



# **SOUTH BURNETT**

## **REGIONAL COUNCIL**

# **Agenda**

of the

# **General Meeting**

**Held in the Warren Truss Chamber 45 Glendon Street Kingaroy**

on Wednesday, 7 October 2015

Commencing at 9.00 am

**Chief Executive Officer: Gary Wall**

### **Our Vision**

*"Individual communities building a strong and vibrant region."*

### **Our Values**

- |          |                           |   |
|----------|---------------------------|---|
| <b>A</b> | <b>Accountability:</b>    | <i>We accept responsibility for our actions and decisions in managing the regions resources.</i>      |
| <b>C</b> | <b>Community:</b>         | <i>Building partnerships and delivering quality customer service.</i>                                 |
| <b>H</b> | <b>Harmony:</b>           | <i>Our people working cooperatively to achieve common goals in a supportive and safe environment.</i> |
| <b>I</b> | <b>Innovation:</b>        | <i>Encouraging an innovative and resourceful workplace.</i>   |
| <b>E</b> | <b>Ethical Behaviour:</b> | <i>We behave fairly with open, honest and accountable behaviour and consistent decision-making.</i>   |
| <b>V</b> | <b>Vision:</b>            | <i>This is the driving force behind our actions and responsibilities.</i>                             |
| <b>E</b> | <b>Excellence:</b>        | <i>Striving to deliver excellent environmental, social and economic outcomes.</i>                     |



# SOUTH BURNETT REGIONAL COUNCIL AGENDA

Wednesday, 7 October 2015

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**1. Leave Of Absence**

Nil.

**2. Prayers**

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

**3. Confirmation of Minutes of Previous Meeting**

**3.1 South Burnett Regional Council Minutes**

**Précis**

Confirmation of Minutes of meeting of the South Burnett Regional Council held in the Warren Truss Chamber, 45 Glendon Street Kingaroy.

**Officer's Recommendation**

That the minutes of the previous meeting held on Wednesday 16 September 2015 as recorded be confirmed.

**CONSIDERATION OF BUSINESS SECTIONS INCLUDING BUSINESS ARISING OUT OF MINUTES OF PREVIOUS MEETINGS**

See Business Function Headings

**4. Portfolio - Economic Development, Governance and Communication**

**4.1 Economic Development, Governance and Communication Portfolio Report**

**Document Information**

**IR No 1512886**

**Author Mayor, South Burnett Regional Council**

**Date 2 October 2015**

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**Précis**

Economic Development, Governance and Communication Portfolio Report

**Summary**

Economic Development, Governance and Communication Portfolio Report to Council.

**Officer's Recommendation**

That the Economic Development, Governance and Communication Portfolio Report to Council be received.

**5. Portfolio - Roads & Drainage**

**5.1 Roads & Drainage Portfolio Report**

**Document Information**

**IR No** 1512954

**Author** Cr Damien Tessmann

**Date** 2 October 2015

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**Précis**

Roads & Drainage Portfolio Report

**Summary**

Roads & Drainage Portfolio Report to Council.

**Officer's Recommendation**

That the Roads & Drainage Portfolio Report to Council be received.

## **5.2 Roads & Drainage (R&D)**

### ***Officer's Reports***

No Report.

## **5.3 Design & Technical Services (D&TS)**

### ***Officer's Reports***

#### **5.3.1 D&TS - 1508231 - Requesting Council's views by 15 October 2015 on an Application for Permanent Road Closure Adjoining Lot 15 FY837 Parish of Booie Locality of Booie**

### **Document Information**

**IR No** 1508231

**Author** Manager Design & Technical Services

**Endorsed  
By** General Manager Infrastructure

**Date** 29 September 2015

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### **Précis**

Requesting Council's views by 15 October 2015 on an Application for Permanent Road Closure Adjoining Lot 15 FY837 Parish of Booie Locality of Booie

### **Summary**

An application has been received by the Department of Natural Resources and Mines (DNRM) to permanently close a section of road reserve abutting Lot 15 on FY837, Booie. This parcel of road reserve is on Millards Road and is approximately 260 metres to the north of Kingaroy Barkers Creek Road. The total area of land proposed to be resumed is approximately 2,010m<sup>2</sup> to be amalgamated with Lot 15 FY837.

### **Officer's Recommendation**

That Council advise the Department of Natural Resources and Mines that there is no objection with the submitted proposal.

### **Financial and Resource Implications**

Nil

### **Link to Corporate/Operational Plan**

N/A

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### **Communication/Consultation (Internal/External)**

There has been discussion internal to Council however there has been no external consultation undertaken to date.

### **Legal Implications (Statutory Basis, Legal Risks)**

Nil

### **Policy/Local Law/Delegation Implications**

N/A.

### **Asset Management Implications**

Millards Road is a named, unformed road however it is not maintained and therefore does not impact on Council's asset register.

### **Report**

An application has been received by the Department of Natural Resources and Mines (DNRM) to permanently close a section of road reserve abutting Lot 15 on FY837, Booie. This parcel of road reserve is on Millards Road and is approximately 260 metres to the north of Kingaroy Barkers Creek Road. The total area of land proposed to be resumed is approximately 2,010m<sup>2</sup> to be amalgamated with Lot 15 FY837.

There is an existing access that extends to the site and aligns with the road reserve that will remain open to the public. This access only serves two (2) properties and is not formalised on Council's road register or any evidence of it being maintained. The road closure is minor in nature and as such it is recommended to offer a letter of no objection to DNRM.

**6. Portfolio - Arts, Communities, Health and Waste Services**

**6.1 Arts, Communities, Health and Waste Services Portfolio Report**

**Document Information**

**IR No** 1512890

**Author** Cr Ros Heit

**Date** 2 October 2015

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**Précis**

Arts, Communities, Health and Waste Services Portfolio Report

**Summary**

Arts, Communities, Health and Waste Services Portfolio Report to Council.

**Officer's Recommendation**

That the Arts, Communities, Health and Waste Services Portfolio Report to Council be received.

**7. Portfolio - Property and Human Resources**

**7.1 No Report**

**7.2 Property (P)**

***Officer's Reports***

**7.2.1 P - 1384214 - Requesting to name Maidenwell Sportsground Oval after Mr JA Gorton**

**Document Information**

**IR No 1384214**

**Author Manager Property**

**Endorsed  
By General Manager Finance**

**Date 25 September 2015**

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**Précis**

Requesting to name Maidenwell Sportsground Oval after Mr J.A Gorton

**Summary**

Council received a letter from the Maidenwell Community Group Inc. requesting permission from Council to name the new Maidenwell Oval after Mr Joseph Aubrey (Aub) Gorton. Maidenwell Community Group Inc. will install a new timber sign at the oval. Opening of the new oval will occur on 7 November 2015 in conjunction with a Community Drought Relief event organised by the Maidenwell Community Group Inc.

**Officer's Recommendation**

That the Maidenwell Oval be named 'J.A Gorton Oval'.

**Financial and Resource Implications**

No financial or resource implications.

**Link to Corporate/Operational Plan**

Goal EC3 An active, safe and healthy community  
Strategy: Facilitate the development of a range of sporting and recreation facilities

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### **Communication/Consultation (Internal/External)**

The Maidenwell Community Group Inc held on October 2014 discussed the naming of the oval after J.A Gorton. The committee agreed to then write to Council with a recommendation to name the sports oval after J.A Gorton. Council then advertised in the South Burnett Times to see if there were any objections to the naming of the oval. No objections were received by the 5<sup>th</sup> December 2014 as stated in 21<sup>st</sup> November 2014 advertisement, but a comment regarding the recognition of the former Councillor Harry Hunter was received, as he had also done a lot for the Nanango and Maidenwell community.

### **Legal Implications (Statutory Basis, Legal Risks)**

No legal implications.

### **Policy/Local Law/Delegation Implications**

No policy, local law or delegation implications.

### **Asset Management Implications**

No asset management implications.

### **Report**

The Maidenwell sportsground is a total of 3.832 ha in total. The land is freehold tenure owned by the South Burnett Regional Council. The land was transferred from Aubrey John Gorton and Vicki May Gorton to the Nanango Shire Council on 31 July 1984. The title was then transferred to South Burnett Regional Council on 25 July 2009.

Mr Joseph Aubrey Gorton is the son of the late Mr Aubrey John Gorton. The land was managed by Joseph Gorton until it was transferred to the former Nanango Shire Council in 1984. The Gorton family is a well-known family in the Maidenwell district as current family members still live in and support the Maidenwell community.

The Maidenwell Community Group Inc. is actively working on improving the Maidenwell Sportsground facilities and oval. The Group has successfully worked in partnership with Council and Stanwell to undertake the following projects - new picnic shelter, tables, BBQ area, installed a caravan dump point, water tanks and pumps, levelled the oval, and installed a cricket pitch.

**8. Portfolio - Water, Wastewater and Sport Development**

**8.1 Water, Wastewater & Sport Development Portfolio Report**

**Document Information**

**IR No** 1513007

**Author** Cr Barry Green

**Date** 2 October 2015

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**Précis**

Water, Wastewater & Sport Development Portfolio Report

**Summary**

Water, Wastewater & Sport Development Portfolio Report

**Officer's Recommendation**

That the Water, Wastewater & Sport Development Portfolio Report to Council be received.

**9. Portfolio - Natural Resource Management, Parks and Indigenous Affairs**

**9.1 Natural Resource Management, Parks and Indigenous Affairs Portfolio Report**

**Document Information**

**IR No** 1512957

**Author** Cr Kathy Duff

**Date** 2 October 2015

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**Précis**

Natural Resource Management, Parks and Indigenous Affairs Portfolio Report

**Summary**

Natural Resource Management, Parks and Indigenous Affairs Portfolio Report to Council.

**Officer's Recommendation**

That the Natural Resource Management, Parks and Indigenous Affairs Portfolio Report to Council be received.

**10. Portfolio - Finance, Planning and ICT**

**10.1 Finance, Planning and ICT Portfolio Report**

**Document Information**

**IR No** 1512965

**Author** Cr Keith Campbell

**Date** 2 October 2015

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**Précis**

Finance, Planning and ICT Portfolio Report

**Summary**

Finance, Planning and ICT Portfolio Report to Council.

**Officer's Recommendation**

That the Finance, Planning and ICT Portfolio Report to Council be received.

