopiers, Wifi, electrical fit out, etc)	\$15,000
Insurance (new facility would be added to existing policy)	Minimal
Internal painting (if required)	\$10,000
External painting (if required)	\$10,000
Carpet/vinyl (dependant on total floor area, plus removal)	\$15,000
Desks and chairs	\$4,000

Wall removals/installations (if required)	\$15,000
Public access desks/chairs	\$4,000
Other furniture (lounges/seating/tables)	\$6,000
Smoke Alarms	\$1,800
Duress Alarm	\$3,000
Window coverings	\$7,000
Electrical (power points)	\$2,500
Electrical (lighting, dependant on requirements)	\$5,000
Air-conditioning/heating (if required, dependant on size of facility)	\$10,000
Installations of Salto Lock system	\$3,500
Upgrade to toilets (if required)	Unknown
Automatic Door	\$10,000
Kitchen/staff room facilities (if required)	\$10,000
Cleaning costs after renovations	\$500
TOTAL (dependant on requirements of site)	\$132,500

Task – Ongoing additional annual costs	Additional Costs
Staffing – increase from 1.2FTE to 2 FTE (0.8 FTE costs)	\$65,240
Electricity (based on 50% of current site usage)	\$4,000
Contract Cleaning (based on 2 hours, 3 days per week)	\$14,664
Pest Control	\$400
TOTAL (dependant on requirements of site)	\$84,304

Opportunities & Negatives:

OPPORTUNITIES	NEGATIVES
<ul style="list-style-type: none"> • Facilities closer to Biggenden CBD • Reduction of empty shop fronts in CBD • Potential for a larger Library space 	<ul style="list-style-type: none"> • Current set up is working • Cost to Council, initial set up costs • Cost to Council, increase to staffing • Cost to Council, ongoing annual costs • Segregated administration workforce • Empty unused space in existing facility

CONSULTATION

Internal consultation has occurred across many departments of Council, including:

DEPARTMENT / TEAM	ITEM
Corporate Services, Finance	<ul style="list-style-type: none"> • Insurance • Electricity charges
Corporate Services, ICT	<ul style="list-style-type: none"> • Phone / Internet Connections

	<ul style="list-style-type: none"> • Staff / Public Access Computers • Printing / Photocopiers • Wifi Services
Asset Services	<ul style="list-style-type: none"> • Whole of Life Costings
Technical Services, Facilities Maintenance	<ul style="list-style-type: none"> • Fit out costings

RISK IMPLICATIONS

Reputation / Political

MED – Council may face political pressure from this decision as the request to consider the relocation came from the community. Council has considered this request taking into account all cost factors associated with a possible relocation.

Occupational Health & Safety (WHS)

LOW – Risk assessed with Council's Safety Management Plan.

Financial Impact

HIGH – Council is seeking to reduce its operating deficit by finding effective and efficient ways to reduce operating expenses. The proposal does not effectively improve any efficiencies and would add extra upfront and ongoing costs.

Legal & Regulatory

MED – Required to meet The Queensland Public Library Standards and Guidelines as Council is not an independent Library Service.

Environmental

Not applicable.

Property & Infrastructure

MED – Relocation to another facility could leave Council's existing facility unutilised. Costs associated with the new facility may leave limited budget to maintain existing and new facilities to a high standard.

Human Resources

MED – Increase in costs from 1.2 FTE to 2.0 FTE to ensure staff safety, efficient and effective delivery of services and programs.

Information Communications Technology

LOW – Proposed move to an additional facility would increase time required by ICT to manage facility and come with additional associated costs.

Service Delivery

LOW – Customers would not have access to other staff working from the site.

Climate

Not applicable.

KEY MESSAGE

If recommendation is accepted there is a low need for any key messages following outcome. However, should Council proceed to a full project plan, community consultation and notification would be required and a corresponding communication plan.

AJ & SP TELFORD
25 Edward St
BIGGENDEN QLD 4621

18th July 2019

Dear Councillors,

RE: BIGGENDEN LIBRARY RESOLUTION

At the 30th June, Biggenden Newsagency closed its doors. We had tried for many years to sell the business, but it seems that country businesses are not at a premium at present and due to our health and family commitments we could no longer continue working these long hours.

We read with interest the minutes of the meeting held on 26th June which states -

14.1 BIGGENDEN LIBRARY RESOLUTION 2019/195

Moved: Cr Robert Radel Seconded: Cr Paul Lobegeier

That a report be presented to council on the possible relocation of the Biggenden Library service to a building in the centre of Edward Street, Biggenden at the August 28 2019 Meeting.

Over the past 60 years or so the newsagency in Biggenden has always been a hub for the community to meet and share their stories.

During our time, as technology increased, so too did the demand for different and diverse means of communication including the following:

- Letter Writing
- Photocopying
- Laminating
- Faxing
- Emailing important documents
- Production of
 - Invitations
 - Thankyou cards
 - Funeral Leaflets

All of these services will be lost to the community now unless our council can take on the role.

We think that it is most important that we all, councillors and rate payers alike should be looking at ways to keep our country towns more viable and liveable.

The newsagency building at 25 Edward Street, Biggenden (which is right in the centre of the CBD), and our home which is a very modern double storey block residence situated at the rear of the shop building, is for sale and we are willing to negotiate a very good price.

We feel that the shop building would be the ideal place to have the Council Library/Community Hub (the shop floor area is 136.5 sq mtrs with a further 42 sq mtrs of storage/kitchenette). The house also has potential as a rental, which could bring a further income stream to Council.

The shop building has the advantage of having:

- Air Conditioning
- Security motion sensors
- CCTV security cameras and monitoring equipment already installed (part of the purchase price)
- A Bank ATM in the front window of the building which can bring \$600 plus per month rental for the space it sits in. (A separate contract with the bank would have to be negotiated).

We hope that you can give due consideration to our suggestion.

Should you need to contact us, please feel free to call us on our mobile phone 0447 489 818.

Kind regards



John & Sue Telford

9.3 GAYNDAH HERITAGE RAILWAY RAIL TRAIL TEMPORARY REST STOP

Doc Id: 944176

Author: Jeff Miles, Environmental Services Manager

Authoriser: Christopher Joosen, Acting General Manager Corporate and Community

Attachments: 1. Gayndah Heritage Railway Rail Trail Inc. - Request to Extend Permitted Length of Stay - 290719.pdf  

EXECUTIVE SUMMARY

Gayndah Heritage Railway Rail Trail Inc seeks to extend the period of stay for travellers from 24 to 72 hours at the Gayndah Railway Precinct. Council is required to decide their request in consideration of relevant legislation, lease instruments and community expectations.

CORPORATE PLAN

OUR VISION: By 2030, the North Burnett will be a region of choice for people to live, work and play:

OUR ROLE:

A facilitator

OUR PRIORITY AREAS:

1. *Our Productive region*

RECOMMENDATION

That Council approve the request from Gayndah Heritage Railway Rail Trail Inc to enable the rest stop to be used for travellers up to a maximum of seventy-two (72) hours for self-contained recreational vehicles.

REPORT

Initial community interest to preserve the Gayndah Railway Station commenced in 2014 (Doc ID 611094) resulting in communications between Council and the Department of Transport and Main Roads. This early work culminated in a formal Access Licence between the respective parties in May 2015 (Doc ID 699570). This agreement specifies the permitted use of the land as for community purposes as determined by Council including:

- (a) community groups and not for profit organisations such as meetings, markets, public displays, carp parking, temporary rest stops for caravans and motor homes or similar vehicle and management of activities associated with the Permitted Use;
- (b) small commercial activities related to the Permitted Use including but not limited to the sale of refreshments, souvenirs, literature and so on; and
- (c) public recreational purposes such as walking, cycling, horse riding, rollerblading, roller-skating, and use of non-motorised scooters and wheelchairs (manual and motorised).

Council subsequently granted a lease in September 2015 to Gayndah Heritage Railway Rail Trail until 2020 with an option of an additional five years. Permit Use is described as “permitted activities of the Gayndah Heritage Railway Rail Trail Incorporated. The lease and previous document are silent on camping and the like however perhaps considered that the intent was the maintenance and promotion of local heritage.

The subject of temporary camping emerged in late 2016. Council's Planning Scheme (Section 1.7.1) excluded from the definition of development, temporary accommodation within caravans, tents and similar for stays up to one week on State land. A decision was made to allow the

Gayndah Heritage Railway Rail Trail Inc to provide a rest stop for travellers for a period up to 24 hours.

That decision did draw complaint from a local business (Doc ID 809788) in 2017 with referral to the Queensland Productivity Commission (Doc ID 810501). That business had also previously raised concerns about camping at the Gayndah Show Grounds.

The Gayndah Heritage Railway Rail Trail Inc now desire to extend the time for travellers at the rest stop from 24 to 72 hours. The proposal satisfies both the term of the Access Agreement with the Department of Transport and Main Roads together with provisions of Council Planning Scheme. Whether the subject location is ideal for travellers to access the central business district is arguable. As there are business within Gayndah that offer accommodation options, it would be expected that they would have an interest in any decision to approve stays of up to 72 hours.

It should be noted that at Monto, the Monto Magic Tourist Action Group (MMTAG) and at Biggenden, the Chamber of Commerce operate 72 hour stopovers.

CONSULTATION

No consultation has been undertaken in the preparation of the report. A number of stakeholders including the Gayndah Chamber of Commerce, local businesses, Isis Sugar, adjoining land owners and the Department of Transport and Main Roads would be suitable for consultation if required.

RISK IMPLICATIONS

Reputation / Political

A decision in this matter may result in some party being dissatisfied. Such a position can lead to complaints directly to staff and Councillors, media and/or Government entity.

Occupational Health & Safety (WHS)

The Access Agreement with the Department of Transport and Main Road nominates a number of responsibilities for the Licensee (Council) including work health and safety. It is not Council practice to undertake safety audits of leased sites. Council's failure to undertake some form of periodic inspection increased Council's overall risk.

Financial Impact

Any complaint about Council's decision in matter may attract some level of attention, either internal (e.g. Administrative Action Complain) or external (e.g. Ombudsman). Any complaint will consume resources and incur a financial impact either directly or indirectly.

Legal & Regulatory

Although a favourable decision will not be inconsistent with the Access Agreement, lease document and planning scheme, a potential does exist for a complaint to Council or a third party that the decision has had a detrimental effect on other businesses.

KEY MESSAGE

The former Gayndah Railway Station and associated rail corridor is State Land under which Council holds an Access Agreement. The intent of that Agreement is to enable the site to be used for community purposes, for which a rest stop for travellers us a permitted use. Temporary activities on State Land are not considered development under Council's Planning Scheme.

A media strategy including communication with stakeholders should be considered.

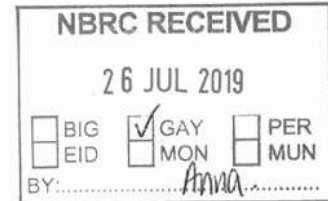


Gayndah Heritage Railway Rail Trail Inc.

Gayndah Heritage Railway Rail Trail Inc.
 9 National Street
 GAYNDAH QLD 4625

25 July 2019

Chief Executive Officer
 North Burnett Regional Council
 PO Box 390
 Gayndah Qld 4625.



Dear Sir,

RE: Current Permit for Caravans and Campervans for 24 hour stay.

Gayndah Heritage Railway Rail Trail (GHRRT) currently has permission from North Burnett Regional Council (NBRC) for a stay by Caravans and Campervans to stay at the Gayndah Railway Precinct, 9 National Street Gayndah, for a period of 24 hours. This permission has been in place for three years.

Currently at this time in Monto and Biggenden, NBRC, has approved 72 hours stays at various locations. Also in Eidsvold, NBRC has approved unlimited stay at the RM Williams Bush Learning Centre.

Since the beginning of 2019 the Gayndah site has attracted 342 caravans and campervans.

GHRRT provides all visitors with a survey to record benefits of staying in Gayndah. The survey sheets to date have indicated that 24 hours is not long enough for travellers to visit Tourist attraction in the town and adjacent areas. The surveys also indicate the lever of economic benefit to the town. This year to date the direct financial benefit is in excess of \$26,088.00.

This level of financial benefit to Gayndah could be considerably greater if the length of stay could be increased to 72 hours.

GHRRT has made approaches to Isis Sugar Mill, as GHRRT leases some of their land at 9 National Street Gayndah. Isis Sugar Mill has indicated that they have no objection to having the duration of stays increased to 72 hours.

GHRRT request NBRC consider our current situation of 24 hours stay to 72 hours stay to bring a uniform length of stay throughout the North Burnett region

The Council's earliest consideration and advice of the outcome would be appreciated by Email or letter to enable the region to receive a financial benefit before the travellers move south as the weather begin to warm as summer approaches.

If you require additional information or clarification to this request, please do not hesitate to contact me 0407169 007.

Yours Sincerely,

Mary H. Gordon

Mary Gordon
 Secretary Gayndah
 Heritage Railway Rail Trail

mhgordon@outlook.com.au

9.4 FEES AND CHARGES 2019/2020 AMENDMENT

Doc Id: 945048

Author: Jason Erbacher, Community Engagement Manager

Authoriser: Christopher Joosen, Acting General Manager Corporate and Community

Attachments: 1. 2019-2020 Adopted Fees Charges - Pg 152 - 140.pdf [946928] [↓](#) 

EXECUTIVE SUMMARY

Council needs to consider amendments to the 2019-20 Schedule of Fees and Charges. Amendments relate to fees set for swimming pools and cemeteries. The proposed amendments have been brought forward by pool lessees and Council officers.

CORPORATE PLAN

OUR VISION: By 2030, the North Burnett will be a region of choice for people to live, work and play:

OUR ROLE:

A partner

OUR PRIORITY AREAS:

5. Our efficient and effective council

RECOMMENDATION

That the Schedule of Fees and Charges document adopted by Council at its general meeting held on 26 June 2019 and amended on 17 July 2019 be amended as follows:

- *Private hire lifeguard as per Royal Life Saving quota guidelines* – increased from \$28.95 to \$45/hr on page 152
- *Second internment where an existing monument is already constructed (plus applicable internment fee)* – new fee set at \$1,100 (incl GST) on page 140.

REPORT

As part of its annual budgetary process Council at its meeting held on 26 June 2019 adopted its "Fees and Charges for the 2019/2020". It has become necessary that 2 amendments be undertaken, these being:

- Amendment of *private hire lifeguard as per Royal Life Saving quota guidelines* to be increased to \$45/hr in line with award wages. The existing rate of \$28.95 set for 19/20 does not meet the costs that lessees incur when providing this service. In consultation with lessees an appropriate rate has been agreed.
- Inclusion of *second internment where an existing monument is already constructed (plus applicable internment fee)* of \$1,100 (incl GST). This fee is for interments in the monumental section of cemeteries only. This is in line with the recently adopted *General Policy 252 – Cemeteries*, which states that additional fees will be charged for this work, but no fees were set. This fee was set in consultation with Council's Works Department.

Pages from the Schedule of Fees and Charges document to be amended are attached to this report.

CONSULTATION

Consultation was undertaken with pool lessees, Customer Service & Libraries staff and Works staff who administer cemetery interments for Council.

RISK IMPLICATIONS**Reputation / Political**

LOW – These amendments bring fees and charges into line with industry pay levels and provide a clear cost for patrons seeking a second interment into a plot in the monumental section with a monument already erected.

Occupational Health & Safety (WHS)

Not applicable

Financial Impact

LOW - On average a 2.5% CPI increase has been applied to most fees, individual variations apply for administration expediency. Fees and charges represent approximately 3.5% of Council's total operational income.

Legal & Regulatory

LOW – Amendments support regulatory setting of award wages for the industry.

Environmental

Not applicable

Property & Infrastructure

LOW – These fees and charges support the effective delivery of community pool and cemetery facilities.

Human Resources

Not applicable

Information Communications Technology

Not applicable

Service Delivery

LOW - These fees and charges support the effective delivery of community pool and cemetery services.

Climate

Not applicable

KEY MESSAGE

Related amendments to be communicated to pool lessees.

Customer Service & Libraries team to be notified of additional fee set for cemeteries to communicate to community as required.

2019-20 Fees and Charges document to be updated on Council's website.

