



AGENDA

Community Standing Committee Meeting Wednesday, 9 June 2021

**I hereby give notice that a Meeting of the Community Standing
Committee will be held on:**

Date: Wednesday, 9 June 2021

Time: 9.00am

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

**Mark Pitt PSM
Chief Executive Officer**

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

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- 1 OPENING**
- 2 LEAVE OF ABSENCE / APOLOGIES**
- 3 RECOGNITION OF TRADITIONAL OWNERS**
- 4 DECLARATION OF INTEREST**

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 MINUTES OF THE COMMUNITY STANDING COMMITTEE MEETING HELD ON 12 MAY 2021

File Number: 9-6-2021

Author: Executive Assistant

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

That the Minutes of the Community Standing Committee Meeting held on 12 May 2021 be received.

ATTACHMENTS

- 1. Minutes of the Community Standing Committee Meeting held on 12 May 2021**



MINUTES

Community Standing Committee Meeting

Wednesday, 12 May 2021

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**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL
COMMUNITY STANDING COMMITTEE MEETING
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY
ON WEDNESDAY, 12 MAY 2021 AT 9.00AM**

PRESENT: Councillors:

Cr Brett Otto (Mayor), Cr Roz Frohloff, Cr Danita Potter, Cr Kirstie Schumacher, Cr Scott Henschen, Cr Kathy Duff

Council Officers:

Mark Pitt (Chief Executive Officer), Peter O'May (General Manager Community), Susan Jarvis (General Manager Finance & Corporate), Aaron Meehan (General Manager Infrastructure), Mark Watt (Acting Manager NRM & Parks), Craig Patch (Manager Environment & Waste), Chris DuPlessis (Manager Planning & Land Management), Leanne Petersen (Manager Property), Lynelle Paterson (Executive Assistant)

1 OPENING

The Mayor declared the meeting open and acknowledged all nurses on International Nurses Day.

2 LEAVE OF ABSENCE / APOLOGIES

APOLOGY

COMMITTEE RESOLUTION 2021/144

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That the apology received from Cr Jones be accepted and leave of absence granted.

CARRIED 6/0

3 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

Cr Duff acknowledged the traditional custodians of the land on which the meeting took place.

4 DECLARATION OF INTEREST

Nil

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 MINUTES OF THE COMMUNITY STANDING COMMITTEE MEETING HELD ON 14 APRIL 2021

COMMITTEE RESOLUTION 2021/145

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

That the Minutes of the Community Standing Committee Meeting held on 14 April 2021 be received.

In Favour: Crs Brett Otto, Roz Frohloff, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 6/0

6 PORTFOLIO – COMMUNITY, ARTS, HERITAGE, SPORT & RECREATION

6.1 COMMUNITY, ARTS, HERITAGE, SPORT AND RECREATION PORTFOLIO REPORT

COMMITTEE RESOLUTION 2021/146

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That Cr Potter's Community, Arts, Heritage, Sport and Recreation Portfolio Report to Council be received for information.

In Favour: Crs Brett Otto, Roz Frohloff, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 6/0

6.1.1 ARTS STRATEGY

RESOLVED 2021/147

Include development of Arts Strategy and work plan in 2021/22 Operational Plan.

6.1.2 CLONCURRY ART PROGRAMME

RESOLVED 2021/148

Request report into the arts programme in Cloncurry including how have they managed the logistics of insurance, which assets they can put it on, how do they contract the artist.

Attendance:

At 9:52 am GM Aaron Meehan left the meeting

At 9:58 am GM Aaron Meehan returned to the meeting

7 PORTFOLIO – RURAL SERVICES, NATURAL RESOURCE MANAGEMENT, PLANNING & COMPLIANCE SERVICES**7.1 RURAL SERVICES, NATURAL RESOURCE MANAGEMENT, PLANNING AND COMPLIANCE SERVICES PORTFOLIO REPORT**

COMMITTEE RESOLUTION 2021/149

Moved: Cr Scott Henschen

Seconded: Cr Roz Frohloff

That Cr Henschen's Rural Services, Natural Resource Management, Planning and Compliance Services Portfolio Report to Council be received for information.

In Favour: Crs Brett Otto, Roz Frohloff, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 6/0

7.1.1 COMPLIANCE OFFICER POSITIONS

RESOLVED 2021/150

Report on costings of two compliance officer positions including any internal plant charges for Environmental Health budget opex discussions.

7.1.2 QUESTION ON NOTICE - OVERGROWN NOTICES

Questions on notice from Cr Schumacher:

How many overgrown notices are being sent out? How many people are being fined? How much is it costing Council to mow the allotments?

7.1.3 QUESTION ON NOTICE - SALEYARDS

Question on notice from Cr Potter:

How much income does Council get from Cattle dipping, inspections and sales?

7.1.4 DIP YARDS

COMMITTEE RESOLUTION 2021/151

Report to next meeting in relation to the Council dip yards including what the impact would be if Council decided not to do maintenance on those facilities, rehabilitated the facilities and removed them from the Asset Register going forward.

7.1.5 ACKNOWLEDGEMENT OF COMPLIANCE OFFICERS

RESOLVED 2021/152

The Mayor acknowledged the work the compliance staff do and the positive impact they have.

7.2 NATURAL RESOURCE MANAGEMENT OPERATIONAL UPDATE

COMMITTEE RESOLUTION 2021/153

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

That the Natural Resource Management Operational update be received for information.

In Favour: Crs Brett Otto, Roz Frohloff, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 6/0

7.2.1 REPORT DATA

RESOLVED 2021/154

Include comparative data for the previous year on the NRM statistics report.

7.2.2 BIOSECURITY PLAN

RESOLVED 2021/155

Consider a Biosecurity Strategic Plan as part of the Operational Plan.

7.2.3 BIOSECURITY COLLABORATION FORUMS

RESOLVED 2021/156

Biosecurity collaboration forums of major players and livestock producers to map out a way forward.

ADJOURN MORNING TEA

COMMITTEE RESOLUTION 2021/157

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the meeting adjourn for morning tea.

CARRIED 6/0

RESUME MEETING

COMMITTEE RESOLUTION 2021/158

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That the meeting resume at 10.48am

CARRIED 6/0

7.3 PLANNING AND LAND MANAGEMENT OPERATIONAL UPDATE

COMMITTEE RESOLUTION 2021/159

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That the Planning and Land Management Operational update be received for information.

In Favour: Crs Brett Otto, Roz Frohloff, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 6/0

7.4 LOCAL LAW REVIEW

COMMITTEE RESOLUTION 2021/160

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the Committee recommends to Council;

That a complete review of Council's Local Laws and Subordinate Local Laws be undertaken during the 2021/22 financial year and that this activity be included in Council's 2021/22 Operational Plan.

In Favour: Crs Brett Otto, Roz Frohloff, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 6/0

8 PORTFOLIO - WASTE MANAGEMENT

8.1 WASTE MANAGEMENT PORTFOLIO REPORT

COMMITTEE RESOLUTION 2021/161

Moved: Cr Roz Frohloff

Seconded: Cr Danita Potter

That Cr Frohloff's Waste Management Portfolio Report to Council be received for information.

In Favour: Crs Brett Otto, Roz Frohloff, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 6/0

8.1.1 MAIDENWELL TRANSFER STATION

RESOLVED 2021/162

Report to the Waste Capex on the Maidenwell Transfer Station including the history and how many residents receive a waste collection service at their door and the proportion of the community that doesn't receive a service.

Attendance:

At 11:53 am, Cr Danita Potter left the meeting.

At 11:55 am, Cr Danita Potter returned to the meeting.

8.2 ENVIRONMENT AND WASTE SERVICES UPDATE

COMMITTEE RESOLUTION 2021/163

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

That the Environment and Waste Services Update be received for information.

In Favour: Crs Brett Otto, Roz Frohloff, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 6/0

8.2.1 QUESTION ON NOTICE - NEW FIXED FOOD BUSINESS LICENCE APPLICATIONS

Question on notice from Cr Potter:

Query regarding why the New Fixed Food Business Licence Applications YTD figure for last year was 38, while this year is 246.

8.2.2 MEDIA RELEASE - OVERGROWN ALLOTMENTS AND DOG REGISTRATIONS

RESOLVED 2021/164

Media Release regarding compliance officers checking for overgrown allotments and dog registrations.

8.2.3 REPORT - WASTE STATISTICS

RESOLVED 2021/165

Report on waste tonne numbers, estimated life of the waste facilities, provision for rehabilitation.

8.2.4 RECYCLING

RESOLVED 2021/166

Look at recycling as part of the Operational Plan including Containers for Change Recycle bins around towns.

8.3 ILLEGAL DUMPING SIGNAGE AND COMMUNITY EDUCATION

COMMITTEE RESOLUTION 2021/167

Moved: Cr Roz Frohloff

Seconded: Cr Danita Potter

That the Committee Recommend to Council that;

Council investigate options for community education and awareness including signage on illegal dumping and littering and that this activity be included in Council's 2021/22 Operational Plan.

In Favour: Crs Brett Otto, Roz Frohloff, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 6/0**9 PORTFOLIO – RURAL RESILIENCE, PARKS & GARDENS, PROPERTY & FACILITY MANAGEMENT, INDIGENOUS AFFAIRS****9.1 RURAL RESILIENCE, PARKS & GARDENS, PROPERTY & FACILITY MANAGEMENT AND INDIGENOUS AFFAIRS PORTFOLIO REPORT**

COMMITTEE RESOLUTION 2021/168

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That Cr Duff's Rural Resilience, Parks & Gardens, Property & Facility Management and Indigenous Affairs Portfolio Report to Council be received for information.

In Favour: Crs Brett Otto, Roz Frohloff, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 6/0**9.1.1 QUESTION ON NOTICE - RAIL TRAIL MAINTENANCE**

Question on notice from Cr Schumacher:

How is the maintenance progressing at the Kingaroy end of the Rail Trail?

9.2 PARKS & GARDENS UPDATE

COMMITTEE RESOLUTION 2021/169

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

That the Parks & Gardens update be received for information.

In Favour: Crs Brett Otto, Roz Frohloff, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 6/0

9.2.1 QUESTION ON NOTICE - YALLAKOOL BOAT RAMP

Question on notice from Cr Duff:

Did Council cut back on the scope of the Yallakool Boat Ramp project?

9.2.2 QUESTION ON NOTICE - QEII PARK BENCHES

Question on notice from Cr Duff:

Which benches are being painted as part of the amenities upgrade, painting new benches in QEII park?

9.2.3 AUTOMATIC VACUUM AND CLEANING MACHINE

RESOLVED 2021/170

Consideration of purchasing automated vacuum machine and cleaning machine as part of Plant and Fleet Capex discussions prior to 30 June.

9.2.4 QUESTION ON NOTICE - APEX PARK LOOKOUT REFURBISHMENT AND CARPARK

Question on notice from Cr Schumacher:

Why did Council concrete the carpark at the Apex Park Lookout? There is a lip that comes out on the road. Is that the way it is going to stay? Is it safe?

9.2.5 QUESTION ON NOTICE - BENARKIN BLACKBUTT SIGNAGE

Question on notice from Mayor Brett Otto

Is the design for the big steel heritage trail at Benarkin 'Welcome to Benarkin Blackbutt - Gateway to the South Burnett' happening as part of the W4Q Round 4 grants? Request that the design be shared with the community before going to the signwriters.

Attendance:

At 12.54pm CEO Mark Pitt left the meeting.

At 12:59pm GM Aaron Meehan left the meeting.

At 1:03pm GM Aaron Meehan returned to the meeting.

At 1:21 pm, Cr Kirstie Schumacher left the meeting.

At 1:23 pm, Cr Kirstie Schumacher returned to the meeting.

9.3 PROPERTIES OPERATIONAL UPDATE

COMMITTEE RESOLUTION 2021/171

Moved: Cr Kirstie Schumacher

Seconded: Cr Roz Frohloff

That the Property Operational update be received for information.

In Favour: Crs Brett Otto, Roz Frohloff, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 6/0

9.3.1 POUND STREET KINGAROY

RESOLVED 2021/172

The Mayor requested Pound Street Kingaroy be progressed as a matter of priority.

Report to Council once the Most Appropriate Use Assessment has been completed before going out to the community.

9.3.1 WORKSHOP - LAND SALES

RESOLVED 2021/173

Mayoral request to bring forward a half day workshop on Land Sales.

9.4 EXPIRY OF MANAGER CONTRACTS - BOONDOOMA & BJELKE PETERSEN DAMS

COMMITTEE RESOLUTION 2021/174

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the committee recommends to Council:

That pursuant to section 224(5) of the *Local Government Regulation 2012*, South Burnett Regional Council exercise an extension to the current contracts for Boondooma and Bjelke-Petersen Dams, for a period no greater than 12 months.

In Favour: Crs Brett Otto, Roz Frohloff, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 6/0

9.5 DEVELOPMENT OF MURGON TO PROSTON RAIL TRAIL

COMMITTEE RESOLUTION 2021/175

Moved: Cr Brett Otto

Seconded: Cr Danita Potter

That the Committee recommend to Council that;

1. A Councillor workshop be held to review relevant documentation and formulate an assessment process including consultation plan as required, to assist Council make an informed decision on this matter.
2. That the Deputation parties be advised that Council will not be in a position to provide a response until further consideration on this matter has been made.
3. A further report be presented to a future Standing Committee Meeting.

In Favour: Crs Brett Otto, Roz Frohloff, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 6/0

9.6 PROPOSAL TO COMMENCE INVESTIGATIONS FOR THE DIVESTMENT OF TINGOORA HALL.

COMMITTEE RESOLUTION 2021/176

Moved: Cr Brett Otto

Seconded: Cr Danita Potter

That the Committee recommends to Council:

That Council endorse the investigation of options, and community consultation, for the proposed divestment of the Tingoora Hall and report back to the September Community Standing Committee once investigations are complete.

In Favour: Crs Brett Otto, Roz Frohloff, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 6/0**10 QUESTIONS ON NOTICE**

10.1 BBQ & SHADE SHELTERS - LIONS PARK

COMMITTEE RESOLUTION 2021/177

Moved: Cr Brett Otto

Seconded: Cr Kathy Duff

That the response to the question raised by the Mayor, Councillor Otto be received and noted.

In Favour: Crs Brett Otto, Roz Frohloff, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 6/0

10.2 NANANGO BUTTER FACTORY PARK - COUNCIL FUNDS

COMMITTEE RESOLUTION 2021/178

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

That the response to the question regarding Butter Factory Park Council Funds raised by Councillor Potter be received and noted.

In Favour: Crs Brett Otto, Roz Frohloff, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 6/0**10.3 AFRICAN OLIVE TREE**

COMMITTEE RESOLUTION 2021/179

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That the response to the question regarding African Olive Tree raised by Councillor Schumacher be received and noted.

In Favour: Crs Brett Otto, Roz Frohloff, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 6/0**10.4 CQRASN OUTCOMES**

COMMITTEE RESOLUTION 2021/180

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the response to the question regarding CQRASN outcomes raised by Councillor Kirstie Schumacher be received and noted.