**10.2 Finance (F)**

***Officer's Reports***

**10.2.1 F - 1514399 - Monthly Financial Statements**

**Document Information**

**IR No** 1514399

**Author** Finance Officer (Financial Reporting)

**Endorsed  
By** General Manager Finance

**Date** 24 September 2015

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**Précis**

Report on the Financial Position of South Burnett Regional Council as at 24 September 2015.

**Summary**

The following information provides a snapshot of Council's Financial Position as at 24 September 2015.

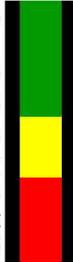
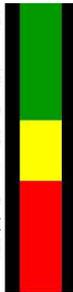
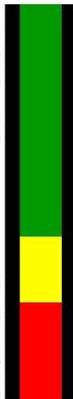
**Officer's Recommendation**

That the Monthly Financial Report as at 24 September 2015 be received and noted.

**Key Financial Ratios**

**SOUTH BURNETT REGIONAL COUNCIL**

**FINANCIAL SCORECARD**

		<b>SBRC RATING</b>	<b>INDUSTRY GUIDE</b>
<b>1. CASH</b>			
Number of months operating expenditure covered by total cash held	9.0 mths		 <p>5 mths 4 mths 3 mths 2 mths 1 mth 2 wks 1 wk 0</p>
<b>2. OPERATING CASH</b>			
Number of months operating expenditure covered by working cash held	4.6 mths		 <p>5 mths 4 mths 3 mths 2 mths 1 mth 2 wks 1 wk 0</p>
Working Cash = Cash less Restricted Cash			
<b>3. Working Capital Ratio</b>			
Current Assets / Current Liabilities	5.17		 <p>1.4 1.3 1.2 1.1 1 0.9 0.8 0.7</p>
<b>4. Funded Long Term Liabilities</b>			
Percentage of Restricted Cash and Long Term Liabilities backed by Cash	73%	 <p>100% 90 - 99% 80 - 89% 70 - 79% 60 - 69% 50 - 59% 40 - 49% &gt; 40%</p>	 <p>100% 90 - 99% 80 - 89% 70 - 79% 60 - 69% 50 - 59% 40 - 49% &gt; 40%</p>
		 <b>Good</b>	
		 <b>Ok</b>	
		 <b>Review</b>	

**Statement of Comprehensive Income****Statement of Comprehensive Income****As at 24 September 2015****25% of Year Complete**

	2016	Original Budget	Variance
	\$	\$	%
<b>Income</b>			
<b>Revenue</b>			
<b>Recurrent Revenue</b>			
Rates, levies and charges	9,841,614	42,750,542	23%
Fees and charges	824,346	4,501,830	18%
Rental Income	95,583	492,885	19%
Interest received	283,471	1,561,575	18%
Sales revenue	646,759	4,104,010	16%
Other Income	74,130	779,545	10%
Grants, Subsidies, Contributions & Donations	5,283,654	9,292,105	57%
	<u>17,049,557</u>	<u>63,482,492</u>	
<b>Capital Revenue</b>			
Grants, Subsidies, Contributions & Donations	2,270,354	6,885,323	33%
<b>Total Revenue</b>	<u>19,319,911</u>	<u>70,367,815</u>	
<b>Total Income</b>	<u>19,319,911</u>	<u>70,367,815</u>	
<b>Expenses</b>			
<b>Recurrent Expenses</b>			
Employee benefits	5,699,927	25,331,350	23%
Materials and services	4,225,820	22,694,095	19%
Finance costs	506,943	2,373,090	21%
Depreciation and amortisation	3,418,290	13,673,160	25%
	<u>13,850,981</u>	<u>64,071,695</u>	
<b>Capital Expenses</b>			
	(92,699)	(750,000)	12%
<b>Total Expense</b>	<u>13,758,282</u>	<u>63,321,695</u>	
<b>Net Result</b>	<u>5,561,629</u>	<u>7,046,120</u>	

**Statement of Financial Position**

**Statement of Financial Position**  
**As at 24 September 2015**

	2016 \$	Original Budget \$
<b>Current Assets</b>		
Cash and Cash Equivalents	45,346,993	18,776,575
Trade and Other Receivables	8,503,401	6,348,249
Inventories	1,040,763	1,046,188
Investments	-	-
<b>Total Current Assets</b>	<b>54,891,158</b>	<b>26,171,012</b>
<b>Non-Current Assets</b>		
Trade and other receivables	3,300	-
Property, Plant and Equipment	825,645,970	909,874,578
Intangible Assets	7,631,223	7,643,981
<b>Total Non-Current Assets</b>	<b>833,280,493</b>	<b>917,518,559</b>
<b>TOTAL ASSETS</b>	<b>888,171,651</b>	<b>943,689,571</b>
<b>Current Liabilities</b>		
Trade and other payables	5,056,956	4,454,835
Borrowings	2,213,721	4,192,710
Provisions	3,344,785	3,264,734
<b>Total Current Liabilities</b>	<b>10,615,462</b>	<b>11,912,279</b>
<b>Non-Current Liabilities</b>		
Borrowings	40,010,463	47,222,598
Provisions	10,671,465	10,616,231
<b>Total Non-Current Liabilities</b>	<b>50,681,928</b>	<b>57,838,829</b>
<b>TOTAL LIABILITIES</b>	<b>61,297,390</b>	<b>69,751,108</b>
<b>NET COMMUNITY ASSETS</b>	<b>826,874,261</b>	<b>873,938,463</b>
<b>Community Equity</b>		
Asset Revaluation Surplus	395,840,541	432,824,725
Retained Surplus/(Deficiency)	431,033,720	441,113,738
<b>TOTAL COMMUNITY EQUITY</b>	<b>826,874,261</b>	<b>873,938,463</b>

**Financial and Resource Implications**

N/A

**Link to Corporate/Operational Plan**

EXC1 - Effective financial management.

**Communication/Consultation (Internal/External)**

N/A

**Legal Implications (Statutory Basis, Legal Risks)**

N/A

**Policy/Local Law/Delegation Implications**

N/A

**Asset Management Implications**

N/A

## **10.2.2 F - 1513882 - South Burnett Regional Council Monthly Capital Works Report**

### **Document Information**

**IR No** 1513882

**Author** Asset Officer

**Endorsed  
By** General Manager Finance

**Date** 24 September 2015

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### **Précis**

Report of the Capital Works of South Burnett Regional Council as at 24 September 2015.

### **Summary**

The following information provides a snapshot of Council's Capital Works as at 24 September 2015.

### **Officer's Recommendation**

The South Burnett Regional Council's Monthly Capital Works Report as at 24 September 2015 be received and noted.

## South Burnett Regional Council Capital Works Program - 2015/2016

Program/ Activity	Job Description	Total Revised 2016 Budget	Actual 2016 YTD Costs
<b>LAND</b>			
Land for Sale		-	-
<b>TOTAL LAND</b>		<b>-</b>	<b>-</b>
<b>BUILDINGS</b>			
<b>Administration Offices</b>			-
Kingaroy Office	Additional Security Exit to Executive Services Area	20,000.00	-
	New Records Building	250,000.00	-
	Compactors	40,000.00	-
		-	-
Murgon Office		-	-
	New Automatic Doors	-	-
		-	-
Nanango Office		-	-
	Replace Roof & Gutters	-	-
	Upgrade Electrical Switchboard	18,500.00	-
		-	-
Wondai Office		-	-
	New Roof	100,000.00	-
<b>Total Administration Offices</b>		<b>428,500.00</b>	<b>-</b>
<b>Aerodromes</b>			-
Kingaroy		-	-
		-	-
Wondai		-	-
	Alteration to Terminal Building to include disable facilities	5,000.00	-
<b>Total Aerodromes</b>		<b>5,000.00</b>	<b>-</b>
<b>Art Galleries</b>			-
Wondai Art Gallery		-	-
	Building Renovations	40,000.00	-
<b>Total Art Galleries</b>		<b>40,000.00</b>	<b>-</b>
<b>Caravan Parks</b>			-
Murgon Caravan Park		-	-
		-	-
Wondai Caravan Park		-	-
	New Amenities Block	150,000.00	-
<b>Total Caravan Parks</b>		<b>150,000.00</b>	<b>-</b>
<b>Cemeteries</b>			-
Kingaroy	New Wall Plinths	8,000.00	-
		-	-
		-	-
Proston	Fence & Other Improvements	10,000.00	-
		-	-
		-	-
Wondai	Errect donated shelter	6,000.00	-
	Cemetery gates & fence	10,000.00	-
	Toilet Block & Shed	-	1,472.73
<b>Total Cemeteries</b>		<b>34,000.00</b>	<b>1,472.73</b>
<b>Depots</b>			-
<b>Total Depots</b>		<b>-</b>	<b>-</b>

Program/ Activity	Job Description	Total Revised 2016 Budget	Actual 2016 YTD Costs
<b>Disaster Management</b>			
Nanango SES	Building Renovations	150,000.00	12.63
			-
<b>Total Disaster Management</b>		<b>150,000.00</b>	<b>12.63</b>
<b>Halls</b>			
		-	-
		-	-
Kingaroy Town Hall	Repaint External Building	-	19,406.91
	Reception Room Roof to be replaced	50,000.00	-
		-	-
		<b>50,000.00</b>	<b>19,406.91</b>
		-	-
Murgon Town Hall	Screen	15,000.00	-
	Grease Trap	10,000.00	-
		-	-
		<b>10,000.00</b>	-
		-	-
		-	-
Wondai Town Hall			-
	Grease Trap	10,000.00	-
	Replace roof sheeting	100,000.00	-
		-	-
		<b>110,000.00</b>	-
<b>Total Halls</b>		<b>185,000.00</b>	<b>19,406.91</b>
<b>Housing</b>			
			-
<b>Total Housing</b>		<b>-</b>	<b>-</b>
<b>Libraries</b>			
Proston	Repaint internally	30,000.00	-
			-
<b>Total Housing</b>		<b>30,000.00</b>	<b>-</b>
<b>Museums</b>			
Boondooma Homestead	Restoration Materials	8,000.00	-
<b>Total Museums</b>		<b>8,000.00</b>	<b>-</b>
<b>Parks &amp; Gardens</b>			
	Kingaroy Memorial Park - Playground Equipment	135,000.00	-
	Kingaroy Memorial Park Anzac Rotunda	50,000.00	-
	Glendon St Carpark	300,000.00	-
	Wondai Skate Park	20,000.00	-
	Wondai Dingo Park - Playground Equipment	65,000.00	-
	Blackbutt Les Muller Park - BBQs	14,000.00	13,163.00
			-
<b>Total Parks &amp; Gardens</b>		<b>584,000.00</b>	<b>13,163.00</b>
<b>Private Hospital</b>			
Building Projects	Roof & Ceiling Repairs	8,200.00	1,684.09
			-
<b>Total Private Hospital</b>		<b>8,200.00</b>	<b>1,684.09</b>
<b>Public Conveniences</b>			
	Kumbia Apex Park Toilet Block Refurbishment	6,000.00	-
	Wooroolin Public Toilets Toilet Block Refurbishment	5,000.00	-
	Hivesville Public Toilets Toilet Block Refurbishment	5,000.00	-
	Nanango Reg McCullum Park Toilet Block Refurbishment	5,000.00	-
	Benarkin Settlers Park Replace Toilet Block	145,000.00	-
			-
<b>Total Public Conveniences</b>		<b>166,000.00</b>	<b>-</b>
<b>Saleyards</b>			
Coolabunia	Repairs to viewing walkways	20,000.00	41.00
	Vet Crush repairs	5,000.00	-
	Replace Stock Ramp	20,000.00	-
			-
		<b>45,000.00</b>	<b>41.00</b>