Name	Year 19/20 Fee (incl. GST)	Unit	GL	GST	CL1	CL2
------	----------------------------	------	----	-----	-----	-----

Interments

Lawn section	\$1,750.00	365150000		Y	Commercial	Cemetery & Funeral Revenue
<p>Includes plaque to the value of \$200 inc GST non refundable/non transferable) (less the value of any pre-paid reserve paid) - Includes cost of plinth, headstone and top dressing, installation and admin costs, if completed within 24 months of interment</p> <p>Cost will be less a maximum of \$100 from pre-paid reservations, unless a receipt of a greater value is produced</p> <p>NOTE: Interments on a weekend, public holiday or after 2pm Weekdays will attract an additional Surcharge as per below</p>						
Monumental section	\$1,750.00	365150000		Y	Commercial	Cemetery & Funeral Revenue
<p>Less the value of any pre-paid reserve paid) Cost will be less a maximum of \$100 from pre-paid reservations, unless a receipt of a greater value is produced</p> <p>NOTE: Interments on a weekend, public holiday or after 2pm Weekdays will attract an additional Surcharge as per below</p>						

Surcharges

Saturday, Sunday & Public Holiday	\$595.00	365150000		Y	Commercial	Cemetery & Funeral Revenue
Funerals Starting at 2pm onwards Weekdays	\$475.00	365150000		Y	Commercial	Cemetery & Funeral Revenue

Columbarium

Less a maximum of \$50 from pre-paid reservations, unless a receipt of a greater value is produced. Includes plaque to the value of \$100 inc GST non refundable/non transferable, installation and admin costs if completed within 24 months of interment

Single niche (200mm x 150mm)	\$770.00	365150000		Y	Commercial	Cemetery & Funeral Revenue
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continued on next page ...

2019-20 Fees & Charges | Page 140 of 195

Name	Year 19/20 Fee (incl. GST)	Unit	GL	GST	CL1	CL2
------	----------------------------	------	----	-----	-----	-----

Vehicle/Van Storage [continued]

Caravan storage (where space is available only)	\$50.00	month		Y	Commercial	****Refer to Caravan Park where parking
Caravan storage (where space is available only)	\$550.00	Year		Y	Commercial	****Refer to Caravan Park where parking

Swimming Pool

Biggenden / Eidsvold / Gaydah / Monto / Mundubbera

Private Hire (including operator)	\$50.00	Per hour + entry fee		Y	Commercial	SWIMMING POOL
Private Hire per lifeguard as per Royal Life Saving quota guidelines	\$28.95	Per hour + entry fee		Y	Commercial	SWIMMING POOL
Children 3 – 12 years of age	\$2.50	Per Entry		Y	Commercial	SWIMMING POOL
Adults and children 13 years of age and over	\$3.50	Per Entry		Y	Commercial	SWIMMING POOL
Non Swimming Fee	\$1.00	Per Entry		Y	Commercial	SWIMMING POOL
Season Tickets – Individual – Full Season	\$120.00	Per Ticket		Y	Commercial	SWIMMING POOL
Season Tickets – Individual – Half Season (after 1st Jan)	\$70.00	Per Ticket		Y	Commercial	SWIMMING POOL
Season Tickets – Family – Full Season (2 adults, up to 4 children)	\$250.00	Per Ticket		Y	Commercial	SWIMMING POOL
Additional children	\$20.00	each		Y	Commercial	SWIMMING POOL
Season Tickets – Family – Half Season (after 1st Jan) (2 adults, up to 4 children)	\$150.00	Per Ticket		Y	Commercial	SWIMMING POOL

continued on next page ...

2019-20 Fees & Charges | Page 152 of 195













9.5 PLACEMENT OF DEFIBRILLATORS IN COUNCIL FACILITIES

Doc Id: 945775

Author: Christopher Joosen, Acting General Manager Corporate and Community

Authoriser:

Attachments:

1. **Support Letter.pdf**   
2. **Agreement.pdf**   
3. **Fwd_RE_Defibrillator re-calibration.pdf**   
4. **Answer to Re-calibration of Defibrillator question from Meeting.pdf**
  

EXECUTIVE SUMMARY

Council has received a request from the Freemasons and Lions Club of Gayndah to place Defibrillators in Council facilities and a proposed agreement to facilitate same.

CORPORATE PLAN

OUR VISION: By 2030, the North Burnett will be a region of choice for people to live, work and play:

OUR ROLE:

A Provider

OUR PRIORITY AREAS:

2. *Our happy, healthy and safe region*

RECOMMENDATION

That Council resolve to

- I) support the Defibrillator program by accepting their placement in the Gayndah Town Hall and the Mingo Crossing,
- II) amend the draft agreement by the deletion of the words “ensure as reasonably practical that a person trained in defibrillator use at functions at either venue”

REPORT

At its meeting held on 7 August 2019 Council a representative of the Gayndah Freemasons addressed Council on a community initiative on the placement of defibrillators to various community groups, and more particularly a proposal to place a defibrillator at the Council owned facilities of the Gayndah Town Hall and the Mingo Crossing camping facility.

By way of background I understand that application was made to the Community Benefits Fund to obtain defibrillators to be placed with several community groups in Gayndah. A letter of support was sought from Council (copy attached and marked “1”).

Council has subsequently been advised that Council committed to the placement of 2 of these defibrillators in Council facilities.

At the presentation on 7 August 2019 Council resolved that it wished to see the detail of any proposed agreement prior to agreeing to the placement of the defibrillators in its facilities. A copy of the proposed agreement is attached and marked “3”. Regarding the content of the agreement I would advise that the wording appears reasonably straight forward, but I am uncertain that if Council decides to participate that any agreement needs to be any more complex. I note the wording that Council will “ensure as reasonably practical that there is a person trained in defibrillator use at function’s at either venue”. In the case of the Town hall Council can hire to any member of the public and a commitment to require a person have knowledge of the use of a

defibrillator, notwithstanding the inclusion of “*reasonable practical*” places an unnecessary obligation on Council and one that apportions a uncertain and unnecessary degree of risk to Council. Accordingly, should Council resolve to agree to the placement I would recommend the deletion of that part of any agreement. I would also add that Council has no obligation and makes no commitment to training staff in the use of the defibrillators.

CONSULTATION

Nil

RISK IMPLICATIONS

Reputation / Political

There is limited risk to Council in participating, subject to the recommendation and slight amendment to the agreement.

Occupational Health & Safety (WHS)

In the event of an incident access to a defibrillator would be beneficial

Financial Impact

Negligible. Maintenance costs

Legal & Regulatory

Limited, but there is a expectation that the defibrillators will be maintained

Environmental

Nil

Human Resources

Nil, as a result of the placement. It is not proposed that any staff be required to undertake any workplace training, this would be left to an individual's private choice.

Information Communications Technology

Nil

Service Delivery

Nil

Climate

Nil

KEY MESSAGE

Defibrillators will be placed in 2 of Councils facilities for use by the public in the event of an emergency

880495



1300 696 272
www.northburnett.qld.gov.au

Community Benefits Funds Unit
Office of Liquor and Gaming Regulation
Department of Justice and Attorney-General
Locked Bag 180
City East QLD 4002

2 July 2018

Dear Sir/Madam,

The North Burnett Regional Council whole-heartedly supports the Gayndah Defibrillator Project which has the aim of distributing defibrillators around the various venues of Gayndah to enable the better servicing of people in need of such a facility.

There are number of people volunteering to be trained in defibrillator use as well as producing a future roster so that there is a trained person attending local functions/meetings to administer the defibrillator when necessary.

This is a great project initiative by a number of local volunteer and community groups for the overall health and benefit of the community.

Yours sincerely,

Brad Duke
ACTING CHIEF EXECUTIVE OFFICER

cc Bill Turner Gayndah Defibrillator Project Co-ordinator

1

DEFIBRILLATOR AGREEMENT

The Gayndah Lions Club Inc. and Gayndah Lodge #188 UGLQ hereby agree to grant two defibrillators to North Burnett Regional Council on the understanding that they become the property of North Burnett Regional Council and are safely housed at their Gayndah Town Hall and Mingo Crossing Caravan Park Office venues. Furthermore, the North Burnett Regional Council agrees to look after the defibrillators, having them regularly serviced, checked and maintained, ensure as reasonably practical that there is a person trained in defibrillator use at functions at either venue and that it is made available to others in need of a defibrillator.

EXECUTED BY THE PARTIES AS AN AGREEMENT:

Executed for and on behalf of the NORTH BURNETT REGIONAL COUNCIL by:

Signature

Print full name

Position

Date

Executed for and on behalf of the Gayndah Lions Club Inc. by:

Executed for and on behalf of the Gayndah Lodge #188 by:

Signature

Peter Thomas Spencer

Print full name

President

Position

Date

Signature

William Terence Turner

Print full name

Worshipful Master

Position

Date

From: billturner@beagle.com.au
Subject: Fwd: RE: Defibrillator re-calibration
Date: Wednesday, 7 August 2019 11:47:17 AM

Please pass this onto the Councillors.

Yours,

Bill.

----- Original Message -----

Subject: RE: Defibrillator re-calibration
Date: 2019-08-07 12:42
From: "Pawar, Lenes" <lpawar@redcross.org.au>
To: "billturner@beagle.com.au" <billturner@beagle.com.au>

Hi Bill ,

Thanks for the call .

Just in case if you want to share this with the members , It has all the information from What's in the box / performing a CPR and How to change batteries and pads .

Please click on the link below :

website: <https://www.zoll.com/au/contact/elearning/videos/anz-aed-plus/>

Please feel free to send me an email or call me for any further information .

Kind Regards

Lenes Pawar
Customer Care Specialist
Customer Care Team
49 Park Road, Milton QLD 4064
Monday-Thursday 9Am-2Pm
Free Call 1800 Red Cross (733 276) | Email contactus@redcross.org.au

-----Original Message-----

From: billturner@beagle.com.au <billturner@beagle.com.au>
Sent: Wednesday, 7 August 2019 10:03 AM
To: Pawar, Lenes <lpawar@redcross.org.au>
Subject: Defibrillator re-calibration

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Just a question I was asked: If the defibrillator is used does it have

to be re-calibrated and how much do you think it would be?

Thanks, it was from the local council.

Yours,

Bill.

From: billturner@beagle.com.au
Subject: Answer to Re-calibration of Defibrillator question from Meeting
Date: Wednesday, 7 August 2019 11:45:41 AM

Red Cross has confirmed there is no need to re-calibrate the defibrillator after use.

Please pass this onto the Councillors and ask them to pass it on to whoever was passing on this false information.

After use the pads need replacing as they have been used on one person and shouldn't be used on another. Replacement cost is \$89.

Yours,

Bill.

9.6 REQUEST AMENDMENT TO ORIGINAL RESOLUTION 2018/19 - CONDITION TO AMALGAMATE WITH L99 RW106

Doc Id: 946311

Author: Linda Nicholson, Administration Officer (Leases)

Authoriser: Christopher Joosen, Acting General Manager Corporate and Community

Attachments:

1. **Brown L - FW letter to council - 160819.pdf** [] [↓](#) 
2. **General Meeting 2018-01-17 [946688]** [↓](#) 
3. **SP306873.pdf** [] [↓](#) 

EXECUTIVE SUMMARY

Council has received a request to vary its preconditions to a proposed sale of land adjoining the Monto airstrip, now described as Lot 7 on SP306873. Due to subsequent works, the proposed purchaser submits that the requirement to amalgamate the land with an adjoining parcel should no longer be required.

CORPORATE PLAN

OUR VISION: By 2030, the North Burnett will be a region of choice for people to live, work and play:

OUR ROLE:

A facilitator

OUR PRIORITY AREAS:

1. Our Productive region

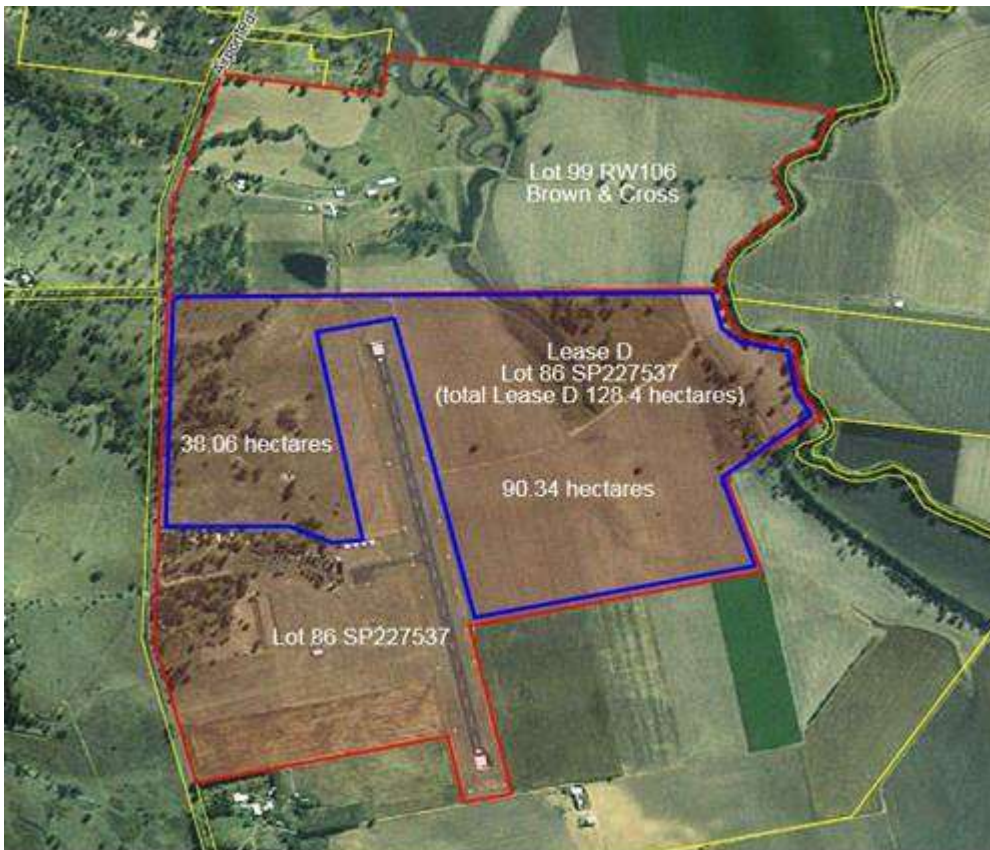
RECOMMENDATION

That Council amend original Resolution 2018/19 to remove the requirement to amalgamate land now described as Lot 7 on SP306873 with existing Lot 99 RW106, as the land now is no longer land locked having constructed an access to Airport Road.

REPORT

Council has previously resolved to sell land now described as Lot 7 on SP306873 to the owners of adjoining freehold, LJ & M Brown and SH & M Cross. At that time one of Councils requirements was the lot be amalgamated with Lot 99 to the north.

Attached in this report is aerial view map showing the former Lease Area D (outlined in blue - now Lot 7) and the owner's adjoining freehold parcel Lot 99 RW106 with frontage along Airport Road, Monto. Attachment 3 is the new configuration of the Lots,7 and 8 on SP306873.



Since the first decision of council to dispose of the land, all preconditions have been satisfied. There appears to have been some confusion over certain aspects of the sale. In the initial stages of discussion, only the eastern part of Lot 7 was proposed for sale. This would have resulted in a landlocked parcel hence Council's requirement to amalgamate with adjoining Lot 99.

It is understood that Council subsequently decided to dispose of the whole area, now described as Lot 7 on SP306873. As the land is no longer landlocked it is recommended that Council no longer require the amalgamation of the parcel.

All other requirements of the original resolution have been met.

CONSULTATION

Internal stakeholders and the current lessee.

RISK IMPLICATIONS

Reputation / Political

Council needs to act in accord with sound contracting principles stated in the legislation. The process for potential change to a resolution needs to be transparent and open.

Occupational Health & Safety (WHS)

Nil

Financial Impact

Should Council successfully negotiate this contract of sale at the assessed market value, it would result in revenue to Council of \$240,000.

Legal & Regulatory

Council needs to adhere to statutory requirements in the processing / disposal of non-current assets. The proposed amendment meets legal and regulatory requirements.

Environmental

Nil

Property & Infrastructure

The proposed sale relates to a Council asset and sound contracting principles need apply. The requirement to amalgamate does not have any impost on Council property and infrastructure and none is anticipated.

Human Resources

Nil

KEY MESSAGE

Council is transparent and accountable in the processing of all applications for sale of Council lands.

Formal notice of the outcome is required to the Lessee's representative.

