



Tingoora – Rail Trail Damage

- **Damage Length** – 90m – sections
- **Damage Depth** – 50mm-200mm
- **Material (Removed)** – unknown
- **Material (to be removed)** – 8m3 damaged bitumen
TMR notified Jul 2021, Sep 2021, Dec 2021 to repair as culverts were diverted to the rail trail with high amounts of debris deposited onto the two sections of trail
- **Material Quality** – Moderate
- **Subsoil Quality** – Moderate
- **Moisture** – water pooling some low areas
- **Moisture depth** – 50mm – 150mm
- **Surface** – bitumen is in poor condition over these distances holes and moisture are still seeping
- **Drainage** – table drains to be extended and cleared of debris with mitre drains to direct flow to creek – **TMR (currently with TMR and Council engineers**

Permanent works

- **Materials** - road base 60m3 and resurface
- **Materials (other)** – culverts or box drains
- **Machinery** – Bobcat/excavator combined and ute/trailer
- **Labour** 2 staff
Estimated time frame 30hr + \$10000 - \$15000

Temporary repairs –

Materials - Labour - Machinery – Dump Fees etc

Total Cost estimated = \$3000



















Wondai RT "Nth creek bridge Damage

- **Damage Length** – 1000m
- **Damage Depth** – 50mm-200mm
- **Material (Removed)** – unknown
- **Material (to be removed)** – 5m3 drains to be cleared and reinstated
- **Material Quality** – Good
- **Subsoil Quality** – Firm
- **Moisture** – high pooled water (trail in good condition currently)
- **Moisture depth** – 50mm- 150mm
- **Surface** – Bitumen condition good 1m-3m of water has crossed the trail debris in trees indicated depth
- **Drainage** – all drainage needs to be realigned and reinstall the cross drains in new location, Mitre drains will help

Permanent works

- **Materials** - road base 10m2
 - **Materials** (other)
 - **Machinery** – Bobcat/excavator combined and ute/trailer
 - **Labour** 2 staff
- Estimated time frame 15hr + \$3000 - \$5000

Temporary repairs –

Materials - Labour - Machinery – Dump Fees etc

Total Cost estimated = \$2500

Drain will need to be cleared to allow water to run off









Wondai RT "butter factory entry" Damage

- **Damage Length** – 55m
- **Damage Depth** – 50mm-100mm
- **Material (Removed)** – unknown
- **Material (to be removed)** – 6m³ drains to be cleared and reinstated
- **Material Quality** – Good
- **Subsoil Quality** – Firm
- **Moisture** – Low
- **Moisture depth** – 50mm
- **Surface** – Bitumen condition excellent water flow minor over trail
- **Drainage** – all drainage needs cleared table drain to be reinstated cross drains to be designed

Permanent works

- **Materials** - road base 5m²
- **Materials (other)** - culverts and cross drain
- **Machinery** – Bobcat/excavator combined and ute/trailer
- **Labour** 2 staff
Estimated time frame 10hr + \$5000

Temporary repairs –

Materials - Labour - Machinery – Dump Fees etc

Total Cost estimated = \$1500









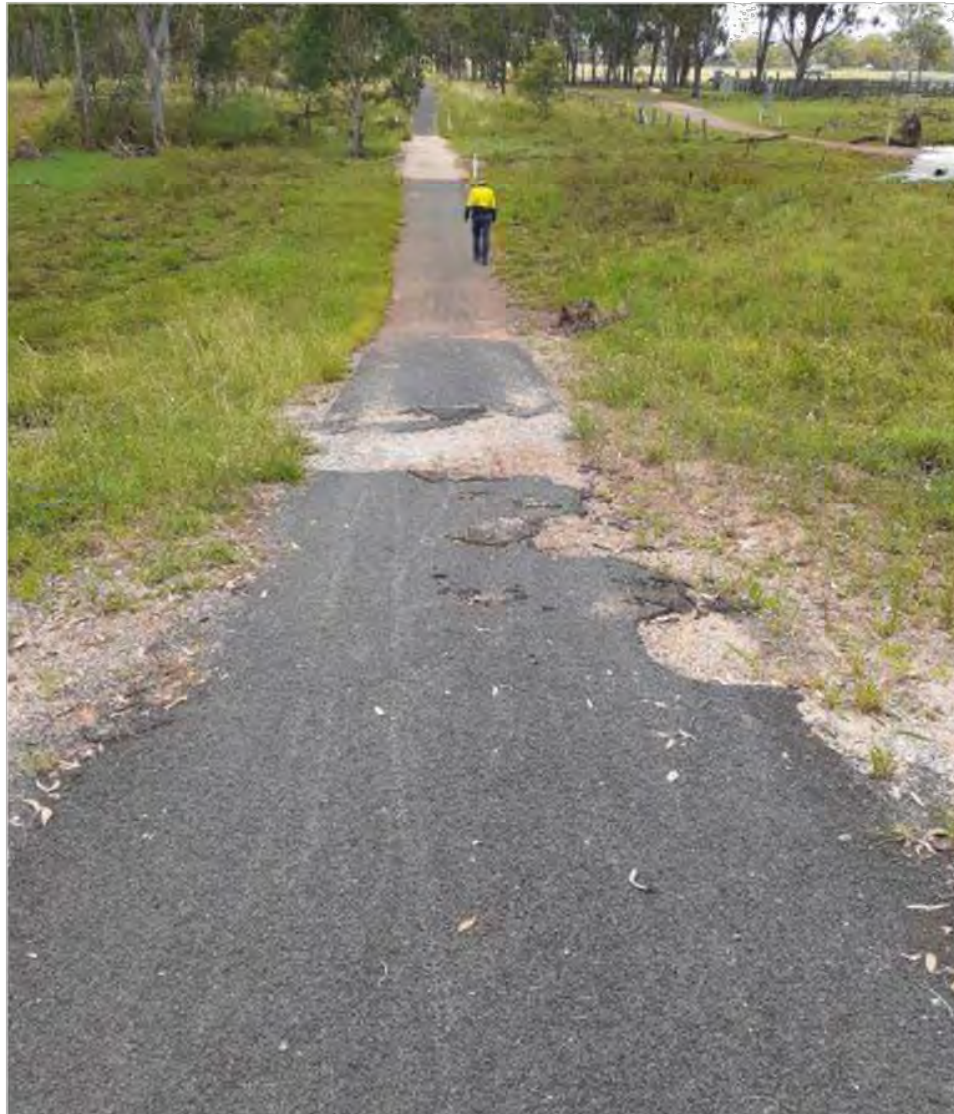












Wondai RT "Simpson rd crossing" Damage

- **Damage Length** – 25m
- **Damage Depth** – 50mm-100mm
- **Material (Removed)** – unknown
- **Material (to be removed)** – 6m3 drains to be cleared and reinstated
- **Material Quality** – Good
- **Subsoil Quality** – Firm
- **Moisture** – Mod
- **Moisture depth** – 50mm- 150mm
- **Surface** – Bitumen condition poor 2m-5m water across a 50m path over the Cherbourg land
- **Drainage** – all drainage needs to be realigned

Permanent works

- **Materials** - road base 5m2
- **Materials** (other)
- **Machinery** – Bobcat/excavator combined and ute/trailer
- **Labour** 2 staff
Estimated time frame 10hr + \$5000

Temporary repairs –

Materials - Labour - Machinery – Dump Fees etc

Total Cost estimated = \$2000















Wondai RT “Simpson rd” Damage

- **Damage Length** – 150m
- **Damage Depth** – 50mm-200mm
- **Material (Removed)** – unknown
- **Material (to be removed)** – 15m³ drains to be cleared and reinstated
- **Material Quality** – Good
- **Subsoil Quality** – Firm
- **Moisture** – Mod
- **Moisture depth** – 50mm- 150mm
- **Surface** – Bitumen condition poor 1m-3m water across a 90m path over the Cherbourg land
- **Drainage** – all drainage needs to be realigned and reinstall the cross drains in new location, Mitre drains will help

Permanent works

- Materials - road base 80m²
 - Materials (other)
 - Machinery – Bobcat/excavator combined and ute/trailer
 - Labour 2 staff
- Estimated time frame 15hr + \$8000 - \$12000

Temporary repairs –

Materials - Labour - Machinery – Dump Fees etc

Total Cost estimated = \$7000

















15.2 CLEANING CONTRACTS - PUBLIC CONVENIENCES SBRCQ 21/22-26**File Number:** 25-1-2022**Author:** Acting Manager NRM & Parks**Authoriser:** Chief Executive Officer**PRECIS**

An update on cleaning contracts for public conveniences within the region.

SUMMARY

Following tenders closing for cleaning of public conveniences, delays in assessing tenders have been experienced, however, there are no undue impacts.

OFFICER'S RECOMMENDATION

That the report concerning tenders for public conveniences be received.

BACKGROUND

At Council's Ordinary General Meeting on 25 August 2021, it was resolved to seek tenders for cleaning of public amenities for the localities of Kingaroy, Nanango, Murgon, Blackbutt, Benarkin and Wondai.

Invitations to tender were released on 11 November 2021 and closed at 2:00pm on Thursday 2 December 2021.

A total of seven (7) responses were received with the assessment process being delayed owing to staff resources impacted by leave and COVID and the Christmas/New Year period.

Current cleaning arrangements are not impacted as extensions have been agreed to or contracts expire in late April 2022. Review of tenders has commenced which will be presented for Council's consideration at the February meetings.

ATTACHMENTS

Nil

15.3 LEASE - KINGAROY RUGBY LEAGUE FOOTBALL CLUB JUNIORS AND SENIORS INC.

File Number: 25-01-2022
Author: Lease Officer
Authoriser: Chief Executive Officer

PRECIS

A new lease agreement between South Burnett Regional Council and the Kingaroy Rugby League Football Club Juniors and Seniors Inc over Lease Area D on SP278786, being part of Lot 6 on SP274891.

SUMMARY

The existing lease for Area D on Lot 6 on SP274891 is between the Kingaroy Junior Football Club Inc and Council. The club amalgamated with Kingaroy Senior Rugby League to form Kingaroy Rugby League Football Club Juniors and Seniors Inc (the Club). A new lease is required with the Club's correct name and updated lease area.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council enter into a lease with the Kingaroy Rugby League Football Club Juniors and Seniors Inc over Lease Area D on SP278786, being part of Lot 6 on SP274891:

- (a) for a term of 10 years and,
- (b) for rental of \$75.00 per annum (plus GST).

FINANCIAL AND RESOURCE IMPLICATIONS

The Lease will be administered by Council's Lease Officer.

Rent will be charged at the concessional rent applied to leases for community groups at \$75.00 (plus GST) per annum.

LINK TO CORPORATE/OPERATIONAL PLAN

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

Operational Plan IN10: Negotiate new leases with community groups; and renew existing community group leases.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Council officers have liaised with the secretary and treasurer of the Club. In 2018 all groups at the sports fields were consulted on the boundary changes and new leases have been executed. Council met with representatives of the Club on 16 December 2021 to discuss the new lease and future proposed works to upgrade the facility.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Section 236 of the Local Government Regulation 2012 provides the exemption to dispose of a valuable non-current asset to a community group without having to first go to tender or auction.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Disposal of a non-current valuable asset to a community organisation is in accordance with Council's Disposal of Assets Policy.

ASSET MANAGEMENT IMPLICATIONS

The original lease was 3.93ha this has been increased to 4.155ha to accommodate an increase in the number of fields to support junior players. The Club is responsible for all maintenance of the lease area including the buildings that are owned by the Club. This is consistent with all other lessee's that use the precinct.

REPORT

Address: 10 Youngman Street, Kingaroy

Lease Area: Lease Area D on SP278786

RPD: part of Lot 6 on SP274891

Area: 4.155 ha

Tenure: Freehold

Background:

The Club approached Council for consent to apply for funding through the Queensland State Government Sport and Recreation Active Gameday grant to upgrade the lighting. On investigation, the current lease was identified to be between Council and the Kingaroy Junior Rugby League Club Inc.

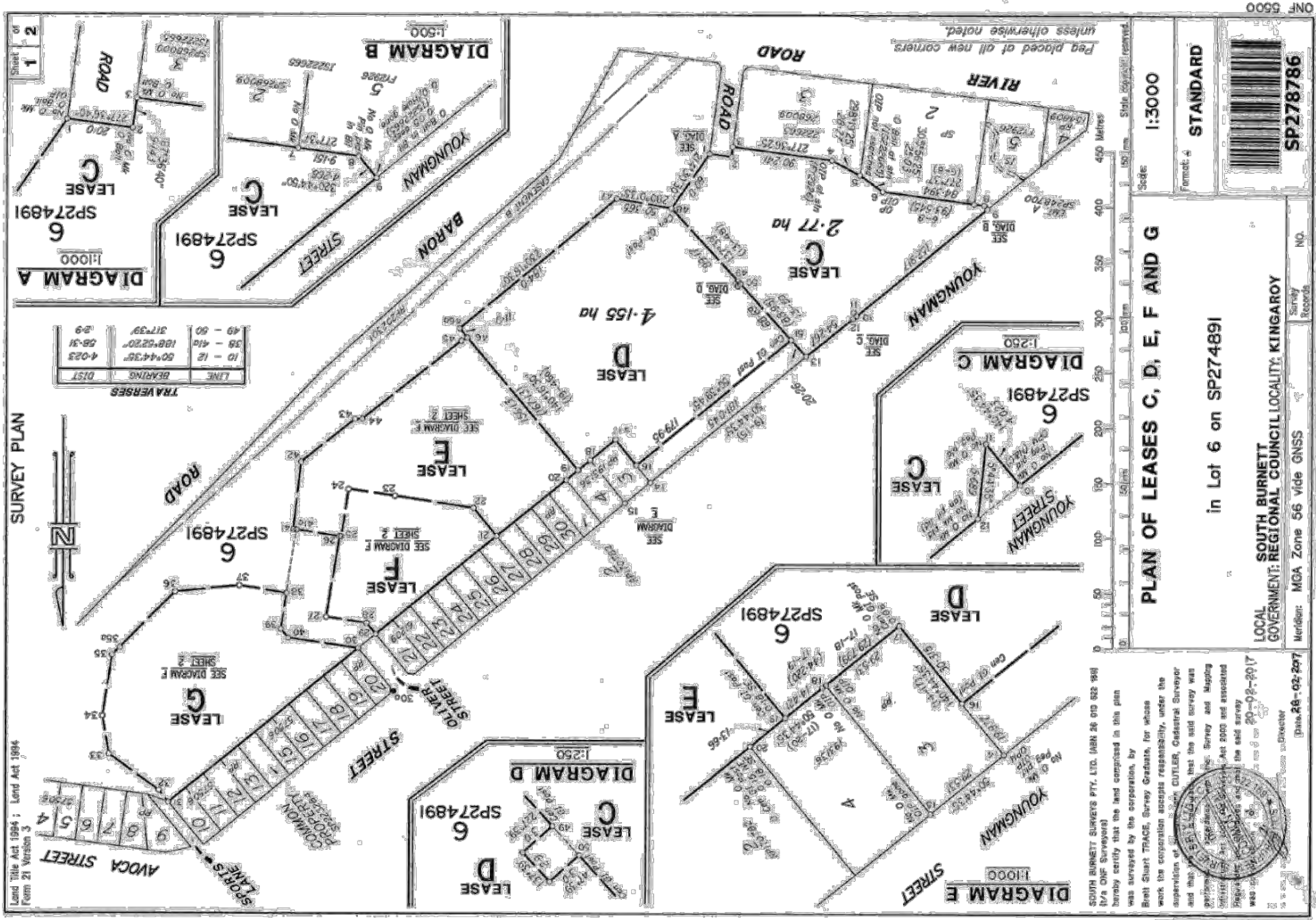
The Kingaroy Junior Rugby League Club is no longer registered as an incorporated organisation with the Office of Fair Trading and therefore can no longer hold a lease with Council. The Kingaroy Rugby League Junior and Seniors Inc. continue to use the lease area for club games, training, and activities.

The Club has been provided with a copy of the new lease and are comfortable with the terms and conditions.

The Club has advised that it has developed a masterplan for the redevelopment of the lease area and has requested approval to carry out initial works (subject to a separate Council report and resolution).

ATTACHMENTS

1. **Lease Plan** [↓](#) 



15.4 TRUSTEE GRAZING PERMIT - LOT 313 - FY509

File Number: 25-01-2022
Author: Lease Officer
Authoriser: Chief Executive Officer

PRECIS

Trustee Permit (Grazing) for Lot 313 on FY509, between South Burnett Regional Council and Desmond Roy McCallum.

SUMMARY

The Department of Resources has returned the management of Lot 313 on FY509, Reserve for Camping and Water, to Council. The responsibility for administering the Trustee Permit now rests with Council.

OFFICER'S RECOMMENDATION

That Council enter into a Trustee Permit with Desmond Roy McCallum for the use of Lot 313 on FY509, for the purpose of grazing, with the following conditions:

- a) For a fee of \$800 plus GST and outgoings (including rates)
- b) For a term of 3 years

FINANCIAL AND RESOURCE IMPLICATIONS

The administration of the permit will be undertaken by Council's lease officer. The permit fee is based on a valuation provided by an independent valuer.

LINK TO CORPORATE/OPERATIONAL PLAN

IN12: Identify assets that may be suitable for commercialisation

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Council has met with the Permittee to discuss the permit fee and permit requirements.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

The Trustee Permit is issued in accordance with *Section 60(1) of the Land Act 1994 (Qld)*.

Section 236 of the *Local Government Regulation 2012* provides exemptions to Section 227 for the disposal of land or an interest in the land for the purpose of renewing the lease of land to the existing tenant.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Entering into a Trustee Permit is in accordance with Council's Disposal of Assets Policy.

ASSET MANAGEMENT IMPLICATIONS

Mr McCallum held a grazing lease over the Reserve which expired in 2021. The Reserve is part of the Stock Route network and is now the responsibility of Council to continue with managing use of, and tenures over the Reserve.

The Permittee will be responsible for maintenance of the Reserve.

Council does not provide any services or formed access to the permit area.

REPORT

Property Details:

Address: 0 Bullcamp Road Runnymede

RPD: Lot 313 FY509

Area: 40.5 ha

Tenure: Reserve for Camping and Water

Owner: South Burnett Regional Council as Trustee

Zone: Rural


Des McCallum held a lease over the Reserve for grazing purposes which was administered by the Department of Resources and expired in 2021. At the renewal of that lease, the Department requested that Council administer the renewal of a Trustee Permit as the Reserve is part of the stock route network which is administered by Council.

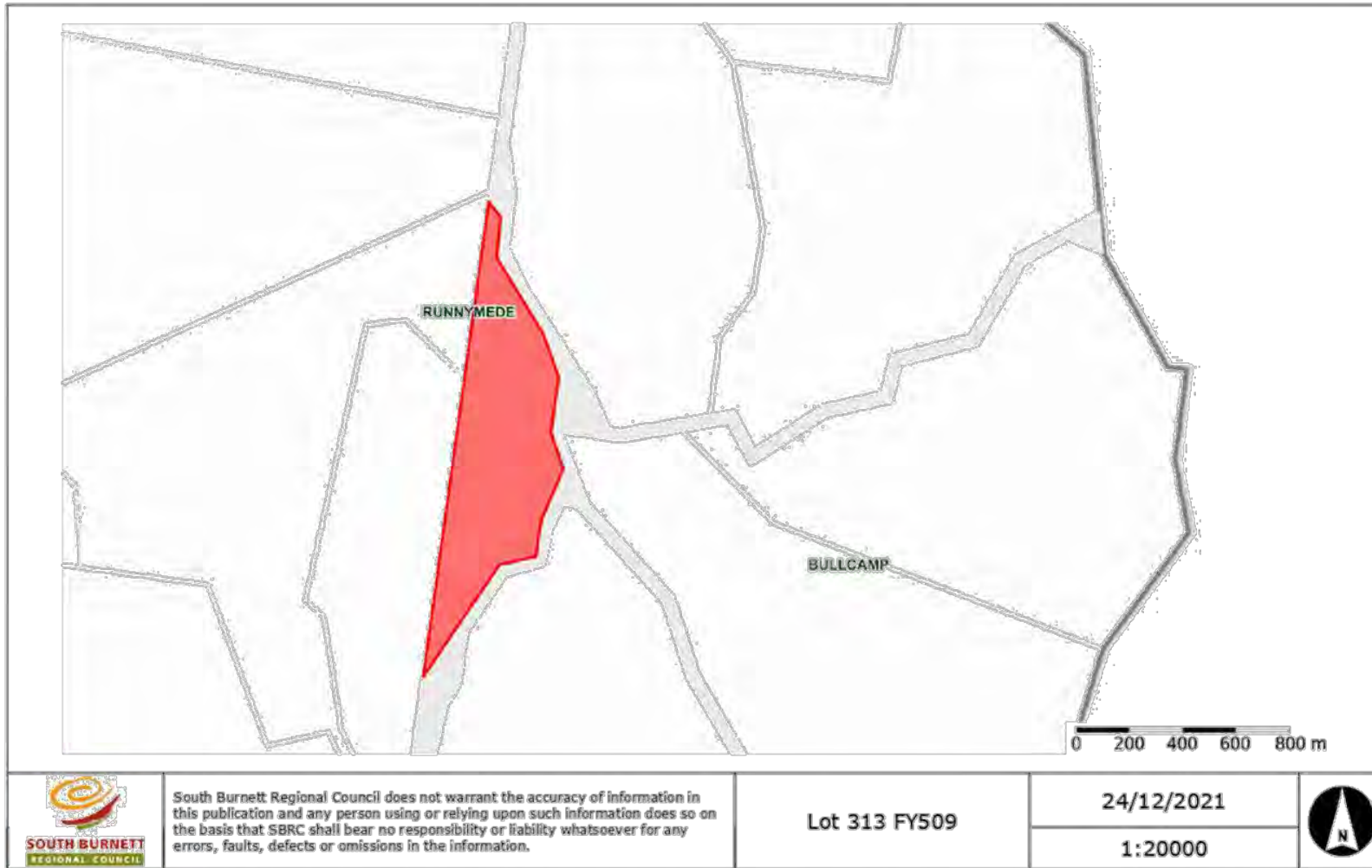
The Reserve's purpose is for camping and water and is considered minor and unused under the management of the Stock Route network classifications. The terms of the Trustee Permit protect the use for travelling stock if the need arises.

The land is vacant, mostly timbered and considered generally harder forest country.

A valuation has been provided by IPN Valuers to determine the permit fee amount. The valuer determined the value by investigating the carrying capacity, recent sales of comparable land and industry agistment rates for similar land types.

ATTACHMENTS

1. Lot 313 FY509 [↓](#) 



15.5 REQUEST FOR CONSENT RECONFIGURE FIELDS - KINGAROY RUGBY LEAGUE FOOTBALL CLUB JUNIORS AND SENIORS INC.

File Number: 25-01-2022
Author: Lease Officer
Authoriser: Chief Executive Officer

PRECIS

Kingaroy Rugby League Football Club Junior and Seniors Inc. have requested Council consent to undertake major earthworks.

SUMMARY

Kingaroy Rugby League Football Club Juniors and Seniors Inc. has approached Council to seek approval to commence works identified in the Club's masterplan to redevelop their facilities, including the extension of playing fields and renewal of assets.

OFFICER'S RECOMMENDATION

That Council approve that the Kingaroy Rugby League Football Club Juniors and Seniors Inc (the Club) undertake the initial stage of redevelopment at their sports grounds, being part of Lot 6 on RP274891, with the works being:

- Installation of a new storage shed including the removal of six trees and the demolition and removal of the old storage shed.
- Installation of the existing ticket box/gate shed with a similar size structure in the same location at the entry gate.
- Commence work on the relocation of part of the boundary fence on to the surveyed boundary of Lease Area D.
- Redistribution of the earth mound previously used by spectators;

conditional upon the Club:

- (a) entering into a lease with Council over Lease Area D on SP278786 prior to the commencement of works,
- (b) identifying the boundary of Lease Area D by a qualified surveyor prior to works commencing,
- (c) ensuring all works are located within the lease boundary,
- (d) confirming the location of the storage shed does not impede the development of the proposed playing fields,
- (e) ensuring all earthworks, construction and demolition is contained within the lease area and, if there is excess earth/soil, a strategy for testing and disposal is required,
- (f) ensuring all planning and building applications are sought and approval granted prior to the commencement of works
- (g) does not disturb the existing playing surface of the grounds unless for the purpose of minor trenching to install irrigation systems
- (h) ensure that the works, including the removal of trees, is undertaken by suitably qualified contractors.

FINANCIAL AND RESOURCE IMPLICATIONS

The club has advised that they have sufficient financial reserves and volunteer capacity to oversee the works and prepare grant funding for elements of the project.

Council has not been requested to provide financial support.

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)

Council met with committee members of the Club on 16 December 2021 to discuss the new lease and the proposed changes to the fields. The Club has provided a formal request for consent and a copy of the Club's Masterplan outlining the overall vision for their facilities.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

In accordance with the lease, the Club must seek and obtain approval to any works, and are to maintain \$20M Public Liability Insurance, Volunteer Workers Insurance or Workcover, and ensure that any contractors provide the Club with the relevant licences for the works being undertaken.

The land was a historic refuse site, this has been identified as a potential risk when the topsoil is disturbed.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

The redevelopment is in accordance with Council's Assets Management Policy

ASSET MANAGEMENT IMPLICATIONS

The site has previously been used as a refuse site pre-1960. The aerial photograph of Kingaroy dated 23/09/1961 shows the use of the site as a refuse tip. The aerial photograph dated 21/07/1968 shows the refuse tip covered over and the development of the rugby league field which is partially impacted by the old refuse tip.

Due to the risk of old waste being disturbed the Club are investigating mitigation strategies to ensure that historic waste is not brought to the surface. It is recommended that all soil is to remain on the site whilst undertaking works. In the event of excess soil, a strategy for testing and dispersal will be required.

The buildings located on the site are not listed on Council's asset register and are owned by the Club.

REPORT

Address: 10 Youngman Street, Kingaroy

Lease Area: D on SP278786

RPD: Lot 6 on SP274891

Area: 4.55 ha

Tenure: Freehold

Background:

The Club have developed a staged masterplan for their lease area. The proposed changes are to increase the capacity of the number of fields to support junior training and bring the field to a level that will ensure eligibility for the Queensland Cup. The masterplan identifies the works that are required to upgrade the facility and classified into short, medium or long term upgrades. These initial upgrades will assist the Club in progressing its masterplan.





The club have requested approval to commence the initial works for their masterplan including:

- Installation of a new storage shed including the removal of six trees and the demolition and removal of the old storage shed.
- Installation of the existing ticket box/gate shed with a similar size structure in the same location at the entry gate.
- Commence work on the relocation of part of the boundary fence on to the surveyed boundary of Lease Area D.
- Redistribution of the earth mound previously used by spectators.

Approval for the above works will be conditional upon the Club,

- (a) Enter into a lease with Council over Lease Area D on SP278786 prior to the commencement of works,
- (b) identify the boundary of Lease Area D by a qualified surveyor prior to works commencing,
- (c) ensuring all works are located within the lease boundary,
- (d) confirm the location of the storage shed does not impede the development of the proposed playing fields,
- (e) ensuring all earthworks, construction and demolition is contained within the lease area and, if there is excess earth/soil, a strategy for testing and disposal is required,
- (f) All planning and building applications are sought and approval granted prior to the commencement of works
- (g) does not disturb the existing playing surface of the grounds unless for the purpose of minor trenching to install irrigation systems
- (h) ensuring works, including the removal of trees, is undertaken by suitably qualified contractors.

ATTACHMENTS

1. **Proposed works** [↓](#) 
2. **Kingaroy Rugby League Masterplan** [↓](#) 
3. **Aerial Photograph - 1961** [↓](#) 
4. **Aerial Photograph - 1968** [↓](#) 





Master Plan



Kingaroy Rugby League Football Club
Juniors and Seniors Incorporated



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Executive summary

Introduction

The Kingaroy Rugby League Football Club (Juniors and Seniors Incorporated) home ground (the grounds) is currently a feature formal sport venue for the Kingaroy community. It is the home of rugby league from both a club and school sport basis.

Opportunity has arisen to reconsider the existing layout, uses and embellishments of the facility. The Club has undertaken significant development at the clubhouse and is considering further substantial works. Additionally, a strategic planning exercise has highlighted desire from both club members and the committee for further expansion that sees the facility further embedded as a key venue for the Region. The Master Plan represents an opportunity to articulate (and agree to) a proposed direction and to avoid future ad hoc and piecemeal decision-making.

Existing situation

The 4ha (approx.) site is a Council-managed facility zoned recreation and open space that is leased to the Club. Existing embellishments include:

- a full-size lit rectangular field
- a half-size lit junior field
- additional unlit field space for training
- clubhouse with awning
- change room and storage building
- raised scorer and timekeeping area
- covered bar
- storage shed and scoreboard
- amenities building
- unsealed car parking.

Demand for upgrade

Demand for upgrades to the grounds has been established through targeted consultation and from consideration of existing and potential opportunities. Key directions include:

- sport
 - growth in rugby league
- common areas
 - ensuring all embellishments reflect the quality nature of the fields, clubhouse and change room facility.

Design directions

The proposed Master Plan is located within Section 6.

The vision for the Kingaroy Rugby League Football Club home ground is:

to further establish a key community sports venue - where quality facilities will ensure that the grounds can provide for local demand for club- and school-based rugby league and can also host carnivals and events.

Proposed 'ultimate' embellishment for the grounds includes:

- sporting opportunities
 - two lit rectangular playing fields
 - additional lit half field
- common areas
 - clubhouse with awning
 - meals and function area with awning
 - availability of up to six player change rooms
 - officials' change room
 - spectator node
 - raised scorer and timekeeping area
 - shaded play node
 - large storage facility
 - off-road formal car park areas.