Program/ Activity	Job Description	Total Revised 2016 Budget	Actual 2016 YTD Costs
Clearing Dips			-
		-	-
<b>Total Saleyards</b>		<b>45,000.00</b>	<b>41.00</b>
<b>Sport &amp; Recreation</b>			
Regional Sportsgrounds	Maidenwell Sportsground	37,200.00	-
		37,200.00	-
Hivesville	Hivesville Sportsground Toilets	35,000.00	-
		35,000.00	-
Murgon	PCYC - Replace Roof	130,000.00	129,604.78
	Showgrounds - Refurbish, Repair & Repaint Grandstand	-	4,558.53
	PCYC - Carpark	25,000.00	66.39
	PCYC Grease Trap	14,000.00	-
	Murgon Tennis Courts Replace Child Room	30,000.00	-
		199,000.00	134,229.70
Proston	Proston Tennis Courts Replace Fencing	22,000.00	-
		22,000.00	-
Wondai	Sportsground - Upgrade Facilities	126,000.00	-
		126,000.00	-
<b>Total Sport &amp; Recreation</b>		<b>419,200.00</b>	<b>134,229.70</b>
<b>Swimming Pools</b>			
		-	-
Kingaroy	Pool Repair	150,000.00	73,772.68
	New Awning	25,000.00	-
	New Shade Structure over grass area	40,000.00	-
	Replace Shade Structure over Toddler Pool	12,000.00	-
		227,000.00	73,772.68
Murgon	Repaint Pool & Building	-	-
	Replace Kiosk & Change Rooms	700,000.00	413,934.96
	Shade Structures, Storage Shed and Tables and Chairs	70,000.00	-
		770,000.00	413,934.96
Nanango	Port Valves	150,000.00	-
		150,000.00	-
Wondai	Residence Dress/Plant Shed - Carpet & Timber Post Brackets	10,000.00	-
	Safety Audit Requirements - Wondai Pool	-	60.82
		10,000.00	60.82
Regional Pools	Safety Audit Requirements	16,000.00	-
		16,000.00	-
<b>Total Swimming Pools</b>		<b>1,173,000.00</b>	<b>487,646.82</b>
<b>Tourism Facilities</b>			
Yallakool Tourist Park	New Cabins	44,000.00	108,684.91
	Cabin Upgrades	5,000.00	-
	Villa Upgrades	5,000.00	-
	Caravan Ensuite Upgrades	5,000.00	-
	Replace pool surface and pump shed	15,000.00	-
	Upgrade Mess Hall - Conference rooms	20,000.00	-
	2 Industrial Washing Machines	5,000.00	4,581.82
	Regional Tourism Sign	10,000.00	-
	New Managers Residence	150,000.00	-
		259,000.00	113,266.73

Program/ Activity	Job Description	Total Revised 2016 Budget	Actual 2016 YTD Costs
Lake Boondooma	New Cabins	-	109,871.73
	Refurbishment Toilet Block 1	5,000.00	-
	Refurbishment Toilet Block 2	5,000.00	-
	Refurbishment Toilet Block 3	5,000.00	-
	Refurbishment Toilet Block 5	5,000.00	-
	Cabin Upgrades	5,000.00	4,500.00
	Construction of Camp Kitchen	20,000.00	-
	Repainting of bunk houses	10,000.00	-
		55,000.00	-
		-	-
Rail Trail - Kingaroy to Kilkivan D	Rail Trail - Kingaroy to Kilkivan Development	-	70,971.09
	Rail Trail - Kingaroy to Kilkivan Development	-	910.00
		-	-
		-	71,881.09
<b>Total Tourism Facilities</b>		<b>314,000.00</b>	<b>299,519.55</b>
<b>TOTAL BUILDINGS</b>		<b>3,739,900.00</b>	<b>957,176.43</b>
<b>PLANT &amp; EQUIPMENT</b>			
<b>INFORMATION SERVICES</b>			
ICT	User Hardware (Computer replacement, new printers etc.)	135,000.00	-
	Computer Infrastructure & Upgrade	20,000.00	-
	Business Operating System	836,000.00	41,726.88
	Server Hardware	111,000.00	-
	Photocopiers & Printers	13,000.00	-
	Telecommunication (2 way radio & phone base stations)	161,000.00	5,886.00
	Durong Communication Tower	23,000.00	-
	Disaster Recovery	63,000.00	56,909.36
	Kingaroy Depot - Upgrade Link	4,000.00	-
		-	-
<b>TOTAL INFORMATION SERVICES</b>		<b>1,366,000.00</b>	<b>104,522.24</b>
<b>PLANT &amp; FLEET MANAGEMENT</b>			
Plant & Equipment	Plant Fleet Purchases	565,000.00	527,795.56
	2015/16 Plant Fleet Purchases	2,029,136.00	12,410.00
<b>TOTAL PLANT &amp; FLEET MANAGEMENT</b>		<b>2,594,136.00</b>	<b>540,205.56</b>
<b>TOTAL PLANT &amp; EQUIPMENT</b>		<b>3,960,136.00</b>	<b>644,727.80</b>
<b>INFRASTRUCTURE</b>			
Streetscapes			
	Drayton Street Streetscapes	700,000.00	235,503.99
<b>Total Streetscapes</b>		<b>700,000.00</b>	<b>235,503.99</b>
Town Entrance Statements			
Signage	Replace Town Entrance Statements	200,000.00	3,245.01
<b>Total Town Entrance Statements</b>		<b>200,000.00</b>	<b>3,245.01</b>
<b>ROADS</b>			
Bridges	Manar Rehab Timber	150,000.00	-
	Webbers Creek Rehab Timber	200,000.00	-
	Hansens Gully Bridge, Mondure Road (Replacement)	750,000.00	4,979.30
	Campbells Road (Replacement)	1,500,000.00	7,138.45
	Stonelands Road Bridge (Replace with Culverts)	350,000.00	3,282.59
	Daniels Bridge, Weens Road (Replacement)	750,000.00	4,979.30
	Stuart River Bridge, Weens Road	-	802.53
<b>Total Bridges</b>		<b>3,700,000.00</b>	<b>21,182.17</b>
Minor Capital Works			
Intersection Improvements			
		-	-
Rural Drainage			
	Pipes & Culverts Renewals (from Maintenance Expense)	130,000.00	-
	Cross Road Culvert Renewals		5,176.76
		130,000.00	5,176.76
Urban Drainage			

Program/ Activity	Job Description	Total Revised 2016 Budget	Actual 2016 YTD Costs
	Tessmans Road North Detention / Outlet	200,000.00	-
		-	-
		200,000.00	-
<b>Urban Roads</b>			
	Venman St Kingaroy - Replace Kerb & Channel	-	1,332.86
	Sandy Creek Pedestrian Bridge	-	76,654.45
	Horse Gully Flood Mitigation Project	65,000.00	69,012.82
	Dingo Creek Pedestrian Bridge	-	382.55
		65,000.00	147,382.68
<b>Rural Roads</b>			
	Minmore Road Wattlegrove Ch3100 - 3700	73,000.00	65,306.74
	Semgreens Road (Lucas to Bellbird) - Sealing	120,000.00	224,468.12
		193,000.00	289,774.86
<b>Car Parks</b>			
	Glendon Street Carpark	-	2,830.11
		-	2,830.11
<b>Pavement Rehabilitation</b>			
	Kumbia Road	-	4,490.92
	Unsealed Roads Gravel Resheeting (Various Roads)	900,000.00	106,776.85
	Sealed Roads Pavement Rehab (Various Roads)	1,200,000.00	3,130.66
		2,100,000.00	105,416.59
<b>Footpaths &amp; Bikeways</b>			
	Blake St Proston (Rodney to Collingwood)	52,000.00	205,678.94
	Haly - Albert Street (Youngman St Project)	150,000.00	-
	Muir - Hart Street (Douglas St Project)	30,000.00	-
	Appin St West - Wills St (King St Nanango Project)	40,000.00	-
	Nutt - Houghton Street (Angel Av Project)	30,000.00	-
	Baynes - McCord Street (Kent Street Project)	50,000.00	-
		300,000.00	-
<b>Total Minor Capital Works</b>		<b>3,040,000.00</b>	<b>756,259.94</b>
<b>Road Levy</b>			
<b>Division 1</b>			
		-	-
<b>Division 2</b>			
		-	-
<b>Division 5</b>			
		-	-
<b>Division 6</b>			
		-	-
<b>Total Road Levy</b>		<b>-</b>	<b>-</b>
<b>Reseals</b>			
<b>Southern Area</b>			
	Various Prep Work & Resealing	1,500,000.00	336,316.66
		-	-
		1,500,000.00	336,316.66
<b>Central Area</b>			
		-	-
		-	-
		-	-
<b>Northern Area</b>			
		-	-
		-	-
		-	-
<b>Total Reseals</b>		<b>1,500,000.00</b>	<b>336,316.66</b>

