

2017

Standing Committee Meetings –
Policy and Planning



GAYNDAH

NORTH BURNETT REGIONAL COUNCIL

MARCH 01, 2017

Attendees	Agenda Item 1	Attendees	
Welcome	Agenda Item 2	Welcome / Housekeeping	
Apologies	Agenda Item 3	Apologies	
	3.1	Cr RP Radel; Chief Executive Officer, MJP Pitt.	
Declaration	Agenda Item 4	Declaration of Interest	
Deputations	Agenda Item 5	Deputations/Petitions	
Governance	Agenda Item 6	Governance Reports	
	6.1	Works for Queensland Funding	003-009
	6.2	Policy Update	010-041
	6.3	Footpath Policy Report	042-051
Economic	Agenda Item 7	Economic Report	
	7.1	Development Statistics – January 2017	052-056
General Business	Agenda Item 8	General Business	
Confidential	Agenda Item 9	Confidential Reports	
	9.1	Sale of Council Properties	
	9.2	Water Allocation and Usage	
Closure of Meeting	Agenda Item 10	Closure of Meeting	

WORKS FOR QUEENSLAND FUNDING

Responsible Officer: David Wiskar – Deputy Chief Executive Officer

Report by: David Wiskar – Deputy Chief Executive Officer

1. PURPOSE OF REPORT

The purpose of this report is to brief Council on the Works for Queensland Program.

2. INTRODUCTION/BACKGROUND

- North Burnett Regional Council has been allocated \$1.58 million under the Works for Queensland Program.
- Confirmation of approval for all of Council's nominated projects has been received. Please see attachment A for the letter from the State Government approving this funding.
- 60% of allocated funds will be received in week starting 28th February. This injection of funds will assist Council's cash position.
- Officers have met to identify appropriate project management and reporting structures. The program has been divided into three key components;
 - Civil Stream - Project Manager - Simon O'Brien
 - Facilities Stream – Project Manager – Trevor Harvey
 - Parks and Garden Stream – Project Manager – Robert Bourke
- Robert Bourke is currently developing a master plan for each community, and these funds will be used to kick start these activities.
- The project structure for the Works for Queensland Program is included at attachment B.
- Typically project management costs for projects would be around 10% of overall project budgets.
- Project management costs have been allocated at \$8,000 in the State submission. As a result project management costs will need to be allocated from within the project budget and where possible absorbed into operational budgets.
- Timely and efficient delivery of these projects is critical to ensure delivery of the projectst by November.
- To maintain credibility with the state and to position ourselves for future funding opportunity, it is essential that we allocate adequate project management resources.
- The Community Development and media relations team are working on appropriate community engagement and public information programs to support the delivery of the Works for Queensland Activities.

- LGAQ has encouraged Council to commend the Queensland Government for the Works for Queensland Initiative – see email Attachment C.

3. CORPORATE/OPERATIONAL PLAN

- **Outcome 3 – Economic Development**, 3.3 Caravan Parks, 3.2 Tourism 3.6 Effective engagement with the private sector, 3.7 New Business attraction, 3.8 Jobs and skills development, 3.9 Signage Strategy
- **Outcome 5 – Governance**, 5.2 Organisational Systems (Best Practice) 5.5 – Transparency and Performance, 5.3 – External Funding 5.6 – Community Engagement, 5.7 Workforce Development

4. FINANCIAL IMPLICATIONS

The Works for Queensland Grant provides Council with 100% funding for a number of critical program and supports the implementation of projects which decrease existing maintenance backlogs in a number of key asset categories.

5. ATTACHMENTS

- Attachment A - Letter from the Queensland Government confirming acceptance of NBRC's Works for Queensland Projects.
- Attachment B – Proposed structure for the Delivery of the Works for Queensland Program
- Attachment C – Email from LGAQ encouraging Local Governments to commend the Government on the Works for Queensland Initiative.

6. RECOMMENDATION

That Council;

1. Notes the Governments approval of the Works for Queensland Program and conducts media relations and public awareness activities to promote the investment leveraged into North Burnett Communities.
2. That Council approves the project management structure for the delivery of the Works for Queensland Program. (See attachment B)
3. That the Mayor write to the Premier thanking her for the support of our region through the introduction of this important program.
4. That Council pass a resolution to;
 - a. Commend the Queensland Government on the Works for Queensland Initiative which will deliver jobs and economic development for our region, and
 - b. Encouraging the Queensland Government to renew this funding until the regional unemployment trends back down to the state and national level.

Attachment A



Department of Infrastructure,
Local Government and Planning

Our ref: MBN17/166

21 February 2017

Mr Mark Pitt
Chief Executive Officer
North Burnett Regional Council
PO Box 390
GAYNDAH QLD 4625

Dear Mr Pitt

I refer to North Burnett Regional Council's (the council) list of projects submitted for endorsement under the 2016–17 Works for Queensland (W4Q) program. I wish to congratulate the council on its prompt identification of its projects and working collaboratively with the Department of Infrastructure, Local Government and Planning (the department). This important program will support jobs where they are most needed, in rural and regional Queensland.

I am pleased to advise that the Honourable Jackie Trad MP, Deputy Premier, Minister for Transport and Minister for Infrastructure and Planning has endorsed council's 2016–17 W4Q projects as detailed in the enclosure to this letter.

The 2016-17 W4Q funding allocation of \$1,580,000 to your council is to be used for council's endorsed projects, in accordance with 2016–17 W4Q Program Guidelines (the guidelines).

The council's allocation will be disbursed on the following basis:

- 60 percent upon endorsement of the projects by the department
- a further 30 percent upon council expending 50 percent of allocation
- a final 10 percent upon finalisation/acquittal, as per the Funding Deed of Agreement, of all projects.

Immediate steps have already been taken to ensure the initial 60 percent payment to council is already being processed, meaning all councils will receive their funding by 28 February 2017.

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It is important that the benefits of these projects are realised as soon as possible, and it is a condition of funding that all works be completed by 30 November 2017. The Funding Deed of Agreement (the agreement) already executed between council and the department in conjunction with the guidelines will govern the delivery of these projects.

Council is expected to ensure value for money and normal procurement practices apply. I anticipate there will also be ongoing refinement of costs and the department's regional staff will work with council to facilitate.

To meet the agreement, guidelines and necessary acquittal requirements the council will be required to report monthly on all endorsed projects, including delivery risks and information on project completion. In particular, information required in monthly reporting will need to ensure the council's forecasting and expenditure is clear and up-to-date and that the job numbers, both target and actual, are tracked and recorded.

Funding for the endorsed projects will be subject to an acquittal process where the council needs to complete a certification form verifying it has expended the allocated funds in accordance with the guidelines and the agreement.

This will assist council in demonstrating it has delivered on the projects and jobs, by the 30 November 2017 timeframe, ensuring maximum and swift benefit to the community. If the council has any difficulties with project delivery, please contact your regional advisor for support and assistance. The department is also happy to work with the council to refine project costs to ensure value for money is achieved.

The certification form and monthly report template are available on the department's website at www.dilgp.qld.gov.au/local-government/grants/works-for-queensland.

The Deputy Premier has written to the Mayor notifying of the funding endorsement.

If you require further information, I encourage you to contact Ms Patti McKay, Acting Regional Director, Southern Region, Local Government and Regional Services in the department on 3452 6872 or by email at patricia.mackay@dilgp.qld.gov.au.

Yours sincerely



Frankie Carroll
Director-General

Enc

2016-17 Works for Queensland

North Burnett Regional Council
List of endorsed projects

No.	Project Title	Endorsed funding amount \$
1	Biggenden Swimming Pool	\$100,000
2	Biggenden Business Centre Signs	\$10,000
3	Beiers Park Shade Sail	\$25,000
4	Repainting of Beiers Park toilet	\$10,000
5	Touchscreen installation at Coalstoun Lakes Hall	\$10,000
6	Biggenden disabled access upgrade	\$6,000
7	Biggenden Gazebo	\$3,000
8	Eidsvold Doctors surgery upgrade	\$3,000
9	Moreton Street Upgrade	\$5,000
10	Harkness deck replacement	\$50,000
11	Eidsvold Disability Toilet Upgrade	\$2,500
12	Eidsvold SES Shed	\$130,000
13	Gayndah Footpath Upgrade	\$108,000
14	Claude Wharton and Jaycee Park Upgrade	\$20,000
15	Zonhoven Park Upgrade	\$20,000
16	Lions Park	\$30,000
17	Gayndah Railway Precinct	\$20,000
18	Monto CBD Revitalisation	\$360,000
19	Mulgildie street furniture replacement	\$7,000
20	Foot path main street Mt Perry	\$300,000
21	Ban Ban Springs Signage	\$20,000
22	Mt Perry Creek Beautification	\$20,000
23	Mundubbera Hall Air Con Upgrade	\$210,000
24	Archer Park Shed Painting	\$10,500
25	Regional Gardening and Beautification initiative	\$100,000
	TOTAL	\$1,580,000

Attachment C

From: Greg Hallam LGAQ
Sent: 22 February 2017 14:33:11 (UTC+10:00) Brisbane
To: Mark Pitt
Subject: LGAQ - Why Works for Queensland should stay

Dear Mark,

The Palaszczuk Government's \$200 million Works for Queensland infrastructure program to help spark job creation in the regions is have real impact across the State, not least due to the involvement of local councils. I know the Government appreciates the ability of councils to get these projects going as quickly and efficiently as possible.

