



# **AGENDA**

## **Community Standing Committee Meeting Wednesday, 8 December 2021**

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

**Date: Wednesday, 8 December 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 DEPUTATIONS/PETITIONS**

**5.1 DEPUTATION - LYNDA LANGE, MICHELLE ANDERSON AND BRETT CHASELING**

**File Number:** 08/12/2021

**Author:** Executive Assistant

**Authoriser:** Chief Executive Officer

**PRECIS**

Deputation by Lynda Lange, Michelle Anderson and Brett Chaseling

**SUMMARY**

Lynda, Michelle and Brett will be addressing Council in relation to COVID-19 vaccine mandates.

**BACKGROUND**

Nil

**ATTACHMENTS**

Nil

## 5.2 COVID VACCINATION / MANDATES AND POSITION OF COUNCIL

**File Number:** 08/12/2021

**Author:** Coordinator Executive Services

**Authoriser:** Chief Executive Officer

### PRECIS

Council has received correspondence regarding the next phase of the COVID response, the impact of mandates upon the community and business.

### SUMMARY

To discuss the proposed opening of the Queensland borders on 17 December 2021 and its implications to local businesses and any potential health impact in our region.

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### OFFICER'S RECOMMENDATION

For Councils consideration.

### BACKGROUND

Attached is correspondence and a media release related to recent correspondence received by council. Also attached are the most recent vaccination rates for South Burnett Regional Council area at the time of the preparation of this report. The complexity of the mandate issues is acknowledged and that there appears to be no clear consensus on the impact of these mandates moving forward or how long they will need to remain in place.









Council has actively worked with groups such as the Local Government Association of Queensland, Queensland Health, and the Public Health Network (PHN) for greater clarification on the proposed mandates and to support the provision of sites for pop up vaccination clinics such as the Murgon VIC and recently held community health expo in Kingaroy for example. Council will continue to support community opportunities for vaccination and encourages the same.

Council responded regarding the proposed impact and roll out of the State Governments programme on Council owned facilities. Advice received from the State Government through the LGAQ is that Council facilities are not included in the current mandates.

Council will abide by all lawful directions which include the public health orders from either the State or Commonwealth Governments.

Council will continue to work with all levels of government and seek information and clear guidance on any impact for not only our council facilities but also the impact on the business community and in particular small business. We will communicate the same to the community when we become aware of them.

### ATTACHMENTS

1. **Correspondence - COVID-19 Restrictions for Unvaccinated People**  
2. **Media Release - COVID-19 Vaccination Mandates in Queensland**  
3. **Map - First dose coverage as at 26 November 2021**  
4. **Map - Second dose coverage as at 26 November 2021**  

Enquiries: Mark Pitt PSM  
 Phone: (07) 4189 9100  
 ECM ID: 2859273 MP:BB



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25 November 2021

**Re: COVID-19 restrictions for unvaccinated people**

Council would like to acknowledge your recent correspondence. We have received many emails and letters and understand your concerns regarding the COVID-19 pandemic and the recent State Government announcements regarding the restrictions for unvaccinated people to commence on 17 December 2021.

I am writing on behalf of the Council and the Councillors regarding Council's position on this matter.

Due to the large volume of requests, I will not be addressing each point raised but will try and cover the main questions.

Regarding an alleged survey, Council has not been requested to participate in a public survey nor are we aware of such a survey to support or not support the State Government Public Health and Social Measures roadmap.

We were contacted by LGAQ and responded regarding the proposed impact and roll out of the State Government programme on Council owned facilities. Since participating in these discussion LGAQ has been able to clarify that the vaccine mandate rules will not be extended to Council owned and operated facilities such as Libraries, Swimming Pools or Town Halls for example.

In relation to mandatory vaccination, our Council has not, does not and has no plans to move to a mandatory vaccination position for our staff. We strongly encourage and actively participate in all appropriate actions for the safety of the community and our workforce and encourage all to seek their own advice and make their own informed decisions.

This matter is clearly a public health issue and a matter for the state public health policy. Our Council does not have access to the health modelling or information that we understand would guide the decision making and we will continue to work with all agencies in finding a workable path forward.

**Customer Service Centres**

☐ **Blackbutt** 69 Hart Street  
 ☐ **Kingaroy** 45 Glendon Street  
 ☐ **Nanango** 48 Drayton Street

☐ **Murgon** 42 Stephens Street West  
 ☐ **Wondai** Cnr Mackenzie & Scott Streets



We understand that venues that will be impacted will be clearly indicated in the public health directions prior to any rules coming into effect. Furthermore, we have been advised that Local Government, including our Council, will have no role in the enforcement of these mandates.

The safety and wellbeing of our community is our highest priority. Our Council holds concerns about how small business and others in our community will navigate the mandates for unvaccinated residents from 17 December. We understand these are challenging times and want to reassure you that our Council has no legal jurisdiction over the public health orders or lawful directions from the State and / or Commonwealth Governments.

We will continue to seek information and clear guidance on any impact for council facilities and will communicate the same to the community when we become aware of them.

We respect your views and concerns and thank you for writing to Council.

Yours faithfully



**Mark Pitt PSM**  
**CHIEF EXECUTIVE OFFICER**



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## Media Release

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PO Box 336, Kingaroy Q 4610 – P: 07 4189 9100 – E: [media@sbrc.qld.gov.au](mailto:media@sbrc.qld.gov.au) - W: [www.southburnett.qld.gov.au](http://www.southburnett.qld.gov.au) - ABN 89 972 463 351

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**FOR IMMEDIATE RELEASE 26/11/2021**

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START

### **COVID-19 vaccination mandates in Queensland**

South Burnett Regional Council advises that the vaccine mandates, announced by Queensland Government as part of the COVID-19 restrictions coming into effect for unvaccinated residents from Friday 17 December 2021, will not extend to Council owned and operated facilities such as Libraries, Swimming Pools and Town Halls.

Council strongly encourages and actively participates in all appropriate actions for the safety of the community and our workforce, and urges all residents to seek advice from their healthcare professional to make their own informed decisions. The safety and wellbeing of our community is our highest priority, and Council will continue to work with all agencies to navigate a workable path forward.

Our community has contacted Council through large volumes of emails and correspondence, clearly expressing concerns about how small business and others in our community will navigate the mandates for unvaccinated residents from Friday 17 December 2021.

We understand these are challenging times and acknowledge the complexity of the issues.

Council will continue to advocate for assistance for the impacted businesses so they can work through the upcoming changes.

Council understands that all impacted venues will receive communications from the Queensland Government regarding public health directions prior to any rules coming into effect.

Furthermore, we have been advised that Council will have no active role in the enforcement of these mandates.

We will continue to seek information and clear guidance on any impact for council facilities and will communicate the same to the community when we become aware of them.

For further information on Queensland Health's current COVID-19 advice and restrictions, visit the website <https://www.covid19.qld.gov.au/> or call 134 COVID (13 42 68).

For further information contact Council's Executive Services on 1300 789 279, 4189 9100 or email [info@sbrc.qld.gov.au](mailto:info@sbrc.qld.gov.au).

END

For media enquiries contact: *Communications Officer*

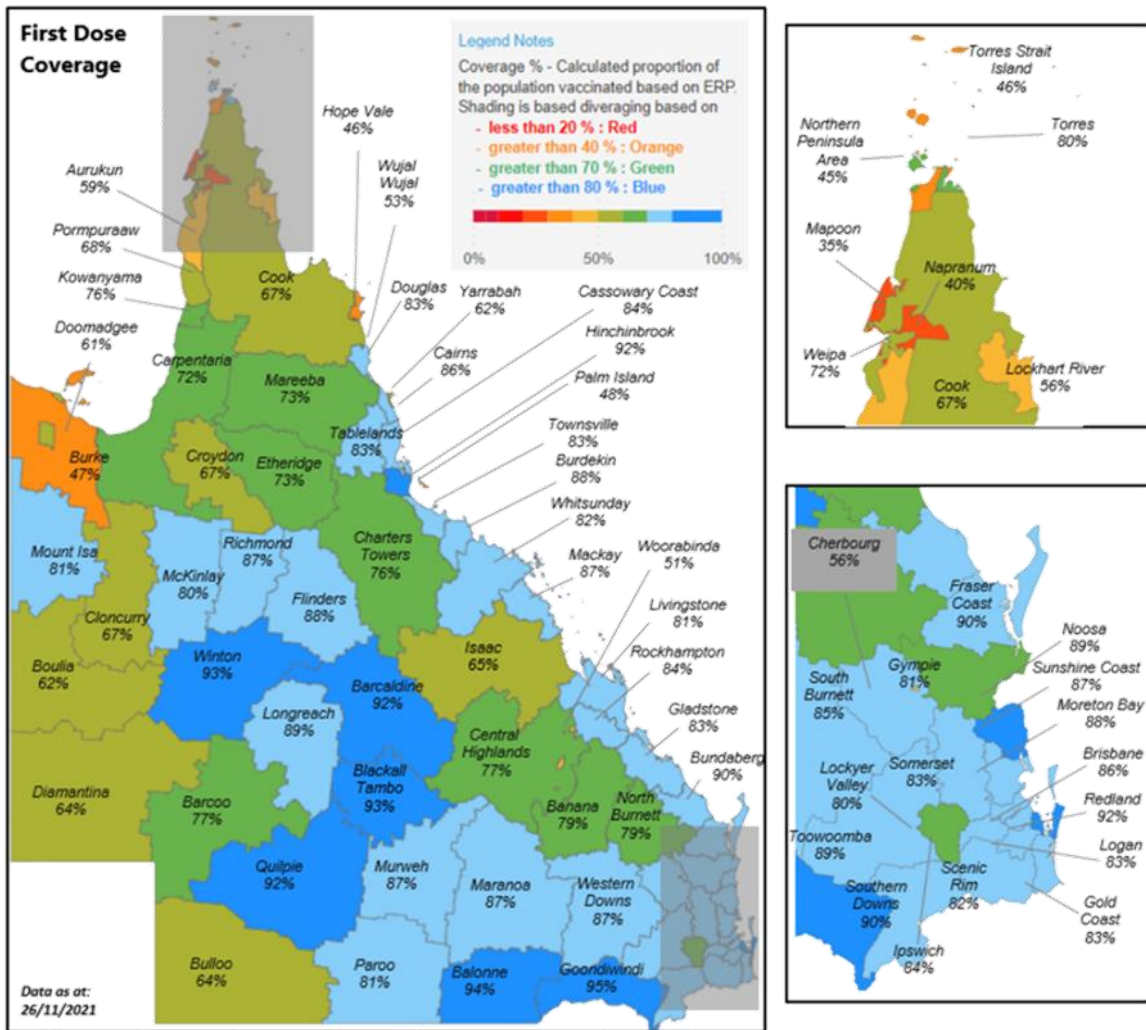
Telephone: 07 4189 9100

Email: [media@sbrc.qld.gov.au](mailto:media@sbrc.qld.gov.au)

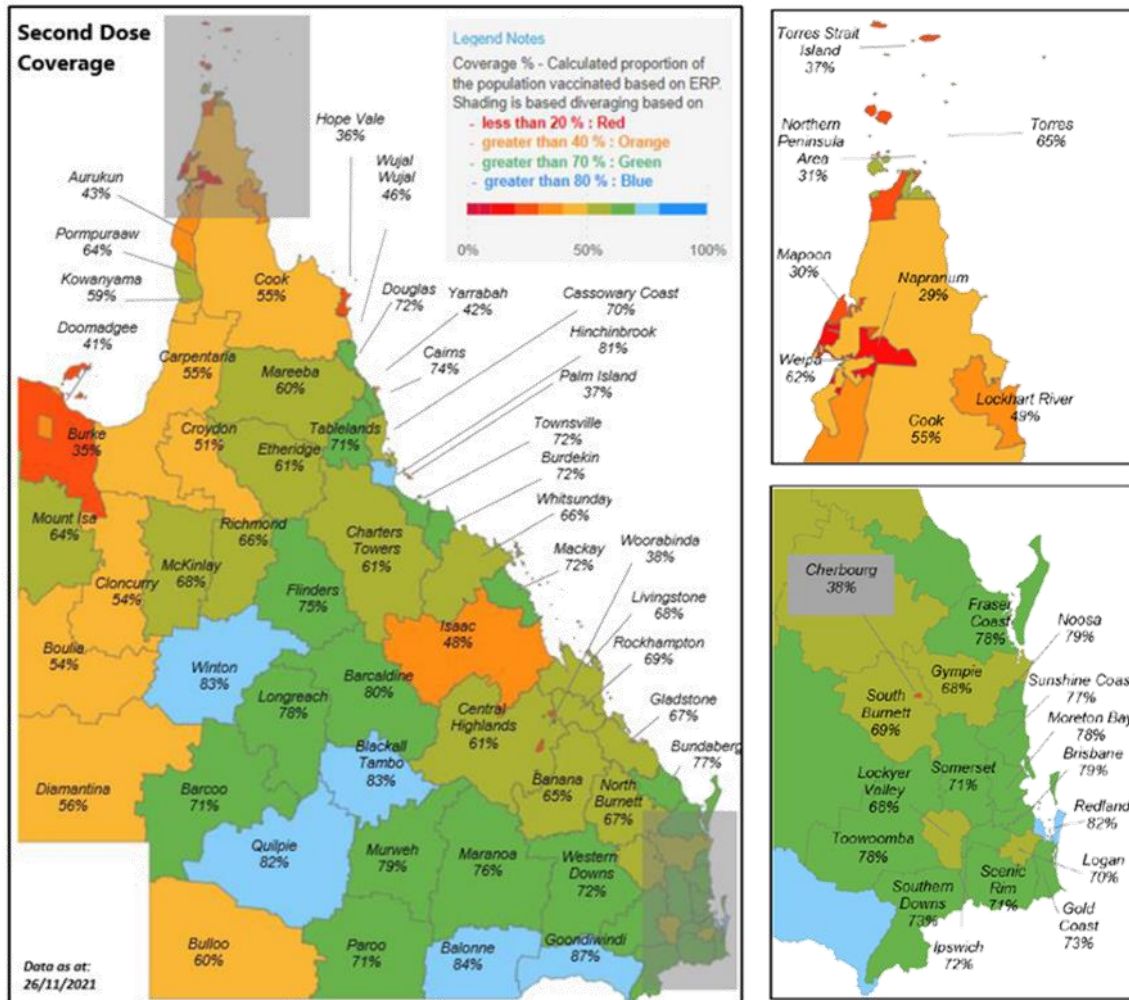
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# Queensland Vaccination Coverage by Local Government Area

First dose coverage as at 26 November 2021



## Second dose coverage as at 26 November 2021



Queensland Vaccination Coverage by Local Government Area

**6 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**6.1 MINUTES OF THE COMMUNITY STANDING COMMITTEE MEETING HELD ON 10 NOVEMBER 2021**

**File Number: 08/12/2021**

**Author: Coordinator Executive Services**

**Authoriser: Chief Executive Officer**

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**OFFICER'S RECOMMENDATION**

That the Minutes of the Community Standing Committee Meeting held on 10 November 2021 be received.

**ATTACHMENTS**

- 1. Minutes of the Community Standing Committee Meeting held on 10 November 2021**



# **MINUTES**

## **Community Standing Committee Meeting**

**Wednesday, 10 November 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, 10 NOVEMBER 2021 AT 9.02AM**

**PRESENT:****Councillors:**

Cr Brett Otto (Mayor), Cr Roz Frohloff, Cr Gavin Jones (Deputy Mayor), 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), Ged Brennan (Acting General Manager Infrastructure), Leanne Petersen (Manager Property), Mark Watt (Acting Manager NRM & Parks), Michael Lisle (Acting Manager Lynelle Paterson (Coordinator Executive Services)

**1 OPENING**

The Mayor declared the meeting open and welcomed all attendees

**2 LEAVE OF ABSENCE / APOLOGIES**

Nil

**3 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

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

**4 DECLARATION OF INTEREST**

I, Cr Kirstie Schumacher inform this meeting that I have a declarable conflict of interest (as defined in section 150EN of the *Local Government Act 2009*) in **Item 7.4 - Coolabunia Saleyards - Working Group Report**

This declarable conflict of interest arises because I have bought and sold cattle through one of the tenderers who is a cattle agent.

This matter was resolved at the Ordinary Council Meeting on 22 September 2021 – Resolution Number 2021/135.

I, Cr Kathy Duff inform this meeting that I have a declarable conflict of interest (as defined in section 150EN of the *Local Government Act 2009*) in **Item 7.4 - Coolabunia Saleyards - Working Group Report**

This declarable conflict of interest arises because I have bought and sold cattle through one of the tenderers who is a cattle agent.

This matter was resolved at the Ordinary Council Meeting on 22 September 2021 – Resolution Number 2021/136.

I, Cr Gavin Jones inform this meeting that I have a declarable conflict of interest (as defined in section 150EN of the *Local Government Act 2009*) in **Item 7.4 - Coolabunia Saleyards - Working Group Report**

This declarable conflict of interest arises because I have bought and sold cattle through one of the tenderers who is a cattle agent.

This matter was resolved at the Ordinary Council Meeting on 22 September 2021 – Resolution Number 2021/134.

I, Cr Scott Henschen inform this meeting that I have a declarable conflict of interest (as defined in section 150EN of the *Local Government Act 2009*) in **Item 7.4 - Coolabunia Saleyards - Working Group Report**

This declarable conflict of interest arises because I have bought and sold cattle through one of the tenderers who is a cattle agent.

This matter was resolved at the Ordinary Council Meeting on 22 September 2021 – Resolution Number 2021/137.

## **5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

### **5.1 MINUTES OF THE COMMUNITY STANDING COMMITTEE MEETING HELD ON 13 OCTOBER 2021**

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#### **COMMITTEE RESOLUTION 2021/122**

Moved: Cr Kathy Duff  
Seconded: Cr Roz Frohloff

That the Minutes of the Community Standing Committee Meeting held on 13 October 2021 be received.

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

Against: Nil

**CARRIED 7/0**

#### **Attendance:**

At 9:11am, Acting Manager Michael Lisle entered the meeting.

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

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

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#### **COMMITTEE RESOLUTION 2021/123**

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, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

**CARRIED 7/0**

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**6.1.1 MY AGED CARE INFORMATION SESSIONS**

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**RESOLVED 2021/124**

Discuss with Lutheran Services whether an information session on My Aged Care could be held at the Blackbutt Library.

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**6.2 OPTIONS TO REFURBISH BRICK ENTRANCES - FISHER ST & ADERMANN DRIVE, KINGAROY**

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**COMMITTEE RESOLUTION 2021/125**

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the report be received and Council notes that the graffiti will be removed through normal operational processes.

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

Against: Nil

**CARRIED 7/0**

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**6.3 APPLICATION FOR FUNDING UNDER THE STRONG AND RESILIENT COMMUNITIES ACTIVITY - INCLUSIVE COMMUNITIES GRANT**

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**COMMITTEE RESOLUTION 2021/126**

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That the Committee recommend to Council: -

That Council endorse the submission of an application under the Strong and Resilient Communities Activity grant.

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

Against: Nil

**CARRIED 7/0**

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**6.3.1 QUESTION ON NOTICE - INCLUSIVE COMMUNITIES GRANT**

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Question on notice from Cr Duff:

How much is the funding and what would be the Council contribution?

**Attendance**

At 9.26am, Acting Manager NRM & Parks Mark Watt entered the meeting.

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**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 2021/127**

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, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

**CARRIED 7/0**

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**7.1.1 QUESTION ON NOTICE - NON-COMPLIANT BUILDING POLICY**

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Question on notice from Cr Duff:

Where are we at with the policy on non-complaint buildings? Report to the next Community Standing Committee Meeting in relation to the policy on non-compliant buildings

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**7.2 NATURAL RESOURCE MANAGEMENT OPERATIONAL UPDATE**

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**COMMITTEE RESOLUTION 2021/128**

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

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

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

Against: Nil

**CARRIED 7/0**

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**7.3 PLANNING AND LAND MANAGEMENT OPERATIONAL UPDATE**

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**COMMITTEE RESOLUTION 2021/129**

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

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

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

Against: Nil

**CARRIED 7/0**

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**7.4 COOLABUNIA SALEYARDS - WORKING GROUP REPORT**

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**COMMITTEE RESOLUTION 2021/130**

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

That the Committee recommends to Council:

1. That the report be received, and Council adopt the Coolabunia Saleyards Working Group Action Plan, as amended; and
2. That the Working Group be directed to continue to develop and implement the Action Plan, with updates to Council on a regular basis.

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

Against: Nil

**CARRIED 7/0****Attendance:**

At 10:00am, Acting Manager Mark Watt left the meeting.

At 10:02am, Acting Manager Mark Watt returned to the meeting.

**8 PORTFOLIO - WASTE MANAGEMENT****8.1 WASTE MANAGEMENT PORTFOLIO REPORT**

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**COMMITTEE RESOLUTION 2021/131**

Moved: Cr Roz Frohloff

Seconded: Cr Scott Henschen

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

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

Against: Nil

**CARRIED 7/0****8.1.1 REPORT - BLACKBUTT TRANSFER STATION**

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**RESOLVED 2021/132**

Moved: Cr Gavin Jones

Seconded: Cr Danita Potter

Report to the December Community Standing Committee Meeting on the Blackbutt Transfer Station, including costs to man the Transfer Station, taking into account consideration of the needs of the Blackbutt Community as a growing and developing commercial space in our region.

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**8.2 ENVIRONMENT AND WASTE SERVICES UPDATE**

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**COMMITTEE RESOLUTION 2021/133**

Moved: Cr Roz Frohloff  
Seconded: Cr Danita Potter

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

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

Against: Nil

**CARRIED 7/0**

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**8.3 INVITATION TO NOMINATE A COUNCILLOR TO BE PART OF THE PROJECT ADVISORY GROUP FOR THE DEVELOPMENT OF THE DARLING DOWNS AND SOUTH WEST REGIONAL WASTE MANAGEMENT STRATEGY AND INFRASTRUCTURE PLAN**

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**COMMITTEE RESOLUTION 2021/134**

Moved: Cr Danita Potter  
Seconded: Cr Scott Henschen

That the Committee recommend to Council:

That Council nominate Councillor Frohloff to be part of the Project Advisory Group for the development of the Darling Downs and South West Regional Waste Management Strategy and Infrastructure Plan.

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

Against: Nil

**CARRIED 7/0**

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**9 PORTFOLIO – RURAL RESILIENCE, PARKS & GARDENS, PROPERTY & FACILITY MANAGEMENT, INDIGENOUS AFFAIRS**

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**9.1 RURAL RESILIENCE, PARKS & GARDENS, PROPERTY & FACILITY MANAGEMENT AND INDIGENOUS AFFAIRS PORTFOLIO REPORT**

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**COMMITTEE RESOLUTION 2021/135**

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, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

**CARRIED 7/0**

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**9.1.1 QUESTION ON NOTICE - GRASS ON FOOTPATHS**

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Question on notice from Cr Schumacher:

Who is responsible for the grass on the footpaths in Kingaroy? Is this something Council maintains or is it the responsibility of the commercial operators?

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**9.2 PARKS & GARDENS UPDATE**

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**COMMITTEE RESOLUTION 2021/136**

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

That the Parks & Gardens update be received for information.

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

Against: Nil

**CARRIED 7/0**

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**9.3 PROPERTIES OPERATIONAL UPDATE**

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**COMMITTEE RESOLUTION 2021/137**

Moved: Cr Gavin Jones

Seconded: Cr Danita Potter

That the Property Operational update be received for information.

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

Against: Nil

**CARRIED 7/0**

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**ADJOURN MORNING TEA**

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**COMMITTEE RESOLUTION 2021/138**

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the meeting adjourn for morning tea.

**CARRIED**

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**RESUME MEETING**

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**COMMITTEE RESOLUTION 2021/139**

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the meeting resume at 10.50am

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

Against: Nil

**CARRIED 7/0**

## **MOTION**

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### **COMMITTEE RESOLUTION 2021/140**

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

That Item 9.11 and 9.12 be brought forward and discussed.

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

Against: Nil

**CARRIED 7/0**

## **9.11 RESOLUTION OF TENURE FOR COMMUNITY HALLS HELD IN TRUST BY COUNCIL**

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### **COMMITTEE RESOLUTION 2021/141**

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the Committee recommend to Council that:

South Burnett Regional Council consider the future management and ownership of the Tingoora and Cloyna Halls by:

1. Undertaking consultation with Hall Committees and the community to determine opportunities and preferred management and ownership options
2. Seek legal advice and progress with preferred management or tenure options
3. If required, make application to the Supreme Court of Queensland to provide a ruling on tenure or management arrangements.

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

Against: Nil

**CARRIED 7/0**



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**9.12 MONDURE HALL - FUTURE PLANS FOR MAINTENANCE AND TENURE ARRANGEMENTS**

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**COMMITTEE RECOMMENDATION**

Moved: Cr Kathy Duff

That the committee recommends to Council:

That Council investigate the proposal put forward by the Mondure Hall Committee dated 5 November 2021 with regards to future tenure arrangements and maintenance of the hall.

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**MOTION**

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**COMMITTEE RESOLUTION 2021/142**

Moved: Cr Kirstie Schumacher

Seconded: Cr Gavin Jones

That Council moves into closed session in accordance with Section 254J - G of the *Local Government Regulation 2012*:

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.

In Favour: Crs Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Crs Brett Otto and Kathy Duff

**CARRIED 5/2**

**Attendance:**

At 11:19am, Cr Brett Otto left the meeting. The Deputy Mayor assumed the Chair.

At 11:52am, Acting Manager Mark Watt left the meeting.

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**COMMITTEE RESOLUTION 2021/143**

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That Council moves out of Closed Council into Open Council.

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

Against: Nil

**CARRIED 6/0**

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**9.12 MONDURE HALL - FUTURE PLANS FOR MAINTENANCE AND TENURE ARRANGEMENTS**

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**COMMITTEE RESOLUTION 2021/144**

Moved: Cr Kathy Duff  
Seconded: Cr Kirstie Schumacher

That the committee recommends to Council:

That Council investigate the proposal put forward by the Mondure Hall Committee dated 5 November 2021 with regards to future tenure arrangements and maintenance of the hall.

In Favour: Crs Gavin Jones, Danita Potter, Kirstie Schumacher and Kathy Duff

Against: Crs Roz Frohloff and Scott Henschen

**CARRIED 4/2**

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**COMMITTEE RESOLUTION 2021/145**

Moved: Cr Danita Potter  
Seconded: Cr Roz Frohloff

That the Committee recommend to Council to:

1. Consult with the community to determine future use, asset management and tenure arrangements for Mondure Hall and
2. Seek legal advice to finalise the preferred tenure arrangements which may include making application to the Supreme Court of Queensland to provide a ruling.

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

Against: Nil

**CARRIED 6/0**

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**Attendance:**

At 11:55am, Acting Manager Mark Watt returned to the meeting.

At 11:56am, Acting Manager Michael Lisle left the meeting.

**9.4 LIONS PARK SIGNAGE - BIG PEANUT**

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**COMMITTEE RESOLUTION 2021/146**

Moved: Cr Danita Potter  
Seconded: Cr Kirstie Schumacher

That the Committee recommends to Council;

1. That South Burnett Regional Council approve the proposed signage on sides one (1) and two (2) of the plinths in Lions Park, depicting two major sponsors and the inclusion of community nut funders on the rear surface; and
2. That Council authorise the Chief Executive Officer to finalise arrangements for an official opening with the plaque to be installed pursuant to Queensland Government Funding Guidelines.

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

Against: Nil

**CARRIED 6/0**

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**9.4.1 SIGN IN LIONS PARK**

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Question on notice from Danita Potter:

There was going to be a Lions sign in a garden at the front of the in the corner of the Park to show it is actually Lions Park. Is this still happening? If not, why not?

**Attendance:**

At 11:57am, Acting Manager Michael Lisle returned to the meeting.

**9.5 UPDATE - PUBLIC AMENITY CLEANING CONTRACTS**

---

**COMMITTEE RESOLUTION 2021/147**

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the report be received and noted.

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

Against: Nil

**CARRIED 6/0**

**9.6 "A DAY AT THE DAM" - UPDATE**

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**COMMITTEE RESOLUTION 2021/148**

Moved: Cr Scott Henschen

Seconded: Cr Roz Frohloff

That the report be received and noted.

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

Against: Nil

**CARRIED 6/0**

**Attendance:**

At 12:02pm, CEO Mark Pitt left the meeting.

At 12:02pm, CEO Mark Pitt returned to the meeting.

At 12:05pm, Manager Leanne Petersen left the meeting.

At 12:09pm, Manager Leanne Petersen returned to the meeting.

**9.7 UPDATE - STREET CLEANER DEMONSTRATION**

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**COMMITTEE RESOLUTION 2021/149**

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the committee recommend to Council:

That:

1. the purchase and/or hire of a street cleaner and EcoVac be referred to the 2022/2023 budget deliberations;
2. the CBD Working Group be requested to establish service standards incorporating a street cleaner and EcoVac for operations throughout the region, including preparation of a business plan.

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

Against: Nil

**CARRIED 6/0**

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**9.7.1 UPDATE - CLEANING OF CBDS**

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**RESOLVED 2021/150**

Update to be provided to the Infrastructure Standing Committee Meeting in relation to the cleaning of CBD's, in particular the footpaths.

**9.8 MAGPIE RELOCATION - UPDATE REPORT**

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**COMMITTEE RESOLUTION 2021/151**

Moved: Cr Danita Potter

Seconded: Cr Kirstie Schumacher

That the report be received and noted.

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

Against: Nil

**CARRIED 6/0**

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**9.9 BLACKBUTT FLYING FOX ROOST MODIFICATION WORKS - UPDATE REPORT**

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**COMMITTEE RESOLUTION 2021/152**

Moved: Cr Scott Henschen  
Seconded: Cr Roz Frohloff

That the report be received and noted for information.

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

Against: Nil

**CARRIED 6/0**

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**9.9.1 REPORT - ELECTRIC MOWERS**

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**COMMITTEE RESOLUTION 2021/153**

Moved: Cr Scott Henschen  
Seconded: Cr Kathy Duff

A report be brought back to the March Community Standing Committee in relation to electric mowers including costings and any other relevant costs and comparisons.

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

Against: Nil

**CARRIED 6/0**

**Attendance:**

At 12:18pm, Acting General Manager Ged Brennan left the meeting.

At 12:18pm, Acting General Manager Ged Brennan returned to the meeting.

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**9.10 LEASE - BLACKBUTT SPORTSGROUND OVAL TO TIMBERTOWN SPORTING AND COMMUNITY HUB INC.**

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**COMMITTEE RESOLUTION 2021/154**

Moved: Cr Roz Frohloff  
Seconded: Cr Danita Potter

That the Committee recommend to Council

That Council enter into a Lease with the Timbertown Sporting and Community Hub Inc. for Lot 33 on RP32391 and Lot 78 on RP167978

- a) For a term of 10 years
- b) For \$75.00 per annum (plus GST)

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

Against: Nil

**CARRIED 6/0**

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**9.13 ADOPTION OF MOST APPROPRIATE USE ASSESSMENT FOR 1 POUND STREET, KINGAROY**

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**COMMITTEE RESOLUTION 2021/155**

Moved: Cr Roz Frohloff

Seconded: Cr Scott Henschen

That the Committee recommend to Council that:

1. The report prepared by AEC for the most appropriate use of Council-owned property at Pound Street, Kingaroy, described as Lot 13 on RP814986, be adopted by Council as the preferred development of the property
2. A suitably qualified and experienced contractor be engaged to prepare a masterplan for the property.

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

Against: Nil

**CARRIED 6/0****10 QUESTIONS ON NOTICE****10.1 QUESTIONS ON NOTICE**

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**COMMITTEE RESOLUTION 2021/156**

Moved: Cr Kathy Duff

Seconded: Cr Roz Frohloff

That the responses to the question raised be received and a report presented to the December Community Standing Committee Meeting on NRM spraying contract services.

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

Against: Nil

**CARRIED 6/0****11 CONFIDENTIAL SECTION**

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**COMMITTEE RESOLUTION 2021/157**

Moved: Cr Gavin Jones

Seconded: Cr Roz Frohloff

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 Proston Pool Management**

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

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involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

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

Against: Nil

**CARRIED 6/0**

**Attendance:**

At 12:34pm, Cr Danita Potter left the meeting.

At 12:36pm, Cr Danita Potter returned to the meeting.

At 12:37pm, Cr Roz Frohloff left the meeting.

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**COMMITTEE RESOLUTION 2021/158**

Moved: Cr Gavin Jones

Seconded: Cr Kathy Duff

That Council moves out of Closed Council into Open Council.

In Favour: Crs Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

**CARRIED 5/0**

**Attendance:**

At 12:39pm, Cr Roz Frohloff returned to the meeting.

**11.1 PROSTON POOL MANAGEMENT**

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**COMMITTEE RESOLUTION 2021/159**

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

That the Committee recommend to Council:

That the South Burnett Regional Council negotiate the offer to manage the Proston Pool

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

Against: Nil

**CARRIED 6/0**

**12 CLOSURE OF MEETING**

The Meeting closed at 12:40pm.

The minutes of this meeting were confirmed at the Community Standing Committee Meeting held on 8 December 2021.

.....  
CHAIRPERSON

## 7 PORTFOLIO – COMMUNITY, ARTS, HERITAGE, SPORT & RECREATION

### 7.1 COMMUNITY, ARTS, HERITAGE, SPORT AND RECREATION PORTFOLIO REPORT

**File Number:** 8-12-2021

**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.

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#### OFFICER'S RECOMMENDATION

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

#### Library:

##### **South Burnett Health and Community Services Expo**

South Burnett Libraries were thrilled to attend the South Burnett Health and Community Services Expo on 18 and 19 November at the Kingaroy Town Hall. This event provided a wonderful opportunity for library staff to meet other community groups and services which instigated conversations and brainstorming of how to collaborate and provide interesting and relevant events and services for our diverse community. Gameface through Emerge Support and TAFE are particularly keen to develop partnerships with our libraries in the new year.

##### **Christmas Crafts**

Young people across the region are invited to visit their local library from 10 – 24 December 2021 to collect a take home Christmas craft pack. Each pack contains a DIY ornament and a variety of crafty bits and pieces. Children can share their creations (with the help of mum or dad) to the South Burnett Libraries Facebook page... We'd love to see your Christmas crafts!

##### **Kingaroy Christmas Carnival**

South Burnett Libraries will be attending the Kingaroy Christmas Carnival on Thursday 9 December from 4pm at Memorial Park. Library staff will be available to chat with attendees about the free resources available at their local library and have the puppet theatre available for kids to interact with. There will also be a "Guess the lolly" jar for those who wish to take their chances on scoring some sweets Christmas treats. The winner will be drawn on Friday 10 December 2021.

##### **Summer Reading Club**

Each year, South Burnett Libraries participate in the State Library of Queensland's Summer Reading Club. This program, which will run from 1 December 2021 – 31 January 2022, encourages a love of reading and continued literacy development in children and young people during the summer holidays.

This year, the Summer Reading Club theme is *Uncover & Discover*. Children of all ages are invited to register for the club via the Summer Reading Club website, with the library joining in the fun by providing take home craft packs and challenge sheets to keep young ones motivated. Keep an eye on the South Burnett Libraries Facebook and Instagram pages for challenge ideas and inspiration, with staff featuring in a series of photos taking part in the Summer Reading Club challenges.

Join in the fun from 1 December 2021 – we'd love to see you!



**Outreach at Kingaroy Shopping World**

South Burnett Libraries will take part in a week-long outreach program at the Kingaroy Shopping World from 10 – 14 January 2022. Staff will be available each day from 10am-12noon to chat with families and complete simple crafts with children in attendance. It is hoped that this outreach will encourage locals to visit the library and take advantage of the free resources and programs.

**Phone Fast Challenge**

Save the date for 13 January 2022 as South Burnett Libraries and SB Partnerships for Kids present the annual 'Phone Fast Challenge'! Visit your local library in Blackbutt, Kingaroy, Murgon, Nanango, Proston and Wondai to take part in 2 hours of tech free fun! This event encourages families in the area to challenge themselves to a two-hour break from tech. Can you do without a device for two hours? Each session will run from 10am-12noon – see you there for puzzles, games, workshops and more!

**JP Service at Kingaroy Library**

Community members requiring a JP can now access this service each weekday from 12 noon - 2 pm at the Kingaroy Library. This service runs from the front office of the library and has already attracted quite a number of visitors who may not have frequented the facility otherwise.

**Arts**

Creative Recovery Training was held in Kingaroy from 19-21 November 2021.

The aim of the Creative Recovery Training program is to offer training for creatives and community leaders who are interested to work in communities that have been affected by disasters - in the immediate after-effect and then into the community's recovery journey.

The training aims to present an understanding of the individual and community context of disaster and an overview of group facilitation skills and planning tools.

**Sport & Recreation:**

Active Gameday Projects applications closed on the 5 November, this funding was designed to provide funding for infrastructure projects or upgrades to help community and sporting clubs in installing or upgrading of sports lighting or developing or upgrading of playing surfaces/spaces including irrigation.

Three South Burnett Clubs/groups have submitted applications:

Nanango Show Society

Wondai Wolves Rugby League

and Kingaroy Rugby League Football Club

Council wishes all the very best with their applications and look forward to the announcement early in the new year.