Program/ Activity	Job Description	Total Revised 2016 Budget	Actual 2016 YTD Costs
<b>TIDS Works</b>			
<b>LRRS Projects</b>	Nest Road 0.80-3.20 (261/LGSR/15) (widening & overlay)	585,000.00	-
	Swickers R4R Upgrading (Clarke & Swendsons Rd)	1,500,000.00	-
	Safe St (Tingoora State School)	140,000.00	-
	Safe St (Murgon State School Carpark ) Funding 16/17	140,000.00	-
		-	-
<b>Total TIDS WORKS</b>		<b>2,365,000.00</b>	<b>-</b>
<b>Roads to Recovery</b>	Ellesmere Road Intersection (Stuart Valley Road)	300,000.00	243,219.42
	Ironpot Road - Sealing (Ch15800-16400)	-	19,172.31
	Fisher & Moore Sts - Intersection Upgrade	379,578.00	4,200.62
	Markwell Street - Pavement Rehab and K&C	102,000.00	180,165.54
	Brights Road	-	1,084.76
	Reedy Creek Road Reseal - RTR	-	38,960.30
	Deep Creek Road Reseal - RTR	-	2,253.44
	McCauley Broome Road Reseal - RTR	-	3,908.58
	Hazeldean Road - Widening	280,000.00	-
	Swickers Contribution - R4R Project	700,000.00	-
	Durong School - Widening, parking and bus	90,000.00	-
	Weens Road - Widening	220,000.00	-
	Johnson St Hivesville - Bitumen Sealing	80,000.00	-
	Rodney St Proston - Widening	90,000.00	-
	Appin St West Nanango - Widening + K & C	90,000.00	-
	Tingoora Chelmsford Rd - Curve Realignment	335,000.00	-
	Glendon Street Carpark, Kingaroy	300,000.00	-
	Reseals - Various Roads	400,000.00	-
<b>Total Roads to Recovery</b>		<b>3,366,578.00</b>	<b>492,964.97</b>
<b>Loan Funded Projects</b>	<b>Blackbutt Town Development (Reseals, Drainage &amp; K&amp;C</b>	2,400,000.00	-
	Coulson St, Blackbutt - Stormwater	-	161,792.40
	Coulson St, Blackbutt - Stormwater	-	1,459.71
		-	-
	<b>Reseals</b>	-	-
	<b>Total Blackbutt Town Development</b>	<b>2,400,000.00</b>	<b>163,252.11</b>
	Memerambi Estate Development	2,138,400.00	19,137.97
<b>Total Loan Funded Projects</b>		<b>4,538,400.00</b>	<b>182,390.08</b>
<b>Soil Laboratory</b>			
	Soil Lab Capital Equipment	10,000.00	-
<b>Total Soil Laboratory</b>		<b>10,000.00</b>	<b>-</b>
<b>TOTAL ROADS</b>		<b>19,419,978.00</b>	<b>2,027,862.82</b>
<b>Total NDRRA - Additional Loan Funded Projects</b>		<b>-</b>	<b>-</b>
<b>NDRRA - Other Projects</b>	SBRC.114.13 - River Road Sewer Main	-	5,809.62
		-	-
<b>Total NDRRA - Other Projects</b>		<b>-</b>	<b>5,809.62</b>
<b>WATER SERVICES</b>			
<b>GENERAL OPERATIONS</b>			
	Telemetry Upgrades	130,000.00	-
	Citect SCADA-C CMFR Server Upgrade	-	1,109.14
<b>TOTAL GENERAL OPERATIONS</b>		<b>130,000.00</b>	<b>1,109.14</b>
<b>BLACKBUTT WATER</b>			
	Mains Unallocated Budget	242,891.00	-
	WTP Unallocated Budget	-	-
<b>TOTAL BLACKBUTT WATER</b>		<b>242,891.00</b>	<b>-</b>
<b>KINGAROY WATER</b>			
	Mains - Unallocated Budget	1,200,000.00	-
	Booth Street Main Replacement	-	12,650.71
	William St Water Main Replacement	-	4,863.93
	Henry Street Main Replacement	-	481.45
	Reen St Water Main Replacement	-	571.45
	Fisher/Moore Street Realignment	-	462.41
	DAF - Design & Tender	-	34,600.89
	DAF - Construction	7,100,000.00	265.10
	Gordonbrook WTP - Clarification 5	-	281,172.90

Program/ Activity	Job Description	Total Revised 2016 Budget	Actual 2016 YTD Costs
	Gordonbrook WTP - DAFF 6	-	7.59
	Gordonbrook WTP - CW Storage & Pumps 7	-	947.60
	Gordonbrook WTP - PAC Dosing 8	-	14,101.30
	Gordonbrook WTP - Elect Control Inst 20	-	210,621.00
	Gordonbrook WTP - Design, RPT, Wshops 27	-	83,364.74
	Gordonbrook WTP - Miscellaneous 28	-	4,299.50
	Program Management	-	8,748.78
	Rechlorination facility at Haly St PS	-	35,320.96
	Rechlorination facility at Orana PS	-	23,700.69
	New LLZ - 5ML Reservoir and Trunk Main	-	-
	Queen Street Water Main Replacement	-	1,520.88
<b>TOTAL KINGAROY WATER</b>		<b>8,300,000.00</b>	<b>717,701.88</b>
<b>KUMBIA WATER</b>			
<b>TOTAL KUMBIA WATER</b>		-	-
<b>MURGON WATER</b>			
	Mains - Unallocated Budget	140,000.00	-
	Thorn Street Water Main Replacement	-	1,118.20
	Intake Upgrade & Land Acquisition	-	-
	Upgrade to Filter Media & Backwash Equipment	550,000.00	-
<b>TOTAL MURGON WATER</b>		<b>690,000.00</b>	<b>1,118.20</b>
<b>NANANGO WATER</b>			
	Mains - Unallocated Budget	220,000.00	-
	NWS - Fitzroy St Water Main Replacement	-	48,387.78
	Dalby St Water Main Installation	-	102.41
<b>TOTAL NANANGO WATER</b>		<b>220,000.00</b>	<b>48,490.19</b>
<b>PROSTON WATER</b>			
	Main - Unallocated Budget	80,630.00	-
<b>TOTAL PROSTON WATER</b>		<b>80,630.00</b>	-
<b>PROSTON RURAL WATER</b>			
	Mains - Unallocated Budget	100,000.00	-
	Mt McEuen Rd Water main upgrade	-	31,974.22
<b>TOTAL PROSTON RURAL WATER</b>		-	<b>31,974.22</b>
<b>WONDAI WATER</b>			
	Mains - Unallocated Budget	200,000.00	-
	Pring St Water Main Replacement	-	49,970.28
<b>WONDAI WATER</b>		<b>200,000.00</b>	<b>49,970.28</b>
<b>WOOROOLIN WATER</b>			
<b>TOTAL WOOROOLIN WATER</b>		-	-
<b>TOTAL WATER SERVICES</b>		<b>9,963,521.00</b>	<b>850,363.91</b>
<b>WASTEWATER SERVICES</b>			
<b>GENERAL OPERATIONS</b>			
	Telemetry Upgrades	120,000.00	-
<b>TOTAL GENERAL OPERATIONS</b>		<b>120,000.00</b>	-
<b>BLACKBUTT WASTEWATER</b>			
	Mains - Unallocated Budget	100,000.00	-
<b>TOTAL BLACKBUTT WASTEWATER</b>		<b>100,000.00</b>	-
<b>KINGAROY WASTEWATER</b>			
	Mains - Unallocated Budget	700,000.00	-
	River Road Trunk Main Replacement	-	-
	Fisher/Moore Sts Realignment	-	142.37
	WWTP Upgrade	17,350,000.00	-
	WWTP Upgrade - Supervision	-	34,610.40
	WWTP Upgrade - Preliminary Works	-	978.00
	WWTP Upgrade - Stage 5 Supervision & Commissioning	-	94,483.95
	WWTP Upgrade - River Road Water Main	-	4,819.62
	Kingaroy WWTP - Septage Reception - 1	-	53,298.28
	Kingaroy WWTP - PTA - 2	-	334,724.18
	Kingaroy WWTP - Foulwater Pump Station 3	-	24,190.55
	Kingaroy WWTP - Bioreactor - 4	-	905,413.05
	Kingaroy WWTP - Underground Pipework - 5	-	100,294.40
	Kingaroy WWTP - Outfall & Disinfection 7	-	62,707.25
	Kingaroy WWTP - Recyc Water Facility - 8	-	96,129.97

Program/ Activity	Job Description	Total Revised 2016 Budget	Actual 2016 YTD Costs
	Kingaroy WWTP - WAS Thickening - 9	-	16,171.52
	Kingaroy WWTP - Aerobic Digester - 10	-	469,400.54
	Kingaroy WWTP - Mechanical Dewatering 11	-	44,987.25
	Kingaroy WWTP - Potable Water System 12	-	2,647.92
	Kingaroy WWTP - Bulk Chem Dose Sys - 13	-	114,917.54
	Kingaroy WWTP - Elect Control Inst - 14	-	24,085.63
	Kingaroy WWTP - Admin Building - 15	-	165,018.01
	Kingaroy WWTP - Siteworks - 17	-	9,355.76
	Kingaroy WWTP - Design, Rpt, W/shops 19	-	240,041.59
	Kingaroy WWTP - Miscellaneous - 20	-	6,400.00
	Kingaroy WWTP - Construction	-	10,147.12
	Kingaroy WWTP - Hodges Rd Widen	-	3,002.25
	Program Management	-	8,745.26
	WWTP - Final Pond Desludge	-	2,111.84
<b>KINGAROY WASTEWATER</b>		<b>18,050,000.00</b>	<b>2,828,824.25</b>
<b>MURGON WASTEWATER</b>			
	Mains - Unallocated Budget	450,000.00	-
	Inlet Screen	-	-
<b>TOTAL MURGON WASTEWATER</b>		<b>450,000.00</b>	<b>-</b>
<b>NANANGO WASTEWATER</b>			
	Mains - Unallocated Budget	350,000.00	-
	Dalby St Sewer Extension	-	32,303.11
<b>TOTAL NANANGO WASTEWATER</b>		<b>350,000.00</b>	<b>32,303.11</b>
<b>PROSTON CED</b>			<b>-</b>
<b>TOTAL PROSTON CED</b>		<b>-</b>	<b>-</b>
<b>WONDAI WASTEWATER</b>			
	Mains - Unallocated Budget	350,000.00	-
	Pump Stations - Unallocated Budget	-	-
<b>TOTAL WONDAI WASTEWATER</b>		<b>350,000.00</b>	<b>-</b>
<b>TOTAL WASTEWATER SERVICES</b>		<b>19,420,000.00</b>	<b>2,861,127.36</b>
<b>WASTE</b>			
<b>Regional Waste Management</b>			
	Brigooda Transfer Station	142,000.00	25,645.00
	Blackbutt Transfer Station	30,000.00	-
	Cloyna Transfer Station	92,000.00	15,585.00
	Durong Transfer Station	51,000.00	8,848.50
	Hivesville Transfer Station	117,000.00	8,786.36
	Maidenwell Transfer Station	57,000.00	-
	Memerambi Transfer Station	6,000.00	-
	Wattlecamp Transfer Station	27,000.00	2,400.00
<b>Total Regional Waste Management</b>		<b>522,000.00</b>	<b>61,264.86</b>
<b>TOTAL WASTE</b>		<b>522,000.00</b>	<b>61,264.86</b>
<b>TOTAL CAPITAL WORKS PROGRAM</b>		<b>57,025,535.00</b>	<b>7,396,713.56</b>

## Financial and Resource Implications

N/A

## Link to Corporate/Operational Plan

EC1.1 An informed and engaged community - Develop a range of initiatives to engage and inform the community.