Certainly, the program serves as a reminder to all of the value councils can add to government efforts to encourage regional economic development. With that in mind, I encourage you to write formally to the Premier and Deputy Premier to thank them for the Works for Queensland program as well as inform them of its rollout in your council area and how it has helped drive jobs and investment.

Of course, for such programs to have a lasting economic and employment impact they need to be backed up with further investment, both public and private.

Works for Queensland has demonstrated the effectiveness of local government's partnership with the State. The strengthening of that partnership can only be to the long term good of Queensland, a point that could be reaffirmed with a formal resolution at your next council meeting. I urge you and your council to move such a resolution thanking the Government and requesting that Works for Queensland remain until regional unemployment trends back down to the state and national level.

Kind Regards
Greg Hallam PSM



Chief Executive Officer
LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND

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Responsible Officer: David Wiskar – Deputy Chief Executive Officer
Report by: David Wiskar – Deputy Chief Executive Officer

1. PURPOSE OF REPORT

The Purpose of this policy is to present updates of the following policies;

- 103 - Reimbursement and Provision of Facilities for Mayor and Councillors
- 105 - Entertainment and Hospitality
- 107 - Advertising Expenses

2. INTRODUCTION/BACKGROUND

It is a requirement of the Act that Council regularly update its policies.

In recent years this work has fallen behind.

The Corporate and Communities Team has set a goal to have all out of date policies updated in the first half of 2017.

These policies are the first group of policies presented for Council's endorsement.

In undertaking this process the following approaches have been adopted;

1. The policies have been updated to reflect; Council's current corporate structure, be in line with current legislation and other statutory requirements.
2. The core intent of the policies have remained as per the current arrangements.
3. Comparison have been made with other Local Governments to ensure that our policy is reflective of modern Local Government practice.

3. CORPORATE/OPERATIONAL PLAN

In accordance with Outcome :

- 5 - Governance, Section:
 - 5.5 - Transparency in Performance

4. POLICY IMPLICATIONS

Ensuring NBRC policies reflect current best practice and the current legislation is an important part of Council Governance arrangements.

5. FINANCIAL IMPLICATIONS

The adoption of these policies will lead to no significant material change to Council's financial arrangement.

6. OPTIONS FOR COUNCIL TO CONSIDER

- Consider the report and endorse the presented Policies.
- Consider the report and reject the presented Policies.
- Consider the report and review the presented Policy for further amendment

7. ATTACHMENTS

- Draft Policy – 103 - Reimbursement and Provision of Facilities for Mayor and Councillors
- Draft Policy - 105 - Entertainment and Hospitality
- Draft Policy - 107 - Advertising Expenses

8. RECOMMENDATION

That Council endorse the Policies as follows;

- 103 - Reimbursement and Provision of Facilities for Mayor and Councillors
- 105 - Entertainment and Hospitality
- 107 - Advertising Expenses

Attachment 1 - Draft Policy – 103 - Reimbursement and Provision of Facilities for Mayor and Councillors



Statutory Policy

Policy Title:	Reimbursement and Provision of Facilities for Mayor and Councillors
Policy No:	103
Policy Subject:	Human Resources
Directorate:	Executive Services
Department:	Human Resources
Responsible Officer:	Chief Executive Officer
Authorised by:	North Burnett Regional Council
Adopted Date:	Policy and Planning Meeting – xx/xx/xxxx
Review Date:	3 years from adoption date
Authorities:	<i>Local Government Regulation 2012</i> <i>Local Government Act 2009</i>

1. INTRODUCTION

Council is committed to ensuring that councillors are provided with the facilities required to enable them to perform their duties.

Councillors should not be financially disadvantaged when carrying out the requirements of the role of councillor and should be fairly and reasonably compensated in accordance with statutory requirements and community expectations.

The payment and/or reimbursement of expenses and provision of facilities for councillors:

- is to be open and transparent, prudent, responsible, acceptable to the community and in accordance with statutory requirements;
- based on ensuring economy and efficiency;
- subject to budget provisions;
- subject to principles stated in s 4(2) of the *Local Government Act 2009*—
 - a) transparent and effective processes, and decision-making in the public interest; and

- b) sustainable development and management of assets and infrastructure, and delivery of effective services; and
- c) democratic representation, social inclusion and meaningful community engagement; and
- d) good governance of, and by, local government; and
- e) ethical and legal behaviour of councillors and local government employees;

2. SCOPE

This policy applies to:

- payment of expenses incurred, or to be incurred, by the councillors in the course of discharging their duties and responsibilities as councillors; and
- the provision of facilities to the councillors for that purpose.

This policy does not provide for salaries or other forms of councillor remuneration.

3. OBJECTIVES

The purpose of this policy is to:

- Ensure compliance with community expectations and statutory requirements relating to the payment or reimbursement of legitimate expenses and provision of facilities for councillors while carrying out their duties and responsibilities as elected representatives of the North Burnett Regional Council; and
- Ensure that all councillors have the facilities and other support necessary to perform their civic duties.

Strategic Priority	Leadership and Governance
Strategic Priority Outcome	A sustainable financial position that supports strategic priorities and delivers a high standard of community service
Performance Measures	Number of complaints received relating to the payment of expenses or the provision of facilities for councillors

4. POLICY STATEMENT

This policy establishes the principles and procedures (outlined in Attachment A & B) for the payment and/or reimbursement of expenses and provision of facilities for councillors and ensures they must only be for the actual cost of legitimate business use and in accordance with the *Local Government Act 2009*.

Council's Annual Report must contain a copy of the policy and a copy of any resolution made during the year authorising payment of expenses or provision of facilities to councillors.

Spouses, partners and family members of councillors are not entitled to reimbursement of expenses or to have access to facilities allocated to councillors.

Failure to comply with this policy or misappropriation of expenses or facilities may be a breach of the *Local Government Act 2009*, Councillor Code of Conduct and/or an offence under the *Criminal Code Act 1899*.

For details about entitlements in regards to the payment or reimbursement of councillors expenses and the provision of facilities for councillors, Refer to *Attachment A: Guideline for Councillor Expenses and Facilities*.

Policy Evaluation Process:

North Burnett Regional Council must provide for public accountability and transparency by:

- Disclosure of overseas travel details in Annual Report;
- Council reports on international travel activities;
- Resolutions made during the year authorising the payment or provision of remuneration;
- including expenses paid or facilities provided, to councillors or members of committees of the local government; and
- Particulars of the total remuneration paid or provided, including expenses paid or facilities provided, to each councillor during the year and the total superannuation contributions paid for each councillor during the year.

Changes to Policy

North Burnett Regional Council may amend this policy by Council resolution in accordance with the *Local Government Act 2009* and *Local Government Regulation 2012*.

5. DEFINITIONS

'Authorising person' is the person with delegated authority to approve expenditure or reimbursement for councillor expenses and facilities.

'Council business' means official business conducted on behalf of, and/or approved by Council, where a councillor is required to undertake certain tasks to satisfy legislative requirements or achieve business continuity for the Council. Council business should result in a benefit being achieved either for Council, the local government area or the community.

Council business includes functions that are a statutory requirement of the councillor's role or are officially recorded in minutes or other public records.

This might also include, attending an event or function to perform official duties or as an official council representative, such as –

- a) ceremonial openings of buildings or facilities;
- b) fetes and carnivals;
- c) annual or presentation dinners;
- d) public meetings;
- e) private meetings arranged through official council channels (i.e. documented in official records or diary) for the purpose of conducting bona fide discussions of business of council; and
- f) any other meeting, event or function described in s 107 (4) of the *Local Government Act 2009* under Insurance for example, attending:
 - meetings of the local government or its committees that
 - the councillor is entitled or asked to attend; and
 - meetings for a resident of the local government area;
 - and
 - conferences, deputations, inspections and meetings at
 - which the councillor's attendance is permitted by the
 - local government; and
 - official functions organised for the local government.

Gathering of information by a councillor necessary to inform him or her of an incident of interest to Council or which properly falls within the responsibility of Council and a councillor.

'Civic duties' means Council business.

'Councillors' include councillors, the Mayor and Deputy Mayor.

'Discretionary training' is any training that is not determined by Council as "mandatory".

'Expenses' refers to expenses described in the Guidelines.

'Facilities' refer to the facilities deemed necessary to assist councillors in their role as shown in the Guidelines.

'Mandatory training' is any training that Council resolves that all councillors must attend.

'Meal allowance' is the daily amount allowed for meals while travelling on Council business.

'Official capacity' refers to activities undertaken while on Council business.

'Public record' is any record created, received or kept in an official capacity.

'Representing Council' A councillor is representing Council when Council resolves that the councillor is to attend an event or function as a representative of Council.

'Travel advance' is a cash payment paid in advance for anticipated expenses associated with travelling on Council business. A travel advance may include expenses for meals, accommodation and incidentals. All expenses must be reconciled at the return of the travel.

Attachment A

Guidelines for Councillor Expenses and Facilities

APPROVAL AND AUTHORISATION

The payment or reimbursement of expenses and the provision of facilities for councillors is subject to Council approval where necessary (e.g. for travel), budget provisions and the authorisation of Council's Chief Executive Officer (CEO) or the officer delegated that authority by the CEO.