In Favour: Crs Brett Otto, Roz Frohloff, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 6/0

10.5 UPGRADE TO WONDAI SHOWGROUNDS GRANDSTAND

COMMITTEE RESOLUTION 2021/181

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That the response to the question regarding Wondai Grandstand raised by Councillor Kathy Duff be received and noted.

In Favour: Crs Brett Otto, Roz Frohloff, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 6/0

11 CONFIDENTIAL SECTION

12 CLOSURE OF MEETING

The Meeting closed at 1.51pm.

The minutes of this meeting were confirmed at the Community Standing Committee Meeting held on 9 June 2021.

.....
CHAIRPERSON

6 PORTFOLIO – COMMUNITY, ARTS, HERITAGE, SPORT & RECREATION**6.1 COMMUNITY, ARTS, HERITAGE, SPORT AND RECREATION PORTFOLIO REPORT****File Number:** 09-06-2021**Author:** Councillor**Authoriser:** Chief Executive Officer**PRECIS**

Community, Arts, Heritage, Sport and Recreation Portfolio Report

SUMMARY

Cr Potter presented her Community, Arts, Heritage, Sport and Recreation Portfolio Report to Council.

OFFICER'S RECOMMENDATION

That Cr Potter's Community, Arts, Heritage, Sport and Recreation Portfolio Report to Council be received for information.

Community:

Scots in the Bush, a Scottish and Celtic Festival will be held at the Historic Boondooma Homestead from 19-22 August 2021.

Under 8's day preparations are well under way for 1 July 2021, if any agencies would like to be involved please contact myself.

Library:**Tony Park Author Events**

South Burnett Libraries are excited to announce that Tony Park author has confirmed two events in our region. Tony will be speaking about his latest novel, 'Blood Trail' at both the Kingaroy and Nanango Libraries on Monday 26 July 2021.

In Tony's 19th thriller 'Blood Trail', written during lockdown, fictitious characters deal with the very real problems COVID has caused for Africa's endangered wildlife. 'Blood trail' will be released worldwide on 1 August 2021.

Library and Information Week 2021

To promote Library and Information Week 2021, which ran from the 17-23 of May, South Burnett Libraries compiled a series of 'Staff Spotlight' interviews so that library patrons could get to know the library team a little better. These profiles included questions about working in a library and book recommendations and were extremely well received on both the South Burnett Libraries' Facebook and Instagram platforms. Vibrant photos of the team members in our library spaces gained excellent feedback from our followers, with an increase in post engagements of over 500%!

Outreach Visits to St. Johns Kindy and Taabinga Tots Playgroup

During late May and early June, South Burnett Libraries have scheduled several visits to local kindys and playgroups planned to further promote First Five Forever literacy messages and encourage a love of reading. Various members of the team are visiting to ensure that the little ones are familiar with the library staff who may help them when they come and visit. These partnerships within the community build a great rapport between early education facilities and the library service.

Proston Bushkids Playgroup Visit

On Wednesday 12 May, Julie from the Proston Library visited the Bushkids Playgroup to host a First 5 Forever Rhyme Time session and short craft activity. In total there were five children and six adults in attendance and the nursery rhymes and songs incorporated were a big hit. Only two of the children had ever attended a Rhyme Time session at the library so it was new for many of them and they joined in enthusiastically. These visits to the Bushkids Playgroup have been scheduled each term, with a reciprocal visit to the library organised so that children can visit regularly.

It is through discussion with local organisations, including Bushkids, that the Proston Library's Rhyme Time session has been rescheduled to a Thursday morning, rather than Tuesday. This change will come into effect from the beginning of June.

South Burnett Libraries Priority Project Grant Approval

South Burnett Libraries application for a State Library of Queensland Priority Project Grant has been successful. Funds from this grant will facilitate the purchase of new collection signage and display items in each branch, along with some new chairs for Kingaroy.

It is hoped that these display items will assist library patrons as they browse the wonderful collections, whilst building the consistency of the South Burnett Libraries brand at each branch.

Outreach Activities

South Burnett Libraries will be hosting the Fabulous Lemon Drops for two Rock 'N' Roll Rhyme Time shows at the Kingaroy Town Hall and Wondai Town Hall on Thursday 17 June 2021. The library service will also be attending Under 8s Day hosted by the South Burnett Partnerships for Kids group on Thursday 1 July 2021.

Library staff can't wait to get back out into the community to promote the wonderful resources that are available... all for free!

Arts:

Kingaroy Winter Craft Festival commenced on Tuesday 1 June and will run through to Wednesday 28 July 2021. This festival includes exhibitions, displays, workshops, demonstrations and a quilting trail around Kingaroy. This festival will be held at the Kingaroy Regional Art Gallery.

Sport & Recreation:

Council conducted an expression of interest to not for profit community organisations for 15 Merida Big Nine bicycles following the successful "Get on Your Bikes" State Government funded program conducted on the Kilkivan to Kingaroy Rail Trail. Not for profit groups within the South Burnett Region had the opportunity to submit an expression of interest and demonstrate the intended use by completing a returnable schedule by 5pm 31 March.

Council received 7 applications (6 not for profit & 1 Private Business). Following assessment of all applications the following community organisations were successful.

Wondai Regional Art Gallery	4
South Burnett Mountain Bike Club	2
South Burnett CTC Youth Services	3
Graham House Community Centre	4
Nanango Cycle Club	2

Upon receipt of their acceptance the bikes were released to the above on the 12 May 2021.

ATTACHMENTS

1. **Post Engagements**  
2. **Signage Project**  



Page Insights

28 April - 25 May

Last 28 days ▼

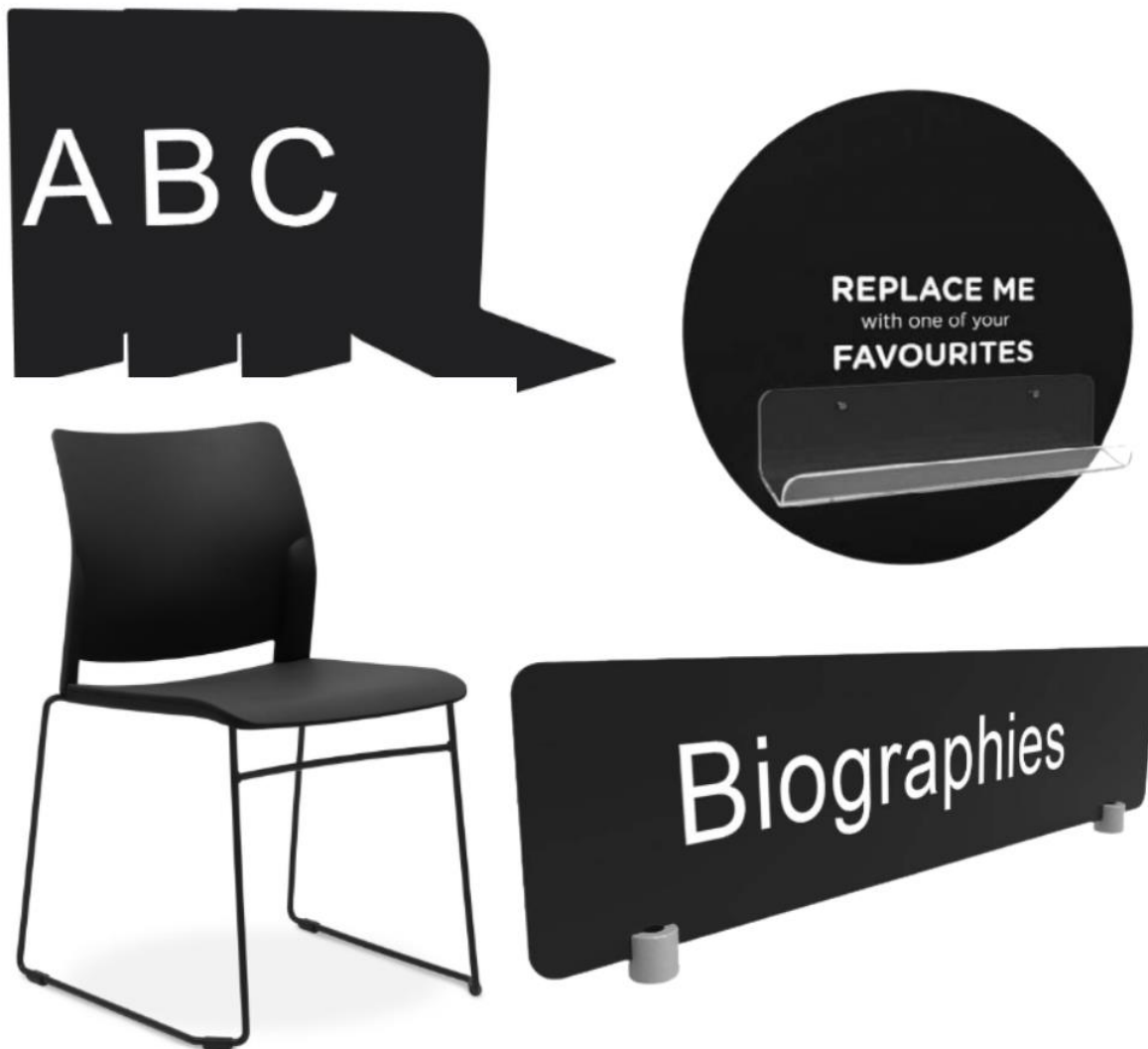


28 April - 25 May

Last 28 days ▼



South Burnett Libraries Signage Project



7 PORTFOLIO – RURAL SERVICES, NATURAL RESOURCE MANAGEMENT, PLANNING & COMPLIANCE SERVICES

7.1 RURAL SERVICES, NATURAL RESOURCE MANAGEMENT, PLANNING AND COMPLIANCE SERVICES PORTFOLIO REPORT

File Number: 09-06-2021

Author: Councillor

Authoriser: Chief Executive Officer

PRECIS

Rural Services, Natural Resource Management, Planning and Compliance Services Portfolio Report

SUMMARY

Cr Henschen presented his Rural Services, Natural Resource Management, Planning and Compliance Services Portfolio Report to Council.

OFFICER'S RECOMMENDATION

That Cr Henschen's Rural Services, Natural Resource Management, Planning and Compliance Services Portfolio Report to Council be received for information.

Rural Services / Natural Resource Management:

Fire Management

Queensland Fire and Emergency Services volunteers have undertaken a prescribed burn at the Kingaroy night soil reserve. A test burn at Gordonbrook Dam produced scorch rates that were too high to proceed and will be postponed until dew rates increase and temperatures are cooler. Other reserves are awaiting the appropriate wind direction, speed and soil moisture levels to achieve a safe burn that will also reduce fuel loading.

Blackbutt Flying Fox Roost

Council's Natural Resources staff met with residents in Blackbutt to discuss concerns regarding the Flying Fox roost on Taromeo Creek. Topics included issues associated with the roost as well as the findings and recommendations of the roost management review commissioned by Council. A public meeting will be held on June 17 at 5:30pm at the Blackbutt Golf Course to discuss community concerns, provide information about human and animal health, the recommendations of the roost review and options available for future management. Speakers will include representatives from Queensland Health, Department of Agriculture and Fisheries and Redleaf Environmental.

Honey Locust treatment and rapid response exercise

Local Government Biosecurity Officers from South Burnett and Bundaberg joined forces to survey and treat Honey Locust on the Stuart River. Officers used the opportunity to review and improve our rapid response capabilities in the event of a new incursion of prohibited weed or animal species in the region. The survey, treatment and review activities were funded by the Australian Government under the Communities Combatting Pest and Weed Impacts During Drought Program.

Queensland Feral Pest Initiative

The following applications were submitted to Queensland Feral Pest Initiative;

1. **Building an invasive species management alliance in the Burnett** – Funding to appoint a regional invasive species coordinator to assist in the establishment of landholder led working groups to manage invasive plants and animals. Project partners include; Gympie Regional Council, North Burnett Regional Council, Cherbourg Aboriginal Shire Council,

Mary River Catchment Coordinating Committee, South Burnett Grazing Network, Maidenwell Wild Dog Syndicate and Ironpot Wild dog Syndicate.

2. **Funding to assist in the delivery of 1080 baiting programs** – as the State government stockpile of 1080 is coming to an end they will no longer supply 1080 concentrate to Local Governments. Future supply will be sourced from commercial manufacturers at commercial rates. The funding will cover 75% of this cost for the next 3 years.

Applications were submitted Wednesday 28 April and are currently under assessment.

Environmental Assessments

NRM staff completed six environmental assessments for vegetation removal associated with road construction and six roadside burning and fence line clearing applications were approved.

Weed Management

A total of 23 hectares of weed control was completed in May. Biosecurity Officers inspected 145 properties for the presence of African Boxthorn, Honey Locust and other restricted weeds.

Treatment of Giant Rats Tail Grass continued throughout the region, Lantana was targeted at Brooklands, Reedy Creek, South Nanango and Main roads. Mother of Millions treatment commenced on Main roads. African Boxthorn was treated in the Wondai area and Honey Locust on Stuart River.

Splatter guns were loaned by landholders at Haly Creek, Brooklands and Glenrock for Lantana and Groundsel. Spray trailers were loaned to assist with Giant Rats Tail Grass programs at Glenrock, Moondooner and Silverleaf.

Wild Dog & Feral Pig Control

Council provided landholders with 756 wild dog baits in May that were distributed across an area of 2,561 hectares.

Cat traps were loaned by landholders in Wondai and Dog Traps were used by landholders at Cobbs Hill. Rabbits were trapped and 2 kilograms of carrots containing calici virus was distributed at Kingaroy, Booie and South Nanango.

Coolabunia Saleyards

Saleyard staff conducted 1,357 cattle tick inspections and dipped 1538 head. A total of 380 head were sold through the Coolabunia Saleyards in May.

Stock Route Grazing Permits

One Stock Route Agistment application was received and processed in May.

Wandering Livestock

Council received twelve requests to attend to wandering livestock across the region. No cattle were impounded.

Planning:

Council's Manager of Planning & Land Management, Chris Du Plessis, finished up with Council at the end of May and on behalf of Council I would like to thank and acknowledge Chris for his assistance, dedicated service and efforts over his time with Council and wish him the very best for the future.

With Council adopting a new Corporate Plan, a corresponding organisational review is always prudent to ensure our operational arm aligns with Council's strategic direction therefore Council will now consider options for a potential re-alignment of Council's organisational structure.

Council's Planning Team have continued to progress the proposed South Burnett Regional Council Planning Scheme Amendment with an initial project planning meeting held with Council's Town Planning consultants to progress this project. The team continues to refine the amendments package to assist inform the review and amendment.

Council continues to experience a high demand for building certification, plumbing approvals, planning enquiries and property searches relating to property sales and transfers which is reflected in the attached Departmental statistics.

Environmental Health / Compliance:

COVID-19

COVID-19 enquiries have slowed presently.

Compliance

The Temporary Dog Registration Compliance Officer has started. The officer has been busy in the field following up on outstanding dog registration fees as well as finding new dogs not previously registered.

