



AGENDA

Ordinary Council Meeting Wednesday, 20 August 2025

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

Date: Wednesday, 20 August 2025

Time: 9.00am

**Location: Warren Truss Chamber
45 Glendon Street
Kingaroy**

**Mark Pitt PSM
Chief Executive Officer**

In accordance with the *Local Government Regulation 2012*, please be advised that all discussion held during the meeting is recorded for the purpose of verifying the minutes. This will include any discussion involving a Councillor, staff member or a member of the public.

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

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 16 JULY 2025

File Number: 20-08-2025

Author: Executive Assistant

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

That the Minutes of the Special Council Meeting held on 16 July 2025 be received and the recommendations therein be adopted.

ATTACHMENTS

- 1. Minutes of the Special Council Meeting held on 16 July 2025**



MINUTES

**Special Council Meeting
Wednesday, 16 July 2025**

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**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL
SPECIAL COUNCIL MEETING
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY
ON WEDNESDAY, 16 JULY 2025 AT 9.00AM**

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

1 OPENING

Mayor Kathy Duff opened the meeting at 9.03am.

2 ATTENDANCE

Mark Pitt (Chief Executive Officer), Aaron Meehan (General Manager Infrastructure), Kerri Anderson (General Manager Finance & Liveability), Simon Ginn (Manager Planning & Development), Sam Dunstan (Senior Planning Officer), (Helen Floyd (Executive Assistant Mayor), Wendy Kruger (Executive Assistant Finance), Kristy Miatt (Executive Assistant Communications),

3 LEAVE OF ABSENCE / APOLOGIES

Nil

4 PRAYERS

A representative of Kingaroy District Ministry Association, Pastor Lauro Gomes, from the Church of Christ, offered prayers for Council and the conduct of the Council meeting.

5 DECLARATION OF INTEREST

Nil

6 FINANCE & LIVEABILITY

6.1 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL ANNUAL OPERATIONAL PLAN 2025/2026

RESOLUTION 2025/1

Moved: Cr Danita Potter

Seconded: Cr Heath Sander

That the South Burnett Regional Council Annual Operational Plan 2025/2026 be adopted as presented.

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

Against: Nil

CARRIED 7/0

Attendance

At 9.07am Simon Ginn entered the meeting.

At 9.07am Sam Dunstan entered the meeting.

6.2 ADOPTION OF SOUTH BURNETT REGIONAL COUNCIL DEBT POLICY 2025/2026 - STATUTORY010

RESOLUTION 2025/2

Moved: Cr Ros Heit

Seconded: Cr Deb Dennien

That the South Burnett Regional Council Debt Policy 2025/2026 – Statutory010 be adopted as presented.

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

Against: Nil

CARRIED 7/0

It was resolved that the Mayor's Budget address move to the end of the meeting.

6.4 STATEMENTS OF ESTIMATED FINANCIAL POSITION TO 30 JUNE 2025

RESOLUTION 2025/3

Moved: Cr Linda Little

Seconded: Cr Danita Potter

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

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

Against: Nil

CARRIED 7/0

6.5 DIFFERENTIAL GENERAL RATES CATEGORIES AND CRITERIA 2025/2026

RESOLUTION 2025/4

Moved: Cr Ros Heit

Seconded: Cr Danita Potter

That

1. South Burnett Regional Council adopt differential general rates for the year ending 30 June 2026;
2. Pursuant to *Section 81* of the *Local Government Regulation 2012*, the categories into which rateable land is categorised, the description of those categories and, in accordance with *Sections 81(4)* and *81(5)* of the *Local Government Regulation 2012*, the method by which land is to be identified and included in its appropriate category is as listed in the table below;

3. Council delegates to the Chief Executive Officer the power, in accordance with *Sections 81(4) and 81(5) of the Local Government Regulation 2012*, to identify the rating category to which each parcel of rateable land belongs

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

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

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

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

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

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

Category 4	Differential Category Village – Bunya Mountains
Description	Identification
The property is used for any purpose; and located in the village of Bunya Mountains.	<ol style="list-style-type: none"> 1. All land described as 'village' in and around the Bunya Mountains, where the dominant purpose for which that land is used, or intended for use, is a residential purpose and not included in any other category. 2. Villages are defined in "Individual Village" maps series.

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

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

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

Category	Differential Category
202	Commercial – Nanango
Description	Identification
All properties in this category are located within the Nanango Urban Localities and are used for business and commercial purposes, or if vacant land, is zoned for business and commercial purposes under the Planning Schemes relevant to South Burnett Regional	<ol style="list-style-type: none"> 1. This category will cover all land within the Nanango Urban locality, where the property is used for a business and commercial purpose; or 2. If vacant land, is zoned for a business and commercial purpose under the Planning Schemes

<p>Council, and intended for use for business and commercial purposes. Urban Localities are defined in "Individual Urban Locality" maps series.</p> <p>This category includes properties that are used for a combined residential and a business or commercial purpose. Council will be guided by the Department of Resources land use codes between 10 and 15, 17 and 27, and 41 and 49 when determining the properties that fit into this category.</p>	<p>relevant to South Burnett Regional Council, and intended for use for business and commercial purposes; and</p> <p>3. Is not included in any other category.</p> <p>4. Land with land use codes 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 41, 42, 43, 44, 45, 46, 47, 48 and 49 or as otherwise identified by the CEO.</p>
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Category	Differential Category
204	Commercial – Blackbutt
Description	Identification
<p>All properties in this category are located within the Blackbutt Urban Localities and are used for business and commercial purposes, or if vacant land, is zoned for business and commercial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes. Urban Localities are defined in "Individual Urban Locality" maps series.</p> <p>This category includes properties that are used for a combined residential and a business or commercial purpose. Council will be guided by the Department of Resources land use codes between 10 and 15, 17 and 27, and 41 and 49 when determining the properties that fit into this category.</p>	<p>1. This category will cover all land within the Blackbutt Urban locality, where the property is used for a business and commercial purpose; or</p> <p>2. If vacant land, is zoned for a business and commercial purpose under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes; and</p> <p>3. Is not included in any other category.</p> <p>4. Land with land use codes 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 41, 42, 43, 44, 45, 46, 47, 48 and 49 or as otherwise identified by the CEO.</p>

Category	Differential Category
302	Commercial – Murgon
Description	Identification
<p>All properties in this category are located within the Murgon Urban Locality and are used for business and commercial purposes, or if vacant land, is zoned for business and commercial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes. Urban Localities are defined in "Individual Urban Locality" maps series.</p> <p>This category includes properties that are used for a combined residential and a business or commercial purpose. Council will be guided by the Department of Resources land use codes between 10 and 15, 17 and 27, and 41 and 49 when determining the properties that fit into this category.</p>	<p>1. This category will cover all land within the Murgon Urban locality, where the property is used for a business and commercial purpose; or</p> <p>2. If vacant land, is zoned for a business and commercial purpose under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes; and</p> <p>3. Is not included in any other category.</p> <p>4. Land with land use codes 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 41, 42, 43, 44, 45, 46, 47, 48 and 49 or as otherwise identified by the CEO.</p>

Category	Differential Category
402	Commercial – Wondai
Description	Identification
<p>All properties in this category are located within the Wondai Urban Locality and are used for business and commercial purposes, or if vacant land, is zoned for business and commercial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes. Urban Localities are defined in "Individual Urban Locality" maps series.</p> <p>This category includes properties that are used for a combined residential and a business or commercial purpose. Council will be guided by the Department of</p>	<p>1. This category will cover all land within the Wondai Urban locality, where the property is used for a business and commercial purpose; or</p> <p>2. If vacant land, is zoned for a business and commercial purpose under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes; and</p> <p>3. Is not included in any other category.</p> <p>4. Land with land use codes 10, 11, 12, 13, 14, 15, 17,</p>

Resources land use codes between 10 and 15, 17 and 27, and 41 and 49 when determining the properties that fit into this category.	18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 41, 42, 43, 44, 45, 46, 47, 48 and 49 or as otherwise identified by the CEO.
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Category	Differential Category
600	Commercial – Rural
Description	Identification
<p>All properties in this category are located anywhere within the South Burnett Regional Council area,</p> <p>This category includes properties that are used for a combined residential and a business or commercial purpose. Council will be guided by the Department of Resources land use codes between 60 and 71, 73 and 89, and 93 when determining the properties that fit into this category.</p>	<ol style="list-style-type: none"> 1. This category will cover all rural land in the region that is used for business of primary production, including agricultural, grazing, horticulture, aquaculture and similar purposes; and where there is an additional business or commercial use. 2. Is not included in any other category; and 3. Properties in this category must qualify for the Department of Resources primary producers' concession, and are identified by the land use codes below. 4. Land with land use codes 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89 and 93 or as otherwise identified by the CEO.

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

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

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

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

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

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

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

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

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

Category	Differential Category
211	Extractive C
Description	Identification
<p>All properties in this category are used for extractive industry purposes such as quarries and mining operations with between 51 and 300 workers (employees and/or contractors) and/or extraction volumes of between 1 million and 2 million tonnes per year.</p>	<ol style="list-style-type: none"> 1. This category will cover all land used for the purpose of extracting resources from the ground, with operations that have between 51 and 300 workers (employees and/or contractors) and/or extraction volumes of between 1 million and 2 million tonnes per year.

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

Category	Differential Category
213	Extractive B
Description	Identification
<p>All properties in this category are used for extractive industry purposes, and include:</p> <p>(a) Operational Gravel Pits; and</p> <p>(b) Extractive operations such as quarries and mining operations with an employee base of between 6 and 50 workers (employees and/or contractors) and/or extraction volumes of less than 1 million tonnes per annum.</p> <p>(c) Council will be guided by the Department of Resources land use code 40 when determining the properties that fit into this category.</p>	<p>1. This category will cover all land used for the purpose of extracting resources from the ground and include:</p> <p>(a) Operational Gravel Pits; and</p> <p>(b) Extractive operations such as quarries and mining operations with an employee base of between 6 and 50 workers (employees and/or contractors) and/or extraction volumes of less than 1 million tonnes per annum.</p> <p>2. Land with land use code 40 or as otherwise identified by the CEO.</p>

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

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

Category	Differential Category
219	Solar/Wind Farm <5MW
Description	Identification
<p>All properties in this category are located anywhere within the South Burnett Regional Council area, used in whole or in part as a Solar/Wind Farm, capable of</p>	<p>A Solar/Wind Farm is defined as land used in whole or in part to generate or produce electricity by means of a large number of solar panels connected to the mains</p>

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

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

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

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

Category	Differential Category
224	Transformers
Description	Identification
All properties in this category are located anywhere within the South Burnett Regional Council area and are used or intended for use, in whole or in part, as a	Land with land use code of 91 or as otherwise identified by the CEO

transmission/substation site with a transformer output capacity less than 1 MVA. Council will be guided by the Department of Resources land use code 91 when determining the properties that fit into this category.

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

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

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

Category	Differential Category
101	Multi-Units – Kingaroy
Description	Identification
All properties in this category are located within the Kingaroy Urban Locality and are used solely for residential purposes. Urban Localities are defined in "Individual Urban Locality" maps series. Council will be guided by the Department of Resources land use code of 03 when determining the properties that fit into this category.	1. This category will cover all land within the Kingaroy Urban Locality where the dominant purpose for which land is used, or intended for use, is a residential purpose and not included in any other category. 2. Land with land use code of 03 or as otherwise identified by the CEO.

Category	Differential Category
100	Multi-Units - Others
Description	Identification
All properties in this category are located within Urban Localities, (excluding Kingaroy) and are used solely for residential purposes. Urban Localities are defined in "Individual Urban Locality" maps series. Council will be guided by the Department of Resources land use code of 03 when determining the properties that fit into this category.	1. This category will cover all land within the Urban Localities, (excluding Kingaroy) where the dominant purpose for which land is used, or intended for use, is a residential purpose and not included in any other category. 2. Land with land use code of 03 or as otherwise identified by the CEO

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

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

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

Category	Differential Category
604	Cattle Feedlot >10,000 SCU
Description	Identification
All properties in this category are located anywhere within the South Burnett area and are used or intended for use, in whole or in part, as a cattle feedlot requiring approval by Council or requiring licensing as an Environmentally Relevant Activity and having an approved capacity 10,000 SCU or greater.	As identified by the CEO.

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

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

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

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

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

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

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

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

Against: Nil

CARRIED 7/0

Attendance

At 9.15am Vanessa Gwasira entered the meeting.

At 9.15am Vanessa Gwasira left the meeting.

At 9.15am Simon Ginn left the meeting.

6.6 ADOPTION OF THE DIFFERENTIAL GENERAL RATES 2025/2026

RESOLUTION 2025/5

Moved: Cr Ros Heit

Seconded: Cr Deb Dennien

That pursuant to *Section 94* of the *Local Government Act 2009* and *Section 80* of the *Local Government Regulation 2012* the differential general rate to be made and levied for each differential general rate category for the year ending 30 June 2026 is as follows:

Category	Category Description	Rate in Dollar
203	Residential Land – Blackbutt	\$0.0176960
1	Residential Land – Kingaroy	\$0.0207570
301	Residential Land – Murgon	\$0.0301640
201	Residential Land – Nanango	\$0.0217690
401	Residential Land – Wondai	\$0.0217690
3	Village	\$0.0148260
4	Village – Bunya Mountains	\$0.0168480
900	Rural Residential Land	\$0.0143150
910	Rural Residential Land – Blackbutt	\$0.0130880
204	Commercial Land – Blackbutt	\$0.0161560
2	Commercial Land – Kingaroy	\$0.0310680
302	Commercial Land – Murgon	\$0.0403890
202	Commercial Land – Nanango	\$0.0255630
402	Commercial Land – Wondai	\$0.0189160
600	Commercial Land - Rural	\$0.0093940
700	Commercial Land - Village	\$0.0168480
9	Drive-In Shopping Centre >10,000m ²	\$0.0159810
10	Drive-In Shopping Centre 4,001m ² – 10,000m ²	\$0.0598130
99	Drive-In Shopping Centre 1,500m ² – 4,000m ²	\$0.0395780
209	Industrial Land – Blackbutt	\$0.0218880
8	Industrial Land – Kingaroy	\$0.0217390
308	Industrial Land – Murgon	\$0.0289720
208	Industrial Land – Nanango	\$0.0224950

408	Industrial Land – Wondai	\$0.0224950
212	Extractive A	\$0.0303270
213	Extractive B	\$0.0269460
211	Extractive C	\$0.0358770
414	Coal Mine	\$0.2718030
215	Power Generation	\$0.1962600
219	Solar/Wind Farm – <5MW	\$0.0324360
220	Solar/Wind Farm – 5MW to <20MW	\$0.0324360
221	Solar/Wind Farm – 20MW to <50MW	\$0.0560530
222	Solar/Wind Farm – 50MW to <100MW	\$0.0560530
223	Solar/Wind Farm – >=100MW	\$0.0560530
224	Transformers	\$0.0143690
225	Transformers >1 MW	\$0.0163980
226	Transformers >10MW	\$0.0162410
508	Heavy Industry	\$0.0335590
101	Multi-units – Kingaroy	\$0.0224750
100	Multi-units – Others	\$0.0224760
611	Piggery <3,499 SPU	\$0.0092010
612	Piggery 3,500 – 10,000 SPU	\$0.0092010
613	Piggery 10,001 – 20,000 SPU	\$0.0092010
614	Piggery >20,000 SPU	\$0.0092010
601	Cattle Feedlot <1,000 SCU	\$0.0092010
602	Cattle Feedlot 1,001 – 5,000 SCU	\$0.0092010
603	Cattle Feedlot 5,001 – 10,000 SCU	\$0.0092010
604	Cattle Feedlot >10,000 SCU	\$0.0092010
6	Rural Land	\$0.0092010
419	Water – Pumping and Storage	\$0.0118620
7	Other Land	\$0.0120660

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

Against: Nil

CARRIED 7/0

6.7 MINIMUM GENERAL RATES 2025/2026

RESOLUTION 2025/6

Moved: Cr Linda Little

Seconded: Cr Ros Heit

That in accordance with Section 94 of the *Local Government Act 2009* and Section 77 of the *Local Government Regulation 2012*, the minimum general rate to be made and levied for the year ending 30 June 2026 for each differential general rate category, is as follows:

Category	Category Description	Minimum Rate
203	Residential Land – Blackbutt	\$1,155.00
1	Residential Land – Kingaroy	\$1,155.00
301	Residential Land – Murgon	\$1,155.00
201	Residential Land – Nanango	\$1,155.00
401	Residential Land – Wondai	\$1,155.00
3	Village	\$1,155.00
4	Village – Bunya Mountains	\$1,155.00
900	Rural Residential Land	\$1,155.00
910	Rural Residential Land – Blackbutt	\$1,155.00
204	Commercial Land – Blackbutt	\$1,407.00
2	Commercial Land – Kingaroy	\$1,407.00
302	Commercial Land – Murgon	\$1,407.00
202	Commercial Land – Nanango	\$1,407.00
402	Commercial Land – Wondai	\$1,407.00
600	Commercial Land - Rural	\$1,252.00
700	Commercial Land - Village	\$1,155.00
9	Drive-In Shopping Centre >10,000m ² floor area	\$83,015.00
10	Drive-In Shopping Centre 4,000m ² to 10,000m ²	\$33,174.00
99	Drive-In Shopping Centre 1500m ² to 4,000m ²	\$11,180.00
209	Industrial Land – Blackbutt	\$1,407.00
8	Industrial Land – Kingaroy	\$1,407.00
308	Industrial Land – Murgon	\$1,407.00
208	Industrial Land – Nanango	\$1,407.00
408	Industrial Land – Wondai	\$1,407.00
212	Extractive A	\$1,242.00
213	Extractive B	\$9,607.00
211	Extractive C	\$16,255.00
414	Coal Mine	\$128,658.00
215	Power Generation	\$445,570.00
219	Solar/Wind Farm – <5MW	\$8,572.00
220	Solar/Wind Farm – 5MW to <20MW	\$17,143.00
221	Solar/Wind Farm – 20MW to <50MW	\$46,528.00
222	Solar/Wind Farm – 50MW to <100MW	\$79,587.00
223	Solar/Wind Farm – >=100MW	\$153,050.00
224	Transformers	\$1,407.00
225	Transformers > 1 MW	\$1,664.00
226	Transformers > 10MW	\$1,803.00
508	Heavy Industry	\$1,407.00

101	Multi-units – Kingaroy	\$1,206.00
100	Multi-units – Others	\$1,206.00
611	Piggery <3,499 SPU	\$1,229.00
612	Piggery 3,500 – 10,000 SPU	\$3,072.00
613	Piggery 10,001 – 20,000 SPU	\$6,144.00
614	Piggery >20,000 SPU	\$12,286.00
601	Cattle Feedlot <1,000 SCU	\$3,686.00
602	Cattle Feedlot 1,001 – 5,000 SCU	\$4,915.00
603	Cattle Feedlot 5,001 – 10,000 SCU	\$11,058.00
604	Cattle Feedlot >10,000 SCU	\$16,381.00
6	Rural Land	\$1,252.00
419	Water – Pumping and Storage	\$1,155.00
7	Other Land	\$1,155.00

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

Against: Nil

CARRIED 7/0

6.8 AVERAGING LAND VALUATIONS 2025/2026

RESOLUTION 2025/7

Moved: Cr Ros Heit

Seconded: Cr Jane Erkens

That pursuant to *Sections 74 and 76 of the Local Government Regulation 2012* for the purpose of making and levying differential general rates for the 2025/2026 financial year, the rateable value of land is the three (3) year averaged value of land.

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

Against: Cr Heath Sander

CARRIED 6/1

6.9 BUSINESS ACTIVITIES 2025/2026

RESOLUTION 2025/8

Moved: Cr Danita Potter

Seconded: Cr Linda Little

That in relation to Council's Business activities:

1. In accordance with the *Local Government Act 2009 (Division 2, Section 43)* and the *Local Government Regulation 2012*, Council determines that it does not presently have a Significant Business Activity for the financial year 2025/2026 (see Statement of Business Activities Table 1) due to none of its business activities exceeding the \$9,700,000 threshold in the 2024/2025 financial year as per Section 19 of the *Local Government Regulation 2012*.

2. Council determines that those Business Activities categorised as prescribed business activities and listed in the statement of prescribed and other business activities (Table 2) are those activities that meet the prescribed activity threshold of \$340,000 or more in accordance with *Section 39 of the Local Government Regulation 2012*.
3. Council resolve not to apply the Code of Competitive Conduct to any business activity in 2025/2026 in accordance with the *Local Government Act 2009 Section 47(7)* and the *Local Government Regulation 2012*.

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

Against: Nil

CARRIED 7/0

6.10 SPECIAL CHARGE - RURAL FIRE BRIGADES 2025/2026

RESOLUTION 2025/9

Moved: Cr Ros Heit

Seconded: Cr Linda Little

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

1. Council make and levy a special charge (to be known as the Rural Fire Levy Special Charge) of \$25 per rateable assessment, on all rateable land within the region to which the overall plan applies, that also attracts a Class E Emergency Management Levy (pursuant to *Part 3 of the Fire and Emergency Services Regulation 2011*) to fund the operations of the rural fire brigades that operate throughout the rural areas of the South Burnett Region.
2. The overall plan for the Rural Fire Levy Special Charge is as follows:
 - (a) the rateable land to which the plan applies is all rateable land within the region, other than rateable land that is liable to pay an urban district fire levy (pursuant to *Section 107 of the Fire and Emergency Services Act 1990*).
 - (b) the service, facility or activity for which the plan is made is the ongoing provision and maintenance of rural fire-fighting equipment for the rural fire brigades that operate throughout the rural areas of the region.
 - (c) the time for implementing the overall plan is 1 year commencing 1 July 2025 and ending 30 June 2026.
 - (d) the estimated cost of implementing the overall plan for the 2025/2026 year is \$216,050.
 - (e) the level of contribution each brigade receives will be decided by the Local Area Rural Fire Services Committee.

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

Against: Nil

CARRIED 7/0

Attendance

At 9.25am Wendy Kruger left the meeting.

6.11 ADOPTION OF DISCOUNT ON RATES 2025/2026

RESOLUTION 2025/10

Moved: Cr Danita Potter

Seconded: Cr Jane Erkens

That for the 2025-2026 financial year, and pursuant to *Section 130* of the *Local Government Regulation 2012*, the differential general rates, wastewater utility charges, water access charges, refuse collection charges (including recycling) made and levied shall be subject to an early payment discount of 10% if paid within the discount period of thirty (30) days of the date of issue of the rate notice provided that:

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

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

Against: Nil

CARRIED 7/0

Attendance

At 9.27am Simon Ginn entered the meeting.

At 9.28am Wendy Kruger entered the meeting.

6.12 ADOPTION OF EXEMPTIONS AND CONCESSIONS ON VARIOUS SPECIAL, SEPARATE AND UTILITY CHARGES 2025/2026

RESOLUTION 2025/11

Moved: Cr Danita Potter

Seconded: Cr Deb Dennien

That:

1. pursuant to *Section 93* of the *Local Government Act 2009* Council provides an exemption of differential general rates and separate charges for properties as identified within the categories per the table below.
2. pursuant to *Sections 120, 121 and 122* of the *Local Government Regulation 2012*, Council grants a rebate for various rates and charges for the financial year ending 30 June 2026 as identified in the table below and subject to the following:
 - (a) Property owners must notify Council immediately if there is a substantive change in land use for a property that is receiving a rate concession.
 - (b) Applications received during the current financial year that fall within the categories below, will be granted a rate concession following the passing of a resolution by Council.
 - (c) If a property has been granted a rate concession in the previous financial year, the owner will not be required to re-apply to receive the rate concession for the current financial year. However, proof of ongoing eligibility will be required if requested.

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

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

Against: Nil

CARRIED 7/0

6.13 ADOPTION OF THE CONCESSION OF WATER CONSUMPTION CHARGES - HAEMODIALYSIS MACHINES 2025/2026

RESOLUTION 2025/12

Moved: Cr Danita Potter

Seconded: Cr Heath Sander

1. That for the 2025-2026 financial year, and pursuant to *Sections 120, 121 and 122 of the Local Government Regulation 2012*, Council allows an annual rebate of up to 190KL on the water usage to any patient who qualifies for and operates a home Haemodialysis Machine supplied by Queensland Health.
2. The owner of the testable Backflow Prevention Device that supplies water to a home Haemodialysis Machine is exempted from the Yearly Lodgement Fee. The Form 9 and testing remains a requirement under plumbing legislation.

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

Against: Nil

CARRIED 7/0

6.14 ADOPTION OF THE SETTING OF CONCESSION ON RATES AND CHARGES FOR APPROVED PENSIONERS 2025/2026

RESOLUTION 2025/13

Moved: Cr Heath Sander

Seconded: Cr Linda Little

That for the 2025-2026 financial year, and pursuant to *Sections 120, 121 and 122 of the Local Government Regulation 2012*, a rebate of rates be granted to all ratepayers who are pensioners and who are eligible for the Queensland Government pensioner remission.

The rebate will be set at:

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

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

Against: Nil

CARRIED 7/0

6.15 ADOPTION OF WAIVING MINIMUM GENERAL RATES 2025/2026

RESOLUTION 2025/14

Moved: Cr Heath Sander

Seconded: Cr Danita Potter

That for the 2025-2026 financial year, and pursuant to *Sections 120, 121 and 122 of the Local Government Regulation 2012*, Council grants a rebate equal to the full value of the separate charges and part of the differential general rates equal to the difference between the Minimum Differential General Rate for the appropriate category and the rate calculated using the rate in the dollar and the valuation for the properties identified hereunder:

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

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

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

Against: Nil

CARRIED 7/0

6.16 INTEREST ON OVERDUE RATES 2025/2026

RESOLUTION 2025/15

Moved: Cr Deb Dennien

Seconded: Cr Linda Little

1. That for the 2025-2026 financial year, and pursuant to *Section 133* of the *Local Government Regulation 2012*, compound interest on daily rests at the rate of nine percent (9.00%) per annum is to be charged on all overdue rates or charges.
2. South Burnett Regional Council determine that rates or charges will be considered as overdue for the charging of interest if they remain unpaid after sixty (60) days from the due date of the relevant rate notice.

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

Against: Nil

CARRIED 7/0

6.17 LEVY AND PAYMENT OF RATES AND CHARGES 2025/2026

RESOLUTION 2025/16

Moved: Cr Linda Little

Seconded: Cr Danita Potter

That:

1. pursuant to *Section 107* of the *Local Government Regulation 2012* and *Section 114* of the *Fire and Emergency Services Act 1990*, Council's rates and charges, and the State Government's Emergency Management, Fire and Rescue Levy be levied:
 - (a) for the half year 1 July 2025 to 31 December 2025 – in August 2025; and
 - (b) for the half year 1 January 2026 to 30 June 2026 – in February 2026.
2. pursuant to *Section 118* of the *Local Government Regulation 2012*, that Council's rates and charges, and the State Government's Emergency Management, Fire and Rescue Levy, be paid within thirty (30) days of the issue of the rate notice.

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

Against: Nil

CARRIED 7/0

6.18 PROSTON COMMON EFFLUENT DISPOSAL UTILITY CHARGES 2025/2026

RESOLUTION 2025/17

Moved: Cr Deb Dennien

Seconded: Cr Linda Little

That for the 2025-2026 financial year, and pursuant to *Section 94* of the *Local Government Act 2009* and *Section 99* of the *Local Government Regulation 2012* Council make and levy sewerage utility charges, for the supply of sewerage services by the Council, as follows:

The following utility charges be made and levied for the provision of a Common effluent disposal system for the year ended 30 June 2026:

1. In respect of all lands and premises which are connected to Council's Common effluent disposal system:
 - (a) For the first pedestal connected to the system, a charge of \$490.00 per annum per pedestal.
 - (b) Other than additional pedestals installed in a private residence for the sole use of the occupier and their family, all additional pedestals will be levied a charge of:
 - (i) \$392.00 per annum per additional pedestal for hospital and education facilities
 - (ii) \$392.00 per annum per additional pedestal for all other categories.
 - (c) Where any premises not connected to the Council Common system, become connected during the year, the charges under Clause (a) (1) shall become operative from the date of connection, with proportionate rebate from that date.
 - (d) A charge of \$102.00 per annum will apply to vacant land that is capable of being connected to the system.

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

Against: Nil

CARRIED 7/0

6.19 SEPARATE CHARGE - COMMUNITY RESCUE AND EVACUATION 2025/2026

RESOLUTION 2025/18

Moved: Cr Danita Potter

Seconded: Cr Heath Sander

That for the 2025-2026 financial year, and pursuant to *Section 94* of the *Local Government Act 2009* and *Section 103* of the *Local Government Regulation 2012*, Council make and levy a separate charge (to be known as the "Community Rescue and Evacuation Separate Charge"), in the sum of \$5.00 per rateable assessment, to be levied equally on all rateable land in the region, for the purpose of sponsoring the aerial emergency rescue and evacuation transport providers that service the South Burnett Region.

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

Against: Nil

CARRIED 7/0

6.20 SEPARATE CHARGE - WASTE MANAGEMENT LEVY 2025/2026

RESOLUTION 2025/19

Moved: Cr Jane Erkens

Seconded: Cr Deb Dennien

That for the 2025-2026 financial year, and pursuant to *Section 94* of the *Local Government Act 2009* and *Section 103* of the *Local Government Regulation 2012*, Council make and levy a separate charge (to be known as the "Waste Management Separate Charge"), in the sum of \$245.00 per rateable assessment, to be levied equally on all rateable land in the region, for the purpose of:

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

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

Against: Cr Heath Sander

CARRIED 6/1

6.21 WASTE COLLECTION UTILITY CHARGES 2025/2026

RESOLUTION 2025/20

Moved: Cr Ros Heit

Seconded: Cr Danita Potter

That for the 2025-2026 financial year, and in accordance with *Section 94* of the *Local Government Act 2009* and *Section 99* of the *Local Government Regulation 2012* Council make and levy waste management utility charges, for the supply of waste management services (including the storage, collection and removal of general waste) on all land and structures to which a waste management service is supplied or, in the case of rateable land which is occupied, made available by Council as follows:

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

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

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

Service Category	Charge per Service
A weekly collection service for the collection of domestic waste from a 240-litre waste container servicing domestic premises in the designated waste collection area for Blackbutt, Crawford, Hivesville, Kingaroy, Kumbia, Memerambi, Murgon, Nanango, Preston, Tingoora, Wattlecamp, Wondai or Wooroolin and prescribed Villages (other than the Bunya Mountains) and some specifically identified sub divisional areas.	\$216.00
An optional weekly collection service for the collection of domestic waste from a 240-litre waste container servicing domestic premises not situated in the designated waste collection area for Blackbutt, Crawford, Hivesville, Kingaroy, Kumbia, Memerambi, Murgon, Nanango, Preston, Tingoora, Wattlecamp, Wondai or Wooroolin and prescribed Villages (also not situated in the Bunya Mountains) and some specifically identified sub divisional areas.	\$216.00
A weekly collection service for the collection of commercial waste from a 240-litre waste container servicing commercial premises in the designated waste collection area for Blackbutt, Crawford, Hivesville, Kingaroy, Kumbia, Memerambi, Murgon, Nanango, Preston, Tingoora, Wattlecamp, Wondai or Wooroolin and prescribed Villages (other than the Bunya Mountains) and some specifically identified sub divisional areas.	\$306.00
An optional weekly collection service for the collection of commercial waste from a 240-litre waste container servicing commercial premises not situated in the designated waste collection area for Blackbutt, Crawford, Hivesville, Kingaroy, Kumbia, Memerambi, Murgon, Nanango, Preston, Tingoora, Wattlecamp, Wondai or Wooroolin and prescribed Villages (and also not situated in the Bunya Mountains) and some specifically identified sub divisional areas.	\$306.00
Bunya Mountains waste management utility charge The Bunya Mountains waste management utility charge is a separate utility charge levied in respect of:	\$260.00

<p>(a) the complexity and difficulty of waste management service provision for the Bunya Mountains; and</p> <p>(b) the collection of domestic waste from domestic premises situated in the Bunya Mountains in circumstances where the domestic waste is deposited in, and collected from, bulk waste containers which are set aside for the collection of domestic waste at the Bunya Mountains.</p>	
A fortnightly collection service for the collection of recyclable waste from a 240-litre waste container servicing domestic premises in the designated waste collection area for Blackbutt, Crawford, Hivesville, Kingaroy, Kumbia, Memerambi, Murgon, Nanango, Preston, Tingoora, Wattlecamp, Wondai or Wooroolin and prescribed Villages (other than the Bunya Mountains) and some specifically identified sub divisional areas.	\$83.00
An optional fortnightly collection service for the collection of recyclable waste from a 240-litre waste container servicing domestic premises not situated in the designated waste collection area for Blackbutt, Crawford, Hivesville, Kingaroy, Kumbia, Memerambi, Murgon, Nanango, Preston, Tingoora, Wattlecamp, Wondai or Wooroolin and prescribed Villages (also not situated in the Bunya Mountains) and some specifically identified sub divisional areas.	\$83.00
A fortnightly collection service for the collection of recyclable waste from a 240-litre waste container servicing commercial premises in the designated waste collection area for Blackbutt, Crawford, Hivesville, Kingaroy, Kumbia, Memerambi, Murgon, Nanango, Preston, Tingoora, Wattlecamp, Wondai or Wooroolin and prescribed Villages (other than the Bunya Mountains) and some specifically identified sub divisional areas.	\$83.00
An optional fortnightly collection service for the collection of recyclable waste from a 240-litre waste container servicing commercial premises not situated in the designated waste collection area for Blackbutt, Crawford, Hivesville, Kingaroy, Kumbia, Memerambi, Murgon, Nanango, Preston, Tingoora, Wattlecamp, Wondai or Wooroolin and prescribed Villages (and also not situated in the Bunya Mountains) and some specifically identified sub divisional areas.	\$83.00

3. Definitions

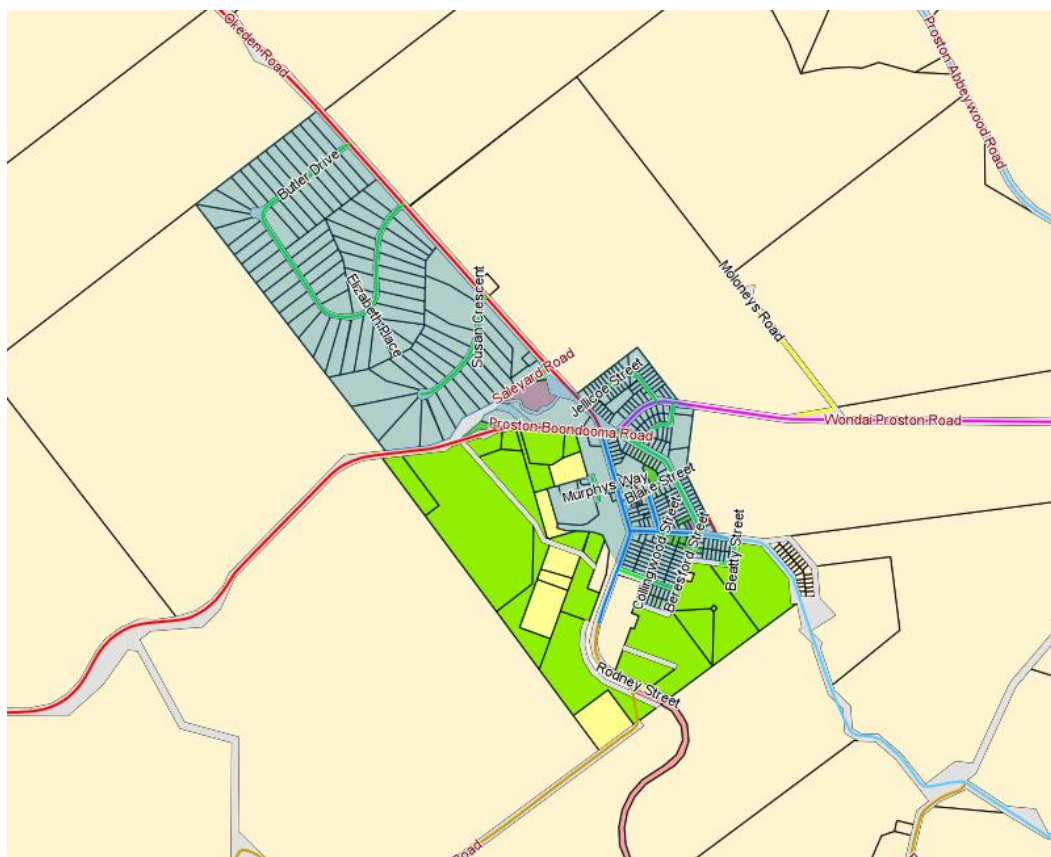
The following definitions apply:

bulk waste container	means a waste container with a capacity of 1m ³ or more.
commercial premises	means any of the following types of premises: <ul style="list-style-type: none"> (a) a hotel, motel, caravan park, cafe, food store or canteen; (b) an assembly building, institutional building, kindergarten, child minding centre, school or other building used for education; (c) premises where a sport or game is ordinarily played in public; (d) an exhibition ground, show ground or racecourse;

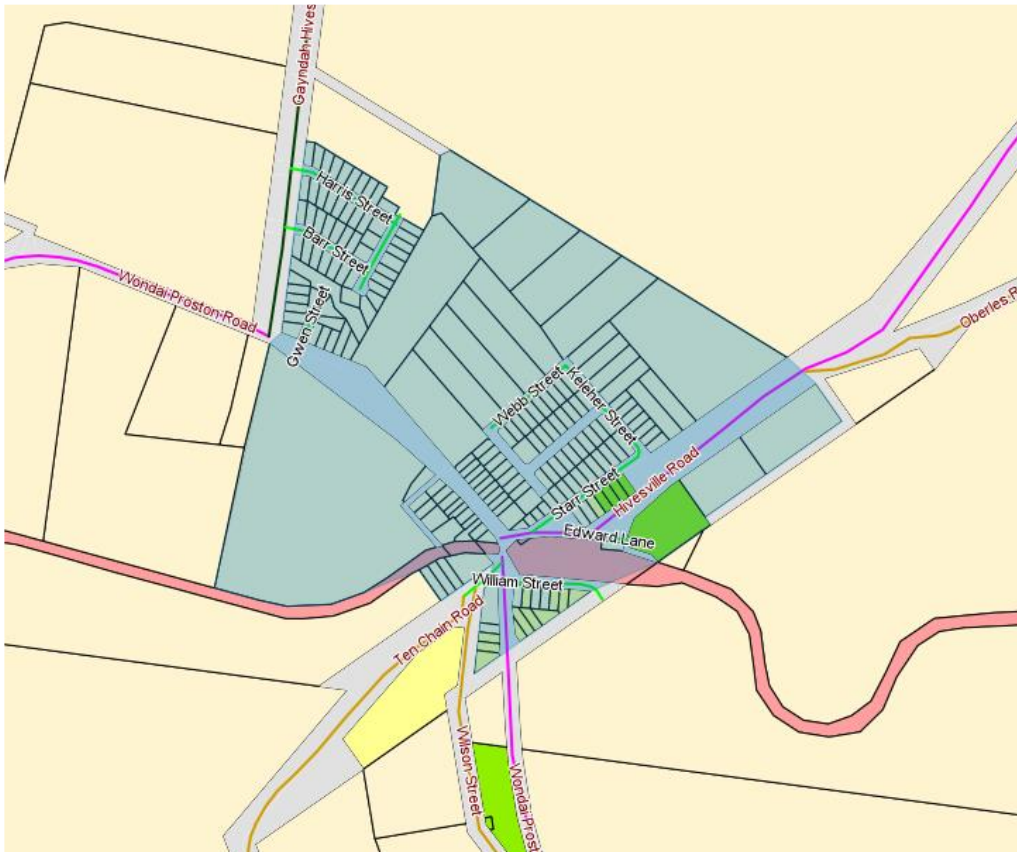
	<p>(e) an office, shop or other premises where business or work, other than a manufacturing process, is carried out;</p> <p>(f) a church, or other building, used as a place of worship, or for religious purposes.</p>
commercial waste	means waste, other than green waste, recyclable waste, interceptor waste or waste discharged to a sewer, produced as a result of the ordinary use or occupation of commercial premises.
designated waste collection area	means an area which Council has, by resolution, designated as an area in which Council may conduct general waste or green waste collection. Maps of the designated waste collection areas adopted on 13 June 2018 are attached.
domestic clean-up waste	means non-putrescible, dry and inoffensive waste, other than green waste or recyclable waste, produced as a result of a clean-up of domestic premises.
domestic premises	means any of the following types of premises: <p>(a) a single unit private dwelling;</p> <p>(b) premises containing 2 or more separate flats, apartments or other dwelling units;</p> <p>(c) a boarding house, hostel, lodging house or guest house.</p>
domestic waste	means waste, other than domestic clean-up waste, green waste, recyclable waste, interceptor waste or waste discharged to a sewer, produced as a result of the ordinary use or occupation of domestic premises.
general waste	means: <p>(a) waste other than regulated waste; and</p> <p>(b) any of the following:</p> <p>(i) commercial waste;</p> <p>(ii) domestic waste;</p> <p>(iii) recyclable waste.</p>
green waste	grass cuttings, trees, bushes, shrubs, loppings of trees, bushes or shrubs, or similar matter produced as a result of the ordinary use or occupation of premises.
interceptor	has the meaning given in <i>Local Law No. 6 (Waste Management) 2018</i> .
interceptor waste	has the meaning given in <i>Local Law No. 6 (Waste Management) 2018</i> .
manufacturing process	means a handicraft or other process relating to adapting, altering, assembling, cleaning, finishing, making, ornamenting, preparing, renovating, repairing, washing, or wrecking goods for trade, sale or gain or otherwise in connection with a business.
occupier of premises	means the person who has the control or management of the premises.
owner of premises	means the person for the time being entitled to receive the rent for the premises or would be entitled to receive the rent for it if it were let to a tenant at a rent.
premises	includes each of the following: <p>(a) domestic premises;</p> <p>(b) government premises;</p> <p>(c) industrial premises;</p> <p>(d) commercial premises;</p>

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

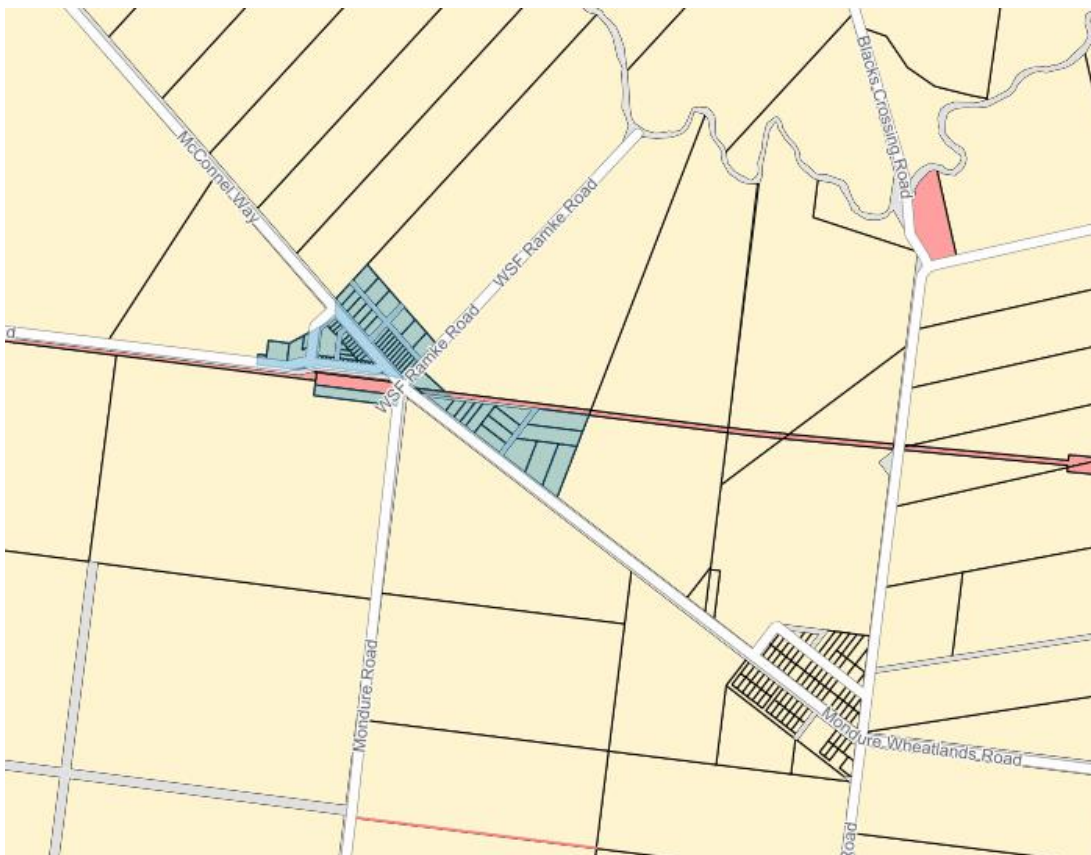
Proston Designated Waste Collection Area



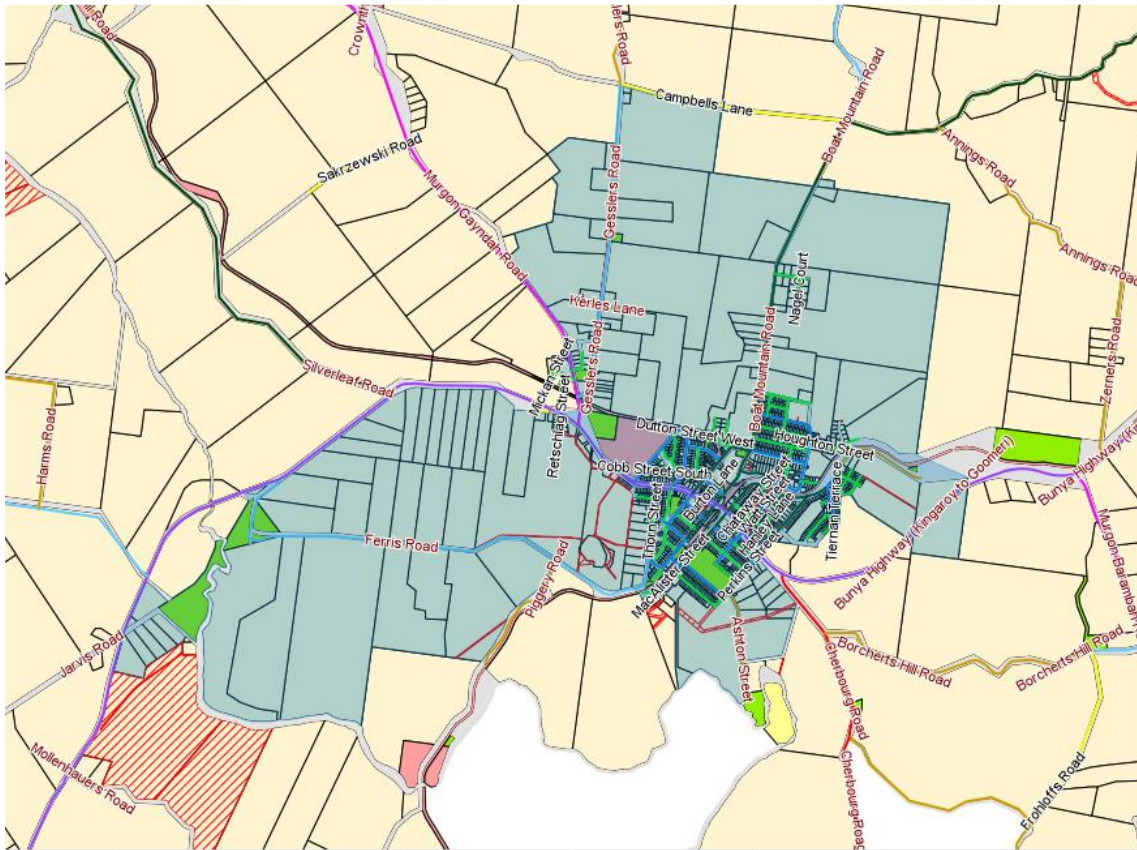
Hivesville Designated Waste Collection Area



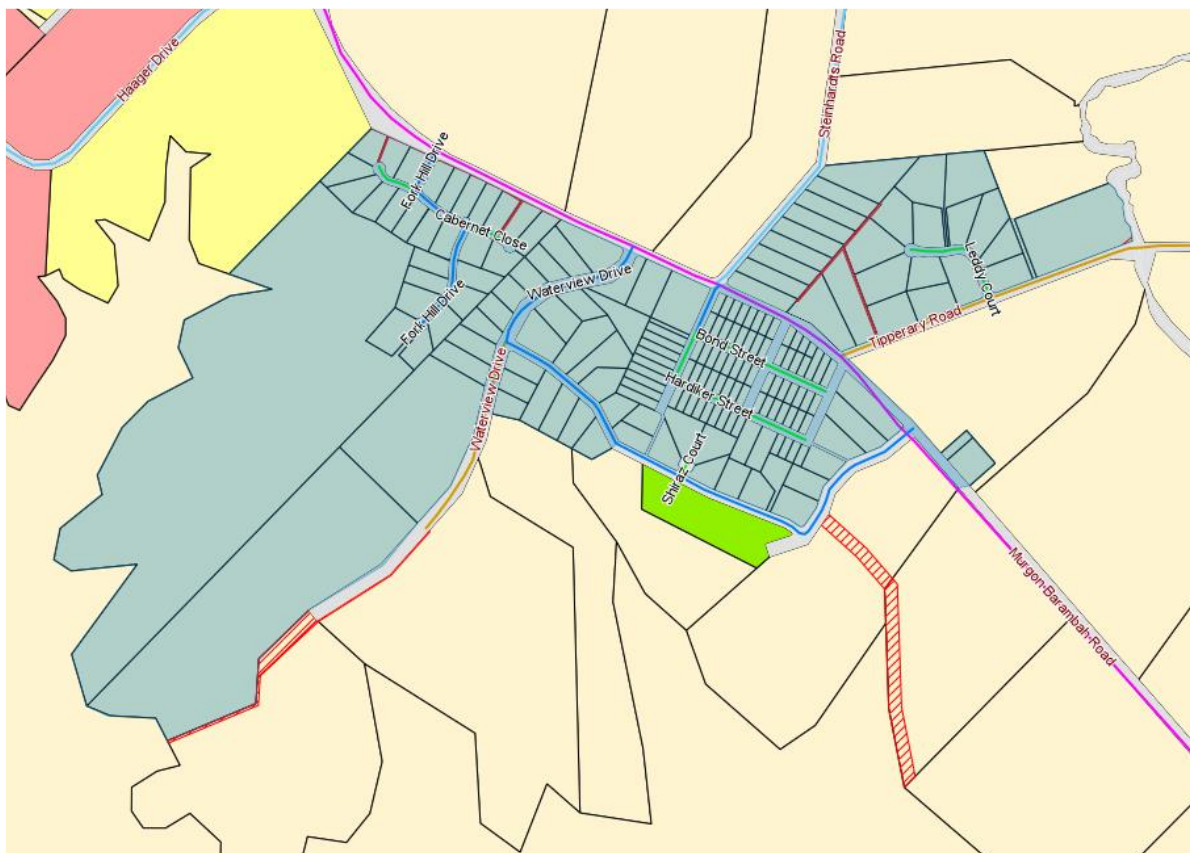
Mondure Designated Waste Collection Area

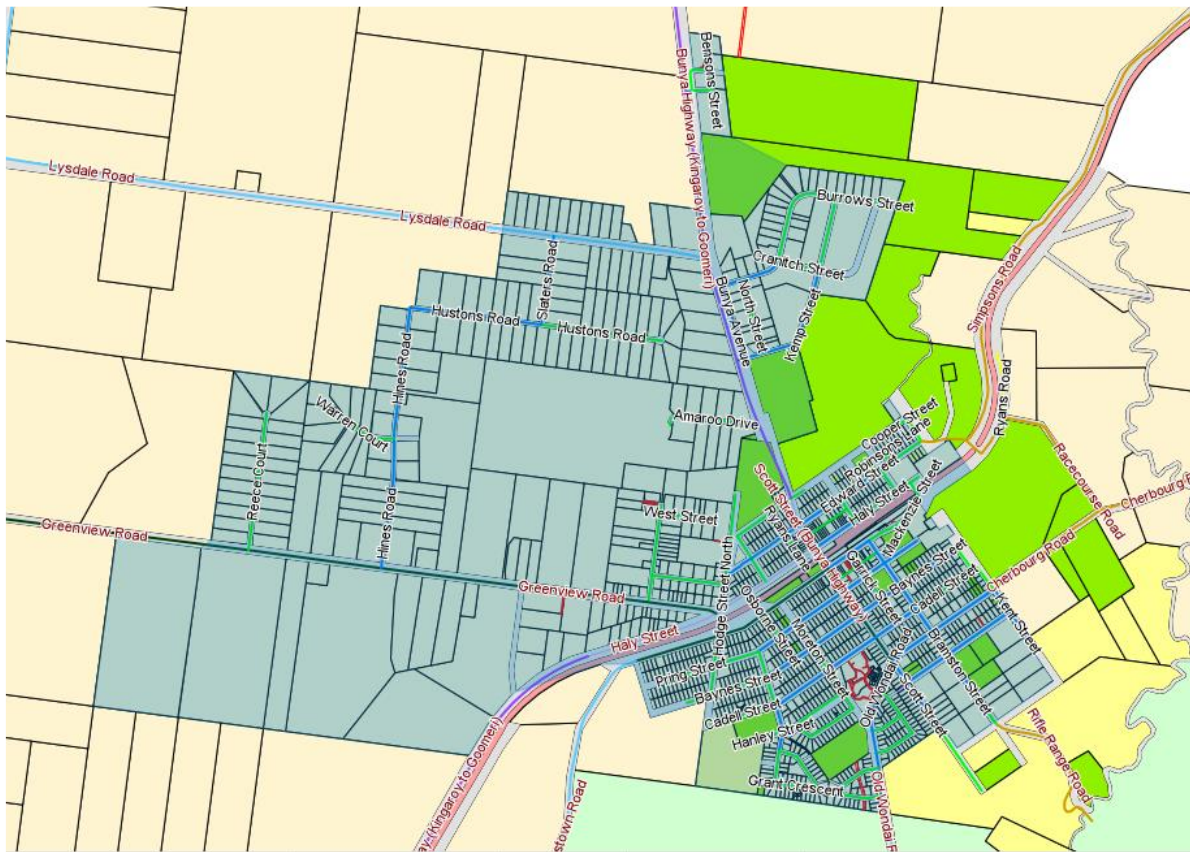
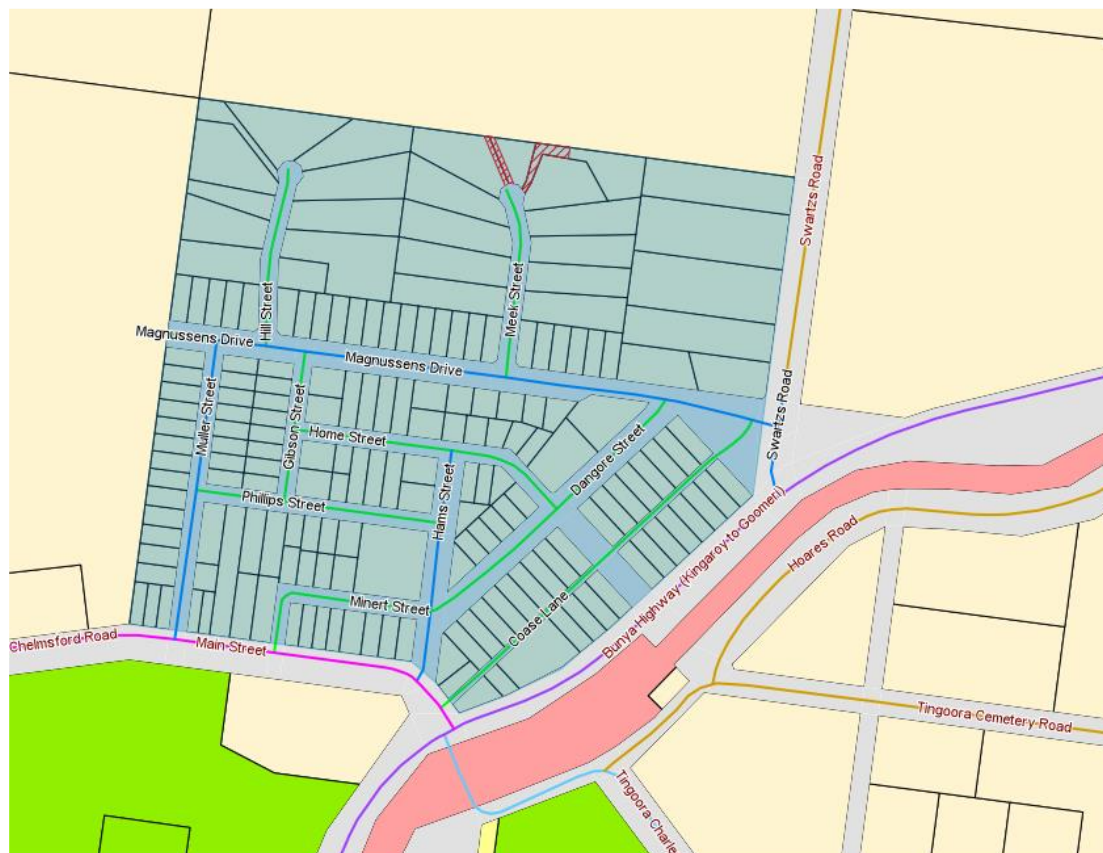


Murgon Designated Waste Collection Area

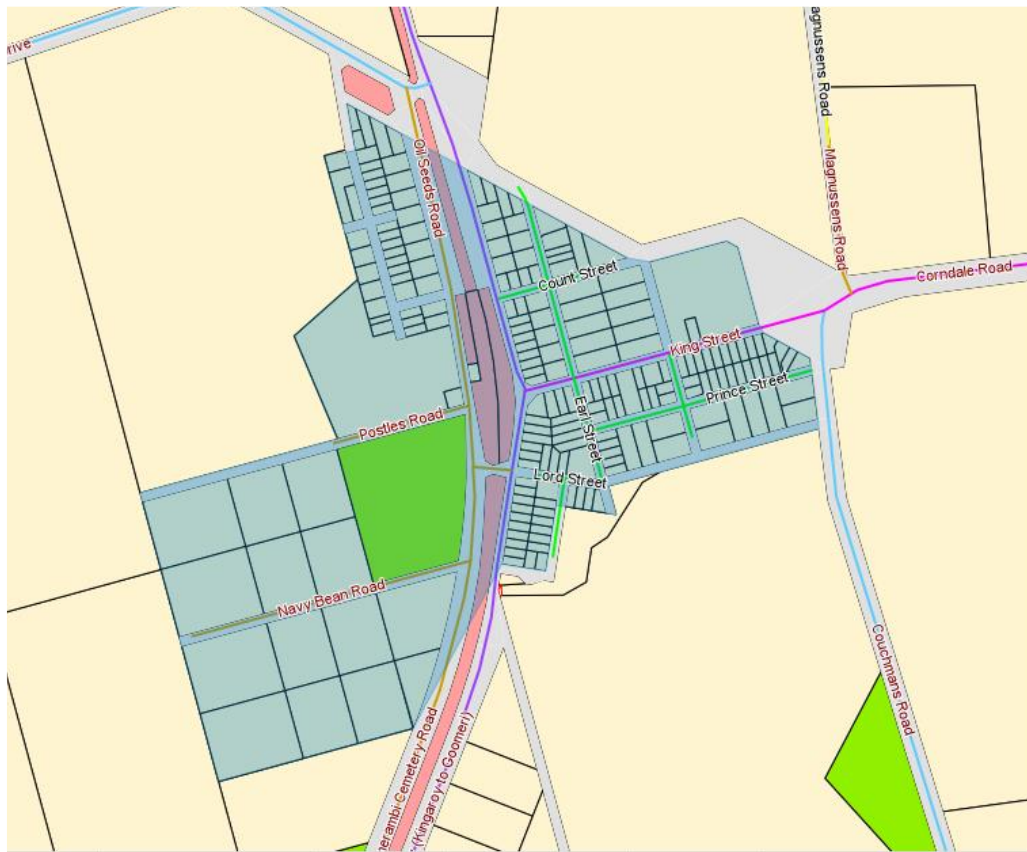


Moffatdale Designated Waste Collection Area



Wondai Designated Waste Collection Area**Tingora Designated Waste Collection Area**

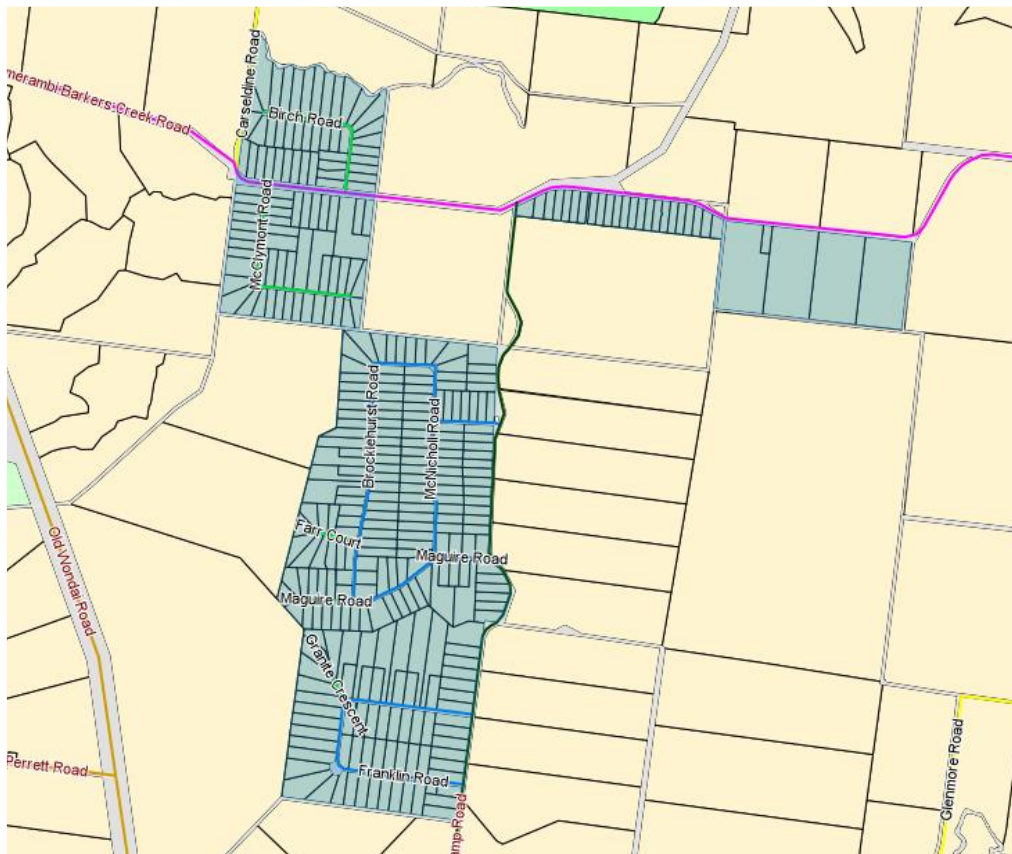
Memerambi Designated Waste Collection Area



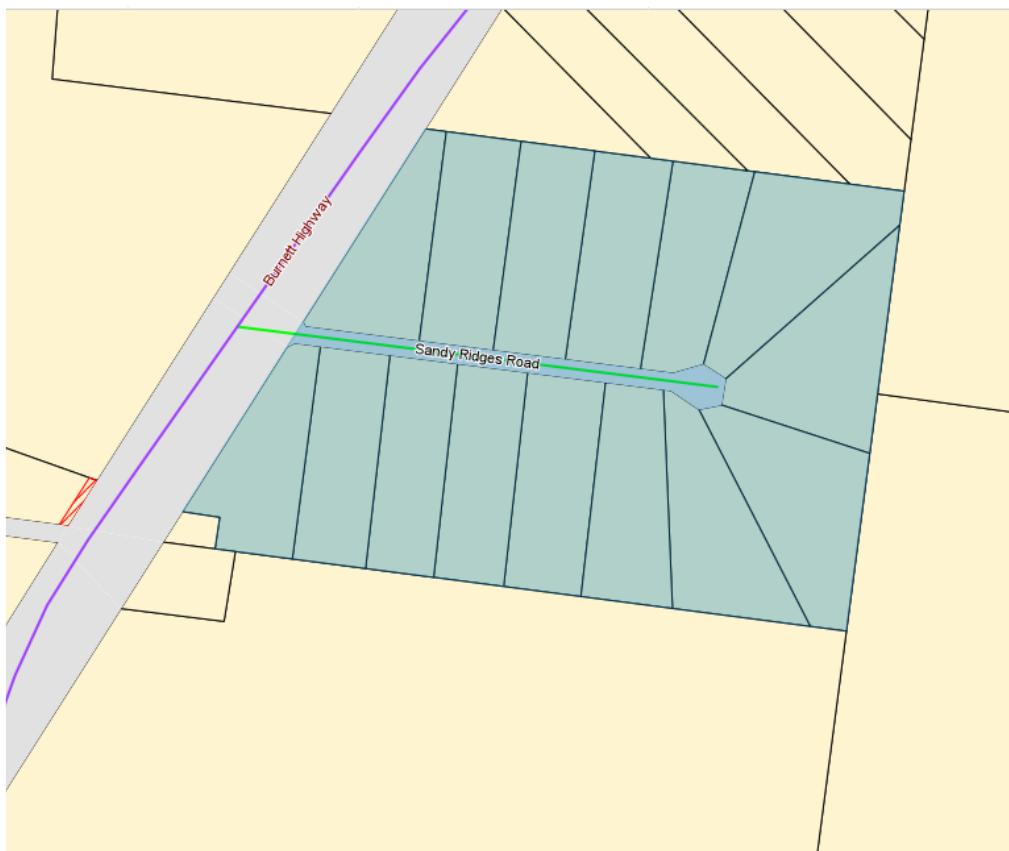
Wooroolin Designated Waste Collection Area



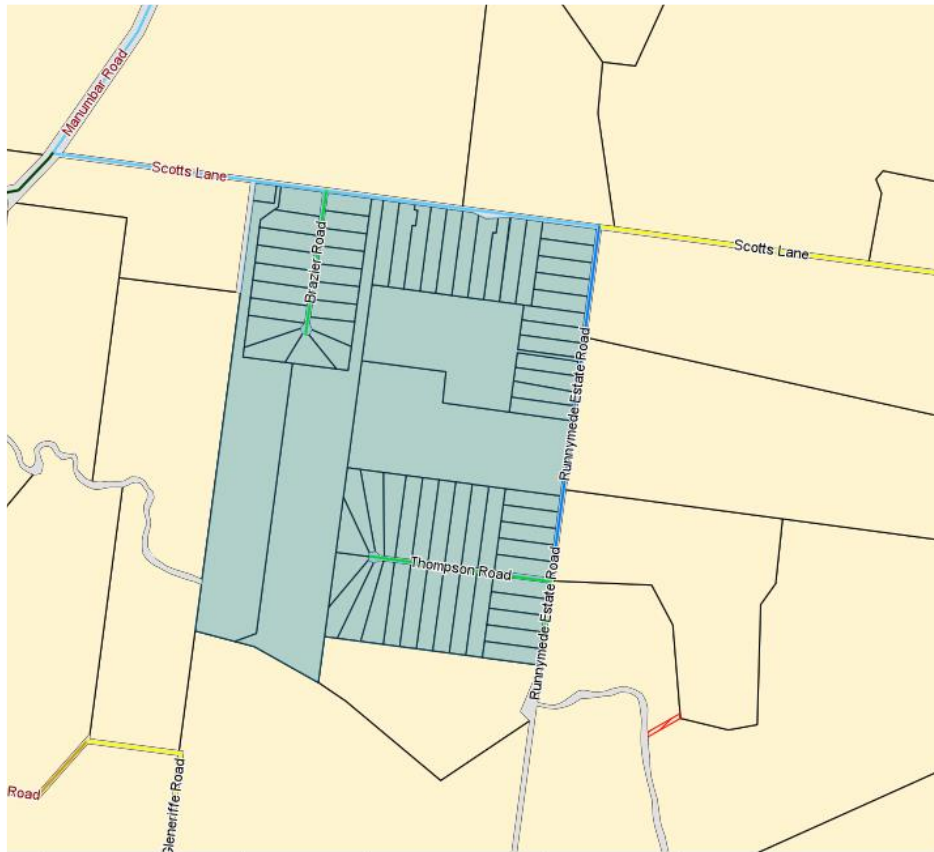
Wattlecamp Designated Waste Collection Area