Wherever practicable, council officers will provide the specified facilities and manage the payment of expenses on behalf of councillors. Any claims by councillors for reimbursement of expenses are to be authorised by the CEO or delegated officer.

1. Expenses

The following expenses refer to actual expenses deemed necessary for Council business. Councillors are only entitled to the expenses contained in the categories listed below.

1.1 Council Business

Where councillors are attending to Council business (refer to Appendix C) such as meetings, functions or other activities in an official capacity, Council will pay for the approved expenses associated with that activity.

The Mayor attends the following Conferences as the primary Delegate CQLGA, LGAQ & ALGA and may attend any other relevant Conference/Seminar/Workshop/Forums. The Mayor may be accompanied to these by the Deputy Mayor or other councillors.

The Council shall appoint the other delegates and/or attendees at the above conferences. Attendance by councillors at other Conferences/Seminars/Workshops shall be recommended by Council or senior officers in writing to the Council meeting.

Council may approve national and international travel for councillors where Council considers it appropriate to promote or represent North Burnett Region for a local government purpose.

1.1.1 Representing Council at events

Councillors may be required to attend a range of events and functions as part of their role in attending to Council business. Councillors may, for example, be required to attend significant sporting and other community events in an official capacity.

Where Council resolves that a councillor is required to attend an event or conference as a delegate of Council, Council will pay for expenses associated with attending that event.

Council will provide tickets to events for councillors for the purpose of addressing Council's advocacy strategy and to provide support for community social and economic development activities.

1.2. Professional development

The payment of expenses for professional development requires Council approval. There are two categories of professional development for councillors – Mandatory Training and Discretionary Training.

1.2.1 Mandatory training

Where Council resolves that all councillors or a class of councillors (e.g. newly elected councillors) are to attend training courses, seminars, conferences, workshops and/or forums for skill development related to a councillor's role, Council will meet all costs.

Examples of mandatory training may include training for councillor induction, code of conduct, meeting procedures and legislative obligations.

1.2.2 Discretionary training

Where a councillor wishes to attend a conference, workshop or training to improve skills relevant to their role as a councillor (other than mandatory training), Council approval is required to pay the expenses of the event.

The funding limit for discretionary training is \$5,000 for each councillor during their four (4) year term in office.

1.3. Travel costs

Councillors may incur travel costs for a number of reasons including attendance at Council meetings, travelling to conferences, training or workshops.

All councillor travel arrangements must be in accordance with Attachment B: Councillor Travel and Accommodation Procedures

In general, the most cost effective form of travel must be used. Councillors may request to travel using their own private vehicle for business purposes and claim a mileage allowance based on log book details to substantiate their claim.

1.4. Accommodation

When attending conferences, councillors must take advantage of (any costs savings available from) any package provided by conference organisers and, therefore, stay in the recommended accommodation unless prior approval has been granted by

Council. In all other cases, Council must decide what legitimate accommodation costs that will be reimbursed are.

Given the size of the North Burnett Regional Council area, accommodation may be made available for councillors when attending to council business if it is impractical to return home for that evening. However any such accommodation must be authorised by Council; or for unforeseen reasons, by Mayor or Chief Executive Officer.

Refer to Attachment B: Councillor Travel and Accommodation Procedures for further details.

1.5. Meals

Councillors may claim for the reimbursement of each actual cost per meal when travelling for business related purposes which are outside the boundaries of the North Burnett Regional Council.

Given the size of the North Burnett Regional Council area, councillors may also claim for the reimbursement of each actual cost per meal when attending to council business if it is deemed reasonable. However any such reimbursement must be authorised by Council; or for unforeseen reasons, by Mayor or Chief Executive Officer.

Alternatively, councillors may be paid a daily meal allowance of:

- Breakfast \$26.00;
- Lunch \$30.00; and
- Dinner \$50.00.

Reasonable beverages, excluding alcohol, may be included as part of the meal reimbursement.

Where councillors claim for reimbursement, they may be provided with a cash advance for meals while travelling for business related purposes. Any advance must be reconciled with actual costs, supported by receipts.

Refer to Attachment B: Councillor Travel and Accommodation Procedures for further details.

1.6. Hospitality expenses

Where councillors incur hospitality expenses while conducting Council business, apart from official civic receptions organised by the Council, the maximum amount that may be reimbursed is:

- \$500.00 per annum for each councillor; and

- \$4,000.00 per annum for the Mayor.

Refer to Attachment B: Councillor Travel and Accommodation Procedures for further details.

Hospitality expenses related to official receptions and other functions organised by council officers are met from relevant approved budgets and in accordance with Council's adopted Statutory Policy No. 105 Entertainment and Hospitality.

1.7. Cab charge and public transport

Councillors may claim for cab charge facilities or reimbursement for public transport tickets (rail, bus, ferry) to attend official Council functions only.

An approved function includes any function approved pursuant to sections 1.2.1 and 1.3. above.

Refer to Attachment B: Councillor Travel and Accommodation Procedures for further details.

2. Facilities

Facilities provided for councillors must be deemed necessary and required to assist councillors in their official capacity. In accordance with statutory provisions, Council may only provide councillors with the facilities listed below.

Council determines the reasonable standard for facilities for councillors. If a councillor chooses a higher standard of facility than that prescribed by Council, any difference in cost must be met by the councillor personally.

All facilities provided to councillors remain the property of Council and must be accounted for during annual equipment audits. The facilities must be returned to Council when the councillor's term expires, unless Council agrees to dispose of the facility in some other manner.

2.1. Administrative tools and office amenities

2.1.1. Office space and access to meeting rooms

The Mayor has an allocated office in the public office.

Council provides access to office accommodation and/or meeting rooms for councillors to meet contact with constituents and the public in each of the six (6) communities. Arrangements may be made with the Director of Corporate Services or the CEO to have access to the office accommodation and meeting rooms.

2.1.2. Secretarial support

The Mayor's office will be staffed with a Personal Assistant.

Limited secretarial support will be provided to councillors by the current secretarial support based in the offices of the Mayor and CEO.

2.1.3. Computer and Printer for business use

Councillors are provided with a laptop computer and printer for Council business use. The standard of computer shall be similar to that available to council managers.

2.1.6. Photocopier and paper shredder

Councillors are entitled to access photocopiers and paper shredders for Council business use at the various council offices. Access to domestic photocopiers/scanners may be provided for the home based offices, on request by councillors.

2.1.7. Stationery

Councillors are provided stationery for official purposes only, including, but not limited to:

1. Pens and pen sets
2. Paper
3. Note paper
4. Letterhead
5. Business cards
6. Envelopes
7. 'With Compliments' slips

Council stationery is not to be converted or modified in any way and may only be used for carrying out the functions of the role of councillor.

Stationery does not include any form of advertising by council.

2.1.8. Publications

Councillors are provided access to copies of relevant legislation, books and journals considered necessary for undertaking their duties.

2.1.9. Other administrative necessities

Subject to Council approval, councillors may be provided with any other administrative necessities to meet the business of Council.

2.1.10. Advertising

Council will not reimburse or provide funds, services or facilities for the purposes of advertising for councillors.

2.1.11. Community consultation

Councillors may use facilities provided to correspond with community representatives for the purpose of clarifying issues that are relevant to their division or the city in general.

Where a councillor chooses to undertake further community consultation on a particular matter, in addition to that approved by Council, the councillor is responsible for those costs.

2.2. Home office

Councillors may be provided with home office equipment comprising a computer, facsimile machine, printer and internet access for Council business use only.

2.3. Maintenance costs of any Council owned equipment

Council will cover all ongoing maintenance costs associated with fair wear and tear of council owned equipment to ensure it is operating for optimal professional use.

2.4. Name badge and uniforms

Councillors will be provided with any safety equipment such as overalls, safety helmets or glasses, as required, in their role.

Councillors will be provided with uniforms which will include a corporate tie or scarf, a name badge and 3 shirts.

2.5. Vehicles, fuel and parking

2.5.1. Vehicles

The Mayor will be provided with a Council owned vehicle for official Council business. Where practical, Council provided vehicles will be fitted with an aerial or car phone kit to give maximum mobile phone coverage within the region that is accordance with the use of such devices under Queensland and Australian law.

The Mayor may elect to have private use of that vehicle, subject to reimbursement to council for expenses (see below) associated with the private use of the vehicle;

- a) The expense for private use will be calculated such that the contribution by the councillor will meet the average Fringe Benefits Tax ("FBT") to be paid by Council in relation to vehicles supplied to councillors and used for private use

and the running costs (fuel and maintenance) for the private use, where applicable.

- b) The vehicle provided will be an executive vehicle or equivalent 4WD. If the vehicle is upgraded the additional cost for any reimbursement of private use will be met by the councillor, likewise should the standard of vehicle be downgraded the cost to the councillor will be reduced.

Should a Council owned vehicle be unavailable, the Mayor may choose to use his/her own vehicle, the amount reimbursed will be the actual amount (or equivalent mileage) expended by the councillor, validated by log book records. The amount to be reimbursed will be based on the mileage allowances recommended by the Australian Tax Office. Councillors will be provided with a Council owned vehicle for official Council business.

Should a councillor choose to use their own vehicle, the amount reimbursed will be the actual amount (or equivalent mileage) expended by the councillor, validated by log book records. The amount to be reimbursed will be based on the mileage allowances recommended by the Australian Tax Office.