Dear Councillors,

On behalf of my family I am writing to ask if council would consider an amendment to the original resolution to sell me the land I currently lease from council.

Not long after the original resolution was made, my family had some unforeseen financial difficulties which made it impossible to buy the land amalgamated. After talking to my accountants, I was told I had the capacity to purchase the land as a separate block. I informed my point of contact with the council and I was told I had to construct and get certified, a separate road access to the block in order get the land subdivided, surveyed and given its own title. I was then invoiced and payed all councils' legal fees for this additional survey and development work to occur.

As it now stands, the block I am trying to purchase has its own title of 359 Airport Rd, with its own road access.

It was only upon preparing to sign the contract that I was informed that in order for me to purchase the block separately I would require an amendment to the original resolution to have the land sold unamalgamated.

I sincerely wish for this final issue to be resolved so the sale and matter can be complete.

Thank you

Lachlan Brown

0437433556

RESOLUTION 2018/18

Moved: Cr John Zahl
Seconded: Cr Peter Webster

That Council moves out of Closed Council into Open Council.

CARRIED

13.1 PROPOSED PURCHASE LEASED LAND - PART OF LOT 86 SP227537**RESOLUTION 2018/19**

Moved: Cr Paul Lobegeier
Seconded: Cr Robert Radel

That in accordance with the provisions of the *Local Government Regulation 2012*, Council agrees in principle to sell the entire Lease D area of 128.40 hectares (part of) Lot 86 on SP227537 to Mr Lachlan Brown subject to:

1. the cancellation of lease in the name of LJ & M Brown and SH & M Cross; and
2. the payment of market value price (as determined by independent valuation); and
3. All other associated costs regarding the land sale (including new property valuation, surveys, registered access easement, amalgamation with existing Lot 99 RW106 and separate title for Council owned airport property) as detailed in the report.

Further it be delegated to the Chief Executive Officer (General Manager Corporate & Community) to fully conclude this matter.

In Favour: Crs Rachel Chambers, Faye Whelan, Paul Lobegeier, Peter Webster and Robert Radel

Against: Crs John Bowen and John Zahl

CARRIED 5/2

12:48pm – Cr Faye Whelan declared a perceived conflict of interest in agenda item 13.2 (as defined in section 173 of the *Local Government Act 2009*) due to neighbouring business ownership and proposed to exclude herself from the meeting while the vote is taken.

12:48pm – The Chief Executive Officer declared a perceived conflict of interest in agenda item 13.2 (as defined in section 173 of the *Local Government Act 2009*) due to family employment and proposed to exclude himself from the meeting while the vote is taken.

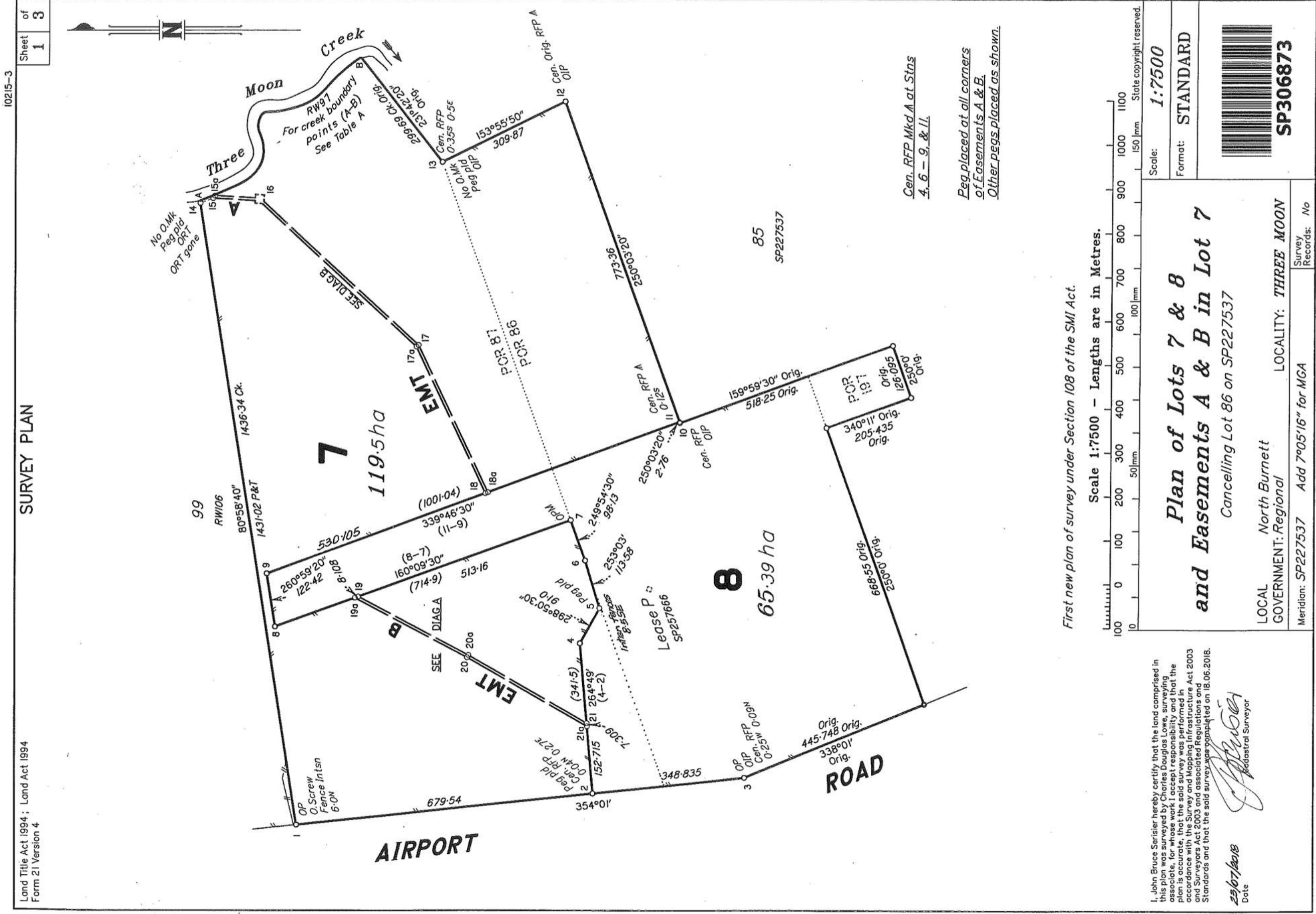
13.2 DISPOSAL OF LAND AND BUILDING - 12 CAPPER ST, GAYNDAH - LOT 9 ON RP 101967

Resolution 2018/20

Moved: Cr Paul Lobegeier
Seconded: Cr John Bowen

That:

1. it be referred to the Chief Executive Officer (General Manager Corporate & Community) to formally write to the Minister for Local Government seeking an exemption from the complying with section 227 of the *Local Government Regulation 2012* (Valuable non-current asset contract – tenders or auction needed first) for the disposal of land and buildings located at 12 Capper Street, Gayndah (Lot 9 on RP 101967) to Vedas Dental Pty Ltd; and



Land Title Act 1994 ; Land Act 1994
Form 21 Version 4

I, John Bruce Serisier hereby certify that the land comprised in this plan was surveyed by Charles Douglas Lowe, surveying associate, for whose work I accept responsibility and that the plan is accurate, that the said survey was performed in accordance with the Survey and Mapping Infrastructure Act 2003 and Surveyors Act 2003 and associated Regulations and Standards and that the said survey was completed on 18.06.2018.

[Signature]
Geodetic Surveyor

23/07/2018
Date

Land Title Act 1994; Land Act 1994
Form 21B Version 1

Sheet 2 of 3

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

5. Lodged by _____

(Declaring No.) _____

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

6. Existing Description New Lots Road Secondary Interests Created

Title Reference	Description	New Lots	Road	Secondary Interests	Created
50942803	Lot 86 on SP227537	Lots 7 & 8	—	—	Emts A & B

EXISTING LEASE ALLOCATIONS

Lease	Lots to be Encumbered
71 5854625	8

Reinstatement Report.
Line Stn 1-3 has been reinstated from orig. reference marks at Stns 1 & 3. The distance surveyed agrees with that shown on SP227537. Line Stn 1-14 has been reinstated from the orig. screw at Stn 1 and the ORT (Dead) at Stn 14. That ORT is still standing although now dead. Distance Stn 1-14 is 0-15 short and the bearing is - 0°02'20" on original, and this correction has been applied to the creek points table. The distance to the bank of Three Moon Creek agrees well with original.

FNPOS Report
The creek bank boundary of Lot 7 has been compiled from RW97, and the Creek Points Table shown on SP227537 has been adopted with a meridian correction of - 0°02'20". The actual bank of the creek is stable and relatively unchanged and there is still standing timber in the creek. The bank at A on this plan agrees with the original position as does the bank at B on SP227537. The feature satisfies the location criteria in s.100 of the SMI Act in that it is stable. The creek bank was plotted using the creek points table on this plan and overlaid on the Queensland Globe representation. This comparison showed the creek bank is to the greatest practicable extent in the location as shown on RW97. There is no new right line boundary intersecting the creek bank. There would be no advantage in surveying the bank of Three Moon Creek, which would add considerably to the cost of the survey. This therefore satisfies the requirements of s.107 of the SMI/A.

7. Orig Grant Allocation :

Lots	Orig
8	{ POR 197 POR 87 POR 86
7	{ POR 87 POR 86

8. Passed & Endorsed :

By: J. B. Serisier
Date: 24/07/18
Signed: *J. B. Serisier*
Designation: Cadastral Surveyor

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

10. Lodgement Fees :

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

11. Insert Plan Number
SP306873

1. Certificate of Registered Owners or Lessees.
#/We **NORTH BURNETT REGIONAL COUNCIL**

(Names in full)

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

Signature of *Registered Owners *Lessees

* Rule out whichever is inapplicable

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

Dated this day of

#

* Insert the name of the Planning Body.
Insert designation of signatory or delegation

3. Plans with Community Management Statement :
CMS Number :
Name :

4. References :
Dept File :
Local Govt :
Surveyor : 18021

% Insert applicable approving legislation.

10215-3

ADDITIONAL SHEET

Land Title Act 1994; Land Act 1994
Form 21A Version 1

Sheet of
3 3

REFERENCE MARKS

STN	TO	ORIGIN	BEARING	DIST
1	Pin		347°05'	5.46
2	O.Screw	IS104064	259°30'	11.035
3	Pin		339°40'	0.97
4	OIP	IS104064	267°03'	1.765
5	Pin		188°30'	1.21
6	Pin		127°58'	5.68
7	Pin		161°33'	1.69
8	Pin		106°30'	1.43
9	Pin		119°33'	2.11
10	OIP		92°18'	1.24
11	Pin	SP227537	179°08'	3.405
12	Pin		115°12'	1.77
13	OIP	SP227537	153°55'50"	1.605
14	Pin	SP227537	333°55'50"	1.41
15	O.Oak	RW97	186°06'	1.49
16	ORT gone	RW97	65°43'	12.17
17	Pin		148°13'	31.68
18	Pin		176°06'	4.72
19	Cen. P.Pole		247°45'	2.22
20	Pin		109°56'	0.69
21	Pin		287°02'	3.99
22	Cen. GI Post		151°54'	1.48
23	Pin		117°50'	1.1
24	Pin		320°32'	1.02
25	Pin		37°20'	1.34
26	Cen. GI Post		118°46'	3.0
27	Pin		46°14'	1.29

TABLE A

CREEK POINTS	BEARING	DISTANCE
A	157°08'05"	38.775
	159°35'	40.347
	155°17'40"	40.234
	133°10'	37.343
	11°24'40"	32.91
	82°19'	40.435
	55°22'10"	24.529
	105°50'	41.101
	188°53'	27.064
	168°41'45"	43.333
	162°16'15"	41.728
	142°36'20"	40.347
	127°36'15"	42.627
	140°57'	69.661
B	174°09'40"	4.85

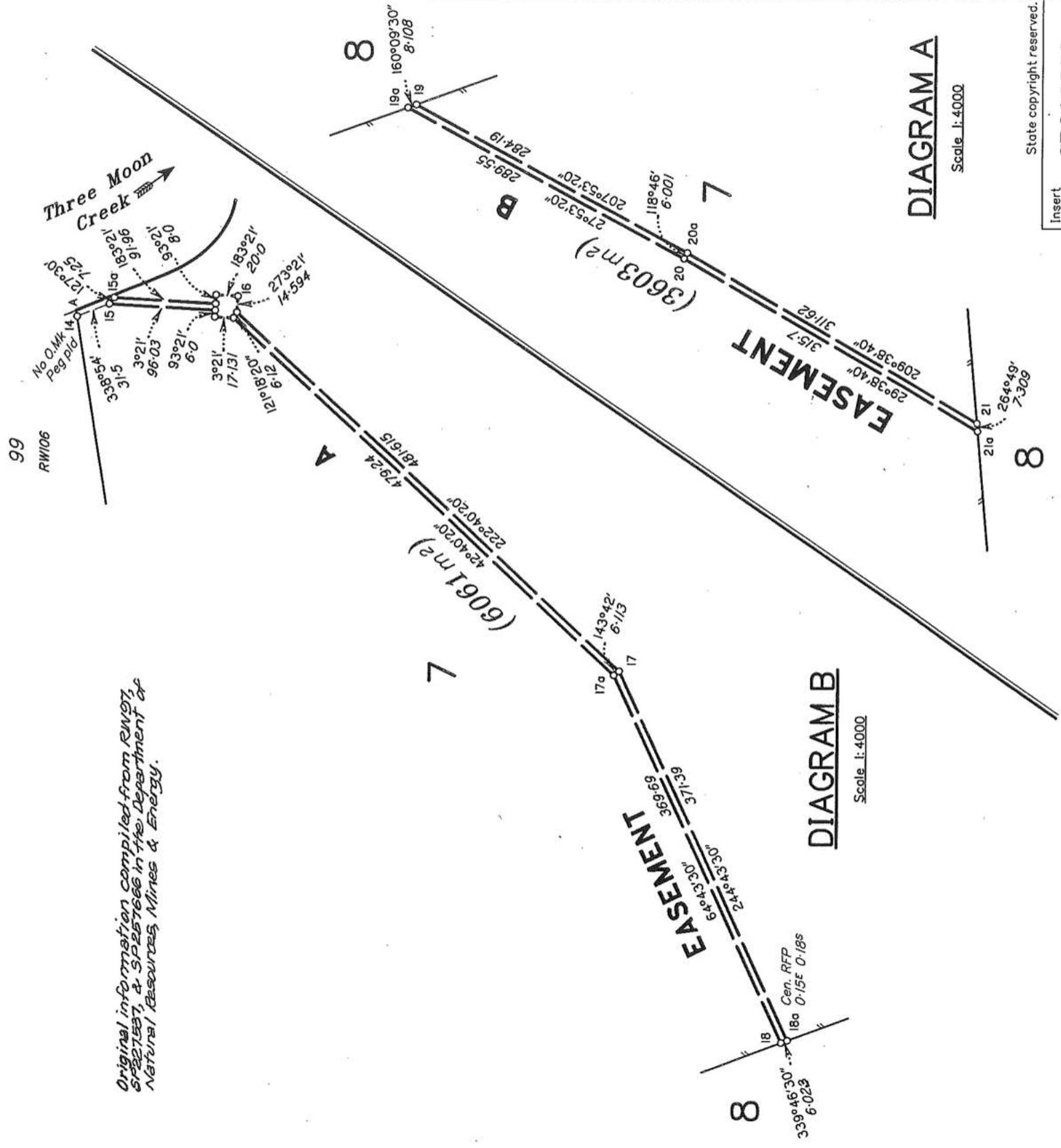
MERIDIAN TABLE

LINE	PLAN BEARING	MGA Zone 56 Bearing
Stn 3 to Stn 1	354°01'	1°06'16" by GNSS

PERMANENT MARKS









PM	ORIGIN	BEARING	DIST	NO	TYPE
7-OPM (New Conn)	SP118773	190°01'30"	156.92	85952	S'Pkt

Original information compiled from RW97, SP227537, & SP257666 in the Department of Natural Resources, Mines & Energy.