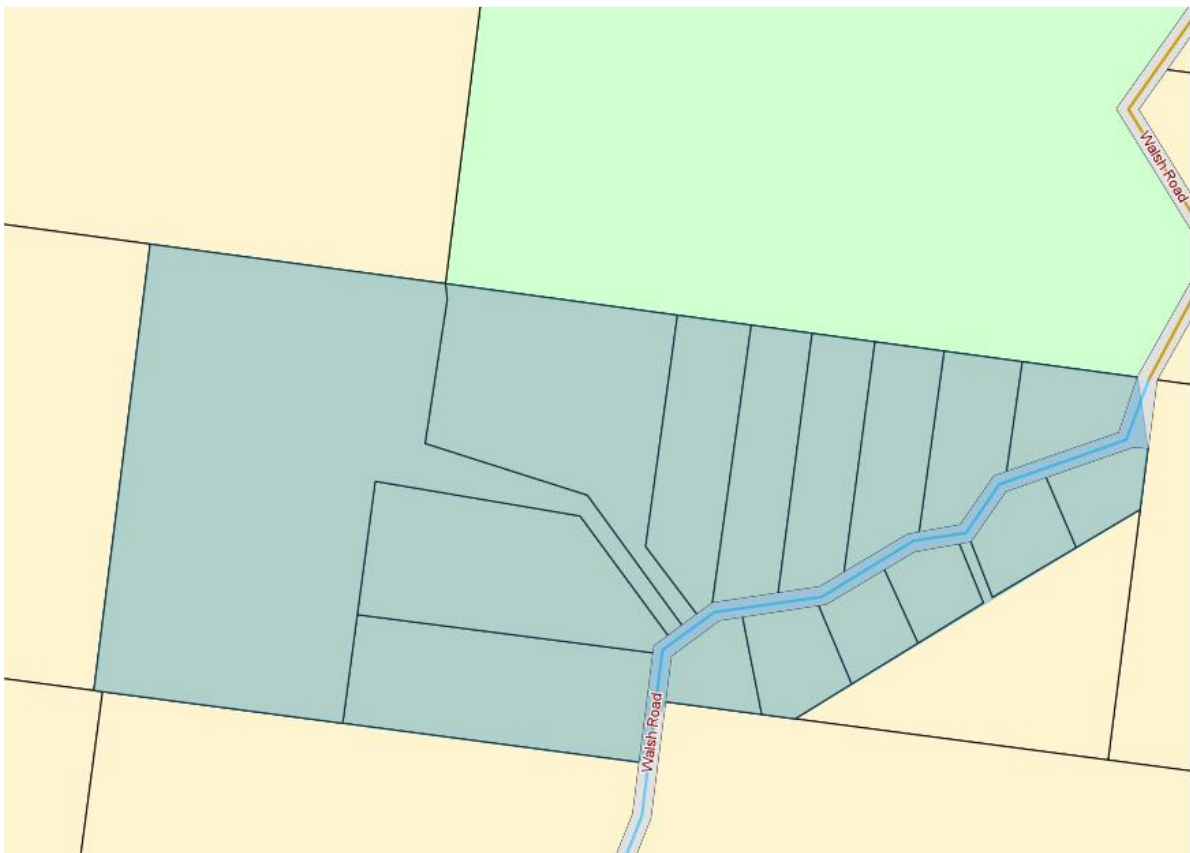
Sandy Ridges Designated Waste Collection Area



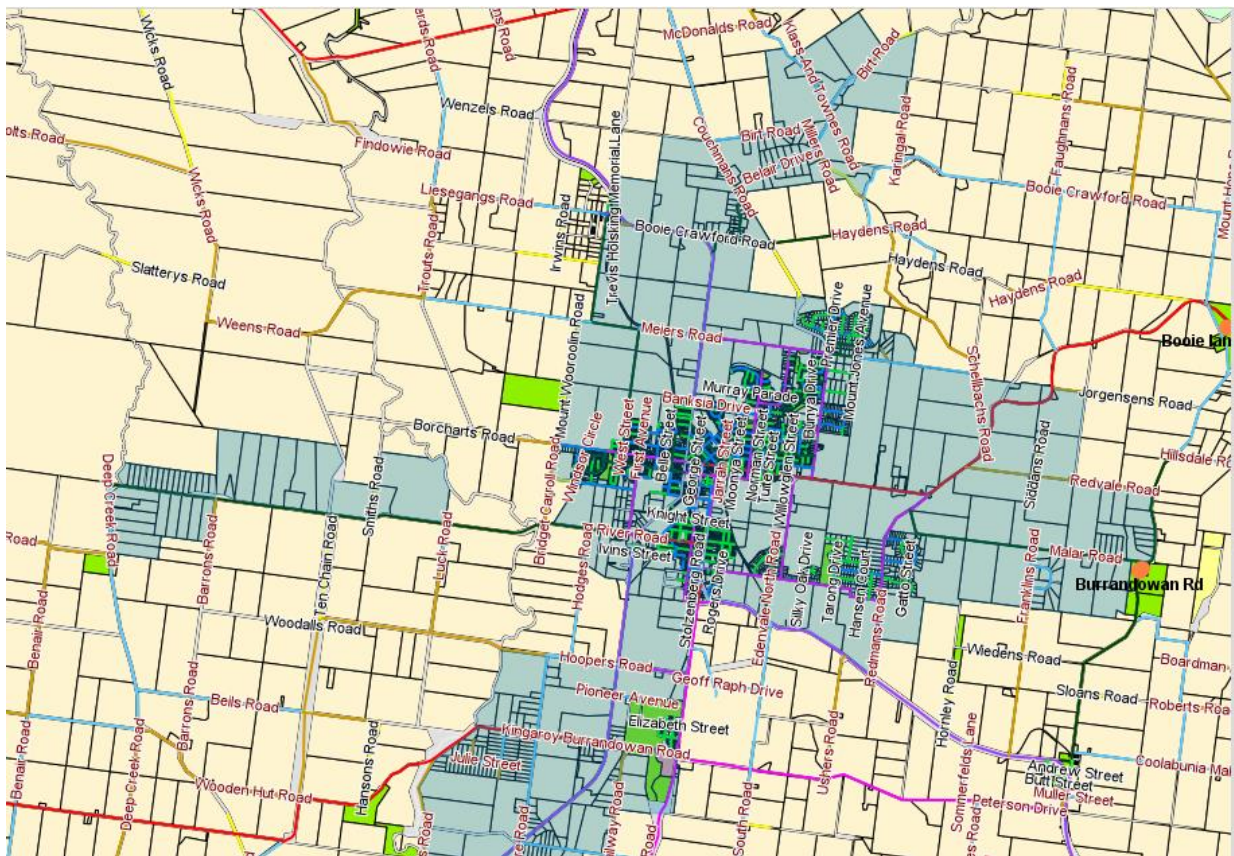
Runnymede North Designated Waste Collection Area



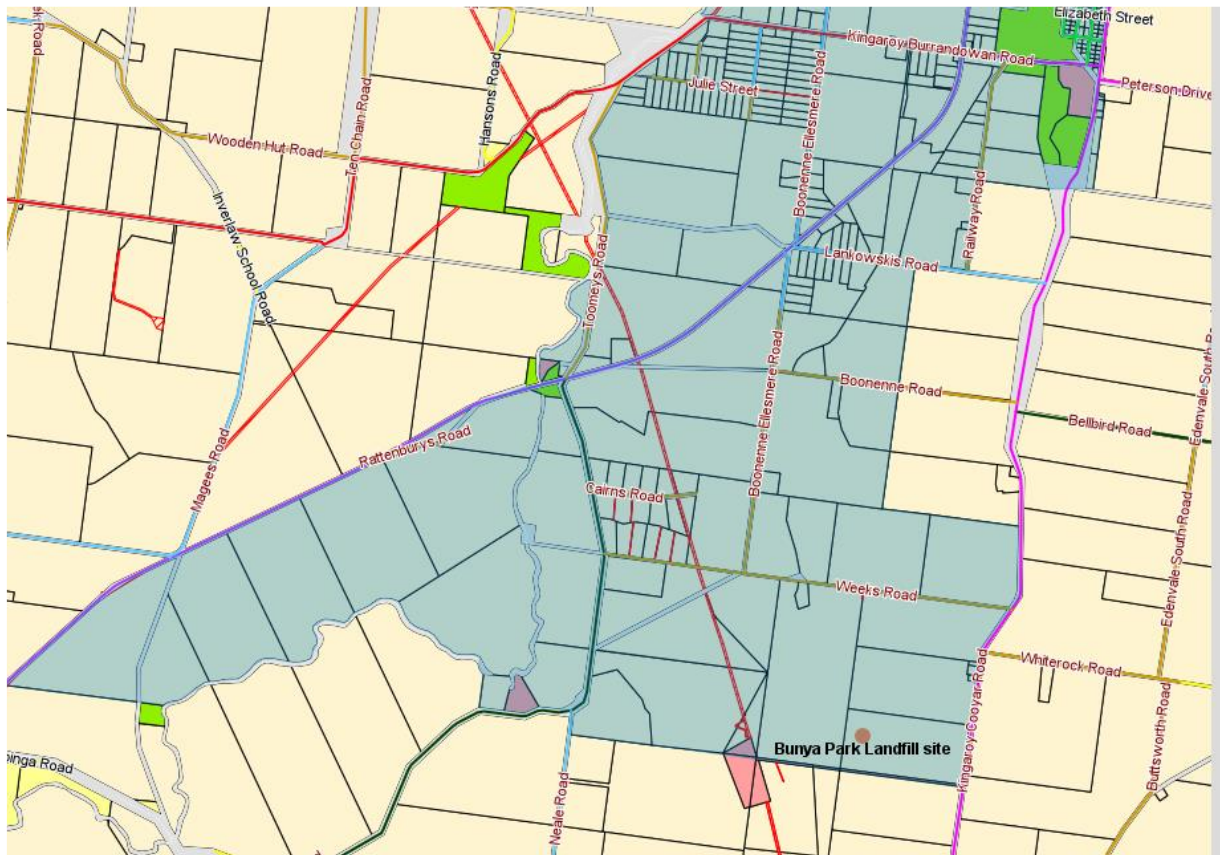
Runnymede South Designated Waste Collection Area

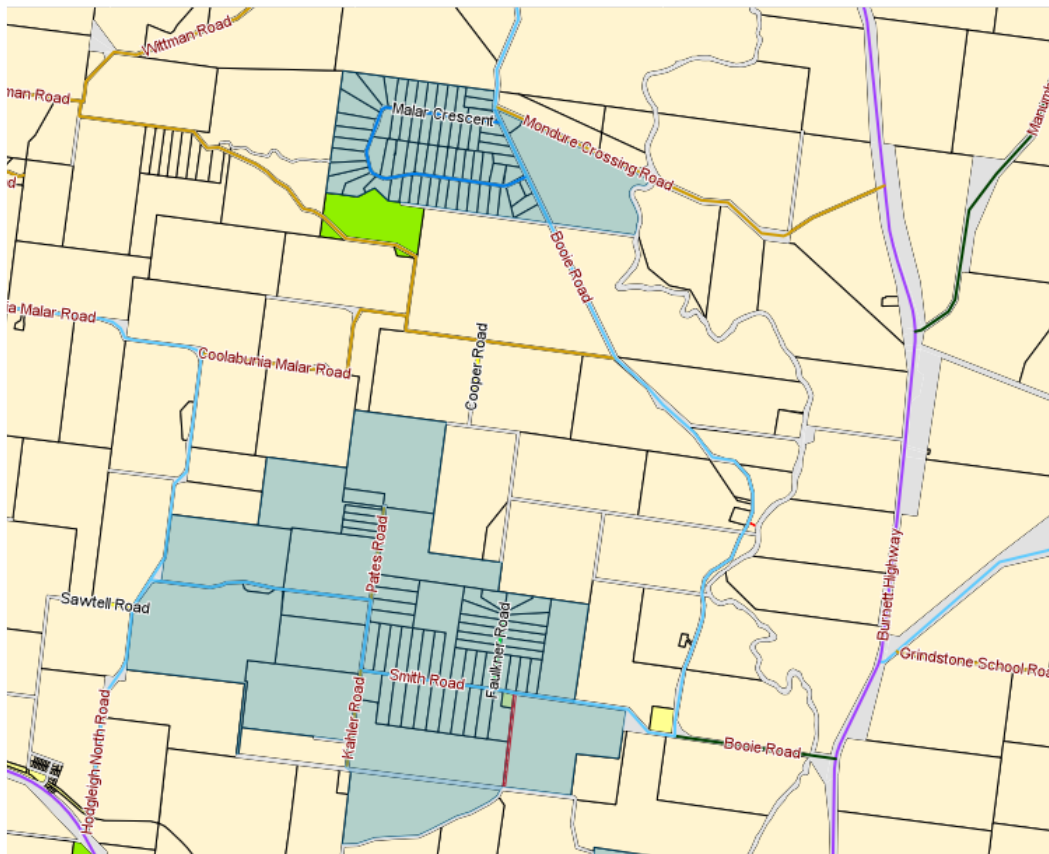
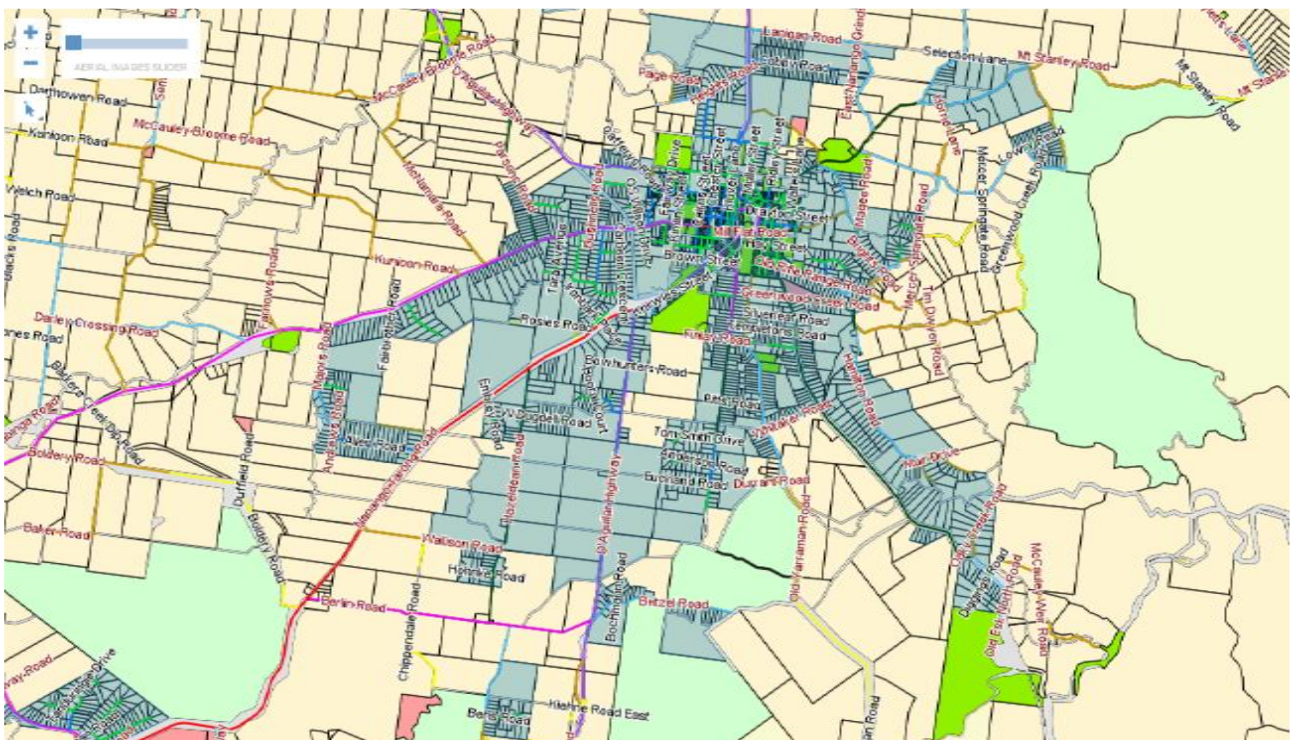


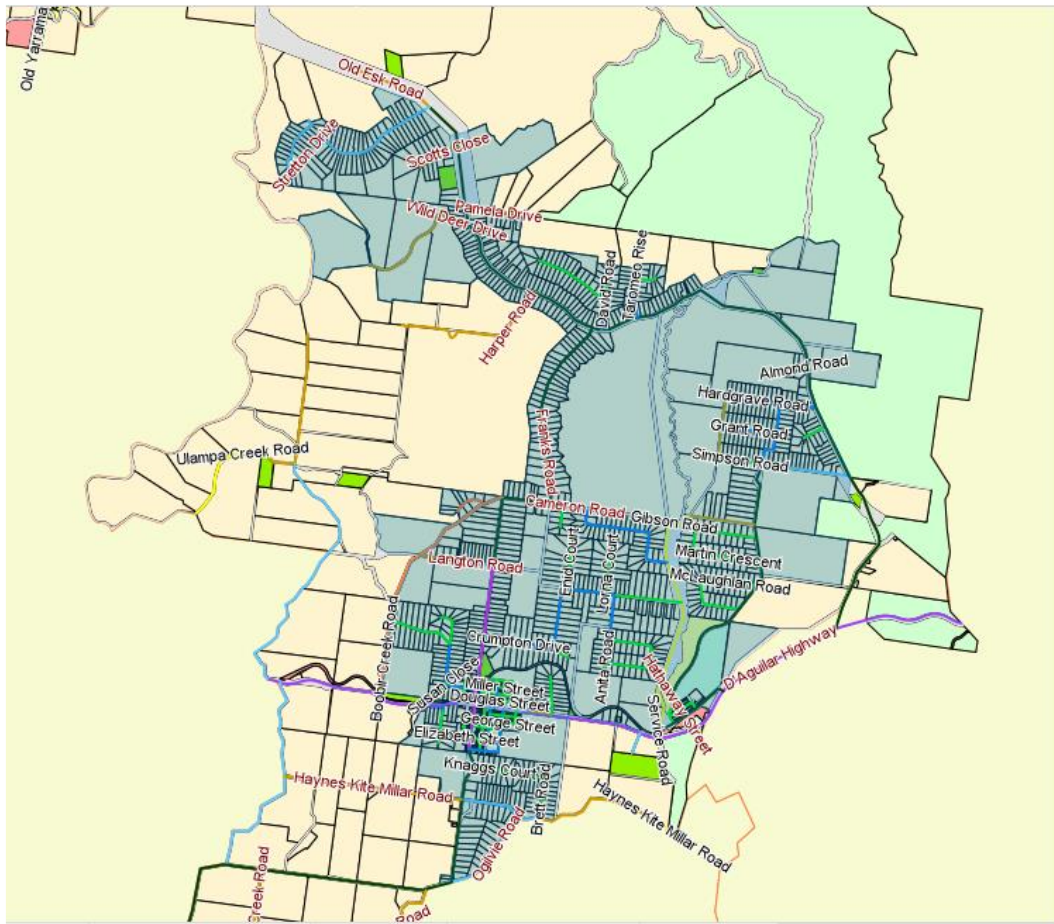
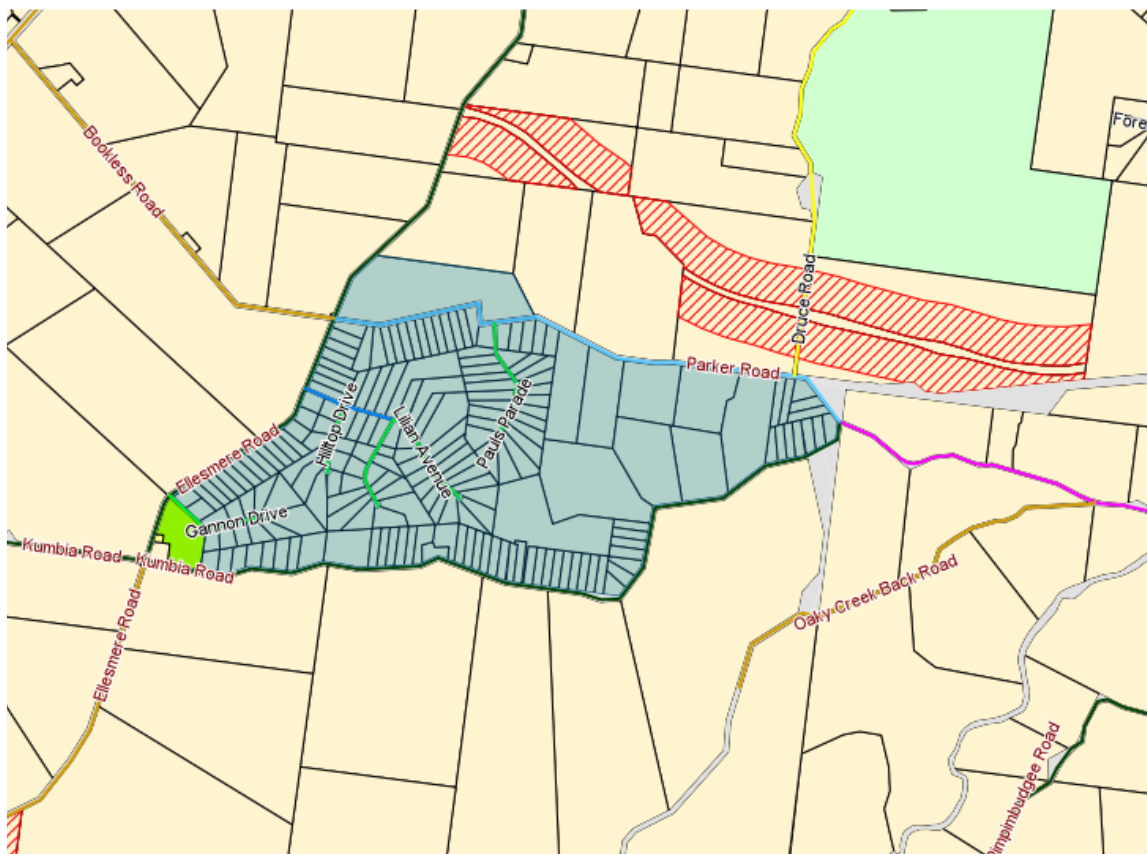
Kingaroy North Designated Waste Collection Area



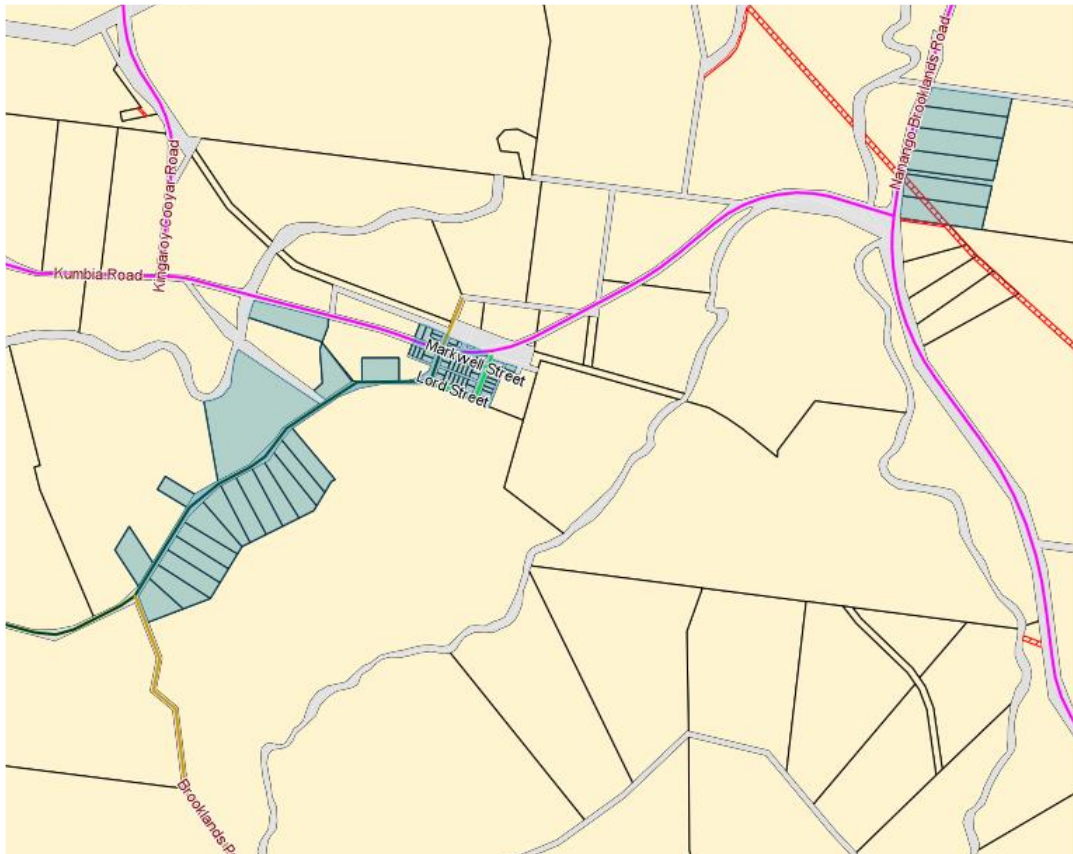
Kingaroy South Designated Waste Collection Area



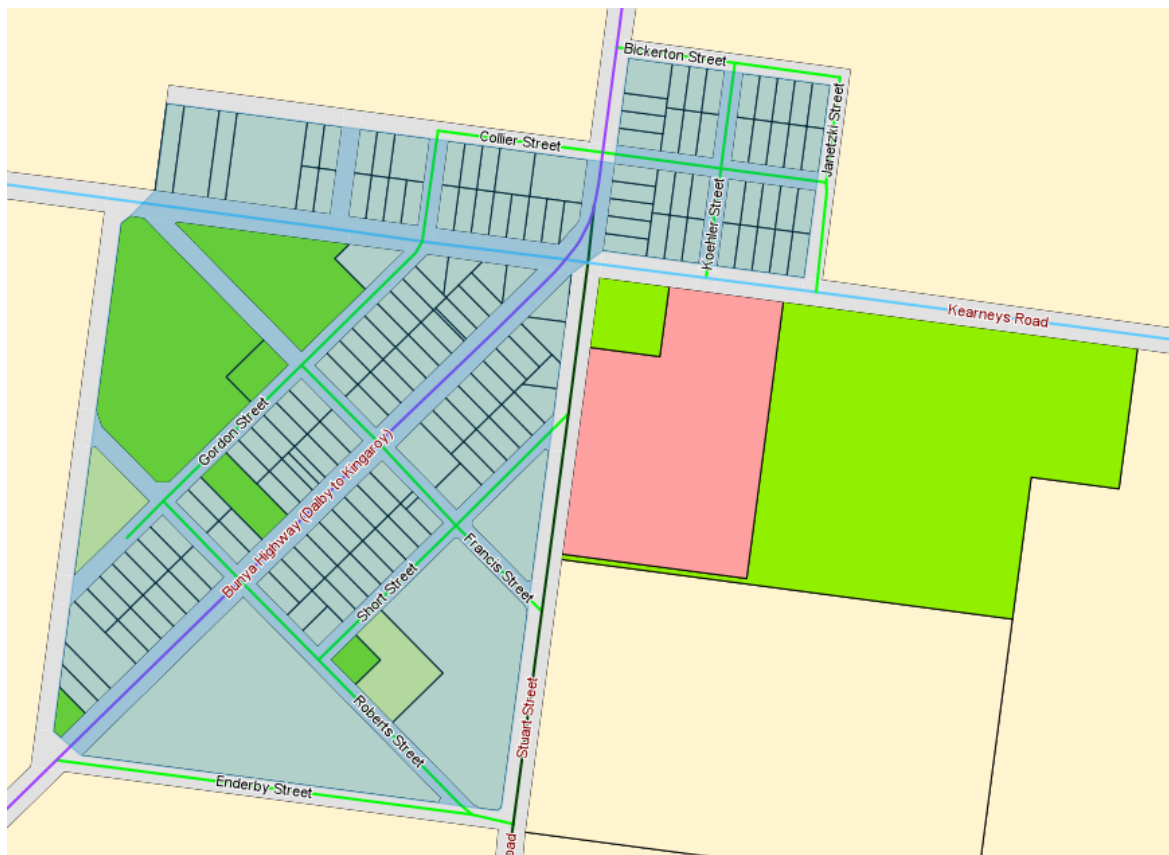
Booie Designated Waste Collection Area**Nanango Designated Waste Collection Area**

Blackbutt, Benarkin, Teelah and Taromeo Designated Waste Collection Area**Ellesmere Designated Waste Collection Area**

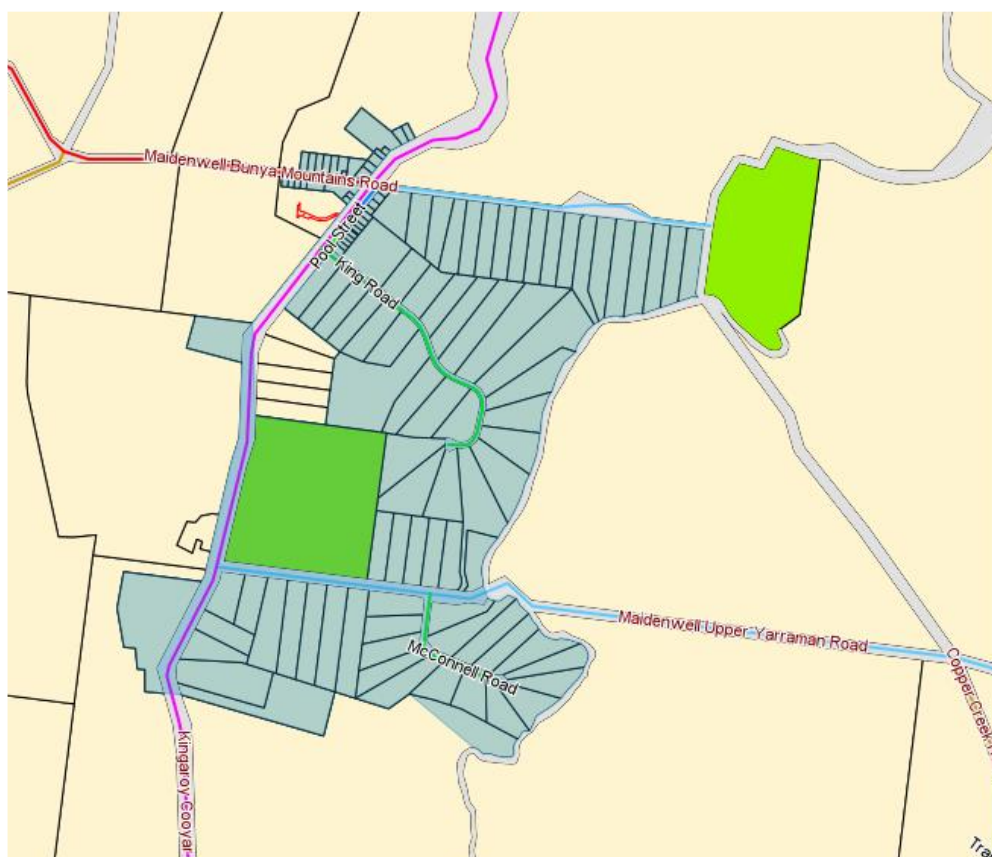
Brooklands Designated Waste Collection Area



Kumbia Designated Waste Collection Area



Maidenwell Designated Waste Collection Area



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

Against: Nil

CARRIED 7/0

6.22 SETTING OF WASTEWATER UTILITY CHARGES 2025/2026

RESOLUTION 2025/21

Moved: Cr Danita Potter

Seconded: Cr Ros Heit

That for the 2025-2026 financial year, and pursuant to *Section 94* of the *Local Government Act 2009* and *Section 99* of the *Local Government Regulation 2012*, Council make and levy sewerage utility charges, for the supply of sewerage services by the Council, as follows:

In respect of all lands and premises which are connected to, or capable of connection to, Council's reticulated sewerage systems, the following utility charges be made and levied for the provision of wastewater services for the year ended 30 June 2026, except for the Proston Common Effluent Disposal System:

1. In respect of all lands and premises which are connected to Council's wastewater systems:
 - (a) For the first pedestal per building connected to any of Council's wastewater systems, a charge of \$832.00 per annum per pedestal.
 - (b) Other than additional pedestals installed in a private residence for the sole use of the occupier and their family, all additional pedestals per building will be levied a charge of:
 - (i) \$665.00 per annum per additional pedestal for hospital and education facilities

(ii) \$665.00 per annum per additional pedestal for all other categories.

- (c) In respect of each allotment of Vacant Land rateable under the *Local Government Act 2009* situated within the declared wastewater areas defined in "Schedule A of the Revenue Statement" except for the Proston Common Effluent Disposal System, a charge of \$599.00 per annum will apply.
- (d) Where any premises not connected to the Council's wastewater system, become connected during the year, the charges under clause (a)(1) shall become operative from the date of connection, with proportionate rebate from that date, of those made under Clause (a)(3).

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

Against: Nil

CARRIED 7/0

6.23 WATER SUPPLY ACCESS CHARGE METHODOLOGY 2025/2026

RESOLUTION 2025/22

Moved: Cr Danita Potter

Seconded: Cr Jane Erkens

That pursuant to *Section 92(4)* of the *Local Government Act 2009* and *Section 99* of the *Local Government Regulation 2012* Council make and levy water utility charges based on the following methodology to determine water access charges to be levied for the financial year ending the 30 June 2026 as follows:

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

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

3. This direct correlation is varied as follows:
 - (a) All connections below 25mm are deemed to be the same capacity;
 - (b) Domestic properties which due to low pressure related matters only, require the installation of a larger than normal (20 mm) water meter, are to be charged the equivalent of a 20mm connection base charge;
 - (c) Domestic properties which due to low pressure related matters only, require the installation of an additional water meter, are to be charged the equivalent of a single 20mm connection base charge only;
 - (d) In the case of units as defined under the *Body Corporate and Community Management Act 1997* where the complex has a main meter, and individual units do not have an

individual meter, then the base water charge for each unit will be levied as if the unit had a 20mm service connected;

- (e) In the case where there are two (2) or more lots and an improvement is constructed across a property boundary, provided that a connected access charge is being levied for one (1) lot, then vacant charges will not apply to the other vacant (land not connected to the water system) lot;
- (f) In the case of properties defined as “Rural”, except for properties connected to the Proston Rural Water Scheme, under Council’s differential rating criteria where multiple services are connected a charge for each additional connection shall be 50% of a single 20mm base charge;
- (g) In the case of properties on the Proston Rural Supply Scheme an access charge for each connection will apply;
- (h) In the case where a specifically dedicated metered service connection is provided for fire-fighting capability a charge for each service shall be 50% of a single 20mm access charge.

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

Against: Nil

CARRIED 7/0

Attendance

At 10.05am Simon Ginn left the meeting.

6.24 WATER SUPPLY CHARGES 2025/2026

RESOLUTION 2025/23

Moved: Cr Jane Erkens

Seconded: Cr Danita Potter

That:

1. pursuant to *Section 94 of the Local Government Act 2009* and *Section 99 of the Local Government Regulation 2012* Council make and levy water utility charges set out in the table hereunder for the provision of water supply services (Access Charges) for the financial year ended 30 June 2026:

Declared Water Supply Service Area	Vacant	20mm	25mm	32mm and 40mm	50mm and 80mm	100mm	Fire Services	Additional Rural Services
Blackbutt	414.00	828.00	1,324.00	2,066.00	5,374.00	12,402.00	414.00	414.00
Boondooma Dam	414.00	828.00	1,324.00	2,066.00	5,374.00	12,402.00	414.00	414.00
Kingaroy	414.00	828.00	1,324.00	2,066.00	5,374.00	12,402.00	414.00	414.00
Kumbia	414.00	828.00	1,324.00	2,066.00	5,374.00	12,402.00	414.00	414.00
Murgon	414.00	828.00	1,324.00	2,066.00	5,374.00	12,402.00	414.00	414.00
Nanango	414.00	828.00	1,324.00	2,066.00	5,374.00	12,402.00	414.00	414.00
Proston	414.00	828.00	1,324.00	2,066.00	5,374.00	12,402.00	414.00	414.00
Proston Rural	N/A	716.00	1,148.00	1,791.00	4,658.00	N/A	N/A	N/A
Wondai/ Tingoora	414.00	828.00	1,324.00	2,066.00	5,374.00	12,402.00	414.00	414.00
Wooroolin	414.00	828.00	1,324.00	2,066.00	5,374.00	12,402.00	414.00	414.00
Yallakool	414.00	828.00	1,324.00	2,066.00	5,374.00	12,402.00	414.00	414.00

2. pursuant to *Section 94* of the *Local Government Act 2009* and *Section 99* of the *Local Government Regulation 2012* Council make and levy water utility charges set out in the tables hereunder for the consumption of water for the financial year ended 30 June 2026.

Properties not connected to the Proston Rural Water Supply Scheme will be split into separate tariffs - based on their Differential Rate Category. Residential Tariffs are comprised of Residential (1, 201, 203, 301, 401), Rural Residential (900, 910), Multi-units (100, 101) and Village (3, 4) Rate Categories per the Revenue Statement.

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

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

Declared Water Supply Service Area	Tier 1	Tier 2	Tier 3
	Charge per Kilolitre	Charge per Kilolitre	Charge per Kilolitre
Blackbutt	2.09	3.12	3.64
Boondooma Dam	2.09	3.12	3.64
Kingaroy	2.09	3.12	3.64
Kumbia	2.09	3.12	3.64
Murgon	2.09	3.12	3.64
Nanango	2.09	3.12	3.64
Proston	2.09	3.12	3.64
Wondai	2.09	3.12	3.64
Wooroolin	2.09	3.12	3.64
Yallakool	2.09	3.12	3.64

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

Declared Water Supply Service Area	Tier 1	Tier 2	Tier 3
	Charge per Kilolitre	Charge per Kilolitre	Charge per Kilolitre
Blackbutt	2.27	3.02	3.37
Boondooma Dam	2.27	3.02	3.37
Kingaroy	2.27	3.02	3.37
Kumbia	2.27	3.02	3.37
Murgon	2.27	3.02	3.37
Nanango	2.27	3.02	3.37
Proston	2.27	3.02	3.37
Wondai	2.27	3.02	3.37
Wooroolin	2.27	3.02	3.37
Yallakool	2.27	3.02	3.37

- (c) In respect of the Proston Rural Water Supply Scheme a flat charge of \$2.09 per Kilolitre of water consumed.

(d) High Volume Commercial >200,000 Kilolitre per year.

Declared Water Supply Service Area	Tier 1	Tier 2	No Tier 3
	Charge per Kilolitre 0 - 20,000	Charge per Kilolitre >20,000	
Blackbutt	1.92	2.53	
Boondooma Dam	1.92	2.53	
Kingaroy	1.92	2.53	
Kumbia	1.92	2.53	
Murgon	1.92	2.53	
Nanango	1.92	2.53	
Proston	1.92	2.53	
Wondai	1.92	2.53	
Yallakool	1.92	2.53	

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

Against: Crs Deb Dennien and Ros Heit

CARRIED 5/2

AMENDMENT

Moved: Cr Ros Heit

Seconded: Cr Deb Dennien

That the charges for the 3 non-potable areas be reduced by 20c / kl over the 3 tiers and increase the charge on the high volume users by 1c per kl.

In Favour: Crs Deb Dennien and Ros Heit

Against: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter and Heath Sander

LOST 2/5

6.25 WATER SUPPLY CONSUMPTION CHARGE METHODOLOGY 2025/2026

RESOLUTION 2025/24

Moved: Cr Danita Potter

Seconded: Cr Linda Little

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

The following methodology be adopted to determine water consumption charges for water consumed each six (6) months during the financial year ending the 30 June 2026:

1. In respect of Water Supply Schemes of Blackbutt, Boondooma Dam, Kingaroy, Kumbia, Murgon, Nanango, Proston, Tingoor, Wondai, Wooroolin and Yallakool:
 - (a) Council operate a three (3) tier banding system based on the volume of water used in kilolitres (000's of litres) and the capacity of the meter connected.

- (b) For connections greater than 20mm, the steps are increased proportionally with the capacity factor for each meter size.
- (c) The tiers or steps that apply to each 6 monthly reading are shown in the table below.

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

2. In respect of Proston Rural Water Supply Scheme:

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

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

Against: Nil

CARRIED 7/0

Attendance

At 10:27am Cr Danita Potter left the meeting.

At 10:29am Cr Danita Potter returned to the meeting.

**6.26 SPECIAL CHARGE - ANNUAL IMPLEMENTATION PLAN ROAD MAINTENANCE
BURRA BURRI ROAD QUARRY 2025/2026**

RESOLUTION 2025/25

Moved: Cr Jane Erkens

Seconded: Cr Heath Sander

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

1. Council make and levy a special charge of \$9,412.67 on the Burra Burri Road Quarry situated on land described as Lot 67 on BO576 or 1229 Burra Burri Road, Durong in the 2025/2026 financial year, to fund road maintenance and reconstruction costs associated with the operation of the extractive industry operation at the site; and
2. That Council adopts the Annual Implementation Plan and the proposed special charge for 2025/2026 financial year pursuant to the Revenue Policy 2025/2026 and the Revenue Statement 2025/2026.

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

Against: Nil

CARRIED 7/0

ADJOURN MORNING TEA

RESOLUTION 2025/26

Moved: Cr Heath Sander

Seconded: Cr Jane Erkens

That the meeting adjourn for morning tea at 10.33am.

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

Against: Nil

CARRIED 7/0

RESUME MEETING

RESOLUTION 2025/27

Moved: Cr Danita Potter

Seconded: Cr Ros Heit

That the meeting resume at 11.23am

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

Against: Nil

CARRIED 7/0**Attendance**

At 11.23am Sam Dunstan entered the meeting.

**6.27 SPECIAL CHARGE - ANNUAL IMPLEMENTATION PLAN ROAD MAINTENANCE
MANAR ROAD QUARRY 2025/2026**

RESOLUTION 2025/28

Moved: Cr Heath Sander

Seconded: Cr Linda Little

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

1. Council does not levy a special charge on the Manar Road Quarry situated on land described as Lot 7 on BO179 or 1551 Manar Road, Boondooma in the 2025/2026 financial year, as the quarry has not commenced significant operations; and
2. That Council adopts the Annual Implementation Plan and the proposed special charge for 2025/2026 financial year pursuant to the Revenue Policy 2025/2026 and the Revenue Statement 2025/2026.

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

Against: Nil

CARRIED 7/0

6.28 SPECIAL CHARGE - ANNUAL IMPLEMENTATION PLAN ROAD MAINTENANCE TIM DWYER ROAD QUARRY 2025/2026

RESOLUTION 2025/29

Moved: Cr Jane Erkens

Seconded: Cr Deb Dennien

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

1. Council does not levy a special charge on the Tim Dwyer Road Quarry situated on land described as Lot 169 on CSH697 or 79 Tim Dwyer Road, East Nanango in the 2025/2026 financial year, as the quarry has not commenced significant operations; and
2. That Council adopts the Annual Implementation Plan for the 2025/2026 financial year pursuant to the Revenue Policy 2025/2026 and the Revenue Statement 2025/2026.

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

Against: Nil

CARRIED 7/0**Attendance**

At 11.26am Aaron Meehan entered the meeting.

6.29 SPECIAL CHARGE - ANNUAL IMPLEMENTATION PLAN ROAD MAINTENANCE WATTLEGROVE ROAD QUARRY 2025/2026

RESOLUTION 2025/30

Moved: Cr Jane Erkens

Seconded: Cr Linda Little

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

1. Council make and levy a special charge (to be known as the Kingaroy Quarry Supplies - Wattlegrove Road Special Charge) of \$25,744.44 on land described as Lot 2 on SP 341268 (previously Lot 459 on FY1925) and situated at 1304 Wattlegrove Road, Wattle Grove to fund road maintenance and reconstruction costs associated with the operation of the extractive industry operation at the site, and
2. That Council adopts the Annual Implementation Plan and the proposed special charge for 2025/2026 financial year pursuant to the Revenue Policy 2025/2026 and the Revenue Statement 2025/2026.

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

Against: Nil

CARRIED 7/0

**6.30 SPECIAL CHARGE - ANNUAL IMPLEMENTATION PLAN ROAD MAINTENANCE
WILSONS ROAD QUARRY 2025/2026**

RESOLUTION 2025/31

Moved: Cr Jane Erkens

Seconded: Cr Danita Potter

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

1. Council make and levy a special charge (to be known as the Gordonbrook Sand Quarry - Wilsons Road Special Charge) of \$6,938.00 on land described as Lot 49 on BO544 and situated at Wilsons Road, Gordonbrook to fund road maintenance and reconstruction costs associated with the operation of the extractive industry operation at the site, and
2. That Council adopts the Annual Implementation Plan and the proposed special charge for 2025/2026 financial year pursuant to the Revenue Policy 2025/2026 and the Revenue Statement 2025/2026.

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

Against: Nil

CARRIED 7/0

6.3 MAYOR'S BUDGET ADDRESS FOR 2025/2026 BUDGET

RESOLUTION 2025/32

Moved: Mayor Kathy Duff

Seconded: Cr Jane Erkens

That the Mayor's Budget Address for the 2025/2026 Budget be received, and the Councillor budget updates are tabled and received.

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

Against: Nil

CARRIED 7/0

6.31 ADOPTION OF THE 2025/2026 BUDGET

RESOLUTION 2025/33

Moved: Mayor Kathy Duff

Seconded: Cr Danita Potter

That pursuant to *Sections 169* and *170* of the *Local Government Regulation 2012*, Council's Budget for the 2025/2026 financial year, incorporating:

1. the statements of financial position;
2. the statements of cash flow;

-
3. the statements of income and expenditure;
 4. the statements of changes in equity;
 5. capital budget;
 6. the long-term financial forecast;
 7. the revenue statement;
 8. the revenue policy (as adopted on the 21 May 2025)
 9. the relevant measures of financial sustainability; and
 10. the total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget, as tabled, be adopted.

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

Against: Nil

CARRIED 7/0

7 CLOSURE OF MEETING

The Meeting closed at 11.40am.

The minutes of this meeting were confirmed at the Ordinary Meeting of the South Burnett Regional Council held on 20 August 2025.

.....
CHAIRPERSON

7.2 MINUTES OF THE COUNCIL MEETING HELD ON 16 JULY 2025

File Number: 20-08-2025

Author: Executive Assistant

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

That the Minutes of the Council Meeting held on 16 July 2025 be received and the recommendations therein be adopted.

ATTACHMENTS

- 1. Minutes of the Council Meeting held on 16 July 2025**



MINUTES

**Ordinary Council Meeting
Wednesday, 16 July 2025**

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**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY
ON WEDNESDAY, 16 JULY 2025 AT 11.00AM**

PRESENT:

Councillors:

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

Council Officers:

Mark Pitt (Chief Executive Officer), Aaron Meehan (General Manager Infrastructure), Kerri Anderson (General Manager Finance & Liveability), Simon Ginn (Manager Planning & Development), Sam Dunstan (Senior Planning Officer), Jennifer Pointon (Manager Commercial Enterprises and Projects), Michael Hunter (Coordinator Commercial Enterprises), Leanne Petersen (Manager Facilities Parks & NRM), Rebecca Bayntun (Manager Customer Solutions), Kevin Searle (Manager Works and Fleet), Wendy Kruger (Executive Assistant Finance) Helen Floyd (Executive Assistant Mayor), Danielle Gribble (Executive Assistant)

1 OPENING

Mayor Kathy Duff opened the meeting at 11.54am.

2 LEAVE OF ABSENCE / APOLOGIES

Nil

3 PRAYERS

Were conducted at the Special Budget Meeting of today's date.

4 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

Was conducted at the Special Budget Meeting of today's date.

5 DECLARATION OF INTEREST

I, Cr Heath Sander inform this meeting that I have a prescribed conflict of interest in relation to **Item 12.3 Contractual Arrangements entered into over \$200,000 (Ex GST)** This prescribed conflict of interest arises because I also sit on the list of contractors with Council, along with my wife, managing Bjelke-Petersen and Boondooma Dams. I propose to leave and stay away from the place where the meeting is being held while this matter is discussed and voted on.

I, Cr Heath Sander inform this meeting that I have a prescribed conflict of interest in relation to **Item 16.2 SBRCQ 24/25-140 Sale and Removal Boondooma Bunkhouse.** This prescribed conflict of interest arises because I also sit on the list of contractors with Council, along with my wife, managing Boondooma Dam. I propose to leave and stay away from the place where the meeting is being held while this matter is discussed and voted on.

Attendance

At 11.57am Sam Dunstan entered the meeting.

I, Cr Danita Potter inform this meeting that I have a declarable conflict of interest in relation to **Item 16.4 Renewal of Lease for Kingaroy Chamber of Commerce and Industry Inc. Hub**. This declarable conflict of interest arises due to my position on the Rotary Satellite Club of Kingaroy Sunrise. I propose to leave and stay away from the place where the meeting is being held while this matter is discussed and voted on.

I, CEO Mark Pitt inform this meeting that I have a declarable conflict of interest in relation to **Item 12.7 Development Permit for Reconfiguring a Lot – Subdivision (1 Lot into 2 Lots) at 19 Boonenne Ellesmere Road Taabinga (and described as Lot 1 on RP175421). Applicant: F Heirdsfield C/- ONF Surveyors**. This declarable conflict of interest arises due to a close associate has made a submission on the application. I propose to leave and stay away from the place where the meeting is being held while this matter is discussed and voted on.

I, CEO Mark Pitt inform this meeting that I have a declarable conflict of interest in relation to **Item 16.4 Renewal of Lease for Kingaroy Chamber of Commerce and Industry Inc. Hub**. This declarable conflict of interest arises due to my position on the Rotary Satellite Club of Kingaroy Sunrise. I propose to leave and stay away from the place where the meeting is being held while this matter is discussed and voted on.

6 DEPUTATIONS/PETITIONS

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**7.1 MINUTES OF THE COUNCIL MEETING HELD ON 18 JUNE 2025**

RESOLUTION 2025/34

Moved: Cr Danita Potter

Seconded: Cr Ros Heit

That the Minutes of the Council Meeting held on 18 June 2025 be received and the recommendations therein be adopted.

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

Against: Nil

CARRIED 7/0

Attendance

At 11.59pm Rebecca Bayntun entered the meeting.

8 NOTICES OF MOTION

8.1 NOTICE OF MOTION - DEPUTY MAYOR POSITION

RESOLUTION 2025/35

Moved: Mayor Kathy Duff

Seconded: Cr Jane Erkens

That pursuant to Section 165(3) and 165(4) of the *Local Government Act 2009* Council declare the position of Deputy Mayor vacant.

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

Against: Nil

CARRIED 7/0

Attendance

At 12.01pm Danielle Gribble left the meeting.

8.2 NOTICE OF MOTION - DEPUTY MAYOR APPOINTMENT

RESOLUTION 2025/36

Moved: Mayor Kathy Duff

Seconded: Cr Jane Erkens

That pursuant to section 165(5) of the *Local Government Act 2009* Council appoint Cr Ros Heit as Deputy Mayor as of 4 August 2025.

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

Against: Nil

CARRIED 7/0

Attendance

At 12.06pm Danielle Gribble entered the meeting.

At 12.06pm Jennifer Pointon entered the meeting.

8.3 NOTICE OF MOTION - UPCOMING LAUGHTER CLINICS AND WINTER WARMERS COMEDY NIGHT

RESOLUTION 2025/37

Moved: Cr Danita Potter

Seconded: Cr Linda Little

That the South Burnett Regional Council supports the upcoming Laughter Clinics and Winter Warmers Comedy night by way of \$3000 and hall hire.

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

Against: Crs Jane Erkens, Heath Sander and Ros Heit

CARRIED 4/3

9 COUNCILLOR DIVISIONAL UPDATES

Nil

10 BUSINESS OUTSTANDING

10.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

RESOLUTION 2025/38

Moved: Cr Danita Potter

Seconded: Cr Linda Little

That the Business Outstanding table for the Ordinary Council Meeting be received for information.

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

Against: Nil

CARRIED 7/0

11 EXECUTIVE SERVICES

11.1 BIEDO UPDATE

RESOLUTION 2025/39

Moved: Cr Deb Dennien

Seconded: Cr Jane Erkens

That South Burnett Regional Council receive the BIEDO Partnership Report for the period January to March 2025 for information.

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

Against: Nil

CARRIED 7/0

11.2 DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER UNDER THE WASTE REDUCTION AND RECYCLING REGULATION 2023

RESOLUTION 2025/40

Moved: Cr Danita Potter

Seconded: Cr Linda Little

That pursuant to *Section 257 of the Local Government Act 2009* South Burnett Regional Council:

1. Delegate the exercise of the powers contained in Schedule 1 of the Instrument of Delegation *Waste Reduction and Recycling Regulation 2023* to the Chief Executive Officer. These powers must be exercised subject to any limitations contained in Schedule 2 of the Instrument of Delegation.
-

-
2. Repeal all prior resolutions delegating the same powers to the Chief Executive Officer.

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

Against: Nil

CARRIED 7/0

11.3 DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER UNDER THE PUBLIC RECORDS ACT 2023

RESOLUTION 2025/41

Moved: Cr Danita Potter

Seconded: Cr Ros Heit

That pursuant to *Section 257 of the Local Government Act 2009* South Burnett Regional Council:

1. Delegate the exercise of the powers contained in Schedule 1 of the Instrument of Delegation *Public Records Act 2023* to the Chief Executive Officer. These powers must be exercised subject to any limitations contained in Schedule 2 of the Instrument of Delegation.
2. Repeal all prior resolutions delegating the same powers to the Chief Executive Officer.

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

Against: Nil

CARRIED 7/0

11.4 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL UNDETECTED WATER LEAKS POLICY - STATUTORY043

RESOLUTION 2025/42

Moved: Cr Heath Sander

Seconded: Cr Deb Dennien

That the South Burnett Regional Council Undetected Water Leaks Policy – Statutory043 be adopted as presented.

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

Against: Nil

CARRIED 7/0

11.5 ADOPTION OF THE SOUTH BURNETT REGIONAL REMOTE PILOTED AIRCRAFT DRONE POLICY - STRATEGIC053

RESOLUTION 2025/43

Moved: Cr Linda Little

Seconded: Cr Deb Dennien

That the South Burnett Regional Council Remote Piloted Aircraft Drone Policy – Strategic053 be adopted as presented.

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

Against: Nil

CARRIED 7/0

11.6 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL ACCEPTABLE REQUESTS GUIDELINES POLICY - STATUTORY004

RESOLUTION 2025/44

Moved: Cr Heath Sander

Seconded: Cr Deb Dennien

That the South Burnett Regional Council Acceptable Requests Guidelines Policy – Statutory004 be adopted as presented.

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

Against: Nil

CARRIED 7/0

11.7 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL INFORMATION PRIVACY POLICY - STATUTORY038

RESOLUTION 2025/45

Moved: Cr Jane Erkens

Seconded: Cr Danita Potter

That the South Burnett Regional Council Information Privacy Policy – Statutory038 be adopted as presented.

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

Against: Nil

CARRIED 7/0

11.8 REQUEST FOR EXEMPTION OF LANDING FEES - KINGAROY SOARING CLUB

RESOLUTION 2025/46

Moved: Cr Danita Potter

Seconded: Cr Linda Little

That South Burnett Regional Council exempt landing fees for all registered competitors and tow planes for the State and National Championships.

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

Against: Nil

CARRIED 7/0**Attendance**

At 12.29pm Danielle Gribble left the meeting.

At 12.34pm Danielle Gribble entered the meeting.

11.9 REGIONAL LIFESTYLE MAGAZINE FEATURE

RESOLUTION 2025/47

Moved: Cr Jane Erkens

Seconded: Cr Linda Little

That South Burnett Regional Council note the offer to participate in the Regional Lifestyle Magazine Feature for information and take no further action.

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

Against: Cr Deb Dennien

CARRIED 6/1**Attendance**

At 12:40pm Cr Danita Potter left the meeting.

At 12:41pm Cr Danita Potter returned to the meeting.

At 12.47pm Rebecca Bayntun left the meeting.

At 12.50pm Rebecca Bayntun entered the meeting.

11.10 FEES & CHARGES 25/26 - SALEYARDS AMENDMENTS

RESOLUTION 2025/48

Moved: Cr Deb Dennien

Seconded: Cr Jane Erkens

That South Burnett Regional Council:

1. Amend the below fees and charges in the 25/26 Fees & Charges schedule as recommended by the Saleyards Working Group Committee.

Name	Basis and/or duration	Year 25/26 fee (inc GST)	Current description and application	Revised description and application	Amended 25/26 fee (inc GST)
Yard Fee for Cattle Private	Per head per day	\$2.00	Yard Fee for unloading/ loading/spelling /agistment charges (other than stock offered for sale at Coolabunia Saleyards)	Per head for first day only. Fees resume if cattle are held longer than 14 days.	\$2.00 per head for first day only (max 14 days)
Yard Fee for Cattle Sale	Per head per day	\$1.60	Yard fee for cattle presented at Coolabunia fortnightly store and fat sale.	Cattle presented at the sale that are held over for tick clearing are no longer charged for use of the yards.	\$0.00
Removal and Disposal of Dead Animal	Per head	At Cost	Removal and Disposal of Dead Animal (by contractor)	Work completed by supervisor	\$165.00
Coolabunia Saleyards Replacement NLIS Tag	Per head	\$33.00	Coolabunia Saleyards Replacement NLIS Tag	Labour for application of tag is administered by Livestock agent	\$10.00 (applied by agent)

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

Against: Nil

CARRIED 7/0

Attendance

At 12.52pm Jennifer Pointon left the meeting.

ADJOURN LUNCH

RESOLUTION 2025/49

Moved: Cr Jane Erkens

Seconded: Cr Ros Heit

That the meeting adjourn for lunch at 12.52pm.

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

Against: Nil

CARRIED 7/0

RESUME MEETING

RESOLUTION 2025/50

Moved: Cr Jane Erkens
Seconded: Cr Danita Potter

That the meeting resume at 12.43pm.

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

Against: Nil

CARRIED 7/0

12 FINANCE & LIVEABILITY**12.1 ANIMAL MANAGEMENT CENTRE - SURRENDER FEE**

MOTION - WITHDRAWN

Moved: Cr Danita Potter
Seconded: Cr Jane Erkens

That Council does not charge a surrender fee for the surrender of dogs and cats to SBRC Animal Housing Centre in the 2025-2026 Fees and Charges.

RESOLUTION 2025/51

Moved: Cr Heath Sander
Seconded: Cr Ros Heit

That South Burnett Regional Council include a surrender fee of \$20.00 for the surrender of dogs and cats to South Burnett Regional Council Animal Housing Centre in the 2025/2026 Fees and Charges.

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

Against: Nil

CARRIED 7/0

12.1.1 QUESTION ON NOTICE - DONATIONS TO ANIMAL MANAGEMENT CENTRE

Cr Jane Erkens:

Can we accept donations at the Animal Management Centre and if so how would they be dealt with?

12.2 MONTHLY FINANCIAL INFORMATION

RESOLUTION 2025/52

Moved: Cr Ros Heit

Seconded: Cr Linda Little

That the monthly Financial Report, including Capital Works as at 30th June 2025 be received and noted.

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

Against: Nil

CARRIED 7/0

12.2.1 QUESTION ON NOTICE - ACCOUNTS PAYABLE "OTHER" CATEGORY

Cr Heath Sander:

That a complete breakdown for May and June purchases under the 'Other' Category in the accounts payable section of the monthly report also be provided to Councillors as well as a breakdown of the 'Neighbouring Council' category.

Attendance

At 2.04pm Cr Heath Sander having earlier informed the meeting of a prescribed conflict of interest in Item 12.3 and his decision to voluntarily not participate in the decision on this matter, left the place at which the meeting was held, including any area for the public and stayed away while the matter was discussed and voted on.

12.3 CONTRACTURAL ARRANGEMENTS ENTERED IN TO OVER \$200,000 (EX GST)

RESOLUTION 2025/53

Moved: Cr Linda Little

Seconded: Cr Danita Potter

That this report be received for information.

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

Against: Nil

CARRIED 6/0**Attendance**

At 2:10pm Cr Heath Sander returned to the meeting.

12.4 BLACKBUTT, WONDAI AND MURGON CUSTOMER SERVICE AND LIBRARY OPENING HOURS

RESOLUTION 2025/54

Moved: Cr Ros Heit

Seconded: Cr Heath Sander

That South Burnett Regional Council amend the opening hours for Libraries and Customer Service Centres in Blackbutt, Wondai and Murgon to be open from 8:30am until 4:30pm, excluding Wednesdays when closure is at 4:00pm commencing Monday 18 August 2025.

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

Against: Nil

CARRIED 7/0

12.5 IN-KIND SUPPORT - BACONFEST 2025

MOTION

Moved: Cr Danita Potter

Seconded: Cr Linda Little

That South Burnett Regional Council approve the requested in-kind assistance to 2025 BaconFest.

AMENDMENT

Moved: Cr Heath Sander

Seconded: Cr Deb Dennien

That South Burnett Regional Council approve in-kind assistance to the value of \$7000 plus refuelling to 2025 BaconFest

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

Against: Cr Danita Potter

CARRIED 6/1

THE AMENDMENT BECAME THE RESOLUTION

RESOLUTION 2025/55

Moved: Cr Danita Potter

Seconded: Cr Linda Little

That South Burnett Regional Council approve in-kind assistance to the value of \$7000 plus refuelling to 2025 BaconFest.

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

Against: Nil

CARRIED 7/0

12.5.1 QUESTION ON NOTICE - POWER TO MEMORIAL PARK

Cr Heath Sander:

Possibility and cost of the connection of extra power to Memorial Park?

Attendance

At 2.37pm Aaron Meahan left the meeting.

At 2:47pm Cr Danita Potter left the meeting.

At 2:48pm Cr Danita Potter returned to the meeting.

At 2.49pm Aaron Meehan entered the meeting.

At 2.50pm Aaron Meehan left the meeting.

At 2.54pm Aaron Meehan entered the meeting.

12.6 DEVELOPMENT PERMIT FOR RECONFIGURING A LOT - SUBDIVISION (1 LOT INTO 2 LOTS) AT 5 MULLERS LANE MURGON (AND DESCRIBED AS LOT 324 ON FY2912). APPLICANT: JOSH REID

MOTION

Moved: Cr Linda Little

Seconded: Cr Ros Heit

That South Burnett Regional Council refuse the Development Application for Reconfiguring a Lot (1 Lot into 2 Lots) at 5 Mullers Lane, Murgon (and described as Lot 324 on FY2912), for the reasons contained herein.

Note: The applicant was advised to consider withdrawing the application within the initial assessment period and correspondence was issued to the applicant within the Information Request period stating Council officer's reservations with the proposal. This position was reiterated during the Decision Period through a Notice of Intention to Refuse Letter, but the applicant opted to proceed.

In Favour: Cr Ros Heit

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

LOST 1/6

MOTION

Moved: Cr Ros Heit

Seconded: Cr Jane Erkens

That the matter lay on the table until the August Council meeting.

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

Against: Crs Kathy Duff, Jane Erkens, Danita Potter and Heath Sander

LOST 3/4

RESOLUTION 2025/56

Moved: Cr Heath Sander

Seconded: Cr Danita Potter

That South Burnett Regional Council accept the Development Application for Reconfiguring a Lot (1 Lot into 2 Lots) at 5 Mullers Lane, Murgon (and described as Lot 324 on FY2912), for the reasons contained herein.

GENERAL

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

Drawing Title	Prepared by	Job No.	Rev.	Date
Proposed Subdivision	Josh Reid	16	-	02/02/2025

Timing: At all times.

GEN2. All works, including the repair or relocation of services is to be completed at no cost to Council.

COMPLIANCE

GEN3. All conditions of this approval are to be satisfied prior to Council endorsing the Survey Plan, and it is the applicant's responsibility to notify Council to inspect compliance with Conditions.

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

OUTSTANDING FEES

GEN4. Prior to the sealing of the Plan of Survey the applicant is required to pay the Council all rates and charges or any expenses being a charge over the subject land under any Act in accordance with Schedule 18, Section 69 of the Planning Regulation 2017.

SURVEY MARKS

RAL1. Prior to the submission of the Survey Plan to Council, the applicant is to reinstate survey marks and install new survey marks in their correct position in accordance with the Survey Plan, and the work is to be certified in writing by a Licensed Surveyor.

PLANNING

RAL2. All development involving the emission of noise, odour and dust from ongoing uses, building and/or construction activities, must ensure that the emissions are in accordance with the requirements of the *Environmental Protection Act 1994*.

Timing: As indicated.

PROPERTY BOUNDARIES

RAL3. All existing on-site structure, dams and sewerage treatment facilities including transpiration and irrigation areas are to be relocated so as not to cross the proposed property boundary.

VALUATION FEES

RAL4. Payment of Department of Natural Resources and Mines, Manufacturing, and Regional and Rural Development valuation fees that will result from the issue of split valuations prior to Council sealing the Plan of Survey. The contribution is currently assessed at \$55.00 per lot. However, the actual amount payable will be based on Council's Register of Fees & Charges and the rate applicable at the time of payment.

BUFFER REQUIREMENT

RAL5. Install a landscaped vegetated buffer that must be maintained by the owner at all times along the full length of the:

- eastern property boundary of proposed lot 1;
- southern property boundaries of both proposed lots 1 & 2.

Unless otherwise agree in writing with Council, the buffer must:

- Be a minimum of 5.0m wide (pegged from aforementioned boundary of the lots);

Note:

- This area is not required to be fenced and can be maintained open and accessible.
- Contain random plantings of a variety of tree and shrub species of differing growth habitats, with tree spacings of 4m to 5m, and shrubs (2 – 3 rows) at 2m spacings; and
- Include species which consist of long, rough, fine leaved foliage which facilitates the more efficient capture of spray droplets, and which are fast growing and hardy for trees. All species are to be sourced locally.

Note:

- Coreflute tree guards are recommended for trees and shrubs;
- Foliage for trees should be from the base to the crown; and
- Mixed plantings of trees may be required to ensure there are no gaps in the lower canopy.

The buffer is to be established using native drought tolerant species in accordance with "Branching Out – Your Handy Guide to Tree Planting in the South Burnett".

The buffer must be installed prior to survey plan endorsement.

Maintenance

Plant health	Replace dead or dying stock as required to maintain 100% of the initial planting density	As required
	Inspect planted stock for damage from browsing animals, disease, drought and take necessary treatment to maintain health of plantings.	As required
	Irrigate if prolonged dry periods occur to maintain health and vigour of planted stock	As required

RAL6. At the time of sealing the survey plan the applicant shall provide written confirmation that the planted landscaped vegetated buffer complies with [Council's Branching Out Guide](#) and the planted landscaping on site which includes:

- The extent of the buffer;
- The location and spacing of proposed and any existing trees and shrubs;
- A list of tree and shrub species to be planted; and
- Details about how the buffer will be maintained.

ENGINEERING WORKS

- ENG 1. Complete all works approved and works required by conditions of this development approval and/or any related approvals at no cost to Council, prior to Council's endorsement of the Survey Plan unless stated otherwise.
- ENG2. Undertake Engineering designs and construction in accordance with the Planning Scheme, Standard Drawings, relevant Australian Standards, WBBROC Regional Standards Manual and relevant design manuals.
- ENG3. Be responsible for any alteration necessary to electricity, telephone, water mains, sewer mains, stormwater drainage systems or easements and/or other public utility installations resulting from the development or from road and drainage works required in connection with the development.