2.5.2. Fuel

Fuel for a Council-owned vehicle used for official Council business, will be provided or paid for by Council.

2.5.3. Parking

Council will reimbursement of parking costs paid by councillors while attending to official Council business.

2.6. Telecommunication Needs

Councillors may be provided with a mobile telephone. Where Council provides a mobile telephone or hand held device, Council will pay for all costs associated with the Council business use. Any personal calls made by the councillor must be reimbursed to Council.

Council accepts that reasonable personal use may occur; for example if a Councillor is away calling home each day is considered reasonable personal use. If a councillor uses a personally owned mobile device, council may reimburse up to 50% of the costs incurred.

Where council does not provide a mobile telephone or hand held device, then council will provide:

- (a) A home landline at the councillor's residence, including connection cost, monthly rental and call costs up to 50% of the total calls made. However, any STD or international calls made from the home telephone can only be reimbursed if a receipt and certification is provided by the councillor that the call was related to Council business; and,

- (b) Home internet access including monthly access fee and up to 50% of the package costs.

2.7. Legal Costs and Insurance Cover

Council may decide, pursuant to the Local Government Act and its regulations, to cover costs incurred through any inquiry, investigation, hearing or legal proceedings into the conduct of a councillor, or arising out of, or in connection with the councillor's performance of his/her civic functions. Council shall resolve on this matter on each and every occasion specifically.

Councillors will be covered under Council insurance policies while discharging civic duties.

Specifically, insurance cover will be provided for public liability, professional indemnity, councillor's liability, personal accident and/or workers compensation, international and domestic travel insurance.

Attachment B

Guidelines for Councillor Travel and Accommodation

1. General conditions - Councillor accommodation and travel

All councillor air travel and accommodation requires prior approval by Council and authorisation by the Chief Executive Officer or delegate.

All air travel and/or accommodation requirements will be coordinated through the office of the Chief Executive Officer or delegate.

Council is committed to ensuring that travel and related services and products are procured as cost effectively and efficiently as possible using the Council's preferred travel suppliers.

Travel related expenses that do not comply with policy provisions will not be reimbursed.

Requests for ineligible expense claims risk delays in processing, or partial or total forfeiture of reimbursement

All requests for travel (including associated registrations) should be made in sufficient time to take advantage of discounts and gain access to the widest range of accommodation and flights.

It is accepted that on occasions, a Councillors partner may travel to conferences or events with the Councillor. Councillors will be required to reimburse any extra costs incurred by their partners attending.

Failure to do so will limit flight and accommodation options.

2. Responsibilities

Councillors are required to:

- process all travel related requests in a timely manner through the Chief Executive Officer's office so that available discounts are taken;
- make bookings in a timely manner so that available discounts are taken;
- obtain reimbursement for valid out of pocket expenses in a timely manner following completion of the journey;
- complete all necessary registration and travel request forms.

The Chief Executive Officer must:

- ensure the application complies with policy provisions;
- approve travel requests in a timely manner;

- implement systems of risk management to ensure that expenditure on travel is efficient, economic and appropriate;

The Officer coordinating the travel is responsible for:

- identifying 'best deals' and negotiating special rates with Council's preferred travel providers;
- providing advice to councillors in relation to travel services, policies and procedures;
- coordinating all travel requests to ensure bookings are made in a timely manner and that all requests are processed in accordance with Council's policy;
- maintaining information on issues as accommodation, airfares, car hire and other related costs for the purpose of reporting to Council, as required.

3. Preferred travel provider

Council may appoint a preferred travel provider that processes all travel requests, negotiates discount air and accommodation rates and provides assistance to councillors on all travel related matters. All transport and related travel should be booked through this provider, however, where an alternative provides an overall saving to Council, this alternative may be used with the approval of the Chief Executive Officer's office. Councillors must not negotiate travel rates directly with travel suppliers. All such requests must be processed through the Chief Executive Officer's office.

4. Approval

All councillor travel requires the approval of Council or in unforeseen circumstance Mayor and Chief Executive Officer. All travel requests from a councillor must be submitted to Council and should identify the relevance of such event to the Council and as far as practicable indicate the cost of attendance.

Council will assess merit of councillor involvement in trade missions, business or economic development activities or sister city activities.

Where time does not permit the presentation of a report to Council and councillor's travel has been approved by the Mayor and Chief Executive Officer, a report of the delegated approval and the circumstances should be submitted to the next available Council Meeting.

Where councillors are appointed by the Council as Council's representative on State or Federal committees or Government associations, all travel and accommodation associated with the councillor's fulfilment of that role is deemed as approved without the need for a further report to Council.

5. Air travel

The most cost effective form of air travel will be used. Council's contracted travel services provider is required to offer the "best fare" available at the time of booking. Therefore flights requested may not always be offered when asked to confirm the booking. Electronic ticketing (ETicket) will be used for airline tickets where available.

6. Class of travel

The standard of air travel for councillors travelling on Council business shall be economy. Councillors may upgrade to a higher class of travel if there is no additional cost to Council.

7. Flexible tickets

Where flexibility is required for return times or connecting flights, a suitably flexible ticket may be purchased with the approval of the authorising person.

8. Accommodation

Accommodation arrangements for councillors must comply with the provisions of Attachment A of the policy. Conference accommodation packages are to be used where it is economically feasible to do so. Alternative accommodation arrangements taking into account the total costs, location, value for money, convenience and traveller safety.

In determining accommodation locations and standards for all councillors, every effort will be made to minimise the total cost associated with attendance at the event. Travel time to the event, taxi costs, convenience and hotel services will be considered when booking accommodation. When practical and available, accommodation will be arranged within close proximity of the event venue.

Accommodation and associated expenses will not be paid for local events such as seminars, conferences etc. held within the boundaries of North Burnett Regional Council and adjoining local government areas where it is reasonable to expect the councillor to travel to and from the event on the same day. However, the Chief Executive Officer may approve such costs giving consideration to the home location, driving times and participation requirements of the councillor.

Wherever practical to do so, Council will book and prepay all accommodation before departure. Council will not prepay any charges against the room except for accommodation and taxes where applicable.

All expenses incurred at the accommodation venue other than accommodation must be settled at the time of departure unless prior arrangements have been made with Council to have the account settled by purchase order.

It is the councillor's responsibility to seek reimbursement of legitimate expenses upon return. Reimbursement will not be approved without original receipts.

Accommodation meeting the general standards applicable for domestic travel will apply to international travel arrangements. Where a sister city relationship exists or international contacts with government or business agencies exist, the government or business agency may be contacted to assist with accommodation bookings to ensure suitability of location and standard.

Prepayment of all accommodation is preferred; however, it is acknowledged that some countries do not permit this. In such cases, an increase to the daily travel advance may be made to meet accommodation costs.

9. Use of a motor vehicle to attend events

Motor vehicles may only be used to attend local events. The use of a vehicle to attend an event where airline travel would normally be provided is not permitted unless approved by Council.

Any fines incurred while travelling in Council owned vehicles or privately owned vehicles when attending to Council business, will be the responsibility of the Councillor incurring the fine.

Unless otherwise approved (e.g. for medical reasons), if a councillor chooses not to use Council provided or arranged travel to attend an event, the councillor is responsible for meeting all travel and accommodation expenses, during the period of travel to the event.

Councillor's private vehicle usage will be reimbursed at the Australian Taxation Office cents per kilometre rate if the:

- Travel has been endorsed by Council resolution; and
- Claim for mileage is substantiated with log book details; and
- Total travel claim does not exceed the cost of the same travel using economy flights plus the cost of taxi transfers.

10. Hire cars

The requirement for a hire car should be identified at the time of seeking Council approval for attendance.

11. Taxi and cab charge vouchers

Any travel by taxi for Council business will be reimbursed by Council. Any taxi travel within the North Burnett Regional Council area will not be reimbursed unless prior authorisation is given. Incidental travel while attending an event must be met by the councillor.

12. Meals and incidentals

Daily allowances or cash advances for meals and incidentals will be paid in accordance with the provisions of the Expenses Reimbursement and Provision of Facilities for Councillors and Mayor Policy.

13. Domestic travel

For domestic travel, a daily meal and incidental travel allowance will be paid to councillors in lieu of actual cost reimbursement. Where a daily meal and incidental allowance is paid, the reimbursement of any other expense is subject to approval.

Where possible, payment will be paid into the councillor's nominated bank account as part of the normal pay cycle.

For domestic travel, the daily allowance will be calculated taking account of meals included in the event registration or provided in the travel package. Where a conference dinner or meal (including breakfast or lunch) is included in the registration, the respective allowance for that meal will be deducted from the total daily allowance. If the councillor chooses not to attend a provided dinner/meal, then the full cost of the alternative meal shall be at the councillor's expense.

For conference and course attendance where an overnight stay is required, the following example will be used as a guide.

Example:

A councillor travels to Sydney for a two-day conference commencing Monday morning and finishing Tuesday afternoon. Travel to Sydney on Monday morning is considered impractical. The councillor leaves on Saturday and returns on Tuesday night. The conference registration includes dinner on Monday night and lunches for both conference days but no breakfasts. Travel home on Tuesday is on a late afternoon flight departing before 6.00pm. The councillor is required to pay for accommodation on Saturday night and the following allowance will be prepaid:

Sunday night dinner
Incidentals for Monday
Monday breakfast
Tuesday breakfast

No further claims for meals or incidentals will be accepted.

