



# **Agenda**

**of the**

## **General Meeting**

**Held in the Council Chambers, 45 Glendon Street Kingaroy**

on Wednesday, 20 November 2013

Commencing at 9.00 am

**Chief Executive Officer: Ken McLoughlin**



# SOUTH BURNETT REGIONAL COUNCIL AGENDA

Wednesday, 20 November 2013

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**1. Leave Of Absence**

Nil.

**2. Prayers**

A representative of the Ministers Fraternal, Ruth Wright, offered prayers for Council and for the conduct of the Council meeting.

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

**3.1.1 South Burnett Regional Council Minutes**

**Précis**

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

**Officer's Recommendation**

That the minutes of the previous meeting held on Wednesday 16 October 2013 as recorded be confirmed

### **3.1.2 South Burnett Regional Council Special Minutes**

#### **Précis**

Confirmation of Minutes of the Special Meeting of the South Burnett Regional Council held in the Council Chambers, 45 Glendon Street Kingaroy.

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

That the minutes of the Special Meeting held on Wednesday 6 November 2013 as recorded be confirmed

## **4. Mayoral Report**

### **4.1 MR - 1239294 - Mayor's Report**

#### **Document Information**

**IR No** 1239294

**Author** Mayor, South Burnett Regional Council

**Date** 12 November 2013

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#### **Précis**

Mayoral Report

#### **Summary**

Mayoral Report to council for the period 11 October 2013 to 12 November 2013.

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

That the Mayoral Report to council for the period 11 October 2013 to 12 November 2013 be received.

#### **Report**

With view of ensuring open communication it gives me great pleasure to present my Mayoral Report for the period 11 October 2013 to 12 November 2013.

Events and meetings attended during this time included:-

##### **October**

- 11 Opening of Railway Park Proston - Mayor unveiled Park name
- 12 Department of Transport & Main Roads Director to discuss Nanango Streetscape Project
- 15 Mayor's Community Breakfast held in Nanango
- 15 Gympie Regional Council (CEO, Directors, Mayor & Councillors) in Nanango to discuss Nanango Streetscape project.
- 15 Stanwell to discuss Hitachi's visit to the South Burnett
- 15 Public Meeting held in Blackbutt
- 17 Launch of Resilience Week - Get Ready for Summer in Kingaroy
- 19 Wondai Races
- 21-24 LQAG 117th Annual Conference in Cairns
- 26 Welcome speech at the Kingaroy Kindy Family Fun Day
- 28 Councillors and Infrastructure to discuss Road Projects across the region
- 29 Special Audit Committee Meeting

##### **November**

- 01 Hosted the Community Champion Awards held in the Council Chambers (Council won 3 Awards)
  - 04 South Burnett Directions Meeting held in the Council Chambers, Kingaroy
  - 05 Kumbia Races
  - 06 Presented Awards at the Nanango State High School Awards Night held in Nanango
  - 07 Tiernan Steering Committee meeting
  - 08 Brisbane Bus Lines meeting in Brisbane
-

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

See Business Function Headings

**5. Planning, Communities & Environment**

**5.1 Planning & Land Management (P&LM)**

***(a) Officer's Reports***

**5.1.1 P&LM - 1216914 - Forwarding Community Assistance Grant Application Form for Nanango Mens Shed for Refund of Building and Plumbing Application Fees**

**Document Information**

**IR No** 1216914

**Author** Technical Officer – Planning

**Endorsed By** Manager - Planning, Land Management & Community  
General Manager - Planning, Community & Environment

**Date** 4 November 2013

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**Précis**

Forwarding an application for the refund of Building and Plumbing Fees for the Nanango “Men’s Shed” located at 37 Mount Stanley Road, Nanango (and described as Lot 9 on RP172931)

**Summary**

Council received a written request from Donald A Niebling who is the Project Manager of the Nanango Community Baptist Church – for Nanango Men’s Shed, requesting a 100% waiver of the Building and Plumbing application fees. The application fees were for a Men’s Shed to be built at the Church site at 37 Mt Stanley Road, Nanango (and described as Lot 9 on RP172931).

**Officer's Recommendation**

That Council

- (1) *approve* 100% waiver of the \$1129.00 building assessment fee having regard to the community nature of the Nanango Men's Shed,
- (2) *not approve* the waiver of building document lodgement fee of \$164, in line with previous practice,
- (3) *approve* 100% waiver of the \$712.00 plumbing application fee having regard to the community nature of the Nanango Men's Shed, and
- (4) *not approve* the waiver of plumbing administration charge of \$214.00.

**Financial and Resource Implications**

Financial implication - reduced revenue - Building Application Fees - \$1129.00 and Plumbing Application Fee - \$712.00

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**Link to Corporate/Operational Plan**

No implication can be identified.

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

Not relevant

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

No implication can be identified.

**Policy/Local Law/Delegation Implications**

Consideration of Applications for Reduction in Council's Fees & Charges – Building & Development Applications Policy

**Asset Management Implications**

No implication can be identified.

**5.1.2 P&LM - 1185674 - IDAS form 1 for material change of use - Caravan Park 20 caravan sites and 3 cabins 8262 Mundubbera Durong Road - Lot 3 SP186442 - Boondooma Museum and Heritage Assn Inc**

**Document Information**

**IR No 1185674**

**Author Technical Officer - Planning**

**Endorsed By Manager - Planning, Land Management & Community  
General Manager - Planning, Community & Environment**

**Date 4 November 2013**

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**Précis**

IDAS form 1 for material change of use - Caravan Park 20 caravan sites and 3 cabins 8262 Mundubbera Durong Road - Lot 3 SP186442 - Boondooma Museum and Heritage Assn Inc

**Summary**

**Key Point Summary**

- Application for Material Change of Use (Caravan Park – Twenty (20) Caravan Sites and Three (3) Cabins);
- Subject site included within the Rural Zone under the Wondai IPA Planning Scheme;
- Application is Impact Assessable against the Wondai Shire IPA Planning Scheme;
- The applicant is currently addressing on-site waste disposal for the proposed caravan sites;
- One public submission was received during the public notification period; and
- Application recommended for approval subject to reasonable and relevant conditions.

**Officer's Recommendation**

That Council *approve* the Development Application for Material Change of Use (Caravan Park – Twenty (20) Caravan Sites and Three (3) Cabins) at 8262 Mundubbera Durong Road, Boondooma (and described as Lot 3 on SP186442) subject to the following conditions.

- GEN1. The subject site is to be developed generally in accordance with the plans and information submitted with the application unless otherwise amended by the following conditions:
- Project Number – 11-1289-DWL, Sheet 1 of 1 – Site Plan; and
  - Project Number – 11-1289-DWL, Sheet 1 of 1 – Site Plan (Titled Draft Only).
- GEN2. The development herein approved may not start until the following development permits have been issued and complied with as required:
- Development Permit for Building Works;
  - Development Permit for Plumbing and Drainage Work.
- GEN3. All works, including the repair or relocation of services (Telstra, lighting) is to be completed at no cost to Council.
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- GEN4. Dust prevention measures must be undertaken to ensure that dust does not cause a nuisance to occupiers of adjacent properties.
- GEN5. Maintain the site in a clean and orderly state at all times.
- GEN6. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.
- GEN7. All conditions of this approval are to be satisfied prior to Council issuing a Compliance Certificate for the commencement of the use, and it is the applicant's responsibility to notify Council to inspect compliance with conditions.

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

### **Stormwater**

- ENG1. The stormwater drainage system serving the site is to be designed so that the post-development flows at the point of discharge to all downstream properties including road reserves remains consistent with the pre-developed case.
- ENG2. Stormwater drainage is to be designed such that no restriction to existing or developed stormwater flow from upstream properties or ponding of stormwater within upstream properties occurs as a result of the development
- ENG3. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.

### **Car Parking**

- ENG4. In accordance with the Wondai Shire Council Planning Scheme, Table S 1.1 the applicant is to provide a minimum of one (1) space per site (to be located adjacent to such sites) plus one (1) space per 10 van/cabin sites available for visitors and one (1) space per 3 employees.

### **Advice**

- ADV1. The applicant should consider erecting boundary signage informing visitors of the Homestead that the adjoining properties are private.
- ADV2. Section 341(1) of the *Sustainable Planning Act 2009* provides that, if this approval is not acted upon within the period of four (4) years the approval will lapse. Note that in accordance with section 341(7) a related approval may extend the relevant (currency) period.
- ADV3. 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 <http://www.datsima.qld.gov.au> and filling out the Aboriginal and Torres Strait Islander Cultural Heritage Search Request Form

- ADV4. Attached for your information is a copy of Division 8 of the *Sustainable Planning Act 2009* as regards Rights of Appeal. With respect to Appeal Rights of Applicants, the following is drawn to your attention—
- a) the applicant's Appeal Period commences upon receipt of this advice and expires twenty (20) business days thereafter.
  - b) should the applicant notify the Assessment Manager (Council) in writing of acceptance of the conditions of approval and that it is not intended to make an appeal, the Applicant's Appeal Period is at an end.

### **Financial and Resource Implications**

No implication can be identified.

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

- GO3 Balanced development that preserves and enhances our region.  
GO3.3 Implement policies and plans that support appropriate planning and development for business, industry and community needs.

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

Refer to Section 4.0 of this Report.

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

No implication can be identified.

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

No implication can be identified.

### **Asset Management Implications**

No implication can be identified.

***(b) Portfolio Report***

Planning & Land Management Portfolio Report

No Report.

**5.2 Environmental Services (ES)**

***(a) Officer's Reports***

No Report.

***(b) Portfolio Report***

Environmental Services Portfolio Report

No Report.

**5.3 Waste (W)**

***(a) Officer's Reports***

No Report.

***(b) Portfolio Report***

Waste Portfolio Report

No Report.

**5.4 Natural Resource Management (NRM) & Parks (NRM&P)**

***(a) Officer's Reports***

No Report.

**(b) Portfolio Report**

**5.4.1 NRM&P - 1240314 - Natural Resource Management & Parks Portfolio Report**

**Document Information**

**IR No** 1240314

**Author** Cr Kathy Duff

**Date** 12 November 2013

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**Précis**

Natural Resource Management & Parks Portfolio Report

**Summary**

Natural Resource Management & Parks Portfolio Report to Council for the period 9 October 2013 to 11 November 2013.

**Officer's Recommendation**

That the Natural Resource Management & Parks Portfolio Report to Council for the period 9 October 2013 to 11 November 2013 to be received.

**Report**

The following is a summary for the Natural Resource Management & Parks Portfolio for the period 9 October 2013 to 11 November 2013 be received:-

- Establishment of a Pest Advisory Committee to better facilitate issues of importance to landholders in their individual areas.
- Rotary Earlyact students to participate in Council projects in Murgon
- Cherbourg Youth Justice Service workers helping at Moffatdale Park

## **5.5 Community (C)**

### ***(a) Officer's Reports***

#### **5.5.1 C - 1238392 - Minutes of the Boondooma Homestead Management Advisory Committee meeting held on 7 November 2013**

#### **Document Information**

**IR No** 1238392

**Author** Cultural Services Coordinator

**Endorsed By** Manager Planning & Land Management  
General Manager Planning & Environment

**Date** 12 November 2013

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#### **Précis**

Minutes of the Boondooma Homestead Management Advisory Committee meeting held on Thursday, 7 November 2013.

#### **Summary**

Providing a copy of the Minutes of the Boondooma Homestead Management Advisory Committee Meetings held on Tuesday, 22 October 2013.

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

That Council endorses the recommendations and minutes of the Boondooma Homestead Management Advisory Committee meeting held on Thursday, 7 November 2013.