State copyright reserved.
Insert Plan Number
SP306873

9.7 EXPRESSION OF INTEREST, SALE OF LAND, HUNTER STREET, MOUNT PERRY**Doc Id:** 946641**Author:** Christopher Joosen, Acting General Manager Corporate and Community**Authoriser:** Ian Flint, Acting Chief Executive Officer**Attachments:**

1. [export-map-2902ac3e-ff28-4c74-a473-1ea22100c43e.pdf \[946874\]](#)  
2. [Mt Perry Contours.pdf \[946870\]](#)  
3. [North view.jpg \[946868\]](#)  
4. [SouthEast Hillside.jpg \[946869\]](#)  

EXECUTIVE SUMMARY

Council has received a request to purchase 152 Hunter Street Mount Perry and needs consider if it wishes to dispose of the land.

CORPORATE PLAN

OUR VISION: By 2030, the North Burnett will be a region of choice for people to live, work and play:

OUR ROLE:

A facilitator

OUR PRIORITY AREAS:

5. *Our efficient and effective council*

RECOMMENDATION

That Council advised that it is not prepared to dispose of the land (described as lot 153 on RP28376) at this stage.

REPORT

Council has received a request to purchase vacant land at 153 Hunter Street Mount Perry, described as lot 153 on RP28376. The lot comprises 2.9038 hectares and is zoned "General Residential". This zoning permits a "detached dwelling" as accepted development. From the authors observations the land is well vegetated and appears to have a large amount of lantana on the lot. It would appear that there is a fair amount of water that may wash through the property and a well pronounced drainage channel through the rear of the lot. It falls away reasonably steeply from the road and to the north east.

The person making the request of Council owns the adjoining lot and has identified the constraints mentioned above and added they do not propose to build on the lot but intend to clean up the overgrown vegetation. Whilst appreciating the inherent problems of building on the lot, and the intentions of the person interested in purchasing, it would be competent for an owner to lodge a development application to construct a dwelling on the land. In view of the topography of the lot the author suggests that it currently provides a natural channel for water run-off from the hill side to the south west and that it would be preferable to ensure this drainage channel was not compromised by any possible future building application.

Accordingly the author's recommendation is that Council not offer the land for sale.

The adjoining land owner has advised they have an interest in land care and weed management so Council could advise the adjoining landowner that they are free to undertake minor works on the land such as lantana eradication.

Attached and marked "2" is a locality plan with contours. Attached at "3" is a photo of the land looking north from the road. Attached at "4" is a photo looking south east up the hillside.

CONSULTATION

Nil

RISK IMPLICATIONS**Reputation / Political**

Minor

Financial Impact

Minor. Whilst no market valuation has been undertaken the adjoining lot has a unimproved capital valuation of \$14,400.

Legal & Regulatory

Should Council wish to dispose of the land it must first be offered for sale by public tender or auction. I understand this may have happened in 2014, so it would be prudent to re-advertise should Council wish to dispose

Environmental

The land is infested with lantana which the prospective purchaser has advised they propose to eradicate. This could not be a requirement of any sale.

Property & Infrastructure

Nil

KEY MESSAGE

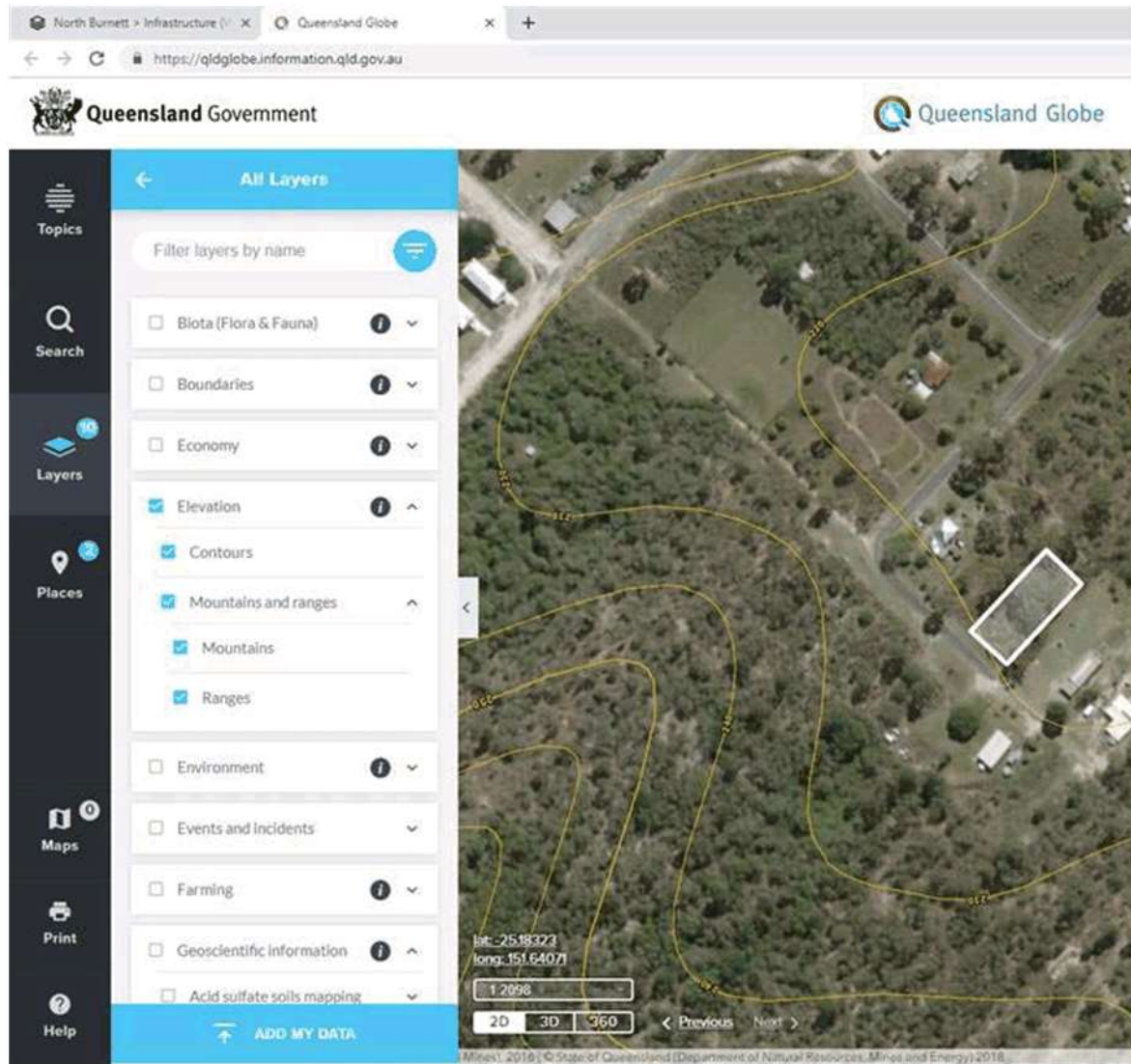
Council has received an expression of interest to dispose of surplus land at Mount Perry but does not wish to dispose of the land at this time.

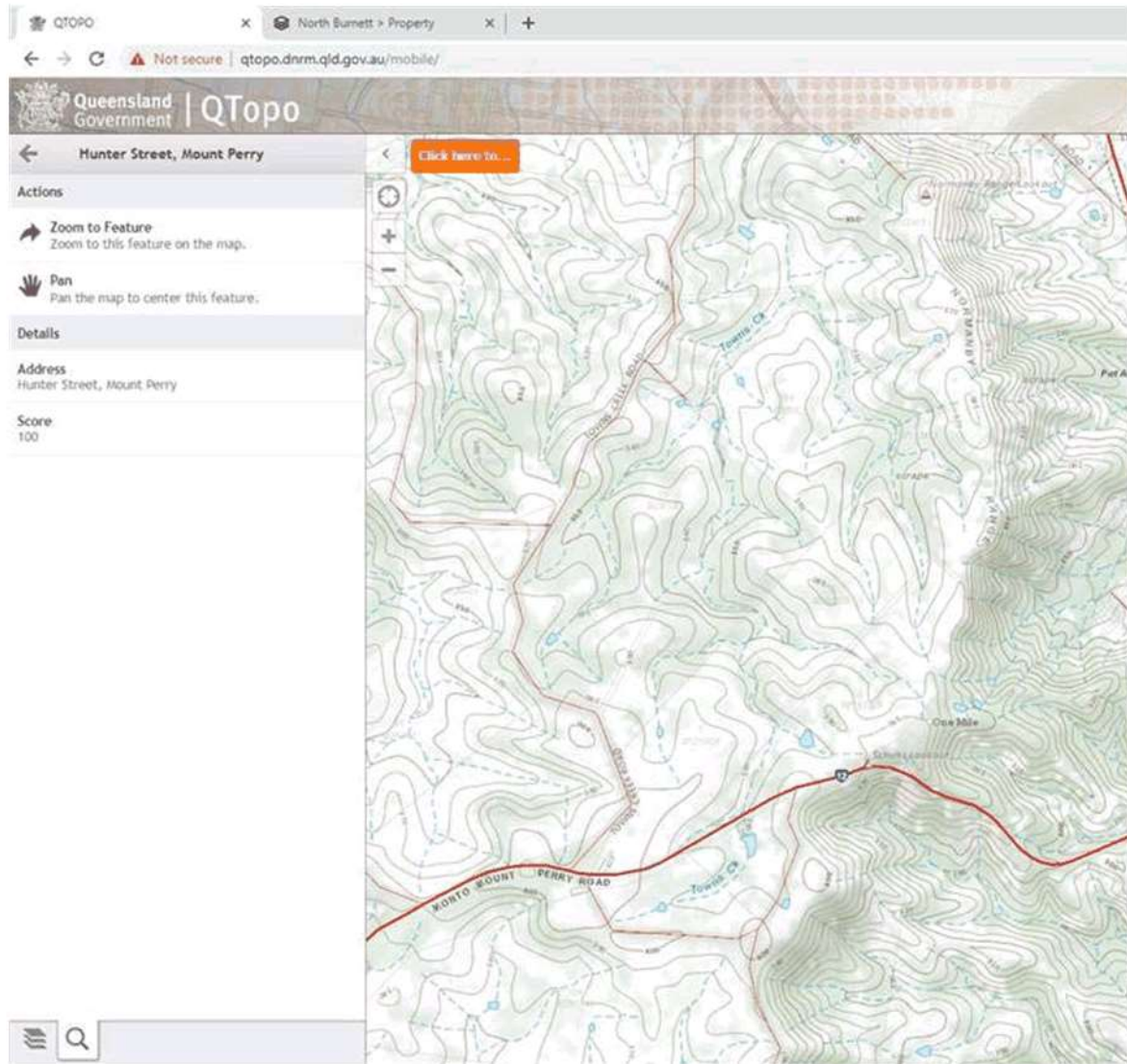


Natalie Zillman

Subject: FW: 153RP28376











9.8 FINANCE REPORT TO 31 JULY 2019

Doc Id: 946853

Author: Zoe Behrendt, Corporate Services Manager

Authoriser: Christopher Joosen, Acting General Manager Corporate and Community

Attachments: Nil

EXECUTIVE SUMMARY

This report provides a summary of Council’s financial performance against budget for the financial year to 31 July 2019.

CORPORATE PLAN

OUR VISION: By 2030, the North Burnett will be a region of choice for people to live, work and play:

OUR ROLE:

A Provider

OUR PRIORITY AREAS:

5. Our efficient and effective council

RECOMMENDATION

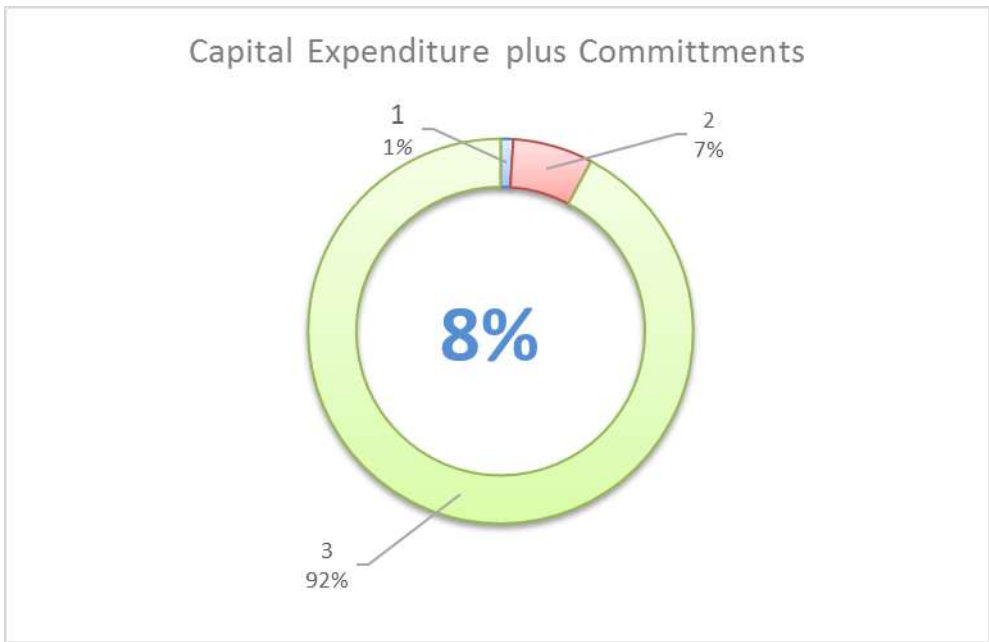
That, in accordance with s204 *Local Government Regulation 2012*, Council notes the Finance Report for the month ended 31 July 2019.

REPORT

There are no significant items of note as at 31 July 2019. The financial statements for 2018/19 are currently being prepared for audit so the opening balances for 1 July 2019 for Balance Sheet items are yet to be finalised.