A prior night's accommodation shall only be approved where travel to the event on the day of commencement is not practical.

Incidentals will be paid for each full day the councillor is required to be away from home. This allowance will include such items as, laundry/dry cleaning, newspapers,

phone calls, bus fares and other similar travel related incidental expenses not specifically covered in this policy

Where a councillor is required to travel but no overnight accommodation is required, the councillor is entitled to reimbursement for the reasonable cost of meals and expenses as determined above. A prepaid allowance will not be made and all claims for part day travel expenses must be made on return from the event as an out of pocket expense claim.

13.2 International travel

For international travel, a travel advance may be paid which must be reconciled on the councillor's return. Actual Council business related costs will be reimbursed on presentation of original receipts.

Where a councillor is travelling on approved international travel, a travel advance of up to \$100.00 per day may be paid to cover breakfast, lunch and dinner and the incidental allowance per day for eligible Council business related expenses.

Alternatively, Council may consider issuing a credit card to a Councillor for the trip and acquit actual expenses incurred for Council business in accordance with the guidelines.

Acquittal of the cash advance for international travel is required within seven (7) days of travel completion. Councillors must keep a diary of all Council business related expenses including original receipts. The travel advance must be reconciled against actual Council business related costs incurred.

Claims without receipts will not be accepted. Any expenses above the travel advance will be reimbursed. Any overpayment must be repaid to Council.

14. Parking

Council will reimburse the cost of parking fees incurred in order to attend an event where councillors attend in their official capacity. Supporting receipts are required for reimbursement.

Where airport parking is used for the duration of an event, the cost of the parking shall be reimbursed upon presentation of receipts. Use of airport parking facilities shall only be used where it is economical to do so and after all other reasonable methods of transport to and from the airport have been considered.

15. In-room internet connection for Council business purposes

Where in-room internet connection is required for undertaking Council business, reasonable connection costs may be claimed on completion of travel. However, it is preferred that councillors will use a wireless Internet card available by prearrangement through Council's IT Section. Hospitality expenses

Hospitality expenses may only be paid in accordance with the Expenses Reimbursement and Provisions of Facilities for Councillors and Mayor Policy (see Attachment A - 1.6).

Councillors must ensure that hospitality expenses are recorded and that their claim for expenses contains the following information:

- the circumstances;
- the form of hospitality;
- breakfast;
- lunch;
- dinner;
- gift;
- the cost;
- original receipts;
- the location; and
- a list of attendees.

Expenses will not be reimbursed for personal items or costs unrelated to Council business; e.g.:

- Alcohol;
- Babysitting fees;
- Kennel fees;
- Occasional Airline club fees;
- Toiletries;
- Barber or hair stylist;
- Traffic infringements;
- In flight and in house movies;
- Tourism related costs;
- Mini bar purchases;
- Personal telephone;
- Social events; and
- Reading materials

As a guide, expenses not normally reimbursed at home, will not be reimbursed when travelling.

16. Expenses reimbursement process

Where practical, Council will pay all travel and accommodation expenses before departure, however, any claim for allowable expenses not covered by the advance may be made at the completion of travel.

Reimbursement of legitimate Council business expenses not covered by the incidental allowance must be made on the Out of Pocket Expenses Claim Form with original receipts and submitted to the Chief Executive Officer for approval.

17. Accompanying partners and personal travel arrangements

All travel and accommodation for partners of councillors must be paid by the councillor. Personal arrangements may be booked through Council. Council will not pay for any private travel expenses. In the event costs have been incurred by Council for a councillor's partner, the councillor will reimburse Council.

Council will not arrange private travel for councillors or their partners except where the Councillor is travelling as an official delegate or representative of Council.

18. Cancellation of travel and accommodation

If a councillor cancels travel previously planned and booked by the Council as part of official business for Council, then the councillor will be required to reimburse the Council the costs incurred. Submission to the Council to waiver the reimbursement would be required to avoid such costs being imposed.



Statutory Policy

Policy Title:	Entertainment & Hospitality
Policy No:	105
Policy Subject:	Entertainment & Hospitality
Directorate:	Corporate Services
Department:	Financial Operations
Responsible Officer:	Deputy Chief Executive Officer
Authorised by:	North Burnett Regional Council
Adopted Date:	Policy and Planning Meeting - xx/xx/xxxx
Review Date:	3 years from adopted date
Authorities:	<i>Local Government Act 2009 Local Government Regulation 2012 Public Sector Ethics Act 1994 Code of Conduct</i>

1. INTRODUCTION

In situations involving the provision of entertainment and hospitality services it is essential that ratepayers and the community in general are confident that:

1. the use of Council funds is in the public interest, with expenditure clearly documented and fully accountable; and
2. Councillor or staff receipt of hospitality and entertainment services is also in the public interest, with the nature, circumstances and “donor” of the entertainment or hospitality clearly documented.

2. SCOPE

This Policy applies to all entertainment and hospitality arrangements undertaken by Councillors and Officers.

3. OBJECTIVES

Primary objective

To ensure any entertainment or hospitality services that may be funded by Council are in the public interest, meets community expectations and represents value for money

Secondary objectives

1. To designate the types of entertainment or hospitality expenditure that may be paid by a Council.
2. To specify the administrative procedures to be followed for the approval of expenditure on entertainment or hospitality services.
3. To provide guidance on the receipt of entertainment and hospitality services from third parties.

4. POLICY STATEMENT

This policy establishes principles and procedures (Attachment A) for the management of entertainment and hospitality expenditure in accordance with the above objectives.

Council may spend money on entertainment or hospitality only if the entertainment or hospitality is in the public interest.

All entertainment and hospitality expenditure must be:

- reasonable;
- cost effective;
- within the relevant budget allocations;
- for official purposes;
- able to withstand scrutiny from both an internal or external audit; and
- Appropriate and reasonably commensurate with the nature of the occasion and the number of guests (relative to the number of Councillors and staff in attendance).

Officers incurring and authorising the expenditure must demonstrate that:

- Expenditure will benefit the Council and has been authorised for official purposes
- Entertainment and hospitality expenditure are properly documented so as to satisfy audit, legislative and reporting requirements.

5. DEFINITIONS

An *entertainment or hospitality service* as defined by the *Local Government Regulation 2012* includes, for example:

- entertaining members of the public in order to promote a local government project
- providing food or beverages to a person who is visiting the local government in an official capacity
- providing food or beverages for a conference, course, meeting, seminar, workshop or another forum that is held by the local government for its councillors, local government employees or other persons
- paying for a councillor or local government employee to attend a function as part of the councillor's or employee's official duties or obligations as a councillor or local government employee

Entertainment and Hospitality Expenditure is any expenditure on entertainment or hospitality services.

Civic Receptions are events that provide community recognition or a welcome by the Council and are approved by Council resolution.

Attachment A

Entertainment and Hospitality Expenditure - Procedures

These procedures aim to assist officers in their financial and reporting responsibilities when entertainment and hospitality expenses are incurred.

Officers must not authorise their own expenditure:

- Expenditure by the CEO must be authorised by the Mayor.
- Expenditure by a General Manager or Deputy CEO must be authorised by the CEO or nominee.
- Expenditure by a Manager or other officer must be authorised by the CEO, relevant General Manager, Deputy CEO or Manager respectively.

A Fringe Benefits Tax (FBT) declaration must be attached to each authorisation, except in the instance of working lunches held on Council premises where sandwiches are provided. This declaration should include:

- a description of the official purpose of the function;
- a description of the relationship between the hospitality/function and the conduct of Council business;
- a certification that expenditure was incurred in relation to the performance of official duties and responsibilities of the attending officers; and
- all persons and external organisations represented. Where practical the names of all external persons must also be recorded.

All entertainment and hospitality expenditure is to be charged to the relevant natural account in order to provide information for reporting in the annual report, as required under s186 of the *Local Government Regulation 2012*.

Expenditure deemed by this Policy to be inappropriate or unreasonable must be repaid to the Council within 14 days of being issued a notification of the expenditure being inappropriate.

Receipt of entertainment and hospitality

When accepting hospitality, particular care is to be taken to avoid any possible or perceived conflict of interest. Further guidance is detailed in Council's Codes of Conduct, noting that the proposed entertainment or hospitality should not be such that it could be construed as an inducement for a future commercial transaction or favourable treatment of a particular application.

Personal Expenditure on Entertainment and Hospitality

1. Entertainment expenses incurred by an individual Councillor or member of staff shall not be reimbursed unless prior Council approval was provided.

2. Hospitality expenses incurred by an individual Councillor or member of staff may only be reimbursed if the expenditure is consistent with the principles outlined in the Policy Statement above and additionally, where either:
 - a) Prior Council approval was provided; or
 - b) It can be demonstrated that the expenditure was in immediate reciprocation of provided hospitality; or
 - c) The Mayor or CEO is providing hospitality in gratitude for work done for, or services provided to, Council.

Use of Council Credit Card

A Council-issued credit card may be used to purchase entertainment and hospitality services if the expenditure is consistent with the principles outlined in the Policy Statement above and additionally, when:

1. The holder of the credit card is absent from the Local Authority area on official Council business; and
2. Prior Council approval (including a maximum expenditure limit) for the service was provided; or
3. The Mayor or CEO (as the credit card holder) is providing hospitality in gratitude for work done for, or services provided to, Council.