**South Burnett**  
Regional Council

Directorate: Planning, Community & Environment

## Minutes of the Boondooma Homestead Management Advisory Committee Thursday, 7 November 2013 @ 10.00am

**Present:** Cr Kathy Duff, Cr Ros Heit, Buddy Thomson, Mavis Metzroth, Bruce Metzroth, Lynne Bennett, Bob Somerset, Leslie Somerset, Pattie Brown, Richard Grimes and Judy Brandt

**Apologies:** Chris Du Plessis, Marion Alford

**Observers:** Michael Hunter, Jamie Neil, Keith Brandt, Velma Robbins, & Dave Robbins

**Chair:** Cr Kathy Duff **Minutes:** Wendy Kruger

Agenda Item	Action Summary	Responsible Officer	Due Date
<b>Welcome</b>	Cr Kathy Duff welcomed everyone to the meeting and Cr Ros Heit to the meeting.		
<b>Minutes from Previous Meeting</b>	<p><b>Resolution:</b> That the minutes of the previous Committee Meeting held on 10 September 2013 as recorded be confirmed.</p> <p><b>Moved:</b> Buddy Thomson</p> <p><b>Seconded:</b> Richard Grimes</p> <p style="text-align: right;"><i>Carried</i></p>		
<b>Correspondence</b>			
<ul style="list-style-type: none"> <li>SBRC</li> </ul>	<p>An email was sent to Boondooma Museum &amp; Heritage Assoc. Inc requesting information regarding the usage of water during specific events. This information was a requirement for the Domestic Sewerage Treatment Plan Design. Michael advised that the requests were for the volume of water held on site (Tanks) and an estimate of water consumed during their two (2) major events during the year.</p> <p>Michael advised that this information had been received and forwarded onto RMA Onsite Sewerage Designers to ensure the</p>		





**South Burnett**  
Regional Council

Directorate: Planning, Community & Environment

## Minutes of the Boondooma Homestead Management Advisory Committee Thursday, 7 November 2013 @ 10.00am

Agenda Item	Action Summary	Responsible Officer	Due Date
<ul style="list-style-type: none"> <li>Michael advised that he had forwarded an email regarding Funding that was available. Buddy advised that they had received the email and that he had been contacted by Andrew Woodward from **** advising them of the same funding and his availability to assist the Boondooma Heritage Assoc to put in a submission. A copy of the email from Andrew Woodward is attached.</li> </ul>			
<b>Business Arising from Previous Meeting - 8 October 2013</b>			
<ul style="list-style-type: none"> <li><b>Update on Material Change of Use - Caravan Park</b></li> </ul>	<p>Due to Council's Manager of Planning &amp; Land Management, Chris Du Plessis not able to attend the meeting, Michael Hunter provided an update on the Caravan Park application. Michael advised that the report for the Material Change of Use Submission will be presented to the General Council Meeting, on 20 November 2013.</p> <p>Michael advised that Council had written to the Department of Transport &amp; Main Roads requesting an amendment to their condition regarding the second access. To date no response has been received and Council Officer, Samantha Dunstan has sent an email requesting a response to Council.</p> <p>Buddy Thomson advised that the gate can be moved to allow for better visibility if need be.</p>	Michael Hunter	
<ul style="list-style-type: none"> <li><b>Clarification Lawson's Broadcreek Road</b></li> </ul>	<p>At a previous meeting members of the Boondooma Museum &amp; Heritage Assoc. Inc requested clarification if Lawson's Broad Creek Road been officially to Broadcreek Road or if the sign was just changed. Cr Duff advised that the incorporated body had submitted a letter to Council requesting that the road name be changed. This would result in a report to Council and it may be presented to the</p>	Cr Kathy Duff	



**South Burnett**  
Regional Council

Directorate: Planning, Community & Environment

## Minutes of the Boondooma Homestead Management Advisory Committee Thursday, 7 November 2013 @ 10.00am

Agenda Item	Action Summary	Responsible Officer	Due Date
<ul style="list-style-type: none"> <li>Update on Domestic Sewerage Treatment Plant Design</li> </ul>	<p>November Council Meeting. A copy of the letter sent to Council is attached.</p> <p>Council's Plumbing Inspector, Jamie Neil advised that Council have employed RMA Engineers to design the Domestic Sewerage Treatment Plant Design for Boondooma Homestead.</p> <p>Jamie has drawn up a 'rough' site plan and that site plan is to be confirmed by Buddy and then provided to RMA Engineers. Once the design is completed and the permit is issued by Council, the next stage is for Boondooma Museum &amp; Heritage Assoc. Inc to engage a contractor to carry out the work.</p> <p>The Committee will be updated when the design is completed, which hopefully will be by the December meeting.</p> <p>A possible concern the engineers may have is the number of people using this system during the peak periods. However they will average out the yearly usage down to one day and then design it accordingly. This will ensure the system can cope with the peak periods. The possible growth of these major events will be factored into the design as well.</p>		
<b>General Business</b>			
<ul style="list-style-type: none"> <li>Budget Update</li> </ul>	Michael advised the committee that there is no budget update for this meeting due to the new Council's finance system going 'live', however there will be one available at the December meeting.		
<ul style="list-style-type: none"> <li>Return of tractor and servicing of ride-on mower</li> </ul>	Buddy advised that the tractor has been returned from being serviced, but the ride on mower needs a service. When the tractor was returned however, Buddy was advised that Council will not spend any more money on repairing the tractor. Michael Hunter is to	Buddy Thomson	



**South Burnett**  
Regional Council

Directorate: Planning, Community & Environment

## Minutes of the Boondooma Homestead Management Advisory Committee Thursday, 7 November 2013 @ 10.00am

Agenda Item	Action Summary	Responsible Officer	Due Date
• Invoice – BIEDO	contact Lee Hoad to follow up on this issue and see if Council plan on replacing the tractor or continuing to service it.  Michael advised that an invoice from BIEDO has been received, for the Business Plan for \$812.50. Council will be paying the invoice as per the minutes of 6 March 2012 and will come from the General Operations Budget. Lynn Bennett advised there were some amendments to be made to the Business Plan and would be tabled at the Management Advisory Committee once the Boondooma Museum & Heritage Assoc. Inc have adopted the plan.	Michael Hunter	
• Process of Name Change for Road and Signage.	Michael Hunter to contact Council's Infrastructure to confirm the process of name change and the committee to be advised at the December meeting.	Michael Hunter Email sent to Lynne Holiday on 7 November 2013	
<b>Agenda Items - New Business</b>			
Request for Reduced Speed Limit	The Boondooma Museum & Heritage Assoc. Inc. requested that Council bring to the attention of the Traffic Advisory Committee the need to reduce the 100km speed limit to at least 80km/hr on the Mundubbera Duroong Road from 200m south of Thomson Road and 200 meters north of Manar Road. This request is due to lack of visibility for turning traffic and the high volume of vehicles (B-doubles, timber trucks and general traffic). The Association are concerned that this will eventually cause a fatality if the speed limit is not reduced.  <b>Recommendation:</b> Boondooma MAC request Council to bring to the attention of the Traffic Advisory Committee the need to reduce the 100km		



**South Burnett**  
Regional Council

Directorate: Planning, Community & Environment

## Minutes of the Boondooma Homestead Management Advisory Committee Thursday, 7 November 2013 @ 10.00am

Agenda Item	Action Summary	Responsible Officer	Due Date
	<p>speed limit to at least 80km/hr on the Mundubbera Duroong Road from 200m south of Thomson Road and 200 meters north of Manar Road.</p> <p>Moved: Lynn Bennett Seconded: Patie Brown Carried 11/0</p>		
Next Meeting	<p>Next meeting is to be held on Tuesday, 10 December 2013 starting at 9.00 am. Committee members requested that all meetings start at 9.00 am regardless if it's a MAC or a Building Sub Committee.</p> <p>Meeting closed at 10.55am</p>		

### Financial and Resource Implications

The works and activities to be undertaken are within the Boondooma Homestead budget allocation for 2013-14.

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

### *Link to Operational Plan:*

Continue to support Boondooma Homestead through the Management Advisory Committee.

EC1 A community with the capacity to develop the area of arts, culture and heritage

(Corporate Plan Goal)

EC1.2 Build the capacity of our arts, heritage and library facilities to become vibrant community centres (Corporate Plan Strategy)

Continue to coordinate the MAC through the VIC and Heritage Team Leader position

(Key Performance Indicator)

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

Membership of the Boondooma Homestead Management Advisory Committee.

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

Nil

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

Nil

## **Asset Management Implications**

Improved asset management of the Boondooma Homestead facility.

**5.5.2 C - 1238379 - Minutes of the Healthy Communities Management Advisory Committee meetings held on Tuesday, 22 October 2013.**

**Document Information**

**IR No 1238379**

**Author Manager Planning & Land Management**

**Endorsed  
By General Manager - Planning & Environment**

**Date 12 November 2013**

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**Précis**

Minutes of the Healthy Communities Management Advisory Committee meetings held on Tuesday, 22 October 2013.

**Summary**

Providing a copy of the Minutes of the Healthy Communities Management Advisory Committee Meetings held on Tuesday, 22 October 2013.

**Officer's Recommendation**

That Council endorse the attached minutes and recommendations of the Healthy Communities Management Advisory Committee held on Tuesday, 22 October 2013.



**South Burnett**  
Regional Council

Directorate: Planning & Environment

## Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting Tuesday, 22 October 2013 @ 2.00pm

### Present:

Cr Ros Heit (SBRC), Cr Barry Green (SBRC), Chris Du Plessis (SBRC), Stan Taylor (SBRC), Kerry Oldfield (SBRC), Caitlin Isaac (RHealth), Nicole O'Brien (BIEDO), Melinda Bradford (CTC) and Alice Cavanagh (Active After School Program)

### Apologies:

Cr Keith Campbell, Louise Judge (SBRC), Nicole Connolly (SC), Louise Judge, Mark White (Old Health), Greg Griffiths (SBRC), Bernice Hilly (RHealth), Tamara Kelly (BIEDO), Margie Hams (DDWNO ML), Judith Skinner (DDWNO ML), Richard Henshaw (Old Health), Amy Frame (Old Health), Juliette McAleer (Disability Services), Nina Temperton (CTC), Kristen Fiman (CTC), Matthew Kenny (CTC), Prue Bauer (CTC), Rosemary Braithwaite (Graham House), Sue Crossley (Old Health) Janine Pay (SRS), Scott Hawkins (Active After School Program), Kerrie Zeller (QRME), Belinda Pennel (Deb Frecklington's Office), Linda Silburn (BIEDO), and Michael Eadie (PCYC)

### Chair:

Cr Ros Heit

### Minutes:

Wendy Kruger

Agenda Item	Action Summary	Responsible Officer	Due Date
Welcome	Cr Heit welcomed everybody to the meeting and apologies were received.		
Minutes from Previous Meeting	<p><b>Resolution:</b> <i>That the minutes of the previous Committee Meeting held on 24 September 2013 as recorded be confirmed.</i></p> <p>Moved: Kerry Oldfield Seconded: Caitlin Isaac Carried 9/0</p>		
Correspondence			
<ul style="list-style-type: none"> <li>Health &amp; Wellbeing Symposium - 21-22 February 2014</li> </ul>	<p>Kerry Oldfield advised that Medicare Local were holding the symposium on 21-22 February 2014 and at this stage this is just a date claimer.</p> <p>She advised that Council has some funds in the budget to send some of the Committee to attend the Symposium and to</p>	Kerry Oldfield	Next Meeting





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## Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting Tuesday, 22 October 2013 @ 2.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
<ul style="list-style-type: none"> <li>Community Transport Services - DDSWQML Discussion Forum &amp; Online Survey</li> </ul>	<p>Kerry Oldfield advised that this is for the Committee's information. Carlin advised that it's an on-line survey/questionnaire that the committee could participate. A suggestion was made that the link be emailed to the Healthy Communities &amp; Distribution List (including Louise Judge) to allow it to be forwarded it to all contacts to get the information out there to the service providers.</p>	Wendy Kruger	Next Meeting
<b>Business Arising from Previous Meeting</b>			
<ul style="list-style-type: none"> <li>Review of Healthy Communities Workshop</li> </ul>	Kerry advised that she hasn't been able to provide the information to the committee, however she is going to email the results of the workshop to the Committee members to review and comment if they wish.	Kerry Oldfield	Next Meeting
<ul style="list-style-type: none"> <li>Sports Action Reference Group</li> </ul>	Cr Green advised that the survey has been completed and they are in the process of contacting the various clubs. The Sports Action Reference Group will record all that has been done and will provide an update to the Committee members as they progress.	Cr Barry Green	
<ul style="list-style-type: none"> <li>Update on Kerry Oldfield's role</li> </ul>	A discussion then was held regarding the possibility of extending this role. Chris Du Plessis advised a meeting will be held six (6) months prior to her role/contract ending and Stan	Chris Du Plessis & Stan Taylor	





**South Burnett**  
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## Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting Tuesday, 22 October 2013 @ 2.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
	Taylor and Chris Du Plessis will provide an update to the Committee at this time.		
<b>Business for Discussion</b> <ul style="list-style-type: none"> <li>Nanango Heritage Lodge</li> </ul>	<p>Melinda provided an updated on the Nanango Heritage Lodge Good Neighbours Project which CTC are working on in partnership with South Burnett Regional Council and Heritage Nanango Community Funding Ltd.</p> <p>The Good Neighbour concept which will be implemented at Heritage Lodge allows a person with a disability or mobility issue to live independently in their own unit with the support of a "good neighbour" living in an adjoining unit.</p> <p>CTC and Heritage Funds have allocated sufficient funds to construct two (2) duplexes with a long term goal to eventually achieve six. They have applied to and have sourced funding to commence the works Elderly Parent Carer Innovation Trial for additional funds to construct a third duplex and share in the cost of the common area. In order to have a change to succeed with this application, CTC needs to supply the department with evidence of community support/approval in the form of minutes of meetings, signatures on surveys, evidence of door knocks, Letters of support etc.</p> <p>Melinda provided the Committee with a petition sheet and requested committee members sign the sheet and provide copies to their service providers. She requested that the sheets be returned to her by the beginning of November. They are also developing a survey for feedback. There is also a link</p>	Melinda Bradford & Chris Du Plessis	