Kingaroy Rugby League Football Club home ground - Concept layout



- 1. Feature entry (digital noticeboard)
- 2. Formalised car parking (external)
- 3. Formalised car parking (internal)
- 4. Information signage
- 5. Grandstand
- 6. New change rooms, amenities, office and scorer/timekeeping building
- 7. Relocated water tanks
- 8. Finalised change room and storage facility

- 9. Upgraded clubhouse (includes canteen/kitchen upgrades, stairs down to the change room facility, air conditioning and solar panels)
- 10. Club-style development
- 11. Shaded play node
- 12. Lit and irrigated main field
- 13. Lit and irrigated second field
- 14. Lit and irrigated half-size field
- 15. Storage facility
- S. Scoreboard



2 Background

Introduction and purpose

The Club engaged ROSS Planning to develop a Master Plan for their home grounds on Youngman Street in Kingaroy. The well-used facility is located centrally within the Kingaroy township and forms a key outdoor sports precinct with adjoining facilities for AFL, cricket, football (soccer) and tennis.

The aim of the Master Plan is to provide a realistic and achievable vision for the grounds, where the needs and requirements of the user groups are established and balanced. Importantly, the project will require a staged approach to development that provides for smooth implementation limiting impact on users and nearby residents. Ultimately, the report will guide user group and Council decision-making and resource allocation.

Through site analysis, background research and consultation, the project aims to provide optimal use of the grounds for the tenant sports.

What is a master plan?

The Master Plan provides a vision for the site, identifying what it should look like and how it should function into the future. It establishes a strong and consistent direction, providing a framework for ongoing improvement. It considers the interrelationship between:

- current character and functionality of the landscape
- public expectations and needs
- emerging issues and trends
- the realities of the economic, social, environmental and legislative context of the time.

The result is a plan that balances needs across a range of often conflicting interests.

The Master Plan does not suggest that all elements of the plan should proceed immediately, or that Council nor the user groups should be responsible for all capital costs in respect of those items that are progressed. It is important to note that the intent of the Master Plan is to provide a framework for future development of the grounds over an extended time period so that ad hoc improvements are avoided and community use and long-term viability are maximised. The Master Plan should be regularly monitored to ensure the outcomes continue to meet community needs in the best possible way.

Project methodology

The methodology used to develop the Master Plan comprised the following stages:

Stage 1 - Preliminaries

- inception meeting
- review of relevant reports and plans
- review of the demographic profile of the community including consideration of any population growth projections

Stage 2 - Site analysis

- detailed site assessment
- discussions with Council officers

Stage 3 - Engagement

- discussions with user groups

Stage 4 - Needs assessment

- analysis of identified issues, ideas, needs and opportunities

Stage 5 - Draft Master Plan

- preparation of the draft Master Plan report
- review of the draft Master Plan by user groups

Stage 6 - Review and finalisation

- review of feedback on the draft report
- agreed amendments
- user group endorsement.



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Kingaroy Rugby League Football Club

Literature review

In order to present a clear picture of the background issues impacting on the potential upgrade and development of the venue, a literature review has been undertaken. A detailed summary of the key documents reviewed is included below, while impacts for the development of the Master Plan are highlighted in the summary breakout box.

South Burnett Community Plan 2032

The Community Plan is a key document leading Council delivery over a 20-year period.

Goals and actions are presented under four themes. Those with most direct relevance to the Master Plan development include:

- 1.1.2 - We need infrastructure and activities that promote healthy lifestyles
- 1.4.3b - Review the use of Council owned facilities and explore options for future use
- 4.2.1b - Partner with community organisations to get better 'bang for our buck'
- 4.2.1d - When planning community facilities consider the advantage of multi-use styles and portable facilities
- 4.4.1a - There needs to be more planning and proactive action and less reacting

Clearly, these actions provide impetus for the development of the Master Plan and the ongoing partnership approach with Council.

QRL Facilities Audit Report

An audit undertaken in April 2017 identified the following key considerations:

- generally appropriate players' facilities
- appropriate referees' room
- inadequate scorer and timekeeping area (facility too small)
- appropriate kitchen, kiosk and social spaces
- lack of administration, medical and strength & conditioning areas
- appropriate public toilets
- appropriate playing field.

Club Strategic Plan 2017-2021

The Club has recently undertaken a strategic planning process to guide future decision-making. The need for a master plan was one of the key outcomes of this process. Further the Plan notes the importance of the master plan gaining approval from Council and subsequently being used to support grants.

Key facility demands identified include:

- second full-size field
- additional change rooms (for females)
- video area
- first aid and office facility.

Literature review - summary

When considered together, the literature review highlights a number of key considerations:

- Council acknowledges the importance of sport and recreation facilities for the community and commits to ensuring quality outcomes.
- The venue already includes a range of quality facilities meeting many of the expectations of the QRL.
- Additional facility upgrades (and changes) have been identified to meet current demand.



Demographic considerations

In order to understand the make-up for the facility 'catchment', a snapshot of existing and future population and demographic characteristics has been undertaken. With the venue the primary rugby league facility in the area, population characteristics for the town of Kingaroy has been the focus. It is acknowledged, however, that a number of participants will come from outside this catchment.

Analysis of these characteristics reveals:

- an urban population of 10,548 for 2016 with population increases of approximately 1,500 projected by 2036¹
- a younger community. The median age for the entire Council area is almost 45, while the median age for Kingaroy is 37²
- a slightly higher proportion of households without a vehicle (7.1% in Kingaroy and 5% in South Burnett LGA)
- a higher proportion of dwellings without internet connection (19.2% in Kingaroy, 22.8% in South Burnett LGA compared with 13.6% for Queensland)².

- 1 Queensland Government Statistician's Office (medium series), 2018
- 2 ABS census data, 2016

Demographic considerations - implications

In terms of impacts for the future development of the facility, these demographic considerations suggest:

- with a younger and growing population, sports clubs can expect to continue to enjoy strong and increasing membership bases
- most attendees will travel by vehicle to the venue
- email and internet-based communication should not be relied upon as the sole method to promote facilities and activities available at the venue.



Kingaroy Rugby League Football Club

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Trends considerations

Formal sport trends

Masters sport

There are indications that people may continue to engage in sport later into their old age¹. The Australian Sports Commission highlights that organisations may need to provide a wider range of products tailored to meet the needs of older Australians.

It is exciting to note that rugby league provides for all ages of competitors.

Busy lifestyles

Shift work, increasing numbers in part-time and casual employment and family commitments influence participation as:

- people do not have the time to commit as a regular participant or volunteer
- people seek facilities and participation opportunities with flexible hours.

If membership stagnation or decline becomes a concern for the sport clubs based at the grounds, additional delivery models such as social fixtures or 'pay as you play' approaches should be considered.

Volunteer organisations

The rate of volunteering in sport and recreation clubs has been declining for many years. Often, the responsibility for running clubs falls to one or two key personnel. To address this issue, there is a move toward amalgamations, with multi-sport clubs becoming more common. In other cases, organisations may become aligned to larger licensed clubs that take over some or all of the volunteers' roles as well as asset management responsibilities.

Some 'professionalisation' of clubs is also likely to take place with volunteer positions attracting a basic remuneration. The commercial sector will also displace some clubs by offering competitions that allow participants to compete without any requirements to undertake other duties (e.g. refereeing or canteen duty).

With strong committees, this trend is not expected to significantly impact the sporting groups at the grounds in the short- to medium-term.

Field and court quality

Facility providers face an increasing trend to develop sporting fields and courts to a higher level in order to increase carrying capacity. Upgrades, such as lighting and field irrigation, allow training and competition times to be extended and increases the ability of turf playing fields to cope with the resulting wear and tear. Further, to achieve ongoing field quality, fields need 'rest periods' (of up to four weeks) where necessary maintenance can be undertaken.

The replacement of turf fields with synthetic fields can significantly increase carrying capacity by limiting maintenance-required field down time. A number of councils and facility providers are moving toward the provision of synthetic fields (particularly for football (soccer) and hockey where a number of internationally certified surfaces are available). The potential development of a synthetic multi-use sports field was considered for the grounds. However, the need to allow for field overlays for multiple sports makes this a difficult outcome. Additionally, as rugby league peak bodies do not have a preference for synthetic fields, this is not considered a feasible approach.

Field sharing

With many sports extending the lengths of pre-season and season fixtures, field sharing is becoming difficult. While providers strive to maximise the use of community resources (and State Governments espouse field sharing), the reality is that shared use of ancillary facilities (e.g. clubhouses) rather than fields may be more appropriate.

Field sharing is currently a common practice at the grounds and the Master Plan includes continued multiple use of field space where practical.

Trends considerations - implications

As the Master Plan has been developed, we have:

- included the provision of clubhouse facilities to retain the existing range of sporting users
- ensured opportunities for shared use of key playing and ancillary facilities

¹ Australian Sports Commission, 2013



3

Existing situation

Site description

The Kingaroy Rugby League Football Club home ground is located centrally within the Kingaroy township.

The 4ha facility (Lot 6 on SP274891) is a Council-managed venue leased to the Club.

The ground is a square facility with raised sections along the north-west and south-west boundaries. The venue currently provides facilities for club and school rugby league.

The Kingaroy Showgrounds are located directly across Youngman Street from the facility. The venue also shares boundaries with an AFL/cricket facility and football (soccer) facility. Additionally, directly on the southern side of the ground is a key walk/cycle path with exercise equipment that leads into the CBD. Beyond this path is a residential area.

Planning considerations

South Burnett Council Planning Scheme

The Planning Scheme for Council came into effect in October 2017. Key considerations from the Scheme include:

- recreation and open space zone code
 - the purpose of the recreation and open space zone code is to provide for a range of sporting, recreation, leisure, cultural and educational activities. It may provide for local, district and regional scale parks that serve the recreation needs of residents and visitors and may include areas for conservation of natural values. Areas such as parks, playing fields and playgrounds are generally accessible to the public; however, access may be limited in certain areas and at certain times. Where required to meet community needs, development may include structures, such as shelters, amenity facilities, picnic tables, clubhouses, gymnasiums, swimming pools, tennis courts and other infrastructure to support recreational or sporting activities

The proposed Master Plan will not alter the current uses at the facility. Rather, it will look to further build upon formal sports facilities in a manner compatible with the zone code.



The facility is located adjoining other formal sporting areas and near to the CBD.

- 1 Rugby league home ground
- 2 Kingaroy Showgrounds
- 3 Football (soccer)
- 4 Tennis
- 5 AFL & cricket



Kingaroy Rugby League Football Club

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Site elements

Facilities and improvements

As a quality formal sport facility, the venue has a range of embellishments:

- a full-size lit rectangular field
- a half-size lit junior field
- additional unlit field space for training and junior games
- clubhouse with awning
- change room and storage building
- raised scorer and timekeeping area
- covered bar
- storage shed and scoreboard
- amenities building
- unsealed car parking
- full facility chain mesh fencing (with barbed wire top strands).

Playing fields

The feature playing field at the facility is a full-size rectangular field oriented north-east to south-west with match standard lighting. This field has high quality grass coverage and is well-maintained. It is used for rugby league training and matches.

A half-size rectangular field oriented south-east to north-west with match standard lighting is located at the eastern end of the main field. The field is also used for rugby league training and matches. The field is well-maintained with a quality grass surface.

Finally, a half size-rectangular field oriented north-east to south-west without lights is located in the far 'corner' of the venue. This field is used for rugby league training overflow and junior matches. This field has a good grass coverage but does not have a surface quality to the same standard as the other two fields.

Buildings

Clubhouse

The clubhouse is a quality venue that includes a canteen/kitchen area, bar, amenities and large social space. The development of a large awning off the clubhouse has created a quality covered outdoor space.

The rear of the clubhouse houses two change rooms and storage areas.

Change rooms building

Two change rooms, officials' change room and storage area are contained in a relatively new building located between the clubhouse and Youngman Street. This building has been well-designed and (at the time of inspection) requires minimal fit outs to be completed.

Covered gathering area

This small building is located near to the main field. It is used for game day operations and is a popular 'can bar' for rugby league matches. The building is in fair condition.

Scorer and timekeeping area

A small raised 'booth' is located at the western end of the clubhouse. The facility is well-located and provides views across the main field.

Storage and scoreboard building

This building was previously the change rooms for the venue. Today it houses maintenance machinery and rugby league equipment. The building is dated and in only fair condition. A manual scoreboard is attached to the side of this building.

Amenities building

A standalone amenities building is located near the storage building. The building is dated, does not reflect the quality level of the rest of the facility and should be replaced.

Vegetation

There are limited shade trees within the facility. Two large trees provide a shaded spectator area at the western side of the clubhouse. Mature trees are located along perimeter fencing on three sides of the venue.

Parking

A large unsealed car park is located in the north-east corner of the venue. An additional unsealed car parking area is located directly 'outside' the venue along Youngman Street.

Both of these areas are well-located where patrons are looking to enter the facility.

Access

Entry and access

The site is easily accessed from Youngman Street (Bunya Highway) that links directly with outlying towns and the central business district. There are two entry points off the Street into the venue and one main gate into the grounds.

Signage

Sponsorship signage is located along the fence facing Youngman Street.

There is very little facility naming or information signage available across the venue.

Shade

The large awning, two mature trees and 'can bar' area provide shade for spectators at the main field.

Facility snapshot



Existing facilities

- | | | |
|-------------------------------------|--------------------------------|--------------------------|
| 1. Unsealed car parking | 6. Scorer and timekeeping area | 10. Main field (lit) |
| 2. Entry and ticket booth | 7. 'Can bar' | 11. 'Half' field (lit) |
| 3. Unsealed car parking | 8. Amenities building | 12. 'Half' field (unlit) |
| 4. Clubhouse and awning (not shown) | 9. Storage and scoreboard | 13. Undeveloped area |
| 5. Change room and storage building | | |



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Kingaroy Rugby League Football Club

Playing facilities

Playing fields are well maintained with a quality surface and include:

- full-size rectangular field oriented north-east to south-west with match standard lighting
- half-size rectangular field oriented south-east to north-west with match standard lighting
- half size-rectangular field oriented north-east to south-west without lights.

The fields are used for both club and school rugby league.



Player and official facilities

The venue has a range of facilities to cater for players and officials. Most of these facilities meet expectations from the QRL:

- four change rooms with showers and toilets
- officials' change room
- raised scorer and timekeeping box (that is a smaller than QRL guidelines).



Spectator facilities

Spectator facilities have been developed on the north-west side of the main field and include:

- quality clubhouse with canteen, amenities, large social space and bar
- a large skillion awning extension off the clubhouse provides a quality gathering and viewing focal area
- grassed spectator node between the clubhouse and main field fencing
- a 'can bar' is also located near the clubhouse.



Additional facilities

- amenities block (in poor condition) located near the car park
- storage facility with scoreboard located at the western end of the field. This building was formerly change rooms and is only in fair condition
- large unsealed car park to the west of the clubhouse
- additional unsealed car park along the road edge 'outside' the facility fencing
- entry ticket booth.







Demand analysis

Demand for development at the facility has been established through consultation with Council officers and user groups, combined with an analysis of existing and potential opportunities. Importantly, the information presented in this Section is the preferred direction (and/or perception) of the individuals or groups engaged. This information has then been analysed and interpreted in Section 5 - Design considerations.

Consultation summary

Council

- Council has been impressed with the Club's vision and initiative with regard to forward planning. They have established a quality facility and maintain a strong position within the community
- the Club is largely self-sufficient - undertaking all maintenance and repairs, covering the costs of all electricity and potable water and undertaking planning activities
- Council will integrate the findings of this Master Plan into the Council-wide Sport and Recreation Infrastructure Strategy that is currently being developed. It will be important that the Master Plan outcomes do not unnecessarily impact future opportunities for other sports facilities across the wider precinct.

Kingaroy Rugby League Football Club

Membership considerations

The Club had 232 players in the 2017 season. The vast majority of these players are juniors, with the Club fielding only one senior team. Slight increases in the membership base have been achieved across recent years.

Facility usage

Pre-season training commences in late January/early February with the final matches undertaken in early October.

Training is conducted two afternoons-evenings each week from 4pm through until 7.30pm. Training is spread across the main field and overflow fields during daylight hours. Training is then transferred to the lit fields on nightfall.

The Club aims to achieve a home-and-away season with matches played on average every other weekend (depending on the overall draw). Most matches are conducted on Saturdays with the senior match being played at the end of a day of junior matches.

Between 600 to 800 patrons attend across the day during home matches. With these numbers, the internal car park fills and much of the car park outside the entry gate also fills. On grand final day, the internal car park is kept free to ensure safe patron movement. For this event, cars spread up and around the sports club area. Spectators tend to be concentrated under the new cover extension, on the terraces and grass beyond and around the southern end of the field toward the amenities.

The Club maintains a positive relationship with the AFL Club that adjoins to the south. The AFL Club accesses the change rooms at the rugby league facility on game days. Additionally, it is not uncommon for patrons at the AFL facility to come over to the rugby league field to spectate once the AFL fixtures are completed (and vice versa).

Facility development initiatives

The existing amenities building is in poor condition and does not reflect the overall quality of the venue. It needs to be replaced. Additionally, the change rooms do not include individual cubicle shower areas and, thus, do not meet modern expectations.

The Club would like access to two full-size fields. This development would provide a number of positive outcomes. Firstly, training could be more spread out across the venue providing more suitable spaces for quality training. The times required for game day could be compressed with multiple matches played across the two fields. Additionally, the provision of two fields greatly enhances the chances of attracting carnivals. Finally, training on the main field could be limited in the lead-up to feature matches and carnivals to preserve a quality surface (or to retain access to a full-size field should field repair or maintenance be required).

There are a wide range of carnivals conducted across the Region that could be attracted to the venue more regularly if the facilities continue to be upgraded. Potential carnivals include 47th Battalion, U35kg, U43kg, masters events, representative school events etc. Further, the Club has previously conducted an Intrust Super Cup match. This event proved very successful and the Club is keen to attract more regular matches of this nature.

The Club has a vision to expand the trade and range of services available. Opportunity may exist to establish a more sports club 'atmosphere' with trade on additional evenings, providing a wider range of meals and providing areas for sports entertainment.

Further key facility developments include office area, new bar, broadcast booth, additional storage, further spectator seating opportunities, first aid room and corporate/training area.



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Kingaroy Rugby League Football Club

Participation considerations

The table below compares national, state and local trends in participation for rugby league. Australian Bureau of Statistics data and National and State sporting body annual reports (where available) have been used for national and state trends while the results gained from interviews conducted during the Master Plan have been shown for local trends.

The arrows reflect recent increases or decreases in participation, while the curved lines represent stable participation rates.

Sport	Participation trend		
	National	State	Local
Rugby league	~	~	↑

It is encouraging that increases in rugby league membership have been achieved despite state and national trends. If the expanding junior membership base can be retained, it is hoped that growth in the senior playing ranks can be achieved in coming years.





Design considerations

Opportunities and constraints

Key opportunities and constraints for the venue are summarised below and provide much of the direction for the designs.

Issue	Opportunities/Constraints	Desired Outcomes/Design Drivers
Movement		
Entry	<ul style="list-style-type: none"> <input type="checkbox"/> The site enjoys significant road frontage <input type="checkbox"/> The venue lacks a feature 'main entry' with minimal signage at the entrance <input type="checkbox"/> The venue has very limited information signage describing tenants and facilities 	<ul style="list-style-type: none"> <input type="checkbox"/> Install a digital entry noticeboard <input type="checkbox"/> Install venue information signage near the key spectator node
Parking	<ul style="list-style-type: none"> <input type="checkbox"/> The venue has suitable areas for parking to meet demand for regular training, fixtures and feature matches and carnivals <input type="checkbox"/> The parking would be enhanced if the areas were formalised 	<ul style="list-style-type: none"> <input type="checkbox"/> Formalise the internal car park area <input type="checkbox"/> Formalise the external car park area and entry road
Patron movement	<ul style="list-style-type: none"> <input type="checkbox"/> There is currently no all-abilities access to the clubhouse and awning building 	<ul style="list-style-type: none"> <input type="checkbox"/> Construct a ramp that allows for all-abilities access to the clubhouse and awning area
Public address system	<ul style="list-style-type: none"> <input type="checkbox"/> As such a large multi-field facility, there are areas within the venue where the PA system is inadequate 	<ul style="list-style-type: none"> <input type="checkbox"/> Review the existing PA system and undertake upgrades where required to ensure coverage of the whole venue
Buildings and structures		
Clubhouse and awning	<ul style="list-style-type: none"> <input type="checkbox"/> The building is well located with quality viewing opportunities <input type="checkbox"/> Some of the fixtures and fittings in the kitchen/canteen area are becoming dated and should be replaced <input type="checkbox"/> There are currently no stairs leading from the clubhouse 'down' to the change room building <input type="checkbox"/> The building can be very hot in the warmer months <input type="checkbox"/> Opportunity may exist to take advantage of the roof area to generate renewable energy 	<ul style="list-style-type: none"> <input type="checkbox"/> Upgrade the canteen/kitchen <input type="checkbox"/> Construct sets of stairs at each end of the clubhouse building leading to the change room facility <input type="checkbox"/> Install air conditioning throughout the clubhouse <input type="checkbox"/> Investigate the provision of solar panels
Change rooms (existing)	<ul style="list-style-type: none"> <input type="checkbox"/> These facilities are well-located and well-designed but need final fit-out completed 	<ul style="list-style-type: none"> <input type="checkbox"/> Undertake final fit-out of the players' and officials' change rooms
Change rooms, amenities, office and broadcast facility	<ul style="list-style-type: none"> <input type="checkbox"/> Opportunity exists to develop a new feature facility at the venue that incorporates two additional change rooms, amenities, office area and broadcast booth (scorer and timekeeping area) <input type="checkbox"/> This facility needs to sit near to the main field (and preferably near to the half way line) 	<ul style="list-style-type: none"> <input type="checkbox"/> Construct a new building incorporating two change rooms, amenities, office area and scorer and timekeeping area directly alongside the clubhouse building (will require relocation of the two existing water tanks nearer to the front perimeter fence)
Covered area (can bar)	<ul style="list-style-type: none"> <input type="checkbox"/> The existing servery and spectator area is only in fair condition and does not reflect the quality of the rest of the facility <input type="checkbox"/> Remove this building and develop a grandstand with permanent covered <input type="checkbox"/> Will need to ensure unobstructed field views are retained from the scorer and timekeeping area 	<ul style="list-style-type: none"> <input type="checkbox"/> Create a key spectator node
Storage facility	<ul style="list-style-type: none"> <input type="checkbox"/> The existing storage facility is not in good condition and will need to be removed to accommodate relocation of the main field 	<ul style="list-style-type: none"> <input type="checkbox"/> Construct a large storage facility in the south-west corner of the venue
Amenities	<ul style="list-style-type: none"> <input type="checkbox"/> The existing amenities building is in poor condition and can be removed with the development of amenities within the new building 	<ul style="list-style-type: none"> <input type="checkbox"/> Remove the existing amenities building



Issue	Opportunities/Constraints	Desired Outcomes/Design Drivers
Scoreboards	<ul style="list-style-type: none"> <input type="checkbox"/> The existing scoreboard will be removed to accommodate relocation of the main field 	<ul style="list-style-type: none"> <input type="checkbox"/> Construct a new scoreboard near the storage facility. Ensure clear views to the scoreboard from the clubhouse and spectator area
Community meals and club area	<ul style="list-style-type: none"> <input type="checkbox"/> As the Club continues to grow and the venue continues to attract regular patronage, opportunity may exist to develop a 'club-style' facility providing meals and sports entertainment 	<ul style="list-style-type: none"> <input type="checkbox"/> Extend the existing social area of the clubhouse with an expanded club-style facility. Construct an awning off this extension that connects with the existing awning and provides additional areas for spectators
Play node	<ul style="list-style-type: none"> <input type="checkbox"/> The development of a play node will provide an additional recreation element at the venue and encourage longer family stays 	<ul style="list-style-type: none"> <input type="checkbox"/> Construct a small quality play node on the raised spectator mound to the north-east of the clubhouse extension
Sports facilities		
Additional field space	<ul style="list-style-type: none"> <input type="checkbox"/> One of the key drivers for the Master Plan was to investigate opportunities for additional field space at the venue to accommodate existing demand and anticipated growth <input type="checkbox"/> Two full-size rectangular fields and an additional half-size field can be achieved by moving the existing main field further toward the AFL/cricket field 	<ul style="list-style-type: none"> <input type="checkbox"/> Redevelop the venue with two full-size rectangular fields and a half-size field (all lit and irrigated)

6 Master plan

Maintaining a current master plan is a key requirement to guide facility development (to avoid ad hoc and piecemeal progress) and can be a key resource in assisting to attract funding.

The Master Plan has been developed by considering all consultation, appropriate strategic contexts and previous research. Overall, it provides an ideal opportunity to enhance the capacity of the facility to meet the needs of the existing sporting community.

The Master Plan integrates the existing site features with a limited range of new elements and embellishments.

Vision

The vision for the Kingaroy Rugby League Football Club home ground is:

to further establish a key community sports venue - where quality facilities will ensure that the grounds can provide for local demand for club- and school-based rugby league and can also host carnivals and events..



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Kingaroy Rugby League Football Club

Facility design

The Master Plan shows the overall layout of the proposed design. This table depicts the proposed developments and rationale for actions.

Element	Plan reference	Description (action)	Rationale
Movement			
Entry	1 4	<input type="checkbox"/> Install a digital entry noticeboard <input type="checkbox"/> Install venue information signage near the key spectator node	<input type="checkbox"/> To ensure ease of access for visitors to the venue <input type="checkbox"/> To promote the existing user groups
Parking	3 2	<input type="checkbox"/> Formalise the internal car park area <input type="checkbox"/> Formalise the external car park area and entry road	<input type="checkbox"/> To provide quality sustainable parking opportunities
Patron movement	n/a	<input type="checkbox"/> Construct a ramp that allows for all-abilities access to the clubhouse and awning area	<input type="checkbox"/> To provide clubhouse access for all
Public address system	n/a	<input type="checkbox"/> Review the existing PA system and undertake upgrades where required	<input type="checkbox"/> To ensure suitable PA coverage of the whole venue
Buildings and structures			
Clubhouse and awning	9 9 9 9	<input type="checkbox"/> Upgrade the canteen/kitchen <input type="checkbox"/> Construct sets of stairs at each end of the clubhouse building leading to the change room facility <input type="checkbox"/> Install air conditioning throughout the clubhouse <input type="checkbox"/> Investigate the provision of solar panels	<input type="checkbox"/> To provide suitable opportunities for volunteers and patrons <input type="checkbox"/> To reduce ongoing electricity-related charges
Change rooms (existing)	8	<input type="checkbox"/> Undertake final fit-out of the players' and officials' change rooms	<input type="checkbox"/> To meet expectations of quality change rooms
Change rooms, amenities, office and broadcast facility	6, 7	<input type="checkbox"/> Construct a new building incorporating two change rooms, amenities, office area and scorer and timekeeping area directly alongside the clubhouse building (will require relocation of the two existing water tanks nearer to the front perimeter fence)	<input type="checkbox"/> To provide additional change rooms (particularly for female players) <input type="checkbox"/> To ensure suitable amenities for patrons <input type="checkbox"/> To provide an area for rugby league operations <input type="checkbox"/> To develop a quality scorer and timekeeping area
Covered area (can bar)	5	<input type="checkbox"/> Develop a covered grandstand	<input type="checkbox"/> To provide an additional spectator node
Storage facility	15	<input type="checkbox"/> Construct a large storage facility in the south-west corner of the venue	<input type="checkbox"/> To replace the existing storage facility (and accommodate relocation of the main field)
Amenities	n/a	<input type="checkbox"/> Remove the existing amenities building	<input type="checkbox"/> To ensure the venue offers quality facilities
Scoreboard	3	<input type="checkbox"/> Construct a new scoreboard near the storage facility. Ensure clear views to the scoreboard from the clubhouse and spectator area	<input type="checkbox"/> To provide score updates for players, officials and patrons
Community meals and club area	10	<input type="checkbox"/> Extend the existing social area of the clubhouse with an expanded club-style facility. Construct an awning off this extension that connects with the existing awning and provides additional areas for spectators	<input type="checkbox"/> To provide an additional service avenue for the venue <input type="checkbox"/> To provide additional spectator areas
Play node	11	<input type="checkbox"/> Construct a small quality play node on the raised spectator mound to the north-east of the clubhouse extension	<input type="checkbox"/> To provide a recreation element at the venue <input type="checkbox"/> To foster longer family stays
Sports facilities			
Additional field space	12, 13, 14	<input type="checkbox"/> Redevelop the venue with two full-size rectangular fields and a half-size field (all lit and irrigated)	<input type="checkbox"/> To accommodate existing demand and anticipated growth



Kingaroy Rugby League Football Club home ground - Concept layout

- 1. Feature entry (digital noticeboard)
- 2. Formalised car parking (external)
- 3. Formalised car parking (internal)
- 4. Information signage
- 5. Grandstand
- 6. New change rooms, amenities, office and scorer/timekeeping building
- 7. Relocated water tanks
- 8. Finalised change room and storage facility
- 9. Upgraded clubhouse (includes canteen/kitchen upgrades, stairs down to the change room facility, air conditioning and solar panels)
- 10. Club-style development
- 11. Shaded play node
- 12. Lit and irrigated main field
- 13. Lit and irrigated second field
- 14. Lit and irrigated half field
- 15. Shared storage facility
- S. Scoreboard



 Sports lighting



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Kingaroy Rugby League Football Club

Staged implementation and indicative costing

The cost of the development of the Master Plan is beyond the Club's and Council's ability to fund in the short-term. Thus, this section provides staged budgeting. The information provided is designed as a flexible guide—changes in user priorities or earlier opportunities for funding may alter staging.

The table below summarises indicative costs (and does not include legal fees or GST).