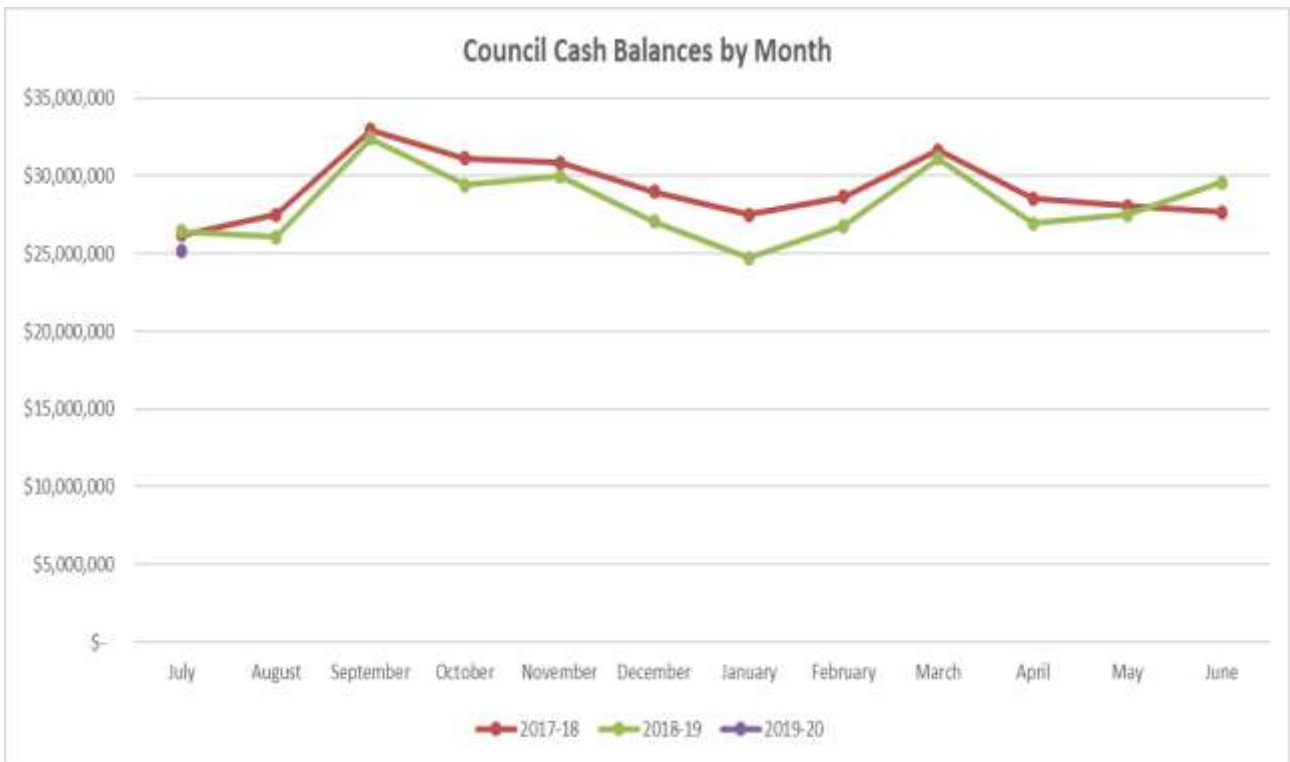
CAPITAL EXPENDITURE





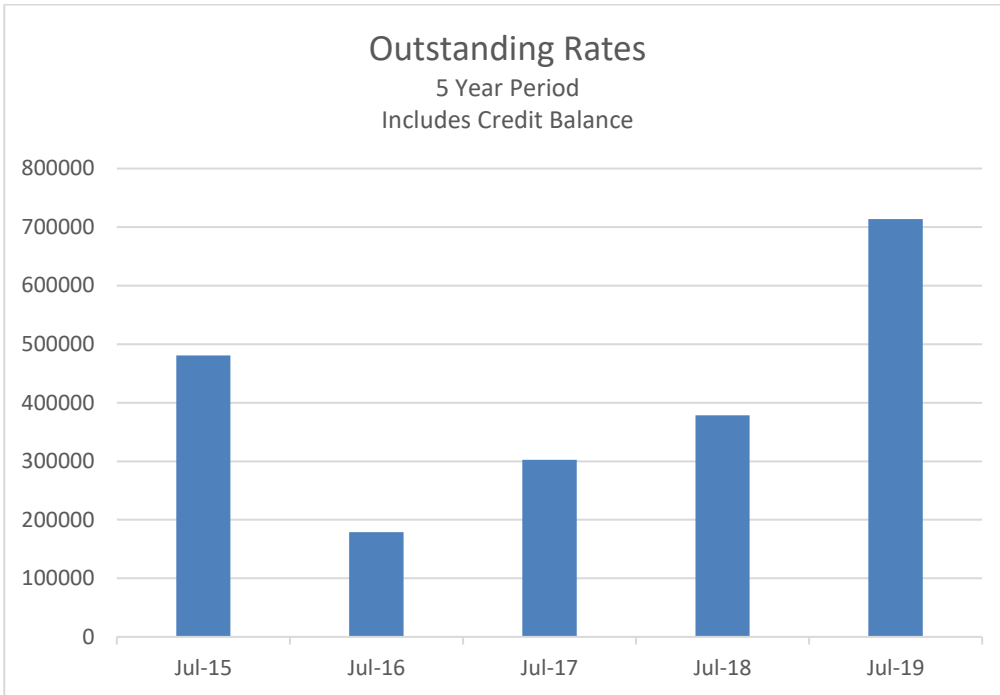
CASH FLOW

The Cash Flow Estimate shows the projected movement of Council's cash balances, as opposed to the accounting movements shown in the Statement of Income and Expenditure. As at 31 July 2019, the cash balance was \$25.1 million.

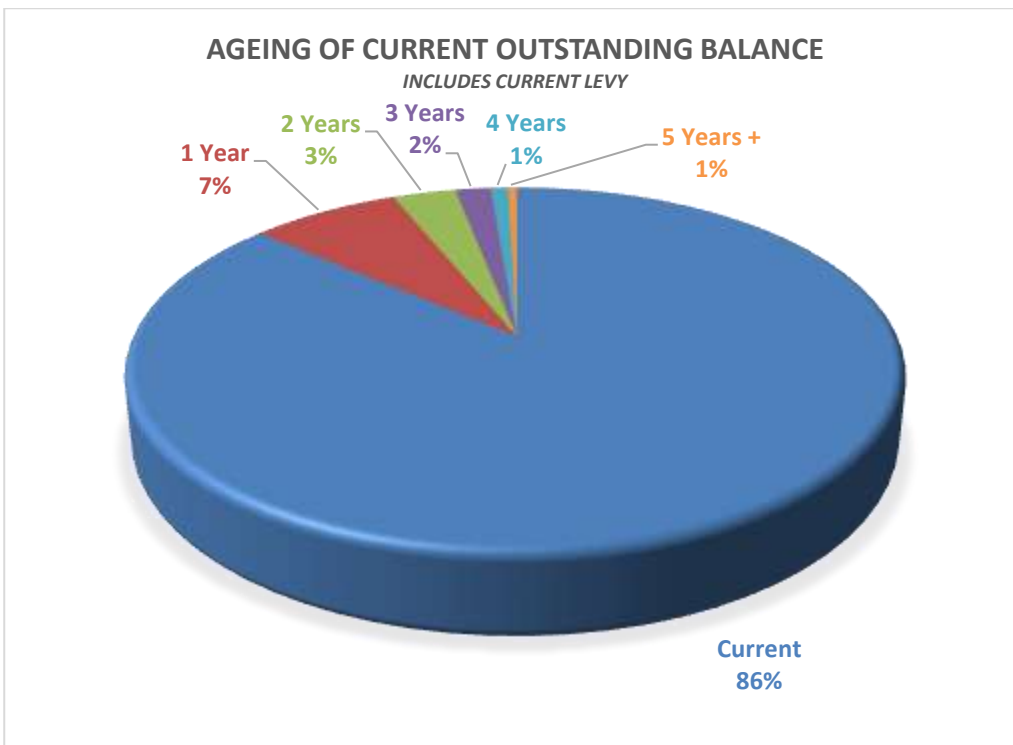


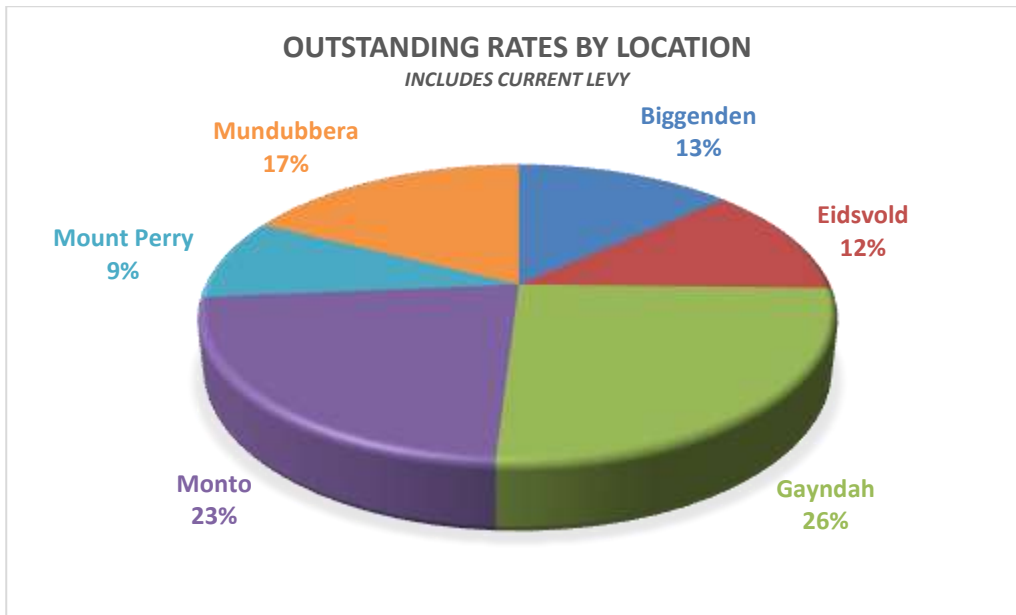
RATES RECOVERY

At the end of July outstanding rates were \$713,904.14. Which represents 6.8% of rates levied for 2018/19.



Rates have been levied for the period 1 July 2019 to 31 December 2019. Charts below include the current levy.





Rating Period 1 July 2019 to 31 December 2019

Rate Notices Issued for the period 1-7-19 to 31-12-19 – 6848 Notices Issued	13 August 2019
Discount Period Closes	15 September 2019

Attachment 1

NORTH BURNETT REGIONAL COUNCIL

Statement of Comprehensive Income

For the Period ended 31 July 2019

	2020 Actual	2020 Budget
Income		
Revenue		
Recurrent revenue		
Rates, levies and charges	0	17,677,765
Fees and charges	118,582	1,357,325
Rental income	49,079	370,000
Interest received	0	479,273
Sales revenue	0	2,517,983
Other income	87,200	949,551
Grants, subsidies, contributions and donations	(1,274)	12,066,922
Total recurrent revenue	253,586	35,418,819
Expenses		
Recurrent expenses		
Employee benefits	(824,301)	(15,160,513)
Materials and services	(1,555,714)	(13,677,603)
Finance costs	(1,254)	(252,795)
Depreciation and amortisation	0	(14,178,431)
Total recurrent expenses	(2,381,268)	(43,269,342)
Operating Result before Capital Items	(2,127,682)	(7,850,523)
Total Capital income		
Grants, subsidies, contributions and donations	392,758	7,742,864
Flood Grant Capital Income	0	0
Provision for Landfill	0	0
Gain/(Loss) on sale of assets	0	0
Total Capital income	392,758	7,742,864
Net Result after Capital Items	(1,734,925)	(107,659)
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	(1,734,925)	(107,659)

Attachment 2

NORTH BURNETT REGIONAL COUNCIL Capital Works Program Update For the Period ended 31 July 2019

Description of Capital Project 2019-20	19/20 YTD	Commitments	19/20 YTD (incl Commitments)	2019-20 Budget
Grand Total	\$ 18,881	\$ 1,200,820	\$ 1,389,701	\$ 17,851,235
Operating Expenditure				\$ -
Works for Queensland Round 3	\$ 8,686	\$ -	\$ 8,686	\$ 940,754
North Burnett HV Network				
North Burnett HV Network	\$ -	\$ -	\$ -	\$ 310,754.00
Recreational area Infrastructure Upgrades				
Shade for Parks - Monto	\$ -	\$ -	\$ -	\$ 100,000
Completion of Walkway - Mt Perry	\$ -	\$ -	\$ -	\$ 70,000
Lions Park Irrigation - Gayndah	\$ -	\$ -	\$ -	\$ 16,821
Maud Street Kerb and Channel Upgrade - Gayndah	\$ -	\$ -	\$ -	\$ 83,179
Playground Equipment - Mundubbera (0163-6201)	\$ -	\$ -	\$ -	\$ 28,840
Beiers Park Upgrade - Biggenden	\$ -	\$ -	\$ -	\$ 8,511
Lions Park Shade - Biggenden	\$ -	\$ -	\$ -	\$ 76,489
Refurbish Miner Statue - Biggenden	\$ -	\$ -	\$ -	\$ 15,000
Tourism Projects				
Welcome Signage - Ban Ban Springs (0160-3202)	\$ -	\$ -	\$ -	\$ 30,000
Old Rail Line Walkway - Mundubbera	\$ -	\$ -	\$ -	\$ 65,000
Solar Lighting Ski Area - Mundubbera	\$ -	\$ -	\$ -	\$ 6,160
Bush Tucker Walk RM Williams Centre - Eidsvold	\$ -	\$ -	\$ -	\$ 100,000
Uplighting Points of Interest - Regional	\$ -	\$ -	\$ -	\$ 30,000
W4Q2 NBRC Reg Mnr Liveability Projects (0162-6700)	\$ 7,242.07	\$ -	\$ 7,242.07	\$ -
W4Q2 Biggenden Sports Ground Canteen (0162-6701)	\$ 1,153.38	\$ -	\$ 1,153.38	\$ -
W4Q2 Biggenden Sports Ground Irrigation (0162-7703)	\$ 290.25	\$ -	\$ 290.25	\$ -
Land				\$ -
Buildings & other Structures	\$ 6,151	\$ 66,054	\$ 72,205	\$ 2,844,902
Plant	\$ -	\$ -	\$ -	\$ 886,284
Furniture & Equipment	\$ -	\$ 62,271	\$ 62,271	\$ 205,936
Streets	\$ 199	\$ -	\$ 199	\$ 725,301
Roads	\$ 168,380	\$ 359,375	\$ 527,755	\$ 5,352,378
Drainage Infrastructure	\$ 3,374	\$ 20,960	\$ 24,334	\$ 4,095,680
Water Infrastructure	\$ 139	\$ 326,665	\$ 326,804	\$ 1,060,000
Sewerage Infrastructure	\$ 1,952	\$ 365,496	\$ 367,448	\$ 1,740,000

Key Projects Update For the Period ended 31 July 2019

Project	Revised end date	Schedule Performance	Budget Performance	Safety Performance	Comments
Mingo Crossing	June 2019	On track ¹⁾	On track	On track	Building contractor completed garden shed, shelter extension and amenities building. Glamping tents 95% installed – some compliance and quality issues being addressed with contractor. Potable water treatment plant has been completed with minor follow up works to be confirmed (connection to glamping tents). Quotes for power, water and gas connections were received. Sewer treatment plant mostly completed – awaiting Departmental approval (Completion date to be confirmed). A decision should be reached later in August. Tenders for solar power plant awarded. GEM liaising with Ergon to approve proposal. Installation currently scheduled for later in August.
Shared Cycleways Gayndah and Mount Perry	-	At risk	At risk	N/A	Construction on the Mount Perry shared pathway commenced. Expected completion date of mid-September. Gayndah Cycleway currently undergoing design phase. Expected design completion date of mid-September. Construction phase expected to commence October and completion scheduled for December.
Percy Hindmarsh Bridge	Dec 2019	At risk	At risk	N/A	Ark scheduled to be on site 21 August 2019 to start demolition and site access works.
Sewer Relining	Jun 2020	On track	On track	On track	Stage 1 scope of works completed. Stage 1 work to commence 27 August 2019.
Mundubbera STP	Jun 2020	On track	On track	On track	Options Assessment document completed and provided to DES. Work to be completed next month – Formal proposal to be prepared for submission to DES.

Notes:

1) Based on extension for project approved by DSDMIP in November 2018. lachlan

CONSULTATION

Report prepared with input from internal project managers of major Council projects.

RISK IMPLICATIONS

Reputation / Political

Low risk if expenditure deviates from budget or project delivery schedule.

Occupational Health & Safety (WHS)

N/A

Financial Impact

Low risk as expenditure in line with budget

Legal & Regulatory

N/A

Environmental

N/A

Property & Infrastructure

N/A

Human Resources

N/A

Information Communications Technology

N/A

Service Delivery

N/A

Climate

N/A

KEY MESSAGE

Council is on track with the budget and service delivery one month into the new financial year.

9.9 GOVERNANCE : CORPORATE POLICY HIERARCHY

Doc Id: 946872

Author: Christopher Joosen, Acting General Manager Corporate and Community

Authoriser: Ian Flint, Acting Chief Executive Officer

Attachments: 1. Administration Direction 300 - Development of Policies Procedures and Administrative directives.pdf [946930] [↓](#) 

EXECUTIVE SUMMARY

A review is to be undertaken of Councils Governance processes. In the first instance it is proposed to establish a corporate hierarchy to ensure consistency in the development, format and approval processes of policies and procedures.

CORPORATE PLAN

OUR VISION: By 2030, the North Burnett will be a region of choice for people to live, work and play:

OUR ROLE:

A Regulator

OUR PRIORITY AREAS:

5. *Our efficient and effective council*

RECOMMENDATION

That Council note the Administrative Directive attached that details the process around the development of Approved Plans, Policies, Procedures and Administrative Directives.

REPORT

Council "Policy and Procedural Framework" currently provides for Statutory Policies, General Policies, Administrative Directions, Procedures and Approved Plans". Generally Statutory Policies and General Policies have required a report and resolution of Council to develop, and Administrative Directions have been developed by the Chief Executive Officer. The author is not aware of any formal process that assists in the development of these documents and gives guidance as to what process is required for the organization to address certain matters. In the current "library" of documents there are procedures which I suggest would best be developed as a policy.

I have proposed the attached document, which is an "Administrative Directive" to staff which will provide guidance to staff in developing corporate documentation. It is provided to Council so that there can be a comprehensive understanding of the framework at all levels of the organization. Councillors will note from the hierarchy that "Approved Plans", "Statutory Policies" and "General Policies" will require a resolution of Council. This is no different to the current practice, it simply puts a structure around the process. Following the proposed Policy templates will also assist in distilling the relevant matters and ensuring that they follow an appropriate approval process and provide more consistency in the drafting and presentation of policies.

A comprehensive review of Councils Policy suite is currently underway and subsequent reports will be made to Council regarding the review and development of individual policies.

CONSULTATION

I understand Councillors have previously been made aware that a major policy review was to be undertaken. The author has had extensive discussions with internal stakeholders on the format of the policy documentation.