Enforcement officers from the State Penalties Enforcement Registry (SPER) have been conducting enforcement activities in the Wide Bay Burnett region during May, taking action against persons with unpaid fines. SPER can potentially seize vehicles, other property items and garnishee wages and bank accounts to recover debts. In the Wide Bay region, they recently have seized 8 vehicles. They have also visited the South Burnett. Hopefully this will get the message across to people that if they do not pay their fines that eventually they will be collected. Perhaps this may translate into people doing the right thing and, in this context, registering their dog(s).

Compliance have also been able to find a replacement to the temporary Compliance Officer contractor that was supposed to commence on 10 May 2021 but pulled out at the last minute. The new Officer has been on the ground since 24 May 2021 and getting stuck into the backlog of Customer Requests.

Environmental Health

Finding a replacement for the Environmental Health Officer (EHO) who recently left continues. In the interim a contract EHO is providing some much-needed assistance to the Environmental Health team.

ATTACHMENTS

Nil

7.2 NATURAL RESOURCE MANAGEMENT OPERATIONAL UPDATE

File Number: 09-06-2021

Author: Acting Manager NRM & Parks

Authoriser: Chief Executive Officer

PRECIS

Natural Resource Management Operational Update

SUMMARY

Natural Resource Management Operational Update

OFFICER'S RECOMMENDATION

That the Natural Resource Management Operational update be received for information.

BACKGROUND

Nil

ATTACHMENTS

1. NRM Operational Update [↓](#) 

NATURAL RESOURCE MANAGEMENT UPDATE

Mark Watt
Acting Manager NRM & Parks

Project Name	Project Description	Expected Start Date	Expected Completion Date
Honey Locust	Engage contractors to survey, map and treat Honey Locust on Barambah Creek and Stuart River In partnership with Cherbourg Aboriginal Shire Council and WBBROC	December 2020 - completed	June 2021 \$31,000 Contractors engaged and surveillance and treatment completed on Barambah creek in partnership with Cherbourg Aboriginal Shire Council. Rapid response exercise undertaken in partnership with Officers from Bundaberg Regional Council on Stuart River.
African Boxthorn	Survey, education and awareness. Engage contractors to assist with survey, mapping and awareness activities. Provide advice to landholders on treatment options. Engage presenters to deliver ABT control field day at Wondai and Ironpot	October 2021	December 2021 \$26,500
Establishment of Feral Animal Control Groups	Deliver information session to showcase successful control group models and assistance available under this program.	September 2020 – in progress	December 2021 \$81,500 Activity Plan created. Information and Workshop templates created. Information sessions undertaken in Nanango, Durong and Wondai during October 2020. Two applications approved for funding from Ironpot and WAG syndicate for control of Wild dogs. Funding distributed to syndicates and trapping activities commenced.

Stats Item	Monthly 1/05/21-31/05/21	Year to date Cumulative 1/7/2020– 31/05/2021
Coolabunia Saleyards		
Cattle Dipped	1538	13220
Cattle Inspected	1357	12577
Consignment / Transit	291	9314
Weighed	278	7388
Sold	380	7473
Nanango Dip Yard		
Cattle Dipped	101	297
Wandering Livestock		
Attendance	12	114
Impoundments	0	5
Wild Dog & Feral Pig Program		
Landholders baiting	5	72
Doggone Baits	100	1768
Pig Meat Injected 1080	0kg	294 Kg
Dog Meat injected 1080	164 kg	769 Kg
Hectares baited	2561	36823
Bounties processed	91	459
Rabbit Control		
Landholders assisted	2	35
Carrots Injected	2kg	35.5 Kg
Rabbits injected	0	3
Equipment Loaned		
Spray trailer, Splatter Guns, Portable Steel Yards, Camera, GPS, Dog Traps, Pig Traps, Cat Traps, tree spears	3 x Spray Trailers – Glenrock, Moondooneer and Silverleaf. 4 x splatter guns – Haly Creek, Brooklands and Glenrock 1 x Cat Traps – Wondai 1 x dog trap set – Cobbs Hill 1 x rabbit trap - Kingaroy	108
Stock Route Grazing Permits		
Agistment Permits	1	3
Travel Permits	0	0
Fire Management		
Prescribed burns	1	4
Fire trails maintained	19	19

Stats Item	Monthly 1/05/21-31/05/21	Year to date Cumulative 1/7/2020– 31/05/2021
Environmental Assessments		
Environmental Assessment prior to roadworks	6	48
Fence line clearing and roadside burning applications	6	26
Weed Control		
Hectares Treated	23	132
Weeds Treated	African Boxthorn - Wondai Honey Locust – Stuart River.	Cats Claw Creeper, Giant Rats Tail Grass, Green

Stats Item	Monthly 1/05/21-31/05/21	Year to date Cumulative 1/7/2020– 31/05/2021
Environmental Assessments		
	Lantana – Brookland, Reedy Creek and Tarong. Giant Rats Tail Grass – regional program. Grader Grass, Mother of Millions, Hudson Pear and Lantana – Main Roads.	Cestrum, Groundsel, Hudson Pear, Lantana, Madeira Vine, Mother of Millions, Patterson’s Curse Tree Pear, Water Hyacinth Annual Ragweed, Parthenium, Honey Locust Grader Grass, African Boxthorn, Honey Locust
Property Inspections	145	422
Customer Requests		
Feral Animals	30	287
Wandering Livestock	8	120
Stock Routes	0	7
Weeds	10	104
NRM General	6	58

7.3 PLANNING AND LAND MANAGEMENT OPERATIONAL UPDATE

File Number: 09-06-2021

Author: Manager Planning and Land Management

Authoriser: Chief Executive Officer

PRECIS

Planning and Land Management Operational Update

SUMMARY

Planning and Land Management Operational Update

OFFICER'S RECOMMENDATION

That the Planning and Land Management Operational update be received for information.

BACKGROUND

Nil

ATTACHMENTS

1. Planning and Land Management Update [↓](#) 

PLANNING AND LAND MANAGEMENT UPDATE

Peter O'May
General Manager Community

Private Certification Monthly Report on Subcategories			
Date between 01-Jul-2020 and 31 May 2021			
Private Certification Application Types	20	21	Total
Class1&10a	24	24	48
Class1&10b	3	3	6
Class10a	50	30	80
Class10b	4	1	5
Class1a	45	39	84
Class3	0	1	1
Class5	2	0	2
Class6	3	4	7
Class7	2	0	2
Class8	2	0	2
Class9a	0	1	1
Class9b	1	1	2
Farm Shed	3	1	4
Remove	2	3	5
Spec Struct	12	0	12
SwimPool	4	0	4
Total	157	108	265

Building Monthly report on subcategories			
Date between 01-Jul-2020 and 31-May-2021			
Building Application Type	20	21	Total
CAP_Bld	0	4	4
Class1&10a	7	11	18
Class10a	105	108	213
Class10a&b	3	0	3
Class1a	45	44	89
Class2	1	0	1
Class3	3	0	3
Class5	3	0	3
Class6	2	1	3
Class7	8	4	12
Class8	4	0	4
Class9	2	1	3
DesignSite	13	16	29
DwellReloc	8	12	20
FarmShed	3	1	4
Remove	5	3	8
ReRoof	5	1	6
Restump	0	1	1
RetainWall	0	1	1
SignSatDsh	1	0	1
SwimPool	7	14	21
Total	225	222	447

Planning Applications			
Date between 01-Jul-2020 and 31-May-2021			
Planning Application Type	20	21	Total
QEXC	1	0	1
QMCU	13	7	20
QOPW	2	2	4
QPOS	7	6	13
QRAL	12	7	19
Total	35	22	57

Monthly report on subcategories			
Date between 01-Jul-2020 and 31-May-2021			
Plumbing Application Types	20	21	Total
AmendPrmt	4	2	6
DomNoSewer	77	64	141
DomSewer	45	41	86
Inspect	9	4	13
OtherBuild	27	18	45
Total	162	129	291

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Comparison of Certificates and CRMs 2019/2020 and 2020/2021													
Total													
Plan Certs													
2019/2020	3	4	7	1	8	2	1	6	0	2	7	1	42
2020/2021	4	5	4	4	4	4	5	3	5	3	2	0	43
Build certs													
2019/2020	36	28	28	41	25	22	32	34	22	17	40	50	375
2020/2021	55	48	37	65	32	49	53	65	76	63	67	0	610
Pool Compliance													
2019/2020	0	0	0	1	0	0	1	0	1	1	2	0	6
2020/2021	2	0	0	1	0	0	1	0	0	0	0	0	4
Plumbing Certs													
2019/2020	6	8	10	6	13	2	7	9	7	5	9	12	94
2020/2021	6	10	10	18	16	10	17	11	18	13	13	0	142
Planning customer requests													
2019/2020	51	37	34	36	40	22	36	32	42	26	42	60	458
2020/2021	77	83	79	80	73	55	61	79	91	61	71	0	810
Developer Incentive Requests													
2020/2021	0	0	0	0	0	0	0	1	5	0	2	0	8
Building customer requests													
2019/2020	68	76	68	71	61	36	76	61	45	64	61	84	771
2020/2021	74	79	86	85	90	66	84	99	86	86	82	0	917
Plumbing customer requests													
2019/2020	7	11	5	9	6	6	5	4	6	3	12	22	96
2020/2021	24	12	13	23	19	4	8	8	22	12	11	0	156

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Comparison of Development Applications 2019/2020 and 2020/2021														
Total														
Planning Applications														
2019/2020		3	8	8	10	6	3	1	3	5	5	6	6	64
2020/2021		8	3	9	2	4	9	1	1	6	5	9	0	57
Building Applications														
2019/2020		38	51	35	33	32	6	38	35	20	20	23	33	364
2020/2021		37	34	41	42	44	27	37	55	43	39	47	0	446
Private Certification Applications														
2019/2020		24	16	12	25	17	21	11	15	8	18	14	14	195
2020/2021		18	15	59	31	24	10	14	28	28	17	21	0	265
Plumbing Applications														
2019/2020		32	20	21	21	21	15	24	14	24	11	19	26	248
2020/2021		23	26	17	43	30	23	22	30	31	21	25	0	291

7.4 COMPLIANCE OFFICER POSITIONS

File Number: 9-6-2021
Author: Manager Environment and Waste
Authoriser: Chief Executive Officer

PRECIS

Response to question raised by Council in relation to costings of two Compliance Officer positions including any internal plant charges for Environmental Health budget Opex discussions.

SUMMARY

The cost for a Compliance Officer at Level 2 with on costs would be \$78,796. Council Information Technology (IT) costs for a laptop/tablet, including accessories, plus a mobile phone for greater mobility in the field would be approximately \$3,000. Internal Plant costs based upon current plant hire rates costs depending upon vehicle type would be \$28,314 for a 4x2 ute or \$36,381 for a 4x4 ute. Depending upon the particular focus of any new Compliance Officer position a 4x2 ute would most likely be adequate, unless there was a need for them to be going off road under medium to extreme conditions.

The total cost to create a new Compliance Officer position would be:

Cost Items	Amount
Wages	\$78,796
IT	\$3,000
Plant	\$28,314
TOTAL	\$110,110

Therefore, the cost to establish two (2) new Compliance Officer positions would be **\$220,220**.

OFFICER'S RECOMMENDATION

That Council receive and note this response to their question in relation to providing costings of two compliance officer positions including any internal plant charges for Environmental Health budget Opex discussions.

BACKGROUND

Responding to a question raised by Council from its Community Standing Committee Meeting of 12 May 2021.

ATTACHMENTS

Nil

7.5 SYSTEMATIC INSPECTION PROGRAM ANIMAL MANAGEMENT (CATS AND DOGS) ACT 2008

File Number: 9-6-2021
Author: Manager Environment and Waste
Authoriser: Chief Executive Officer

PRECIS

Systematic Inspection Program in accordance with the *Animal Management (Cats and Dogs) Act 2008*.

SUMMARY

The *Animal Management (Cats and Dogs) Act 2008* provides for Council to approve a Systematic Inspection Program in order for staff to proactively investigate compliance with the legislation.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That South Burnett Regional Council approve a Systematic Inspection Program for properties within the South Burnett Regional Council's jurisdiction in accordance with section 113 of the *Animal Management (Cats and Dogs) Act 2008* to monitor compliance with the requirements of the *Animal Management (Cats and Dogs) Act 2008*, more specifically the requirement to register dogs.

The properties to be included in the Systematic Inspection Program are potentially all properties within the South Burnett area, both within and without the designated town areas.

The Systematic Inspection Program will be conducted between the hours of 8.00am and 5.00pm on weekdays and/or Saturdays, commencing on Monday 26 July 2021 and concluding on Friday 22 January 2022.

FINANCIAL AND RESOURCE IMPLICATIONS

There should be an increase in the revenue realised for Animal Registration and the fines issued based upon the number of animals that were previously found during the dog registration compliance campaigns. This should offset the expense of this initiative.

LINK TO CORPORATE/OPERATIONAL PLAN

The applicable Strategic Priority is:

1. ENHANCING LIVEABILITY AND LIFESTYLE - Elevate the South Burnett region to be recognised as a "Community of choice".
2. The Key Priority is: EC14 Develop and implement a systematic programme for non-compliant commercial properties and residential living arrangements that pose significant health and safety risks.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

There will be notification to the public via a newspaper advertisement to be placed in the South Burnett Today on Thursday 8 July 2021 and Thursday 22 July 2021. The notification is also proposed to be placed on Council's website and Facebook.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

All dogs over the age of three (3) months are obliged to be registered with the local authority, in which the animal resides, as required by the state's Animal Management legislation. This systematic inspection program seeks to proactively check to see if animal owners are complying with their obligations.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Council has the ability to undertake these house to house inspections in order to ascertain compliance with the legislation. The Animal Management (Cats and Dogs) Act 2008 provides the necessary head of power to carry out the registration checking activities.

ASSET MANAGEMENT IMPLICATIONS

N/A

REPORT

In order to give effect to Council's Compliance Program to assess the registration status of dog registered within its community the best approach is to undertake an approved Systematic Inspection Program of properties within the South Burnett Regional Council's jurisdiction in accordance with section 113 of the Animal Management (Cats and Dogs) Act 2008.

The properties to be included in the Systematic Inspection Program are to be within as well as outside of the designated town areas for animal management purposes of the townships of Kingaroy, Kumbia, Crawford, Memerambi, Taabinga, Wooroolin Nanango, Maidenwell, Brooklands, Blackbutt, Benarkin, Wondai, Proston, Tingoorra, Mondure, Hivesville and Murgon in order to monitor compliance with the requirements of the Animal Management (Cats and Dogs) Act 2008, more specifically dog registration.

The Systematic Inspection Program will be conducted between the hours of 8.00am and 5.00pm on weekdays and/or Saturdays, commencing on Monday 26 July 2021 and concluding on Friday 22 January 2022.

ATTACHMENTS

Nil

8 PORTFOLIO - WASTE MANAGEMENT**8.1 WASTE MANAGEMENT PORTFOLIO REPORT****File Number:** 09-06-2021**Author:** Councillor**Authoriser:** Chief Executive Officer**PRECIS**

Waste Management Portfolio Report

SUMMARY

Councillor Frohloff presentation of her Waste Management Portfolio Report to Council.

OFFICER'S RECOMMENDATION

That Cr Frohloff's Waste Management Portfolio Report to Council be received for information.