Administrative Procedures

Except for expenditure incurred by the CEO, the administrative procedures for entertainment and hospitality services and expenditure are detailed in the section below titled "CEO's responsibility".

For expenditure incurred by the CEO on entertainment and hospitality but not previously approved by Council, the Mayor is the approving authority and the Manager Finance is to acquit and reimburse the CEO, consistent with guidelines.

Appropriate Circumstances

The circumstances in which expenditure on hospitality and entertainment is considered appropriate include:-

1. Hosting interstate and overseas dignitaries;
2. Hosting representatives of business, industry, community organisations and the media;
3. Hosting representatives of other local governments and other levels of government; and
4. Special functions to recognise particular events and achievements.

Appropriate services

The hospitality and entertainment services considered appropriate include:

1. Entertainment: the provision of live entertainment to “showcase” local performing artists including for example choirs, ensembles, bands, singers and bush poets.
2. Hospitality:-
 - a) Within the Local Authority Area:
 - Provision of morning or afternoon tea for official visitors;
 - Provision of meals and non-alcoholic beverages for daytime “hosting” events and special functions; and
 - Provision of evening meals and limited beverages for “hosting” events and special functions.
 - b) Outside the Local Authority Area: provision of meals and accompanying beverages.

Policy Exclusions

The following activities are considered sound business practice and are not classified as hospitality:

1. The provision of meals and non-alcoholic beverages to Councillors, staff and others in attendance at Council, management or staff meetings that transcend normal meal breaks; and
2. The provision of meals and limited beverages at the annual staff “end of year” function.

CEO Responsibility

The CEO is responsible for ensuring:

1. The inclusion of a proposed allocation of entertainment and hospitality funding in the annual budget, for consideration by Council;
2. All expenditure on hospitality and entertainment is consistent with the approved budget;
3. The CEO’s ½ yearly reports to Council include:
 - a) a summary of expenditure on hospitality and entertainment, relative to the approved budget; and
 - b) details of entertainment or hospitality services received by Councillors or staff.
 - c) the introduction and maintenance of appropriate control and accountability mechanisms; and
 - d) that staff behaviour at Council sponsored entertainment and hospitality activities is courteous and consistent with the Staff Code of Conduct.

Councillor Controls and Accountability Mechanisms

1. Approval of the budgetary allocation for entertainment and hospitality.

2. Prior approval of requests for entertainment and hospitality.
3. Review of all entertainment and hospitality expenditure.
4. Reporting to the CEO any entertainment or hospitality services received by themselves from third parties.

Fringe Benefits Tax

Where applicable any Fringe Benefits Tax implications from entertainment or hospitality expenditure will be measured and reported by Council.



Statutory Policy

Policy Title:	Advertising Spending
Policy No:	107
Policy Subject:	Financial Operations
Directorate:	Executive Services
Department:	Governance
Responsible Officer:	Chief Executive Officer
Authorised by:	North Burnett Regional Council
Adopted Date:	Policy and Planning Meeting xx/xx/xxxx
Review Date:	3 years from adopted date
Authorities:	<i>Local Government Regulation 2012</i> <i>Local Government Act 2009</i>

1. INTRODUCTION

In accordance with s197 of the *Local Government Regulations 2012* Council must prepare and adopt a Policy about the local government's spending on advertising (an advertising spending policy). As stated in the Regulations, a local government may spend money on advertising only if:

- The advertising is to provide information or education to the public; and
- The information or education is provided in the public interest; and
- It is spent in a way that is consistent with the local government's advertising spending policy

2. SCOPE

This policy applies to all councillors and staff when any advertising expenditure occurs, for example:

- Through a media outlet (including social media) to promote the goods or services provided by council; or
- Distribution of any advertising material to ratepayers or the community.

3. OBJECTIVES

To ensure that Council only incurs advertising spending that provides information or education to the public, the information provided is in the public interest and the information is provided in accordance with the requirements of the *Local Government Regulations 2012*.

4. POLICY STATEMENT

Advertising expenditure must only occur when:

- approved by those Officer(s) that are authorised to do so;
- the information provided is in the public interest; and
- it can be demonstrated that it meets the requirements of this Policy.

Any advertising expenditure must be able to demonstrate it accords with value for money principles and be within the relevant budget allocations.

Advertising expenditure should not be used for the publishing or distribution of election material during caretaker period as outlined in s90D of the *Local Government Act 2009* (see Definitions below).

5. DEFINITIONS

For the purpose of this policy:

Advertising is promoting, for the payment of a fee, an idea, goods or services to the public. The term does not include the following types of advertising

- for the acquisition or disposal of property, plant and equipment used, or to be used by Council in its business;
- for tenders, quotations or expressions of interest under Council's Procurement Policy or Local Government Act 2009; or
- for staff recruitment purposes.

Advertising Expenditure is any expenditure on Advertising.

Election Material is anything able to, or intended to –

- (a) influence and elector about voting at an election; or
- (b) affect the result of an election

Caretaker period is the period during an election for a local government that –

- (a) starts on the day when public notice of the holding of the election is given under the *Local Government Electoral Act 2011*, section 25(1); and
- (b) ends at the conclusion of the election

Regulation is the *Local Government Regulation 2012*.

FOOTPATH POLICY REPORT

Responsible Officer: David Wiskar – Deputy Chief Executive Officer

Report by: David Wiskar – Deputy Chief Executive Officer

1. PURPOSE OF REPORT

The purpose of this report is to provide Council with an update of the policies associated with footpath maintenance and planting of gardens on the footpath.

2. INTRODUCTION/BACKGROUND

During the North Burnett Regional Council General Meeting held in Eidsvold – 18th Jan, 2017, Council passed the following resolution;

- *Resolution 027-01-2017 – Resolved: That the Deputy Chief Executive Officer investigate and report to Council on the policies associated with footpath maintenance and planting of gardens on the footpath*

The details of these policies are attached in Appendices 1 & 2.

3. CORPORATE/OPERATIONAL PLAN

In accordance with Outcomes:

- 1 – Infrastructure
 - 1.6 – Community Facilities
 - 1.8 – Streetscape and Signage
- 3 – Economic Development
 - 3.3 – Caravan Parks/Camping/Rest Areas
- 4 – Environmental
 - 4.6 – Natural Resource Management

4. POLICY IMPLICATIONS

Nil

7. RISK MANAGEMENT

NIL

8. CONSULTATION

Nil

9. OPTIONS FOR COUNCIL TO CONSIDER

That Council receives Policies 216 - Maintenance of Footpaths and Nature Strips in Urban Areas, and 217 – Public Space Trees as information.

10. ATTACHMENTS

- Attachment 1 – Policy 216 - Maintenance of Footpaths and Nature Strips in Urban Areas
- Attachment 2 – Policy 217 – Public Space Trees

11. RECOMMENDATION

That Council note the information contained in Policies 216 - Maintenance of Footpaths and Nature Strips in Urban Areas; and 217 – Public Space – Trees.



General Policy

Policy Title: **Maintenance of Footpaths and Nature Strips in Urban Areas**

Policy No: 216

Policy Subject: Maintenance

Directorate: Technical Services

Department: Transport

Responsible Officer: Director Technical Services

Authorised by: North Burnett Regional Council

Adopted Date: Technical Services Meeting – 02/04/2013

Review Date: 02/04/2015

Authorities:

DEFINITIONS:

For the purpose of this policy, the following definitions apply:

Walkway: A walkway is the formed or constructed facility that is provided and maintained, principally for the movement of pedestrians along a street or road, usually in residential areas.

Nature Strip: A nature strip is that tract of land within a road reserve that is located between the property boundary and the roadway. Walkways are usually located within this area.

Roadway: A roadway is the constructed section of carriageway between the backs of kerbs in streets and roads, or that area between the inverts of surface drainage swales where kerbing has not been provided in streets or roads.

INTRODUCTION:

In accordance with Chapter Three (3) Part Three (3) Division One (1) on page fifty-seven (57) of the Local Government Act 2009, the Control of Roads in this area (other than State controlled roads) is vested in the North Burnett Regional Council.

Traditionally Council has not watered or mowed grassed nature strips in front of residential, commercial or industrial properties. This activity has normally been carried out by the property owner or the tenant (if required by the lease conditions). The majority of property owners (and tenants) have accepted this responsibility, in keeping with their preference to maintain a neat and tidy appearance of the frontage of their property. However, it should be noted that there is no statutory requirement for the property owner to comply.

OBJECTIVES:

The objective of this policy is to set out the respective responsibilities of both Council and property owners (and tenants) in relation to the maintenance and mowing of nature strips, in order to provide a safe, functional and aesthetically pleasing streetscape. This policy applies to all Council controlled lands between property boundaries and Council controlled roads in the residential areas.

The policy encourages residents to maintain the road reserve area that adjoins their property in a tidy condition, however property owners are urged to plan and undertake such work in consultation with Council to ensure safe pedestrian access and the protection of community assets.

PRINCIPLES:

Nature Strip:

The primary purpose of this land is to provide a safe buffer zone between property boundaries and traffic using the road, as well as providing an area for the provision of necessary services infrastructure. It is used primarily to facilitate safe pedestrian movement alongside the roadway, while providing an area for the provision of infrastructure.