## Communication/Consultation (Internal/External)

Ongoing budget monitoring and review undertaken by all Departments.

### **Legal Implications (Statutory Basis, Legal Risks)**

Works are part of normal operations.

### **Policy/Local Law/Delegation Implications**

Works undertaken have been approved as part of 2015-2016 Budget.

### **Asset Management Implications**

Asset registers will be updated on completion of projects.

### **10.2.3 F - 1513851 - Procurement Policy 2016**

#### **Document Information**

**IR No** 1513851

**Author** Manager Finance

**Endorsed  
By** General Manager Finance

**Date** 17 September 2015

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#### **Précis**

South Burnett Regional Council Procurement Policy.

#### **Summary**

In compliance with the Local Government Act 2009 and the Local Government Regulation 2012 a review of Council's Procurement Policy has been conducted.

The amendments to the policy are:

- Establishment of a Pre-qualified Supplier Register as a standing offer arrangement
- Section ii. Quotation Requirements
- increase in the threshold limit for purchases requiring written quotations from over \$5,000 to over \$10,000
- Section v. Delegation Reserved for Council
- Contracts that are \$200,000 and above that progressed through public tender must be approved by Council. Contracts that are exempt from public tender shall be approved based on Council's Financial Delegation Register

#### **Officer's Recommendation**

That the South Burnett Regional Council Procurement Policy be adopted effective from 1 December 2015.



## Procurement Policy 2016

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### **LEGISLATIVE AUTHORITY**

Local Government Act 2009  
Local Government Regulation 2012

### **BACKGROUND AND/OR PRINCIPLES**

This document sets out Council's policy for the acquisition of goods and services and carrying out of the procurement principles. This policy applies to the procurement of all goods, equipment and related services, construction contracts and service contracts (including maintenance)

All Council purchases must be carried out in compliance with the above mentioned Act and Regulation.

### **SCOPE**

This policy applies to all Council officers responsible for purchasing goods and services. It is the responsibility of Council officers involved in the procurement process to understand the meaning and intent of this policy.

### **POLICY OBJECTIVES**

Council's purchasing activities aim to achieve advantageous procurement outcomes by:

- a. promoting value for money with probity and accountability; and
- b. advancing Council's economic, social and environmental policies; and
- c. providing reasonable opportunity for competitive local businesses that comply with relevant legislation to supply to Council; and
- d. promoting compliance with relevant legislation.

### **POLICY STATEMENT**

#### **i. PROCUREMENT PRINCIPLES**

Council officers must have regard to the following procurement principles in all purchasing activities:

##### ***(a) Open and effective competition***

Purchasing should be open and transparent and result in effective competition in the provision of goods and services.

##### ***(b) Value for money***

Council must harness its purchasing power to achieve the best value for money. The concept of value for money is not restricted to price alone. The value for money assessment must include consideration of:

- (i) contribution to the advancement of Council's priorities;
- (ii) fitness for purpose, quality, services and support;
- (iii) whole-of-life costs including costs of acquiring, using, maintaining and disposal;
- (iv) internal administration costs;
- (v) technical compliance issues;
- (vi) risk exposure;
- (vii) the value of any associated environmental benefits.

**(c) Encouragement of the development of competitive local business and industry**

Council encourages the development of competitive local businesses within the South Burnett Regional Council area. Where price, performance, quality, suitability, service and other evaluation criteria are comparable, the following areas should be considered in evaluating offers:

- (i) Retention of existing and creation of new local employment opportunities;
- (ii) more readily available servicing support;
- (iii) more convenient communications for contract management;
- (iv) economic growth within the South Burnett Regional Council area

**(d) Environmental protection**

Council promotes environmental protection through its purchasing procedures. In undertaking any purchasing activities Council will:

- (i) promote the purchase of environmentally friendly goods and services that satisfy value for money criteria; and
- (ii) foster the development of products and processes of low environmental and climatic impact; and
- (iii) provide an example to business, industry and the community by promoting the use of climatically and environmentally friendly goods and services; and
- (iv) encourage environmentally responsible activities.

**(e) Ethical behaviour and fair dealing**

Council officers involved in purchasing are to behave with impartiality, fairness, independence, transparency, integrity, and professionalism in their discussions and negotiations with suppliers and their representatives.

**(f) Local Preference**

If after assessing all of the above, particularly taking into account the development of competitive local business and industry, Council will make a decision to purchase from a supplier or provider within the region offering a higher price margin, the following is the guideline for acceptable price variances:

- 10 % for goods and services under \$25,000,
- 7.5% for goods and services from \$25,000 up to \$50,000,
- 5% for goods and services from \$50,000 up to \$100,000 and
- 2.5% for goods and services from \$100,000 up to \$200,000

**Pre-qualified Supplier Register**

To facilitate the purchasing process in compliance with the procurement principles, Council establishes a Pre-qualified Supplier Register. The register is a list of suppliers who have been assessed by Council as having the technical, financial and managerial capability necessary to deliver identified services on time and in accordance with agreed standards and requirements.

All registers of pre-qualified suppliers are established as standing offer arrangements, therefore suppliers are not guaranteed of any work or business from Council.

A standing offer arrangement is an agreement subject to specified terms and conditions whereby the purchaser agrees to purchase specified services from the vendor for a specified period on an "as and when" requirement basis

**ii. QUOTATION REQUIREMENTS**

**PURCHASES UNDER \$200,000**

**Purchases up to \$50**

1. Purchases up to \$50 may be made out of petty cash in accordance with relevant procedures.

**Purchases over \$50 up to \$10,000**

1. To be made on an official order form;
2. Orders can only be approved by authorised employees as detailed in the Financial Delegation Register and must include a reasonable estimate of cost;
3. Purchases can be undertaken by;
  - Accessing the Pre-qualified Supplier Register for identified goods and/or services

If unavailable then the following options can be used

- Selecting one supplier that meets the requirements
- Obtaining One Verbal Quote

*Note: Where local businesses (ie located in the South Burnett) can provide the good/services required, then in line with Council's intention to support local businesses as stated in i (c) of this policy, staff are encouraged to obtain quotations from those businesses in the first instance*

**Purchases over \$10,000 up to \$ 30,000**

1. To be made on an official order form;
2. Orders can only be approved by authorised employees as detailed in the Financial Delegation Register and must include a reasonable estimate of cost;
3. Purchases can be undertaken by;
  - Accessing the Pre-qualified Supplier Register for identified goods and/or services

If unavailable then the following option can be used

- Inviting at least 3 written quotes allowing a reasonable time for a response;

*Note: Where local businesses (ie located in the South Burnett) can provide the good/services required, then in line with Council's intention to support local businesses as stated in i (c) of this policy, staff are encouraged to obtain quotations from those businesses in the first instance*

**Purchases over \$30,000 and less than \$200,000**

1. To be made on an official order form;
2. Orders can only be approved by authorised employees as detailed in the Financial Delegation Register and must include a reasonable estimate of cost;
3. Purchases can be undertaken by;
  - Inviting at least 3 written quotes allowing a reasonable time for a response;

*Note: Where local businesses (ie located in the South Burnett) can provide the good/services required, then in line with Council's intention to support local businesses as stated in i (c) of this policy, staff are encouraged to obtain quotations from those businesses in the first instance*

**PURCHASES \$200,000 and above**

Section 228 of the *Local Government Regulation 2012* requires that Council invite tenders before making a contract for the carrying out of work, or the supply of goods or services involving a cost of \$200,000 and above.

The invitation must be by an advertisement in newspapers circulating generally in Council's local government area and allow at least 21 days from the day of the advertisement for the submission of tenders.

Details of all contracts of \$200,000 and over must be provided to relevant finance staff for inclusion to the Contracts Register.

Records of tenders received must be kept on file for the period of time outlined in the Retention and Disposal Schedules for Local Government as published by the Queensland State Archives.

**iii. EXCEPTIONS**

Division 3 of *Local Government Regulation 2012* specifies when Council is exempt from the requirement to seek tenders or quotations:

- (a) S230 – If quote or tender consideration plan prepared
- (b) S231 – For contractor on approved contractor list
- (c) S232 – For register of pre-qualified suppliers
- (d) S233 – For a preferred supplier arrangement
- (e) S234 – For LGA arrangement
- (f) S235 – Other Exceptions

When assessing the most effective method of obtaining goods and/or services, Council officers should consider the administrative and price costs to Council of seeking tenders or quotations independently, and the reduction of these costs which can be achieved by use of Pre-qualified Supplier or Local Buy arrangements.

**iv. ORDERING**

Official Order Forms are not required for the following purchases but relevant authorisations are required on the invoice documentation:

1. Australia Post	2. Acts and Regulations
3. Local Authorities	4. Telephone/Communication Accounts
5. Accommodation	6. Local Buy
7. Electricity Accounts	8. Queensland Treasury Corporation
9. Corporate Card Purchases	10. Investments
11. Subscriptions	12. Freight
13. Conference Registrations	14. Items purchased from Petty Cash

**v. DELEGATIONS**

**COUNCIL STAFF**

The Financial Delegation Register for Council Staff is held with the Governance Section. A copy of the Financial Delegations can be found on Councils Intranet.

**DELEGATION RESERVED FOR COUNCIL**

Contracts that are \$200,000 and above that progressed through public tender must be approved by Council. Contracts that are exempt from public tender shall be approved based on Council's Financial Delegation Register.