Congratulations must go to the Nanango Camp draft committee for persisting will running the draft on the 20&21 November following having to postpone due to receiving over 100mls the weekend prior. The new committee were overwhelmed with over 900 nominations being received and had the task of reducing to 500 due to available cattle numbers. Nanango draft was last run in 2018 and will be back annually in May 2022.

**BACKGROUND**

Nil

**ATTACHMENTS**

1. **South Burnett Health and Community Expo** [↓](#) 
2. **Summer Reading Club** [↓](#) 



South Burnett Health & Community Services Expo



Summer Reading Club Promotion

**7.2 DONATION TOWARDS THE PURCHASE OF A MEDIHOOD****File Number:** 8-12-2021**Author:** General Manager Community**Authoriser:** Chief Executive Officer**PRECIS**

Donation towards the purchase of a Medihood.

**SUMMARY**

Council has received an email from the Rural Doctors Foundation forwarding information on Medihood's given the borders opening to interstate and international visitors and the potential impact COVID could place on rural hospitals.

Council has been requested to provide either a \$1,000 donation which would provide a replacement plastic hood and battery pack or \$4,800 to purchase a whole Medihood.

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**OFFICER'S RECOMMENDATION**

For Council's consideration and discussion.

**BACKGROUND**

The McMonty Medihoods are an Aussie innovation that create a personal cover of protection over the patient with specialised air filtering systems, they act like as see-through shield that protects both the medical staff and patient from cross infection.

**ATTACHMENTS**

1. **Email from Rural Doctors Foundation** [↓](#) 

**From:** [REDACTED]  
**Sent:** Thu, 18 Nov 2021 09:15:17 +1000  
**To:** "sbrc@connect.t1cloud.com" <sbrc@connect.t1cloud.com>  
**Subject:** FW: Support your local community in the fight against COVID

#ECM #ECMBODY #SILENT



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[REDACTED]  
**Sent:** Thursday, 18 November 2021 7:53 AM  
**To:** Council Information General Email Account <info@sbrc.qld.gov.au>  
**Subject:** [EXTERNAL] Support your local community in the fight against COVID

**Please be cautious**

This email originated outside of SBRC.

Dear Mayor

I'm writing to you today because with borders opening to interstate and international visitors, rural and remote hospitals are in a race against COVID.

**We're desperately reaching out to South Burnett Regional Council as you have a deep connection to your community. We need your help to provide life-saving equipment to your local hospital.**



**"You can see the fear on the nurses's faces" - this is what Samantha told me. "We're still in the trenches".**

As an Intensive Care nurse with over 25 years' experience, Samantha Bates, has seen it all. But even she was taken aback by how COVID has stretched city hospitals to their limits.

"The challenge is that it's nearly impossible to separate those with COVID from other patients", she explained. "The risk of cross infection is everywhere and to minimise the risk you have to create a hospital within a hospital".

With a COVID outbreak, the demand on staffing multiplies, impacting everyone – the doctors, the nurses, and the administration, cleaning and kitchen staff. If anyone is infected or considered at risk, they are out of action for at least two weeks.

As a doctor serving the rural community of Stanthorpe and Chair of Rural Doctors Foundation, the thought of how our rural hospitals would deal with a COVID outbreak has kept me awake at night.

**"But that's why the Medihoods are such a game changer".**

The *McMonty Medihoods* are a break-through Aussie innovation that can change everything. By creating a personal cover of protection over the patient with specialised air filtering systems, they act like a see-through shield that protects *both* the medical staff and patient from cross infection.

The good news is that it costs only \$4,800 to purchase a lifesaving Medihood - I know that with your help we can protect rural and remote communities.

**I'm asking if South Burnett Regional Council would consider a gift of \$1,000 to provide a replacement plastic hood and battery pack for the Medihood or even a generous \$4,800 to purchase a whole Medihood for your at-risk hospitals.**

We've already delivered Medihoods to the Darling Downs region and to Thursday Island, but we are desperate for your help to get these equipped across other remote hospitals.

Please donate so we can install a Medihood into all rural and remote hospitals. Visit to [www.ruraldoctorsfoundation.org.au/donations](http://www.ruraldoctorsfoundation.org.au/donations) or reach out to me directly by email at [chair@ruraldoctorsfoundation.org.au](mailto:chair@ruraldoctorsfoundation.org.au) or by calling me on 07 3039 0011.

You can find out more about Medihoods, our campaign and how you can help us by checking out the details below.

I hope you can support this vital campaign.



Dr Dan Halliday  
Chair



W: [ruraldoctorsfoundation.org.au](http://ruraldoctorsfoundation.org.au)  
A: Level 1, 324 Queen Street, Brisbane Qld 4000



We're working to fund McMonty Medihoods for your local hospitals.

**8 PORTFOLIO – RURAL SERVICES, NATURAL RESOURCE MANAGEMENT, PLANNING & COMPLIANCE SERVICES****8.1 RURAL SERVICES, NATURAL RESOURCE MANAGEMENT, PLANNING AND COMPLIANCE SERVICES PORTFOLIO REPORT**

**File Number:** 08-12-2021

**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.

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**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:****Communities Combatting drought funding update**

Workshops were held in Ironpot and Maidenwell to discuss integrated wild dog and feral pig control techniques and review syndicate pest management plans. Syndicates were invited to apply for remaining funds allocated for feral animal control activities under the project.

Wengenville, Alice Creek, Glenciffe (WAGS) syndicate applied and received funds to purchase sodium nitrite baiting kits for feral pig control and additional funds to continue wild dog trapping activities.

The project has seen the establishment of two feral animal control syndicates in the region. The WAGS syndicate started the project with 6 members and has grown to 26. Ironpot syndicate includes 27 members. Together these syndicates cover districts from the base of the Bunya Mountains along the western boundary of the South Burnett to Durong.

Over the past 12 months a total of 142 wild dogs have been trapped on syndicate properties and producers are seeing a reduction in calf loss and carcass damage.

**Queensland Feral Pest Initiative Funding application update**

Council has been notified by Department of Agriculture and Fisheries that the Building an Invasive Species Alliance in the Burnett project has been recommended for funding to the value of \$200,000.

The project will fund the engagement of a syndicate coordinator to facilitate the establishment of new landholders led syndicates to manage invasive plants and animals in the South Burnett, North Burnett and Gympie Regions.

Project partners will meet with DAF soon to develop project funding agreements.

**Environmental Assessments**

NRM staff completed and approved two (2) roadside burning applications in November. One (1) road was assessed ahead of vegetation clearing works.



**Weed Management**

A total of 46 hectares of weed control was completed in November. Biosecurity Officers carried out 35 weed inspections for the presence of Parthenium, Water Hyacinth and Groundsel.

Treatment of Groundsel and lantana continued at, Coolabunia, Corndale, Charlestown, Gordonbrook, Booie, Wattlecamp and Wooroolin.

Splatter guns were loaned by landholders at Haly Creek, Brooklands, Cushnie and Blackbutt. Spray trailers were loaned to assist with Giant Rats Tail Grass and Lantana treatment programs at Woorooden, Boat Mountain, Booie and Taabinga.

**Remediation of illegal dump site at Blackbutt**

Tenders have been called for the remediation of an illegal dump site located at Taromeo Creek that has been excavated by scavenging activities.

**Wild Dog & Feral Pig Control**

All baiting booked for November was cancelled due to rain. Thirty-two wild dog bounties were collected.

**Rabbit Control**

Rabbits were injected and calici virus distributed on carrots at Mt McEuen and Crawford.

**Coolabunia Saleyards**

Saleyards staff conducted 959 cattle tick inspections and dipped 1152 head. A total of 589 head were sold through the Coolabunia Saleyards in November.

Hay feeders have been purchased and the auction box flooring replaced ahead of the Droughtmaster female sale held on Saturday 27<sup>th</sup> November 2021.

**Stock Route Grazing Permits**

No Stock Route Agistment applications were received in November.

**Wandering Livestock**

Council received nine requests to attend to wandering goats, horses and cattle at Ellesmere, Brooklands, Blackbutt, Ballogie, Murgon, Wondai, Leafdale and South Nanango.

**Planning / Building**

A total of 4 new applications were received in October and a total of 18 applications are currently being processed or awaiting information from the applicant to enable further assessment. One Development Incentive application was received in November.

**Pre-lodgement Meetings**

Planning staff are experiencing a noticeable increase in the engagement of consultants requesting pre-lodgement meetings. These meetings have involved small unit development, commercial business expansions and industrial type activities.

**Amendment to Planning Scheme**

Council's current planning scheme took effect on 2 October 2017 and a resolution was passed here in Council on 10 February 2021 to commence a major amendment to the scheme.

SBRC have requested that the State Government undertake an early state interest check. Under the Development Assessment Rules the Minister has 20 business days to provide their response confirming the matters, including state interests that the local government must consider when preparing the proposed amendment.

**Environmental Health / Compliance:**

There are still a number of outstanding Food Business Licenses that have expired as businesses have not paid and/or submitted their Renewal Application to Council. Council Officers are currently working through the renewal process with Proprietors.

The Environmental Health Contractor continues to provide support to the team to assist with inspection and compliance matters.

Customer Requests have reduced down to 37 current active requests with 13 of these long-term items that are complex matters which have taken up staff resources.

EH play an important role on the LDMG, and this month has highlighted there will be times that staff resourcing will be directed to assist in this space with Evacuation Centre Coordination, and other matters.

**COVID**

No further changes in the space. With the upcoming opening of Borders this may change this space. Council Environmental Health Officers continue to monitor the Queensland Health Directive requirements in a changing environment an educational capacity to business, individuals and community groups.

It is unknown what the final Public Health Direction may result in or the impact this will have on local businesses and within council with unvaccinated persons in the community.

**ATTACHMENTS**

**Nil**

## **8.2 NATURAL RESOURCE MANAGEMENT OPERATIONAL UPDATE**

**File Number:** 8-12-2021

**Author:** Co-ordinator NRM

**Authoriser:** Chief Executive Officer

### **PRECIS**

Natural Resource Management Operational Update

### **SUMMARY**

Natural Resource Management Operational Update

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### **OFFICER'S RECOMMENDATION**

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

### **BACKGROUND**

Nil

### **ATTACHMENTS**

1. **November - NRM Operational Update** [↓](#) 

**NATURAL RESOURCE MANAGEMENT UPDATE**

**Mark Watt**  
Acting Manager NRM & Parks

<b>Project Name</b>	<b>Project Description</b>	<b>Expected Start Date</b>	<b>Expected Completion Date</b>
<b>Honey Locust</b>	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.
<b>African Boxthorn</b>	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 – in progress	February 2022 \$26,500
<b>Establishment of Feral Animal Control Groups</b>	Deliver information session to showcase successful control group models and assistance available under this program.	September 2020 Completed	December 2021 \$81,500  Activity Plan created. Information and Workshop templates created. Information sessions undertaken in Nanango, Durong and Wondai during October 2020.

Project Name	Project Description	Expected Start Date	Expected Completion Date
			Two applications approved for funding from Ironpot and WAG syndicate for control of Wild dogs. Funding distributed to syndicates and trapping activities ongoing. Application approved to purchase sodium nitrite baiting kits.

Stats Item	Monthly 1/11/21-30/11/21	This month last year	Year to date Cumulative 1/07/2021- 30/11/2021
<b>Coolabunia Saleyards</b>			
Cattle Dipped	1152	819	6997
Cattle Inspected	959	889	6408
Consignment / Transit	528	1073	4127
Weighed	527	808	3369
Sold	589	860	3368
<b>Nanango Dip Yard</b>			
Cattle Dipped	0	0	70
<b>Wandering Livestock</b>			
Attendance	9	4	39
Impoundments	1	1	3
<b>Wild Dog &amp; Feral Pig Program</b>			
Landholders baiting	0	0	23
Doggone Baits	0	0	500
Pig Meat Injected 1080	0 kg	0	50 Kg
Dog Meat injected 1080	0 kg	0	109 Kg
Hectares baited	0	0	10185
Bounties processed	32	51	141
<b>Rabbit Control</b>			
Landholders assisted	2	1	7
Carrots Injected	0.5 kg	0kg	6.5kg
Rabbits injected	1	0	1
<b>Equipment Loaned</b>			
Spray trailer, Splatter Guns, Portable Steel Yards, Camera, GPS, Dog Traps, Pig Traps, Cat Traps, tree spears	4 x Spray Trailers at Wooroonden, Boat Mountain, Booie and Taabinga to treat GRT, Lantana and Groundsel. 4 x splatter guns to treat Lantana at	7	42

Stats Item	Monthly 1/11/21-30/11/21	This month last year	Year to date Cumulative 1/07/2021– 30/11/2021
	Haly Creek, Brooklands, Cushnie and Blackbutt. 1 x Dog cage traps used at Kingaroy. 3 x cat traps loaned in Booie, Nanango and Redgate.		
<b>Stock Route Grazing Permits</b>			
Agistment Permits	0	0	2
Travel Permits	0	0	0
<b>Fire Management</b>			
Prescribed burns	1	0	7
Fire trails maintained	0	0	0

Stats Item	Monthly 01/11/21-30/11/21	This month last year	Year to date Cumulative 01/7/2021– 30/11/2021
<b>Environmental Assessments</b>			
Environmental Assessment prior to roadworks	1	0	37
Fence line clearing and roadside burning applications	2	0	29
<b>Weed Control</b>			
Hectares Treated	46	30.2	69
Weeds Treated	Groundsel and Lantana at Wooroolin, Corndale, Gordonbrook, Coolabunia, Charlestown, Booie and Wattlecamp.		Mother of Millions Tree Pear Lantana Groundsel
Property Inspections	35	5	211
<b>Customer Requests</b>			
Feral Animals	19	12	106
Wandering Livestock	8	4	48
Wildlife	2	N/A	30
Stock Routes	0	0	2
Weeds	17	11	46
Trees	7	N/A	24
Roads	1	N/A	1
NRM General	0	2	4
<b>Total</b>	<b>54</b>	<b>21</b>	<b>260</b>

**8.3 PLANNING AND LAND MANAGEMENT OPERATIONAL UPDATE**

**File Number:** 8-12-2021

**Author:** Acting Manager Environment & Waste

**Authoriser:** Chief Executive Officer

**PRECIS**

Planning and Land Management Operational Update

**SUMMARY**

Planning and Land Management Operational Update

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**OFFICER'S RECOMMENDATION**

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

**BACKGROUND**

Nil

**ATTACHMENTS**

1. **November Operational Update** [↓](#) 

**PLANNING & LAND MANAGEMENT OPERATIONAL UPDATE**

**Michael Lisle**  
Acting Manager Environment & Waste

Private Certification Monthly Report on Subcategories			
Date between 01-Jul-2021 and 1-Dec-2021			
Private Certification Application Types	21	22	Total
Class1&10a	14	0	14
Class1&10b	6	0	6
Class10a	54	0	54
Class10b	0	0	0
Class1a	25	0	25
Class1b	1	0	1
Class3	1	0	1
Class5	1	0	1
Class6	1	0	1
Class7	1	0	1
Class8	0	0	0
Class9a	0	0	0
Class9b	1	0	1
FarmShed	0	0	0
Remove	0	0	0
SpecStruct	0	0	0
SwimPool	3	0	3
<b>Total</b>	<b>108</b>	<b>0</b>	<b>108</b>

Monthly report on subcategories			
Date between 01-Jul-2021 and 1-Dec-2021			
Plumbing Application Types	21	22	Total
AmendPrmt	2	0	2
DomNoSewer	70	0	70
DomSewer	36	0	36
Inspect	0	0	0
OtherBuild	11	0	11
<b>Total</b>	<b>119</b>	<b>0</b>	<b>119</b>

Planning Applications			
Date between 01-Jul-2021 and 1-Dec-2021			
Planning Application Type	21	22	Total
QEXC	0	0	0
QMCU	13	0	13
QOPW	6	0	6
QPOS	4	0	4
QRAL	16	0	16
<b>Total</b>	<b>39</b>	<b>0</b>	<b>39</b>



Building Monthly report on subcategories		
Date between 01-Jul-2021 and 1-Dec 2021		
Building Application Type	21	Total
CAP_Bld	1	1
Class1&10a	6	6
Class1&10b	1	1
Class10a	85	85
Class10a&b	3	3
Class1a	41	41
Class2	0	0
Class3	5	5
Class5	4	4
Class6	1	1
Class7	2	2
Class8	3	3
Class9	2	2
DesignSite	11	11
DwellReloc	17	17
FarmShed	2	2
Remove	4	4
ReRoof	1	1
Restump	0	0
RetainWall	0	0
SignSatDsh	1	1
SwimPool	10	10
SpecStruct	2	2
TempStruct	1	1
IssChgClas	0	0
<b>Total</b>	<b>203</b>	<b>203</b>

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
<b>Comparison of Certificates and CRMs 2019/2020 and 2020/2021</b>														
<b>Total</b>														
<b>Plan Certs</b>														
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	11	54
2021/2022		7	5	10	7	4	0	0	0	0	0	0	0	33
<b>Build certs</b>														
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	69	682
2021/2022		66	72	53	66	62	0	0	0	0	0	0	0	319
<b>Pool Compliance</b>														
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
2021/2022		0	0	2	0	0	0	0	0	0	0	0	0	2
<b>Plumbing Certs</b>														
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	21	163
2021/2022		17	20	22	19	8	0	0	0	0	0	0	0	86
<b>Planning customer requests</b>														
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	73	83	895
2021/2022		96	112	116	101	92	0	0	0	0	0	0	0	517
<b>Developer Incentive Requests</b>														
2020/2021		0	0	0	0	0	0	0	1	5	0	1	0	7
2021/2022		0	0	0	0	1	0	0	0	0	0	0	0	1
<b>Building customer requests</b>														
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	81	998
2021/2022		117	149	91	94	87	0	0	0	0	0	0	0	538
<b>Plumbing customer requests</b>														
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	14	170
2021/2022		26	19	13	12	23	0	0	0	0	0	0	0	93

Comparison of Development Applications 2019/2020, 2020/2021 and 2021/2022													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
<b>Total</b>													
<b>Planning Applications</b>													
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	10	4	62
2021/2022	11	5	8	11	4	0	0	0	0	0	0	0	39
<b>Building Applications</b>													
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	48	42	489
2021/2022	37	41	44	43	36	2	0	0	0	0	0	0	203
<b>Private Certification Applications</b>													
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	18	283
2021/2022	31	21	20	14	22	0	0	0	0	0	0	0	108
<b>Plumbing Applications</b>													
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	27	14	312
2021/2022	23	25	21	30	20	0	0	0	0	0	0	0	119

## 8.4 MANAGEMENT OF OVERGROWN PROPERTY

**File Number:** 8-12-2021

**Author:** Acting Manager Environment & Waste

**Authoriser:** Chief Executive Officer

### PRECIS

This report presents to Council, for consideration and endorsement, an Overgrown Property Policy which is to be supported by an Overgrown Property Procedure and Communication Plan.

### SUMMARY

Current practices for administering, managing, and enforcing Council's Local Law with respect to overgrown property is resource intensive and does not meet community expectations. A review of this process has been undertaken which identified many opportunities for improvement. As an outcome of this review drafting has commenced on an Overgrown Property Policy, Overgrown Property Procedure, and an Overgrown Property Communication Plan

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### OFFICER'S RECOMMENDATION

That the Committee recommend to Council: -

That an Overgrown Property Policy including procedures and a Communication Plan be finalised in accordance with Council's Policy Governance Framework.

### FINANCIAL AND RESOURCE IMPLICATIONS

Currently there is a high rate of non-compliance, resulting with Authorised Persons conducting several inspections of a particular property before Council being able to enter the property to conduct works. Upon Council conducting works, an invoice is issued to the property owner in attempt to recover associated costs. Unfortunately, many property owners are failing to make payment resulting with growing bad debt. Refinement of current processes will result with both labour savings and a reduction in bad debt.

### LINK TO CORPORATE/OPERATIONAL PLAN

EN8 Develop and implement a systematic programme to identify and take action to address overgrown allotments across all regional residential areas.

OR5 Continue to give priority to ongoing financial sustainability and prudent budget management.

### COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Internal communication only.

An Overgrown Property Communication Plan has been drafted to manage communication with external stakeholders.

### LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

There is risk of liability should Council fail to exercise a statutory function, as per the following:

- Sutherland Shire Council v Heyman (1985)  
*In the case of Sutherland Shire Council v Heyman (1985) 157 CLR 424, the High Court recognised that in some circumstances liability could arise for failure to exercise a statutory function. Mason CJ said (at page 464) that there may be a 'general expectation' by the community that a power will be exercised.*

- *Pyrenees Shire Council v Day; Eskimo Amber Pty Ltd v Pyrenees Shire Council (1998)*  
The case concerned a negligence action brought against a council arising out of a fire that destroyed adjoining premises. The fire spread from a defective fireplace. The council was aware of the defective fireplace and had ordered that it be repaired. However, it did not follow up its order.

The High Court justices all gave separate judgments. It is clear however that they all recognise there can sometimes be liability for failure to exercise a statutory function. For example, Brennan CJ found that the council was under a public law duty to enforce the legislation relating to fire prevention and was liable for failure to do so, where such failure was 'irrational'. Kirby J considered liability differently and relied upon concepts such as 'proximity' and 'fairness'. (An analysis of the different reasons is published in *Litigation Notes, No. 2, 27 May 1998*. The note points out that because of the case, serious questions arise as to the principle to be applied in determining liability in negligence.

### **POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

Part 3, Sec 13 Overgrown Allotments of *Local Law No. 3 (Community and Environmental Management) 2011* (the Local Law) advises that:

- A property is overgrown should an Authorised Person forms an opinion that it is overgrown with vegetation to such an extent that it:
  - seriously affects the visual amenity of the property, or
  - is likely to attract or harbour reptiles.
- An Authorised Person may issue a Compliance Notice to require the responsible person to clear the property to an extent specified in the Notice.
- Defines vegetation as being a "tree, brush, shrub, plant, or grass but does not include vegetation that is protected under a law of the State or Commonwealth or under the local government's planning scheme".

Part 3 Overgrown and Unsightly Allotments of *Subordinate Local Law No. 3 (Community and Environmental Management) 2011* does not provide any further information or clarification, simply stating "This part in the authorising local law does not contain any matters to be provided for by subordinate local law."

Currently, there is no Policy addressing the administration, management, and enforcement of overgrown properties. It is imperative that a Policy is endorsed by Council noting the limitations of the Local Law and associated Subordinate Local Law.

### **ASSET MANAGEMENT IMPLICATIONS**

Nil

### **REPORT**

#### **Current Practice**

The current procedure for administering, managing, and enforcing residents/property owners to keep their properties clear from overgrown vegetation is somewhat disjointed. There are separate processes for:

- Overgrown Allotment for Customer Requests or Compliance Officer Sighted
- Overgrown Allotment House on Block for Customer Requests or Compliance Officer Sighted
- Overgrown Allotment for Survey

A review of these processes, as well as the Local Law, was undertaken with many opportunities being identified. These include:

- The need to establish an acceptable standard to which properties are to be maintained. This standard can be used by Authorised Persons to:
  - Guide their decision making as to what is and is not overgrown, and
  - Detail in a Compliance Notice to what standard the property is to be cleared.

- The need to identify the areas in which the above standard is to be applied, and where overgrown properties may be considered acceptable (for example, rural properties).
- Combining the three (3) processes into one (1) for ease of administration.
- Identifying to whom correspondence and Notices are to be sent. Property owner vs. responsible person (i.e., resident) or both?
- The need to review all associated Fact Sheets, correspondence, and Notices (Attachment 2) to ensure correctness of information provided and that all legislative requirements are met.
- Reinforcing Council's commitment to encourage voluntary compliance through education.
- Confirming Council's opposition to non-compliance with the Local Law.
- Identifying management and enforcement actions.
- Identifying timeframes likely required to ensure compliance.
- Encouraging communication between neighbours, in effort to reduce Council involvement.
- Ensuring that property owners are aware of their responsibilities.
- Improving the management of customer expectations.
- Improving debt collection practices to reduce bad debt.

### **Proposed Overgrown Allotment Policy**

#### Community Standards

Unfortunately, the Local Law provides little direction for the Authorised Person, other than to authorise the issuing of a Compliance Notice should the property be overgrown. Overgrown status is to be determined by the Authorised Person, with the Local Law stating that this is to be assessed by the visual amenity of the property, or the likelihood of the vegetation attracting or harbouring reptiles.

The proposed Policy will address this issue by stating the standard to which vegetation is to be kept. Please refer to Table 1. Example Community Standards, Overgrown Property.

**Table 1: Example Community Standards, Overgrown Property**

	Property Size	
	Less than 2000m <sup>2</sup>	2000-5000m <sup>2</sup>
Standard	Grass and weeds trimmed to a maximum height of 300mm including around buildings, fences, and other structures.	Edges of properties larger than 2,000m <sup>2</sup> are to be trimmed to 300mm or less for a width of 5 metres where the property has boundaries with properties of same or smaller size, or with parks, reserves and roads.

The endorsement of a standard will aid:

- The Authorised Person when determining whether a property is overgrown or not.
- The Authorised Person when developing a Compliance Notice, which requires the standard to which the property is to be cleared.
- The property owner who can gain understanding of what is and is not acceptable.
- Potential complainants, who can conduct their own assessment to determine whether the property is overgrown (potentially resulting with a reduction in overgrown property requests).

#### Property Location/Size/Zone

The Local Law does not differentiate between property location, size, or zone. As per the Local Law a Compliance Notice could be issued to an owner of a large rural property, if an Authorised Person formed the opinion that it was overgrown (i.e., could attract or harbour reptiles or had poor visual amenity).

Council's Corporate Plan indicates that overgrown administration, management, and enforcement of the Local Law should only apply to residential areas. Item EN8 of the Corporate Plan states "develop and implement a systematic programme to identify and take action to address overgrown allotments across all regional residential areas".

The proposed Policy will provide guidance on the application of the local law with respect to different locations e.g., residential allotments within designated town area vs rural lands and standards for different sized allotments e.g. larger rural residential estates.

### Proposed Overgrown Allotment Procedures

Two procedures have been developed for Council's consideration; Council's direction will be sought as to which procedure is preferred. The differences between the procedures are as follows:

Option 1	
<ul style="list-style-type: none"> <li>Provides the property owner fourteen (14) days to voluntarily clear their property.</li> <li>Places the onus on the complainant to contact Council after fourteen (14) days should the property still be overgrown.</li> </ul>	
Benefits	Downfalls
<ul style="list-style-type: none"> <li>Provides further opportunity for education, prior to taking enforcement action.</li> <li>Likely to reduce vexatious complaints as the customer is required to contact Council to initiate further action.</li> </ul>	<ul style="list-style-type: none"> <li>For those that choose not to comply, a further fourteen (14) days is required to reach compliance.</li> <li>Generation of additional correspondence, although autogenerated templates.</li> </ul>

Option 2	
<ul style="list-style-type: none"> <li>An inspection is conducted upon receipt of a complaint.</li> <li>A Compliance Notice is immediately issued if the Authorised Officer finds the property to be overgrown.</li> </ul>	
Benefits	Downfalls
<ul style="list-style-type: none"> <li>Compliance may be achieved more promptly.</li> <li>Reduced impact on resources.</li> <li>Improved customer satisfaction.</li> </ul>	<ul style="list-style-type: none"> <li>The recipient of the Compliance Notice may feel unjustly done by as they hadn't received warning.</li> </ul>

Other review findings addressed by both Options include:

- Streamlining the process to reduce timeframes, where possible.
- Placing the costs of entering to perform works against property rates, as per the *Local Government Act 2009*, if unpaid. This will eliminate bad debt.

Furthermore, Fact Sheets, correspondence, and Notices related to the procedures are undergoing review to ensure that:

- Correct information is provided,
- Language is easily understood and should not cause offence, and
- Legislative requirements are met.

### Proposed Communication Plan

Prior to introducing any change to standards and procedure, it is imperative to educate key stakeholders about this change. In this instance, key stakeholders are:

- Owners of property located in defined town areas
- Residents of the South Burnett
- Visitors to the South Burnett.

A range of communication methods can be used at critical times leading up to, during and following implementation. Key messages will change depending upon the timing of the message, and to whom it is targeting.

A Communication Plan is also under development.

The delivery of this Communication Plan will increase awareness of acceptable property maintenance standards and the ramifications if standards are not met. The Plan also encourages communication between neighbours, in effort to resolve concerns without Council's involvement. Successful delivery of the Plan will likely see a reduction in overgrown property complaints.

**Conclusion**

Current practices in administering, managing, and enforcing overgrown properties require greater clarity and consistency and need to reduce the burden on resources. Furthermore, some customers have been dissatisfied with Council's approach. The implementation of a specific Policy, reviewed procedures and a Communication Plan simplify the process, provide direction and support to Authorised Persons and clarity to property owners.

**ATTACHMENTS**

Nil



## **8.5 MANAGEMENT OF ILLEGAL HABITATION OF STRUCTURES**

**File Number:** 8-12-2021

**Author:** Acting Manager Environment & Waste

**Authoriser:** Chief Executive Officer

### **PRECIS**

This report presents to Council a framework to administer, manage and enforce provisions of our Local Laws, and delegated legislation, with respect to the illegal habitation of structures (e.g., tents, lean-tos, sheds, caravans, and the like).

### **SUMMARY**

Current practices for administering, managing, and enforcing Council's Local Laws and related legislation with respect to illegal habitation is resource intensive and does not meet community expectations. The matter is highly emotive and often involves persons of low socio-economic status and poor educational background. On occasion, children, or persons with illness (physical and/or mental) or disability are involved.

This report presents a Framework with view to improve current systems, practices, and processes. Following Council's consideration and endorsement of this Framework the following supporting documents will be developed:

- Operational procedure for investigation of complaints.
- Communication Plan including general correspondence, Fact Sheets, Notices, etc.

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### **OFFICER'S RECOMMENDATION**

That the Committee recommend to Council: -

1. That the Framework outlined by this report be endorsed and that an operational procedure, communication plan and supporting material is developed to support the Framework.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

Due to South Burnett housing and social trends, we are experiencing a growing problem of illegal habitation. Our investigations are often protracted because of the emotive and difficult nature of these complaints. Simply put, it's extremely difficult to move a person/s on, if there is nowhere to move them to. Likewise, it's extremely difficult to enforce building certification of an illegal dwelling, if the occupant has no financial ability to fund the works required. This is placing strain on our limited resources, in terms of hours worked as well as fatigue and well-being.

### **LINK TO CORPORATE/OPERATIONAL PLAN**

EC14 Develop and implement a systematic programme for non-compliant commercial properties and residential living arrangements that pose significant health and safety risks.

EC11 Support, advocate and facilitate real outcomes on mental health and suicide prevention, including advocating for a community well-being centre.

### **COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)**

A Communication Plan will be developed to support the proposed Framework. It will include Fact Sheets, general communication, Notices, etc. The Plan will also identify the need for us to grow relationships with community agencies and organisations, and to work collaboratively with them to connect our residents with the services they require.

**LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)**

There is risk of liability should Council fail to exercise a statutory function, as per the following:

- Sutherland Shire Council v Heyman (1985)  
*In the case of Sutherland Shire Council v Heyman (1985) 157 CLR 424, the High Court recognised that in some circumstances liability could arise for failure to exercise a statutory function. Mason CJ said (at page 464) that there may be a 'general expectation' by the community that a power will be exercised.*
  
- Pyrenees Shire Council v Day; Eskimo Amber Pty Ltd v Pyrenees Shire Council (1998)  
*The case concerned a negligence action brought against a council arising out of a fire that destroyed adjoining premises. The fire spread from a defective fireplace. The council was aware of the defective fireplace and had ordered that it be repaired. However, it did not follow up its order.*  
  
*The High Court justices all gave separate judgments. It is clear however that they all recognise there can sometimes be liability for failure to exercise a statutory function. For example, Brennan CJ found that the council was under a public law duty to enforce the legislation relating to fire prevention and was liable for failure to do so, where such failure was 'irrational'. Kirby J considered liability differently and relied upon concepts such as 'proximity' and 'fairness'. (An analysis of the different reasons is published in Litigation Notes, No. 2, 27 May 1998. The note points out that because of the case, serious questions arise as to the principle to be applied in determining liability in negligence.*

**POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

With respect to administration, management, and enforcement of illegal habitation of structures, powers under the following State legislation have been devolved to Council:

1. *Planning Act 2016* and corresponding *Planning Regulation 2017*
  - a) Section 163 - Carrying out assessable development without a permit
  - b) Section 164 - Compliance with development approval
  - c) Section 165 - Unlawful use of premises
  - d) Section 168(5) - Enforcement notices
  
2. *Building Act 1975* and corresponding *Building Regulation 2021* and other quasi-legislative instruments
  - a) Section 248 - Enforcement notices
  
3. *Plumbing and Drainage Act 2018*
  - a) Part 3, Division 1 – Offences about licences
  - b) Part 3, Division 2 – Offences about carrying out plumbing or drainage work
  - c) Part 3, Division 3 – Offences about use restrictions
  - d) Part 3, Division 4 – Prohibitions on removing or tampering with particular devices
  - e) Part 3, Division 5 – Discharge and disposal offences
  - f) Part 3, Division 6 – Offences relating to finishing notifiable work
  - g) Part 3, Division 7 – Other offences
  
4. *Local Government Act 2009*
  - a) A series of powers permitting 'authorised persons' or 'local government workers' to enter properties for the purpose of investigating, monitoring, and in some circumstances, undertaking works to ensure compliance.

Our Local Laws also provide for the following:

1. *Local Law No. 1 (Administration) 2011*

- a) Section 26 - Compliance notice for contravention of local law or approval condition (relevant if approval given under Subordinate Local Law No. 1.3 (Establishment or Occupation of a Temporary Home) 2011).
  - b) Section 27 - Compliance notice authorised by local law
2. *Local Law No. 3 (Community and Environmental Management) 2011*
- a) Section 14 - Accumulation of objects and material on allotments
  - b) Section 18 - Power to enter property to inspect for community safety hazards
  - c) Section 19 - Removal or reduction of community safety hazards

## **ASSET MANAGEMENT IMPLICATIONS**

N/A

## **REPORT**

## **ASSET MANAGEMENT IMPLICATIONS**

Nil

## **REPORT**

### **Proposed Framework**

To aid the development of the framework, a risk assessment was conducted of various illegal habitation scenarios. These included:

1. Person living in shed; No structural issues; Sanitary facilities available; Complaint received.
2. Person living in caravan; No structural issues; Sanitary facilities available; Complaint received.
3. Person living in tent, shed, caravan; No structural issues; No sanitary facilities available; Complaint received.
4. Person living in tent, shed, caravan; Structural issues (i.e., unsafe); No sanitary facilities available; Complaint received.

For each scenario the level of risk was evaluated, a priority allocated, and a management approach identified. Please refer to Attachment 1: Risk Assessment Table.

From this risk assessment, an Administration, Management & Enforcement Framework was developed. Please refer to Attachment 2. The "Actions for Implementation" were determined with consideration of both risk evaluation and priority levels. The actions have been expanded to identify risk treatments, linking the Framework back to the Risk Assessment.

In summary, the Framework has been developed with regard to risk and priority, i.e., it provides a risk-based approach to compliance.

### **Proposed Communication Plan**

As identified in "Financial and Resource Implications" the residents that illegally reside in tents, caravans, lean-tos, and sheds are facing many social, health and well-being challenges. The provision of services to address these challenges is not a core Council business; nor are our compliance officers experienced in social work, mental health first aid, etc. It is imperative that we connect with local service providers to enable referrals between residents and these agencies/organisations/groups. These referrals must occur concurrently with the actions outlined by the proposed Framework, to enable progress towards compliance.

To address the above a Communication Plan must be developed. The Plan will also aid the education & awareness of other stakeholders including:

- Persons residing illegally in structures, and
- Other South Burnett residents, including complainants.

A range of communication methods can be used at critical times leading up to, during and following the roll-out of the Framework. Key messages will change depending upon the timing of the message, and to whom it is targeting.

**Conclusion**

Current practices in administering, managing, and enforcing the illegal habitation of structures is resource intensive and does not meet community expectations. These investigations are emotive, and compliance is extremely difficult to achieve. There is need for us to partner with community service providers to enable referral between these groups and residents in need. Furthermore, Council should make the State aware that South Burnett residents are experiencing great difficulty in accessing these services and affordable housing.

**Further Recommendations**

Similarly, to the Overgrown Property review, this review highlighted the need to complete the below works in the short to medium term:

- 1) Conduct a review of all Local Laws.
- 2) Develop an overarching Compliance and Enforcement Policy.
- 3) Develop a Penalty Infringement Notice Administration Procedure.