Nature Strips - Acceptable Condition:

Nature strips should be maintained to a reasonable level of appearance. This usually translates to the regular maintenance and mowing of grass throughout the year, in order to keep the nature strip:

- safe for the movement of pedestrians on any walkways incorporated into nature strips,
- aesthetically pleasing, and
- conforming to the overall streetscape of residential areas.

POLICY:

1. Nature Strips - Council's Responsibility

Council will maintain nature strips adjoining or within:

- Public reserve areas such as, bushland, parks or gardens;
- Council facilities such as public buildings, recreation grounds or swimming pools, and
- Central Business Districts.

2. Nature Strips - The Role of Property Owners (and tenants)

Traditionally, property owners (and tenants) have maintained nature strips adjoining their properties.

Council lacks the necessary resources to effectively maintain these extensive areas, which together constitute a large and sparsely spread area of land. As such, the efforts of property owners (and tenants) are required to maintain nature strips throughout Council's developed residential areas in a reasonable condition. Maintenance of nature strips not only benefits owners of the adjoining property, it also enhances the utility, attractiveness and value of the community as a whole.

Where roadworks result in the reduction of road width, with a corresponding increase in the nature strip area, owners (and tenants) of the fronting property are expected to maintain this extended frontage. Such reduction in formation is normally associated with pavement reconstruction, sealing (including shoulders) and/or installation of kerb and gutter. The benefits of such works to the property owner in improved amenity and property marketability are considered by Council to offset any increased inconvenience or cost due to additional maintenance of the nature strip.

3. Street Trees

Street trees are managed in accordance with Councils Policy on **Public Space Tree Policy**. Council periodically checks and carries out any necessary pruning, removal and replacement of trees and shrubs located in nature strips and public places. Property owners may apply to Council to remove or maintain trees or shrubs planted in nature strips adjacent to their property, however they cannot undertake such work without written approval from the Director Technical Services.

4. Landscaping Nature Strips

Property owners require written permission from the Director Technical Services to landscape (other than grow grass) on Council's nature strip in front of their property. Nature strips usually contain essential services such as sewer pipes, water pipes, telephone, power and gas. Any change such as tree planting or landscaping requires consultation with and written authorisation from Council. Landscape developments may include the following features (provided they remain less than 500mm above the road edge and do not create a public hazard): suitably planted (e.g.: no roses or

cacti) garden beds with “soft” borders only, shrubs, ground cover plants, bark or similar materials. When assessing requests (including plans of the proposed works) to landscape the nature strip Council will consider:

- Impact on the streetscape
- Access to and safety of pedestrians
- Risk of impacting on street drainage
- Shadow and shade effects
- Likely ability of the property owner (and future property owners) to maintain the landscaped area

5. Prohibited Activities

The following list of activities that are prohibited on nature strips is not exhaustive and the omission of any particular activity from the list should not be taken that a specific activity is acceptable:

- Develop the nature strip (other than growing grass) without written approval from the Director Technical Services.
- Store or place any substance, material or object on the nature strip without written approval from the Director Technical Services.
- Install pavers, concrete, erect stone or brick walls, or similar structures or materials, on Council’s nature strip.
- Allow any foliage to overhang a walkway or other pedestrian access to a height of less than 2.2 metres, for the full width of the nature strip, and not within 1.2 metres of the edge of any constructed walkway or other pedestrian access facility.
- Park or store any type of vehicle or trailer on Council’s nature strip (registered or unregistered) or parts thereof.

6. Neglected Areas, Causing Safety Hazards or Unsatisfactory Amenity.

In cases where nature strips become overgrown, littered or generally not maintained to an acceptable condition, Council will write to the property owner and advise them of this policy. In exceptional circumstances Council will undertake the maintenance necessary to achieve the “Acceptable Condition of Nature Strips” outlined above.



General Policy

Policy Title:	Public Space – Trees
Policy No:	217
Policy Subject:	Technical Services
Directorate:	Technical Services
Department:	Transport
Responsible Officer:	Director Technical Service
Authorised by:	North Burnett Regional Council
Adopted Date:	Technical Services Meeting – 02/04/2013
Review Date:	02/04/2015
Authorities:	

INTRODUCTION:

Trees are an important part of the landscape of the North Burnett Regional Council. As a living organism trees are variable in shape, size, robustness, fruiting behaviour, and longevity. It is therefore important to ensure that trees selected for public areas within the Region are appropriate for the environment in which they are planted, well tended and removed when the organism deteriorates or the environment in which they are planted changes.

OBJECTIVES:

To provide guidance on the: selection, tending, and maintenance of trees in public spaces.

POLICY:

Definition of a Tree: A tree is “a perennial gymnosperm or angiosperm which when mature, has a top height greater than 2.5m.”

Gymnosperm: \Gym"no*sperm\ a plant that bears naked seeds.

Angiosperm \An"gi*o*sperm\ a plant which has its seeds enclosed in a seed vessel.

Public safety is the paramount concern for the selection and ongoing management of trees in public spaces in the North Burnett Regional Council. Management responsibility includes:

- Ensuring that trees in urban areas are regularly inspected for hazards that could pose a risk to public safety.
- Ensuring that trees are routinely pruned as required with the aim of protecting public utilities, enhancing public safety and urban amenity, and improving or maintaining tree health.
- Undertaking major tree surgery work as required.
- Undertaking remedial tree surgery and the removal of fallen or broken timber following storm events.
- Ensuring that dead and dying or dangerous trees that are identified are removed and replaced.
- Ensuring that trees are removed and replaced as the environment in which they are located changes.
- Ensuring trees do not pose a risk to aircraft in the vicinity of aerodromes and airstrips.

Management's responsibilities will be implemented through ensuring that: sites are appropriate for trees, suitable trees are selected, and appropriate silvicultural decisions are made throughout the useful life of a tree.

Species Selection: Acceptable trees species are ones which are capable of surviving without routine assistance from Council staff (including minimal assistance at the time of establishment). Suitable trees species will not require regular applications of pesticides or herbicides to ensure either their visual amenity, or survival. Suitable species include those species which are locally endemic, native (but not endemic), or exotic. Consideration will be given to the suitability of a given species for a site.

Elements to be considered include:

- physical characteristics of tree including (but not limited to: rooting habit, tree form, crown width, number of leaders, presence of thorns, toxicity via contact, top height, propensity to drop materials & size of discarded material, pollen discharge, tree seasonality, propensity to self propagate, smell, aesthetic charm, and ability to survive in the North Burnett Region
- rarity of species.
- purchase cost of tree.
- maintenance cost of tree.
- cost of removing tree when mature (maximum size).
- the rooting habit and the potential for interference or damage to underground services, footpaths or buildings.

A species that has been gazetted by an Australian State or Federal Government as a noxious or environmental weed will not be a suitable species.

Budget Requirements: Council will provide funds in its annual budget for the purchase, maintenance, and removal of trees in public spaces in the North Burnett Regional Council.

Trees and Powerlines: Only suitable trees that are listed on the North Burnett Regional Council Tree List will be planted beneath powerlines, if at all. Where trees are already present beneath powerlines, these will be maintained and removed if necessary. Trees planted adjacent to a powerline should be a minimum of 15m from the edge of the line or the same distance as the top height of the tree when mature (whichever is the greater).

Inspection: Trees in the urban areas of the North Burnett Region are inspected periodically (1-5 years) from ground level to monitor tree health and identify potential hazards. Trees in high use areas such as near children's playgrounds are inspected every 1 to 2 years. When a member of the public is concerned about the safety or health of a particular tree on public land (i.e. Where a Customer Service Request is lodged), a site visit is arranged.

Pruning: Priority is given to trees in areas of high public use, such as aerodromes, streets, car parks, shopping centres and picnic/park areas. Formative pruning of young trees is carried out in the first five years following planting. Multiple leaders on young trees are removed or reduced when they are considered to be a potential future hazard. Trees are pruned to avoid interference with power lines, street signs, street lights and other services. Lower branches up to a height of 3 to 5 metres may be removed in order to give clear pedestrian and traffic access and clear sight lines, particularly for vehicles entering and leaving driveways, or approaching intersections, or to provide kerbside access for waste collection vehicles. On main roads and major streets, lower branches maybe removed to a maximum height of 5m. To minimise hazards caused by wind and rain, thinning of individual tree crowns, or tree stands, may be carried out. Trees are shaped by shortening heavy limbs and general pruning to give a balanced weight distribution in the tree framework. Dead, diseased, cracked, hollow or otherwise unsound wood is to be removed. Pruning near aerodromes will generally entail reducing the height of the tree to an acceptable height for the safe operation of aircraft.

Watering: Trees will only be watered to ensure their establishment and survival. Residents are encouraged to water young trees in their neighbourhood to help them become established in the landscape.

Fertilisers: Trees will only be fertilised at the time of establishment to ensure their survival and maximise their growth following planting.

Spraying: Tree selection and management aims to minimise the use of pesticides. Tree species are selected on the basis of their resistance to pests and diseases. Trees are only treated with pesticides during the establishment period (1 to 3 years). In any case trees greater than 5 metres in height are not sprayed.

Tree Removal: Council staff will endeavour to advise the effected resident prior to the removal of tree or major maintenance.