Area	Stage	Description	Cost
Movement			
Entry	Short	Digital entry noticeboard	20,000
	Short	Information signage	3,000
Parking	Medium	Formalise the internal car park	300,000
	Long	Formalise the external car park	330,000
Patron movement	Short	Install an all-abilities access ramp	12,000
Public address system	Short	Full PA system upgrade	25,000
Buildings and structures			
Clubhouse and awning	Short	Canteen/kitchen upgrade	45,000
	Short	Two sets of stairs down to change room facility	11,000
	Short	Install air conditioning	4,000
	Short	Solar panel investigations	not costed
Change room facility (existing)	Short	Final fit-out	15,000
Change rooms, amenities, office and scorer/timekeeping building	Short	Construct a new multi-purpose building	320,000
Storage facility	Short	Construct a large storage shed	40,000
Amenities	Short	Demolish	2,000
Scoreboard	Short	Erect one new scoreboard	15,000
Grandstand	Medium	Covered grandstand and spectator area	35,000
Play node	Medium	Develop a shaded play node	80,000
Club-style facility	Long	Construct a major extension	not costed
Sports facilities			
Additional field space	Short	Redevelop the facility with two full-size fields and a half field all with lighting and irrigation (includes fence alterations)	310,000
Subtotal			1,267,000
Contingency and survey site works (50%)			633,500
TOTAL (with rounding)			1,900,500



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15.6 REQUEST FOR CONSENT TO IMPROVE FACILITIES - WESTERN PERFORMANCE CLUB

File Number: 25-01-2022
Author: Land Investigation Officer
Authoriser: Chief Executive Officer

PRECIS

South Burnett Western Performance Club Inc. has requested Council provide consent to undertake improvements to their facility on Reserve land leased from Council.

SUMMARY

South Burnett Western Performance Club Inc has requested approval to make improvements to their facilities at Nanango. The Club leases Reserve land from Council and wishes to continue to implement their plan for future improvements through grant funding.

OFFICER'S RECOMMENDATION

That Council, in accordance with Clause 24(g) of the lease between the South Burnett Western Performance Club Inc. and South Burnett Regional Council, over Lot B on SP187863, being part of Lot 174 on FY803924 (Reserve for Racecourse Recreation Aircraft Landing), grant approval to the South Burnett Western Performance Club to undertake improvements to their facilities:

- Shade provision for Canteen and Spectator Areas to meet Covid 19 Social distancing requirements.
- Upgrade to electrical supply and installation of LED lighting, improved solar electricity supply for campsites and arena.
- Shaded and moveable grandstands for 50-200 spectators.
- Undercover arena – roof over existing arena.
- Improvements to the current arena fencing and yards for increased security and crime prevention outcomes.
- Increased camping facilities (including upgrades to the power and water supply).
- Lighting for the arena and the surrounds for evening events and security.
- Fencing to provide parking and pedestrian only designated areas

Approval is conditional upon:

- (a) Camping facilities are used only for events participants and only during events – no other camping is permitted.
- (b) all works are located within the lease boundary,
- (c) all planning and building applications are sought and approval granted prior to the commencement of works
- (d) the works are undertaken by suitably qualified contractors.
- (e) Upgrades to the supply of utilities required for the improvements to the facilities, including water supply and electricity connection, are the responsibility of the Club.

FINANCIAL AND RESOURCE IMPLICATIONS

The South Burnett Western Performance Club Inc (SBWPC) has advised that they wish to make grant applications to undertake the works and need approval from Council before making any applications.

Council has not been requested to provide financial support at this time.

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)

Council met with a SBWPC member to discuss the improvements to the facility.

The SBWPC has provided a copy of the capital works program outlining their identified projects with costings and timing.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

In accordance with the lease, the SBWPC must seek and obtain approval to any works, and are to maintain \$20M Public Liability Insurance, Volunteer Workers Insurance or Workcover, and ensure that any contractors provide the SBWPC with the relevant licences for the works being undertaken.

The land is a Reserve for Racecourse Recreation Aircraft Landing. Council is trustee of the Reserve and holds a lease with the SBWPC which expires in October 2023. The Department of Resources (DoR) administers the land under the *Land Act 1994* and provided general consent to the trustee lease in 2008. The improvement of facilities is consistent with the purpose of the Reserve and the Trustee Lease with the SBWPC.

Clause 24(g) of the Lease states that the Lessee must seek permission from Council prior to undertaking any improvements.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

The improvements to the facility are in accordance with Council's Assets Management Policy.

ASSET MANAGEMENT IMPLICATIONS

The buildings located on the site are not listed on Council's asset register and are owned by the SBWPC.

REPORT

Address:	Racecourse Road, Nanango
Lease Area:	Lot B on SP187863
RPD:	Lot 174 on FY803924
Area:	4.425 ha
Tenure:	Reserve for Racecourse Recreation Aircraft Landing
Registered Owner:	South Burnett Regional Council as Trustee
Zoning:	Community Facility under the South Burnett Regional Council Town Planning Scheme v.1.4. Impacted by the Bushfire Hazard – Potential Impact Buffer overlay.

Background:

The SBWPC have developed a list of improvements to their facilities. The proposed improvements were identified by the SBWPC members and have been costed.

Improvements include:

- Shade provision for Canteen and Spectator Areas to meet Covid 19 Social distancing requirements.
- Upgrade to electrical supply and installation of LED lighting, improved solar electricity supply for campsites and arena.
- Shaded and moveable grandstands for 50-200 spectators.
- Undercover arena – roof over existing arena.
- Improvements to the current arena fencing and yards for increased security and crime prevention outcomes.
- Increased camping facilities (including upgrades to the power and water supply).
- Lighting for the arena and the surrounds for evening events and security.
- Fencing to provide parking and pedestrian only designated areas

The SBWPC have requested approval so that grant funding can be sought for the improvements.

Improvements include upgrades to services to camping at the SBWPC's grounds. The grounds are not an approved camping site and camping must only be for event participants and only during events.

Approval for the above works will be conditional upon:

- (a) Camping facilities are used only for events participants and only during events – no other camping is permitted.
- (b) all works are located within the lease boundary,
- (c) all planning and building applications are sought and approval granted prior to the commencement of works
- (d) the works are undertaken by suitably qualified contractors.
- (a) Upgrades to the supply of utilities required for the improvements to the facilities, including water supply and electricity connection, are the responsibility of the Club.

ATTACHMENTS

1. **SBWPC - Capital Works Project Plan** [↓](#) 
2. **Survey Plan - Lease Area - SP187863** [↓](#) 
3. **Aerial Map - SBWPC - lease area (approx)** [↓](#) 

South Burnett Western Performance Club

Nanango Equestrian Centre Racecourse Road Nanango



South Burnett Western Performance Club

Capital Works

Project Plan

Nanango Equestrian Centre Racecourse Road
Nanango Qld 4615
PO Box 284 Nanango Qld 4615
ABN 17 252 762 739
<https://sbwpcclub.wixsite.com/sbwpcinc>



South Burnett Western Performance Club – Capital Works Project Plan Updated August 2021



INTRODUCTION

The South Burnett Western Performance Club (SBWPC) is seeking funding to upgrade the grounds at the Nanango Equestrian Centre to make it a premier multi-use equestrian facility in Nanango for the South Burnett and surrounding regions.

The goal is to provide the South Burnett region with a multipurpose all weather all year-round sporting and recreational facility which includes camping facilities for the local community and visitors to meet, share and network in an area still effective by the severe drought. It will also provide a safe and efficient evacuation centre for the horse owners in the community in case of an emergency or natural disaster.

From as far back as the human memory reaches, people and horses have always had a special relationship. People form an inexplicable bond with their horses, built on trust, loyalty and love. The stories of famous horses throughout history have taught humans valuable lessons of determination, intelligence and perseverance, becoming symbols of hope and joy for people across generations. Take a look back at some of the famous horses throughout history that continue to the hearts and minds of people from all over the world, even after they have passed.

www.mytributes.com.au/article/tribute-horses/4183145/

PROJECT SUMMARY

The South Burnett Western Performance Club (SBWPC) is seeking funding to upgrade the event infrastructure at the grounds that includes an upgrade to the equestrian infrastructure and overnight accommodation facilities at the grounds. This includes arena maintenance equipment, spectator and visitor shaded areas, electricity upgrades, stabling facilities and a cover over the main arena.

This is part of a larger project to undertake upgrades and improvements to the entire grounds and arena by end of 2022.

The entire capital works project is estimated to cost \$422,500 including in kind support and cash contributions from the SBWPC and members. See Attachment 1 for budget and priority.

Upgrades and improvements identified by the Committee and Members in January 2021 include (but not limited to):

- Shade provision for Canteen and Spectator Areas to meet Covid 19 Social distancing requirements.
- Upgrade to electrical supply and installation of LED lighting, improved solar electricity supply for campsites and arena.
- Shaded and moveable grandstands for 50-200 spectators.
- Undercover arena – roof over existing arena.
- Improvements to the current arena fencing and yards for increased security and crime prevention outcomes.
- Increased camping facilities (including upgrades to the power and water supply).
- Lighting for the arena and the surrounds for evening events and security.
- Fencing to provide parking and pedestrian only designated areas.

To ensure the continued success of the club, the arena and the facilities are maintained and upgraded regularly to meet expectations of the community. The club has already been successful in securing funding and grants to upgrade the grounds and the resurfacing of the arena.

The delivery of capital works program is planned to be delivered over the next 12 – 18 months (dependant on the securing of grant and sponsorship funding for the major infrastructure priorities). The capital works program has been identified as a key action that will provide improved facilities that will in turn increase tourism and visitors to the South Burnett Region.

POLICY ALIGNMENT

The project provides support to the recommended actions as detailed in the *South Burnett Community Plan 2032*. They are (but not limited to):

- **Strategy 5 COMMUNITY SPIRIT** “We want communities that work together & support each other”.
- **Theme 3 - Building our Economy Strategy 1 A DIVERSIFIED ECONOMY** “We want a strong regional economy which is sustained & grown through a network of appropriate infrastructure & resources whilst protecting our unique culture, heritage & environment” **Goal 3.1.1** To diversify & grow our economy by taking advantage of our regional strengths, opportunities & needs
- **Theme 4 - Decision Making & Implementation Strategy 1 STRATEGIC INFRASTRUCTURE** **Goal 4.1.1** We want infrastructure that can help our growing economy & community take advantage of opportunities.

After the 2011 flood events in the region, the State Government identified the need for recovery programs and established a *Community Recovery Flexible Funding Program*. This program was provided to “support community’s human and social recovery following a number of natural disasters and to be better prepared to respond to and recover from any future disaster and to put forward proposals that support community recovery and promote resilience and community cohesion, so people feel better prepared for any future disaster”.

Providing access to improved recreation facilities and infrastructure will provide community engagement opportunities for the volunteers and members and will contribute to the local community, economic and environmental recovery, and reconstruction. This increases social capital within the community.

Increased social capital in turn then supports outcomes detailed in the National Strategy for Disaster Resilience (NEMC, 2009)

The project also supports key recommendations in *The National Strategy for Disaster Resilience* as follows:

“Community resilience can be defined in many ways. Common characteristics of disaster resilient communities, individuals and organisations are:

- functioning well while under stress;
- successful adaptation;
- self-reliance; and
- social capacity.

Resilient communities also share the importance of social support systems, such as neighbourhoods, family and social networks, social cohesion, mutual interest groups, and mutual self-help groups.

A resilient community is one whose members are connected to one another and work together in ways that enable it to function in the face of stress and trauma. A resilient community can adapt to changes in the physical, social or economic environment, and the potential to learn from experience and improve over time. A resilient community can also be self-sufficient, at least for a time, if external assistance is limited or delayed”.

Research has shown that communities that are high in social capital are able to respond more effectively to difficult situations and emergencies (*Maguire & Cartwright, 2008; McAslan, 2011; World Resources Institute, United Nations Environment Programme, & World Bank, 2008*). Putnam (1995) defined social capital as "features of social organisation such as networks, norms, and social trust that facilitate coordination and cooperation for mutual benefit"

A review of the literature clearly supports the notion that resilience in rural communities is firmly anchored in the various elements of social capital including networks, social participation, and community engagement.

"Community resilience can be defined in many ways. Common characteristics of disaster resilient communities, individuals and organisations are: Self-reliance; and Resilient communities also share the importance of social support systems, such as neighbourhoods, family and social networks, social cohesion, mutual interest groups, and mutual self-help groups.

Therefore, a resilient community is one whose members are connected to one another and work together in ways that enable it to function in the face of stress and trauma.

A resilient community can adapt to changes in the physical, social or economic environment, and the potential to learn from experience and improve over time.



South Burnett Western Performance Club – Capital Works Project Plan Updated August 2021

IDENTIFIED NEED

The club actively encourages participation in equestrian events and physical activity by children, young people, and adults. This results in direct health and social benefits to participants, and therefore contributing to the well-being of the region and social economy.

Current facilities include a canteen, toilets and showers, bar area, secure livestock yards, campsites and arena. The grounds provide basic provisions for camping, club shows and clinics and other equestrian based competitions including the annual South Burnett Endurance Ride. There is however, the opportunity to expand the use of the grounds to include other equestrian sports, community events and users of the Bicentennial National Trail and the neighbouring rail trails. The area would also be ideal for an emergency evacuation centre for farmers and members of the community needed safe accommodation for horses in the event of an emergency or natural disaster.

The closest public all weather arenas are 1 ½ hours away south to Caboolture and 1 hour north to Kilkivan. These arenas are in high demand with many of our members going to clinics and other events at these arenas on a weekly basis. We would like to provide the local equestrian community with the opportunity for an arena without having to travel outside our region. This will relieve time and financial stress on an already stretched drought-stricken community.

Whilst current facilities are adequate, enhancements and upgrades will attract additional events and encourage increased patronage for users. The delivery of these improvements would mean the Club would have the facilities required to host regionally significant equestrian events in the South Burnett. This will provide opportunities for the association to maximise opportunities for increased revenue through the hiring of the facilities at the grounds.

The Bicentennial National Trail is also accessible from the grounds. Increasing the camping capacity of the grounds would provide for users of the BNT including horse riders, mountain bike riders, hikers and event camel riders!

Improvements to the SBWPC grounds will provide the local and regional community with an array of benefits including economic benefits through visitor expenditure, increased community pride and identity and new outdoor recreational opportunities promoting healthier lifestyles.

Health statistics: 11 per cent of admissions in the Darling Downs in 2015-16 were attributed to high body mass and a further three per cent of admissions were attributed to physical inactivity⁴⁶.

In the Darling Downs Health region:

- **Adult obesity is 20 per cent higher than the Queensland average.**
- **Inactivity is 45 per cent higher than the Queensland average.**

The region is prone to extreme UV ratings, extreme temperatures during summer both of which reduces the amount of time can be provided in the elements. To ensure growth in the provision of events and activities, it is essential that infrastructure is delivered to accommodate the needs of the members in response to the environmental constraints. It is essential that we provide undercover space to ensure best possible protection for anyone visiting the region for equestrian pursuits.

PROJECT LOCATION

The South Burnett Western Performance Club is located in the town of Nanango in the South Burnett Regional Council LGA. It is situated adjacent to the Nanango Race Club with the precinct known as the Nanango Equestrian Centre.

It is approx 350km (of 4 hours drive – one way) from Brisbane CBD on the D’Aguliar and Bunya Highways. The Traditional Owners are the Wakka Wakka people.

In the 2016 Census, there were 3,599 people in Nanango (State Suburbs). Of these 50.9% were male and 49.1% were female. Aboriginal and/or Torres Strait Islander people made up 6.6% of the population.

Based on the ABS 2016 Census, from a spatial and socioeconomic perspective, the region has been acknowledged as among the most disadvantaged in Queensland. The region is made up of many vibrant local communities, each with their own unique character and identity. The region is has varying rates of growth and this presents many challenges in managing the implications of growth while continuing to support the prosperity of local communities. High levels of disadvantage have been consistently recorded over many years for the region². There are many causes for these circumstances, and records show that a significant number of residents are experiencing some form of disadvantage, such as low income, low educational attainment, unemployment or low levels of car ownership.



The South Burnett is Queensland’s largest wine region, home to the State’s biggest vineyards and more than 20 wineries and cellar doors. The region has two of Queensland’s biggest inland waterways (Lake Boondooma and the Bjelke-Petersen Dam), the Jurassic-era Bunya Mountains and Queensland’s longest rail trail - the Brisbane Valley Rail Trail. The South Burnett has more than a dozen major public festivals each year along with hundreds of smaller events.

There are numerous festivals through the year that encompass wine and food, the arts, horse riding and horse racing, gardening, fishing and local agriculture.

EQUESTRIAN ACTIVITY	AVERAGE CALORIES BURNED PER HOUR
Riding Horse In Walk	176 Cal
Riding Horse In Trot	457 Cal
Riding Horse In Canter	525 Cal
Riding Horse In Gallop	563 Cal
Grooming Your Horse	822 Cal
Filling Haynets & Yard Duties	563 Cal
Mucking Out	422 Cal

Horses are a healthy habit

South Burnett Western Performance Club – Capital Works Project Plan Updated August 2021

PROJECT BENEFITS

Improvements to the SBWPC grounds will provide the local and regional community with an array of benefits including economic benefits through visitor expenditure, increased community pride and identity, new sporting facilities, and new outdoor recreational opportunities that promote healthier lifestyle and community.

Community Benefits

The delivery of improved infrastructure will provide opportunities for more regionally significant and community events.

It is estimated that larger events including rodeo, caravanning and car clubs will utilise the grounds with the upgrade to the canteen and camping facilities.

An increased use by other local clubs for events will contribute to the strengthening of community connectedness and enhance resilience. It will provide a functional community venue and opportunities for the community to participate in socially inclusive activities and strengthen community networks and resilience.

The facilities could also be utilised for other large scale community events such as hosting the Endeavour Foundation Rally, Battle of the Bands, school camps and large scale caravanning events similar to the Nanango Music Muster.

Organisational Benefits

- Reducing costs including electricity and water bills, more efficient use of the grounds and reduction of volunteer burnout of members.
- provide the community, and other organisations, a facility that meets all safety standards for equestrian, community, and sporting events.
- maximise increased fundraising opportunities through more participants in events run by the association and other community groups hiring and using the facilities.
- continue running the western performance events and keep improving the facilities as a result of increased fundraising opportunities.
- reduce volunteer burn-out by demonstrating an ongoing commitment to the facilities and as a result more volunteers may be encouraged to join and assist the Club.
- In addition to the primary use of the arena, the arena will be central venue for other events planned by the SBWPC and other equestrian groups in the region. In addition to clinics and shows, other community groups are involved in a range events and community activities to provide community cohesion and resilience.

Community events at the club are aimed to promote a healthy and active lifestyle and social connectivity. Participation by the children and families in the events provides an increased sense of social cohesion in the community by:

1. Engaging many people in coming together to support a worthy cause (which increases feelings of connection).
2. Drawing together diverse people who may not otherwise interact (e.g. rural and town-based families, Indigenous and non-Indigenous families, young and old, etc) thus directly contributing to social cohesion.
3. Engages many volunteers in the development of events (where interaction, skills development, ideas sharing, and social networking takes place) which builds social capital.

MARKETING AND COMMUNITY ENGAGEMENT

The South Burnett Western Performance Club has identified the need for an increase in events that will attract new members – both riding and social. A series of community engagement activities at the grounds for members and local farmers has been planned for 2021 - 2022. This includes open days, clinics, come and try days and beginner shows. In summary, we wish to increase volunteer and community social capacity to help our community deal with the mental health challenges because of the ongoing drought in the region. The goal is to provide opportunities for people of all ages and abilities to come together and participate in these events.

The South Burnett has a strong connection to the land and agriculture with a remarkably high level of horse ownership. The Club wants to maximise the opportunity to bring these equestrians together as a community. Upgrades of the facility will be specifically designed to engage with those members of the community who are involved with horses or have a love of horses. We are wanting to host free events such as fun days, open days and beginner clinics. These events will be designed to encourage farmers in our community to have a day off! And join with others in the community in a social environment.

“Isolation, long work days, climate change and globalization are just some of the many pressures that make farming a vulnerable occupation for incurring mental health issues. Remoteness is a significant factor in the mental health and wellbeing of farmers, more so than financial stress, rural factors and recent adverse events. Creative programs and policies that improve access for farmers to GPs and mental health professionals should be supported.” The health and wellbeing of Australian farmers: a longitudinal cohort study



There is a bond that is made through the love of horses that can be a way of connecting members of community who otherwise would not meet through social events, meetings or networking programs.

A key strategy of our community engagement activities is to be a leader in community engagement and collaborative programs in the region. This will not only provide support for the club and increase membership, and strengthens the sense of community and increases social capital between members, their friends and family but also with the greater community.

Community Engagement events provide an avenue to strengthen the social capital of our community and provide opportunities for our agricultural and farming communities to participate equestrian activities and have some ‘time off’.

A resilient community can adapt to changes in the physical, social, or economic environment, and the potential to learn from experience and improve over time. A resilient community is one whose members are connected to one another and work together in ways that enable it to function in the face of stress and trauma. The goal is events build the resilience of the community through the love of horses.

ORGANISATIONAL CAPABILITY

Formed in 1994, SBWPC is located in the township of Nanango, in the South Burnett Regional Council LGA. Approximately a 2.5 hour drive North West of Brisbane this region has been in the grips of drought for many years.

SBWPC successfully conducts a variety of equestrian shows and clinics throughout the year and has done for nearly 28 years. The Club conducts clinics at grounds located within the Nanango Equestrian Centre. The grounds are also used by other equestrian groups and community groups for special events, shows and fundraising activities.

It is leased from the South Burnett Regional Council. These events will be incorporated into the 2021 – 2022 calendar of events already scheduled at the grounds by the SBWPC. More information can be found on our website or our Facebook page.

The SBWPC is currently managing a large capital works program to upgrade the grounds to ensure the grounds meet the standards as an emergency evacuation centre in the case of natural emergencies. The entire precinct also includes the Nanango Race Club and is referred to as the Nanango Equestrian Centre.

The development and ongoing implementation of the project will be managed by the SBWPC Inc executive committee. The committee holds the overall accountability for the management and implementation of the project.

As a registered not-for-profit organisation, the Club undertakes the following responsibilities.

- legal and financial accountability
- maintaining and delivering the strategic vision and objectives
- fundraising and revenue activities
- advocacy of the project

The SBWPC is funded in a variety of ways including grants, sponsorships and member subscription fees. The biggest form of income is fees from other events. The Club also is given a significant amount of in-kind support from volunteers, businesses and the South Burnett Regional Council.

The implementation and continued success of the project will require the support from all stakeholders. The extent of the project requires significant financial support from corporate sponsorship and grants. This funding will be essential to the implementation of the improvements to the grounds and amenities.

COMMUNITY PARTNERSHIPS

Since 1994, the SBWPC have provided support to many other clubs and associations in the region. This has been as event partners, sponsors, event organisers, hosts and volunteers.

SBWPC engages strategically with a range of community groups that have interests or investment in the open spaces, pursuits or intentions of Nanango and the South Burnett.

As a result, SBWPC will continue to manage and build relationships with a variety of stakeholders including aligned state and national representative groups, government, non-government authorities, the general business community, and local not-for-profit groups.

These include (but not limited to):

- Australian Quarter Horse Association
- Equestrian Queensland
- Heritage Bank Nanango
- Horse Show Association Australia
- Local Businesses
- Land managers of public- and crown-owned parks and forests
- Nanango Show Society
- Paint Horse Association Australia
- Private landowners
- Queensland Horse Council
- Queensland Outdoor Recreation Federation Inc (QORF)
- Queensland Barrel Racing Association
- South Burnett Endurance Riders
- South Burnett Equestrian Group
- South Burnett Regional Council

Volunteer contribution is also vital to the success of the association with over 1000 volunteer hours contributed by the Club to ensure successful delivery of the shows and clinics. Additional volunteers will be sought from within the local community to ensure the successful delivery of the project. Other organisations that may use the facility for other activities will also be encouraged to donate their skills and time in the areas of administration, trade services and technical support. Expanding the facilities at the grounds would provide opportunities for groups who currently use the facilities to expand and increase use but also encourage new groups to use the facilities.

OBJECTIVES

The South Burnett has a strong connection to the land and agriculture with a remarkably high level of horse ownership. The Club wants to create a multi-use venue that can host community equestrian events that will be specifically designed to engage with those members of the community who are involved with horses or have a love of horses. We are wanting to use this funding to support and host free events such as fun days, open days and beginner clinics.



Having an undercover all-purpose arena will allow the club to host community events. They will be designed to encourage farmers in our community to have a day off! And join with others in the community in a social environment. "Isolation, long work days, climate change and globalization are just some of the many pressures that make farming a vulnerable occupation for incurring mental health issues. Remoteness is a significant factor in the mental health and well-being of farmers, more so than financial stress, rural factors and recent adverse events. Creative programs and policies that improve access for farmers to GPs and mental health professionals should be supported." The health and well-being of Australian farmers: a longitudinal cohort study We want to build the resilience of our community through the love of horses.

Overarching objectives

- Increase health and recreational opportunities for the community therefore reducing long term health costs to the community.
- Provide economic and financial support for a struggling community through the delivery of large infrastructure works sourced wherever possible by local suppliers and constructed by local tradespeople.
- Provide a facility that can bring together members of the community at events to increase social connection and community cohesion that will strengthen community resilience as well as attracting visitor spend to the region.

Project breakdown of capital works

Undercover all-purpose arena to provide infrastructure all year round by the club and other members of the community to increase visitation to Nanango and the South Burnett from other regions and for use by the local community in times of natural disasters.

Upgrade to existing power supply for 10 powered campsites and to facilitate item 2 which will increase capacity of the site for camping and events by 50%. This will also enable the club to install security and perimeter lighting to the grounds.

Install appropriate and energy efficient **sport event lighting** for the arena and surrounds will decrease electricity costs for the club but also provide opportunities for safe evening training, sporting and community events in increasingly hot summer months.

Renovations to the bar, catering and canteen areas – Funded by Stanwell Corporation - will provide safe cooking and catering facilities for volunteers and ensure facilities and meet Queensland Health and Safety Standards and Food Act and for use as an evacuation centre. This will also ensure increased use of the grounds by other clubs and groups which will contribute to the economy of the region through visitor spend.

Purchase of portable grandstands – to ensure sun safe and appropriate seating for spectators at events away from horses and vehicles.

Repairs to the cattle yards, re-location and construction of a steel cattle loading ramp - to ensure the safety of stock at events and in case of evacuation events.

Landscaping, drainage, and earthworks – to rehabilitate and improve degraded environment at the grounds and increase water efficiency and reduce fire hazard through vegetation management programs.

OUTCOMES

The delivery of project will be deemed a success if the project is delivered on time and on budget.

Ongoing success will be measured by an increase in:

- hours spent participating in physical exercise relieving the health care system in a region tackling with childhood obesity issues.
 - participation by younger members of the community joining the Club that will increase connection to the community and the social economy.
 - the number of other organisations using and hiring the facilities for equestrian, sporting, recreation, and community events which will attract visitors and tourists to the region.
 - attendance to the annual events greater than or equal to the Queensland average growth of 21.5% resulting in an economic contribution to the local retailers.
 - revenue from camping fees by 20% per annum.
 - support of the Nanango community, local and regional media and local community organisations both economically and socially.
 - use of current recreation trails commencing at Blackbutt and through Nanango increases and therefore spend in the region at local business and service providers.
 - increased visitors to the region to participate in the annual South Burnett Endurance Ride and other events hosted at the grounds increasing spend in the region.
-



SPONSORSHIP

- South Burnett Western Performance Club solicits and gratefully accepts corporate sponsorships as a mutually beneficial exchange in which South Burnett Western Performance Club Inc. receives cash from a sponsor to support its shows, clinics and events and the sponsor receives acknowledgement for its sponsorship.
- South Burnett Western Performance Club chooses which sponsorships it wishes to accept and reserves the right to reject any sponsorship offer.
- Sponsorships may vary by sponsor.
- South Burnett Western Performance Club does not accept advertising.
- South Burnett Western Performance Club does not endorse—either explicitly or implicitly—any of its sponsors, nor does it endorse those sponsors' products, services, or ideas.
- South Burnett Western Performance Club Executive, Committee, Volunteers or Contractors should not receive any substantial benefit from association with sponsors. Any substantial benefit should be brought to the attention of the South Burnett Western Performance Club Executive.
- South Burnett Western Performance Club retains full control of its activities. Sponsors do not have authority over the program or project of what they have sponsored.
- South Burnett Western Performance Club retains the right to review and approve all communications regarding a sponsorship. This includes—but is not limited to—announcements, articles, and press releases about the sponsorship.
- All South Burnett Western Performance Club sponsors will adhere to our key sponsorship guidelines.
- All sponsors will be considered based on how the sponsor is able to assist South Burnett Western Performance Club in the delivery of its activities.
- Each sponsorship will proceed only on the approval by the Executive Committee and Members.



Letters of Support and evidence of demand

Social media – Facebook

Therese Quinn Amos Milen



Thank you so much to all the committee for a first class little show. The grounds are looking amazing and the arena lovely to work in.

Huge thank you goes out to the stewards for a job well done and the gate was always opened with a smile. Thank you.

Special thanks goes to Helen, our very patient and helpful judge today, who has given us loads of tips for improvement!

It was a very friendly, happy family day out. Everyone was very helpful and encouraging.

Thank you to Jo and Allen Flash for the beautiful prize for the "Good sport award". I am very honoured and humbled. 🌹

Vickie Sullivan

*Thank for a great day at the Horses Birthday Mock show day had a **lovely time** good turnout. It was well organized so **congratulations** to all involved for making it happen 🙌👏*

Bianca King-Kogut

Such a wonderful day 🥳 will be back we just have some more training to do 🤗🤗🤗 such a great atmosphere

Tanya Foley

We had the best day so far . 🥰🥰 We all learnt something from today. 🥰 What a great day. Thank you 🥰

Kym Byrne



Just look at these pics ,makes all the hard work behind the scenes soo worthwhile 🥳

Flash Jo *Fantastic day, thank you to all, so good!!! 🤗🤗🤗*

Clevick Stud *It was a great day thank you.*

Jodi Knaption *It's great to see everyone having a great time and good fun that's what it's all about*

Therese Quinn Amos Milen



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South Burnett Western Performance Club – Capital Works Project Plan Updated August 2021

SPORT BurnettToday.com.au

Hip hip hooray for horses

Every horse in Australia donned party hats on Sunday 1 August, with the riders and horses at the South Burnett Western Performance Club celebrating in style.