**DEFINITIONS**

**Council** - South Burnett Regional Council

**Financial Delegation Register** - Register of Employees who have approved delegation for the purpose of purchasing goods and services.

**LGA Arrangement** - The use of Local Buy or State Government Purchasing Arrangements.

**Procurement** - is the entire process by which all classes of resources (human, material, facilities and services) are obtained. This can include the functions of planning, design, standards determination, specification writing, and selection of suppliers, financing, contract administration, disposals and other related functions.

**Purchasing** - is the acquisition process for goods, services and capital projects through purchasing, leasing and licensing and this expression extends to standing offer or similar arrangements by which terms and conditions of purchase are determined.

**Pre-qualified Supplier** – is a supplier who has been assessed by Council as having the technical, financial and managerial capacity necessary to deliver goods or services on time and in accordance with agreed requirements. The process is fulfilled by initially inviting tenders to establish pre-qualified suppliers.

**Supplier** - means an enterprise known to be capable of supplying required goods and/or services. It includes manufacturers, stockists, resellers, merchants, distributors, consultants and contractors.

**RELATED POLICIES**

NIL

**DATE REVIEWED**

July 2015

**NEXT REVIEW**

July 2016

## **Financial and Resource Implications**

Policy is to facilitate the ongoing operations in accordance with the adopted budget.

## **Link to Corporate/Operational Plan**

EXC1.1 Effective Financial Management - Develop and implement long term financial plans.

## **Communication/Consultation (Internal/External)**

The policy was referred to the South Burnett Direction Committee members. Internal consultation with Councillors, General Managers and Managers was undertaken.

## **Legal Implications (Statutory Basis, Legal Risks)**

Policy developed in accordance with Section 104 (3) of the Local Government Act 2009 and Section 198 of the Local Government Regulation 2012 to facilitate efficient and effective procurement processes.

## **Policy/Local Law/Delegation Implications**

Provides guidance for effective and open purchasing processes.

## **Asset Management Implications**

The policy facilitates the purchasing of goods and services for large and small contracts for the management of Council facilities.

**10.2.4 F - 1514888 - Blackbutt Tennis Club Inc - Requesting Council Waive the Current Outstanding Rates Balance of \$1,604.92 for Property Situated at 61 Hart Street, Blackbutt**

**Document Information**

**IR No** 1514888

**Author** Rates Team Leader

**Endorsed By** General Manager Finance

**Date** 29 September 2015

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**Précis**

Requesting Council waive the outstanding rates balance for their freehold property situated at 61 Hart Street, Blackbutt.

**Summary**

A request has been received from the Blackbutt Tennis Club to waive the value of their overdue rates bill which stands at \$1,604.92.

It is recommended that due to the Club's failure to discuss and attempt to reduce the level of debt that the request be denied.

**Officer's Recommendation**

That Council deny the request from the Blackbutt Tennis Club to waive overdue rates at 61 Hart Street, Blackbutt.

**Financial and Resource Implications**

Reduction in Council's Revenue.

**Link to Corporate/Operational Plan**

EXC1 Effective financial management - Optimise Council's revenue, based on realistic and equitable policies and practices.

**Communication/Consultation (Internal/External)**

Nil required – this is a specific request from a ratepayer.

**Legal Implications (Statutory Basis, Legal Risks)**

Nil.

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**Policy/Local Law/Delegation Implications**

Revenue Policy, Revenue Statement.

**Asset Management Implications**

Nil.

## 10.3 Planning (P&LM)

### *Officer's Reports*

#### 10.3.1 P&LM - 1438734 - Forwarding Material Change of Use Application for Proposed Piggery Development at 2708 Wondai Proston Road Hivesville - Lot 1 & 2 RP84295 - Applicant: Anderlea Pty Ltd

### Document Information

IR No 1438734

Author Planning Officer

Endorsed  
By Manager – Planning & Land Management  
General Manager – Corporate Services

Date 29 September 2015

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### Précis

Forwarding Material Change of Use Application for Proposed Piggery Development at 2708 Wondai Proston Road Hivesville - Lot 1 & 2 RP84295 - Applicant: Anderlea Pty Ltd - MCU2015/0007 - Receipt No: 2056415

### Summary

- Material change of use to expand the 'Anderlea' piggery from 2533 standard pig units (SPU) to 5000 standard pig units (SPU). The proposed expansion is to be called 'Blue Ridge';
- Anderlea Pork is a family owned and operated business that has been operating within the South Burnett Region since 1988;
- The application is subject to impact assessment under the *Wondai Shire IPA Planning Scheme* and is considered to be generally in accordance with the relevant provision of the planning scheme;
- The public notification was undertaken between the 31<sup>st</sup> August 2015 to 18<sup>th</sup> September 2015. One (1) submission objecting to the development was received and a letter of support was submitted with the application;
- The *Department of Infrastructure, Local Government and Planning* approved the development subject to condition on 3 September 2015 and the *Department of Agriculture and Fisheries* issued an *Environmental Authority Permit* on 3 September 2015;
- It is recommended that Council *approve* a Development Permit for Material Change of Use for Intensive Animal Husbandry subject to reasonable and relevant conditions.

### Officer's Recommendation

That Council grants **approval** for a **Development Permit** for Material Change of Use for Intensive Animal Husbandry (piggery expansion) at 2708 Wondai Proston Road 7 Gayndah Hivesville Road, Hivesville on land described as Lot 1 & 2 RP84295, subject to the following conditions–

### **General**

- GEN1. The subject site is to be developed generally in accordance with the plans and information submitted with the application unless otherwise amended by the following conditions:
- 'SITE PLAN', submitted a part of the information request response; and
  - 'PIGGERY EXPANSION FLOOR PLAN', submitted as a part of information request response.
- Note: The plan titles were added by Council for identification purposes only.*
- GEN2. All works, including the repair or relocation of services (Telstra, lighting) is to be completed at no cost to Council.
- GEN3. The applicant is required to maintain the site in a clean and orderly state at all times, clearing declared weeds and feral animals.
- GEN4. Dust prevention measures must be undertaken to ensure that dust does not cause a nuisance to occupiers of adjacent properties.
- GEN5. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.

### **Compliance Assessment**

- GEN6. All conditions of this approval are to be satisfied prior to Council issuing a Compliance Certificate for the commencement of the use, and it is the applicant's responsibility to notify Council to inspect compliance with conditions.
- A Compliance Certificate fee will be charged, with payment required prior to Council approval of the associated documentation requiring compliance assessment.
- GEN7. The following development permits are to be obtained prior to commencement of works-
- Development Permit for Building Works; and
  - Development Permit for Operational Works.

### **RPEQ**

- ENG 1. All engineering reports and designs submitted to Council for compliance assessment shall be certified by a Registered Professional Engineer of Queensland.
- ENG 2. An Operational Works application must be submitted for approval and approved by Council's General Manager of Infrastructure before any works may commence. All Operational works shall be supervised and certified by a Registered Professional Engineer of Queensland (RPEQ).

### **Roads and Access**

- ENG 3. Property access shall be in accordance with the details in the Department of Transport & Main Roads Concurrence Agency response. In the event that the Department of Transport & Main Roads does not specify otherwise, property access shall be provided in accordance with the details in Table S2.7 – *Design and Construction Standards* of the Wondai Shire Council IPA Planning Scheme; and generally in accordance with the details on IPWEAQ standard Drawing No. SEQ R-051, Type C, except that the centre island is not required and the sum of dimensions W1 and W2 shall be the minimum value necessary to meet the swept path requirements of an articulated vehicle (AV), as defined in AS/NZS 2890.

## Earthworks

ENG 4. Proposed earthworks shall be done in accordance with the Wondai Shire Council IPA *Planning Scheme Part 3.2.2 Rural Locality Code – 015 (g) Earthworks* and in compliance with the *Queensland Development Code Part NMP 1.7 - Retaining Walls and Excavation And Filling*; and shall be undertaken under a separate Development Permit for Operational Works.

## Advice

- ADV 1. *Section 341(1)(a) of the Sustainable Planning Act 2009* provides that, if this approval is not acted upon within the period of four (4) years the approval will lapse. Note that in accordance with *section 341(7)* a related approval may extend the relevant (currency) period.
- ADV 2. The applicant is advised that any proposed bunding may be subject to state government regulations of levee banks. Details are available from <https://www.dnrm.qld.gov.au/water/catchments-planning/levees>
- ADV 3. The applicant is advised that the *National Guidelines for beef cattle feedlots in Australia*, Appendix A indicates that the use of a design storm approach for the Waterbal model gives misleading results and that this methodology is therefore unacceptable. A continuous simulation is required to demonstrate the adequacy.
- ADV 4. Australian Pork Limited recommends use of Pigbal for more accurate assessment of piggery effluent treatment.
- ADV 5. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. *Section 23(1)* provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding.
- ADV 6. Attached for your information is a copy of *Division 8* of the *Sustainable Planning Act 2009* as regards Rights of Appeal. With respect to Appeal Rights of Applicants, the following is drawn to your attention—
- the applicant's Appeal Period commences upon receipt of this advice and expires twenty (20) business days thereafter.
  - should the applicant notify the Assessment Manager (Council) in writing of acceptance of the conditions of approval and that it is not intended to make an appeal, the Applicant's Appeal Period is at an end.

## Financial and Resource Implications

No implication can be identified.

## Link to Corporate/Operational Plan

### Strategic Priority 2. Growth and Opportunity

Balanced development that preserves and enhances our region.

Implement policies and plans that support appropriate planning and development for business, industry and community needs.

**Communication/Consultation (Internal/External)**

Refer to Section 4.0 of this report.

**Legal Implications (Statutory Basis, Legal Risks)**

No implication can be identified.

**Policy/Local Law/Delegation Implications**

No implication can be identified.

**Asset Management Implications**

No implication can be identified.