**South Burnett**  
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## Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting Tuesday, 22 October 2013 @ 2.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
<ul style="list-style-type: none"> <li>Update from Healthy Communities Officer</li> </ul>	<p>to a survey monkey for Committee Members below:  <a href="https://www.surveymonkey.com/s/SGGOBPY">https://www.surveymonkey.com/s/SGGOBPY</a></p> <p>Council are in the process of acquiring ownership of the land and have sent the applications, to have the native title claims cleared, to our solicitor for finalising and to be lodged in head office in Brisbane. Council has further requested approval from the Minister to provide landowners consent to allow submission of a development application by CTC prior to the change in land ownership. An application for an extension of time for the Native Title application has also been submitted.</p> <p>The committee was advised that this project provided no risk that it will not go ahead, as it has the support from Council and Heritage Community Funding.</p> <p>Prior to providing her update, the question was raised "Is the Healthy Communities Committee a success?" Kerry advised that she believed this committee has been able to achieve what they needed to as part of the Healthy Community Plan for the most part. The concern was that if there is no Healthy Communities Coordinator, would the Healthy Communities committee continue to provide the outcomes they have achieved?</p> <p>Kerry's update is attached.</p> <p>Kerry advised that she is meeting with the South Burnett Hospital Consultative Committee to discuss the Healthy Communities Plan, to make them aware of the Plan and that they can take it into account when considering and evaluating hospital and health services in the area. It was also an</p>	Kerry Oldfield	



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## Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting Tuesday, 22 October 2013 @ 2.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
<ul style="list-style-type: none"> <li>Health &amp; Lifestyle Expo</li> </ul>	<p>opportunity to promote the Health and Lifestyle Expo to this particular Committee.</p> <p>She has attended the Diabetes Old stakeholder meeting and Diabetes Old aim to hold a Diabetes Exposed Expo in Kingaroy in 2014. Details will be forwarded to committee when she receives them.</p> <p>Council's General Manager - Planning, Environment &amp; Communities, Stan Taylor asked that the Committee thank Kerry Oldfield, Caitlin Isaac, and Bernice Hilly from RHealth for their work in providing the Health and Lifestyle Expo for the community.</p> <p>Caitlin &amp; Kerry advised the committee that the Health &amp; Lifestyle Expo was by all accounts a success. They estimated there were 350 people "through the 'gates'", there was interest from stall holders in doing another Expo. From a sustainable perspective this event could grow but there is a need for support from key stakeholders if the same event were to occur in the future. They may even consider charging a small fee for the stallholders. Stallholders not only sold products but gained clientele from the Expo.</p> <p>The timing in Spring was good as people want to get more active and future expo's Council may be able to link onto sports group for sign-ons.</p> <p>Consideration may be given to having it on a Sunday but the Saturday worked well.</p>	Caitlin Isaac & Kerry Oldfield	
<ul style="list-style-type: none"> <li>Healthy Communities – change of day and</li> </ul>	<p>The committee had received a request from Michael Eadie</p>	Kerry Oldfield	



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## Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting Tuesday, 22 October 2013 @ 2.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
time	(PCYC) to consider changing the meeting day to Wednesday, due to a program that runs at the PCYC for this term from 9am to 2pm and he is unable to attend. It was a unanimous decision that Wednesday was not suitable for most of the Committee members and they asked if he would be able to nominate someone else to attend on his behalf, ie Paula Nunan.		
<b>General Section</b>			
<b>Update from Members</b>	Update from Committee members on recent activities.		
<b>Nicole O'Brien – BIEDO</b>	Advised that she has been working on the survey and that Cr Green would update the Committee in the future.		
<b>Janine Pay</b>	Nicole provided an update on Janine's report. A copy is attached to the Minutes.		
<b>Caitlin Isaac – Rhealth</b>	Caitlin advised that she was advised that her role at Queensland Health as of 31 December 2013 will be winding up the community based programs. Rhealth may be able source funding for other community based projects/roles.		
<b>Alice - Active After School</b>	Alice introduced herself to the committee and advised that she is based in Toowoomba however she is now looking after the South Burnett area. She has a list of accepted sights and (copy attached) and asked for assistance from Locals and she wants to be linking to local clubs with their programs. She also wants to implement program plans for sporting clubs into the schools. Alice to send through the accepted sights to the Committee and she asked that we nominate clubs that can be involved. This program really is about getting kids into clubs.		



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Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
Tuesday, 22 October 2013 @ 2.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
Meeting closed at 3.14 pm			





**South Burnett**  
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## Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting Tuesday, 22 October 2013 @ 2.00pm

HC MAC 22.10.2013	
Item	
1	<p>Allocate resources (human and financial) towards on-the-ground implementation of the Plan. Seek funding (such as COAG Healthy Communities funding or similar) to fund a Healthy Communities Co-ordinator position. SBRC Healthy Communities Plan - 3.6.1 (b)</p> <p><b>GENERAL:</b> HCC attended SB Hospital Consultative Committee meeting 1 Oct 2013 to discuss HC Plan and upcoming Expo. FYI - TAFE to carry out Falls Prevention Training. Possibility of delivering in SB in 2014. Provider - Chris Gauld from TAFE Twba (Leisure and Health Teacher).</p> <p>FYI Ros - Breast Care Nurse at Community Health. Let organisations know that through McGrath Foundation, part of Ros' work is to raise awareness of breast care amongst young women.</p> <p>FYI Laughing yoga session to be tried out at Proston library 1-2pm 28/10 - depending on community interest and availability of the instructor this may happen again.</p> <p>Other meetings the HCC has been involved with - Diabetes Australia Qld held Stakeholder Meeting in Kingaroy on 16/10, Nanango State School PlaySmart playgroup session on 25/10 (opportunity to promote Healthy Communities programs to parents)</p> <p>Working through evaluation for all programs and activities for Dept of Health Progress Report 4</p>



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## Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting Tuesday, 22 October 2013 @ 2.00pm

2	<p>Engage local fitness leaders to conduct Lift for Life or Heart Moves programs for adults: (dependant on identified community needs)</p> <p>(This goal has been changed to fit in with the National Program Guidelines)</p> <p>SBRC Healthy Communities Plan - 3.3.1 (i - o)</p>	<p>Lift for Life programs continuing in Kingaroy, Wondai, Nanango, Murgon.</p> <p>Murgon - Lift for Life program 1 ended 30 Sept. Lift for Life program 2 began 14 Oct.</p> <p>Blackbutt Lift for Life to begin end of October - Info session on 29 Oct. Venue - Blackbutt Showgrounds</p> <p>Positive feedback from Nanango Lift for Life - participants feel gold coin donation is too cheap and would be willing to pay up to \$5/session. This shows participants appreciate and value the program.</p> <p>Heartmoves programs continuing in Nanango, Kingaroy, Wondai, Murgon and Boondooma</p> <p>Heartmoves in Nanango recently completed the 6th funded program and is now trialling ongoing sessions with decreased Healthy Communities funding assistance.</p> <p>2 exercise professionals from Yarraman to attend Heartmoves training in Brisbane at the end of October - these providers aim to begin a program in Nov in the southern end of the region.</p>
3	<p>Engage local fitness leaders to conduct <del>Heart Moves in</del> <del>adult</del> learn to swim/ water fitness where there are pool facilities available.</p>	<p>Swimming programs beginning at pools week commencing 14/10 (Nanango, Kingaroy, Wondai, Murgon) and week commencing 28/10 Blackbutt begins.</p>



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## Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting Tuesday, 22 October 2013 @ 2.00pm

	(This goal has been changed to fit in with the National Program Guidelines) SBRC Healthy Communities Plan - 3.3.1 (j - o)	Proston Pool will run a pool program for adults that is not focused on "learn to swim" therefore can be delivered by the pool manager
4	Partner with physical activity providers such as South Burnett Aquatic Centre, PCYC, commercial gyms to provide reduced memberships as part of a recognition program. The program to be two-fold with one stream focusing on the unemployed (holding a concession card) and the other stream to focus on volunteers. This is to help with the sustainability of the Lift for Life program (work with businesses to support down time) Eligibility to be determined.	Subsidised memberships - 61 memberships rolled out.
	SBRC Healthy Communities Plan - 3.3.2 (c)	PCYC Lift for Life Program 1 participants - Subsidised memberships to be organised now that program is complete.
5	In conjunction with Heart Foundation Walking, work to establish a sustainable walking program across the region by: Ø Improving promotion of existing walking groups in Kingaroy, Wondai and Blackbutt	Walking groups continuing as normal - Kingaroy, Wondai, Murgon, Proston, Hivesville  Tshirts ordered for new walkers





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## Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting Tuesday, 22 October 2013 @ 2.00pm

	<p>Ø Establishing new walking groups in all towns, with priority locations being:</p> <ul style="list-style-type: none"> <li>o Nanango</li> <li>o Murgon</li> <li>o Proston</li> <li>o Kumbia and</li> <li>o Maidenwell</li> </ul> <p>Ø Once established, continue to expand walking groups and increase the number of available groups</p> <p>Ø Ensure walking groups provide for a range of target groups, with a key focus on:</p> <ul style="list-style-type: none"> <li>o Men</li> <li>o Mums with strollers</li> <li>o Older adults</li> </ul> <p>SBRC Healthy Communities Plan - 3.3.1 (d)</p>	<p>Nanango walking group numbers have decreased. There has been a change in the Walk organiser so the HCC will get in touch with her to see if any support can be provided.</p>
6	<p>Undertake the Healthy Food Access Basket survey as highlighted in the Healthy Communities Plan and original tender brief.</p>	<p>Work in progress</p>



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## Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting Tuesday, 22 October 2013 @ 2.00pm

7	Undertake a Ausdrisk Health Promotion and Health assessment pitstops and local program advertising and marketing, (Australian Diabetes Risk Assessment Tool) at community events SBRC Healthy Communities Plan - 3.5.3	Events required have been completed as per Implementation Plan
8	Active local parks by running an annual Active Parks program across the region  Ø Target mothers, 45-59 year olds and older adults Ø Concentrate on destination parks and ensure provision across the region in Kingaroy, Nanango, Wondai and Murgon Ø Seek Expression of Interest from local person/s to coordinate the program SBRC Healthy Communities Plan - 3.3.1 (a)	Come and Try program Duroong/Boondooma - started 16 Oct - classes provided are Tai Chi and Stretch Classes with Lynndie Seller. Provider has gained 7 new participants within first 2 weeks of the program.
9	Establish an 'Active and Healthy Families' program aimed at providing a range of free or low-cost activities across the region for families with a specific focus on mothers out of the workforce. Activities could include:	Health and Lifestyle Expo - separate item on agenda



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## Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting Tuesday, 22 October 2013 @ 2.00pm

	<p>Ø Obstacle / fitness circuits</p> <p>Ø Treasure hunts</p> <p>Ø Cooking workshops</p> <p>Ø Gardening workshops (utilising community gardens)</p> <p>SBRC Healthy Communities Plan - 3.3.1 (b)</p>	<p>"Active Healthy Families" in Sept School Holidays at Libraries. Good attendance TOTAL 162 attendees - up to 42 at one library (Wondai). Other libraries ranged from 15-30 attendees. Parents tried out the activities with their kids. Positive feedback and keen to come again.</p>
10	<p>Develop a regular community event such as a 'Mt Wooroolin Race' that inspires people to get fit. The event could:</p> <p>Ø Include several classes</p> <p>Ø Be incorporated with an overall Healthy Lifestyle Expo or another festival</p> <p>Partner with employment groups to help run the program</p> <p>SBRC Healthy Communities Plan - 3.3.1 (f)</p>	<p>No activity to report</p>



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## Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting Tuesday, 22 October 2013 @ 2.00pm

11	Conduct a 'program planning day' at least once or twice per year, to determine a suite of programs to be run under an 'Active & Healthy South Burnett' banner and work together to confirm funding arrangements, dates, venues and contact details for the programs so that they may be incorporated into an 'Active & Healthy South Burnett' program brochure (monthly stakeholders meetings)	No activity to report
12	SBRC Healthy Communities Plan - 3.4.1 (b) Develop a permanent 'Healthy Communities' link on the home page of Council's website providing an active and healthy tip and linking to the Active South Burnett website	Minor updates for upcoming programs
13	SBRC Healthy Communities Plan - 3.4.1 (d) Develop 'active and healthy' maps and brochures showing all walk / cycle paths and key sport and recreation facilities throughout the region. Publish hard copies and include on Council's website and the Active South Burnett website. SBRC Healthy Communities Plan - 3.4.1 (g)	Preparing content and commenced map collection - ongoing



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14	In addition to a combined program brochure develop individual promotional flyers for all physical activity and healthy eating programs and distribute through local networks such as school newsletters, letter-box drops and newspaper inserts. (including launch material for COAG funded program)	Ongoing for all programs as needed
15	SBRC Healthy Communities Plan - 3.4.1 (i) Seek permission to incorporate the logos of the Federal Government's 'Measure Up' campaign and State Government's 'Go for 2 and 5' campaign on all promotional material associated with Healthy Communities SBRC Healthy Communities Plan - 3.4.1 (h) programs to reinforce social marketing messages	Completed