Horse trainer from Cowboy Up Trail Riding, Peter Gould visited the club to provide training and guidance for the riders.

Sarah Saxtor also shared her expertise in the ring as a mentor to the beginners in the halter class.

Classes on the day included halter, showmanship, western horsemanship, and trail.



Tricky day for punters after tight finishes at Wondai

By Neesha Sinnya

The first race of the day at the South Burnett Race Club Saturday close run between 'Chambain' and 'Dustin'.

Coming out on top was 'Mirafey' followed by 'Shour'.

The following race was won by 'Begin' and 'Dustin'.

Hard Enough, Cheryl Rogers and the Kevin Duff Memorial.

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SPORT BurnettToday.com.au

Thoroughbred birthday

By Neesha Sinnya

Every horse in Australia will be invited to celebrate their birthday on 1 August with the special day marking the collective rebirth.

All thoroughbred horses celebrate their birthday on the same day to allow for the standardisation in horse events. The date, 1st August, is the beginning of the breeding cycle of the animals.

To celebrate the annual birthday Nanango's South Burnett Western Performance Club is inviting gentleman horse-lovers to sit atop a horse at the grounds.

President of the club Sarah Saxtor said the aim of the day is for people to come along, see what we do and what we offer. It's going to be a social day with no pressure.

Horse trainer and handler Peter Gould will be a very special guest judge at the festivities. Peter and his wife Gill run 'Cowboy Up Trail Riding' near Cross Creek in the Darling Downs region.

With more than 20 years of experience in the western horse industry training and all-around Quarter Horses, Peter can offer a wealth of horse knowledge.

Peter has also worked with horses on-sets and films both domestically and overseas including 'Bar Legends Australia'.

It was this love of helping people get started and confidence-building that generated his trail riding business idea.

Peter specialises in beginners and people who haven't ridden horses in a long time.

Participants can enter any horse, age six to 25.



Greater participation in the South Burnett Western Performance Club will host a collective 48th-day party and open day.

Peter will guide people in each class and then will ask participants to showcase what they have and learn.

- Halter
- Showmanship
- Hunter in hand
- Hunter under saddle
- Western pleasure
- Western horsemanship
- Any other Western
- Ranch-pleasure
- Trail

The celebrations will also include market stalls, a free sausage sizzle and carnival entertainment available for purchase.

The cost to participate in the day is \$10 for current members, who are able to join in the day and \$20 for non-members. Spectators are welcome to come along for free.

South Burnett Western Performance Club – Capital Works Project Plan Updated August 2021

Wrap up of stellar pony club season

The South Burnett Western Performance Club celebrated the final show for their 2020/21 on Sunday 11 July. The beginner show celebrated the achievements of the pony club and highlighted the excellence of the riders.



FINAL SHOW: South Burnett Western Performance Club wrapped up its season with a beginner show. Pictures: MELANE DOHEVY

Thursday, 15 July 2021 BURNETT TODAY

SOUTH BURNETT TIMES

JUST IN NEWS SPORT WHAT'S ON LIFESTYLE JOBS MOTORING REAL ESTATE OBITUARIES CLASSIFIED



JUST IN

- Super fund wouldn't let members leave
- Nike rocked by \$100k sneaker scandal
- CRIME WRAP: Police on lookout after offenders smash windows
- He's not breathing

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<https://www.southburnettimes.com.au/news/weather-puts-a-stop-to-show/1404617/>

<https://southburnett.com.au/news2/2018/06/19/riders-tackle-nanango-endurance/>

<https://www.horsedeals.com.au/events/south-burnett-western-performance-club-all-breeds-futurity-annual-spectacular-nanango/tue-13th-d34f9fbc-f1f7-427c-871e-b8a799d93b0c>

<https://southburnett.com.au/news2/2020/05/28/heritage-helps-to-reduce-hazards/>

<https://southburnett.com.au/news2/2020/11/13/riders-get-back-in-the-saddle/>

South Burnett Western Performance Club – Capital Works Project Plan Updated August 2021



South Burnett Western Performance Club – Capital Works Project Plan Updated August 2021

<https://www.southburnettimes.com.au/news/weather-puts-a-stop-to-show/1404617/>

<https://southburnett.com.au/news2/2018/06/19/riders-tackle-nanango-endurance/>

<https://www.horsedeals.com.au/events/south-burnett-western-performance-club-all-breeds-futurity-annual-spectacular-nanango/tue-13th-d34f9fbc-f1f7-427c-871e-b8a799d93b0c>

<https://southburnett.com.au/news2/2020/05/28/heritage-helps-to-reduce-hazards/>

<https://southburnett.com.au/news2/2020/11/13/riders-get-back-in-the-saddle/>

South Burnett Western Performance Club – Capital Works Project Plan Updated August 2021

43

Photos:



QUOTES FOR ITEMS over \$1000



Terri Oberhofer <info@greystonevacuums.com> Mon, 30 Aug, 11:02 (4 days ago)

to me

Hi Melanie,

Thank you very much for your email enquiry. Our current *Arena Rake* specials are -

Arena Rake 1500mm - Bundle Special - \$1990 includes GST / Side Grader for edge build up removal / also includes 7" Wide Wheel upgrade / Tow option plus shipping special to Nanango at \$175 = \$2165. You can also add the yellow Pro Blade option for \$200 (25% off if ordered with the Rake) Total fully optioned and delivered \$2365.

Arena Rake Pro 2100mm - Bundle Special - \$2590 includes GST / Side Grader + our 2100mm Yellow Pro Blade valued at \$335 / also included choice of tow option plus shipping as above at \$299 = \$2889 delivered.

You will save time and effort as our *Arena Rakes level and aerate at the same time*, producing the perfect riding surface for you and your horse. Our Side Grader also brings the edge build up back into the track while you drive! No heavy lifting and fully height adjustable for towing to and from your arena. We also supply either tow ball coupler or drop pin set up for towing at no extra charge this month.

I have attached some further information, please do not hesitate to ask if I can help any further. We have Pro Rake 2100's in stock and a 2-3 week wait on the standard 1500mm Rakes.

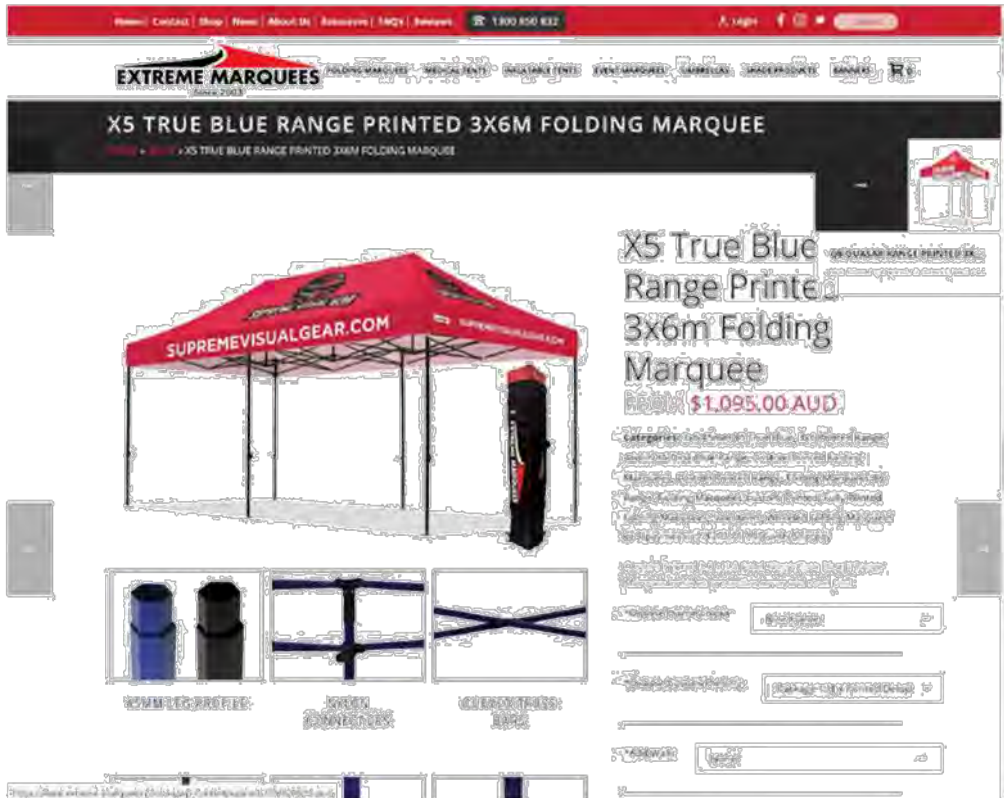
Many thanks & kindest regards,

Terri

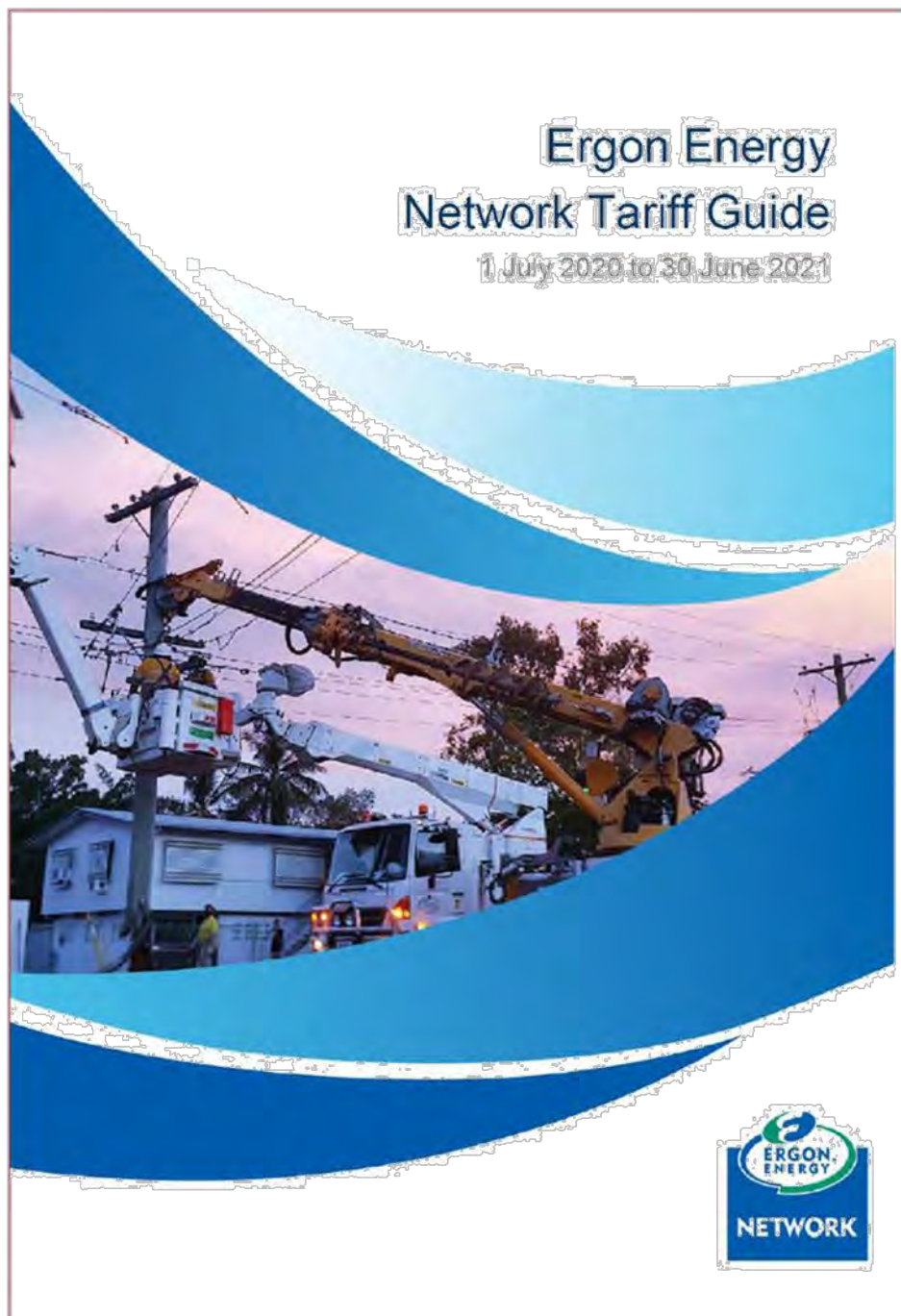
Greystone Equipment
1/29 Fred Chaplin Cct
Bells Creek QLD 4551
Australia
P: +61 7 5437 2925
P: 1300 653 001

"Proudly Australian & Exported Worldwide"

South Burnett Western Performance Club – Capital Works Project Plan Updated August 2021



South Burnett Western Performance Club – Capital Works Project Plan Updated August 2021



South Burnett Western Performance Club – Capital Works Project Plan Updated August 2021

Appendix A: Proposed tariffs and charging parameters

Consistent with our TCO, the table below sets out the tariffs and tariff structures for Standard Control Services offered in 2020-21.

Tariff (Main Line)	Code	Status for 2020-21	Charging parameter	Units	Tariff Charging Description
Residential					
Residential Demand	RDEM	Opt-in for new and existing customers with smart meters	Fixed Peak Demand (kW) Volume	\$/day \$/kWh \$/kWh	Peak Demand (on/off Weekdays* and Weekends)
Residential Transitional Demand	RTDEM	Default for new customers. Opt-in for existing customers with smart meters	Fixed Peak Demand (kW) Volume	\$/day \$/kWh \$/kWh	Peak Demand (on/off Weekdays* and Weekends)
Residential 144 Energy	RTCE	Opt-in for new and existing customers with smart meters	Fixed Volume (Energy Charge) Volume Night Charge Volume Day Charge	\$/day \$/kWh \$/kWh \$/kWh	Evening (18:00-23:00) Weekdays* & Weekends, Night (midnight-06:00) Weekdays* & Weekends, Day (off-peak) (06:00-18:00) Weekdays* & Weekends
Residential (existing) Peak (RT)	RPE	Default for existing customers with basic meters. Opt-in for new and existing customers with smart meters	Fixed Volume Peak (18:00-23:00) Volume Peak (06:00-18:00) Volume Night (00:00-06:00)	\$/day \$/kWh \$/kWh \$/kWh	N/A
Small Business					
Small Business Demand	SBDM	Opt-in for new and existing customers with smart meters	Fixed Peak Demand (kW) Volume	\$/day \$/kWh \$/kWh	Peak Demand (on/off Weekdays*)
Small Business Transitional Demand	SBTDEM	Default for new customers. Opt-in for existing customers with smart meters	Fixed Peak Demand (kW) Volume	\$/day \$/kWh \$/kWh	Peak Demand (on/off Weekdays*)
Small Business Time of Use Energy	SBTOU		Fixed Demand (18:00-23:00) (kW) Fixed Demand (06:00-18:00) (kW)	\$/day \$/day	Evening (18:00-23:00) Weekdays* & Weekends

Upfront

metering charges apply when a customer requests a new or replacement Type 5 or 6 meter (on or after 1 July 2015).

4.1.1 Network Use of System (NUOS) charges

Estimate of upgrades to the Power at South Burnett Western Performance Club

AD = 4,000 kVA

Connection Units = 0

Actual Demand for the month = 3,900 kVA

Energy for the month = 1,900,000 kWh

Calculation

Connection Unit Charge = \$9,209 x 30 days x 0 connection units = \$0

Fixed Charge = \$121,200 x 30 = \$3,636.00

Capacity Charge = \$3,283 x 4,000 kVA = \$13,132.00

Actual Demand Charge = \$2,388 x 3,900 kVA = \$9,313.20

Volume Charge = \$0.00421 x 1,900,000 kWh = \$7,999.00

Total monthly DUOS = \$34,080.20

Thank you very much for your email enquiry, our current *Arena Rake* specials are -

Arena Rake 1500mm - Bundle Special - \$1990 includes GST / Side Grader for edge build up removal / also includes 7th Wide Wheel upgrade / Tow option plus Half Price shipping at \$149 to the Toowoomba TNT depot - Total \$2139. You can also add the yellow Pro Blade option for \$200 (25% off if ordered with the Rake)

Arena Rake Pro 2100mm - Bundle Special - \$2590 includes GST / Side Grader + our 2100mm Yellow Pro Blade valued at \$335 / also included tow option plus Half Price shipping as above at \$199 - Total \$2789.

You will save time and effort as our *Arena Rakes level and aerate at the same time*, producing the perfect riding surface for you and your horse. Our Side Grader also brings the edge build up back into the track while you drive! No heavy lifting and fully height adjustable for towing to and from your arena. We also supply either tow ball coupler or drop pin set up for towing at no extra charge this month.

I have attached some further information, please do not hesitate to ask if I can help any further. We have a 1 week lead time at present.

Kindest regards,

Terni

Greystone Equipment
1/29 Fred Chaplin Cct
Bells Creek QLD 4551
Australia
P: +61 7 5437 2925
P: 1300 653 001
"Proudly Australian & Exported Worldwide"

PROPOSAL

Monday, 30 August 2021 Proposal is valid for 14 days from this date.

No: 7622

CLIENT DETAILS:

Company name: SB Western Performance Club	Phone:	Mobile: 0417 634 981	Fax:
Client name: Melanie Doherty	Email: melaniedoherty@gmail.com		
Address: 284 Racecourse Road NANANGO QLD 4615	Site address: NANANGO QLD 4615		

DESCRIPTION OF PRODUCTS:

Description: Performance Horse Arena	Length: 80.00 m	Width: 40.00 m	Eave height: 3.00 m
Building Type: Rural to suit	Wind Region A = 45m/s		Roof type: 7.5 ° Gable
Walls: Sides: 0	Ends: 0	Interest: 0	Clear sheet roof: -
Roof sheeting: .42 BMT Zinc - Trimdek		Clear sheet wall: -	Colour: Colour
Wall sheeting: .42 BMT Zinc - Trimdek	Range: Colour	Garnes: Colour	Downpipes to GL: PVC Included
Flapping Ridges: Colour	Colour: Colour	Truss type: Hot dip galv. Open Web Joist	End wall girts: -
Gutter: Standard Industrial	Side wall girts: -	Roof insulation: -	Wall insulation: -
Column type: Hot dip Galv. 200UD		General contractor: By Client	Engineered Plans: Included
Roof purlins: Galv. Z200		Delivered to site: Included	Unloading: By Client
Bay spacing: 10 bays at 8.00 m		Door Strip Footing: -	Feetings hold-down bolts: Included
Sliding Doors:		Feetings Concrete: By Client	Extras included:
P.A. Doors:			
Windows:			

3D Concept Drawings attached.

PROJECT INVESTMENT:

PROJECT VALUE: \$ 294,047 ex GST

Proposal is based on:

- ✘ a clearance within 100mm of level and able to drive a concrete truck and Elevated Work Platforms (EWP) on. 2m clearance on all sides to allow access
- ✘ supply and install payment terms: = 30% plans and steel procurement on order, 60% prior to delivery and 10% on completion.
- ✘ 60 day payment terms = 30% plans and steel procurement on order, 30% prior to delivery.
- ✘ normal subsoil and footing excavation conditions = 240V power at site.
- ✘ suitable access to the site for long vehicles, concrete trucks and cranes.
- ✘ extended details supplied in document list: Check Scope of Works

Price changes may apply if any of these conditions are not met. Any additional earthworks required will be charged at \$45 per cubic m including GST.



ABN 72 633 867 231





Wide Span Sheds Pty Ltd
 ABN: 50 130 691 422
 Wide Span Sheds

2 Boston Ct,
 PO Box 411
 VARSITY LAKES, QLD 4227
 Phone 1300 943 377
 Direct 07 5649 8276
 Fax 1800 427 400

www.sheds.com.au

QUOTATION

Melanie Doheny

Reference # : FC2012084-1
 Date : 23 Feb 2021

Dear Melanie,

Thank you for the opportunity to quote you on your new steel building. The features and benefits of this quotation refer to the supply of a kit only, based on the information discussed to date. Your steel building will be manufactured locally in Toowoomba, Queensland.

If you have any questions, please don't hesitate to call us.

Kind Regards,

Frank Crema
 Sales Consultant - Wide Span Sheds
 ph: 1300 943 377
 email: frank.crema@sheds.com.au



Pricing	
Kit Price	\$183,227.27
GST	\$18,322.73
Delivery	FREE*
Promotional Discount	(\$15,120.00)
TOTAL (inc GST)	\$186,430.00

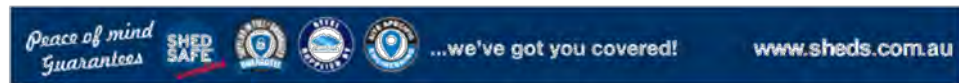
Delivery

*Free delivery offer applies to delivery fees for the standard delivery area. Any additional fees for delivery outside the standard area are not included in this promotion. Conditions apply, refer to your purchase agreement for more information.

Payment Schedule

- 25% initial deposit to be paid to receive all appropriate plans, engineering specifications & certificates.
- 25% further deposit to be paid to commence manufacturing.
- 50% to be paid 7 working days prior to pick up or delivery of your steel building.

The price covers entirely our offer. Anything discussed or implied but not specifically referenced in this quote, does not form part of our offer. Please contact us for a revised quote if there are any amendments or inclusions you require.



The image shows two screenshots of an online marketplace. The top screenshot displays a product listing for an "18m Diameter Horse Round Yard Panel 26Pcs" with a price of AU \$2,555.00. It includes a photo of a round yard and buttons for "Buy It Now", "Add to cart", and "Make Offer". The bottom screenshot shows a listing for a "Horse shelter 5.8m x 3.4m DIY Kits Australia Wide Distributors" priced at AU \$2,980.00. This listing features a photo of a horse shelter with two horses inside and similar purchase options. Both listings also show seller information and contact details.

South Burnett Western Performance Club – Capital Works Project Plan Updated August 2021

PFS FENCING PTY LTD
 ABN: 49 121 497 500 / 36 Joyce Dr, Dandenong 31, VIC 3175
 sales@polvinfencing.com.au / www.polvinfencing.com.au
 Ph: 08 9768 2198 / Fax: 08 9706 4011



Quote # Q25865

All of the Fencing Components included in this Quotation are as follows:
 (Please check against specifications sent)

Product Description	Quantity	Unit Price	Extended
2-Rail Fencing in Polvin Platinum Series			
2.4m Wide 1 Post Panels	51	\$ 82.50	\$ 4,207.50
Additional Posts	1	\$ 35.50	\$ 35.50
Refundable Deposit for Notching Tool - for installation	1	\$ 195.00	\$ 195.00
Portable Dressage Arena			
60 x 20m Portable Dressage Arena	1	\$ 2,530.00	\$ 2,530.00
Freight to: Narango, QLD (Crane Truck 7-10 Day Delivery from Polvin Dispatch).			\$ 1,695.00
Total			\$ 8,663.00

10% GST included in Total.

Please indicate your acceptance of the above Quotation by signing on the right. Please email your signed Quotation back to us at: sales@polvinfencing.com.au

DETAILS FOR DIRECT BANKING PAYMENTS

Name: PFS Fencing Systems Pty Ltd
Bank: National Bank of Australia
BSB No: 084 - 004
Account No: 185 121 389

Signed By	
Print Name	
Date Signed	

We would appreciate 30% deposit on acceptance.
 Balance of payment is required prior to dispatch of fencing materials.

Quote is valid for 30 days from the date of issue / Quote - Page 2 of 2

Additional arena fencing (Materials only) Shade options Canteen

The screenshot displays two product listings from an online store. The top listing is for the 'Havana 4 x 3m Semi Permanent Gazebo', priced at \$699. It features a blue canopy with dark curtains and includes a 'Buy online' section with 'Click & Collect' and 'Delivery' options, a 'Save to Wishlist' button, and a red 'Add to Delivery' button. The bottom listing is for the 'Mimosa 3 x 3m Lava Portsea Louvre Semi Permanent Gazebo', priced at \$2,099. It features a dark metal frame with a louvre roof and includes a 'Buy online' section with 'Click & Collect' and 'Delivery' options, a 'Save to Wishlist' button, and a red 'Add to Delivery' button. Both listings include thumbnail images of the product from various angles.

South Burnett Western Performance Club – Capital Works Project Plan Updated August 2021

Arena and security lighting



South Burnett Western Performance Club – Capital Works Project Plan Updated August 2021



0428 221 579
larricanentertainment@hotmail.com

LARRY CANN MUSIC
PROFESSIONAL
SINGER/SONGWRITER, DJ
SERVICES AND
EVENTS/RADIO ANNOUNCER

May 2021

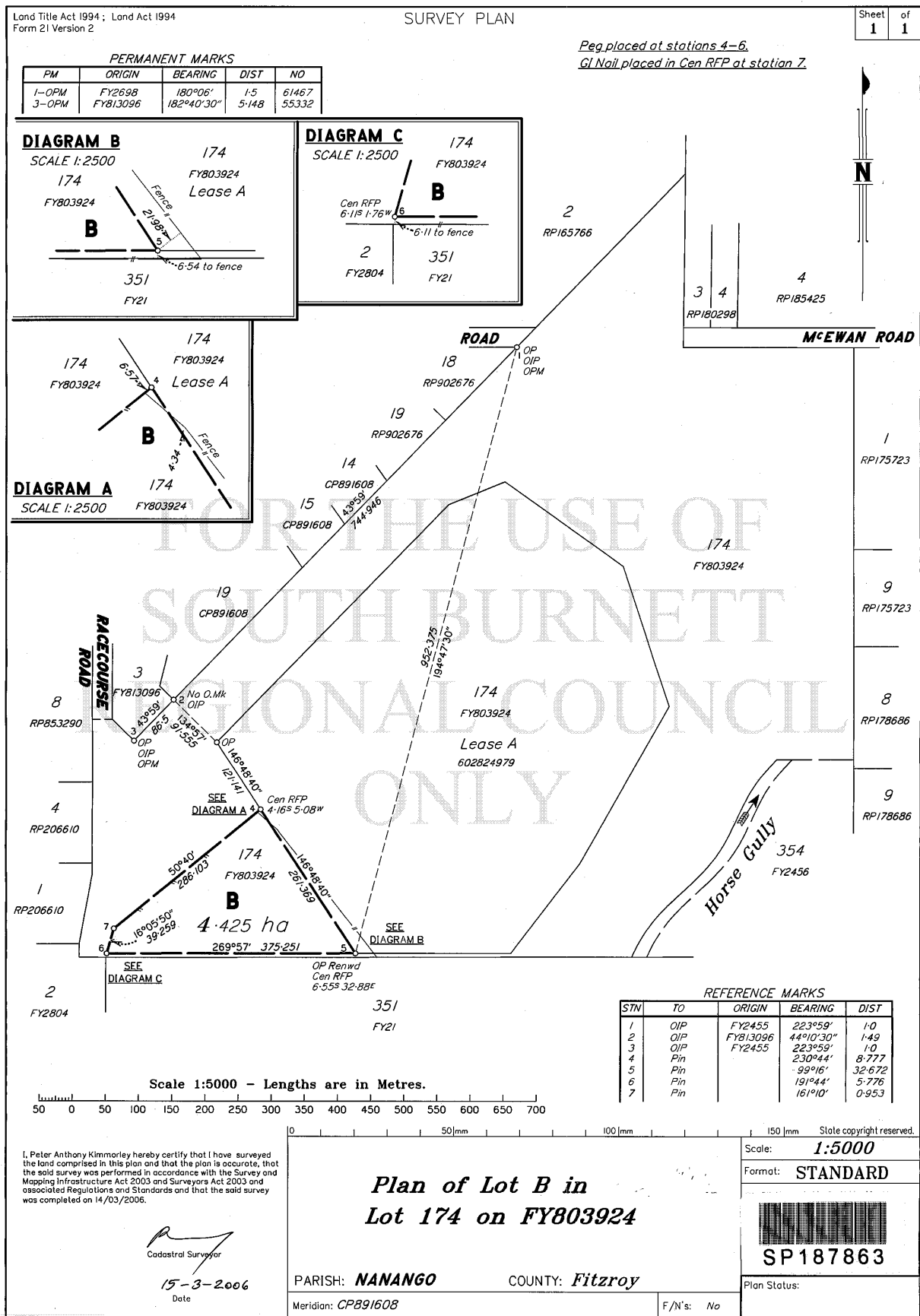
Hi Melanie,

I'm usually 400 + gst a day to announce a show, and a small solo gig if im playing some and using backing music for 2hrs be 350 + gst.