**ATTACHMENTS**

1. **Risk Assessment Table** [↓](#) 
2. **Administration Management and Enforcement Framework** [↓](#) 

**Attachment 1: Risk Assessment Table**

Risk Identification		Inherent Risk		Risk Evaluation	Priority	Risk Management Approach
Description	Impact	Likelihood	Consequence			
<ul style="list-style-type: none"> <li>Person living in shed</li> <li>No structural issues</li> <li>Sanitary facilities available</li> <li>Complaint received</li> </ul>	Reputational / Political; Legal and Regulatory; Service Delivery; Environmental	Almost Certain	Minor	Moderate	Low	Education / Communication
<ul style="list-style-type: none"> <li>Person living in caravan</li> <li>Sanitary facilities available</li> <li>Complaint received</li> <li>No structural issues</li> </ul>	Reputational / Political; Legal and Regulatory; Service Delivery; Environmental	Almost Certain	Moderate	High	Low	Education / Communication
<ul style="list-style-type: none"> <li>Person living in shed, tent, caravan</li> <li>No structural issues</li> <li>No sanitary facilities available</li> <li>Complaint received</li> </ul>	Reputational / Political; Legal and Regulatory; Service Delivery; Environmental	Almost Certain	Major	Extreme	Moderate	Education / Communication Consultation Enforcement Conduct works
<ul style="list-style-type: none"> <li>Person living in shed, tent, caravan</li> <li>Structural issues (i.e structure dilapidated, unsafe)</li> <li>No sanitary facilities available</li> <li>Complaint received</li> </ul>	Reputational / Political; Legal and Regulatory; Service Delivery; Environmental	Almost Certain	Major	Extreme	High	Education / Communication Consultation Enforcement Deterrent / Prosecution

**Attachment 2: Administration, Management & Enforcement Framework**

Scenario	Actions for Implementation	Risk Treatment
<ul style="list-style-type: none"> <li>Person living in shed</li> <li>No structural issues</li> <li>Sanitary facilities available</li> <li>Complaint received</li> </ul>	<ul style="list-style-type: none"> <li>Mail out to assist Owner / Occupier understanding relevant requirements</li> <li>Fact sheet, website info, etc. to address 'unlawful occupation', including:               <ul style="list-style-type: none"> <li>explaining risks to health and safety;</li> <li>explaining legal consequences;</li> <li>identifying opportunities for owner / occupier to achieve compliance.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Enter / record job or complaint into a central management system</li> <li>Inspect premises</li> <li>Issue standard letter to owner / occupier advising of compliance issues. Request that owner / occupier take action / seek further advice</li> <li>Allow opportunity for compliance to be achieved</li> <li>Conduct inspection of property to ascertain safety risk posed. Depending on risk posed, issue Show cause / Enforcement notice</li> <li>Perform audit of system every 6 months to identify whether any actions have been taken</li> <li>Based on audit, consider whether any further actions to be taken, noting competing priorities and safety risk posed</li> </ul>
<ul style="list-style-type: none"> <li>Person living in caravan</li> <li>Sanitary facilities available</li> <li>Complaint received</li> <li>No structural issues</li> </ul>	<ul style="list-style-type: none"> <li>Mail out to assist Owner / Occupier understanding relevant requirements</li> <li>Fact Sheet, website info, etc. to address 'unlawful occupation', including:               <ul style="list-style-type: none"> <li>explaining risks to health and safety</li> <li>explaining legal consequences</li> <li>identifying opportunities for owner / occupier to achieve compliance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Enter / record job or complaint into a central management system</li> <li>Inspect premises</li> <li>Issue standard letter to owner / occupier advising of compliance issues. Request that owner / occupier take action / seek further advice</li> <li>Allow opportunity for compliance to be achieved</li> <li>Perform audit of system every 6 months to identify whether any actions have been taken</li> <li>Based on audit, consider whether any further actions to be taken, noting competing priorities and safety risk posed</li> </ul>
<ul style="list-style-type: none"> <li>Person living in shed, tent, caravan</li> <li>No structural issues</li> <li>No sanitary facilities available</li> <li>Complaint received</li> </ul>	<ul style="list-style-type: none"> <li>Mail out to assist Owner / Occupier understanding relevant requirements</li> <li>Fact sheet, website info, etc. to address 'unlawful occupation', including:               <ul style="list-style-type: none"> <li>explaining risks to health and safety;</li> <li>explaining legal consequences;</li> <li>identifying opportunities for owner / occupier to achieve compliance.</li> </ul> </li> <li>Direct engagement with owner / occupier to assist in identifying solution</li> <li>If required, Show cause / Enforcement notice</li> <li>Where safety risk posed, and no compliance achieved, despite above actions being taken, consider Penalty infringement notice</li> <li>If extreme situation, and no compliance achieved, consider whether opportunity for Council to carry out works and recover cost from Landowner</li> </ul>	<ul style="list-style-type: none"> <li>Enter / record job or complaint into a central management system</li> <li>Inspect premises</li> <li>Issue standard letter to owner / occupier advising of compliance issues. Request that owner / occupier take action / seek further advice</li> <li>If reasonable in the circumstances, give opportunity for compliance to be achieved</li> <li>Issue Show cause / Enforcement notice</li> <li>Engage in direct contact with owner / occupier to assist in identifying solution</li> <li>Give reasonable opportunity to rectify non-compliance. If issue persists, consider issuing Penalty infringement notice</li> <li>If extreme situation, and no compliance achieved, consider whether opportunity for Council to carry out works and recover cost from Landowner</li> </ul>
<ul style="list-style-type: none"> <li>Person living in shed, tent, caravan</li> <li>Structural issues (i.e structure dilapidated, unsafe)</li> <li>No sanitary facilities available</li> </ul>	<ul style="list-style-type: none"> <li>Mail out to assist Owner / Occupier understanding relevant requirements</li> <li>Fact sheet, website info, etc. to address "unlawful occupation", including:               <ul style="list-style-type: none"> <li>explaining risks to health and safety</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Enter / record job or complaint into a central management system</li> <li>Inspect premises</li> <li>Issue standard letter to owner / occupier advising of compliance issues. Request that owner / occupier take action / seek further advice</li> </ul>

<ul style="list-style-type: none"> <li>• Complaint received</li> </ul>	<ul style="list-style-type: none"> <li>○ explaining legal consequences</li> <li>○ identifying opportunities for owner / occupier to achieve compliance</li> <li>• Direct engagement with owner / occupier to assist in identifying solution</li> <li>• If required, Show cause / Enforcement notice</li> <li>• Where safety risk posed, consider, and no compliance achieved, despite above actions being taken, consider Penalty infringement notice</li> <li>• If extreme situation, and no compliance achieved, consider:             <ul style="list-style-type: none"> <li>○ whether opportunity for Council to carry out works and pass on charges to landowner / occupier</li> <li>○ prosecution in Magistrates Court</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• If reasonable in the circumstances, give opportunity for compliance to be achieved</li> <li>• Issue Show cause / Enforcement notice</li> <li>• Engage in direct contact with owner / occupier to assist in identifying solution</li> <li>• Give reasonable opportunity to rectify non-compliance. If issue persists, consider issuing Penalty infringement notice</li> <li>• If extreme situation, and no compliance achieved, consider:             <ul style="list-style-type: none"> <li>○ whether opportunity for Council to carry out works and recover cost from Landowner</li> <li>○ prosecution.</li> </ul> </li> </ul>
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**9 PORTFOLIO - WASTE MANAGEMENT****9.1 WASTE MANAGEMENT PORTFOLIO REPORT****File Number:** 08-12-2021**Author:** Councillor**Authoriser:** Chief Executive Officer**PRECIS**

Waste Management Portfolio Report

**SUMMARY**Councillor Frohloff's presentation of her Waste Management Portfolio Report to Council.

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**OFFICER'S RECOMMENDATION**

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

**Waste:**Local Government Illegal Dumping Partnerships Program – Round 2A.

The Department of Environment and Sciences have invited SBRC to apply for funding under the Local Government Illegal Dumping Partnerships Program – Round 2A.

Round 2A is open only to those councils which were funded under Round 1 of the program.

Applications are open now and close at 4pm on Tuesday 14 December 2021.

**Darling Downs and South West (DDSW) Regional Waste Management Strategy and Infrastructure Plan**

Council has nominated the following Councillors for the Steering Group and Advisory Group for the DDSW Council of Mayors for the development of a Regional Waste Management Strategy and Infrastructure Plan:

Steering Group – Councillor Kirstie SchumacherAdvisory Group – Councillor Roz Frohloff**BACKGROUND**

Nil

**ATTACHMENTS**

Nil



**9.2 ENVIRONMENT AND WASTE SERVICES UPDATE**

**File Number:** 8-12-2021

**Author:** Acting Manager Environment & Waste

**Authoriser:** Chief Executive Officer

**PRECIS**

Environment and Waste Services Update

**SUMMARY**

Environment and Waste Services Update

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**OFFICER'S RECOMMENDATION**

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

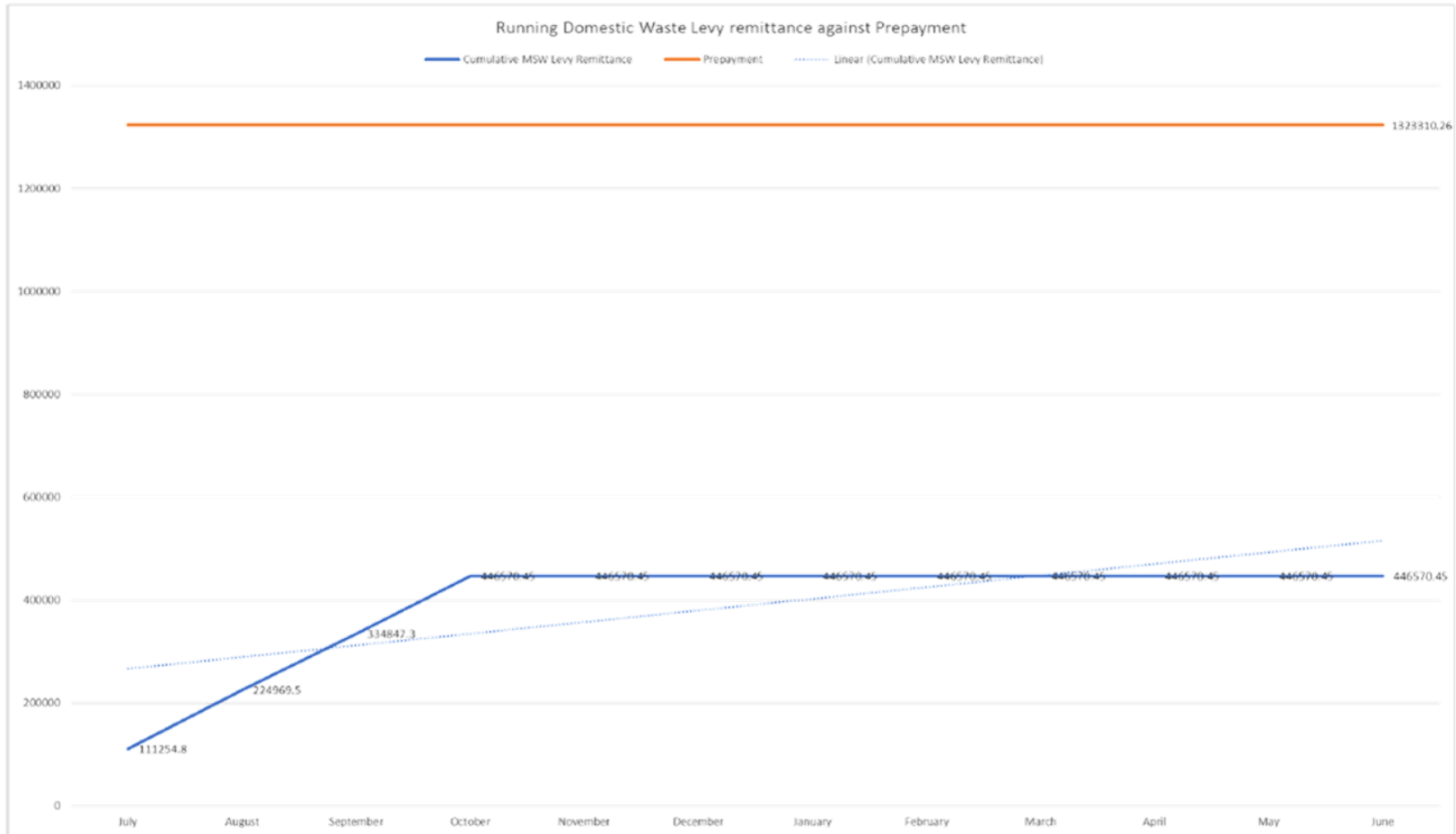
**ATTACHMENTS**

1. Environmental Health & Waste Operational Update [↓](#) 
2. Illegal Dumping Operational Update [↓](#) 

### ENVIRONMENT & WASTE SERVICES UPDATE

Michael Lisle  
Acting Manager Environment & Waste

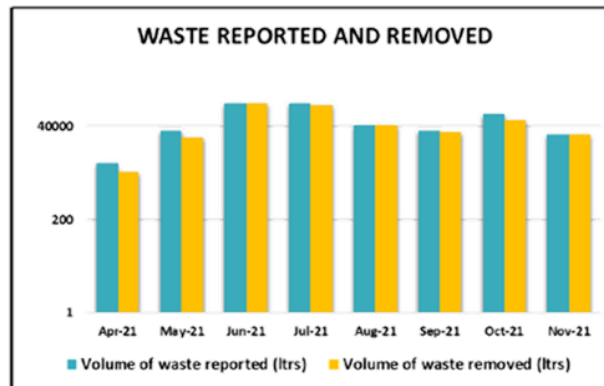
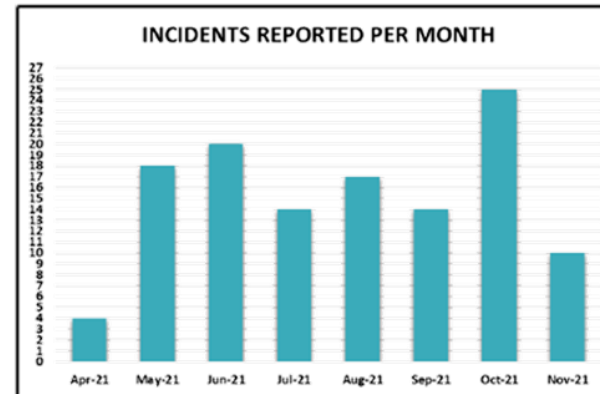
State Waste Levy Stats	Monthly 1/10/21 - 31/10/21	Financial Yr. to date Cumulative 1/7/21 - 31/10/21
<b>Waste</b>		
Kingaroy MSW Tonnes Disposed to Landfill	539	2150.21
Kingaroy Commercial Tonnes Disposed to Landfill	309.63	1237.56
Murgon MSW Tonnes Disposed to Landfill	193.4	816.64
Murgon Commercial Tonnes Disposed to Landfill	2.32	9.61
Wondai MSW Tonnes Disposed to Landfill	124.42	491.26
Wondai Commercial Tonnes Disposed to Landfill	9.54	38.1
Nanango MSW Tonnes Disposed to Landfill	457.57	1795.66
Nanango Commercial Tonnes Disposed to Landfill	15.37	63.8
Total Domestic Waste Levy	\$ 111,723.15	\$ 446,570.45
Total Commercial Waste Levy	\$ 28,633.10	\$ 114,670.95
Total Waste Levy Payment Remitted	\$ 140,356.25	\$ 561,241.40



Stats Item	Monthly	Monthly Comparative	Financial Yr. to date Cumulative	Financial Yr. to date Cumulative Comparative
	1/11/21 - 30/11/21	1/11/20 - 30/11/20	1/7/2021 –30/10/2021	1/7/20 – 30/10/20
<b>Waste</b>				
Waste Collection requests in total for this year to date	126	61	533	347
General Waste Enquiries	42	29	247	149
Waste collection services conducted	57061	56521	299167	310473
<b>Animal Registrations</b>				
New Animal Registrations	91	92	500	374
<b>CRM</b>				
Abandoned vehicles	2	1	17	12
Animal to animal attack	8	2	53	43
Animal to person attack	10	6	19	13
Animal management	307	194	907	471
drum MUSTER requests	2	0	11	11
Environmental Enquiries	10	25	110	128
General Local Law, unsightly, signage	12	13	76	67
Parking enquiries	5	5	23	33
Overgrown allotments	34	19	100	88
Public Health Customer requests	11	25	87	110
<b>Enforcements</b>				
Abandoned Vehicles	0		0	1
Animal investigations	13	8	29	26
Animal investigations (finalised)	6	8	18	20
Declared Dog (current)	2	0	6	5
Environmental	0		0	0
Impounded Dogs	22	6	104	69
Impounded Cats	16	19	86	98
Overgrown	19	11	210	43
<b>Infringements</b>				
Animals	14	25	279	82
Non-comply of a Compliance Notice	2	2	7	7
Abandoned vehicles	0	1	0	1
<b>Applications for Licences and Approvals</b>				
Animal Keeping Application –Kennel/cattery	0	0	0	0
Change of Food Licensee Applications	2	0	6	4
Environmental Authority Applications received	0	0	0	0
Footpath Applications Annual	1	0	3	7
Footpath Applications Short term	2	4	16	16
Market Stall Application	0	0	0	3
New Fixed Food Business Licence Applications	3	2	14	8
Non-Profit Food Applications	0	0	5	2
Personal Appearance Licence Applications	0	0	1	0
Private Water Samples Applications	1	2	9	13
Temporary Food Applications	0	0	0	8
Excess Animal Applications	0	4	5	12

### ILLEGAL DUMPING OPERATIONAL UPDATE

**Michael Lisle**  
Acting Manager Environment & Waste



Illegal Dumping Incident and Investigation Tracking Register																			
Council: SBRC																			
Council Ref No	Date Reported	Address of Incident	Suburb of Incident	Location Description	Owner or Land Manager	Major Waste Type	Waste Description	Suspected Commercial Operator	Approx Waste Volume (Litres)	Latest Action/Outcome	Successful Compliance Outcome (i.e. PIN, Compliance Notice, clean-up after warning)	PIN Issued Yes/No	Waste Removed	Waste Removed By	Approx Volume of Waste Removed (Litres)	Surveillance Camera Installed At Site	Signage Installed	Status	Site Details/Notes (optional)
WA20210401	2/11/2021	Burnet St	Nanango	Road	Council	Household	general waste	No	150	Ongoing investigation	No	No	Yes	Council		No	No	Closed	Council NRM team collected. Need to contact AO
WA20210399	2/11/2021	Oberley Rd	Hivesville	Road	Council	Household	general waste	No	200	insufficient information to proceed	No	No	Yes	Contractor		No	Yes	Closed	Council contractor dealed up as part of normal operations
WA20210408	4/11/2021	Kingaroy Coojar Road	Goodger	Road	Council	Household	general waste	No	100	insufficient information to proceed	No	No	Yes	Council	100	No	No	Closed	Could not contact AO
WA20210409	7/11/2021	Recreation Dr	Memerambi	Other	Council	Construction & Demo	scrap metal	Yes	20000	insufficient information to proceed	No	No	Yes	Council	20000	No	Yes	Closed	Could not obtain licence plate details
WA20210414	10/11/2021	Cumption Dr	Blackbut	Road	Council	Household	tires	No	5000	insufficient information to proceed	No	No	Yes	Council	5000	No	No	Closed	No AO could be identified. MK collected
WA20210420	15/11/2021	Finlay Rd	Nanango	Other	Council	Household	cans, car seat	No	220	Ongoing investigation	No	No	Yes	Council	220	No	Yes	Opened	
WA20210428	19/11/2021	MtHope Rd	Boodie	Road	Council	Household	green waste, general	No		Ongoing investigation	No	No				No	No	Opened	Need to attend site and investigate
WA20210430	22/11/2021	Cumption Dr	Blackbut	Road	Council	Household	tires, general	No	0	insufficient information to proceed	No	No	Yes	Council	0	No	No	Closed	No AO could be identified. MK collected at same time as WA20210414
WA20210438	30/11/2021	Barkers Creek Forestry Road	Charleston	Road	QPWS	Household	fridge panels	No		Ongoing investigation	No	No				No	No	Opened	

### 9.3 WASTE COLLECTION SERVICES CONTRACT – EXTENSION

**File Number:** 8-12-2021

**Author:** Acting Manager Environment & Waste

**Authoriser:** Chief Executive Officer

#### PRECIS

Waste Collection Services Contract – Extension

#### SUMMARY

The current Waste Collection Services Contract (SBRC 13/14-02A) will expire on 2<sup>nd</sup> July 2022. Uncertainties exist around the State Government Levy being fully funded beyond 1<sup>st</sup> July 2022 and therefore caution is required.

The procurement process for a Waste Collection Services contract would preclude commencing a new contract commencing on 1<sup>st</sup> July due to the significant amount of time from the initial tendering process to finalisation of contract documents and the rollout of new wheelie bins (if applicable), the provision of plant and the commencement of the service

This report provides some discussion of matters for Council's consideration.

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#### OFFICER'S RECOMMENDATION

That the Committee recommends to Council;

That South Burnett Regional Council;

1. Exercise the Extension A option of the current Waste Collection Services Contract (SBRC 13/14-02A) to extend the current waste collection service contract's expiry date to 1 July 2023.

#### COMMITTEE RESOLUTION

Committee resolution 14<sup>th</sup> July 2021, 2021/10: "That the matter lay on the table until the August Standing Committee Meeting."

#### BACKGROUND

Council has entered the final year of the Waste Collection Services Contract (SBRC 13/14-02A) with its contractor JJ Richards and Sons Pty. Ltd, trading as JJ's Waste & Recycling, with the initial term of this contract to expire on 2<sup>nd</sup> July 2022.

The current waste collection contract provides for one (1) 240 litre bin general waste collection per property.

Prior to the introduction of the current waste collection contract, Council undertook a community survey asking residents who were already receiving a general waste bin collection about their preference for a kerbside recycling service. They were also asked about the possibility of a three bins system, namely general waste, recycling and green waste.

Of the 13,486 recycling surveys sent out in 2013, forty percent (40%) were returned. Thirty one percent (31%) of responses were interested and prepared to pay for Council to implement a two (2) wheelie bin system (general waste and recycling). Only seven percent (7%) were interested in a three (3) wheelie bin system.

The procurement process for a Waste Collection Services contract takes a significant amount of time from the initial tendering process to finalisation of contract documents and the rollout of new wheelie bins (if applicable), the provision of plant and the commencement of the service.

The length of time required would be further complicated if it is decided to include a fortnightly kerbside recycling service as this would add further complexity to the tendering process.

### **Waste Levy**

The State Budget revealed that Levy payments are only budgeted for another 12 months, meaning that the levy may disappear from July 1 next year unless this subsidy continues to be funded. The State has not released Waste Infrastructure Plan which would give an indication of their plans for the waste levy advance payments thus introducing uncertainty into our own Budget processes.

I understand that LGAQ are seeking a seat at the table on the whole of government steering group to progress the Waste Levy Review.

### **FOGO**

Food Organics and Garden Organics (FOGO) trials currently underway in four Queensland council areas are yielding promising results for the future of waste management in Queensland. The State Government is supporting Townsville City Council, Lockyer Valley Regional Council and Rockhampton Regional Council to deliver their FOGO trials, with Ipswich City Council running its own trial.

The trial is a way for councils to explore the best and most effective methods to meet the goals of the Queensland Government's waste strategy. Council faces the issues with landfill and ultimate landfilling capacity and when landfilling is no longer an option in the region, council will be faced with increased transport costs and fees to take waste to a facility outside the region.

The potential introduction of a FOGO bin in the future we could expect to see a reduction in general waste that's unnecessarily going into landfill. This small change in household bin use has the potential to divert almost all organic waste from landfill into usable compost and thus reduce the impact on landfill capacity.

### **Waste Audit**

Council engaged EnviroCom Australia to undertake a waste composition audit in October 2021. The intent of this audit was to determine the composition of the domestic kerbside general waste stream across the region and to identify potential sources of resource or targets for intervention.

The initial results show a 31.64% organic compostable and a 32.59% recyclable component in the domestic kerbside waste stream which would indicate a great potential for saving in landfill space and operational costs. We are currently awaiting to receive the finalised Waste Audit Report, after which a report will be provided to Council detailing the results.

### **Industry Constraints and Changing Waste Environment**

Additionally, Council has been advised through recent discussions with the current Waste Collection Contractor that there are currently significant delays being experienced with the import of new chassis for waste collection vehicles (new chassis not coming into Australia until Mid 2022).

By extending the current Waste Collection Services Contract in its current form and delaying the possible introduction of a kerbside recycling service allows for the maturity of the domestic recycling market to develop in response to uncertainty around the export of recyclables from Australia. Australia (and Queensland) is currently in the process of implementing export bans on recyclable materials and domestic markets to process these materials within Australia are in development and maturing.

### **Conclusion**

The domestic waste industry is a rapidly changing space and with time there may be greater certainty in domestic markets. As such, it is considered that extending the current Waste Collection Services Contract in its current form will not only allow Council to ascertain the willingness of the community to engage with kerbside recycling (through a survey) but also be greater informed on where collected recyclable materials may be sent for reprocessing.

If Council wishes to survey the community regarding future changes to the contract, then extending the contract allows sufficient time to survey the community so that an informed decision can be made



on whether a fortnightly kerbside recycling service /and or FOGO service should be included as part of the next Waste Collection Services Contract. This will also allow for the complex and lengthy tendering process to be completed.

Therefore, it is recommended that Council exercise the first one (1) year extension option (Extension A) for the current Waste Collection Services Contract (SBRC 13/14-02A) to extend the expiry date to 1 July 2023.

**ATTACHMENTS**

**Nil**

#### 9.4 COMMERCIAL WASTE COLLECTION BLACKBUTT

**File Number:** 8-12-2021

**Author:** Acting Manager Environment & Waste

**Authoriser:** Chief Executive Officer

#### PRECIS

Report requested to the December Community Standing Committee Meeting on the Blackbutt Transfer Station, including costs to man the Transfer Station, taking into account consideration of the needs of the Blackbutt Community as a growing and developing commercial space in our region.

#### SUMMARY

The report provides an update on options for business in Blackbutt to have waste collection services having consideration of the needs of the Blackbutt Community as a growing and developing commercial space in our region.

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#### OFFICER'S RECOMMENDATION

That Council receives and note the contents of the report.

#### BACKGROUND

In response to Councillor request for an update on the availability of commercial waste services for business at Blackbutt. An inquiry has been received from a business in Blackbutt regarding options for collection of commercial waste and cardboard recycling.

The Blackbutt Waste Facility was a former landfill that has been closed (capping works) and converted to a waste transfer station and like Council's other transfer stations, the facility operates to accept domestic waste only. Current operation below:

- Open 8:00am to 5:00pm, Thursday to Monday (closed Fridays from 12:00pm to 1:00pm to allow for servicing prior to the weekend).
- Higher order transfer station that allows for 2 x 27m<sup>3</sup> skip bins to accept domestic general waste (MSW), a scrap metal area, a green waste area, a waste motor oil shed, batteries (car/truck), e-waste bins and cardboard skips (free for domestic and at a fee for commercial).
- Domestic general waste is self-hauled to the facility and placed in the two skip bins, SBRC staff then service the skip bins internally with a hook lift truck and trailer (currently on a Tuesday and Friday) and the waste is transported to Nanango for disposal at landfill.

#### Current Options

The following options are available to service the business need of the Blackbutt community.

- Licenced private waste collection contractors can be engaged to provide commercial waste disposal via various sized skip bins.
- A 240L wheelie bin commercial waste collection service offered by Council through the Waste Collections Contract – currently \$250.00 per service per year (charged via Rates)
- Self-haul commercial waste to the nearest Council facility able to accept commercial waste (Nanango) and pay disposal fee that is currently \$196.00 per m<sup>3</sup>
- Cardboard is able to be recycled through separate bins located at Council's Nanango and Blackbutt facilities for a current cost of \$31.00 per m<sup>3</sup>.
- Cardboard as the predominate commercial waste can be disposed of at the Blackbutt facility for \$31.00 per m<sup>3</sup>.

## Reason for domestic waste only

Council operates 13 waste transfer stations that are not attached to an operating landfill (Blackbutt, Brigooda, Bunya Mountains, Chahpingah, Cloyna, Durong, Hivesville, Home Creek, Kumbia, Maidenwell, Memerambi, Proston and Wattle Camp) that are **only** able to accept domestic waste due to the requirements of State Government data reporting and the Waste Levy requirements.

### a. Waste data reporting requirements.

- Council is legislatively required to report on waste data to the State Government (i.e. on waste types and composition – commercial, domestic, regulated, etc.)
- When waste from Council's transfer stations is disposed of at a landfill, it is required to be recorded in Council's waste software and reported to the State Government through our monthly Queensland Waste Data System (QWDS) reporting (and through an annual report on waste disposal and recycling)
- Council's transfer stations provide for domestic waste only and when this waste is collected from a transfer station and disposed of at a landfill it is recorded and reported as MSW (Municipal Solid Waste – i.e. domestic general waste)
- If Council were to allow commercial waste to be disposed of at those facilities and comingled with domestic waste in transfer station bins, then it would be impossible to report this accurately when disposed to landfill (you'd be unable to record and report it as domestic waste or commercial waste or even as a split because the split would be unknown).

### b. State Waste Levy requirements

- Council is legislatively required to remit to the State Government a Waste Levy based on tonnages of waste disposed to landfill at our sites.
- For commercial waste, in effect, this requires Council to collect the State Waste Levy from commercial operators 'on behalf' of the State.
- Council's transfer stations provide no ability (device with waste software) to record commercial waste and apply and collect the relevant fee.
- The reason we have this ability at our landfill sites that have transfer stations is because this is an **absolute requirement** for Council to use specific waste software to operate those sites.

## Commercial waste acceptance at transfer stations

Commercial waste would be able to be accepted at transfer stations, subject to large-scale changes to the operation and budgets of the various sites. Blackbutt transfer station operation would need to be totally redesigned to provide for the acceptance of commercial waste. The two options that Council could consider in order to allow for acceptance of commercial waste.

### 1. SBRC to directly service commercial waste as part of existing waste operations

Currently, there are two x 27m<sup>3</sup> skip bins located in sawtooth bay formation in the constructed transfer station and the facility was not designed to allow for expansion past this (i.e. no provision for further bays).

The two skip bins are currently being filled to capacity with domestic waste (sometimes over capacity – we have had to leave another 27m<sup>3</sup> skip bin on site). The skip bins are serviced on a Tuesday (dealing with waste accumulated over the days the facility has been opened – particularly the weekend) and a Friday (dealing with waste accumulated over Thursday and part of Friday so the skip bins are empty ready for the weekend). Sometimes, servicing is required on a weekend following a busy weekend.

If Council were to accept commercial waste at the facility, there would need to be a site redesign and for the provision of completely separate skip bin or bins that would be provided for commercial waste only (in consideration of waste data reporting obligations).

Commercial waste is not able to be absorbed within the current set up due to the high demand in the current capacity for domestic waste (i.e. you wouldn't be able to have one of the existing skip bins for domestic waste and one for commercial waste). Therefore, a third bay would need to be constructed.

The construction could be sited within the current transfer station area, however, there may be limited room to provide a heavy vehicle swept path required for the hook lift trucks/trailers to access the site and turn around. Proposed civil works would involve cut/fill, construction of a concrete pad or pads, construction and certification of a suitable retaining wall or walls, purchase of new RORO bins.

### **Levy requirements**

In order to meet legislative waste data reporting and State Waste Levy requirements, a device with Council's waste software installed would need to be purchased and maintained. Concerns with this option are the potentially high cost to expand the site to allow for the construction and changes to operation.

Additionally, the current contract for supervision and maintenance of the site would need to be varied (by agreement with the contractor) to allow for these additional data reporting/supervision requirements. In this scenario, commercial operators would visit the site to dispose of waste in designated skip bins only, the waste would then be recorded by Council's attendant and the operator would be charged the commercial and industrial waste fee (currently \$196.00 per m<sup>3</sup>). The waste would then be transported to the Nanango Landfill and the skip bin would be recorded and reported as commercial waste only.

As presented to Council through the asset management exercise earlier in the year, Waste Management's RORO truck and trailer fleet are currently utilised at maximum capacity. In order to absorb the required extra servicing of commercial skip bins at Blackbutt a new RORO truck capable of towing a trailer and a new trailer would need to be purchased.

### **Risk**

A major risk to Council in this option would be whether there is a great demand for this service! If there is low demand (utilisation) then Council would not be recouping money required to fund the facility upgrade and provide this service.

There would be a requirement to raise the Waste Management Levy to cover capital and operational costs associated with this option as the disposal fee incurred by businesses disposing of waste at this facility would be utilised by Council to cover costs of disposal at the Nanango landfill.

The site already has power connected but the operation of the required software may require telecommunications to be connected as well to maintain connection to Council's server to allow the software to replicate and be updated.

## **2. Allow commercial waste and outsource servicing**

A second potential option could be to outsource the operation and engage a commercial waste contractor to provide and service skip bins (front lift bulk bins) for the receipt of commercial at the facility.

Commercial operators visiting would then be directed to the contractor provided bins that would be designated for commercial waste only and operators would be charged Council's applicable C&I fee - currently \$196.00 per m<sup>3</sup>.

In this scenario, a device with Council's waste software installed would be required to be purchased and maintained and the current contract would need to be varied to allow for the additional data reporting/supervision requirements.

Ultimately, however Council would be acting as an intermediary in this situation, and therefore it would be more cost effective for the commercial user to negotiate directly with the waste collection contractor for services.

### **Risk**

The risk here is that Council enters into a service contract with the contractor that would be based on a service fee (that incorporates a disposal fee) where there could potentially be low demand for the service (i.e., if there is limited uptake then Council would not be recouping money required to pay the contractor for the service and also the cost to purchase and maintain the device and waste software).

### **Conclusion**

The need for businesses to deposit commercial waste at Blackbutt transfer station is not considered to be warranted having regard to the existing service provided by private companies in the South Burnett region that provide a dedicated waste bin service that are a suitable size and capacity to service the majority of businesses in Blackbutt.

The provision of upgrading Blackbutt facility may set a precedent for other transfer stations to have the ability to accept commercial waste and thus have impact on Councils future budget considerations and therefore is considered that the existing service is adequate for the medium term.

### **ATTACHMENTS**

**Nil**

## 9.5 AMENDMENT TO ASBESTOS DISPOSAL FEES AT THE KINGAROY WASTE FACILITY TO COMPLY WITH STATE GOVERNMENT REQUIREMENTS

**File Number:** 8-12-2021

**Author:** Acting Manager Environment & Waste

**Authoriser:** Chief Executive Officer

### PRECIS

Amendment to asbestos disposal fees at the Kingaroy Waste Facility to comply with State Government requirements.

### SUMMARY

State Government Waste Levy legislation requires Council to weigh all movements of waste over a weighbridge at waste facilities that have a weighbridge. Currently, Council charges for asbestos disposal on a per cubic metre basis at the Kingaroy Waste Facility. In order to comply with the State Government's requirements then Council is required to amend asbestos disposal fees at the Kingaroy Waste Facility to charge on a per tonne basis.

### OFFICER'S RECOMMENDATION

That the committee recommends to Council:

That South Burnett Regional Council amend its 2021/2022 Register of Fees and Charges to include;

<10m <sup>2</sup> of Domestic Self-Haul	per tonne or part thereof	\$100.50	Commercial
>10m <sup>2</sup> of Domestic Self-Haul	per tonne or part thereof	\$196.00	Commercial

### FINANCIAL AND RESOURCE IMPLICATIONS

These amendments to the fees and charges are an administrative change to comply with State Government legislative requirements to weigh all movements of waste over a weighbridge at waste facilities that have a weighbridge. Charging on a per tonne basis as opposed to a per cubic metre basis for disposal of asbestos at the Kingaroy Waste Facility is not envisaged to materialise financial impacts.

The Commercial Asbestos disposal charge is required to be at least equal to the Commercial and Industrial Waste disposal charge otherwise there would be the potential for C&I waste to be passed off as Asbestos waste to incur a lower fee.

The <10m<sup>2</sup> Domestic Self-Haul Asbestos disposal charge is maintained at ~50% of the full Asbestos disposal charge (Commercial and >10m<sup>2</sup> Domestic Self-Haul) to encourage domestic residents to dispose of Asbestos waste appropriately.

### LINK TO CORPORATE/OPERATIONAL PLAN

The Link to the Corporate Plan is Strategic Priority No.4: Safeguarding Our Environment.

The Goal is EN3 "Continue to provide and investigation options to improve waste reduction, landfill management and recycling".

### COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Once these waste disposal charges are approved then Council's Waste Management staff will proceed to inform the community and commercial operators of the change to charge on a per tonne basis for asbestos disposal at the Kingaroy Waste Facility

### **LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)**

Council is able to set fees for the disposal of waste at its waste disposal facilities. Council also has a legislative obligation to weigh all movements of waste over a weighbridge at waste facilities that have a weighbridge as prescribed by the *Waste Reduction and Recycling Act 2011* (Qld).

### **POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

N/A

### **ASSET MANAGEMENT IMPLICATIONS**

N/A

### **REPORT**

Officers from the State Government Department of Environment and Science (DES) have conducted a review of waste levy detailed data returns submitted by South Burnett Regional Council for waste levy periods from July 2021 and have identified potential data issues that are required to be resolved.

An Officer from DES contacted Council's Waste Management section and described transactions within the detailed data returns that had showed waste movements to the leviable part of the Kingaroy Waste Facility that have not been weighed. It is a requirement of Queensland's *Waste Reduction and Recycling Act 2011* that a weighbridge be used to measure and record waste at waste disposal sites where a weighbridge is installed.