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16	<p>Work with primary schools to identify the skills and interests of parents and establish a community volunteerism program encouraging and providing training for local parents to become involved in physical activity and nutrition programs as leaders/helpers. This initiative may be piloted in one township initially to determine its effectiveness and later extended to other areas in the region</p> <p>SBRC Healthy Communities Plan - 3.4.2 (a)</p>	<p>Completing evaluation with parents who participated the Food Safety Supervisor training. There is more funding available for more training - another option for Bbutt State School parents: Swim Coach training.</p>
17	<p>Partner with other agencies to promote healthy eating eg.</p> <ul style="list-style-type: none"> <li>Ø Engage directly with supermarket chains to run demonstration classes in supermarkets (eg food budgeting, shopping, healthy food preparation)</li> <li>Ø Conduct workshops on nutrition-related topics (eg food budgeting, shopping, food preparation, home growing fruit and vegetables) at community events such as markets, festivals, shows etc</li> <li>Ø Assist local residents to access locally grown fruit and vegetables via markets, roadside stalls etc</li> <li>Ø Community Kitchen cooking skills startup program</li> </ul>	<p>All community kitchens have completed funded sessions</p> <p>Evaluations completed for Nanango and Wondai</p> <p>The Nanango group will no longer meet however all have been referred to other HCI activities in the Nanango area</p> <p>The Wondai group will have a break up to Xmas and consider meeting in 2014 with support from the Art gallery</p> <p>Murgon, Preston and Kingaroy Community Kitchens continuing post-Healthy Communities funding</p>





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18	<p>SBRC Healthy Communities Plan - 3.5.2 (a)</p> <p>Provide incentives to restaurants, cafes, take away food outlets to provide healthy eating choices possibly via:</p> <ul style="list-style-type: none"> <li>Ø Reduced licensing fees</li> <li>Ø Promotion in 'healthy eating' guides</li> <li>Ø Use of venues as preferred caterers for corporate events</li> </ul>	No activity to report	
19	<p>SBRC Healthy Communities Plan - 3.5.2 (b)</p> <p>Support and partner with RHealth in the development and implementation of a 'Healthy Food Choice' program aimed at 'accrediting' local food outlets</p> <ul style="list-style-type: none"> <li>Ø Potential to resource through Council's existing EHO responsibilities</li> <li>Ø Once mobile, develop a database of 'preferred suppliers' for use at Council functions</li> </ul> <p>SBRC Healthy Communities Plan - 3.5.2 ©</p>	<p>Accredited Businesses as per last month - Copper Country Motor Inn, Lee's Kitchen, Wild Lettuce, Lizzell's Cafe, Woodcutters of Blackbutt, Taste South Burnett, Asian Gourmet Kitchen, Buriya Nut Cafe, Aussies Pizza Cafe, whiplard Cafe, Captains Paddock, Kingaroy Seafood and Takeaway.</p>	
20	<p>Work with local residents to establish, revitalize or continue community gardens.</p> <p>SBRC Healthy Communities Plan - 3.5.2 (d)</p>	No activity to report	



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21	Liaise with R-Health and Qld Health to promote the 'Lighten up' program in all main towns SBRC Healthy Communities Plan - 3.5.2 (f)	No activity to report	
22	Establish mechanisms to ensure planning for active and healthy communities is embedded into and considered across all Council departments, particularly Health, Planning, Parks, Transport and Human Resources. This could be achieved by including an 'Active & Healthy' component on the agendas of existing inter-departmental meetings (eg Managers meetings) or by creating an internal 'Healthy Communities Working Group' involving the relevant staff positions.	No activity to report	
23	SBRC Healthy Communities Plan - 3.6.1 (c) Clearly define the relationship between the Healthy Communities Management Advisory Committee, the Active South Burnett group and local physical activity providers and establish clear communication channels	No activity to report	
24	SBRC Healthy Communities Plan - 3.6.2 (a) Audit Fees		





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## Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting Tuesday, 22 October 2013 @ 2.00pm

No participants on HC database 289



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Minutes of the Healthy Communities Management Advisory Committee (MAC)  
Meeting

The poster background features a close-up of smooth, stacked river stones in shades of grey and brown, with a soft, out-of-focus light source in the upper left corner creating a warm, golden glow.

# Announcing

## Health & Wellbeing Symposium

21 & 22 February 2014

**WELLBEING**  
Getting the Balance Right

A circular logo with a green border. Inside, there are stylized human figures in blue and green, with a green dot above them, all set against a white background.

An upcoming innovative and inspirational program exploring issues of health and wellbeing.

Enjoy a dynamic mix of key note speakers, lectures, workshops and interactive zones providing inspirational information about wellbeing and how to enhance it.

**Abstracts for the event are open now!**

[www.healthandwellbeing2014.com.au/abstracts](http://www.healthandwellbeing2014.com.au/abstracts)  
Abstracts close 21 October 2013

The Medicare Local logo, featuring the words 'medicare local' in blue and green, with a stylized 'M' and 'L' in blue and green to the right.

**For more information**

Phone: (07) 4688 2000  
[www.healthandwellbeing2014.com.au](http://www.healthandwellbeing2014.com.au)  
[www.ddswqmedicarelocal.com.au](http://www.ddswqmedicarelocal.com.au)

DARLING DOWNS - SOUTH WEST QUEENSLAND  
Connecting health to meet local needs



**South Burnett**  
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## Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting



Australian Government

### COMMUNITY TRANSPORT

#### DISCUSSIONS FOR CLIENTS / CARER / REPRESENTATIVE

17 October 2013 - 14 November 2013

As part of aged care reforms the Commonwealth Home Support Program will commence on 1 July 2015. To ensure the new program continues to meet client needs by providing flexible and responsive services, there are national discussions occurring across Australia for you to provide your valuable input on Community Transport services.

#### Would you like to attend a discussion about Community Transport services provided in your State/Territory?

There are two ways to contribute:

##### 1. ATTEND A NATIONAL DISCUSSION

If you would like to attend a discussion forum please register by emailing: Allison Knight at Verso Consulting: [alli@verso.com.au](mailto:alli@verso.com.au) or Phone: (03) 9489 3233 as soon as possible and no less than one week before your nominated discussion date.

Please provide your name, phone number and where you wish to attend. Following receipt of your RSVP you will be sent confirmation of time and venue details.

<b>ACT</b>	Canberra	Thursday	17 October	<b>QLD</b>	Brisbane	Thursday	31 October
<b>SA</b>	Adelaide	Monday	21 October	<b>WA</b>	Perth	Thursday	7 November
<b>NT</b>	Darwin	Thursday	24 October	<b>VIC</b>	Melbourne	Monday	11 November
<b>NSW</b>	Sydney	Monday	28 October	<b>TAS</b>	Hobart	Wednesday	13 November

##### OR

##### 2. COMPLETE AN ONLINE QUESTIONNAIRE

There will be an online questionnaire available for those who are unable to attend the National Discussions.

**The questionnaire will be available online between 17 October to 14 November 2013**

Please go to the Living Longer Living Better website [www.livinglongerlivingbetter.gov.au](http://www.livinglongerlivingbetter.gov.au), 'Public Consultations' to access the questionnaire, available from 17 October 2013.

Please distribute this information throughout your client/carer/representative networks.

The personal information you contribute will assist in the development of the Commonwealth Home Support Program.

All information provided will remain confidential.



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## Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting



Australian Government

### COMMUNITY TRANSPORT NATIONAL DISCUSSIONS SERVICE PROVIDER

**17 October 2013 – 14 November 2013**

As part of aged care reforms the Commonwealth Home Support Program will commence on 1 July 2015. This new program will bring together programs that currently provide basic home support services including the Commonwealth Home and Community Care Program, the National Respite for Carers Program, Day Therapy Centres program and Assistance with Care and Housing for the Aged program. To ensure the new program meets client needs and supports service providers to continue to provide flexible and responsive services, reviews of some services are being undertaken in 2013 this includes Community Transport.

#### How to contribute:

There are two ways to contribute to the discussion on Community Transport:

You may register to attend the **National Discussions for Service Providers** at the following locations or you can complete a **Website Questionnaire**. Service providers who provide community transport, social support, respite or centre based day care may be most interested in participating, however other interested service providers are also encouraged to register or contribute through the website questionnaire.

**As places are limited, only one person per organisation is asked to register by emailing: Allison Knight at Verso Consulting - [allie@verso.com.au](mailto:allie@verso.com.au) or phone (03) 9489 3233 as soon as possible and no less than one week before your nominated discussion date.**

**IMPORTANT:** Please provide your organisation's name, your participant's and phone number, the services provided by your organisation, and the location and date of the National Discussion you wish to attend.

#### National Discussions

<b>ACT</b>	Canberra	Thursday	17 October	<b>QLD</b>	Brisbane	Thursday	31 October
					Townsville	Friday	1 November
<b>SA</b>	Adelaide	Monday	21 October	<b>WA</b>	Perth	Thursday	7 November
	Port Augusta	Tuesday	22 October		Albany	Friday	8 November
<b>NT</b>	Alice Springs	Wednesday	23 October	<b>VIC</b>	Melbourne	Monday	11 November
	Darwin	Thursday	24 October		Shepparton	Tuesday	12 November
<b>NSW</b>	Sydney	Monday	28 October	<b>TAS</b>	Hobart	Wednesday	13 November
	Dubbo	Tuesday	29 October		Launceston	Thursday	14 November

#### Website Questionnaire

Online questionnaires will also be available for both Service Providers and Client/Carer/Representatives who are unable to attend the National Discussions.

**Note the website questionnaires will be available from 17 October to 14 November 2013**

**Further information on how to access the website questionnaires will be provided closer to 17 October 2013.**

Please distribute this information through your networks. The information you contribute to either the National Discussions or the website questionnaire will assist in the development of the Commonwealth Home Support Program. All organisation information provided in this questionnaire will be de-identified and remain confidential.

## Financial and Resource Implications

The works and activities to be undertaken are within the Healthy Communities budget allocation for 2013-14.

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

*Link to Operational Plan:*

EC2.2 Advocate and support community initiatives that promote healthy lifestyles.

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

Internal through Healthy Communities Committee representatives.

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

Nil

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

Nil

## **Asset Management Implications**

Nil

**5.5.3 C - 1238376- Minutes of the Arts Culture & Heritage Management Advisory Committee meeting held on 12 November 2013**

**Document Information**

**IR No** 1238376

**Author** Cultural Services Coordinator

**Endorsed By** Manager - Planning & Land Management  
General Manager - Planning & Environment

**Date** 12 November 2013

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**Précis**

Minutes of the Arts Culture & Heritage Management Advisory Meeting held on Tuesday, 12 November 2013.

**Summary**

Providing a copy of the Minutes of the Arts, Culture and Heritage Management Advisory Committee Meeting held at the South Burnett Regional Council Chambers on Tuesday, 12 November 2013.

**Officer's Recommendation**

That Council endorse the attached minutes and recommendations of the Arts, Culture and Heritage Management Advisory Committee held on Tuesday, 12 November 2013.



## **Minutes**

**Of the**

## **Arts Culture & Heritage Committee**

**Held in the 1938 Kingaroy Shire Council Chambers , Kingaroy**

on 20 November 2013

Commencing at 9.00 a.m.

**Community & Cultural Services Coordinator: Michael Hunter**



## Regional Arts Development Fund Committee Minutes

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Minutes of the meeting of the Arts Culture & Heritage (ACH) Management Advisory Committee, held in the 1938 Kingaroy Shire Council Chambers, Haly Street, Kingaroy on Tuesday, 20 November 2013 at 9.05 am

**Present**

Chris Du Plessis (SBRC Manager Planning & Land Management), Michael Hunter (SBRC Cultural Services Coordinator), Peter Peacey, Robyn Dower, Liz Schneidewin and Elaine Madill.

Meeting opened at 9.05 a.m.

**1. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**1.1 ACH Committee Meeting Minutes**

That the minutes of the previous meeting held on Tuesday, 15 October 2013 as recorded be confirmed.

**Resolution:** *That the minutes of the previous Committee Meeting held on Tuesday, 15 October 2013 as record be confirmed.*

*Moved:* Robyn Dower

*Seconded:* Elaine Madill

*Carried: 5/0*

**2.2 Apologies**

Apologies were received from the following Committee members:

- Ted Wall
- Suzanne McBride
- Cr Wayne Kratzmann
- Julia Shaw - would be late.

**2. AGENDA ITEMS**

**2.1 Welcome**

**2.2 Correspondence**

- ArTour Touring Services Update

Michael advised the Committee that this was just for their information and no action was required.

- Maurine Gibson - Indigenous Fashion Fair Proposal

Discussions were held regarding the possible support from Council's RADF Committee for this initiative/project. The committee suggested that the Indigenous Fashion Fair are to contact BIEDO to form partnerships with existing community or willing community groups to apply for funding through our RADF program.

**Resolution:** *The committee supports in principle this project; however the Correspondent is to be advised to contact BIEDO requesting assistance to form partnerships with the Community and apply for funding through appropriate channels, meeting the RADF Guidelines.*

*Moved:* Liz Schneidewin

*Seconded:* Robyn Dower

*Carried: 5/0*

## 2.3 Committee Nomination Interviews

The committee held informal interviews with the following people who had lodged RADF Committee Nominations.

- Dot Rowland

*Julia Shaw entered the meeting at 9.40 am*

- Sue Beyer
- Terry Jacobsen
- Sandy Towell apologised as she was unable to attend due to unforeseen circumstances. She has withdrawn her application however the Committee suggested her application is to be kept on file and open.

**Resolution:** The Committee recommends to Council that Dot Rowland, Sue Beyer and Terry Jacobsen be invited to become members of the Arts Culture & Heritage Management Advisory Committee. Sandy Towell's nomination is to be kept on file and open for future review as needed.

*Moved: Robyn Dower*

*Seconded: Elaine Madill*

*Carried 6/0*

## 2.4 Outcome Reports

Outcome Reports were received by the following people.