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

- ENG4. Be responsible for the location and protection of any Council and public utility services infrastructure and assets that may be impacted on during construction of the development.
- ENG5. Repair all damages incurred to Council and public utility services infrastructure and assets, as a result of the proposed development immediately should hazards exist for public health and safety or vehicular safety. Otherwise, repair all damages immediately upon completion of works associated with the development.

STORMWATER MANAGEMENT

- ENG6. Provide overland flow paths that do not adversely alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.
- ENG7. Adjoining properties and roadways to the development are to be protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.

WATER SUPPLY

- ENG8. Connect proposed Lot 1 to Council's reticulated water supply system. The connection shall be designed to meet Council requirements.
- ENG9. Proposed Lot 2 shall provide an onsite water supply.

VEHICLE ACCESS

- ENG10. Construct a gravelled driveway and a crossover generally in accordance with Council's Standard Drawing No. R-004, to each proposed lot.

ROADWORKS – MULLERS LANE

- ENG11. Construct Mullers Lane and Pioneer Lane with a 4m wide pavement on a 6m formation in accordance with the "Access Minor Type Cross Section" contained in the South Burnett Regional Council's *Construction of Unmade Roads Policy*. The extent of the works shall be from the access to the Church on Lot 1 on SP227678 to the access location for proposed Lot 2.

Timing: Prior to sealing of the survey plan.

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

TELECOMMUNICATION

ENG12. Provide telecommunications to each proposed lots within the development.

ELECTRICITY

ENG13. Provide an electricity supply to each proposed lot within the development to comply with Ergon Energy's requirements.

ENG14. Submit to Council, written confirmation from an electricity provider that an agreement has been made for the supply of electricity.

SERVICES - CONNECTIONS

ENG15. Ensure that all services provided to the proposed lots are wholly located within the lot(s) it serves.

EROSION AND SEDIMENT CONTROL - GENERAL

ENG16. Ensure that all reasonable actions are taken to prevent sediment or sediment laden water from being transported to adjoining properties, roads and/or stormwater drainage systems.

ENG17. Remove and clean-up the sediment or other pollutants in the event that sediment or other pollutants are tracked or released onto adjoining streets or stormwater systems, at no cost to Council.

PROPERTY NOTE

PN1. The following notation applies to proposed Lot 2: This property is not serviced by Council's reticulated water network. At the time of final building approval for a residential dwelling, the owner must provide a potable water supply through connection of the dwelling to a rainwater storage tank, or tanks having a capacity of not less than 45,000 litres.

STANDARD ADVICE

ADV1. Section 85(1)(b) of the *Planning Act 2016* provides that, if this approval is not acted upon within a period of four (4) years the approval will lapse.

ADV2. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "*A person who carries out an activity does not harm Aboriginal Cultural Heritage.*" Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding. A search can be arranged by visiting <https://www.datsip.qld.gov.au> and filling out the Aboriginal and Torres Strait Islander Cultural Heritage Search Request Form.

APPEAL

ADV3. Attached for your information is a copy of Chapter 6 of the *Planning Act 2016* as regards to Appeal Rights.

ON-SITE WASTEWATER DISPOSAL

ADV4. Future dwellings on the proposed lots must be connected to an on-site wastewater disposal system, in accordance with AS/NZS 1547:2012 *On-site domestic wastewater management*, and the Queensland Plumbing and Waste Water Code.

INFRASTRUCTURE CHARGES

ADV5. Infrastructure charges are now levied by way of an infrastructure charges notice, issued pursuant to section 119 of the *Planning Act 2016*.

DEVELOPER INCENTIVE

ADV6. Council is offering a reduction in infrastructure charges payable through the development incentive scheme which is available between 1 December 2020 and 31 December 2027. Eligible development under this scheme is required to be completed by 31 December 2027.

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

CONCURRENCE AGENCY

ADV7. The State Assessment Referral Agency (SARA) has imposed conditions on the development permit as attached.

Reason for the decision.

- Supporting additional housing needs and residential development in the region.
- Adjacent to other rural residential blocks.

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

Against: Cr Ros Heit

CARRIED 6/1

ADJOURN AFTERNOON TEA**RESOLUTION 2025/57**

Moved: Cr Jane Erkens

Seconded: Cr Ros Heit

That the meeting adjourn for afternoon tea at 2.57pm.

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

Against: Nil

CARRIED 7/0

RESUME MEETING

RESOLUTION 2025/58

Moved: Cr Ros Heit

Seconded: Cr Danita Potter

That the meeting resume at 3.19pm.

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

Against: Nil

CARRIED 7/0**Attendance**

At 3.19pm Leanne Petersen entered the meeting.

At 3.24pm Aaron Meehan entered the meeting.

At 3.30pm CEO Mark Pitt having earlier informed the meeting of a prescribed conflict of interest in Item 12.7 and his decision to voluntarily not participate in the decision on this matter, left the place at which the meeting was held, including any area for the public and stayed away while the matter was discussed and voted on.

12.7 DEVELOPMENT PERMIT FOR RECONFIGURING A LOT - SUBDIVISION (1 LOT INTO 2 LOTS) AT 19 BOONENNE ELLESMERE ROAD TAABINGA (AND DESCRIBED AS LOT 1 ON RP175421). APPLICANT: F HEIRDSFIELD C/- ONF SURVEYORS

RESOLUTION 2025/59

Moved: Cr Deb Dennien

Seconded: Cr Danita Potter

That Council approve the Development Permit for Reconfiguring a Lot (Subdivision – 1 lot into 2 lots) at 19 Boonenne Ellesmere Road, Taabinga (and described as Lot 1 on RP175421) subject to the following conditions.

GENERAL

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

Drawing Title	Prepared by	Ref No.	Rev.	Date
Proposed Subdivision	ONF Surveyors	12831P/1	-	25/2/25

Timing: At all times.

GEN2. All works, including the repair or relocation of services is to be completed at no cost to Council.

COMPLIANCE

GEN3. All conditions of this approval are to be satisfied prior to Council endorsing the Survey Plan, and it is the applicant's responsibility to notify Council to inspect compliance with Conditions.

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

OUTSTANDING FEES

GEN4. Prior to the sealing of the Plan of Survey the applicant is required to pay the Council all rates and charges or any expenses being a charge over the subject land under any Act in accordance with Schedule 18, Section 69 of the Planning Regulation 2017.

SURVEY MARKS

GEN5. Prior to the submission of the Survey Plan to Council, the applicant is to reinstate survey marks and install new survey marks in their correct position in accordance with the Survey Plan, and the work is to be certified in writing by a Licensed Surveyor.

PLANNING

GEN6. All development involving the emission of noise, odour and dust from ongoing uses, building and/or construction activities, must ensure that the emissions are in accordance with the requirements of the *Environmental Protection Act 1994*.

Timing: As indicated.

PROPERTY BOUNDARIES

GEN7. All existing on-site structure, dams and sewerage treatment facilities including transpiration and irrigation areas are to be relocated so they do not cross the proposed property boundary.

VALUATION FEES

RAL1. Payment of Department of Natural Resources and Mines, Manufacturing, and Regional and Rural Development valuation fees that will result from the issue of split valuations prior to Council sealing the Plan of Survey. The contribution is currently assessed at \$55.00 per lot. However, the actual amount payable will be based on Council's Register of Fees & Charges and the rate applicable at the time of payment.

ENGINEERING WORKS

ENG1. Complete all works approved and works required by conditions of this development approval and/or any related approvals at no cost to Council, prior to Council's endorsement of the Survey Plan unless stated otherwise.

ENG2. Be responsible for any alterations necessary to electricity, telephone, water mains, sewer mains, stormwater drainage systems or easements and/or other public utility installations resulting from the development or from road and drainage works required in connection with the development.

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

ENG3. Be responsible for the location and protection of any Council and public utility services infrastructure and assets that may be impacted on during construction of the development.

-
- ENG4. Repair all damages incurred to Council and public utility services infrastructure and assets, as a result of the proposed development immediately should hazards exist for public health and safety or vehicular safety. Otherwise, repair all damages immediately upon completion of works associated with the development.

STORMWATER MANAGEMENT

- ENG5. Provide overland flow paths that do not adversely alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.
- ENG6. Discharge all minor storm flows that fall or pass onto the site to the lawful point of discharge in accordance with the Queensland Urban Drainage Manual (QUDM).
- ENG7. Adjoining properties and roadways to the development are to be protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.

WATER SUPPLY

- ENG8. Connect all lots in the development to Council's reticulated water supply system. Contact Council's Water and Wastewater section to determine where proposed Lot 11 will connect to Council's water network.

ON-SITE WASTEWATER DISPOSAL

- ENG9. Future Dwellings shall be connected to an on-site wastewater disposal system, in accordance with *AS 1547 On-site domestic wastewater management* and the Queensland Plumbing and Waste Water Code.

VEHICLE ACCESS

- ENG10. Construct a gravelled driveway having a minimum width of 4 metres in accordance with Council's Standard Drawing 00049, to access proposed Lot 11. Note that where no table drains exists, a culvert is not required.

Comment: This condition is imposed pursuant to Section 143 of the *Planning Act 2016*.

TELECOMMUNICATION

- ENG11. Provide telecommunications to all lots within the development.

ELECTRICITY

- ENG12. Provide electricity supply to all lots within the development to comply with Ergon Energy's requirements. Submit to Council, written confirmation from an electricity provider that an agreement has been made for the supply of electricity.

EROSION AND SEDIMENT CONTROL - GENERAL

- ENG13. Ensure that all reasonable actions are taken to prevent sediment or sediment laden water from being transported to adjoining properties, roads and/or stormwater drainage systems.
- ENG14. Remove and clean-up the sediment or other pollutants in the event that sediment or other pollutants are tracked or released onto adjoining streets or stormwater systems, at no cost to Council.

ADVICE

- ADV1. The **relevant period** for the development approval (Reconfiguring a Lot) shall be four (4) years starting the day the approval is granted or takes effect. In accordance with Section 85(1)(b) of the *Planning Act 2016* (PA), the development approval for Reconfiguring a Lot

lapses if a plan for the Reconfiguration that is required to be given to a local government is not given.

An applicant may request Council to extend the relevant period provided that such request is made in accordance with Section 86 of the *Planning Act 2016* and before the development approval lapses under Section 85 of the *Planning Act 2016*.

ADV2. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "*A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage.*" Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding. A search can be arranged by visiting <https://www.datsip.qld.gov.au> and filling out the Aboriginal and Torres Strait Islander Cultural Heritage Search Request Form.

ADV3. Attached for your information is a copy of Chapter 6 of the *Planning Act 2016* as regards Appeal Rights.

INFRASTRUCTURE CHARGES NOTICE

ADV4. Infrastructure charges are now levied by way of an infrastructure charges notice, issued pursuant to section 119 of the *Planning Act 2016*.

DEVELOPER INCENTIVE

ADV5. Council is offering a reduction in infrastructure charges payable through the development incentive scheme which is available between 1 December 2020 and 31 December 2027. Eligible development under this scheme is required to be completed by 31 December 2027. For further information or application form please refer to the rules and procedures available on Council's website.

Concurrence Agency

ADV6. The State Assessment Referral Agency (SARA) has imposed conditions on the development permit as attached.

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

Against: Nil

CARRIED 7/0

Attendance

At 3.32pm CEO Mark Pitt entered the meeting.

12.8 LIST OF CORRESPONDENCE PENDING COMPLETION OF ASSESSMENT REPORT

RESOLUTION 2025/60

Moved: Cr Danita Potter

Seconded: Cr Ros Heit

That the List of Correspondence pending completion of Assessment Report as at 7 July 2025 be received and noted.

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

Against: Nil

CARRIED 7/0**Attendance**

At 3.33pm Simon Ginn left the meeting.

12.9 DELEGATED AUTHORITY REPORTS (1 JUNE 2025 TO 30 JUNE 2025)

RESOLUTION 2025/61

Moved: Cr Jane Erkens

Seconded: Cr Danita Potter

That South Burnett Regional Council note and receive the Delegated Authority Report, for the month of June 2025.

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

Against: Nil

CARRIED 7/0**Attendance**

At 3.34pm Sam Dunstan left the meeting.

At 3.34pm Kerri Anderson left the meeting.

At 3.35pm Kerri Anderson entered the meeting.

13 INFRASTRUCTURE

13.1 REQUEST FOR A COMMUNITY BASED FUN CENTRE IN KINGAROY

RESOLUTION 2025/62

Moved: Cr Danita Potter

Seconded: Cr Linda Little

1. That South Burnett Regional Council liaise with PCYC Murgon, Silver Lining at Fick's Crossing, Queensland Blue Light Association, CTC Youth Services on youth programs and activities that are being developed and implemented in a safe and friendly environment in the South Burnett.
2. Council issue an invitation to the associations listed above to investigate opportunities going forward, along with the presenter of the Ann's Place business plan, and community agents, youth council and Cherbourg representatives from the youth advisory group, and Cherbourg Mayor and CEO.

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

Against: Nil

CARRIED 7/0

13.2 FUTURE REPLACEMENT OF THE LONE PINE TREE LOCATED IN LAMB STREET, MURGON

RESOLUTION 2025/63

Moved: Cr Heath Sander

Seconded: Cr Deb Dennien

That South Burnett Regional Council:

1. Approves maintenance and fungi treatment to the existing *Pinus brutia* Gallipoli Pine tree to help prolong its life; and
2. Purchases a replacement *Pinus halepensis* common name Lone Pine tree or Aleppo Pine and plant during September to November 2025; and
3. Approves the future removal when needed of the existing unhealthy Lone Pine tree located in the Lamb Street island opposite Murgon RSL

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

Against: Nil

CARRIED 7/0

Attendance

At 3.52pm Kevin Searle entered the meeting.

At 3.53pm Rebecca Bayntun entered the meeting.

13.3 TRANSFER OF LAND TO SOUTH BURNETT CHILD CARE ASSOCIATION INC, KINGAROY

MOTION

Moved: Cr Danita Potter

Seconded: Cr Linda Little

That South Burnett Regional Council:

1. Dispose of part of Lot 86 on RP7951 which is currently leased to the South Burnett Child Care Association Inc, and
2. In accordance with s.236(2) of the *Local Government Regulation 2012*, dispose of the non-current asset other than by way of tender or auction, and transfer freehold title to South Burnett Child Care Association Inc for nil consideration, and
3. In accordance with s.257 of the *Local Government Act 2009*, delegate to the Chief Executive Officer, the power under s.262(3) of the *Local Government Act 2009*, to negotiate and agree the terms and conditions of the contract and finalisation the disposal of the land.

In Favour: NilAgainst: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit**LOST 0/7**

13.4 MINUTES OF THE TRAFFIC ADVISORY COMMITTEE MEETING HELD ON 12 JUNE 2025

RESOLUTION 2025/64

Moved: Cr Heath Sander

Seconded: Cr Jane Erkens

That South Burnett Regional Council receive and note the attached minutes and recommendation of the Traffic Advisory Committee meeting held on 12 June 2025 as amended.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros HeitAgainst: Nil**CARRIED 7/0****Attendance**

At 3.59pm Sam Dunstan entered the meeting.

13.5 APPLICATION FOR PERMIT TO OCCUPY AP6975 ALONG BRADLEYS ROAD, WOOROONDEN

RESOLUTION 2025/65

Moved: Cr Heath Sander

Seconded: Cr Deb Dennien

That the South Burnett Regional Council:

1. Advises the applicant and the Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development that:
 - (a) It supports the application for the permit to occupy of the pump site as shown in Attachment one.
2. Delegates authority under section 257 of the *Local Government Act 2009* to the Chief Executive Officer or their delegate to finalise any and all matters associated with the application.
 - (a) Execute, as road manager, form Part C '*Statement in relation to an application under the Land Act 1994 over State land*' for the proposed permit to occupy.
3. Council officers assist the applicant with local permits to enable the applicant to utilise the site while the application is being finalised by the Department.

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

Against: Nil

CARRIED 7/0**Attendance**

At 4.00pm Sam Dunstan left the meeting.

13.6 APPLICATION FOR THE SURRENDER OF PERMIT TO OCCUPY FOR A PORTION OF TEN CHAIN ROAD, HIVESVILLE

RESOLUTION 2025/66

Moved: Cr Heath Sander

Seconded: Cr Danita Potter

That South Burnett Regional Council:

1. Advise the applicant and the Department of Natural Resources and Mines, Manufacturing, and Regional and Rural Development that:
 - (a) It supports the application for surrender of the current permit to occupy.
 - (b) It does not support the application of the new owner for the permit to occupy on the basis that the location of the existing fence is interfering with the serviceability of the roadway.
 - (c) Should the Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development approve the surrender of the Permit to Occupy and/or the new Permit to Occupy, that there be no cost to Council associated with the permit.

-
2. Delegates authority under section 257 of the *Local Government Act 2009* to the Chief Executive Officer or their delegate to finalise any and all matters associated with the application.

(a) Execute, as road manager, form Part C '*Statement in relation to an application under the Land Act 1994 over State land*' for the proposed applications as required.

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

Against: Nil

CARRIED 7/0

14 QUESTIONS ON NOTICE

14.1 QUESTION ON NOTICE - MEMERAMBI SPECIAL RATES LEVY

RESOLUTION 2025/67

Moved: Cr Danita Potter

Seconded: Cr Ros Heit

That the response to the question regarding Memerambi Special Rates Levy raised by Councillor Danita Potter be received and noted.

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

Against: Nil

CARRIED 7/0

14.2 QUESTION ON NOTICE - BREAKDOWN OF RESTRICTED CASH FUNDING

RESOLUTION 2025/68

Moved: Cr Heath Sander

Seconded: Cr Deb Dennien

That the response to the question regarding Breakdown of Restricted Cash Funding raised by Councillor Heath Sander be received and noted.

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

Against: Nil

CARRIED 7/0

14.3 QUESTION ON NOTICE - BREAKDOWN OF OUTSTANDING LOANS

RESOLUTION 2025/69

Moved: Cr Heath Sander

Seconded: Cr Danita Potter

That the response to the question regarding the breakdown of outstanding loans raised by Councillor Heath Sander be received and noted.

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

Against: Nil

CARRIED 7/0**15 INFORMATION SECTION**

Nil

16 CONFIDENTIAL SECTION

RESOLUTION 2025/70

Moved: Cr Ros Heit

Seconded: Cr Heath Sander

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 254J of the *Local Government Regulation 2012*:

16.1 Potential Purchase of Community Health Building, Kingaroy

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

16.2 SBRCQ 24/25-140 Sale and Removal Boondooma Bunkhouse

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

16.3 Award SBRCQ-24/25-87 DRFA REPA Zone 4 & 5 Unsealed to Undertake Flood Damage Restoration Works

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

16.4 Renewal of Lease for Kingaroy Chamber of Commerce and Industry Inc. Hub

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

16.5 Organisational Development Plan

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

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

Against: Nil

CARRIED 7/0

Attendance

At 4.06pm Kerri Anderson left the meeting.

At 4.06pm Jennifer Pointon entered the meeting.

At 4.20pm Cr Danita Potter having earlier informed the meeting of a prescribed conflict of interest in Item 16.4 and her decision to voluntarily not participate in the decision on this matter, left the place at which the meeting was held, including any area for the public and stayed away while the matter was discussed.

At 4.20pm CEO Mark Pitt having earlier informed the meeting of a prescribed conflict of interest in Item 16.4 and his decision to voluntarily not participate in the decision on this matter, left the place at which the meeting was held, including any area for the public and stayed away while the matter was discussed.

At 4.22pm Kevin Searle left the meeting.

At 4.25pm Kevin Searle entered the meeting.

At 4.26pm Rebecca Bayntun entered the meeting.

At 4.30pm Cr Jane Erkens left the meeting.

At 4.32pm Cr Jane Erkens returned to the meeting.

At 4.33pm Cr Danita Potter returned to the meeting.

At 4.34pm CEO Mark Pitt entered the meeting.

At 4.42pm Cr Heath Sander having earlier informed the meeting of a prescribed conflict of interest in Item 16.2 and his decision to voluntarily not participate in the decision on this matter, left the place at which the meeting was held, including any area for the public and stayed away while the matter was discussed.

At 4.43pm Leanne Petersen left the meeting.

At 4.43pm Rebecca Bayntun left the meeting.

At 4.44pm Aaron Meehan left the meeting.

At 4.56pm Cr Heath Sander returned to the meeting.

At 4.59pm Jennifer Pointon left the meeting.

At 5.00pm Lynelle Paterson entered the meeting.

At 5.00pm Lynelle Paterson left the meeting.

At 5.05pm Kevin Searle left the meeting.

At 5.08pm Aaron Meehan entered the meeting.

RESOLUTION 2025/71

Moved: Cr Danita Potter
Seconded: Cr Heath Sander

That Council moves out of Closed Council into Open Council at 5.20pm.

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

Against: Nil

CARRIED 7/0

16.1 POTENTIAL PURCHASE OF COMMUNITY HEALTH BUILDING, KINGAROY

RESOLUTION 2025/72

Moved: Cr Ros Heit
Seconded: Cr Heath Sander

That South Burnett Regional Council delegate to the Chief Executive officer to contact the relevant Minister to progress the discussions in accordance with Council's direction.

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

Against: Nil

CARRIED 7/0

Attendance

At 5.21pm Cr Heath Sander having earlier informed the meeting of a prescribed conflict of interest in Item 16.2 and his decision to voluntarily not participate in the decision on this matter, left the place at which the meeting was held, including any area for the public and stayed away while the matter was voted on.

16.2 SBRCQ 24/25-140 SALE AND REMOVAL BOONDOOMA BUNKHOUSE

RESOLUTION 2025/73

Moved: Cr Deb Dennien
Seconded: Cr Linda Little

That South Burnett Regional Council:

Pursuant to *Section 257(1)(b) of the Local Government Act 2009*, delegates to the Chief Executive Officer the power to negotiate, finalise and execute the contract with M & A Family Trust ATF Come Home Pty Ltd. for the disposal of the Boondooma Bunkhouse and Recreation Room for the sale price of five thousand, five hundred dollars (inclusive of GST), in accordance with the terms and conditions in tender SBRCQ 24/25 -140 Sale and Removal of Boondooma Bunkhouse and any other conditions the Chief Executive Officer reasonably considers satisfactory to Council.

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

Against: Cr Jane Erkens

CARRIED 5/1

Attendance

At 5:22pm Cr Heath Sander returned to the meeting.

At 5:22pm Aaron Meehan left the meeting.

16.3 AWARD SBRCQ-24/25-87 DRFA REPA ZONE 4 & 5 UNSEALED TO UNDERTAKE FLOOD DAMAGE RESTORATION WORKS

RESOLUTION 2025/74

Moved: Cr Danita Potter

Seconded: Cr Linda Little

That South Burnett Regional Council:

1. Award contract No. SBRCQ-24/25_87 DRFA REPA Zone 4 & 5 Unsealed to Yesberg Earthmoving Unit Trust, subject to submission approval, to the value of \$1,560,890.21 excluding GST.
2. That Yesberg Earthmoving Unit Trust be awarded additional scope to undertake flood repair work within Zone 4 & 5 unsealed road network, related to damage sustained in the Tropical Cyclone Kirrily, associated rainfall and flooding, 25 January - 26 February 2024 & Southern Summer Rainfall and Flooding 9 December 2024 to 14 January 2025, at the discretion of the CEO.
3. A 3 monthly update report be brought back to council.

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

Against: Nil

CARRIED 7/0

Attendance

At 5.25pm Cr Danita Potter having earlier informed the meeting of a prescribed conflict of interest in Item 16.4 and her decision to voluntarily not participate in the decision on this matter, left the place at which the meeting was held, including any area for the public and stayed away while the matter was voted on.

At 5.25pm CEO Mark Pitt having earlier informed the meeting of a prescribed conflict of interest in Item 16.4 and his decision to voluntarily not participate in the decision on this matter, left the place at which the meeting was held, including any area for the public and stayed away while the matter was voted on.

At 5.25pm Aaron Meehan entered the meeting.

16.4 RENEWAL OF LEASE FOR KINGAROY CHAMBER OF COMMERCE AND INDUSTRY INC. HUB

RESOLUTION 2025/75

Moved: Cr Jane Erkens
 Seconded: Cr Heath Sander

That South Burnett Regional Council lay the matter on the table.

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

CARRIED 6/0

Attendance

At 5:26 pm, Cr Danita Potter returned to the meeting.
 At 5.26pm CEO Mark Pitt returned to the meeting.

16.5 ORGANISATIONAL DEVELOPMENT PLAN

RESOLUTION 2025/76

Moved: Cr Heath Sander
 Seconded: Cr Danita Potter

That South Burnett Regional Council adopt the Draft Organisational Development Plan Version dated 16 July 2025 as amended.

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

CARRIED 7/0

17 CLOSURE OF MEETING

The Meeting closed at 5.27pm

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 20 August 2025.

.....
CHAIRPERSON

8 NOTICES OF MOTION

Nil

9 COUNCILLOR DIVISIONAL UPDATES

Nil

10 BUSINESS OUTSTANDING**10.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING****File Number:** 20-08-2025**Author:** Coordinator Executive Services**Authoriser:** Chief Executive Officer**PRECIS**

Business outstanding table for the Ordinary Council Meeting as at 15 August 2025

SUMMARY

The Business Outstanding table is used as a tool to monitor outstanding items resolved at previous Council Meetings. The current Business Outstanding table for the Ordinary Council Meeting is presented for Councillor's information.

OFFICER'S RECOMMENDATION

That the Business Outstanding table for the Ordinary Council Meeting be received for information.

BACKGROUND

N/A

ATTACHMENTS

1. Business Outstanding Table - August 2025 [↓](#) 

BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

Meeting Date: 20 August 2025

Attachment No: 1

Meeting	Subject	Manager	Resolution	Notes
Council 16/07/2025	Award SBRCQ-24/25- 87 DRFA REPA Zone 4 & 5 Unsealed to Undertake Flood Damage Restoration Works	Meehan, Aaron	RESOLUTION 2025/74 Moved: Cr Danita Potter Seconded: Cr Linda Little That South Burnett Regional Council: 1. Award contract No. SBRCQ-24/25_87 DRFA REPA Zone 4 & 5 Unsealed to Yesberg Earthmoving Unit Trust, subject to submission approval, to the value of \$1,560,890.21 excluding GST. 2. That Yesberg Earthmoving Unit Trust be awarded additional scope to undertake flood repair work within Zone 4 & 5 unsealed road network, related to damage sustained in the Tropical Cyclone Kirrily, associated rainfall and flooding, 25 January - 26 February 2024 & Southern Summer Rainfall and Flooding 9 December 2024 to 14 January 2025, at the discretion of the CEO. 3. A 3 monthly update report be brought back to council. <u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit <u>Against:</u> Nil CARRIED 7/0	30 Jul 2025 1:41pm Champney, Kristy In progress of awarding.
Council 16/07/2025	SBRCQ 24/25- 140 Sale and Removal Boondooma Bunkhouse	Pitt PSM, Mark	RESOLUTION 2025/73 Moved: Cr Deb Dennien Seconded: Cr Linda Little That South Burnett Regional Council: Pursuant to <i>Section 257(1)(b) of the Local Government Act 2009</i> , delegates to the Chief Executive Officer the power to negotiate, finalise and execute the contract with M & A Family Trust ATF Come Home Pty Ltd. for the disposal of the Boondooma Bunkhouse and Recreation	

			<p>Room for the sale price of five thousand, five hundred dollars (inclusive of GST), in accordance with the terms and conditions in tender SBRCQ 24/25 -140 Sale and Removal of Boondooma Bunkhouse and any other conditions the Chief Executive Officer reasonably considers satisfactory to Council.</p> <p><u>In Favour:</u> Crs Kathy Duff, Linda Little, Danita Potter, Deb Dennien and Ros Heit</p> <p><u>Against:</u> Cr Jane Erkens</p> <p style="text-align: right;">CARRIED 5/1</p>		
Council 16/07/2025	Application for the Surrender of Permit to Occupy for a Portion of Ten Chain Road, Hivesville	Meehan, Aaron	<p>RESOLUTION 2025/66</p> <p>Moved: Cr Heath Sander Seconded: Cr Danita Potter</p> <p>That South Burnett Regional Council:</p> <ol style="list-style-type: none"> 1. Advise the applicant and the Department of Natural Resources and Mines, Manufacturing, and Regional and Rural Development that: <ol style="list-style-type: none"> (a) It supports the application for surrender of the current permit to occupy. (b) It does not support the application of the new owner for the permit to occupy on the basis that the location of the existing fence is interfering with the serviceability of the roadway. (c) Should the Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development approve the surrender of the Permit to Occupy and/or the new Permit to Occupy, that there be no cost to Council associated with the permit. 2. Delegates authority under section 257 of the <i>Local Government Act 2009</i> to the Chief Executive Officer 	<p>08 Aug 2025 9:46am Champney, Kristy</p> <p>Application sent to applicant's solicitors this week.</p>	

<p>or their delegate to finalise any and all matters associated with the application.</p> <p>(a) Execute, as road manager, form Part C 'Statement in relation to an application under the Land Act 1994 over State land' for the proposed applications as required.</p> <p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>				
Council 16/07/2025	Question on Notice - Accounts Payable "Other" Category	Anderson, Kerri	Cr Heath Sander: That a complete breakdown for May and June purchases under the 'Other' Category in the accounts payable section of the monthly report also be provided to Councillors as well as a breakdown of the 'Neighbouring Council' category.	28 Jul 2025 2:28pm Gribble, Danielle - Reallocation Action reassigned to Anderson, Kerri by Gribble, Danielle
Council 16/07/2025	Question on Notice - Donations to Animal Management Centre	Anderson, Kerri	Cr Jane Erkens: Can we accept donations at the Animal Management Centre and if so how would they be dealt with?	28 Jul 2025 2:27pm Gribble, Danielle - Reallocation Action reassigned to Anderson, Kerri by Gribble, Danielle 13 Aug 2025 12:05pm Anderson, Kerri Will investigate whether we can accept donations at the AMC and bring the results back to a future workshop or Council Meeting.
Council 16/07/2025	Organisational Development Plan	Pitt PSM, Mark	RESOLUTION 2025/76 Moved: Cr Heath Sander Seconded: Cr Danita Potter That South Burnett Regional Council adopt the Draft Organisational Development Plan Version dated 16 July 2025 as amended.	15 Aug 2025 11:02am Pitt PSM, Mark Information on ODP placed in staff newsletter, CEO advised in staff meeting of the adoption of the plan. A number of early action items commenced.

			<p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>		
Council 16/07/2025	Blackbutt, Wondai and Murgon Customer Service and Library opening hours	Anderson, Kerri	<p>RESOLUTION 2025/54</p> <p>Moved: Cr Ros Heit Seconded: Cr Heath Sander</p> <p>That South Burnett Regional Council amend the opening hours for Libraries and Customer Service Centres in Blackbutt, Wondai and Murgon to be open from 8:30am until 4:30pm, excluding Wednesdays when closure is at 4:00pm commencing Monday 18 August 2025.</p> <p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	<p>28 Jul 2025 2:25pm Gribble, Danielle - Reallocation</p> <p>Action reassigned to Bayntun, Rebecca by Gribble, Danielle</p>	
Council 16/07/2025	Request for exemption of landing fees - Kingaroy Soaring Club	Pitt PSM, Mark	<p>RESOLUTION 2025/46</p> <p>Moved: Cr Danita Potter Seconded: Cr Linda Little</p> <p>That South Burnett Regional Council exempt landing fees for all registered competitors and tow planes for the State and National Championships.</p> <p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	<p>15 Aug 2025 11:02am Paterson, Lynelle</p> <p>Verbally communicated to club member. Councillors invited to site by club on 8 August 2025</p>	

Council 18/06/2025	Extension to Infrastructure Charges & Planning Incentives	Anderson, Kerri	<p>RESOLUTION 2025/520</p> <p>Moved: Cr Ros Heit Seconded: Cr Deb Dennien</p> <p>That South Burnett Regional Council:</p> <ol style="list-style-type: none"> 1. approve the extension to the Developer Incentive Scheme (DIS) for 2 years to 31 December 2027. The proposed 2 year extension provides a reasonable amount of time for developers to move through the planning application process, and progress to a stage where a development can be implemented in time to take advantage of the reduction in charges available. 2. approve the release of the forms and guidelines to support and promote the Development Incentive Scheme (DIS), as presented: <ul style="list-style-type: none"> • Fact Sheet – Development Incentives; • Application Form; <ul style="list-style-type: none"> ○ Appendix A: Rules and Procedures; and ○ Appendix B: Definitions. 3. Council delegate to the Chief Executive Officer (CEO) the power, under the <i>Planning Act 2016</i> (Qld), to enter into an Infrastructure Agreement between Council and the applicant (developer) and apply the relevant discount per Council policy under the Developer Incentive Scheme (DIS). 4. Council review the incentive scheme in June 2026 to create a rolling process. <p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit</p>
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<p><u>Against:</u> Nil</p> <p>CARRIED 7/0</p>				
Council 18/06/2025	Draft Community Plans	Pitt PSM, Mark	<p>RESOLUTION 2025/502</p> <p>Moved: Mayor Kathy Duff Seconded: Cr Danita Potter</p> <p>That South Burnett Regional Council approve the draft community plans to be released for the second stage of community consultation with a report to be presented to the September Ordinary Meeting Council for consideration with feedback to be received by 31 August 2025.</p> <p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit</p> <p><u>Against:</u> Nil</p> <p>CARRIED 7/0</p>	<p>10 Jul 2025 3:12pm Hunt, Bree Feedback forms are being created and will be posted on the website.</p> <p>14 Aug 2025 11:42am Hunt, Bree The online feedback has opened and the community consultations have commenced.</p> <p>15 Aug 2025 11:02am Paterson, Lynelle Meetings held to date - Wondai on 12/8 and Proston on 14/8</p>
Council 18/06/2025	Finance Breakdown of Procurement data - Monthly Financial Report April 2025	Anderson, Kerri	<p>RESOLUTION 2025/525</p> <p>Moved: Cr Heath Sander Seconded: Cr Danita Potter</p> <p>That the response to the question regarding procurement expenditure in the "other" category for April raised by Councillor Sander be received and noted.</p> <p>A further breakdown to be circulated to Councillors including the site office.</p> <p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit</p> <p><u>Against:</u> Nil</p>	<p>25 Jun 2025 9:03am Kruger, Wendy - Reallocation Action reassigned to Anderson, Kerri by Kruger, Wendy - For Action and Completion.</p>

CARRIED 7/0				
Council 18/06/2025	Art Work - Bus Service/Transport Companies	Anderson, Kerri	RESOLUTION 2025/506 Moved: Cr Heath Sander Seconded: Cr Danita Potter That South Burnett Regional Council investigate to seek permission and financial implications of putting artwork on the bus service to Brisbane and/or transport companies to promote South Burnett. <u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit <u>Against:</u> Nil	
CARRIED 7/0				
Council 18/06/2025	Customer Phone-Calls, After-Hours Calls and Lone-Worker Monitoring	Anderson, Kerri	RESOLUTION 2025/543 Moved: Cr Linda Little Seconded: Cr Heath Sander That South Burnett Regional Council accept the preferred quote received by Oracle for the provision of after-hours call services and lone-worker monitoring services. <u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit <u>Against:</u> Nil	25 Jun 2025 9:08am Kruger, Wendy - Reallocation Action reassigned to Bayntun, Rebecca by Kruger, Wendy - For Action & Completion.
CARRIED 7/0				
Council 18/06/2025	Lease - Wondai & District Men's Shed Inc	Anderson, Kerri	RESOLUTION 2025/492 Moved: Cr Ros Heit Seconded: Cr Linda Little That South Burnett Regional Council:	25 Jun 2025 9:09am Kruger, Wendy - Reallocation Action reassigned to Bayntun, Rebecca by Kruger, Wendy - For Action & Completion.

			<p>1. In accordance with <i>section 236(1)(b)(ii)</i> of the <i>Local Government Regulation 2012</i> applies to the disposal of a valuable non-current asset by way of entering a lease on a portion of Sunstrup Park Lot 172 on FY713 to the Wondai & District Men's Shed Inc. for a term of 10 years.</p> <p>2. Pursuant to <i>section 257(1)(b)</i> of the <i>Local Government Act 2009</i>, South Burnett Regional Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute the lease with the Wondai & District Men's Shed Inc. on terms and conditions considered satisfactory to Council.</p> <p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>
Council 21/05/2025	Minutes of the Arts, Culture and Heritage Advisory Committee held on 13 February 2025 and 10 April 2025	Anderson, Kerri	<p>RESOLUTION 2025/458</p> <p>Moved: Cr Danita Potter Seconded: Cr Linda Little</p> <p>That South Burnett Regional Council endorse the minutes and recommendations of the Arts, Culture and Heritage Advisory Committee held on Thursday, 13 February 2025 and Thursday, 10 April 2025.</p> <p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>

28 May 2025 3:24pm Kruger, Wendy - Reallocation
Action reassigned to Newson, Michelle by Kruger, Wendy - For Follow Up and Completion.

Council 21/05/2025	SBRC 2425_20 Green Waste Processing at Waste Facility Sites	Meehan, Aaron	RESOLUTION 2025/482 Moved: Cr Danita Potter Seconded: Cr Linda Little That South Burnett Regional Council establish a three (3) year contract for Green Waste Processing with Queensland Mulching. <u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit <u>Against:</u> Nil CARRIED 7/0	08 Aug 2025 9:38am Champney, Kristy Contract to be finalised in August
Council 21/05/2025	Deputation - Deborah Ross	Meehan, Aaron	Deborah Ross's deputation was presented and resolved to present a future report to Council on the issues raised at the Murgon free Camp.	11 Jun 2025 4:34pm Petersen, Leanne Council Officers have commenced investigations into the Murgon free camp water and electricity access and utilisation, camping and visitation terms, storage of cars and parking at site. 02 Jul 2025 9:54am Petersen, Leanne Council Officers inspecting site daily. Reporting of illegal dealings to Policelink. Council Rest Area/Free Camp working group meet to review signage and prepare new signage for Council consideration. Information will be presented August Workshop. 08 Aug 2025 9:37am Champney, Kristy New signs have been drafted and will be presented at Council Workshop
Council 16/04/2025	Notice of Motion - Investigation of Financial Implications	Anderson, Kerri	RESOLUTION 2025/410 Moved: Cr Heath Sander Seconded: Cr Jane Erkens	29 Apr 2025 3:08pm Kruger, Wendy - Reallocation Action reassigned to Anderson, Kerri by Kruger, Wendy - For Action & Completion.

			<p>That the South Burnett Regional Council investigates the financial implications with a commonsense approach to reposition and to reinstate:</p> <ol style="list-style-type: none"> 1. A grader, water truck and roller 2. A tractor and slasher unit (with a bucket) 3. A front-end loader 4. 2 x 8m³ tip trucks <p>to the Proston Works Depot bolstering the already water and parks and garden crew to reinstate it as a fully functioning works depot in the Proston, Boondooma, Hivesville, Ballogie, Durong and Stalworth areas.</p> <p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien and Heath Sander</p> <p><u>Against:</u> Cr Ros Heit</p> <p style="text-align: right;">CARRIED 6/1</p>
Council 16/04/2025	Notice of Motion - Investigation of Financial Implications	Meehan, Aaron	<p>RESOLUTION 2025/410</p> <p>Moved: Cr Heath Sander Seconded: Cr Jane Erkens</p> <p>That the South Burnett Regional Council investigates the financial implications with a commonsense approach to reposition and to reinstate:</p> <ol style="list-style-type: none"> 1. A grader, water truck and roller 2. A tractor and slasher unit (with a bucket) 3. A front-end loader 4. 2 x 8m³ tip trucks <p>to the Proston Works Depot bolstering the already water and parks and garden crew to reinstate it as a fully functioning works depot in the Proston, Boondooma, Hivesville, Ballogie, Durong and Stalworth areas.</p>

15 May 2025 10:56am Champney, Kristy
To be discussed in May/June Budget rounds and actioned through organisational review implementation where appropriate.

			<p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien and Heath Sander</p> <p><u>Against:</u> Cr Ros Heit</p> <p style="text-align: right;">CARRIED 6/1</p>		
Council 16/04/2025	Notice of Motion - Investigations	Meehan, Aaron	<p>RESOLUTION 2025/409</p> <p>Moved: Cr Heath Sander Seconded: Cr Jane Erkens</p> <p>That the following items be investigated and be considered in the budget and organisational review where applicable:</p> <ol style="list-style-type: none"> 1. Undertake a guidepost and sign replacement and maintenance program across the region for the 2025/2026 financial year; 2. Investigate to purchase a woodchipper of suitable size to carry out the removal of tree waste as part of the fleet budget; 3. Identify which department is responsible for the regular maintenance of urban storm water pits throughout the region and undertake a regular cleaning regime of access grates to prevent excess flooding potential from any debris that may affect flow; and 4. Consideration for Council staff to mow and maintain the Murgon, Wondai, Tingoorra, Kingaroy, Nanango and Blackbutt Cemeteries and the large park areas in Tingoorra and Memerambi referring back to previous schedules prior to engaging contractors. <p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien and Heath Sander</p> <p><u>Against:</u> Cr Ros Heit</p>	<p>15 May 2025 10:55am Champney, Kristy</p> <p>To be discussed in May/June Budget rounds and actioned through organisational review implementation where appropriate.</p>	

CARRIED 6/1				
Council 19/03/2025	Road Maintenance and Construction Works - Quality Assurance	Meehan, Aaron	RESOLUTION 2025/399 Moved: Cr Heath Sander Seconded: Cr Linda Little That South Burnett Regional Council monitor quality assurance and materials used on all road maintenance and construction works. <u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit <u>Against:</u> Nil	03 Apr 2025 8:06pm Champney, Kristy A review of forms and processes for road construction and maintenance is proposed for the 25/26 operational plan. 08 Aug 2025 9:33am Champney, Kristy Quality Management System audit has commenced
CARRIED 7/0				
Council 19/03/2025	Development of Tree Management, Maintenance and Planting Policy	Meehan, Aaron	RESOLUTION 2025/393 Moved: Cr Ros Heit Seconded: Cr Heath Sander That South Burnett Regional Council develop a council controlled tree management, maintenance and planting policy. <u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit <u>Against:</u> Nil	04 Apr 2025 8:07am Kemp, Fiona A plan is being worked on by the Parks and NRM Coordinator 04 Apr 2025 11:15am Petersen, Leanne Commenced research on tree maintenance policy and will include in the 25/26 Operational Plan.
CARRIED 7/0				
Council 19/02/2025	Hobbyist Breeders and Exhibitors for both Cats and Dogs	Anderson, Kerri	RESOLUTION 2025/342 Moved: Cr Danita Potter Seconded: Cr Jane Erkens That South Burnett Regional Council introduce a temporary administrative measure, whereby Council issue a formal interim permit authorising hobbyist breeders and exhibitors to register a specified number of animals,	25 Feb 2025 1:59pm Kruger, Wendy - Reallocation Action reassigned to Hodson, Lara by Kruger, Wendy - For Action and Completion. 25 Mar 2025 11:50am Kruger, Wendy - Reallocation

			<p>exceeding current local law limits, while these regulations are under review. This authorisation would be contingent upon the owner providing prerequisite information prior to any such Council endorsement.</p> <p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	<p>Action reassigned to Mikelat, Alf by Kruger, Wendy - For Action and Completion.</p> <p>25 Mar 2025 3:57pm Mikelat, Alf 19th March 2025 1:41pm First draft , 1x Application to keep excess animals , 1x Approval to keep excess animals, 1x Approval Certificate, 1x Breeder registration Fact sheet, 1x Animal registration fact sheet, Draft procedure path to 1 format then 2 Manager then 3 Governance</p>
Council 22/01/2025	Lease - Blackbutt Sportsground Oval to Blackbutt Yarraman Timbertowners Junior Rugby League Club	Anderson, Kerri	<p>RESOLUTION 2025/296</p> <p>Moved: Cr Linda Little Seconded: Cr Danita Potter</p> <p>That South Burnett Regional Council:</p> <ol style="list-style-type: none"> 1. In accordance with s236(1)(b)(ii) of the <i>Local Government Regulation 2012</i>, enter into a lease over Lot 33 on RP32391 and Lot 78 on RP167978, with the Blackbutt Yarraman Timbertowners Junior Rugby League Club for a term of 10 years. 2. Pursuant to s257(1)(b) of the <i>Local Government Act 2009</i>, delegate to the Chief Executive Officer the power to negotiate, finalise and execute the lease with Blackbutt Yarraman Timbertowners Junior Rugby League Club on terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council. 3. Add Dispute Resolution clause to the lease. <p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	<p>28 Jan 2025 3:32pm Kruger, Wendy - Reallocation Action reassigned to Hodson, Lara by Kruger, Wendy - For Action & Completion</p> <p>12 Feb 2025 10:37am Hodson, Lara Letter has been drafted and awaiting approval LH</p> <p>11 Jun 2025 2:07pm Kruger, Wendy - Reallocation Action reassigned to Bayntun, Rebecca by Kruger, Wendy - For Action & Follow Up</p> <p>08 Jul 2025 10:59am Bayntun, Rebecca Draft lease provided, meeting on site 18 July to explain terms and discuss other items.</p>

Council 18/12/2024	Licence to Occupy - Nanango Golf Club Inc.	Anderson, Kerri	<p>RESOLUTION 2024/265</p> <p>Moved: Cr Jane Erkens Seconded: Cr Ros Heit</p> <p>That the matter lay on the table.</p> <p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	<p>20 Jan 2025 11:47am Kruger, Wendy - Reallocation Action reassigned to Bayntun, Rebecca by Kruger, Wendy - To Note for next meeting.</p> <p>13 Mar 2025 2:59pm Bayntun, Rebecca Golf Club advised of meeting outcome. Next step to determine best option for securing tenure for access to the golf club across the lot.</p>
Council 18/12/2024	Lease - Barambah Beekeepers Association Inc.	Anderson, Kerri	<p>RESOLUTION 2024/264</p> <p>Moved: Cr Jane Erkens Seconded: Cr Danita Potter</p> <p>That South Burnett Regional Council:</p> <ol style="list-style-type: none"> In accordance with s.236(1)(b)(ii) of the <i>Local Government Regulation 2012</i>, dispose of a valuable non-current asset by way of entering into a lease for part of Lot 14 on CP883708 to the Barambah Beekeepers Association Inc. for a term of 10 years. Pursuant to section 257(1)(b) of the <i>Local Government Act 2009</i>, South Burnett Regional Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute a lease with the Barambah Beekeepers Association Inc. Formalise the easement to allow access. <p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	<p>20 Jan 2025 11:47am Kruger, Wendy - Reallocation Action reassigned to Bayntun, Rebecca by Kruger, Wendy - To Action and Finalise</p> <p>12 Mar 2025 3:17pm Kruger, Wendy Letter sent dated 20 February 2025 advising outcome of Council meeting - ECM ID 3276291.</p> <p>10 Apr 2025 2:27pm Bayntun, Rebecca Lease drafted to be sent for review.</p> <p>07 Jul 2025 2:33pm Bayntun, Rebecca On-site meeting scheduled for 14 July with Cr to discuss site.</p>

Council 21/08/2024	Memerambi Waste Transfer Facility - Access Options	Meehan, Aaron	<p>RESOLUTION 2024/104</p> <p>Moved: Mayor Kathy Duff Seconded: Cr Heath Sander</p> <p>That South Burnett Regional Council resolves to:</p> <ol style="list-style-type: none"> 1. Implement a trial period of up to three (3) months of 24/7 accessibility to the Memerambi Waste Transfer Facility, on the basis that should the unimpeded access be abused by users through the unlawful dumping of waste streams and undertaking other activities not permitted at the facility (eg scavenging); 2. Delegate to the Chief Executive Officer (or delegate) the authority to revert back to restricted opening times prior to the trial commencing, should the facility be abused as identified in item 1 above. 3. Seek quotes for the design and installation of an electronic gated system at the Memerambi Waste Transfer Facility to manage future accessibility to the facility. 4. Bring forward the gate installation in the 10 year Waste Management Capital program to the 2024/25FY, with an allocation of \$40,000 being identified for this initiative. <p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien and Heath Sander</p> <p><u>Against:</u> Nil</p> <p>CARRIED 6/0</p>	<p>27 Aug 2024 2:52pm Donohue, Kimberley - Reallocation Action reassigned to Nearmy, Mal by Donohue, Kimberley - For actioning</p> <p>11 Feb 2025 1:58pm Champney, Kristy Project to be reviewed per Council resolution for access upgrade.</p> <p>11 Feb 2025 2:09pm Champney, Kristy Second resolution created by Council to continue trial times until swipe access is installed.</p> <p>12 May 2025 3:44pm Champney, Kristy Access review to be undertaken.</p> <p>01 Jul 2025 10:58am Champney, Kristy Gate is finalised. Access cards have been activated, Forms have been created and will go to SLT meeting for approval. Once approval has been received date of implementation will be confirmed and letters will be posted to residents within the approved area and a sign will be placed on the facility gate advising of date gate will be activated.</p> <p>08 Aug 2025 9:27am Champney, Kristy Roll out of cards has commenced.</p>
Council 21/08/2024	Sublease - Barambah Dragons Inc	Anderson, Kerri	<p>RESOLUTION 2024/110</p> <p>Moved: Cr Heath Sander Seconded: Cr Danita Potter</p> <p>That South Burnett Regional Council:</p>	<p>27 Aug 2024 2:58pm Donohue, Kimberley - Reallocation Action reassigned to Jackson, Cathy by Donohue, Kimberley</p> <p>17 Oct 2024 4:04pm Jackson, Cathy</p>

	<p>1. In accordance with <i>section 236(1)(b)(ii)</i> of the <i>Local Government Regulation 2012</i> applies to the disposal of a valuable non-current asset by way of entering a sublease for part of Lot 15 on SP104355 to the Barambah Dragons Inc. for a term of 10 years pending approval from the Minister administering the <i>Land Act 1994</i>.</p> <p>2. Pursuant to <i>section 257(1)(b)</i> of the <i>Local Government Act 2009</i>, South Burnett Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute the sublease with the Barambah Dragons Inc. on terms and conditions considered satisfactory to Council and in alignment with the <i>Land Act 1994</i> and the prescribed terms with the <i>Land Regulation 2020</i>.</p> <p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien and Heath Sander</p> <p><u>Against:</u> Nil</p>	<p>The Department of Resources advised that an additional purpose of Recreation was to be added to the Term Lease before the Minister would be approve any sublease. Council has accepted the terms of the additional purpose and the new conditions have been added to the Term Lease. A surveyor has been engaged to prepare a survey lease plan, once received Council will submit an application for approval of the sublease.</p> <p>12 Dec 2024 10:58am Kruger, Wendy - Reallocation</p> <p>Action reassigned to Bayntun, Rebecca by Kruger, Wendy - Cathy Jackson no longer employed by Council and all tasks reallocated to Rebecca Bayntun.</p> <p>12 Mar 2025 11:48am Bayntun, Rebecca</p> <p>Survey Plan received and draft lease to be provided to the club.</p> <p>12 Jun 2025 4:28pm Bayntun, Rebecca</p> <p>Met with Dept Resources and application must be made for sublease which has started.</p> <p>28 Jul 2025 11:26am Bayntun, Rebecca</p> <p>Notification received from Dept Resources advising high priority application to deal with this matter and will be attended to in 3-6 months.</p>
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CARRIED 6/0

Council 24/04/2024	Council Resolution to Commence Review of the Local Government Infrastructure Plan (LGIP)	Anderson, Kerri	<p>RESOLUTION 2024/347</p> <p>Moved: Cr Danita Potter Seconded: Cr Deb Dennien</p> <p>That this report be received and that South Burnett Regional Council:</p> <ol style="list-style-type: none"> 1. Resolve to commence a review of the Local Government Infrastructure Plan (LGIP) in accordance with Chapter 5, Part 5 of the Minister's Guidelines and Rules (MGR), as required by Section 25(3) of the Planning Act 2016. 2. Consider the necessary budget allocation to undertake the LGIP review process in the 2024/25 financial year budget deliberations. <p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit</p> <p><u>Against:</u> Nil</p>	<p>07 May 2024 1:51pm King, Denise - Reallocation Action reassigned to Jensen, Leo by King, Denise - For report</p> <p>10 May 2024 4:02pm Donohue, Kimberley - Reallocation Action reassigned to Crick, Justin by Donohue, Kimberley - As per LJ.</p> <p>13 May 2024 10:02am Crick, Justin The internal LGIP review will commence before the end of May. Appointment of the reviewer will happen concurrently.</p> <p>12 Dec 2024 4:13pm Crick, Justin Council has previously resolved to prepare an amendment to the Local Government Infrastructure Plan (LGIP). The Offer documents have been prepared for the LGIP review, and are ready to be sent to potential suitable suppliers. It is expected that Offers will be invited in Jan/Feb once the suitable companies return from the Xmas break.</p> <p>12 Feb 2025 3:28pm Crick, Justin New Manager (Simon) is reviewing the scope of the offer docs that have been prepared. Targeted suppliers will be invited to tender through the LocalBuy platform. The procurement process has been discussed with Strategic Procurement Officer (Louise), who will assist in putting the current offer docs in the format required by LocalBuy., Targeting offer docs being out in March.</p> <p>11 Mar 2025 10:22am Crick, Justin</p>
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CARRIED 7/0

			<p>No further update from last month. Offer doc review is being done tomorrow (12/3/2025).</p> <p>25 Mar 2025 11:11am Kruger, Wendy - Reallocation Action reassigned to Chowdhury, Sayeid by Kruger, Wendy - Reallocation to Sayeid following Justin's contract finalisation.</p> <p>09 Apr 2025 3:52pm Kruger, Wendy - Reallocation Action reassigned to Hursthouse, David by Kruger, Wendy - To provide update and completion when finalised.</p> <p>30 May 2025 9:17am Donohue, Kimberley - Reallocation Action reassigned to Ginn, Simon by Donohue, Kimberley - Retasking to Simon as per David H advice. KD</p>	
Council 22/02/2023	Rural Residential Blocks	Anderson, Kerri	<p>RESOLUTION 2023/401</p> <p>Moved: Cr Kathy Duff Seconded: Cr Danita Potter</p> <p>That South Burnett Regional Council review the Overgrown Property Policy – Statutory062 to consider the designated town area maps and the adjoining rural residential allotments one (1) hectare or less that may not have been captured in the policy as part of the annual review process.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	<p>06 Mar 2023 8:36am King, Denise - Reallocation Action reassigned to Petersen, Leanne by King, Denise</p> <p>08 Mar 2023 11:30am Kemp, Fiona - Reallocation Action reassigned to Brooks, Darryl by Kemp, Fiona - Please review and update this meeting action. Thank you</p> <p>23 Jun 2023 9:30am O'May, Peter Item to be included for consideration as part of the review of Council's Local Laws during 2023/24 financial year. , OPL/38 Review Council's Local Laws to ensure relevance to the region and understanding by Council and the community</p> <p>11 Aug 2023 9:04am Brooks, Darryl</p>

	<p>Mead Perry have been appointed to conduct local law review - this will be reviewed as part of this project</p> <p>26 Aug 2024 2:37pm Paterson, Lynelle - Reallocation Action reassigned to Bastow, Scott by Paterson, Lynelle - Darryl Brooks no longer works here</p> <p>30 Jan 2025 9:31am Paterson, Lynelle - Reallocation Action reassigned to Donohue, Kimberley by Paterson, Lynelle - Scott Bastow no longer employed at SBRC</p>
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11 EXECUTIVE SERVICES**11.1 AUSTRALIA DAY AWARDS CEREMONY - NOMINATION FORMS AND LOCATION****File Number:** 20/09/2025**Author:** Executive Assistant**Authoriser:** Chief Executive Officer**PRECIS**

Confirming 2026 Australia Day nomination forms, judging guidelines, and the location of 2026 Australia Day Awards Ceremony.

SUMMARY

Seeking approval for the 2026 Australia Day nomination forms, judging guidelines and the location of 2026 Australia Day Awards Ceremony.

OFFICER'S RECOMMENDATION

That the:

1. South Burnett Regional Council 2026 Nomination Forms be approved;
2. The South Burnett Australia Day Awards Judging Guidelines be approved; and
3. The Location of Australia Day Awards Ceremony be held at the _____ Townhall on Sunday 25 January 2026 at 3.00pm.

FINANCIAL AND RESOURCE IMPLICATIONS

The 2026 Australia Day Awards Ceremony has been included in the 2025/2026 budget.

LINK TO CORPORATE/OPERATIONAL PLAN

EC16 Partner with community to develop and promote events that have a positive impact on our region.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

NA

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

NA

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

NA

ASSET MANAGEMENT IMPLICATIONS

NA

REPORT

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

Below is the list of previous locations since 2016;

2016 – Proston

2017 – Nanango

2018 – Murgon

2019 – Blackbutt

2020 – Kingaroy

2021 – Wondai

2022 – Blackbutt – postponed due to covid

2023 – Nanango

2024 – Kumbia

2025 - Blackbutt

ATTACHMENTS

1. **Australia Day Awards Judging Guidelines** [!\[\]\(a43b62a38b6e2844e794f4301a08d3ba_img.jpg\)](#) 
2. **Australia Day Major Categories Nomination Form** [!\[\]\(020ca36803168f31a8fb3f576699f65c_img.jpg\)](#) 
3. **Australia Day Local Achiever Nomination Form** [!\[\]\(b0152c3566cc0d4d9c4b5fa9e477a8dc_img.jpg\)](#) 



ECM ID: "ECM ID"

South Burnett Australia Day Awards Judging Guidelines

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1. PURPOSE

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

2. RESPONSIBILITY

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

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

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

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

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

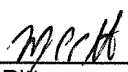
There can only be one (1) winner per category and nominations cannot be self-nominated.

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

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

3. VERSION CONTROL

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


 Mark Pitt
 CHIEF EXECUTIVE OFFICER

21 August 2024
 Date


 Kathy Duff
 Mayor

21 August 2024
 Date



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

SOUTH BURNETT CITIZEN OF THE YEAR

Nominee must be 25 years or over as at 26 January 2026

Recognising a South Burnett resident who has made a valuable contribution to their community and / or given outstanding service to the South Burnett community over a number of years or has demonstrated a high level of personal, academic or professional achievement.

SOUTH BURNETT YOUNG CITIZEN OF THE YEAR

Nominee must be under 25 years of age as at 26 January 2026

Outstanding achievement by a young resident who displays ongoing excellence in their field and in the community, demonstrating leadership and innovation whilst contributing to the development of the South Burnett region.

SOUTH BURNETT JUNIOR CULTURAL AWARD

Nominee must be under the age of 18 years as at 26 January 2026

Outstanding achievement by a young resident making a significant contribution to the cultural life of the South Burnett.

SOUTH BURNETT CULTURAL AWARD

Nominee must be aged 18 years and over as at 26 January 2026

Outstanding achievement by a South Burnett resident making a significant contribution to the cultural life of the South Burnett.

SOUTH BURNETT JUNIOR SPORTSPERSON AWARD

Nominee must be under the age of 18 years as at 26 January 2026

To recognise a person in the community who has made a notable achievement in sporting endeavours.

SOUTH BURNETT SENIOR SPORTSPERSON, ADMINISTRATOR, COACH, OFFICIAL AWARD

Nominee must be aged 18 years and over as at 26 January 2026

Outstanding achievement by an individual who has made a significant contribution to sport and / or the community as a sportsperson, coach, official or administrator.

SOUTH BURNETT VOLUNTEER COMMUNITY OR EVENT ORGANISATION OF THE YEAR

To recognise an outstanding achievement by a group, club or organisation that has made a notable contribution to the community during 2025.

SOUTH BURNETT VOLUNTEER OF THE YEAR

To recognise a volunteer member (or couple) who has made a valuable contribution to their community, club or organisation and / or given outstanding service over a number of years.

SOUTH BURNETT LIFETIME ACHIEVEMENT AWARD

Nominee must be 65 years of age and over as at 26 January 2026

Outstanding achievement by a senior resident who displays ongoing excellence in their field and in the community, demonstrating leadership and innovation whilst contributing towards the South Burnett region.

HOW TO NOMINATE

Please complete the nomination form provided and attach your reasons for nominating (between 200 and 500 words), including how the nominee has made an outstanding contribution to the community, particularly in 2025 and why you believe they should receive an Australia Day Award. Supporting documentation (copies only) that you feel will assist the judges in making their decision may also be provided with your nomination form.

JUDGING PROCESS

Nominations will be reviewed by the appointed judging panel. The judge's decision is final and no correspondence will be entered into. The judges reserve the right to move a nominee to another category if they believe it better suits the nomination.

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

South Burnett Region

2026 Australia Day Awards



would like to nominate:

Name:

Address:

Telephone:

Age (if known):

For a 2026 Australia Day Award in the following category (**Please tick only one (1) box per nomination form**)

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

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

Your details:

Name:

Address:

Telephone:

Mobile:

Email:

Signature:

Nominations close 4:30pm on Friday 7 November 2025

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

Chief Executive Officer

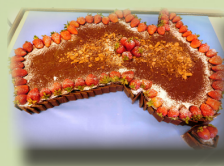
South Burnett Regional Council

PO Box 336, Kingerup Old 4610 or can be submitted online.



South Burnett Region

2026 Australia Day Awards



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

LOCAL ACHIEVER AWARD

BLACKBUTT / BENARKIN

Open to all ages

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

MAIDENWELL / BUNYA MOUNTAINS

Open to all ages

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

NANANGO

Open to all ages

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

KUMBIA

Open to all ages

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

KINGAROY

Open to all ages

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

WOOROOLIN / MEMERAMBI

Open to all ages

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

WONDAI / TINGOORA

Open to all ages

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

HIVESVILLE / PROSTON

Open to all ages

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

MURGON

Open to all ages

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

HOW TO NOMINATE

Please complete the nomination form provided and attach your reasons for nominating (500 words or less), including how the nominee has made an outstanding contribution to the community, particularly in 2025 and why you believe they should receive an Australia Day Award. Supporting documentation (copies only) that you feel will assist the judges in making their decision may also be provided with your nomination form.

JUDGING PROCESS

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

Nominations close 4:30pm on Friday 7 November 2025

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

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

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

South Burnett Region

2026 Australia Day Awards



Would like to nominate:

Name:

Address:

Telephone:

Age (if known):

For a Local Achiever 2026 Australia Day Award in the following area - **(Please tick only one box per nomination form)**

Blackbutt / Benarkin

Maidenwell / Bunya Mountains

Nanango

Kumbia

Kingaroy

Wooroolin / Memerambi

Wondai / Tingoora

Hivesville / Proston

Murgon

Please tell us in 200-500 words how this person has made an outstanding achievement / contribution in the community, particularly in 2025 and why you believe they are deserving of an Australia Day Award. (please attach extra sheets if necessary).

Your details:

Name:

Address:

Telephone:

Mobile:

Email:

Signature:



11.2 BIEDO UPDATE**File Number:** 18122024**Author:** Chief Executive Officer**Authoriser:** Chief Executive Officer**PRECIS**

Update on BIEDO activities in partnership with South Burnett Regional Council for the period April to June 2025.

SUMMARY

To update councillors on recent activities and the progress of the partnership agreement.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council receive the BIEDO Partnership Report for the period April to June 2025 for information.

FINANCIAL AND RESOURCE IMPLICATIONS

Allocation made in the 2024/2025 and 2025/2026 budget for partnership arrangements.

LINK TO CORPORATE/OPERATIONAL PLAN**3. GROWING OUR REGION'S ECONOMY AND PROSPERITY:**

Boost our economy through investment and innovation that promotes population growth and community wellbeing.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Regular communication with BIEDO General Manager and good progress being made on the implementation of the partnership agreement.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Partnership arrangement / MOU

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

As per Council resolution and adopted budget.

ASSET MANAGEMENT IMPLICATIONS

Not applicable

REPORT

A report was presented to the Ordinary Meeting of 16 July 2025 with the following being adopted:

11.1 BIEDO UPDATE

RESOLUTION 2025/39

Moved: Cr Deb Dennien

Seconded: Cr Jane Erkens

That South Burnett Regional Council receive the BIEDO Partnership Report for the period January to March 2025 for information.

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

Against: Nil

CARRIED 7/0

Partnership report as of April to June 2025. attached for reference.

BIEDO will be working with Council to deliver the “Being Small Business Friendly - Introducing the Small Business Action Plan (SBAP) Template and Tools” and the “Small Business Organisation of Australia Cyber Wardens” initiative.

ATTACHMENTS

1. **BIEDO Quarterly Report Apr-Jun 25** [↓](#) 



PO Box 115
Murgon Q 4605
0400 695 456
community@biedo.org.au

BIEDO Quarterly Report: April – June 2025

Prepared by: Mistrel Badesso, General Manager, BIEDO

1. Executive Summary

- **Key Highlights:**
 - **Economic Development Workshops:** Attended a wide variety of workshops on key topics like recreational trails, energy shift, and biofuels, all aimed at fostering regional growth and collaboration.
 - **Stakeholder Engagement:** Extensive engagement with local and regional stakeholders, including participation in WBB Economic Agency Roundtable, Small Business Friendly Roundtable, the South Burnett Housing Action Group and Wondai Business Development Association and KCCI meetings.
 - **Grant Applications:** Active progress on grant submissions, including the DRF and Future Drought Fund Resilient Landscapes Program, aimed at strengthening disaster resilience and improving drought preparedness.

2. Agricultural Sector Support and Development

- **Workshops and Networking:**
 - **Legislative requirements:** Alan Broome continues to liaise with Department of Climate Change, Energy, the Environment and Water (DCCEEW) on the Nature Positive Act, focusing on new regulatory changes impacting agriculture. He assists producers adapt to new regulations while maintaining sustainable practices.
 - **Vegetation Management Updates:** Alan continues to monitor and report on state vegetation management and reef regulations, planning updates for regional forums.
- **Extension Services and Saleyard Engagement:**
 - Alan continues providing support at the local saleyards, offering updates on industry trends, new regulations, and government programs to local producers. His efforts help improve information flow and foster trust within the farming community.
 - **SBGN and Grazing Group Participation:** Alan remains an active member of the South Burnett Grazing Network, participating in knowledge-sharing sessions that enhance the sector's resilience and promote sustainable grazing practices.
 - **Ag Network** – Alan is pulling together quarterly meetings for local producers. The first meeting is anticipated for September 2025.

3. Economic Development Initiatives

- **Five-Year Economic Development Strategy (2025–2030):**
 - **Objective:** The strategy will focus on long-term regional economic growth, leveraging South Burnett's competitive advantages, promoting tourism, bio-futures, and infrastructure development.
 - **Progress:**



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- Stakeholder consultations are ongoing, with initial frameworks established to guide regional growth.
- Focus on **agritourism**, **bio-economy**, and **renewable energy** as key growth sectors.
- **Key Action:** A regional survey and community engagement plan will be launched in Q3 to gather insights from local businesses and stakeholders.
- **Spark of Change Youth Initiative:**
 - **Funding:** Secured **\$3,000 from Powerlink** to encourage innovation and entrepreneurship among youth in South Burnett. **Objective:** The event focused on innovation and entrepreneurship, bringing together young people, entrepreneurs, and community leaders to explore new business opportunities and regional growth

4. Collaborative Regional Projects and Grant Applications

- **Future Drought Fund Resilient Landscapes Program:**
 - **Collaborators:** SBRC
 - **Objective:** Strengthen regional drought resilience through climate-smart agricultural practices, networking, and demonstration sites.
 - **Status:** Application submitted in June; expected outcomes include enhanced drought preparedness and sustainable land management practices for local producers.
- **EmpowerHer Women's Wellness Program (Federal Government Funding):**
 - **Objective:** Empower rural women by improving their overall wellness, with a focus on financial literacy, mental wellness, stress management, and resilience.
 - **Status:**
 - The program will run workshops aimed at providing women with the tools to overcome economic stress, navigate financial planning, and support their overall well-being.
- **Natural Heritage Smart Climate Grant:**
 - **Objective:** Strengthen regional drought resilience through climate-smart agricultural practices, networking and demonstration sites.
 - **Status:** Application submitted. The project will support the Bunya People's land management, promoting biodiversity while improving resilience to climate change.
- **Disaster Resilience Fund (DRF) Grant Application:**
 - **Objective:** Strengthen the region's preparedness for natural disasters by developing emergency response systems and building community resilience.
 - **Status:** Application submitted; BIEDO is working with local councils to establish clearer lines of communication and ensure effective recovery strategies.