Trees are removed where:

- they are dead, damaged or in irreversible decline;
- they constitute a traffic hazard or other identifiable hazard to public safety which cannot be corrected by pruning; or
- they penetrate, or are about to penetrate the Obstacle Limitation Surfaces of a Council operated aerodrome or airfield, or otherwise pose a risk to aviation;
- if they are located in a position which would interfere with the ability of Council to install new infrastructure required by the community;
- if they are interfering with above or below-ground services such as power lines or water pipes and the problem is likely to require repeated remedial action;
- a tree has been planted that is inappropriate for the location in which it has been placed;
- they interfere, or have the potential to significantly interfere with a floodway.

Trees are considered for removal where:

- the tree is an unsuitable species for where it is planted, such as fig trees and willows near storm water lines, or is in conflict with the design intent of the landscape;
- if it is a part of a dense planting which requires thinning to promote the health of the remaining trees; or
- if they were designated as temporary in the original landscape design and have reached the end of their intended life span.

Trees will not be removed for reasons such as:

- householder preference for no street trees, or for a different species;
- complaints about appearance (unless these are related to very poor tree health);
- complaints about leaf litter or twigs; or
- complaints relating to tree roots competing with lawns or protruding above the ground, unless these roots are a safety hazard to pedestrians on footpaths or nature strips.

Tree Replacement: Trees will be replaced with regard to the current and perceived future use of a site. Trees will only be purchased within the allocation provided for the purchase of trees in Council's annual budget.

Responsible Officer: Lex Webster – Manager of Development & Compliance

Report prepared by: Sue-Ann Jensen – Administration Assistant (Development) and Compliance staff

18 January, 2017

1 PURPOSE OF REPORT

The purpose of this report is to provide Council with:-

- a) Details of Customer Service Requests for compliance issues
- b) A summary of compliance actions taken to manage NBRC's Local Laws, and
- c) Information on the number and type of building and development applications received for the month.

2 INTRODUCTION/BACKGROUND

The attached report details Local Law Compliance Statistics and Building, Planning, Plumbing Statistics.

COMPLAINTS /CUSTOMER SERVICE REQUESTS OVERVIEW JANUARY 2017 NUMBER & LOCATION

TYPE							TOTAL
	BIG	EID	GAY	MON	PER	MUN	
Wandering Dog	2	2	5	6	0	4	19
Menacing Dog/Unregistered	0	0	2	0	1	0	3
Welfare	0	0	1	0	0	0	1
Noise - Dog	0	0	2	1	0	0	3
Noise - Other	0	0	0	0	0	0	0
Unauthorised Camping	0	0	0	0	0	0	0
Cat Related	1	0	1	0	0	0	2
Other Animals	1	0	1	0	0	0	2
Abandoned Vehicle	0	0	0	0	0	0	0
Footpath Obstruction Permit	0	0	1	0	0	1	2
Overgrown/Unsightly	2	0	1	0	1	2	6
All Other	0	0	2	0	0	0	2
TOTAL	6	2	16	7	2	7	40

ENFORCEMENT ACTIONS/LOCAL LAWS/ANIMAL MANAGEMENT JANUARY 2017

	BIG	EID	GAY	MON	PER	MUN	TOTAL
Compliance Notices issued	0	0	1	0	0	0	1
Animal Impoundments	3	1	3	3	0	1	11
Caution Notices	1	0	8	1	0	0	10
Overgrown/ Unsightly	0	1	0	0	1	1	3
Infringement Notices	0	0	4	0	0	0	4
TOTAL	4	2	16	4	1	2	29

MONTHLY COMPARISON – Complaints and Local Law enforcement

TYPE	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Total 13 Months
Complaints	24	47	50	42	52	27	37	52	63	55	49	21	40	559
Local Laws Enforcement	22	72	59	62	44	41	66	30	65	33	64	23	29	610
TOTAL	46	119	109	104	96	68	103	82	128	88	113	44	69	1169

PLANNING ENQUIRIES OVERVIEW JANUARY 2017 NUMBER & LOCATION

TYPE	TOTAL							
	OTHER	BIG	EID	GAY	MON	PER	MUN	
MCU				1	1		1	3
ROL				1	1	1	3	6
AMENITY & AESTHETICS				1		1		2
OP WORKS								0
ZONING								0
BUILDING WORK ASSESSABLE AGAINST THE SCHEME								0
EXTRACTIVE INDUSTRY								0
All Other			1	4		1	1	7
TOTAL	0	0	1	7	2	3	5	18

MONTHLY COMPARISON – PLANNING ENQUIRIES					
TYPE	Oct-16	Nov-16	Dec-16	Jan-17	Total
					(4 Months)
Planning enquires	22	23	11	18	74

BUILDING AND DEVELOPMENT APPLICATIONS JANUARY 2017 NUMBER & LOCATION							
	NUMBER OF APPLICATIONS RECEIVED – JANUARY 2017						
	Biggenden	Eidsvold	Gayndah	Monto	Mundubbera	Perry	TOTAL
PLANNING							
* MCU							0
* ROL							0
* Other					1		1
Sub - Total Planning	0	0	0	0	1	0	1
BUILDING							
* Domestic (Dlwg/Shed/pools etc)	1	1	2	1	1	2	8
\$ value of work	\$1,600	\$20,023	\$13,400	\$54,378	\$15,185	\$38,010	\$142,596
* Commercial/Industrial			1	2			3
\$ value of work			45,000	55,900			100,900
Sub - Total Building	1	1	3	3	1	2	11
PLUMBING							
* Domestic (Dwg/Shed)							0
* Commercial/Industrial							0
Sub - Total Plumbing	0	0	0	0	0	0	0
TOTAL	1	1	3	3	2	2	12

MONTHLY COMPARISON – Planning, Building and Plumbing applications received

TYPE OF APPLICATION	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Total (13 Months)
Planning	4	4	2	0	1	2	1	4	3	1	1	3	1	27
Building	13	6	12	9	16	22	13	17	9	12	17	8	11	165
Plumbing	4	1	2	1	2	5	5	5	4	5	2	0	0	36
TOTAL	21	11	16	10	19	29	19	26	16	18	20	11	12	228

Note

- The number of Building Applications is the combined total of all those received by Council and Private Certifiers.
- The total projected figures are for the calendar year not financial year.
- The total value of building work may not be accurate. The values are extracted from the information provided on the application forms and in some cases they are absent or understated.
- The applications noted above are those received for the month stated, some may not yet be approved.

3 CORPORATE PLAN

- In accordance with - Outcome 1 – Infrastructure – 1.7 Built Infrastructure
- Outcome 2 Economic Development and Tourism with particular reference to section 3.5 Land Use 3.5
- Outcome 4.5 – Animal Control/Compliance with reference to 4.5.1.

4 POLICY IMPLICATIONS

Not applicable

5 STATUTORY REQUIREMENTS

- *Sustainable Planning Act 29, Plumbing and Drainage Act 22, Building Act 1975.*
- *NBRC's Local and Subordinate Local Laws*
- *Animal Management (Cats & Dogs) Act 28*

6 FINANCIAL IMPLICATIONS

Not applicable.

7 RISK MANAGEMENT

Not applicable.

8 CONSULTATION

Council's 'in house' Staff (Planning, Building, Engineering and Environmental Health), Council's Consultants (Town Planners, Plumbing Inspector, Engineers etc.) and Government Departments if and when required as Referral Agencies.

9 OPTIONS FOR COUNCIL TO CONSIDER

This report is for information and provides Councillors with;

- a) an overview of compliance activities completed based on the communities service requirements, and
- b) a summary of building and development activities which provide in insight into local economic conditions.

10 OFFICER'S COMMENTS/CONCLUSION

For Council's consideration

11 ATTACHMENTS

- Planning, Building and Plumbing applications for the month of JANUARY

North Burnett Regional Council Approvals Report

Application No.	Property Address	Description	Assessment Number	Project Value (\$)
0001/17	43 GEORGE STREET, BIGGENDEN QLD 4621	BUILDING - Carport	10073-00000-000	\$1,600
0002/17	32-34 CAPPER STREET, GAYNDAH QLD 4625	BUILDING - Alterations and Additions Awning	30084-00000-000	\$45,000
0003/17	BINJOUR BRANCH CREEK ROAD, BINJOUR QLD 4625	BUILDING - Removal House (OUT)	30944-10000-000	\$3,000
0004/17	4 DRUMMERS CREEK ROAD, MOUNT PERRY QLD 4671	BUILDING - Shed	50585-50000-000	\$31,700
0005/17	2A MACDONALD STREET, EIDSVOLD QLD 4627	BUILDING - Shed	20247-00000-000	\$20,023
0006/17	29 BAUER STREET, MUNDUBBERA QLD 4626	BUILDING - Shed	60365-00000-000	\$15,185
0007/17	29 MONTGOMERIE STREET, GAYNDAH QLD 4625	BUILDING - Carport	30502-24000-000	\$10,400
0012/17	21 LANDY STREET, MUNDUBBERA	BOUNDARY RELAXATION	60289-00000-000	0
0013/17	16 FLINDERS STREET, MONTO QLD 4630	BUILDING - Alterations and Addition Class 3	40462-50000-000	\$25,900
0014/17	621 KAPALDO ROAD, KAPALDO QLD 4630	BUILDING - Shed	41727-00000-000	\$54,378
0015/17	7 HEUSMAN STREET, MOUNT PERRY QLD 4671	BUILDING - Carport	50003-00000-000	\$6,310
0016/17	2 NEWTON STREET, MONTO QLD 4630	BUILDING - Hotel and Budget Accomodation	40082-00000-000	\$30,000
				\$243,496