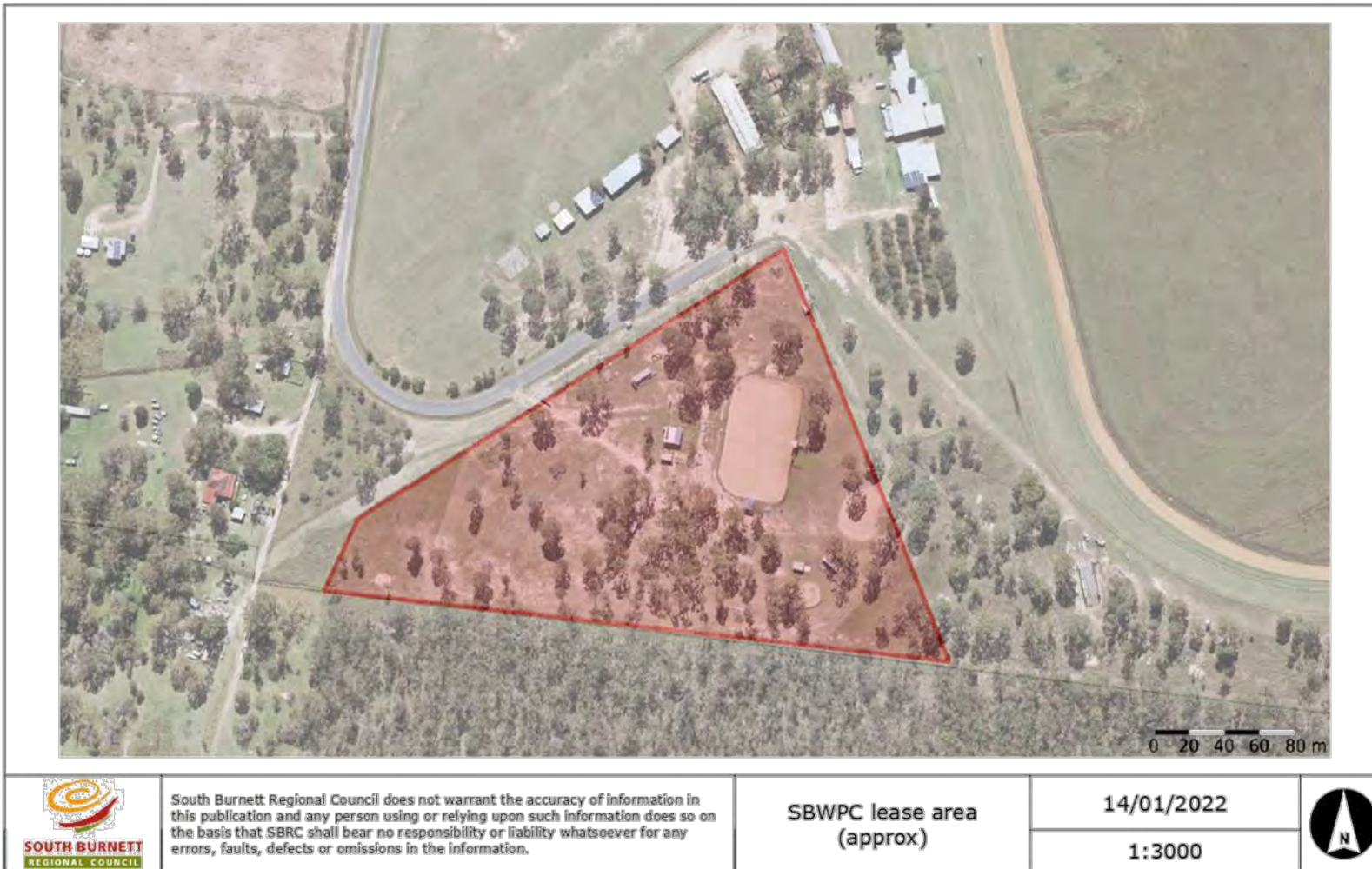
But if you can see what grants or sponsors are out there to cover, see what you can do.

Larry.

SP187863 V1 REGISTERED Recorded Date 25/08/2008 11:36 Page 1 of 2 Not To Scale



Copyright protects the plan/s being ordered by you. Unauthorised reproduction or amendments are not permitted.



16 PORTFOLIO - REGIONAL DEVELOPMENT**16.1 BUILDING BETTER REGIONS FUND (BBRF) ROUND 6****File Number:** 25.01.2021**Author:** General Manager Community**Authoriser:** Chief Executive Officer**PRECIS**

Consideration of projects for submission for the Building Better Regions Fund (BBRF) Round 6

SUMMARY

The Building Better Regions Fund (BBRF) supports the Australian Government's commitment to create jobs, drive economic growth and build stronger regional communities into the future. The fund invests in projects located in, or benefiting eligible areas outside the major capital cities. The Infrastructure Projects Stream supports projects that involve construction of new infrastructure, or the upgrade or extension of existing infrastructure.

OFFICER'S RECOMMENDATION

That Council

1. approve the following projects for application development and submission to Round 6 of the Building Better Regions Fund (BBRF) Infrastructure Projects Stream.
 - a. Coolabunia Saleyard improvements
 - b. Mondure Hall restumping upgrades
2. approve the development of and submission of an application to Round 6 of the Building Better Regions Fund (BBRF) Community Investment Stream and that the Chief Executive Officer be given delegated authority to approve and submit an identified project.

FINANCIAL AND RESOURCE IMPLICATIONS

Eligible projects are generally funded for up to 50% of eligible costs. Council will be required to provide a matching funding contribution from future capital works programs.

LINK TO CORPORATE/OPERATIONAL PLAN

IN11: Continue to provide and investigate options to improve our saleyards as an important community asset.

EC5 Continue to support, renew and maintain pools, libraries, halls and Customer Service Centres across our region at agreed service levels.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Internal consultation on eligible projects

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Not Applicable

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Not Applicable

ASSET MANAGEMENT IMPLICATIONS

Projects that involve the renewal of existing Council owned assets which are funded by external funding sources reduces the pressure on the utilisation of funded depreciation to renew these assets. This is particularly important where Council is running a deficit budget and the full extent of depreciation is not funded thereby reducing the amount of funded depreciation available for asset renewals.

Upgraded assets will be included with Council's asset register requiring a commitment from Council to depreciate and maintain these assets.

REPORT

The Building Better Regions Fund (BBRF) supports the Australian Government's commitment to create jobs, drive economic growth and build stronger regional communities into the future. The fund invests in projects located in or benefiting eligible areas outside the major capital cities.

The Infrastructure Projects Stream supports projects that involve construction of new infrastructure, or the upgrade or extension of existing infrastructure.

The Australian Government announced \$250 million in the 2021-22 Budget towards a sixth round of the BBRF under the Infrastructure Projects and the Community Investments Streams combined, with the allocation of funding across these streams' dependent on the volume and quality of applications.

Infrastructure Projects Stream

The Infrastructure Projects Stream will fund projects be aimed at the construction, upgrade or extension of infrastructure that provides economic and social benefits to regional and remote areas. The minimum grant amount is \$20,000 the maximum grant amount is \$10 million.

Project submitted under the Investments Project Stream must be Investment ready projects (allow construction to start within 12 weeks of executing grant agreement).

Community Investments Stream

The Community Investments Stream will fund new or expanded local events, strategic regional plans, or leadership and capability strengthening activities that provide economic and social benefits to regional and remote areas. The minimum grant amount is \$5,000 the maximum grant amount is \$1 million.

Program guidelines are attached for information.

ATTACHMENTS

1. **BBRF Infrastructure Projects Stream Guidelines** [↓](#) 
2. **BBRF Community Investments Stream Guidelines** [↓](#) 



Grant Opportunity Guidelines

Building Better Regions Fund – Infrastructure Projects Stream – Round Six

Opening date:	13 December 2021
Closing date and time:	5:00PM Australian Eastern Daylight Time on 10 February 2022 Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	Department of Infrastructure, Transport, Regional Development and Communications
Administering entity:	Department of Industry, Science, Energy and Resources
Enquiries:	If you have any questions, contact us on 13 28 46.
Date guidelines released:	13 December 2021
Type of grant opportunity:	Open competitive

A message from the Minister



Our regions have always been the driving force behind our economy and this continues to be true as Australia emerges from one of the worst economic shocks since the Great Depression.

The Australian Government is committed to investing in the regions for a stronger Australia. In the 2021-22 Budget, we committed to a sixth round of the Building Better Regions Fund (BBRF). A total of \$250 million in funding will be allocated to this round.

The BBRF is our flagship regional grants program and has delivered competitive grants to the benefit of hundreds of local communities over the five previous rounds.

As in previous rounds, BBRF funding will be made available to help successful applicants undertake infrastructure or community investment projects that help their local communities recover from the effects of the pandemic.

Round Six also aims to encourage local opportunities for growth that may be emerging on the back of a growing appetite for domestic tourism as well as more permanent population movements that we are now seeing to the regions. More and more people are seeking the great lifestyle that country Australia has to offer and this round will help enhance the local infrastructure that our regional areas need to help them not merely bounce back but grow.

Despite catastrophic bushfires, droughts and floods, followed by a global pandemic, our regional communities have continued to embody the resilient and positive Aussie spirit for which they are famous, and I look forward to championing projects under Round Six of BBRF to support them.

The Hon Barnaby Joyce MP

Deputy Prime Minister

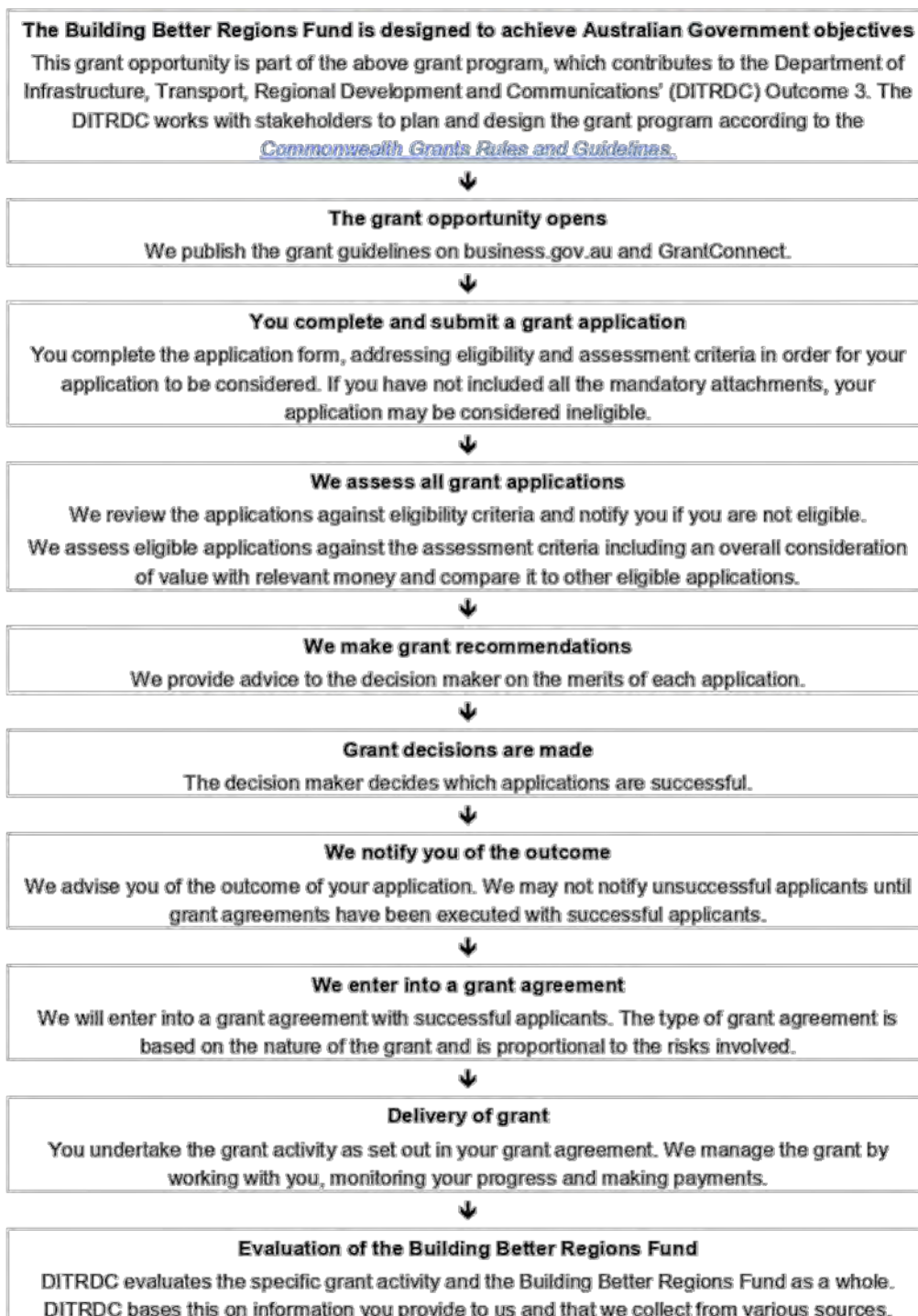
Minister for Infrastructure, Transport and Regional Development

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1. Building Better Regions Fund: Infrastructure Projects Stream – Round Six processes



2. About the grant program

The Australian Government has committed a total of \$1.38 billion over eight years from 2017-18 to 2024-25 to the Building Better Regions Fund (the program). The Round Six grant opportunity was announced in the 2021-22 Budget Paper 2, *Securing Australia's Recovery*.

The objectives of the program are to:

- drive economic growth
- build stronger regional communities into the future.

The intended outcomes of the program are to:

- create jobs
- have a positive impact on economic activity, including Indigenous economic participation through employment and supplier-use outcomes
- enhance community facilities
- enhance leadership capacity
- encourage community cohesion and a sense of identity.

When undertaking projects grantees are encouraged to:

- adhere to the National Waste Policy Action Plan 2019, in particular the sustainable use of recycled and re-purposed materials, and best practice waste management methods
- pursue opportunities for local procurement of goods, labour and services.

There are two grant opportunity streams as part of this program:

- Infrastructure Projects stream as outlined in these guidelines.
- Community Investments stream

Information about the Community Investments stream is available on business.gov.au.

We will publish the opening and closing dates and any other relevant information on business.gov.au and [GrantConnect](#).

We administer the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)¹.

2.1. About the Infrastructure Projects Stream Round Six grant opportunity

These guidelines contain information for the Infrastructure Projects stream Round Six grant opportunity.

The Infrastructure Projects stream will support:

- investment ready projects for new infrastructure, or the upgrade or extension of existing infrastructure, that provide economic and social benefits to regional and remote areas (refer to section 2.1.1)

This document sets out:

- the eligibility and assessment criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with grantees

¹ <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines>

- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

The Department of Industry, Science, Energy and Resources (the department/we) is responsible for administering this grant opportunity on behalf of the Department of Infrastructure, Transport, Regional Development and Communications (DITRDC).

- We have defined key terms used in these guidelines in the Glossary at section 14.

You should read this document carefully before you fill out an application.

2.1.1. Investment ready projects

We consider a project to be investment ready where you have taken steps to allow construction to commence within 12 weeks of executing your grant agreement. This includes where you have:

- the authority of the land or infrastructure owner to undertake the project at the nominated site(s)
- confirmed funding contributions from all sources and can provide formal documentation to verify those contributions with your application
- identified and prepared submissions for all required regulatory and/or development approvals or have already submitted and/or obtained those approvals
- finalised project designs and costings.

For multi-stage projects, the first stage of the project must be investment ready within 12 weeks of executing the grant agreement. You must demonstrate that subsequent stages are investment ready in the progress report immediately preceding the next stage's agreed commencement date, and the entire project (as defined in the BBRF grant agreement) must be complete within the maximum grant period.

3. Grant amount and grant period

Round Six will provide at least \$250 million for projects under the Infrastructure Projects and the Community Investments Streams combined, with the allocation of funding across these streams dependent on the volume and quality of applications.

3.1. Grants available

Your grant amount will be a percentage of the total eligible project costs (grant percentage) based on your project circumstances as outlined in Table 1 below.

- The minimum grant amount is \$20,000
- The maximum grant amount is \$10 million.

You can fund your contribution from any source including state, territory and local government grants. Your contribution must be cash.

Where you receive a cash contribution from another source (e.g. state government), the source must provide you with formal documentation confirming the cash contribution so you can attach it to your application. A template is provided on business.gov.au and [GrantConnect](#). The requirements of funding confirmation are outlined below in Table 2 at section 7.1.

Your contribution can also come from the Aboriginal Benefits Account, Financial Assistance Grants to local government, and fully repayable loans from organisations such as Indigenous Business Australia and the Northern Australia Infrastructure Facility, as these are not considered

Commonwealth funding. Please check the individual agreements to ensure you can use the funds as your contribution to your proposed BBRF project.

Where you receive other Commonwealth funding for your project, the total Commonwealth funding, (including this grant), cannot exceed the percentage indicated in the table below.

Table 1: Project circumstance and your grant amount

Project circumstance	Total Commonwealth Government funding (including this grant) towards eligible project costs*
Projects classified as remote or very remote (see section 5.2.1)	Up to 75 per cent of total eligible project costs
Projects granted exceptional circumstances exemption from a cash contribution (see section 4.2.1)	Up to 100 per cent of total eligible project costs (we encourage any level of contribution)
All other classifications	Up to 50 per cent of total eligible project costs

*Total eligible project costs include the grant amount and your cash contribution. We will pay the grant in accordance with the agreed grant percentage of total eligible project costs up to the approved grant amount.

3.2. Project period

You must complete your project by the project end date specified in your grant agreement, which cannot be after 31 December 2024.

4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

4.1. Who is eligible?

To be eligible you must be the organisation with overall responsibility to deliver the project and:

- have an Australian Business Number (ABN)

and be one of the following incorporated entities:

- an incorporated not-for-profit organisation. As a not-for-profit organisation you must demonstrate your not-for-profit status through one of the following:
 - Current Australian Charities and Not-for-profits Commission's (ACNC) Registration
 - State or territory incorporated association status
 - Constitutional documents and/or Articles of Association that demonstrate the not-for-profit character of the organisation
- an Australian local government agency or body, as defined in the Glossary
- a non-distributing co-operative.

For the purposes of the program, we also consider the following organisations to be an Australian local government agency or local governing body:

- Anangu Pitjantjatjara, Maralinga, Gerard, Nepabunna and Yalata local governing bodies in South Australia

- Cocos (Keeling) Islands Shire Council
- Lord Howe Island Board
- Norfolk Island Regional Council
- The Outback Communities Authority
- The Shire of Christmas Island
- The Silverton and Tibooburra villages in New South Wales
- The Trust Account in the Northern Territory
- Australian Capital Territory Government.

4.2. Additional eligibility requirements

We can only accept applications where:

- your project activities are eligible as outlined under section 5.1
- your project is located in an eligible location as outlined under section 5.2
- you can produce evidence of how you will provide your share of project costs:
 - if you will be making a cash contribution to the project you must provide a completed and certified Accountant Declaration using the form available on business.gov.au and GrantConnect
 - if your project will receive cash contributions from other sources, you must provide formal documentation confirming the cash contributions from those sources (e.g. state government) such as a commercial finance agreement or letter of offer with your application.
- you can confirm that you have the authority of the land or infrastructure project owner to undertake the project at the nominated site(s). You are required to provide a letter from the land or infrastructure project owner using the letter template provided on business.gov.au
- you provide all mandatory attachments as outlined under section 7.1.

We cannot waive the eligibility criteria under any circumstances.

4.2.1. Seeking an exceptional circumstances exemption from your cash contribution to the project

We recognise that at the time of application, some applicants may be experiencing exceptional circumstances, which may limit their capacity to contribute to the project.

Where you can demonstrate you are experiencing exceptional circumstances, you may seek an exemption from your cash contribution to the project in your application.

Exceptional circumstances may include, but are not limited to:

- drought and/or disaster declaration
- limited financial capacity of the local council
- impact of industry decline
- significant recent change in population or community demographics.

If you seek an exemption, you must submit a supporting case that includes evidence demonstrating the exceptional circumstances you are experiencing, and how they are preventing you from making a cash contribution. This must also include evidence to demonstrate your capacity to maintain and fully utilise the project.

Before you consider seeking an exemption, note:

- we will only grant exemptions in very limited circumstances
- we require evidence of the exceptional circumstance (e.g. drought and/or disaster declaration, statistics demonstrating a trend towards the claimed exceptional circumstance)
- we require evidence of inability to pay (e.g. financial statements or an accountant's declaration confirming you cannot fund your share of the project costs in your current financial position)
- if the evidence provided does not show how the exceptional circumstances are preventing you from meeting your cash contribution requirement, or if evidence is considered insufficient, your application will be ineligible and there will be no opportunity to resubmit your application in the same funding round
- we assess all applications, including those granted an exemption, against each of the assessment criteria.

The Ministerial Panel will consider requests for exemption from providing a cash contribution. If the Ministerial Panel grants an exemption, we will consider the application to have met the requirements under section 4.2.1. If you apply for, but are not granted an exemption, your application will not be assessed further for funding.

4.3. Who is not eligible?

You are not eligible to apply if you are:

- an organisation, or your project partner is an organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' (www.nationalredress.gov.au)
- an employer of 100 or more employees that has not complied with the Workplace Gender Equality Act (2012)
- a for-profit organisation
- an individual, partnership or trust (however, an incorporated trustee may apply on behalf of a not-for-profit trust organisation)
- a Commonwealth, state or territory government agency or body (including government business enterprises) with the exception of those organisations referred to in section 4.1.
- a university, technical college, school or hospital
- a resort management board
- an unincorporated Parents and Citizens Association
- a Regional Development Australia Committee.

5. What the grant money can be used for

5.1. Eligible activities

To be eligible your project must:

- be aimed at the construction, upgrade or extension of infrastructure that provides economic and social benefits to regional and remote areas
- comprise one of the following activities:
 - constructing new infrastructure

- upgrading existing infrastructure
- extending existing infrastructure
- replacing infrastructure where there is a significant increase in benefit
- not have started construction.

We may also approve other activities.

5.2. Eligible locations

Your project must not be located in an excluded area unless you can clearly demonstrate the significant benefits and employment outcomes, which flow directly into an eligible area. A mapping tool is available on business.gov.au to assist you in determining the eligibility of your project location. Your project can include activities at different sites, as long as they are in an eligible location or you can demonstrate the significant benefits and employment outcomes, which flow directly into an eligible location.

Excluded areas are the Urban Centre and Locality (UCL) cities over 1 million people for Sydney, Melbourne, Brisbane, Perth and Adelaide as defined by the Australian Bureau of Statistics' Australian Statistical Geography Standard. For the city of Canberra, the excluded area is only the part of the Canberra-Queanbeyan Significant Urban Area that is located within the Australian Capital Territory.

5.2.1. Project remoteness classification and your grant amount

Your project location (latitude and longitude) determines your remoteness classification. We base the criteria for the remoteness classification on the Australian Bureau of Statistics' Remoteness Structure² under the Australian Statistical Geography Standard. A mapping tool is available on business.gov.au to assist you in determining the classification of your project location.

Your contribution to the project depends on your remoteness classification. It is critical that you specify the correct remoteness classification in your application. An error may cause your contribution to be inadequate and your application to be ineligible.

Your project may include multiple site locations. Where there is a mix of regional and remote site locations we will consider your entire project location as remote for the purposes of your contribution.

5.3. Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement:

- for guidelines on eligible expenditure, see Appendix A
- for guidelines on ineligible expenditure, see Appendix B

If your application is successful, we may ask you to verify project costs that you provided in your application are eligible. You may need to provide evidence such as quotes for major costs and evidence of investment-readiness as outlined under 2.1.1.

Not all expenditure on your project may be eligible for grant funding. The Program Delegate makes the final decision on what is eligible expenditure, and may give additional guidance on eligible expenditure if required.

² <http://www.abs.gov.au/websitedbs/03510114.nsf/0/m/remoteness+structure>

To be eligible, expenditure must:

- be a direct cost of the project
- be incurred by you for required project audit activities.

You must incur the project expenditure between the project start and end date for it to be eligible.

You must not commence your project until you execute a grant agreement with the Commonwealth.

We will not make any payments to you for any expenditure that you incur prior to the execution of your grant agreement.

6. The assessment criteria

You must address all assessment criteria in your application. We will assess your application based on the weighting given to each criterion.

The application form asks questions that relate to the assessment criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers. The application form displays size limits for answers.

We will only consider funding applications that score at least 60 per cent against each assessment criterion, as these represent best value for money.

6.1. Assessment criterion 1

Economic benefits of your project for the region (15 points)

You should demonstrate this by identifying:

- a. the extent to which your project meets the needs of the regional community
- b. the broader economic benefits that your project will deliver for the region and community during and beyond the term of funding.

Economic benefits for a region may cover increases in economic activity, improvements in productivity, wider access to markets or fairer and more equitable economic outcomes.

Examples of how your project could deliver economic benefits may include but is not limited to:

- increasing the number or value of jobs, new businesses or the production of goods and services in the region (this includes direct and indirect opportunities created through the project)
- providing opportunities for growth and/or increasing efficiencies in existing sectors, e.g. tourism, agriculture, manufacturing
- the use of local suppliers and goods, especially those that employ the use of sustainable work practices/goods
- increasing efficiency of the transport system or service delivery
- increasing Indigenous economic participation, including Indigenous employment and supplier-use outcomes.

In your application, you must include the total employment numbers you expect to create during and following your project. You will need to identify how many of these employees will be Indigenous. You must substantiate any employment numbers with evidence. For information about determining employment numbers for your application, see Appendix C.

If your application is successful, we can help you with simple methods for calculating employment numbers and other economic outcomes during your project to assist you to make accurate calculations that meet our progress reporting requirements.

6.2. Assessment criterion 2

Social benefits of your project for the region (15 points)

You should demonstrate this by identifying:

- a. the extent to which your project meets the needs of the regional community
- b. the broader social benefits that your project will deliver for the region and community during and beyond the term of funding
- c. the socioeconomic impact of your project and the need or problem your project will solve, as well as the impact of your project in the community it will benefit
- d. the extent to which your project addresses disadvantage in the region or community.

Social benefits for a region may cover increases in regional amenity, improving community connections and inclusion and providing opportunities for learning and knowledge creation.

Examples of how your project could deliver social benefits may include but is not limited to:

- making a region a more attractive place to live
- the degree to which the project fills a 'gap' within the community
- improving community connections and social inclusion
- supporting or protecting local heritage and culture
- increasing community volunteering
- supporting upskilling and capability development in the region and the community.

6.3. Assessment criterion 3

Capacity, capability and resources to deliver the project (5 points)

You should demonstrate this by identifying:

- a. your track record managing similar projects and access to personnel and/or partners with the right skills and experience
- b. how you will seek to provide opportunities for local procurement of goods, labour and services
- c. sound project planning to manage and monitor the project, which addresses scope, implementation methodology, timeframes, budget, community consultation, and risk management
- d. how you will operate and maintain the infrastructure and benefits of the project into the future
- e. your readiness to commence the project, including access. You should describe the steps you have taken to get your project investment ready including:
 - required regulatory and/or development approvals
 - project designs and costings
 - authority from the land or infrastructure owner to undertake the project at the nominated site(s)
 - funding contributions from all sources.

For investment ready projects, if your project is still in the planning or concept stage, it is not likely to be competitive.

6.4. Assessment criterion 4

Impact of funding on your project (5 points)

You should demonstrate this by identifying:

- a. your plan for engagement and collaboration to ensure community support for your project. In your response you can describe:
 - the total investment the grant will leverage including additional cash contribution and in-kind support
 - the extent that your project increases investment and builds partnerships in your region.
- b. the likelihood the project would proceed without the grant. If not, why not? Explain how the grant will impact the project in terms of size, timing and reach.
- c. if you have already received Commonwealth funding for this project or an associated project, explain why you need additional funding.

7. How to apply

Before applying, you should read and understand these guidelines, the sample [application form](#) and the sample [grant agreement](#) published on business.gov.au and GrantConnect.

During the application phase, we encourage you to seek the support of your nearest [Regional Development Australia](#)³ (RDA) Committee for your project. Your RDA Committee can:

- assist you in identifying and developing a strong project proposal which is a priority within your region and will contribute to long term economic growth, or
- work with you to prepare a competitive application, including supporting documents and evidence.

You can only submit an application during a funding round.

To apply, you must:

- complete the online [application form](#) via business.gov.au
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

You will receive confirmation when you submit your application, and we recommend you view and print a copy of your submitted application from the portal at that time for your own records.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to

³ <https://rda.gov.au/>

accept any additional information from you that would change your submission after the application closing time.

If you need further guidance around the application process, or if you are unable to submit an application online, [contact us](#) at business.gov.au or by calling 13 28 46.

7.1. Attachments to the application

We require the following documents with your application as per Table 2.

Table 2: Mandatory attachments to the application

Applicant type	Document
Mandatory for all applicants making a cash contribution to the project	<ul style="list-style-type: none"> • If you are making a cash contribution to the project, you must provide an Accountant Declaration that confirms you can fund your share of the project costs. You must use the Accountant Declaration form available on business.gov.au and the GrantConnect website. • If your project will receive cash contributions from other sources, you must attach a letter/s from each contributing organisation or individual that includes formal documentation confirming the cash contributions they will make towards the project. A template is provided on business.gov.au and the GrantConnect. • Letters must: <ul style="list-style-type: none"> ○ be on the organisation's letterhead (not applicable for individuals) ○ be signed and dated by an authorised person or the individual providing the contribution ○ set out the value of cash contributions and any conditions attached ○ set out the timing of cash contributions by financial year ○ include the commercial agreement or letter of offer to verify that the cash contribution has been committed to the project (not applicable for individuals).
Mandatory for applicants seeking an exceptional circumstances exemption from the cash contribution requirements	Evidence to demonstrate your case for exemption as outlined in 4.2.1.

Applicant type	Document
Mandatory for not-for-profit organisations	If you do not have an active Australian Charities and Not-for-profits Commission (ACNC) registration or state or territory incorporated association registration at the time of application, you must provide Constitutional documents and/or Articles of Association that demonstrate the not-for-profit character of the organisation.
Mandatory for not-for-profit organisations that are incorporated trustees applying on behalf of a trust	Trust documents showing the relationship of the incorporated trustee to the trust.
Mandatory for projects with a grant request over \$1 million	Cost benefit analysis. Further information on how to prepare a cost benefit analysis is available at Appendix D.
Mandatory for all organisations that do not own the land or infrastructure for their project, to demonstrate they have authorised access to the project location(s) and/or infrastructure	Evidence of the owner’s authority to conduct the project at the nominated site(s) using the letter template at business.gov.au and GrantConnect . Where your project has multiple locations, evidence of the owner’s authority must be provided for each location.

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

7.2. Timing of grant opportunity

You can only submit an application between the published opening and closing dates. We will only accept a late application where a natural disaster has occurred in your area and affected the submission of an application.

If you are successful, you can commence your project from the date you execute a grant agreement with the Commonwealth.

Table 3: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	12 weeks
Approval of outcomes of selection process	8 – 10 weeks
Negotiations and award of grant agreements	2-8 weeks
Earliest start date of project	From execution of your grant agreement
End date of grant commitment	30 June 2025

8. The grant selection process

We first review your application against the eligibility criteria. If eligible, we will then assess it against the assessment criteria. Only eligible applications will proceed to the assessment stage.