RISK IMPLICATIONS**Reputation / Political**

A comprehensive and appropriate policy suite is an integral part of Councils Governance framework. A deficient framework exposes Council to significant reputational risk but may also compromise legal, transparent and sound decision making.

Financial Impact

Nil financial impact. A deficient policy suite may expose Council to claims relating to decisions which may have a negative financial impact on Council

Legal & Regulatory

There is both a statutory and operational requirement to develop certain policies and processes. Failure to do so exposes Council to significant legal and regulatory risk.

Service Delivery

An appropriate Governance framework and Policy suite should facilitate enhanced service delivery to both internal and external stakeholders

KEY MESSAGE

Council is currently undertaking a comprehensive review of its Policy suite and associated documents.

300 Development of Policies, Procedures and Administrative Directives

Administrative Directive



1. INTENT

The purpose of this administrative direction is to provide guidance to staff in the writing of policies, procedures and administrative directions.

2. SCOPE

This Administrative Direction applies to all staff responsible for the development of policies, procedures and administrative directions.

3. DIRECTION

3.1 Governance Framework

The governance framework comprises Planning Documents, Statutory Policies, General Policies, Administrative Directions and Procedures.

3.1.1 Approved Plans

Approved Plans are strategic documents that set Council general policy direction and goals. They are forward looking documents that establish Councils direction and policy commitment to a particular encompassing objective. Policies and projects usually are developed to satisfy the stated objectives of the plan. There may be a statutory requirement to develop a particular plan, e.g. Operational Plans, but they are usually developed to formally establish a Council goal and are used as a basis for develop Council initiatives and annual budgets.

3.1.2 Statutory Policies

Statutory Policies are developed where there is a particular legislative requirement to develop a policy. It can usually be expressly linked to a provision of an Act. *An example would be Councils Investment Policy, which is a requirement of the Local Government Act 2009, section 104 and the Local Government Regulation 2012 section 192.* Some legislation may state that Council is required to develop a "process or system" to address a particular matter. Whilst these do not expressly state policy, they should be read in the same manner. Where there is a requirement for Council to develop a document or process these should be done as Statutory Policies. Statutory Policies are required to be adopted by Council and are available to the public and published on Councils web site. The author should be manager level.

3.1.3 General Policies:

General Policies are developed where:

- there is not an express statutory requirement to develop a policy. For example, legislation may place obligations on Council, but not expressly state that a particular policy needs to be developed. *An example of this may be the Work Health & Safety Act. Council may develop a suite of policies to address its obligations under the legislation, but the type of policies are not proscribed by the Act.*
- where Council/lors need to be aware of the subject and contents of the policy. In these instances they may have a particular community interest or Council has indicated that they wish to either set the policy parameters or be included in decisions. The CEO or a General Manager are well placed to advise of whether the matter should be the subject of a general policy.

General Policies are required to be adopted by Council and are available to the public and published on Council's web site. The author should be manager level.

3.1.4 **Administrative Directions**

Administrative Directions are Directions to employees or contractors regarding operational matters. They are “instructions” used to provide a framework or structure around a process. There is no express authority necessary in any legislation and they are not submitted to the Council for adoption. They can be developed to give structure or direction to staff and can be approved by the CEO or a General Manager. They must be adhered to by employees and contractors.

3.1.5 **Procedures**

Procedures inform the application of Policies and Administrative Directions. Most policies will be supported by procedures. They can be developed by employees and are required to establish a process that employees need to follow in the performance of their duties. They are able to be approved by a manager of the particular section.

3.2 Development and Review of Documents

3.2.1 **Identify the need**

Once the need to develop a document described above is identified, the relevant person should identify the necessary template and draft the document following the guidelines contained in the template. Any clarification or determination on where a document may rest in the hierarchy should be addressed to the General Manager / Manager or the Executive Services section of Council.

Most strategic documents such as “Approved Plans” will not necessarily follow a corporate template, often being developed in accord with general industry standards. Councils Town Planning Scheme is an example of this.

3.2.2 **Ownership**

Policy owners / authors are responsible for the development, maintenance, review and update of any document. As owners, they are also responsible to ensure and promote compliance with a policy / direction.

3.2.3 **Structure**

The various templates include examples to assist officers to draft a document. Generally Policies should be indicative of a position or commitment to a matter and only a few pages. Generally they should not contain a lot of detail on the application of a policy. Most policies and Administrative Directions are supported by procedures which would detail the administrative implementation of the policy.

The exception is where the public reading it would need to be aware of a “procedural aspects” to understand the application.

An example would be Councils “Public Interest Disclosure Policy” where it is necessary for the public to be aware of the detail of the policy and the protections it may afford any discloser (whistle-blower).

All related legislation, standards, policies, procedures, plans or forms should be referenced. In the case of policies that are publicly available internal forms and documents should not be referenced.

3.2.4 **Consultation**

Initial consultation should be with Governance / Executive support if in any doubt as to the appropriate format.

A draft document should be circulated to internal stakeholders for comment. If a document places a particular responsibility on an officer then it is essential the manager of that area be included in this phase. Following consultation the author may need to review and amend the document.

3.2.5 **Reviews and Approvals**

The author / manager is responsible for the carriage of the document to either Council or the Executive Management Team and in conjunction with executive Support ensure the document

is approved and made available to stakeholders. They shall ensure its publication on the website where necessary.
Governance / Executive Support will also be responsible for maintaining the Register in the appropriate corporate system.
All documents should be reviewed at least every two years, or where legislative changes or Councils position requires such.

RELATED DOCUMENTS / FORMS

APPROVAL

The CEO approved this Administrative Directives on 25/0719.

REVIEW

This policy will be reviewed every two years by the General Manager Corporate and Community.

REVISION HISTORY

Version	Meeting	Approval Date	History
1	General	Click here to enter a date.	New policy
2	Policy and Planning	Click here to enter a date.	Revised

9.10 REQUEST THAT COUNCIL ADVOCATE FOR STRONGER LAWS TO PROTECT PRIMARY PRODUCERS FROM TRESPASS AND HARASSMENT**Doc Id:** 946921**Author:** Jason Erbacher, Community Engagement Manager**Authoriser:** Christopher Joosen, Acting General Manager Corporate and Community**Attachments:** 1. Letter from Monto – District Ratepayers – Residents Association.pdf [946913]  **EXECUTIVE SUMMARY**

Council is requested to consider its position on advocating for stronger laws to protect primary producers from trespass and harassment.

CORPORATE PLAN

OUR VISION: By 2030, the North Burnett will be a region of choice for people to live, work and play:

OUR ROLE:

A lobbyist

OUR PRIORITY AREAS:

2. *Our happy, healthy and safe region*

RECOMMENDATION

That Council include advocating for stronger laws to protect primary producers from trespass and harassment in future advocacy to both state and federal governments.

REPORT

On 20 May 2019 Council received correspondence from the Monto and District Ratepayers and Residents Association, requesting that Council advocate to state and federal governments to strengthen and enforce laws that protect primary producers against trespass and harassment around their operations.

Council needs to consider their position to inform future advocating to both levels of government in this space.

CONSULTATION

No consultation has been undertaken.

RISK IMPLICATIONS**Reputation / Political**

LOW – Key industry in the North Burnett is agriculture and primary production. Council is not likely to incur reputational risk by residents by advocating in this space. There may be some risk to Councillors politically from state/federal politicians depending on the type and level of advocacy/lobbying that is undertaken.

Occupational Health & Safety (WHS)

Not applicable.

Financial Impact

LOW – Low to no cost for Council to advocate in this space.

Legal & Regulatory

LOW – Advocacy to be conducted diplomatically through relevant channels.

Environmental

Not applicable.

Property & Infrastructure

LOW – Although unlikely, lobbyists may attack Council infrastructure in a statement against Council's advocacy.

Human Resources

LOW – Advocacy does require staff and Councillor investment, however this would be included in operational capacity already budgeted for.

Information Communications Technology

Not applicable.

Service Delivery

LOW – Council service delivery will not be affected by its advocacy activities.

Climate

Not applicable.

KEY MESSAGE

Council promotes its advocacy through traditional media channels and documents.

Monto & District Ratepayers & Residents Association



Chairman: Mr Les Dow **Ph/Fax:** 07 4167 2204

Secretary: Mr Jack Muller **Ph:** 07 4166 1497
4 Mouatt Street
Monto Qld 4630

Email: jack.muller@bigpond.com

The C.E.O.
North Burnett Regional Council
Gayndah.

Dear Sir,

At our monthly meeting held last Monday night the recent developments concerning the naming, trespass and harassment of primary producers was raised.

In discussion members expressed the worry that without proper observance of current laws the possibility of retributive violence by an affected producer could easily come about.

A resolution was passed that we write to you and ask for the NBRC to lobby State & Federal Governments to strengthen and enforce laws to prevent the trespass and harassment of primary producers.

Yours faithfully,

Jack Muller
Hon. Secretary
MDRRA.

20/5/19.

10 STRATEGY, INNOVATION AND ASSETS

10.1 BUSINESS STREETScape REPORT

Doc Id: 944274

Author: Tanya Walters, Administration Officer

Authoriser: Justin Kronk, Acting General Manager Strategy, Innovation and Assets

Attachments: Nil

EXECUTIVE SUMMARY

The purpose of this report is to present the following requests for Streetscape funding for approval:

Gunther Village Opportunity Shop has applied for Streetscape funding to paint their shop front, sliding door, steel frame and posts on the footpath. Total value of the work is \$910. Work is to take 2 days to complete and is expected to be finished end of August 2019.

CORPORATE PLAN

OUR VISION: By 2030, the North Burnett will be a region of choice for people to live, work and play:

OUR ROLE:

A Funder

OUR PRIORITY AREAS:

1. *Our Productive region*

RECOMMENDATION

That Council approve the following Streetscape funding applications:

1. Gunther Village Opportunity Shop – repaint shop front, sliding door, steel frame and posts on footpath - \$455

1.

REPORT

Council Policy 218 – Business Streetscape was developed with the objective to enhance the appearance and standard of maintenance of Commercial building fronts within the North Burnett Regional centres.

Council has allocated a capital budget of \$10,000 for 2019/2020.

Policy conditions allow for a maximum of 50% of the project cost, up to a maximum of \$1,000 per application.

Expenditure YTD

Month	Applicant	Total Project Amount	Grant Approved
June	Lifeline Retail	\$12,518.00	\$ 1,000.00 **
July	Gunther Village Opportunity Shop	\$ 910.00	\$ 455.00
	Total Spent	\$13,428.00	\$ 1,455.00
	Balance Remaining		\$ 8,545.00

*Pending approval/outcome report

^Outcome report received and payment processed

**Lifeline Retail was approved \$1000 funding in late June 2019, work was not finished until July so funding could not be accrued back to financial year ended June 2019 and will come out of this year's budget.

CONSULTATION

Business Streetscape Funding Applications are reviewed and approved by Council's Strategy, Innovation & Asset Department.

Council's Business Streetscape officer will consult with Council's Development services team to ensure the correct permits are obtained prior to work commencing.

COUNCIL'S BUSINESS STREETSCAPE OFFICER IS AVAILABLE FOR DETAILED CONSULTATIONS WITH INTERESTED APPLICANTS. RISK IMPLICATIONS

Reputation / Political

Low. Application is within Policy 218 guidelines.

Occupational Health & Safety (WHS)

N/A

Financial Impact

Low. Sufficient funding exists in the budget for this proposal.

Legal & Regulatory

N/A.

Environmental

Low.

Property & Infrastructure

N/A

Human Resources

N/A

Information Communications Technology

N/A

Service Delivery

Low.

Climate

N/A

KEY MESSAGE

Council is committed to supporting enhancement of the appearance of Commercial buildings within the North Burnett regions through its Business Streetscape Program.





10.2 ROAD RESERVE POLICIES

Doc Id: 946867

Author: Letetia Berthelsen, Acting Asset Services Manager

Authoriser: Justin Kronk, Acting General Manager Strategy, Innovation and Assets

Attachments:

1. **GRC Extensions and Access to the Road Network Policy.docx [947001]** [↓](#) 
2. **Somerset Regional Council Upgrading Maint Policy.pdf [947002]** [↓](#) 
3. **Named Road Reserves Unconstructed Road Reserves Merged 1 2.docx [946426]** [↓](#) 
4. **Rate payer request Unamed Rd Glossops Rd.docx []** [↓](#) 

EXECUTIVE SUMMARY

As per the below resolution 2019/211 it had been noted that Council did not have a policy around stakeholder requests to extended the current road network and for requests for extensions to unformed / unused and unnamed road reserves to provide access to property entrances. And the financial implantations to Council.

General Meeting Minutes

17 July 2019

10 STRATEGY, INNOVATION AND ASSETS

10.1 UNAMED ROAD RESERVE - DALLARNIL

RESOLUTION 2019/211

Moved: Cr Faye Whelan

Seconded: Cr Robert Radel

That Council receive the report and resolve to name the road reserve Railway Road but not add this portion to the road register for maintenance purposes.

CARRIED

CORPORATE PLAN

OUR VISION: By 2030, the North Burnett will be a region of choice for people to live, work and play:

OUR ROLE:

A facilitator

OUR PRIORITY AREAS:

5. Our efficient and effective council

RECOMMENDATION

That

1. Council receive the report and resolve to adopt the policy - *Named Road Reserves and Unconstructed Road Reserves* as shown in Attachment 3.

REPORT

Road Reserves Policies

CONSULTATION

Consultation has taken place with Councils Asset Management & Corporate & Communities – Governance & Planning & Development departments along with Goondiwindi Regional Council and Somerset Regional Council.

RISK IMPLICATIONS**Reputation / Political**

Moderate Risk – Planned action required – to be signed off by Manager. May cause some complaints

Occupational Health & Safety (WHS)

Low Risk – Managed by routine procedures

Financial Impact

Low Risk – Managed by routine procedures. Council to consider requests and any financial impact on the budget long term and short term by increasing the overall road network. A budget allocation from Rural Roads Maintenance of \$10,000 would be considered appropriate to consider requests of this nature.

Legal & Regulatory

Low Risk – Managed by routine procedures

Environmental

Low Risk – Managed by routine procedures

Property & Infrastructure

Low Risk – Managed by routine procedures

Human Resources

Low Risk – Managed by routine procedures

Information Communications Technology

Low Risk – Managed by routine procedures

Service Delivery

Low Risk – Managed by routine procedures

Climate

Low Risk – Managed by routine procedures

KEY MESSAGE

To consider adoption of the policy that is clear to all stakeholders and provides Council with a mechanism to respond to requests in relation to the road register in a consistent manner. The policy has been drafted based on policies from other Council with similarities within the road network.



EXTENSIONS AND ACCESS TO THE ROAD NETWORK

Original Adopted Date: 23 June 2010

Policy Number: GRC 0038

Policy Type: Strategic

Responsible Officer: Director of Engineering Services

Department: Engineering Services

Version	Decision Number or CEO Approval	Decision Date	Status / History
1	OM-0140/10	23 June 2010	Review October 2011
2	OM-0219/11	26 October 2011	Review October 2013
3	OM-0184/13	30 October 2013	Review October 2018
4	OM-0243/15	16 December 2015	Review December 2020

1. DEFINITIONS

1.1. Road

- (a) an area of land that is dedicated to public use as a road; or
- (b) an area of land that:-
 - (i) is developed for, or has as 1 of its main uses, the driving or riding of motor vehicles; and
 - (ii) is open to, or used by, the public; or
- (c) a footpath or bicycle path; or
- (d) a bridge, culvert, ferry, ford, punt, tunnel or viaduct.

However, a road does not include:-

- (a) a State-controlled road; or
- (b) a public thoroughfare easement.

1.2. Unmade Road

A road that has had no capital improvements including clearing, forming, and gravelling. Notwithstanding this, an unmade road may be trafficable, however is considered not generally used by the public. Unmade Roads are not included in Council's Road Register and are not maintained.

1.3. Unformed Road

A road that has been cleared and open to, and customarily used by the public.

1.4. Formed Road

A road that has been cleared and formed by grading so that stormwater will drain off laterally. A formed road would usually have table drains, outlet drains and crossfall with the running surface consisting of natural materials.

1.5. Gravelled Road

A road that has been cleared, formed and surfaced with gravel paving material (usually transported to the site).