Waste:**Waste Education**

As part of the 2020-21 Waste Education Strategy, provided as part of Council's waste collections contract, a free Introduction to Composting and Worm Farming workshop was held at the Kingaroy Town Hall on Wednesday 26th May 2021. EnviroCom Australia who delivered the workshop also conducted the School Waste Education Program (which is offered for free to schools) while they were in the area.

Waste Compliance Officer Position

This State funded position has been investigating and following up on a number of illegal littering and dumping matters, many of which are at our regional and remote waste facilities. They have also been involved with providing education and enforcement functions.

Capital Works Update

Project Name	Project Description	Expected Start Date	Expected Completion Date
Maidenwell Transfer Station	Construction of new automated waste transfer station at Maidenwell	early 2020/2021	June 2022 \$350,000+
			Great news! Council has received notification from the State Department of Resources – Vegetation Hub that the proposed development would be permitted.

BACKGROUND

Nil

ATTACHMENTS

Nil

8.2 ENVIRONMENT AND WASTE SERVICES UPDATE

File Number: 9-6-2021

Author: Manager Environment and Waste

Authoriser: Chief Executive Officer

PRECIS

Environment and Waste Services Update

SUMMARY

Environment and Waste Services Update

OFFICER'S RECOMMENDATION

That the Environment and Waste Services Update be received for information.

BACKGROUND

N/A

ATTACHMENTS

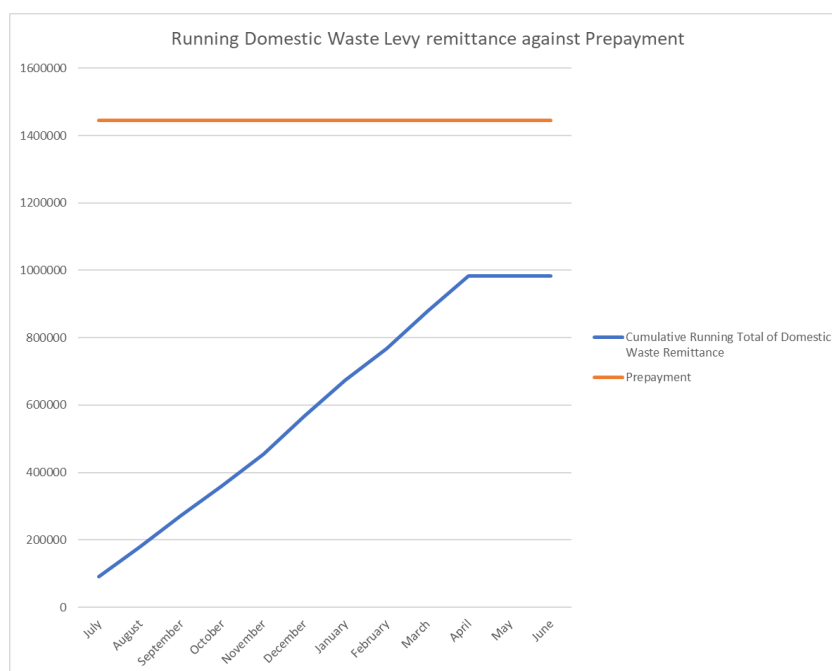
1. Environment and Waste Services Update [↓](#) 

ENVIRONMENT AND WASTE SERVICES UPDATE

Craig Patch
Manager Environment and Waste Services

Stats Item	Monthly	Monthly	Yr. to date	Yr. to date
	1/5/21 - 31/5/21	Comparative 1/5/20 - 31/5/20	Cumulative 1/7/20 -31/5/2021	Cumulative Comparative 1/7/19 – 31/5/20
Waste				
Waste Collection requests in total for this year to date	81	35	787	559
General Waste Enquiries	35	25	303	262
Waste collection services conducted	56660	56296	678347	659252
Animal Registrations				
New Animal Registrations	29	5	125	169
CRM				
Abandoned vehicles	0	0	39	29
Animal attack	0	0	103	105
Animal management	65	84	746	855
drum MUSTER requests	4	2	27	14
Environmental Complaints	17	16	260	179
General Local Law, unsightly, signage	8	6	147	81
Illegal parking	8	10	8	13
Overgrown allotments	18	81	304	418
Public Health Customer requests	20	5	209	153
Enforcements				
Abandoned Vehicles	0	1	1	1
Animal	1	0	8	2
Declared Dog	0	0	6	14
Environmental	0	0	0	0
Impound animal	33	14	370	405
Overgrown	68	62	172	323
Infringements				
Animals	4	3	118	230
Non-compliance of a Compliance Notice	7	0	23	5
Abandoned vehicles	0	0	2	0
Licences and Permits				
Animal Keeping App –Kennel/cattery	0	0	0	0
Change of Food Licensee Applications	0	0	0	0
Environmental Authority Applications received	0	0	0	0
Footpath Applications Annual	0	0	66	Data previously included in General LL statistics
Footpath Applications Short term	1	0	31	Data previously included in General LL statistics
Market Stall Application	0	0	19	6
New Fixed Food Business Licence Applications	3	2	22	41
Non-Profit Temporary Food Applications	1	0	15	45
Personal Appearance Licence	0	0	0	0
Private Water Samples Applications	2	1	20	11
Temporary Food Applications	1	0	18	23
Third Dog Permit Apps	1	0	21+1	9

State Waste Levy Stats	Monthly 1/4/21 - 30/4/21	Yr. to date Cumulative 1/7/20 - 30/4/21
Waste		
Kingaroy MSW Tonnes Disposed to Landfill	524.97	5278.78
Kingaroy Tonnes Commercial Disposed to Landfill	310.04	3003.78
Murgon MSW Tonnes Disposed to Landfill	213.08	2144.99
Murgon Commercial Tonnes Disposed to Landfill	5.2	43.44
Wondai MSW Tonnes Disposed to Landfill	121.14	1214.72
Wondai Commercial Tonnes Disposed to Landfill	9.74	114.04
Nanango MSW Tonnes Disposed to Landfill	444.6	4117.02
Nanango Commercial Tonnes Disposed to Landfill	15.04	158.26
Total Domestic Waste Levy	\$ 104,303.20	\$982,653.95
Total Commercial Waste Levy	\$ 27,201.60	\$255,662.80
Total Waste Levy Payment Remitted	\$ 131,504.80	\$1,238,316.75



8.3 REPORT ON WASTE TONNE NUMBERS, ESTIMATED LIFE OF THE WASTE FACILITIES, PROVISION FOR REHABILITATION.

File Number: 9-6-2021
Author: Manager Environment and Waste
Authoriser: Chief Executive Officer

PRECIS

Report on waste tonne numbers, estimated life of the waste facilities, provision for rehabilitation.

SUMMARY

The tonne figures relating to waste disposed of at Council's four (4) landfills has been included in the Environment and Waste branch statistics report and will continue to be reported on monthly for Councillors information.

A 2017 "Landfill Rehabilitation Estimate" Report produced by 'Resource Innovations' established the estimated life expectancies of the Council's four (4) landfills, namely Kingaroy, Murgon, Nanango and Wondai to be:

KINGAROY	13 Years
NANANGO	18 Years
WONDAI	19 Years
MURGON	14 Years

The estimated provisions shown as their **Net Present Value amounts** required for the waste facility rehabilitation, as at 2017, were:

INFLATION ADJUSTED ANNUAL COLLECTION REQUIRED	NPV
LEGACY SITES	\$(1,856,702)
KINGAROY	\$(2,382,256)
NANANGO	\$(3,032,356)
WONDAI	\$(2,298,082)
MURGON	\$(2,017,632)
TOTAL AMOUNTS TO BE COLLECTED	\$(11,587,028)

Please note that "Landfill Rehabilitation Estimate" Report is scheduled to be officially and independently redone in 2022. Council's auditors are happy with this official five (5) year review period conducted by an independent agency.

OFFICER'S RECOMMENDATION

That the Report answering the Council's questions on waste tonnage numbers, estimated life of the waste facilities and provision for rehabilitation for Council's Waste Facilities be received.

BACKGROUND

At the 12 May 2021 Community Standing Committee Council called for a report about waste tonnage numbers, estimated life of the waste facilities and the provision for rehabilitation. This report is in response to and answering those questions.

ATTACHMENTS

Nil

9 PORTFOLIO – RURAL RESILIENCE, PARKS & GARDENS, PROPERTY & FACILITY MANAGEMENT, INDIGENOUS AFFAIRS**9.1 RURAL RESILIENCE, PARKS & GARDENS, PROPERTY & FACILITY MANAGEMENT AND INDIGENOUS AFFAIRS PORTFOLIO REPORT****File Number: 09-06-2021****Author: Councillor****Authoriser: Chief Executive Officer****PRECIS**

Rural Resilience, Parks & Gardens, Property & Facility Management and Indigenous Affairs Portfolio Report

SUMMARY

Cr Duff presented her Rural Resilience, Parks & Gardens, Property & Facility Management and Indigenous Affairs Portfolio Report to Council.

OFFICER'S RECOMMENDATION

That Cr Duff's Rural Resilience, Parks & Gardens, Property & Facility Management and Indigenous Affairs Portfolio Report to Council be received for information.

Rural Resilience:

I attended a workshop organised by Darren Black from OzHelp. Ozhelp Foundation has partnered with Meg Percival, Be Health and the Australian Institute for Suicide Research and Prevention to deliver Care for Rural Australia. The free workshop was held at the Enterprise Centre in Kingaroy and was an evidence-based wellbeing and suicide awareness program to address the health needs of people living in and working in rural communities particularly those working in farming, agribusiness and other agricultural industries. It was a program to improve skills to recognise when others need a hand. The Mayor and Council met with Darren Black after the workshop where he presented us with some very alarming statistics about the rate of suicide in our region. The South Burnett suicide statistics are well above the national average. We are putting together a proposal to present to the Federal Government to advocate for an allocation of funding to support a program on the ground for our region to address this major issue.

Parks & Gardens:

The slightly cooler weather has allowed a minor reprieve from mowing, but all crews have continued to keep on top of what growth is occurring to ensure town entrances, parks and CBD areas are presentable.

The Nanango crew have finished planting the CBD gardens on the corner of Drayton Street and D'Aguilar Highway, these plantings will bloom in early Spring to coincide with the Nanango Country Music Festival, an annual event that draws thousands of caravaners/tourists to Nanango.

Nanango staff have also been assisting with the work at Stirling Park Bunya Mountains with the placement of rocks along the pathway and yarning circle, whilst in that area attended to and picked up a large amount of rubbish that was dumped and scattered throughout Coomba Water Hole.

The toilet facilities have been reopened for the users of the rail trail at First Settlers Park, Benarkin, the showers remain closed at this point. The toilets are being checked weekly and pumped out as required to maintain public safety to avoid effluent discharge onto the rail trail.

Kingaroy staff are keeping up with their mowing schedule, have also completed traffic island spraying around the CBD/Highways and have completed planting the gardens in Haly Street across from the

Peanut Silos. Staff have also been preparing the surfaces in and around the new green house at the water treatment plant.

Wondai crew have completed the gardens in Haly & Scott streets, with the garden beds in Ivory and Edward street to be completely dug out and new soil placed prior to re-planting. Mowing has commenced in Tingoorra and the flange mower will be used for the cutting just past the hotel to complete this section.

The Proston crew have been working well with the Boondooma Homestead Committee regarding design, materials and budget for the project and is nearing completion.

Customer requests:

Customer service requests to NRM & Parks are being acknowledged within required timeframes and the number of outstanding complaints are low in number. This has been assisted by the recent completion of Process Mapping, which is helping manage the large number of customer service requests.

Aerodromes:

Twice weekly inspections are continuing at Kingaroy Aerodrome with weekly inspections undertaken at Wondai. Staff are currently working on arranging the clean-up of the southern end of the airport, either by fire, clearing and slashing.

The Wondai Aerodrome windsock lights are now working, following an investigation being required to determine a fault. It appears moisture was getting into the connection plug by way of the conduit going up the main pole. Emergency lights are to be fitted in both the clubroom and the toilet area, together with replacement of the smoke alarm.

Council recently submitted its revised Airport Manual to the Civil Aviation Safety Authority (CASA). Recent changes to the Manual of Standards (MOS) under the provisions of the Civil Aviation Safety Regulations – Part 139 required Council to thoroughly review its existing manual to ensure it reflects the new standards. Aerodrome operators were required to submit a new Manual by 13 May 2021 to ensure certification remained current.

Under the revised MOS, civilian aerodromes in Australia are now either 'certified' or an aircraft landing area (ALA).

CASA will review the manual with necessary changes being made to ensure ongoing compliance. Once this process is finalised, the manual will be presented for signature by CEO.

Cemeteries:

General maintenance is continuing across all cemeteries throughout the region, gardens beds have been prepared in Wondai & Murgon and some planting has commenced.

Dams:

The dams are continuing to be a destination choice for the Southern visitors during the cooler months, the ensuite powered sites at Bjelke-Petersen Dam have been booked out for the maximum 3 month stay, the dam managers have added an extra service for our southern visitors with the delivery of a daily paper, which has been really well received and appreciated by all. Contractors are heavily continuing to utilise the cabin accommodation and dam managers are working with all parties trying to accommodate where possible. This month the managers had to try and find beds for 23 contractors for a week, which with some re-arranging were able to accommodate all 23.

The Goomeri pumpkin festival weekend was on par with previous years with an influx of vans booked in for this event.

Boondooma Dam recently held the Festival of The Dams fishing competition with 41 teams taking part in this year's event. Teams came from Roma, Chinchilla, Gympie, Sunshine Coast and as far South as Lismore.

There were 180 legal fish caught and released over the weekend, Bass 162, Golden Perch 16 and 2 Saratoga, there was at least triple this number caught and released of undersized fish (<30cm).

The biggest Bass was 480mm, Golden Perch 530mm with the top three teams catching a respective 39, 23 and 13 legal fish for the weekend. All competitors and spectators enjoyed the festivities of the weekend as this comp is designed for either the very competitive or not so competitive teams and their families. Parks staff and Managers continue to keep the both dams very presentable, with lawns mowed and facilities well maintained.

Rail Trail:

Rail trail mowing maintenance has now been completed along the full length of the trail, ongoing maintenance inspections are continuing, and customer requests are being addressed as required.

Property & Facility Management:

SB Care have thanked Council for their ongoing support by providing additional space for temporary car parking at the Councils old depot site in Pound Street. SB Care held a training development day for approximately 180 staff from North Burnett, South Burnett and Toowoomba region.

Council has received a detailed report on the mortar analysis for Boondooma Homestead Stone Store. This documentation will assist Council and future contractors understand the material used in the mortar and how to repair areas showing deterioration. Although the structure is considered to be sound there is a need for planned, best practice maintenance regime to ensure the ongoing stability and preservation of the store. This report will be tabled at the next Boondooma Museum & Heritage Association meeting.

Under the Works for Queensland COVID Round Council has improved many local halls with the sanding and resealing of the floors at Durong Hall, Murgon Hall, Wondai Hall, Proston Show Pavilion Hall and soon the Proston Town Hall. Contractor has commenced work this week in Proston.