5. Stakeholder Engagement and Meetings

- **Changemaker Workshop (Kingaroy):**



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- Focused on fostering innovation and social impact within local businesses, with a strong emphasis on identifying opportunities for positive community change.
- **STEC Group Meetings and Initiatives:**
 - Actively engaged in the South Burnett Tourism, Economic, and Community (STEC) meetings, discussing strategies for promoting regional tourism and enhancing community collaboration.
- **EDA How to Maximise the Benefits of Recreational Trails Workshop:**
 - Engaged stakeholders in discussions on leveraging recreational trails for economic growth, focusing on sustainable tourism and local business opportunities.
- **Department of Small Business Business Concierge Meeting:**
 - Explored options to streamline support for small businesses and improve access to government services, including grants and planning advice.
- **Connectivity Roadshow and Telco Meeting with Councillors Dinner:**
 - Discussed connectivity challenges in the region, particularly digital infrastructure, and explored solutions for improving broadband access for businesses and households.
- **Wondai Business Development Association Meetings:**
 - Facilitated discussions on local business development needs, with a focus on supporting small enterprises and exploring new growth opportunities in the area.
- **KCCI Meet & Greets:**
 - Attended Kingaroy Chamber of Commerce and Industry meet-and-greet events to foster stronger business relationships and identify potential areas for collaboration and growth.
- **Relay for Life Breakfast:**
 - Participated in the Relay for Life event to promote cancer awareness and show community support. This engagement helps build social connections and encourages local participation in charity initiatives.
- **QCAS Meeting with VSB about First Nations Tourism Support:**
 - Discussed strategies for supporting First Nations tourism initiatives in South Burnett, with a focus on cultural tourism and community-led ventures.
- **DSD Economic Agency Roundtable:**
 - Participated in key discussions with government and industry stakeholders, exploring ways to support economic development, attract investment, and drive regional growth.
- **QLD Government Biofuels Expansion Study Workshop:**
 - Explored opportunities to expand the biofuels industry in the South Burnett, focusing on sustainable practices and new technology that can reduce emissions.
- **RRR Women Future Queensland Leadership Program – Energy Shift and Renewables:**
 - Focused exploring opportunities for clean energy and better legacy outcomes for communities.
- **Small Business Month Conversations Series:**
 - Hosted and participated in several sessions discussing the challenges and opportunities for small businesses in the region, including economic sustainability and innovation.



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- **Small Business Friendly Roundtable Meetings:**
 - Convened local businesses to discuss the resources and support needed to improve operations and resilience, while also addressing challenges like rising costs and access to finance.
- **Reversing Puberty Workshop in Wondai:**
 - Provided assistance to Adore Your Core Wondai in getting this event off the ground. Focused on mental health and well-being, particularly for older women.
- **DPI Blueprint Event in Kingaroy:**
 - Addressed agricultural development and innovation, with a focus on improving farming practices, biosecurity, and market access for local producers.
- **Carbon Workshop in Wondai:**
 - Engaged local farmers and businesses in discussions on reducing carbon footprints through sustainable practices and adopting carbon management strategies.
- **South Burnett Housing Action Group:**
 - Worked to address regional housing shortages, exploring strategies for affordable housing development and the integration of housing into the region's economic development framework.
- **DSD Major Project Forum Steering Group:**
 - Collaborated with the steering group in getting the Major Projects Forum to the region.
- **Human and Social Economic Recovery Sub-Group**

7. Challenges and Areas for Improvement

- **Challenges:**
 - Delays in feedback for some grant applications
 - Limited funding available for projects.
- **Solutions:**
 - Continued engagement with government agencies and stakeholders to gather feedback.
 - Identifying alternative funding sources for road infrastructure projects.

8. Conclusion and Next Steps

- **BIEDO** remains committed to driving sustainable economic growth, resilience, and community well-being across South Burnett. The next quarter will focus on:
 - Advancing the Five-Year Economic Development Strategy.
 - Securing funding for regional projects.
 - Continuing to engage with stakeholders to support the region's long-term prosperity.



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11.3 NOTICE TO REPEAL SOUTH BURNETT REGIONAL COUNCIL - DEMOLISH, REMOVE OR RELOCATE BUILDINGS POLICY - STRATEGIC024**File Number:** 18-Jun-2025**Author:** Coordinator Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Notice to repeal South Burnett Regional Council Regional Demolish, Remove or Relocate Buildings Policy – Strategic024.

SUMMARY

The Demolish, Remove or Relocate Buildings Policy – Strategic024 is being replaced by two (2) new policies being the Relocation of Building to the South Burnett Region – Strategic051 and the Removal of Existing Building from the South Burnett Region – Strategic052.

OFFICER'S RECOMMENDATION

That the South Burnett Regional Demolish, Remove or Relocate Buildings Policy – Strategic024 be repealed.

FINANCIAL AND RESOURCE IMPLICATIONS

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

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2025-2030	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance, and open and transparent decision-making
Operational Plan 2025-2026	OPE8 - Deliver the Council Policy Governance Framework aligned to strategic planning and relevant legislation incorporating Council's policies, procedures, forms, and factsheets.
	OPE10 - Manage and maintain the legal proceedings/legal advice and corporate registers and maintaining the budget for engagement of legal services and promote a high standard of corporate responsibility, transparency and accountability in decision making at all levels of the organisation in the best interest of Council and the community aligning to legislation and Council policy.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

It was determined by the Senior Leadership Team that the South Burnett Regional Council – Demolish, Remove or Relocate Buildings Policy – Strategic024 is no longer required as it has been replaced by two (2) new policies, that provide clearer guidance to be adhered to.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Building Act 1975 (Qld)

Building Regulation 2006 (Qld)

Planning Regulation 2017 (Qld)

Plumbing and Drainage Act 2018 (Qld)

National Construction Code Building Code of Australia 2016

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

South Burnett Regional Council Regional Demolish, Remove or Relocate Buildings Policy – Strategic024 is no longer required as it has been replaced by two (2) new policies. The two (2) new policies were developed to replace the existing Demolish, Remove or Relocate Buildings Policy for the following reasons:

- eliminate unnecessary or obsolete requirements contained in the existing policy;
- enable the two (2) new policies to be more specific to their intended application and make them easier to manage;
- provide policy support for withholding of security bonds until various stages of works are complete; and
- provide additional aesthetic provisions to enable Council to protect the amenity of the locality to which a second-hand dwelling might be relocated to.

ATTACHMENTS

1. **South Burnett Regional Council - Demolish, Remove or Relocate Buildings Policy - Strategic024** [↓](#) 



POLICY CATEGORY - NUMBER: Strategic024
POLICY OWNER: Environment & Planning

ECM ID: 2550286
ADOPTED: 22 September 2021

Demolish, Remove or Relocate Buildings Policy

NOTE: Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Corporate, Governance & Strategy Branch. **A hard copy of this electronic document is considered uncontrolled when printed.**

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1. POLICY STATEMENT

Removal or demolition of a building or structure requires building approval in accordance with the *Building Act 1975*. The approval process requires both amenity and aesthetics consideration assessment and removal building security bond amount assessment by way of a Referral Agency Assessment Application to South Burnett Regional Council ('Council').

2. SCOPE

This policy implements actions that will expedite the approval process and provide best practice solutions for clients, removalists and builders. This policy applies to Council representatives.

3. GENERAL INFORMATION

To ensure compliance with the *Building Regulation 2006* and the Queensland Development Code and ensure that an appropriate fee structure exists for the type and value of building work being undertaken.

Removal or demolition of a building or structure does not require an amenity and aesthetics assessment, if the building is a Class 2 to 9 (e.g., commercial building).

All applications will require an asbestos report from a licenced asbestos assessor and a pest inspection report. Council will require confirmation from a suitably licensed contractor that asbestos based products have been removed and disposed of at a regulated waste facility prior to moving a building within the Region or moving a building to the Region.

Lead-based paint is most likely to be found on window frames, doors, skirting boards, kitchen and bathroom cupboards, exterior walls, gutters, metal surfaces and facias on homes or structures built before 1970, or even interior walls. If paint is in good condition, there may be no need to remove it unless major renovation and comprehensive removal is planned. However, lead-based paint should be removed from areas that are likely to be chewed or licked by children, knocked or subject to friction. The removal of lead-based paint must be undertaken in a safe manner to control the risk to health and safety. Council issued building approvals are conditioned to meet the relevant Work Health and Safety Queensland (WHSQ) requirements.

Performance criteria P7 of the Queensland Development Code NMP1.6, specifies that certainty is to be provided for the timely reinstatement or upgrading of any removal structure. The acceptable solution is that payment of any security bonds required by the receiving council is made prior to the development approval for building work, including removal, is given. In some cases, permits are also required from the Department of Transport, and other service authorities.

3.1. Remove or demolish building from site

To remove or demolish a building, there are several application processes to consider.

3.1.1. Stage 1 – Referral to Council

Under schedule 9, Table 7 of the *Planning Regulation 2017*, Council is required to act as a 'referral agency' where a building is being removed or demolished. Council needs to make an assessment of the building to determine whether a security bond will be held until the work is completed and if town planning or plumbing approvals are required.

There are some properties within the South Burnett Region which are identified as being a State Heritage Place or a Local Heritage Place. Minor building work on a Local Heritage Place is subject to the requirements of the Local Heritage Place Code of the South Burnett Regional Council Planning Scheme. A Code Assessable planning application will be triggered when these requirements cannot be met or where the work does not meet the definition of minor building work. Where a planning application is needed, it is recommended the applicant/s seek specialist consultant advice as specialist reports will be required to support the case that demolition is justifiable. This may include a report from a structural engineer if the applicant/s are suggesting the building is structurally unsound.

Properties identified as a State Heritage Place will require a permit from the State and do not require assessment against the South Burnett Regional Council Planning Scheme.

When removing or demolishing a building that has plumbing and drainage connected, it is important that the drains are sealed properly. In accordance with the *Plumbing and Drainage Act 2018*:

- capping of sewer or water at the building will require a Form 4 Notifiable Work to be lodged with the Queensland Building and Construction Commission by a licenced plumber.
- disconnection of the building drainage at the sewer connection point requires an application to Council.
- buildings or structures connected to an onsite sewerage system to be demolished or removed require a plumbing application to be lodged with Council.

A licensed plumber must complete the work and can assist in determining the best place to seal the drains on the site.

Security Bond

A bond is payable to Council as security at the site will be cleared of all debris and services disconnected by suitably qualified or licensed persons. If the structure/s contains asbestos materials these are to be disposed of in accordance with regulatory requirements. (Note: This bond can be paid in cash, Bank Cheque, or Eftpos). The bond is retained in Council's Trust Account and will be returned to the payee upon satisfactory inspection of the property after the site is cleared.

The amount of bond held will be in accordance with Council's schedule of fees as amended.

3.1.2. Stage 2 – Application for Building Work

Building approval is required to demolish or remove a building. The application may be lodged with Council or with a Private Certifier but must be made on the approved forms and accompanied with the relevant fee.

No building work can commence until approval is obtained, and all work for this stage is to be completed within 12-months of approval.

3.2. Relocation of a building on a site

Rebuilding or re-establishing a building on a site, which has been removed from another site or placing a demountable building or donga on a site will also trigger several different application processes.

Depending on the planned use of the building for, e.g., residential or commercial, there may be planning requirements under the South Burnett Regional Council Planning Scheme.

3.2.1. Stage 1 – Concurrence Agency Referral

Council (the Concurrence Agency) must be advised in writing of an intention to relocate a building within or into the Region. A report from a registered Professional Engineer of Queensland, outlining the structural adequacy of the building for habitable purposes, must be sought prior to making the application.

For all buildings relocated from any site within the South Burnett Region, a relocation permit is required prior to the works commencing.

Security Bond

The application is assessed for amenity and aesthetics, and the security bond amount is determined by Council's Building Certifier but no less than in Council's schedule of fees as amended. The bond is to ensure that any building work required to comply with current regulations is completed within the currency period of the application. (Note: This bond can be paid in cash, Bank Cheque, Eftpos or Unconditional Bank Guarantee.) The bond is retained in Council's Trust Account and will be returned to the payee upon satisfactory completion of the building.

3.2.2. Stage 2 – Application for Building Work

The second stage is application for building work - relocation, restumping and alterations and additions required to make the building compliant with current building legislation. A building application along with the relevant fee, is to be submitted showing the details of the dwelling in its proposed location. This application can be submitted concurrently with the stage 1 application but will not be approved until the security bond is received. The details required for submission of this application are those applicable to any new dwelling.

All work for this stage is to be completed within 12-months of the building being located at the new site, including additional works such as verandas, carports and the like.

Where this 12-month time period is likely to be exceeded for additional works, consideration should be given to lodgement of a further application. Payment of fees is required for any additional building work e.g., verandas, carports or the like, regardless of when the application is lodged.

4. DEFINITIONS

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

Removal Building means

- the removal and/or demolition of a building or structure, whether for rebuilding at another site or not.
- the rebuilding of a building or structure relocated from another site.
- relocating and rebuilding of a building within the same property.

Removal buildings include, but are not limited to, established existing houses, buildings, manufactured transportable homes, demountable buildings and dongas, sheds, commercial buildings, houses in holding yards.

Minor Building Work means building work that increase the gross floor area of the building by no more than the lesser of the following:

- 50m²;
- an area equal to 5% of the gross floor area of the building.

5. LEGISLATIVE REFERENCE

Building Act 1975 (Qld)

Building Regulation 2006 (Qld)

Planning Regulation 2017 (Qld)

Plumbing and Drainage Act 2018 (Qld)

National Construction Code Building Code of Australia 2016

Other applicable codes in the Queensland Development Code

6. RELATED DOCUMENTS

South Burnett Regional Council Employee Code of Conduct – Statutory011

South Burnett Regional Council Planning Scheme 2017

7. NEXT REVIEW

As prescribed by legislation or September 2023

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	21 November 2018	2550286
2	Review of policy	22 September 2021	2550286
3	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2550286


Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date: 7 June 2022

11.4 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL RELOCATION OF EXISTING BUILDING POLICY - STRATEGIC051**File Number:** 20-Aug-2025**Author:** Coordinator Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Relocation of Existing Building Policy – Strategic051.

SUMMARY

This policy provides a framework for South Burnett Regional Council ('Council') to adhere to in the removal or demolition of a building or structure to the South Burnett region that require building approval in accordance with the *Building Act 1975*.

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Relocation of Existing Building Policy – Strategic051 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial and resource implications arise from this report which have not already been considered in the development of South Burnett Regional Council's (Council) annual budget.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2025-2030	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance, and open and transparent decision-making
Operational Plan 2025-2026	OPE8 - Deliver the Council Policy Governance Framework aligned to strategic planning and relevant legislation incorporating Council's policies, procedures, forms, and factsheets.
	OPE10 - Manage and maintain the legal proceedings/legal advice and corporate registers and maintaining the budget for engagement of legal services and promote a high standard of corporate responsibility, transparency and accountability in decision making at all levels of the organisation in the best interest of Council and the community aligning to legislation and Council policy.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The South Burnett Regional Council Relocation of Existing Building Policy – Strategic051 has been reviewed by Planning & Development, Corporate Services and Senior Leadership Team.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Building Act 1975 (Qld)

Building Regulation 2021 (Qld)

Planning Regulation 2017 (Qld)

Plumbing and Drainage Act 2018 (Qld)

Plumbing and Drainage Regulation 2019 (Qld)

National Construction Code ('NCC')

Queensland Development Code ('QDC')

Wind Classification AS4055-2012

Workplace Health and Safety Queensland – Demolition Work Code of Practice 2021

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

This policy ensures compliance with the Act and Workplace Health and Safety Queensland – Demolition Work Code of Practice 2021 and ensures that an appropriate fee structure exists for the type and value of building work being undertaken.

ATTACHMENTS

1. **South Burnett Regional Council - Relocation of Existing Building Policy - Strategic051**





POLICY CATEGORY - NUMBER: Strategic051

POLICY OWNER: Planning & Development

ECM ID: 3302528

ADOPTED: 20 August 2025

Relocation of Existing Building Policy

NOTE: Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Corporate Services Branch. **A hard copy of this electronic document is considered uncontrolled when printed.**

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1. POLICY STATEMENT

This policy provides the framework for South Burnett Regional Council ('Council') to adhere to in the removal or demolition of a building or structure to the South Burnett region ('region') that require building approval in accordance with the *Building Act 1975* ('Act').

2. SCOPE

This policy applies to all Council representatives.

3. GENERAL INFORMATION

This policy ensures compliance with the Act and the Workplace Health and Safety Queensland – Demolition Work Code of Practice 2021 and ensures that an appropriate fee structure exists for the type and value of building work being undertaken.

3.1. Relocation of building to site

To relocate a building to site within the South Burnett region, there are several application processes to consider.

3.1.1. Stage 1 – Referral to Council

Under the *Planning Regulation 2017*, Council is required to act as a referral agency where a building is being removed or demolished. Council will assess the building to determine whether a security bond will be held until the work is completed and if town planning or plumbing approvals are required.

3.1.2. Concurrence application

The following information is required to submit with a Concurrence application:

- application form;
- fees as per Council's Register of Fees and Charges;
- site Plan;
- plans clearly identifying existing and proposed works;
- elevation plans including overall height;
- engineering design for stumps;

- a dilapidation report with images, clearly detailing the status of Council infrastructure at the destination site, prior to relocation of the building.

3.1.3. Heritage

A planning application may be triggered when it is proposed to relocate a building to a heritage site. Where a planning application is needed, it is recommended to applicant/s seek specialist consultant advice as specialist reports will be required to support the application.

Properties identified on the Queensland Heritage Register will require a permit from the State and do not require assessment against the Council scheme.

3.1.4. Plumbing and drainage

When relocating a building that has plumbing and drainage installed, an application must be made to Council for Plumbing and Drainage approval. South Burnett Region has both sewered and unsewered sites. Council's Plumbing branch should be consulted regarding the requirements for the proposed development.

3.1.5. Asbestos

All applications will require an asbestos report from a licenced asbestos assessor. If the asbestos report identifies asbestos is present, Council will require confirmation from a suitably licensed contractor that asbestos based products have been removed and disposed of at a regulated waste facility prior to moving a building to the region.

3.1.6. Pests

All applications will require a pest report from a licenced pest inspector. If the pest report identifies pests are present, Council will require confirmation from a suitably licensed contractor that pests including termites and red imported fire ants have been removed and disposed of, prior to moving a building to the region.

3.1.7. Security bond

A security bond is payable to Council as a guarantee that the site will be cleared of all debris and services disconnected by suitably qualified or licensed persons. If the structure/s contains asbestos materials these are to be disposed of in accordance with regulatory requirements. The bond will be returned to the payee upon satisfactory inspection of the property after the site is cleared.

The amount of bond held will be in accordance with Council's Register of Fees and Charges, as amended. Bond amounts set over the minimum amount, shall be at the discretion of the Manager – Planning and Development. Bond refund amounts shall be reconciled against the assessment criteria below and shall be calculated using a formulaic matrix.

3.2. Assessment criteria for refund of a security bond

Council representatives will advise customers of the assessment criteria for refund of a security bond including that:

- all deteriorated or defective timber is to be replaced with suitable new timber before, during or after re-siting of the building;
- all elements affected by termite attack, borers, rot or severe weathering, is to be repaired or replaced with new material;
- all previously painted external surfaces, (for example, walls, fascia's, gutters, and windows is to be repainted);
- all defective roof sheeting is to be replaced;
- all windows are to be repaired, replaced, and/or reglazed (where required);
- access stairs are to be repaired or replaced in accordance with the provisions of the National Construction Code ('NCC');
- the building is to be waterproofed in accordance with the performance requirements of NCC;

- the building is to be restumped or in the case of a full or partial support base, this is to be completed, and the building structurally tied down to the standard necessary to resist wind loads as defined Wind Classification AS4055 as amended;
- where any building has columns or stumps that exceed 600mm in height, and are visible from another allotment, screening must be installed from ground level to the subfloor of the building using battens, palings, or similar; and
- an inspection of Council infrastructure, after relocation, reconciled with the dilapidation report submitted with this application.

3.3. Application for Building Work

Building approval is required to demolish or remove a building. The application may be lodged with Council or a Private Certifier and must be made on the approved forms and accompanied with the relevant fee.

No building work can commence until approval is obtained, and all work for this stage is to be completed within 12 months of approval.

All building work shall comply with the provisions of the *Building Act 1975*, the NCC and the *Building Regulation 2021* and shall be in accordance with the approved plans and specifications.

4. DEFINITIONS

Building work means

- (a) building, repairing, altering, underpinning (whether by vertical or lateral support), moving or demolishing a building or other structure; or
- (b) excavating or filling:
 - (i) for, or incidental to, the activities mentioned in paragraph (a); or
 - (ii) that may adversely affect the stability of a building or other structure, whether on the land on which the building or other structure is situated or on adjoining land; or
- (c) supporting, whether vertically or laterally, land for activities mentioned in paragraph (a); or
- (d) other work regulated under the building assessment provisions.

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

Removal building means:

- the removal and/or demolition of a building or structure, whether for rebuilding at another site or not;
- the rebuilding of a building or structure relocated from another site; or
- relocating and rebuilding of a building within the same property.

NCC means the version of the National Construction Code in force at the time of application.

5. LEGISLATIVE REFERENCE

Building Act 1975 (Qld)

Building Regulation 2021 (Qld)

Planning Regulation 2017 (Qld)

Plumbing and Drainage Act 2018 (Qld)

Plumbing and Drainage Regulation 2019 (Qld)

National Construction Code ('NCC')

Queensland Development Code ('QDC')

Wind Classification AS4055-2012

Workplace Health and Safety Queensland – Demolition Work Code of Practice 2021

6. RELATED DOCUMENTS

South Burnett Regional Council Checklist – Building Application Relocation of Building

South Burnett Regional Council Employee Code of Conduct – Statutory011

South Burnett Regional Council Planning Scheme 2017

7. NEXT REVIEW

As prescribed by legislation or August 2028

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	New policy	20 August 2025	3302528

Mark Pitt PSM

CHIEF EXECUTIVE OFFICER

Date: 20 August 2025

11.5 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL REMOVAL OF EXISTING BUILDING POLICY - STRATEGIC052**File Number:** 20-Aug-2025**Author:** Coordinator Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Removal of Existing Building Policy – Strategic052.

SUMMARY

This policy provides a framework for South Burnett Regional Council ('Council') to adhere to in the removal or demolition of a building or structure to the South Burnett region that require building approval in accordance with the *Building Act 1975*.

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Removal of Existing Building Policy – Strategic052 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial and resource implications arise from this report which have not already been considered in the development of South Burnett Regional Council's (Council) annual budget.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2025-2030	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance, and open and transparent decision-making
Operational Plan 2025-2026	OPE8 - Deliver the Council Policy Governance Framework aligned to strategic planning and relevant legislation incorporating Council's policies, procedures, forms, and factsheets.
	OPE10 - Manage and maintain the legal proceedings/legal advice and corporate registers and maintaining the budget for engagement of legal services and promote a high standard of corporate responsibility, transparency and accountability in decision making at all levels of the organisation in the best interest of Council and the community aligning to legislation and Council policy.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The South Burnett Regional Council Removal of Existing Building Policy – Strategic052 has been reviewed by Planning & Development, Corporate Services and Senior Leadership Team.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Building Act 1975 (Qld)

Building Regulation 2021 (Qld)

Planning Regulation 2017 (Qld)

Plumbing and Drainage Act 2018 (Qld)

National Construction Code ('NCC')

Queensland Development Code ('QDC')

Workplace Health and Safety Queensland – Demolition Work Code of Practice 2021)

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

This policy ensures compliance with the Act and Workplace Health and Safety Queensland – Demolition Work Code of Practice 2021 and ensures that an appropriate fee structure exists for the type and value of building work being undertaken.

ATTACHMENTS

1. **South Burnett Regional Council - Removal of Existing Building Policy - Strategic052** [↓](#)





POLICY CATEGORY - NUMBER: Strategic052

POLICY OWNER: Planning & Development

ECM ID: 3302531

ADOPTED: 20 August 2025

Removal of Existing Building Policy

NOTE: Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Corporate Services Branch. **A hard copy of this electronic document is considered uncontrolled when printed.**

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1. POLICY STATEMENT

This policy provides the framework for South Burnett Regional Council ('Council') to adhere to in the removal or demolition of a building or structure from the South Burnett region ('region') and required building approval in accordance with the *Building Act 1975* ('Act').

2. SCOPE

This policy applies to all Council representatives.

3. GENERAL INFORMATION

This policy ensures compliance with the Act and the Workplace Health and Safety Queensland – Demolition work Code of Practice 2021 and ensures that an appropriate fee structure exists for the type and value of building work being undertaken.

3.1. Remove or demolish building from site

To remove or demolish a building, there are several application processes to consider.

3.1.1. Stage 1 – Referral to Council

Under the *Planning Regulation 2017*, Council is required to act as a referral agency where a building is being removed or demolished. Council will assess the building to determine whether a security bond will be held until the work is completed and if town planning or plumbing approvals are required.

3.1.2. Concurrence application

The following information is required to submit with a Concurrence application:

- application form;
- fees as per Council's Register of Fees and Charges;
- site plan identifying the building to be removed; and
- a dilapidation report with images, clearly detailing the status of Council infrastructure at the destination site, prior to relocating of the building.

3.1.3. Heritage

A planning application may be triggered when it is proposed to demolish/remove a building from a heritage site. Where a planning application is needed, it is recommended the applicant/s seek specialist consultant advice as specialist reports will be required to support the application.

Properties identified on the Queensland Heritage Register will require assessment against the Council Planning Scheme.

3.1.4. Plumbing & drainage

When removing or demolishing a building that has plumbing and drainage connected, the drains must be sealed properly. In accordance with the *Plumbing and Drainage Act 2018*:

- capping of sewer or water at the building site requires a Form 4 – Notifiable work to be lodged with the Queensland Building and Construction Commission by a licenced plumber;
- disconnection of the building drainage at the sewer connection point requires an application to Council;
- buildings or structures connected to an onsite sewerage system that are to be demolished or removed requires a plumbing application to be lodged with Council.

A licenced plumber must complete the work and can assist in determining the best place to seal the drains on the site.

3.1.5. Asbestos

All applications will require an asbestos report from a licenced asbestos assessor. If the asbestos report identifies asbestos is present, Council will require confirmation from a suitably licenced contractor that asbestos based products have been removed and disposed of at a regulated waste facility prior to moving a building to the region.

3.1.6. Pests

All applications will require a pest report from a licenced pest inspector. If the pest report identifies pests are present, Council will require confirmation from a suitably licenced contractor that pests including termites and red imported fire ants have been removed and disposed of, prior to moving a building to the region.

3.1.7. Security bond

A security bond is payable to Council as a guarantee the site will be cleared of all debris and services disconnected by suitably qualified or licenced persons. If the structure/s contains asbestos material these are to be disposed of in accordance with regulatory requirements.

The bond will be returned to the payee upon satisfactory inspection of the property after the site is cleared.

The amount of bond held will be in accordance with Council's Register of Fees and Charges, as amended. Bond amounts set over the minimum, shall be at the discretion of the Manager – Planning and Development.

3.2. Stage 2 – Application for building work

Building approval is required to demolish or remove a building. The application may be lodged with Council or a Private Certifier and must be made on the approved form/s and accompanied with the relevant fee.

No building work can commence until approval is obtained, and all work for this stage is to be completed within 12 months of approval.

3.2.1. Demolish/Removal Works

Demolition work is to be undertaken in accordance with the conditions in the building approval and the Workplace Health and Safety Queensland – Demolition work Code of Practice 2021.

Demolition/removal works must be substantially commenced within two (2) months after the giving of the development approval in accordance with Act.

Demolition/removal works must be completed within one (1) year after the giving of the development approval in accordance with the Act.

4. DEFINITIONS

Building work means:

- building, repairing, altering, underpinning (vertical or lateral support), moving or demolishing a building or other structure; or
- excavating or filling

Removal building means:

- the removal and/or demolition of a building or structure, whether for rebuilding at another site or not;
- the rebuilding of a building or structure relocated from another site; or
- relocating and rebuilding of a building within the same property.

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

5. LEGISLATIVE REFERENCE

Building Act 1975 (Qld)

Building Regulation 2021 (Qld)

Planning Regulation 2017 (Qld)

Plumbing and Drainage Act 2018 (Qld)

National Construction Code

Queensland Development Code

Workplace Health and Safety Queensland – Demolition Work Code of Practice 2021

6. RELATED DOCUMENTS

South Burnett Regional Council Checklist – Building Application Demolish or Removal Buildings

South Burnett Regional Council Checklist – Building Application Relocation of Building

South Burnett Regional Council Concurrence Agency Referral – Relocation of Buildings

South Burnett Regional Council Employee Code of Conduct – Statutory011

Queensland Building and Construction Commission - Form 4 – Notifiable work

South Burnett Regional Council Planning Scheme 2017

South Burnett Regional Council Removal & Demolish Factsheet

South Burnett Regional Council Security Bond Payment Request

Queensland Building and Construction - Form

7. NEXT REVIEW

As prescribed by legislation or August 2028.

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	New Policy	20 August 2025	3302531

Mark Pitt PSM

CHIEF EXECUTIVE OFFICER

Policy Name: Removal of Existing Building Policy
ECM ID: 3302531

Adoption Date: 20 August 2025

Page 3 of 4
Next Review Date: August 2028

11.6 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL COMMUNITY ENGAGEMENT POLICY - STATUTORY050**File Number:** 20-Aug-2025**Author:** Coordinator Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Community Engagement Policy – Statutory050.

SUMMARY

This policy provides the framework that guides South Burnett Regional Council ('Council') in effective and appropriate community engagement, recognising that it is essential in making good decisions through listening and responding to community needs.

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Community Engagement Policy – Statutory050 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial and resource implications arise from this report which have not already been considered in the development of South Burnett Regional Council's (Council) annual budget.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2025-2030	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance, and open and transparent decision-making
Operational Plan 2025-2026	OPE8 - Deliver the Council Policy Governance Framework aligned to strategic planning and relevant legislation incorporating Council's policies, procedures, forms, and factsheets.
	OPE10 - Manage and maintain the legal proceedings/legal advice and corporate registers and maintaining the budget for engagement of legal services and promote a high standard of corporate responsibility, transparency and accountability in decision making at all levels of the organisation in the best interest of Council and the community aligning to legislation and Council policy.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The South Burnett Regional Council Community Engagement Policy – Statutory 050 has been reviewed by Executive Services, Corporate Services and Senior Leadership Team.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Integrity Act 2009 (Qld)

Local Government Act 2009 (Qld)

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

Councillors play an important role in representing the interests of residents, ratepayers and community organisations. Providing community leadership, guidance and facilitating communication between the community and Council is a Councillor's core role.

ATTACHMENTS

1. **South Burnett Regional Council - Community Engagement Policy - Statutory050** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory050

POLICY OWNER: Executive Services

ECM ID: 2911114

ADOPTED: 20 August 2025

Community Engagement Policy

NOTE: Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Corporate Services Branch. **A hard copy of this electronic document is considered uncontrolled when printed.**

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1. POLICY STATEMENT

This policy provides the framework that guides South Burnett Regional Council ('Council') in effective and appropriate community engagement, recognising that it is essential in making good decisions through listening and responding to community needs.

2. SCOPE

This policy applies to all Council representatives and all areas of Council's operations.

3. GENERAL INFORMATION

Councillors play an important role in representing the interests of residents, ratepayers and community organisations. Providing community leadership, guidance and facilitating communication between the community and Council is a Councillor's core role. Councillor's may be involved in formal community engagement by:

- representation on committees or working groups;
- speaking at or assisting with the facilitation of engagement events;
- attending community engagement events as a member of the community;
- engaging with consultation initiatives as a member of the community; and/or
- encouraging and acknowledging Councillors' role in volunteering in accordance with Council's procedures.

In a commitment to effective and appropriate community engagement, when working together Council representatives shall:

- inform all Councillors and the Executive Leadership Team of community engagement initiatives of relevance;
- consider opportunities that may exist through a Councillors' knowledge about the community they represent, including networks, issues and opportunities;
- establish policies and procedures governing interactions between staff and Councillors;
- consider the appropriateness of undertaking engagement initiatives while observing a pre-election caretaker period; and
- consider Councillors' obligations under the *Local Government Act 2009* and *Integrity Act 2009* to disclose conflicts of interest.

Council is committed to the development of a culture within the organisation which enables appropriate community participation in its decision-making processes.

Council recognises that not all community engagement is formal or can be planned. Informal engagement in which Council representatives are routinely involved is a valuable tool to encourage community participation in our decision-making processes.

This policy recommends a flexible approach to how the community is engaged and recognises that different levels of engagement will be required depending on the complexity and sensitivity of individual circumstances.

Community involvement in the implementation of projects is a crucial element of strengthening local communities. Council will undertake the appropriate level of community engagement for/where:

- it is required by legislation;
- strategic planning, (for example, Community Plan);
- policy development and/or implementation that will have a direct impact on the community;
- a new facility, program or service that will have a direct impact on the community;
- proposed changes that will have significant impact on users or customers of a Council program, service or facility; and/or
- monitoring customer satisfaction with Council's services, programs or facilities.

Council's community engagement is based on International Association of Public Participation ('IAP2') and Council's core values.

4. DEFINITIONS

Community means individuals or groups within the South Burnett Regional Council area.

Community Engagement means a broad term describing a variety of ways to communicate, consult, involve, and encourage participation between community and Council. Community engagement is about offering opportunities for people to influence what happens in the community through being active in informing decisions of Council.

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

International Association of Public Participation ('IAP2') means a peak body for the community and stakeholder engagement sector. The IAP2 does not refer to an actual definition of community engagement; instead, it draws from a number of sources of global definitions which affirm that community engagement is critical to effective, transparent and accountable governance in the public, community and private sectors and is recognised as a two-way process:

- by which the aspirations, concerns, needs and values of citizens and communities are incorporated at all levels and in all sectors in policy development, planning, decision-making, service delivery and assessment; and
- by which governments and other business and civil society organisations involve citizens, clients, communities and other stakeholders in these processes.

5. LEGISLATIVE REFERENCE

Integrity Act 2009 (Qld)

Local Government Act 2009 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Community Engagement Strategy Guide & Tools

7. NEXT REVIEW

As prescribed by legislation or August 2028

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	16 November 2016	1678215
2	Review of policy – Resolution 2021/100	25 August 2021	1678215
3	Review of policy	25 May 2022	1678215
4	Review of policy	20 August 2025	2911114

Mark Pitt PSM

CHIEF EXECUTIVE OFFICER

Date: 20 August 2025

11.7 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL CONDUCT OF COUNCIL AND COMMITTEE MEETINGS POLICY - STATUTORY017**File Number:** 20-Aug-2025**Author:** Coordinator Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Conduct of Council and Committee Meetings Policy – Statutory017.

SUMMARY

This policy provides guidelines for Council to ensure that its Council and Committee meetings are conducted to the expected standards and in accordance with the *Local Government Act 2009* and *Local Government Regulation 2012*.

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Conduct of Council and Committee Meetings Policy – Statutory017 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial and resource implications arise from this report which have not already been considered in the development of South Burnett Regional Council's (Council) annual budget.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2025-2030	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance, and open and transparent decision-making
Operational Plan 2025-2026	OPE8 - Deliver the Council Policy Governance Framework aligned to strategic planning and relevant legislation incorporating Council's policies, procedures, forms, and factsheets.
	OPE10 - Manage and maintain the legal proceedings/legal advice and corporate registers and maintaining the budget for engagement of legal services and promote a high standard of corporate responsibility, transparency and accountability in decision making at all levels of the organisation in the best interest of Council and the community aligning to legislation and Council policy.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The South Burnett Regional Council Conduct of Council and Committee Meetings Policy – Statutory017 has been reviewed by the Office of the CEO and Corporate Services and discussed with councillors at a council workshop on 6 August.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Acquisitions of Land Act 1967 (Qld)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

This policy establishes protocols for the proper and orderly conduct of Council meetings, including Standing and Advisory Committee meetings and applies to all Council representatives and members of the public who attend.

ATTACHMENTS

1. **Conduct of Council and Committee Meetings Policy - Statutory017**  



POLICY CATEGORY - NUMBER: Statutory017

POLICY OWNER: Executive Services

ECM ID: 2970058

ADOPTED: 20 August 2025

Conduct of Council & Committee Meetings Policy

NOTE: Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Corporate Services Branch. **A hard copy of this electronic document is considered uncontrolled.**

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1 POLICY STATEMENT

This policy provides guidelines for South Burnett Regional Council ('Council') to ensure that its Council and Committee meetings are conducted to the expected standards. This policy meets the obligations as provided for in the *Local Government Act 2009* ('Act') and *Local Government Regulation 2012* ('Regulation').

2 SCOPE

This policy establishes protocols for the proper and orderly conduct of Council meetings including Standing and Advisory Committee meetings and applies to all Council representatives and members of the public who attend.

Where a matter arises at a meeting that is not provided for in this policy, the matters shall be determined by resolution of Council upon a motion which may be put without notice but otherwise conforming with this policy.

This policy supports the State government prescribed:

- local government principles under *Section 4* of the Act; and
- best practice standing orders for local government and Standing Committee meetings.

3 GENERAL INFORMATION

PART 1 MEETINGS OF THE COUNCIL

Division 1 – Time of meetings

3.1 Times of ordinary meetings

- 3.1.1 The days and times of ordinary meetings of the Council will be as resolved at the post-election meeting and from time to time thereafter.
- 3.1.2 All ordinary meetings of the Council will be held at its public office unless otherwise resolved at an ordinary meeting.
- 3.1.3 Pursuant to the Regulation, Council must, at least once in each year, publish a notice of the days and times when its ordinary meetings will be held.

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- 3.1.4** Council must display in a conspicuous place in its public office a notice of the days and times when its meetings will be held, and meeting of its committees will be held.

3.2 Special meetings

- 3.2.1** The Chief Executive Officer ('CEO') calls a special meeting by giving written notice of the date and the time of the meeting, and the business to be conducted at the meeting, to each Councillor pursuant to *Section 254C* of the Regulation.

- 3.2.2** The CEO will call a special meeting of the Council if:

- the special meeting is required by a resolution of the Council; or
- a written request for the special meeting is lodged with the CEO; or
- a special meeting is required to comply with the Act or other legislation; or
- where the CEO determines it is in the interests of the Council that a special meeting be held.

- 3.2.3** A written request for a special meeting of the Council will:

- be signed by the Mayor or three (3) or more Councillors; and
- specify the object of the special meeting; and
- propose a day and time for the holding of the special meeting;
- The only business that may be conducted at a special meeting is the business specified in the notice of meeting pursuant to *Section 254C* of the Regulation.

3.3 Division 2 – Agenda for Council meetings Notice and agenda for Council meetings

- 3.3.1** The CEO will distribute a written notice of the meeting at least two (2) days prior to each Council meeting unless it is impracticable to give the notice before that time.

- 3.3.2** Any notice of meeting or agenda will be given to a Councillor by:

- personal delivery; or
- delivery to a nominated address; or
- post; or
- electronic mail.

- 3.3.3** The agenda, including all papers are to be made publicly available by 5.00pm on the business day after being provided to the Councillors.

- 3.3.4** Matters on the agenda that will require the meeting to be in a closed session will be clearly identified including the reasons why the session will be closed.

Division 3 – Procedures for meetings of Council

3.4 Presiding Officer

- 3.4.1** The Mayor will preside at a meeting of the Council.

- 3.4.2** If the Mayor is absent or unavailable to preside, the Deputy Mayor will preside.

- 3.4.3** If both the Mayor and the Deputy Mayor, or the Mayor's delegate, are absent or unavailable to preside, a Councillor chosen by the Councillors present at the meeting will preside.

- 3.4.4** Before proceeding with the business of the meeting, the person presiding at the meeting will undertake the acknowledgement and/or greetings deemed appropriate by the Council.

3.5 Order of business for meetings of Council

- 3.5.1** The order of business will be determined by resolution of the Council from time to time.

- 3.5.2** Council may, by resolution and without notice of motion, alter the order in which it proceeds with the business for a particular meeting.

3.5.3 Unless otherwise altered, the order of business will be as follows:

- present;
- opening;
- leave of absence/apologies;
- prayers;
- recognition of traditional owners;
- declaration of interest;
- deputations/petitions;
- confirmation of minutes of previous meeting;
- Mayoral minute;
- notice of motions;
- consideration of business sections including:
 - Councillor divisional updates;
 - business arising out of the minutes of previous meeting;
 - reception and consideration of correspondence;
 - Committee reports to Council referred to the meeting by the CEO;
 - Council Officers' reports to Council referred to the meeting by the CEO.
- questions on notice;
- reports for Information of Council;
- confidential reports; and
- closure of meeting.

3.5.4 The CEO determines the agenda content for any meeting.**3.5.5** Business not on the agenda, or not arising from the agenda, will not be considered at any Council meeting unless permission for that purpose is given by the local government at the meeting.**3.6 Time and recording of meetings****3.6.1** Council meetings must not start before the time provided in the notice of the Council meeting. Council will electronically record Council meetings for the purpose of accurate record keeping and, where Council consents, a recording will be made available to the public.**3.7 Confirmation of minutes****3.7.1** The minutes of any preceding meeting, whether an ordinary or a special meeting, not previously confirmed, will be taken into consideration at every ordinary meeting of the Council, so that they can be confirmed.**3.7.2** No discussion will be permitted on the minutes except to confirm the accuracy as a record of proceedings.**3.8 Clarification – members****3.8.1** A Councillor feeling aggrieved by a matter which has transpired between the termination of one meeting and the commencement of the next may, immediately after the confirmation of the minutes of the preceding meeting and with the consent of the Chairperson, raise a matter for clarification and which may require discussion.**3.9 Matter arising****3.9.1** Where, at an ordinary meeting of the Council, a matter arises which is not provided for in this policy, the matter will be determined by resolution of the Council upon a motion which may be put without notice but otherwise in conformity with the Act or Regulation, and Best Practice Standing Orders for local government and Standing Committee meetings.

3.10 Objectionable business

3.10.1 If the Chairperson or a Councillor considers that a matter or motion before a meeting is of an objectionable nature or outside the powers of the Council, the Chairperson may on their own motion or that of another Councillor, declare on a point of order that the matter not be considered further.

3.11 Business confined to agenda

3.11.1 Business not on the agenda or arising from the agenda will not be considered at any meeting unless permission is granted by resolution of the Council at that meeting.

3.12 Petitions

3.12.1 A petition may be forwarded or handed to the CEO who will present it at the first ordinary meeting of the Council as an agenda item.

3.12.2 Any petition presented to a meeting of the Council will:

- be in legible writing or typewritten and contain a minimum of 10 signatures;
- include the name and contact details of the Principal Petitioner (i.e. one (1) person who is the organiser and who will act as the key contact for the petition);
- include the postcode of all petitioners; and
- have the details of the specific request/matter appear on each page of the petition.

3.12.3 A petition may be presented to a meeting of the Council by a Councillor who before presenting the petition will, as far as practicable, become acquainted with the subject matter of the petition.

3.12.4 A Councillor, on presenting a petition to a meeting, will:

- state the nature of the petition; and
- read the petition.

3.12.5 The only motion which will be moved is:

- the petition be received and referred to the CEO or a Committee for consideration and report back to a meeting of Council; or
- the petition be received and referred to the CEO to determine appropriate action; or
- the petition is not received as it is deemed invalid.

3.12.6 Council will respond to the Principal Petitioner in relation to all petitions deemed valid.

3.13 Deputations and presentations

3.13.1 A deputation wishing to attend and address a meeting of Council shall apply in writing to the CEO not less than five (5) business days before the meeting.

3.13.2 The CEO, on receiving an application for a deputation shall notify the Chairperson who will determine whether the deputation may be heard. The CEO will inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time will be arranged for that purpose, and an appropriate time period allowed (for example 15 minutes).

3.13.3 For deputations comprising three (3) or more persons, a maximum of three (3) persons shall be at liberty to address the Council meeting unless the Councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.

3.13.4 If a member of the deputation other than the appointed speakers interjects or attempts to address the Council meeting, the Chairperson may terminate the deputation.

3.13.5 The Chairperson may terminate an address by a person in a deputation at any time where:

- the Chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting; or

- the time period allowed for a deputation has expired; or
- the person uses insulting or offensive language or is derogatory towards Council representatives or members of the gallery / media representatives.

3.13.6 The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

Division 4 – Motions

3.14 Notified motions

3.14.1 A Councillor may bring forward to a meeting a motion on any matter within the jurisdiction or official cognisance of the Council by giving notice in writing, in the approved form, to the CEO at least five (5) days before the meeting.

3.14.2 The Chairperson shall rule out of order a motion which does not comply with clause 3.14.1.

3.14.3 Notified motions shall be dated and recorded by the CEO as received.

3.14.4 Where a Councillor who has given notice of a motion is absent or declines to move the motion, the motion may be:

- moved by another Councillor at the meeting; or
- deferred to the next meeting.

3.14.5 Where the notified motion is not moved or deferred, it shall not again be reintroduced without a subsequent notice of motion duly given as provided in clause 3.14.1.

3.14.6 At the meeting, a notified motion requires a seconder in order that it be dealt with.

3.15 Notices of motion – rescinding or repealing previous resolutions

3.15.1 A resolution of the Council may not be amended or repealed unless notice of motion is given pursuant to the requirements of the Regulation.

3.15.2 A resolution of the Council can be rescinded or repealed only if written notice is given, in the correct format, of intention to propose the repeal is given to each Councillor at least five (5) days before the meeting at which the proposal is to be made.

3.15.3 At the meeting to decide the rescission motion, the proposed motion is taken to have been defeated unless it is agreed to by:

- the number of Councillors present at the meeting is more than the number present at the meeting at which the resolution was adopted - a majority of the Councillors present; or
- in any other case - a majority of all Councillors.

3.15.4 A resolution of the Council can only be rescinded or repealed if it has not been acted upon. If an alternative resolution is proposed to be moved, notice of intention to move the alternative motion is to also be provided.

3.15.5 The Chairperson may call the notices of motion in the order they appear on an agenda. Where there is no objection to a motion to rescind or repeal a previous resolution being taken as a formal motion, the Chairperson may put the motion to rescind or repeal to the vote without discussion.

3.15.6 If the motion to rescind or repeal a previous resolution of Council is carried then, if there is an alternative motion, it will be moved and seconded for discussion and voting thereon.

3.15.7 Where a Councillor who has given notice of a motion is absent from the meeting of the Council at which the motion is to be considered, the motion may be:

- moved by another Councillor at the meeting; or
- deferred to the next ordinary meeting of Council.

3.15.8 Councillors present at the meeting at which a motion to repeal or amend a resolution is put, may defer consideration of that motion. The deferral shall not be longer than three (3) months.

3.15.9 Where a motion to rescind or repeal a previous resolution is lost, a motion of the same or like effect is not to be moved until at least three (3) months after the date on which the first mentioned motion to rescind was lost unless the Council, by resolution, decides otherwise.

3.16 Consideration of motions and amendments

3.16.1 A motion or an amendment to a motion shall not be debated at a meeting of the Council unless or until the motion or the amendment is seconded, with the exception of procedural motions which are not debated.

3.16.2 A motion or an amendment to a motion, with the exception of a procedural motion relating to a point of order that is not seconded, lapses for want of a seconder.

3.16.3 A Councillor who moves a motion or an amendment to a motion may speak with the permission of the Chairperson for the purpose of explaining the purpose of the motion before it is seconded.

3.16.4 A motion may not be withdrawn where a Councillor at the meeting objects to its removal.

3.16.5 When a motion has been moved and seconded, it is subject to the control of the Council and may not be withdrawn without the consent of the Council meeting.

3.16.6 Only one (1) motion, or one (1) proposed amendment to a motion, may be put at any one (1) time.

3.16.7 An amendment to a motion will be in terms which maintain or further clarify the intent of the original motion and does not contradict the motion.

3.16.8 Where an amendment to a motion is before a meeting of the Council, no other amendment to the motion will be considered until after the first amendment has been voted on.

3.16.9 A Councillor who proposes or seconds a motion may propose or second an amendment to that motion.

3.16.10 Where a motion is amended by another motion, the original motion will not be proposed as a subsequent motion to amend the other motion.

3.16.11 The following items of business on the agenda of a Council meeting requires the movement of a motion:

- confirmation of minutes;
- receipt of correspondence;
- receipt of petitions;
- consideration of notices of motion
- reception and adoption of reports from Council Standing and Advisory Committees;
- matters resolved by the Council to be placed on the agenda; and
- general business including Leave of Absence;

3.17 Withdrawal of a motion

3.17.1 A motion may be withdrawn by the mover with the consent of the Council, which will be without debate, and a Councillor will not speak to the motion or amendment after the mover has been granted permission by the Council meeting for its withdrawal.

3.17.2 A Councillor who has moved or seconded a motion may elect to withdraw the motion:

- before an amendment to the motion is moved and seconded; or
- after an amendment is seconded but not adopted.

3.17.3 A modification to a motion may be accepted by the Councillors who have moved and seconded the motion in which case the original motion is deemed to be withdrawn and the motion, as accepted, becomes the motion.

3.18 Speaking to motions and amendments

- 3.18.1** The mover of a motion or amendment will read it and state that it is to be moved but will not speak to it until the motion is seconded.
- 3.18.2** A Councillor may make a request to the Chairperson for further information before or after the motion or amendment is seconded.
- 3.18.3** The Chairperson will manage the debate by allowing the Councillor who proposed the motion the option of speaking first on the motion. The Chairperson will then call on any other Councillors who wish to speak against the motion and then alternatively for and against the motion as available, until all Councillors who wish to speak have had the opportunity.
- 3.18.4** An amendment may be withdrawn by the mover with the consent of the Council, which will be without debate, and a Councillor will not speak to the motion or amendment after the mover has been granted permission by the Council for its withdrawal.
- 3.18.5** The mover of a motion or amendment has the right to reply. Each Councillor will speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.
- 3.18.6** Each speaker, including when exercising a right of reply, will be restricted to not more than five (5) minutes and will speak directly to the motion.
- 3.18.7** Any extension of time for a Councillor to speak, will only be granted by the Chairperson and any extension will be for a period of not more than three (3) minutes.
- 3.18.8** When two (2) or more Councillors rise or motion to speak at the same time, the Chairperson will determine who is entitled the priority.

3.19 Method of taking vote

- 3.19.1** Before any matter is put to the vote, the Chairperson may direct the motion or amendment to be read again by the CEO or other Council officer who is taking the minutes of the meeting.
- 3.19.2** The Chairperson will call for all Councillors in favour of the motion to indicate their support. The Chairperson will then call for all Councillors against the motion to indicate their objection.
- 3.19.3** A Councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. A Councillor may call for a division on an item by requesting that the item be voted on separately. If a division is taken, the minute secretary will record the names of Councillors voting in the affirmative and of those voting in the negative.
- 3.19.4** Councillors will vote by a show of hands.
- 3.19.5** The Chairperson will declare the result of a vote or a division as soon as it has been determined.
- 3.19.6** Except upon a motion to repeal or amend, a resolution will not be discussed after the vote on it has been declared.
- 3.19.7** Councillors have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.

3.20 Procedural motions

- 3.20.1** A Councillor at a meeting of the Council may, during the debate of a matter at the meeting, move the following motions, as a procedural motion without the need for a seconder:
- that the question/motion be now put before the meeting;
 - that the motion or amendment now before the meeting be adjourned;
 - that the meeting proceeds to the next item of business;
 - that the question lay on the table;
 - a point of order;
 - a motion of dissent against the Chairperson's decision;
 - that this report/document be tabled;

- to suspend the rule requiring that (insert requirement); and
- that the meeting stands adjourned.

3.20.2 A procedural motion will be seconded.

3.20.3 A procedural motion will not be debated and will be immediately put to the vote by the Chairperson.

3.20.4 Where a procedural motion is lost, the Chairperson will not accept a similar motion until the expiration of 15 minutes after the time the motion was lost.

3.21 Motion - that the question/motion be now put before the meeting

3.21.1 A procedural motion, that the question be now put, may be moved and where the procedural motion is carried, the Chairperson will immediately put the question to the motion or amendment to that motion under consideration.

3.21.2 Where a procedural motion is lost, debate on the motion or amendment to that motion will resume.

3.21.3 Any mover or seconder or speaker to the original motion or amendment to the motion, cannot move a procedural motion that the motion be put.

3.22 Motion - that the motion or amendment now before the meeting be adjourned

3.22.1 A procedural motion that the motion and/or amendment now before the meeting be adjourned may specify a time or date to which the debate is to be adjourned.

3.22.2 Where no date or time is specified:

- a further motion may be moved to specify such a time or date; or
- the matter about which the debate is to be adjourned, will be included in the agenda for the next meeting of the Council.

3.22.3 A procedural motion may not adjourn debate for a period more than three (3) months after the date of that procedural motion.

3.23 Motion - that the meeting proceeds to the next item of business

3.23.1 Where a procedural motion that the meeting proceed to the next item is carried, debate on the matter that is the subject of the motion will cease and may be considered again by the Council on the giving of notice in accordance with this policy.

3.24 Motion - that the question lay on the table

3.24.1 A procedural motion that the question lay on the table, will only be moved where the Chairperson or a Councillor requires additional information on the matter before the meeting (or the result of some other action of the Council or person is required) before the matter may be concluded at the meeting.

3.24.2 Where such a procedural motion is passed, the Council will proceed with the next matter on the agenda. The motion, that the matter be taken from the table, may be moved at the meeting at which the procedural motion was carried or at any later meeting.

3.24.3 Once the matter is taken off the table, all members, whether or not they have previously spoken, have the right to speak.

3.24.4 If the motion for the question to lay on the table is lost, debate continues, and the tabling motion cannot be moved again in respect to that substantive motion.

3.24.5 If the motion for the question to lay on the table is moved and carried whilst an amendment is before the Chairperson, both the motion and the amendment are laid on the table.

3.25 Motion - that the matter be referred to a committee

3.25.1 If a procedural motion that the matter be referred to a committee for consideration is carried, debate on the matter will cease and the Council will proceed with the next matter on the agenda.

3.25.2 Any Councillor may move to amend the procedural motion in order to specify or clarify the terms of reference under which the matter is referred or the composition or identity of the Committee to which the matter is to be referred.

3.26 Motion - a point of order

3.26.1 A Councillor may ask the Chairperson to decide on a point of order where it is believed that another Councillor:

- has failed to comply with proper procedures; or
- is in contravention of the local laws or legislation; or
- is beyond the jurisdiction power of the Council meeting.

3.26.2 Points of order cannot be used as a means of contradicting a statement made by the Councillor speaking.

3.26.3 Where a point of order is moved, consideration of the matter to which the motion was moved will be suspended.

3.26.4 The Chairperson will determine whether the point of order is upheld.

3.26.5 Upon a question of order arising during the process of a debate, a Councillor may raise a point of order, and then the Councillor against whom the point of order is raised, will immediately cease speaking and be seated when the point of order is submitted.

3.26.6 Notwithstanding anything contained in this policy or the local laws to the contrary, all questions or points of order at any time arising will, until decided, suspend the consideration and decision of every other question.

3.27 Motion - that a motion of dissent against the Chairperson's decision

3.27.1 A Councillor may move a motion of dissent in relation to a ruling of the Chairperson on a point of order.

3.27.2 Where such a motion is moved, further consideration of any matter will be suspended until after the motion of dissent is determined.

3.27.3 Only the mover of the motion of dissent and the Chairperson will speak to the motion. The mover of the motion and the Chairperson will speak only once to the motion with the mover speaking first and the Chairperson second.

3.27.4 Where a motion of dissent is carried, the matter to which the ruling of the Chairperson was made will proceed as though that ruling had not been made.

3.27.5 Whereas a result of that ruling, a matter was discharged as out of order, it will be restored to the agenda and be dealt with in the normal course of business.

3.27.6 Where a motion of dissent is not carried, the ruling of the Chairperson will stand.

3.28 Motion - that this report/document be tabled

3.28.1 The motion that this report/document be tabled may be used by a Councillor to introduce a report or other document to the meeting, only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.

3.29 Motion - to suspend the rule requiring that (insert requirement)

3.29.1 A procedural motion, to suspend the rule requiring that, may be made by any Councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule will specify the duration of the suspension.

3.30 Motion - that the meeting stands adjourned

3.30.1 A procedural motion that the meeting stands adjourned may be moved by a Councillor at the conclusion of debate on any matter on the agenda or at the conclusion of a Councillor's time for speaking to the matter and will be put without debate.

3.30.2 The procedural motion must specify the resumption of the meeting and, on resumption, will continue with the business before the meeting at the point where it was discontinued on the adjournment.

3.31 Motion - that the meeting be closed or opened

3.31.1 A meeting of Council may only be closed pursuant to *Section 254J* of the Regulation to discuss one (1) or more of the following matters:

- (a) the appointment, discipline or dismissal of the chief executive officer;
- (b) industrial matters affecting employees;
- (c) the local government's budget which does not include the monthly financial statements;
- (d) rating concessions;
- (e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government;
- (f) matters that may directly affect the health and safety of an individual or a group of individuals;
- (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;
- (h) negotiations relating to the taking of land by the local government under the *Acquisition of Land Act 1967*;
- (i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State;
- (j) a matter relating to the consideration of an investigation report given to the local government under *Chapter 5A, Part 3, Division 5* of the Act.

3.31.2 Where a procedural motion that the meeting be closed to the public is carried, the public will leave and not re-enter the room where the Council meeting is being held until a procedural motion that the meeting be opened, is carried.

3.31.3 No motion can be moved and seconded and voted on while the meeting is closed to the public.

3.31.4 Where the Council has resolved to close a meeting, all debate during the closed meeting will be confidential.

Division 5 - Questions

3.32 Questions without notice

3.32.1 A Councillor through the Chairperson may at the Council meeting ask a question for reply by another Councillor or a Council officer regarding any item of business under consideration at the meeting of the Council. A question will be asked categorically and without argument and no discussion will be permitted at the meeting in relation to a reply or a refusal to reply to the question.

3.32.2 A Councillor or Council officer to whom a question is asked without notice may request that the question be taken on notice at the next Council meeting.

3.32.3 A Council officer to whom a question is asked without notice may:

- request that the question be taken on notice for the next Council meeting; or
- request that the question be the subject of a report to a Council Committee.

3.32.4 Any Councillor wishing to ask a question relating to the general work or procedure of the Council but not related to any matter under consideration at the meeting, will provide the question in writing to the CEO at least five (5) days prior to the day of the meeting at which it is to be asked.

3.32.5 A Councillor who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.

3.32.6 The Chairperson may disallow a question which the Chairperson considers inconsistent with an acceptable request or good order, provided that a Councillor may move a motion that the Chairperson's ruling be disagreed with, and if carried the Chairperson will allow the question.

Division 6 - Record of Decision-making

3.33 Recording of reasons for particular decisions

3.33.1 Pursuant to *Section 254H* of the Regulation, if a decision made at a meeting is inconsistent with a recommendation or advice given to the local government by a Council officer of the local government and either or both the following apply to the decision:

- (a) the decision is about entering into a contract the total value of which is more than the greater of the following:
 - (i) \$200,000 exclusive of GST; or
 - (ii) 1% of the local government's net rate and utility charges as stated in the local government's audited financial statements included in the local government's most recently adopted annual report.
- (b) The decision is inconsistent with:
 - (i) the policy or approach ordinarily followed by the local government for the type of decision; or
 - (ii) a policy previously adopted by the local government by resolution, whether or not as required by the Act, and still in force.

3.33.2 The CEO must ensure the minutes of the meeting include a statement of the reasons for not adopting the recommendation or advice.

PART 2 COUNCIL STANDING COMMITTEE/S

Division 1 - Appointment and function of Standing Committee/s

3.34 Standing Committee/s

3.34.1 The Council may, by resolution, appoint from its Councillors one (1) or any number of Standing Committees of the Council and determine the name of the Committee or Committees.

3.34.2 The Council may, by resolution, appoint the number of members to each appointed Committee.

3.34.3 Business must be in accordance with the adopted terms of reference for each Committee.

3.34.4 The Council will choose the Chairperson for a Committee. This Chairperson will normally preside over meetings of the Committee.

3.34.5 If the Chairperson of a Committee is absent or unavailable to preside, a Councillor chosen by the Councillors present will preside over the Committee meeting.

3.34.6 Where one (1) Committee only is appointed, the Committee will comprise all members of Council with the Mayor as Chairperson. Each Councillor will be assigned a portfolio and will be referred to as the Spokesperson for that particular portfolio.

3.34.7 The CEO will decide the order of business for the agenda.

3.35 Function of a Standing Committee

3.35.1 The function of a Standing Committee is to consider, report upon and make recommendations to the Council in respect of matters comprised within or related to the business with which that Committee is charged by the Council. A Committee can also exercise powers of the Council if those powers have been delegated to it under *Section 257* of the Act.

3.35.2 The reports and recommendations of every Standing Committee must, except where power has been delegated to the Standing Committee to implement its decisions, be submitted to the Council for consideration.

3.35.3 This section does not limit the power of the Council itself to deal with any matter which has been referred to or delegated to a Standing Committee.

Division 2 - Time of Standing Committee meetings

3.36 Times and places of Standing Committee meetings

3.36.1 The days and times of ordinary meetings of Standing Committees will be as resolved at the post-election meeting and from time to time thereafter.

3.36.2 All meetings of Standing Committees will be held at the Council's public office unless otherwise resolved by Council.

3.36.3 Pursuant to *Section 254B* of the Regulation, Council must, at least once in each year, publish a notice of the days and times when its ordinary meetings of its Standing Committees will be held.

3.36.4 Council must display in a conspicuous place in its public office a notice of the days and times when its meetings will be held, and meeting of its committees will be held.

3.37 Special Standing Committee meetings

3.37.1 The CEO will call a special meeting of a Standing Committee if:

- the special meeting is required by a resolution of the Council; or
- a written request for the special meeting is lodged with the CEO.

3.37.2 A written request for a special meeting of a Standing Committee will:

- be signed by the Mayor or three (3) or more Councillors; and
- specify the business of the special meeting; and
- propose a day and time for the holding of the special meeting.

3.37.3 The CEO calls a special meeting by giving written notice of the date and the time of the meeting, and the business to be conducted at the meeting, to each Councillor.

3.37.4 Council must, where possible, publish a notice of the day and time when its special meeting will be held.

Division 3 - Notice of Standing Committee meetings

3.38 Notices

3.38.1 The CEO will distribute a written notice of the meeting at least three (3) days prior to each meeting the only business that may be conducted at a special meeting is the business specified in the notice of meeting pursuant to *Section 258* of the Regulation.

3.38.2 Any notice of meeting or agenda will be given to a Councillor by:

- personal delivery; or
- delivery to a nominated address; or
- post; or
- electronic mail.

3.38.3 If the notice relates to a special meeting, it must also specify the business of the meeting.

Division 4 - Conduct of Standing Committee meetings

3.39 Chairperson

3.39.1 The Chairperson of a Standing Committee will preside at a meeting of a Standing Committee.

3.39.2 If the Chairperson is not present at a meeting, the members present will appoint a Chairperson for the meeting pursuant to *Section 267* of the Regulation.

3.40 Procedure at Standing Committee meetings

3.40.1 A Standing Committee will deal with the items of business on its agenda in accordance with:

- procedural directions given to the Standing Committee by resolution of the Council; or
- procedural directions specified in this policy; or
- if there is no procedural direction governing a particular matter, the Chairperson's decision.

3.40.2 A Standing Committee may, by resolution, overrule a decision on a procedural question made by the Chairperson.

3.40.3 If an appropriate or adequate method of dealing with any matter is not provided for in this policy, the method of dealing with the matter may be determined by the Chairperson or by resolution upon a motion which may be put without notice.

3.41 Deputations and presentations at Standing Committee meetings

3.41.1 A deputation or presentation wishing to address a meeting of a Standing Committee on any matter relevant to the Standing Committee will apply in writing to the CEO not less than five (5) business days before the day of the meeting.

3.41.2 The CEO, on receiving an application for a deputation or presentation, will notify the Mayor and/or the Chairperson of the Standing Committee who will determine whether the deputation or presentation may be heard.

3.41.3 The CEO, or delegate, will inform the deputation or presentation of the determination.

3.41.4 Where it has been determined that the deputation or presentation will be heard, a convenient time will be arranged for that purpose and a time period allowed.

3.41.5 A deputation or presentation will not exceed 15 minutes unless otherwise agreed by the Chairperson.

3.41.6 A maximum of three (3) persons from a deputation or presentation will be at liberty to address the Standing Committee.

3.41.7 The Chairperson may terminate an address by a person in a deputation or presentation at any time where:

- the Chairperson is satisfied that the purpose of the deputation or presentation has been sufficiently explained to the Councillors at the meeting; or
- the person uses insulting or offensive language; or
- a member of the deputation or presentation, other than the appointed speakers, continues to interject or attempt to address the Council after the Chairperson has warned the member of the deputation or presentation.

3.42 Questions

3.42.1 A Councillor through the Chairperson may at the Standing Committee meeting ask a question for reply by another Councillor or a Council officer regarding any item of business under consideration at the meeting of the Council. A question will be asked categorically and without argument and no discussion will be permitted at the meeting in relation to a reply or a refusal to reply to the question.

3.42.2 A Councillor or Council officer to whom a question is asked without notice may request that the question be taken on notice for the next Standing Committee meeting.

3.42.3 A Council officer to whom a question is asked without notice may:

- request that the question be taken on notice for the next Standing Committee meeting; or
- request that the question be the subject of a report to a Standing Committee meeting.

3.42.4 Any Councillor wishing to ask a question relating to the general work or procedure of the Council but not related to any matter under consideration at the meeting, will provide the

question in writing to the CEO at least five (5) days prior to the day of the meeting at which it is to be asked.

3.42.5 A Councillor who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.

3.42.6 The Chairperson may disallow a question which the Chairperson considers inconsistent with an acceptable request or good order, provided that a Councillor may move a motion that the Chairperson's ruling be disagreed with, and if carried the Chairperson will allow the question.

3.43 Speaking to motions or amendments

3.43.1 During a committee meeting, the Chairperson may allow discussion on an agenda item prior to the mover of a motion. This point is taken to have the same effect as a suspension of Standing Orders and will allow free and full debate on a topic. Once a motion has been moved the following procedure will be followed.

3.43.2 During committee meetings, the mover of a motion or amendment has the right to reply. Each Councillor will have the opportunity to speak to the motion. Once the right of reply had been delivered, the debate ends. During committee meetings, the mover of a motion or amendment has the right to reply. Each Councillor will speak no more than twice to the same motion or same amendment except as a right of reply.

3.43.3 During committee meetings each speaker will have the opportunity to free and open debate and be able to seek information from the relevant officer/s and other Councillors. During committee meetings, each speaker will be allocated five (5) minutes to speak to a motion. A further two (2) minutes will be allocated if required. The mover of a motion, when exercising the right of reply will be restricted to no more than five (5) minutes.

3.43.4 During a committee meeting, the Chairperson will make a determination as to cease debate should discussion exhaust all the points of view. During committee meetings, any extension of time for a Councillor to speak will only be granted by the Chairperson and any extension will be for a period of no more than three (3) minutes.

3.44 Reports by Standing Committee/s

3.44.1 All Standing Committees, unless otherwise resolved by Council pursuant to *Section 254F* of the Regulation, will submit reports and/or recommendations to the CEO who will list them on the agenda for the next available ordinary meeting of Council.

3.44.2 All Standing Committee minutes submitted to the Council will be signed by the Chairperson of the Standing Committee or the person presiding over the meeting at which the report was authorised.

3.44.3 Where Council has one (1) Standing Committee only, the report will be signed by all Councillors present at the meeting.

3.44.4 If in a report of a Standing Committee distinct recommendations are made, the decision of the Council may be taken separately on each recommendation.

3.44.5 The Chairperson of the ordinary meeting of the Council will decide whether the distinct recommendations or parts of recommendations are considered separately by the meeting of the Council.