Council Officers identified that the transactions described by the DES Officer were related to asbestos disposal. Historically, Council has set a disposal charge for asbestos based on a per cubic metre basis to account for airspace. Thus, transactions related to airspace have not been measured by weight but instead by volume. To comply with this requirement at the Kingaroy Waste Facility, it is recommended to amend Council's asbestos disposal charges at the Kingaroy Waste Facility to charge on a per tonne basis. This will ensure that Council is weighing all movements of waste at the site in the form required by the State Government.

To achieve this, it will be required to amend Council's 2021/2022 Register of Fees and Charges to include a 'Tipping Fees – Disposal of Regulated Waste – Asbestos – Kingaroy Weighbridge' section that prescribes disposal charges on a per tonne basis for <10m<sup>2</sup> of Domestic Self-Haul Asbestos and >10m<sup>2</sup> of Domestic Self-Haul or any Commercial Asbestos and that these disposal charges be set at \$100.50 per tonne for <10m<sup>2</sup> of Domestic Self-Haul Asbestos and \$196.00 per tonne for >10m<sup>2</sup> of Domestic Self-Haul or any Commercial Asbestos for the remainder of the 2021/2022 financial year.

The Commercial Asbestos disposal charge is required to be at least equal to the Commercial and Industrial Waste disposal charge (currently \$196.00 per tonne) otherwise there would be the potential for C&I waste to be passed off as Asbestos waste to incur a lower fee.

It is noted that charging for asbestos disposal on a per tonne basis is in convention with other landfill operators and it is not anticipated that this change will have any material impact on Council's operations.

### **ATTACHMENTS**

1. **Asbestos Tipping Fees**  

**Tipping Fees – Disposal of Regulated Waste – Asbestos**

<10m2 of Domestic Self-Haul Asbestos	per cubic metre or part thereof	\$100.50	Commercial	Y	LL6 – WM (2011)
>10m2 of Domestic Self-Haul or Any Commercial Asbestos	per cubic metre or part thereof	\$196.00	Commercial	Y	LL6 – WM (2011)



**10 PORTFOLIO – RURAL RESILIENCE, PARKS & GARDENS, PROPERTY & FACILITY MANAGEMENT, INDIGENOUS AFFAIRS****10.1 RURAL RESILIENCE, PARKS & GARDENS, PROPERTY & FACILITY MANAGEMENT AND INDIGENOUS AFFAIRS PORTFOLIO REPORT**

**File Number:** 8-12-2021

**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.

**Parks & Gardens:**

Parks & Gardens crew are busily trying to keep on top of the mowing in and around our towns, this has been made extremely difficult with the constant rain we are receiving with very limited number of days of sunny weather.

Therefore, I am asking residents and fellow councillors to have some leniency as even when the sun starts shining again, some areas are that saturated it will take some time to dry out prior to equipment being able to get onto the surface.

The rain has however lifted the spirits of our community and given our rural community a much-needed lift, the summer season is looking promising.

Christmas tree installation and street decoration has commenced around the region with Wondai, Proston & Murgon trees up and looking great.

The Kingaroy forecourt has also been decorated with small Christmas trees and lights; Council staff are working hard to resurrect the large Christmas tree normally housed on the Glendon Street roundabout and due to the KTP project a new home was needed to be found, the tree will be erected in front of the Kingaroy administration building, footing designs have been received and staff have engaged contractors to undertake the building and installation of the footings, once cured Council staff will assemble the Christmas tree and decorate, this has not been an easy feat but staff are trying their hardest to ensure its up as soon as safely possible.

General garden and cemetery maintenance are continuing throughout the region.

**Aerodromes:**

Council held an information session on the 4 November at the Kingaroy Aerodrome on the proposed animal proof fence. The general response was very supportive, and I'm pleased to report that only minor suggestions and/or comments were made that don't impact or significantly change the project.

A summary of the changes are as follows:

- Fence line along Kingaroy-Cooyar Road to be offset from property boundary by approx. 5 metres owing to the number of trees needing to be removed and the cost involved; and the existence of Telstra cabling, which is a risk and cost to deal with if damaged;
- Plastic poly material to be installed across top of fence at the end of runway 05/23 (cross-strip). This helps deal with tug tow rope for glider operations
- Minor changes to gate locations for Kingaroy Vintage machinery club to allow access to leased cultivated areas.

Council staff are now in the process of preparing requests for quotations to undertake this project.

Weekly safety inspections are continuing at Kingaroy & Wondai Aerodromes.

### **Dams:**

The dams are continuing to rise following the fantastic falls in the catchment areas prior to the rain event BP Dam was only at 6.02% and Boondooma Dam was at 24.6% at the time of writing this report 3 December the dams were sitting at 81.5% for BP and Boondooma at 94.3% good flows are still heading to the dams.

Signage is now completed at both dams following the installation of the entrance signs, they look so good, and the positive feedback is overwhelming.

The dams will now be a hive activity over the Christmas/New Year holiday season with all water sports returning and the area looking so green.

### **Property & Facility Management:**

Cr Potter, Cr Schumacher and Cr Jones participated in the community consultation morning at Walter Road Park on Saturday 27th of November. This event was well attended with 7 local residents participating in discussions with Councillors and staff on the use of the park and future proposals. Local residents shared stories about the local history, wildlife and stormwater drainage from Harris Road. The wider community can also provide comment by completing a feedback form that can be found on Council's website. A report will be prepared in the New Year and brought back to Council in February.

Council has readvertised the tender for management and operational of Wondai swimming Pool. No tenders were received. Council has received enquiries from interested persons and follow up site meetings have occurred. Council continues to work with the community to find suitably qualified pool operators for Proston and Wondai. Contractors commence refurbishment of South Burnett Aquatic Centre Bathrooms on the 7<sup>th</sup> of December. Council apologises for the inconvenience during this period. All South Burnett Aquatic swimming pool users that own a visitor pass or seasonal pass can also use there pass at Kingaroy swimming pool.

Kingaroy Administration building new air conditioning unit has been installed, internal painting and installation of LED lights has been completed. Staff will relocate back into the Kingaroy Admin Office during the end of December and January. This project has been completed on time and within budget.

Council Insurance has been approved for the replacement of electricity poles and wiring at the Murgon Show Grounds. The poles and wiring came down during a serve storm event in November. Murgon Show Society and Murgon Sports Association has worked with Council to relocate new poles in a better location for future infrastructure.

Council has called for tenders on the sale of 14 Earl Street, Memerambi. Tenders close on the 15<sup>th</sup> of December.

**Rural Resilience:**

Whilst the recent flooding has created issues across our road network the widespread rain received across the region has been fantastic and a real game changer for our rural community. It is great to see dams full, feed everywhere and moisture back in the soil.

**BACKGROUND**

Nil

**ATTACHMENTS**

Nil

**10.2 PARKS & GARDENS UPDATE**

**File Number:** 8-12-2021

**Author:** Senior Recreation and Services Officer

**Authoriser:** Chief Executive Officer

**PRECIS**

Parks & Gardens Operational Update

**SUMMARY**

Parks & Gardens Operational Update

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**OFFICER'S RECOMMENDATION**

That the Parks & Gardens update be received for information.

**BACKGROUND**

Nil

**ATTACHMENTS**

1. Parks & Gardens November Update [↓](#) 

**PARKS & GARDENS UPDATE**

**Mark Watt**  
Acting Manager NRM & Parks

**Works for Queensland – Round 4 Update**

<b>Project Name</b>	<b>Project Description</b>	<b>Status</b>
<b>Open Space Refurbishments</b>		
<b>Aerodromes</b>	Wondai Aerodrome Perimeter Fence	Completed
	Kingaroy Aerodrome Perimeter Fence	Public consultation completed Request for quote being prepared for release Works scheduled to commence early 2022 20% completed
<b>Murgon Parks</b>	QEII Park Renewal	Initial consultation completed Design underway Further consultation required of preliminary design Works scheduled to commence early 2022 10% completed
<b>Proston Parks</b>	Railway Park Renewal	Initial consultation completed Scope of works being compiled Works to commence 2022 5% completed
<b>Kingaroy Parks</b>	Lions Park Playground Refurb	Consultation and priorities required from Council 0% completed
<b>Regional Parks</b>	Benarkin Parks Renewal	Consultation required from residents Initial scoping underway for amenity enviro-cycle system 5% completed
<b>Public Conveniences</b>	Wondai public amenity refurbishments	Scoping underway Meeting with Councillors to discuss on 2/12/21 Request for quotation to be released late December 2021 Works scheduled to commence early 2022 5% completed

## CAPEX Update

Project Name	Project Description	Status
<b>Cemeteries</b>	Wondai Cemetery Expansion & new Columbarium Wall	Scope being developed
	Blackbutt new Columbarium Wall	Scope being developed
<b>Parks</b>	Kingaroy Apex Park – Carpark, path & paint	Project to be delivered by Infrastructure Dept. Initial design under review
<b>Saleyards</b>	Coolabunia – Troughs, water & yard repairs	Capital works priorities under review by Working Group
<b>Rail Trail</b>	Murgon Rail Trail Crossing	No consultation required Quotes received Works due to commence early to mid 2022

## Regional Airport Funding (RAP) - Update

Project Name	Project Description	Status
<b>Kingaroy Aerodrome Lighting</b>	Funded by the Australian Government to design & construct runway lighting	Tender stage

## Cemetery Update

Stats Item	Monthly		Year to Date Cumulative	
	2021/22	2020/21	2021/22	2020/21
	01/11/21-30/11/21	01/11/20-30/11/20	01/07/21-30/11/21	01/07/20-30/11/20
Cemeteries	Burial/Ashes	Burial/Ashes	Total	Total
Blackbutt	1	0	4	3
Booie	0	1	0	1
Kumbia	0	0	0	1
Memerambi	0	0	0	0
Mondure/Wheatlands	0	0	0	0
Murgon	3	1	10	12
Nanango	4	1	12	4
Proston	0	0	3	1
Taabinga	5	0	21	23
Tingoora	0	0	0	0
Wondai	2	1	13	6
<b>Total</b>	<b>15</b>	<b>4</b>	<b>63</b>	<b>51</b>

## Dams Update

Stats Item	Monthly		Year to Date Cumulative			
	2021/22		2021/22		2020/21	
	01/11/21-28/11/21		01/07/21-28/11/21		01/07/20-28/11/20	
Dams Accommodation Numbers	Boondooma Dam	BP Dam	Boondooma Dam	BP Dam	Boondooma Dam	BP Dam
Cabins	113	174	612	1138	603	932
Bunkhouse	15	N/A	110	N/A	16	N/A
Powered Sites	174	340	1154	2474	1275	2345
Unpowered Camping	344	151	3037	1152	4469	1542
Contractor / Conference Room	N/A	10	N/A	88	N/A	N/A
<b>Total</b>	<b>646</b>	<b>675</b>	<b>4913</b>	<b>4852</b>	<b>6363</b>	<b>4819</b>

## Parks - Customer Requests

Category	Monthly 01/11/21 – 30/11/21	Year to Date Cumulative 01/07/21 – 30/11/21	Year to Date Cumulative 01/07/20 – 30/11/20
<b>Airports</b>	2	17	15
<b>Animals</b>	7	22	13
<b>Rail Trail</b>	3	17	11
<b>Cemetery</b>	15	64	50
<b>Dams</b>	5	11	10
<b>Mowing</b>	9	25	13
<b>Parking</b>	0	1	2
<b>Parks &amp; Gardens</b>	48	173	160
<b>Public Health</b>	0	2	4
<b>Toilets</b>	10	93	79
<b>Trees</b>	26	90	77
<b>Roads</b>	0	2	2
<b>Water / Wastewater</b>	0	2	2
<b>Footpath</b>	4	6	8
<b>Council Buildings</b>	3	6	3
<b>Local Laws</b>	0	1	0
<b>Compliments</b>	3	8	5
<b>Signage</b>	1	2	1
<b>Street Furniture</b>	0	0	2
<b>Drainage</b>	0	1	1
<b>Weeds</b>	0	0	1
<b>Total</b>	<b>136</b>	<b>543</b>	<b>459</b>

## Operations Update

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### Airports

Council recently took delivery of two (2) new stretchers for use by the RFDS at the Wondai and Kingaroy Aerodromes. The RFDS donated the stretchers which were second-hand. The stretchers were replaced owing to age and a risk of collapsing when in use.

Below: Previous stretcher



Below: New Stryker Ambulance stretcher



### Future Works

The focus for Parks and gardens staff is to continue mowing given the high growth being experienced. Parks staff are also being directed to weed gardens, particularly in the main entry points to town areas.



### **10.3 PROPERTIES OPERATIONAL UPDATE**

**File Number:** 8-12-2021

**Author:** Manager Property

**Authoriser:** Chief Executive Officer

#### **PRECIS**

Community– Properties Operational Update.

#### **SUMMARY**

Properties Operational Update.

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#### **OFFICER’S RECOMMENDATION**

That the Property Operational update be received for information.

#### **BACKGROUND**

Nil

#### **ATTACHMENTS**

1. **Properties Operational Report - November** [!\[\]\(c045a398c48fcb47adf237d338b1b391\_img.jpg\) !\[\]\(6ea471090ba6b2c70129dc83eb6e6a11\_img.jpg\)](#)

**COMMUNITIES – PROPERTIES OPERATIONAL UPDATE**

**Leanne Petersen**  
Manager Property

**Projects****2021/22 Capital Works: In progress**

<b>Name</b>	<b>Description</b>	<b>Status</b>
<b>Kingaroy Council Administration Building</b>	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.	Tender has been awarded to Total Ventilation Hygiene (TVH) Works are well under way with the roof top units installed. Painting is approx. 90%completed replacement of ceiling lights is 100%completed. This project is on track for completion prior to Christmas.
<b>Kingaroy Swimming Pool Refurbishment</b>	Concept Plans for Kingaroy Swimming Pool and Memorial Park	Tenders released Tenders close Tender Evaluation Report to the December Council meeting.
<b>South Burnett Aquatic Centre Bathroom Refurbishment</b>	Refurb existing bathrooms and change storage room into a new disable bathroom.	Awarded to Campbell Construction not to commence until Dec 2021. Start date confirmed 7 <sup>th</sup> of December, with a completion in mid-March Contractor has been contacted and no change to start date. Held a meeting with concerned residents at the Nanango Pool to look at alternative options to prevent closure of the pool for refurbishment. Scheduled closure with progress to allow works to be completed.
<b>Wondai showgrounds Grandstand and Pavilion upgrade</b>	Wondai Showgrounds Grandstand	Project awarded to Hawley Constructions Pty Ltd. Works have commenced on site 31 <sup>st</sup> of August. Minor issues have been addressed eg under ground water in footings

		Construction is substantially complete. Waiting for installation of tilt doors. Install of handrails and doors still to be completed in the new year.
<b>Kingaroy CCTV Forecourt upgrade</b>	New CCTV installed in forecourt, around external perimeter of Hall and carpark.	CCTV installation completed in the forecourt, Hall and Administration Building. This project is on hold during COVID lock down.
<b>South Burnett Security Upgrade to Integrity</b>	19 Concept systems and standalone pin code sites to be upgraded	All sites are now upgraded to Integrity. Finishing up on PIR installation. 95% completed
<b>Murgon PCYC Squash Court</b>	Design plans reviewed by Property Team members.	Commenced development of scope of works. Scheduled to go out for Tender January 2022.
<b>Murgon Shops</b>	Removal of Asbestos's from shops floor, wall and ceilings.	Request for quotation documents have been prepared to call quotes for removal of asbestos and relining numbers 70 and 68 Lamb Street. Quotations are currently being evaluated.

### Facility Maintenance

Facility Maintenance		
<b>Murgon &amp; Wondai Swimming Pools</b>	Survey by Australian Leak Detection completed August.	Reports to be prepared and presented to Council. ONGOING
<b>Boondooma Homestead Cabins</b>	Arrange completion of building works to the cabins and big top structure to facilitate issue of building approval final certificates.	Awaiting on quotations from local builders. Builder expected on site week beginning 29/11. Delayed due to wet weather.
<b>Boondooma Homestead Stone Store Mortar</b>	Sample repairs completed in August 2021. Ongoing monitoring and assessment of repairs.	Inspection with Kent Roxborough undertaken on 12/11/21. Repairs performing to expectation. Re-inspection in March 22.
<b>Blackbutt SES – Office Roof</b>	Consultant has been engaged to prepare plans to allow quotes to be obtained for repairs to prevent further water leakage.	Plans have been received and ready to obtain quotations.

<b>Kingaroy historical Ambulance Building at Kingaroy Airport</b>	Arrange inspection with suppliers to remove Asbestos.	Demolition complete. Site remediation delayed due to weather.
<b>Murgon Show Society Office – Murgon PCYC</b>	Request for repairs to Murgon Show Society Officer – Murgon PCYC	Site inspection 18/11/21. Gaps to external walls require sealing prior to painting. Additional exit not required for compliance but could be installed if required at an estimated cost of \$8000.00
<b>Murgon PCYC</b>	Fire Safety Audit completed in November	Water supply issue to Gymnasium Fire Hose Reel to be resolved – ongoing.
<b>Murgon PCYC Bathrooms</b>	Upgrade and provide facilities for PWD	Design meeting scheduled for 1/12 postponed due to inclement weather. To be re-scheduled for week beginning 6/12. Conceptual design to be provided Jan/Feb 2022.
<b>Wondai Sportsground - Grandstand</b>	Request received 10/11 in relation to asbestos in the grandstand structure and structural cracking to the lower-level walls of the clubhouse.	Site inspection 11/11 with Football Club President. 1) Asbestos to rooms under grandstand in poor condition. Suggest removal and relining currently lined walls with more suitable material. 2) Clubhouse is responsibility of the Football Club under the terms of the current lease.
<b>Wondai sportsground – flood damage</b>	Request received 29/11 for assistance with remediation of flood damage.	Site inspected 2/12. 1) Internal road damage is responsibility of Football Club under the terms of the lease agreement. 2) Approx. 70m of road boundary fence has been damaged. SBRC will need to rectify when ground dries sufficiently. Alternatively, may be to remove road boundary fence entirely.

Murgon Show Grounds – Electricity Pole Damage in Storm	Insurance Claim Approved	Scope and tender documents in preparation.
Asbestos Reports for Council Building	Call for Quotations	

**Leasing**

Item	Background	Actions
Ringsfield House, Nanango	Council Owned Property	Position descriptions and communication plan are currently being finalised.
Bunny Pearce Oval, Blackbutt	Lease of Council Owned Property	Awaiting Council decision
Kingaroy Junior Cricket Association	Council Owned Property – River Road Park/	Waiting for club to return agreement
South Burnett Mountain Bike Club	Request for additional lease area	Waiting for club to return agreement
Support has been provided to the, Wondai Proston Wolves Rugby League Club, Kingaroy Junior and Seniors Rugby League Inc., Hivesville Progress Association, Proston Golden Spurs Campdraft Association, Nanango Sports Association, Coverty Social Club Inc., Mondure Rural Fire Brigade and Maidenwell Rural Fire Brigade.		

**Land Sales**

Item	Background	Actions
Review of land holdings - general	Consolidated land assets list, ratings database and ATS search. Desktop review completed	Desktop analysis completed, now crosschecking with each business group.
Pound St	Appointed AEC to prepare Most Appropriate Use Assessment report.	Most Appropriate Use assessment being finalised and will be reviewed internally once received. Presentation to Councillors on 16 August of review outcomes Report presented to Council at November General Meeting.
Kingaroy St and Kelvyn St	Approved to sell on 29/4 Tender released 13/05	No Tenders Received
Walter Road Park Consultation	Community invited to participate in a community consultation session regarding the future use and purpose of Walter Road Park. Invitations sent to all neighbouring residents, advertising on social media and local newspaper.	Community Consultation Saturday 27 <sup>th</sup> of November. 7 community participants, 3 Councillors and 3 Council staff.
Real Estate Tenders	Tender Closed 11 <sup>th</sup> of November 2021	Evaluation stage – not all locations received interest from local Real Estate Agency's.

Earl St, Memerambi	Tender Opened 25 <sup>th</sup> of November 2021 Tender Closed 15 <sup>th</sup> of December 2021 Tender Evaluation until January 2022				Report proposed to come back in February for Councils consideration.		
14-16 West Street Kingaroy	Sold				Property settled on 01-06-2021		
20 William Street, Kingaroy	Sold				Property settled on 24-5-2021		
Stats	APPROVED TO SELL	OUT FOR TENDER	LISTED FOR SALE	UNDER NEGOTIATION	UNDER CONTRACT	SETTLED	PROCEEDS
Since 4 May 2021	0	0	0	0	0	2	\$235,000
Accumulative	2	2	0	0	0	2	\$235,000

### 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.  \$1 Million of Building works is now ready to be processed for Capitalisation.
Insurance	Assist LGM Assets as requested.  Mondure Hall	Site visits to selected assets with LGMA Account manager and Risk Engineer. Site visits with insurer for Mondure Hall and Kingaroy Library water damage.  Ongoing communication with broker to finalise settlement of claim.

**10.4 UPDATE - CLEANING OF CBDS****File Number:** 8-12-21**Author:** Acting Manager NRM & Parks**Authoriser:** Chief Executive Officer

The following question on notice was received from Councillor Schumacher at the Community Standing Committee on 10 November 2021.

**Question**

Update to be provided to the Infrastructure Standing Committee Meeting in relation to the cleaning of CBD's, in particular the footpaths.

**Response**

This update is provided to the Community Standing Committee as the Infrastructure Standing Committee agenda was closed prior to a response being prepared.

The footpath cleaning program is subject to ongoing review and the table below indicates that the previous CBD Working Group last met in May 2021. Since that meeting, there has been a range of activities involving Council discussions and requests for further information about street cleaning devices and demonstrations.

<b>Date</b>	<b>Description</b>
14/4/21	Demo of street cleaner at Aussie Hotel, Murgon
10/5/21	Meeting of CBD Working Group
23/6/21	Budget consideration of Plant Replacement Program and indicative annual operating costs presented
25/8/21	Ordinary Meeting resolution to provide report on service levels and costings for regional CBD footpath cleaning program & possible 6-month trial of equipment
8/9/21	Community Standing Committee Resolution to demonstrate Street Cleaner & EcoVac and to appoint Crs Jones & Duff to the CBD Working Group
8/9/21	Report to Community Standing Committee – Pressure cleaning of CBD streets
13/9/21	RFI – Cr Duff, seeking cost break-down, purchase and operating costs (\$155k) for Street Sweeper/EcoVac
22/9/21	Ordinary Meeting - Resolution to demonstrate Street Cleaner & EcoVac
12/10/21	Demo of street cleaner at Royal Hotel, Murgon

Council's Infrastructure Department is responsible for the annual pressure wash and scrub down of CBD footpaths. Prior to the current financial year, there doesn't appear to be an annual program in place for this type of cleaning program and funding was allocated for the first time in the 2021/2022 budget. An update for the program this year is as follows:

<b>Location</b>	<b>Update</b>
Blackbutt	No intended washdown this year owing to the CBD redevelopment
Kingaroy	No intended washdown this year owing to the CBD redevelopment

<b>Location</b>	<b>Update</b>
Murgon	Currently being completed as part of recent quotation to clean and re-seal of the CBD footpath
Nanango	Consideration being given to a request for quotation to complete a washdown of CBD
Proston	Consideration being given to a request for quotation to complete a washdown of CBD

**RECOMMENDATION**

That the response to the question regarding cleaning of CBDs raised by Councillor Schumacher be received and noted.

**ATTACHMENTS**

Nil



**10.5 UPDATE ON SECURITY - ADDITIONAL CCTV**

**File Number:** 8-12-2021  
**Author:** Manager Property  
**Authoriser:** Chief Executive Officer

**PRECIS**

Additional CCTV cameras for Parks, Public Amenities and Council Buildings located in Kingaroy

**SUMMARY**

Council recognises the importance of maintaining safe public spaces for people in the community without compromising an individual's privacy. Council has received quotations for the replacement of CCTV in parks, external components of Glendon Street public amenities, Council IT Building and installation of new CCTV at the entry point to the Rail Trail from the Youngman Street and the Meir's Road intersection.

---

**OFFICER'S RECOMMENDATION**

That Committee recommends to Council that:

1. Council considers in the 2<sup>nd</sup> quarter budget review a budget allocation of \$90,000 for the installation of CCTV cameras for
  - a. Kingaroy Memorial Park, River Road Park; and
  - b. External building component of Glendon Street Public Amenities and the IT building; and
  - c. Entry point to the Rail Trail from the Youngman Street and the Meir's Road intersection.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Allocation of budget will be required for the purchase and installation of replacement and additional CCTV. Further allocation of operating budget per annum for ongoing maintenance and servicing costs of all CCTV cameras be considered in the 2022/23 Operational budget.

**LINK TO CORPORATE/OPERATIONAL PLAN**

Corporate Plan

EC2: Develop and implement CBD Renewal and Revitalisation Programmes for areas of our townships including service standards for maintenance and cleaning programmes

**LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)**

The collection and storage, use, or disclosure of personal information is subject to the privacy obligations in the *Information Privacy Act 2009* and *Right to Information Act 2009*.

**POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

The installation, management and operation of CCTV (surveillance camera's) will be in accordance with Council Surveillance Camera Operations Policy.

**ASSET MANAGEMENT IMPLICATIONS**

Installation of new CCTV cameras along the rail trail will add new assets to the Building Asset register. Ongoing maintenance and servicing costs will increase operational budgets.

**REPORT**

In August 2021, Council resolved at the General meeting to investigate and consider the installation of CCTV cameras in strategic locations on the Kingaroy rail trail from the Youngman Street entry point and to the intersection with Meir's Road.

Council General Meeting Resolution;

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That capital funding be considered for the first quarter review to provide:

1. CCTV cameras in strategic locations (subject to privacy legislation) on the Kingaroy rail trail from the Youngman street entry point to the intersection with Meier's Road;
2. Security lighting as appropriate.

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

Against: Nil

CARRIED 7/0

Through further investigation it was identified that the surveillance cameras in Memorial Park, River Road Park and Glendon Street public amenities were non-operational. On several occasions this year Queensland Police have requested footage and submitted 'Application to Release Surveillance Camera Footage and / or images' form and has been unsuccessful in retrieving footage from Council's cameras to assist in community safety investigations due to the camera's failing to operate.

Council has received design specifications, camera layout maps and quotation to supply and install new cameras at preferred locations. Listed in Table 1 below is the description for CCTV.

Further *Commercial in Confidence* information has been supplied separately to Councillors including quotation documentation and further information on preferred camera location provided on an aerial map.

Table 1: CCTV Cameras

<b>Location</b>	<b>Description</b>
Kingaroy River Road Park	Supply & installation of cctv overview coverage of River Road Park & public space. 1 x 360-degree camera on existing pole. Underground Cat 6 cabling will run to storage cupboard in restroom facility.
Kingaroy Memorial Park	Supply & installation of cctv overview coverage of War Memorial & public space. 1 x 360-degree camera, 1 x bullet camera. Underground Cat 6 cabling will run to existing steel enclosure at war memorial

Kingaroy Rail Trail	CCTV coverage on high-risk areas. 3 x 360-degree cameras. 1 x controlled PTZ programmed to track movement. 3 main points along trail. Solar and wireless cctv solution
Kingaroy Rail Trail	Optional solar pole and wireless receiver Mt Wooroolin
Glendon St Public Amenities & IT Building	7 dome cameras, server storage increase, license and cabling

Kingaroy Transformation Project Team have also been consulted in the layout design proposed for the surveillance camera's around Glendon Street toilets and IT Building, Roger's Park and carpark.

## **ATTACHMENTS**

**Nil**

**10.6 KINGAROY AERODROME MASTERPLAN****File Number:** 8-12-2021**Author:** Lease Officer**Authoriser:** Chief Executive Officer**PRECIS**

Council identified in the 2021-2022 Operational Plan to prepare an aerodrome masterplan for the Kingaroy aerodrome.

**SUMMARY**

Council released an invitation to offer for quotes to undertake the development of a masterplan for the Kingaroy Aerodrome and evaluated the tenders. All tenders received did not meet the full scope of works and were outside the approved budget allocation.

---

**OFFICER'S RECOMMENDATION**

That Committee recommends to Council that:

1. South Burnett Regional Council notes the Chief Executive Officer operational decision to establish an Officer position dedicated to the operations of aerodromes and supporting stakeholder engagement for the Masterplan for Kingaroy aerodrome; and
2. considers in future budget discussions the allocation of resources for seeking specific technical advisors for elements of the scope and specification outlined in the invitation to offer for the Masterplan.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Allocation of budget will be required for a new position.

**LINK TO CORPORATE/OPERATIONAL PLAN**

Corporate Plan: IN15: Continue to investigate options to improve our aerodromes

Operational Plan: IN13: Prepare Aerodrome Masterplan

**COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)**

The evaluation panel consisted of the CEO, General Manager Community, Acting Manager for Parks, Manager of Property, an independent contractor, and the Lease Officer. During recent consultation at the aerodrome for the installation of fencing many users of the aerodrome were enquiring on the progress of the Masterplan process.

**LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)**

The *Local Government Regulation 2012*, s225 (3), allows a local government to decide not to accept any of the quotes it receives.

**POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

Non- acceptance of a quotation or tender is in accordance with Council's Procurement Policy.

Aligns with Council's previous discuss policy position of developing our own staff and internal expertise.

## ASSET MANAGEMENT IMPLICATIONS

The Kingaroy Aerodrome is a significant Council asset that has licences to occupy with commercial businesses and recreational aeronautical users. Council also has several leases with not-for-profit groups that are not aeronautically focused.

## REPORT

The Tender Assessment Panel undertook an evaluation of the submissions received for the development of a staged 20-year masterplan for the Kingaroy Aerodrome. In total, Council received five submissions from airport consultants across various locations in Queensland. No submissions received were from locally based consultants.

The submissions presented a range of approaches aligning to the scope and specifications of work requirements requested by Council. All submissions were adequate in providing policy and regulatory contexts of airport design and relevant technical parameters. Submissions provided a broad range of experiences in airport masterplan development from small scale local government airport projects in regional areas to more complex international airport designs and development.

All panel members acknowledged that submissions were weak in meeting the criteria of stakeholder engagement and providing relevant community engagement skills. One submission questioned the inclusion of this work in the scope of works. Another submission proposed to use a sub contractor for each element e.g., community consultation, heritage plan, technical data. However, the lead contractor failed to demonstrate how the use of a multi sub-contracting development strategy had provided previous successful outcomes and value for money. Consequently, this tender was the most expensive with an estimated 1145 hours of work to be delivered.

The panel determined the following key issues regarding the submissions received:

- Once the initial development stages were completed by an external consultant, there were ineffective community engagement strategies that incorporate meaningful community “buy in” to the masterplan process.
- Additional financial burden placed on Council officers not allocated to aerodrome management to “gap fill” areas not adequately address in masterplan formulation and longer-term staged implementation.

The panel agreed the success of the masterplan would be underpinned by creating relationships and rapport with all stakeholders in the aerodrome through the planning process. There would be a risk to the continuity of these established relationships if a consultant was used, and then ceased once the masterplan had been completed.

The panel discussed the strength of adopting an alternative option of a Council-led approach to the Masterplan through a “Hybrid Model”. This approach would involve:

- Council employing a dedicated aerodrome coordinator to focus on building relationships with stakeholders and advocating the value of the asset to new and existing customers and stakeholders.
- Purchasing various technical and specialist services from external providers to fulfill policy and regulatory elements of the masterplan with the Aerodrome Coordinator liaising between advisors and stakeholders of the aerodrome.

The Hybrid Model would allow Council and community time to engage in a meaningful way and allow new ideas and concepts to be robustly discussed. The panel agreed this approach would be more applicable to the Kingaroy Aerodrome and provide Council the opportunity to produce a flexible, living document that is endorsed by community and users to support decision making in the years to come.

## Tenders Received

Tenderer	Quotation Amount (ex GST)	Total hours for the project	Average hourly rate (\$/hour) *
PSA Infrastructure	\$196,680.00	1145	\$171
Leading Edge	\$99,708.00	551	\$180
JJ Ryan	\$183,790.00	758	\$242
Aviation Projects	\$74,370.00	332*	\$224
Airport Consultancy Group	\$109,512.00	608*	\$108
* approximate			

**ATTACHMENTS**

1. Invitation to offer - Kingoory Aerodrome Masterplan [↓](#) 



## **S2 - Invitation to Offer**

Non-Returnable Schedule

Contract No. SBRCQ 20/21-180

for

Development of Master Plan for Kingaroy Aerodrome

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## 1. Background and General Information

The Kingaroy aerodrome is a certified facility with the South Burnett Regional Council as the recognised owner and operator. The site has a long and rich history in supporting the communities of the South Burnett and as vital cog in Australia's war effort against Japan in the Second World War. It was taken over by the Royal Australian Air Force in October 1941 as Landing Ground No. 375 and formally acquired by the Commonwealth government in June 1943, becoming RAAF Station Kingaroy. The aerodrome operated as an interim flight training school and later for the formation of squadrons. At its peak in the war effort the airfield consisted of four strips, a hospital, a morgue, bomb dumps, machine gun posts and hutted accommodation for 1500 personnel including a number of huts allocated to the Women's Auxiliary Australian Air Force and a training school.

Today the Kingaroy aerodrome plays a crucial role in supporting the provision of emergency health services with the Royal Flying Doctor Service and other medevac services regularly utilising the facility. Consisting of 247ha of freehold land the aerodrome support a number of aviation and community group-based activities. Recreational is the major activity occurring at the airport and is home to the Kingaroy Soaring Club with the area known worldwide as one of only a few sites that offers year-round soaring capabilities in a safe environment. The aerodrome also supports both private powered recreational and general aviation activity and a commercial agricultural spraying business which provides timely, weather dependant inputs in support of agricultural production across the South Burnett Region.

Other non-aviation community groups operate on the extensive land side of the aerodrome including a Junior Motorcycle Club, Kingaroy and District Vintage Machinery Club, The Kingaroy Men's Shed, an Observatory and the Local RSPCA Animal Shelter. Minor cultivation and crop production activities also occurs within the landside area.

The Kingaroy aerodrome is an essential public infrastructure asset that can generate significant social and economic benefits to the entire community but needs to be properly planned and protected over the long term to realise these benefits and ensure the safe and efficient operation of the facility. Poor planning of aerodromes can lead to a range of problems including operational restrictions, uncoordinated land use and development and a general lack of consistency in the management of key issues. With no Master Plan in place the Kingaroy aerodrome lacks strategic intent that provides direction for Council, user groups and the community regarding current and future use of this facility.

South Burnett Regional Council is seeking a suitable qualified consultancy firm to undertake the formulation of a Master Plan that will be utilised to structure future land use and development within the Kingaroy Aerodrome lands over the next 20 years.

## 2. Agreement to be bound by Invitation to Offer

In consideration of Council:

- (a) inviting the Respondent to submit an Offer for the goods, services and/or works, as applicable, as described in clause 1 and more particularly described in the Scope and Specification; and
  - (b) agreeing to evaluate each Offer submitted by the Respondent in accordance with this Invitation to Offer,
- the Respondent agrees to be bound by this Invitation to Offer for each Offer submitted by the Respondent.

## 3. Definitions

- (a) This Invitation to Offer uses definitions, some of which are found elsewhere in the Offer Documents. Respondents should note the following defined terms:

Term	Definition
<b>Addenda or Addendum</b>	means any document issued by Council pursuant to clause 7 of this Invitation to Offer.
<b>Business Day</b>	means a day other than a Saturday, Sunday or a public holiday in the South Burnett, Queensland.
<b>Closing Date for Enquiries</b>	means the date and time specified in clause 5 of this Invitation to Offer or such other date as may be determined by Council.
<b>Closing Time</b>	means the date and time specified in clause 5 of this Invitation to Offer or such other date as may be determined by Council in accordance with clause 14.3(c)(ii).