### 2012/2013 Round 2 Applications

- Wondai Regional Art Gallery - Sculpturing Nature Workshop - \$660
- South Burnett Community Orchestra - Instrumental Music Workshop - \$5,900

### 2012/2013 Round 3 Applications

- South Burnett Regional Council - The South Burnett on Video - \$1,600

### 2012/2013 Round 4 Applications

- Wondai Regional Art Gallery - Essence of Nature - \$1,098
- Wondai Regional Art Gallery - "Letting Go" Workshop - \$1,050
- Sue Beyer - Two Week Art Residency at "Bundanon" - \$751.40

### Quick Response Applications - 2012/2013

- Booie Spinning Group - Weaving @ Wooroolin & Dyeing & Felting with Animal Fibres - \$1,830

**Resolution:** *That the above Outcome Reports be received, excluding the Wondai Regional Art Gallery "Essence of Nature" as this was completed on the incorrect outcome report form. The correct form will be submitted in due course.*

*The committee wish it noted that the Outcome Reports were comprehensive and of a high standard.*

*Moved Peter Peacey*

*Seconded: Julia Shaw*

*Carried: 6/0*

**2.5 Quick Response Application**

**Applicant:** South Burnett Woodcrafters

**Description of Workshop:** Design and Construction of timber craft items using a router"

**Cost:** \$1,050

**Supported by:** Elaine Madill, Robyn Dower & Julia Shaw

**Resolution:** *That the Quick Response Applications be ratified by the Committee.*

**Moved:** Robyn Dower

**Seconded:** Elaine Madill

*Carried: 6/0*

**2.6 FilmFest 2014**

Council's Cultural Services Coordinator Michael Hunter provided an update to the Committee on Filmfest 2014.

- **State Government Funding**  
Michael advised the Committee that the National Film & Sound Archive will be receiving funding of \$7,500 from the Queensland State Government's Screen Culture Program. The details of how this funding is to be utilised is attached in an email from Deb Frecklington's Office.

- **Request from Nanango Race Club**

Council's Chief Executive Officer has received a request from the Nanango Race Club to consider moving the 2014 Filmfest to the weekend of 30-31 May and 1 June 2014. Traditionally Filmfest is held on the third weekend in May, however over the past 2 years, Council have worked closely with Nanango Race Club to host Filmfest on the same weekend as their Race Meeting. Discussions were held on the possibility of moving the Filmfest to coincide with their request.

**Resolution:** The committee is not in favour of moving from the traditional third weekend in May, due to the potential logistical difficulties this may incur. However due to understanding the need to link into community events, Council's Liaison Officer will write to NFSA requesting confirmation of their opportunity and willingness to change the Filmfest date to the requested dates.

This resolution was unopposed and a new resolution was tabled.

**Resolution:** The committee is not in favour of moving from the traditional third weekend in May, due to the potential logistical difficulties this may incur and there is no guarantee the special guest 'Star' will agree to attend the Race Meeting.

**Moved:** Liz Schneidewin

**Seconded:** Robyn Dower

*Carried 6/0*

- **Sponsorship**

The Committee requested that Council write to Nanango Foodworks and Heritage Community Bank to request continued sponsorship of this event.

- **Budget Allocation**

Michael provided an update on the 2013/2014 Budget. The Committee recommended that the budget of \$10,000 be allocated for Filmfest 2014 and \$3,000 for Calender Girls.

**Resolution:** That Council's Cultural Services Coordinator write to Nanango Foodworks and Heritage Community Bank to request continued sponsorship of this event.

The Arts Culture & Heritage MAC support the proposed budget of \$10,000 to be allocated for the costs associated with Filmfest 2014 and \$3,000 towards the 2014 production Calender Girls which will expend the current available funds for this financial year.

*Moved:* Peter Peacey

*Seconded:* Robyn Dower

*Carried 6/0*

## **2.7 Calender Girls**

Michael provided an update on the 2014 production of Calender Girls. Discussions were held regarding the Ticket pricing, Ticket Sale Venues, Event Venue (Kingaroy Town Hall - 10 March 2014), Promotion Dates, ACH Committee Roster, Offer to Community Group to assist with bar etc and budget allocation

It was recommended that ticket pricing was \$35 per adult non concessional, \$30 for pensioners and high school students. The committee requested that Council's Cultural Services Coordinator to finalise sales of tickets, ticket outlets, Event Venue, Promotion Dates, ACH Committee Roster and Offer to Community Group to assist with bar etc.

The Committee suggested that Council approach all the High Schools in the South Burnett Region to encourage their drama students to attend the show as part of their core curricular activities.

**Resolution:** Ticket pricing was recommended at \$35 per adult non concessional and \$30 for pensioners and high school students.

The committee requested that Council's Cultural Services Coordinator to finalise the sales of tickets, ticket outlets, Event Venue, Promotion Dates, ACH Committee Roster and Offer to Community Group to assist with bar etc.

That Council to write to all the High Schools in the South Burnett Region encouraging their drama students to attend the production as part of their core curricular activities.

*Moved:* Julia Shaw

*Seconded:* Liz Schneidewin

*Carried 5/0*

*Elaine Madill left the meeting at 11.45 am due to another commitment.*

## **2.8 RADF Showcase**

The Committee were advised that due to time constraints and resources, Council were unable to host a RADF showcase in November, however the Committee suggested that the showcase could be held in the Kingaroy Shoppingworld in a vacant shop space in 2014.

## **2.10 2013/2014 Budget Review**

Michael provided an update on the 2013/2014 ACH & RADF Budget.

**3. GENERAL SECTION**

**3.1 Other Business**

- RADF Round 3 (2 December 2013 to 24 January 2014) & Round 4 (31 March to 30 April 2014)

**Resolution:** The Committee resolve that the RADF Round 3 and Round 4 Dates be ratified as below:

- Round 3 (2 December 2013 to 24 January 2014)
- Round 4 (31 March to 30 April 2014)

*Moved: Peter Peacey*

*Seconded: Julia Shaw*

*Carried 5/0*

- Training

Council's Cultural Services Coordinator advised the committee that he is currently organising RADF training for early February 2014. He is currently waiting on confirmation from the training provider.

- Arts Culture & Heritage Christmas Breakup

The Arts Culture & Heritage Christmas End of Year Breakup is to be held on Monday, 2 December from 12.30 to 1.30pm at the Wondai Hotel. The committee requested the newly elected members are to be invited.

- Letter of Recommendation – Liz Schneidewin

Due to her resignation and as she is moving to Toowoomba, Liz requested a letter of recommendation/reference from Council for future roles.

The Meeting was declared closed at 12.03 pm

## Attachments

### Wendy Kruger

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**From:** Michael Hunter  
**Sent:** Wednesday, 23 October 2013 2:07 PM  
**To:** 'Nanango Electorate Office'  
**Subject:** RE: State Government's Screen Culture program

Thanks, this information certainly helps.

Regards  
Michael

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**From:** Nanango Electorate Office [mailto:NANANGO@parliament.qld.gov.au]  
**Sent:** Wednesday, 23 October 2013 10:51 AM  
**To:** Michael Hunter  
**Subject:** RE: State Government's Screen Culture program

Hi Michael,  
Just getting back to you on the funding we were discussing that was announced for Big Screen.  
I have received the following advice back from the Department:

- Screen Queensland provided funding assistance to Big Screen through a \$7,500 funding grant to the National Film and Sound Archive (NFSA).
- Screen Queensland awarded the \$7,500 funding grant to the NFSA to provide funding assistance to the following Big Screen Festivals:
  - Cairns Esplanade – festival was held on 29-30 August 2013
  - Munro Picture Theatre, Babinda – festival was held on 30 August 2013
  - Tully S.H.S – festival was held on 31 August 2013
  - Mission Beach – festival was held on 1 September 2013
  - Nanango Cultural Centre – festival scheduled for 15 May 2014
  - Kingaroy – festival scheduled for 18 May 2014

Hope this helps. Basically – NFSA will receive this funding to help put the Big Screen on.  
Kind regards  
Belinda

Belinda Pennell  
Electorate Officer for  
**Deb Frecklington MP – Member for Nanango**  
T: 07 4162 1381 Freecall: 1800 816 261 Fax: 4162 4774  
Email: [nanango@parliament.qld.gov.au](mailto:nanango@parliament.qld.gov.au)



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Arts Culture & Heritage Management Advisory Committee – Minutes - 12 November 2013

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**From:** Michael Hunter [mailto:MHunter@southburnett.qld.gov.au]  
**Sent:** Friday, 18 October 2013 1:01 PM  
**To:** Nanango Electorate Office  
**Subject:** State Government's Screen Culture program


Belinda

I have come across an article on southburnett.com quoting that Deb has secured funding through the State Government's "Screen Culture" program to boost the Big Screen Film Festival 2014. I would be interested in meeting with Deb or yourself to find out more amount this funding as I am in the stage of starting to arrange next year's festival and looking at budgeting for this event.


I look forward to your reply.

Regards  
Michael

**Michael Hunter**  
**Cultural Services Coordinator**  
South Burnett Regional Council  
PO Box 336  
KINGAROY QLD 4610

 07 4189 9146

 07 4162 4806

 [mhunter@southburnett.qld.gov.au](mailto:mhunter@southburnett.qld.gov.au)

[www.southburnett.qld.gov.au](http://www.southburnett.qld.gov.au)



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Arts Culture & Heritage Management Advisory Committee – Minutes - 12 November 2013

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**From:** Annette Kerwitz [mailto:annette.kerwitz@artour.com.au]  
**Sent:** Wednesday, 6 November 2013 4:54 PM  
**Cc:** Annette Kerwitz  
**Subject:** FW: arTour Touring Services update

Hello Queensland presenters – please see following a communique from Arts Queensland regarding management of Queensland Touring Services – apologies for any cross postings – as further developments evolve, further information will be forthcoming.

very kindest regards

**Annette Kerwitz**  
Manager  
arTour  
**PLEASE NOTE NEW DETAILS**

t 07 3254 9570

1



Arts Culture & Heritage Management Advisory Committee – Minutes - 12 November 2013

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m 0428 191 324  
e [annette.kerwitz@artour.com.au](mailto:annette.kerwitz@artour.com.au)  
w [www.artour.com.au](http://www.artour.com.au)  
p GPO Box 376 Brisbane QLD 4001  
a 1F/24 Macquarie Street, Teneriffe, 4005  
f 07 3254 9571

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**From:** Tina Hill [<mailto:Tina.Hill@arts.qld.gov.au>] **On Behalf Of** Vera Ding  
**Sent:** Wednesday, 6 November 2013 3:10 PM  
**Cc:** Tina Hill  
**Subject:** arTour Touring Services update

Dear Touring Stakeholders

I am writing to provide an update on arTour, Queensland's peak touring coordination hub that provides statewide, national and international touring services.

From January 2014, award-winning company Circa will manage arTour touring services for three and a half years, until June 2017.

Circa is a Queensland company, based in Brisbane, with an international reputation for creating works of excellence, depth and audience appeal. In 2013 it won the National Drovers Award for Best National Tour and the Helpmann Award for Best Regional Tour.

Circa's appointment as arTour host means new opportunities for Queensland venues and artists. The key objective is for arTour to strengthen its position as a centre of contemporary touring knowledge that is strategic, innovative and entrepreneurial.

Circa will bring a fresh approach to touring through exciting collaborations, an innovative use of technology and new regional and international opportunities.

Arts Queensland is working with Circa to ensure a smooth transition from arTour's current host, Artslink Queensland, who has been the arTour provider since 2010, and who will continue to provide services until the contract expires in December 2013.

I would like to take this opportunity to thank Artslink Queensland for its work in managing arTour since it was first established in 2010, and I welcome Circa aboard for arTour's next phase.

Please be assured the service for arTour clients will continue throughout the transition period. If you have any questions, please contact in the first instance Steve Beardsley (Artslink Queensland) on email [steve.beardsley@artslinkqld.com.au](mailto:steve.beardsley@artslinkqld.com.au) and telephone (07) 3254 9503 or Kate Fell (Circa) on email [kate@circa.org.au](mailto:kate@circa.org.au) and telephone (07) 3852 3110.

arTour delivers on the Queensland Government's Playing Queensland Fund – Boost to Touring, an election commitment by the Newman Government under the Arts for all Queenslanders strategy. Applications to the [Playing Queensland Fund](#) are welcome at any time.

Yours sincerely

Vera Ding  
Director  
Art Form Development  
Arts Queensland

**From:** Maurine Gibson [mailto:maurinegibson@bigpond.com]  
**Sent:** Tuesday, 8 October 2013 10:36 AM  
**To:** Michael Hunter  
**Cc:** Joanne Lambden; Julie Appo  
**Subject:** Query re RADF

Hi Michael,

I and a colleague, Jo Lambden, try to provide a bit of support for a couple of local indigenous organisations on the Fraser Coast. Anyway, through that, we have been helping out with a very experienced indigenous fashion and textiles designer from Bundaberg, who came down and ran some workshops, put together an exhibition of workshop artworks, and a fashion parade using our local Butchulla girls as models, which was really well received. This lady did this all at her own expense – she is keen to see the industry get a foothold in these parts. I also went with her to see our local member about ideas she has in this regard.