1.6. Sealed Road

A gravelled road that has had a single or multiple application of bitumen and screening aggregates or asphaltic concrete applied as a running surface.

1.7. Existing Dwelling

A constructed and approved Class 1a or 1b building (Building Code of Australia 2009 Volume 2) for use as a habitable building.

2. BACKGROUND

Under Division 1, Part 3 of the Local Government Act 2009, Council has control over all roads in its local government area. Extensions and/or access to the road network are required from time to time. This control over roads has a concomitant legal obligation on Council to ensure roads are maintained to an appropriate standard within the limitations of its resources.

Council must exercise control over extensions and access to the road network so as to ensure the inherent legal obligations are met and that there is not an undue risk to Council of litigation as well as ensuring that the works are funded and constructed by the appropriate persons and to appropriate standards.

3. POLICY STATEMENT**(a) Road Access**

- It is the responsibility of the property owner to construct and maintain an access from the constructed road to the property.
- Any proposed work that will interfere with an existing road, including kerb & channel or paved footpath, will require written approval from Council prior to work commencing.
- The standard of access shall be generally in accordance with the following:-
 - Institute of Public Works Engineering Australia (Queensland Division Inc) Standard Drawing R-0050 Residential Driveway
 - Institute of Public Works Engineering Australia (Queensland Division Inc) Standard Drawing R-0051 Commercial Driveway Type A
 - Institute of Public Works Engineering Australia (Queensland Division Inc) Standard Drawing R-0052 Commercial Driveway Type B
 - GRC Standard Drawing R-01 Rev B
 - GRC Standard Drawing R-02 Rev B

(b) Road Extensions

- Council will not undertake capital improvements or maintenance works to unmade / unformed roads for the provision of access where the road does not provide access to a property with an existing dwelling.
- Any proposed work within a road reserve will require a written request by way of an Operational Works Application and written approval from Council prior to work commencing. This includes any clearing and formation works but does not include the construction of an access track or driveway from the constructed road to the property boundary.
- Approval for clearing of vegetation must be obtained from the Department of Natural Resources & Mines if required. Council reserves the right to refuse or object to any application for clearing works.
- All works are to be constructed by Council or an approved contractor who must meet the required standards in terms of:-
 - Experience
 - Quality Assurance
 - Workplace Health & Safety
 - Insurances
- The standard of road construction shall be generally in accordance with the following:-
 - Institute of Public Works Engineering Australia (Queensland Division Inc) standard drawings:-

- R-0031 Type Cross Sections, Residential & Rural Residential Roads
- R-0033 Type Cross Sections, Rural Roads
- The Department of Transport & Main Roads Manual of Uniform Traffic Control Devices
- Vertical and horizontal alignment to the satisfaction of Councils Director Engineering Services.

- Where, due to the topography of the area the road traverses, it is necessary to provide drainage structures, the applicant will be responsible for the provision of same to a nominal design of :-
 - 375mm diameter RCP pipe culvert with approved headwalls and a nominal length of 9.76 metres. Culvert construction will be in accordance with the relevant drawings from the Department of Transport & Main Roads Standard Drawings – Roads.

Where a more significant drainage structure is deemed necessary, Council will consider a funding contribution request from the proponent.

- No works deviating from the gazetted road reserve will be accepted.
- When roads have been completed, inspected and accepted by Council, Council will have responsibility for all ongoing maintenance and improvement works as dictated by resource and budgetary constraints.
- At the discretion of the Director Engineering Services, appropriate signage may be erected on unmade, unformed or formed roads to advise the public that the road is not maintained beyond a particular location, is maintained to a limited degree or to warn the public that there may be a particular hazard ahead (Refer to Attachment A for typical wording).
- Council shall maintain a Road Register. This register will list and provide a map of all roads maintained by Council.
- Council will consider funding an extension to the road network in accordance with the following:-

Situation	Assessment
Road extension required in an urban, rural residential or rural lifestyle area	No contribution
Road extension required to provide access to an existing or proposed dwelling in a rural area (refer Note 1 below)	25% contribution to a maximum of \$7,500* (refer Note 3 below)
Road extension required to provide access to a new or expanded rural industry (refer Note 2 below)	50% contribution to a maximum of \$20,000* (refer Note 4 below)

** The maximum contribution shall be subject to an annual increase of 2.5% effective 16 December 2015*

Note 2: Applies after a demonstrated need for upgrading due to an expansion of grazing or agricultural activities (typically greater than 50Ha in scope) that contribute positively to the local economy. Does not apply to works authorised under a Reconfiguration of a Lot or a Material Change of Use including all intensive activities.

Note 3: Assessed by Council's Director Engineering Services

Note 4: Assessed by full Council

- Council may consider funding capital improvements to any road as part of its annual Capital Works Program and Budget.
- A person must not, without lawful excuse or the written approval of Council, carry out works on a road or interfere with a road or its operations. Council will reserve the right to dismantle or alter the works or fix any damage caused by the works at the expense of the person who undertook the works. Council will also reserve the right to not maintain or improve the road.

4. POLICY PURPOSE

The purpose of this policy is to ensure that any extensions or accesses to the road network are constructed to the required standard and that the limitations of Council's contribution to such works are clear.

5. POLICY OBJECTIVES

The objectives of this policy are to:-

- Provide clear guidelines on the required construction standard of road extensions and accesses.
- Provide clear direction for staff in assessing applications for works.
- Provide guidelines for applicants, staff and Council in determining appropriate contributions to proposed works.

6. SCOPE

This policy applies to extensions or accesses to the existing road network. The requirements for new works as a result of a Reconfiguration of a Lot (ROL) or Material Change of Use (MCU) will be detailed in the appropriate Development Approval (DA) and associated Operational Works Approval.

7. REVIEW DATE

December 2020

ATTACHMENTS

Attachment A: Typical Warning Sign Wording

Typical Warning Sign Wording



Somerset
REGIONAL COUNCIL

Policy Subject/Title: UPGRADING AND MAINTENANCE WORKS ON UNFORMED AND UNUSED ROADS
Policy Number: OP/002

Responsible Officer: Director Operations
Authorised by: Somerset Regional Council
Authorised on: 27 August 2008
Review / Amendment dates: 11 July 2013 (Doc Id 711676 / no amendment)
9 July 2014 (Doc Id 763619)

1. OBJECTIVE

The objectives of this policy are as follows:

- 1.1 Prevent a drain on Council funds which are required to maintain an appropriate level of service on Council's existing constructed road network.
- 1.2 Clarify the limits of Councils input into roads classified as "unformed" and "unused".

2. PURPOSE

- 2.1 Council has been concerned for some time, at the trend for properties fronting unconstructed roads, to be purchased at relatively cheap prices because of the poor access, and for the new property owner to then exert pressure on Council for the upgrading of the road. Should Council allocate funds towards the upgrading, the potential then exists for these property owners to dispose of their properties at a capital gain earned through funds provided by the ratepayers of the Region.
- 2.2 Council believes therefore, that property purchasers have the responsibility to ensure that the standard of access is reflected in the purchase price of their property and that all, or a major part of the cost should be met by those property owners benefiting from the works.

3. SCOPE

- 3.1 This policy applies throughout the Somerset Region.
- 3.2 This policy applies to:
 - (a) All roads identified in Council's Road Register as being "unformed".
 - (b) All roads identified in Council's Road Register as being "unused".

4. GUIDELINES

Definitions

- "Unformed" - for the purpose of this policy, shall mean that the road has not been graded to the appropriate width with appropriate crossfalls and table drains and other necessary drainage facilities do not exist. ***A flat dozer bladed track will still be classified as "Unformed".***
- "Unused" – for the purpose of this policy, shall mean that no physical work has been carried out on the road reserve and the reserve is generally in its natural state.
- Where work has been carried out on an Unused road to improve it from its natural state by some earthmoving and/or gravelling but not to a full "formed" standard, such section of road will then become an "unformed" road and the road register will be amended accordingly.

Policy on Provision of Funding

- 4.1 It is the policy of the Somerset Regional Council to not carry out any upgrading works on roads classified as unformed or unused, nor to carry out any maintenance work

on such roads until such time as the road has been upgraded to a formed, gravel standard with adequate drainage, with the work being constructed to Council's satisfaction and at no cost to this Council.

4.2 Notwithstanding the above, Council may, within the limit of its budgetary constraints, carry out works in the following instances:

(a) Unformed Roads (Rural Areas)

In this situation, providing plant is working in the area, and at the direction of the Manager Operations Council may undertake such minor maintenance to a maximum value of \$2,000 (e.g. load of gravel/fill spread with a suitable machine) as is necessary to provide a dry weather (only) access along the road.

(b) Unformed Roads (Urban Areas)

In this situation, Council is mindful of health concerns through poor drainage, dust nuisance etc. and may carry out such works as it considers necessary to alleviate these problems. It is noted that, because of limits on the funds available to Council, a contribution to the works by affected property owners, is likely to assist Council in being able to fund the works at an earlier time.

(c) Capital Works on Unformed Roads

Council may contribute to capital works on unformed roads on the following conditions -

- Proposed contributions will be considered as part of an overall budget or budget review process.
- Council's requirements for the road to be constructed to a formed, gravel, drained standard to ensure public safety and public liability protection, prior to inclusion on the list for road maintenance, will still apply.
- As a guide only, Council may contribute an amount equivalent to the net general rates collected in the previous 2 years from the subject land with the property owner to contribute at least a matching amount.
- Factors such as whether the property owner lives on the property, property search responses prior to purchase, whether the property owner sought a property search prior to purchase and the length of time that the property owner has owned the property may be relevant to Council's decision as to whether or how much to contribute.
- Council will use special rating powers where appropriate to secure contributions.

5. DATE OF RESOLUTION

This policy was originally approved by the Chief Executive Officer and adopted by Somerset Regional Council at the Ordinary Meeting of 27 August 2008.



Signed:

Date: 9 July 2014

100 NAMED ROAD RESERVES & UNCONSTRUCTED ROAD RESERVES

General Policy



PURPOSE

The purpose of this policy is to ensure that any requests for extensions or accesses to the road network are constructed to the required standard and that the limitations of Council's contribution to such works are clear.

SCOPE

This policy applies to extensions or accesses to the existing road network. The requirements for new works as a result of a Reconfiguration of a Lot (ROL) or Material Change of Use (MCU) will be detailed in the appropriated Development Approval (DA) and associated Operational and or Capital Works Approval.

Under Division 1, Part 3 of the Local Government Act 2009, Council has control over all roads in its local government area. Extensions and/or access to the road network are required from time to time. This control over roads has a concomitant legal obligation on Council to ensure roads are maintained to an appropriate standard within the limitations of its resources.

Council must exercise control over request for extensions and accesses to the road network so as to ensure the inherent legal obligations are met and that there is not an undue risk to Council to litigation as well as ensuring that the works are funded and constructed by the appropriate persons and to appropriate standards.

POLICY STATEMENT

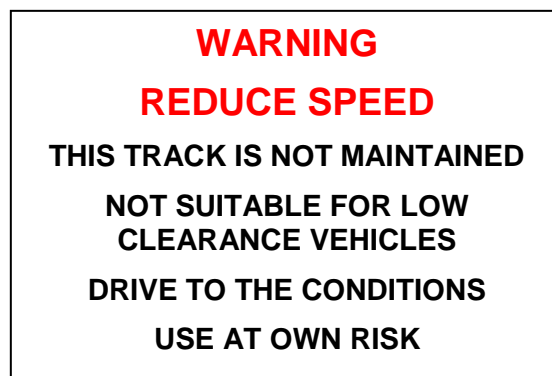
1. Road Access

- It is the responsibility of the property owner to construct and maintain an access from the constructed road to the property.
- Any proposed work that will interfere with an existing road, including kerb and channel or paved footpath, will require written approval from Council prior to work commencing.
- The standard of access shall be generally in accordance with the following:-
 - Institute of Public Works Engineering Australia (Queensland Division Inc) Standard Drawing RS-049 Residential Driveway Plan 1 of 2
 - Institute of Public Works Engineering Australia (Queensland Division Inc) Standard Drawing RS-050 Residential Driveway Plan 2 of 2
 - Institute of Public Works Engineering Australia (Queensland Division Inc) Standard Drawing RS-051 Heavy Duty Vehicle Crossing
 - Institute of Public Works Engineering Australia (Queensland Division Inc) Standard Drawing RS-056 Rural Driveway

2. Road Extensions

- Council will not undertake maintenance improvements or maintenance works to unmade / unformed roads for the provision of access where the road does not provide access to a property with an existing dwelling or entrance to a workplace ie yards, sheds etc
- Any proposed work within a road reserve will require a written request and lodged within Council's Customer Service Request system and written approval from Council prior to work commencing. This includes any clearing and formation works but does not include the construction of an access track or driveway from the constructed road to the property boundary.
- Approval for clearing of vegetation must be obtained from the Department of Natural Resources & Mines if required. Council reserves the right to refuse or object to any application for clearing works.
- All works are to be constructed by Council or an approved contractor who must meet the required standards in terms of:-
 - Experience
 - Quality Assurance
 - Workplace Health & Safety
 - Insurances

- The standard of road construction shall be in accordance with the relevant drawings from the Department of Transport & Main Roads Standard Drawings - Roads
- The standard of road traffic control shall be in accordance with The Department of Transport & Main Roads Manual of Uniform Traffic Control Devices
- Vertical and horizontal alignment to the satisfaction of Councils General Manager Of Works
- Where, due to the topography of the area the road traverses, it is necessary to provide drainage structures , the applicant will be responsible for the provision of the same to a nominal design of:-
 - 450mm diameter RCP pipe culvert with approved headwalls and a nominal length of 9.76metres. Culvert construction will be in accordance with the relevant drawings from the Department of Transport & Main Roads Standard Drawings – Roads.
- Where a more significant drainage structure is deemed necessary, Council will consider a funding contribution request from the proponent.
- No works deviating from the gazetted road reserve will be accepted.
- When roads have been completed, inspected and accepted by Council. Council will have responsibility for all ongoing maintenance and improvement works as dictated by resource and budgetary constraints.
- At the discretion of the General Manager of Works, appropriate signage may be erected on unmade, unformed or formed roads to advise the public that the road is not maintained beyond a particular location, is maintained to a limited degree or to warn that public that there may be a particular hazard ahead. (Refer to table below for typical wording).



- Council shall maintain a Road Register. This register will list and provide a map and lengths of all roads maintained by Council.
- Council may consider funding capital improvements to any road as part of its annual Capital Works Program and Budget.
- A person must not, without lawful excuse or the written approval of Council, carry out works on a road or interfere with a road or its operations. Council will reserve the right to dismantle or alter the works or fix any damage caused by the works at the expense of the person who undertook the works. Council will also reserve the right to not maintain the road.

Notwithstanding the above, Policy Scope, Council may, within the limit of its budgetary constraints, carry out works in the following instance:

3. Unformed Roads (Rural Areas)

In this situation, providing plant is working in the area, and at the direction of the General Manager of Works Council may undertake such minor maintenance to a maximum value of \$2,000 (e.g. load of gravel / fill spread with a suitable machine) as is necessary to provide a dry weather (only) access along the road.

4. Unformed Roads (Urban Areas)

In this situation, Council is mindful of the health concerns through poor drainage, dust nuisance etc. And may carry out such works as it considers necessary to alleviate these problems. It is noted that, because of limits on the funds available to Council, a contribution to works by affected property owners, is likely to assist Council in being able to fund the works at an earlier time.

5. Capital Works on Unformed Roads

Council may contribute to capital works on unformed roads on the following conditions:

- Proposed contributions will be considered as part of an overall budget or budget review process.

- Council's requirements for the road to be constructed to a formed, gravel and drained standard to ensure public safety and public liability protection.
- As a guide only, Council may contribute an amount equivalent to the net general rates collected in the previous 2 years from the subject land with property owner to contribute at least a matching amount.
- Factors such as whether the property owner lives on the property, property search responses prior to purchase, whether the property owner sought a property search prior to purchase and the length of time that the property owner has owned the property may be relevant to Council's decision as to whether or how much to contribute
- Council will use special rating powers where appropriate to secure contributions.