3.44.6 The Standing Committee recommendations adopted by Council are resolutions of the Council.

3.45 Standing Committee reports

3.45.1 If, in a report of a Standing Committee, distinct recommendations are made, the decision of the Council may be taken separately on each recommendation.

3.45.2 A recommendation of a Standing Committee, or portion thereof, may be amended by the Council in any manner it may think fit.

3.45.3 A recommendation of a Standing Committee adopted by the Council is a resolution of the local government.

PART 3 ADVISORY COMMITTEES**Division 1 - Appointment of Advisory Committees****3.46 Appointment of Advisory Committees**

3.46.1 The Council may, by resolution, appoint Advisory Committees for the performance of any duty, not of a permanent nature, for which in the opinion of the Council an Advisory Committee ought to be appointed.

3.46.2 The appointment of every Advisory Committee will be made by resolution of the Council and the motion to appoint the Advisory Committee will include the following:

- the duties proposed to be entrusted to the Advisory Committee; and
- the term of the appointment of the Advisory Committee; and
- the Advisory Committee membership, including Councillors and, where applicable, persons who are not Councillors; and
- Council officers who provide technical operational expertise and who are non-voting members; and
- the Advisory Committee Chairperson will be a Councillor unless the Council determines otherwise.

3.46.3 The Council will provide reasonable administrative assistance for the conduct of Advisory Committee meetings.

Division 2 - Conduct of Advisory Committee meetings**3.47 Conduct of meetings**

3.47.1 The Advisory Committee, through the Chairperson, may determine the dates, times and places for its meetings pursuant to *Section 268* of the Regulation, subject to operational resources.

3.47.2 The Chairperson will preside at an Advisory Committee meeting. If the Chairperson is absent or unavailable to preside, a Councillor will be chosen by the Mayor to preside. Should a Councillor be unavailable to preside, the CEO will nominate a member of the senior leadership team to preside.

3.47.3 With the permission of the Chairperson, a non-member may attend an Advisory Committee meeting and, with the permission of the Chairperson, address the Advisory Committee on any item of business listed on the agenda.

Division 3 - Conduct of members of Advisory Committees**3.48 Conduct of members**

3.48.1 A member of an Advisory Committee must ensure that there is no conflict or possible conflict between the member's private interests and the member's role of advising or making a recommendation to the Council.

3.48.2 A member of an Advisory Committee will not:

- improperly use information acquired as a member of the Advisory Committee to gain directly or indirectly a financial advantage for that person or someone else; or
- improperly use information acquired as a member of the Advisory Committee to harm the Council; or
- release information that the person knows or should reasonably know is information that is confidential to the Council.

3.48.3 Termination of membership of an Advisory Committee member for inappropriate conduct will be determined by Council.

Division 4 - Reports by Advisory Committees

3.49 Reports by Advisory Committees

- 3.49.1** An Advisory Committee through the Council department responsible for the function will submit a report to Council of each of its meetings, namely the minutes of the Advisory Committee meeting. The report will list the recommendations for Council consideration and be tabled on an agenda for an ordinary meeting of Council. Council is to have adopted the recommendation/s prior to any action being taken operationally to deliver on the recommendations.

Division 5 - Termination of Advisory Committees

3.50 Tenure of Advisory Committee membership

- 3.50.1** Subject to any resolution to the contrary, if an Advisory Committee is appointed for a particular purpose or for a limited time, the Advisory Committee is abolished and appointment of members to the Advisory Committee is terminated upon the fulfilment of that purpose or the expiration of that time.
- 3.50.2** If any member of an Advisory Committee is absent from three (3) consecutive meetings without having obtained a leave of absence from the Advisory Committee, the member's continued membership of that Advisory Committee will be referred to Council for determination.
- 3.50.3** Individual membership is for a period of four (4) years unless for a shorter period as stated in the establishment of the Advisory Committee. At the conclusion of the four (4) year appointment, the Advisory Committee member is released from the Advisory Committee. For Councillor and Council officer membership positions, the membership will be reinstated unless otherwise decided by Council. For external membership positions, nominations will be called for from relevant community groups / sectors to fill the vacant positions. The process to assess the applications will be formalised operationally in consultation with Council.
- 3.50.4** A report will be tabled for Council to adopt the Advisory Committee membership at an ordinary meeting of Council.

PART 4 PUBLIC PARTICIPATION IN COUNCIL MEETINGS

3.51 Attendance of public and media at Council meetings

- 3.51.1** Every ordinary meeting of the Council, other than a closed meeting pursuant to *Section 2754J* of the Regulation, will be open to the public and media representatives.
- 3.51.2** The Council meeting agenda, excluding confidential items, will be made available to media representatives. Reasonable access will be allowed to the representatives to correspondence and reports laid on the table or submitted to the meeting. Access will be withheld where the Council by resolution so decides on the grounds that publication may prejudice the Council's interests.
- 3.51.3** An area shall be made available at the place where any meeting of Council is to take place for members of the public and media representatives to attend the meeting and as many members of the public as reasonably can be accommodated in that area shall be permitted to attend the meeting.
- 3.51.4** Subject to Part 7, when the Council or a Committee proposes to close a meeting pursuant to *Section 254J* of the Regulation, the Chairperson will direct all persons, other than members of the Council or the Committee, to leave the meeting and every person will immediately comply with the direction.
- 3.51.5** Unless resolved otherwise, clause 3.51.4. does not apply to the Council officers or its legal and technical advisers who are required to be in attendance for the matters under discussion.
- 3.51.6** The resolution that Council proceed into Closed Session must specify the nature of the matters to be considered and these matters must be pursuant to *Section 254J* of the Regulation. The Chairperson may direct any persons improperly present to withdraw

immediately. Council must not make a resolution (other than a procedural resolution) in a Closed Session. Council must resolve to move out of closed session so that a resolution can be passed on the matters considered in closed session.

3.52 Public participation at Council meetings

- 3.52.1** Except when invited to do so by the Chairperson, a member of the public will not take or attempt to take part in the proceedings of a Council meeting.
- 3.52.2** Any person addressing the Council will stand, act and speak with decorum and frame any remarks in respectful and courteous language.
- 3.52.3** Any person who is considered by the Council or the Mayor to be unsuitably attired may be directed by the Mayor or Chairperson to immediately withdraw from the meeting.
- 3.52.4** Failure to comply with a request will be considered an act of disorder.
- 3.52.5** The Council Chairperson may, as a mark of distinction, admit a non-member to a part of the Council Chambers normally reserved for Councillors during the conduct of a Council meeting to participate in the discussion of a particular item of business, on conditions decided by the Council. The time allotted shall not exceed 15 minutes and no more than three (3) speakers shall be permitted to speak at one meeting. The right of any individual to address the meeting during this period shall be at the absolute discretion of the Council.

3.53 Participating in meetings by audio link or audio-visual link (Teleconference)

- 3.53.1** If a Councillor wishes to be absent from a Council meeting place during a meeting, they may participate in meeting by audio link or audio-visual link pursuant to *Section 254K* of the Regulation. The Councillor wishing to participate by audio link or audio-visual link must advise the Chairperson or CEO of their participation by teleconference, as soon as practicable once the Councillor becomes aware of their intended absence. The Chairperson may allow a Councillor to participate in a Council or Committee meeting by teleconference.
- 3.53.2** A Councillor taking part by teleconference is taken to be present at the meeting if the Councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the Councillor must be recorded in the minutes as present at the meeting.
- 3.53.3** Teleconferencing includes the use of a telephone, video conferencing equipment, Teams, or other means of instant communication that allows a person to take part in a discussion as it happens.

PART 5 MAINTENANCE OF GOOD ORDER AT COUNCIL AND COMMITTEE MEETINGS

3.54 General conduct during meetings

- 3.54.1** After a meeting of the Council or a Committee has been formally constituted and the business commenced, a Councillor or Committee member will not enter or leave the meeting without first notifying the Chairperson.
- 3.54.2** A Councillor or Committee member is not deemed to be present at any meeting of the Council or Committee unless the Councillor or Committee member is inside the meeting room or in attendance via audio link or audio-visual link pursuant to *Section 254K* of the Regulation.
- 3.54.3** At ordinary and special meetings of the Council, unless exempted by the Chairperson, Councillors will stand and address the Chairperson while:
- moving any motion or amendment; or
 - seconding any motion or amendment; or
 - taking part in any discussion; or
 - replying to any question; or
 - addressing the Council for any other purpose.

- 3.54.4** Councillors and Committee members will, during a meeting of the Council or a committee, address:
- other Councillors by their respective titles, Mayor or Councillor; and
 - Council officers by designating them by their respective official or departmental title.
- 3.54.5** Councillors and committee members will confine their remarks to the matter under consideration.
- 3.54.6** Councillors and committee members will remain seated and silent while a vote is being taken.
- 3.54.7** Councillors and committee members will act with due decorum during meetings in order that the meeting is conducted in an efficient and effective manner. Councillors and committee members will not make a noise or disturbance except to raise a point of order, nor converse aloud, while another person is addressing the Council or a committee.
- 3.54.8** The Chairperson may specify orally or in writing appropriate standards of decorum which will be observed by all Councillors and other persons attending a meeting of the Council or a committee.
- 3.54.9** Councillors and committee members will not make personal reflections on or impute improper motives to any other Councillor, committee member or a Council officer.
- 3.54.10A** Councillor or committee member who is speaking will not be interrupted except upon a point of order being raised either by the Chairperson or Councillor or committee member.
- 3.54.11** When the Chairperson speaks during the process of a debate, the Councillor then speaking or offering to speak, will immediately cease speaking and resume their seat, and each Councillor and committee member present will preserve strict silence so that the Chairperson may be heard without interruption.
- 3.54.12** The Chairperson may:
- call the attention of the meeting to continued irrelevance or tedious repetition on the part of any Councillor or committee member; and
 - direct a Councillor or committee member to discontinue a speech.

3.55 Loss of quorum

- 3.55.1** In the event where one (1) or more Councillors or committee members leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, all the Councillors or committee members including the conflicted Councillors or committee members must resolve to:
- delegate the consideration and decision on the matter, pursuant to *Section 257* of the Act;
 - defer the matter to a later meeting; and
 - not to decide the matter and take no further action in relation to the matter unless the Act or another Act provides that the Council must decide on the matter.
- 3.55.2** The Council or Committee must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.
- 3.55.3** The Council or the Committee must not delegate a power that an Act says must be decided by resolution of the Council under *Section 257(3)* of the Act.
- 3.55.4** The Council or Committee may by resolution delegate a power under *Section 257* of the Act to:
- the Mayor or Chief Executive Officer; or
 - a Standing Committee, or joint Standing Committee of the Council; or
 - the Chairperson of a Standing Committee or joint Standing Committee of the Council; or
 - another Council for a joint government activity.

3.55.5 The Council or Committee may only delegate a power to make a decision about a Councillors conduct under *Section 150AE* or *150AG* of the Act pursuant to *Section 257(2)* of the Act, to:

- the Mayor; or
- a Standing Committee.

3.55.6 The Minister for Local Government may, by signed notice give approval for a conflicted Councillor to participate in deciding a matter in a meeting including being present for the discussion and vote on the matter, if there is a loss of quorum and deciding the matter cannot be delegated, subject to any conditions the Minister may impose.

3.56 Prescribed conflict of interest

Councillors and committee members are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a Council, Standing or Advisory Committee meeting (other than ordinary business matters prescribed in *Section 150EF* of the Act). When dealing with a prescribed conflict of interest, Councillors or committee members must abide by the following procedures:

3.56.1 A Councillor or committee member who has notified the Chairperson/CEO of a prescribed conflict of interest in a matter to be discussed in a Council meeting must also give notice during the meeting at the time when the matter is to be discussed.

3.56.2 A Councillor or committee member who first becomes aware of a prescribed conflict of interest in a matter during a Council meeting must immediately inform the meeting of the conflict of the interest.

3.56.3 When notifying the meeting of a prescribed conflict of interest, the following details must at a minimum be provided:

- if it arises because of a gift, loan or contract, the value of the gift, loan or contract;
- if it arises because of an application or submission has been made, the matters the subject of the application or submission:
 - the name of any entity other than the Councillor or committee member that has an interest in the matter;
 - the nature of the Councillor's or committee member's relationship with the entity that has an interest in a matter;
 - details of the Councillor's or committee members and any other entity's interest in the matter.

3.56.4 The Councillor or committee member must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject Councillor has written notice from the Minister to participate in the matter.

3.56.5 Once the Councillor or committee member has left the area where the meeting is being conducted, the Council or committee can continue discussing and deciding on the matter at hand.

3.57 Declarable conflict of interest

Councillors or committee members are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at Council, Standing or Advisory Committee meetings that might lead to a decision that is contrary to the public interest (other than the interests prescribed under *Section 150EO* of the Act, and ordinary business matters prescribed in *Section 150EF* of the Act.).

3.57.1 A Councillor or committee member may raise their personal interests in a matter at the meeting to canvas the view of the other Councillors or committee members prior to deciding to declare a conflict of interest. If the other Councillors or committee members suspect the personal interest might be a conflict of interest, the other Councillors or committee members may disclose their suspicion and the processes under *Section 150EW* of the Act.

3.57.2 When dealing with a declarable conflict of interest, Councillors or committee members must abide by the following procedures:

- a Councillor or committee member who has notified the Chairperson/CEO of a declarable conflict of interest in a matter to be discussed at a Council or committee meeting must also give notice during the meeting at the time when the matter is to be discussed.
- a Councillor or committee member who first becomes aware of a declarable conflict of interest in a matter during a Council or committee meeting must inform the meeting of the conflict of interest.

3.57.3 When notifying the meeting of a declarable conflict of interest, Councillors and committee members should provide sufficient detail to allow the other Councillors or committee members to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following details must be provided:

- the nature of the declarable conflict of interest;
- if it arises because of the Councillor's or committee member's relationship with a related party:
 - the name of the related party; and
 - the nature of the relationship of the related party to the Councillor or committee member; and
 - the nature of the related party's interest in the matter;
- if it arises because of a gift or loan from another person to the Councillor or committee member or a related party:
 - the name of the other person; and
 - the nature of the relationship of the other person to the Councillor or committee member or related party; and
 - the nature of the other person's interest in the matter; and
 - the value of the gift or loan and the date the gift or loan was made.

3.57.4 After a Councillor or committee member has declared a conflict of interest, the Councillor or committee member should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.

3.57.4.1 If the Councillor or committee member chooses not to leave the meeting, the Councillor or committee member may advise the other Councillors and committee members of their reasons for seeking permission to participate in making the decision.

3.57.4.2 The other eligible Councillors and committee members at the meeting must then decide, by resolution, whether the Councillor or committee member can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible Councillors and committee members. The eligible Councillors and committee members may impose conditions on the Councillor or committee member under a decision to either participate or leave the meeting (for example may stay for the debate but must leave for the vote).

3.57.4.3 The Councillor or committee member must comply with any decision or condition imposed by the eligible Councillors and committee members. The Councillor must not participate in the decision unless authorised in compliance with *Section 150ES* of the Act or under an approval by the Minister for Local Government under *Section 150EV* of the Act.

- 3.57.4.4** In deciding on whether a Councillor or committee member may participate in a decision about a matter in which the Councillor or committee member has a declarable conflict of interest, only Councillors and committee members who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those Councillors or committee members is less than a majority or less than a quorum for the meeting consistent with *Section 150ET* of the Act.
- 3.57.5** The Councillor or committee member who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the Chairperson to assist the eligible Councillors or committee members in making their decision. The subject Councillor or committee member must not vote in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the Chairperson, on whether the Councillor or committee member may remain in the meeting and participate in deciding the matter in which the Councillor or committee member has a declarable conflict of interest.
- 3.57.6** When deciding whether a Councillor or committee member may participate in the decision making on a matter in which they have a declarable conflict of interest, the eligible Councillors and committee members should consider the matter including, but not limited to:
- how does the inclusion of the Councillor or committee member in the deliberation affect the public trust;
 - how close or remote is the Councillor's or committee member's relationship to the related party;
 - if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received;
 - will the benefit or detriment the subject Councillor or committee member or their related party stands to receive from the decision have major or minor impact on them;
 - how does the benefit or detriment the subject Councillor or committee member stands to receive compared to others in the community;
 - how does this compare with similar matters that Council has decided and have other Councillors or committee members with the same or similar interests decided to leave the meeting;
 - whether the subject Councillor or committee member has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 3.57.7** If the eligible Councillors or committee members cannot decide about the declarable conflict of interest of a Councillor or committee member, then they are taken to have decided that the Councillor or committee member must leave and stay away from the meeting while the eligible Councillors and committee members discuss and vote on the matter.
- 3.57.8** A decision about a Councillor or committee member who has a declarable conflict of interest in a matter applies in relation to the Councillor or committee member for participating in the decision, and all subsequent decisions, about the same matter unless there is a change to the Councillor's or committee member's personal interests and/or the nature of the matter being discussed. If the eligible Councillors and committee members decide that the Councillor or committee member can act in the public interest on the matter, then the Councillor or committee member may participate in the meeting and be involved in processes occurring outside of a Council or committee meeting about the same matter (for example workshops).
- 3.57.9** In making the decision about the Councillor's conflict of interest in a matter, it is irrelevant how the subject Councillor intended to vote on the issue or any other issue (if known or suspected).

3.57.10A Councillor or committee member does not contravene the above procedures if the Councillor participates in a decision under written approval from the Minister as prescribed in *Section 150EV* of the Act.

3.58 Recording Prescribed and Declarable conflicts of interest

3.58.1 When a Councillor informs a meeting that they or another Councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all the relevant details of how the conflict of interest was dealt with, being (see *Section 150FA* of the Act):

- the name of the Councillor and any other Councillor who may have a prescribed or declarable conflict of interest;
- the particulars of the prescribed or declarable conflict of interest provided by the Councillor;
- the actions taken by a Councillor after informing the meeting that they have, or they reasonably suspect another Councillor has a prescribed or declarable conflict of interest;
- any decision then made by the eligible Councillors;
- whether the Councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval;
- the Council or committee's decision on what actions the Councillor with a declarable conflict of interest must take and the reasons for the decision;
- the name of each eligible Councillor who voted on the matter and how each voted.

3.58.2 If the Councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a Councillor's personal interest by someone other than the Councillor:

- the name of each Councillor who voted in relation to whether the Councillor has a declarable conflict of interest, and how each of the Councillors voted.

3.58.3 Where a decision has been made, the minutes must include:

- the decision and reasons for the decision; and
- the name of each eligible Councillor who voted, and how each eligible Councillor voted.

3.59 Reporting a suspected conflict of interest

3.59.1 If a Councillor or committee member at a meeting reasonably believes or suspects that another Councillor or committee member has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that Councillor or committee member is participating in a decision on that matter, the Councillor or committee member who believes or suspects this, must immediately inform the Chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.

3.59.2 The Chairperson then should ask the relevant Councillor or committee member with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the Councillor or committee member agrees they have a conflict of interest, the Councillor or committee member must follow the relevant procedures.

3.59.3 If the Councillor or committee member believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.

3.59.4 The eligible Councillors and committee members must then decide whether the Councillor or committee member has a prescribed conflict of interest, a declarable conflict of interest or that the Councillor or committee member does not have prescribed or declarable conflict of interest in the matter. If the meeting decides the Councillor or committee member has a conflict of interest, the Councillor or committee member must follow the relevant procedures. If a Councillor with a declarable conflict of interest wants to participate in the decision despite

the declarable conflict of interest, then the eligible Councillors must make a decision about the Councillor's participation.

3.59.5 If the Councillors and committee member cannot reach a majority decision about the conflict of interest, or the subject Councillor's participation in the matter despite a declarable conflict of interest, then they are taken to have determined that the Councillor or committee member must leave and stay away from the place where the meeting is being held while the eligible Councillors discuss and vote on the matter. This decision will continue to apply in relation to all subsequent decisions about the same matter, where the conflict of interest remains unchanged.

3.59.6 If the belief or suspicion of a COI relates to more than one Councillor these procedures must be complied with in relation to each Councillor separately.

3.60 Process for dealing with unsuitable meeting conduct by a Councillor

The conduct of a Councillor is unsuitable meeting conduct if the conduct happens during a Council or committee meeting and contravenes a behavioural standard of the Code of Conduct for Councillors.

When dealing with an instance of unsuitable conduct by a Councillor in a Council or committee meeting, the following procedures must be followed:

3.60.1 The Chairperson must reasonably believe that the conduct of a Councillor during a meeting is unsuitable meeting conduct.

3.60.2 If the Chairperson decides the unsuitable meeting conduct has occurred, the Chairperson may consider the severity of the conduct and whether the Councillor has had any previous warnings for unsuitable meeting conduct issued. If the Chairperson decides the conduct is of a serious nature or another warning is unwarranted, the Chairperson can make an order in relation to the conduct.

3.60.3 If the Chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the Chairperson may request the Councillor take remedial actions such as:

- ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct;
- apologising for their conduct; and
- withdrawing their comments.

3.60.4 If the Councillor complies with the Chairperson's request for remedial action, no further action is required.

3.60.5 If the Councillor fails to comply with the Chairperson's request for remedial action, the Chairperson may warn the Councillor that failing to comply with the request may result in an order being issued.

3.60.6 If the Councillor complies with the Chairperson's warning and request for remedial action, no further action is required.

3.60.7 If the Councillor continues to fail to comply with the Chairperson's request for remedial actions or the Chairperson decided a warning was not appropriate, the Chairperson may make one (1) or more of the orders below:

- an order reprimanding the Councillor for the conduct;
- an order requiring the Councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.

3.60.8 If the Councillor fails to comply with an order to leave and stay away from the meeting, the Chairperson can issue an order that the Councillor be removed from the meeting.

3.60.9 Any Councillor aggrieved with an order issued by the Chairperson can move a motion of dissent.

3.60.10 Following the completion of the meeting, the Chairperson must ensure:

- details of any order issued is recorded in the minutes of the meeting;

- if it is the third or more order within a 12-month period made against a Councillor or the Councillor has refused to comply with an order issued to leave the meeting, these matters are to be dealt with at the next meeting of Council as a suspected breach; and
- the Council's CEO is advised to ensure details of any order made is updated in the Council's Councillor Conduct Register.

3.61 Process for dealing with unsuitable meeting conduct by a Chairperson in a meeting

- 3.61.1** If a Councillor at the meeting reasonably believes that the conduct of the Chairperson during the meeting is unsuitable meeting conduct, the Councillor will raise the matter in the meeting by point of order.
- 3.61.2** The Chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the councillor may move a motion that the Councillor has engaged in unsuitable meeting conduct (a seconder for the motion is required). Councillors present, excluding the Chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.
- 3.61.3** The Chairperson has a declarable conflict of interest in the matter and must leave the place where the meeting is being held, including any area set aside for the public, during the debate and vote on the matter. If the Chairperson wishes to remain in the meeting, the eligible Councillors must make a decision and follow the procedures set out in 3.59.5.
- 3.61.4** For the debate and vote on the motion, a Councillor other than the Councillor that moved the motion, is to act as the Chairperson.
- 3.61.5** If the original Chairperson remains in the meeting, on the condition that they will not vote on the matter as determined by the eligible Councillors, they can put forward their reasoning about their conduct and respond to questions through the Chairperson from the eligible Councillors.
- 3.61.6** The Acting Chairperson of the meeting will preside over the meeting while the Councillors present at the meeting vote on whether the Chairperson has engaged in unsuitable meeting conduct (the Acting Chairperson will have a casting vote on the resolution if required).
- 3.61.7** If it is decided that the Chairperson has engaged in unsuitable meeting conduct the Councillors can make an order reprimanding the Chairperson for the conduct.
- 3.61.8** Once the Councillors make a decision, the Chairperson returns to the meeting (unless they have been permitted to remain in the meeting) and is informed of the decision by the Acting Chairperson.
- 3.61.9** The Chairperson then resumes the role of Chairperson, the meeting continues.
- 3.61.10** Details of any reprimand order is recorded in the minutes of the meeting. The CEO is to ensure details of any order made is updated in the Council's Councillor Conduct Register.
- 3.61.11** For conduct of a Chairperson, at Council meetings that is a part of a course of conduct leading to a reprimand order for unsuitable meeting conduct being made against the Chairperson, on three (3) occasions within a period of twelve (12) months, the conduct that led to the orders being made, taken together, becomes a conduct breach.
- 3.61.12** If the conduct of a Councillor, including a Chairperson, at the meeting becomes a conduct breach; in accordance with *Section 150J* of the Act, and is a conduct breach under *Section 150K(2)(b)* and (3) of the Act, the Council is not required to notify the assessor about the conduct; and may deal with the conduct under *Section 150AG* as if an investigation had been conducted. It may be dealt with at the next Council meeting.
- 3.61.13** Meeting procedures for dealing with a suspected conduct breach including that which has been referred to a local government by the Independent Assessor ('IA').
- Under *Chapter 5A, Division 3A* of the Act, the IA must make a preliminary assessment and consider dismissing a complaint, notice or information before taking other action if satisfied that particular circumstances apply. If the IA assesses that a matter is a suspected

conduct breach it must refer the matter to the local government. The assessor refers the Councillor's suspected conduct breach to the Council by giving a referral notice.

Conduct breach is conduct that contravenes a behavioural standard of the Code of Conduct for Councillors, or a policy, procedure or resolution of the local government; or the conduct contravenes an order of the Chairperson of a Council meeting for the Councillor to leave and stay away from the place at which the meeting is being held; or an instance of a suspected conduct breach that may arise from circumstances under paragraphs 3.61.11 and 3.61.12.

- 3.61.14** In relation to matters referred by the IA to the Council, Council may decide not to start or discontinue an investigation if the complainant withdraws the complaint, or consents to the investigation not starting or discontinuing, or the complainant does not provide extra information when requested, or there is insufficient information to investigate the complaint, or the councillor vacates or has vacated their office as a Councillor. The Council investigation must be conducted in a way that is consistent with the Council's investigation policy. An investigation report must be prepared to assist the Councillors in making a decision on the outcome under *Section 150AG* of the Act. Before debating a matter relating to making a decision, a summary investigation report (with redactions) must be prepared and made publicly available under *Section 150AFA* of the Act on or before the day and time prescribed by regulation.
- 3.61.15** Council must decide in a Council meeting, whether the Councillor has engaged in a conduct breach. Unless in accordance with *Section 150AG* or the Act, it has delegated responsibility for this decision to the Mayor under *Section 257(2)(a)*, or to a Standing Committee *Section 257(2)(b)* of the Act.
- 3.61.16** When dealing with an instance of a suspected conduct breach which has been referred to Council by the IA the Council must be consistent with the local government principle of transparent and accountable decision making in the public interest by deciding the outcome of an investigation of a suspected conduct breach in an open meeting of Council. Where the matter requires debate Council may close all or part of a meeting to the public, if considered necessary, to discuss an investigation report under *Section 254J* of the Regulation.
- 3.61.17** No resolution for a decision can be made in the closed session. The matter must be decided in an open session of the meeting or at a later meeting.
- 3.61.18** Where a local government makes a decision about a conduct breach matter at a Council meeting that is inconsistent with a recommendation made about that matter in an investigation report, a statement of reasons for the inconsistency must be included in the minutes of the meeting under *Section 254H* of the Regulation.
- 3.61.19** The subject Councillor has a declarable conflict of interest in the matter but may remain in the closed meeting (unless Council decides otherwise), during the debate about the investigation report and answer questions put to the subject Councillor through the Chairperson in relation to the evidence or written submission provided by the Councillor to the Council.
- 3.61.20** The subject Councillor who has a declarable conflict must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have engaged in a conduct breach and what, if any, penalty to impose if the Councillor is found to have engaged in a conduct breach.
- 3.61.21** If the complainant is a Councillor, that Councillor has a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures. If the complainant Councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other eligible Councillors (do not have a conflict of interest in the matter) must decide how to deal with the conflict of interest. The complainant Councillor can be ordered to leave the meeting place or conditions may be applied to allow that Councillor to participate in either the debate, the vote, or the decision on any disciplinary action to be applied.

3.61.22 After making a decision under *Section 150AG* of the Act, the Council must make the full investigation report, publicly available within 10 business days after the decision is made, with redactions of the name of the complainant and any witnesses but including the name of a Councillor or the CEO of the Council if they were complainants, or any Councillor who declared a conflict of interest in the matter.

3.61.23 If the Council has lost quorum due to the number of conflicted Councillors or another reason, the Council must do one (1) of the following:

- delegate deciding the matter under *Section 257* of the Act to the Mayor or a Standing Committee, whichever is the most appropriate in the circumstances; or
- decide, by resolution, to defer the matter to a later meeting; or
- decide, by resolution, not to decide the matter and take no further action in relation to the matter unless this Act or another Act provides that the Council must decide on the matter. Councillors cannot decide to take no further action on a decision about a conduct matter because it is required under the Act. In order to reach a decision when a loss of quorum has occurred, the matter can be deferred to a later meeting when a quorum can be maintained, or the conflicted Councillors may apply to the Minister for permission to participate in the decision.

3.61.24 If a decision is reached that the subject Councillor has engaged in a conduct breach, then the Councillors must decide what penalty or penalties from the orders, if any, to impose on the Councillor. In deciding what penalty to impose the Council may consider any previous inappropriate conduct of the Councillor and any allegation made in the investigation that was admitted, or not challenged, and that the Council is reasonably satisfied is true.

3.61.25 The Council may order that no action be taken against the Councillor or make one or more of the following:

- an order that the Councillor make a public apology, in the way decided by the Council;
- an order reprimanding the Councillor for the conduct breach;
- an order that the Councillor attend training or counselling to address the Councillor's conduct, including at the Councillor's expense;
- an order that the Councillor be excluded from a stated Council meeting;
- an order that the Councillor is removed, or must resign, from a position representing the Council, other than the office of Councillor, (for example that the Councillor is ordered to resign from an appointment representing the Council on a state board or committee);
- an order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct;
- an order that the Councillor reimburse the Council for all or some of the costs arising from the Councillor's conduct breach;
- the subject Councillor, and where relevant, the complainant Councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the Chairperson must advise them of the decision made by the Council and if relevant any orders made by resolution.

3.61.26 The subject Councillor, and where relevant, the complainant Councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the decision made by the Council and if relevant any orders made by resolution.

3.61.27 The minutes of the meeting must reflect the decision, and any orders made. A notice must be given to the IA as soon as practicable about the decision and the reasons for the decision and if an order is made under *Section 150AH* the details of the order.

3.62 Acts of disorder by members of a Committee of Council

3.62.1 A member of the Council or a committee commits an act of disorder at a meeting of the Council or a committee if the member:

- obstructs or interrupts the proper conduct of the meeting; or
- uses indecent or offensive language; or
- makes a statement reflecting adversely on the reputation of the Council; or
- makes an intemperate statement reflecting adversely on the character or motives of a member or officer of the Council; or
- refuses or willfully fails to comply with a direction given by the Chairperson of the meeting; or
- commits an act which, in the Chairperson's opinion, constitutes an act of disorder; or
- fails to comply with the Code of Conduct for Councillors in Queensland.

3.62.2 If a member of the Council or a committee has, in the Chairperson's opinion, committed an act of disorder; the Chairperson may direct the member to make a retraction or apology.

3.62.3 If the member does not comply immediately with a direction, the Chairperson may immediately move a motion (a suspension motion) that the member be suspended for the remainder of the meeting, or a lesser time fixed by the Chairperson.

3.62.4 If the Chairperson moves a suspension motion:

- the motion will be put to the vote immediately without discussion; and
- if the motion is passed, the member will immediately leave the meeting place and will remain away for the period of the suspension.

3.62.5 The use of mobile phones in the area set aside for Councillors and Committee members in the Council Chambers or other meeting places is not permitted unless authorised by the Chairperson.

3.63 Acts of disorder by a person other than a member

3.63.1 A person who is not a member of the Council or a committee will not interrupt obstruct the proper conduct of a meeting of the Council or a committee.

3.63.2 If a person other than a member interrupts or obstructs the proper conduct of a meeting of the Council or a committee, the Chairperson may ask the person to withdraw from the meeting place.

3.63.3 A person asked to withdraw from a meeting place will immediately withdraw from the place and will remain away until the end of the meeting or for a lesser period fixed by the Chairperson.

3.63.4 If a person contravenes clause 3.63.3, an authorised Council officer may, at the request of the Chairperson, exercise reasonable force to remove the person and keep the person away from the meeting place.

3.63.5 The use of mobile phones in the area set aside for the representatives of the media and the public in the Council Chambers or other meeting places is not permitted unless authorised by the Chairperson.

3.64 Adjournment for disorder

3.64.1 The Chairperson may adjourn a meeting of the Council or a committee for not more than 30 minutes and quit the Chair if an act of disorder arises at a Council or committee meeting and the meeting cannot properly continue.

3.64.2 On resumption of the meeting, the Chairperson will move a motion, which will be put without debate, to determine whether the meeting will proceed.

3.64.3 Where the motion is lost, the Chairperson will declare the meeting closed, and any outstanding matters will be referred to a future meeting.

3.65 Council officers - attendance at Council and Standing Committee meetings

3.65.1 The CEO and General Managers will be available to attend all Ordinary, Special and Standing Committee meetings of the Council.

3.65.2 Every Standing Committee may, before entering into discussion on any matter, call on the relevant Manager and/or the General Manager's nominee to be present at the discussion and the Manager or the General Manager's nominee will attend.

PART 6 RECORD OF MEETINGS**3.66 Agenda and minutes of meetings**

3.66.1 Agenda of a meeting of the Council or a Committee will include:

- a copy of any report whether by a committee member or a Council officer adopted by the meeting, excluding confidential reports; and
- a copy of any other documentary material necessary for a proper understanding of the proceedings of the meeting.

3.66.2 Minutes of a meeting of the Council or a committee must comply with *Section 254F* of the Regulation.

3.67 Audio and video recording of meetings

3.67.1 The Council may direct that an audio or video recording of a meeting of the Council or a committee be made for the purpose of verifying the accuracy of the minutes of the meeting.

3.67.2 An audio or video recording :

- may be used for the purpose of verifying the accuracy of the minutes of the meeting;
- after being used for that purpose will be dealt with as directed by the CEO; and
- where Council consents, will be made available to the public.

3.67.3 A person (other than the Council) will not, without the approval of the Chairperson, use an electronic recording or transmitting device or a mobile phone in the public gallery of a meeting place of a meeting of the Council or a committee.

3.67.4 If a Councillor or committee member wishes to be absent from a Council or committee meeting place during a meeting, the Councillor or committee member must apply to the Chairperson to participate by teleconference, at least three (3) business days prior to the meeting or as soon as practicable once the Councillor or committee member becomes aware of their intended absence. The Chairperson may allow a Councillor or committee member to participate in a meeting by teleconference.

3.67.5 A Councillor or committee member taking part by teleconference is taken to be present at the meeting if the Councillor or committee member was simultaneously in audio contact with each other person at the meeting. The attendance of the Councillor or committee member must be recorded in the minutes as present at the meeting.

PART 7 CLOSED MEETING**3.68 Closed meetings**

3.68.1 A Council meeting, and Standing Committee meeting and Advisory Committee meeting may resolve that a meeting be closed to the public if its Councillors members consider it necessary to discuss any of the following matters pursuant to *Section 254J(3)* of the Regulation:

- appointment, dismissal or discipline of a CEO;
- industrial matters affecting employees;
- the Council's budget, which does not include the monthly financial statements;
- rating concessions;
- legal advice obtained by the Council, or legal proceedings involving the Council, including for example, legal proceedings that may be taken by or against the Council;

- matters that may directly affect the health and safety of an individual or group of individuals;
- negotiations relating to a commercial matter involving the Council for which a public discussion could prejudice the interests of the Council;
- negotiations relating to the taking of land by the Council under the *Acquisition of Land Act 1967*;
- a matter that the Council is required to be kept confidential under a law of, or formal agreement with, the Commonwealth or a State; and
- a matter relating to the consideration of an investigation report for an investigation of a conduct breach given to the local government under Chapter 5A, Part 3, Division 5 of the Act.

Pursuant to *Section 252* of the Regulation, Council cannot resolve under *Section 254J* of the Regulation that a meeting at which a proposed expenses reimbursement policy is discussed (including its adoption or amendment, for example) be closed.

3.68.2 A Council meeting, Standing Committee meeting and Advisory Committee meetings cannot resolve that a meeting be closed where the meeting is informed of a Councillor's or committee member's personal interest in the matter by another person and the eligible Councillors or committee members at the meeting must decide by resolution whether the Councillor or committee member has a prescribed or declarable conflict of interest in the matter.

3.68.3 The meeting must not be closed if a quorum is lost due to the number of conflicted Councillors or committee members who leave the Council or committee meeting and the Council or committee must resolve to:

- delegate the consideration and decision on the matter, pursuant to *Section 257* of the Act unless the matter cannot be delegated;
- defer to a later meeting when a quorum may be available; or
- not to decide the matter and take no further action in relation to the matter unless the Act or another Act provides that the Council must decide the matter.

3.68.4 None of the above will be considered, discussed, voted on or made during a closed session.

3.68.5 If a closed session includes attendance by teleconference, the Councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting (a failure to do so could be a contravention of *Section 171(3)* of the Act).

3.68.6 To take an issue into a closed session, the Council or committee must abide by the following:

- pass a resolution to close all or part of the meeting;
- the resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered;
- if it is known in advance, the agenda should clearly identify that the matter may be considered in closed session, and an explanation of why the Councillors or committee at the meeting may consider it necessary to take the issue into closed session must be stated;
- not make a resolution while in a closed meeting (other than a procedural resolution).

3.69 Confidentiality

3.69.1 For the purposes of *Section 254J* of the Regulation, information obtained by a Councillor, committee member or Council officer at or during a closed meeting of the Council or a committee is deemed to be information that they know or should reasonably know is information that:

- is confidential to the Council, and
- the Council wishes to keep confidential.

4 DEFINITIONS

Act means the *Local Government Act 2009*

Advisory Committee means an Advisory Committee appointed by the Council pursuant to *Section 264* (Appointment of Committees) of the Regulation.

Audio link means facilities, including telephone, that enable reasonably contemporaneous and continuous audio communication between persons at different places.

Audio visual link means facilities, including closed-circuit television, that enable reasonably contemporaneous and continuous audio and visual communication between persons at different places.

Authorised Council officer means a person authorised by the Chief Executive Officer for the purpose of enforcing and maintaining order at a Council or committee meeting.

Business day means any day Monday to Friday.

Chairperson means:

- the Mayor in the case of a Council meeting; or
- the person appointed by the Council pursuant to *Section 267* (Chairperson of committee) of the Regulation as Chairperson of the Council or a Committee meeting; or
- a person acting in the position of Chairperson pursuant to this policy.

Chief Executive Officer ('CEO') means the person appointed and employed by the Council as its Chief Executive Officer pursuant to *Section 194* (Local Government Employees) of the Act.

Council officer means a person who is an employee of the local government or is otherwise engaged to provide services to the local government and whose duties include giving a recommendation or advice.

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

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

Day means any calendar day.

Deputation means a group of people appointed to undertake a mission or take part in a formal process on behalf of a larger group.

Mayor means the Mayor of the Council and includes any person acting in the position of the Mayor pursuant to the Act or this policy.

Media means regionally recognised media from a registered publication with a public distribution.

Member means in the case of:

- a Council meeting, Councillors of the Council; and
- a Council Standing Committee meeting, Councillors appointed to the Standing Committee by the Council; and
- an Advisory Committee, persons appointed to the Advisory Committee by the Council.

Non-member means:

- the Chief Executive Officer; or
- a Council representative nominated by the Chief Executive Officer; or
- a Council representative invited to a Council or Standing Committee or Advisory Committee meeting by the Chairperson of that meeting; or
- in the case of a Council meeting, a Standing Committee meeting or an Advisory Committee meeting, a person admitted to the meeting by the respective Council, Standing or Advisory Committee; or
- in the case of a Standing or an Advisory Committee meeting, a Councillor who is not a member of that Committee.

Ordinary meeting of the Council means:

- a post-election meeting of the Council which is required to be held under *Section 175* (Post-election meetings) of the Act; or
- a periodic meeting of the Council which is required to be held under *Section 257* (Frequency and place of meetings) of the Regulation.

Presentation means a speech or talk in which a new product, idea or piece of work is shown and explained to the audience.

Point of order means an objection to an action which:

- is in contravention of the Act; or
- is irrelevant; or
- was the matter the subject of discussion at a closed meeting of the local government; or
- otherwise prejudices the interests of the Council.

Procedural motion means a motion set out in this policy.

Quorum means a majority of local government Councillors as prescribed under *Section 259* of the Regulation.

Regulation means the *Local Government Regulation 2012*

Standing Committee means a Standing Committee appointed by the Council pursuant to *Section 264* (Appointment of Committees) of the Regulation.

Statutory notice of meeting means a notice of meeting to be given under *Section 254C* (Notice of meetings) of the Regulation.

5 LEGISLATIVE REFERENCE

Acquisitions of Land Act 1967 (Qld)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

6 RELATED DOCUMENTS

Best Practice Standing Orders for Local Government and Standing Committee Meetings

Code of Conduct for Councillors in Queensland

Councillor Conduct Examples for Queensland Local Governments Model Meeting Procedures

South Burnett Regional Council Acceptable Request Guidelines – Statutory004

South Burnett Regional Council Councillor Conduct Complaints Investigation Policy – Statutory028

South Burnett Regional Council Employee Code of Conduct – Statutory011

South Burnett Regional Council Expenses Reimbursement Policy for Councillors – Statutory002

South Burnett Regional Council Media Relations Policy – Statutory001

7 NEXT REVIEW

As prescribed by legislation or March 2027

Policy Name: Conduct of Council & Committee Meetings Policy
ECM ID: 2970058

Adoption Date: 20 August 2025

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Next Review Date: March 2027

8 VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	New policy	9 December 2015	1543853
2	Review of policy	15 November 2017	2477948
3	Review of policy – Legislation update	12 December 2018	2556631
4	Review of policy – Legislation update	25 November 2020	2727868
5	Administrative change replacing Social & Corporate Performance Branch with Corporate Services Branch as per Council Resolution 2021/296	24 March 2021	2427868
6	Administrative amendment – organisational review – resolution 2022/432	27 April 2022	2727868
7	Review of policy	23 November 2022	2727868
8	Review of policy – Legislation update	20 August 2025	2970058

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date: 20 August 2025

11.8 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL INSURANCE MANAGEMENT POLICY - STRATEGIC050**File Number:** 20-Aug-2025**Author:** Coordinator Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Insurance Management Policy – Strategic050.

SUMMARY

This policy provides the framework for the administration, management and coordination of Council's insurance, including policy coverage and claims for South Burnett Regional Council.

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Insurance Management Policy – Strategic050 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial and resource implications arise from this report which have not already been considered in the development of South Burnett Regional Council's (Council) annual budget.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2025-2030	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance, and open and transparent decision-making
Operational Plan 2025-2026	OPE8 - Deliver the Council Policy Governance Framework aligned to strategic planning and relevant legislation incorporating Council's policies, procedures, forms, and factsheets.
	OPE10 - Manage and maintain the legal proceedings/legal advice and corporate registers and maintaining the budget for engagement of legal services and promote a high standard of corporate responsibility, transparency and accountability in decision making at all levels of the organisation in the best interest of Council and the community aligning to legislation and Council policy.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The South Burnett Regional Council Insurance Management Policy – Strategic050 has been reviewed by the Office of the CEO and Corporate Services and discussed with councillors at a council workshop on 6 August.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Civil Liability Act 2003 (Qld)

Civil Liability Regulation 2014 (Qld)

Crime and Corruption Act 2001 (Qld)

Information Privacy Act 2009 (Qld)

Insurance Act 1973 (Qld)

Insurance Contracts Act 1984 (Cth)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Personal Injuries Proceedings Act 2002 (Qld)

Personal Injuries Proceedings Regulation 2014 (Qld)

Right to Information Act 2009 (Qld)

Workers' Compensation and Rehabilitation Act 2003 (Qld)

Workers' Compensation and Rehabilitation (QOTE) Notice 2024

Workers' Compensation and Rehabilitation Regulation (Qld)

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

This policy applies to all Council representatives to ensure all insurance claims are processed efficiently and effectively without jeopardising the liability of Council, its employees and related entities.

ATTACHMENTS

1. Insurance Management Policy - Strategic050 [↓](#) 



POLICY CATEGORY - NUMBER: Strategic050

POLICY OWNER: Corporate Services

ECM ID: 2852041

ADOPTED: 20 August 2025

Insurance Management Policy

NOTE: Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Corporate Services Branch. **A hard copy of this electronic document is considered uncontrolled when printed.**

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1. POLICY STATEMENT

This policy provides the framework for the administration, management and coordination of Council's insurance, including policy coverage and claims for South Burnett Regional Council ('Council').

2. SCOPE

This policy applies to all Council representatives. This policy applies to insurance liability claims managed by Council and within Council's insurance criteria.

3. GENERAL INFORMATION

The administration, management and coordination of Council's insurance involves:

- ensuring Council's insurance policy covers are renewed annually;
- seeking and providing assistance relating to queries regarding Council's insurance;
- coordination of notifications, claims and potential claims;
- maintaining the Insurance Notifications and Claims Register;
- reporting to Local Government Mutual Services ('LGMS') on research of Council's records relating to incidents; and
- Council's contact/liaison to insurance brokers, insurers, appointed loss assessors and legal advisors acting on behalf of Council's interest.

3.1. Policy Principles

Council ensures that all insurance claims are processed efficiently and effectively without jeopardising the liability of Council, its employees, and related entities. Claims are managed by Council's insurer in accordance with the terms and conditions of Council's various insurance policies.

Council's public liability insurance covers Council activities and does not extend to cover third party liability (for example members of the communities, community organisations, contractors, sporting groups, community events and the like).

It is in the public interest to spend public funds buying insurances, and paying applicable excesses or deductibles so that Council, its employees, and related entities may have:

- legal expenses covered;
- possibly some indemnity in relation to financial consequences (fines and penalties); or

- coverage should an accusation and/or investigation occur due to a perceived wrongdoing or shortcoming regarding carrying out the role and/or functions appointed or elected to perform.

Neither Council nor LGMS will offer indemnity where loss or damage arises due to:

- a corrupt conduct, misconduct or inappropriate conduct of a Council representative as defined under the *Local Government Act 2009* or the *Crime and Corruption Act 2001*.

3.2. Retrospective Operation

Council is a member of LGMS, and there is a retrospective effect to the insurance coverage provided.

3.3. Administration

All correspondence relating to Council's insurance will be coordinated through Corporate Services branch.

4. DEFINITIONS

Council means South Burnett Regional Council.

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

Councillors and officers' indemnity means insurance cover whereby Councillors and Council representatives are indemnified for any wrongful act committed by them in their official capacity.

Employment practices liability means the cover of damages and defence costs in the event of actions taken by employees relating to wrongful dismissal, discrimination, and sexual harassment.

Industrial special risks means the cover of all real property and personal property owned by Council. Personal property refers to money (for example bank notes, currency notes, cheques). Cover is provided for losses such as:

- fire and perils;
- personal effects of Councillors, administrators and Council officers whilst on Council premises;
- theft of property; or
- accidental damage.

Insurance notifications and claims register means a database managed by Council for recording insurance notifications and claims, processes, outcomes, and details required for statutory and Council reporting.

LGMS means Local Government Mutual Services which incorporates three (3) self-insurance schemes of Local government in Queensland – LGM Liability, LGM Assets and LGW Workcare.

Motor vehicle insurances means comprehensive insurance that covers all Council's plant and fleet as identified on Council's Motor Vehicle Schedule.

Personal accident insurance (Volunteers) means cover that is provided for volunteers where an accident occurs whilst performing duties on behalf of Council, including related travel to and from their place of residence. Council is required to maintain an attendance register for all volunteers.

Products liability cover means to provide indemnity in respect of legal liability for death, injury (including illness) and for any damage to property caused by or through the sale or supply of any commodity article or thing in connection with the relevant business or enterprise. Council's exposure for Products Liability is relative to most of Council's operations relating to the supply of services (for example water supply).

Public liability means a claim against Council for alleged negligent acts that have resulted in personal injury or damage to property.

Professional indemnity means allegations by third party claimants that Council has breached its duty in a professional capacity as opposed to an act of simple negligence, where no professional skills or knowledge are involved.

5. LEGISLATIVE REFERENCE

Civil Liability Act 2003 (Qld)

Civil Liability Regulation 2014 (Qld)

Crime and Corruption Act 2001 (Qld)

Information Privacy Act 2009 (Qld)

Insurance Act 1973 (Cth)

Insurance Contracts Act 1984 (Cth)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Personal Injuries Proceedings Act 2002 (Qld)

Personal Injuries Proceedings Regulation 2014 (Qld)

Right to Information Act 2009 (Qld)

Workers' Compensation and Rehabilitation Act 2003 (Qld)

Workers' Compensation and Rehabilitation (QOTE) Notice 2024

Workers' Compensation and Rehabilitation Regulation 2014 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Insurance Management Procedure – Procedure115

7. NEXT REVIEW

As prescribed by legislation or August 2028

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	28 September 2022	2852041
2	Review of policy	20 August 2025	2852041

Mark Pitt PSM

CHIEF EXECUTIVE OFFICER

Date: 20 August 2025

11.9 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL GIFTS AND BENEFITS POLICY - STRATEGIC002**File Number:** 20-Aug-2025**Author:** Coordinator Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Gifts and Benefits Policy – Strategic002.

SUMMARY

This policy provides guidelines to enable Council representatives to demonstrate appropriate conduct in the event of offering or being offered a gift or benefit in the course of their official duties, or whilst otherwise representing Council and outline the ethical considerations involved in the giving and receiving of gifts and benefits by Council representatives.

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Gifts and Benefits Policy – Strategic002 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial and resource implications arise from this report which have not already been considered in the development of South Burnett Regional Council's (Council) annual budget.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2025-2030	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance, and open and transparent decision-making
Operational Plan 2025-2026	OPE8 - Deliver the Council Policy Governance Framework aligned to strategic planning and relevant legislation incorporating Council's policies, procedures, forms, and factsheets.
	OPE10 - Manage and maintain the legal proceedings/legal advice and corporate registers and maintaining the budget for engagement of legal services and promote a high standard of corporate responsibility, transparency and accountability in decision making at all levels of the organisation in the best interest of Council and the community aligning to legislation and Council policy.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The South Burnett Regional Council Gifts and Benefits Policy – Strategic002 has been reviewed by Governance, Office of the CEO, Corporate Services and Senior Leadership Team and discussed with councillors at a council workshop on 6 August.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Code of Conduct for Councillors in Queensland

Local Government Act 2009 (Qld)

Local Government Electoral Act 2011 (Qld)

Local Government Regulation 2012 (Qld)

Public Interest Disclosure Act 2010 (Qld)

Public Sector Ethics Act 1994 (Qld)

Public Service Commission Directive No 22/09 Gifts and Benefits

Right to Information Act 2009 (Qld)

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

This policy ensures that Council representatives and related persons consider the giving and receiving of gifts or benefits to ensure ethical guidelines are adhered to in accordance with legislative requirements.

ATTACHMENTS

1. **Gifts and Benefits Policy - Strategic002** [↓](#) 



POLICY CATEGORY - NUMBER: Strategic002

POLICY OWNER: Governance

ECM ID: 2699935

ADOPTED: 20 August 2025

Gifts and Benefits Policy

NOTE: Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Corporate Services Branch. **A hard copy of this electronic document is considered uncontrolled when printed.**

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1. POLICY STATEMENT

This policy provides guidelines for South Burnett Regional Council ('Council') to enable Council representatives to demonstrate appropriate conduct in the event of offering, or being offered, a gift or benefit in the course of their official duties, or whilst otherwise representing Council and outline the ethical considerations involved in the giving and receiving of gifts and benefits by Council representatives.

2. SCOPE

This policy applies to all Council representatives. The related persons of Council representatives may be required to consider gifts and benefits in view of this policy and the possible impact on Council

3. GENERAL INFORMATION

Offers of gifts and benefits have the potential to affect, or be perceived to affect, the impartiality, integrity and objectivity that is necessary for Council representatives to perform their official duties effectively. The acceptance of benefits by a Council representative may be considered to be fraudulent or constitute corrupt conduct. This policy specifies the ethical obligations of Council representatives and how they relate to offers of gifts and benefits.

The guiding ethical principles are stipulated by the *Local Government Act 2009* ('Act'), *Local Government Regulation 2012* ('Regulation') and the *Public Sector Ethics Act 1994* and are further outlined in the Code of Conduct for Councillors in Queensland, Council's Employee Code of Conduct Policy - Statutory011, Employee Conflict of Interest Policy – Statutory048 and the Fraud and Corruption Prevention Management Policy Statutory021.

Council representatives must comply with the Public Service Commission ('PSC') Directive No. 22/09 Gifts and Benefits and its associated Guideline (as amended or replaced by the PSC from time to time) in respect to the treatment of benefits, gifts and rewards offered in connection with their duties. In part, the ethical principles require Council representatives to perform their official duties with integrity, in a way that demonstrates a proper concern for the public interest and without requesting or accepting a fee or any other benefit for performing an official act. Where a Council representative accepts or offers a gift or benefit, they must ensure these ethical principles are not breached.

In accordance with the Regulation, Council will maintain a Gifts and Benefits Register to record gifts and benefits refused, accepted or offered by Council or Council representatives (except for

those made in a personal capacity).

Council will provide risk-based training and supply information and reminders regularly to Council representatives for awareness of this policy and its associated procedure.

Council will maintain Register of Interests to record Statements of Interests, including relevant gifts or benefits accepted by Council representatives as determined by Council in accordance with the Act.

It is not appropriate for Council representatives to be offered or to accept gifts or benefits that affect, may be likely to affect or could reasonably be perceived to affect the independent and impartial performance of their official duties.

Council representatives must not ask for or encourage the giving of any form of gift or benefit in connection with the performance of official duties.

Council representatives must not accept any of the following, irrespective of its value:

- a gift of influence that is seen, or may be seen, to affect the performance of official duties, or otherwise influence, or be seen to influence decision-making or behaviour;
- a gift seen by the donor, or any reasonable observer, to interpret the Council representative may be under an obligation to the donor as a result of receiving the gift; and
- a gift that is not offered openly.

4. DEFINITIONS

Conflict of Interest means an issue about a conflict between a Council representative's personal interest and the Council representative's official duties with Council.

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

Gift/Benefit means items given and received in the course of official duties and include tangible (of lasting value for accounting purposes) and intangible (of no lasting value for accounting purposes) items. It does not include any gifts or benefits given or received under an appropriately approved employee health and well-being program or an appropriately approved rewards and recognition program.

Schedule 5 of the Regulation defines a gift as:

- (a) the transfer of money, the property or other benefit:
 - (i) without consideration; or
 - (ii) for a consideration substantially less than full consideration; or
- (b) a loan of money or other property made on a permanent or indefinite basis, other than an overdraft facility.

Related Persons means relevant to the Registers of Interest, a related person is defined by the Regulation as:

A person is related to a Councillor, Chief Executive Officer, Councillor Advisor or Senior Executive employee (the primary party) if:

- (a) the person is the primary party's spouse; or
- (b) the person is totally or substantially dependent on the primary party and -
 - (i) the person is the primary party's child; or
 - (ii) the person's affairs are so closely connected with the affairs of the primary party that a benefit derived by the person, or a substantial part of it, could pass to the primary party.

5. LEGISLATIVE REFERENCE

Code of Conduct for Councillors in Queensland

Local Government Act 2009 (Qld)

Local Government Electoral Act 2011 (Qld)

Local Government Regulation 2012 (Qld)

Public Interest Disclosure Act 2010 (Qld)

Public Sector Ethics Act 1994 (Qld)

Public Service Commission Directive No. 22/09 Gifts and Benefits

Right to Information Act 2009 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Declaration of Gifts and Benefits Form

South Burnett Regional Council Employee Code of Conduct – Statutory011

South Burnett Regional Council Employee Conflict of Interest Policy – Statutory048

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

South Burnett Regional Council Gifts and Benefits Procedure – Procedure003

Public Service Commission Directive 22/09 - Gifts and Benefits

7. NEXT REVIEW

As prescribed by legislation or August 2028

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	New Policy	9 December 2009	817542
2	Legislation Review	9 December 2015	1542131
3	Scheduled Review	21 February 2018	2815146
4	Internal audit recommendations and legislative review	15 July 2020	2699935
5	Administrative change replacing Social & Corporate Performance Branch with Corporate Services Branch as per Council Resolution 2021/296	24 March 2021	2699935
6	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2699935
7	Review of policy	19 July 2023	2699935
8	Review of policy	20 August 2025	2699935

Mark Pitt PSM

CHIEF EXECUTIVE OFFICER

Date: 20 August 2025

Policy Name: Gifts and Benefits Policy
ECM ID: 2699935

Adoption Date: 20 August 2025

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Next Review Date: August 2028

11.10 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL CUSTOMER SERVICE CHARTER - STRATEGIC018**File Number:** 20-Aug-2025**Author:** Coordinator Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Customer Service Charter – Strategic018.

SUMMARY

This policy provides the framework that supports how Council will respond to contact by customers of Council.

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Customer Service Charter – Strategic018 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial and resource implications arise from this report which have not already been considered in the development of South Burnett Regional Council's (Council) annual budget.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2025-2030	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance, and open and transparent decision-making
Operational Plan 2025-2026	OPE8 - Deliver the Council Policy Governance Framework aligned to strategic planning and relevant legislation incorporating Council's policies, procedures, forms, and factsheets.
	OPE10 - Manage and maintain the legal proceedings/legal advice and corporate registers and maintaining the budget for engagement of legal services and promote a high standard of corporate responsibility, transparency and accountability in decision making at all levels of the organisation in the best interest of Council and the community aligning to legislation and Council policy.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The South Burnett Regional Council Customer Service Charter – Strategic018 has been reviewed by Office of the CEO and Corporate Services and discussed with councillors at a council workshop on 6 August.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Acts Interpretation Act 1901 (Cth)

Information Privacy Act 2009 (Qld)

Local Government Act 2009 (Qld)

Local Government Electoral Act 2011 (Qld)

Local Government Regulation 2012 (Qld)

Privacy Act 1988 (Cth)

Right to Information Act 2009 (Qld)

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

This policy provides guidance for Council employees to ensure clear communication and internal processes are adhered to so that each customer of Council receives quality and timely service.

ATTACHMENTS

1. **Customer Service Charter - Strategic018** [↓](#) 



POLICY CATEGORY - NUMBER: Strategic018

POLICY OWNER: Customer Solutions

ECM ID: 2745004

ADOPTED: 20 August 2025

Customer Service Charter

NOTE: Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Corporate Services Branch. **A hard copy of this electronic document is considered uncontrolled when printed.**

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1. POLICY STATEMENT

This policy provides the framework that supports how the South Burnett Regional Council ('Council') will respond to contact by customers of Council.

2. SCOPE

This policy applies to all interactions between Council employees and customers of Council.

3. GENERAL INFORMATION

3.1. Service commitment

Council employees will communicate clearly and work collaboratively to refine the internal processes so that each customer receives quality and timely service.

Any general information and/or advice provided will be sourced from relevant legislation and Council's policies, procedures and factsheets.

Customer interactions and all reasonable service requests will be recorded in Council's business system to enable informative decision making and to allow Council to monitor the quality of the service provision.

Council will provide our customers with opportunities to comment and make suggestions on services and standards to assist Council to enhance the quality of services we provide.

Council is committed to protecting customer privacy, ensuring any personal information collected will be handled in accordance with the *Information Privacy Act 2009* and will be used for the purposes of liaising directly with customers on Council related matters. This information will not be disclosed to a third party without the customer's written consent, unless it is required by law.

3.1.1. General service principles

Council is committed to being accessible and responsive to all customers who seek assistance with a request for service, request for information or a complaint.

Council will:

- set, manage and communicate expectations for internal and external customers supporting each other to deliver these expectations; and

- promote and invest in safe workplaces and training, where Council employees can achieve high levels of service outcomes for its customers.

Council's processes and decision making will focus on objectivity, consistency, reliability, transparency and accountability with complaints taken seriously and used to improve service quality.

Council requests and queries can be submitted at any Council customer service centre, by telephone, Council's website mail, or email.

3.1.2. Service standards

Council employees will be rostered to ensure the continuation of service levels are kept during opening hours.

Council regards the timely response to customer telephone enquiries as a priority customer service standard providing an indication as to the anticipated timeframe in which Council will work to resolve the request or provide additional information.

At each point of contact, where possible in addition to providing written correspondence, Council encourages the Council employee responsible for the customer request to make contact by the customer's preferred method of contact.

Council employees will endeavour, where practicable, to resolve the request or transfer the telephone call to the first available Council employee within the relevant branch.

Customer requests are to be monitored by the Senior Leadership Team of Council, with an appropriate response time being a service standard of Council. Customer requests must be resolved as soon as reasonably appropriate or as legislatively required. Council employees must make every effort to engage in open, honest and transparent conversations with customers adhering to Council policy whilst meeting legislative requirements.

3.1.2.1. Telephone calls

Council employees will endeavour to answer a customer call within three (3) minutes.

When transferring calls, the customers information and the reason for the call will be relayed accurately to the relevant Council employee to efficiently handover the call.

Referral of calls to Council employees from customer service are to be regarded as a priority by Council employees, and Council employees are to make every reasonable effort to accept inbound calls.

If a Council employee is unable to answer the customer query immediately or the relevant branch is unable to accept the call, the customer's contact details will be recorded to ensure the enquiry or service request is acknowledged by the customer's preferred method of contact from the responsible branch within five (5) business days.

Where a call is referred to a Council branch, the relevant branch will respond using by the customer's preferred method of contact and provide the name of the branch and / or responsible officer and the anticipated timeframe for resolution. Customers submitting complex enquiries or service requests involving planning or scheduling of Council resources will receive regular updates whilst the request is open for action.

All inbound calls will be recorded. Customers will be advised that calls are recorded via an automated message at the commencement of each call. Inbound call recordings will be held for a fixed period of time determined by Council's storage capacity and business needs, after which time they will be automatically erased. Access to inbound call recordings will be controlled and limited to authorised Council representatives for Council purposes. Inbound call recordings remain the property of Council.

3.1.3. Written correspondence

All written correspondence once received by Council will be issued a reference number.

Customers submitting a written enquiry or service request will be provided with a reference number within five (5) business days by the customer's preferred method of contact.

The enquiry or service request will be acknowledged in writing or by the customer's preferred method of contact by the responsible branch within 10 business days providing the name of the branch and / or responsible officer and an anticipated timeframe for resolution.

Customers submitting complex enquiries or service requests involving planning or scheduling of Council resources will receive regular updates whilst the request is open for action.

Written correspondence should be submitted at any Council customer service centre, by email or mail.

3.1.4. Social media

Council will respond to general enquiries submitted through Council social media platforms during business hours. Social media may be monitored but not active outside of business hours.

Requests for service should be lodged directly with Council at any Council customer service centre, by telephone, Council website, email or mail.

3.1.5. In person

Customers who present to a Council customer service centre with a straightforward request for factual and easily accessible information, forms or general advice will be assisted at the time of enquiry.

Requests which require follow up or response from another branch will be lodged as a customer request. A reference number will be provided to the customer at that time. The request will be acknowledged by the relevant branch within 10 business days by their customer's preferred method of contact.

Where a request is referred to a Council branch, the relevant branch will provide the name of the branch and / or responsible officer and an anticipated timeframe for resolution.

Customers requiring technical advice will be supplied information by the customer's preferred method of contact. In person appointments will be made by mutual agreement and are of most value where customer requests are complex allowing opportunity for further questions and clarity.

Customers will be provided a detailed outcome of their request by the customer's preferred method of contact when request is closed.

Customers who identify as a person with a disability should, where appropriate, advise the Council employee who will endeavour to respond effectively to the customer's need for assistance.

3.1.6. Exclusions or exemptions

In accordance with legislation or policy, applications / permits / items of correspondence forwarded to Council may require processing in various ways and alternate timeframes exist for these matters. Requests with timeframes listed in legislation or policy will be adhered to and the customer will be advised in the acknowledgment correspondence and/or by the customer's preferred method of contact.

3.2. Hours of operation

Council's customer service functions will be available during Council's advertised hours of operation (8:30am to 4:30pm Monday to Friday). An after-hours telephone service through the main telephone number will be provided to enable customers to contact Council outside normal business hours for urgent matters.

3.2.1. Requests that are unreasonable or abusive

Council employees are trained to deal fairly, objectively and empathetically with all customers. However, in some cases a customer's conduct can go beyond what is acceptable.

Council employees reserve the right to terminate a telephone call or contact in-person with customers behaving unreasonably.

Council identifies five (5) main types of unreasonable behaviours:

- unreasonable persistence;
- unreasonable demands;

- unreasonable lack of cooperation;
- unreasonable arguments; and
- unreasonable behaviours.

If further action is considered necessary by the Chief Executive Officer, appropriate measures will be put in place to protect Council employees and the general public. The customer will be advised of the measures put in place by Council and the reason for the measures.

4. DEFINITIONS

Business day means a day that is not a Saturday, a Sunday or a public holiday in Council and commences the day after contact with Council. For the purposes of this policy only, this definition is extended to include contracted personnel who are performing work under direction and control of Council.

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

Customer means any person or organisation that has any interaction with Council. This includes but not limited to residents, ratepayers, business operators, government officers and elected representatives.

Customer request means a request for provision of a Council service that a member of the public may generally make such as a road repair request or the reporting of a non-compliance issue.

5. LEGISLATIVE REFERENCE

Acts Interpretation Act 1901 (Cth)

Information Privacy Act 2009 (Qld)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Privacy Act 1988 (Cth)

Right to Information 2009 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Complaints Management Policy – Statutory 040

South Burnett Regional Council Employee Code of Conduct – Statutory 011

South Burnett Regional Council Information Privacy Policy – Statutory 038

South Burnett Regional Council Unreasonable Customer Conduct Policy – Strategic033

South Burnett Regional Council Workplace Health and Safety Policy – Statutory 015

7. NEXT REVIEW

As prescribed by legislation or June 2026

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	New Policy	29 July 2009	536218
2	Revised Policy	24 February 2021	2745004
3	Administrative change replacing Social & Corporate Performance Branch with Corporate Services Branch as per Council Resolution 2021/296	24 March 2021	2745004

Policy Name: Customer Service Charter
ECM ID: 2745004

Adoption Date: 20 August 2025

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Next Review Date: June 2026

4	Administrative change replacing Customer Contact team with Customer Service team as per Council Structure	24 March 2021	2745004
5	Review of policy	20 August 2025	2745004

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date: 20 August 2025

12 FINANCE & LIVEABILITY**12.1 MONTHLY FINANCIAL INFORMATION - JULY 2025**

File Number: 20/08/2025

Author: Financial Accountant

Authoriser: Chief Executive Officer

PRECIS

Monthly financial report as at 31st July 2025

SUMMARY

The following information provides Council's current position as at 31st July 2025.

OFFICER'S RECOMMENDATION

That the monthly Financial Report as at 31st July 2025 be received and noted.

FINANCIAL AND RESOURCE IMPLICATIONS

Tracking actual revenue and expenditure compared to original budget as adopted by Council on the 16th July 2025.

LINK TO CORPORATE/OPERATIONAL PLAN

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Monitored and reviewed by budget managers.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Monthly financial report prepared in accordance with Section 204 of the *Local Government Regulation 2012*.