We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.

When assessing whether the application represents value with relevant money, we will have regard to:

- the overall objectives of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the grant sought.

We assess applications relative to the project size, complexity and grant amount requested. The amount of detail and supporting evidence you provide in your application should be relative to these factors.

We may seek advice regarding your project from state or territory government agencies, other Australian Government agencies, independent experts and other external parties. This advice may be taken into consideration when assessing the project.

If we identify unintentional errors in your application during the assessment process, we may contact you to correct or clarify the errors, but you cannot make any material alteration or addition.

8.1. Who will approve grants?

A Ministerial Panel, chaired by the Minister for Infrastructure, Transport and Regional Development, will be established to make funding decisions for the program.

After considering the assessed application and availability of grant funds, the Ministerial Panel, in consultation with Cabinet, then decides which grants to approve. The Ministerial Panel may consider other factors when deciding which projects to fund, including, but not limited to:

- the spread of projects and funding across regions
- the regional impact of each project, including Indigenous employment and supplier-use outcomes
- other similar existing or planned projects in the region to ensure that there is genuine demand and/or no duplication of facilities or services
- other existing or planned projects in the region, and the extent to which the proposed project supports or builds on those projects and the services they offer
- the level of funding allocated to an applicant in previous programs
- reputational risk to the Australian Government
- community support for projects, which can include support from local MPs, councils and other organisations confirming the benefits that will flow to their region, provided through information included in applications and letters of support
- the Australian Government's priorities.

After considering the assessed applications and availability of grant funds, the Ministerial Panel, in consultation with Cabinet, decides which grants to approve.

The Ministerial Panel's decision is final in all matters, including:

- the approval of applications for funding
- the amount of grant funding awarded

- the terms and conditions of funding.

We cannot review decisions about the merit of your application.

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we advise you of any specific conditions attached to the grant.

If you are unsuccessful, we will give you an opportunity to discuss the outcome with us. You can submit a new application for the same (or similar) project in any future funding rounds. You should include new or more information to address the weaknesses that prevented your previous application from being successful.

10. Successful grant applications

10.1. Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A sample [grant agreement](#) is available on [business.gov.au](#) and GrantConnect.

We must execute a grant agreement with you before we can make any payments. Execute means both you and the Commonwealth have signed the agreement. We are not responsible for any expenditure you incur until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Ministerial Panel. We will identify these in the offer of grant funding.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

10.2. Standard grant agreement

We will use a standard grant agreement for all projects.

You will have 60 days from the date of a written offer to execute this grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Ministerial Panel.

10.3. Project specific legislation, policies and industry standards

You must comply with all relevant laws and regulations in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with:

- State/Territory legislation in relation to working with children
- Building and construction requirements

10.3.1. Building and construction requirements

Wherever the government funds building and construction activities, the following special regulatory requirements apply.

- *Code for the Tendering and Performance of Building Work 2016* ([Building Code 2016](#))⁴
- Australian Government Building and Construction WHS Accreditation Scheme ([WHS Scheme](#))⁵

10.3.1.1. Building Code

The Building Code is administered by relevant State and Territory administrations under relevant State or Territory legislation on behalf of the [Australian Building and Construction Commission](#).⁶

The Building Code applies to all construction projects funded by the Australian Government through grants and other programs where:

- the value of Australian Government contribution to a project is at least \$5 million and represents at least 50 per cent of the total construction project value; or
- regardless of the proportion of Australian Government funding, where the Australian Government contribution to a project is \$10 million or more.

10.3.1.2. WHS Scheme

The WHS Scheme is administered by the [Office of the Federal Safety Commissioner](#).⁷

The Scheme applies to projects that are directly or indirectly funded by the Australian Government where

- the value of the Australian Government contribution to the project is at least \$6 million and represents at least 50 per cent of the total construction project value; or
- the Australian Government contribution to a project is \$10 million (GST inclusive) or more, irrespective of the proportion of Australian Government funding; and
- a head contract under the project includes building work of \$4 million or more (GST Inclusive).

10.4. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contribution provided by you or a third party.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

⁴ <https://www.abcc.gov.au/building-code/building-code-2016>

⁵ <http://www.fsc.gov.au/sites/fsc/need/accredited/accreditation/scheme/pages/theaccreditation/scheme>

⁶ <https://www.abcc.gov.au/>

⁷ <http://www.fsc.gov.au/sites/FSC>

We may make an initial payment on execution of the grant agreement. We will make subsequent payments as you achieve milestones in arrears, based on your actual eligible expenditure. Payments are subject to satisfactory progress on the project.

Note that if you request an upfront initial payment, we will request additional financial information from you, to verify your organisation is unable to cover the costs associated with your project without that initial grant payment.

We set aside at least 10 per cent of the total grant funding for the final payment. We will pay this when you submit a satisfactory end of project report demonstrating you have completed outstanding obligations for the project. We may need to adjust your progress payments to align with available program funds across financial years and/or to ensure we retain a minimum 10 per cent of grant funding for the final payment.

The Program Delegate may approve alternative arrangements on a discretionary basis.

10.5. Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities⁹.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

11. Announcement of grants

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the [Commonwealth Grants Rules and Guidelines](#) unless otherwise prohibited by law. We may also publish this information on business.gov.au. This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

12. How we monitor your grant activity

12.1. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

⁹ See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

12.2. Reporting

You must submit reports in line with the grant agreement. We will provide the requirements for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds
- contributions of participants directly related to the project.

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

12.2.1. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- include the agreed evidence as specified in the grant agreement
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

12.2.2. End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- include a declaration that the grant money was spent in accordance with the grant agreement and report on any underspends of the grant money
- be submitted by the report due date.

12.2.3. Ad-hoc reports

We may ask you for ad-hoc reports on your project. This may be to collect information or data or to receive an update on progress or on any significant delays or difficulties in completing the project.

12.3. Independent audits

We may ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is available on business.gov.au and GrantConnect.

12.4. Compliance visits

We may visit you during the project period, or at the completion of your project to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. For large or complex projects, we may visit you after you finish your project. We will provide you with reasonable notice of any compliance visit.

12.5. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- changing project milestones
- extending the timeframe for completing the project but within the maximum time period referred to in section 3.2 (i.e. 31 December 2024)
- changing project activities

The program does not allow for:

- an increase of grant funds
- material changes in project scope.

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. We can provide you with a variation request template.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need to request a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program's objectives, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

12.6. Evaluation

DITRDC will evaluate the grant program to measure how well the outcomes and objectives have been achieved. DITRDC may use information from your application and project reports for this

purpose. DITRDC may also interview you or ask you for more information to help understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

DITRDC may contact you up to two years after you finish your project for more information to assist with this evaluation.

12.7. Grant acknowledgement

You must acknowledge the grant by using the following statement:

'This project received grant funding from the Australian Government.'

The signage in relation to the project must contain an acknowledgement of the grant and comply with the [Australian Government's Building Our Future Signage Guidelines](#). You must include the Australian Government's Building Our Future logo in all signage, publications and promotional activities in relation to the project.

12.8. Maintaining project benefits

In your grant agreement, you will be required to commit to operate and maintain your project infrastructure and deliver project benefits into the future. In line with your grant agreement, the operational periods are relative to total eligible project cost.

Table 4 – Operational periods for maintaining project benefit

Project Cost	Number of years
< \$250,000	1 year
\$250,000 to \$1 million	3 years
> \$1 million	5 years
Projects granted an exceptional circumstances exemption from a cash contribution (see section 4.2.1)	5 years

13. Probity

We will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

13.1. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external panel
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#)⁹ of the *Public Service Act 1999* (Cth). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our [conflict of interest policy](#)¹⁰ on the department's website. The Commonwealth policy entity also publishes a conflict of interest policy on its website.

13.2. How we use your information

Unless the information you provide to us is:

- confidential information as per 13.2.1, or
- personal information as per 13.2.3,

We may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

Your contact details may be provided to the office of the responsible Minister or Assistant Minister so you can be contacted on occasion including to arrange ad-hoc visits and/or events.

13.2.1. How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

13.2.2. When we may disclose confidential information

We may disclose confidential information:

- to the Ministerial Panel and our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner

⁹ <https://www.legislation.gov.au/Details/C2019C00057>

¹⁰ https://www.industry.gov.au/sites/default/files/July%202018document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf_files_redirect

- to the responsible Minister or Assistant Minister/Parliamentary Secretary
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if:

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

13.2.3. How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, the Ministerial Panel, and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)¹¹ on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

13.2.4. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

¹¹ <https://www.industry.gov.au/data-and-publications/privacy-policy>

13.3. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

Chief Financial Officer
 Department of Industry, Science, Energy and Resources
 GPO Box 2013
 CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)¹² with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

14. Glossary

Term	Definition
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
Cash contributions	<p>Money contributed to the project from each contributing organisation (the grantee and other contributing organisations), and is provided to the grantee for the project and is immediately available for use on the project.</p> <p>Cash contributions can come from any source including state, territory and local government grants.</p> <p>Cash contributions can also come from the Aboriginal Benefits Account, Financial Assistance Grants to local government and fully repayable loans from organisations such as Indigenous Business Australia and the Northern Australia Infrastructure Facility, as these are not considered Commonwealth funding. Please check the individual agreements to ensure you can use the funds as your contribution to your proposed BBRF project.</p>
Community Investment projects	The funding stream in Round Six supporting community investment projects

¹² <http://www.ombudsman.gov.au/>

Term	Definition
Decision Maker	The Ministerial Panel, chaired by the Minister for Infrastructure, Transport and Regional Development, which will be established to make funding decisions for the program in consultation with Cabinet.
Department	The Department of Industry, Science, Energy and Resources.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project that is eligible for funding support as set out in 5.3. You can only use BBRF grant funds or cash contributions for eligible expenditure directly related to the project.
Eligible expenditure guidance	The guidance that is provided at Appendix A.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding.
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
GrantConnect	The Australian Government's website for accessing the whole-of-government grants information system and centralising the publication and reporting of Commonwealth grants in accordance with the CGRGs.
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to the Department to provide the framework for the day-to-day administration of the program, as in force from time to time.
Incurred	An incurred expense is a legal liability for the receipt of labour, goods or services.
Infrastructure	Fixed physical structures and facilities (e.g. buildings, roads, power supplies) needed for the operation of a community.

Term	Definition
Investment ready project	<p>Project construction is ready to commence in the immediate future and where you have:</p> <ul style="list-style-type: none"> ▪ the authority of the land or infrastructure owner to undertake the project at the nominated site ▪ confirmed funding contributions from all sources and can provide formal documentation to verify those contributions with your application ▪ identified and prepared submissions for all required regulatory and/or development approvals or have already submitted and/or obtained those approvals, finalised project designs and costings.
Local government agency or body	<p>A local governing body as defined in the <i>Local Government (Financial Assistance) Act 1995</i> (Cth).</p>
Minister	<p>The Commonwealth Minister for Infrastructure, Transport and Regional Development.</p>
Ministerial Panel	<p>The panel chaired by the Minister for Infrastructure, Transport and Regional Development that makes decisions on the projects to be funded.</p>
Not-for-profit (NFP)	<p>A not-for-profit is an organisation that does not operate for the profit, personal gain or other benefit of particular people (for example, its members, the people who run it or their friends or relatives). The definition of not-for-profit applies both while the organisation is operating and if it closes down.</p>
Payment in advance	<p>Payments made progressively in advance based on your forecast eligible expenditure and adjusted for unspent amounts from previous payments.</p>
Payment in arrears	<p>Payments made progressively based on actual expenditure.</p>
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ul style="list-style-type: none"> a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.
Program Delegate	<p>A manager within the department with responsibility for administering the program.</p>
Program funding or Program funds	<p>The funding made available by the Commonwealth for the program.</p>

Term	Definition
Project	A project described in an application for grant funding under the program.
Project location	Where the project is undertaken, as determined by its latitude and longitude and/or street address.
Project period	The time between the project start date and project end date as detailed in the grant agreement.
Project start date	The date as detailed in the grant agreement, which cannot be before grant agreement execution.
Project end date	The date as detailed in the grant agreement, which cannot be after 31 December 2024.
Total eligible project costs	This is the grant amount plus your cash contribution to be spent on eligible activities directly related to the project.
Value with relevant money	The processes, actions and behaviours employed by the Australian Government and grant recipients which result in public resources being used in an efficient, effective, economical and ethical manner.

Appendix A. Eligible expenditure

This section provides guidance on the eligibility of expenditure for investment ready projects. We may update this guidance from time to time, so you should make sure you have the current version from the [business.gov.au](https://www.business.gov.au) website before preparing your application.

The Program Delegate makes the final decision on what is eligible expenditure in accordance with the guidelines and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be incurred by you within the project period, and
- be a direct cost of the project, or
- be incurred by you to undertake required project audit activities, and
- meet the eligible expenditure guidelines.

You can only use BBRF grant funds or cash contributions for eligible expenditure. Non-cash contributions are not eligible. For BBRF purposes, non-cash contributions have the following characteristics:

- no impact on entity cash flow
- no record in the entity's statement of financial performance.

In-kind contributions are not eligible expenditure.

A.1 How we verify eligible expenditure

If your application is successful, we will ask you to verify the project budget that you provided in your application when we negotiate your grant agreement. You may need to provide evidence such as quotes for major costs.

The grant agreement will include details of the evidence you may need to provide when you achieve certain milestones in your project. This may include evidence related to eligible expenditure.

If requested, you will need to provide the agreed evidence along with your progress reports.

You must keep payment records of all eligible expenditure, and be able to provide evidence for how the costs relate to the agreed project activities. At any time, we may ask you to provide records of the expenditure you have paid. If you do not provide these records when requested, the expense may not qualify as eligible expenditure.

At the end of the project, you may be required to provide an independent financial audit of all eligible expenditure from the project.

A.2 Materials for construction

We consider costs of acquiring materials for the construction of infrastructure as eligible expenditure. Where possible and suitable for your project, you should use locally procured and sustainable, recycled or repurposed building materials. For example applications of sustainable, recycled or repurposed building materials and to find potential suppliers see the [sustainable and recycled products](#) page on the Department of Agriculture, Water and the Environment's website.

You must list material costs as a separate item within your project budget in the application form and in the expenditure table in your progress reports.

We will not make any payments to you for any expenditure you have incurred prior to the execution of your grant agreement. Examples of eligible material costs can include:

- building materials
- ICT cabling
- fit out of the infrastructure, such as window dressings
- fixed furniture (e.g. kitchen fit outs as part of the construction of a building)
- landscaping.

You may show expenditure on materials by providing evidence of:

- purchase price
- payments (e.g. tax invoices and receipts from suppliers confirming payment)
- commitment to pay for the materials (e.g. supplier contract, purchase order or executed lease agreement)
- receipt of materials (e.g. supplier or freight documents)
- associated costs such as freight and installation (e.g. supplier documents)
- photographs of the infrastructure on your premises.

If you claim expenditure for materials, we limit this to:

- the costs of materials
- freight costs.

A.3 Hired/leased plant

You may lease plant and equipment to support your project, and where possible, you should use local suppliers.

You must calculate eligible expenditure for hired, rented, or leased plant by the number of payment periods where you use the plant for the project multiplied by the period hiring fee. If you purchase plant under a hire purchase agreement, or you use a lease to finance the purchase of the plant, the cost of the item of plant, excluding interest, is capitalised, and then depreciated.

Running costs for hired or leased plant are eligible expenditure but you must be able to verify them. They may include items such as rent, light and power, and repairs and maintenance.

A.4 Contract expenditure

Eligible contract expenditure is the cost of work undertaken on any agreed eligible project activities that you contract others to do. This can include contracting:

- another organisation
- an individual who is not an employee, but engaged under a separate contract.

This does not include existing employees that you pay a salary or a wage.

Where possible, you should engage local contractor/operators. All contractors must have a written contract prior to starting any project work—for example, a formal agreement, letter or purchase order which specifies:

- the nature of the work they perform
- the applicable fees, charges and other costs payable.

Invoices from contractors must contain:

- a detailed description of the nature of the work
- the hours and hourly rates involved
- any specific plant expenses paid.

Invoices must directly relate to the agreed project, and the work must qualify as an eligible expense. The costs must also be reasonable and appropriate for the activities performed.

We will require evidence of contractor expenditure that may include:

- an exchange of letters (including email) setting out the terms and conditions of the proposed contract work
- purchase orders
- supply agreements
- invoices and payment documents.

You must ensure all project contractors keep a record of the costs of their work on the project. We may require you to provide a contractor's records of their costs of doing project work. If you cannot provide these records, the relevant contract expense may not qualify as eligible expenditure.

A.5 External labour hire and external consulting expenditure

Eligible external labour and external consulting expenditure for the grant covers the cost of contracting others on the core elements of the project related to construction. Where possible, you should engage local labour and services.

Eligible external labour hire and external consulting expenditure may include:

- Architect services
- Design services
- Project management
- Quantity surveying
- Building services.

Costs for pre-construction activities including architect services, design, surveying, planning, environmental or other regulatory approvals (A.5 and A.6), are limited to 20 per cent of the total amount of eligible project expenditure claimed.

A.6 Other eligible expenditure

Other eligible expenditure for the project may include:

- financial auditing of project expenditure
- costs you incur in order to obtain planning, environmental or other regulatory approvals during the project period. However, associated fees paid to the Commonwealth, state, territory and local governments are not eligible.
- agreed Building Better Regions Fund signage if applicable as outlined in 12.7 of these guidelines.

Other specific expenditures may be eligible as determined by the Program Delegate in accordance with the CGRGs and Government practice.

Evidence you need to supply can include but is not limited to supplier contracts, purchase orders, invoices and supplier confirmation of payments.

Appendix B. Ineligible expenditure

This section provides guidance on what we consider ineligible expenditure. We may update this guidance from time to time, so you should make sure you have the current version from the business.gov.au website before preparing your application.

The Program Delegate may impose limitations or exclude expenditure, or further include some ineligible expenditure listed in these guidelines in a grant agreement or otherwise by notice to you.

Examples of ineligible expenditure include:

- purchase of land or existing infrastructure, including the costs associated with sub-division of land
- repair or replacement of existing infrastructure where there is no demonstrated significant increase in benefit
- purchase and installation of manufacturing equipment
- ongoing operating costs, including utilities
- payment of salaries for the applicant's employees
- project overhead items including office equipment, vehicles or mobile capital equipment. Examples include trucks and earthmoving equipment and the applicant's internal plant operating costs
- business case development and feasibility studies
- costs related to registered training organisation training activities
- routine operational expenses, including communications, accommodation, printing and stationery, postage, legal and accounting fees and bank charges
- writing the application and reporting for the grant
- making donations, gifts and sponsorships
- pre-construction activities, including architect services, design, surveying, planning, environmental or other regulatory approvals (A.5 and A.6), that exceed 20 per cent of the total eligible project expenditure
- costs incurred prior to the execution of a grant agreement
- fees paid to the Commonwealth, state, territory and local governments to obtain planning, environmental or other regulatory approvals.

Additional examples of ineligible expenditure specific to investment ready projects include:

- purchase of unfixated furniture, such as desks and fridges
- ICT equipment, including software or hardware that is not an integral part of the funded infrastructure project
- office computing facilities.

This list is not exhaustive and applies only to the expenditure on the agreed project. Other costs may be ineligible where the Program Delegate determines they do not directly support the achievement of the planned outcomes for the project or, they are contrary to the objectives of the program. You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.

Appendix C. Employment numbers

When addressing employment outcomes, you must estimate the number of jobs your project will create.

- *Direct jobs* are the employment impacts of the project itself. For example, new administrative or construction jobs generated during the process of creating, improving or extending community infrastructure or a community service and maintaining that infrastructure or service for ongoing use.
- *Indirect jobs* are the employment impacts generated in the community or in organisations because they are affected by, benefit from or support or service the funded project. For example, new transport, trades, retail or food services jobs generated as a result of the project.

Job numbers are expressed in terms of fulltime equivalent (FTE) jobs. A FTE job is not a head count. It refers to the number of hours of work undertaken compared to that typically undertaken by a full time employee. For example, if a full-time worker works 40 hours per week, a person working 20 hours per week is 0.5 FTE for that week.

You should only report the employment impacts for new/additional jobs created by the project.

You must not report as additional (or 'net') job numbers any jobs that are filled by shifting existing employees onto the project. This applies to staff that are working in your organisation and in other organisations that are benefitting from, or are affected by the project. This is because there is no overall employment gain being generated.

The combination of direct and indirect additional job impacts gives the total 'net' employment impact of the project in the area affected

Information about employment impacts should include some estimation of the expected duration of the employment. For example, 'we expect to generate 5 direct FTE jobs for a period of 6 months during the project period' or 'we will generate 3 FTE indirect ongoing jobs following the project period'.

For infrastructure or community investment projects direct jobs are typically created during the active construction or development phase, and so should be reported as time-specific (e.g. for 6 months)

Indirect jobs generated by the project may not be time constrained (e.g. ongoing additional retail or food services jobs generated by the ongoing presence and community use of the new funded infrastructure or community amenity).

You will be required to provide evidence to support job impact claims, for example a statement substantiating the basis of your job estimates.

For projects requesting grants over \$1 million, please provide a supporting cost-benefit analysis (refer Appendix D).

Appendix D. Cost benefit Analysis

What is a cost benefit analysis?

A cost-benefit analysis (CBA) is an evidence-based process to understand the various impacts of a project. The scope of the CBA will be dependent on the scale and complexity of the project. The starting point for a CBA is to define the problem and specify the intended objectives and outcomes of the proposal.

The Building Better Regions Fund program is focused on regional and remote communities. The CBA should focus on impacts (costs and benefits) to the region or community (households, businesses, workers and/or governments) as the primary referent group.

A CBA report should include the following key information:

- A clear and concise summary of the base case, the options assessed and the main results of the sensitivity tests
- All critical assumptions should be made explicit and supported by evidence
- Net Present Value
- Cost-benefit Ratio.

Define the base case and develop options

A CBA should provide a comparison of alternative scenarios forecasting likely future scenarios.

- A CBA should compare the state of the world with the proposed project against the state of the world without the proposal. The base case provides the benchmark against which the proposed project or investment can be measured. It is the 'do-nothing' or 'maintain status quo' option, describing what is likely to occur in the absence of the project being evaluated. Organisations should select a realistic base case and document the assumptions used.
- Options for infrastructure projects could include construction of new infrastructure, refurbishing existing infrastructure, changing the timing of an investment, or demand management.

Value costs and benefits

The CBA compares costs and benefits by using a common measure of monetary value to quantify the value. Costs and benefits can cover economic and social (including environmental) impacts and benefits.

Examples of common costs includes:

- Capital costs on new assets
- Operating and maintenance costs
- Negative externalities - Examples of third party (externality) costs include noise, congestion, pollution, and reduction in visual amenity.

Examples of common benefits includes:

- Savings or avoided costs
- Revenues, e.g. increased tourism spend
- Additional jobs created
- Benefits to the broader community, e.g. improvements in public health and worker safety, reduction in injuries/fatalities, reduction in travel time, improved equity of access
- Improvements in environmental amenity.

In some cases, quantification may not be practical, particularly for social benefits. In these cases it is important that the CBA is clear about what can and cannot be reliably quantified and valued. The CBA should draw on the available information, describe and discuss the impacts, outline data limitations and all assumptions made.

The costs and benefits should cover the life of the project or asset. The Australian Taxation Office provides guidance on the effective life of assets. In many cases the infrastructure projects will use 20 or 30 years.

To compare costs and benefits over time, these are generally weighted by use of a discount rate and the concept of present value – where future costs and benefits are discounted. Typically this is calculated using a real discount rate of 7 per cent.¹³ A more detailed CBA will provide three discount rates, typically 3 per cent, 7 per cent and 10 per cent.¹⁴

Evidence

Reasonable effort should be made to collect the best available evidence to input into the CBA. The effort should be commensurate with the size of the project. As a general rule, projects that are high-cost or high-risk will warrant more extensive analysis than smaller projects.

Some possible information sources to help with the assessment task include:

- Consultation with those likely to be affected
- Surveys – existing or commissioned
- Experience in similar projects of other jurisdictions
- Experience and data held by government departments
- Consultants and peer reviewers
- Academic literature
- National statistics on economic indicators.

Conclusions

A CBA reports whether the benefits of a proposal are likely to exceed the costs, and which option, amongst a range of options, will result in the highest net benefit.

The preferred measures of the net benefit of a project include:

- Net Present Value (NPV) – The difference between the present value of benefits and the present value of costs.
- Benefit Cost Ratio (BCR) – The ratio of the present value of total benefits to the present value of total costs.

A sensitivity analysis examines how the NPV, total cost or other outcomes vary as individual assumptions or variables are changed.

The applicant should consider engaging a consultant/expert to prepare the CBA if it is outside the organisation's expertise.

¹³ In 2010, the Productivity Commission published [Valuing the Future](#), a research paper on discount rates.

¹⁴ In 2014, the Office of Best Practice Regulation (OBPR) recommended the use of a 7% discount rate with sensitivity analysis using discount rates of 3% and 10%.



Grant Opportunity Guidelines

Building Better Regions Fund – Community Investments Stream – Round Six

Opening date:	13 December 2021
Closing date and time:	5:00PM Australian Eastern Daylight Time on 10 February 2022 Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	Department of Infrastructure, Transport, Regional Development and Communications
Administering entity:	Department of Industry, Science, Energy and Resources
Enquiries:	If you have any questions, contact us on 13 28 46.
Date guidelines released:	13 December 2021
Type of grant opportunity:	Open competitive

A message from the Minister



Our regions have always been the driving force behind our economy and this continues to be true as Australia emerges from one of the worst economic shocks since the Great Depression.

The Australian Government is committed to investing in the regions for a stronger Australia. In the 2021-22 Budget, we committed to a sixth round of the Building Better Regions Fund (BBRF). A total of \$250 million in funding will be allocated to this round.

The BBRF is our flagship regional grants program and has delivered competitive grants to the benefit of hundreds of local communities over the five previous rounds.

As in previous rounds, BBRF funding will be made available to help successful applicants undertake infrastructure or community investment projects that help their local communities recover from the effects of the pandemic.

Round Six also aims to encourage local opportunities for growth that may be emerging on the back of a growing appetite for domestic tourism as well as more permanent population movements that we are now seeing to the regions. More and more people are seeking the great lifestyle that country Australia has to offer and this round will help enhance the local infrastructure that our regional areas need to help them not merely bounce back but grow.

Despite catastrophic bushfires, droughts and floods, followed by a global pandemic, our regional communities have continued to embody the resilient and positive Aussie spirit for which they are famous, and I look forward to championing projects under Round Six of BBRF to support them.

The Hon Barnaby Joyce MP

Deputy Prime Minister

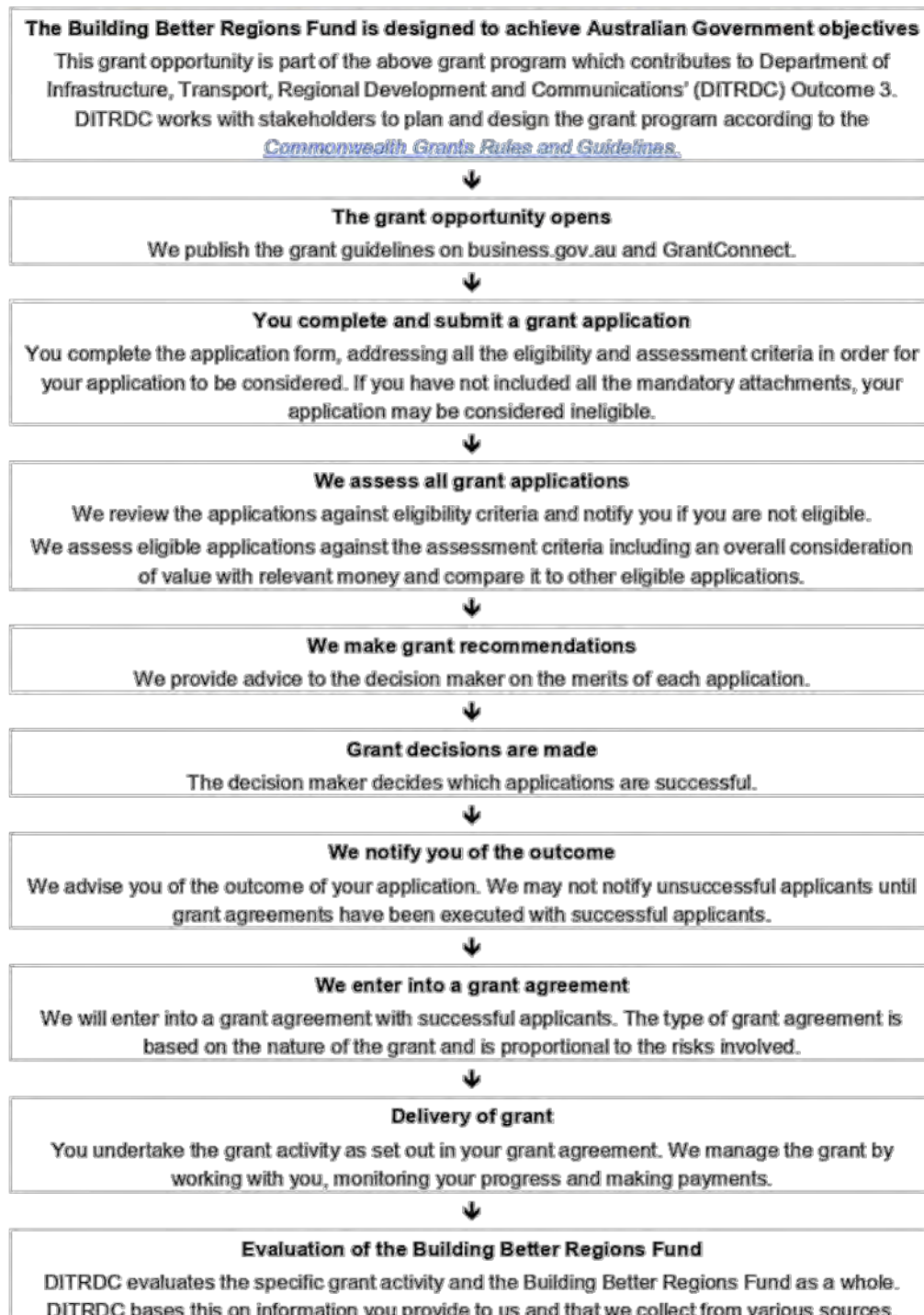
Minister for Infrastructure, Transport and Regional Development

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1. Building Better Regions Fund: Community Investments Stream – Round Six processes



2. About the grant program

The Australian Government has committed a total of \$1.38 billion over eight years from 2017-18 to 2024-25 to the Building Better Regions Fund (the program). The Round Six grant opportunity was announced in the 2021-22 Budget Paper 2, *Securing Australia's Recovery*.