RELEVANT LAW

Local Government Act 2009, Division 1, Part 3
2014 North Burnett Regional Council Planning Scheme
Amendments Incorporated to 3 July 2017

Doc ID 826688

RELATED POLICIES AND PROCEDURES

100 Policy Name

Doc ID 123456

200 Procedure Name

Doc ID 123456

RELATED FORMS

Form Name

Doc ID 123456

DEFINITIONS

Term	Definition
Road	(a) An area of land that is dedicated to public use as a road; or (b) An area of land that:- (i) Is developed for, or has as 1 of its main uses, the driving or riding of motor vehicles; and (ii) Is open to, or used by, the public or; or (c) A footpath or bicycle path: or (d) A bridge, culvert, ferry, ford, punt, tunnel or viaduct. However, a road does not include:- (a) A State-controlled road; or (b) A public thoroughfare easement.
Unmade Road	A road that has had no capital improvements including clearing, forming and gravelling. Notwithstanding this, an unmade road may be trafficable, however is considered not generally used by the public. Unmade roads are not included in Council's Road Register and are not maintained.
Unformed Road	A road that has been cleared an open to, and customarily used by the public.
Formed Road	A road that has been cleared and formed by grading so that stormwater will drain off laterally. A formed road would usually have table drains, outlets and crossfall with the running surface consisting of natural materials.
Gravelled Road	A road that has been cleared, formed and surfaced with gravel paving material (usually transported to the site).
Sealed Road	A gravelled road that has had a single or multiple applications of bitumen and screenings aggregates or asphaltic concrete applied as a running surface.
Existing Dwelling	Approved permanently occupied dwelling or entrance to a workplace ie yards, sheds etc

APPROVAL

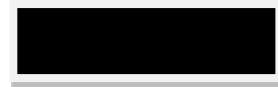
Council approved this policy on .

REVIEW

This policy will be reviewed every two years by Responsible Officer, Civil Works Department and is due for review in August 2021.

REVISION HISTORY

Version	Meeting	Approval Date	History
1	General		New policy
2	Policy and Planning		Revised



To Whom It May Concern,

As per telephone conversations with [REDACTED] and [REDACTED] late in 2018, we request that an unnamed road off Glossips Road be included on North Burnett Regional Council road register. We ask that the road be properly formed and maintained. We also request that property L132 CK30 Parish of Dallarnil, be given a road number.

We make these requests in regard to access, safety and bio-security.

Access to our property is at best, four wheel drive and regularly changing tyres due to sharp rocks. After rain, it is not unusual to have to walk in to our property to get our tractor to pull our ute out of the mud.

Whilst our work place health and safety practices are paramount in everything we do, accidents do happen. We have intermittent mobile phone reception and having to give long convoluted directions to 000, added to poor access, could be the difference between life and death.

Since the property that this unnamed road goes through changed owners, every weed known now grows there. We realize some of these weeds are not classed as noxious, however they cause cattle to avoid areas where they grow and make life very difficult for working dogs. Forming of the road would mean we no longer have to drive through such weeds.

The issues we have raised cause us undue economical, physical and emotional stress. The road we refer to is approximately 800 meters long. We have faithfully and promptly paid our rates for fourteen years. Although we do not live at our property, one, or both of us go there at least twice every week to prepare and feed stud cattle for sales. I am sure the reader will appreciate how difficult and time consuming it is for a lady to change a four wheel drive tyre. How unfair it is that we have to carry weed poison, mattock and bag, so we don't drive through weeds before we get to our property. Furthermore, how frustrating it is when 50mm of rain is enough to stop access. I am sure the reader will also appreciate how difficult it is for trucks to access the property. Truck drivers are faced with the further complication of rocks getting jammed in the dual wheels. Due to the issues we have raised we cannot conceivably consider putting a residents on this property.

We feel that reasonable access is a small thing to ask and thank you for your time and consideration.

We look forward to a written response.

Regards

A rectangular black box used to redact a signature, located at the bottom left of the letter's body.

11 WORKS**11.1 IMPLEMENTATION OF WATER RESTRICTIONS - BIGGENDEN AND MOUNT PERRY****Doc Id:** 946774**Author:** Katrina Cekanauskas, Administration Officer**Authoriser:** Matthew Cook, Technical Services Manager**Attachments:** Nil**EXECUTIVE SUMMARY**

Council should consider the implementation of water restrictions for the townships of Biggenden and Mount Perry due to reduced bore water levels.

CORPORATE PLAN

OUR VISION: By 2030, the North Burnett will be a region of choice for people to live, work and play:

OUR ROLE:

A Provider

OUR PRIORITY AREAS:

5. Our efficient and effective council

RECOMMENDATION

That Council implement Level 1 water restrictions on the use of water from the North Burnett Regional Council's water supply scheme in the township of Biggenden with the designated watering days to be Tuesday, Thursday and Saturday.

That Council implement Level 1 water restrictions on the use of water from the North Burnett Regional Council's water supply scheme in the township of Mount Perry with the designated watering days to be Tuesday, Thursday and Saturday.

REPORT

Urban water usage is continually monitored by the water and wastewater staff and reported to Council on a monthly basis. The recent dry weather conditions has resulted in reduced bore water levels in the Mount Perry and Biggenden water schemes. The current water levels in the town bores have reached the trigger levels in the Drought Management Plan/Policy to implement Level 1 water restrictions.

Level 1 restrictions as detailed in the drought management policy specify:

Purpose	Restriction on use of water for Level 1 Restrictions
Private lawns and gardens – watering	Sprinklers allowed on THREE days per week between the hours of 4pm and 7pm ONLY . The designated days will be published for each town when Level 1 restrictions are invoked. Attended hand held hoses or watering cans or bucket watering permitted at any time on designated days for Level 0 restrictions.
Public gardens – watering	As for private gardens.
Filling or topping up of ponds	No restrictions.
Fountains	No restrictions.

Paved areas – cleaning	Water must not be used to clean paved areas unless cleaning is required as a result of an accident, fire, health hazard or other emergency.
Private swimming pools or spas – filling or topping up	Filling new pools – no restrictions. Existing pools – may only be topped up during permitted watering times.
Farm dams and tanks – topping up	Tanks may be filled during permitted garden watering times.
Sportsgrounds – watering	Sprinklers allowed 4pm to 7pm during permitted watering times. Hand held hoses, watering cans or buckets can be used at any time.
Commercial market garden or plant nursery – watering of plants	No restrictions on designated watering days.
Window cleaning	No restrictions on designated watering days.
Mobile water tankers – filling	No restrictions.
Food transport vehicles – cleaning	No restrictions on designated watering days. On non-designated watering days, vehicle may be cleaned as per Level 2 restrictions.
Other vehicles – cleaning	Water must not be used to clean vehicles except by means of – watering cans or buckets filled directly from taps or trigger hoses which can be used only to rinse vehicle after washing.
Construction industry – use of water	No restrictions.
Any other purpose	Water must not be used without the written permission of Council.

If the current weather conditions continue and no rainfall is received, the bore water levels will continue to decrease and consideration will have to be given to move to Level 2 water restrictions in the very near future.

CONSULTATION

Consultation has occurred with relevant staff in conjunction with Council Policy 247 – Drought Management of Urban Water and the Drought Management Plan.

RISK IMPLICATIONS

Reputation / Political

Community concern can be negated by effective communication (media release).

Occupational Health & Safety (WHS)

Not applicable.

Financial Impact

Restrictions may result in reduced revenue from water consumption.

Legal & Regulatory

Not applicable.

Environmental

Not applicable.

Property & Infrastructure

Not applicable.

Human Resources

Not applicable.

Information Communications Technology

Not applicable.

Service Delivery

Not applicable.

Climate

Not applicable.

KEY MESSAGE

If recommendations are adopted the communities of Biggenden and Mount Perry will be advised of the implementation of Level 1 water restrictions through communications from the media team.

11.2 LIONS PARK, GAYNDAH.**Doc Id: 946835****Author: Christopher Joosen, Acting General Manager Corporate and Community****Authoriser: Christopher Joosen, Acting General Manager Corporate and Community****Attachments: Nil****EXECUTIVE SUMMARY**

Council proposes to undertake certain works at Lions Park. Council will purchase materials and the Australian Army will be providing labour for a component of the works.

CORPORATE PLAN

OUR VISION: By 2030, the North Burnett will be a region of choice for people to live, work and play:

OUR ROLE:

A Provider

OUR PRIORITY AREAS:

2. Our happy, healthy and safe region

RECOMMENDATION

That Council

1. endorse the improvement works at Lions park Gayndah with an estimated project cost of \$20000
2. acknowledge the contribution of the Australian Army in providing labour for the construction of the concrete pathways.

REPORT

Council has been considering certain improvements to Lions Park, Gayndah, including the provision of a concrete pathway and pedestrian bridge replacement. The Australian Army is currently in Gayndah for approximately a week and had undertaken to provide all labour associated with the construction of the concrete pathways.

An amount of \$20000 needs to be allocated for the project, which will provide for the materials for the pathway and the fabrication of a pedestrian "bridges". These will be installed at a later time.

No funding was provided for the works in the 2019/2020 budget. Labour would have been a significant component of the project and as Council only had a "window" to approve the works whilst the army was in Gayndah a decision was made to proceed. The funds will need be allocated in the next budget review.

CONSULTATION

I have been advised that all Councillors were contacted and agreed to the proposed works being undertaken.

RISK IMPLICATIONS**Reputation / Political**

The project becomes a joint Council / Army exercise and the reputational risk for Council is all positive. To not have undertaken the works on such favourable terms would have exposed council to criticism.

Occupational Health & Safety (WHS)

Nil. All works are done to specification and in accordance with accepted work practices.

Financial Impact

Minimal. Council needs to amend its Budget, but having the concrete pathway works constructed without any labour cost to Council is a positive to Councils budget.

Property & Infrastructure

Improves Councils Parks Infrastructure at a reduced cost to council. Nil ongoing maintenance regarding the Army contribution.

Service Delivery

Enhancing park and recreation facilities for residents and visitors to the North Burnett.

KEY MESSAGE

A joint project by the Australian Army and North Burnett further strengthening bonds between the Army, Council and the Gayndah community.

12 COUNCILLOR REPORTS

12.1 MAYOR AND COUNCILLORS REPORTS

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Attachments:

1. Cr Zahl 28 Aug 19.docx [946241] [↓](#) 
2. Cr Whelan 28 Aug 19.docx [946729] [↓](#) 

INTRODUCTION/BACKGROUND

Councillor attendance and appointments recorded for information.

OFFICER COMMENTS/CONCLUSION

Nil

RECOMMENDATION

That the Councillor Reports be received.

Councillor B.J.ZAHL

July, 2019

Date	Function	Location	Comments / Action
01.07.2019	Division Issues	Gayndah	Meetings with residents and staff
02.07.2019	"Thank You" Event Planning	Gayndah	Further planning for Event at Claude Wharton Weir with Staff and community
03.07.2019	Road Inspections Presentation – Library Development Proposal Farewell Dinner- Staff	Gayndah Gayndah Gayndah Mundubbera	With Road Crew – Town Area For RADF Applicants with Staff With Devel. Staff and Applicants With Staff and Councillors
04.07.2019	Staff Meeting	Mundubbera	With Community Staff – Event Planning
05.07.2019	Meetings with Residents	Gayndah	Resident concerns
06.07.2019	Community Meeting – Town Hall	Gayndah	Assist Cr. Bowen at election conducted by Community Group -
07.07.2019	Community Event – "Thank You" Event	Gayndah	With Staff and Community – great day – well attended
09.07.2019	Staff Meeting COAG Meeting Road Inspection	Gayndah	Discussion with Staff on Rates Issue Discussion at Hospital on Funding Meet with Resident on Issue of Concern regarding Road Access
11.07.2019	Staff Meeting	Gayndah	Meet with Staff to Inspect repairs/ placement of Footpaths
12.07.2019	Councillor/Staff Meeting	Gayndah	With Cr. Whelan – and staff
15.07.2019	Councillor Workshop	Gayndah	Staff and Councillors
16.07.2019	Staff Meeting	Gayndah	Meeting with Staff and Surveyors and Planners for Gayndah Riverwalk on Site
17.07.2019	Council General Meeting	Mundubbera	General Meeting and Budget Meeting for Councillors and Staff
18.07.2019	General Community Issues	Gayndah	Meeting with Staff and also with club members at Gayndah Sportsground
19.07.2019	Heritage Rail Group Meeting	Gayndah	With members and Reps. from Isis Mill
22.07.2019	RUOK Day	Mundubbera	Attendance with Cr. Whelan and Staff- great community event – well attended
23.07.2019	RADF Presentations Staff Meeting	Gayndah and Mount Perry	Presentations of RADF Grants in Gayndah and Mount Perry and Meeting with Staff and Resident with Concerns.
24.07.2019	RADF Meeting AGM Dinner	Monto Gayndah	Meeting with Councillors staff and Residents to determine Grant applications – Chair Rotary Club Dinner in Gayndah – wonderful Evening.

COUNCILLOR FAYE WHELAN

DEPUTY MAYOR

JULY REPORT

Date	Function	Location	Comments / Action
3.7.19	Bluegum Farm Show	Mundubbera	Good attendance of mums and young children. Kids loved it.
	Trevor Harvey's Retirement Dinner	Mundubbera	Great evening to farewell a long standing employee
4.7.19	Meeting with CDO Team and Cr. John Zahl	Mundubbera	Portfolio catch up
6.7.19	Multi Cultural Funded Welcome Event	Mundubbera	Great night with many countries represented. Backpackers and Indigenous Dancers from Eidsvold had a fantastic time learning each others national dances. Great international food cooked by the backpackers and Simon Guest.
7.7.19	NAIDOC Eidsvold	Eidsvold	March and events held at RM Williams Centre. Good turnout.
9.7.19	Mundubbera Heritage Information Centre Volunteer Morning Tea and chat	Mundubbera	Tourism Officer and Manager in attendance
	Meeting with Management Staff	Mundubbera	Planning for grant funded Archer Park Community Centre Improvements
12.7.19	Meet Interim CEO	Gayndah	Cr. John Zahl, Gary Reinhart and I took Ian Flint to lunch as a welcome to North Burnett.
15.7.19	Councillor Workshop	Gayndah	
	Meeting with Archer Park Advisory Member Clubs	Mundubbera	Final design discussions for Community Centre Improvements
17.7.19	Budget Meeting	Mundubbera	
	General Meeting	Mundubbera	
	Rotary Changeover Dinner Meeting	Mundubbera	
18.7.19	Meet Mayor	Gayndah	Discussion advocacy documents for Federal Ministers
	NBCS Meeting	Mundubbera	
20.7.19	NAIDOC Footy Day	Mundubbera	Large crowd from across the region. Great day.
21.7.19	Presentation of Vintage Cars Awards	Mundubbera	Great display of cars
22.7.19	RUOK Team in Mundubbera	Mundubbera	Good attendance by services and school children
23.7.19	Travel Canberra	Canberra	Meeting with Ken O'Dowd MP at Parliament House and his staff to plan the meetings with Ministers next day

24.7.19	Meetings with Ministers Parliament House	Canberra	Meetings with 5 Ministers went very well. Thanks to Lane from Ken O'Dowd's Office for co-ordination of the meetings. Sat in on Question Time during break from meetings.
25.7.19	Travel from Canberra	Mundubbera	
27.7.19	SES Membership Drive	Mundubbera	Attended SES Shed
29.7.19	CEO Interviews	Gayndah	
30.7.19	Meeting with Tongan Community Members	Mundubbera	Planning for Australian High Commissioner of Kingdom of Tonga visit to Mundubbera
31.7.19	Narayan Board of Trustees Meeting	Mundubbera	Exit date now given from Australian Agricultural Colleges as 6.12.19. Discussion on future of property.

- 13 OTHER BUSINESS DETERMINED BY RESOLUTION FOR AGENDA INCLUSION**
- 14 QUESTIONS**
- 15 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*:

15.1 Material Change of Use - Intensive Animal Industry (Piggery Expansion from 5394 to 12,500 Standard Pig Units (SPU) & Environmentally Relevant Activity 3 at Threshold c (keeping more than 8000 SPU)

This matter is considered to be confidential under Section 275(1) - g of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act.

15.2 ACQUISITION OF UNALLOCATED STATE LAND BEING PART OF LOT 159 ON CROWN PLAN BON1170

This matter is considered to be confidential under Section 275(1) - c 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 the local government's budget.

15.3 Addition to Civil Contractor preferred supplier list - RB Carpentry

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.

15.4 Addition to Civil Contractor Preferred Supplier List - Earthworks Contracting CQ

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.

15.5 Addition to Panel of Providers for Facilities Maintenance

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.

16 CLOSURE OF MEETING