The budget review has been undertaken in accordance with Section 170(3) of *Local Government Regulation 2012*.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

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

ASSET MANAGEMENT IMPLICATIONS

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

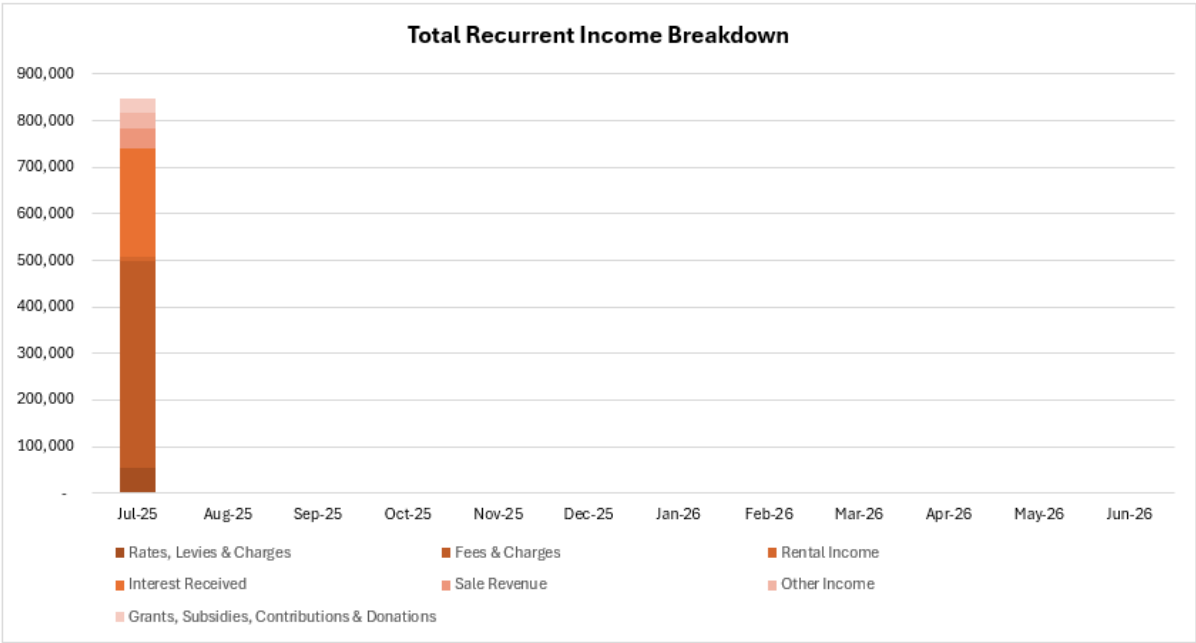
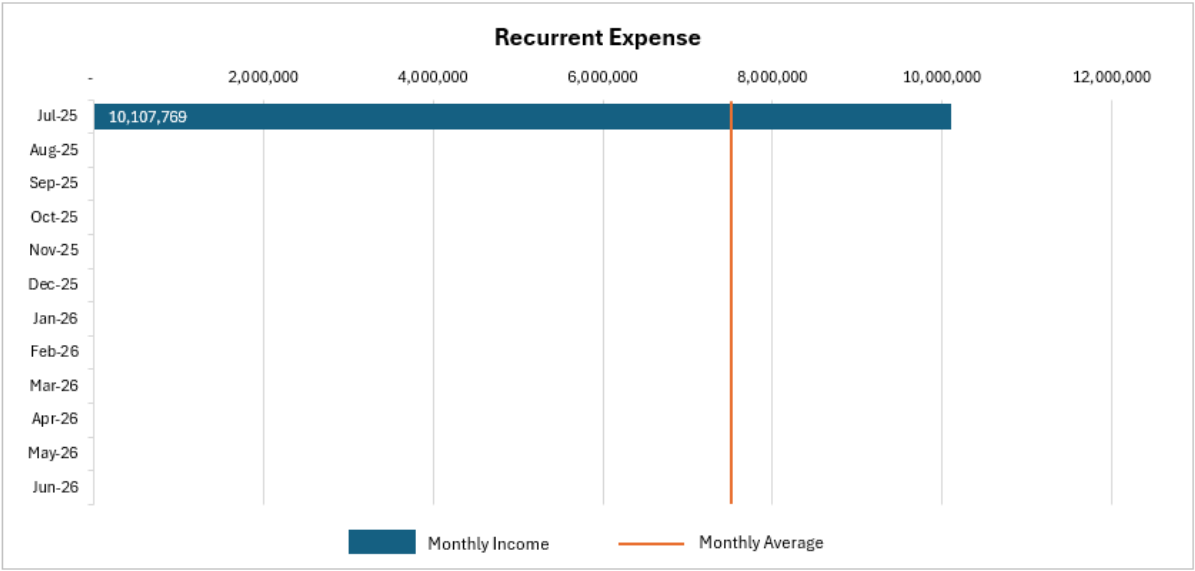
REPORT

Accrual journals to process revenue and expenditure that is currently sitting in the 2025/26 year actuals, but are relating to the 2024/25 year, are still to be completed at the time of collating this report. This could mean that both income and expenditure as shown in this report may decrease once these have been completed. These will be completed by the end of August.

- With July being the start of the financial year, only 8% of the financial year is complete, therefore this is the target for benchmark.
- Total Recurrent Revenue is currently sitting at 1% compared to the original budget.
- This is made up of Recurrent Income currently tracking at:
 - Rates Levies & Charges 0% ■
 - Fees and Charges 7% ■
 - Rental Income 1% ■
 - Interest Received 8% ■
 - Sales Revenue 1% ■
 - Other Income 3% ■
- Total Recurrent Expenditure is sitting at 11% compared to the original budget.
- This is made up of Recurrent Expenditure currently tracking at:
 - Employee Benefits 10% ■
 - Materials and Services 22% ■
 - Finance Costs 9% ■
 - Depreciation 0% ■

Income and Expenditure Trends:

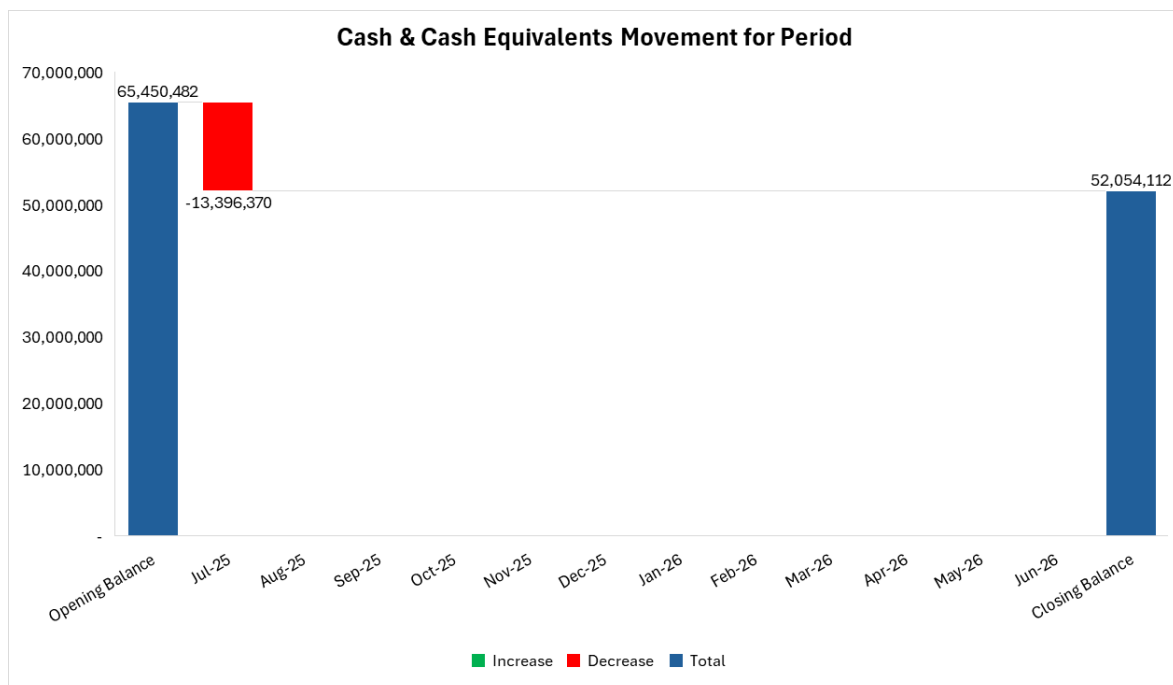
Actuals vs 12 Month Average				
	\$	\$	\$	%
	Jul-25	12 Month Avg	+/- Avg Month	+/- Avg Month
Income				
Recurrent Revenue	848,711	7,214,423	(6,365,712)	-88% ↓
Capital Revenue	-	1,035,501	(1,035,501)	-100% ↓
Total Income	848,711	8,249,924	(7,401,213)	-90% ↓
Expense				
Recurrent Expense	10,107,769	7,506,861	2,600,908	35% ↓
Capital Expense	(8,409)	(35,333)	26,924	-76% ↓
Total Expense	10,099,360	7,471,528	2,627,832	35% ↓
Net Result	(9,250,649)	778,396	(10,029,046)	-1288% ↓
Net Operating Result	(9,259,058)	(292,438)	(8,966,620)	3066% ↓

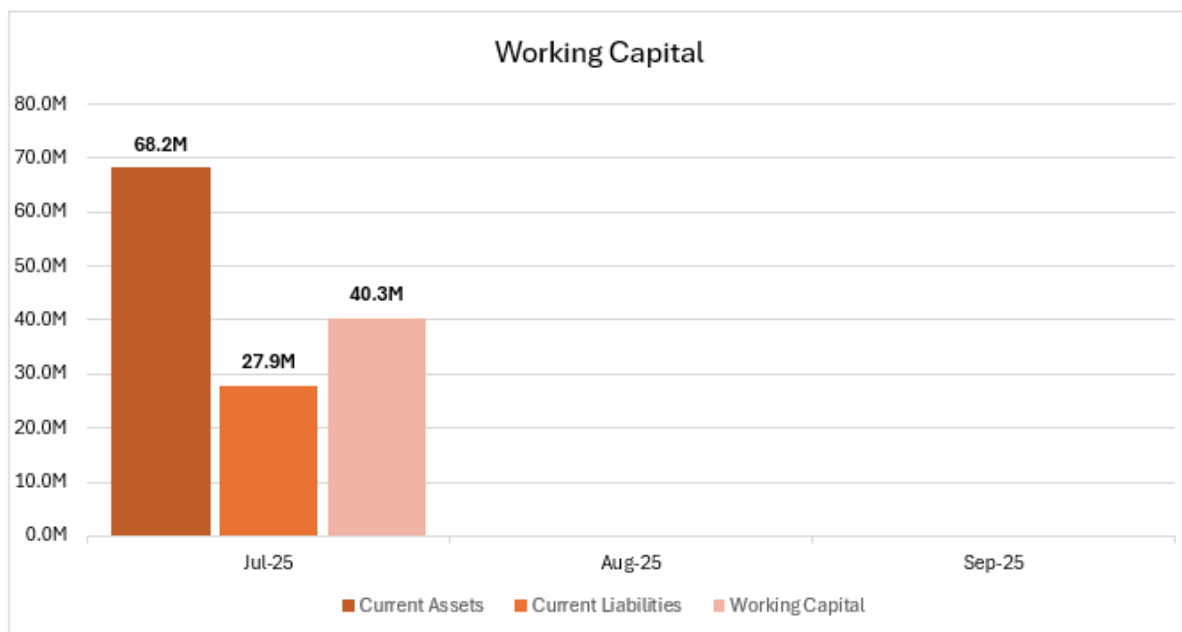
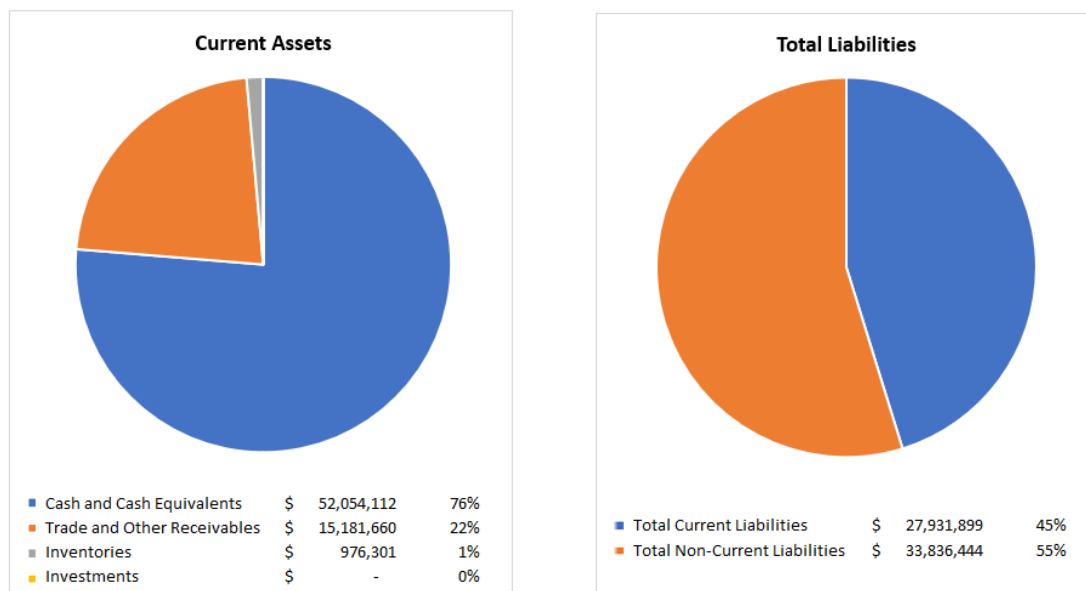


Profit & Loss - Overview

	Jul-25
Recurrent Income	848,711
Capital Revenue	-
Total Income	848,711
Recurrent Expense	10,107,769
Capital Expense	(8,409)
Total Expense	10,099,360
Net Profit/(Deficit)	(9,250,649)
Net Operating Result	(9,259,058)

- End of year accruals and journals will be processed during August, in preparation for the financial statements and external audit.
- Depreciation has not been run for July 2025 as yet.
- Council's current cash holdings at the end of July 2025 were \$52.054m with \$30.82m of this currently classed as restricted cash. The overall balance is down from last month by \$13.396m.





- Ratios at the end of July are affected by accruals and contract asset and liability journals which are still in progress. There are three ratios which are currently outside their respective targets. These are:
 - Operating Cash Ratio currently 2.10 (target of ≥ 3 months)
 - Debt Servicing Ratio currently 32.03% (target of $\leq 10\%$)
 - Interest Coverage Ratio currently 9.16% (target of between 0% and 5%)
- Council's capital expenditure program will change based on accrual journals that are still to be completed for the 2025/26 year.
- Auditors will be on site during September to perform their end of year testing.

ATTACHMENTS

1. Monthly Financial Information - July 2025 [↓](#) 



South Burnett Regional Council

Monthly Financial Report

July 2025



Executive Summary

This monthly report is designed to illustrate the interim financial performance and position of South Burnett Regional Council compared to the original budget, at an organisational level, for the period ended 31 July 2025.

Accrual journals to process revenue and expenditure that is currently sitting in the 2025/26 year actuals, but are relating to the 2024/25 year, are still to be completed at the time of collating this report. This could mean that both income and expenditure as shown in this report may decrease once these have been completed. These will be completed by the end of August.

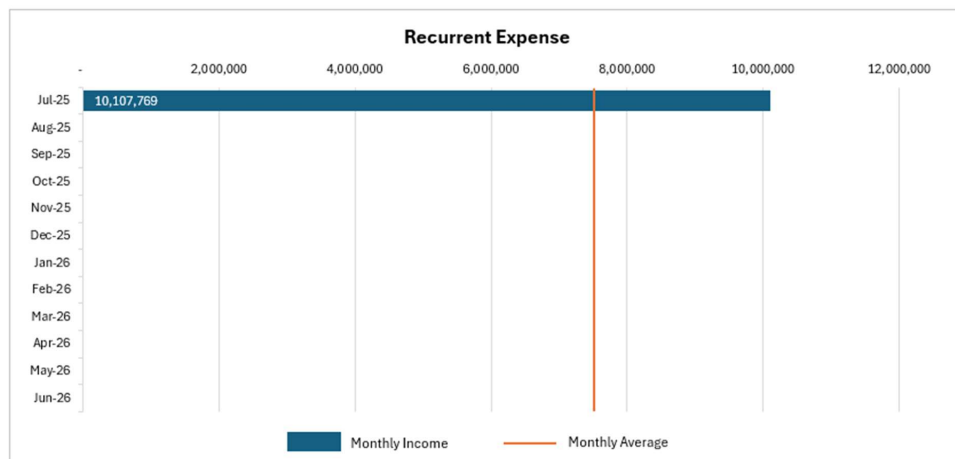
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Income and Expenditure Trends:

Actuals vs 12 Month Average

	\$	\$	\$	%
	Jul-25	12 Month Avg	+/- Avg Month	+/- Avg Month
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Executive Summary

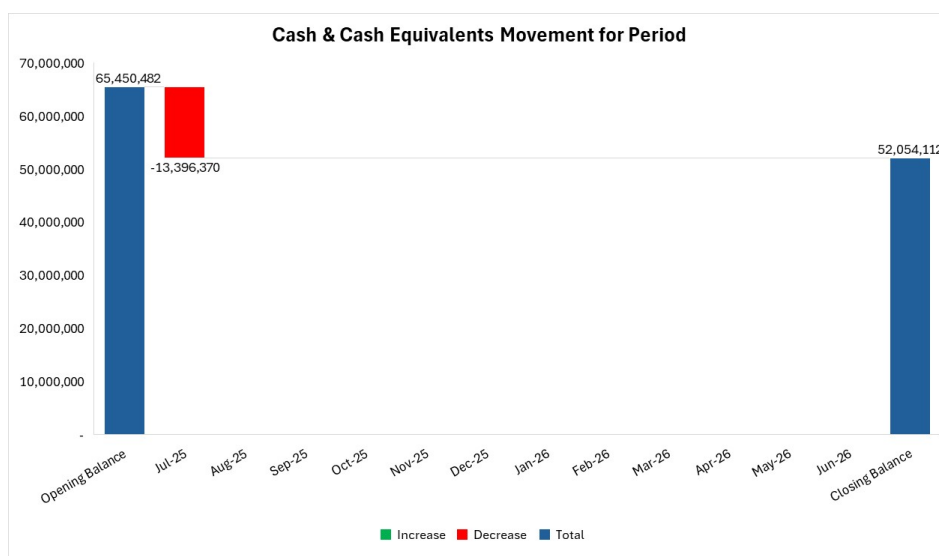


Executive Summary

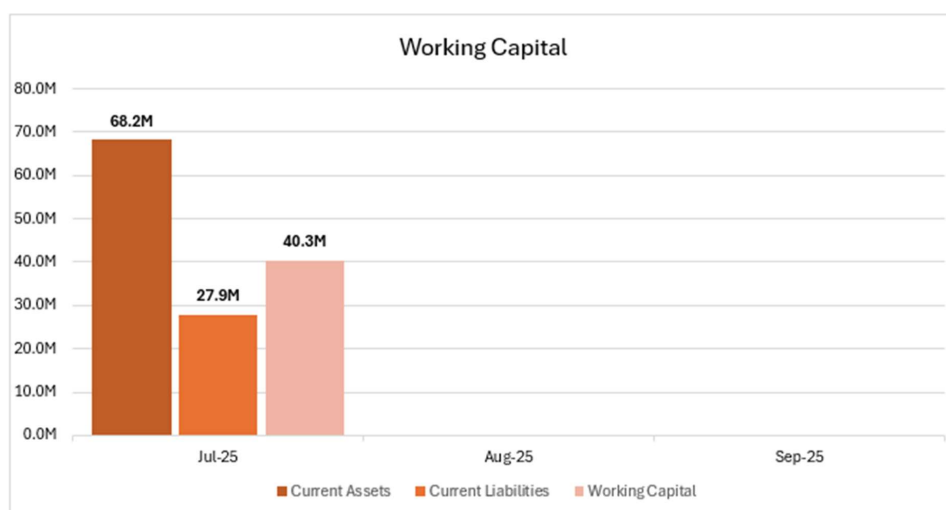
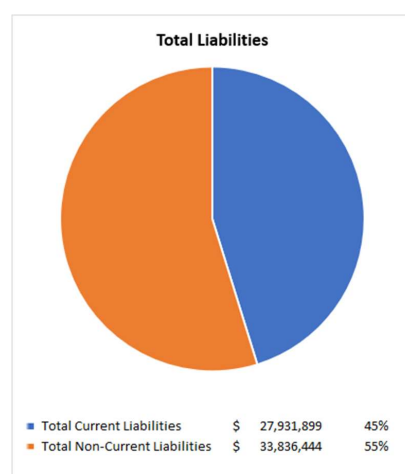
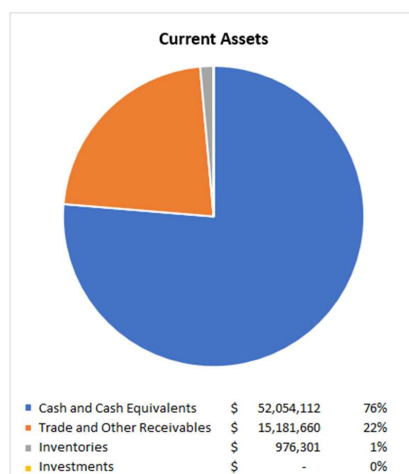
Profit & Loss - Overview

	Jul-25
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Capital Revenue	-
Total Income	848,711
Recurrent Expense	10,107,769
Capital Expense	(8,409)
Total Expense	10,099,360
Net Profit/(Deficit)	(9,250,649)
Net Operating Result	(9,259,058)

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- Depreciation has not been run for July 2025 as yet.
- Council's current cash holdings at the end of July 2025 were \$52.054m with \$30.82m of this currently classed as restricted cash. The overall balance is down from last month by \$13.396m.



Executive Summary



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 - Operating Cash Ratio currently 2.10 (target of ≥ 3 months)
 - Debt Servicing Ratio currently 32.03% (target of $\leq 10\%$)
 - Interest Coverage Ratio currently 9.16% (target of between 0% and 5%)
- Council's capital expenditure program will change based on accrual journals that are still to be completed for the 2025/26 year.
- Auditors will be on site during September to perform their end of year testing.

Executive Summary

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1.0 Interim Statement of Financial Performance (Income Statement)

Statement of Comprehensive Income

as at 31 July 2025
8% of Year Complete

	2026	Original Budget	Variance
	\$	\$	%
Income			
Revenue			
Recurrent Revenue			
Rates, Levies and Charges	55,454	63,638,122	0%
Fees and Charges	443,530	6,424,845	7%
Rental Income	8,373	610,999	1%
Interest Received	233,438	3,058,000	8%
Sales Revenue	43,886	3,600,000	1%
Other Income	33,676	1,219,700	3%
Grants, Subsidies, Contributions and Donations	30,353	8,021,411	0%
	848,711	86,573,076	1%
Capital Revenue			
Grants, Subsidies, Contribution and Donations	-	12,426,015	0%
Total Income	848,711	98,999,091	1%
Expenses			
Recurrent Expenses			
Employee Benefits	2,842,403	28,780,703	10%
Materials and Services	7,124,648	32,500,740	22%
Finance Costs	140,719	1,620,456	9%
Depreciation and Amortisation	-	27,180,435	0%
	10,107,769	90,082,334	11%
Capital Expense	(8,409)	(424,000)	2%
Total Expense	10,099,360	89,658,334	11%
Net Result	(9,250,649)	9,340,757	
Net Operating Result	(9,259,058)	(3,509,258)	

1.1 Operating Income Statement Split by Department

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

	Total Revenue			Total Expenditure		
	Actual	Original Budget	%	Actual	Original Budget	%
Water	\$ 70,929	\$ 13,627,902	1%	\$ 824,913	\$ 13,094,696	6%
Wastewater	\$ 18,086	\$ 8,139,101	0%	\$ 351,609	\$ 6,531,315	5%
Waste	\$ 13,892	\$ 10,164,244	0%	\$ 856,284	\$ 9,897,847	9%
Plant and Fleet	\$ -	\$ 199,875	0%	\$ 426,843	\$ 1,258,604	34%
Genops	\$ 745,803	\$ 54,441,955	1%	\$ 8,501,807	\$ 61,817,081	14%
Total	\$ 848,711	\$ 86,573,076	1%	\$ 10,107,769	\$ 90,082,334	11%

Revenue

- All revenue items are currently tracking below the target of 8% which is generally consistent with the same time period from prior years.
- Water, Wastewater, Waste and Genops are affected by timing in the revenue received from rates being levied. The first 6 monthly rates levy will be processed in August.
- Waste is affected by timing in waste disposal revenue as invoices for July have not yet been raised. Income for June 2025 invoices have not yet been accrued back into the 23/24 year and as such will be affecting the July 2025 figures above.
- Genops is sitting below the target at 1% and is largely affected by the 2025/26 Financial Assistance Grant being received in June 2025. This revenue source will also be affected by income received from Queensland Reconstruction Authority and DTMR for flood restoration works.

Expenditure

- Three departments are tracking above the target of 8% for the month. These are Waste, Genops, and Plant & Fleet. These departments will be affected by 2024/25 invoices that have yet to be accrued back into the 2024/25 year. This process is currently underway and will be completed by end of August.
- Expenditure for Fleet is affected by timing of yearly registration and insurance bills as well as timing in use of internal plant by departments for the month.
- Genops continues to be affected by the timing in expenditure compared to budget for the various weather events. This will be offset by grant income.
- Genops is also affect by timing in annual expenses such as insurance, workers compensation premiums and annual software licences.

1.2 Revenue

1.2.1 Rates Levies and Charges

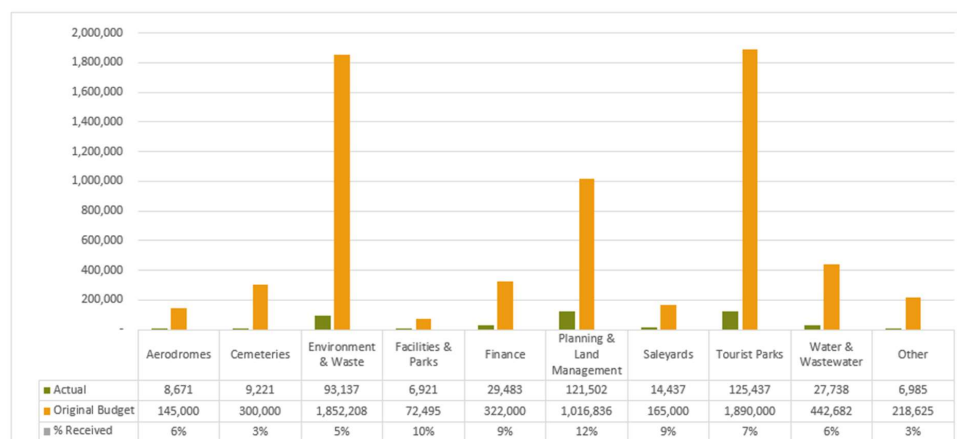
This item shows South Burnett Regional Council's total net income from general rates, service charges (water, sewerage and waste) and special charges.

<i>Rates or Charges</i>	<i>Actuals</i>	<i>Original Budget</i>
General Rates	-\$ 4,033	\$ 33,946,020
Quarry Special Charge	\$ -	\$ 27,871
Water Charges	\$ 57,507	\$ 13,235,416
Sewerage Charges	-\$ 208	\$ 8,039,951
Waste Collection Charges	\$ 2,120	\$ 3,907,974
Community Rescue and Evacuation Levy	\$ 7	\$ 90,000
Waste Management Levy	\$ 312	\$ 4,390,890
Memerambi Estate Levies	-\$ 252	\$ -
Total	\$ 55,454	\$ 63,638,122

As at 31 July 2025, rates, levies and charges are tracking at 1%. This is due to the timing of the first 6 monthly rates levy which is due to be issued in August. The General Rates and Sewerage Charges values relate to discounts given on supplementary rates notices. The Memerambi Estate levies credit amount relates to refund of interest due to payment of levies.

1.2.2 Fees and Charges

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



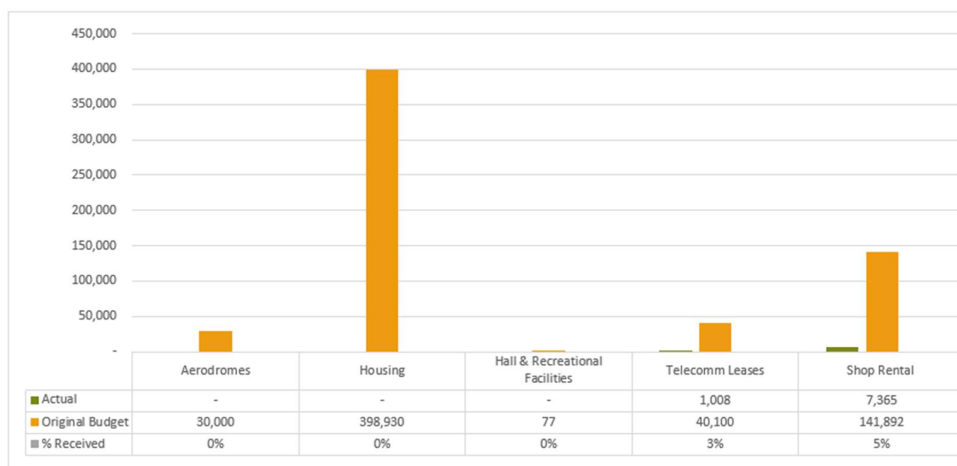
As of 31 July 2025, fees and charges are tracking just below target at 7%. July accruals for waste disposal are still to be completed. Main factors affecting the fees and charges figures are:

- Environment and Waste is affected by timing of monthly invoices for waste disposal which is offset by yearly food licences.
- Finance is above target due to volume of rates certificates and property transfers.
- Water & Waste Water are below target as the yearly trade waste permits have not been invoiced yet.

1.2.3 Rental Income

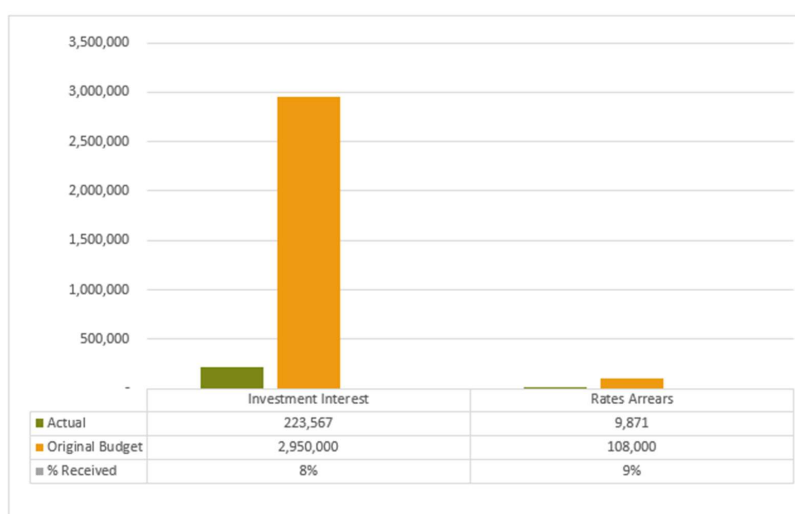
Council operates various facilities from which it derives a rental income such as commercial premises, caravan parks, community housing and airport.

As of 31 July 2025, rental income is tracking at 1% due to timing in annual rental of various facilities. Lease prepayments and July rental invoices are yet to be completed.



1.2.4 Interest Received

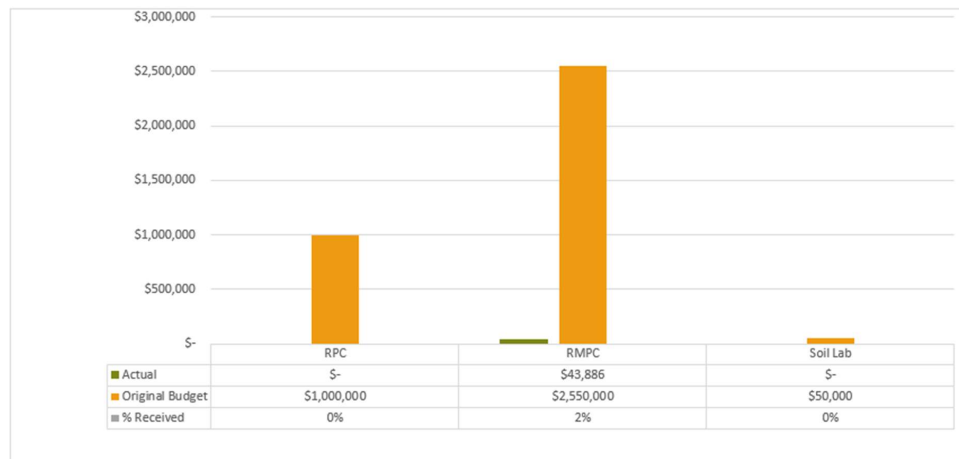
Interest revenue includes interest on investments and rate arrears. As of 31 July 2025, interest received is tracking on target at 8%.



1.2.5 Sales Revenue

Sales revenue is income received from undertaking work for Main Roads, private works and recoverable works conducted by the Soil Laboratory. As of 31 July 2025, sales revenue is tracking below target at 1%.

This income stream is largely affected by timing of when RPC and RMPC works for this financial year are scheduled to be performed. Claims of approximately \$258k were in progress at the end of July 2025.



1.2.6 Other Income

Other income is sundry income derived from all other sources.

As of 31 July 2025, other income is tracking below target at 3%. Reasons surrounding this can be found below.



- Fines are above target due to fluctuations in number of infringements throughout the year. There is a possibility that this value will decrease in the future if fines are sent to the State Penalties Enforcement Registry (SPERS) for collection.
- Scrap steel is picked up sporadically during the year and so has a timing factor.
- Misc other includes Legal recovery income which is invoiced during the year based on debt collection activities.

1.2.7 Operational Grants

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

As of 31 July 2025, operating grants are tracking below target at 0.4% due to end of year contract asset and liability journals not having been performed as yet.

1.2.8 Capital Grants

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

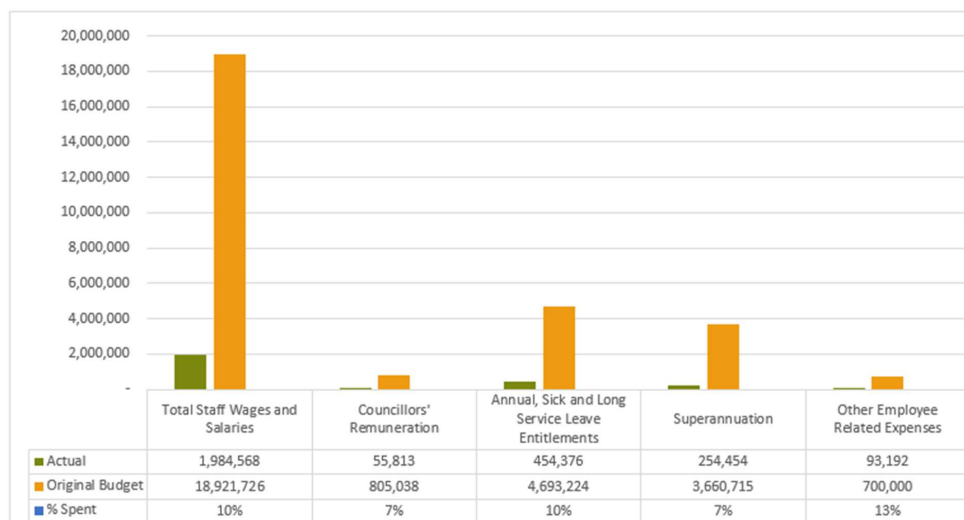
As of 31 July 2025, capital grants are tracking below target at 0%. Contract asset and contract liability reconciliations still need to be performed for the end of financial year, as well as contract asset and contract liability movements for July, which will have an impact on these figures.

1.3 Expenditure

1.3.1 Employee Benefits

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

As of 31 July 2025, employee benefits are tracking above target at 10%.



1.3.2 Materials and Services

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

As of 31 July 2025, materials and services are tracking above target at 22%. This will change as creditor accruals and prepayments are taken into account.

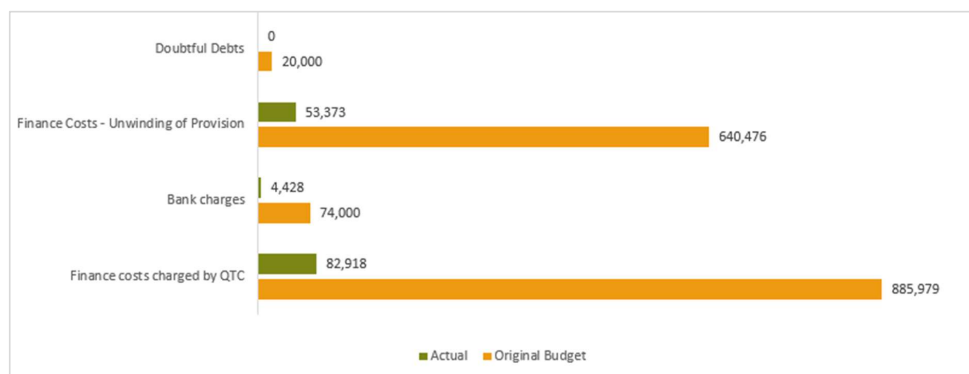
Description	Actual	Original Budget	% Spent
Donations	20,521	714,610	3%
Materials	3,294,236	22,458,797	15%
Services	3,976,509	11,948,972	33%
Internal Plant Charges	712,259	7,021,345	10%
Internal Plant Recoveries	- 878,877	- 9,642,983	9%
	7,124,648	32,500,740	

- Various monthly invoices, including electricity, water usage and waste collection charges, will need to be accrued back into the 2024/2025 financial year which will reduce these figures.
- A majority of variances seen in the materials category so far relate to timing of when invoices are received including timing of yearly insurances and fleet registrations.
- Expenditure of \$2.63m is associated with the various weather events and will be offset by income from Queensland Reconstruction Authority (QRA) once the contract asset and liability adjustments have been made for the month.
- There is a degree of timing for waste collection and water usage invoices as they have not yet been received.

1.3.3 Finance Costs

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

As of 31 July 2025, finance costs are tracking just above target at 9%.



1.3.4 Depreciation

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

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

As of 31 July 2025, depreciation expense was below target at 0% as no manual depreciation journals for July have been completed as yet. Asset records will not be rolled into the new financial year until the external audit has been performed, which means actual depreciation for July won't be run until October.

No capitalisation of projects will occur for this financial year until after the external Auditors have finalised their review of Council's financial statements for the 2024/2025 year.

1.3.5 Capital Expense

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

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

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

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

Capital expense is sitting at -\$8.4k as at 31 July 2025. This is made up of sales income for fleet items.

Capital Expense	Actual	Original Budget
INCOME		
Fleet	- 8,409	- 424,000
DISPOSALS		
Roads		-
Fleet		-
Land		-
Buildings		-
Water		-
Wastewater		-
Miscellaneous		-
	- 8,409	- 424,000

2.0 Interim Statement of Financial Position (Balance Sheet)

Statement of Financial Position

as at 31 July 2025

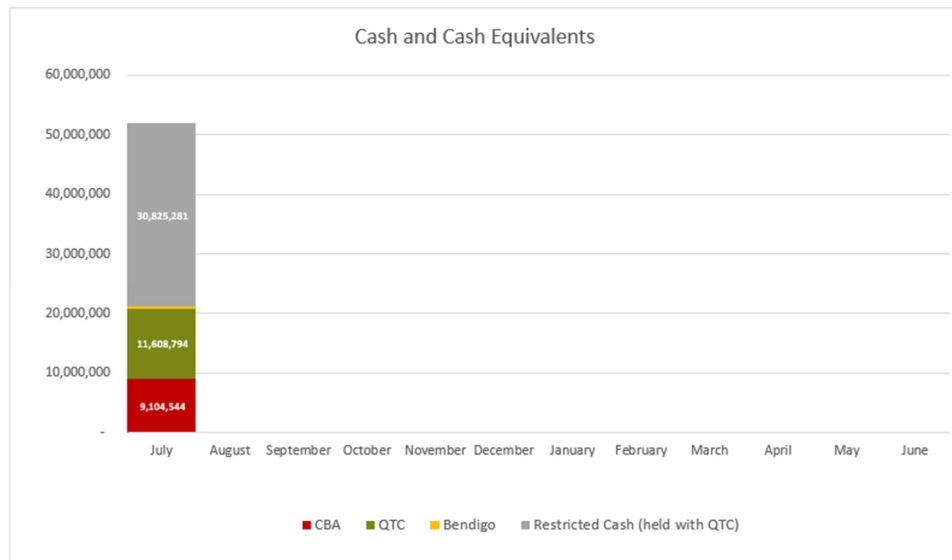
	2025 JULY \$	Original Budget \$
Current Assets		
Cash and Cash Equivalents	52,054,112	57,437,178
Trade and Other Receivables	15,181,660	11,078,525
Inventories	976,301	994,965
Investments	-	-
Total Current Assets	68,212,073	69,510,668
Non-Current Assets		
Trade and Other Receivables	305,474	-
Property, Plant and Equipment	1,118,842,972	1,193,318,557
Right of Use Asset	707,595	675,781
Intangible Assets	6,234,639	6,226,681
Total Non-Current Assets	1,126,090,679	1,200,221,019
TOTAL ASSETS	1,194,302,753	1,269,731,687
Current Liabilities		
Trade and Other Payables	18,883,016	19,962,025
Borrowings	3,116,492	3,415,839
Lease Liabilities	20,755	22,704
Provisions	5,880,297	3,857,201
Unearned Revenue	-	2,968,685
Other Liabilities	31,340	1,540,243
Total Current Liabilities	27,931,899	31,766,697
Non-Current Liabilities		
Trade and Other Payables	-	-
Borrowings	17,338,978	13,699,535
Lease Liabilities	731,100	711,416
Provisions	12,746,281	13,382,312
Other Liabilities	3,020,085	-
Total Non-Current Liabilities	33,836,444	27,793,262
TOTAL LIABILITIES	61,768,343	59,559,959
NET COMMUNITY ASSETS	1,132,534,410	1,210,171,728
Community Equity		
Retained Surplus/(Deficiency)	450,197,667	474,807,627
Asset Revaluation Surplus	682,336,743	735,364,101
TOTAL COMMUNITY EQUITY	1,132,534,410	1,210,171,728

2.1 Current Assets

2.1.1 Cash and Cash Equivalents

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

As of 31 July 2025, Council's actual cash and cash equivalents balance was \$52.05m, which is down by from last month's \$64.24m by \$12.19m. The below table shows the breakup of this balance sheet element (excluding cash drawers).

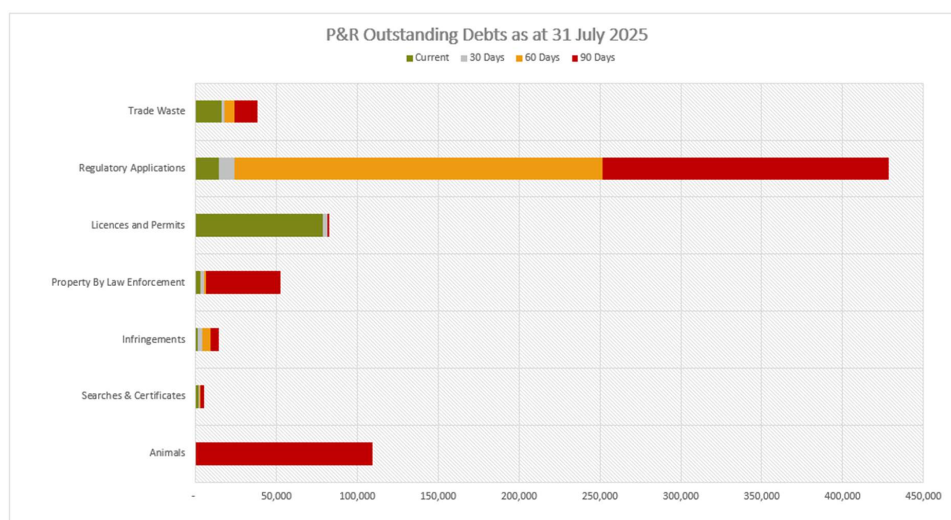


As at the 31 July 2025, the restricted cash balance was \$30.82m. Final end of financial year adjustments for restricted cash are not yet finalised, which will change these figures once that process has been completed.

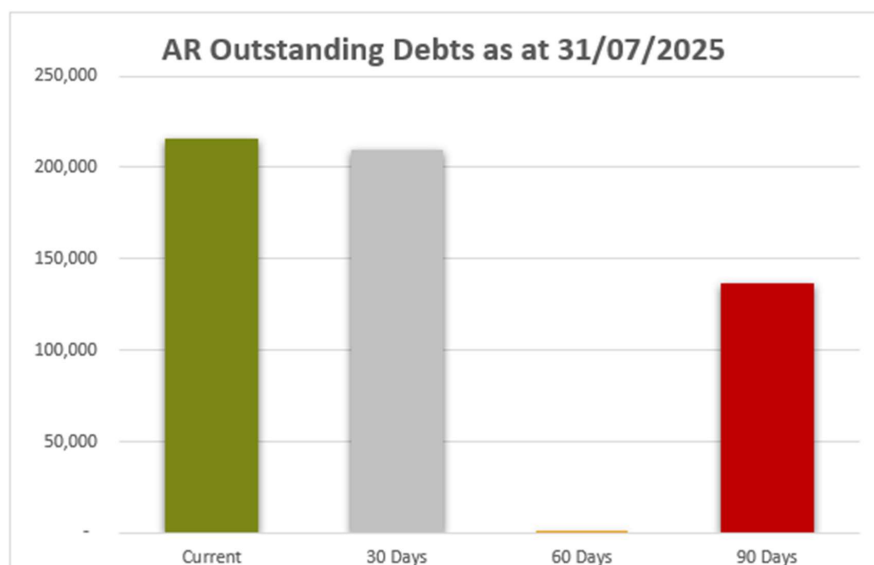
RESTRICTED CASH	Jun-25	Jul-25	Difference
Recurrent Expenditure	641,345	641,345	-
Future Capital Works			-
Roads	3,144,182	3,144,182	-
Buildings	3,557,986	3,557,986	-
Waste	5,240,252	5,240,252	-
Land	25,322	25,322	-
Plant & ICT	5,165,189	5,165,189	-
Water	5,293,421	5,293,421	-
Wastewater	5,564,340	5,564,340	-
Unspent - Developer Contributions	1,819,144	1,819,144	-
Unspent - Loan Funds	374,100	374,100	-
Total	30,825,281	30,825,281	-

2.1.2 Trade and Other Receivables

Current trade and other receivables are made up of notices and invoices that have been issued but cash has not yet been collected. The below tables show the breakdown of the components in this balance sheet element – excluding rates.



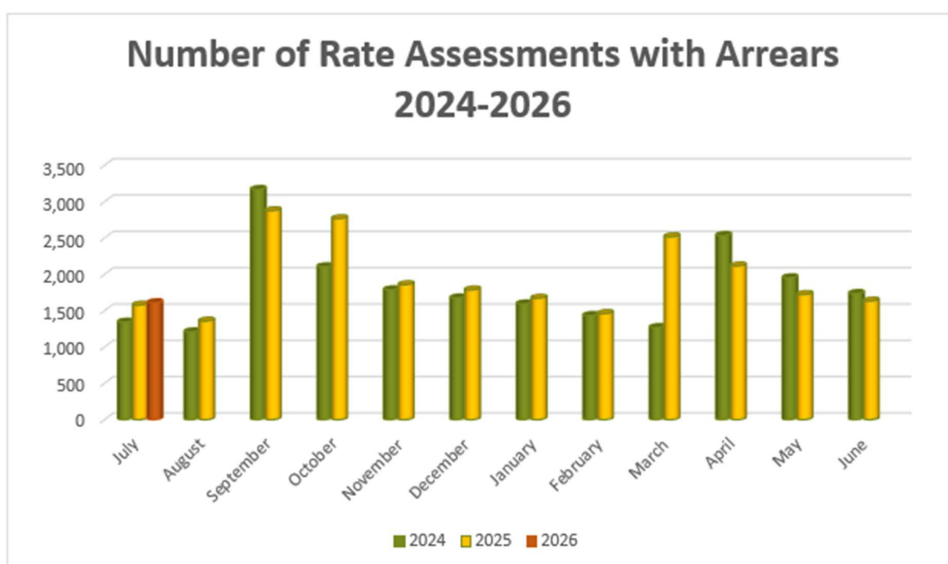
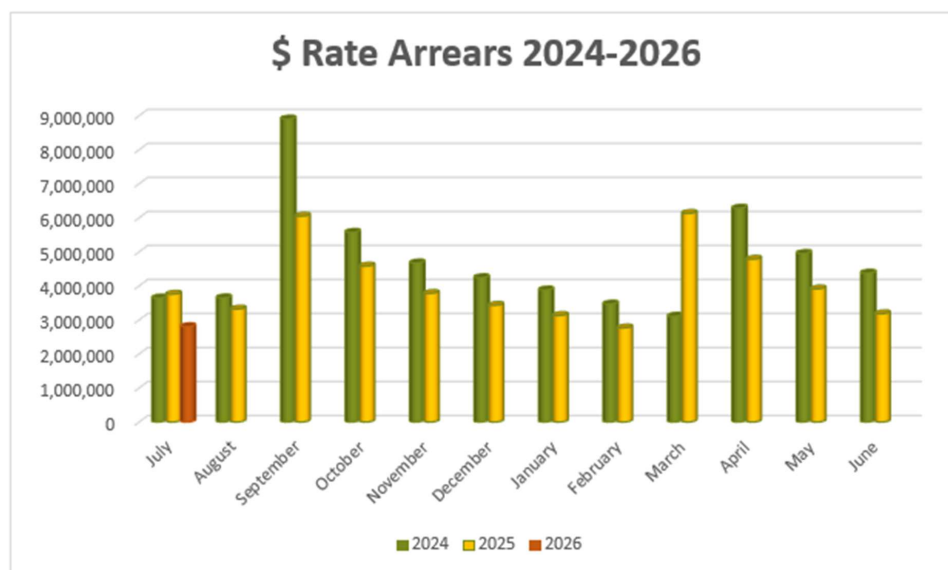
Property and Rating (P&R) debts shown above that are overdue by 90 days or more total \$354k, which is down from last month. This amount is made up of \$109k in overdue animal registrations, \$62k being actively pursued by Council staff or determination on next steps are being investigated, \$46k can be recovered when properties are sold, and \$137k belong to developer contributions that will be finalised in the future.

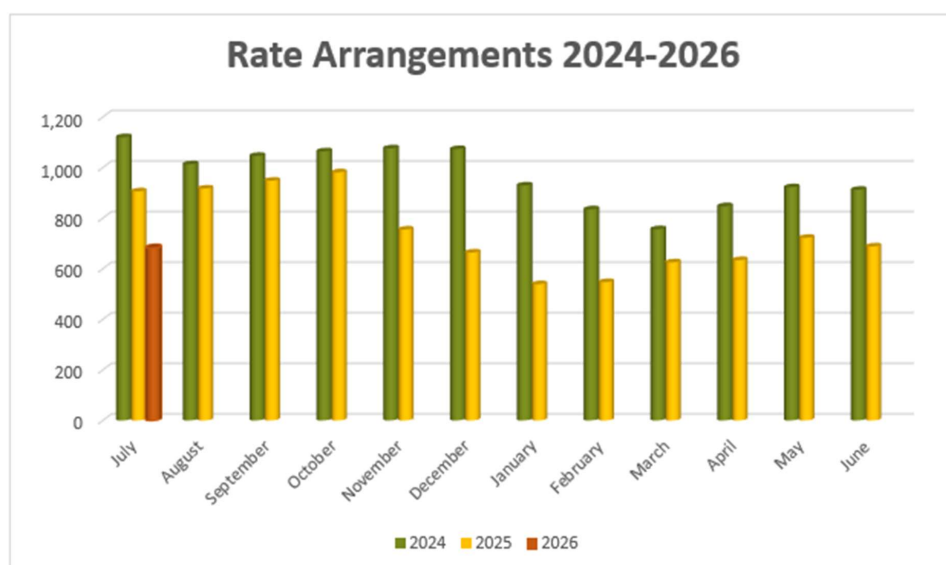
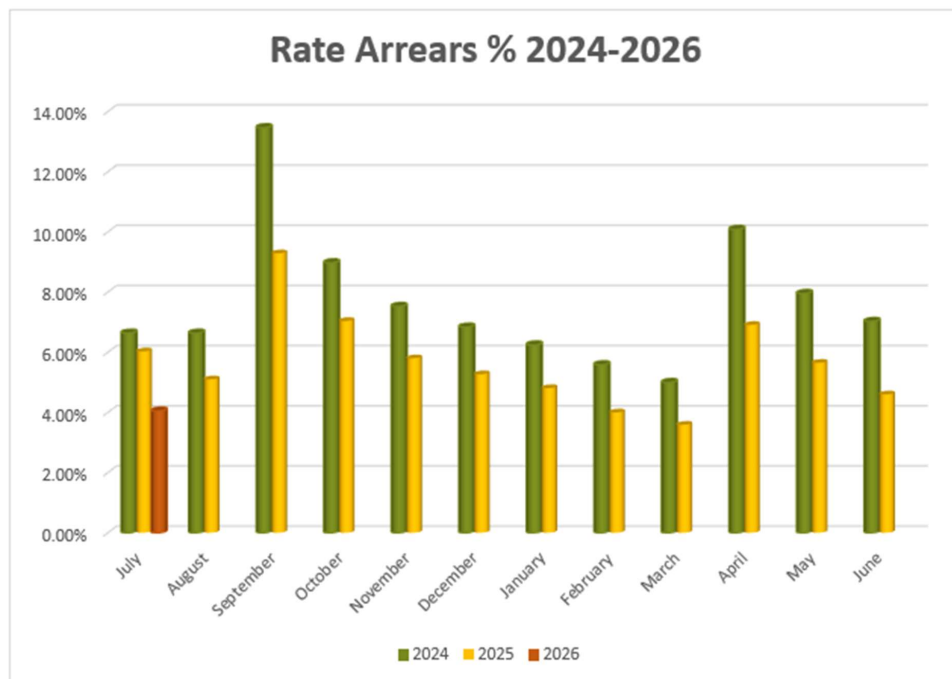


The AR outstanding debts 90+ days is currently \$136k (down from last month) which is 24% of total AR outstanding debts.

A total of 33.52% of the value sitting in 90 days remains with debt collectors or have a payment arrangement with Council and the remaining 66.48% is being actively pursued by Council staff.

Rates in arrears as of 31 July 2025 is sitting at \$2.80m or 4.05% which is below the target arrears of 7%. There are currently 682 assessments with rate arrangements in place which accounts for 42.36% of the properties that are in arrears.





2.1.3 Inventories

Inventories is made-up of Council stores and is valued at cost. Council is continuing to focus on utilising the amount of inventories held more efficiently.

2.2 Non-Current Assets

2.2.1 Trade and Other Receivables

The non-current portion of Trade and Other Receivables is made up of the outstanding Memerambi Estate charges.

2.2.2 Property, Plant and Equipment

The total capital original budget is \$42.824m (not including continued projects). Finance will be putting a report to Council during September/October to adopt the continued projects from the 2024/25 year which haven't been fully completed and will roll into the 2025/26 year.

Accrual journals have not yet been completed which will change the capex position and as such no capex report has been included in July's Meeting Report.

2.2.3 Right of Use Assets

Council's right of use assets consists of long-term leases that are in place for various land parcels, with most of this value relating to the lease for land at BP Dam, which is currently due to end in 2051. End of year adjustments are still to be completed.

2.2.4 Intangible Assets

Council's water allocation makes up the intangible asset balance. Water allocations are tested annually for impairment as part of the year end process.

2.3 Liabilities

2.3.1 Trade and other Payables

Trade and Other Payables is made up of creditors, which is recognised upon receipt of invoice at the amount owed. Amounts are generally settled on 30-day terms. Liabilities are also recognised for employee benefits such as RDO and TOIL.

The below information shows the purchases by month split to show the dollar value and respective percentage of purchases that were sourced locally (within the South Burnett). This is a point in time snapshot and will change as more invoices are received.

Accounts Payable - Local Purchases 2025/2026

Report run: 13-Aug-2025

Town of Business	Town of Business Description	May 2025 Purchases	June 2025 Purchases	July 2025 Purchases
LOCAL				
	Total Local	5,752,917.10	4,609,912.61	2,200,898.14
OUTSIDE SBRC				
	Cherbourg	279.00	264.00	135.00
	Dalby	484,954.13	500.00	114,239.06
	Neighbouring Council	317,218.83	138,002.50	1,000.60
	Other	6,062,004.38	7,026,686.01	2,517,174.37
	Yarraman	29,398.80	0.00	29,324.88
	Total Other	6,893,855.14	7,165,452.51	2,661,873.91
	% Local Purchases	45.49%	39.15%	45.26%

2.3.2 Borrowings

All Council borrowings are with the Queensland Treasury Corporation (QTC). The balance as of 31 July 2025 was \$20,455,470 made up of borrowings in the following departments.

Department	Borrowings
NRM & Parks	\$ 214,374
Property	\$ 117,206
Economic Development	\$ 136,035
Environment & Waste	\$ 400,469
Infrastructure	\$ 7,354,942
Water & Wastewater	\$ 12,232,445
Total	\$ 20,455,470

2.3.3 Lease Liabilities

Lease Liabilities relate to AASB 16 requirements for lessees to calculate the lease liability of any long-term operating lease agreements on the balance sheet using an incremental borrowing rate for the period of the lease. Council has three lease agreements with the Department of Natural Resources, Mines and Energy that have been taken up as part of this standard.

2.3.4 Provisions

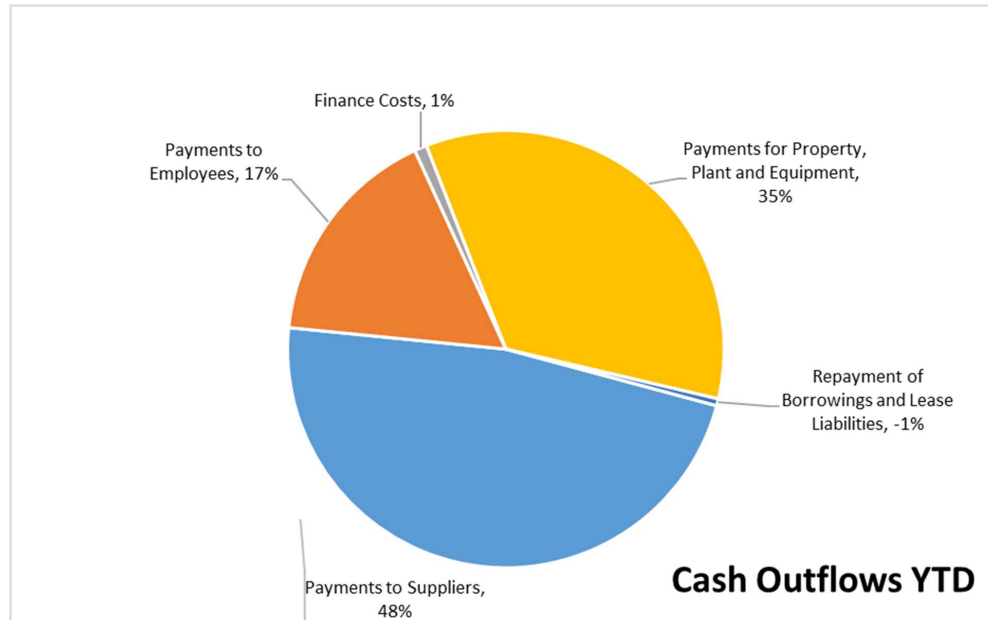
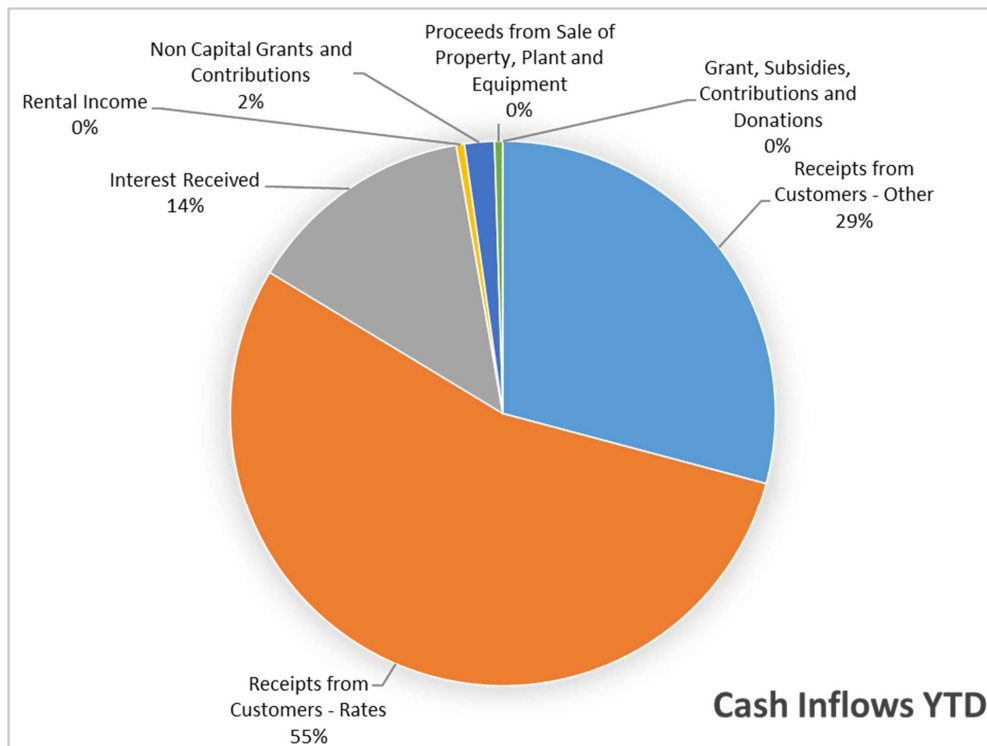
Provisions are made up of landfill and gravel pit expected restoration costs and employee annual leave and long service leave. Provisions will be impacted by discount rates and end of year calculations.

2.3.5 Other Liabilities

Other liabilities are made up of the State Waste Levy payment received in advance and prepaid rates. Council received upfront payments to cover the next four financial years' worth of State Waste Levy. The 2029/2030 State Waste Levy allocation will be paid to Council in 2025/2026.

3.0 Interim Cash Flow

Monthly Cashflow	July	YTD	Original Budget	YTD vs Original Budget %
Cash Flows from Operating Activities				
Receipts from Customers	\$1,436,644	\$1,436,644	\$88,342,384	2%
Payments to Suppliers and Employees	(\$9,769,509)	(\$9,769,509)	(\$73,687,020)	13%
	(\$8,332,865)	(\$8,332,865)	\$14,655,364	
Interest Received	\$233,438	\$233,438	\$3,058,000	8%
Rental Income	\$8,373	\$8,373	\$610,999	1%
Non Capital Grants and Contributions	\$30,353	\$30,353	\$8,021,411	0%
Finance Costs	(\$140,719)	(\$140,719)	(\$959,979)	15%
Net Cash Inflow (Outflow) from Operating Activities	(\$8,201,419)	(\$8,201,419)	\$25,385,795	-32%
Cash Flows from Investing Activities				
Payments for Property, Plant and Equipment	(\$5,281,092)	(\$5,281,092)	(\$42,824,429)	12%
Payments for Intangible Assets	-	-	-	0%
Advances/(Repayments) of Loans and Advances	-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment	\$8,409	\$8,409	\$424,000	2%
Grant, Subsidies, Contributions and Donations	-	-	\$12,426,015	0%
Net Cash Inflow (Outflow) from Investing Activities	(\$5,272,683)	(\$5,272,683)	(\$29,974,414)	18%
Cash Flows from Financing Activities				
Proceeds from Borrowings and Leasing Liabilities	-	-	-	0%
Repayment of Borrowings and Leasing Liabilities	\$77,733	\$77,733	(\$3,262,364)	-2%
Net Cash Inflow (Outflow) from Financing Activities	\$77,733	\$77,733	(\$3,262,364)	-2%
Cash and Cash Equivalents at the Beginning of the Period	\$65,450,482	\$65,450,482	\$65,288,161	
Net Increase (Decrease) in Cash and Cash Equivalents	(\$13,396,370)	(\$13,396,370)	(\$7,850,983)	
Cash and Cash Equivalents at the End of the Period	\$52,054,112	\$52,054,112	\$57,437,178	
Restricted Cash	\$30,825,281	\$30,825,281		
Cash Available for Use	\$21,228,831	\$21,228,831		
		Minimum 3 month operating liquidity	(\$17,655,483)	



4.0 Interim Changes in Equity

	<i>Jul-25</i> \$	<i>YTD</i> \$
Asset Revaluation Surplus		
Opening Balance	682,336,743	682,336,743
Incl/(dec) in asset revaluation surplus	-	-
Closing Balance	682,336,743	682,336,743
Retained Surplus		
Opening Balance	459,448,316	459,448,316
Restricted Cash Released	-	-
Net Result	- 9,250,649	- 9,250,649
Closing Balance	450,197,667	450,197,667
Total Community Equity	<u>1,132,534,410</u>	<u>1,132,534,410</u>

5.0 Financial Ratios

Key Performance Indicators - Monthly Reporting

Ratio	Description	Formula	SBRC's Target	Status	Jul-25
Cash Ratio	Number of months operating expenditure covered by total cash held	$\frac{\text{Cash Held}}{(\text{Total Operating Expense} - \text{Depreciation}) / \text{Number of Periods}}$	Target greater than or equal to 3 months	✓	5.15
Operating Cash Ratio	Number of months operating expenditure covered by working cash held	$\frac{\text{Cash Held} - \text{Restricted Cash}}{(\text{Total Operating Expense} - \text{Depreciation}) / \text{Number of Periods}}$	Target greater than or equal to 3 months	✗	2.10
Current Ratio (Working Capital Ratio)	This measures the extent to which Council has liquid assets available to meet short term financial obligations	$\frac{\text{Current Assets}}{\text{Current Liabilities}}$	Target between 2.0 & 4.0	✓	2.44
Funded Long-Term Liabilities	Percentage of Restricted Cash and Long Term Liabilities backed by Cash	$\frac{\text{Cash Held}}{\text{Restricted Cash} + \text{Non - Current Borrowings}}$	Target greater than or equal to 59%	✓	108.08%
Debt Servicing Ratio	This indicates Council's ability to meet current debt instalments with recurrent revenue	$\frac{\text{Interest Expense} + \text{Loan Redemption}}{\text{Total Operating Revenue}}$	Target less than or equal to 10%	✗	32.03%
Cash Balance - \$M	Total Cash that Council held	$\text{Cash Held at Period End}$	Target greater than or equal to \$24M	✓	52.05
Debt to Asset Ratio	To what extent our debt will be covered by total assets	$\frac{\text{Current and Non - Current Loans}}{\text{Total Assets}}$	Target less than or equal to 10%	✓	1.71%
Interest Coverage Ratio	This ratio demonstrates the extent which operating revenues are being used to meet the financing charges	$\frac{\text{Net Interest Expense on Debt Service}}{\text{Total Operating Revenue}}$	Target between 0% and 5%	✗	9.16%

Three ratios were outside their respective targets at the end of July. These were:

- Operating Cash Ratio which is sitting at 2.10 and is outside the target of greater than or equal to 3 months
- Debt Servicing Ratio which is sitting at 32.03% and is outside the target of less than or equal to 10%
- Interest Coverage Ratio which is sitting at 9.16% and is outside the target of between 0% and 5%

Part of the ratio issues above is due to end of financial year adjustments for accruals which are yet to be finalised as well as the fact that very little income has come in during July. The ratios are expected to be back in target ranges over the next few months.

6.0 Long Term Financial Forecast

Section 171 of the *Local Government Regulation 2012* requires Council to develop a long-term financial forecast, covering a period of at least 10 years, which is 2025/2026 to 2034/2035. The key objective of the long-term financial plan is to understand the Council's financial sustainability for the longer term while focusing on seeking to deliver operational surpluses and to achieve the Council's strategic outcomes as specified in the Corporate Plan.

The long-term financial forecast requires:

- (a) income of the Local Government;
- (b) expenditure of the Local Government; and
- (c) the value of assets, liabilities and equity of the Local Government.

The Local Government must:

- (a) consider its long-term financial forecast before planning new borrowings; and
- (b) review its long-term financial forecast annually.

The below long term financial forecast is based off the original budget for the 2025/2026 year.