What we are hoping to work towards is an Indigenous Fashion Fair (IFF), which would be held in Maryborough, but would be a regional event, and also attract designers and artists from further afield. However, leading up to that, we would like to run some workshops here and also in the Burnett, to engage young indigenous artists interested in this field and hopefully to establish the interest and relationships to get them involved in the IFF, show things they have produced, etc. Get them interested in further professional development. We would be focussing on Eidsvold (I have contacted NB council about that) and Murgon/Cherbourg due to the concentration of indigenous population. Julie has already been in touch with people at Cherbourg and there is considerable interest there.

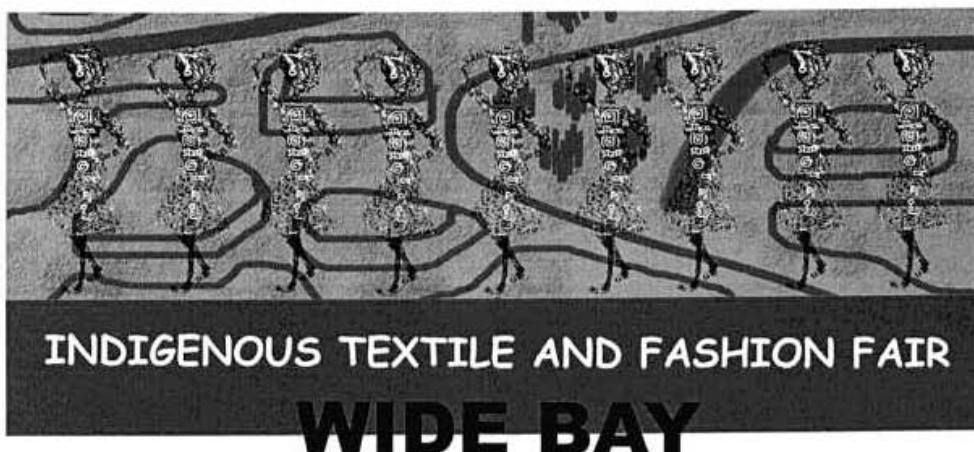
We are thinking that the IFF will be a professional event and will need fairly substantial funding, but the local workshops could be funded through RADF. So that is my question – I looked on your site and see that we have missed the most recent round. Can you tell me when the next round is likely to be, or if there are options for any out-of-round applications? We are hoping to put in something for Fraser Coast, which would have to be conducted from March 2014 onwards. It would be good if we could schedule these workshops over consecutive months or similar, to keep the momentum going. Do you think this is something you would consider funding?

Any advice would be appreciated

Regards

MAURINE GIBSON

*Community Development Consultant*



The recent National Indigenous Textile Forum held in Cairns 2013 has reawakened and revitalised widespread interest in the emerging Indigenous Textile and Fashion Industries. This is an exciting opportunity to be involved in and support the establishment of these industries in the Wide Bay region where there is no representation.



At the Forum there was a huge emphasis of Indigenous art onto fabrics using a digital format. Therefore it is proposed to undertake workshops in centres throughout the Wide Bay region to build the necessary skills to enable participants to meet the future demands of these industries.

Our *Fashioning our Futures* project is a series of workshops offering professional development for each participant in the area of textile design and fabrication using simple applications that can be reproduced in the home environment. The workshops will introduce art and design, garment design and fabrication, presentation 'on the runway' with the creation of self-dyed and printed fabrics. The key aim of the project is to enable participants to develop a body of work to tell their stories through a new set of skills, and to arm them with industry information that can lead to business and employment opportunities. Workshops will be conducted between March - July 2014.

The *Indigenous Textile and Fashion Fair Wide Bay 2014* will be a two-day event of discussions, events, market stalls and fashion performances. It is planned that companies, funding agencies, textile and fashion supporters, industry representatives and audiences will gather together to celebrate the works from all Indigenous workshop participants from the *Fashioning our Futures* project. September 2014.

Importantly, ITAFF has the potential to become an annual event and bring further benefits to the Wide Bay.

There is no known major centre between the Far North and Brisbane attempting this initiative so...

**LET'S SEIZE THE OPPORTUNITY AND 'CLOSE THE GAP'**

Julie Appo, B.A. Visual Arts, B.A. Honours, Certificate Fashion Design - Ph 0421 642 631

## **Financial and Resource Implications**

The works and activities to be undertaken are within the 2013-2014 budgets for Arts Culture & Heritage.

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

EC1 A community with the capacity to develop the area of arts, culture and heritage (Corporate Plan Goal).

EC2 Build the capacity of our arts, heritage and library facilities to become vibrant community (Corporate Plan Strategy)

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

Membership of the Arts Culture & Heritage Management Advisory Committee.

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

Nil.

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

Nil.

## **Asset Management Implications**

Nil.

## **Report**

Nil.

***(b) Portfolio Reports***

Community Portfolio Report

No Report.

Arts, Culture and Heritage Portfolio Report

No Report.

Sport and Recreation Portfolio Report

No Report.

Indigenous Affairs Portfolio Report

No Report.

**6. Economic Development & Tourism**

**6.1 Economic Development (ED)**

***(a) Officer's Reports***

No Report.

***(b) Portfolio Report***

Economic Development Portfolio Report

No Report.

**6.2 Tourism (T)**

***(a) Officer's Reports***

No Report.

***(b) Portfolio Report***

Tourism Portfolio Report

No Report.

**7. Infrastructure Services**

**7.1 Roads & Drainage (R&D)**

***(a) Officer's Reports***

No Report.

**(b) Portfolio Report**

Roads & Drainage Portfolio Report

No Report.

**7.2 Design & Technical Services (D&TS)**

**(a) Officer's Reports**

- 7.2.1 D&TS - 1223754 - Requesting consideration for naming a Kingaroy Street, Park, place or other feature to honor Carew Brothers who contributed to the development of the district**

**Document Information**

**IR No 1223754**

**Author Senior Technical Officer**

**Endorsed By Manager Design and Technical Services  
General Manager Infrastructure**

**Date 11 November 2013**

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**Précis**

Requesting consideration for naming a Kingaroy Street, Park, place or other feature to honour Carew Brothers who contributed to the development of the district

**Summary**

A request has been received from a descendant of the Carew brothers who selected property at Tessmanns Rd/Kingaroy Barkers Creek Road in 1898. The brothers worked on the construction of local facilities and supported many local organisations including Kingaroy Shire Council.

Council has a Carews Road off Memerambi-Gordonbrook Road and to avoid confusion Council should not allocate this name to another Road or Street. As the request is to name a street, park or other feature after the family, Council may consider naming a park in the vicinity of the original selection after the family.

The existing park at the corner of Tessmanns Road and Doonkuna Street (Lot 900 RP896938), opposite the family's original selection, would be an appropriate park to be named, after public consultation, 'Carew Park'.

**Officer's Recommendation**

That Council carry out public consultation with a view to naming Lot 900 RP896938 at the corner of Tessmanns Road and Doonkuna Street as 'Carew Park'.

## **Financial and Resource Implications**

The only financial implication anticipated from this report is for the provision of an appropriate sign for the park. An allowance of \$500 for the supply and installation of a suitable sign would be necessary.

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

EC 1 - A community with the capacity to develop the area of arts, culture and heritage.

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

This report has been discussed with the Division 4 Councillor and Council's Parks Portfolio representative and both support the recommendation.

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

The park proposed to be named is an existing park and there are no additional legal implications.

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

There are no Policy/Local Law/Delegation implications from this report.

## **Asset Management Implications**

The park proposed to be named is an existing park and there are no additional asset management implications.

## **7.2.2 D&TS - 1208910 - Barkers Creek Forestry Road Alignment**

### **Document Information**

**IR No** 1208910

**Author** Manager Design & Technical Services

**Endorsed By** General Manager Infrastructure

**Date** 8 November 2013

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### **Précis**

An off alignment road has been identified in the Wondai State forest area and as a result of discussions with affected landowners, the Department of National Parks, Recreation, Sport and Racing (DNPRSR) and Council, a proposal to realign the road reserve to provide a legal path of access for the freehold property at the end of Barkers Creek Forestry Road is provided for consideration.

### **Summary**

A section of the Barkers Creek Forestry Road has been identified as being off alignment. Discussions have been held between affected landowners, State Government Officers and Councillors to determine the lowest cost option to ensuring that the road is on the correct alignment. It has been established that the lowest cost option is to maintain the track in its current location and for the sections off alignment to be dedicated as road reserve. Indicative costs associated with the transfer are included within this report for consideration, as this item currently has no dedicated allocation within the budget.

### **Officer's Recommendation**

That Council:

- 1) Apply to the Department of Natural Resources and Mines to realign the gazetted road reserve of Barkers Creek Forestry Road over the existing access track to ensure a legal path of access for the freehold property located at the eastern end of Barkers Creek Forestry Road;
- 2) Allocate \$30,000 from the current budget towards survey and legal costs associated with locating the alignment of the road and plan registration costs;
- 3) Include in the application the extinguishment of existing, unused road reserves as exchange to the Department of National Parks, Recreation, Sport and Racing in lieu of the acquisition of a gazetted road over Barkers Creek Forestry Road; and
- 4) Advise the freehold property owner that Council will not be maintaining the Barkers Creek Forestry Road consistent with Council Policy.



## **Financial and Resource Implications**

Quotes have been obtained to undertake the necessary survey of the current road alignment and with Officer time, application fees and survey plan registration costs the total to dedicate this road reserve is \$30,000. It is proposed to fund this from one of the culvert projects currently in the budget for the same value that is being funded by Flood Restoration.

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

ENV1 – Our regions' environmental assets are promoted, protected and enhanced

SD2 – Infrastructure that meets our communities needs

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

Onsite meeting and discussions with affected landowners, former General Manager Infrastructure, former Councillor for Division 6 and DNPRSR Officers.

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

Current legal access to freehold properties described as Lot 1 on RP194982, Lot 1 on SP116138 and Lot 1 on RP190096 is via a section of access track on State forestry land rather than on the correct alignment of Barkers Creek Forestry Road reserve.

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

This report makes reference to the existing Construction of Unmade Roads Policy in ensuring a level of consistency with advice to landowners in areas where there is no public infrastructure constructed in the road reserve that provides access to the property.

## **Asset Management Implications**

The recommendation is that Council continues to not maintain the access track. If Council decided to maintain this track, it will be another road that requires additional funds for upgrading and maintenance which would impact the maintenance budget on average by \$20,000 per annum.

**7.3 Water & Wastewater (W&W)**

***(a) Officer's Reports***

No Report.

***(b) Portfolio Report***

Water & Wastewater Portfolio Report

No Report.

**8. Finance, Property & Information Technology**

**8.1 Finance (F)**

***(a) Officer's Reports***

**8.1.1 F - 1239631 - Monthly Financial Statements**

**Document Information**

**IR No** 1239631

**Author** Finance Officer (Financial Reporting)

**Endorsed By** General Manager Finance, Property & Information Technology

**Date** 12 November 2013

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**Précis**

Report on the Financial Position of South Burnett Regional Council as at 27 October 2013.

**Summary**

The following information provides a snapshot of Council's Financial Position as at 27 October 2013.

**Officer's Recommendation**

That the Monthly Financial Report as at 27 October 2013 be received and noted.

**Financial and Resource Implications**

N/A

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

EC1.1 Development and implement long term financial plans and indicators to achieve optimum use of resources and alignment to strategic priorities.

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

N/A

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

N/A

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

N/A

## **Asset Management Implications**

N/A

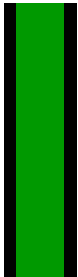
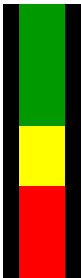
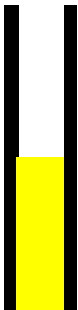
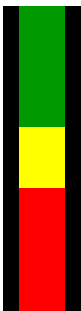
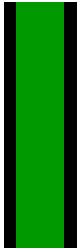
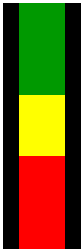
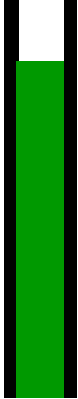
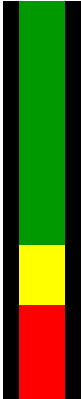



## **Report**

Attached are the Financial Reports of the South Burnett Regional Council as at 27 October 2013.