<b>Term</b>	<b>Definition</b>
<b>Conforming Offer</b>	means an Offer that complies with clause 13.1.
<b>Council</b>	means South Burnett Regional Council and includes where relevant any of its Personnel.
<b>E-Procurement Platforms</b>	means the e-procurement tools and platforms used by Council for this Invitation to Offer.
<b>Legislative Requirements</b>	includes: <ul style="list-style-type: none"> <li>(a) acts, regulations, by-laws, ordinances, orders, awards and proclamations of the Commonwealth, the State or Territory or of the local government in which the Supply or any part thereof is being carried out;</li> <li>(b) certificates, licences, consents, permits, approvals and requirements of organisations having jurisdiction in connection with the carrying out of the Supply; and</li> <li>(c) fees and charges payable in connection with the foregoing.</li> </ul>
<b>Non-Conforming Offer</b>	means an Offer that complies with clause 13.2 is not a Conforming Offer.
<b>Non-Returnable Schedule</b>	means any Schedule marked 'Non-Returnable Schedule'. For the avoidance of doubt, the Respondent is not required to complete or submit Non-Returnable Schedules with its Offer.
<b>Offer</b>	means any offer submitted by a Respondent in accordance with this Invitation to Offer and may include a Non-Conforming Offer.
<b>Offer Documents</b>	has the meaning given to it in clause 6 of this Invitation to Offer and, without limitation, includes this Invitation to Offer.
<b>Personal Information</b>	has the meaning given to it in the <i>Information Privacy Act 2009</i> (Qld). A non-exhaustive list of examples of Personal Information are: <ul style="list-style-type: none"> <li>(a) a person's name, age, address, phone number or email address;</li> <li>(b) a person's signature; or</li> <li>(c) a person's salary, bank account or financial details.</li> </ul>
<b>Personnel</b>	has the meaning given to it in clause 23.5 of this Invitation to Offer.
<b>Policies and Plans</b>	means Council's published or to be published policies and plans which may be amended from time to time, including those published on <a href="http://www.southburnett.qld.gov.au">www.southburnett.qld.gov.au</a>
<b>Pricing Schedule</b>	means the schedule (in the form set out in Returnable Schedule 2) to be completed by the Respondent which specifies the amount of money for which the Respondent offers to carry out the Supply.
<b>Procurement Process</b>	means any process carried out by Council relating to the subject of this Invitation to Offer, including this Invitation to Offer, the evaluation of Offers and may also include, without limitation, an expression of interest process, a tender process or a 'best and final offer' process.
<b>Respondent</b>	means the person, company or other entity that submits an Offer.
<b>Returnable Schedule</b>	means any Schedule marked 'Returnable Schedules' which must be completed by the Respondent and submitted with its Offer.
<b>Schedules</b>	means any schedules attached to this Invitation to Offer, including Returnable Schedules and Non-Returnable Schedule.
<b>Scope and Specification</b>	means the document created by or on behalf of Council and included in the Offer Documents as Non-Returnable Schedule 1, setting out the Supply which may be required to be carried out by the successful Respondent.
<b>Site</b>	means the site or sites at which the Supply is to be carried out.
<b>Supply</b>	means the goods, services and/or works, as applicable, that: <ul style="list-style-type: none"> <li>(a) the shortlisted Respondent(s) may be invited to tender for by Council; or</li> <li>(b) are being procured pursuant to this Invitation to Offer,</li> </ul> as described in clause 1 and more particularly described in the Scope and Specification.

(b) Other terms may be defined in the text of the Offer Documents.

#### 4. Interpretation

In this Invitation to Offer:

- (a) the singular includes the plural and vice versa and a gender includes other genders;
- (b) a reference to a party is to be construed as a reference to a party to this Invitation to Offer and includes its successors and permitted assigns;
- (c) a reference to an item in a clause, schedule, annexure or appendix is a reference to an item in the clause or schedule, annexure or appendix to this Invitation to Offer and references to this Invitation to Offer include its schedules and any annexures;
- (d) where a word or phrase is given a particular meaning, other parts of speech or grammatical forms of that word or phrase have corresponding meanings;
- (e) a reference to a document or agreement including this Invitation to Offer includes a reference to that document or agreement as amended, novated, supplemented, varied or replaced from time to time;
- (f) in the interpretation of this Invitation to Offer, headings are to be disregarded;
- (g) no rule of construction or interpretation applies to the construction or interpretation of this Invitation to Offer to the disadvantage of Council on the basis that Council prepared this Invitation to Offer or any part of it;
- (h) a reference to legislation or to a provision of legislation (including subordinate legislation) is to that legislation as amended, re-enacted or replaced, and includes any subordinate legislation issued under it; and
- (i) the words 'including' and 'includes' and any variants of those words, will be read as if followed by the words 'without limitation'.

## 5. Timetable

The following timetable is indicative only and may be amended at any time in the absolute discretion of Council:

Action	Time / Date
Invitation to Offer released / Date of advertisement	Wednesday 07 July 2021
Platform used	Illion Tenderlink
Closing Date for Enquiries	[4.00 pm (Australian Eastern Standard Time) on Friday 23 July 2021
Closing Time	4.00 pm (Australian Eastern Standard Time) on Friday 06 August 2021
Respondent interviews	Mandatory <input type="checkbox"/> Non-mandatory <input checked="" type="checkbox"/> If Respondent interviews are 'Mandatory', the time(s) and location(s) for such interview will be nominated by Council in accordance with clause 17.2.

## 6. Offer Documents

The Offer Documents are:

- (a) this Invitation to Offer and its Schedule/s;
- (b) Scope and Specification; and
- (c) any Addenda issued pursuant to clause 7.

## 7. Modification and or clarification of the Offer Documents (Addenda)

- (a) Council may at any time prior to the Closing Date for Enquiries modify or clarify any provision or part of the Offer Documents by:
  - (i) uploading a written Addendum to the E-Procurement Platform; or
  - (ii) issuing a written Addendum by mail, facsimile or email to all Respondents.
- (b) If Council issues an Addendum, Respondents must take the information into account in the preparation of its Offer.

## 8. Enquiries

- (a) Any enquiries by Respondents are to be posted to the E-Procurement Platform's 'Online Forum' by the Closing Date for Enquiries. All enquiries and responses may be viewed by other Respondents.
- (b) Council will use reasonable endeavours to respond to queries, comments or questions.
- (c) Without limiting clause 8(b), Council will not respond to any enquiries after the Closing Date for Enquiries.
- (d) Without limiting any other part of this Invitation to Offer, Council will not be bound by any advice given or not given, or information furnished or not furnished (whether in writing or verbally), by any officer or consultant of Council, nor in the event that any advice or information is inaccurate, out of date or incomplete in respect of the Supply, the Offer or the Procurement Process.
- (e) Council may, at its discretion, provide feedback to both successful and unsuccessful Respondents, but is under no obligation to do so.
- (f) Respondents must not direct requests for information to, or seek to discuss the Procurement Process with, any Councillor or officer of Council and Council will not be bound by any advice or information furnished by a Councillor or Council officer with respect to the Offer.

## 9. Lodgement of Offers

### 9.1 Electronic submission

- (a) Offers must be submitted electronically via the E-Procurement Platform.
- (b) Respondents must be registered with the E-Procurement Platform which Council is using for this Invitation to Offer. Respondents must register and open an account on the relevant E-Procurement Platform to:
  - (i) have access to all Offer Documents; and
  - (ii) submit an Offer.
- (c) Respondents should allow sufficient time for lodgement of their Offers, including time that may be required for any problem troubleshooting and resolution prior to the Closing Time.
- (d) When an Offer has been successfully submitted via the E-Procurement Platform, an on-screen receipt will confirm that the Respondent's submission has been completed successfully. The on-screen receipt will record the time and date the Respondent's Offer was received by the E-Procurement Platform and will be conclusive evidence of the submission of an Offer.
- (e) Failure to receive an on-screen receipt means that the submission has not been completed successfully. Where no receipt has been displayed by the E-Procurement Platform, the attempted submission will be deemed to have been unsuccessful.
- (f) The submission of an Offer via the E-Procurement Platform by a Respondent's registered business representative will constitute an electronic signature in accordance with the *Electronic Transactions (Queensland) Act 2001*.
- (g) All queries and requests for technical or operational support related to downloading files from, or uploading files to, the E-Procurement Platform must be directed to the help desk of the E-Procurement Platform. The contact details and business hours for help desk are available on the E-Procurement Platform.

### 9.2 Other forms of submission

An Offer submitted in person or by facsimile or email is a Non-Conforming Offer.

### 9.3 Opening of Offers

- ~~(a) Subject to clause 9.3(b), there will be a public opening of Offers.~~
- ~~(b) Council will only disclose the names of the Respondents who have submitted an Offer by the Closing Time during the public opening of Offers and will not, for the avoidance of doubt, be bound to communicate and/or advertise the value of Offers of any Respondent during public openings.~~

### 9.4 No representation

Any letter or other form of written or oral acknowledgment by Council of receipt of the Offer does not imply that the Offer has been admitted or accepted as a Conforming Offer or a Non-Conforming Offer and nor does it constitute any representation by Council as to any other matter.

## 10. Offer validity period

Any Offer lodged remains valid and binding upon the Respondent for a period of 90 Business Days from the Closing Time and then remains available for acceptance until withdrawn by the Respondent or Council concludes the procurement process.

## 11. Late Offers

Offers lodged with or received by Council after the Closing Time are deemed to be late and will be opened and registered separately. Council may, but is not bound to, consider or evaluate a late offer.

## 12. Offer requirements

### 12.1 Documents to be submitted with Offers

In their Offers, Respondents must provide all information required by the Offer Documents, including:

- (a) a completed schedule of the Respondent's details (Returnable Schedule 1);
- (b) subject to clause 12.2, a completed Pricing Schedule (Returnable Schedule 2);
- (c) a completed schedule of the Respondent's Certificates of Insurances (Returnable Schedule 3);
- (d) any information set out and required in this Invitation to Offer and the Returnable Schedules; and
- (e) any other information required by the Offer Documents.

### 12.2 Offer price

If this Invitation to Offer is not for an expression of interest process, the amount of money which the Respondent offers to carry out the Supply must be included in the Pricing Schedule and the completed schedule of the Respondent's details (Returnable Schedule 1). All amounts must be exclusive of GST and in Australian Dollars.

## 13. Conforming Offer

### 13.1 Conforming Offer

To be considered to be a Conforming Offer, an Offer must:

- (a) contain all the documents and information described in clause 12.1
- (b) strictly comply with the Scope and Specification with no departures; and
- (c) in all other respects comply with this Invitation to Offer and all applicable Legislative Requirements and Policies and Plans.

### 13.2 Non-Conforming Offer

- (a) An Offer that does not comply with clause 13.1 is a Non-Conforming Offer.
- (b) Council may, but is not bound to, consider or accept a Non-Conforming Offer.

## 14. Acceptance and consideration of Offers

### 14.1 Council not obliged

Council is under no obligation to:

- (a) review or consider any Offer submitted;
- (b) shortlist any Respondent (if applicable);
- (c) accept the lowest Offer (if applicable);
- (d) accept any Offer; or
- (e) negotiate or sign a contract for the Supply with any Respondent.

### 14.2 Council may annul Procurement Process

Without limiting any other term of this Invitation to Offer, Council may shortlist Respondents (if applicable), accept or reject any Offer (including rejecting all Offers in order to reissue this Invitation to Offer) or annul the Procurement Process, at any time, or terminate the Procurement Process, without any obligation to inform the affected Respondent or Respondents of the grounds for Council's action or inaction.

### 14.3 Council's other discretions

- (a) At any time and in its absolute discretion, Council may:
  - (i) invite all Respondents to change its Offer to take account of a change in any regard concerning the Offer Documents, including to the Scope and Specification; and
  - (ii) change the Closing Time by issuing all Respondents an Addendum under clause 7(a).
  - (iii) under Chapter 6 Contracting, section 228 (7) of the *Local Government Regulation 2012* invite all persons who submitted an Offer to change their Offer to take account of the change (of specification) before making a decision on the Offer.
- (b) After the Closing time may invite all Respondent change their Offer to take into account of a change in the offer specifications.

- (c) At any time before the Closing Date for Enquiries and in its absolute discretion, Council may:
  - (i) invite all Respondents to change its Offer to take account of a change in any regard concerning the Offer Documents, including to the Scope and Specification; and
  - (ii) change the Closing Time by issuing all Respondents an Addendum under clause 7(a).
- (d) Notwithstanding any other provision of this Invitation to Offer, Council may, in its absolute discretion, and without limiting any other right which Council may have, do any one or more of the following at any time (and without any obligation to do so):
  - (i) request clarification or additional information from any Respondent;
  - (ii) provide additional information to any or all Respondents;
  - (iii) discontinue negotiations with any Respondent;
  - (iv) proceed to negotiate with one Respondent or a third party, but not with other or any Respondents, and without any obligation to notify other or any Respondents that it is so proceeding;
  - (v) without limiting clause 14.3(d)(iv), enter into discussions with one or more Respondents;
  - (vi) shortlist or refuse to shortlist any or all Offers received (if applicable); and
  - (vii) decide not to proceed with the Procurement Process and not shortlist any Respondent, accept any Offer and/or enter any contract for the Supply.

#### **14.4 Acceptance of an Offer**

- (a) An Offer is deemed to be accepted by Council only when Council provides to a Respondent a letter of award. For the avoidance of doubt, a letter of award under this clause 14.4(a) will refer only to written notice given by Council which is expressly titled 'Letter of Award' and expressly states that it is a notice given to the Respondent for the purposes of this clause 14.4(a).
- (b) Council will use reasonable endeavours to a Letter of Award under clause 14.4(a) within 90 Business Days from the Closing Time.

### **15. Warranties**

#### **15.1 Respondent's investigations**

In submitting an Offer, the Respondent warrants that it has carried out all relevant investigations and has examined and acquainted itself with and satisfied itself concerning:

- (a) the contents of the Offer Documents and their completeness, currency and accuracy;
- (b) all information which is relevant to the risks, contingencies and other circumstances which could affect the Offer; and
- (c) the accuracy, completeness and sufficiency of the Offer.

#### **15.2 Respondent's ability**

In submitting an Offer, the Respondent further warrants:

- (a) the accuracy of all information provided by the Respondent in the Offer;
- (b) that it has all necessary experience, skill and resources to perform and carry out its obligations in accordance with the Offer Documents;
- (c) that the Respondent is ready, willing and able to commence and carry out the Supply if required by Council; and
- (d) that its Offer complies with all applicable Legislative Requirements and Policies and Plans.

### **16. Investigations by Respondents**

Respondents must make their own investigations as to the nature of the Site(s) and its surrounds and satisfy themselves as to the accuracy and completeness of any matters stated in the Offer Documents and of any assumptions upon which Respondents base their Offers prior to submitting their Offer.

**17. Information required after opening of Offers****17.1 Respondent to provide additional information if requested**

The Respondent must provide, after the opening of Offers, any additional information which may be requested by Council for evaluation of the Offer(s).

**17.2 Respondent interviews**

- (a) Clause 17.2 will only apply if clause 5 provides that Respondent interviews are 'Mandatory'.
- (b) Without limiting clause 14, the Respondent must make itself available after the Closing Time to attend an interview in relation to their Offer at the time(s) and at the location(s) nominated by Council. The Respondent must be represented at such interviews by a responsible member or members of its staff who are conversant with all technical, financial and contractual details of the Respondent's Offer, who are authorised to make, at the interview, any decision on behalf of the Respondent and who are able to indicate the relative values of any items under discussion.

**18. Offer evaluation****18.1 Statutory evaluation**

Evaluation of Offers will be generally in accordance with the requirements of the *Local Government Act 2009* and the *Local Government Regulation 2012*, including that Council will have regard to the following principles:

- (a) value for money;
- (b) open and effective competition;
- (c) the development of competitive local business and industry;
- (d) environmental protection; and
- (e) ethical behaviour and fair dealing.

**18.2 Other**

In addition to the principles in clause 18.1 factors which will be taken into consideration by Council in assessing Offers and Respondents include:

No	Criteria
1	Compliance with this Invitation to Offer, including Schedules
2	Price
3	Experience
4	Methodology

**19. Reliance by Respondent****19.1 Council makes no representations**

Council does not make any representations, express, implied or inferred, or provide any undertakings to Respondents other than to invite them to submit an Offer.

**19.2 Offer information for convenience only**

Any information supplied to a Respondent in the Offer Documents or otherwise or in subsequent oral or written communication by or on behalf of Council is provided to the Respondent for convenience only and may not be complete, up to date or accurate.

**19.3 Respondent not to rely**

The Respondent must not rely upon any matter disclosed or representation, warranty or statement (oral or otherwise) made to the Respondent by Council, whether in the Offer Documents or otherwise, and must make and rely solely upon its own independent investigation, judgment and assessment of any such matter or representation.

**19.4 Respondent to examine information**

The Respondent must carefully review the Offer Documents and all documentation and all other material provided and must make any enquiries which the Respondent considers necessary or desirable to verify



the information and materials contained in the Offer Documents or in any subsequent oral or written communication or material.

## 20. No collusion

The Respondent warrants that:

- (a) neither the Respondent nor any of its employees, officers or agents nor any other party on its behalf had any knowledge of the Returnable Schedules of any other Respondent prior to submitting its Offer nor has the Respondent disclosed to any rival Respondent its Returnable Schedules;
- (b) neither the Respondent nor any of its employees, officers or agents nor any other party on its behalf have entered into any contract, arrangement or understanding having the result that on being shortlisted for the Supply, having its Offer accepted and/or being awarded the contract for the Supply, the Respondent will pay to any unsuccessful Respondent any moneys or other reward in respect of or in relation to the Offer, Procurement Process and/or any contract for the Supply; and
- (c) the Offer is a genuine and competitive offer.

## 21. Conflicts of interest

### 21.1 Respondent to identify conflicts

Respondents must clearly identify in Returnable Schedule 1 if they have any actual or perceived conflict in responding to this Invitation to Offer, and if so, identify the manner in which they intend to deal with that conflict.

### 21.2 Respondent to notify if conflict arises

If, at any time, an actual or potential conflict of interest arises for any Respondent, that Respondent must immediately notify Council in writing of that conflict of interest.

### 21.3 Council's rights

If a Respondent notifies Council of an actual or potential conflict of interest or Council becomes aware of the existence of an actual or potential conflict of interest, Council may, in its absolute discretion:

- (a) enter into discussions to seek to resolve such conflict of interest;
- (b) cease further consideration of and disregard the Offer lodged by that Respondent; and/or
- (c) take any other action, as it considers appropriate.

### 21.4 Respondent must not canvas support

Any Respondent who directly or indirectly canvasses support from an elected member, employee or agent of Council will be disqualified and any Offer submitted will not be considered.

## 22. Respondent's costs

- (a) Except to the extent expressly provided by this Invitation to Offer, Council is not responsible for, and is not liable to pay for, any costs, expenses, losses or damages (including to a claim for economic loss or loss of opportunity), however arising which a Respondent incurs or becomes liable for in relation to or in connection with:
  - (i) the preparation of an Offer;
  - (ii) any error, omission, or misrepresentation (express or inferred) in the Offer Documents;
  - (iii) any representations by or on behalf of Council;
  - (iv) the submission of an Offer;
  - (v) subsequent clarifications to an Offer;
  - (vi) submissions after lodgement of an Offer (whether or not that submission is required by Council);
  - (vii) attendance at any Respondent interviews under clause 17.2;
  - (viii) the termination of the Procurement Process; or
  - (ix) any other part of the Procurement Process,and the Respondent releases Council from any such claim whatsoever and howsoever brought or any costs, expenses, losses or damages (including to a claim for economic loss or loss of opportunity) arising

from any claim, suit, demand, proceeding or action which, but for this Invitation to Offer, the Respondent may have had against Council in respect of the matters referred to in clauses 22(a)(i) to 22(a)(ix).

- (b) Each Respondent participates in this Procurement Process at its own risk.

## **23. Use of information**

### **23.1 Offers are Council property**

All Offers submitted by a Respondent become the property of Council and will not be returned to the Respondents.

### **23.2 Offer Documents are Council property**

The Offer Documents and all documents, information, drawings, specifications, technical information and other material and information provided to a Respondent (whether before or after the issue of this Invitation to Offer):

- (a) remain the property of Council;
- (b) must only be used for the purpose of preparing its Offer and for no other purpose; and
- (c) must not be disclosed to any person other than to a person who is assisting the Respondent in preparing its Offer.

### **23.3 Intellectual property in Offer Documents**

All intellectual property rights which exist in information contained in this Invitation to Offer or any related material will remain the property of Council but the Respondent is permitted to use that information and material for the purpose only of compiling its Offer.

### **23.4 Confidential Information**

- (a) Subject to clause 23.4(b), the Respondent must keep confidential all documents in connection with its Offer (including the Offer Documents), the matters discussed with Council or its agents in connection with the Procurement Process and the Respondent's Offer, all correspondence in connection with the Procurement Process and the Respondent's Offer, Council's responses to any queries, comments or questions posted to the E-Procurement Platform's 'Online Forum' (including Council's responses to other Respondents' queries, comments or questions) and any other information which is expressed as (or reasonably inferred to be) provided to the Respondent by Council or its agents in confidence.
- (b) The Respondent must obtain the prior written consent of Council to disclose any information referred to under clause 23.4(a).

### **23.5 Respondent licences Council**

Each Respondent licences Council and its officers, employees, agents, advisers and representatives (Personnel) to copy, adapt, amend, disclose or do anything else necessary (in Council's sole discretion) to all material (including that which contains intellectual property rights of the Respondent or other persons) contained in its Offer for the purpose of the Procurement Process, including Council's evaluation of the Respondent's Offer, inviting written tenders for the Supply, negotiating any contract for the Supply with the successful Respondent (if this Procurement Process proceeds to that stage) and this Procurement Process generally.

### **23.6 Council may make copies**

Council and its Personnel may make such copies of an Offer as it requires for those purposes.

### **23.7 Right to Information Act 2009**

- (a) The *Right to Information Act 2009 (RTI Act)* provides members of the public with a right to access documents held by Queensland Government agencies (including local governments).
- (b) The *RTI Act* requires that documents be disclosed upon request, unless the documents are exempt or, on balance, disclosure is contrary to the public interest. Information provided by the Respondent is potentially subject to disclosure to third parties pursuant to the *RTI Act*.
- (c) If disclosure under the *RTI Act*, or general disclosure of information provided by the Respondent, would be of substantial concern to the Respondent, because it would disclose trade secrets, information of commercial value, the purpose or results of research or other information of a confidential nature, including Personal Information, this should be indicated by the Respondent in its

Offer. Council cannot guarantee that any information provided by the Respondent will be protected from disclosure under the *RTI Act*.

- (d) The Respondent must familiarise itself with the relevant provisions of the *RTI Act* dealing with the requirements for disclosure of information by agencies, and the grounds on which access to information may be refused.
- (e) Council accepts no responsibility for the accuracy or adequacy of any information it provides to Respondents concerning the content or effect of the *RTI Act*.
- (f) Council reserves the right to disclose, by publication by means of media of its choosing upon conclusion of the Procurement Process and/or award of any contract for the Supply, any details of the name and address of the successful Respondent, a description of the Supply, the commencement date of any contract for the Supply awarded, and the price or value of any contract for the Supply awarded.

## **24. Information Privacy Act 2009 compliance**

### **24.1 Compliance with the *Information Privacy Act 2009***

By submitting an Offer, the Respondent warrants that it has obtained the consent of each individual whose Personal Information is included in the Offer for:

- (a) the inclusion of their Personal Information in the Offer;
- (b) the use of the Personal Information by Council for the purpose of the Procurement Process, including the evaluation of the Respondent's the Offer; and
- (c) the disclosure of the Personal Information to other parties (including professional advisors) as may be involved in assisting Council with the Procurement Process, including the evaluation of the Respondent's Offer.

### **24.2 Indemnity**

The Respondent must indemnify Council against any claim, damage or loss (including legal costs and expenses) that Council may incur as a consequence of a breach by the Respondent of the warranty in clause 24.

### **24.3 Other**

- (a) Any Personal Information exchanged between the Respondent and Council must be dealt with in accordance with the *Information Privacy Act 2009*.
- (b) The Respondent must immediately notify Council upon becoming aware of any breach of this clause 24.

## **25. Governing law and jurisdiction**

### **25.1 Governing law**

This Invitation to Offer and the Offer Documents are governed by the laws in force in Queensland.

### **25.2 Governing jurisdiction**

Each party irrevocably submits to the exclusive jurisdiction of the courts of Queensland and the courts of appeal from them.

## **26. Joint and several liability**

If a Respondent comprises two or more parties, their obligations and liabilities (whether as a joint venture, consortium, partnership or any other unincorporated grouping of two or more persons):

- (a) the obligations and liabilities of those persons is joint and several; and
- (b) those persons must notify Council of their representative, who must have authority to bind the Respondent and each of those persons.

## Non-Returnable Schedule 1 – Scope and Specification

### 1. SCOPE AND SPECIFICATION OF WORKS

#### General

The future development of Kingaroy Aerodrome will be most successful when it is based on a vision that brings together the concerns of different interest groups, and their recommendations create a ground swell of community and political support. Building public interest, participation, and consensus as part of the master planning process involves challenging expectations and educating the community and other stakeholders about what Kingaroy Aerodrome could be.

This specification details the requirements for the provision of a staged Master Plan for the entire airside and landside aerodrome footprint as depicted in attachment 1. The Master Plan will need to be delivered through a 20-year staged approach dependent on current and future revenue streams available to Council and potential future funding available from both State and Australian Government initiatives.

#### Master Planning Outcome

The Master Plan shall provide a direction for the airport in terms of future infrastructure development, land use and cost recovery, balanced against the economic and social requirements and aspirations of the South Burnett community.

#### Scope of Works

The Scope of Works is to research, consult, analyse and develop a staged Master Plan that:

- Spatially classifies precincts and includes guidelines specifying key issues, objectives and appropriate and prohibited land uses.
- Determines the future development of the aerodrome's physical facilities and infrastructure over the life of the Master Plan.
- Defines a transport and road network to support proposed changes to existing and new infrastructure.
- Identifies significant aviation heritage that exists across the site and how these sites can be managed, promoted and protected in future development plans.
- Considers the regulatory and policy context relevant to the aerodrome and the preparation of the Master Plan.
- Describes specific actions and likely timing of each action, cost estimates and possible funding sources.

#### Staged Implementation of Master Plan

The 20-year staged implementation must reflect a logical sequence to rollout individual projects, and be based on Council and community needs, user group priorities, and the practicality of undertaking the improvement projects. The practicality and order of implementation of all projects will be subject to a number of factors and criteria before proceeding, including:

- Availability of funding.
- Strategic priorities described within Council's Corporate Plan.
- Regional enablers and strategies expressed within Council's Regional Development Strategy.
- Stakeholder and community needs.
- Further investigation, research and consultation.

#### Works by the Contractor

The Contractor shall carry out all activities necessary to formulate a staged 20-year Master Plan for the Kingaroy Aerodrome consistent with the scope of works and the aim and objectives outlined in the deliverables.

**Works by Others**

Any works not specifically listed as works by others shall be the responsibility of the Contractor.

**2. DELIVERABLES****Master Plan Development****Aim**

Determination of a vision for the Kingaroy Aerodrome and outline projects and strategies that are required to be implemented to achieve this vision.

**Objectives**

Key objectives to be address:

- a) Assessment of the aerodrome's current facilities, land use and operations including both aviation and non-aviation usage.
- b) Analysis the trends affecting the present and future use of the aerodrome with consideration to the social, demographic and economic opportunities.
- c) Identify aviation and non-aviation opportunities to increase revenue and improve the financial viability of the aerodrome.
- d) Assessment of the current regulatory requirements and their implications on future operations, land use and development.
- e) Through consultation with key stakeholders establish a strategic vision and objectives for the aerodrome.
- f) Approaches to prevent the potential encroachment of incompatible activities and development in the vicinity of the airport.

**Community and Stakeholder Engagement**

A project specific Consultation Plan must be developed and implemented to support the Master Plan creation processes. The formal Consultation Plan will be assessed and formally adopted by Council. This Consultation Plan shall cover the whole of the Master Plan development process and include:

- Purpose of consultation
- Who to consult?
- Consultation methodologies
- Timing of consulting
- Key issues and messages

**Consultation Approaches**Key Stakeholders

The consultation process should start early and continue throughout the development process. Timing of consultation will need to vary depending on the stage of the development process and the actual stakeholders concerned. Engagement of key stakeholders that encompasses: Councillors and appropriate Council officers and the Kingaroy Aerodrome Users Committee shall occur as follows:

Stage 1: Consultation regarding the Strength, Weakness, Opportunities and Threats (SWOT) Analysis.

Stage 2: Consultation regarding the vision of the aerodrome and future directions.

Stage 3: Consultation regarding the draft development concepts.

### Public Consultation

Public stakeholder consultation is to be transparent and accessible to the public through the use of:

- A manned display in Council's Community Shopfront for a minimum of 3 weeks
- Mall and shopping centre displays
- Face to face interviews
- Public meetings and forums
- Random surveys and community update sessions

While the quantity of consultation is important, the emphasis must be on achieving high-quality consultation. It is anticipated that Councillors will be actively involved in many of the planned consultation activities and the consultation plan shall allow for their involvement and participation.

Demonstrated evidence of consultation undertaken and the data collected must be compiled and provided to Council Officers each month over the duration of the project.

### Liaison with Council

The following stakeholder feedback derived from consultation processes will be presented back to Councillors:

1. Results from SWOT analysis undertaken with key stakeholders.
2. Draft Master Plan prior to exhibiting with key stakeholders and the general public.
3. Feedback from key stakeholders and general public consultation processes from exhibiting Draft Master Plan.
4. Feedback from key stakeholders and general public consultation processes from exhibiting refined Draft Masterplan.

## **Required Methodology for Preparation and Development of Master Plan**

### Stage 1: Conduct a Situation Analysis

This stage must include a SWOT Analysis conducted with key stakeholders.

The following additional inclusions for assessment are listed below:

- Regional and socio-economic context
- Role and importance of the aerodrome to the region
- Current site conditions including amenities and topography
- Surrounding land use, topography and zoning
- Existing aviation and non-aviation activities occurring across the site footprint
- Identification of current utility services
- Determine all vehicle access points and areas of movement ground side

### Stage 2: Determination of a specific vision and strategic objectives for the Kingaroy Aerodrome

This stage shall establish a strategic vision of what key stakeholders want the aerodrome to be in 20 years and a series of specific objectives to achieve this vision. The formulation of the strategic framework for the Master Plan will be informed by:

- Consultation and feedback from key stakeholders
- Council's Corporate Plan and Regional Development Strategy
- Influence of government policy and regulation
- Assessment of aerodrome growth forecasts
- Data collected from conducting the SWOT analysis in Stage 1

### Stage 3: Strategy Development for the Kingaroy Aerodrome

This stage will contain the key elements of the Master Plan and consist of strategies and plans for the achievement of the vision and strategic objectives from Stage 2. Consideration of critical airport planning parameters will be utilised to inform and influence the development of strategy with a particular focus on:

- Regional aviation trends
- Economic, social, tourism and population information
- Requirements outlined within the current Kingaroy Airport Aerodrome Manual

### Stage 4: Development of Implementation Plan for the Kingaroy Aerodrome

An Implementation Plan will be required to articulate the execution of strategies and plans developed in Stage 3 and should include the following minimum elements:

- Identification of specific actions contained within the various plans developed for the achievement of the vision and strategic objectives.
- Staging and trigger points to illustrate the sequencing of infrastructure upgrades
- Cost estimates for major projects and possible funding sources
- Prioritisation of projects to provide direction for Council and other stakeholders.

## **Required Key Planning Elements of the Master Plan**

### Strategic Vision and Objectives

The Master Plan must clearly articulate the vision and objectives that were developed in consultation with key stakeholders.

### Land Use Plan

A Land Use Plan that includes a spatial representation of the different Land Use Precincts that will form the basis of the Master Plan. The use and development of the aerodrome land must be consistent with the precinct guidelines.

Land use guidelines for each identified precinct that specifies:

- Key issues and objectives
- Appropriate land uses
- Prohibited land uses

### Facilities Development Plan

A Facilities Development Plan shall discuss the future development of the aerodrome's facilities over the period of the Master Plan. The Facilities Development Plan is influenced by the assessment of existing facilities and analysis of critical aerodrome planning parameters.

### Road Network Plan

The Road Network Plan will be influenced by the aerodrome's development proposals and address any road network upgrades or changes required to meet the pattern of developments proposed over the planning period. The Road Network Plan should detail the following:

- Aerodrome road infrastructure
- Road connections
- Car parking facilities,
- Public transport services
- The capacity of the road network to support aviation operations and non-aviation activities

- Assessment of the impact of proposed developments set out in the Master Plan and the traffic flow at and surrounding the aerodrome.

#### Aviation Heritage Plan

Given significant aviation heritage exists across the site, a management plan that addresses the following items shall be developed:

- Determine importance of identified aviation heritage to the community and Department of Defense
- Investigate and determine future economic opportunities through aviation tourism
- Investigate the availability of potential financial support through State and Federal Government Departments to assist in promoting and protecting aviation heritage values
- Assess regulatory requirements relating to heritage sites and the implications for future development of the aerodrome
- Develop strategies to effectively manage and protect heritage values within the period of the Master Plan

#### Aerodrome Safeguarding Plan

Off-airport planning is a critical issue for the long-term protection of the Kingaroy aerodrome. The formulation of this plan is necessary in order to minimise the potential encroachment of incompatible activities and development within close proximity to the aerodrome. Key matters for the Aerodrome Safeguarding Plan to address include:

- a) Protection of the aerodrome's airspace in relation to both on airport and off airport development.
- b) An assessment of aircraft noise effect to ensure:
  - Sensitive land uses are not allocated in areas of unacceptable aircraft noise
  - The amenity of surrounding developments is not adversely affected by aircraft noise
  - Long term protection of aircraft operations resulting from encroachment of inappropriate development into noise affected areas
- c) Assessment of Council policies and planning controls and their effect on the planning of the aerodrome.
- d) Identify any deficiencies and desirable changes to Council policy and planning controls.

#### **Documentation Requirements**

Documentation shall be provided in both an electronic PDF format and hard copy versions in a bound A3 or A4 colour format.

- Scaled site spatial layouts that supports the content within the Land Use, Facilities Development and Road Network Plans
- 3D drawings, plan annotations and perspectives of selected upgrade projects

#### **Project Commencement and Completion**

The project commencement and completion date will be negotiated with the successful tenderer.

#### **Source Documentation**

The following source documentation is attached:

1. Map of Kingaroy Aerodrome Footprint
2. SBRC Corporate Plan 2021-2026
3. SBRC Regional Development Strategy
4. Kingaroy Aerodrome Infrastructure Plan



5. Kingaroy Airport Aerodrome Manual
6. Kingaroy Airport Aerodrome Emergency Plan

**10.7 UPDATE ON MANAGEMENT OF PROSTON AND WONDAL SWIMMING POOLS**

**File Number:** 8-12-2021  
**Author:** Manager Property  
**Authoriser:** Chief Executive Officer

**PRECIS**

Update on Management of Proston and Wondai Swimming Pools

**SUMMARY**

Council has continued to advertise the management and operation of Wondai and Proston Swimming Pool. No tenders were received for Wondai Pool Management.

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**OFFICER'S RECOMMENDATION**

That the report be received and noted

**BACKGROUND**

Council retendered the operation and management of Wondai Swimming Pool. Tenders closed on the 23<sup>rd</sup> of November. The tender was advertised locally and nationally on the Australasian Leisure Management website. No tenders were received.

Council has had local enquiries and continued to follow up with interested persons considering pool management. In most cases people do not have qualifications or experience and consider the risk and liability too great for a small business owner.

Council staff have also followed up with Queensland PCYC to discuss options for running a school holiday program involving running a bus from Wondai, Proston and Nanango to the Kingaroy or Murgon Pools. Further discussions and costings must be prepared by PCYC and Council as children and children swimming in a pool require high level of supervision. PCYC Murgon do not have the staffing resources to cover large number of participants.

The pool rules require all children under the age of 12 to be supervised by a Parent or Guardian and must swim within arm's reach of a parent. This makes it difficult as parents will also need to attend and travel on the bus. Also, children and parents would need to become financial members of PCYC. Ongoing discussions with PCYC, Pool Managers and Council will continue to determine if this is a financial and achievable option.

**ATTACHMENTS**

Nil

**10.8 REQUEST FOR FUNDING - KINGAROY CHAMBER OF COMMERCE AND INDUSTRY INC.**

**File Number:** 8-12-2021  
**Author:** Manager Property  
**Authoriser:** Chief Executive Officer

**PRECIS**

Kingaroy Chamber of Commerce and Industry Inc. (KCCI) have requested financial support to complete the fit out of 195 Kingaroy Street, Kingaroy.

**SUMMARY**

Kingaroy Chamber of Commerce and Industry Inc. are renovating the commercial retail space into a Business Hub and co-working space and, have requested additional financial support to complete the works.

**OFFICER'S RECOMMENDATION**

That the Committee recommends to Council:

That South Burnett Regional Council consider in the 2<sup>nd</sup> Quarter budget review, the request from the Kingaroy Chamber of Commerce Inc. for financial support to the value of \$53,877.72 for:

1. New compliant toilet facilities suitable for use by People with Disabilities - \$31,246.72 (GST inclusive)
2. Contribute to the additional cost (over and above plasterboard) to supply of Black Formply ceiling with expressed shadow line joints - \$15,416.00 (GST inclusive)
3. Installation of R3.5 Batts to the ceiling cavity concurrently with new ceiling construction. - \$7,215.00 (GST inclusive)

**FINANCIAL AND RESOURCE IMPLICATIONS**

Council does not have allocated budget. The funding for this project will require approval through the budget review process. Council has already contributed \$50,419.33 (GST inclusive) to support the removal of asbestos and improve the structural integrity of the building.

**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.

**COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)**

A request from KCCI was received 26 November 2021.

**LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)**

The specific terms within the lease that are relevant to the request from KCCI are:

Clause 5.4 (1) The Tenant must not carry out any building work, including any building application to the South Burnett Regional Council, or any other form of development as defined in the Integrated Planning Act 1997, without the Landlord's prior written consent. The Landlord cannot refuse consent if:

- (a) the Landlord approves the Tenant's drawings and specification of the works.

(b) the Tenant and Landlord agree on the type, quality, colour and size of the materials to be used.

(c) the Landlord reasonably approves of the Tenant's builder

Clause 5.4 (2) The Tenant must:

(a) pay for any work approved under Clause 5.4 (1)

(b) indemnify the Landlord against all injury or damage to the Premises or the Building caused by the works, and

(c) maintain the works

Therefore, in the circumstances that Council was to provide a financial contribution to the works it would be acting inconsistently with the Lease. However, the Lease does not prevent Council from contributing to the project.