6.1 Income and Expenditure Statements

	Year 2 2026/2027	Year 3 2027/2028	Year 4 2028/2029	Year 5 2029/2030
Income				
Revenue				
Recurrent Revenue				
Rates, Levies and Charges	\$ 66,464,097	\$ 69,524,803	\$ 72,294,419	\$ 75,197,210
Fees and Charges	\$ 6,595,840	\$ 6,705,416	\$ 6,814,671	\$ 6,920,241
Rental Income	\$ 631,162	\$ 647,570	\$ 664,407	\$ 681,017
Interest Received	\$ 3,105,350	\$ 3,133,281	\$ 3,151,938	\$ 3,168,036
Sales Revenue	\$ 3,718,800	\$ 3,815,489	\$ 3,914,692	\$ 4,012,558
Other Income	\$ 1,249,240	\$ 1,277,811	\$ 1,307,105	\$ 1,335,909
Grants, Subsidies, Contributions and Donations	\$ 8,047,256	\$ 8,007,349	\$ 8,110,046	\$ 8,207,512
	<u>\$ 89,811,745</u>	<u>\$ 93,111,719</u>	<u>\$ 96,257,278</u>	<u>\$ 99,522,483</u>
Capital Revenue				
Grants, Subsidies, Contribution and Donations	\$ 7,498,820	\$ 6,151,556	\$ 6,252,163	\$ 6,252,762
	<u>\$ 7,498,820</u>	<u>\$ 6,151,556</u>	<u>\$ 6,252,163</u>	<u>\$ 6,252,762</u>
Total Income	<u>\$ 97,310,565</u>	<u>\$ 99,263,275</u>	<u>\$ 102,509,441</u>	<u>\$ 105,775,245</u>
Expenses				
Recurrent Expenses				
Employee Benefits	\$ 29,786,731	\$ 30,532,070	\$ 31,296,065	\$ 32,078,476
Materials and Services	\$ 32,700,518	\$ 33,845,785	\$ 34,686,156	\$ 35,771,293
Finance Costs	\$ 1,261,416	\$ 1,655,470	\$ 2,150,577	\$ 1,824,169
Depreciation and Amortisation	\$ 28,249,148	\$ 28,813,969	\$ 29,299,556	\$ 29,747,003
	<u>\$ 91,997,814</u>	<u>\$ 94,847,293</u>	<u>\$ 97,432,354</u>	<u>\$ 99,420,941</u>
Capital Expense	<u>-\$ 420,000</u>	<u>-\$ 435,000</u>	<u>-\$ 420,000</u>	<u>-\$ 430,000</u>
Total Expense	<u>\$ 91,577,814</u>	<u>\$ 94,412,293</u>	<u>\$ 97,012,354</u>	<u>\$ 98,990,941</u>
Net Result	<u>\$ 5,732,751</u>	<u>\$ 4,850,982</u>	<u>\$ 5,497,087</u>	<u>\$ 6,784,304</u>
Net Operating Result	<u>-\$ 2,186,069</u>	<u>-\$ 1,735,574</u>	<u>-\$ 1,175,076</u>	<u>\$ 101,542</u>

	Year 6 2030/2031	Year 7 2031/2032	Year 8 2032/2033	Year 9 2033/2034	Year 10 2034/2035
Income					
Revenue					
Recurrent Revenue					
Rates, Levies and Charges	\$ 78,233,581	\$ 79,967,162	\$ 81,978,711	\$ 84,516,121	\$ 87,239,340
Fees and Charges	\$ 7,033,446	\$ 7,149,485	\$ 7,268,422	\$ 7,390,334	\$ 7,515,295
Rental Income	\$ 698,042	\$ 715,493	\$ 733,380	\$ 751,714	\$ 770,507
Interest Received	\$ 3,184,537	\$ 3,201,450	\$ 3,218,786	\$ 3,236,556	\$ 3,254,770
Sales Revenue	\$ 4,112,871	\$ 4,215,693	\$ 4,321,086	\$ 4,429,113	\$ 4,539,841
Other Income	\$ 1,365,432	\$ 1,395,694	\$ 1,426,711	\$ 1,458,502	\$ 1,491,093
Grants, Subsidies, Contributions and Donations	\$ 8,307,415	\$ 8,409,817	\$ 8,514,776	\$ 8,622,360	\$ 8,732,636
	<u>\$ 102,935,324</u>	<u>\$ 105,054,794</u>	<u>\$ 107,461,872</u>	<u>\$ 110,404,700</u>	<u>\$ 113,543,482</u>
Capital Revenue					
Grants, Subsidies, Contribution and Donations	\$ 5,964,434	\$ 6,254,006	\$ 6,254,651	\$ 6,255,312	\$ 6,255,990
	<u>\$ 108,899,758</u>	<u>\$ 111,308,800</u>	<u>\$ 113,716,523</u>	<u>\$ 116,660,012</u>	<u>\$ 119,799,472</u>
Total Income					
	<u>\$ 108,899,758</u>	<u>\$ 111,308,800</u>	<u>\$ 113,716,523</u>	<u>\$ 116,660,012</u>	<u>\$ 119,799,472</u>
Expenses					
Recurrent Expenses					
Employee Benefits	\$ 32,880,447	\$ 33,702,452	\$ 34,545,017	\$ 35,408,643	\$ 36,293,858
Materials and Services	\$ 36,883,565	\$ 38,263,636	\$ 39,192,190	\$ 40,389,964	\$ 41,617,694
Finance Costs	\$ 1,713,792	\$ 1,528,674	\$ 1,485,904	\$ 1,463,825	\$ 1,410,832
Depreciation and Amortisation	\$ 30,000,440	\$ 30,262,851	\$ 30,454,082	\$ 30,662,089	\$ 30,883,515
	<u>\$ 101,478,244</u>	<u>\$ 103,757,613</u>	<u>\$ 105,677,193</u>	<u>\$ 107,924,521</u>	<u>\$ 110,205,899</u>
Capital Expense	-\$ 465,000	-\$ 440,000	-\$ 400,000	-\$ 412,000	-\$ 412,000
	<u>\$ 101,013,244</u>	<u>\$ 103,317,613</u>	<u>\$ 105,277,193</u>	<u>\$ 107,512,521</u>	<u>\$ 109,793,899</u>
Total Expense					
	<u>\$ 101,013,244</u>	<u>\$ 103,317,613</u>	<u>\$ 105,277,193</u>	<u>\$ 107,512,521</u>	<u>\$ 109,793,899</u>
Net Result					
	<u>\$ 7,886,514</u>	<u>\$ 7,991,187</u>	<u>\$ 8,439,330</u>	<u>\$ 9,147,491</u>	<u>\$ 10,005,573</u>
Net Operating Result					
	<u>\$ 1,457,080</u>	<u>\$ 1,297,181</u>	<u>\$ 1,784,679</u>	<u>\$ 2,480,179</u>	<u>\$ 3,337,583</u>

6.2 Financial Position

	Estimate Year 0 2024/2025	Year 1 2025/2026	Year 2 2026/2027	Year 3 2027/2028	Year 4 2028/2029	Year 5 2029/20230
Assets						
Current Assets						
Cash and Cash Equivalents	\$ 65,288,161	\$ 57,437,178	\$ 60,908,710	\$ 58,337,523	\$ 57,369,907	\$ 62,921,024
Receivables	\$ 20,820,907	\$ 11,078,525	\$ 10,104,422	\$ 10,006,692	\$ 10,033,492	\$ 10,464,937
Inventories	\$ 1,004,965	\$ 994,965	\$ 984,965	\$ 974,965	\$ 964,965	\$ 954,965
Total Current Assets	\$ 87,114,033	\$ 69,510,668	\$ 71,998,097	\$ 69,319,181	\$ 68,368,364	\$ 74,340,926
Non-Current Assets						
Receivables - Non-Current	\$ 194,747	\$ -	\$ -	\$ -	\$ -	\$ -
Infrastructure, Property, Plant and Equipment	\$ 1,177,637,804	\$ 1,193,318,557	\$ 1,201,231,175	\$ 1,213,767,394	\$ 1,216,864,984	\$ 1,214,023,080
Intangible Assets	\$ 704,582	\$ 6,226,681	\$ 6,226,681	\$ 6,226,681	\$ 6,226,681	\$ 6,226,681
Right Of Use Assets	\$ 6,234,639	\$ 675,781	\$ 646,981	\$ 618,315	\$ 589,649	\$ 560,983
Total Non-Current Assets	\$ 1,184,771,772	\$ 1,200,221,019	\$ 1,208,104,839	\$ 1,220,612,391	\$ 1,223,681,317	\$ 1,220,810,746
Total Assets	\$ 1,271,885,805	\$ 1,269,731,687	\$ 1,280,102,935	\$ 1,289,931,572	\$ 1,292,049,680	\$ 1,295,151,672
Liabilities						
Current Liabilities						
Payables	\$ 26,882,188	\$ 19,984,729	\$ 19,481,787	\$ 19,529,088	\$ 19,578,475	\$ 19,630,276
Borrowings	\$ 3,262,365	\$ 3,415,839	\$ 3,322,833	\$ 3,785,750	\$ 3,854,913	\$ 4,040,858
Provisions	\$ 4,207,939	\$ 3,857,201	\$ 6,401,188	\$ 3,877,537	\$ 3,964,961	\$ 7,329,586
Unearned Revenue	\$ 2,958,685	\$ 2,968,685	\$ 2,978,685	\$ 2,988,685	\$ 2,998,685	\$ 3,008,685
Other Liabilities	\$ 1,479,842	\$ 1,540,243	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 38,791,019	\$ 31,766,697	\$ 32,184,494	\$ 30,181,059	\$ 30,397,034	\$ 34,009,406
Non-Current Liabilities						
Payables - Non-Current	\$ 734,119	\$ 711,416	\$ 688,212	\$ 664,348	\$ 639,804	\$ 614,559
Borrowings - Non-Current	\$ 17,115,373	\$ 13,699,535	\$ 20,176,703	\$ 26,890,954	\$ 23,036,041	\$ 18,995,183
Provisions - Non-Current	\$ 12,874,079	\$ 13,382,312	\$ 11,149,046	\$ 11,439,749	\$ 11,724,253	\$ 8,496,671
Other Liabilities - Non-Current	\$ 1,540,243	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non-Current Liabilities	\$ 32,263,813	\$ 27,793,262	\$ 32,013,961	\$ 38,995,050	\$ 35,400,098	\$ 28,105,413
Total Liabilities	\$ 71,054,832	\$ 59,559,959	\$ 64,198,455	\$ 69,176,111	\$ 65,797,131	\$ 62,114,819
Net Assets	\$ 1,200,830,972	\$ 1,210,171,728	\$ 1,215,904,480	\$ 1,220,755,461	\$ 1,226,252,549	\$ 1,233,036,853
Equity						
Retained Earnings	\$ 465,466,871	\$ 474,807,627	\$ 480,540,379	\$ 485,391,360	\$ 490,888,448	\$ 497,672,752
Revaluation Reserve	\$ 735,364,101	\$ 735,364,101	\$ 735,364,101	\$ 735,364,101	\$ 735,364,101	\$ 735,364,101
Total Equity	\$ 1,200,830,972	\$ 1,210,171,728	\$ 1,215,904,480	\$ 1,220,755,461	\$ 1,226,252,549	\$ 1,233,036,853

	Year 6 2030/2031	Year 7 2031/2032	Year 8 2032/2033	Year 9 2033/2034	Year 10 2034/2035
Assets					
Current Assets					
Cash and Cash Equivalents	\$ 62,763,283	\$ 69,019,964	\$ 77,605,430	\$ 89,012,035	\$ 100,384,148
Receivables	\$ 11,032,709	\$ 11,206,406	\$ 11,984,308	\$ 12,386,548	\$ 12,923,999
Inventories	\$ 944,965	\$ 934,965	\$ 924,965	\$ 914,965	\$ 814,965
Total Current Assets	\$ 74,740,957	\$ 81,161,335	\$ 90,514,703	\$ 102,313,548	\$ 114,123,112
Non-Current Assets					
Receivables - Non-Current	\$ -	\$ -	\$ -	\$ -	\$ -
Infrastructure, Property, Plant and Equipment	\$ 1,214,366,331	\$ 1,215,301,637	\$ 1,213,443,895	\$ 1,210,136,001	\$ 1,207,411,858
Intangible Assets	\$ 6,226,681	\$ 6,226,681	\$ 6,226,681	\$ 6,226,681	\$ 6,226,681
Right Of Use Assets	\$ 532,317	\$ 503,651	\$ 474,985	\$ 447,140	\$ 420,445
Total Non-Current Assets	\$ 1,221,125,329	\$ 1,222,031,969	\$ 1,220,145,561	\$ 1,216,809,822	\$ 1,214,058,984
Total Assets	\$ 1,295,866,287	\$ 1,303,193,304	\$ 1,310,660,264	\$ 1,319,123,370	\$ 1,328,182,096
Liabilities					
Current Liabilities					
Payables	\$ 19,681,522	\$ 19,736,522	\$ 19,789,072	\$ 19,843,301	\$ 19,900,515
Borrowings	\$ 819,027	\$ 861,332	\$ 905,811	\$ 952,641	\$ 1,001,926
Provisions	\$ 3,929,623	\$ 4,192,165	\$ 3,873,482	\$ 4,081,110	\$ 3,775,561
Other Liabilities	\$ 3,018,685	\$ 3,028,685	\$ 3,038,685	\$ 3,048,685	\$ 3,058,685
Total Current Liabilities	\$ 27,448,857	\$ 27,818,704	\$ 27,607,050	\$ 27,925,737	\$ 27,736,687
Non-Current Liabilities					
Payables - Non-Current	\$ 588,594	\$ 561,889	\$ 535,502	\$ 509,789	\$ 483,382
Borrowings - Non-Current	\$ 18,176,157	\$ 17,314,824	\$ 16,409,013	\$ 15,456,373	\$ 14,454,447
Provisions - Non-Current	\$ 8,729,311	\$ 8,583,333	\$ 8,754,814	\$ 8,730,096	\$ 9,000,633
Other Liabilities - Non-Current	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non-Current Liabilities	\$ 27,494,062	\$ 26,460,046	\$ 25,699,329	\$ 24,696,258	\$ 23,938,462
Total Liabilities	\$ 54,942,920	\$ 54,278,750	\$ 53,306,380	\$ 52,621,994	\$ 51,675,147
Net Assets	\$ 1,240,923,367	\$ 1,248,914,554	\$ 1,257,353,884	\$ 1,266,501,375	\$ 1,276,506,948
Equity					
Retained Earnings	\$ 505,559,266	\$ 513,550,453	\$ 521,989,783	\$ 531,137,274	\$ 541,142,847
Revaluation Reserve	\$ 735,364,101	\$ 735,364,101	\$ 735,364,101	\$ 735,364,101	\$ 735,364,101
Total Equity	\$ 1,240,923,367	\$ 1,248,914,554	\$ 1,257,353,884	\$ 1,266,501,375	\$ 1,276,506,948

6.3 Cash Flow

	Year 2 2026/2027	Year 3 2027/2028	Year 4 2028/2029	Year 5 2029/2030
Cash Flows from Operating Activities				
<i>Receipts:</i>				
Receipts from Customers	\$ 82,785,230	\$ 85,302,280	\$ 88,203,297	\$ 91,211,420
Interest Received	\$ 3,105,350	\$ 3,133,281	\$ 3,151,938	\$ 3,168,036
Rental Income	\$ 631,162	\$ 647,570	\$ 664,407	\$ 681,017
Non-Capital Grants and Contributions	\$ 8,047,256	\$ 8,007,349	\$ 8,110,046	\$ 8,207,512
<i>Payments:</i>				
Payment to Suppliers	(\$ 68,456,930)	(\$ 70,899,608)	(\$ 69,997,120)	(\$ 72,225,184)
Borrowing Costs	(\$ 810,550)	(\$ 1,204,259)	(\$ 1,618,119)	(\$ 1,443,100)
Net Cash Provided (or Used) in Operating Activities	\$ 25,301,517	\$ 24,986,612	\$ 28,514,450	\$ 29,599,701
Cash Flows from Investing Activities				
<i>Receipts:</i>				
Proceeds from Sale of PPE	\$ 420,000	\$ 435,000	\$ 420,000	\$ 430,000
Grants, Subsidies, Contributions and Donations	\$ 7,498,820	\$ 6,151,556	\$ 6,252,163	\$ 6,252,762
<i>Payments:</i>				
Payments for PPE	(\$ 36,132,967)	(\$ 41,321,522)	(\$ 32,368,480)	(\$ 26,876,433)
Net Cash Provided (or Used) in Investing Activities	(\$ 28,214,147)	(\$ 34,734,966)	(\$ 25,696,317)	(\$ 20,193,671)
Cash Flows from Financing Activities				
<i>Receipts:</i>				
Proceeds from Borrowings	\$ 9,800,000	\$ 10,500,000	\$ -	\$ -
<i>Payments:</i>				
Repayments of Borrowings	(\$ 3,415,838)	(\$ 3,322,832)	(\$ 3,785,749)	(\$ 3,854,913)
Net Cash Provided (or Used) in Financing Activities	\$ 6,384,162	\$ 7,177,168	(\$ 3,785,749)	(\$ 3,854,913)
Net Increase/(Decrease) in Cash and Cash Equivalents	\$ 3,471,532	(\$ 2,571,186)	(\$ 967,617)	\$ 5,551,118
Cash and Cash Equivalents at Beginning of Period	\$ 57,437,178	\$ 60,908,710	\$ 58,337,523	\$ 57,369,907
Cash and Cash Equivalents at End of Period	\$ 60,908,710	\$ 58,337,523	\$ 57,369,907	\$ 62,921,024

	Year 6 2030/2031	Year 7 2031/2032	Year 8 2032/2033	Year 9 2033/2034	Year 10 2034/2035
Cash Flows from Operating Activities					
Receipts:					
Receipts from Customers	\$ 94,389,435	\$ 97,016,051	\$ 98,799,280	\$102,076,613	\$105,070,100
Interest Received	\$ 3,184,537	\$ 3,201,450	\$ 3,218,786	\$ 3,236,556	\$ 3,254,770
Rental Income	\$ 698,042	\$ 715,493	\$ 733,380	\$ 751,714	\$ 770,507
Non capital grants and contributions	\$ 8,307,415	\$ 8,409,817	\$ 8,514,776	\$ 8,622,360	\$ 8,732,636
Payments:					
Payment to Suppliers	(\$ 77,550,325)	(\$ 76,599,531)	(\$ 78,753,218)	(\$ 80,603,557)	(\$ 82,969,492)
Borrowing costs	(\$ 1,260,397)	(\$ 1,192,086)	(\$ 1,153,183)	(\$ 1,112,233)	(\$ 1,069,080)
Net Cash Provided (or Used) in Operating Activities	\$ 27,768,707	\$ 31,551,194	\$ 31,359,821	\$ 32,971,453	\$ 33,789,441
Cash Flows from Investing Activities					
Receipts:					
Proceeds from sale of PPE	\$ 465,000	\$ 440,000	\$ 400,000	\$ 412,000	\$ 412,000
Grants, subsidies ,contributions & donations	\$ 5,964,434	\$ 6,254,006	\$ 6,254,651	\$ 6,255,312	\$ 6,255,990
Payments:					
Payments for PPE	(\$ 30,315,025)	(\$ 31,169,491)	(\$ 28,567,674)	(\$ 27,326,350)	(\$ 28,132,677)
Net Cash Provided (or Used) in Investing Activities	(\$ 23,885,591)	(\$ 24,475,485)	(\$ 21,913,023)	(\$ 20,659,038)	(\$ 21,464,687)
Cash Flows from Financing Activities					
Receipts:					
Proceeds from Borrowings	\$ -	\$ -	\$ -	\$ -	\$ -
Payments:					
Repayments of borrowings	(\$ 4,040,857)	(\$ 819,027)	(\$ 861,332)	(\$ 905,810)	(\$ 952,641)
Net Cash Provided (or Used) in Financing Activities	(\$ 4,040,857)	(\$ 819,027)	(\$ 861,332)	(\$ 905,810)	(\$ 952,641)
Net Increase/(Decrease) in Cash and Cash Equivalents	(\$ 157,741)	\$ 6,256,681	\$ 8,585,466	\$ 11,406,605	\$ 11,372,113
Cash and Cash Equivalents at Beginning of Period	\$ 62,921,024	\$ 62,763,283	\$ 69,019,964	\$ 77,605,430	\$ 89,012,035
Cash and Cash Equivalents at End of Period	\$ 62,763,283	\$ 69,019,964	\$ 77,605,430	\$ 89,012,035	\$100,384,148

6.4 Changes in Equity

	Year 2 2026/2027	Year 3 2027/2028	Year 4 2028/2029	Year 5 2029/2030
Asset Revaluation Surplus				
Opening Balance	\$ 735,364,101	\$ 735,364,101	\$ 735,364,101	\$ 735,364,101
Increase/(Decrease) in Asset Revaluation Surplus	\$ -	\$ -	\$ -	\$ -
Closing Balance	\$ 735,364,101	\$ 735,364,101	\$ 735,364,101	\$ 735,364,101
Retained Surplus				
Opening Balance	\$ 474,807,627	\$ 480,540,379	\$ 485,391,360	\$ 490,888,448
Net Result	\$ 5,732,751	\$ 4,850,982	\$ 5,497,087	\$ 6,784,304
Closing Balance	\$ 480,540,379	\$ 485,391,360	\$ 490,888,448	\$ 497,672,752
Total Community Equity	\$ 1,215,904,480	\$ 1,220,755,461	\$ 1,226,252,549	\$ 1,233,036,853

	Year 6 2030/2031	Year 7 2031/2032	Year 8 2032/2033	Year 9 2033/2034	Year 10 2034/2035
Asset Revaluation Surplus					
Opening Balance	\$ 735,364,101	\$ 735,364,101	\$ 735,364,101	\$ 735,364,101	\$ 735,364,101
Increase/(Decrease) in Asset Revaluation Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance	\$ 735,364,101	\$ 735,364,101	\$ 735,364,101	\$ 735,364,101	\$ 735,364,101
Retained Surplus					
Opening Balance	\$ 497,672,752	\$ 505,559,266	\$ 513,550,453	\$ 521,989,783	\$ 531,137,274
Net Result	\$ 7,886,514	\$ 7,991,187	\$ 8,439,330	\$ 9,147,491	\$ 10,005,573
Closing Balance	\$ 505,559,266	\$ 513,550,453	\$ 521,989,783	\$ 531,137,274	\$ 541,142,847
Total Community Equity	\$ 1,240,923,367	\$ 1,248,914,554	\$ 1,257,353,884	\$ 1,266,501,375	\$ 1,276,506,948

7.0 Investments

Council held \$51.90m in bank accounts on 31 July 2025. Out of this balance, 81.8% was held with QTC with an end of month interest rate of 4.26%, 17.6% was with Commonwealth Bank with an interest rate of 4.35% and the remaining 0.6% was sitting with Bendigo Bank with no interest rate identified at this stage.

Institution	Rating	Rate at 30/06/2025	Current Rate
QTC	A1+	4.53%	4.26%
CBA General Account (new)	A1+	4.35%	4.35%
CBA General Account	A1+	4.35%	4.35%

Investment Portfolio Report

as at 31/7/2025

	Financial Institution			TOTAL
	Queensland Treasury	Bendigo Bank	Commonwealth Bank of Australia	
Opening Investment Balance 1 July 2025	55,226,728	325,928	9,715,518	65,268,175
Interest Rate	4.26%	0.00%	4.35%	
Deposits	-	6,034	20,214,706	20,220,740
Redemptions	- 13,000,000	30	20,816,610	- 33,816,640
Balance	42,226,728	331,932	9,113,614	51,672,275
Interest Income	212,990	-	25,166	238,156
Admin Charge	- 5,643	1	-	- 5,643
Net Interest Income	207,347	1	25,166	232,512
Ending Investment Balance as at 31/7/2025	42,434,076	331,931	9,138,780	51,904,787
% to Portfolio	81.75%	0.64%	17.61%	
Short Term Rating	A1+	A2	A1+	
Individual Counter - Party Limit	100%	10%	30%	
Maximum Funds Limit	No Limit	\$20M	\$20M	

8.0 Works for Queensland Round 5 (W4Q5)

The Works for Queensland Round 5 has a total budget of \$8.44m with a grant period spanning from July 2024 to June 2027. Council has received a total of 50% of the grant funding (\$4.22m during October 2024) with these funds being posted as a contract liability in the balance sheet until funds have been used. End of financial year accruals are yet to be completed which may change the amount of W4Q5 expenses for the month.

9.0 Rates Update

During July 2025 the Rates Department have processed:

- 114 rates searches
- 7 rates requests
- 180 transfer of properties
- 41 amalgamations/splits
- 2 refunds processed
- 0 rate archive search

Sale of Land for rate arrears for 2025 is ongoing.

10.0 Grants Report

The full grants report is not being presented as accrual adjustments and contract asset and liability adjustments have not yet been completed which will vary the amounts. While the Finance team have endeavoured to ensure that the information is accurate and up to date, it is acknowledged that some of the data relating to grant completion due dates and other details may still need to be updated in the instances where extensions have been approved or details have changed.

Recent Grant Activity Summary (3 months)

as at 31/07/2025

Grant Project Name	Grant Program
New Grant Applications Lodged	
Memerambi Barkers Creek Road Reseal	TMR Country Roads Connect Priority 1
Memerambi Gordonbrook Road Reseal	TMR Country Roads Connect Priority 2
Kingaroy Heritage Museum Significance Assessment	Community Heritage Grant
Subsidy program for Blackbutt Residents	Flying Fox Roost Management Grant
Boondooma Homestead Timber Windows and Doors Restoration	Community Sustainability Action Grant Round 9
Solar Infrastructure at six Council sites	Community Energy Upgrades Fund Round 2
Wooroolin Skate Park - Auspiced by Wooroolin Community Committee	Gambling Community Benefit Fund Round 124
South Burnett CCTV, Lighting and Fencing Upgrade	Secure Communities Partnerships
Exercise Equipment for Ros Gregor walking track - auspiced by NaTDA	Gambling Community Benefit Fund Round 124
Making Problem Battery Collection Simple	Local Government Battery Collection Program
Successful Grant Applications	
SES Vehicle Ford Ranger	SES Support Grant
SES Vehicle Ford Everest	SES Support Grant
Compliance Officer for 12 months	Local Government Illegal Dumping Partnership Program
New Tables, Bain Marie, and trolleys for Proston Town Hall	Gambling Community Benefit Fund Round 123
Design and Construction Mt Wooroolin Reservoir No 3	2024-28 LGGSP Stage 2
Wondai Tree Replacement	Stronger Communities 9
FarmFest and Iron + Clay for Youth	TRACC
Unsuccessful Grant Applications	
Solar power for Kingaroy Sewage Treatment Plant	Queensland Climate Resilient Councils
St John's School Parking Update	School Transport Infrastructure Program
Bemarkin State School	School Transport Infrastructure Program
Proston State School	School Transport Infrastructure Program



12.2 24/25 EOFY STOCKTAKE**File Number: 250715****Author: Strategic Procurement Coordinator****Authoriser: Chief Executive Officer****PRECIS**

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

SUMMARY

This report details the inventory variances encountered during the 2024/2025 financial year stocktake of Council's inventory on hand.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council receive this report for information

FINANCIAL AND RESOURCE IMPLICATIONS

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

LINK TO CORPORATE/OPERATIONAL PLAN

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

OR15 Continue to give priority to ongoing Audit and Risk and prudent management.

OPFL/03 Annual Financial Statements developed and delivered in both accordance and compliance with relevant Accounting Standards and Legislation.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

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

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

End of financial year stocktake is conducted in accordance with accounting standards AASB 102 – Inventories and the Financial Sustainability Policy – Statutory070.

ASSET MANAGEMENT IMPLICATIONS

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

REPORT

Council has undertaken the 2024/2025 End of Financial Year (EOFY) Stocktake in accordance with the sound accounting practices required by the *Local Government Act 2009*, the *Local Government Regulation 2012* and in alignment with accounting standards *AASB 102 – Inventories*.

The 2024/2025 EOFY stocktake was conducted on Wednesday 25th of June 2025 whereby all inventory transactions are processed prior to stocktaking ensuring all inventory movements up to and including this date are captured and accounted for.

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

Council holds approximately \$885,000 for General Inventory which is an increase of \$82,000 in the total value up from \$803,000 in the 2023/2024 Financial Year plus \$78,000 Bulk Fuel stock on hand with an overall total of \$963,000 stock on hand.

The final result for the 2024/2025 EOFY stocktake for the Council's General Stock on hand inventory has resulted in a negative stock adjustment (loss) of \$14,190.35. (1.60% Loss)

The final result for the 2024/2025 EOFY stocktake for the Council's Bulk Fuel Stock on hand has resulted in a positive stock adjustment (gain) of \$7,412.78. It is uncommon to have a stock gain for Bulk Fuel. The Bulk Fuel system is currently under examination regarding the accuracy and recording of fuel transactions.

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

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

Stock Type	SOH Value	Kingaroy Variance	Nanango Variance	Wondai Variance	Total Variance	% of Loss for General
General Stock	\$885,000	-\$13,412.58	-\$777.77	\$Nil	-\$14,190.35	- 1.60%

Stock Type	SOH Value	FULKI Variance	FULNA Variance	FULMU Variance	FULPR Variance	Total Variance	% of gain for Fuel
FUEL (DIE & ULP)	\$78,000	-\$3,928.72	+\$4,798.96	+\$6,663.92	-\$121.38	+\$7412.78	+ 9.50%

ATTACHMENTS

Nil

12.3 DOG & CAT ADOPTION FEES - SOUTH BURNETT ANIMAL MANAGEMENT CENTRE**File Number:** 20.08.2025**Author:** Coordinator Planning & Development Services**Authoriser:** Chief Executive Officer**PRECIS**

Proposed New Fees - Dog & Cat Adoption Fees – South Burnett Animal Management Centre.

SUMMARY

Council to include Dog and Cat Adoptions Fes for the South Burnett Animal Management Centre.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council

- a) include an adoption fee for dogs and cats (including kittens and puppies) for the South Burnett Animal Management Centre in the 2025/2026 Fees and Charges.
- b) That the fee be set on an at cost basis depending on what services (microchip, desexing, vaccinations, Council registration or sustenance) are required to rehome the animal.

FINANCIAL AND RESOURCE IMPLICATIONS

The above fees do not include the ad hoc medications that could be required surrounding the desexing and microchipping of the animals.

LINK TO CORPORATE/OPERATIONAL PLAN

OPFL/15– Administration of environmental and public health legislative functions and administration of customer requests for food safety, public health licensing, environmental authority registrations, regulation of council's local laws and mosquito management

OPI/06– Management of Council's buildings and facilities including operational maintenance programs, and cost-effective asset management programs to meet agreed service levels.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

N/A

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

The Register of Fees and Charges proposed in accordance with the *Local Government Act 2009*.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

The Register of Fees and Charges proposed in accordance with any Policy, Local Law and Delegations.

Local Law No. 2 (Animal Management) 2011

Subordinate Local Law No. 2 (Animal Management) 2011

ASSET MANAGEMENT IMPLICATIONS

N/A

REPORT

Following Council taking on the responsibility of the Animal Management Centre and to enable Council to rehome current and future animals in our care, adoption fees must be set and included in the current fees and charges.

The fees are proposed to be at cost and will depend on what specific services are required in order to get the animal ready for adoption / rehoming by the Animal Management Centre.

The services that will be considered to determine the fee that may be charged for an adoption includes:

Service	Indicative Amount for 25/26	Comment
Microchipping	\$80	if the animal requires a microchip, the current microchipping fee as per the fees and charges will apply – this is currently \$80 for the 25/26 year
Council Registration	Various depending on defined or non-defined area	Dog registration will be completed based on where the animal will be living in the South Burnett and will be charged in line with the fees and charges schedule. No registration fee for kittens or cats.
Vaccinations	Approximately \$60-\$70	This will be charged based on the cost of the vaccinations required to be administered. Pricing is indicative only and will change depending on the cost to Council.
Desexing	Approximately \$150-\$350	If an animal needs desexing, the cost of the desexing will be included in the cost of the adoption / rehoming cost. The pricing in this table is indicative only and will be charged as per the cost to Council for the surgery.
Care and sustenance	Approximately \$50 (maximum of 10 days X \$5 per day)	Recovery of some of the cost incurred in caring for and feeding the animal while in care. Amount is at a reduced rate compared to the fees and charges when animals are impounded and is intended to assist with the cost of rehoming.

ATTACHMENTS

Nil

12.4 FREE MICROCHIPPING DAY**File Number:** 20.08.2025**Author:** Coordinator Planning & Development Services**Authoriser:** Chief Executive Officer**PRECIS**

Free Microchipping Day for the South Burnett Regional Council Animal Management Centre.

SUMMARY

That Council endorse the planning of a Free Microchipping Day at the South Burnett Animal Management Centre.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council endorse the planning of a Free Microchipping Day at the South Burnett Animal Management Centre.

FINANCIAL AND RESOURCE IMPLICATIONS

Each microchip unit costs \$7.50 to purchase plus wages.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan – EN/13 Develop and progress regional pound.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Council will advertise the day to the Community.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

N/A

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Animal Management (Cats and Dogs) Act 2008, Chapter 2, Part 1, Division 1, Section 14:

(1) A person who is or becomes an owner of a cat or dog that is not implanted with a PPID must ensure the cat or dog is implanted with a PPID¹ before it is 12 weeks old unless the person has a reasonable excuse.

ASSET MANAGEMENT IMPLICATIONS

N/A

¹ Prescribed permanent identification device

REPORT

To increase compliance across the South Burnett and encourage responsible pet ownership it is proposed that a free microchip day be planned at the South Burnett Animal Management Centre over the coming months. The team are also hoping to make this a community outreach and open day for the Centre.

The exact day and time is still being considered and planning for the event will begin if Council endorsement is received.

At this stage free microchips would be offered to any non-microchipped animal holding a current registration with the South Burnett Regional Council. It is envisaged that this community outreach and open day may include a volunteers and foster carer's sign up as well as giving the community a chance to look at any animals we have currently up for adoption.

ATTACHMENTS

Nil

12.5 2024/2025 FOURTH QUARTER REVIEW OF ANNUAL OPERATIONAL PLAN**File Number:** 20-08-2025**Author:** Manager Customer Solutions**Authoriser:** Chief Executive Officer**PRECIS**

South Burnett Regional Council Operational Plan 2024/2025 Fourth Quarter Review.

SUMMARY

The South Burnett Regional Council Annual Operational Plan 2024/2025, which details the projects, services, and initiatives that Council has planned to deliver in the financial year, has been reviewed and a written assessment of progress prepared.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council, in accordance with s.174(3) of the *Local Government Regulation 2012*, receive the assessment of the progress towards implementing the South Burnett Regional Council Operational Plan 2024/2025.

FINANCIAL AND RESOURCE IMPLICATIONS

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

LINK TO CORPORATE/OPERATIONAL PLAN

The South Burnett Regional Council Annual Operational Plan (the Plan) progresses the implementation of the South Burnett Regional Council Corporate Plan 2021-2026 for last financial year.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Chief Executive Officer, General Managers and Managers have contributed to the fourth quarter review of the Plan.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

In accordance with s.174(3) of the *Local Government Regulation 2012*, the Chief Executive Officer must present a written assessment of the implementation of the Plan at meetings of Council at regular intervals of not more than three months.

This report provides the written assessment of the implementation of the Plan for the fourth quarter of the last financial year.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

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

REPORT

The South Burnett Regional Council Annual Operational Plan 2024-2025 details the projects, services and initiatives that Council planned to deliver for the financial year.

The assessment of the progress of the Plan is provided in the attached report which meets the Council's legislative obligations to report at regular intervals of the progress of implementation.

ATTACHMENTS

1. Annual Operational Plan 2024/25 - fourth quarter review [↓](#) 



Version Control

date	comment	version
January 2024	Draft	D1
July 2024	Final adopted by Council	F1
October 2024	First Quarter Review	R1
December 2024	Second Quarter Review and realigned in accordance with Interim restructure	R2
March 2025	Third Quarter Review	R3
June 2025	Fourth Quarter Review	R4

Adoption by Council

Draft Plan adopted at the Special Budget Meeting of Council on 10 July 2024.

Copies of the Annual Operational Plan

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

Contact Us

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Acknowledgement

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

Introduction

The South Burnett Regional Council (Council) 2024-25 Annual Operational Plan is required to be developed in accordance with the *Local Government Regulation 2012* and focuses on the actions that Council staff are expected to take throughout the 12-month period in order to implement the longer-term goals detailed in the South Burnett Regional Council Corporate Plan 2021-26.

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

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

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

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

The Corporate Plan 2021-26 provides a blueprint for the future of our communities and establishes priorities and outlines strategies which best reflect the needs of our community for today and into the future. Council's Chief Executive Officer is responsible for preparing quarterly reports to the Council on the progress of the implementation of the Annual Operational Plan. These reports ensure that Council's elected members and staff are accountable for the progress made in meeting Council's annual operational plan goals. This plan is linked to South Burnett Regional Council's 2024-25 budget and reliant upon Council's available human resources.

Executive Services

Annual Operational Plan

2024/25

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

Core Activities					
Ref	Activity	Branch	Corp Plan	Budget	Target
OPE/01	Strengthen, maintain, and actively contribute to Local Government organisations/associations advocating Council's strategic and operational position on key issues.	Office of the CEO	OR12; GR16	BU1001	100%
OPE/02	Develop, coordinate, and publish Council's Annual Report on organisational activities and compliance with legislation.	Office of the CEO	OR1	BU1001	100%
OPE/03	Proactive, strategic delivery of media and communications.	Office of the CEO	OR10	BU1001	100%
OPE/04	Implementation of Council's adopted policies.	Office of the CEO	OR10; GR1	BU1001	100%
OPE/05	Provide administrative support services to the Elected Members to meet Council's strategic outcomes.	Office of the CEO	OR12	BU1001	100%
OPE/06	Continued support for Annual Australia Day Awards and community events.	Office of the CEO	EC16	BU1001	100%
OPE/07	Manage the provision of delegations, sub-delegations and Local Government Worker / Authorised Persons governance processes.	Office of the CEO	OR2	BU1159	100%
OPE/08	Process Right to Information / Information Privacy applications in accordance with legislative requirements and provide awareness training to the organisation.	Office of the CEO	OR2	BU1159	100%
OPE/09	Deliver the Council Policy Governance Framework aligned to strategic planning and relevant legislation incorporating Council's policies, procedures, forms and factsheets.	Office of the CEO	OR2	BU1159	100%
OPE/10	Capture and correctly manage Council's corporate documents using recordkeeping good practice and promoting such to the organisation.	Office of the CEO	OR2	BU1159	100%
OPE/11	Manage and maintain the legal proceedings/legal advice and corporate registers and maintaining the budget for engagement of legal services.	Office of the CEO	OR2	BU1159	100%

Core Activities					
Ref	Activity	Branch	Corp Plan	Budget	Target
OPE/12	Promote a high standard of corporate responsibility, transparency and accountability in decision making at all levels of the organisation in the best interest of Council and the community aligning to legislation and Council policy.	Office of the CEO	OR2	BU1159	100%
OPE/13	Manage Council's Insurance policies and claims.	Office of the CEO	OR13	BU1159	100%
OPE/14	Deliver sound corporate risk management and internal audit functions aligning to Council policy.	Office of the CEO	OR15	BU1159	100%
OPE/15	Ongoing implementation of Council's People and Culture Workforce Plan (including Workplace Health and Safety) to guide the engagement, development, management, and performance of Council's human resources through activities such as the annual employee engagement survey.	People & Culture	OR11; OR9; GR15	BU1003	100%
OPE/16	Continued improvement, implementation, and review of Council's Workplace Health Safety (WHS) System in conjunction with the People and Culture Workforce Plan.	People & Culture	OR16	BU1003	100%
OPE/17	Maintain and improve Council's cemeteries to meet community standards.	Commercial Services	IN14	BU1104	100%
OPE/18	Promotion and operation of Council-owned tourist facilities at Boondooma and Bjelke-Petersen Dams.	Commercial Services	GR5; GR7	BU1004 BU1008 BU1009 BU1057 BU1058	100%
OPE/19	Maintain and improve Council's Saleyards to meet community and safety standards and continue the functions of the Coolabunia Saleyards Advisory Committee.	Commercial Services	IN11	BU1007	100%
OPE/20	Actively manage Council's aerodromes to meet service standards and compliance.	Commercial Services	IN15	BU1005	100%

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPE/21	Advocate for specialist and community health services to maintain current services at a minimum.	Office of the CEO	IN13	1 July 2022	ongoing	BU1001	100%
<p><u>30/09/2024</u></p> <p>Discussions with proponents of the Lady Bjelke-Petersen Community Hospital regarding the Health Precinct redevelopment. Meeting with palliative care nurses to advocate for improved services in region. Draft position paper developed to support private hospitals to be able to accept public patients with particular focus on Lady Bjelke-Petersen Community Hospital. Regular meetings of the South Burnett Community Hospital Foundation. Meetings and site visit to Head to Health / Open Minds. Engagement with PHN and advocacy to bring more doctors to the region. Advocacy on maintaining and improving GP services.</p> <p><u>31/12/2024</u></p> <p>Investigated and engaged TRACC Grant program which will be actioned in the 2nd half of the financial year. The program aims to build resilience, improved community networks and provide information on improved mental health knowledge. Kingaroy Medicare Mental Health (formerly Head to Health) continue participation in the advisory committee. Developed for distribution in 2nd half of financial year GP promotional videos.</p> <p><u>31/03/2025</u></p> <p>Two board meetings with the South Burnett Community Hospital Foundation during the period. Lady Bjelke-Petersen Community Hospital: generator has been relocated and reconnected, enabling the site to be cleared. Services conducted by local contractors; health policies written and reviewed by UQ health policy researcher; NDIS registration to be completed this month. GP videos distributed.</p> <p><u>30/06/2025</u></p> <p>Met with Member for Nanango to brief on progress and opportunities to move forward. SBCHF Board met with proponents of the redevelopment for the LBJPCH. Presentation of donations from SBCHF to LBJPCH at a KCCI meet and greet for essential medical equipment. Community update was given at the KCCI meeting of the operations of the hospital. Council representatives attended Darling Downs Health Board meeting at the Kingaroy Hospital. Continue to support and participate in Kingaroy Medicare Mental Health Reference Group. Councillors engaged in community health initiatives such as Suicide Prevention Group.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPE/22	Advocate for digital literacy and inclusion opportunities and regional benefits.	Office of the CEO	GR6; GR8	1 July 2023	30 June 2025	BU1001	100%
<p><u>30/09/2024</u></p> <p>Participation in the BIEDO organised communications round table. Continued advocacy for Dark Fibre improvements with the specific focus on Nanango and Kingaroy connectivity. Partnership discussions with Yurika.</p> <p><u>31/12/2024</u></p> <p>Successful in the REFF application grant process for distribution of Dark Fibre. Contract signed with providers to progress rollout. Mobile submission to Round 8 of the Mobile Blackspot program being prepared. Council endorsed the submission at the December 2024 General meeting.</p> <p><u>31/03/2025</u></p> <p>Round 8 Blackspot Funding application submitted. Dark Fibre project commenced. Federal Advocacy document adopted at January 2025 meeting. Supported LGAQ advocacy for closing the digital divide.</p> <p><u>30/06/2025</u></p> <p>Yurika Dark Fibre project is under construction. Supported and participated in the BIEDO connectivity tour, where community was able to engage with a range of internet and telco partners in a roadshow format.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPE/23	Develop an advocacy plan to promote Council priorities to State and Federal government's including 2032 Olympic and Paralympic Games Legacy infrastructure.	Office of the CEO	GR2	1 October 2022	30 June 2025	BU1001	100%
<p><u>30/09/2024</u></p> <p>Advocacy document developed for State Government Elections.</p> <p><u>31/12/2024</u></p> <p>State Advocacy Plan completed. Federal Advocacy Plan under development and will be workshopped with Council in January 2025 and presented to the January 2025 General meeting for adoption.</p> <p><u>31/03/2025</u></p> <p>Federal Advocacy Plan adopted at January 2025 meeting. Made a submission for the 100 Day Review. Mayor & CEO had feedback session with the Olympic board representatives. Submitted the Kingaroy swimming pool redevelopment as a legacy infrastructure project. 250 million Olympic Games On! Funding program – Wooroolin Skate Park project to be funded under this program.</p> <p><u>30/06/2025</u></p> <p>State and Federal Advocacy Plans previously completed. For the Olympics, meetings conducted with state government representatives in several departments to progress a future application for future legacy infrastructure – Kingaroy Swimming Pool Precinct. Meetings commenced with smaller and neighbouring countries for the opportunities for athlete acclimatisation and training prior to the 2032 games. Met with a deputation from Nanango for the opportunity to partner in community infrastructure with a not-for-profit group. The community organisation has a focus on youth engagement, mental health, inclusion, and regional sport development directly supports the Games' legacy objectives to foster a more active and connected Queensland – particularly in rural and regional areas.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPE/24	Continued advocacy at State and Australian Government for funding for water projects identified in the 25-year economic roadmap.	Office of the CEO	GR12 ; GR13	1 July 2022	30 June 2025	BU1001	100%
<p><u>30/09/2024</u></p> <p>Continued advocacy for Gordonbrook off site water storage. Representations to State Government to participate and support water quality initiatives which were not supported by the State Government. Council funding in budget to progress water treatment options. Positive discussions with the State Member for Nanango for project support.</p> <p><u>31/12/2024</u></p> <p>Participated in a joint submission with LGAQ to State government. Successful in the REFF program for Gordonbrook Offsite Storage project. Planning and construction of the project commenced, with project plan developed. Developed an application for increased storage capacity to complement recently completed reservoir at Mt Wooroolin.</p> <p><u>31/03/2025</u></p> <p>REFF projects commenced. Advocacy on Gordonbrook dam safety upgrade with state government and participation in LGAQ working group. Included in adopted Federal Advocacy Plan. Correspondence to Colin Boyce MP regarding Boondooma Dam second stage upgrade.</p> <p><u>30/06/2025</u></p> <p>Representations and meeting with state government representatives to progress increased water allocation opportunities from Boondooma Dam and understanding of future reviews of water plans. Approval received from state government through state government grant for Mt Wooroolin Reservoir No. 3. Continue work on Gordonbrook offsite storage. Engaged with the department on the Gordonbrook dam safety upgrade. Continuing with risk assessment and planning through this process. Met with Sunwater representatives to discuss planning phase for construction of Barlil Weir.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPE/25	Engage key stakeholders conducting advocacy activities to build regional economic diversification in energy transformation, encouraging responsible investment in renewable energy and engagement in energy policy and advocacy for transition of economies impacted by State and Australian Government policies / Engagement with the State Government Jobs and Energy Plan in particular the Regional Economic Futures Fund. This Engagement may include initiatives to develop and implement energy efficient initiatives to reduce Council's energy / carbon footprint.	Office of the CEO	OR5	1 July 2022	ongoing	BU1001 BU1004	100%
<p><u>30/09/2024</u></p> <p>Attendance at community engagement sessions for Tarong West. Submission to SARA for Tarong West Development Approval and representations to Tarong West regarding infrastructure agreements required and community consultative committee. Attended Stanwell community forum, site visit at Stanwell and Meandu mines. Council resolutions presented to WBBROC and ALGA. Discussions with PowerLink. Continued participation in the State Government REFF process and LEO committee. South Burnett Regional Council Climate Adaption Strategy and Waste Strategy completed and adopted. Circular Economy Industrial Precinct project funded by State Government through REFF program and commenced.</p> <p><u>31/12/2024</u></p> <p>Advocacy for a consistent approval process e.g. at present Solar Farms, and BESS developments are assessed by Council (across the whole state, not just SBRC), and Wind Farms are assessed by the State Government with Council as a referral agency. In the Planning Regulation the State has made Wind Farms prohibited from being assessable development under a Planning Scheme. Community newsletter/information on Borumba Pumped Hydro connection project received. Councillors presented to the Inquiry into nuclear power generation in Australia in December. Continued engagement in the REFF process and progress on approved projects.</p> <p><u>31/03/2025</u></p> <p>Cr Heit appointed to the Community Consultative Committee as Council's representative for Tarong West Development. Engaged with state government REFF program (Council Decarbonisation Review and Carbon Zero Strategy program). Engaged with WBBROC for joint and individual submissions for climate resilient projects. BESS proponents have conducted some community engagement activities.</p> <p><u>30/06/2025</u></p> <p>Council has endorsed the finalised business case for the South Burnett Circular Economy Precinct and has received approval to utilise remaining funds to undertake further investigations on a site and complete a design.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPE/26	Consult with South Burnett Communities for their specific town and village community plans / key priority lists for adoption.	Office of the CEO	EC9	1 July 2022	30 June 2025	BU1001	100%
<p><u>30/09/2024</u></p> <p>Draft community plans circulated to councillors for feedback which will be reviewed in 2nd quarter reporting period. Community engagement and consultation plan being developed and will run public consultation in parallel with Corporate Plan consultation.</p> <p><u>31/12/2024</u></p> <p>Draft community plans to be workshopped with Councillors in January 2025. To be progressed in 3rd quarter.</p> <p><u>31/03/2025</u></p> <p>Engagement session held in Blackbutt on 12 March 2025. Nine (9) community face to face sessions scheduled for 4th quarter. Drafts discussed at Council workshop on 5 March 2025. Website being updated for feedback for Corporate Plan and Community Plan. Council approved a Draft Corporate Plan 2025-2030 on 19 February 2025.</p> <p><u>30/06/2025</u></p> <p>Draft Community Plans were adopted at the Council meeting on 18 June 2025. Engagement with the community over the 2024/25 financial year commenced through a formal consultation process. The development of the plan will also be informed by existing Council corporate and financial documents. Community meetings were held with the Mayor and Councillors and feedback was received over the 2024/25 financial year were:</p> <ul style="list-style-type: none"> • 15 April 2025 – Wondai Hall • 23 April 2025 – Maidenwell Hall and Blackbutt Hall • 30 April 2025 – Proston Hall and Murgon Hall • 8 May 2025 – Maidenwell • 12 May 2025 – Durong Hall and Kumbia Hall • 14 May 2025 – Nanango Hall • 15 May 2025 – Kingaroy Hall <p>The community were able to submit feedback online through Council website or by handing in feedback to the Council offices. Second phase of consultation will be undertaken in 2025/2026 financial year.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPE/27	Establish, support, and develop an Advisory Committee to pursue a Regional University Precinct with purpose to establish a business case and shovel ready project for development.	Office of the CEO	GR9	1 July 2022	30 June 2025	Subject to Funding	100%
<p><u>30/09/2024</u></p> <p>Working group established and regular meetings being held to prepare application for funding submission. Company structure developed and board members identified. Joint application between South Burnett Regional Council and Cherbourg Aboriginal Shire Council. Partnership MOU proposed with TAFE to site stage 1 of the facility at Kingaroy TAFE and stage 2 at the Cherbourg TAFE. Draft budget prepared and broad stakeholder engagement commenced and in progress with all industry sectors.</p> <p><u>31/12/2024</u></p> <p>Application submitted and waiting on Federal government response.</p> <p><u>31/03/2025</u></p> <p>Application unsuccessful and continuing to source funding to progress project.</p> <p><u>30/06/2025</u></p> <p>Met with University of Southern Queensland to develop collaboration opportunities for a study hub. The advisory committee/potential board committee for the submitted funding application will be reconsidered and refreshed in the 2025/2026 financial year. Councillors workshopped opportunities in progressing the establishment of a university precinct.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPE/28	Continue development of the Organisational Service Level Catalogue.	Office of the CEO	OR11	1 July 2022	30 June 2025	BU1001	50%
<p><u>30/09/2024</u></p> <p>Draft of Organisational Service Level Catalogue prepared and will be presented to council workshop in 2nd quarter reporting period.</p> <p><u>31/12/2024</u></p> <p>Draft Organisational Service Catalogue being considered with Corporate Plan and Organisational Structure review. To be progressed in 2nd half of financial year.</p> <p><u>31/03/2025</u></p> <p>To be progressed in 4th quarter in line with Corporate Plan and Organisational Structure review.</p> <p><u>30/06/2025</u></p> <p>Catalogue not progressed due to limited human resources in this reporting period and focus was on the consultation and development of the Organisational Development Plan. An action identified in the Organisational Development Plan is to complete the Level of Service Catalogue with a focus on practical services as perceived and valued by customers and the community and establish a business planning and reporting regime (segway from Service Levels Catalogue) for each section/department as an early part of the budget development process.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPE/29	Consider Burnett Inland Economic Development Organisation (BIEDO) as Council's lead organisation for economic development for the region and coordinate with local Chambers of Commerce to work together for regional economic development.	Office of the CEO	GR1	1 July 2024	30 June 2025	BU1004	100%
<p><u>30/09/2024</u></p> <p>Resolution of council and partnership arrangement included in 24/25 budget. Purchase Order completed. Draft partnership document sent to GM BIEDO for review and feedback. KPIs drafted by BIEDO presented to council workshop and circulated to councillors for review and any further feedback. Formal sign off on partnership expected to be completed in 2nd quarter of reporting period. BIEDO GM met with Council CEO and has also attended several economic development activities. Investment Prospectus completed.</p> <p><u>31/12/2024</u></p> <p>Ongoing meetings with BIEDO. Report finalising Partnership Agreement to be presented to the January 2025 General meeting. Progress update report on BIEDO activities was presented to the December 2024 General meeting which was received by Council.</p> <p><u>31/03/2025</u></p> <p>Draft Partnership Agreements were considered by Council at the January and February 2025 General meetings. Final agreement signed March 2025 for a three (3) year period as per Council resolution. Exploring grant opportunities together and BIEDO participated in the Local Disaster Recovery Group and will be a key member in the Economic Recover Subgroup.</p> <p><u>30/06/2025</u></p> <p>Update of activities Jan-March report from BIEDO was adopted by Council. Meeting held with CEO and BIEDO General Manager to progress opportunities. Engaging with BIEDO with Small Business Friendly Charter. BIEDO participating in Council Recovery committees. BIEDO has secured \$3,000 from Powerlink to encourage innovation and entrepreneurship among youth in South Burnett. Objective: The event focused on innovation and entrepreneurship, bringing together young people, entrepreneurs, and community leaders to explore new business opportunities and regional growth. BIEDO attended and facilitated discussions at Wondai Business Development and KCCI meetings. QCAS Meeting with VSB about First Nations Tourism Support to discuss strategies for supporting First Nations tourism initiatives in South Burnett, with a focus on cultural tourism and community-led ventures.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPE/30	Maintain current governance framework and processes of Internal Audit Committee and function.	Office of the CEO	OR15	1 July 2024	30 June 2025	BU1159	100%
<p><u>30/09/2024</u> Ongoing progress of the 3-year audit plan. Appointment of new Audit Committee members completed.</p> <p><u>31/12/2024</u> Audit committee meetings continuing in accordance with legislation.</p> <p><u>31/03/2025</u> Audit committee meetings continuing in accordance with legislation. Attended QAO briefing for Audit Committee chairs. Completed the survey for Audit Committee chairs.</p> <p><u>30/06/2025</u> Audit committee meetings continuing in accordance with legislation.</p>							
OPE/31	Provide governance support to identified strategic projects within Council.	Office of the CEO	OR2	1 July 2024	30 June 2025	BU1159	100%
<p><u>30/09/2024</u> Ongoing provision of support when requested across Council for projects.</p> <p><u>31/12/2024</u> Ongoing provision of support continuing.</p> <p><u>31/03/2025</u> Ongoing provision of support continuing.</p> <p><u>30/06/2025</u> Ongoing provision of support. Through Organisational review the establishment of Strategic Economic and Regional Development position to progress these opportunities.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPE/33	Investigate bulk insurance options for community groups and review Council's insurance framework, including investigation into self-insurance and a comprehensive review of the insurance values.	Office of the CEO	EC6	1 July 2024	30 June 2025	BU1159	100%
<p><u>30/09/2024</u></p> <p>Investigation to commence in Q2.</p> <p><u>31/12/2024</u></p> <p>Contacted and advocated through LGAQ in the areas of insurance and community insurance. Further work required in this area as there is no clear opportunity for bulk insurance for community groups at this time. Revaluation of assets undertaken in Quarter 2. Report due 2nd half of financial year.</p> <p><u>31/03/2025</u></p> <p>Insurance questionnaires and schedules completed and submitted prior to closing date of 21 March 2025 with input received from SLT. Casual Hirer's questionnaire completed with no change. Up to 300 casual hirer's estimated for 2025/2026 financial year. This provides protection for Council in the event that the hirer causes loss or damage to another party and the hirer has no insurance to cover that loss.</p> <p><u>30/06/2025</u></p> <p>No further action. Current avenues exhausted. Self-insurance to be workshopped and investigated in 2025/2026 financial year.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPE/34	Continue to develop and engage an employee value proposition linking to Council's People and Culture Workforce Plan for positive recruitment and retention outcomes.	People & Culture	OR11	June 2021	Ongoing	BU1003	100%
<p><u>30/09/2024</u></p> <p>With engagement to be commenced for Interim Structure, engagement will occur in the coming months. Additionally, with the commencement of bargaining for both Field and Officers agreements, EVP will be identified and developed as part of the process.</p> <p>Recruitment and retention outcome improvements will be developed over the course of the bargaining.</p> <p><u>31/12/2024</u></p> <p>Employee value proposition draft developed and to be presented to SLT for feedback. Met with LGAQ representatives to discuss EVP and gave feedback on draft LGAQ Workforce Strategy 2024-2028.</p> <p><u>31/03/2025</u></p> <p>EVP to be presented to SLT in May 2025. Culture Workforce Plan to be reviewed. 10-year service awards to be presented during 4th quarter. Employee recognition draft being reviewed. Employee referral program being developed.</p> <p><u>30/06/2025</u></p> <p>Employee Value Proposition under review and a project plan in place to complete.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPE/35	Continued upskilling of staff to develop identified career path progression. Upskilling staff – using training budget.	People & Culture	OR11	1 July 2024	Ongoing	BU1003	100%
<p><u>30/09/2024</u></p> <p>Continued access for staff training and development via both the L&D budget and Higher education budgets. EDR processes are being finalised and development plans and L&D outcomes will be established.</p> <p><u>31/12/2024</u></p> <p>New trainees we have 10 positions engaged - Trainee Library Services, Trainee Infrastructure administration, Trainee Horticulture Murgon, Trainee Horticulture Kingaroy, Trainee Facilities and Parks Administration, Trainee Finance and corporate administration, Trainee Civil Construction, Trainee ICT Support, Trainee Horticulture Wondai, Trainee Commercial enterprises.</p> <p>Four school-based trainees completed in this reported period.</p> <p><u>31/03/2025</u></p> <p>Training forms to be streamlined and online, so P&C can manage and link to EDR process. Review Strategic objectives with key stakeholders. Engagement with Queensland Training Awards and South Burnett Training Awards. Mandatory Fraud Awareness training ongoing.</p> <p><u>30/06/2025</u></p> <p>EDR process to be completed by end of September 2025 to ascertain future training requirements. Completed the mandatory Fraud Awareness training. P&C intranet site refreshed and went live 27 May 2025. Site provides guidance on learning and development and training opportunities and easy access for all staff.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPE/36	Establish and support the Airport Precincts and undertake master planning for Kingaroy, Wondai and Nanango aerodromes, to establish a business case and shovel ready projects for construction, and develop a commercialisation strategy for the Airport Precincts and wartime tourism opportunities for Kingaroy Airport.	Commercial Enterprises	IN15	1 July 2024	30 June 2025	BU1005	100%
<p><u>30/09/2024</u></p> <p>Review of current leases and tenants completed. Survey plan of Nanango aerodrome completed.</p> <p><u>31/12/2024</u></p> <p>A presentation from the Kingaroy Soaring Club was received by Council on 8 November 2024 and a follow up onsite meeting is scheduled on 10 January 2025. A presentation has been developed to engage with Councillors to commence discussions on the future strategic direction of the Kingaroy aerodrome. Presentation delivery was delayed due to flooding event in the region.</p> <p><u>31/03/2025</u></p> <p>Workshop delivered to Councillors outlining the three aerodromes and their unique attributes. Consultation for the Kingaroy Aerodrome will be held with users on 1 May 2025 to progress introduction of landing fees, possible masterplan elements. Engagement with Council's planning team will commence in the next quarter. Engagement with Council's Grants officer seeking funding for master planning activities are ongoing.</p> <p><u>30 June 2025</u></p> <p>Consultation was held with users on 1 May 2025 for the introduction of landing fees and aerodrome planning. Council has approved the introduction of landing fees and AvData monitoring at Kingaroy and Wondai airports. Preliminary meetings have been held with the Manager of Planning and Manager Commercial Enterprises to commence land planning for the Kingaroy aerodrome. This project will continue into the next financial year. Capital works activities for the renewal of the terminal building sump, flush markers have been carried over to the 2026 financial year.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPE/37	Investigate a digital solution for customer enquiries and deliver an audit of Council's cemetery records and investigate funeral director bookings at cemeteries.	Commercial Enterprises	IN14	1 July 2024	30 June 2025	BU1104	100%
<p><u>30/09/2024</u></p> <p>Responses from previous contractors reviewed and approached for requote on the project. Project plan amended and updated.</p> <p><u>31/12/2024</u></p> <p>A contractor was engaged, and scope and deliverables has been revised to meet the budget restrictions of the project. Maps and reports on current records have been provided to the contractor. Pre-start meeting is scheduled for 13 January 2025 with commencement of on ground mapping to commence 28 January 2025 at Taabinga cemetery.</p> <p><u>31/03/2025</u></p> <p>The contractor has completed a pilot mapping of Taabinga cemetery The pilot data has been imported into Intramaps and is a functional layer under Community. The contractor has completed mapping of all other cemeteries excluding Memerambi and the Columbarium walls in all cemeteries and is now processing the data ready for importation.</p> <p><u>30/06/2025</u></p> <p>The contractor has completed the mapping and data collection of all cemeteries (excluding Memerambi and the Columbarium walls) and is currently being imported by Council's GIS staff to complete the installation into Intramaps. The project has delivered the project scope by assigning a polygon to each grave, a photo of each grave and a transcribing of the grave inscription. The project has covered 80% of the records with the remaining 20% (2,045) unmatched. This may be due to unreadable inscriptions of historical graves or old reservations (of the monumental section). The next phase will be completed in 2026 Financial year in which the unmatched 20% of graves will be located and checked and matched with Council's records. Additionally, Memerambi and the Columbarium walls will be mapped and recorded. It is expected that this will be completed by the Commercial Enterprise team.</p>							

Finance & Liveability Annual Operational Plan 2024/25

Mission:	To provide excellent financial, and information technology services/advice to enable our organisation to achieve its goals; enhance the liveability of the South Burnett region via the provision of community services & facilities, sustainable environmental practices, appropriate planning & regulatory controls and initiatives that enhance community wellbeing and lifestyle.
Officer Responsible:	General Manager Finance & Liveability
Responsibilities:	Department Management, Property & Rating, Procurement & Stores, Financial Planning & Sustainability, ICT & Business Systems, Planning & Land Management, Customer Service, Community Development, Libraries, Visitor Information Services.