**10.3.2 P&LM - 1471109 - Forwarding Material Change of Use IDAS Application for One New Building (Class 9) for Indoor Shooting and Training Activities at Redmans Road Kingaroy - Lot 1 RP124382; Applicant: South Burnett Pistol Club**

**Document Information**

**IR No 1471109**

**Author Technical Officer - Planning**

**Endorsed  
By Manager – Planning & Land Management  
General Manager – Corporate Services**

**Date 29 September 2015**

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**Précis**

Forwarding Material Change of Use IDAS Application for One New Building (Class 9) for Indoor Shooting and Training Activities at Redmans Road Kingaroy - Lot 1 RP124382; Applicant: South Burnett Pistol Club

**Summary**

- Application for a Material Change of Use (Indoor Entertainment - Indoor Air Pistol Range)
- Proposed facility will be located adjacent to the existing Outdoor Pistol Range on the site
- Property is zoned Rural and the proposal is subject to Impact Assessment against the Kingaroy Shire IPA Planning Scheme
- The Outdoor Pistol Range has existed on this parcel of land for 63 years.
- The proposed facility will complement the existing use of the site and comply with national requirements for air pistol shooting
- Three (3) complaints have been received in that time (including the current submission) – notably only since 20 April 2014.
- One (1) submission was received objecting to the proposal and it related largely to the existing Outdoor Facility.
- Application recommended for approval subject to reasonable and relevant conditions

**Officer's Recommendation**

That Council approve the Development Application for Material Change of Use (Indoor Entertainment - (Indoor Air Pistol Range) located at Redmans Road, Kingaroy (and described as Lot 1 on RP124382 subject to the following conditions:

**General**

GEN1. Development of the subject land is to proceed generally in accordance with the following proposal plans and reports, submitted as part of the application except where amended by the following conditions-

- Location Plan, Drawing Ref: P01/2014
  - Site and Setout Plan, Drawing No: P01/2015, Sh No: 2(a), Date: 8/06/15
  - Site and Setout Plan - Development Stage Plan, Drawing No: P01/2015, Sh No: 3(a), Date: 8/06/15
  - Earthworks Plan, Drawing No: P01/2015, Sh No: 4(a), Date: 7/06/15
-

- Ground Floor Plan – Air Range Concrete Foundation Plan - Drawing No: P01/2015, Sh No: 5(c), Date: 8/06/15
- Ground Floor Plan – Air Range Floor Plan - Drawing No: P01/2015, Sh No: 5(c), Date: 8/06/15
- Elevations South and West – North Elevation and West Elevation - Drawing No: P01/2015, Sh No: 5(c), Date: 8/06/15

GEN2. The relocation of any infrastructure or services required as a result of this approval, including these conditions, is to be carried out at no cost to Council.

GEN3. All works, including the relocation of services (Telstra, lighting etc.) are to be completed at no cost to Council.

### **Compliance Assessment**

GEN4. All conditions of this development approval are to be satisfied prior to Council issuing a Compliance Certificate for the commencement of the use, and it is the applicant's responsibility to notify Council to inspect compliance with conditions.

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

### **Particular Use**

MCU 1. The approval is for the establishment of Indoor Entertainment (Indoor Air Pistol Range) facility with a maximum gross floor area of approximately 195m<sup>2</sup>.

MCU 2. The operating hours of the facility is restricted to no more than two (2) nights per week from 7.00pm to 9.00pm, Saturday from 7.00am to 7.00pm and Sunday from 8.00am to 7.00pm.

### **Waste Storage**

MCU 3. Provision must be made for the storage and removal of refuse in accordance with the *Environmental Protection (Waste Management) Regulation 2000*.

### **Noise**

MCU 4. The facility shall comply with a noise level no greater than 95dB Z peak hold at the boundary of the property during the hours of operation.

### **Property Access**

ENG 1. Access to the property shall be provided in accordance with the details in Table S2.7 – *Design and Construction Standards* of the Kingaroy Shire Council IPA Planning Scheme; and Council's standard Drawing No. SBRC 00049 *Rural Access*.

ENG 2. The property access point shall be located at a distance resulting from the greater of the following two requirements, as shown in Drawing No. SBRC00049:

- (a) Clear of the tangent points of the T-intersection in Redmans Road; and
- (b) At least 15 metres measured along the direction of Redmans Road, away from the average edge of bitumen in Harris Road, from both the northern and southern sides of Harris Road.

ENG 3. The property entrance shall be constructed so as to permit vehicles to leave the property in a forward gear.

- ENG 4. Provide fifteen (15) car parking spaces, in accordance with the current arrangements and location.

### **Stormwater**

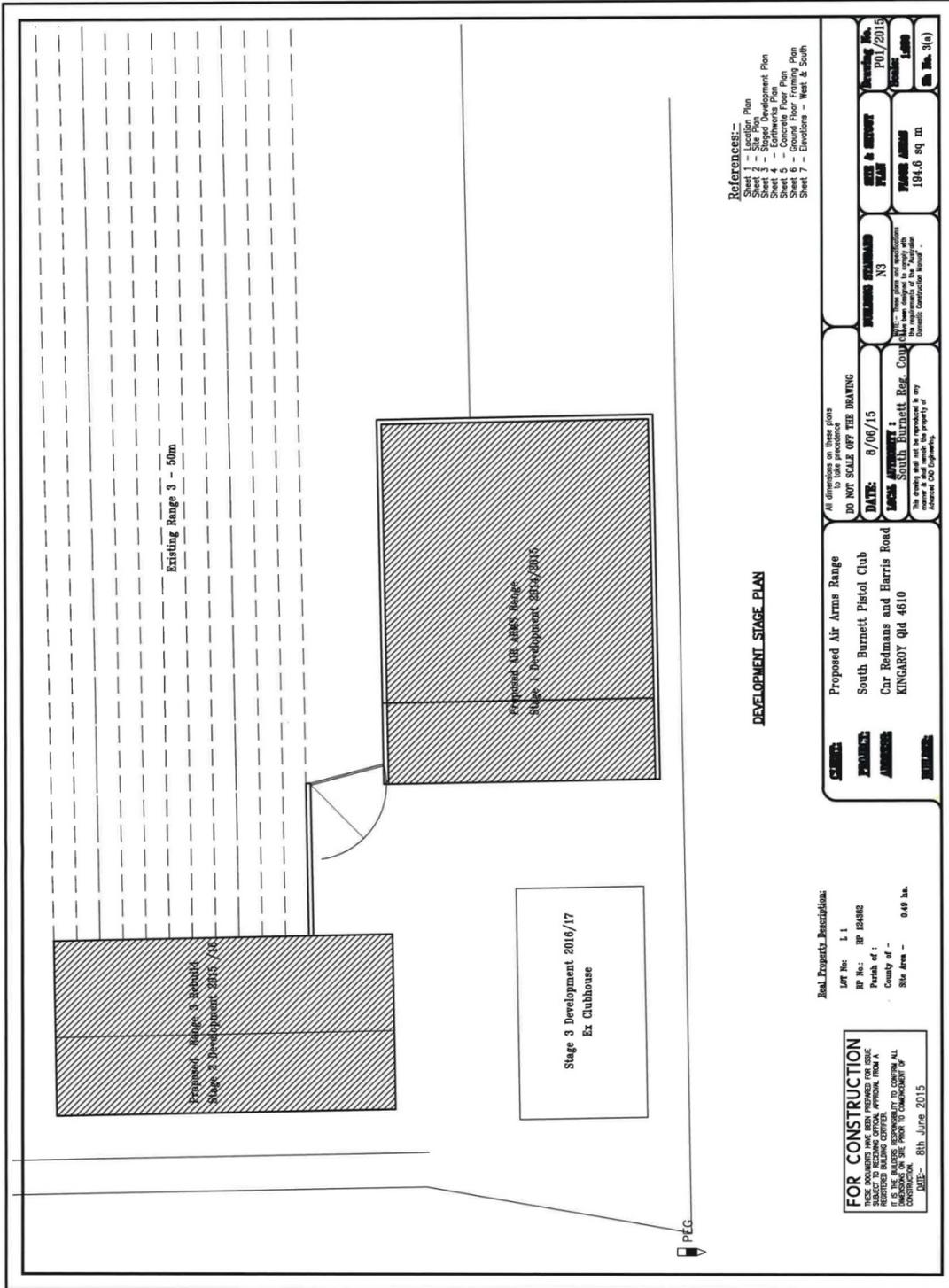
- ENG 5. All stormwater collected from the site including roof water shall be piped to a legal point of discharge, which may include a rainwater tank. Such works shall be sized and constructed as determined by the detailed design in accordance with the requirements of the *Queensland Urban Drainage Manual (QUDM)*.

### **Advice**

- ADV1. Section 341(1) of the *Sustainable Planning Act 2009* provides that, if this approval is not acted upon within the period of 4 years the approval will lapse. Note that in accordance with section 341(7) a related approval may extend the relevant (currency) period.
- ADV2. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding.
- ADV3. Attached for your information is a copy of Division 8 of the *Sustainable Planning Act 2009* as regards Rights of Appeal. With respect to Appeal Rights of Applicants, the following is drawn to your attention—
- a) the applicant's Appeal Period commences upon receipt of this advice and expires twenty (20) business days thereafter.
  - b) should the applicant notify the Assessment Manager (Council) in writing of acceptance of the conditions of approval and that it is not intended to make an appeal, the Applicant's Appeal Period is at an end.
- ADV4. The club is opposite the intersection of Harris Road and Redmans Road, where the posted speed limit is 80 km/hr and there is a known and recorded history of road accidents. This issue should be addressed in the design of access driveways and parking facilities. The current practice of parking on the road verge outside the club property is a safety concern because of the proximity of the intersection. Formalising parking arrangements is an acceptable way of mitigating this risk.
- ADV5. Council is aware of the organisation working towards provision of 1 disabled car park space and once funding is received by the organisation such provision is to be in accordance with the requirements of the current version of AS/NZS 2890.6.