### **POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

Undertaking works to improve the Premises is in alignment with the principles of South Burnett Regional Council's Asset Management Policy.

### **ASSET MANAGEMENT IMPLICATIONS**

The completion of the project will provide Council with an asset in significantly better condition than it is at present. The improvements will provide reduce ongoing maintenance and potentially lower energy costs.

### **REPORT**

#### **Property**

**Address:** 195 Kingaroy Street, Kingaroy

**RPD:** Lot 1 on RP133329

**Tenure:** Freehold, lease to Kingaroy Chamber of Commerce and Industry Inc.

**Term of Lease:** Commenced: 1/09/2021 Expiry: 30/08/2023 Option: Nil

#### **Background**

The Premises was leased to KCCI in September 2021 with the intention of developing the site into a business incubator to develop several micro-businesses to be established in the region. KCCI undertook works to renovate and fit-out the premises to suit the permitted use.

KCCI presented their proposed project to Council on 13 September 2021 and as per the correspondence received from KCCI reported Councillors provided positive feedback to the proposal.









Kingaroy Chamber of Commerce Inc. have committed to undertaking some of the required renovations through donations of materials and labour by chamber members and other aspects funded by KCCI financial resources. KCCI have completed demolition works within the premises and have progressed electrical and air conditioning installation. The proposed works by KCCI include the new kitchen facilities, general partitioning, and ceiling to the conference room / office inclusive of the required structural support. Refer to attached plans.

On submitting the building application to Council, a requirement of the building approval was to upgrade the existing toilet to comply with current building codes. The project has also required contribution from Council to remove asbestos from the underflooring and ceiling.

If all the proposed works are completed Council and community will have the benefit of a renovated building with no asbestos and a PWD toilet.

### **ATTACHMENTS**

1. **Request received from KCCI**  

- 2. **Quote**  
- 3. **Quote - PWD**  
- 4. **Quote - Ceiling**  
- 5. **KCCI Building Plans**  



PO Box 930

KINGAROY QLD 4610

Leanne Peterson- Manager Property,  
South Burnett Regional Council

Leanne,

The Kingaroy Chamber of Commerce & Industry Inc. are well underway to getting ready to fit out 195 Kingaroy Street Kingaroy for our Business HUB and Coworking space.

The KCCI is extremely grateful for the contributions that South Burnett Regional Council has made to make the premises safe and structurally sound for use, and for the contributions to the lease agreement.

As you are already aware, when we the KCCI began to remove flooring for fit out we found that the base floor covering contained asbestos which led to both floor and ceiling to be removed. This then uncovered some structural integrity issues in the roof framework which has now been strengthened and ready for fit out to begin.

After presenting our project to council on September 13<sup>th</sup>, 2021, and the suggestion to put the board room to the front was made, we now have a user friendly and efficient use of space designed. We were so excited and encouraged by all the positive feedback and support from Mayor Brett, Councilors Schumacher, Duff, Henschen, Frohloff, Potter and Jones plus managers after the presentation.

The support and encouragement of this project and the partnership being forged between South Burnett Regional Council and the KCCI is being noticed by some very influential people in the state. The Queensland Small Business Commissioner Maree Adshead and, Senior Project Manager Les Retford from the Small Business Commissioners Office, are thrilled with the collaboration on this project especially after the South Burnett had the highest number of signatories for the Small Business Friendly Councils Charter.



As part of our plan to make this project inclusive for all in the community, the KCCI new that some amenities would need to be upgraded and this was confirmed when our building application triggered that the existing toilet would have to comply with regulation as a PWD toilet facility including airlock as can be seen in the plan attached and which was shown to our presentation to council.

Because the ceiling had to be removed due to asbestos and our building application triggered the PWD to be built, the KCCI is requesting council partner with us to invest in the upgrade to this infrastructure in the building. The upgrade to the PWD Amenities will be a huge benefit to the community for a long time to come and will act as a pilot for other property owners in the CBD to offer the same facilities to their staff and customers in a community who seems to be leading the way when it comes to inclusion for all residents. The prices for the PWD are **\$19,566** for the structure including air lock plus **\$13,520.88** for plumbing and we request that SBRC cover these costs as the property owner.

The Ceiling relining wasn't expected, and no one would have predicted, when starting this project. The KCCI knows it is a huge ask of council to invest in the relining of the ceiling, including insulation, but it again will add significant value to this property in years to come and will once again provide a sustainable structure for the community for years to come no matter what it is used for. You can see in the quote attached that There is a price to sheet the ceiling in plasterboard which we are willing to pay for. If SBRC wishes to use the more robust Marine Ply Option, we are requesting that SBRC pay the difference of **\$15,416** plus **\$7215** for insulation.

The Kingaroy Chamber of Commerce & Industry Inc. has started rewiring the entire building, all new lighting, full façade paint above the awnings, including the two neighboring roof lines for continuity as one full facade, air conditioning and kitchenette plumbing, which will all be left for the community once our time eventually comes to an end in this building.

Attached you will find quotes for all plumbing for the PWD Toilet, Building the Structure for PWD and airlock, and for the relining of the ceiling in two different materials. We are currently waiting on a second quote for the building of the PWD Structure and Air Lock.

This is a project that will see not just the business community benefit, but community organizations, students and the hard working residents from across the South Burnett.

Kind Regard's

Damien Martoo

**President**

Jacqui Trace

**Vice President**

# KINGAROY CHAMBER OF COMMERCE

## OFFICE FIT-OUT

**195 KINGAROY STREET  
KINGAROY QLD 4610**

**Project Number 21-3052-TN**

DOCUMENTATION LIST		Date
		21st SEPTEMBER 2021
Sheet Number	Sheet Name	Current Revision
1 OF 7	FLOOR PLAN	B
2 OF 7	3D VIEW	B
3 OF 7	AS1428.1 DOOR CIRCULATION	A
4 OF 7	AS1428.1 DOOR CONTROLS	A
5 OF 7	AS1428.1 WATER CLOSET PAN	A
6 OF 7	AS1428.1 GRABRAILS IN WC	A
7 OF 7	AS1428.1 WASHBASINS	A

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**Framing Schedule**

WIND CLASSIFICATION **N3**

**OFFICE AREA NO ROOF LOAD**

DESCRIPTION	MEMBER
CEILING JOISTS	140x35 (MGP12) @ 900 CRS
TOP PLATE	35x70 (MGP10) - NON LOAD BEARING
STUDS	70x35 (MGP10) @450 CRS - NON LOAD BEARING
BOTTOM PLATE	35x70 (MGP10) - NON LOAD BEARING

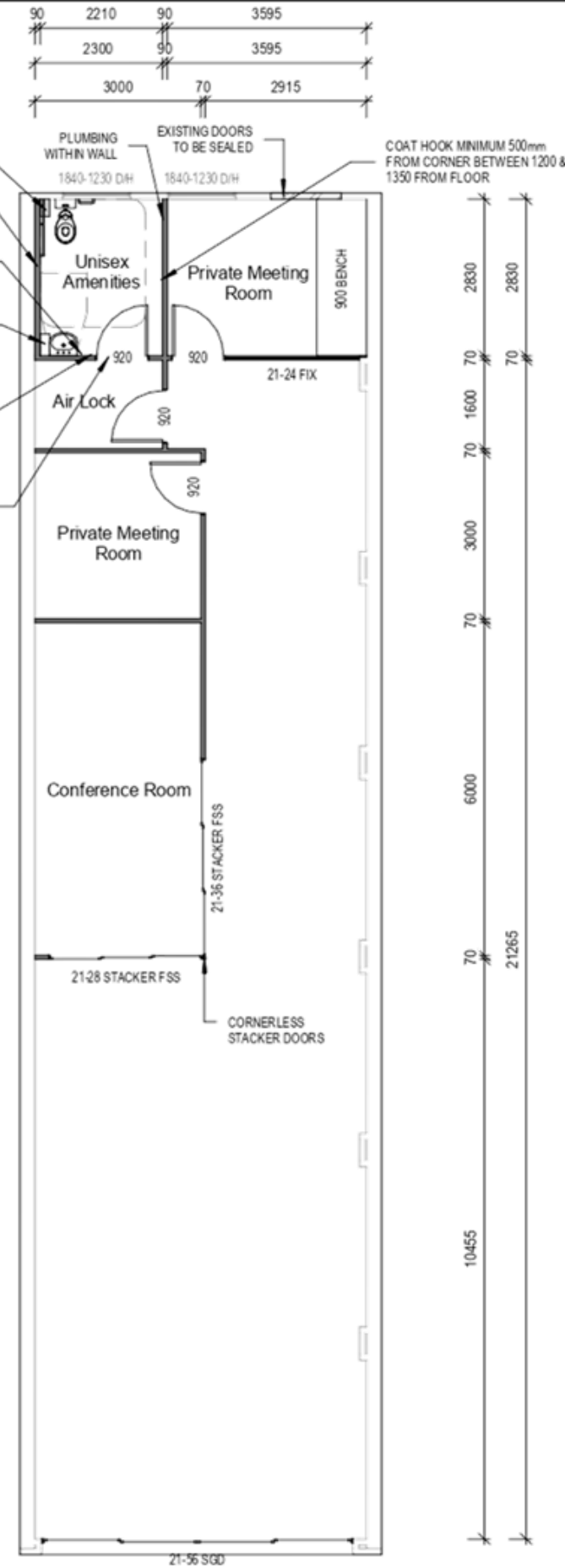
NOTE: ALL STUDS SHALL BE NOGGED AT NOT GREATER THAN 1350 CENTRES.

**General Notes**

- OFFICE WALL HEIGHT = 2740mm (2700mm CEILING HEIGHT).
- INTERNAL WET AREA WALLS TO BE LINED WITH VILBOARD.
- BALANCE OF INTERNAL WALLS TO BE LINED WITH PLASTERBOARD.
- PLUMBING WITHIN STUD WALLS
- WASTE WATER AND PLUMBING DETAIL BY OTHERS.
- TERMITE PROTECTION TO BE IN ACCORDANCE WITH PART 3.1.4 'TERMITE RISK MANAGEMENT' OF THE NATIONAL CONSTRUCTION CODE (NCC) AND AS3660.1 'TERMITE MANAGEMENT - NEW BUILDING WORK'.
- ALL DIMENSIONS AND LEVELS ON PLANS ARE TO BE CONFIRMED ON SITE PRIOR TO CONSTRUCTION.
- ALL DIMENSIONS ARE IN MILLIMETERS UNLESS NOTED OTHERWISE.
- ALL CONSTRUCTION IS TO BE IN ACCORDANCE WITH THE NATIONAL CONSTRUCTION CODE (NCC), RELEVANT AUSTRALIAN STANDARDS, THE QLD DEVELOPMENT CODE AND THE BUILDING ACT.



UNISEX SANITARY FACILITY SIGNAGE ON DOOR IN ACCORDANCE WITH AS1428.1 BETWEEN 1200 & 1600 ABOVE FLOOR



**Floor Plan**

Scale 1 : 100

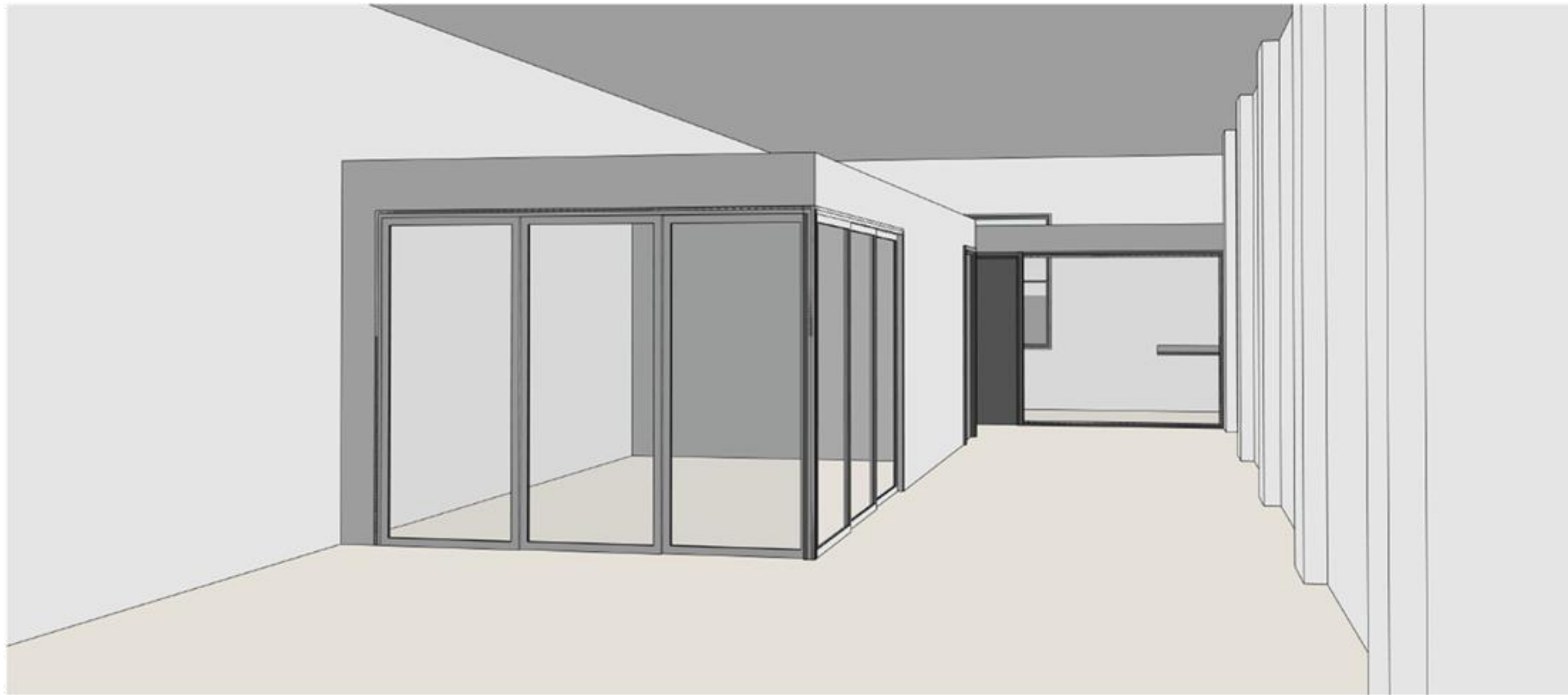
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A	24/09/2021	CONSTRUCTION ISSUE	TN

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Client **KINGAROY CHAMBER OF COMMERCE**  
 Project **OFFICE FIT-OUT**  
 Site Address **195 KINGAROY STREET KINGAROY QLD 4610**  
 Sheet Name **FLOOR PLAN**  
 Scale **As indicated @ A3**  
 Date **21st SEPTEMBER 2021**  
 Designer **T. NEWMAN** (checked)  
 Approved (signature)  
 Project Number **21-3052-TN**  
 Sheet **1 OF 7** Issue **B**

**CONSTRUCTION ISSUE**

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**Internal 3D View**

NOT TO SCALE

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Project  
**OFFICE FIT-OUT**

Site Address  
**195 KINGAROY STREET  
 KINGAROY QLD 4610**

Sheet Name  
**3D VIEW**

Scale  
**1 : 100 @ A3**

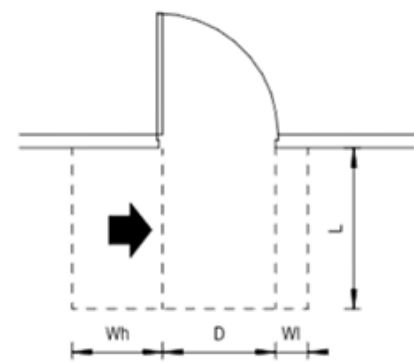
Date  
**21st SEPTEMBER 2021**

Designer  
**T. NEWMAN**

Approved  
*[Signature]*

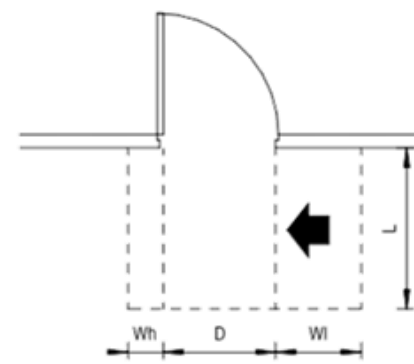
Project Number  
**21-3052-TN**

Sheet Issue  
**2 OF 7 B**



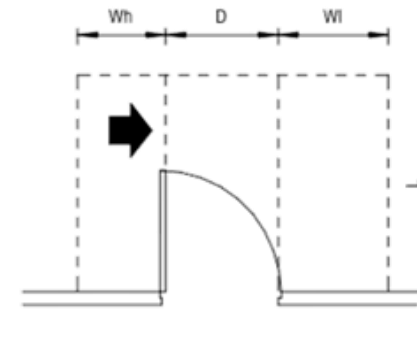
Dimension D	Dimension L	Dimension Wh	Dimension WI
850	1220	560	340
900	1185	510	340
950	1160	460	340
1000	1140	410	340

(a) Hinge-side approach, door opens away from user



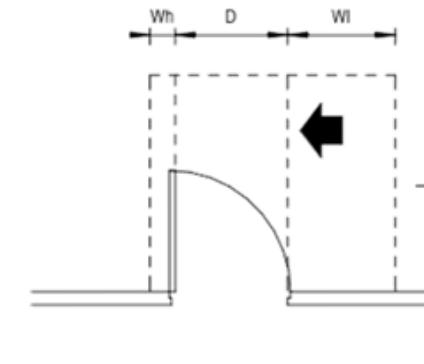
Dimension D	Dimension L	Dimension Wh	Dimension WI
850	1240	240	660
900	1210	190	660
950	1175	140	660
1000	1155	90	660

(b) Latch-side approach, door opens away from user



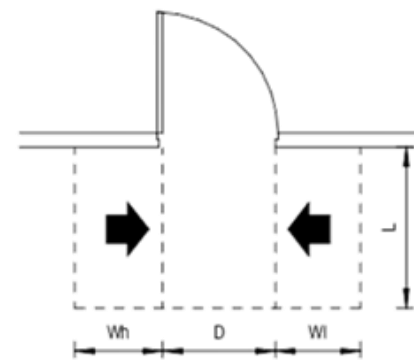
Dimension D	Dimension L	Dimension Wh	Dimension WI
850	1670	660	900
900	1670	610	900
950	1670	560	900
1000	1670	510	900

(e) Hinge-side approach, door opens towards user



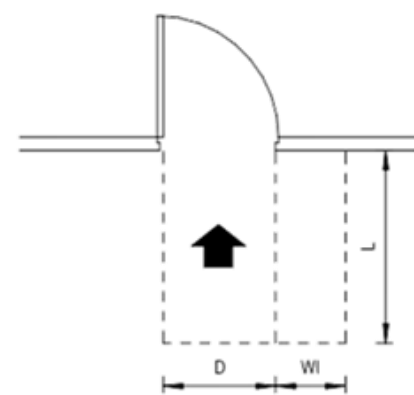
Dimension D	Dimension L	Dimension Wh	Dimension WI
850	1670	110	900
900	1670	110	900
950	1670	110	900
1000	1670	110	900

(f) Latch-side approach, door opens towards user



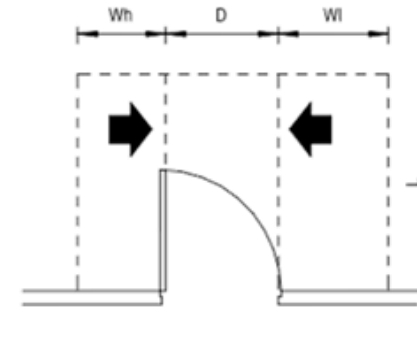
Dimension D	Dimension L	Dimension Wh	Dimension WI
850	1240	560	660
900	1210	510	660
950	1175	460	660
1000	1155	410	660

(c) Either side approach, door opens away from user



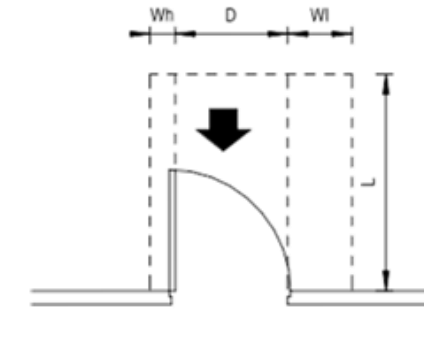
Dimension D	Dimension L	Dimension Wh	Dimension WI
850	1450	0	510
900	1450	0	510
950	1450	0	510
1000	1450	0	510

(d) Front approach, door opens away from user



Dimension D	Dimension L	Dimension Wh	Dimension WI
850	1670	660	900
900	1670	610	900
950	1670	560	900
1000	1670	510	900

(g) Either side approach, door opens towards user



Dimension D	Dimension L	Dimension Wh	Dimension WI
850	1450	110	530
900	1450	110	530
950	1450	110	530
1000	1450	110	530

(h) Front approach, door opens towards user

AS1428.1 - 2009 FIGURE 31 CIRCULATION SPACES AT DOORWAYS WITH SWINGING DOORS

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Project  
**OFFICE FIT-OUT**

Site Address  
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Sheet Name  
**AS1428.1 DOOR CIRCULATION**

Scale  
**As indicated @ A3**

Date  
**21st SEPTEMBER 2021**

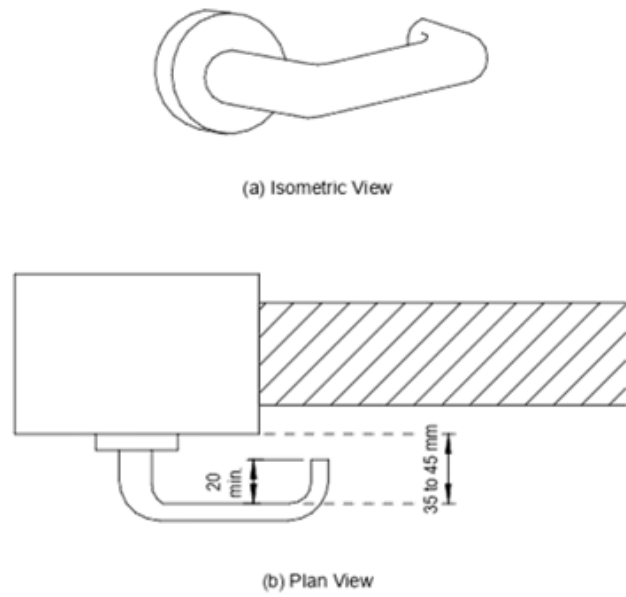
Designer  
**T. NEWMAN**

Approved  
*[Signature]*

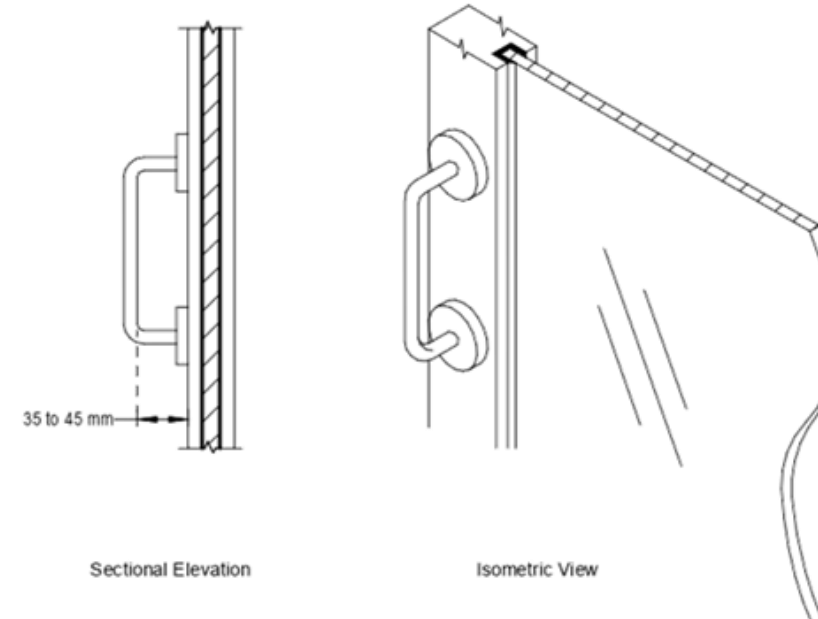
Project Number  
**21-3052-TN**

Sheet  
**3 OF 7**

Issue  
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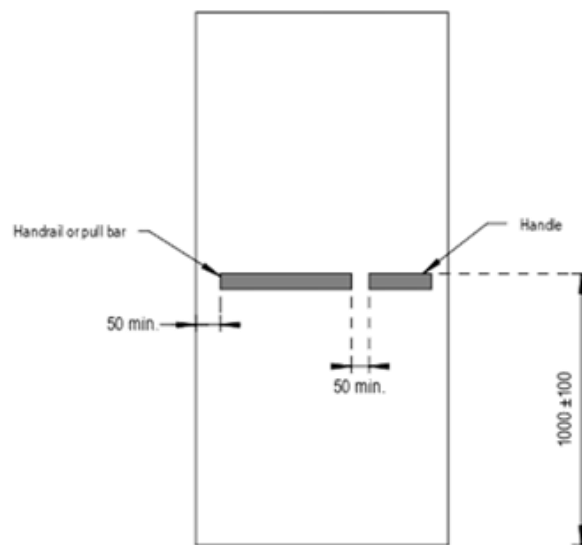


AS1428.1 - 2009 FIGURE 35(A) EXAMPLES OF EXCEPTABLE DOOR HARDWARE FOR HINGED DOORS



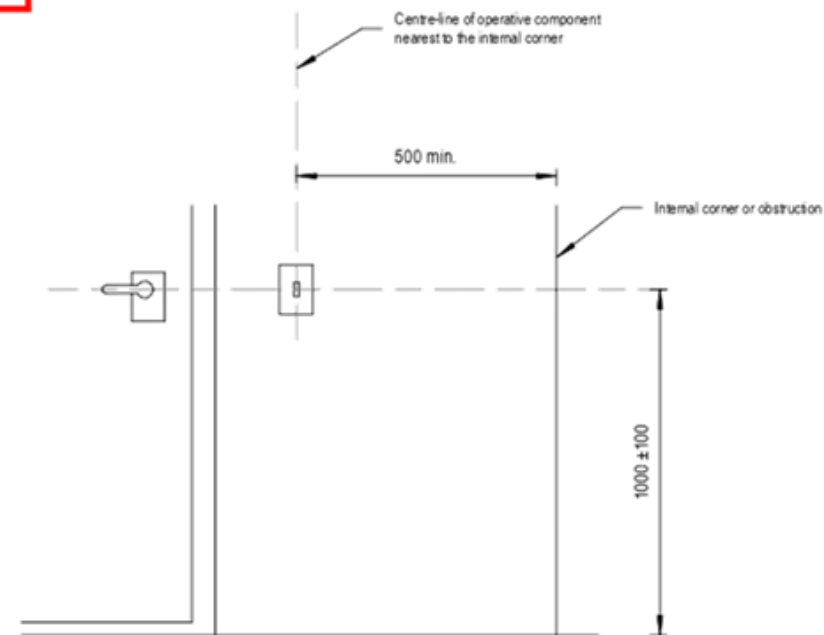
AS1428.1 - 2009 FIGURE 35(B) EXAMPLES OF EXCEPTABLE DOOR HARDWARE FOR SLIDING DOORS

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DIMENSIONS IN MILLIMETRES

AS1428.1 - 2009 FIGURE 36 LOCATIONS FOR DOOR CONTROLS SHOWING CLOSING FACE



DIMENSIONS IN MILLIMETRES

AS1428.1 - 2009 FIGURE 37 HEIGHTS FOR SWITCHES AND DOOR HANDLES

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Sheet Name  
**AS1428.1 DOOR CONTROLS**

Scale  
**As indicated @ A3**

Date  
**21st SEPTEMBER 2021**

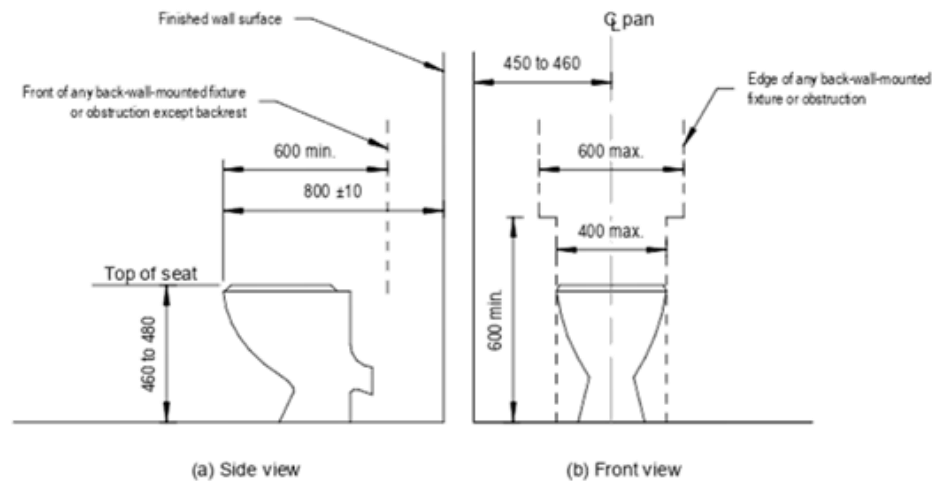
Designer  
**T. NEWMAN**

Approved  
*[Signature]*

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**4 OF 7**

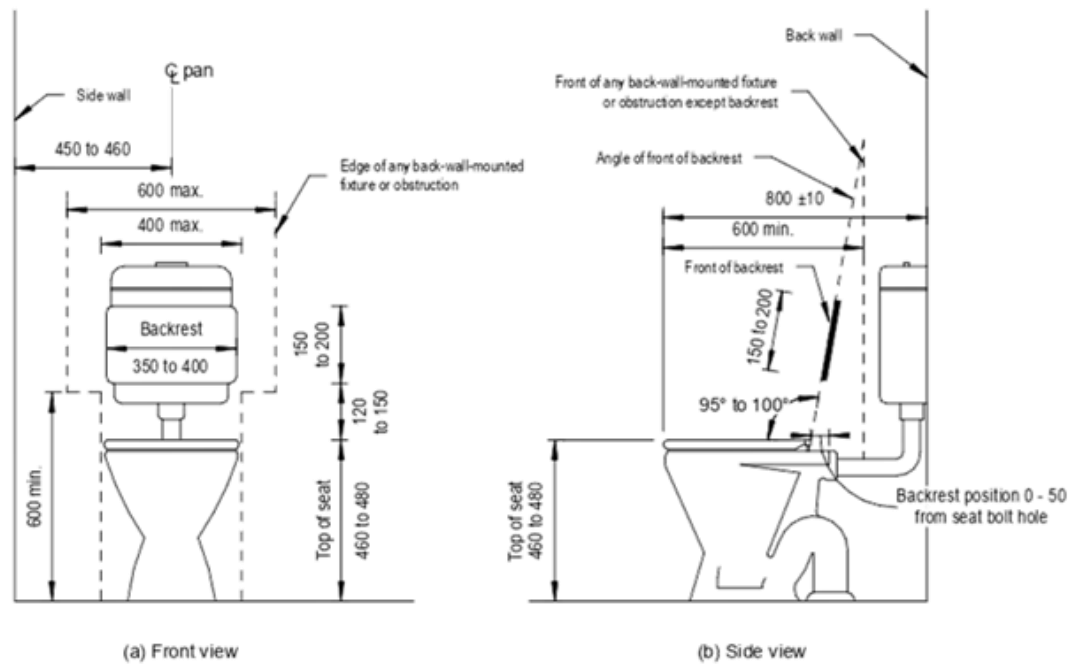
Issue  
**A**



NOTES:  
 1. For the purposes of dimensioning, the front of the WC pan has been taken as the datum plane.  
 2. The dimension of 800 ±10 mm from the front of the WC pan to the wall is a critical dimension.

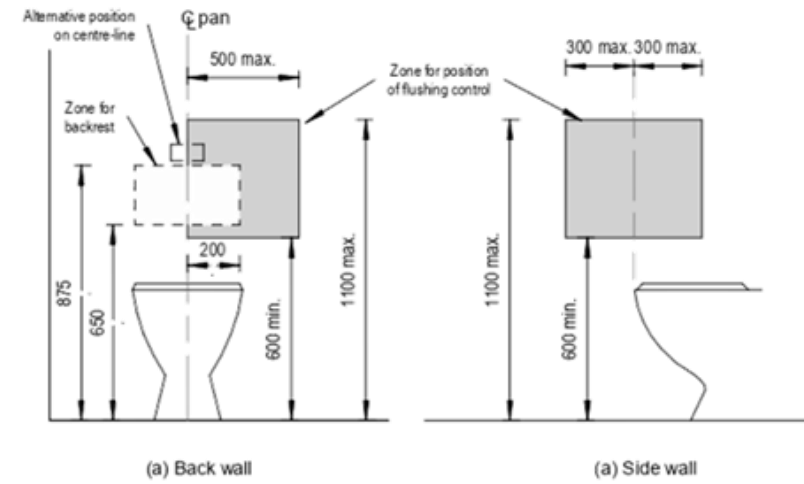
DIMENSIONS IN MILLIMETRES

AS1428.1 - 2009 FIGURE 38 WATER CLOSET PAN CLEARANCES, SEAT HEIGHT AND SEAT WIDTH



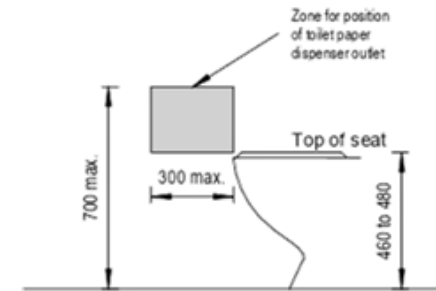
DIMENSIONS IN MILLIMETRES

AS1428.1 - 2009 FIGURE 39 WATER CLOSET INSTALLATION



DIMENSIONS IN MILLIMETRES

AS1428.1 - 2009 FIGURE 40 ZONE FOR POSITION OF FLUSHING CONTROL



DIMENSIONS IN MILLIMETRES

AS1428.1 - 2009 FIGURE 41 ZONE FOR POSITION OF TOILET PAPER DISPENSER

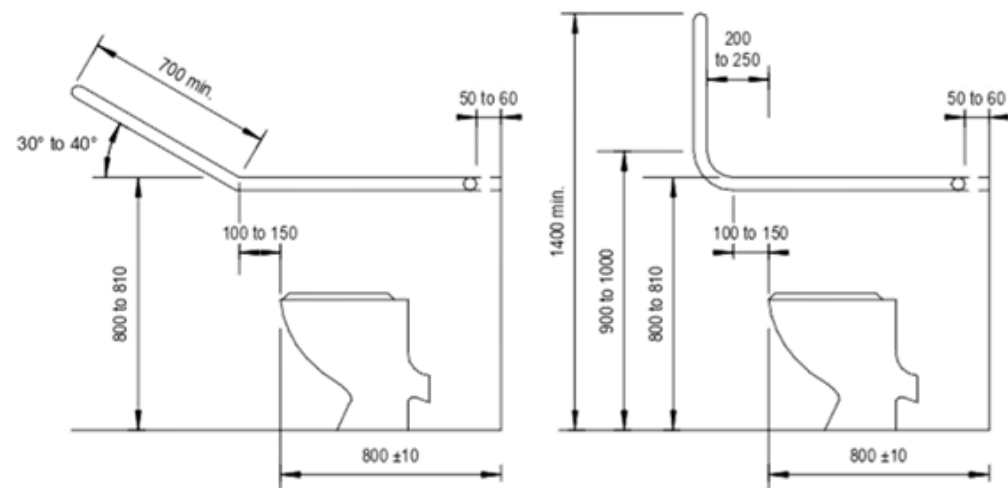
NOTE:  
 A clothes-hanging device shall be installed 1200mm to 1350mm above the plane of the finished floor and not less than 500mm out from any internal corner.