Core Activities					
Ref	Activity	Branch	Corp Plan	Budget	Target
OPFL/01	Development of annual budget, compliance with budget limits, quarterly budget revisions, monthly reporting of budget variations to Council in monthly financial reports.	Finance & Sustainability	OR5	BU1011	100%
OPFL/02	Maintain and monitor 10-year long term financial plans reporting to Council through monthly financial reports.	Finance & Sustainability	OR5	BU1011	100%
OPFL/03	Encouragement and development of the local Market Place by establishing a healthy register of what the local Market Place can provide to Council by way of goods or services committing a target to local spend.	Finance & Sustainability	GR11	BU1012	60%
OPFL/04	Debt Recovery - Continue to follow up on outstanding debt to not place an unfair burden onto rate payers who meet their obligations in full.	Finance & Sustainability	OR5	BU1011	100%
OPFL/05	Provide information in monthly meeting reports surrounding the financial sustainability ratios which are mandated under the <i>Local Government Regulation 2012</i> in the financial management (sustainability) guidelines.	Finance & Sustainability	OR5	BU1011	100%
OPFL/06	Develop and map strategies to bring Council budget into surplus within long term forecast.	Finance & Sustainability	OR5	BU1011	100%
OPFL/07	Zero-based budgeting.	Finance & Sustainability	OR7	BU1011	100%
OPFL/08	Deliver an unqualified Audit.	Finance & Sustainability	OR5	BU1011	100%
OPFL/09	Annual Financial Statements developed and delivered in both accordance and compliance with relevant Accounting Standards and Legislation.	Finance & Sustainability	OR5	BU1011	100%

Core Activities					
Ref	Activity	Branch	Corp Plan	Budget	Target
OPCL/10	Lead and administer the Local Disaster Recovery for the South Burnett	Finance & Liveability	EC15	BU1048	100%
OPFC/11	Strategically upgrade and improve Council information technology systems and hardware.	ICT and Business Systems	OR3,	BU1017	75%
OPFC/12	Data Security Review including, Cyber Security. Ensure the provision of appropriate security systems (including cyber security) to protect Council's data and information.	ICT and Business Systems	OR15	BU1017	75%
OPFC/13	Develop and manage Business Systems and Projects (Project T2 and sub-projects).	ICT and Business Systems	OR13	BU1160	50%
OPFL/14	Manage the periodical review and progress update of Council's 2024/25 Annual Operational Plan.	Customer Solutions	OR1	BU1159	100%
OPFL/15	Manage the development of Council's 2025/26 Annual Operational Plan aligned to Council's budget development process.	Customer Solutions	OR1	BU1159	100%
OPFL/16	Maintain Council's call centre and customer service delivery across the customer service centres of Blackbutt, Nanango, Kingaroy, Wondai, Murgon, Proston.	Customer Solutions	EC5	BU1159	100%
OPFL/17	With the support of Council's departments, implement Council's Customer Service Charter.	Customer Solutions	OR8	BU1159	100%
OPFL/18	Support community development and wellbeing through delivery of Council's Community Grants program, and in-kind assistance.	Customer Solutions	EC16	BU1136	100%
OPFL/19	Enable free and equitable access to library facilities, services and programs for all members of the community to support the learning, recreation and social needs of the community in accordance with the State Library of Queensland's Service Level Agreement.	Customer Solutions	EC5	BU1069-1076	100%

Core Activities					
Ref	Activity	Branch	Corp Plan	Budget	Target
OPFL/20	Promotion and operation of Council owned heritage, arts, visitor information centres and tourism assets including Council's tourist facilities at Boondooma and Bjelke-Petersen Dams.	Customer Solutions	GR5; GR7	BU1004 BU1008 BU1009 BU1057 BU1058	100%
OPFL/21	Explore partnership opportunities to support local volunteer groups.	Customer Solutions	EC6	BU1136	100%
OPFL/22	Advocate for opportunities for mental health and suicide prevention initiatives and projects that support community well-being.	Customer Solutions	EC9, EC11	BU1136	100%
OPFL/23	Administration of legislative functions including but not limited to food safety, public health licencing, environmental authority registrations, customer request management, regulation of council's local laws and mosquito management.	Planning and Development	EN8; EN10; EC14	BU1077 BU1138 BU1146 BU1147 BU1163	100%
OPFL/24	Effectively manage Development Applications and permits including planning, building and plumbing approvals at a minimum, legislative timeframes.	Planning and Development	GR8	BU1047	75%

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPFL/25	Perform a review of internal dividends to determine best practice for calculation of budgeted dividends.	Finance & Sustainability	OR5	1 July 2024	31 Dec 2024	BU1011	50%
<p><u>30/09/2024</u> Review of internal dividends will begin over the next few months.</p> <p><u>31/12/2024</u> Review of internal dividends will be part of the 2025/2026 budget preparation process.</p> <p><u>31/03/2025</u> As above – budget preparation currently being performed.</p> <p><u>30/06/2025</u> Budget preparation completed. Dividend review and methodology options begun and will look at potential implementation for future budget years.</p>							
OPFL/26	Increased automation and staff training with TechOne to enable superior reporting in the rates department.	Finance & Sustainability	OR13	1 July 2024	30 June 2025	BU1011	100%

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
<p><u>30/09/2024</u> Reports are being developed by TechOne to assist with the emergency management levy data for returns through the year. This usually takes a significant amount of time to complete currently.</p> <p><u>31/12/2024</u> TechOne has completed the Report for the Emergency Management Levy data just prior to the end of the 2024 calendar year. Rates have started using the report with a good efficiency gain.</p> <p><u>31/03/2025</u> No further update. Continuing to look for efficiency opportunities.</p> <p><u>30/06/2025</u> Completed. Will continue to look for efficiencies in the future.</p>							
OPFL/27	Implementation of Phase I of Centralised Procurement including investigation into transition to CiAnywhere's Procure to Pay.	Finance & Sustainability	OR13	1 July 2024	1 July 2025	BU1012	70%
<p><u>30/09/2024</u> Project for CiAnywhere's Procure to Pay transition has begun its process mapping stage starting with the Accounts Payable processes.</p> <p><u>31/12/2024</u> CiAnywhere's Procure to Pay transition continues.</p> <p><u>31/03/2025</u> CiAnywhere currently undergoing testing of configuration for transition across. Go Live date currently set for 7 May 2025.</p> <p><u>30/06/2025</u> Transition has been pushed out to October.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPFL/28	Continue with the staged implementation of the Council endorsed rating strategy.	Finance & Sustainability	OR14	1 July 2024	Ongoing	BU1011	100%
<u>30/09/2024</u> Rating strategy will be looked at as part of the 25/26 budget preparations.							
<u>31/12/2024</u> Rating strategy will be looked at as part of the 25/26 budget preparations.							
<u>31/03/2025</u> Rating workshops will be performed in April and May.							
<u>30/06/2025</u> Rating strategy for the 25/26 year completed and workshopped with Councillors.							
OPFL/29	Communication strategy regarding financial performance on a quarterly basis.	Finance & Sustainability	OR5	1 July 2024	1 July 2025	BU1011	80%
<u>30/09/2024</u> Internal financial working group formed to develop a communications strategy and will meet in Q2 to draft.							
<u>31/12/2024</u> Council has adopted the 2 nd Qtr Budget at its 22 Jan 2025 Council Meeting. The Internal working group will now meet on 17 Feb 2025.							
<u>31/03/2025</u> Internal working group met in February. Communication for 3 rd Quarter will be developed.							
<u>30/06/2025</u> Communication strategy format nearly completed for future quarterly reviews.							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPFL/30	Continue the T2 digital transformation project initiatives to further enhance operational activity.	ICT and Business Systems	OR13	1 July 2022	Ongoing	BU1160	25%
<p><u>30/09/2024</u></p> <p>CiA Live kick off meeting with TechOne Project Manager Oct t 3rd. Prerequisite discovery questionnaire provided with multiple tasks allocate to the team to answer. Meeting scheduled with TechOne to review results scheduled for 3 weeks approx. 24th Oct.</p> <p><u>31/12/2024</u></p> <p>CiA live environment provisioned, and access provided to SBRC Business Systems Team. The updates to supply chain are being investigated with UAT and training resources being developed. Additionally, user access permission will require a full review and be applied to SBRC user accounts.</p> <p><u>31/03/2025</u></p> <p>UAT commencing Monday 31/03/2025, set for 4 weeks duration. Tentative Go-Live set for 7th May</p> <p><u>30/06/2025</u></p> <p>UAT underway for SCM Financial EB XLones and ETL's and work orders. "Show stopper" issues identified with the contracts module forcing a revised Go-Live date to be 30th Oct 2025.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPFL/31	Further enhance Customer Access to Council's online services (i.e. self-service portal).	ICT and Business Systems	OR13	1 July 2024	30 June 2025	BU1160	75%
<p><u>30/09/2024</u></p> <p>The CiAnywhere Live transition project has commenced and identified externally facing functionality will be added to Council Connect where appropriate.</p> <p><u>31/12/2024</u></p> <p>CIA live has highlighted many prerequisites requiring completion before external facing services can be delivered. Many of these being within the P&R product suite that has been earmarked for FY 25/26</p> <p><u>31/03/2025</u></p> <p>P&R CiA live investigation, project planning set for next FY</p> <p><u>30/06/2025</u></p> <p>Due to delays with the Cia Live CES portion of the project this item will be reschedule until after 30th October 2025.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPFL/32	Realise business improvements through the use of Council's Microsoft Office 365 Systems Software.	ICT and Business Systems	OR13	1 July 2024	Ongoing	BU1017	50%
<p><u>30/09/2024</u></p> <p>Training assessed and applied for by the ICT team to further leverage of the MS 365 suite capabilities for BAU. Intune used to manage 130+ Mobility devices set for deployment 2nd quarter.</p> <p><u>31/12/2024</u></p> <p>25+ Mobility devices deployed, with additional devices set to be deployed through 3rd quarter</p> <p><u>31/03/2025</u></p> <p>SharePoint HR page redesign initial discussion held, Tablet deployment - 90% device allocation</p> <p><u>30/06/2025</u></p> <p>External resourcing required to validate ICT findings and confirm next steps of the roadmap. Approx 5TB of file storage containing millions of files to be migrated through the use of Meta tags and categories. Further progress to made as advised from external party.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPFL/33	Reporting on strategic upgrades and improved Council information technology systems and hardware.	ICT and Business Systems	OR13	1 July 2024	Ongoing	BU1017	100%
<p><u>30/09/2024</u></p> <p>Cyber security report carried out by independent assessment firm with a result rating of moderate. ICT working through recommendations.</p> <p><u>31/12/2024</u></p> <p>Report recommendations continue to be worked through with completion estimated 3rd quarter</p> <p><u>31/03/2025</u></p> <p>90% of report recommendation in place further work set to complete before EOFY</p> <p><u>30/06/2025</u></p> <p>Reports recommendations addressed an item considered complete.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPFL/34	Full review on expenses relating to printing and photocopying to identify operational efficiencies.	ICT and Business Systems	OR13	1 July 2024	Ongoing	BU1017	100%
<p><u>30/09/2024</u></p> <p>Reports generated monthly and readily available for assessment to identify operational efficiencies.</p> <p><u>31/12/2024</u></p> <p>Reports illustrating usage and created monthly and monitored by ICT. Unusual cost increases are addressed with Manager of department.</p> <p><u>31/03/2025</u></p> <p>Monitoring continues with reports highlighting high usage readily available</p> <p><u>30/06/2025</u></p> <p>Report generated monthly, reviewed and abnormal levels of printing provided to Manager of department</p>							
OPFL/35	Delivery of the facility booking project in collaboration with internal stakeholders.	Customer Solutions	OR9	1 July 2024	30 June 2025	BU1159	100%
<p><u>30/09/2024</u></p> <p>Final stages of implementation of the project. October finalise data transition and commence internal use for bookings and then release to public. Event module implementation brought forward and being built in production in preparation for Mayors Christmas function bookings.</p> <p><u>31/12/2024</u></p> <p>Booking facility project is complete and going live on 6 January 2025. Ongoing training for staff and interaction with regular hirers.</p> <p><u>31/03/2025</u></p> <p>Booking system is live and being well used for internal events.</p> <p><u>30/06/2025</u></p> <p>Implemented and finalised for booking facilities and ticketing for Council events.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPFL/36	Comprehensive review of Customer Service resourcing and customer service delivery including review of all functionalities including library interaction, opening hours, afterhours service and telephony options.	Customer Solutions	OR9	1 July 2024	30 June 2025	BU1159	100%
<p><u>30/09/2024</u> Customer Service and Libraries now falls under one Manager. Commenced review of customer service staffing levels with preliminary investigations into a coordinated approach to service delivery.</p> <p><u>31/12/2024</u> Ongoing discussion and collaborative working between Libraries and Customer Service. Further review in line with Corporate Plan and interim structure review early 2025.</p> <p><u>31/03/2025</u> Structured cross-training implemented to ensure service delivery is met for library and CS and team assist each other when needed.</p> <p><u>30/06/2025</u> Opening hours have been changed to include early closure on Wednesdays for training purposes and opening at lunchtimes in the Blackbutt, Wondai and Murgon offices pending the review of facilities and officers working alone. There is ongoing cross-training of staff for basic tasks on the front counters and libraries to ensure a high standard of service delivery. Cross-training will be ongoing. After-hours phone services procurement is finalised and being implemented.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPFL/37	Investigate options to decrease operational postage costs such as increasing customer on-line activities including implementing a promotional marketing campaign and incentivising emailing rates notices.	Customer Solutions	OR13	1 July 2024	Ongoing	BU1017	50%
<p><u>30/09/2024</u> Meeting to discuss options and how to progress scheduled for November.</p> <p><u>31/12/2024</u> Meeting postponed and rescheduled for early 2025.</p> <p><u>31/03/2025</u> To be considered next quarter.</p> <p><u>30/06/2025</u> Rates department has investigated in decided to implement an incentive for customers to have their notices emailed for the August issued of rates notices.</p>							
OPFL/38	Facilitate the delivery of the South Burnett Regional Arts, Culture and Heritage Strategic Plan.	Customer Solutions	EC4	1 July 2024	30 June 2025	BU1136	75%
<p><u>30/09/2024</u> Committee has regular meetings scheduled to guide the delivery of the strategic plan.</p> <p><u>31/12/2024</u> Committee has regular meetings scheduled to guide the delivery of the strategic plan.</p> <p><u>31/03/2025</u> Regular Committee meetings to deliver the strategic plan. Assistance provided to art project for toilet doors in Murgon and Nanango. Preparations for release of the RADF Major Funding round due to release in May.</p> <p><u>30/06/2025</u> Ongoing programming underway and will continue in line with the Arts Queensland funding agreement. Progress of the Plan will be reviewed Q1 2025-26.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPFL/39	Support service providers facilitating assistance for homeless persons.	Customer Solutions	EC6	1 July 2024	30 June 2025	BU1136	100%
<p><u>30/09/2024</u></p> <p>Grant funding secured to provide assistance for homeless persons. Partnership with local service provider progressing.</p> <p><u>31/12/2024</u></p> <p>Ongoing assistance provided to homeless – particularly relevant during December weather events. Ongoing support through the disaster management and recovery teams.</p> <p><u>31/03/2025</u></p> <p>Collaborations ongoing to provide support for homeless.</p> <p><u>30/06/2025</u></p> <p>Grant funding to homelessness is complete and final reporting prepared. Ongoing engagement with CTC will continue particularly for monitoring of and support for the homeless and Council facilities and parks.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPFL/40	Promote and support wellbeing events throughout the region to support youth, in collaboration with the South Burnett Youth Council	Customer Solutions	EC8	1 July 2024	30 June 2025	BU1136	100%
<p><u>30/09/2024</u></p> <p>Council has successfully received grant funding through Active Women's and Girls. This program will provide opportunities for women and girls to come and trail active programs like yoga, exercise classes, water aerobics, line dancing, Tai Chi and skateboarding. This program will provide beginner friendly activities to inactive women and girls. Program schedule has been developed for different programs offered in different towns across the region over the next 10 months.</p> <p>Council has worked with Cherbourg Youth Justice Service to provide 6 youth with an opportunity to give back to the community through volunteer labour and skill development. Works included the replenishing of softfall at the Tourist parks located at BP Dam and Boondooma Dam, cleaning and tidy up of Murgon Tennis Association courts and surrounds, and topping up softfall and graffiti removal at Murgon Skate park.</p> <p><u>31/12/2024</u></p> <p>Youth Council nominations extended for 2025. Youth Council nominations to be reviewed in the new year with targeted marketing for nominations. Propose to review Youth Council Terms of Reference.</p> <p><u>31/03/2025</u></p> <p>Youth Council members endorsed by Council and regular meetings scheduled to discuss what they want to achieve in 2025. Discussions have been fruitful with options focusing on life skills, health and wellbeing.</p> <p><u>30/06/2025</u></p> <p>Youth Council is ongoing this year and will continue into 2025/26. Youth Council members have been supportive at community functions and are organising their own events and support opportunities for the coming six months.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPFL/41	Council advocacy for mental health and suicide prevention program working with community stakeholders and government.	Customer Solutions	EC11; IN13	1 July 2022	30 June 2025	BU1001	100%
<p><u>30/09/2024</u> Council hosts the monthly South Burnett Suicide Prevention Working Group meetings. Advocacy ongoing when opportunities arise.</p> <p><u>31/12/2024</u> Council continues to support South Burnett Suicide Prevention Working Group and advocate when possible.</p> <p><u>31/03/2025</u> Council continues to support South Burnett Suicide Prevention Working Group and advocate when possible.</p> <p><u>30/06/2025</u> Council continues to support South Burnett Suicide Prevention Working Group and advocate when possible.</p>							
OPFL/42	Implementation of the SBRC Regional Development Action Plan.	Customer Solutions	GR1	1 July 2024	30 June 2025	BU1001	50%
<p><u>30/09/2024</u> Regional Development actions are ongoing in collaboration with key stakeholders.</p> <p><u>31/12/2024</u> Regional Development actions are ongoing in collaboration with key stakeholders.</p> <p><u>31/03/2025</u> Regional Development actions are ongoing in collaboration with key stakeholders.</p> <p><u>30/06/2025</u> Regional Development actions are ongoing in collaboration with key stakeholders.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPFL/43	Host the Queensland Information Centre Association (QICA) Conference.	Customer Solutions	GR5	31 August 2024	30 November 2024	BU1004	100%
<p><u>30/09/2024</u></p> <p>South Burnett to host the QICA Conference to be held 25-28 November. All arrangements finalised for the event.</p> <p><u>31/12/2024</u></p> <p>Event finalised and complete – no further updates.</p> <p><u>31/03/2025</u></p> <p>Complete</p> <p><u>30/06/2025</u></p> <p>Complete</p>							
OPFL/44	Develop a Public Art Policy; and an Arts, Culture and Heritage Collections Policy to manage Council's collections and art across the region.	Customer Solutions	GR5	1 July 2024	30 June 2025	BU1136	75%
<p><u>30/09/2024</u></p> <p>Review and development of policies to be commenced 2nd quarter in line with red tape reduction principles.</p> <p><u>31/12/2024</u></p> <p>Arts Culture and Heritage Committee met and will review policy position and actions at February meeting.</p> <p><u>31/03/2025</u></p> <p>Review of documents underway. Key deliverables will be collated and circulated for discussion to the June meeting of the Committee.</p> <p><u>30/06/2025</u></p> <p>Appointed a new officer to the role within Council and review of policies and other related documents postponed to Q1 2025/26. Council's art collection reviewed and artworks are now displayed across Council's offices.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPFL/45	Develop South Burnett Libraries Strategic Plan for 2024-2028.	Customer Solutions	EC5	1 July 2024	30 June 2025	BU1069 - 1076	75%
<u>30/09/2024</u> Drafted and to be reviewed Q2.							
<u>31/12/2024</u> Draft to be reviewed in Q3.							
<u>31/03/2025</u> Draft being reviewed.							
<u>30/06/2025</u> The final Strategic Plan is drafted and will be finalised Q1 2025/26.							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPFL/46	Commence investigations associated with increasing residential densities around townships.	Planning and Development	GR8	1 July 2022	30 June 2025	BU1055	50%
<p><u>30/09/2024</u></p> <p>Officers have applied for funding under the State's Housing Supply Fund (Pathway 1) to undertake further investigations and subsequent scheme amendments to help facilitate increased densities and housing option in the South Burnett.</p> <p><u>31/12/2024</u></p> <p>Awaiting the outcome of State funding application under the State's Housing Supply Fund (Pathway 1) to enable the Branch to progress investigations. Limited funding available for external consultants this FY.</p> <p><u>31/03/2025</u></p> <p>Successful in obtaining grant funding. Documentation has been approved by the department. Project can now commence.</p> <p><u>30/06/2025</u></p> <p>Council has engaged Reel Planning as the consultant to undertake the review and development of the amendment. A workshop has been held with Councillors to outline the action plan and seek input.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPFL/47	Review, and amend where identified, Council's Local Government Infrastructure Plan ('LGIP').	Planning and Development	GR8	1 July 2022	30 June 2025	BU1055	50%
<p><u>30/09/2024</u></p> <p>This project progressed this quarter and was reported to Council at its September meeting.</p> <p><u>31/12/2024</u></p> <p>Draft LGIP amendment specification was completed this quarter. Specification will be issued in Q3 (early 2025).</p> <p><u>31/03/2025</u></p> <p>No further update.</p> <p><u>30/06/2025</u></p> <p>Council resolved at its September 2024 meeting to undertake an amendment to its LGIP in accordance with Chapter 5 of the Minister's Guidelines and Rules under the <i>Planning Act 2016</i>. As the outcome of the LGIP 5-year review identifying it required amendment.</p> <p>Currently seeking clarification around the timeframe of the completion for the review.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPFL/48	Review Council's Local Laws to ensure relevance to the region, and understanding by Council and the community, including consultation with the community regarding dog registration and animal management (including cats) methodology.	Planning and Development	EN10	1 July 2023	30 June 2025	BU1146	50%
<p><u>30/09/2024</u></p> <p>Local Law review progressed this quarter with Councillor workshop held. Further progress to be reported in Q2.</p> <p><u>31/12/2024</u></p> <p>Department working with Customer Solutions to progress this matter.</p> <p><u>31/03/2025</u></p> <p>Consultant has been engaged to assist with review of all local laws.</p> <p><u>30/06/2025</u></p> <p>No Further Action – to recommence early 2026.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPFL/49	Review service delivery operations within Council's animal management facilities.	Planning and Development	EN10	1 July 2023	30 June 2025	BU1146	50%
<p><u>30/09/2024</u></p> <p>Progressed this quarter with officer undertaking inspections of neighbouring LGA facilities. To be reported in Q2.</p> <p><u>31/12/2024</u></p> <p>Officers preparing draft report for Council's further consideration at the February Ordinary Council meeting.</p> <p><u>31/03/2025</u></p> <p>Options are still progressing.</p> <p><u>30/06/2025</u></p> <p>Council commenced operations of the South Burnett Regional Council Animal Management Centre on 1 July 2025 which is currently actively homing impounded and surrendered animals with the vision to commence local adoptions post August 2025 Council Meeting.</p>							
OPFL/50	Promote responsible pet ownership through delivery of systematic inspection program.	Planning and Development	EN10	1 July 2023	30 June 2025	BU1146	100%

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
<u>30/09/2024</u> Annual systematic dog inspection program was completed and reported to Council this quarter.							
<u>31/12/2024</u> Normal animal management operations undertaken this quarter.							
<u>31/03/2025</u> Next annual systematic inspection program being considered.							
<u>30/06/2025</u> Due to the team transitioning running the Animal Management Centre the Next annual systematic inspection program is being considered for late 2025/ early 2026.							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPFL/51	Investigate options to expedite development through facilitated guidance, support and process improvements, to ensure developers and potential investors are supported through the development process.	Planning and Development	GR8	1 July 2023	30 June 2025	BU1055	50%
<p><u>30/09/2024</u> Business improvement project was completed and reported to officers this quarter.</p> <p>Various pre-lodgement meetings held with customers this quarter and continue to be promoted to customers to assist them in preparing well-made applications.</p> <p><u>31/12/2024</u> Preliminary investigation commenced regarding the feasibility of introducing DA tracking software Development that many Queensland local governments are now using.</p> <p><u>31/03/2025</u> Development software will be considered as part of the 25/26 budget review. Continue to ensure pre-lodgement meetings are provided.</p> <p><u>30/06/2025</u> Item was not included in the 25/26 Budget – Recommence budget discussions in early 2026 for inclusion in the 26/27 Budget.</p>							

Infrastructure Annual Operational Plan 2024/25

Mission:	The provision of quality services and infrastructure that is planned, provided and managed on sound asset management principles and adopted levels of service, and the provision of community services & facilities and sustainable environmental practices.
Officer Responsible:	General Manager Infrastructure
Responsibilities:	Department Management, Infrastructure Planning, Roads & Drainage, Water & Wastewater, Disaster Management, Environment & Waste, Natural Resource Management, Property & Facilities, Parks & Gardens, Asset Management, Plant & Fleet Management.

Core Activities					
Ref	Activity	Branch	Corp Plan	Budget	Target
OPI/01	Continued maintenance management of transport assets with prioritised maintenance program incorporating timely defect inspection and management of defect backlog.	Works and Fleet	EC2; OR3	BU1110	100%
OPI/02	Use and operation of Council's workshops.	Works and Fleet	OR13	BU1016	100%
OPI/03	Effectively manage and maintain Council's Plant and Fleet (Operational & Capital) including fully expended capital budget	Works and Fleet	OR13	BU1016	100%
OPI/04	Provide funding and facilitate the ongoing development of the local SES groups within the region.	Technical Services and Waste	EC6	BU1048	100%
OPI/05	Lead and administer the Local Disaster Management Group for the South Burnett.	Technical Services and Waste	EC15	BU1048	100%
OPI/06	Review current Asset Management Plans for all asset classes.	Technical Services and Waste	OR3	BU1107	100%
OPI/07	Provision of acceptable, cost effective and environmentally responsible waste management services including collection services and waste disposal facilities.	Technical Services and Waste	EN3	BU1078 - BU1099 BU1164 BU1165	100%
OPI/08	Participate in Regional Wide Waste collaboration.	Technical Services and Waste	EN3	BU1078 BU1099 BU1164 BU1165	100%

Core Activities					
Ref	Activity	Branch	Corp Plan	Budget	Target
OPI/09	Operate water and wastewater infrastructure in accordance with approved operations manuals, customer service standards and public health requirements and statutory timeframes for reporting.	Water & Wastewater	IN7	BU1115 BU1127	100%
OPI/10	Implementation of a Trade Waste Management Plan and Audit Program.	Water & Wastewater	IN7	BU1115 BU1127	100%
OPI/11	Update/prioritise 10-year works program for the replacement, upgrade and construction of new and existing water and wastewater assets with allocation of funding to develop, plan & design (10-year works program completed in accordance with asset management strategy).	Water & Wastewater	GR3	BU1115 BU1127	100%
OPI/12	Provide well planned and maintained open space, parks and rail trails network to meet the recreation and social needs of the community.	Facilities, Parks and NRM	EC1; EC5	BU1101 BU1102 BU1137	100%
OPI/13	Management of Council's buildings and facilities including operational maintenance programs, and cost-effective asset management programs to meet agreed service levels.	Facilities, Parks and NRM	EC5, IN10	BU1018	100%
OPI/14	Maintain Council's swimming pools across the region.	Facilities, Parks and NRM	EC5	BU1025 - BU1030	100%
OPI/15	Manage biosecurity and pest (weed & animal) management programs including supporting biosecurity and natural resource management initiatives and strategies, and syndicate groups with identification of ongoing efficiencies in delivery.	Facilities, Parks and NRM	EN4, EN7, EN9	BU1100 BU1169	100%

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPI/16	Review of road policies, including consolidation where appropriate.	Works and Fleet	IN1	1 July 2023	30 June 2025	BU1110 BU1107	0%
<p><u>30/09/2024</u></p> <p>To commence 2nd quarter.</p> <p><u>31/12/2024</u></p> <p>Has not commenced this quarter.</p> <p><u>31/03/2025</u></p> <p>Has not commenced this quarter.</p> <p><u>30/06/2025</u></p> <p>Carried over to 2025/26 Annual Operational Plan.</p>							
OPI/17	Review ongoing resources for all road-side slashing.	Works and Fleet	IN3	1 July 2024	30 June 2025	BU1110	100%
<p><u>30/09/2024</u></p> <p>Minimal roadside slashing undertaken to date. The review of resources to be undertaken as part of structure review.</p> <p><u>31/12/2024</u></p> <p>Roadside slashing currently underway using a combination of internal and external resources. The review of resources to be undertaken as part of the structure review.</p> <p><u>31/03/2025</u></p> <p>Workshop held with Councillors on slashing 9 April 2025.</p> <p><u>30/06/2025</u></p> <p>Roadside slashing reviewed and workshopped with Councillors.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPI/18	Investigate regulatory conditions and requirements for reopening Council-controlled quarries.	Works and Fleet	IN1	1 July 2024	30 June 2025	BU1110	20%
<p><u>30/09/2024</u></p> <p>Meeting with Department of Mines in October.</p> <p><u>31/12/2024</u></p> <p>Discussion held with Department of Mines. Awaiting advice regarding regulatory conditions.</p> <p><u>31/03/2025</u></p> <p>No further progress to date.</p> <p><u>30/06/2025</u></p> <p>Currently working through the requirements and will report back to Council in 2025/26.</p>							
OPI/19	Investigate options to increase sealed and unsealed maintenance service and funding.	Works and Fleet	IN1	1 July 2024	30 June 2025	BU1110	100%
<p><u>30/09/2024</u></p> <p>Reviewed as part of 2024-25 operational budget approvals.</p> <p><u>31/12/2024</u></p> <p>Additional review in conjunction with the organisational review and budget considerations.</p> <p><u>31/03/2025</u></p> <p>Being undertaken in conjunction with the organisational review and budget considerations.</p> <p><u>30/06/2025</u></p> <p>Discussions held during Councillor 2025/26 budget deliberations. Further work to be undertaken in 2025/26.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPI/20	Review of depot resources and allocation of equipment including the costs associated with additional crews, machinery and equipment.	Works and Fleet	IN1	1 July 2024	30 June 2025	BU1110	60%
<p><u>30/09/2024</u></p> <p>Review is commencing in conjunction with structure review.</p> <p><u>31/12/2024</u></p> <p>Review is commencing in conjunction with organisational review and budget considerations.</p> <p><u>31/03/2025</u></p> <p>Being undertaken in conjunction with the organisational review and budget considerations.</p> <p><u>30/06/2025</u></p> <p>Depot resources and allocation of equipment considered in Council's organisational structure review. Ongoing assessment to be done in line with changes in 2025/26.</p>							
OPI/21	Review fleet utilisation to ensure fleet asset retention is cost efficient and meets Council service levels.	Works and Fleet	OR5 OR13	1 July 2024	30 June 2025	BU1016	100%
<p><u>30/09/2024</u></p> <p>Meeting held every monthly with Infrastructure and Parks supervisors to review utilisation for the past month. Items of fleet with low utilisation is identified and job code codes requested. Additional agenda items include fleet suitability discussions, expected delivery times and any relevant repair turnaround timeframes.</p> <p><u>31/12/2024</u></p> <p>Ongoing, as per September update.</p> <p><u>31/03/2025</u></p> <p>Ongoing, as per previous update.</p> <p><u>30/06/2025</u></p> <p>Review of fleet utilisation will continue into 2025/26.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPI/22	Reporting on strategic fleet operations through the use of council's telematics system to assist in identifying efficiencies.	Works and Fleet	OR5 OR13	1 July 2024	30 June 2025	BU 1020 BU1016	100%
<p><u>30/09/2024</u></p> <p>Approx. 60% Councils fleet installed with Telematic devices. Data is being populated and accessible through the GeoTab portal. Report creation and analytical assessment to commence 2nd quarter.</p> <p><u>31/12/2024</u></p> <p>75% of applicable Fleet has a new Telematic tracker installed. Reports produced by the system are assisting in the management of the Fleet and monitoring the vehicles performance and safety. A link is currently been worked on to allow the Telematics data to be imported into tech 1 to enhance the Fleet Management tools in CIA.</p> <p><u>31/03/2025</u></p> <p>Business Systems will install the Telematics link after the rollout of the CI Anywhere project.</p> <p><u>30/06/2025</u></p> <p>Telematics system has recently been installed and will be reported to Council in 2025/26.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPI/23	Develop a multi-year drainage design and investigation program.	Technical Services and Waste	IN1	1 July 2024	30 June 2025	BU1107	100%
<p><u>30/09/2024</u></p> <p>Multi-year drainage design and investigation program has commenced with survey works at Tingoora engaged to be conducted in late October.</p> <p><u>31/12/2024</u></p> <p>Survey received for Tingoora with design brief being drafted for detailed design.</p> <p><u>31/03/2025</u></p> <p>Detailed design for Tingoora village has commenced and other drainage projects have commenced pre-construction activities.</p> <p><u>30/06/2025</u></p> <p>Tingoora village detailed design is ongoing and Murgon CBD drainage has commenced. Other projects are in the forward design program.</p>							
OPI/24	Development of a multi-year works program for renewal and upgrades of transport assets.	Technical Services and Waste	IN1	1 July 2024	30 June 2025	BU1107	50%
<p><u>30/09/2024</u></p> <p>To be commence in early 2025.</p> <p><u>31/12/2024</u></p> <p>No further update.</p> <p><u>31/03/2025</u></p> <p>No further update.</p> <p><u>30/06/2025</u></p> <p>Program to commence in 2025/26 with new engineering resource to undertake the multi-year assessment.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPI/25	Council, in consultation with DTMR, to develop and present options about heavy vehicle routes around Kingaroy CBD and Nanango, for discussion with stakeholders.	Technical Services and Waste	EC3	1 July 2022	30 June 2025	BU1107	75%
<p><u>30/09/2024</u></p> <p>Carryover from previous financial year, whereby options have been presented to TMR for Kingaroy. A resolution from the September General Council Meeting for Nanango has been administered and forwarded to TMR for further discussion.</p> <p><u>31/12/2024</u></p> <p>No further update.</p> <p><u>31/03/2025</u></p> <p>No further update.</p> <p><u>30/06/2025</u></p> <p>Bunya Highway/King Street intersection has been detailed designed as part of the first stage of detouring the Kingaroy CBD. Additional design is required at Haly/King Street intersection and is in the forward works program. Cairns/Appin Street West intersection, Nanango, has been detailed designed and awaiting funding confirmation from State Government.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPI/26	Review of median strip maintenance and upgrades to reduce operational costs and improve aesthetics.	Technical Services and Waste	IN5	1 July 2024	30 June 2025	BU1107	0%
<p><u>30/09/2024</u></p> <p>Review to commence in early 2025.</p> <p><u>31/12/2024</u></p> <p>No further update.</p> <p><u>31/03/2025</u></p> <p>No further update.</p> <p><u>30/06/2025</u></p> <p>To be worked on in 2025/26 Operational Plan.</p>							
OPI/27	Continued investigations and planning of the Kingaroy land fill site.	Technical Services and Waste	EN3	1 July 2024	30 June 2025	BU1079	100%
<p><u>30/09/2024</u></p> <p>Limited progress this quarter due to other operational priorities. Will be progressed by waste team in Q2.</p> <p><u>31/12/2024</u></p> <p>Kingaroy landfill feasibility specification issued to market this quarter. Further options to be considered.</p> <p><u>31/03/2025</u></p> <p>Kingaroy landfill feasibility project commenced and awarded and will continue into 2025/26.</p> <p><u>30/06/2025</u></p> <p>Kingaroy landfill feasibility project ongoing and will continue into 2025/26. Workshop with Council will be held first quarter of 2025/26 to determine further actions and strategies.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPI/28	Community education and awareness on illegal dumping and littering, including investigation and enforcement.	Technical Services and Waste	EN3	1 July 2022	30 June 2025	BU1165	100%
<p><u>30/09/2024</u></p> <p>Various communications issued on illegal dumping this quarter including unlawful asbestos dumping incidents at various waste facilities.</p> <p><u>31/12/2024</u></p> <p>Cloyna – part of waste transfer station facility remained closed this quarter due to asbestos contamination across site. Previous Acting Manager Planning & Development led discussions with DESI and others to navigate possible remediation solutions that will be safe and cost effective for Council. Due to site status and waste levy regulations, DESI are investigating best pathways forward. Awaiting advice from DESI.</p> <p><u>31/03/2025</u></p> <p>Meeting with Department in March and proposal has been forwarded for their consideration.</p> <p><u>30/06/2025</u></p> <p>Ongoing monitoring of illegal dumping with dedicated staff member. Education clinics were held in June at eight educational facilities (Cloyna State School, Nanango & District Kindergarten, South Burnett Child Care, Murgon Childcare Centre, Wooroolin State School, Kumbia State School, Little Peanuts Early Learning, and Wondai State School) with good engagement and feedback received.</p>							
OPI/29	Advocate for, and seek funding to support, improvements to urban water security, water infrastructure and Gordonbrook spillway.	Water & Wastewater	GR13 IN7	1 July 2023	Ongoing	BU1118	100%

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
<u>30/09/2024</u> Ongoing advocacy.							
<u>31/12/2024</u> Ongoing advocacy.							
<u>31/03/2025</u> Ongoing advocacy.							
<u>30/06/2025</u> Ongoing advocacy, will continue in to the 2025/26 financial year with ongoing discussions with State Government and stakeholders.							
OPI/30	Advocate and seek funding to support improvements to urban underground trunk infrastructure.	Water & Wastewater	IN7	1 July 2024	30 June 2025	BU1115 BU1127	100%
<u>30/09/2024</u> Ongoing advocacy and funding submission lodged.							
<u>31/12/2024</u> Ongoing advocacy. W4Q funding secured for the trunk sewer upgrade and trunk water upgrade.							
<u>31/03/2025</u> Ongoing advocacy and design and to be completed this financial year.							
<u>30/06/2025</u> Ongoing advocacy during fourth quarter, awaiting funding application outcomes and will continue into 2025/26.							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPI/31	Investigate the installation of a common effluent disposal (CED) system for Hivesville.	Water & Wastewater	EC9	1 July 2024	30 June 2025	BU1133	100%
<p><u>30/09/2024</u></p> <p>To commence in early 2025.</p> <p><u>31/12/2024</u></p> <p>Due to late December significant weather events, and needs to repair existing infrastructure, this project has been delayed and will be recommence in accordance with outcomes of the Hivesville Working Group.</p> <p><u>31/03/2025</u></p> <p>Now an action item within the Hivesville Working Group. A common effluent disposal system is extremely costly and the community would struggle with the capacity to finance the upgrades. The working group is continuing to work with residents to bring buildings and plumbing systems into compliance.</p> <p><u>30/06/2025</u></p> <p>As per third quarter update, this project is complete and Council will continue actions from the Hivesville Working Group.</p>							
OPI/32	Review of declared water areas across the region to identify emergent needs for allocation, capacity.	Water & Wastewater	IN7	1 July 2024	30 June 2025	BU1115	50%
<p><u>31/12/2024</u></p> <p>Ongoing review.</p> <p><u>31/03/2025</u></p> <p>To be presented to Council next quarter.</p> <p><u>30/06/2025</u></p> <p>Carried over to 2025/26 Operational Plan.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPI/33	Investigate and plan for expansion of Taabinga Lawn Cemetery sections for future growth.	Facilities, Parks and NRM	IN14	1 July 2024	30 June 2025	BU1104	60%
<p><u>30/09/2024</u></p> <p>Investigations ongoing for the expansion in consultation with stakeholders and investigation into tenure issues.</p> <p><u>31/12/2024</u></p> <p>Investigations ongoing.</p> <p><u>31/03/2025</u></p> <p>The Department of Resources has provided feedback on the proposed ring-road closure. Letter provided to neighbours outlining Council's intention to apply for a road closure was sent in November 2024. Verbal discussions held with two neighbours and written feedback provided by one neighbour. A surveyor has been engaged to provide survey plan to support road closure application and possible land swap areas. The discussions with two neighbours regarding a future land swap will continue once the surveyor has provided plans with area sizes. A report outlining the findings will be provided to Council for a decision prior to any applications being made.</p> <p><u>30/06/2025</u></p> <p>The surveyor has been onsite and taken preliminary survey of the ring road and areas available for land swap with a report to be provided to Council in Q1 of 2026 Financial year. A report has been provided to Council through a question on notice from Cr Potter of the projects progression to date.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPI/34	Adopt and implement the South Burnett Local Government Area Biosecurity Plan to drive increased stakeholder coordination and commitment to proactively manage invasive pest species.	Facilities, Parks and NRM	EN4	1 July 2023	30 June 2025	BU1100	70%
<p><u>30/09/2024</u></p> <p>Draft Biosecurity Plan about 70% completed. Community and stakeholder consultation will be required to help inform the final draft document.</p> <p>Meeting scheduled with Department of Agriculture and Fisheries in October to review at the draft plan and the components of the plan that require additional input and information from Council.</p> <p><u>31/12/2024</u></p> <p>Meeting held with DAF, further work to be done on the draft plan and appointment of stakeholder group to occur in 3rd quarter.</p> <p><u>31/03/2025</u></p> <p>Discussions ongoing regarding forming stakeholder group with possible members identified and to be engaged.</p> <p><u>30/06/2025</u></p> <p>Report to Council during Q4 for the adoption of a Biosecurity Advisory Committee. To be carried into 2025/26 operational plan.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPI/35	Engage with stakeholders and community groups in developing pest and weed eradication programs.	Facilities, Parks and NRM	EN4	1 July 2024	30 June 2025	BU1100 BU1169	100%
<p><u>30/09/2024</u></p> <p>Council attended and presented at the Muir & Son Grower Information night and provided an update on feral pig control and funding opportunities for landholders and local governments. Council submitted an Expression of Interest under the Feral Pig Pest Initiative Round 8b. Council have communicated and met with Ironpot, WAGS and Wooolin Syndicate groups. Weed management activities have included the treatment of Mother of Millions across the Shire. Weed treatment programs are being developed for GRT, Parthenium and Fireweed.</p> <p><u>31/12/2024</u></p> <p>Council have implemented weed treatment for GRT, Parthenium, Fireweed and Annual Ragweed on Main Roads and some local roads. Council has made claims under RMPC contract for weed treatment on Main Roads. Council completed 1080 coordinated baiting program for wild dogs and feral pigs. 119 landholders participated in baiting program. Meat was supplied by Swickers Group to assist landholders.</p> <p><u>31/03/2025</u></p> <p>Baiting programs planned for next quarter. Pest and weed eradication programs being developed.</p> <p><u>30/06/2025</u></p> <p>The 1080 coordinated baiting program for wild dogs and feral pigs implemented. Meat was supplied by Sunpork group to assist landholders. The syndicate groups have implemented ongoing wild dog trapping programs and scalps collected. Ongoing weed spraying programs implemented on Council roadsides and Reserves.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPI/36	Investigate the development of a washdown facility in the region to assist controlling the spread of weed seeds across the region.	Facilities, Parks and NRM	EN4	1 July 2024	30 June 2025	BU1100 BU1169	50%
<p><u>30/09/2024</u></p> <p>Investigations have commenced through liaising with other local government authorities on design and costs.</p> <p><u>31/12/2024</u></p> <p>Investigating available land parcels owned by Council.</p> <p><u>31/03/2025</u></p> <p>Investigations ongoing.</p> <p><u>30/06/2025</u></p> <p>This project is ongoing with investigations into funding opportunities to be identified and industry partnerships to be explored.</p>							
OPI/37	Investigate options for the development of a program for the installation of unique recreational facilities in each community.	Facilities, Parks and NRM	EC1	1 July 2024	30 June 2025	BU1101	100%
<p><u>30/09/2024</u></p> <p>Commenced a review on the top features in existing playgrounds across the region. This background information will assist in reviewing future park development and discussions on options for unique recreational facilities in each community.</p> <p><u>31/12/2024</u></p> <p>Further review and investigation of existing facilities and asset condition of parks. To be presented in future budget discussions for 25/26.</p> <p><u>31/03/2025</u></p> <p>Audit of playgrounds complete with priority redevelopment areas identified to be presented in budget considerations for 25/26 works.</p> <p><u>30/06/2025</u></p> <p>One priority project to be considered in the 2025/26 budget and if approved, will be actioned next financial year.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPI/38	Implement the Housing Action Plan.	Facilities, Parks and NRM	IN9	1 July 2024	30 June 2025	BU1019	50%
<p><u>30/09/2024</u></p> <p>Housing Action Plan progressing with regular meetings with key stakeholders – next meeting 11/10/2024.</p> <p><u>31/12/2024</u></p> <p>Housing Action Plan progressing with regular meetings with key stakeholders.</p> <p><u>31/03/2025</u></p> <p>Housing Action Plan progressing.</p> <p><u>30/06/2025</u></p> <p>Housing Action Plan to be progressed in 2025/26.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPI/39	Review the operation and maintenance of security cameras throughout the region.	Facilities, Parks and NRM	EC9	1 July 2024	30 June 2025	BU1018	100%
<p><u>30/09/2024</u></p> <p>Council managed security cameras are under a monthly maintenance program. Review of all community group security cameras to commence in 2nd quarter.</p> <p><u>31/12/2024</u></p> <p>Community groups from Wondai and Murgon have provided details have cameras, software, maintenance costs for each system. Continue to follow up the Nanango community group to obtain information about camera installation and maintenance/service costs.</p> <p><u>31/03/2025</u></p> <p>Maintenance program developed and in place for service call and maintenance of Council's security cameras.</p> <p><u>30/06/2025</u></p> <p>Project completed and ongoing maintenance will continue in accordance with the program and budget considerations.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPI/40	Review of Council's land tenure and potential opportunities for tenure conversion to facilitate development.	Facilities, Parks and NRM	IN9	1 July 2024	30 June 2025	BU1019	100%
<p><u>30/09/2024</u></p> <p>Commenced discussions and preparation of a list of land parcels that could have land tenure converted to freehold to assist with facilitating future development. This will be presented to Councillors in the 2nd quarter.</p> <p><u>31/12/2024</u></p> <p>Land review update presented to Council. Council reports issued for allotments to be offered for tender and/or sale.</p> <p><u>31/03/2025</u></p> <p>Identified sale of land program ongoing.</p> <p><u>30/06/2025</u></p> <p>Land review has been implemented. Properties have been tendered and those not sold are listed for sale on the open market through local real estate agents. Council will progress with investigations and discussions with the State to progress tenure conversion opportunities in 2025/26.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPI/41	Work with community organisations to undertake maintenance activities at parks, open space and rail trails.	Facilities, Parks and NRM	EC1	1 July 2024	30 June 2025	BU1105	100%
<p><u>30/09/2024</u></p> <p>Council has successful worked with Society for Growing Australian Plants – Kingaroy Branch to implement weed treatment and regeneration in Carroll Nature Area and install an information sign on the Flora and Fauna species and weed species found in Nature area. Council has worked with the Bunya Mountain Community Association in Alan Stirling Park in reallocated garbage bins, signage and stacks for regeneration of native species. Assisted in the install and ongoing maintenance of bench seating in Alan Stirling Park. Council have worked with the Carew family in the planting of a 8m Flame Tree in Carew Park. The funds for the purchase of the tree was raised and donated by the Carew family.</p> <p><u>31/12/2024</u></p> <p>Council has partnered with the South Burnett Mountain Bike Group in repairs for the Gordonbrook Bird Hide. Council is working with the Wooroolin Lions group in sourcing funds for a new Bird hide at Wooroolin Wetlands.</p> <p><u>31/03/2025</u></p> <p>Discussions with the community regarding maintenance of the bird hide at Wooroolin are complete. Plans for upgrading signage for Gordonbrook Dam and recreational activities is underway.</p> <p><u>30/06/2025</u></p> <p>Council has assisted Kingaroy Rotary Club and Kingaroy Netball in developing a masterplan for Rotary Park. New amenities block has been constructed at Kingaroy Lions Park. Council has assisted with project management of the construction of two new netball courts at Nanango and a new shade sale for Lions Park at Nanango.</p>							

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPI/42	Investigate community use of the Maidenwell Hall.	Facilities, Parks and NRM	EC5	1 July 2024	30 June 2025	BU1042	50%
<p><u>30/09/2024</u></p> <p>Investigations to commence 2nd quarter.</p> <p><u>31/12/2024</u></p> <p>Investigations to commence in the 3rd quarter.</p> <p><u>31/03/2025</u></p> <p>Maidenwell Hall is available for hire at through Council's bookable system.</p> <p><u>30/06/2025</u></p> <p>Maidenwell community raised options for Maidenwell Hall and its use. These investigations will continue into 2025/26.</p>							

12.6 QUEENSLAND AUDIT OFFICE - 2025 INTERIM MANAGEMENT REPORT FOR SOUTH BURNETT REGIONAL COUNCIL**File Number:** 20-Aug-2025**Author:** General Manager Finance & Liveability**Authoriser:** Chief Executive Officer**PRECIS**

Queensland Audit Office 2025 Interim Management Report.

SUMMARY

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

OFFICER'S RECOMMENDATION

That South Burnett Regional Council receives the 2025 Interim Management Report from the Auditor-General for information.

BACKGROUND

Queensland Audit Office have completed their interim audit work for the 2025 interim work performed to 19 July 2025.

One deficiency has been identified in the current year relating to the process to identify and capitalise donated assets in a timely manner.

Based on the results tested to date and no open prior year prior year issues, QAO have not identified any significant matters in relation to the internal control environment that would impact on the audit strategy.

ATTACHMENTS

1. South Burnett Regional Council - Interim Audit Report 2025 [↓](#) 



2025 INTERIM REPORT

South Burnett Regional Council

18 July 2025

2025 Interim report

Councillor Kathy Duff
Mayor
South Burnett Regional Council

Dear Mayor Duff

2025 Interim report

We present our interim report for South Burnett Regional Council (SBRC) for the financial year ending 30 June 2025. This report details the results of our interim work performed to 18 July 2025. Under section 213 of the Local Government Regulation 2012, you must present a copy of this report at your council's next ordinary meeting.

Results of our interim audit

In this phase, we assessed the design and implementation of your internal controls relevant to the financial report. Our audit does not assess all controls that management has implemented across the organisation.

Deficiencies:

- One raised in the current year, relating to the process to identify and capitalise donated assets in timely manner

Based on the results of our testing completed to date and no open prior year issues, we have not identified any significant matters in relation to the internal control environment that would impact on our audit strategy.

Refer to Section 1 for further details.

I'd like to thank your team for the positive engagement over our interim testing. If you have any questions or would like to discuss the audit report, please contact me on 3225 6839 or Phoebe Prentice on 3233 9416.

Yours sincerely



Erin Neville-Stanley
Partner

Enc.
cc. Mark Pitt, Chief Executive Officer

1. Status of issues

Internal control issues

The following table identifies the number of deficiencies in internal controls and other matters we have identified.

Year and status	Significant deficiencies	Deficiencies	Other matters*
Current year issues	-	1	-
Prior year issues – unresolved	-	-	-
Total issues	-	1	-

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

The following section details control deficiencies and other matters identified as at 18 July 2025. It includes a response from management.

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



D Deficiency

25IR-1 Weaknesses in process for identifying and capitalising donated assets

Observation

We performed a walkthrough of Council's process for recognition of developer contributed assets and identified an asset that was significantly delayed in recognition within the financial system. Developer donations have occurred infrequently since the first instance in FY24 therefore, the process has been recently implemented

Implication

Council's current process may not result in timely identification of donated assets and the subsequent measurement and recognition of those assets. Whilst the asset identified did not impact balances as at 30 June, where assets are delayed in recognition closer to 30 June, these may materially impact the financial results reported in the annual financial statements.

QAO recommendation

We recommend council enhance its processes to ensure the timely recognition of donated assets upon transfer of control. To support this, Council should establish clear roles and responsibilities across relevant departments—including Town Planning/Development Services, Engineering, and Finance. These teams should collaborate to ensure assets are capitalised on a timely basis once they enter the on-maintenance period and council obtains control of the asset.

2025 Interim report

COUNCIL

Management response

Management agree that Council needs to further improve in this area. Council needs a well-established and clearly documented process/procedure for identifying and recognising donated assets as well as clearly allocating responsibilities to its Town Planning/Development Services, Infrastructure's Asset Management and Finance.

Responsible officer: Craig Patch (Manager Finance and Sustainability)

Status: Work in progress

Action date: 30 June 2026



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Audit Office**
Better public services



12.7 ADOPTION OF RADF ROUND 2 2024/2025 GRANT APPLICATIONS**File Number: 20-08-2025****Author: Executive Assistant Liveability****Authoriser: Chief Executive Officer****PRECIS**

Update on the RADF Round 2 February 2025 grant applications.

SUMMARY

Applications for RADF Round 2 2025 grant applications closed on 28 February 2025. Total funding allocation for 2024/2025 for RADF Minor Grants Round 1 and Round 2 is \$30,000.00.

Applications were assessed by the RADF Committee and recommendations for approval for a total grant allocation of \$13,740.00 are provided below for Councils information.

OFFICER'S RECOMMENDATION

That the following recommendations and actions taken by the RADF Round 2 2025 grant approvals as per the assessment summary of the Arts, Culture and Heritage Advisory Committee be received by Council:

No.	App ID	Applicant	Division	Project	Amount requested	Decision/ comments	Amount of funding approved
1	RADF06R2	Julee-anne Bell/auspiced by The South Burnett Choral Society	3 & 4	Perfectly Imperfect 2025 Workshop and Concert	\$3,000.00	Approved	\$3,000.00
2	RADF08R2	Jumpin Ants/auspiced by Kingaroy Arts Team Inc	3 & 4	Under Painting with Pastels	\$2,240.00	Approved	\$2,240.00
3	RADF11R2	Kingaroy State School P&C Assoc	3 & 4	Watercolours to make Kingaroy State School Shine	\$3,000.00	Approved	\$3,000.00
4	RADF10R2	Nanango Theatre Company	1	Play Writing Weekend Workshop	\$2,500.00	Approved	\$2,500.00
5	RADF3R2	Noosa Film Academy Pty Ltd	6	Empowering Wondai Youth through Digital Storytelling	\$3,000.00	Approved	\$3,000.00
6	RADF7R2	Wondai Regional Art Gallery	6	Art in the Park	\$2,500.00	Non-compliant	Disallowed
Total grant approval allocation							\$13,740.00

FINANCIAL AND RESOURCE IMPLICATIONS

Total funding for RADF Minor Round 2 - 2025 is \$24,000.00.

Grant allocation is within budget limitations.

LINK TO CORPORATE/OPERATIONAL PLAN**ENHANCING LIVEABILITY AND LIFESTYLE**

EC4 Foster and encourage vibrant arts, culture and heritage growth in our communities.

EC16 Partner with community to develop and promote events that have a positive impact on our region.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Applications were assessed by the RADF Committee on 14 March 2025.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

N/A

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Community Grants Program Policy – ID Strategic005

Regional Art Development Fund Guidelines – ID 3047561

Regional Arts Development Fund - Funding Agreement – ID 3212555

ASSET MANAGEMENT IMPLICATIONS

N/A

REPORT

Applications for RADF Round 2 2025 grant applications closed on 28 February 2025. Total funding remaining after two rounds is \$10,260.00 for 2024/2025.

Applications were assessed by the RADF Committee on 14 March 2025 and recommendations for approval for a total grant allocation of \$13,740.00 are provided (as attached) for Council's adoption.

ATTACHMENTS

1. RADF Assessment SUMmary - Round 2 2024_2025 [↓](#) 

No	App ID	Applicant	Project	User Organisation	Total Amount Requested	Total Project Cost	Internal Comments	Decision	Amount
1	RADF06R2-24/25	Julee-anne Bell /auspiced under The South Burnett Choral Society	Perfectly Imperfect 2025 Workshop and Concert	Auspiced under The South Burnett Choral Society Inc	\$ 3,000.00	\$6,500.00	Compliant	Clarification on project and 2 X CV's required	\$3,000.00
2	RADF08R2-24/25	Jumpin Ant Arts/ Auspiced by Kingaroy Arts Team Inc	Under Painting with Pastels	Jumpin Ant Arts	\$ 2,240.00	\$3,140.00	Compliant	Advise unable to have consumables as per policy but allowed for this round - Approved	\$2,240.00
3	RADF11R2-24/25	Kingaroy State School P&C Association	Watercolours to make Kingaroy State School Students Shine	Kingaroy State School P&C Association	\$ 3,000.00	\$3,300.00	Compliant	Approved	\$3,000.00
4	RADF10R2-24/25	Nanango Theatre Company	Play Writing Weekend Workshop	Nanango Theatre Company	\$ 2,500.00	\$3,000.00	Compliant	Advise unable to have consumables and catering expenses as per policy but allowed for this round - Approved	\$2,500.00
5	RADF3R2-2/25	Noosa Film Academy Pty Ltd	Empowering Wondai Youth through Digital Storytelling	Noosa Film Academy Pty Ltd	\$ 3,000.00	\$17,223.00	Compliant	Approved	\$3,000.00
6	RADF7R2-24/25	Wondai Regional Art Gallery	Art In the Park	Wondai Regional Art Gallery	\$ 2,000.00	\$2,500.00	Non Compliant- quotes not supplied and CV's not supplied	Disallowed. No cv's or quotes supplied	\$ -
					Total Funding requested	\$ 15,740.00			\$ 13,740.00
					Total Funding available	\$ 24,000.00			
					TOTAL FUNDING APPROVED	\$ 13,740.00			

12.8 LIST OF CORRESPONDENCE PENDING COMPLETION OF ASSESSMENT REPORT**File Number:** 20-08-2025**Author:** Manager Planning & Development**Authoriser:** Chief Executive Officer**PRECIS**

This report provides a list of all planning and development applications currently under assessment and pending completion as of 14 August 2025.

SUMMARY

This report comprises a listing of thirty-one (31) planning and development applications currently under assessment and pending completion of assessment as of 14 August 2025. The information in this report is correct as of 14 August 2025. However, the status of the applications listed may have changed since this date. Additionally, the number of applications listed may have changed with any new applications lodged with Council and any of the listed applications being determined under delegation.

OFFICER'S RECOMMENDATION

That the List of Correspondence pending completion of Assessment Report as at 14 August 2025 be received and noted.

REPORT

This report comprises a listing of thirty-one (31) planning and development applications currently under assessment and pending completion of assessment as of 14 August 2025. The information in this report is correct as of 14 August 2025. However, the status of the applications listed may have changed since this date. Additionally, the number of applications listed may have changed with any new applications lodged with Council and any of the listed applications being determined under delegation.

ATTACHMENTS

1. List of Correspondence Pending Completion of Assessment Report [!\[\]\(8355073e142dc50a1ca12e74a2b70822_img.jpg\) !\[\]\(a4fc743cb7fd53b993f4a3d25401683e_img.jpg\)](#)

Application No.	Description and Location	Properly Made Date	Stage	Process & Due Date	Responsible Stakeholder
Division 1					
MCU25/0004	Material Change of Use – Shop, Market & Service Industry at 48-50 King Street NANANGO	20/03/2025	Information Request	Applicant Stop Current Period 26/09/2025	Applicant
MCU25/0015	Material Change of Use – Extension to Existing Childcare Centre at 104 Brisbane Street NANANGO	24/06/2025	Decision	Decision Due 22/08/2025	Council
MCU25/0017	Material Change of Use – Extension to Existing Service Station at 17 Henry Street NANANGO	07/08/2025	Confirmation	Confirmation Notice Due 15/08/2025	Council
MCU25/0022	Material Change of Use – Secondary Dwelling at 9 Grey Street NANANGO	06/08/2025	Confirmation	Confirmation Notice Due 15/08/2025	Council
RAL25/0013	Reconfiguring a Lot – Boundary Realignment (2 Lots into 2 Lots) at Parsons Road & 214 McNamara Road BARKERS CREEK FLAT	10/04/2025	Decision	Decision Due 03/09/2025	Applicant
RAL25/0019	Reconfiguring a Lot – Subdivision (2 Lots into 29 Lots) at 6 Munro Street & 35 Arthur Street West NANANGO	20/06/2025	Information Request	Information Request Response Due 28/10/2025	Applicant
Division 2					
MCU25/0019	Other Change to Material Change of Use – BESS Facility at 1365 Ellesmere Road ELLESMERE	18/07/2025	Referral	Referral Response Due 10/09/2025	Applicant
RAL24/0013	Reconfiguration of a Lot – Subdivision (1 Lot into 18 Lots), New Road and Drainage Easements at 162 Bowman Road BLACKBUTT NORTH	17/06/2024	Negotiated Decision	Negotiated Decision Due 25/08/2025	Council
RAL25/0004	Reconfiguring a Lot – Subdivision (1 Lot into 43 Lots) and New Road at D'Aguilar Highway BLACKBUTT	10/02/2025	Decision	Applicant Stopped Current Period 02/09/2025	Applicant
RAL25/0016	Reconfiguring a Lot – Boundary Realignment (2 Lots into 2 Lots) at 48 & 54 Hart Street BLACKBUTT	09/06/2025	Information Request	Information Request Response Due 02/10/2025	Applicant
RAL25/0017	Reconfiguring a Lot – Subdivision (1 Lot into 5 Lots) at 19 Pool Street MAIDENWELL	16/06/2025	Information Request	Information Request Response Due 02/10/2025	Applicant

RAL25/0020	Reconfiguring a Lot – Subdivision (1 Lot into 2 Lots) at 128 Greenhills Drive BLACKBUTT	10/07/2025	Decision	Decision Due 04/09/2025	Council
RAL25/0023	Reconfiguring a Lot – Subdivision (1 Lot into 4 Lots) at 165 Crumpton Drive BLACKBUTT NORTH	17/07/2025	Decision	Decision Due 17/09/2025	Council
RAL25/0024	Reconfiguring a Lot – Subdivision (1 Lot into 20 Lots) over 4 stages at 23 George Street BLACKBUTT	17/07/2025	Information Request	Information Request Due 28/08/2025	Council
RAL25/0026	Reconfiguring a Lot – Subdivision (1 Lot into 4 Lots) at Crumpton Drive BLACKBUTT NORTH	22/07/2025	Information Request	Information Request due 15/08/2025	Council
OPW25/0009	Extension to Currency Period for Operational Works (OPW23/0007) at Oliver Road NANANGO	20/06/2025	Decision	Decision Due 15/08/2025	Council
OPW25/0010	Operational Works for Third Party Signage at 9 Boobir Dam Road BLACKBUTT	07/07/2025	Decision	Decision Due 02/09/2025	Council
Division 3					
MCU25/0012	Material Change of Use – Extension to Existing Service Station at 91 Youngman Street KINGAROY	19/06/2025	Information Request	Information Request Response Due 15/10/2025	Applicant
MCU25/0013 & RAL25/0018	Combined Application - Material Change of Use (Dual Occupancy) and Reconfiguring a Lot (Subdivision 1 Lot into 2 Lots) at 82 First Avenue KINGAROY	09/06/2025	Public Notification	Public Notification Ends 15/08/2025	Applicant
MCU25/0020	Other Change to Existing Approval - Material Change of Use – Multiple Dwellings at 34 William Street KINGAROY	21/07/2025	Decision	Decision Due 17/09/2025	Council
MCU25/0023	Minor Change to Existing Approval - Material Change of Use – Warehouse at 11135 Bunya Highway KINGAROY	Not Properly Made			Applicant
RAL25/0005	Reconfiguring a Lot – Subdivision (1 Lot into 2 Lots) at 19 Boonenne Ellesmere Road TAABINGA	03/03/2025	Negotiated Decision	Negotiated Decision Due 29/08/2025	Council
RAL25/0025	Reconfiguring a Lot – Boundary Realignment (2 Lots into 2 Lots) at Kingaroy Street & Kelvyn Street KINGAROY	17/07/2025	Decision	Decision Due 18/09/2025	Council
Division 4					
MCU21/0019	Other Change to Existing Approval – Material Change of Use (Master Planned Community and Development Permit for Reconfiguration of a lot (1 lot into 6 lots plus parkland dedication) at Corner Bunya Highway & Taylors Road KINGAROY	02/11/2021	Decision	Decision Pending (IA and Terms under Negotiation)	Applicant

RAL25/0021	Reconfiguring a Lot – Subdivision (1 Lot into 2 Lots) at 41 Moonya Street KINGAROY	07/07/2025	Information Request	Information Request Due 15/08/2025	Council
Division 5					
MCU21/0017	Material Change of Use – Expansion of the existing piggery (57,000SPU) at 592 Morgans Road, WINDERA (and described as Lot 49 on MZ555 & Lot 203 on SP251979)	14/09/2021	Decision	Decision Laid on the Table 27/04/2022	Applicant
MCU24/0025	Preliminary Approval (including Variation Request) for Material Change of Use – Multiple Dwellings (15 x 2-bedroom units – Veteran Housing) at 44 Stephens Street West MURGON	02/09/2024	Information Request	Information Response due 30/09/2025	Applicant
RAL24/0041	Reconfiguring a Lot – Subdivision (1 Lot into 2 Lots) at 5 Mullers Lane MURGON	24/10/2024	Negotiated Decision	Change Representations Due 26/08/2025	Applicant
Division 6					
MCU25/0010	Other Change to Material Change of Use – High Impact Industry and ERA to include Briquette Facility at 2-30 Kemp Street WONDAI	14/05/2025	Referral	Referral Agency Information Request Response Due 01/10/2025	Applicant
MCU25/0014	Material Change of Use - Extractive Industry and Environmentally Relevant Activity ERA 16(2)(B) & 16(3)(B) at 1304 Wattlegrove Road GORDONBROOK	18/06/2025	Information Request	Information Request Response Due 21/10/2025	Applicant
RAL25/0022	Reconfiguring a Lot – Subdivision (1 Lot into 2 Lots) at 5 Hodge Street North WONDAI	30/07/2025	Information Request	Information Request Due 21/08/2025	Council

12.9 DELEGATED AUTHORITY REPORTS (1 JULY 2025 TO 31 JULY 2025)**File Number:** 20-08-2025**Author:** Manager Planning & Development**Authoriser:** Chief Executive Officer**PRECIS**

This report provides a list of all planning and development related reports signed by the Chief Executive Officer (or approved delegate) under delegated authority from 1 July 2025 to 31 July 2025.

SUMMARY

This report comprises a listing of seven (7) reports approved by delegated authority from 1 July to 31 July 2025.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council note and receive the Delegated Authority Report, for the month of July 2025.

BACKGROUND

Application No.	Description and Location	Approval Date
Division 1		
MCU24/0042	Material Change of Use for Dual Occupancy (2 x 3 Bedrooms) at 33 Mt Hope Road BOOIE.	24/07/2025
MCU25/0002	Material Change of Use for Theatre (Extension) at 48 Drayton Street NANANGO.	24/07/2025
Division 2		
OPW25/0008	Operational Work for Earthworks and Stormwater at 91 Maidenwell Bunya Mountains Road MAIDENWELL.	24/07/2025
Division 3		
NIL		
Division 4		
RAL25/0011	Reconfiguring a Lot – Subdivision (1 Lot into 2 Lots) at 118 Couchmans Road KINGAROY.	09/07/2025
OPW25/0001	Operational Works for Earthworks and Stormwater at 89-99 Kingaroy Barkers Creek Road KINGAROY.	14/07/2025
MCU25/0009	Material Change of Use for Dual Occupancy (2 x 4 Bedrooms) at 6 Moonya Street KINGAROY.	24/07/2025
Division 5		
RAL24/0052	Reconfiguring a Lot – Subdivision (2 Lots into 3 Lots) at 2 & 4 Hastings Street MURGON.	14/07/2025
Division 6		
NIL		

To view the full decision notices please visit Council's website: [Current Development Applications | South Burnett Regional Council](#)

ATTACHMENTS

Nil

12.10 TRIAL OF WASTEID & BACKFLOWID**File Number:** 20.08.25**Author:** Coordinator Planning & Development Services**Authoriser:** Chief Executive Officer**PRECIS**

Trial of WasteID and BackflowID systems.

SUMMARY

Proposed 4.5-month trial of the Waste ID and BackflowID systems. The trial will allow us to assess the benefits, compatibility, and efficiency of these systems before committing to any ongoing costs.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council accept the 4.5-month trial of the WasteID and BackflowID systems.

FINANCIAL AND RESOURCE IMPLICATIONS

While the initial trial of the software is free, if the program is continued afterwards there will be yearly software and tag purchase fees. There is also potential that Council will need to pay for the tags used during the trial of up to \$6,250 however this is being queried with Amtac.

LINK TO CORPORATE/OPERATIONAL PLAN

OR13 Develop and apply reliable, practical, and cost-effective information technology and business systems that support innovation, strengthen service delivery, and position the organisation to adapt with emerging technologies

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Initial discussions have been had with two local plumbing businesses who are willing to assist with the trial.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

N/A

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

N/A

ASSET MANAGEMENT IMPLICATIONS

N/A

REPORT

The proposal to implement this technology was considered as part of the 25/26 budget deliberations but due to various factors this implementation was delayed and was to be reconsidered later on. The software provider has offered a short term free trial and therefore has been brought back to Council for consideration.

The trial will allow us to assess the benefits, compatibility, and efficiency of these systems before committing to any ongoing costs.

The following benefits have been identified in support of the trial:

- No Upfront Cost: The trial is allowing us to test the systems without initial ongoing financial commitment.
- Improved Asset Tracking & Compliance: Unique tag IDs enable quick, accurate tracking of assets. Reduces duplication, missed inspections, and address errors.
- Enhanced Data Access & Accuracy: Photos and reports uploaded in real time. Administration access allows Council to review and verify work instantly.
- Compatibility with Existing Workflows: Systems are already used successfully by several other Councils. Plumbers can use their current platforms or integrate with WasteID easily.
- Streamlined Contractor Management: Assign tags to specific contractors for better oversight. Easier monitoring of performance, quantity, and quality of work.

The trial will provide valuable data on operational efficiency, contractor compliance, and potential cost savings. At the conclusion of the trial, Council can re-evaluate the results to determine whether the system would be beneficial to be rolled out across the entire Council area which then would require a long-term adoption of the systems as well as an implementation strategy.

ATTACHMENTS

Nil

13 INFRASTRUCTURE

Nil

14 QUESTIONS ON NOTICE**14.1 QUESTION ON NOTICE - POWER TO MEMORIAL PARK, KINGAROY****File Number:** 20/08/2025**Author:** Manager Facilities, Parks & NRM**Authoriser:** Chief Executive Officer

The following question on notice was received from Councillor Cr Heath Sander.

Question

Possibility and cost of the connection of extra power to Memorial Park?

Response

Council's Facilities and Parks team will engage with Ergon for the possibility of an initial assessment of power restrictions following Baconfest and work with the community to develop a plan for future electrical design for Memorial Park. This design will take into consideration the Memorial Park Masterplan and future events.

RECOMMENDATION

That the response to the question regarding Possibility and cost of the connection of extra power to Memorial Park, Kingaroy raised by Councillor Heath Sander be received and noted.

ATTACHMENTS

Nil

14.2 ACCOUNTS PAYABLE "OTHER" CATEGORY**File Number:** 20.08.2025**Author:** General Manager Finance & Liveability**Authoriser:** Chief Executive Officer

The following question on notice was received from Councillor Sander.

Question

That a complete breakdown for May and June purchases under the 'Other' Category in the accounts payable section of the monthly report also be provided to Councillors as well as a breakdown of the 'Neighbouring Council' category.

Response

A complete breakdown will have been provided to the Councillors via email prior to the 20th of August 2025. No information has been put into this report due to the confidential nature of the information.

RECOMMENDATION

That the response to the question regarding accounts payable "other" category raised by Councillor Sander be received and noted.

ATTACHMENTS**Nil**

15 INFORMATION SECTION

Nil

16 CONFIDENTIAL SECTION

OFFICER'S RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 254J of the *Local Government Regulation 2012*:

16.1 Financial Hardship Rates Application – Assessment Number - 13210-00000-000

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

16.2 Application to Waive Legal and Interest Charges on Assessment 42376-00000-000

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

16.3 Application to Waive Legal and Interest Charges on Assessment 40374-50000-000

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

16.4 Application to Waive Legal and Interest Charges on Assessment 10088-00000-000

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

16.5 South Burnett Regional Council and Cherbourg Aboriginal Shire Council Biosecurity Advisory Committee

This matter is considered to be confidential under Section 254J - i 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 a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State..

16.6 Management and Operation of the South Burnett Aquatics Centre Contract No SBRCQ 2526-01

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

16.7 South Burnett Community Hospital Foundation Limited Board Meeting Minutes - 8 April 2025

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

16.8 Award of Tender Number SBRC 24/25-22 - Coolabunia Saleyards - Upgrade to Yard Infrastructure - Stage 2A & 2B

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

involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

16.9 Award SBRCQ-25/26-05 DRFA REPA Zone 1-3 Jan 24 Unsealed to Undertake Flood Damage Restoration Works

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

16.10 Award SBRCQ-24/25-88 DRFA REPA Zone 6 Unsealed to Undertake Flood Damage Restoration Works.

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

16.11 Engagement of Contractors to Undertake Temporary Holding Work Repairs as a Result of the December 2024 Flood Event

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

16.12 Renewal of Lease for Kingaroy Chamber of Commerce and Industry Inc. Hub

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

17 CLOSURE OF MEETING