Local contractor BL Custom Signs have installed a new illuminated sign at the Kingaroy Information Centre and Heritage Museum. Check this site out as you drive past at night.

Indigenous Affairs Portfolio:

I represented Council at the CRAICCH's Deadly Choices's launch in Cherbourg on Tuesday which is a program to support healthier life-style choices for people in the community. Willie Tonga and Rhonda Purcell presented on the day and encouraged Aboriginal and Torres Strait Islander people about healthier choices including nutrition and exercising daily. It was great to be part of the launch of this very positive project for the Cherbourg community.

BACKGROUND

Nil

ATTACHMENTS

Nil

9.2 PARKS & GARDENS UPDATE

File Number: 09-06-2021

Author: Senior Recreation and Services Officer

Authoriser: Chief Executive Officer

PRECIS

Parks & Gardens Operational Update

SUMMARY

Parks & Gardens Operational Update

OFFICER'S RECOMMENDATION

That the Parks & Gardens update be received for information.

BACKGROUND

Nil

ATTACHMENTS

1. Park & Gardens Operational Update - May 2021 [↓](#) 

PARKS & GARDENS UPDATE

Mark Watt
Acting Manager NRM & Parks

Works for Queensland COVID Updates

Project Name	Project Description	Status
Community Building Upgrades & Maintenance		
Aerodrome Wondai	Runway Lighting Upgrades	Completed
Durong Public Amenities	Public Amenities – Water upgrade/bore installation	Project continuing, invoices to paid once received from Bowls Club
Kingaroy-CTC Youth Park Public Amenities	Amenities Upgrade	Works continuing and nearing completion
Open Space Refurbishments		
Regional Parks	-Bunya Mountains Shelters & Signage -Shelters Maidenwell & Butter Factory -Mt Wooroolin Shade & Seating -Shade Covers Rotary Park (K) & Youth Park (M)	Bunya Mtns seating has been installed, Maidenwell & Butter Factory shelters have been completed and new BBQs installed. Mount Wooroolin pathway to seating completed. Shade covers completed.
Kingaroy & Benarkin – Lions Parks	Signage Upgrades	Benarkin & Lions Park Kingaroy signage with the designer waiting on proof early June. Working with Cr Jones & community.
Regional Tourism	Installation of Statues -Lions Park Upgrade (to support new peanut structure) -Arts Development Officer	Lions Park concept plan completed – shelters ordered. Plinth design completed awaiting final engineering sign off. Extra shelters ordered for town side of park. Concrete works scheduled to start late May early June
Blackbutt Sensory Garden	Delivery and installation by third party of sensory garden	Funding distributed
Blackbutt, Gordonbrook Wondai, Mountain Bike Signage	Delivery and installation by third party of mountain bike signage	Funding distributed
Tourist Facilities Upgrades		
Proston – Rodney Street	Dump Point Installation	Project underway, holding tank ordered, awaiting plumbing permit.
Wondai – Coronation Park	Development of Site	Scope determined and under design phase. Awaiting design from infrastructure

Project Name	Project Description	Status
Boondooma Dam	Bunkhouse Relocation	Relocation of bunkhouse and Kitchen/Rec room completed. Bunkhouse currently available for bookings, Veranda to connect bunkhouse and Kitchen/Rec room in progress hold up due to material shortage.
Yallakool New Amenities	New amenities x 2	Amenities have been ordered installation late June due to delivery hold ups.
Yallakool Boat Ramp	Boat Ramp repair – Day Area	Completed
Yallakool Tennis Courts	Tennis Court Upgrade	Completed
Yallakool Contractor Rooms	Upgrade Contractor Rooms	Works progressing, rooms painted, aircons installed, pathway completed, flooring polished, fish stocking storeroom/meeting room ready for painting. Still to complete main common area for contractor rooms, painting & polishing of floors. Completion mid June.
Yallakool & Boondooma Signage	Upgrade Tourist Park Signage	Design completed for Highway signage and internal signage.
Park Equipment & Playground Upgrades		
Nanango – Pioneer Park	Playground Upgrade -Flying Fox/zip Line -Upgrade Amenities -Lighting and power upgrade	Flying fox installed, pathways and shelter slabs completed. Amenities and lighting upgrade scope confirmed
Nanango – Butter Factory Park	Playground Upgrade	Completed
Kingaroy – Apex Park	Park Furniture	Shelter delivered, scheduled erection mid-June.
Wondai – Skate Park	Skate Park Upgrade	Completed.
Nanango – Reg McCallum Park	Playground Upgrade	Scope confirmed, playground ordered awaiting arrival and installation June 28 delivery. Site works due to commence mid-June.
Nanango – Scott St Carpark	Shade Sail replacement	Completed
Proston – Blake Street	Playground Renewal -Basketball half-court -Dog off-leash area -Sound shelter power connection -Sensory Garden -BMX track rehab & bollards	Basketball/soccer play space equipment ordered, purchase order raised to enhance BMX track. Concrete works scheduled for June, dog off leash area defined and fencing is completed.

Drought Funding Projects Update

Project Name	Project Description	Status
Blackbutt – Skate Park	Upgrade Shade Shelter	Ergon have relocated services. Shed has been ordered awaiting arrival and installation late June.
Murgon – QE11	Amenities Upgrade – Painting/new benches	Painting completed, benches being manufactured by local supplier delayed due to materials and workload to be installed mid June.
Kingaroy – Apex Park	Lookout Refurbishment/carpark	Construction of carpark completed, signage, line marking, bollards completed. Extra turfing completed.
Nanango – CBD/Parks	Bike Racks, BBQ's & Solar Lights Butter Factory Park, Main Street Irrigation	Bike racks installed, BBQ's and solar lights installed, irrigation awaiting design and installation.
Nanango – Butter Factory Park	Shade Sail Renewal	Completed
Nanango – Pioneer Park	Shade / BBQ	Materials received, installation by mid-June.
Maidenwell	CBD Upgrade	Completed.

CAPEX Projects Update

Project Name	Project Description	Status
Aerodrome - Kingaroy	Apron Seal	Completed, however, subsequent damage requires re-work of bitumen surface.
Aerodrome – Wondai	Boundary Wildlife Fence	Design completed and tenders being further considered.
Cemetery – Blackbutt	New Columbarium Wall	WIP – bricks ordered
Dam – Boondooma	Carpark and pathway	Completed
Dam – Boondooma	Playground upgrade	Completed
Kingaroy – Apex Park	Carpark, path and painting	Design completed
Maidenwell Public Amenities	Upgrade of Septic System	Completed

Parks Operational Update

Stats Item	Monthly 01/05/2021 to 31/05/2021		Year to date Cumulative 1/7/2020– 31/05/2021	
	Burials	Ashes	Burial	Ashes
Cemeteries				
Blackbutt	1	0	4	1
Booie	0	0	1	0
Kumbia	2	0	4	0
Memerambi	0	0	0	0
Mondure/Wheatlands	0	0	0	0
Murgon	2	0	15	7
Nanango	3	0	12	1
Proston	1	0	3	0
Taabinga	2	2	37	12
Tingoora	0	0	0	0
Wondai	1	0	15	3
Total	9	2	91	24

Stats Item	Monthly 01/05/2021 to 31/05/2021		Year to date Cumulative 1/7/2020– 31/05/2021	
	Boondooma	Yallakool	Boondooma	Yallakool
Dams – Accommodation Numbers				
Cabins	127	214	1616	2288
Bunkhouse	27	0	119	0
Powered Sites	228	464	2897	5149
Unpowered Camping	504	283	10707	3630
Total	886	961	15339	11067

Operations Update

Parks



During the reporting period there has been focus on new plantings with completion of Murgon, Kingaroy and Wondai is well underway. Existing gardens in Wondai have been completely replaced with new soil, mulch and plantings. For example, the garden in front of St Vincent de Paul (Vinnies) at the main round-a-bout. This includes placement 200mm of soil over the bitumen base (thus requiring plants with shallow root growth & plants with high Ph tolerance). Plantings included Pink Geranium (hot pink flower), ruby red Geranium (variegated blood red flower), Liriope Shara (thin grass white petite flower), Lomandra (petite purple flower) and Rhododendrons, (large pink), Alternanthera (small 30cm burgundy hedge), French Lavender and Dianthus (purple and pink mix large and small flowers).

There is space for annuals at each end of the beds and they are propagated as they grow and will fill a nice space and achieve great results for what has been a tired garden space previously.

Further work is continuing in the side gardens in front of the bakery and Crow FM where these will be fixed features with a small annual area along the foot path only made up of Nandina Lemon lime and Pont tail palms.

Nanango may well be completed by the time of the meeting, so these plantings are highly anticipated. Minor delays in sourcing plants was again experienced, but the beds have been prepared in the meantime, ready for planting immediately upon delivery.



Future Works

Future works involves the completion of the Wondai town garden plantings and a continuation of a number of outstanding items in town parks and gardens.

Completion of the Kingaroy Greenhouse is proposed with initial erection of the main structure and fit out of plant storage benches.

Water connection and further placement of hardstand deco to the outer permitter is the next stage together with entry gate and sub-soil drainage.

Further updates and photos will be provided once this project nears completion.

9.3 PROPERTIES OPERATIONAL UPDATE

File Number: 09-06-2021

Author: Manager Property

Authoriser: Chief Executive Officer

PRECIS

Community– Properties Operational Update.

SUMMARY

Properties Operational Update.

OFFICER’S RECOMMENDATION

That the Property Operational update be received for information.

BACKGROUND

Nil

ATTACHMENTS

1. Properties Operational Updated [↓](#) 

COMMUNITIES – PROPERTIES OPERATIONAL UPDATE

Leanne Petersen
Manager Property

Projects**Department of Local Government Grants and Subsidies: In progress**

Name	Description	Status
Reroofing of Ringsfield House	95% of works completed	Reroofing of house and gazebo completed. School Building back veranda insulated and painted. All works completed

2020/21 CapEx Projects: In progress

Name	Description	Status
Boondooma Homestead Stone Store Mortar	Repoint the mortar in the Stone Store. 20% completed	Kent from Classical Stone Australia conducted a site inspection at Boondooma Homestead on 1 March 2021. Samples are being processed and report to follow.
Kingaroy Council Administration Building	Rear air-conditioning unit end of life. Been an increase in faults and maintenance costs. Not handling summer temperatures. New ducting in ceiling cavity in some areas, temperature control zones to reflect floor plan.	This project is scheduled for 2021-22.
Wondai Archive Room - fire wall	Install a block wall to ensure the archive room has a fire wall between the files and the heritage museum.	Tender was awarded to Michael Chilcott Building. Completion date is set for 11 th of June. Compactus – Scheduled to installed by 30 th of June. Delay in contractor availability.
Kingaroy Swimming Pool Refurbishment	Reserve funds for asset replacement in 2021/22	Masterplan is currently being scoped and out for quotation in June 2021.
Kingaroy Swimming Pool Refurbishment - concept plans, engineer drawings	Prepare concept plans, community consultation, engineer drawings	This project is still within the planning stage.

Murgon Swimming Pool Plant room to be replaced	Replace plant room structure, double bunded chlorine tanks, seal inside balance tank.	Expected completion date of 14 th June for the structure. New chlorine tank to be installed
South Burnett Aquatic Centre - expansion joints and repaint	Expansion joints to be replaced and repaint 25m pool and hydrotherapy pool	100% completed.
South Burnett Aquatic Centre - Solar Heating	Install new solar heating	100% completed.
South Burnett Aquatic Centre	Rust to inground steel shade sail posts and door jambs.	100% completed.
South Burnett Aquatic Centre - refurb bathrooms and changerooms, disable bathroom	Tiles cracked and stained, change room seating rusted, shower and hand basin fixtures showing signs of corrosion.	Tenders closed.

2020/21 Additional Projects

Name	Description	Status
Boondooma Homestead Signage	Sign replacement	Engineers have completed Sign design for DTMR consideration. Council has placed an application for a Road Corridor Permit.

Works for Queensland Round 3: In progress

Name	Description	Status
Kingaroy VIC and Museum signage	70% works completed. Reproduce existing signs and develop new interpretative information for VIC, Art Gallery and Museum.	Information boards and LED illuminated sign for VIC and Kingaroy Museum have been installed.

Works for Queensland Round 4 COVID: In progress

Name	Description	Status
Community Building Upgrade and Maintenance	Kingaroy Forecourt & Carpark CCTV	Security Audit Report completed and received by Council. Request for quotation has been issued for security system upgrade, CCTV cameras.
Community Building Upgrade and Maintenance	Cultural Centre Air-conditioning & Window Replacement	Works are scheduled to be completed by 28 th of June.
Community Building Upgrade and Maintenance	Roof Replacements	All locations 100% completed.

Community Building Upgrade and Maintenance	Repainting of Structures	Maidenwell Hall External 100% completed. Murgon PCYC tender awarded to NC Webber and is scheduled to begin end of April. Builder to start repairs in early May prior to painting starting.
Community Building Upgrade and Maintenance	Replace flooring of Structures	Replacement of floor coverings completed. Sanding and sealing of Durong, Wondai, Proston Pavilion Halls completed. Proston Hall – Sanding & reseal commences 1 st June 2021.
Community Building Upgrade and Maintenance	Wondai Showgrounds Grandstand (portable)	Tender awarded Council Meeting 26 May 2021, contracts being prepared. Commencement date to be confirmed.

Drought Communities Funding: In progress

Name	Description	Status
Building Maintenance Works	Maidenwell Hall, Cloyna Hall, Proston Show Ground Pavilion, Durong Hall, Nanango Tennis Club	All works completed.

Tenders and Quotations: In progress

Item	Background	Actions
14-16 West Street Kingaroy	Listed with Raine and Horne, Kingaroy	Contracts currently in process of preparation for sale.
20 William Street, Kingaroy	Council Owned Property	Contracts currently in process of preparation for sale.
Pound Street, Kingaroy	Property	Council has called for an invitation to quote for Most Appropriate Use Assessment.
1 Kelvyn Street, Kingaroy	Offered for sale by tender	Tenders close 10/06/2021
27B Kingaroy Street, Kingaroy	Offered for sale by tender	Tenders close 10/06/2021

Leasing

Item	Background	Actions
Ringsfield House, Nanango	Council Owned Property	Investigations have commenced into the management models. An analysis of management models has been correlated and will be reported on in June Community Standing Committee.
Bunny Pearce Oval, Blackbutt	Lease of Council Owned Property	Council is currently working with Blackbutt Community Groups to secure a lease for this area. Council is waiting on feedback from community.
Kingaroy Junior Soccer	Lease	Kingaroy Junior Soccer have received their lease for consideration. Council's Sport and Recreation Officer is providing follow up support.
Kingaroy Junior Cricket Association	Council Owned Property – River Road Park/	SBRC and Kingaroy Junior Cricket hosting an information session in the park on the 12 th of June. A report with recommendations will be provided to the June Community Standing Committee.
Bunya Valley Landcare	Licence to Occupy – Carew Park	Council is liaising with the Department of Resources on finalising the Trustee Permit. Council's Sport and Recreation Officer is providing support to the group.
Bunya Mountains Community Centre	Support to lease land from the Department of Resources	Council is engaging the Department of Resources to obtain guidance on the purpose of undeveloped state land in the Bunya Mountains.
Barambah United Soccer	Trustee lease, Wondai Sportsground	Council is liaising with the Department of Resources on finalising the Trustee lease.
Council has provided support and information to the Kingaroy Junior Rugby League. Council's has received requests for an opportunity to lease or extend lease areas from South Burnett Mountain Bike Club and Tingoora Carriage Club. The Murgon Men's Shed Licence to Occupy has been finalised.		