## **Attachments**

1. Current Position
2. Statement of Comprehensive Income
3. Statement of Financial Position
4. Statement of Revenue & Expenditure - (Excluding Capital Works)

**1 Key Financial Ratios****SOUTH BURNETT REGIONAL COUNCIL****FINANCIAL SCORECARD**

		<b>SBRC RATING</b>	<b>INDUSTRY GUIDE</b>
<b>1. CASH</b>			
Number of months operating expenditure covered by total cash held	5 mths		 5 mths 4 mths 3 mths 2 mths 1 mth 2 wks 1 wk 0
<b>2. OPERATING CASH</b>			
Number of months operating expenditure covered by working cash held	1.5 mths		 5 mths 4 mths 3 mths 2 mths 1 mth 2 wks 1 wk 0
Working Cash = Cash less Restricted Cash			
<b>4. Working Capital Ratio</b>			
Current Assets / Current Liabilities	2.17		 1.4 1.3 1.2 1.1 1 0.9 0.8 0.7
<b>5. Funded Long Term Liabilities</b>			
Percentage of Restricted Cash and Long Term Liabilities backed by Cash	94%	 100% 90 - 99% 80 - 89% 70 - 79% 60 - 69% 50 - 59% 40 - 49% > 40%	 100% 90 - 99% 80 - 89% 70 - 79% 60 - 69% 50 - 59% 40 - 49% > 40%
		 <b>Good</b>  <b>Ok</b>  <b>Review</b>	

**Attachment 2 - Statement of Comprehensive Income**

<b>STATEMENT OF COMPREHENSIVE INCOME</b>				
<b>As at 20 October 2013</b>				
<b>35 % of Year Complete</b>				
	<b>2013 / 2014 ACTUAL</b>	<b>2013 / 2014 ORIG. BUDGET</b>	<b>2013 / 2014 AMENDED BUDGET</b>	<b>%</b>
<b>REVENUE</b>				
<b>Recurrent Revenue</b>				
Rates, Levies and Charges	10,465,224	38,737,034	38,725,174	27%
Fees and Charges	1,097,205	3,536,576	3,540,976	31%
Rental Income	211,789	631,901	631,901	34%
Interest Received	344,530	1,351,760	1,351,760	25%
Sales Revenue	1,149,328	5,537,824	5,537,824	21%
Profits from Investment	-	-	-	
Other Income	312,973	764,199	644,909	41%
Grants, Subsidies, Contributions and Donations	9,933,660	49,213,393	49,021,045	20%
<b>Total Recurrent Revenue</b>	<b>23,514,708</b>	<b>99,772,687</b>	<b>99,453,589</b>	24%
<b>Capital Revenue</b>				
Grants, Subsidies, Contributions and Donations	581,022	3,309,034	4,126,457	18%
<b>Total Revenue</b>	<b>24,095,730</b>	<b>103,081,721</b>	<b>103,580,046</b>	23%
<b>Capital Income</b>	-	-	-	
<b>Gain on Restructure of Local Government</b>				
Assets and Liabilities Transferred from Abolished Councils	-	-	-	
Adjustments due to Accounting Policy Alignment	-	-	-	
<b>Total Capital Income</b>	-	-	-	
<b>TOTAL INCOME</b>	<b>24,095,730</b>	<b>103,081,721</b>	<b>103,580,046</b>	23%
<b>EXPENSES</b>				
<b>Recurrent Expenses</b>				
Employee Benefits	- 7,037,694	- 20,186,336	- 20,186,336	35%
Materials and Services	- 10,906,303	- 64,710,795	- 64,753,107	17%
Donations	-	- 267,200	- 267,200	0%
Finance Costs	- 706,453	- 917,449	- 917,449	77%
Depreciation and Amortisation	- 3,043,770	- 12,175,075	- 12,175,075	25%
<b>Total Recurrent Expenses</b>	<b>- 21,694,220</b>	<b>- 98,256,855</b>	<b>- 98,299,167</b>	22%
<b>Capital Expenses</b>	-	-	-	
<b>TOTAL EXPENSES</b>	<b>- 21,694,220</b>	<b>- 98,256,855</b>	<b>- 98,299,167</b>	22%
<b>Net Operating Surplus</b>	<b>2,401,510</b>	<b>4,824,866</b>	<b>5,280,879</b>	
<b>Other Comprehensive Income</b>				
Increase/(Decrease) in Asset Revaluation Surplus				
Available-for-sale Financial Assets				
Current Year Gains/(Losses)				
Reclassification to Profit or Loss				
Cash Flow Hedging				
Current Year Gains/(Losses)				
Reclassification to Profit or Loss				
Share of Comprehensive Income of Associates				
Internal Transfers	882,942		882,942	
<b>Total Other Comprehensive Income for the Year</b>	<b>882,942</b>	<b>-</b>	<b>882,942</b>	
<b>TOTAL COMPREHENSIVE INCOME FOR THE YEAR</b>	<b>3,284,452</b>	<b>4,824,866</b>	<b>6,163,821</b>	

**Attachment 3 - Statement of Financial Position**

<b>STATEMENT OF FINANCIAL POSITION</b>			
<b>As at 20 October 2013</b>			
<b>35 % Year Complete</b>			
	<b>2013 / 2014 ACTUAL</b>	<b>2013 / 2014 ORIG. BUDGET</b>	<b>2013 / 2014 AMENDED BUDGET</b>
<b>Current Assets</b>			
Cash and Cash Equivalents	31,721,268	34,353,852	34,353,852
Trade and Other Receivables	5,171,182	10,864,437	5,839,333
Inventories	1,021,521	1,095,853	1,095,853
Loans to Community Organisations	-	-	-
Other Financial Assets	-	-	-
Investments	10,000	10,000	10,000
<b>Total Current Assets</b>	<b>37,923,971</b>	<b>46,324,142</b>	<b>41,299,038</b>
<b>Non-Current Assets</b>			
Property, Plant and Equipment	485,041,488	501,913,512	506,033,735
Investment Property	6,844,429	6,446,000	6,446,000
Trade and other receivables	20,247	24,379	24,379
Intangible Assets	6,234,639	6,234,639	6,234,639
<b>Total Non-Current Assets</b>	<b>498,140,803</b>	<b>514,618,530</b>	<b>518,738,753</b>
<b>TOTAL ASSETS</b>	<b>536,064,773</b>	<b>560,942,672</b>	<b>560,037,791</b>
<b>Current Liabilities</b>			
Trade and other payables	2,849,228	18,868,010	6,218,811
Borrowings	830,841	1,548,064	1,548,064
Other	28,404	-	-
Provisions	3,142,952	2,596,090	2,735,910
<b>Total Current Liabilities</b>	<b>6,851,424</b>	<b>23,012,164</b>	<b>10,502,785</b>
<b>Non-Current Liabilities</b>			
Trade and other payables	-	500,000	-
Provisions	4,581,422	5,843,603	4,639,069
Borrowings	10,828,925	18,677,908	18,677,908
<b>Total Non-Current Liabilities</b>	<b>15,410,348</b>	<b>25,021,511</b>	<b>23,316,977</b>
<b>TOTAL LIABILITIES</b>	<b>22,261,772</b>	<b>48,033,675</b>	<b>33,819,762</b>
<b>NET COMMUNITY ASSETS</b>	<b>513,803,001</b>	<b>512,908,997</b>	<b>526,218,029</b>
<b>Community Equity</b>			
Retained surplus/(deficiency)	399,768,441	385,810,121	393,374,598
Asset Revaluation Reserve	114,034,560	127,098,876	132,843,431
<b>TOTAL COMMUNITY EQUITY</b>	<b>513,803,001</b>	<b>512,908,997</b>	<b>526,218,029</b>

## **8.1.2 F- 1239358 - South Burnett Regional Council Monthly Capital Works**

### **Document Information**

**IR No** 1239358

**Author** Financial Accountant (Asset Management)

**Endorsed By** General Manager Finance & Information Services

**Date** 12 November 2013

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### **Précis**

Report of the Capital Works of South Burnett Regional Council as at 21 October 2013.

### **Summary**

The following information provides a snapshot of Council's Capital Works as at 21 October 2013.

### **Officer's Recommendation**

That the South Burnett Regional Council's Monthly Capital Works Report as at 21 October 2013 received and noted.

### **Financial and Resource Implications**

N/A

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

EC1.1 Development and Implement long term financial plans and indicators to achieve optimum use of resources and alignment to strategic priorities.

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

Ongoing budget monitoring and review undertaken by all departments

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

Works are part of normal operations

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

Works undertaken have been approved as part of 2012-2013 Budget

## **Asset Management Implications**

Asset registers will be updated on completion of projects



***(b) Portfolio Report***

Finance Portfolio Report

No Report.

**8.2 Property (P)**

***(a) Officer's Reports***

No Report.

***(b) Portfolio Report***

Property Portfolio Report

No Report.

**8.3 Information Technology (IT)**

***(a) Officer's Reports***

No Report.

***(b) Portfolio Report***

Information Technology Portfolio Report

No Report.

**9. Executive Services**

**9.1 Human Resources (HR)**

***(a) Officer's Reports***

No Report.

***(b) Portfolio Report***

Human Resources Portfolio Report

No Report.

**9.2 Governance (G)****(a) Officer's Reports****9.2.1 G - 1239765 - Review Appointment of Councillor Representatives on External Organisations, Associations and Other Bodies****Document Information****IR No** 1239765**Author** Manager Governance**Endorsed By** Chief Executive Officer**Date** 12 November 2013

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**Précis**

The Chief Executive Officer is seeking the appointment of Councillor Representatives to external organisations, associations and other bodies, to streamline with Councillor Portfolios.

**Summary**

Council continues to have extensive involvement in numerous organisations across the South Burnett region and as a result of the recent by-election it is necessary for Council to review and re-appoint Councillor's as Council representatives.

**Officer's Recommendation**

That the following Councillor's be appointed as the Councillor representative representing Council on organisations, associations or bodies.

<b>COMMUNITY COMMITTEES WITH COUNCIL REPRESENTATION</b>	<b>MEMBERSHIP</b>	<b>COUNCILLOR</b>
Southern Queensland Country Tourism Board	1 Council representative	Mayor Wayne Kratzmann
South Burnett Tourism Association	1 representative	Mayor Wayne Kratzmann
Wide Bay Burnett Regional Organisation of Councils (WBBROC)	Mayor	Mayor Wayne Kratzmann
Health Consultative Committee	1 Councillor	Mayor Wayne Kratzmann
Wide Bay Regional Sport and Recreation Committee	1 Councillor	Cr Barry Green
Wide Bay Burnett Regional Road Group (WBBRRG)	1 Councillor	Cr Damien Tessmann

Burnett Inland Economic Development Organisation (BIEDO)	1 Council representative	Mayor Wayne Kratzmann
Kingaroy Community Police Consultative Committee	1 Councillor	Cr Keith Campbell
South Burnett PCYC Steering Committee	2 Councillors	Cr Barry Green Cr Kathy Duff
Crow FM Community Radio Station	1 Councillor	Cr Kathy Duff
Kingaroy Chamber of Commerce Inc.	1 Councillor	Cr Wayne Kratzmann
South Burnett Community Network Committee	1 Councillor	Cr Ros Heit
Performing Arts Complex Committee	1 Councillor	Mayor Wayne Kratzmann
Tick & Sale Yards Committee	1 Councillor	Cr Kathy Duff
Blackbutt Pool Committee	1 Councillor	Cr Barry Green
Brisbane Valley Rail Trail Steering Committee	1 representative	Cr Deb Palmer
Barker Barambah Irrigators Advisory Committee	1 representative	Cr Barry Green
Regional Animal Advisory Committee	1 Councillor	Cr Kathy Duff

### **Financial and Resource Implications**

No direct financial or resource implications arise from this report.

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

Corporate Plan: EXC4.1 A governance framework that delivers good organisational management.

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

Councillor appointments to external committees have been aligned with the Councillors allocated portfolio/s.

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

No direct legal implications arise from this report.

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

No direct policy/local law/delegation implications arise from this report.

## **Asset Management Implications**

No direct asset management implications arise from this report.

**9.2.2 G - 1239764 - Appointment of Councillors to Committees****Document Information****IR No** 1239764**Author** Manager Governance**Endorsed By** Chief Executive Officer**Date** 12 November 2013

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**Précis**

The Chief Executive Officer is seeking to change the appointment of Councillors to various committees to align with the changes to the Councillor Portfolios and the recent organisational restructure.

**Summary**

Councillors have extensive involvement in numerous committees. The following committees are well established within Council's governance framework and as a result of the changes to the Councillor Portfolio's, Councillor appointments to these committees need to be aligned.

**Officer's Recommendation**

That the following Councillors be appointed to committees as listed below:

<b>COMMITTEES</b>	<b>MEMBERSHIP</b>	<b>COUNCILLOR</b>
Healthy Communities Management Advisory Committee	1 Councillor	Cr Ros Heit (Chairperson)
Local Disaster Management Committee	2 Councillors (as detailed in Local Disaster Management Plan)	Mayor Wayne Kratzmann (Chairman) Cr Keith Campbell
Boondooma Homestead Management Advisory Committee	2 Councillors	Cr Kathy Duff (Chairperson) Cr Ros Heit
Audit Committee	2 Councillors, with one being appointed Chairman (as per Audit Committee Terms of Reference)	Mayor Wayne Kratzmann (Chairman) Cr Keith Campbell
Traffic Advisory Committee (TAC)	3 Councillors	Mayor Wayne Kratzmann (Chairman) Cr Kathy Duff Cr Damien Tessmann

<b>COMMITTEES</b>	<b>MEMBERSHIP</b>	<b>COUNCILLOR</b>
Enhancing Passenger Transport Steering Committee	1 Councillor	Cr Damien Tessmann
Arts, Culture and Heritage Advisory Committee	1 Councillor	Mayor Wayne Kratzmann (Chairperson)
Reconciliation Action Plan Working Group	1 Councillors	Cr Kathy Duff
Grants & Donations Committee	3 Councillors	Mayor Wayne Kratzmann Cr Kathy Duff Cr Keith Campbell (Chairperson)

### **Financial and Resource Implications**

No direct financial or resource implications arise from this report.

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

Corporate Plan: EXC4.1 A governance framework that delivers good organisational management.