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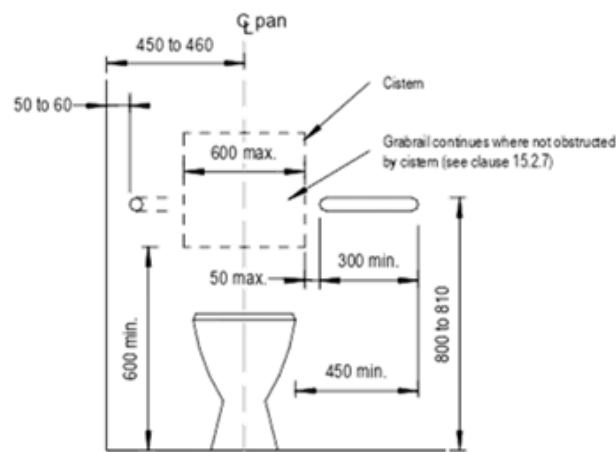
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**OFFICE FIT-OUT**  
 Site Address  
**195 KINGAROY STREET KINGAROY QLD 4610**  
 Sheet Name  
**AS1428.1 WATER CLOSET PAN**  
 Scale  
**As indicated @ A3**  
 Date  
**21st SEPTEMBER 2021**  
 Designer  
**T. NEWMAN** Checked  
 Approved  
 Project Number  
**21-3052-TN**  
 Sheet  
**5 OF 7** Issue  
**A**



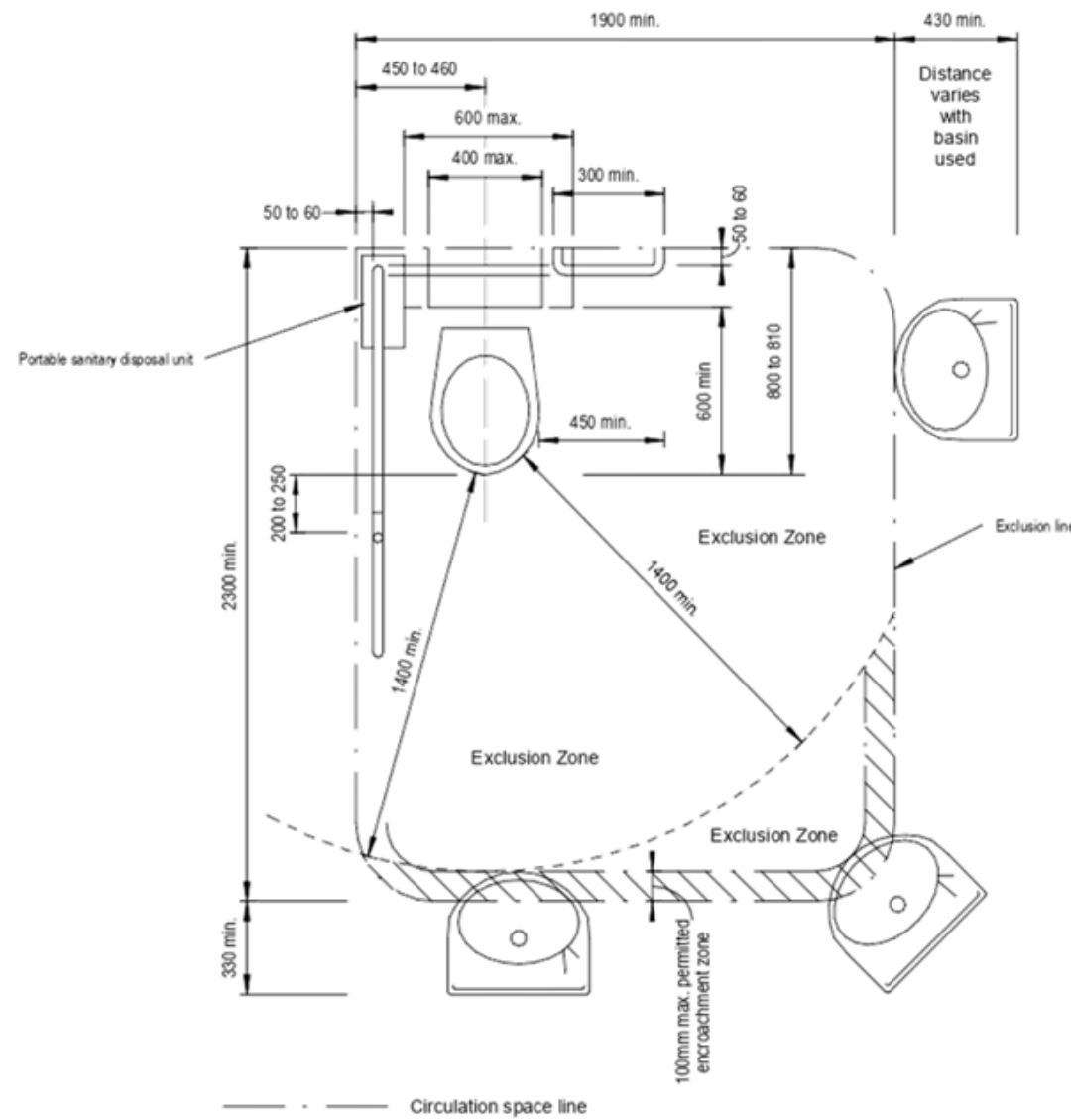
(i) Option A  
(ii) Option B  
(a) Side view showing optional systems for grabrail at sides of pan



(b) Grabrail at back of pan and sectional view of grabrail at side of pan

DIMENSIONS IN MILLIMETRES

AS1428.1 - 2009 FIGURE 42 POSITIONS OF GRABRAILS IN WATER CLOSETS



NOTE: This circulation space may overlap any other circulation spaces specified in this standard

DIMENSIONS IN MILLIMETRES

AS1428.1 - 2009 FIGURE 43 CIRCULATION SPACE FOR WC PAN - RIGHT-HAND TRANSFER (LEFT-HAND TRANSFER IS MIRROR REVERSED)

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Site Address  
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KINGAROY QLD 4610**

Sheet Name  
**AS1428.1 GRABRAILS IN WC**

Scale  
**As indicated @ A3**

Date  
**21st SEPTEMBER 2021**

Designer  
**T. NEWMAN**

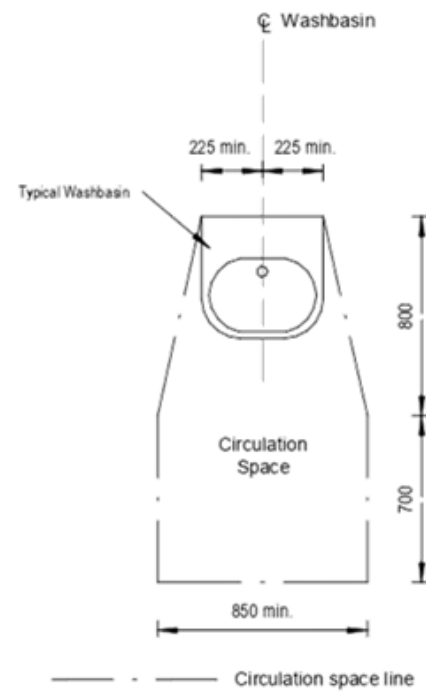
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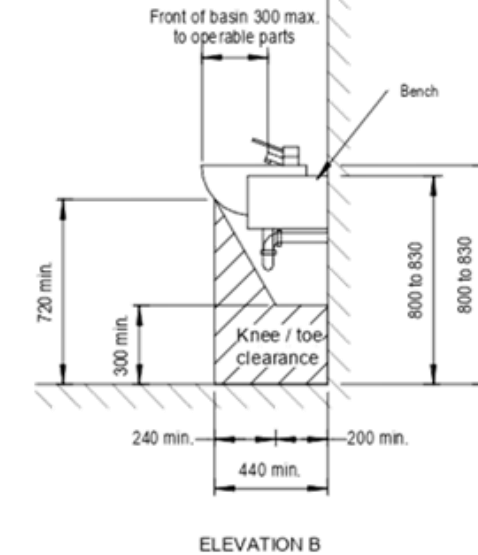
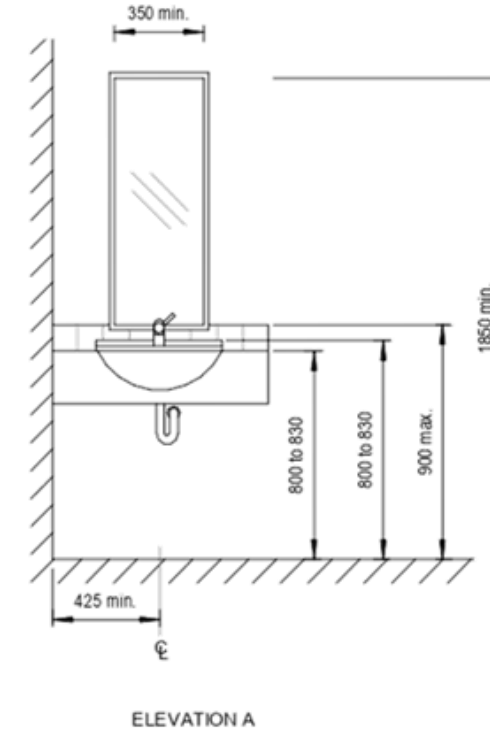
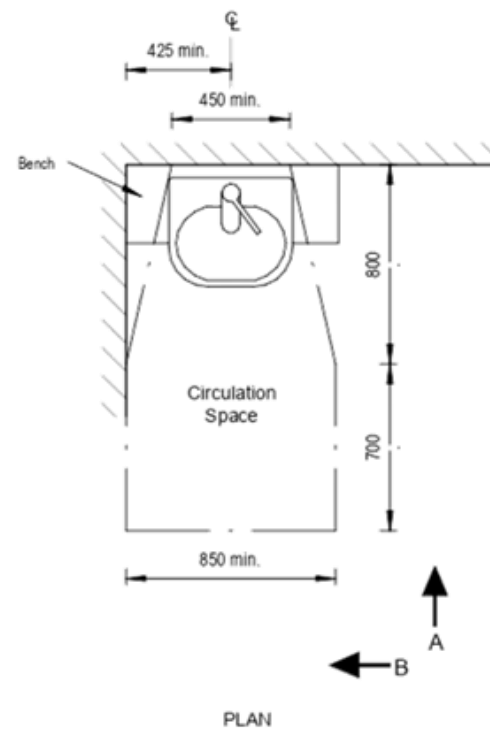
Issue  
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- NOTES:
1. Taps shall have lever handles, sensor plates, or other similar controls.
  2. Lever handles shall have not less than 50mm clearance from an adjacent surface.
  3. Where separate taps are provided for hot and cold water, the hot water tap shall be placed to the left of the cold water tap for horizontal configurations, or above the cold water tap for vertical configurations.
  4. Where hot water is provided, the water shall be delivered through a mixing spout.



AS1428.1 - 2009 FIGURE 46 CIRCULATION SPACE FOR WASHBASINS

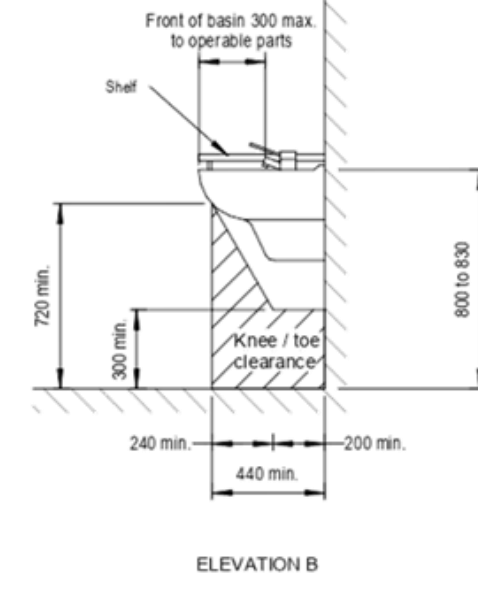
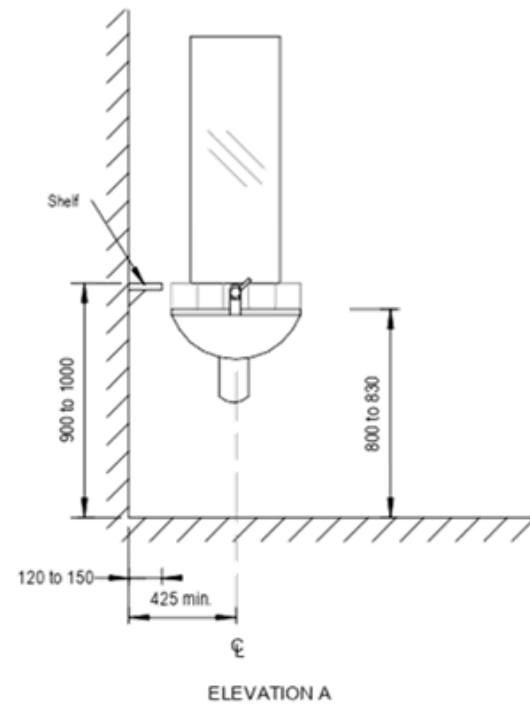
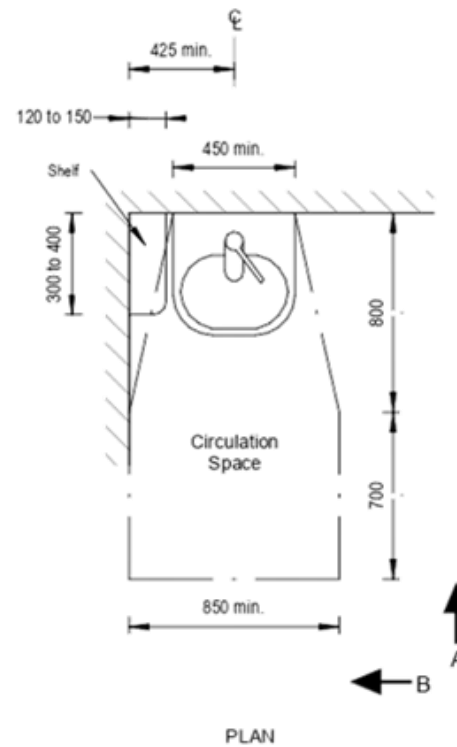
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NOTE: 'Operable parts' means the centre-line of the tap, or where a lever handle is provided, the end of the lever measure throughout its arc of movement, or where a sensor is provided where the sensor is reliably activated.

DIMENSIONS IN MILLIMETRES

AS1428.1 - 2009 FIGURE 44(A) SEMI-RECESSED WASHBASIN INSTALLATION - OTHER THAN FOR SOLE OCCUPANCY UNIT



NOTE: 'Operable parts' means the centre-line of the tap, or where a lever handle is provided, the end of the lever measure throughout its arc of movement, or where a sensor is provided where the sensor is reliably activated.

DIMENSIONS IN MILLIMETRES

AS1428.1 - 2009 FIGURE 44(B) WALL-MOUNTED WASHBASIN INSTALLATION - OTHER THAN FOR SOLE OCCUPANCY UNIT

Revision	Date	Description	Designer
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Client  
**KINGAROY CHAMBER OF COMMERCE**

Project  
**OFFICE FIT-OUT**

Site Address  
**195 KINGAROY STREET  
KINGAROY QLD 4610**

Sheet Name  
**AS1428.1 WASHBASINS**

Scale  
**As indicated @ A3**

Date  
**21st SEPTEMBER 2021**

Designer Checked  
**T. NEWMAN**

Approved  
*[Signature]*

Project Number  
**21-3052-TN**

Sheet Issue  
**7 OF 7 A**



PROPOSAL

Bill To: KCCI  
KINGAROY CHAMBER OF  
COMMERCE & INDUSTRY  
P.O. BOX 930  
KINGAROY QLD 4610

KCCI  
KINGAROY CHAMBER OF  
COMMERCE & INDUSTRY  
P.O. BOX 930  
KINGAROY QLD 4610

Proposal # 00041636  
Date: 3/11/2021

DESCRIPTION	INC AMOUNT
195 KINGAROY STREET, KINGAROY SUPPLY AND INSTALL 10MM GYPROCK TO CEILING ONLY - Hire of scissor lifts to reach 7 metres - Steel battens - Fix and set into highlight windows	\$12,120.00
SUPPLY AND INSTALL BLACK FORMPLY TO CEILING ONLY - Hire of scissor lifts to reach 7 metres - Timber battens painted black - Black square head screws, exposed - Merbua timber trims - 10mm shadowlines to suit 2400mm x 1200mm sheets	\$27,536.00
SUPPLY AND INSTALL INSULATION BATTS TO THE CEILING CAVITY AND HIGHLIGHT WALLS - R3.5 Insulation	\$7,215.00
EXCLUSIONS - Painting	

PLEASE SIGN AND SEND BACK TO CONFIRM YOUR ORDER.

Quote # 00041636

BANK DETAILS

Quote is valid for 90 days from 3/11/2021

Kingaroy Joinery  
BSB 084-763  
Account No 424791766

KCCI  
KINGAROY CHAMBER OF  
COMMERCE & INDUSTRY  
P.O. BOX 930  
KINGAROY QLD 4610

SIGNATURE..... DATE.....

**Upon acceptance of this quote a 20% deposit is required and full payment is required upon installation or delivery**

All sizes are approximate and are to be confirmed on site. Quoted prices are for all items to be delivered/installed at the same time. Separating items will attract further cost.

Items are quoted as standard colours/finishes. Non standard colours/finishes (eg. woodgrains) will attract further cost.

If ASBESTOS is found during this installation, work will cease immediately. Asbestos removal and rectification must be undertaken by specialists and will attract further cost.

Timber - colour variations and natural imperfections can occur as timber is a natural product. Natural timbers are also subject to movement with variations in weather conditions and Kingaroy Joinery will not be held responsible for these occurrences.

QBCC Home Warranty Insurance is a legal requirement for most jobs over \$3300. For more information please visit the QBCC website at [www.qbcc.qld.gov.au/home-warranty-insurance](http://www.qbcc.qld.gov.au/home-warranty-insurance).

Please Note: We do not allow for electrical, plumbing, tiling, painting or installation of appliances unless specified in your quote.

PO BOX 102 KINGAROY Q 4610  
94-96 KINGAROY STREET KINGAROY

P 07 4162 1262  
E [INFO@KINGAROYJOINERY.COM.AU](mailto:INFO@KINGAROYJOINERY.COM.AU)

@KingaroyJoinery   

KJ NO.1 PTY LTD ABN 76 115 275 235 QBCC LIC. 1090002





PROPOSAL

Bill To: KCCI  
KINGARROY CHAMBER OF  
COMMERCE & INDUSTRY  
P.O. BOX 930  
KINGARROY QLD 4610

KCCI  
KINGARROY CHAMBER OF  
COMMERCE & INDUSTRY  
P.O. BOX 930  
KINGARROY QLD 4610

Proposal # 00041635  
Date: 3/11/2021

DESCRIPTION	INC AMOUNT
<p>@ 195 KINGARROY STREET, KINGARROY NEW PWD TOILET AND AIR LOCK</p> <p>INCLUSIONS -Pull out all fixtures -New FC sheeting for 4 walls and ceiling -New flick mixer -Waterproofing allowed -Commercial vinyl -40mm solid core doors, Lockwood commercial grade. -New window and permanent vent with Invisiguard screen -Painting of walls and ceiling</p> <p>EXCLUSIONS. -No asbestos removal -Disconnection of all plumbing and electrical services to walls -No Toilet, vanities and all fixtures allowed -No allowance for any water damaged walls, if found. -No Concrete Cutting allowed. -No termite protection allowed</p>	<p>\$19,566.00</p>

PLEASE SIGN AND SEND BACK TO CONFIRM YOUR ORDER.

Quote # 00041635

BANK DETAILS

Quote is valid for 90 days from 3/11/2021

Kingarroy Joinery  
BSB 084-763  
Account No 424791766

KCCI  
KINGARROY CHAMBER OF  
COMMERCE & INDUSTRY  
P.O. BOX 930  
KINGARROY QLD 4610

SIGNATURE..... DATE.....

**Upon acceptance of this quote a 20% deposit is required and full payment is required upon installation or delivery**

All sizes are approximate and are to be confirmed on site. Quoted prices are for all items to be delivered/installed at the same time. Separating items will attract further cost.

Items are quoted as standard colours/finishes. Non standard colours/finishes (eg. woodgrains) will attract further cost.

If ASBESTOS is found during this installation, work will cease immediately. Asbestos removal and rectification must be undertaken by specialists and will attract further cost.


Timber - colour variations and natural imperfections can occur as timber is a natural product. Natural timbers are also subject to movement with variations in weather conditions and Kingarroy Joinery will not be held responsible for these occurrences.

QBCC Home Warranty Insurance is a legal requirement for most jobs over \$3300. For more information please visit the QBCC website at [www.qbcc.qld.gov.au/home-warranty-insurance](http://www.qbcc.qld.gov.au/home-warranty-insurance).

Please Note: We do not allow for electrical, plumbing, tiling, painting or installation of appliances unless specified in your quote.

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@KingarroyJoinery   

KJ NO.1 PTY LTD ABN 76 115 275 235 QBCC LIC. 1090002

# KINGAROY CHAMBER OF COMMERCE

## OFFICE FIT-OUT

**195 KINGAROY STREET  
KINGAROY QLD 4610**

**Project Number 21-3052-TN**

DOCUMENTATION LIST		Date
		21st SEPTEMBER 2021
Sheet Number	Sheet Name	Current Revision
1 OF 7	FLOOR PLAN	B
2 OF 7	3D VIEW	B
3 OF 7	AS1428.1 DOOR CIRCULATION	A
4 OF 7	AS1428.1 DOOR CONTROLS	A
5 OF 7	AS1428.1 WATER CLOSET PAN	A
6 OF 7	AS1428.1 GRABRAILS IN WC	A
7 OF 7	AS1428.1 WASHBASINS	A

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**Framing Schedule**

WIND CLASSIFICATION **N3**

**OFFICE AREA NO ROOF LOAD**

DESCRIPTION	MEMBER
CEILING JOISTS	140x35 (MGP12) @ 900 CRS
TOP PLATE	35x70 (MGP10) - NON LOAD BEARING
STUDS	70x35 (MGP10) @450 CRS - NON LOAD BEARING
BOTTOM PLATE	35x70 (MGP10) - NON LOAD BEARING

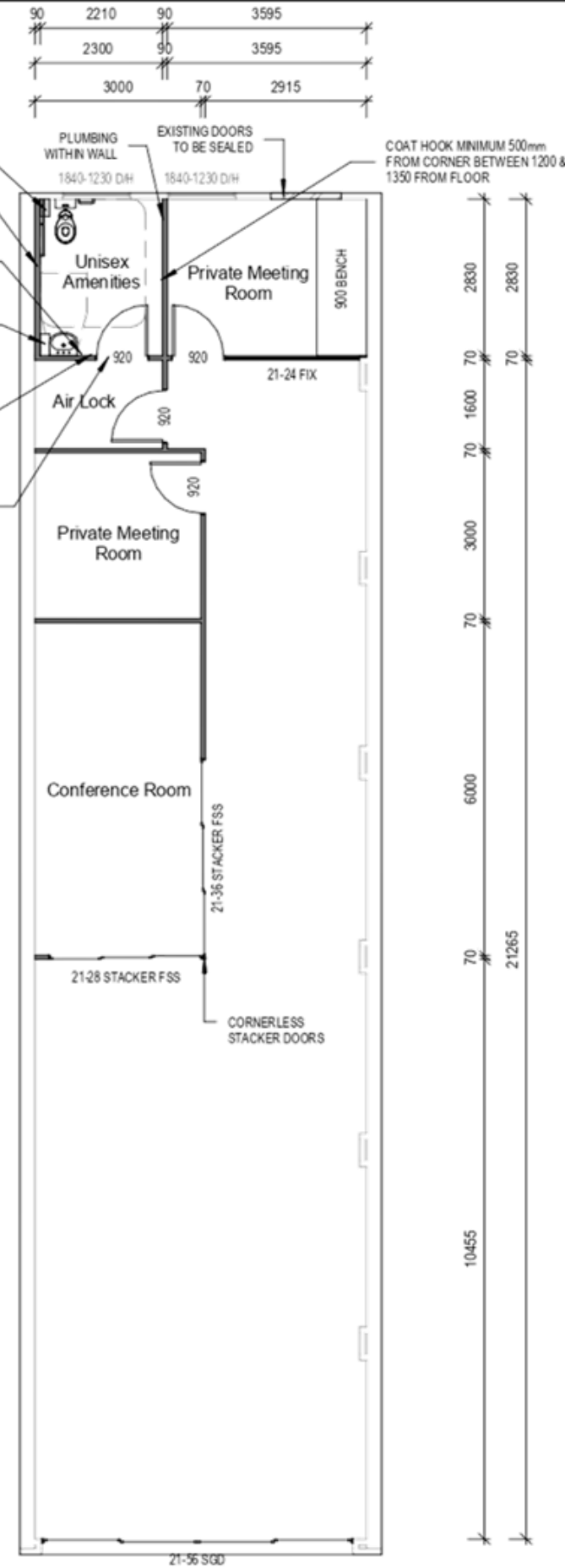
NOTE: ALL STUDS SHALL BE NOGGED AT NOT GREATER THAN 1350 CENTRES.

**General Notes**

- OFFICE WALL HEIGHT = 2740mm (2700mm CEILING HEIGHT).
- INTERNAL WET AREA WALLS TO BE LINED WITH VILBOARD.
- BALANCE OF INTERNAL WALLS TO BE LINED WITH PLASTERBOARD.
- PLUMBING WITHIN STUD WALLS
- WASTE WATER AND PLUMBING DETAIL BY OTHERS.
- TERMITE PROTECTION TO BE IN ACCORDANCE WITH PART 3.1.4 'TERMITE RISK MANAGEMENT' OF THE NATIONAL CONSTRUCTION CODE (NCC) AND AS3660.1 'TERMITE MANAGEMENT - NEW BUILDING WORK'.
- ALL DIMENSIONS AND LEVELS ON PLANS ARE TO BE CONFIRMED ON SITE PRIOR TO CONSTRUCTION.
- ALL DIMENSIONS ARE IN MILLIMETERS UNLESS NOTED OTHERWISE.
- ALL CONSTRUCTION IS TO BE IN ACCORDANCE WITH THE NATIONAL CONSTRUCTION CODE (NCC), RELEVANT AUSTRALIAN STANDARDS, THE QLD DEVELOPMENT CODE AND THE BUILDING ACT.



UNISEX SANITARY FACILITY SIGNAGE ON DOOR IN ACCORDANCE WITH AS1428.1 BETWEEN 1200 & 1600 ABOVE FLOOR



**Floor Plan**

Scale 1 : 100

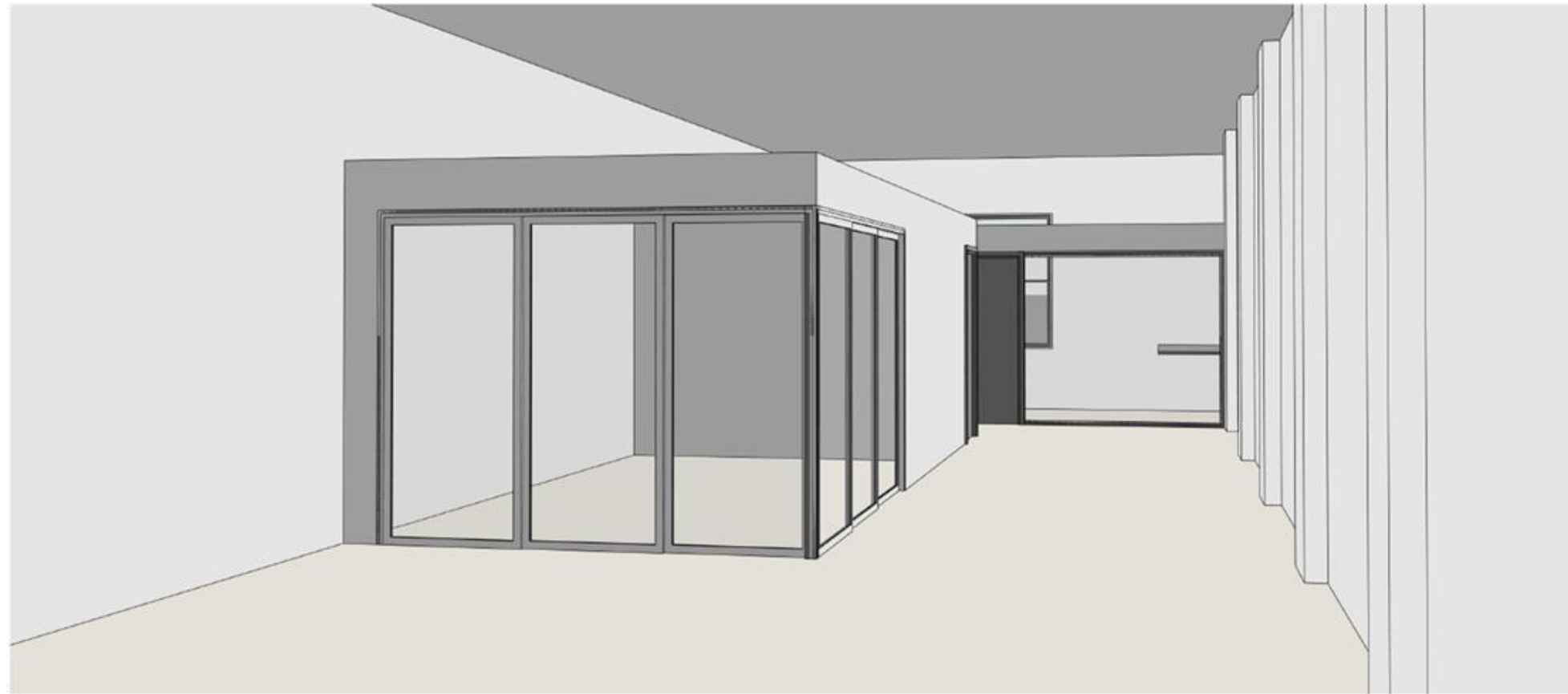
Revision	Date	Description	Designer
B	21/09/2021	CONSTRUCTION ISSUE - FLOOR PLAN MODIFIED	TN
A	24/09/2021	CONSTRUCTION ISSUE	TN

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Client **KINGAROY CHAMBER OF COMMERCE**  
 Project **OFFICE FIT-OUT**  
 Site Address **195 KINGAROY STREET KINGAROY QLD 4610**  
 Sheet Name **FLOOR PLAN**  
 Scale **As indicated @ A3**  
 Date **21st SEPTEMBER 2021**  
 Designer **T. NEWMAN** (checked)  
 Approved (signature)  
 Project Number **21-3052-TN**  
 Sheet **1 OF 7** Issue **B**

**CONSTRUCTION ISSUE**

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**Internal 3D View**

NOT TO SCALE

Revision	Date	Description	Designer
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A	24/09/2021	CONSTRUCTION ISSUE	TN



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Client  
**KINGAROY CHAMBER OF COMMERCE**

Project  
**OFFICE FIT-OUT**

Site Address  
**195 KINGAROY STREET  
 KINGAROY QLD 4610**

Sheet Name  
**3D VIEW**

Scale  
**1 : 100 @ A3**

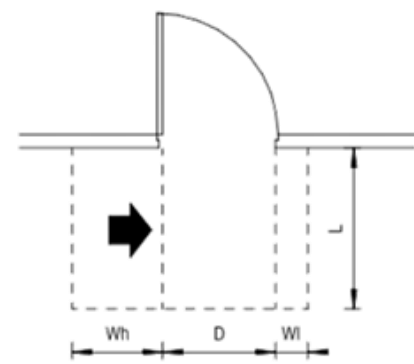
Date  
**21st SEPTEMBER 2021**

Designer  
**T. NEWMAN**

Approved  
*[Signature]*

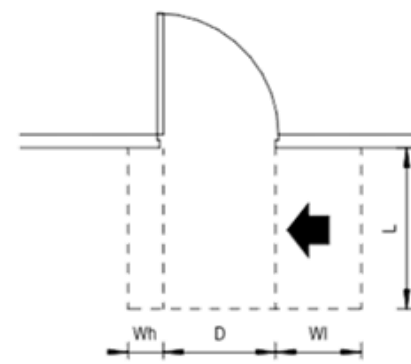
Project Number  
**21-3052-TN**

Sheet Issue  
**2 OF 7 B**



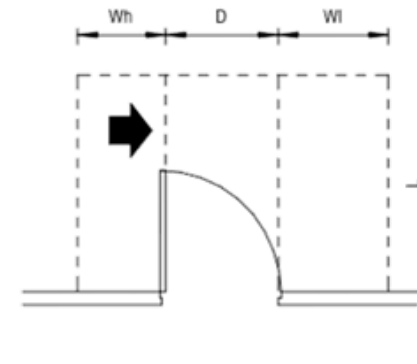
Dimension D	Dimension L	Dimension Wh	Dimension WI
850	1220	560	340
900	1185	510	340
950	1160	460	340
1000	1140	410	340

(a) Hinge-side approach, door opens away from user



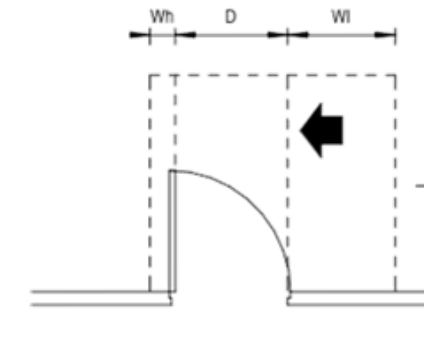
Dimension D	Dimension L	Dimension Wh	Dimension WI
850	1240	240	660
900	1210	190	660
950	1175	140	660
1000	1155	90	660

(b) Latch-side approach, door opens away from user



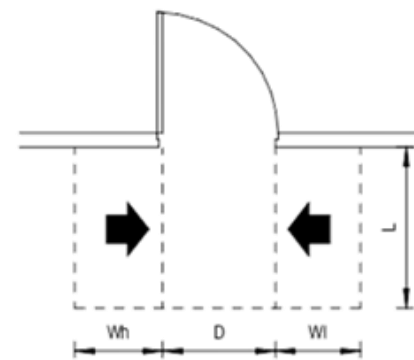
Dimension D	Dimension L	Dimension Wh	Dimension WI
850	1670	660	900
900	1670	610	900
950	1670	560	900
1000	1670	510	900

(e) Hinge-side approach, door opens towards user



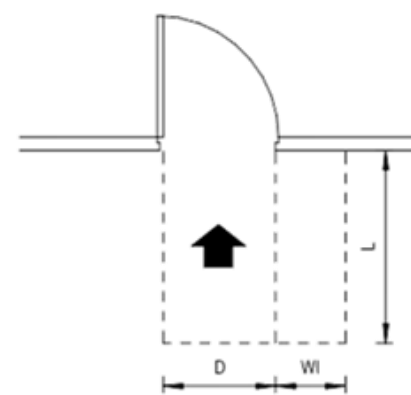
Dimension D	Dimension L	Dimension Wh	Dimension WI
850	1670	110	900
900	1670	110	900
950	1670	110	900
1000	1670	110	900

(f) Latch-side approach, door opens towards user



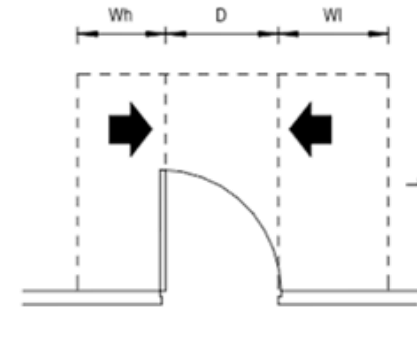
Dimension D	Dimension L	Dimension Wh	Dimension WI
850	1240	560	660
900	1210	510	660
950	1175	460	660
1000	1155	410	660

(c) Either side approach, door opens away from user



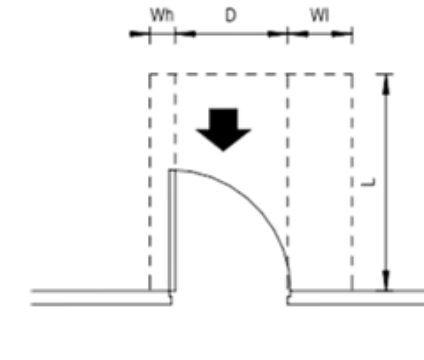
Dimension D	Dimension L	Dimension Wh	Dimension WI
850	1450	0	510
900	1450	0	510
950	1450	0	510
1000	1450	0	510

(d) Front approach, door opens away from user



Dimension D	Dimension L	Dimension Wh	Dimension WI
850	1670	660	900
900	1670	610	900
950	1670	560	900
1000	1670	510	900

(g) Either side approach, door opens towards user



Dimension D	Dimension L	Dimension Wh	Dimension WI
850	1450	110	530
900	1450	110	530
950	1450	110	530
1000	1450	110	530

(h) Front approach, door opens towards user

AS1428.1 - 2009 FIGURE 31 CIRCULATION SPACES AT DOORWAYS WITH SWINGING DOORS

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Project  
**OFFICE FIT-OUT**