Land Sales

Item		Background				Actions		
Review of land holdings - general		Consolidated land assets list, ratings database and ATS search.				Reviewing advice received on 8 bundles of lots with no services and possible flooding issues. Review to be presented to Council in future workshop.		
Pound St		Appointed AEC to prepare Most Appropriate Use Assessment report.				Most Appropriate Use assessment in progress. Meeting 4 June with Councillors		
Kingaroy St and Kelvyn St		Approved to sell on 29/4 Tender released 13/05				Tender closes 10/06		
15 Hunter Street, Nanango		Listed with Raine and Horne. Temporarily unavailable – used by Council.				Ongoing listing with Real Estate.		
14-16 West Street Kingaroy		Under contract.				Contract unconditional. Due to settle 1 June.		
20 William Street, Kingaroy		Sold				Settled on 24-5-21		
Stats	APPROVED TO SELL	OUT FOR TENDER	LISTED FOR SALE	UNDER NEGOTIATION	UNDER CONTRACT	SETTLED	PROCEEDS	
Since 4 May	0	2	0	0	0	1	\$180,000	
Accumulative	2	2	2	0	1	1	\$180,000	

Building Asset Management

Item	Background	Actions
Delta S	Maintain accurate database of building asset condition, required maintenance, required capital works, and completed capital works.	Update records based on completed maintenance and capital works. Site inspections to determine various assets condition and record required works for future program inclusion
WIP Capitalisation	Completed projects require accurate cost break up to allow capitalisation of the expenditure.	Review completed projects and provide asset cost break up. Update Delta S database accordingly.
Potential Asset Disposal	Identify potential assets which may be suitable for disposal.	Review asset database to determine assets suitable for disposal based on asset importance (Hierarchy) and/or asset condition. Visit sites as necessary to confirm information. Prepare

	Requested by manager to prepare budget estimates for disposal / demolition.	spreadsheet for future Council workshop Tingoora Hall Shed – 195 Kingaroy Street
Insurance	Assist LGM Assets as requested.	Site visits to selected assets with LGMA Account manager and Risk Engineer.
Projects	Kingaroy Swimming Pool	Daily visit to monitor water consumption to determine loss.
	Mondure Hall	Liaise with insurance assessor and hall committee re storm damage. Liaise with hall committee re facilities for PWD.
	Boondooma Homestead Cabins	Arrange completion of building works to the cabins and big top structure to facilitate issue of building approval final certificates.
	Nanango Depot	Investigate wedge pit condition and prepare documentation to call quotes for clean out. Site visit to measure for proposed A/C installation.
	Blackbutt SES	Measure buildings and prepare floor plans for records. Assess condition and add maintenance items to DeltaS register.
	Murgon Shops	Site inspection to assess options to remove asbestos, renovation and painting. Assess Take Away with EHO.
	Ice Machine Replacement	Obtain quotes for replacement of existing depot ice machines with suitable dispensing units.

9.4 UPGRADES TO BATHROOM AT SOUTH BURNETT AQUATIC CENTRE - NANANGO**File Number: 09-06-2021****Author: Manager Property****Authoriser: Chief Executive Officer****PRECIS**

Assessment of Tender SBRCQ – 20/21-122 South Burnett Aquatic Centre Bathroom Upgrade

SUMMARY

Assessment of Tender for upgrades to bathroom facilities at South Burnett Aquatic Centre – Nanango.

OFFICER'S RECOMMENDATION

That the committee recommends to Council:

That South Burnett Regional Council award Tender SBRCQ – 20/21 -122 to Campbell Construction Co. for the South Burnett Aquatic Centre Bathroom Upgrades as per their tender price.

FINANCIAL AND RESOURCE IMPLICATIONS

The original budget allocation was \$90,000 in Council CapEx 20/21.

Council called for quotations in March and received 2 quotes over \$200,000. As per Council's procurement policy contracts that are \$200,000 and above exclusive of GST must go through public tender and must be approved by Council.

Council called for tender on the 27th of April and tenders closed 19th of May 2021.

Total proposed cost of project \$290,000. Available funds required for completion of the project can be funded by the Buildings restricted cash.

LINK TO CORPORATE/OPERATIONAL PLAN**EC2 Sustainable community groups**

EC2.1 - Encourage and support community organisations to enhance their sustainability

INF1 Infrastructure that meets our communities needs

INF1.3 - Provide and maintain other Council owned infrastructure to meet community needs in accordance with asset management practices

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Council has met with the South Burnett Disability Peer Support Group, SBCare, South Burnett Aquatic Centre Manager and patrons of the hydrotherapy pool to discuss options for improving the bathrooms and introducing a second disability bathroom. Refurbishment designs have taken into consideration the feedback and introduced a second disability bathroom.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

No direct legal implications arise from this report.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

The normal contractual risks and mitigation strategies have been applied in assessing tenders as per Council's Procurement Policy.

ASSET MANAGEMENT IMPLICATIONS

REPORT

Council tendered the South Burnett Aquatic Centre Bathroom Upgrade on LG Tender Box on 27 April 2021 and tender submissions closed 19 May 2021.

Council received 5 tender submissions from both local and non-local suppliers. The two local tenders supplied responses and tender prices, which both had the 5% local supplier margin deducted from price as per Councils Procurement Policy, however both tender prices still exceed the other non-local suppliers.

Tenderer D did not attend site and did not provide a detailed Returnable Schedule. Tenderer D conditioned Council to work under their terms and conditions.

Tenderer C provided a detailed break-down of each component and costing to show understanding of the scope of works – thus showing all components were quoted and included. Within the costing break-down Tenderer C listed local businesses to supply materials i.e. local carpet suppliers and local electricians, this was a requirement of the tenderer to include local businesses. Tenderer C attended the site inspection and gained an understanding of the requirements of the project scope.

Table 1: Tender Submission

Name of Supplier	Tender Price	Date Tender Received
Tenderer A	\$325,531.82	19-05-2021
Tenderer B	\$388,354.57	19-05-2021
Tenderer C	\$271,503.11	19-05-2021
Tenderer D	\$222,301.18	19-05-2021
Tenderer E	\$387,688.00	19-05-2021

The Tender Evaluation Panel has assessed the tenders and recommend that the tender be awarded to Campbell Construction Co (Tenderer C) for \$271,503.11 (GST Exclusive).

The works are proposed to commence December 2021 and completed by end of February 2022. This is the most suitable time to complete this project given the availability of alternate swimming pools.

ATTACHMENTS

Nil

9.5 MANAGEMENT MODEL ANALYSIS FOR RINGSFIELD HOUSE

File Number: 09-06-2021

Author: Lease Officer

Authoriser: Chief Executive Officer

PRECIS

A summary of the investigations into the management models available to Council for the future management of Ringsfield House at Nanango. Seven management models were investigated, and a recommendation of an Advisory Group has been presented.

SUMMARY

Council's Community Standing Committee on 10 March 2021, resolved to investigate management options for Ringsfield House. Preliminary options to be investigated included the establishment of an advisory group, operation of the facility by a community group, identifying alternative management models independent of Council, or as a Council-operated facility. This report is a summary of the research and investigations with an advisory group recommended.

OFFICER'S RECOMMENDATION

That the Committee recommend to Council:

1. That an advisory group management model with the attached Terms of Reference be adopted.
2. That the Advisory Group consist of the following structure:
 - Chairperson
 - Booking and Event co-ordinator
 - Gardening advisor
 - Marketing and Tourist advisor
 - Volunteer Manager/ Museum Curator
 - Social Services/Community Development advisor
 - 2 x Councillor
3. The Advisory Group are to:
 - Develop a strategic plan that incorporates a business plan, landscape plan and event plan and schedule
 - Reopen the facility for community use
 - Provide quarterly updates to the Portfolio Councillor
4. The Advisory Group to conclude its duties by 30 June 2023

FINANCIAL AND RESOURCE IMPLICATIONS

Council will support the facility and advisory group through ongoing operational budget for repairs and maintenance and operating expenses, staff time to support the advisory group in meeting their reporting obligations and funding for specialist advice and reports when required.

LINK TO CORPORATE/OPERATIONAL PLAN

ENHANCING LIVEABILITY AND LIFESTYLE

EC6: Appropriately support and encourage volunteers, advisory groups and community organisation to value add to Council's services and infrastructure.

PROVIDING KEY INFRASTRUCTURE FOR OUR TOWNS AND VILLAGES

IN10 Investigate options for leasing opportunities to not-for-profit groups and organisations

IN12 Identify assets that may be suitable for commercialisation

GROWING OUR REGION'S ECONOMY AND PROSPERITY

GR5: Continue to provide and investigate options to improve our arts, heritage, museums, visitors information centres and tourism infrastructure.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

In preparation of the report and analysis of the management models the following consultations have occurred with, the Manager of Property South Burnett Regional Council, Land Investigation Officer, South Burnett Regional Council, Cr Kathy Duff, Cr Frohloff and Cr Schumacher.

Other Local Governments contacted for insights and discussion of management models were Toowoomba Regional Council, Western Downs Regional Council, North Burnett Regional Council and Gympie Regional Council.

Further consultation will occur with potential applicants and local community members on the creation of the Advisory Group and the position descriptions and the recruitment process through information session to be held in the Nanango community.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

In accordance with *S. 264 of the Local Government Regulation 2012*, a local government may establish advisory committee. In accordance with *S. 265 of the Local Government Regulation 2012*. An advisory committee may include member persons who are not councillors.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

The recommendation to implement a management model is aligned to the Arts, Culture and Heritage Policy. Council will be acting as a facilitator in the reactivation of the facility and emphasising the importance of community partnerships in undertaking arts and culture activities.

ASSET MANAGEMENT IMPLICATIONS

Council will retain ownership, management, and overall responsibility for the operational, maintenance and capital works requirements for the facility. Council staff and Councillors will be participants in the advisory group to advocate Councils interests and work collaboratively with advisory group members and the community to meet the key performance indicators of the advisory group.

REPORTProperty Details

Name: Ringsfield House

Lot on Plan: Lot 9 SP307587 and Lot 5 SP 156194

Tenure: Freehold

Background

Council's Community Standing Committee on 10 March 2021, resolved to investigate management options for Ringsfield House. Preliminary options included establishing an advisory group, or operation of the facility by a community group, or identifying alternative management models independent of Council, or as a Council-operated facility.

The current closure of the facility due to COVID-19 presents Council with an opportunity to assess the long-term objectives and expectations of the facility, the garden space and other buildings.

The facility may not fit into a single category of asset but possibly across three categories of a community facility, a tourist destination and a commercial property.

In undertaking an analysis of management models several neighbouring Councils have been contacted. Neighbouring Councils face similar issues with comparable facilities of continuity of tenants, volunteer fatigue and maintenance cost increases. Neighbouring Councils report that there is not a consistent and seamless solution used across local governments, rather a wide range of structures that can be customised to address risk, community expectations and stakeholder interests and governance.

Management Models Identified

Seven management models were identified and analysed in providing the recommendation.

1. Advisory Group
2. Social Enterprise/Services Hub
3. Management Group overarching an existing Incorporated organisation
4. Company
5. Incorporated Association
6. Property Management Company or Private Lease
7. Council Operated Facility

A consistent criterion was used to analyse each model. This included key deliverables that Council could expect from the management model, the advantages and disadvantages, considering the three facets (community, tourist, and commercial) of the facility. Furthermore, the risks and dependencies for Council to identify any contingencies that may need to be implemented and to ensure the model presented had the highest opportunity for success. Lastly, a potential timeline was estimated to consider the impact of the chosen model on Council's resources and ensure there is sufficient time to communicate and engage with community on the decisions made.

Long term sustainability of the facility

Ringsfield House can generate revenue and community use through a variety of activities:

- Lease agreement at a commercial rate
- Café and catering, utilisation of the commercial kitchen
- Small local events e.g. Movies in the Park, Teddy Bears Picnic, Valentine's Day
- Boutique weddings
- private events
- history tours
- Community group use for art, cultural and heritage activities
- Individual use for leisure activities and gatherings

Volunteers

The facility has relied on volunteers to undertake and deliver activities. The models explored the use of volunteers from the local community and other parties that have an interest in the facility. As reported by Volunteering Queensland, people volunteer to make a difference, give back, and most relevant to Ringsfield House is to achieve a mission or goal of an organisation. For Council to pursue an option that will rely on volunteers, and optimise volunteer time and engagement, Council will be required to support volunteers through communicating clearly Councils expectation of the advisory group positions, key objectives and performance indicators.

Community Engagement

The facility reopening can incorporate volunteers that are not part of the advisory group to undertake projects that complement the overall goals of the facility. For example, the local gardening group to deliver garden projects that create new garden spaces and restore formal garden areas. A rotation of local artists to utilise the Chapel for exhibitions that complement other activities in the region or, other specialised services such as Blacksmiths could utilise other buildings for exhibitions. The space could be utilised to support outreach services for social services that are lacking in the local community and entice the general public to use the space as a free open garden, similar to a park.

Option 1: Advisory Group

Description

A group of people with specialised skills brought together with the sole purpose to reactivate the space and develop short to medium term plans.

Option Outline

Members are selected through an Expression of Interest, with positions designed to encourage specific skill sets to ensure all facets of the facility are supported. Applicants are assessed by a panel against a Council approved selection criterion.

Key Deliverables

- Business plan
- Landscape plan
- Event plan
- Quarterly KPI's and portfolio briefings

Advantages

- Set timeline to deliver outcomes
- Can appeal to volunteers with specialised skills
- Terms of reference to outline purpose, scope, and governance
- The group structure will be representative of user groups and facility uses.
- Opportunity to involve new community members
- Council maintains control of the revenue and budget allocated
- Can activate space to increase potential private interest or other community entity.

Disadvantages

- Cannot enter contracts, employ people
- Council officers remain involved in the project
- Council will be required to provide budget for maintenance
- Is not a long term solution
- May pressure volunteers and exacerbate volunteer fatigue

Risk and Dependencies

This model will require a group to function at a high intensity for a short period of time and may not reap the total benefits of their work. There is a risk of exacerbating volunteer fatigue in the community. This model has a limited life and a clear handover period to the next entity.

Timeline

- Twelve-week recruitment process
- Maximum two-year term before hand over to another entity in 2023

Effort

- Advertising of position descriptions, selection criteria and process
- Council will be required to provide budget for repairs and maintenance, operational costs and capital costs of the facility.
- Councillors to partake in advisory group meetings.
- Council to support the creation of plans through administration, printing.

Financial Implications

Council will still be required to support the facility through ongoing operational budget for repairs and maintenance and operating expenses, staff time to support the advisory group in meeting their reporting obligations.