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

Councillor appointments to committees have been aligned with the Councillors allocated portfolio/s.

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

No direct legal implications arise from this report

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

No direct policy/local law/delegation implications arise from this report.

### **Asset Management Implications**

No direct asset management implications arise from this report.

**9.2.3 G - 1239165 - Seeking support for Brisbane Bus Lines to retain bus service between Brisbane and Murgon**

**Document Information**

**IR No** 1239165

**Author** Chief Executive Officer

**Date** 12 November 2013

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**Précis**

Seeking support for Brisbane Bus Lines to retain bus service between Brisbane and Murgon

**Summary**

The Bus Service to Murgon is an important transport service to and from the South Burnett. The Brisbane Bus Lines service does not attract any subsidy and is at risk of ceasing because it runs at a substantial loss for the company.

Short term measures are needed to subsidise the transport service to the 30 June 2014, to give key stakeholders time to submit a proposal to the State and Federal governments. It is necessary to act immediately as once a service is ceased it is a huge task to get it operating again.

Other Councils are impacted including Cherbourg Aboriginal Shire Council, Toowoomba Regional Council and Somerset Regional Council.

**Officer's Recommendation**

That Council

1. approve to subsidise the bus service to Murgon up to \$30,000 for the period to 30 June 2014 subject to evidence of financial loss being provided to Council by Brisbane Bus Lines;
2. participate in a working committee made up of Council and community members, representatives of Brisbane Bus Lines and key transport stakeholders to put forward a submission to the government to have the bus service retained on a permanent basis; and
3. Council request Cherbourg Aboriginal Council, Toowoomba Regional Council and Somerset Regional Council to contribute \$6,000 each to assist with funding for the period up to 30 June 2014.

**Financial and Resource Implications**

Budget allocation of \$30,000 required for FY 2013/14.

**Link to Corporate/Operational Plan**

Corporate Plan 2009-2013 EC4.1 Advocate and partner with other organisations to develop regional transport solutions

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Community Plan 2032 Goal 1.6.1 We need to establish a transport system that connects our community internally and externally.

- b) Provision of a public transport system that is affordable, reliable, convenient & sustainable which links with intra & interstate travel
- c) Transport links established between South Burnett & major service centres

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

Mayor Wayne Kratzmann met with representatives of the Bus Line on Friday where he outlined the importance of the transport service to the South Burnett and adjacent regions of Cherbourg, Toowoomba and Somerset. Council has also contacted neighbouring Council's who would have been affected by the closure for financial support.

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

No direct legal implications arise from this report.

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

No direct policy/local law/delegations implications arise from this report.

### **Asset Management Implications**

No direct asset management implications arise from this report.



**9.2.4 G - 1239237 - Delegation of Powers to the Chief Executive Officer - Fire and Rescue Service Act 1990**

**Document Information**

**IR No** 1239237

**Author** Manager Governance

**Endorsed By** Chief Executive Officer

**Date** 7 November 2013

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**Précis**

The purpose of this report is to review and update Council's delegation of powers to the Chief Executive Officer (CEO) in relation to the *Fire and Rescue Service Act 1990*.

**Summary**

Council is a subscriber to a delegations update service provided by Council's solicitors, MacDonnells Law. They have advised that the *Fire and Rescue Service Act 1990* has been revised as part of their commitment to ongoing improvement to the Delegation Update Service. Therefore the delegations under the *Fire and Rescue Service Act 1990* are to be updated.

**Recommendation**

That pursuant to section 257 of the *Local Government Act 2009* Council resolves:

1. To delegate to the Chief Executive Officer the exercise of its powers under the *Fire and Rescue Service Act 1990* in the terms of the Instrument of Delegation contained in Appendix 1 to this report. These powers must be exercised subject to any limitations and conditions contained in Schedule 2 of the Instrument of Delegation.
2. That all prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

**Financial and Resource Implications**

Given the vast number of decisions which need to be made and the operational activities which need to be undertaken on a daily basis, Council could simply not function if a separate resolution was required every time. The delegation of some powers to the Chief Executive Officer will facilitate a more efficient and streamlined operation of Council's decision making processes.

**Link to Corporate/Operational Plan**

Corporate Plan: EXC4 Ethical, accountable and transparent decision making.

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

The Chief Executive Officer, General Managers and Managers have been consulted in regards to the delegation of powers under the amended *Fire and Rescue Service Act 1990*.

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

No direct legal implications arise from this report.

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

Pursuant to Section 257(1) of the *Local Government Act 2009* (the Act) Council may by resolution delegate a power under the Act or another Act, to the Chief Executive Officer.

### **Asset Management Implications**

No direct asset management implications arise from this report.

**9.2.5 G - 1239295 - Delegation of Powers to the Chief Executive Officer - Sustainable Planning Act 2009**

**Document Information**

**IR No** 1239295

**Author** Manager Governance

**Endorsed By** Chief Executive Officer

**Date** 7 November 2013

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**Précis**

The purpose of this report is to review and update Council's delegation of powers to the Chief Executive Officer (CEO) in relation to the *Sustainable Planning Act 2009*.

**Summary**

Council is a subscriber to a delegations update service provided by Council's solicitors, MacDonnells Law. They have advised that the *Sustainable Planning Act 2009* has been revised as part of their commitment to ongoing improvement to the Delegation Update Service. Therefore the delegations under the *Sustainable Planning Act 2009* are to be updated.

**Recommendation**

That pursuant to section 257 of the *Local Government Act 2009* Council resolves:

1. To delegate to the Chief Executive Officer the exercise of its powers under the *Sustainable Planning Act 2009* in the terms of the Instrument of Delegation contained in Appendix 1 to this report. These powers must be exercised subject to any limitations and conditions contained in Schedule 2 of the Instrument of Delegation.
2. That all prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

**Financial and Resource Implications**

Given the vast number of decisions which need to be made and the operational activities which need to be undertaken on a daily basis, Council could simply not function if a separate resolution was required every time. The delegation of some powers to the Chief Executive Officer will facilitate a more efficient and streamlined operation of Council's decision making processes.

**Link to Corporate/Operational Plan**

Corporate Plan: EXC4 Ethical, accountable and transparent decision making.

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

The Chief Executive Officer, General Managers and Managers have been consulted in regards to the delegation of powers under the amended *Sustainable Planning Act 2009*.

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

No direct legal implications arise from this report.

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

Pursuant to Section 257(1) of the *Local Government Act 2009* (the Act) Council may by resolution delegate a power under the Act or another Act, to the Chief Executive Officer.

### **Asset Management Implications**

No direct asset management implications arise from this report.

**9.2.6 G - 1236175 - Delegate power to appoint an Acting Chief Executive Officer during periods of absence to the Chief Executive Officer**

**Document Information**

**IR No** 1236175

**Author** Chief Executive Officer

**Date** 4 November 2013

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**Précis**

Delegate power to appoint an Acting Chief Executive Officer during periods of absence to the Chief Executive Officer.

**Summary**

Under the *Local Government Act 2009* there is a requirement to appoint an Acting Chief Executive Officer at points in time as follows:

**195 Appointing an acting chief executive officer**

A local government may appoint a qualified person to act as the chief executive officer during—

- (a) any vacancy, or all vacancies, in the position; or
- (b) any period, or all periods, when the chief executive officer is absent from duty or can not, for another reason, perform the chief executive officer's responsibilities.

**Officer's Recommendation**

That Council, pursuant to section 257 of the *Local Government Act 2009*, delegate to the Chief Executive Officer the power to appoint an Acting Chief Executive Officer from Leadership Team (General Managers) of the South Burnett Regional Council during periods of absence.

**Financial and Resource Implications**

Minimal cost will be incurred when someone is in the role of Acting Chief Executive Officer.

**Link to Corporate/Operational Plan**

Corporate Plan: EXC4.1

Develop and implement a governance framework that delivers good organisational management.

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

N/A

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

No direct legal implications arise from this report.

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

Pursuant to section 257 of the Local Government Act 2009 can resolve to delegate the appointment of an Acting Chief Executive Officer.

### **Asset Management Implications**

No direct asset management implications arise from this report.

**(b) Portfolio Report**

Governance Portfolio Report

No Report.

**10. Information Section (IS)**

**10.1 IS - 1235102 - Reports for the Information of Council**

**Document Information**

**IR No** 1235102

**Author** Administration Section

**Date** 12 November 2013

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**Précis**

Reports received for the Information of Council.

**Summary**

Minutes of the Audit Committee Meeting held on 27 September 2013  
Minutes of the Audit Committee Meeting held on 29 October 2013  
Workplace Health & Safety Report  
Roads Expenditure, Maintenance and Flood Restoration Report  
Listing of correspondence pending completion of assessment report  
Delegated Authority Report

**Officer's Recommendation**

That the reports be received.

**11. General Section**

No Report.

**12. Confidential Section**

**12.1 CONF - 1239167 - Appointment of General Manager Infrastructure**

**Document Information**

**IR No** 1239167

**Author** Manager Governance

**Endorsed By** Chief Executive Officer

**Date** 12 November 2013

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**Reason for Confidentiality**

This report is **CONFIDENTIAL** in accordance with Section 275(1)(a) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to the following:

- (a) the appointment, dismissal or discipline of employees



**12.2 CONF - 1238767 - Waste Collection Tender**

**Document Information**

**IR No 1238767**

**Author Manager Environment and Waste Services**

**Endorsed By General Manager Planning, Communities and Environment**

**Date 8 November 2013**

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**Reason for Confidentiality**

This report is **CONFIDENTIAL** in accordance with Section 275(1)(e) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to the following:

- (e) contracts proposed to be made by it

**12.3 CONF - 1239712 - Tender SBRC 13/14-04 Supply and Delivery of Traffic Control Services**

**Document Information**

**IR No 1239712**

**Author Manager Roads and Drainage**

**Endorsed  
By General Manager Infrastructure**

**Date 12 November 2013**

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**Reason for Confidentiality**

This report is **CONFIDENTIAL** in accordance with Section 275(1)(e) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to the following:

- (e) contracts proposed to be made by it

**12.4 CONF - 1239695 - Tender SBRC 13/14-08 Unsealed Roads North for the 2013 Flood Restoration Program**

**Document Information**

**IR No 1239695**

**Author Program Director Flood Restoration**

**Endorsed  
By General Manager Infrastructure**

**Date 12 November 2013**

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**Reason for Confidentiality**

This report is **CONFIDENTIAL** in accordance with Section 275(1)(e) of the Local Government (Operations) Regulation 2012, which permits the meeting to be closed to the public for business relating to the following:

(e) contracts proposed to be made by it

**12.5 CONF - 1239707 - Tender SBRC 13/14-09 Unsealed Roads South for the 2013 Flood Restoration Program**

**Document Information**

**IR No 1239707**

**Author Program Director Flood Restoration**

**Endorsed  
By General Manager Infrastructure**

**Date 12 November 2013**

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**Reason for Confidentiality**

This report is **CONFIDENTIAL** in accordance with Section 275(1)(e) of the Local Government (Operations) Regulation 2012, which permits the meeting to be closed to the public for business relating to the following:

(e) contracts proposed to be made by it

**12.6 CONF - 1239705 - Tender SBRC 13/14-10 Culverts and Floodways for the 2013 Flood Restoration Program**

**Document Information**

**IR No 1239705**

**Author Program Director Flood Restoration**

**Endorsed  
By General Manager Infrastructure**

**Date 12 November 2013**

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**Reason for Confidentiality**

This report is **CONFIDENTIAL** in accordance with Section 275(1)(e) of the Local Government (Operations) Regulation 2012, which permits the meeting to be closed to the public for business relating to the following:

(e) contracts proposed to be made by it

**12.7        CONF - 1239680 -Tender SBRC 13/14-19 - Alternate tender replacing SBRC 13/14-08, 09 and 10 for the 2013 Flood Restoration Program**

**Document Information**

**IR No        1239680**

**Author      Program Director Flood Restoration**

**Endorsed  
By            General Manager Infrastructure**

**Date         12 November 2013**

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**Reason for Confidentiality**

This report is **CONFIDENTIAL** in accordance with Section 275(1)(e) of the Local Government (Operations) Regulation 2012, which permits the meeting to be closed to the public for business relating to the following:

(e) contracts proposed to be made by it

**12.8 CONF - 1239689 - Tender SBRC 13/14-12 Sealed Roads for the 2013 Flood Restoration**

**Document Information**

**IR No 1239689**

**Author Program Director Flood Restoration**

**Endorsed  
By General Manager Infrastructure**

**Date 12 November 2013**

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**Reason for Confidentiality**

This report is **CONFIDENTIAL** in accordance with Section 275(1)(e) of the Local Government (Operations) Regulation 2012, which permits the meeting to be closed to the public for business relating to the following:

(e) contracts proposed to be made by it

**12.9 CONF - 1239505 - Quote SBRCQ-13/14-10 Replacement of John Deere Backhoe Loader & Replacement of Hitachi LX100 Loader**

**Document Information**

**IR No** 1239505

**Author** Plant & Workshop Coordinator

**Endorsed By** General Manager of Finance, Property & Information Technology

**Date** 12 November 2013

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**Reason for Confidentiality**

This report is **CONFIDENTIAL** in accordance with Section 275(1)(e) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to the following:

- (e) contracts proposed to be made by it