Site Address  
**195 KINGAROY STREET  
KINGAROY QLD 4610**

Sheet Name  
**AS1428.1 DOOR CIRCULATION**

Scale  
**As indicated @ A3**

Date  
**21st SEPTEMBER 2021**

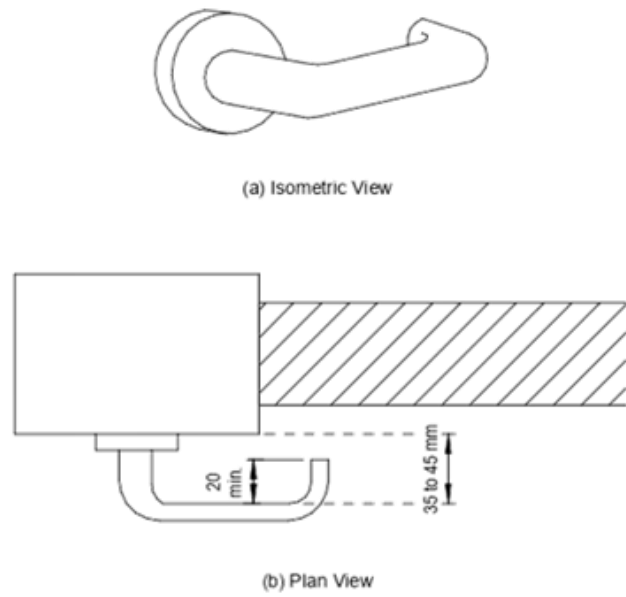
Designer  
**T. NEWMAN**

Approved

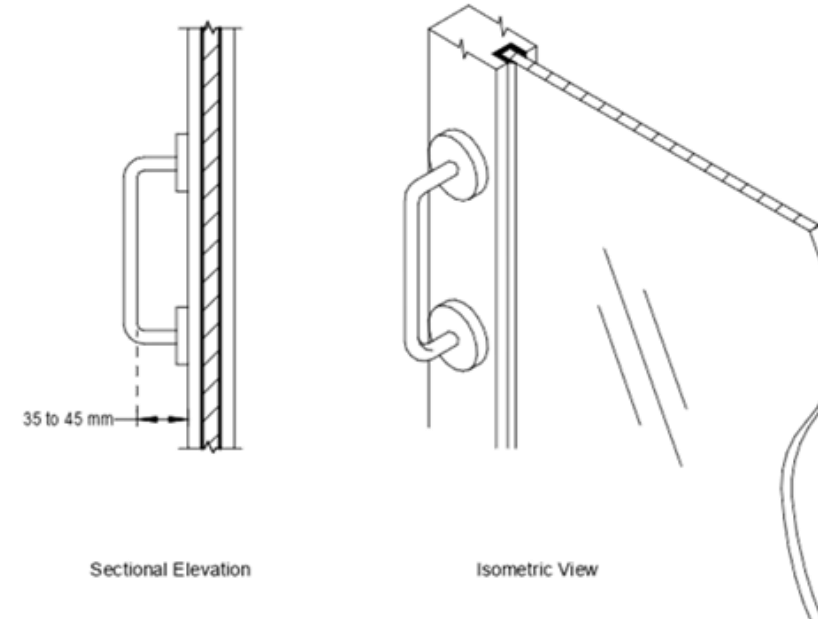
Project Number  
**21-3052-TN**

Sheet  
**3 OF 7**

Issue  
**A**

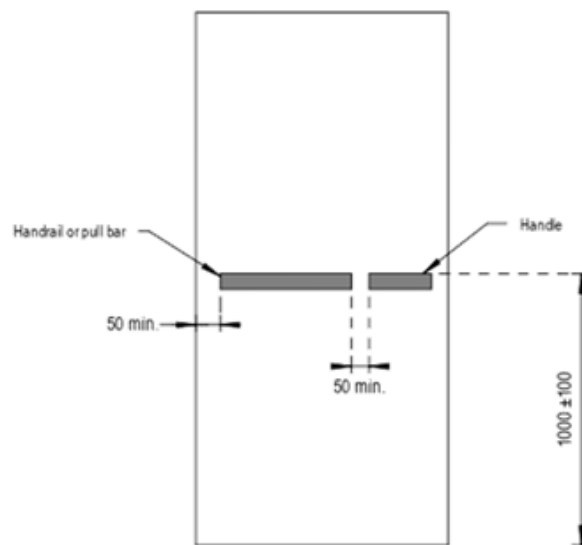


AS1428.1 - 2009 FIGURE 35(A) EXAMPLES OF EXCEPTABLE DOOR HARDWARE FOR HINGED DOORS

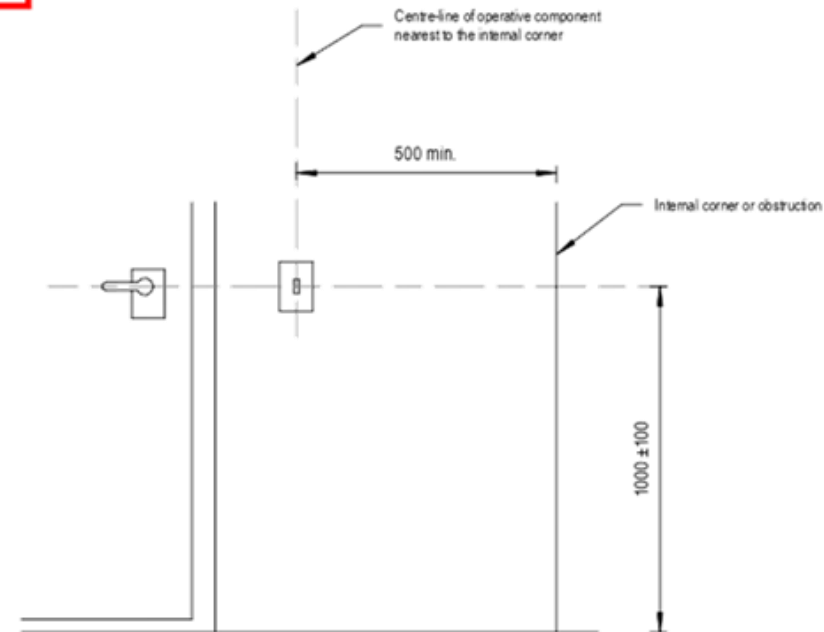


AS1428.1 - 2009 FIGURE 35(B) EXAMPLES OF EXCEPTABLE DOOR HARDWARE FOR SLIDING DOORS

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AS1428.1 - 2009 FIGURE 36 LOCATIONS FOR DOOR CONTROLS SHOWING CLOSING FACE



AS1428.1 - 2009 FIGURE 37 HEIGHTS FOR SWITCHES AND DOOR HANDLES

Revision	Date	Description	Designer
A	24/09/2021	CONSTRUCTION ISSUE	TN

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Client: **KINGAROY CHAMBER OF COMMERCE**

Project: **OFFICE FIT-OUT**

Site Address: **195 KINGAROY STREET KINGAROY QLD 4610**

Sheet Name: **AS1428.1 DOOR CONTROLS**

Scale: **As indicated @ A3**

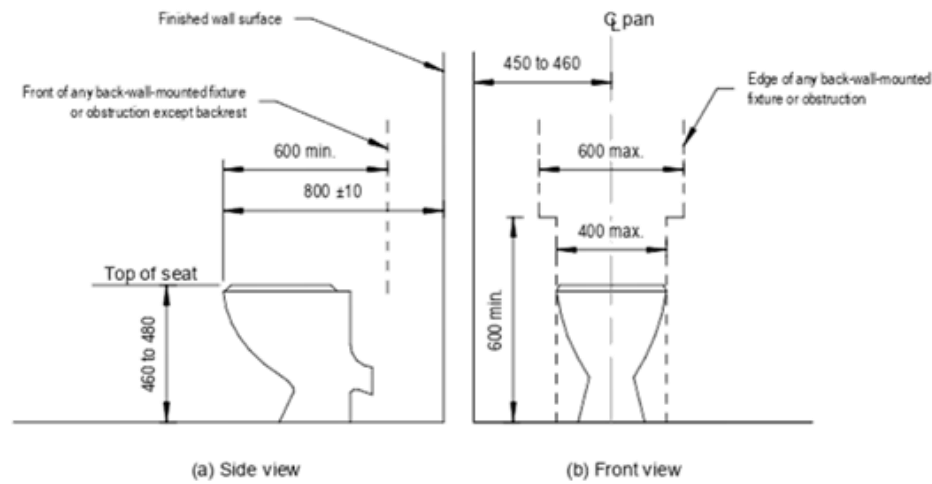
Date: **21st SEPTEMBER 2021**

Designer: **T. NEWMAN** (Checked)

Approved: *[Signature]*

Project Number: **21-3052-TN**

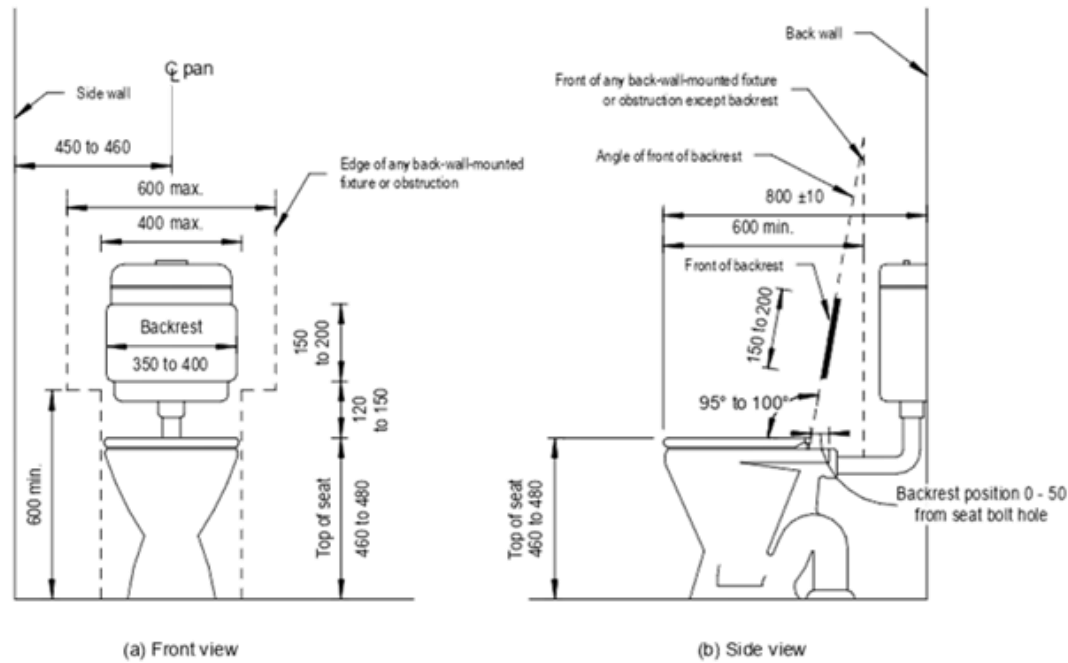
Sheet: **4 OF 7** Issue: **A**



NOTES:  
 1. For the purposes of dimensioning, the front of the WC pan has been taken as the datum plane.  
 2. The dimension of 800 ±10 mm from the front of the WC pan to the wall is a critical dimension.

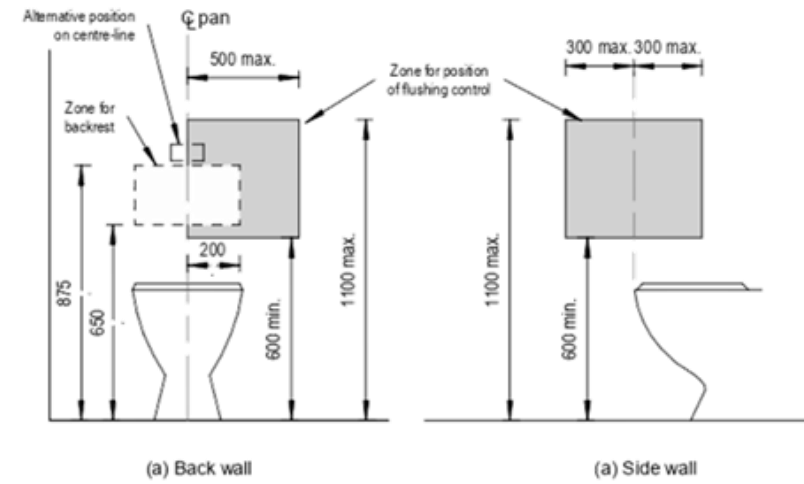
DIMENSIONS IN MILLIMETRES

AS1428.1 - 2009 FIGURE 38 WATER CLOSET PAN CLEARANCES, SEAT HEIGHT AND SEAT WIDTH



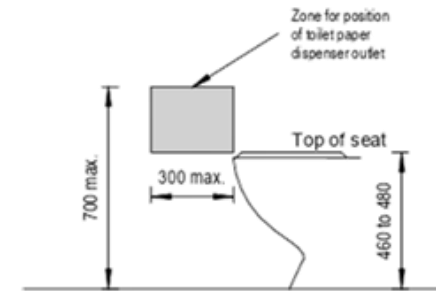
DIMENSIONS IN MILLIMETRES

AS1428.1 - 2009 FIGURE 39 WATER CLOSET INSTALLATION



DIMENSIONS IN MILLIMETRES

AS1428.1 - 2009 FIGURE 40 ZONE FOR POSITION OF FLUSHING CONTROL



DIMENSIONS IN MILLIMETRES

AS1428.1 - 2009 FIGURE 41 ZONE FOR POSITION OF TOILET PAPER DISPENSER

NOTE:  
 A clothes-hanging device shall be installed 1200mm to 1350mm above the plane of the finished floor and not less than 500mm out from any internal corner.

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Site Address  
**195 KINGAROY STREET KINGAROY QLD 4610**

Sheet Name  
**AS1428.1 WATER CLOSET PAN**

Scale  
**As indicated @ A3**

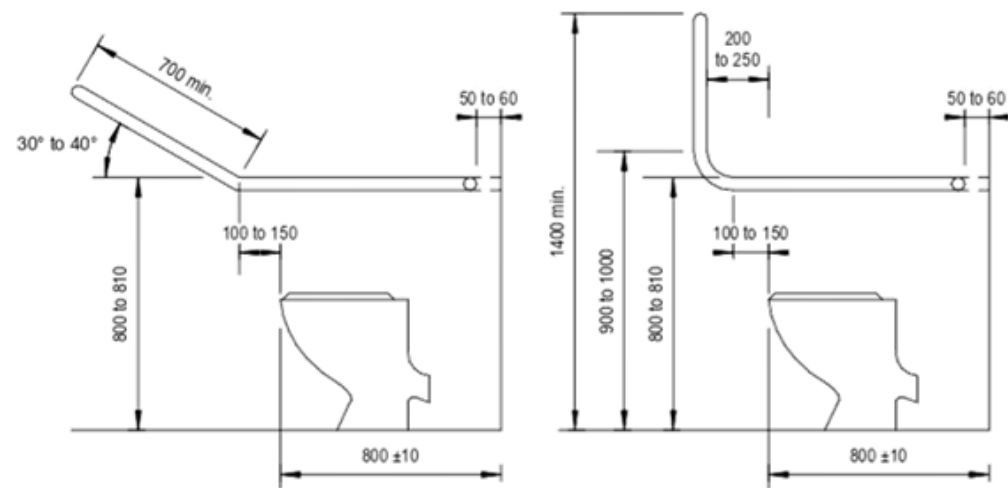
Date  
**21st SEPTEMBER 2021**

Designer Checked  
**T. NEWMAN**

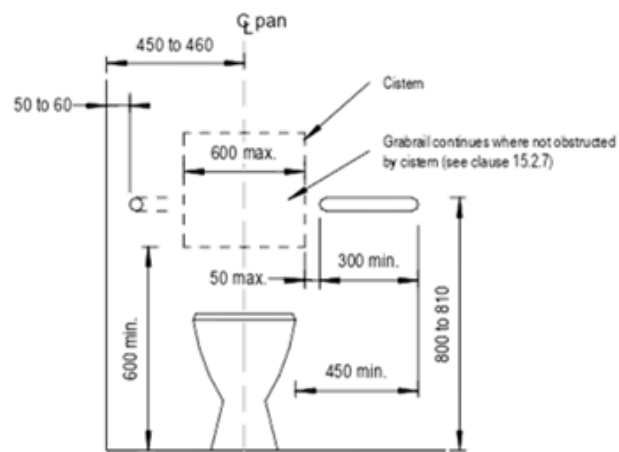
Approved

Project Number  
**21-3052-TN**

Sheet Issue  
**5 OF 7 A**



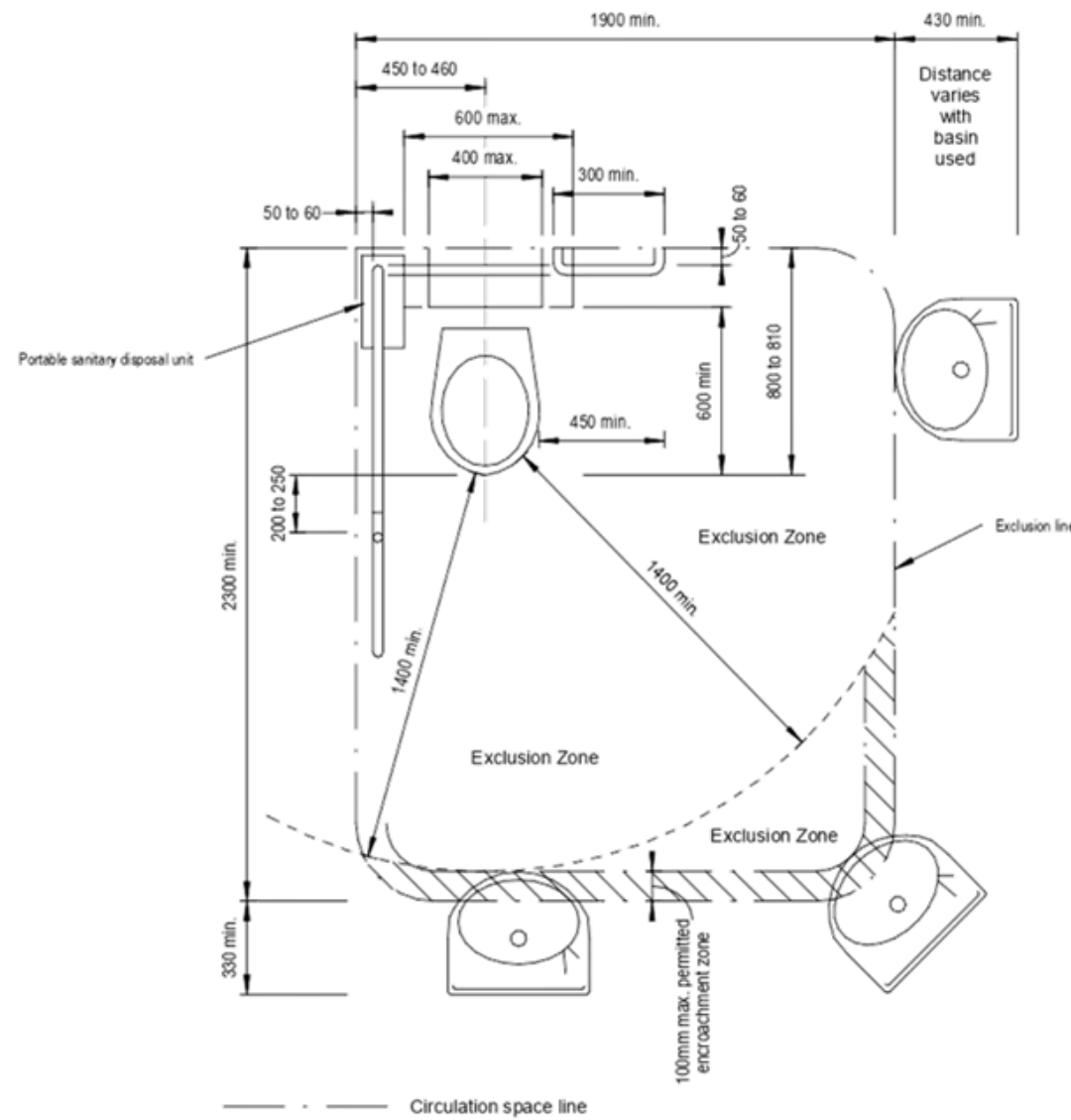
(i) Option A (ii) Option B  
 (a) Side view showing optional systems for grabrail at sides of pan



(b) Grabrail at back of pan and sectional view of grabrail at side of pan

DIMENSIONS IN MILLIMETRES

AS1428.1 - 2009 FIGURE 42 POSITIONS OF GRABRAILS IN WATER CLOSETS



NOTE: This circulation space may overlap any other circulation spaces specified in this standard

DIMENSIONS IN MILLIMETRES

AS1428.1 - 2009 FIGURE 43 CIRCULATION SPACE FOR WC PAN - RIGHT-HAND TRANSFER (LEFT-HAND TRANSFER IS MIRROR REVERSED)

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Project  
**OFFICE FIT-OUT**

Site Address  
**195 KINGAROY STREET  
 KINGAROY QLD 4610**

Sheet Name  
**AS1428.1 GRABRAILS IN WC**

Scale  
**As indicated @ A3**

Date  
**21st SEPTEMBER 2021**

Designer  
**T. NEWMAN**

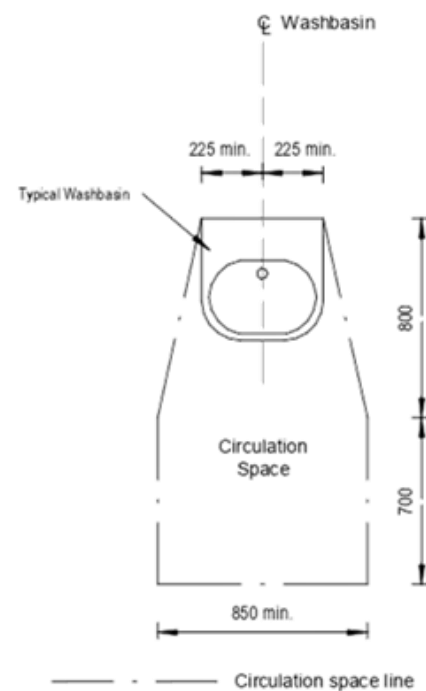
Approved

Project Number  
**21-3052-TN**

Sheet  
**6 OF 7** Issue  
**A**



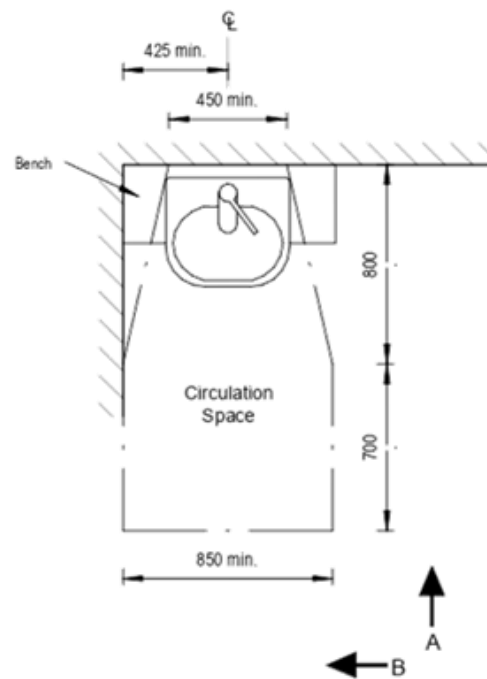
- NOTES:
1. Taps shall have lever handles, sensor plates, or other similar controls.
  2. Lever handles shall have not less than 50mm clearance from an adjacent surface.
  3. Where separate taps are provided for hot and cold water, the hot water tap shall be placed to the left of the cold water tap for horizontal configurations, or above the cold water tap for vertical configurations.
  4. Where hot water is provided, the water shall be delivered through a mixing spout.



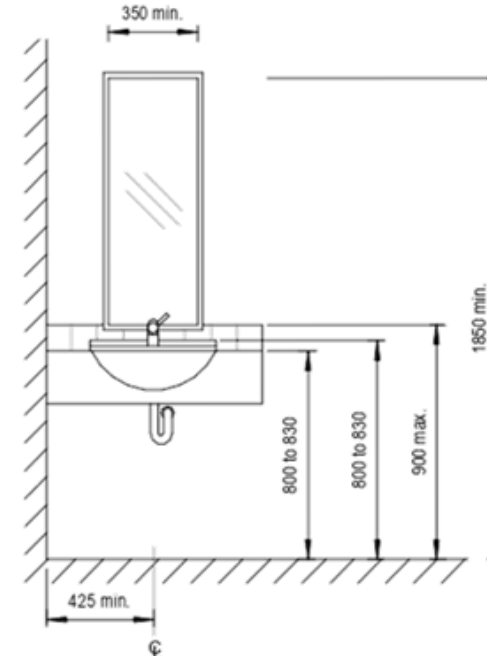
DIMENSIONS IN MILLIMETRES

AS1428.1 - 2009 FIGURE 46 CIRCULATION SPACE FOR WASHBASINS

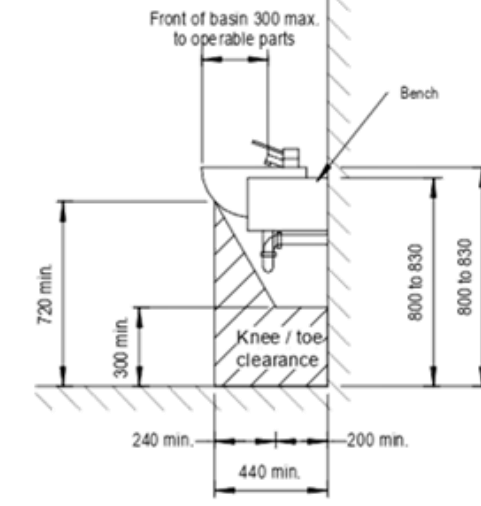
**CONSTRUCTION ISSUE**  
This stamp must be red ink to be a legitimate construction document



PLAN



ELEVATION A

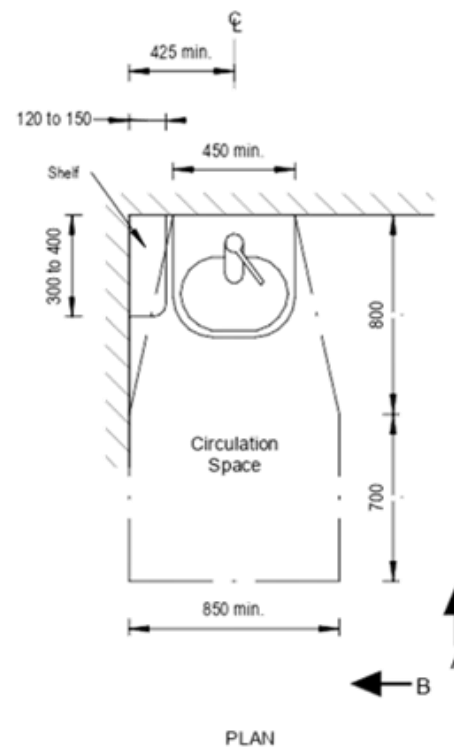


ELEVATION B

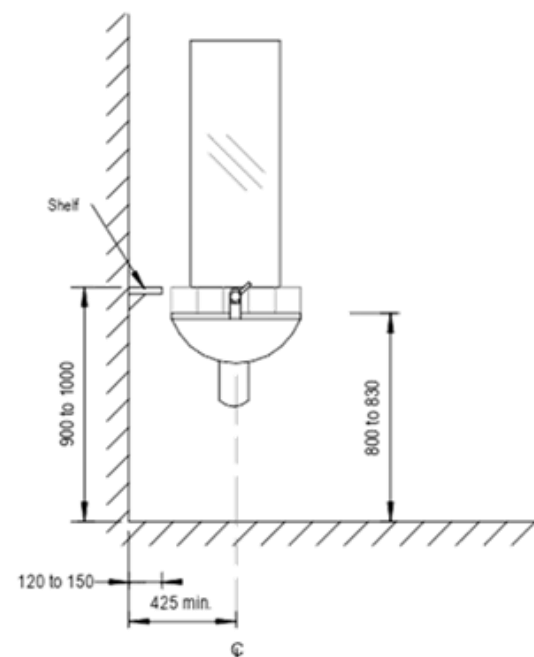
NOTE: 'Operable parts' means the centre-line of the tap, or where a lever handle is provided, the end of the lever measure throughout its arc of movement, or where a sensor is provided where the sensor is reliably activated.

DIMENSIONS IN MILLIMETRES

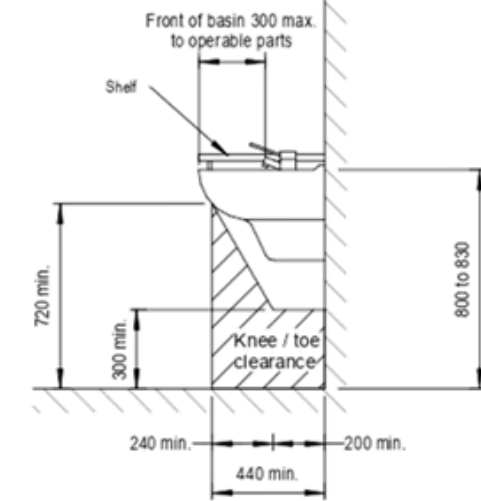
AS1428.1 - 2009 FIGURE 44(A) SEMI-RECESSED WASHBASIN INSTALLATION - OTHER THAN FOR SOLE OCUPANCY UNIT



PLAN



ELEVATION A



ELEVATION B

NOTE: 'Operable parts' means the centre-line of the tap, or where a lever handle is provided, the end of the lever measure throughout its arc of movement, or where a sensor is provided where the sensor is reliably activated.

DIMENSIONS IN MILLIMETRES

AS1428.1 - 2009 FIGURE 44(B) WALL-MOUNTED WASHBASIN INSTALLATION - OTHER THAN FOR SOLE OCUPANCY UNIT

Revision	Date	Description	Designer
A	24/09/2021	CONSTRUCTION ISSUE	TN

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Client: **KINGAROY CHAMBER OF COMMERCE**

Project: **OFFICE FIT-OUT**

Site Address: **195 KINGAROY STREET KINGAROY QLD 4610**

Sheet Name: **AS1428.1 WASHBASINS**

Scale: **As indicated @ A3**

Date: **21st SEPTEMBER 2021**

Designer: **T. NEWMAN** (Checked)

Approved: *[Signature]*

Project Number: **21-3052-TN**

Sheet: **7 OF 7** Issue: **A**

**10.9 REQUEST FOR COVERED ARENA NANANGO SHOWGROUNDS****File Number:** 08.12.2021**Author:** General Manager Community**Authoriser:** Chief Executive Officer**PRECIS**

Request for covered riding arena.

**SUMMARY**

Council is in receipt of a request for a covered riding arena at the Nanango Showgrounds.

---

**OFFICER'S RECOMMENDATION**

1. For Council's consideration

**BACKGROUND**

Council is in receipt of a request for a covered riding arena 70 mts X 30 mts that has an all-purpose riding surface and that is safe for coaches to teach beginners to advanced pupils. Safe for training the competition horse be it for Dressage, Show Jumping, Working Equitation, Pony Clubs (of which there are 8 in the area) or Western Pleasure, would be beneficial to all the clubs in South Burnett area.

This also becomes a multi uses venue for Concerts, Rodeo, Car club, Trade exhibitions etc.

At the moment in wet weather there is nowhere to ride/train as the ground becomes too slippery to be safe, In the hot dry weather no one wants to ride in the heat and sun, not good for man or beast.

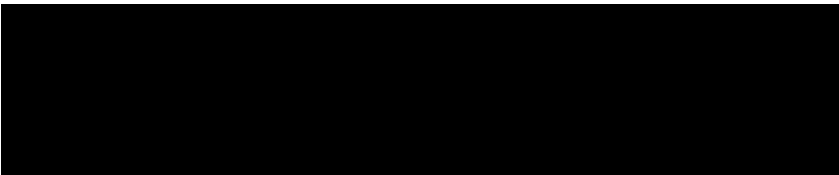
A covered riding arena at Nanango Show grounds (as the infrastructure i.e., toilets, parking, shelters and stock yards are already there) would be a great asset to the area for equestrian events and other displays and would generate publicity for the area and revenue for the town.

It is noted that the Nanango Showgrounds is leased to the Nanango Show Society who operate the facility. Any proposed infrastructure development would need to be considered in consultation with the Nanango Show Society.

**ATTACHMENTS**

1. **Email Request - Covered Riding Arena** [↓](#) 

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**Please be cautious**

This email originated outside of SBRC..

---

Dear Brett,

Further to our discussion on the need for a indoor riding arena in the Nanango,Kingaroy and surrounding areas.

I am a member of the South Burnett Working Equitation and the South Burnett Equestrian club and since moving to Blackbutt I have found that there is Not a safe and convenient places to train horses.

I feel there is a need for a training facility that caters for the many disciplines in the area.

A covered riding arena 70 mts X 30 mts that has an all purpose riding surface and that is safe for coaches to teach beginners to advanced pupils. Safe for training the competition horse be it for Dressage, Show Jumping,Working Equitation, Pony Clubs (of which there are 8 in the area) or Western Pleasure, would be beneficial to all the clubs in South Burnett area.

This also becomes a multi uses venue for Concerts, Rodeo, Car club,Trade exhibitions etc.

At the moment in wet weather there is nowhere to ride/train as the ground becomes too slippery to be safe, In the hot dry weather no one wants to ride in the heat and sun, not good for man or beast.

A covered riding arena at Nanango Show grounds (as the infrastructure IE,toilets, parking, shelters and stock yards are already there) would be a great asset to the area for Equestrian events and other displays, and would generate publicity for the area and revenue for the town.

I feel there is a need for this facility in our area as the only venues of this type are at Caboolture, Toowoomba and Kilkivan.

Regards



Will appreciate some information on the benefits of a regional arena in Nanango.

Thank you,

Mayor Brett Otto  
South Burnett Regional Council  
PO Box 336  
KINGAROY QLD 4610

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**Brett Otto**  
Mayor

P 07 4189 9100  
PO Box 336 Kingaroy QLD 4610  
[www.southburnett.qld.gov.au](http://www.southburnett.qld.gov.au)



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**10.10 UPDATE ON COUNCIL NEGOTIATIONS WITH PREFERRED TENDERER FOR WONDAL CATTLE DIP FACILITY**

**File Number:** 8-12-2021  
**Author:** Lease Officer  
**Authoriser:** Chief Executive Officer

**PRECIS**

Council resolved in resolution 2021/189 that Council negotiate with the preferred tenderer and report back to Council.

**SUMMARY**

Council has undertaken further negotiations with the preferred tender for the Wondai facility and sought legal advice on the terms of the Trustee Lease.

**OFFICER'S RECOMMENDATION**

That the report be received and noted

**BACKGROUND**

Council offered the Wondai facility for tender in July 2021. Council resolved to enter negotiation with the preferred tender to lease the facility. Legal advice has been sought to clarify Council's liability in respect of the current state of the premises and workplace health and safety (or public) risks.

The Lease has been amended requiring the Trustee Lessee (the preferred tenderer) to:

1. Take out insurance for workplace health and safety risks in addition to its public liability insurance.
2. Negating all warranties as the lawfulness or suitability of the premises as may be provided by Council and reference to the Premises is provided "as is where is".
3. A requirement for the Trustee Lessee to ensure that all improvements and structures on the Premises are compliant with:
  - (a) all legislative standards, including without limitation all workplace health and safety standards under the Work Health and Safety Act 2011 (Cth) and all subordinate legislation and guidelines;
  - (b) the Australian standards for livestock loading/unloading ramps AS45340:2020, or any subsequent or additional standards; and
  - (c) Council's reasonable requirements;
4. Allowing Council, the ability to retain the use of the premises for emergency animal husbandry or biosecurity protocols or to support stock route management and permits (being a special condition required by Council under its Tender)

To support the preferred tenderer to comply with the terms of the lease, the tenderer has proposed a works plan to make repairs prior to reopening the facility for their own use. Once additional identified works have been completed and operating guidelines are in place the facility will open to the public.

The preferred tenderer has met with Councils Safety System Officer and undertaken a site inspection to discuss the works plan. Prior to any use of the facility the loading ramp has been tested and tagged, the rusted slid repaired, vegetation around the ramp is minimised, no unauthorised entry signs installed, and locks placed on gates.

**ATTACHMENTS**

**Nil**

## 11 QUESTIONS ON NOTICE

### 11.1 GRASS ON FOOTPATHS

**File Number:** 8-12-21

**Author:** Acting Manager NRM & Parks

**Authoriser:** Chief Executive Officer

The following question on notice was received from Councillor Schumacher at the Community Standing Committee on 10 November 2021.

#### **Question**

Who is responsible for the grass on the footpaths in Kingaroy? Is this something Council maintains or is it the responsibility of the commercial operators?

#### **Response**

All footpaths in Kingaroy are maintained or mowed by residents, other than the list below:

- Haly Street between Jarrah and Fisher Streets;
- Alford Street East (leading to Rotary Park);
- Avoca Street West from Youngman Street;
- Youngman Street from CBD to River Road roundabout.

The above list is maintained by Council as these sections represent main thoroughfares through town or are included in the mowing schedule for historical reasons.

The above list does not take account of median strips or sections of old railway line in Pound Street, from Alford Street to Rogers Drive for example.

A footpath, or nature strip as they are sometimes referred to, forms part of a dedicated road reserve. *Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011*, gives Council the power to issue a compliance notice to an owner of land adjoining a road to undertake works, which may include mowing. Council therefore has an expectation that residents mow their footpath. This is supported legally under the above local law.

#### **RECOMMENDATION**

That the response to the question regarding grass on footpaths raised by Councillor Schumacher be received and noted.

#### **ATTACHMENTS**

Nil

**11.2 SIGNS IN LIONS PARK**

**File Number:** 8-12-21  
**Author:** Acting Manager NRM & Parks  
**Authoriser:** Chief Executive Officer

The following question on notice was received from Councillor Potter at the Community Standing Committee on 10 November 2021.

**Question**

There was going to be a Lions sign in a garden at the front of the in the corner of the Park to show it is actually Lions Park. Is this still happening? If not, why not?

**Response**

Council officers have been in constant contact with representatives of Kingaroy Lions Club to design and erect new park signage. Currently, Council officers are waiting on the completion of signage designs for proofing. Such signage was intended to be completed as part of the new tourism signage and town map. Once a draft design is received, this will be presented to Council for further consideration. If necessary, further consultation will be undertaken with relevant stakeholders.

Council is responsible for costs associated with this element of the park upgrade.

**RECOMMENDATION**

That the response to the question regarding signs in Lions Park raised by Councillor Potter be received and noted.

**ATTACHMENTS**

Nil



**12 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*:

**12.1 Queensland Housing Investment Growth Initiative (QHIGI)**

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.

**13 CLOSURE OF MEETING**