Option 2: Social Enterprise/Service Hub for Social Services

Description

A not-for-profit or community service provider utilises the space for training and skills development for community members.

Option Outline

A marketing campaign is undertaken targeting Social Service providers for the space to undertake activities that have social outcomes e.g. Employment for long term unemployed, NDIS providers and support workers.

Key Deliverables

A licence with minimal rental and no requirement from Council to undertake maintenance on the facility. If numerous groups were wishing to use the space, a Memorandum of Understanding may be an instrument utilise rather than a licence of the whole space.

Advantages

- A community driven solution
- Provides opportunity for positive social outcomes for residents across the region
- A community partnership opportunity

Disadvantages

- Minimal key service providers available in South Burnett Regional Council area
- Accessibility of the buildings
- Configuration of the buildings

Risk and Dependencies

The facility has had some modifications that encourage and support use for people with disabilities. Council may be requested to invest more funding into capital works in the future to further upgrade the facility.

Timeline

An Expression of Interest process open for 6 weeks, with an additional time to assess applicants and provide a recommendation to Council for endorsement.

Effort

Council would commit to implementation of a community engagement plan to encourage applications and encourage partnerships with regional service providers. Open the facility for inspections, negotiate lease terms and provide a recommendation back to Council for endorsement.

Financial implications

Council may still be required to support a tenant with budgeted funds to carry out capital works. Initially Council may still be required to support the facility through ongoing operational budget for repairs and maintenance to a point in time when the tenant is able to be self-reliant.

Option 3: Management Group overarching an Incorporated organisation

Description

A group of specialist skilled community members or volunteer specialist overseeing an incorporated group that undertake the daily management and activation of the facility.

Option Outline

A group of community members are selected through an Expression of Interest process, with set positions encouraging specified skill sets. The management group would liaise with the incorporated group to ensure that the daily activities are in line with the overarching strategic, business and landscaping plans and ensure that the facility and its associated activities to self-fund maintenance and running costs.

Key Deliverables

The management group prepare and report to Council the completed:

- Strategic plan including a landscape plan and business plan.
- The management group to report to the Portfolio Councillor quarterly to provide updates on progress.

Advantages

- Terms of reference to outline purpose, scope and governance
- Representative of user groups, and specialist skills
- Opportunity to involve new community members
- A community-based approach that can include an existing incorporated group
- Is a familiar structure to community members
- Encourage a commercial entity to sub-lease from the incorporated group to build financial sustainability.
- The management group would work to reduce reliance on Council for ongoing funding for the facility.
- Shares the workload between more community members and community groups.

Disadvantages

- Management of volunteers and volunteer fatigue
- Limited start-up funds
- May require Council to continue to support the group for capital costs of the building.

Risk and Dependencies

There is a risk of disfunction and break down in relationship between the management group and the incorporated group. The balance of relationship between the two groups would need support to maximise functionality and stay focused on the long-term objectives of the facility.

Timeline

12-week recruitment process for the management group, assessment of applicants with recommendations to be provide to Council for endorsement. A call for expression of interest to incorporated groups to apply as the subsidiary group following the initial recruitment process.

Effort

Council to undertake a community engagement plan to outline the process and to encourage community participation in the facility. Further engagement to encourage applications for the subsidiary applicants to take on the role of the supporting incorporated group.

Financial Implications

Council will continue to contribute budget funds for capital works, maintenance, and on occasion specialist services for the development of plans. Staff time will be utilised for the community engagement process.

Option 4: Company

Description

Council creates a subsidiary company and appoints a board to undertake the running of the facility.

Option Outline

A board appointed by Council with each volunteer director appointed for a specific skill set.

Key Deliverables

Initial development of a strategic plan to outline the Boards vision to Council for the future of the facility. The board would be solely responsible for the ongoing management of the facility including deriving income to support the maintenance, operational and capital expenses of the facility.

Advantages

- Removes day to day management from Council
- Utilisation of community members skill sets
- Formal governance framework
- Board can employ a general manager, enter leases and contracts
- Has formal financial reporting requirements
- All user groups can be invited to partake and apply to be directors
- Specialist skills can be part of the board (could include people who live out of region but are passionate about the project)
- An inclusive process, can incorporate individuals that have no affiliation with user groups

Disadvantages

- Community members skill set may be limited to the understanding the governance to comply with *Corporations Act 2001*.
- Board members would be required to commit significant time
- Directors have personal liability for any debts incurred or regulatory action
- Council will be required to provide seed funding
- Council may be required to commit future financial contributions in the circumstance that the company cannot generate enough revenue to meet its financial requirements.
- Limitations on the opportunity to apply for grant funding as a not-for profit.

Risk and Dependencies

Council commitments would be significant and would include but may not be limited to, the start-up costs (e.g. legal, and accounting, governance training. Furthermore, a commitment to advertise and recruit board members to ensure the highest skilled applicants are attracted to the positions. Other Councils that have used this structure have reported that there is a risk of a community perception that there may not be full transparency and clear reporting of rate payer's contribution to the facility.

Timeline

The creation of the company structure and development of the board structure with an outline of the directorship may require six months to complete prior to presentation to Council for final endorsement. A twelve weeks advertisement and recruitment process would be required to ensure that a broad range of applicants could apply. It is concluded that this timeline could extend to twelve months, and that this may be delay the reopening of the facility for too long.

Effort

Council would be required to commit significant resources to governance requirements including legal services and accounting guidance. Further effort will be required to undertake the

advertisement of positions and recruitment process. Council is required to provide training for appointed directors to ensure compliance and understanding of reporting requirements.

Financial implications

The structure of a company will have significant financial implications. Under this structure Council assumes ultimate liability for the company, start-up costs and deficit budgets.

Option 5: Incorporated group

Description

A not-for-profit group that are seeking a space and an opportunity to expand or undertake more activities.

Option Outline

A licence is offered through Expression of Interest, with standard terms licence terms for a maximum term of four years, comprising of a first term of two years with an additional two-year option.

Key Deliverables

A licence for a community purpose. Council would encourage and support the Incorporated group to undertake maintenance of the facility.

Advantages

- A community-based approach
- A familiar process to community members
- Could utilise a current community group
- Encourage a commercial entity to sub-lease from the incorporated group.

Disadvantages

- Limited start-up funds
- Insurance
- Incorporated association would have exclusive use
- May create financial strain on a community organisation to meet the maintenance cost of the facility.

Risk and Dependencies

Council will require potential applicants to show evidence of a highly functional and active volunteer base, with the financial capacity to meet the ongoing costs. As the facility has been closed attracting potential applicants may be difficult.

Timeline

An Expression of Interest process open for 6 weeks, with an additional time to assess applicants and provide a recommendation to Council for endorsement.

Effort

Initially Council staff will be required to prepare and execute an Expression Of Interest process, provide recommendation to Council for endorsement. Furthermore, prepare and execute a Licence with the successful applicant.

Financial implications

Council may still be required to support a community group with budgeted funds to carry out capital works. Initially Council will still be required to support the facility through ongoing operational budget for repairs and maintenance and operating expenses to a point in time when the incorporated group are able to be self-reliant.

Option 6: Property management company or Private Lease**Description**

A private entity is offered a lease for the whole of facility to open for commercial purposes including Café, events, and functions. The for-profit entity would return a commercial rental to Council. The rental could be structured to an income sharing arrangement to entice small start-ups and entrepreneurs.

Option Outline

A private entity is offered a lease for the space for commercial purposes.

Key Deliverables

A lease at commercial rates, previous valuations were at \$400 per month.

Advantages

- Council derives income at a commercial rate.
- Key selection criteria could include community development/engagement activities
- Encourage diversification of venue e.g. distillery
- Encourage development of marketing material that appeals to a new demographic
- Flexibility in lease terms to support a new business.

Disadvantages

- May not be inclusive of community or community users
- Short-term leasing may lead to future vacancies and turnover of tenants.
- Exclusive use of the facility removes the community purpose usage.
- No current turnover to enhance advertisement of potential

Risk and Dependencies

As a commercial facility the assessment of tenants would need to be carefully considered to ensure that the property is left in good repair and order. Council needs to consider the risk of reputational damage if the tenant does not operate a successful entity without incident. As the facility is not currently open and the variability in COVID-19 public health directions, it may be challenging to market the facility to the business community. Engagement with the tourist sector to encourage applicants will be vital to the success of this model.

Timeline

An Expression of Interest period of 12 weeks and would be required to implement a marketing campaign involving the real estate and tourist sector. Assessment of applicants may take up to four weeks before a recommendation is provided to Council.

Effort

Initially Council will be required to prepare and execute an Expression of Interest process, undertake marketing campaign, negotiations with potential tenants, including opening the facility for inspections and provide a recommendation to Council for endorsement. Furthermore, prepare and execute a lease with the successful applicant.

Financial implications

Council would be committed to the costs associated with the Expression of Interest process, marketing campaign, Council staff time to open the facility and engage with potential tenants. Furthermore, Council may need to commit funds to support the maintenance of the facility in the short term to support a new tenant.

Option 7: Council Operated Facility**Description**

Council to create a strategic plan for the facility, reopen to the community, tourists and visitors and be solely responsible for the daily management of the facility.

Option Outline

Council will develop a five-year strategic plan, including undertaking further capital works, provide operational funding for staff and operational costs to reopen the facility for use as a commercial café, events venue and community facility.

Key Deliverables

Strategic plan, with operational budget allocation in the 2022/23 budget, further allocation in the Capital Works budget would be required to ensure ongoing compliance

Advantages

- Council has full management of the budget, investment and setting of priorities for the facility.
- Can offset some operational costs against revenue
- Can still incorporate spontaneous volunteering from the wider community members
- Clear accountability of investment through Council operational updates
- Council has resources and networks available to support the reactivation and running of the facility.

Disadvantages

- May be perceived by the wider community as not Council's core business
- May not be run as efficiently as a private enterprise
- May compete with other small business in the Nanango community
- Staff availability to manage facility outside standard business hours

Risk and Dependencies

The reactivation of the facility will require a significant investment by Council staff with the specific skills to reopen, reengage the local community and encourage visitation in the region.

Timeline

Council could reopen the facility as soon as it has identified and allocated the resources, and budget required. It would be highly recommended that a strategic plan is developed to ensure a clear plan and goal that all staff can work towards and ensure a consistent customer service delivery.

Effort

There would be a significant investment from Council in staff time, resources and budget to deliver a successful outcome.

Financial implications

A business plan would be required to fully scope the financial implications of this model.

ATTACHMENTS

1. **Terms of Reference**  



Ringsfield House Advisory Group

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3.	OBJECTIVES	1
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1. INTRODUCTION

The South Burnett Regional Council (SBRC) Ringsfield House Advisory Group is formed to collaborate between highly skilled volunteers, Councillors and Council staff to develop a strategic plan, and subsidy supporting plans to reactivate Ringsfield House for community use.

2. SCOPE

The Advisory Group's responsibilities extend to the management of the Ringsfield House and associated facilities including, the School House, the Chapel, the gardens and garden beds, open space and garden sheds. The scope does not include the residential units that are located on the lot on plan. The management group will be reviewed in May 2023 in anticipation for the group to conclude its duties and handover the facility to another entity by June 2023.

3. OBJECTIVES

The objectives of the advisory group are to create and implement a strategic plan and implement a business plan that is reviewed twice of the term of the group. The advisory group are to develop, maintain and report on bookings, events, and engagement with community. The advisory group are to work collaboratively with community members, user groups and other community groups to reactivate the facility and encourage public use of all the facilities and spaces.

4. MEMBERSHIP

The Advisory Group will consist of the following positions:

- Chairperson (reserved for Councillor)
- Booking and Event co-ordinator
- Gardening advisor
- Marketing and Tourist advisor
- Volunteer Manager/ Museum Curator
- Social Services/Community Development advisor
- 2 x Councillor

5. MEETINGS

Meetings will be held no less than every three months. The Chairperson in consultation with members may determine the dates and times and ensure that digital conferencing is incorporated into the meeting delivery to accommodate members, guest speakers and contributors that may not be able to attend in person. Guest speakers and other contributors may only attend by invitation of the Advisory Group.

The agenda will be prepared and circulated among member and attendees at least five (5) days prior to the meeting date. The agenda will include but not limited to the following items:

1. Chairperson welcome
2. Minutes and actions from previous meeting
3. Strategic, business and landscape planning updates and actions
4. Bookings, user groups and upcoming events
5. Treasurers report
6. Facility maintenance, operational and capital expenditure update
7. Garden and Landscape activities and plan update
8. Marketing update
9. Social/Services Community Development update
10. Endorsed update provided to Portfolio Councillor

A quorum shall consist of half the members of the advisory group.

6. KEY PERFORMANCE INDICATORS

Within the first three months the advisory group are required to:

- Develop a strategic plan for Council endorsement
- Develop a business plan for Council endorsement
- Reopen the facility and engage community users

Within the first six months the advisory group are required to:

- Develop a concept landscape plan, that reflects community use
- Develop a facility maintenance schedule

By the end of the first twelve months the advisory group will:

- Review the strategic plan
- Develop the second-year business plan.

By the end of the eighteen months the advisory group will:

- Consolidate and review outstanding items of the strategic and business plan
- Provide an update to Council and a recommendation to a new management model
- Prepare the facility handover to a new entity
- Participate and encourage community support for the new entity

7. ETHICAL CONDUCT

Advisory group members must exercise integrity, honesty, objectivity, and ethical conduct in the fulfilment of their duties and responsibilities. Members must ensure confidentiality, exercise prudence, care, due diligence in the handling of Council's and personal information acquired in the course of their duties.

Members may not engage with the media or be involved with social media or internet-based campaigns that may diminish the reputation of Council, Ringsfield House, or the Advisory Group.

Members must declare to the Chairperson any interest that may represent a real, perceived, potential or apparent conflict of interest related to their advisory group membership. In the case of a conflict of interested involving the Chairperson, declaration to the Chief Executive Officer is required. The declaration must be made on appointment to the committee and in relation to specific agenda items at the outset of each Committee meeting and be updated as necessary.

8. COMMITTEE EVALAUTAION

The committee will evaluate its progress against the Key Performance Indicators and provide updates to the Portfolio Councillor. The Portfolio Councillor will provide these updates to the

Community Standing Committee as part of the Rural Resilience, Parks & Gardens, Property & Facility Management, Indigenous Affairs portfolio report.

9. LEGISLATIVE REFERENCE

Local Government Act 2009

Local Government Regulation 2012

Crime and Corruption Act 2001

10. REVIEW

Terms of Reference will be reviewed by 1 June 2022

11. RELATED DOCUMENTS

Conduct of Council and Committee Meetings Policy

Councillor Portfolio Representative Policy

Information Privacy Policy

Disposal of Asset Policy

Mark Pitt

CHIEF EXECUTIVE OFFICER

Date

9.6 PUBLIC AMENITIES - CLEANING CONTRACTS

File Number: 09-6-2021

Author: Acting Manager NRM & Parks

Authoriser: Chief Executive Officer

PRECIS

Consideration of the renewal of the public amenity cleaning contracts for the region which have been extended in the past but are due for renewal.