The objective of the program are to:

- drive economic growth
- build stronger regional communities into the future.

The intended outcomes of the program are to:

- create jobs
- have a positive impact on economic activity, including Indigenous economic participation through employment and supplier-use outcomes
- enhance community facilities
- enhance leadership capacity
- encourage community cohesion and a sense of identity.

When undertaking projects grantees are encouraged to:

- adhere to the National Waste Policy Action Plan 2019, in particular the sustainable use of recycled and re-purposed materials, and best practice waste management methods
- pursue opportunities for local procurement of goods, labour and services.

There are two grant opportunity streams as part of this program:

- Community Investments stream as outlined in these guidelines
- Infrastructure Projects stream.

Information about the Infrastructure Projects stream is available on business.gov.au.

We will publish the opening and closing dates and any other relevant information on business.gov.au and [GrantConnect](https://grantconnect.gov.au).

We administer the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)¹.

2.1. About the Community Investments Stream Round Six grant opportunity

These guidelines contain information for the Community Investments Stream Round Six grant opportunity.

The Community Investments Stream will fund new or expanded local events, strategic regional plans, or leadership and capability strengthening activities that provide economic and social benefits to regional and remote areas. Infrastructure projects are not eligible under the Community Investments stream.

This document sets out:

- the eligibility and assessment criteria
- how we consider and assess grant applications

¹ <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines>

- how we notify applicants and enter into grant agreements with grantees
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

The Department of Industry, Science, Energy and Resources (the department/we) is responsible for administering this grant opportunity on behalf of the Department of Infrastructure, Transport, Regional Development and Communications (DITRDC).

We have defined key terms used in these guidelines in the Glossary at section 14.

You should read this document carefully before you fill out an application.

3. Grant amount and grant period

Round Six will provide at least \$250 million for projects under the Infrastructure Projects and the Community Investments streams combined, with the allocation of funding across these streams dependent on the volume and quality of applications.

3.1. Grants available

Your grant amount will be a percentage of the total eligible project costs (grant percentage) based on your project circumstances as outlined in Table 1 below.

- The minimum grant amount is \$5,000
- The maximum grant amount is \$1 million.

You can fund your contribution from any source including state, territory and local government grants. Your contribution must be cash.

Where you receive a cash contribution from another source (e.g. state government), the source must provide you with formal documentation confirming the cash contribution so you can attach it to your application. A template is provided on business.gov.au and [GrantConnect](#). The requirements of funding confirmation are outlined below in Table 2 at section 7.1.

Your contribution can also come from the Aboriginal Benefits Account, Financial Assistance Grants to local government, and fully repayable loans from organisations such as Indigenous Business Australia and the Northern Australia Infrastructure Facility, as these are not considered Commonwealth funding. Please check the individual agreements to ensure you can use the funds as your contribution to your proposed BBRF project.

Where you receive other Commonwealth funding for your project, the total Commonwealth funding, (including this grant), cannot exceed the percentage indicated in the table below.

Table 1: Project circumstance and your grant amount

Project circumstance	Total Commonwealth Government funding (including this grant) towards eligible project costs*
Projects classified as remote or very remote (see section 5.2.1)	Up to 75 per cent of total eligible project costs
Projects granted exceptional circumstances exemption from a cash contribution (see section 4.2.1)	Up to 100 per cent of total eligible project costs (we encourage any level of contribution)
Projects with a total grant amount of equal to or less than \$20,000	Up to 100 per cent of total eligible project costs (we encourage any level of contribution)
All other classifications	Up to 50 per cent of total eligible project costs

*Total eligible project costs include the grant amount and your cash contribution. We will pay the grant in accordance with the agreed grant percentage of total eligible project costs up to the approved grant amount.

3.2. Project period

You must complete your project by the project end date specified in your grant agreement, which cannot be after 31 December 2024.

4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

4.1. Who is eligible?

To be eligible you must be the organisation with overall responsibility to deliver the project and:

- have an Australian Business Number (ABN)
- and be one of the following incorporated entities:
- an incorporated not-for-profit organisation. As a not-for-profit organisation you must demonstrate your not-for-profit status through one of the following:
 - Current Australian Charities and Not-for-profits Commission’s (ACNC) Registration
 - State or territory incorporated association status
 - Constitutional documents and/or Articles of Association that demonstrate the not-for-profit character of the organisation
 - an Australian local government agency or body, as defined in the Glossary
 - a non-distributing co-operative.

For the purposes of the program, we also consider the following organisations to be an Australian local government agency or local governing body:

- Anangu Pitjantjatjara, Maralinga, Gerard, Nepabunna and Yalata local governing bodies in South Australia
- Cocos (Keeling) Islands Shire Council

- Lord Howe Island Board
- Norfolk Island Regional Council
- The Outback Communities Authority
- The Shire of Christmas Island
- The Silverton and Tibooburra villages in New South Wales
- The Trust Account in the Northern Territory
- Australian Capital Territory Government.

4.2. Additional eligibility requirements

We can only accept applications where:

- your project activities are eligible as outlined under section 5.1
- your project is located in an eligible location as outlined under section 5.2
- you can produce evidence of how you will provide your share of project costs:
 - if you will be making a cash contribution to the project you must provide a completed and certified Accountant's Declaration using the form available on business.gov.au and GrantConnect
 - if your project will receive cash contributions from other sources, you must provide formal documentation confirming the cash contributions from those sources (e.g. state government) such as a commercial finance agreement or letter of offer with your application
- you provide all mandatory attachments as outlined under section 7.1.

We cannot waive the eligibility criteria under any circumstances.

4.2.1. Seeking an exceptional circumstances exemption from your cash contribution to the project

We recognise that at the time of application, some applicants may be experiencing exceptional circumstances, which may limit their capacity to contribute to the project.

Where you can demonstrate you are experiencing exceptional circumstances, you may seek an exemption from your cash contribution to the project in your application.

Exceptional circumstances may include, but are not limited to:

- drought and/or disaster declaration
- limited financial capacity of the local council
- impact of industry decline
- significant recent change in population or community demographics.

If you seek an exemption, you must submit a supporting case that includes evidence demonstrating the exceptional circumstances you are experiencing, and how they are preventing you from making a cash contribution. This must also include evidence to demonstrate your capacity to maintain and fully utilise the project.

Before you consider seeking an exemption, note:

- we will only grant exemptions in very limited circumstances

- we require evidence of the exceptional circumstance (e.g. drought and/or disaster declaration, statistics demonstrating trend toward claimed exceptional circumstance)
- we require evidence of inability to pay (e.g. financial statements or an accountant's declaration confirming you cannot fund your share of the project costs in your current financial position)
- if the evidence provided does not show how the exceptional circumstances are preventing you from meeting your cash contribution requirement, or if evidence is considered insufficient, your application will be ineligible and there will be no opportunity to resubmit your application in the same funding round
- we assess all applications, including those granted an exemption, against each of the assessment criteria.

The Ministerial Panel will consider requests for exemption from providing a cash contribution. If the Ministerial Panel grants an exemption, we will consider the application to have met the requirements under section **Error! Reference source not found..** If you apply for, but are not granted an exemption, your application will not be assessed further for funding.

4.3. Who is not eligible?

You are not eligible to apply if you are:

- an organisation, or your project partner is an organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' (www.nationalredress.gov.au)
- an employer of 100 or more employees that has not complied with the *Workplace Gender Equality Act (2012)*
- a for-profit organisation
- an individual, partnership or trust (however, an incorporated trustee may apply on behalf of a not-for-profit trust organisation)
- a Commonwealth, state or territory government agency or body (including government business enterprises) with the exception of those organisations referred to in section 4.1.
- a university, technical college, school or hospital
- a resort management board
- an unincorporated Parents and Citizens Association
- a Regional Development Australia Committee.

4.4. What qualifications or skills are required?

If you are successful, relevant personnel working on the project must maintain the following registration/checks:

- Working with Children check
- Working with Vulnerable People registration.

5. What the grant money can be used for

5.1. Eligible activities

To be eligible your project must:

- be aimed at new or expanded local events, strategic regional plans, or leadership and capability strengthening activities that provide economic and social benefits to regional and remote areas
- comprise one of the following activities:
 - local events
 - strategic planning
 - regional leadership and capability
- not have commenced.

We may also approve other activities.

5.1.1. Local events

Investment in local events provides economic, social and cultural opportunities for people living in regional areas. Events drive economic growth, promote community participation and inclusion, encourage volunteerism and build upon a region's identity.

You can only receive funding for an event once under this program.

Funding is intended as seed funding for local events that:

- are new to the community; or
- support a significant addition to an existing event.

Applications for one-off events will need to demonstrate the long-term benefit to the community, including but not limited to media exposure, promotion of local businesses and visitors from outside the region.

Should your event be ongoing (e.g. annual), you will still need to demonstrate the long term benefits (as above) and also clearly outline your strategy to fund the ongoing event without Australian Government funding.

Events must take place after you execute a grant agreement with the Commonwealth.

5.1.1.1. Local events eligible activities

Eligible activities include:

- art and culture events, for example theatre productions, gallery exhibitions and Indigenous cultural events
- community and public events, for example food festivals, field days, seasonal activities, veterans or memorial events
- attracting new businesses or economic opportunities, for example hosting a conference or business event to coordinate and enable growth in a particular industry sector or address obstacles in accessing markets
- community sporting events, for example an exhibition sporting match or hosting an interstate sports carnival
- events attracting tourists and visitors to a region.

5.1.1.2. Local events ineligible activities

Ineligible activities include:

- existing events (that are not new to the community, or are not a significant addition to an existing event or activity)
- an event that has already received support under the BBRF program
- activities where the main benefit is intended to go to only one sector or group within the broader community (e.g. a specific club, society or religious group). Funding for an individual sports team or organisation to attend an event is not eligible
- fundraising events
- events for political/lobby groups
- private events
- classes and training (e.g. fitness, sports, arts, language, cooking)
- activities the organisation undertakes as part of its usual business practices and responsibilities
- possible or future unidentified events.

5.1.2. Strategic planning

Activities to facilitate the development of quality regional or sectoral plans which will help drive the development of strong regions. Plans should focus on pursuing economic opportunities and/or addressing identified challenges across a region or industry sector. You should develop plans in close consultation with key regional stakeholders.

5.1.2.1. Strategic planning eligible activities

Eligible activities include:

- regional skills audits
- research projects to support regional development strategic plans
- collecting socio-economic information.

5.1.2.2. Strategic planning ineligible activities

Ineligible activities include:

- land use planning, including road and precinct planning
- service delivery planning and internal business analysis
- capital funding for research centres
- feasibility studies or cost-benefit analysis for specific projects, and planning or designs for specific infrastructure development
- activities the organisation undertakes as part of its usual business practices and responsibilities
- development of a prospectus.

5.1.3. Regional leadership and capability

These activities will build the capability of regional leaders, equipping them with the skills to effectively drive change and champion positive futures for their communities. All leadership and capability activities will need to demonstrate clear and definitive outcomes including broad benefits for the community.

Regional leaders include key representatives from community organisations, local government, local industry leaders, local youth leaders, Indigenous leaders, and industry bodies.

5.1.3.1. Regional leadership and capability eligible activities

Eligible activities include:

- leadership courses
- participation and community building measures for young people
- participation in activities to improve local business and industry leadership capability.

5.1.3.2. Regional leadership and capability ineligible activities

Ineligible activities include:

- vocational education and training (VET)
- apprenticeships
- higher education qualifications
- management training
- direct funding to education and training providers
- activities the organisation undertakes as part of its usual business practices and responsibilities
- funding for staff wages or leadership positions within an organisation
- training unrelated to building leadership capability
- internally provided staff training.

5.2. Eligible locations

Your project must not be located in an excluded area unless you can clearly demonstrate the significant benefits and employment outcomes, which flow directly into an eligible area. A mapping tool is available on business.gov.au to assist you in determining the eligibility of your project location. Your project can include activities at different sites, as long as they are in an eligible location or you can demonstrate the significant benefits and employment outcomes, which flow directly into an eligible location.

Excluded areas are the Urban Centre and Locality (UCL) cities over 1 million people for Sydney, Melbourne, Brisbane, Perth and Adelaide as defined by the Australian Bureau of Statistics' Australian Statistical Geography Standard. For the city of Canberra, the excluded area is only the part of the Canberra-Queanbeyan Significant Urban Area that is located within the Australian Capital Territory.

5.2.1. Project remoteness classification and your grant amount

Your project location (latitude and longitude) determines your remoteness classification. We base the criteria for the remoteness classification on the Australian Bureau of Statistics' Remoteness Structure² under the Australian Statistical Geography Standard. A mapping tool is available on business.gov.au to assist you in determining the classification of your project location.

Your contribution to the project is calculated by your remoteness classification. It is critical that you specify the correct remoteness classification in your application. An error may cause your contribution to be inadequate and your application to be ineligible.

² <https://www.abs.gov.au/websitedbs/cdbst03310114.nsf/home/remoteness+structure>

Your project may include multiple site locations. Where there is a mix of regional and remote site locations we will consider your entire project location as remote for the purposes of your contribution.

5.3. Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement:

- for guidelines on eligible expenditure, see Appendix A
- for guidelines on ineligible expenditure, see Appendix B.

If your application is successful, we may ask you to verify project costs that you provided in your application are eligible. You may need to provide evidence such as quotes for major costs.

Not all expenditure on your project may be eligible for grant funding. The Program Delegate makes the final decision on what is eligible expenditure, and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be a direct cost of the project
- be incurred by you for required project audit activities.

You must incur the project expenditure between the project start and end date for it to be eligible.

You must not commence your project until you execute a grant agreement with the Commonwealth. We will not make any payments to you for any expenditure you incur prior to the execution of your grant agreement.

6. The assessment criteria

You must address all assessment criteria in your application. We will assess your application based on the weighting given to each criterion.

The application form asks questions that relate to the assessment criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You must provide evidence to support your answers against each of the assessment criteria. The application form displays size limits for answers.

We will only consider funding applications that score at least 60 per cent against each assessment criterion, as these represent best value with relevant money.

6.1. Assessment criterion 1

Economic benefits of your project for the region (15 points)

You should demonstrate this by identifying:

- a. the extent to which your project meets the needs of the regional community
- b. the broader economic benefits that your project will deliver for the region and community during and beyond the term of funding.

Economic benefits for a region may cover increases in economic activity, improvements in productivity, wider access to markets or fairer and more equitable economic outcomes.

Examples of how your project could deliver economic benefits may include but is not limited to:

- increasing the number or value of jobs, new businesses or the production of goods and services in the region (this includes direct and indirect opportunities created through the project)
- providing opportunities for growth and/or increasing efficiencies in existing sectors, e.g. tourism, agriculture, manufacturing
- the use of local suppliers and goods, especially those that employ the use of sustainable work practices/goods
- increasing Indigenous economic participation, including Indigenous employment and supplier-use outcomes.

In your application, you must include the total employment numbers you expect to create during and following your project. You will need to identify how many of these employees will be Indigenous. You must substantiate any employment numbers with evidence. For information about determining employment numbers for your application, see Appendix C.

If your application is successful, we can help you with simple methods for calculating employment numbers and other economic outcomes during your project to assist you to make accurate calculations that meet our progress reporting requirements

6.2. Assessment criterion 2

Social benefits of your project for the region (15 points)

You should demonstrate this by identifying:

- a. the extent to which your project meets the needs of the regional community
- b. the broader social benefits that your project will deliver for the region and community during and beyond the term of funding.

Social benefits for a region may cover increases in regional amenity, improving community connections and inclusion and providing opportunities for learning and knowledge creation.

Examples of how your project could deliver social benefits may include but is not limited to:

- making a region a more attractive place to live
- the degree to which the project fills a 'gap' within the community
- improving community connections and social inclusion
- supporting or protecting local heritage and culture
- increasing community volunteering
- addressing disadvantage within the community.

6.3. Assessment criterion 3

Capacity, capability and resources to deliver the project (5 points)

You should demonstrate this by identifying:

- a. your track record managing similar projects and access to personnel and/or partners with the right skills and experience
- b. your readiness to commence the project with appropriate approvals planned for or in place

- c. sound project planning to manage and monitor the project, which addresses scope, implementation methodology, timeframes, budget, community consultation and risk management (including mitigation of health risks associated with the current COVID-19 pandemic).
- d. how you will seek to provide opportunities where possible for local procurement of goods, labour or services

6.4. Assessment criterion 4

Impact of funding on your project (5 points)

You should demonstrate this by identifying:

- a. your plan for engagement and collaboration to ensure community support for your project. In your response you can describe:
 - the total investment the grant will leverage including additional cash contribution and in-kind support
 - the extent that your project increases investment and builds partnerships in your region.
- b. the likelihood the project would proceed without the grant. If not, why not? Explain how the grant will impact the project in terms of size, timing and reach
- c. if you have already received Commonwealth funding for this project or an associated project, explain why you need additional funding.

7. How to apply

Before applying, you should read and understand these guidelines, the sample [application form](#) and the sample [grant agreement](#) published on [business.gov.au](#) and GrantConnect.

During the application phase, we encourage you to seek the support of your nearest [Regional Development Australia](#)³ (RDA) Committee for your project. Your RDA Committee can:

- assist you in identifying and developing a strong project proposal which is a priority within your region and will contribute to long term economic growth, or
- work with you to prepare a competitive application, including supporting documents and evidence.

You can only submit an application during a funding round.

To apply, you must:

- complete the online [program application form](#) on [business.gov.au](#)
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

You will receive confirmation when you submit your application, and we recommend you view and print a copy of your submitted application from the portal at that time for your own records.

³ <https://rda.gov.au/>

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth). If we consider you to have provided false or misleading information, we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

If you need further guidance around the application process, or if you are unable to submit an application online, [contact us](#) at business.gov.au or by calling 13 28 46.

7.1. Attachments to the application

We require the following documents with your application as per Table 2:

Table 2: Mandatory attachments to the application

	Document
<p>Mandatory for all applicants making a cash contribution to the project.</p>	<ul style="list-style-type: none"> • If you are making a cash contribution to the project, you must provide an Accountant Declaration that confirms you can fund your share of the project costs. You must use the Accountant Declaration form available on business.gov.au and GrantConnect.
<p>Mandatory for all applicants who will receive a cash contribution from other sources</p>	<ul style="list-style-type: none"> • If your project will receive cash contributions from other sources, you must attach a letter/s from each contributing organisation or individual that includes formal documentation confirming the cash contributions they will make towards the project. A template is provided on business.gov.au and GrantConnect. Letters must: <ul style="list-style-type: none"> ○ be on the organisation's letterhead (not applicable for individuals) ○ be signed and dated by an authorised person or the individual providing the contribution ○ set out the value of cash contributions and any conditions attached ○ set out the timing of cash contributions by financial year ○ include the commercial agreement or letter of offer to verify that the cash contribution has been committed to the project (not applicable for individuals).

	Document
Mandatory for applicants seeking an exceptional circumstances exemption from the cash contribution requirements	Evidence to demonstrate your case for exemption as outlined in 4.2.1.
Mandatory for not-for-profit organisations	If you do not have an active Australian Charities and Not-for-profits Commission (ACNC) registration or state or territory incorporated association registration at the time of application, you must provide Constitutional documents and/or Articles of Association that demonstrate the not-for-profit character of the organisation.
Mandatory for not-for-profit organisations that are incorporated trustees applying on behalf of a trust	Trust documents showing the relationship of the incorporated trustee to the trust.
Mandatory for all applicants applying for a leadership course	Provide a current quote and course information. Must include: <ul style="list-style-type: none"> • date of the course • cost of the course • course outline. Quotes must be obtained and dated within two months of application lodgement.

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

7.2. Timing of grant opportunity

You can only submit an application between the published opening and closing dates. We will only accept a late application where a natural disaster has occurred in your area, which has affected the submission of an application.

If you are successful, you can commence your project from the date you execute a grant agreement with the Commonwealth.

Table 3: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	12 weeks
Approval of outcomes of selection process	8-10 weeks
Negotiations and award of grant agreements	2-8 weeks
Earliest start date of project	From execution of your grant agreement
End date of grant commitment	30 June 2025

8. The grant selection process

We first review your application against the eligibility criteria. If eligible, we will then assess it against the assessment criteria. Only eligible applications will proceed to the assessment stage.

We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money

When assessing whether the application represents value with relevant money, we will have regard to:

- overall objectives of the grant opportunity
- evidence provided to demonstrate how your project contributes to meeting those objectives
- relative value of the grant sought

We assess applications relative to the project size, complexity and grant amount requested. The amount of detail and supporting evidence you provide in your application should be relative to these factors.

We may seek advice regarding your project from state or territory government agencies, other Australian Government agencies, independent experts and other external parties. This advice may be taken into consideration when assessing the project.

If we identify unintentional errors in your application during the assessment process, we may contact you to correct or clarify the errors, but you cannot make any material alteration or addition.

8.1. Who will approve grants?

A Ministerial Panel, chaired by the Minister for Infrastructure, Transport and Regional Development, will be established to make funding decisions for the program.

The Ministerial Panel may consider other factors when deciding which projects to fund, including, but not limited to:

- the spread of projects and funding across regions
- the regional impact of each project, including Indigenous employment and supplier-use outcomes
- other similar existing or planned projects in the region to ensure that there is genuine demand and/or no duplication of facilities or services

- other existing or planned projects in the region, and the extent to which the proposed project supports or builds on those projects and the services they offer
- the level of funding allocated to an applicant in previous programs
- reputational risk to the Australian Government
- community support for projects, which can include support from local MPs, councils and other organisations confirming the benefits that will flow to their region, provided through information included in applications and letters of support
- the Australian Government's priorities.

After considering the assessed applications and availability of grant funds, the Ministerial Panel, in consultation with Cabinet, decides which grants to approve.

The Ministerial Panel's decision is final in all matters, including:

- the approval of applications for funding
- the amount of grant funding awarded
- the terms and conditions of funding.

We cannot review decisions about the merit of your application.

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

If you are unsuccessful, we will give you an opportunity to discuss the outcome with us. You can submit a new application for the same (or similar) project in any future funding rounds. You should include new or more information to address the weaknesses that prevented your previous application from being successful.

10. Successful grant applications

10.1. Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A sample [grant agreement](#) is available on [business.gov.au](#) and GrantConnect.

We must execute a grant agreement with you before we can make any payments. Execute means both you and the Commonwealth have signed the agreement.

We are not responsible for any expenditure you incur until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Ministerial Panel. We will identify these in the offer of grant funding.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

10.2. Standard grant agreement

We will use a standard grant agreement for medium or larger projects where we consider your project to be more complex.

You will have 60 days from the date of a written offer to execute this grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Ministerial Panel.

10.3. Project specific legislation, policies and industry standards

You must comply with all relevant laws and regulations in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

10.3.1. Child safety requirements

You must comply with all relevant legislation relating to the employment or engagement of anyone working on the project that may interact with children, including all necessary working with children checks.

You must implement the [National Principles for Child Safe Organisations](#)⁴ endorsed by the Commonwealth.

You will need to complete a risk assessment to identify the level of responsibility for children and the level of risk of harm or abuse, and put appropriate strategies in place to manage those risks. You must update this risk assessment at least annually.

You will also need to establish a training and compliance regime to ensure personnel are aware of, and comply with, the risk assessment requirements, relevant legislation including mandatory reporting requirements and the National Principles for Child Safe Organisations.

You will be required to provide an annual statement of compliance with these requirements in relation to working with children.

10.4. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contribution provided by you or a third party.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We may make an initial payment on execution of the grant agreement. We will make subsequent payments as you achieve milestones in arrears, based on your actual eligible expenditure. Milestone payments are subject to satisfactory progress on the project.

Note that if you request an upfront initial payment, we will request additional financial information from you, to verify your organisation is unable to cover the costs associated with your project without that initial grant payment.

We set aside at least 10 per cent of the total grant funding for the final payment. We will pay this when you submit a satisfactory end of project report demonstrating you have completed

⁴ <https://www.humanrights.gov.au/our-work/civil-rights/national-principles-child-safe-organisations>

outstanding obligations for the project. We may need to adjust your progress payments to align with available program funds across financial years and/or to ensure we retain a minimum 10 per cent of grant funding for the final payment.

The Program Delegate may approve alternative arrangements on a discretionary basis.

10.5. Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities⁵.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

11. Announcement of grants

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the [Commonwealth Grants Rules and Guidelines](#) unless otherwise prohibited by law. We may also publish this information on business.gov.au. This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

12. How we monitor your grant activity

12.1. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement you must contact us immediately.

⁵ See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

12.2. Reporting

You must submit reports in line with the grant agreement. We will provide the requirements for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds
- contributions of participants directly related to the project.

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

12.2.1. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- include the agreed evidence as specified in the grant agreement
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

12.2.2. End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- include a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money
- be submitted by the report due date.

12.2.3. Ad-hoc reports

We may ask you for ad-hoc reports on your project. This may be to collect information or data or to receive an update on progress, or any significant delays or difficulties in completing the project.

12.3. Independent audits

We may ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a

statement of grant income and expenditure. The report template is available on business.gov.au and GrantConnect.

12.4. Compliance visits

We may visit you during the project period, or at the completion of your project to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. For large or complex projects, we may visit you after you finish your project. We will provide you with reasonable notice of any compliance visit.

12.5. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- changing project milestones
- extending the timeframe for completing the project but within the maximum time period referred to in section 3.2 (i.e. 31 December 2024)
- changing project activities

The program does not allow for:

- an increase of grant funds
- material changes in project scope.

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. We can provide you with a variation request template.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need to request a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program objectives, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

12.6. Evaluation

DITRDC will evaluate the grant program to measure how well the outcomes and objectives have been achieved. DITRDC may use information from your application and project reports for this purpose. DITRDC may also interview you or ask you for more information to help understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

DITRDC may contact you up to two years after you finish your project for more information to assist with this evaluation.

12.7. Grant acknowledgement

You must acknowledge the grant by using the following statement:

'This project received grant funding from the Australian Government.'

The signage in relation to the project must contain an acknowledgement of the grant and comply with the [Australian Government's Building Our Future Signage Guidelines](#). You must include the Australian Government's Building Our Future logo in all signage, publications and promotional activities in relation to the project.

13. Probity

We will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

13.1. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external panel
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#)⁶ of the *Public Service Act 1999* (Cth). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our [conflict of interest policy](#)⁷ on the department's website. The Commonwealth policy entity also publishes a conflict of interest policy on its website.

13.2. How we use your information

Unless the information you provide to us is:

- confidential information as per 13.2.1, or
- personal information as per 13.2.3,

We may share the information with other government agencies for a relevant Commonwealth purpose such as:

⁶ <https://www.legislation.gov.au/Details/C2019C00057>

⁷ https://www.industry.gov.au/files/default/files/July%202021%20document%20of%20conflict-of-interest-and-insider-trading-policy.pdf?acsf_files_redirect

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

Your contact details may be provided to the office of the responsible Minister or Assistant Minister so you can be contacted on occasion including to arrange ad-hoc visits and/or events.

13.2.1. How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

13.2.2. When we may disclose confidential information

We may disclose confidential information:

- to Ministerial Panel our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister/Parliamentary Secretary
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

13.2.3. How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, Ministerial Panel, and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)⁸ on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

13.2.4. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

13.3. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

Chief Financial Officer
 Department of Industry, Science, Energy and Resources
 GPO Box 2013
 CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)⁹ with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

14. Glossary

Term	Definition
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.

⁸ <https://www.industry.gov.au/data-and-publications/privacy-policy>

⁹ <http://www.ombudsman.gov.au/>

Term	Definition
Cash contributions	<p>Money contributed to the project from each contributing organisation (the grantee and other contributing organisations), and is provided to the grantee for the project and is immediately available for use on the project.</p> <p>Cash contributions can come from any source including state, territory and local government grants.</p> <p>Cash contributions can also come from the Aboriginal Benefits Account, Financial Assistance Grants to local government and fully repayable loans from organisations such as Indigenous Business Australia and the Northern Australia Infrastructure Facility, as these are not considered Commonwealth funding. Please check the individual agreements to ensure you can use the funds as your contribution to your proposed BBRF project.</p>
Decision Maker	<p>The Ministerial Panel, chaired by the Minister for Infrastructure, Transport and Regional Development, which will be established to make funding decisions for the program, in consultation with Cabinet.</p>
Department	<p>The Department of Industry, Science, Energy and Resources.</p>
Eligible activities	<p>The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.</p>
Eligible application	<p>An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.</p>
Eligible expenditure	<p>The expenditure incurred by a grantee on a project that is eligible for funding support as set out in 5.3 and at Appendix A. You can only use BBRF grant funds or cash contributions for eligible expenditure directly related to the project.</p>
Eligible expenditure guidance	<p>The guidance that is provided at Appendix A.</p>
Grant agreement	<p>A legally binding contract between the Commonwealth and a grantee for the grant funding.</p>
Grant funding or grant funds	<p>The funding made available by the Commonwealth to grantees under the program.</p>
GrantConnect	<p>The Australian Government's website for accessing the whole-of-government grants information system, and centralising the publication and reporting of Commonwealth grants in accordance with the CGRGs.</p>
Grantee	<p>The recipient of grant funding under a grant agreement.</p>

Term	Definition
Guidelines	Guidelines that the Minister gives to the Department to provide the framework for the day-to-day administration of the program, as in force from time to time.
Incurred	An incurred expense is a legal liability for the receipt of labour, goods or services.
Local government agency or body	A local governing body as defined in the <i>Local Government (Financial Assistance) Act 1995</i> (Cth).
Minister	The Commonwealth Minister for Infrastructure, Transport and Regional Development.
Ministerial Panel	The panel chaired by the Minister for Infrastructure, Transport and Regional Development that makes decisions on the projects to be funded.
Not-for-profit (NFP)	A not-for-profit is an organisation that does not operate for the profit, personal gain or other benefit of particular people (for example, its members, the people who run it or their friends or relatives). The definition of not-for-profit applies both while the organisation is operating and if it closes down.
Payment in advance	Payments made progressively in advance based on your forecast eligible expenditure and adjusted for unspent amounts from previous payments.
Payments in arrears	Payments made progressively based on actual expenditure.
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ul style="list-style-type: none"> a. whether the information or opinion is true or not; and a. whether the information or opinion is recorded in a material form or not.
Program Delegate	A manager within the department with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.
Project location	Where the project is undertaken, as determined by its latitude and longitude.