- References:-**
- Sheet 1 - Location Plan
  - Sheet 2 - Site Plan
  - Sheet 3 - Development Plan
  - Sheet 4 - Earthworks Plan
  - Sheet 5 - Concrete Floor Plan
  - Sheet 6 - Structural Frame Plan
  - Sheet 7 - Elevations - West & South

**DEVELOPMENT STAGE PLAN**

**Proposed Air Arms Range**  
 South Burnett Pistol Club  
 Cur Redmans and Harris Road  
 KINGAROO Qld 4610

**DATE:** 8/06/15  
**PROJECT:** South Burnett Reg. Council

**PREPARED BY:** [Redacted]  
**APPROVED BY:** [Redacted]

**Scale:** 1:1000  
**Area:** 194.6 sq. m

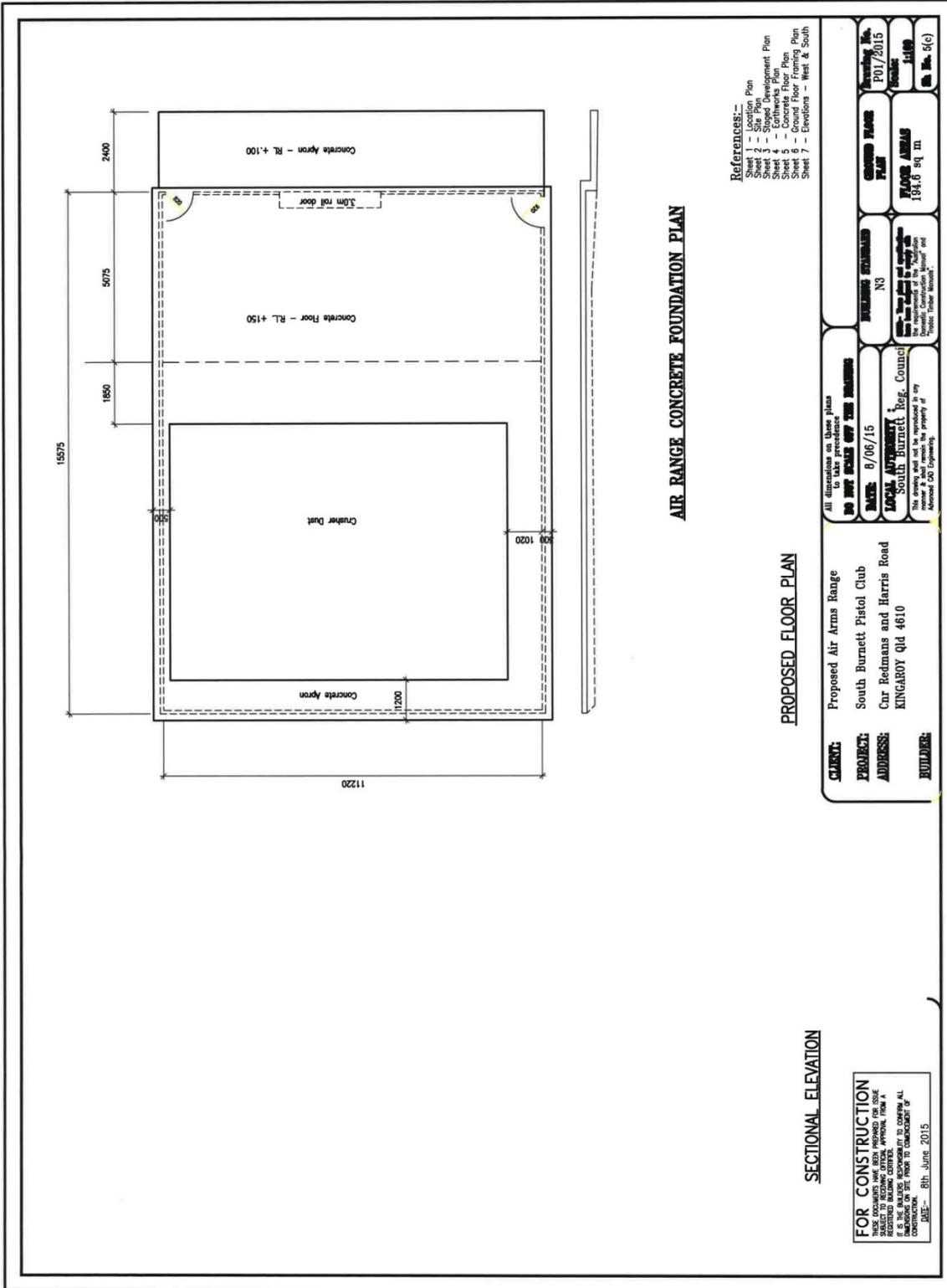
**Reference:** [Redacted]

**Notes:**  
 This drawing shall not be reproduced in any form without the written consent of the Council.  
 All dimensions on these plans are to be taken from the center of the building.

**Real Property Description:**  
 Lot No: L 1  
 RP No.: RP 12482  
 Parish of: [Redacted]  
 County of: [Redacted]  
 Site Area: 0.49 ha.

**FOR CONSTRUCTION**  
 THIS DOCUMENT IS A PRELIMINARY DESIGN AND SHOULD NOT BE USED FOR ANY OTHER PURPOSES. THE DESIGNER ACCEPTS NO LIABILITY FOR ANY ERRORS OR OMISSIONS IN THIS DOCUMENT. ALL DIMENSIONS ON SITE SHALL BE TO COMPLY WITH THE DESIGN. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE DESIGN.  
 DATE: 8th June 2015





**References:-**  
 Sheet 1 - Station Plan  
 Sheet 2 - Station  
 Sheet 3 - Staged Development Plan  
 Sheet 4 - Concrete Floor Plan  
 Sheet 5 - Concrete Floor Plan  
 Sheet 6 - Ground Floor Framing Plan  
 Sheet 7 - Elevations - West & South

**AIR RANGE CONCRETE FOUNDATION PLAN**

**PROPOSED FLOOR PLAN**

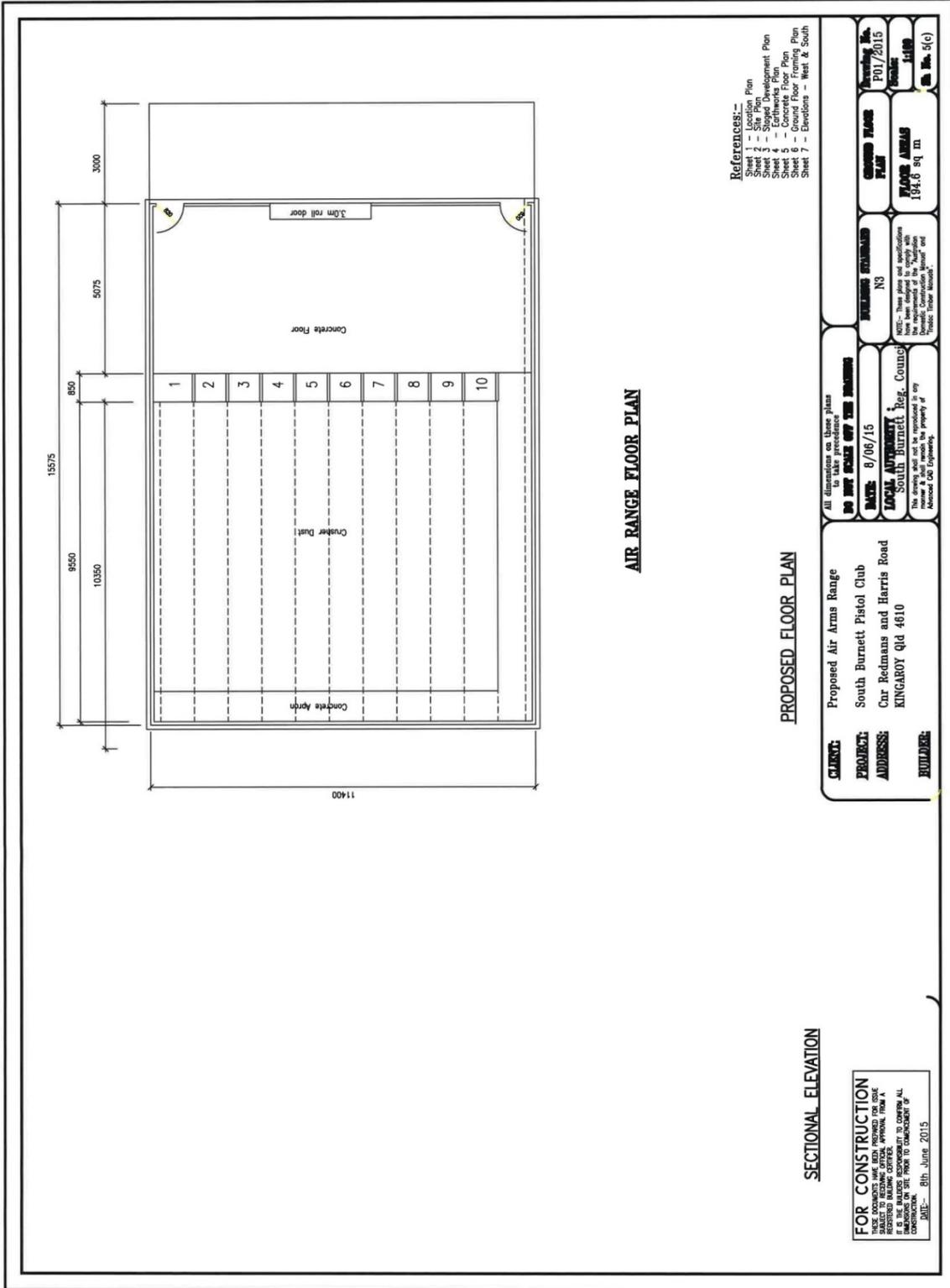
**SECTIONAL ELEVATION**

**CLIENT:** Proposed Air Arms Range  
**PROJECT:** South Burnett Pistol Club  
**ADDRESS:** Car Redmans and Harris Road  
 KINGAROY Qld 4610  
**BUILDER:**

All dimensions in these plans  
 to take precedence.  
**DATE:** 8/06/15  
**LOCAL AUTHORITY:** South Burnett Reg. Council  
 This drawing shall not be reproduced in any  
 form without the written consent of the  
 Architect/Engineer.

**PLANNING STATUS:** N3  
**PROPOSED FLOOR AREA:** 134.6 sq. m.  
**DATE:** 01/2015  
**SCALE:** 1:100  
**SH. No.:** 5(c)

**FOR CONSTRUCTION**  
 THESE DOCUMENTS HAVE BEEN PREPARED FOR ISSUE  
 AND CONSTRUCTION UNDER THE SUPERVISION OF A  
 REGISTERED ARCHITECT.  
 IT IS THE BUILDERS RESPONSIBILITY TO COMPLY ALL  
 RELEVANT REGULATIONS AND STANDARDS PRIOR TO COMMENCEMENT OF  
 CONSTRUCTION.  
 DATE:- 8th June 2015





**11. Information Section (IS)**

**11.1 IS - 1514379 - Reports for the Information of Council**

**Document Information**

**IR No** 1514379

**Author** Administration Section

**Date** 23 September 2015

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**Précis**

Reports received for the Information of Council.

**Summary**

List of correspondence pending completion of assessment report  
Delegated Authority Report  
Workplace Health & Safety Report  
Road Maintenance Expenditure Report

**Officer's Recommendation**

That the reports be received.

**12. General Section**

No Report.

**13. Confidential Section**

No Report.