SUMMARY

Current cleaning of amenities is based on a mix of contracts and Council Parks staff. Following recent changes in staffing, there is an opportunity to call tenders for amenities cleaning so there is consistency across the region.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That pursuant to section 228 of the *Local Government Regulation 2012*, South Burnett Regional Council seek tenders for cleaning of public amenities for the localities of Kingaroy, Nanango, Murgon, Blackbutt, Benarkin and Wondai.

BACKGROUND

Cleaning of toilets is generally under contractual arrangements, however, there were a number of toilets being cleaned by Council staff, which is a legacy issue. For example, the toilets in Wondai and Murgon are cleaned by Council staff owing to a long-term staff member.

In Blackbutt and Benarkin, the cleaning is under contract however it is done by an individual and needs to be formalised and set-up under sound contracting processes. A previous individual resigned from this contract so temporary arrangements have been in place pending a tender process.

The Nanango toilets are under current contract and Kingaroy toilets are under contract, but this needs to be renewed as it is outside its original contract timeframe.

There are benefits in renewing the existing contracts and it will provide consistency and continue to allow Council to manage service levels and standards across the region.

Some of the issues that need to be managed under new contractual arrangements are as follow:

- Weekend servicing and on-call needs which are a saving and continue to provide a benefit;
- Managing service levels and standards;
- Council staff still to clean toilets in the Proston area owing to capacity and isolation;
- Council provides consumables which allows cost saving and ease of management;
- Sharps containers important element and closely monitored by Council;
- Vandalism an ongoing issue and one that requires constant monitoring;
- Transition out of COVID continuity plan;
- Overall cost and implication to budget bottom-line.

ATTACHMENTS

Nil

9.7 MURGON ANZAC DAY COMMEMORATIVE COMMITTEE**File Number:** 09-06-2021**Author:** Coordinator Executive Services**Authoriser:** Chief Executive Officer**PRECIS**

Request that Council nominate a suitably qualified person to chair the Murgon Anzac Day Commemorative Committee.

SUMMARY

The Murgon RSL Sub Branch has requested that Council nominate a suitably qualified person to chair the Murgon Anzac Day Commemorative Committee.

OFFICER'S RECOMMENDATION

1. The Committee receives the Murgon Anzac Day Commemorative Committee report for information.
2. That the Committee Recommend to Council

That _____ be nominated as a suitably qualified person to chair the Murgon Anzac Day Commemorative Committee and further, the CEO provide a response to the Murgon RSL Sub Branch regarding the nomination.

FINANCIAL AND RESOURCE IMPLICATIONS

This report has no known financial or resource implications for Council.

LINK TO CORPORATE/OPERATIONAL PLAN

EC6: Appropriately support and encourage volunteers, advisory groups and community organisations to value add to Council's services and infrastructure.

EC16: Partner with community to develop and promote events.

OR2: Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making.

OR10: Increased commitment to community engagement and to proactive strategic delivery of media and communications.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

External correspondence received.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

This report has no known legal implications.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

This report has no known policy / local law delegation implications.

ASSET MANAGEMENT IMPLICATIONS

This report has no known asset management implications.

REPORT

The Murgon RSL Sub Branch has advised that the long standing Chair, Mr Richie O'Neill OAM announced his retirement from the position which he has held for some 24 years. In addition, Ms Rose Heath also announced her retirement after serving as Secretary of the Committee for 9 years.

The Murgon Commemorative Committee (formerly known as the Anzac Day Committee) has been chaired traditionally by a person appointed by the South Burnett Regional Council. Anzac Day and Remembrance Day services are public services owned by the community, with Council providing assistance to local RSL Sub Branches to hold the annual services.

To maintain the integrity of high-quality services for the future, the Murgon RSL Sub Branch Inc has requested that Council nominate a suitably qualified person to chair the Murgon Anzac Day Commemorative Committee moving forward.

The committee meets on a monthly basis to coordinate not only Anzac Day but also to assist the Murgon Sub Branch with the arrangements for other commemorative occasions as required.

The next meeting is scheduled for 21 June 2021 commencing at 2.00pm in the Board Room of the Murgon Service Club.

The Murgon RSL Sub Branch Inc has requested that Council support the request and advise an appropriate person as agreed to by the Sub Branch at their earliest convenience.

ATTACHMENTS

1. **Murgon Anzac Day Commemorative Committee** [↓](#) 



11 May 2021

Dr Brett Otto
Mayor
South Burnett Regional Council
PO Box 336
KINGAROOY QLD 4610
By Email: mayer@southburnett.qld.gov.au

Dear Brett

Murgon Anzac Day Commemorative Committee

Murgon RSL Sub Branch wishes to advise that, at the committee meeting held 10 May 2021, the long standing Chair, Mr Richie O'Neill OAM announced his retirement from the position which he has held for some 24 years. Also at that meeting, Ms Rose Heath also announced her retirement after serving as Secretary of the Committee for 9 years.

During his announcement, Mr O'Neill advised that he would be stepping down effective immediately, however, he is happy to provide advice to the new Chair. The Murgon RSL Sub Branch would like to extend its heartfelt thanks to these two long standing committee members. The value of their contribution to the community cannot be underestimated as they have continued to grow the Anzac Day Parade in Murgon during their time on the committee.

Mrs Morgan Suchoronzak, Deputy Principal Murgon State High School, has been a member of the committee for the past several years and has kindly agreed to take on the position of Secretary.

The Murgon Commemorative Committee (formerly known as the Anzac Day Committee) has been chaired traditionally by a person appointed by the South Burnett Regional Council. Anzac Day and Remembrance Day services are public services owned by the community. The Council assumes responsibility for these services with the assistance from the local RSL Sub Branch.

With this in mind, to maintain the integrity of high-quality services for the future, we would request that the Council nominate a suitably qualified person to chair this committee moving forward. It should be noted that the Commemorative Committee has no funds of its own and subsequently is a Sub Committee of the Murgon RSL Sub Branch for practical reasons.

Murgon RSL Sub Branch Inc. PO Box 34 Murgon QLD 4605

Document Set ID: 2193666
Version: 1. Version Date: 12/05/2021

The logo for rslqld.org, featuring the text 'rslqld.org' in white on a yellow rectangular background.



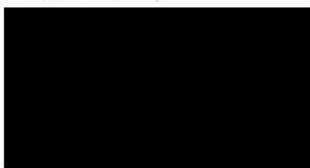
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The committee meets on a monthly basis to coordinate not only Anzac Day but also to assist the Murgon Sub Branch with the arrangements for other commemorative occasions as required.

The next meeting is scheduled for 21 June 2021 commencing at 2.00pm in the Board Room of the Murgon Service Club.

We trust that Council will support this request and advise an appropriate person as agreed to by the Sub Branch at your earliest convenience.

Yours sincerely



Murgon RSL Sub Branch Inc. PO Box 34 Murgon QLD 4605

Document ID: 219366
Version: 1. Version Date: 12/05/2021



10 QUESTIONS ON NOTICE**10.1 RAIL TRAIL MAINTENANCE - KINGAROY****File Number:** 9-6-2021**Author:** Acting Manager NRM & Parks**Authoriser:** Chief Executive Officer

The following question on notice was received from Cr Schumacher at the Community Standing Committee on 12/5/2021.

Question/Report

How is the maintenance progressing at the Kingaroy end of the Rail Trail?

Response

Mowing on the Kingaroy section of the Rail Trail was due to start the week commencing Monday 17 May 2021. By the time of the Standing Committee meeting, all sections of the Rail Trail will have been completed. The Rail Trail mowing schedule operates on a monthly basis and takes seven (7) days from end to end, shared between two separate parks crews. During the low growth months, works staff still continue with this cycle to ensure all herbage and trees are removed for safety and clearance purposes. Parks staff are also widening the width of the corridor as resources permit to improve access and safety.

RECOMMENDATION

That the response to the question raised by Cr Schumacher be received and noted.

ATTACHMENTS

Nil

10.2 HOW MUCH IS IT COSTING COUNCIL TO MOW THE ALLOTMENTS?**File Number: 9-6-2021****Author: Administration Officer****Authoriser: Chief Executive Officer**

The following question on notice was received from Councillor Schumacher.

Question

How much is it costing Council to mow the allotments?

Response

The slashing/mowing charges vary depending on property size and the contractor. However, recent contractor charges have been between \$72.60 and \$250.

An administration fee is also added onto the cost to slash/mow, which is \$55.00 for properties with an Authority to Slash and \$90.00 for properties without an Authority to Slash.

Once Council receives the invoice from the contractor, Council posts an invoice to the property owner, whose charge is a total of the contractors charge and the admin fee. All costs incurred by Council are on-charged to the property owner.

Gross charges per annum is in the vicinity of \$10,000 -\$15,000 per year (recovered via Debtors)

RECOMMENDATION

THAT the response to the question regarding how much is it costing Council to mow the allotments raised by Councillor Schumacher be received and noted.

ATTACHMENTS

Nil

10.3 APEX PARK LOOKOUT REFURBISHMENT & CARPARK**File Number:** 9-6-2021**Author:** Acting Manager NRM & Parks**Authoriser:** Chief Executive Officer

The following question on notice was received from Cr Schumacher at the Community Standing Committee on 12/5/2021.

Question/Report

Why did Council concrete the carpark at the Apex Park Lookout? There is a lip that comes out on the road. Is that the way that is going to stay? Is it safe?

Response

The upgrade of the carpark at the Apex lookout is funded by the Drought Communities Programme (DCP). Whilst the carpark was engineer designed, a decision to use concrete was made based on project needs at the time as follows:

- The smaller area was more cost effective per square metre;
- Timeframes for installation of concrete were conducive to managing the project;
- Concrete clearly delineates parking areas, particularly the disabled space.

Following Cr Schumacher's question in relation to a lip between the existing bitumen road and new concrete, an inspection was carried out and whilst this is not a defect, a slight depression exists along the concrete edge. Council's Infrastructure Department have conducted remedial works to fill the depression, which has been funded from an underspend in the available project funding.

RECOMMENDATION

That the response to the question raised by Cr Schumacher be received and noted.

ATTACHMENTS

Nil

10.4 W4Q COVID - YALLAKOOL BOAT RAMP**File Number: 9-6-2021****Author: Acting Manager NRM & Parks****Authoriser: Chief Executive Officer**

The following question on notice was received from Cr Duff at the Community Standing Committee on 12/5/2021.

Question/Report

Did Council cut back on the scope of the Yallakool Boat Ramp project?

Response

The maintenance of the boat ramp at Yallakool on Bjelke Petersen Dam is a Works for Queensland Project – COVID round. Initial estimates were set at \$75,000 for widening, lengthening and to address drainage erosion issues. However, this was prior to establishing through the Queensland Department of Transport and Main Roads that Council would require permission and a formal approval for such works. Therefore, following discussions with the Manager NRM & Parks at the time, it was decided that works would involve maintenance only. Accordingly, the estimate was reduced to \$39,000. Works are now completed and involve widening and drainage of the existing ramp, which also met the requirements of the Department of Transport and Main Roads.

RECOMMENDATION

That the response to the question raised by Cr Duff be received and noted.

ATTACHMENTS

Nil

10.5 COOLABUNIA SALEYARDS - REVENUE SUMMARY**File Number:** 9-6-2021**Author:** Acting Manager NRM & Parks**Authoriser:** Chief Executive Officer

The following question on notice was received from Cr Potter at the Community Standing Committee on 12/5/2021.

Question/Report

How much income does Council get from Cattle dipping, inspections and sales?

Response

Total income: \$10,680.05

Income associated with sales: \$7,664.30

Income not associated with sales: \$3,015.75

The following table includes a breakdown of saleyards income, by type, for April 2021:

SALES/ PRIVATE	THROUGHPUT	UNIT	APRIL INCOME
Agent sale fees			
Sales	805	\$1.60 per head	\$1288.00
Dipping			
Sales	709	\$3.00 p/head (includes inspection & dipping)	\$2,127.00
Private sales	543	\$2.20 p/head (dipping only)	\$1,194.60
Tick inspection			
Sales	709	\$0 (included in \$3 dipping fee above)	\$0
Private	391	\$123 per hour, minimum of \$30.80	\$1077.15
Weighing			
Sales	706	\$5.50 p/head (includes yard fees)	\$3,883.00
Private	176	\$1.60 p/head	\$281.60
Yarding			
Sales	99 (open auction not weighed)	\$3.70	\$366.30
Private, Consignment/in transit	221	\$2.20 per head + \$1 per day thereafter	\$462.40
Total Income			\$10,680.05

Average monthly expenses over the last 5 years are in the order of \$22,000 to \$23,000.

RECOMMENDATION

That the response to the question raised by Cr Potter be received and noted.

ATTACHMENTS

Nil

10.6 QEII PARK BENCHES**File Number: 9-6-2021****Author: Acting Manager NRM & Parks****Authoriser: Chief Executive Officer**

The following question on notice was received from Cr Duff at the Community Standing Committee on 12/5/2021.

Question/Report

Which benches are being painted as part of the amenities upgrade, painting new benches in QEII park?

Response

The amenities in QEII park were recently painted, which included the *proposed* installation of new stainless-steel bench tops. Unfortunately, Council has experienced delays with the original supplier engaged to conduct the installation. Owing to a few issues with the Kingaroy supplier, such as the product material not being to required standards, Council was required to engage another supplier.

Advice from the supplier is that the installation will be completed by the week ending 28 May 2021.

RECOMMENDATION

That the response to the question raised by Cr Duff be received and noted.

ATTACHMENTS

Nil

10.7 NEW FIXED FOOD BUSINESS LICENCE APPLICATIONS

File Number: 9-6-2021
Author: Manager Environment and Waste
Authoriser: Chief Executive Officer

The following question on notice was received from Councillor Potter.

Question

Query regarding why the New Fixed Food Business Licence Applications YTD figure for last year was 38, while this year is 246.

Response

Environment and Waste apologises to Council for placing an inaccurate figure before Council. Apparently, there was an 'error' in the formulae of that particular cell of the statistic report.

The Report formulae has been amended to reflect only **new** applications for businesses, which is what it was supposed to have been reporting. The figures as now reported in the May 2021 Statistics report for Environment and Waste for the New Fixed Food Business Licence Applications is as outlined below:

Stats Item	Monthly 1/5/21 - 31/5/21	Monthly Comparative 1/5/20 - 31/5/20	Yr. to date Cumulative 1/7/20 – 31/5/2021	Yr. to date Cumulative Comparative 1/7/19 – 31/5/20
New Fixed Food Business Licence Applications	3	2	22	41

The technical answer to the inflated figure is that the formulae code sourcing the data to aggregate also included applications for inspections, renewals of existing food businesses and water sampling applications, which are subsidiaries of the primary application.

Thank you for bringing this inconsistency to the Environment and Waste Branch's attention and apologies again for the administrative error inaccuracy.

RECOMMENDATION

That the response to the question regarding Question on Notice - New Fixed Food Business Licence Applications raised by Councillor Cr Potter be received and noted.

ATTACHMENTS

Nil

11 CONFIDENTIAL SECTION

OFFICER'S RECOMMENDATION

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

11.1 Lease - 62-64 Lamb Street Murgon

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

12 CLOSURE OF MEETING