Term	Definition
Project period	The time between the project start date and project end date as detailed in the grant agreement.
Project start date	The date as detailed in the grant agreement, which cannot be before grant agreement execution.
Project end date	The date as detailed in the grant agreement, which cannot be after 31 December 2024.
Total eligible project costs	This is the grant amount plus your cash contribution to be spent on eligible activities directly related to the project.
Value with relevant money	The processes, actions and behaviours employed by the Australian Government and grant recipients which result in public resources being used in an efficient, effective, economical and ethical manner.

Appendix A. Eligible expenditure

This section provides guidance on the eligibility of expenditure.

The Program Delegate makes the final decision on what is eligible expenditure in accordance with the guidelines and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be incurred by you within the project period, and
- be a direct cost of the project, or
- be incurred by you to undertake required project audit activities, and
- meet the eligible expenditure guidelines.

You can only use BBRF grant funds or cash contributions for eligible expenditure. Non-cash contributions are not eligible. For BBRF purposes, non-cash contributions have the following characteristics:

- no impact on entity cash flow
- no record in the entity's statement of financial performance.

In-kind contributions are not eligible expenditure.

A.1 How we verify eligible expenditure

If your application is successful, we will ask you to verify the project budget that you provided in your application when we negotiate your grant agreement. You may need to provide evidence such as quotes for major costs.

The grant agreement will include details of the evidence you may need to provide when you achieve certain milestones in your project. This may include evidence related to eligible expenditure.

If requested, you will need to provide the agreed evidence along with your progress reports.

You must keep payment records of all eligible expenditure, and be able to provide evidence as to how the costs relate to the agreed project activities. At any time, we may ask you to provide records of the expenditure you have paid. If you do not provide these records when requested, the expense may not qualify as eligible expenditure.

At the end of the project, you may be required to provide an independent financial audit of all eligible expenditure from the project.

A.2 Hired/leased plant

You may lease plant and equipment to support your project, and where possible, you should use local suppliers.

For leased items, you will need to show an executed copy of the lease identifying the capital cost of the item and the lease period.

You must calculate eligible expenditure for hired, rented, or leased plant by the number of payment periods where you use the plant for the project multiplied by the period hiring fee.

Running costs for hired or leased plant are eligible expenditure but you must be able to verify them. They may include items such as hire, light and power.

A.3 Labour expenditure

Labour expenditure is only eligible for 'Local events' and 'Strategic Planning' projects. Eligible labour expenditure for the grant covers the direct labour costs of employees you directly employ on the core eligible activities of the project. We consider a person an employee when you pay them a regular salary or wage, out of which you make regular tax instalment deductions. Where possible, you should use local labour to deliver your project.

We do not consider labour expenditure for leadership or administrative staff (such as CEOs, CFOs, accountants and lawyers) as eligible expenditure, even if they are doing project management tasks.

Eligible salary expenditure includes an employee's total remuneration package as stated on their Pay As You Go (PAYG) Annual Payment Summary submitted to the ATO. We consider salary-sacrificed superannuation contributions as part of an employee's salary package if the amount is more than what the Superannuation Guarantee requires.

The maximum salary for an employee, director or shareholder, including packaged components that you can claim through the grant, is \$175,000 per financial year.

For periods of the project that do not make a full financial year, you must reduce the maximum salary amount you claim proportionally.

You can only claim eligible salary costs when an employee is working directly on agreed project activities during the agreed project period.

You should calculate eligible salary costs using the formula below:

$$\text{Eligible salary costs} = \frac{\text{Annual salary package} \times \text{Weeks spent on project}}{52 \text{ weeks}} \times \text{percentage of time spent on project}$$

You cannot calculate labour costs by estimating the employee's worth. If you have not exchanged money (either by cash or bank transactions) we will not consider the cost eligible.

Evidence you will need to provide can include:

- details of all personnel working on the project, including name, title, function, time spent on the project and salary
- ATO payment summaries, pay slips and employment contracts.

A.4 Labour on-costs and administrative overhead

You may increase eligible salary costs by an additional 30 per cent allowance to cover on-costs such as employer paid superannuation, payroll tax, workers compensation insurance, and overheads such as office rent and the provision of computers.

A.5 Contract expenditure

Eligible contract expenditure is the cost of work undertaken on any agreed eligible project activities that you contract others to do. These can include contracting:

- another organisation
- an individual who is not an employee, but engaged under a separate contract.

This does not include existing employees that you pay a salary or a wage.

Where possible, you should engage local contractor/operators. All contractors must have a written contract prior to starting any project work—for example, a formal agreement, letter or purchase order which specifies:

- the nature of the work they perform
- the applicable fees, charges and other costs payable.

Invoices from contractors must contain:

- a detailed description of the nature of the work
- the hours and hourly rates involved
- any specific plant expenses paid.

Invoices must directly relate to the agreed project, and the work must qualify as an eligible expense. The costs must also be reasonable and appropriate for the activities performed.

We will require evidence of contractor expenditure that may include:

- an exchange of letters (including email) setting out the terms and conditions of the proposed contract work
- purchase orders
- supply agreements
- invoices and payment documents.

You must ensure all project contractors keep a record of the costs of their work on the project. We may require you to provide a contractor's records of their costs of doing project work. If you cannot provide these records, the relevant contract expense may not qualify as eligible expenditure.

A.6 Travel expenditure

Eligible travel expenditure may include:

- domestic travel limited to the reasonable cost of accommodation and transportation required to conduct agreed project and collaboration activities in Australia.

Eligible air transportation is limited to the economy class fare for each sector travelled; where non-economy class air transport is undertaken, only the equivalent of an economy fare for that sector is eligible expenditure. Where non-economy class air transport is undertaken, the grantee will require evidence showing what an economy airfare cost at the time of travel.

Travel must comply with relevant COVID-19 restrictions.

A.7 Other eligible expenditure

Other eligible expenditures for the project may include:

- financial auditing of project expenditure
- costs you incur in order to obtain planning, environmental or other regulatory approvals during the project period. However, associated fees paid to the Commonwealth, state, territory and local governments are not eligible
- agreed Building Better Regions Fund signage if applicable as outlined in 12.7 of these guidelines.

Other specific expenditures may be eligible as determined by the Program Delegate in accordance with the CGRGs and Government practice.

Evidence you need to supply can include but is not limited to supplier contracts, purchase orders, invoices and supplier confirmation of payments.

Appendix B. Ineligible expenditure

This section provides guidance on what we consider ineligible expenditure. We may update this guidance from time to time, so you should make sure you have the current version from the business.gov.au website before preparing your application.

The Program Delegate may impose limitations or exclude expenditure, or further include some ineligible expenditure listed in these guidelines in a grant agreement or otherwise by notice to you.

Examples of ineligible expenditure include:

- purchase, refurbishment or extension of permanent infrastructure or assets that have benefits wider than the specified event
- purchase of land or existing infrastructure
- ongoing operating costs, including utilities, internet costs, and business as usual staff salaries and training (including management training)
- business case development and feasibility studies
- business as usual activities including, but not limited to, corporate strategic plans, service delivery planning, reconciliation action plans or inward-facing plans
- costs for existing event activities
- making prizes, donations, gifts and sponsorships
- membership costs
- writing the application and reporting for the grant
- costs related to registered training organisation training activities
- costs incurred prior to the execution of a grant agreement
- fees paid to the Commonwealth, state, territory and local governments to obtain planning, environmental or other regulatory approvals.

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where the Program Delegate determines they do not directly support the achievement of the planned outcomes for the project or, they are contrary to the objective of the program.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.

Appendix C. Employment numbers

When addressing employment outcomes, you must estimate the number of jobs your project will create.

- *Direct jobs* are the employment impacts of the project itself. For example, new administrative or construction jobs generated during the process of creating, improving or extending community infrastructure or a community service and maintaining that infrastructure or service for ongoing use.
- *Indirect jobs* are the employment impacts generated in the community or in organisations because they are affected by, benefit from or support or service the funded project. For example, new transport, trades, retail or food services jobs generated as a result of the project.

Job numbers are expressed in terms of fulltime equivalent (FTE) jobs. A FTE job is not a head count. It refers to the number of hours of work undertaken compared to that typically undertaken by a full time employee. For example, if a full-time worker works 40 hours per week, a person working 20 hours per week is 0.5 FTE for that week.

You should only report the employment impacts for new/additional jobs created by the project.

You must not report as additional (or 'net') job numbers any jobs that are filled by shifting existing employees onto the project. This applies to staff that are working in your organisation and in other organisations that are benefitting from, or are affected by the project. This is because there is no overall employment gain being generated.

The combination of direct and indirect additional job impacts gives the total 'net' employment impact of the project in the area affected

Information about employment impacts should include some estimation of the expected duration of the employment. For example, 'we expect to generate 5 direct FTE jobs for a period of 6 months during the project period' or 'we will generate 3 FTE indirect ongoing jobs following the project period'.

For infrastructure or community investment projects direct jobs are typically created during the active construction or development phase, and so should be reported as time-specific (e.g. for 6 months)

Indirect jobs generated by the project may not be time constrained (e.g. ongoing additional retail or food services jobs generated by the ongoing presence and community use of the new funded infrastructure or community amenity).

You will be required to provide evidence to support job impact claims, for example a statement substantiating the basis of your job estimates.

For projects requesting grants over \$1 million, please provide a supporting cost-benefit analysis (refer Appendix D).

17 INFORMATION SECTION**17.1 LIST OF CORRESPONDENCE PENDING COMPLETION OF ASSESSMENT REPORT****File Number:** 15/12/2021**Author:** Administration Officer, Planning & Land Management**Authoriser:** Chief Executive Officer**PRECIS**

List of correspondence pending completion of assessment report

SUMMARY

Reports pending completion of assessment

OFFICER'S RECOMMENDATION

That the List of Correspondence pending completion of Assessment Report be received.

REPORT**Reconfiguration of a lot applications****RAL21/0010** - Change to development approval - Convert Preliminary approval to development permit at River Road, Kingaroy (and described as Lot 10 on RP204229)**RAL21/0021** - Reconfiguration of a lot (1 Lot into 3 Lots) at 48 Dutton Street, Murgon (and described as Lot 6 on SP245795)**RAL21/0023** - Reconfiguration of a lot (1 Lot into 2 Lots) at 62 Wickham Street, Nanango (and described as Lot 341 on N2320)**RAL22/0001** - Boundary Realignment (2 lots into 2 lots) at 32 Burnett Street, Kingaroy (and described as Lot 42 on RP 37004)**Material Change of Use Applications****MCU21/0001** – Material Change of use for a service station, food and drink outlet & shop at 81 Haly Street, Wondai (and described as Lot 3 on RP6088 & Lot 411 on W53510)mcu21/**MCU21/0012** – Material Change of use - Eight short term accommodation units and proposed access easement A over lot 13 and 14 on SP212946 at 3 Evelyn Street, Kingaroy (and described as Lot 13 on SP212946)**MCU21/0017** – Material Change of use for Expansion of the existing piggery (57,000SPU) at 592 Morgans Road, Windera (and described as Lot 49 on MZ555 & Lot 203 on SP251979)**MCU21/0018** - Material Change of use for Two attached dwellings on a lot defined as a dual occupancy at 17 Hodge Street, Kingaroy (and described as Lot 9 on SP212946)**MCU21/0019** - Other Change to existing approval - Material Change of use (Master Planned Community and Development Permit for Reconfiguration of a lot (1 lot into 6 lots plus parkland dedication) at Corner Bunya Highway & Taylors Road, Kingaroy (and described as Lot 3 on SP181686)**MCU21/0020** – Extension to currency period at 73-75 Buckingham Street and 48, 50, and 52 Logan Street, Kingaroy (and described as Lots 184 & 186 on SP219380 & Lots 185, 211 & 210 on SP227676)

MCU21/0021 - Material Change of use for Short term accommodation & Easement at Bunya Mountains Road, Bunya Mountains (and described as Lot 1 on RP108360 & Lot 7 on RP106718)

ATTACHMENTS

Nil

17.2 DELEGATED AUTHORITY REPORTS

File Number: 25/1/2022

Author: Administration Officer, Planning & Land Management

Authoriser: Chief Executive Officer

PRECIS

Reports signed by the Chief Executive Officer under delegated authority.

SUMMARY

This report comprises a listing of any reports approved by delegated authority.

OFFICER'S RECOMMENDATION

That the Delegated Authority report be received.

ATTACHMENTS

1. **Reconfiguration of a lot - (1 lots into 2 lots) at 358 Boonenne Ellesmere Road, Taabinga (and described as Lot 2 on RP152448)** [↓](#) 

Delegated Authority _____ Date: _____

0.0 RECONFIGURATION OF A LOT (1 LOTS INTO 2 LOTS) AT 358 BOONENNE ELLESMERE ROAD, TAABINGA (AND DESCRIBED AS LOT 2 ON RP152448)

File Number: RAL21/0018
Author: Planning Officer
Authoriser: Chief Executive Officer

	SIGNATURE	DATE
MANAGER		
GM	<i>[Signature]</i>	4/1/2022
CEO	<i>[Signature]</i>	04-01-2022

PRECIS

Reconfiguration of a lot (1 Lot into 2 Lots) at 358 Boonenne Ellesmere Road, Taabinga (and described as Lot 2 on RP152448)

SUMMARY

- The application seeks approval for a Development Permit for Reconfiguring a Lot – Subdivision (1 into 2 lots).
- Boundary configuration as proposed:
 - Total area of existing lot 2 is 5.61ha;
 - Proposed lot 3 is 2ha;
 - Proposed lot 4 is 3.608ha.
- Proposed lot 3 will include the existing house and sheds and dam.
- Proposed lot 4 will be vacant with potential for a dwelling house.
- Access to existing lot 1 is via Boonenne Ellesmere Road.
- Proposed lot 3 will utilise the existing access from Boonenne Ellesmere Road.
- Proposed lot 4 will require a new access from Boonenne Ellesmere Road.
- The subject site is located in the Rural residential zone within the South Burnett Regional Council Planning Scheme.
- The proposed subdivision complies with the prescribed minimum 2ha lot dimensions for the rural residential zone and is therefore subject to code assessment.
- The development application is assessed against the relevant codes of the South Burnett Regional Council Planning Scheme. Relevant codes include:
 - Reconfiguring a lot code;
 - Rural residential zone code;
 - Services and works code.
- Council issued an information request on the 28 October requesting:
 - A written response against the bushfire hazard overlay assessment benchmarks in the rural residential zone code, reconfiguring a lot code, and services and works code.
 - The applicable to identify a building envelope of the new proposed allotment to demonstrate there is sufficient area outside of the bushfire hazard overlay to accommodate a future use.
- The subject site adjoins a state-controlled road and was therefore referred to SARA for assessment. The State Assessment Referral Agency conditioned that direct access is not permitted between the Bunya Highway and the subject site (refer Attachment C).
- The application has been assessed and the proposal generally meets the requirements of the planning scheme and relevant codes or has been conditioned to comply (refer Attachment A – Statement of Reasons and Attachment B – Infrastructure Charges Notice).
- Application recommended for approval subject to reasonable and relevant conditions.

OFFICER'S RECOMMENDATION

That Council approve the development permit for a Reconfiguring a lot for a subdivision (1 into 2 lots) at 358 Boonenne Ellesmere Road, Taabinga described as Lot 2 on RP152448, subject to the following conditions.

Delegated Authority _____ Date _____

GENERAL

GEN1. The development must be completed and maintained generally in accordance with the approved plans and documents and any amendments arising through conditions to this development approval.

Drawing Title	Prepared by	Ref no.	Rev	Date
Plan of Lots 3 & 4 cancelling Lot 2 on RP152448	Kenneth Roger NUNN	Plan 838404		17-5-91

GEN2. The development must be completed within four (4) years of the development approval starting to have effect. The development approval will lapse unless the survey plan for the development required to be given to Council for approval is provided within this period.

PERMIT TO WORK ON COUNCIL ROADS

GEN3. The applicant must submit a completed Permit to Work on Council Roads Application available from <http://www.southburnett.qld.gov.au> for approval by Council before commencing and works within the Council road reserve (i.e., in this case, the required property access).

COMPLIANCE

GEN4. All conditions of this approval are to be satisfied prior to Council endorsing the Survey Plan, and it is the applicant's responsibility to notify Council to inspect compliance with conditions.

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

OUTSTANDING FEES

GEN5. Prior to sealing of Survey Plan the applicant is required to pay the Council all rates and charges or any expenses being charged over the subject land under any Act in accordance with Schedule 18 Section 69 of the *Planning Act Regulation 2017*.

GEN6. All works, including the repair or relocation of services (Telstra, lighting) is to be completed at no cost to Council.

SURVEY MARKS

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

VALUATION

RAL2. Payment of Department of Natural Resources, Mines and Energy valuation fees that will result from the issue of split valuations prior to Council sealing the Plan of Survey. The contribution is currently assessed at \$96,00 (2 x \$48,00); however, the actual amount payable will be based on Council's Register of Fees & Charges and the rate applicable at the time of payment.

ENGINEERING WORKS

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

ENG2. Undertake Engineering designs and construction in accordance with the Planning Scheme, Council Standard Drawings, relevant Standards, and relevant design manuals.

Delegated Authority

Date:

ENG3. Be responsible for any alteration necessary to electricity, telephone, water mains, sewer mains, stormwater drainage systems or easements and/or other public utility installations resulting from the development or from road and drainage works required in connection with the development.

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

ENG4. Be responsible for the location and protection of any Council and public utility services infrastructure and assets that may be impacted on during construction of the development.

ENG5. Repair all damages incurred to Council and public utility services infrastructure and assets, as a result of the propose development immediately should hazard exist for public health and safety or vehicular safety. Otherwise, repair all damages immediately upon completion of works associated with the development.

STORMWATER MANAGEMENT

ENG6. Ensure that adjoining properties and roadways are protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.

ENG7. Provide overland flow paths that do not adversely alter the characteristics of existing overland flows on other properties, or that creates an increase in flood damage on other properties.

WATER SUPPLY

ENG8. Future dwellings shall provide on-site water storage within a minimum capacity of 45,000litres.

ON-SITE WASTEWATER DISPOSAL

ENG9. Future dwellings must be connected to an on-site effluent wastewater disposal system, in accordance with AS 1547 and the Queensland Plumbing and Waste Water Code.

Timing: prior to the issue of a Building Approval for a future dwelling on the proposed lots.

VEHICULAR ACCESS

ENG10. Construct crossovers between the property boundary and the edge of the Boonenne Ellesmere Road pavement, having a minimum width of 4.1 metres, generally in accordance with Council's Standard Drawing 00049 Rev B, that meet the requirements in the Safe Sight Distance Table.

ENG11. Construct any new crossover such that the edge of the crossover is no closer than 1 meter to existing or proposed infrastructure, including any stormwater gully pit, manhole, service infrastructure (eg power pole, telecommunications pit), road infrastructure (eg street sign, street tree, etc).

RESTRICTED ACCESS

ENG12. No access is permitted to the Bunya Highway from proposed Lot(s) 3 or 4.

TELECOMMUNICATION

ENG13. Design and provide underground telecommunications to all lots within the development.

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ELECTRICITY

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

EARTHWORKS - GENERAL

ENG15. Earthworks per site involving cut or fill greater than 1 metre in height and quantity of material greater than 50m³, requires an Operational Work application.

ENG16. Ensure that each lot is self-draining.

ADVICE

ADV1. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding. A search can be arranged by visiting and filling out the Aboriginal and Torres Strait Islander Cultural Heritage Search Request Form.

APPEAL RIGHTS

ADV2. Attached for your information is a copy of Chapter 6 of the *Planning Act 2016* as regards Appeal Rights.

INFRASTRUCTURE CHARGES

ADV3. Infrastructure charges are now levied by way of an infrastructure charges notice, issued pursuant to section 119 of the *Planning Act 2016*.

DEVELOPMENT INCENTIVE SCHEME

ADV4. Council is offering a reduction infrastructure charges payable through the development incentive scheme which is available until 30 December 2023.

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

VALUATION FEES

ADV5. Payment of *Department of Natural Resources and Mines* valuation fee that will result from the issue of split valuations prior to Council sealing the Survey Plan. The contribution is currently assessed at \$96.00 (2 x \$48.00); however, the actual amount payable will be based on Council's Register of Regulatory & Cost-Recovery Fees and the rate applicable at the time of payment.

TELECOMMUNICATIONS CONNECTIONS

ADV6. Telecommunication connections can be arranged by logging onto Telstra's website (<http://www.telstra.com.au/smart-community/developers/index.htm>) and completing the 'Application for Reticulation'.

ELECTRICITY RETICULATION SERVICES

ADV7. Council would encourage you to discuss the development with Ergon Energy upon receipt of this approval to facilitate the timely supply of electricity to the development. Connection of electricity can take up to eight (8) months from the date of application to Ergon Energy.

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FINANCIAL AND RESOURCE IMPLICATIONS

No implication can be identified.

LINK TO CORPORATE/OPERATIONAL PLAN

Growth and Opportunity

GO2 Balanced development that preserves and enhances our region.

GO2.1 Implement Council's planning scheme to support sustainable development of business, industry and community liveability

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Refer to CONSULTATION in this report.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

No implication identified.

POLICY/LOCAL LAW/DELEGATION IMPLICATIONS

No implication can be identified.

ASSET MANAGEMENT IMPLICATIONS

No implication can be identified.

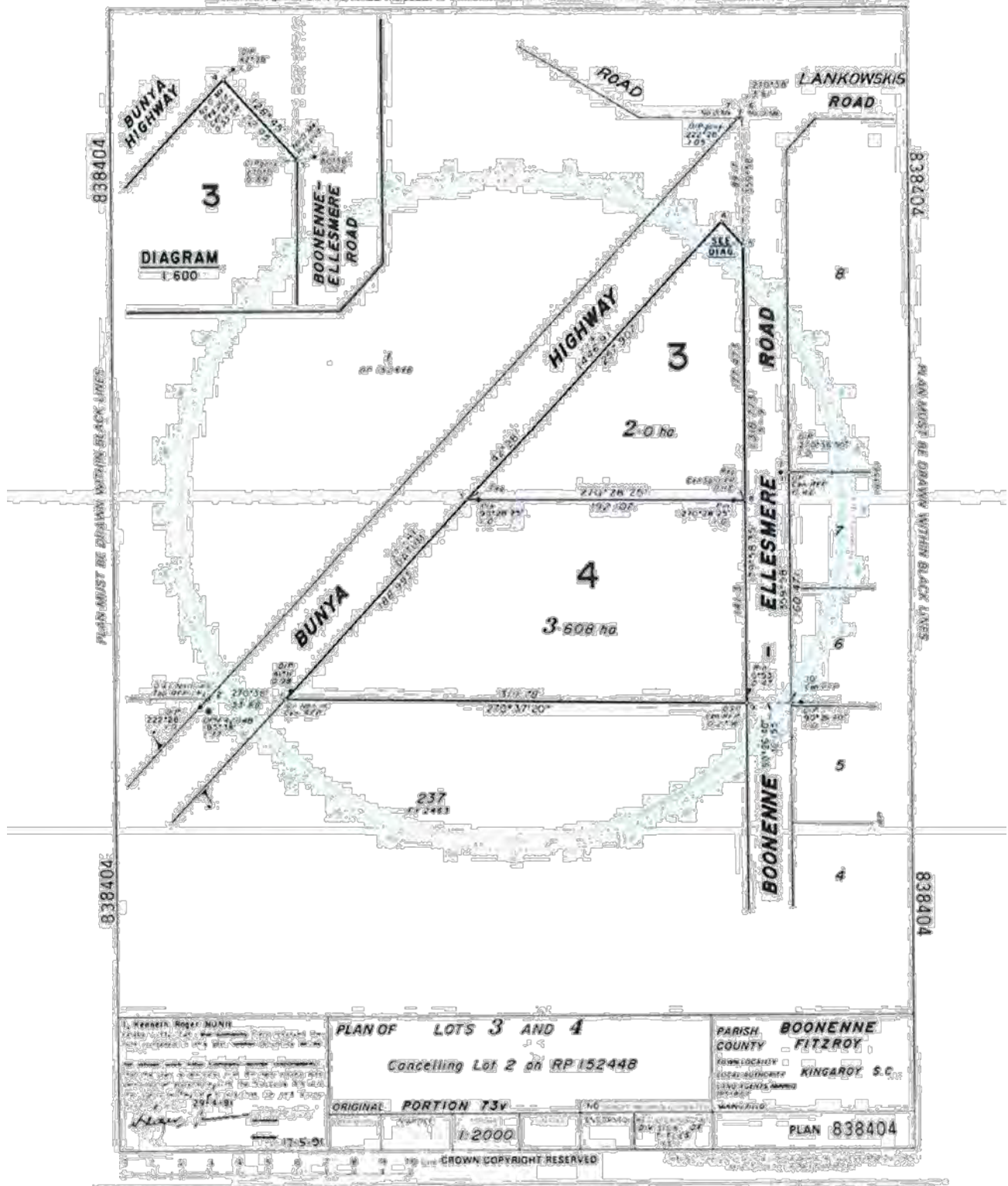
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Delegated Authority _____

Date: _____

PROPOSAL PLAN

WARNING - PLAN MAY BE ROLLED - A FOLDED OR MUTILATED PLAN WILL NOT BE ACCEPTED



<p>T. WENNER, ROYAL SURVEYOR 24th Floor, 100, Market Street, Sydney, NSW 2000 Tel: (02) 9230 9000 Fax: (02) 9230 9001 Email: t.wenner@royalsurveyors.com.au</p>	<p>PLAN OF LOTS 3 AND 4 Concilling Lot 2 on RP 152448</p>	<p>PARISH: BOONENNE COUNTY: FITZROY LOCAL GOVT: KINGAROO S.C.</p>
<p>DATE: 17.5.01</p>	<p>ORIGINAL PORTION 73v</p>	<p>PLAN 838404</p>
<p>1:2000</p>		
<p>CROWN COPYRIGHT RESERVED</p>		

Delegated Authority _____ Date: _____

REPORT

The applicant seeks approval for a development approval for a Reconfiguration of a Lot – 1 Lot into 2 Lots.

APPLICATION SUMMARY	
Applicant:	L Frohloff C/- ONF Surveyors
Proposal:	The applicant seeks approval to reconfigure the subject site into two (2) lots.
Properly Made Date:	7 October 2021
Street Address:	358 Boonenne Ellesmere Road, Taabinga
RP Description:	Lot 2 on RP152448
Assessment Type:	Code assessable
Number of Submissions:	N/A
State Referral Agencies:	State Assessment and Referral Agency <ul style="list-style-type: none"> • Schedule 10, Part 9, Division 4, Subdivision 2, Table 1 Schedule 10, Part 9, Division 4, Subdivision 2, Table 3
Referred Internal Specialists:	Development Engineer

The following table describes the key development parameters for the proposal:

DEVELOPMENT PARAMETERS	
Number of Proposed Lots	Two (2)
Size of Proposed Lots	Proposed Lot 3 will be approximately 2ha in extent and proposed Lot 4 will have a total area of 3.608ha.
Easements	N/A
Covenants	N/A

SITE DETAILS:

SITE AND LOCALITY DESCRIPTION	
Land Area:	5.61ha
Existing Use of Land:	Lot 3: Existing dwelling, sheds, and rainwater tank Lot 4: Vacant
Road Frontage:	Boonenne Ellesmere Road & Bunya Highway
Road/s	Road Hierarchy
Boonenne Ellesmere Road	Local road
Easements	N/A
Significant Site Features:	Nil
Topography:	Relatively flat
Surrounding Land Uses:	Land Use
North	Rural Uses and Rural Residential Dwellings
South	Rural Uses Dwellings
East	Rural Residential Dwellings
West	Rural Uses Dwellings
Services:	Electricity, telecommunications

Delegated Authority _____ Date: _____

Background / Site History

APPLICATION NO.	DECISION AND DATE
	N/A

ASSESSMENT:

Framework for Assessment

Categorising Instruments for Statutory Assessment

For the *Planning Act 2016*, the following Categorising Instruments may contain Assessment Benchmarks applicable to development applications:

- The *Planning Regulation 2017*
- the Planning Scheme for the local government area
- any Temporary Local Planning Instrument
- any Variation Approval

Of these, the planning instruments relevant to this application are discussed in this report.

Assessment Benchmarks Pertaining to the Planning Regulation 2017

The following Assessment Benchmarks from the *Planning Regulation 2017* are applicable to this application:

PLANNING REGULATION 2017 DETAILS	
Assessment Benchmarks:	Nil
WBB Regional Plan Designation:	N/A

Assessment Benchmarks Pertaining to the Planning Scheme

The applicable planning scheme for the application is South Burnett Regional Council Version 1.4. The following sections relate to the provisions of the Planning Scheme.

Planning Scheme:	South Burnett Regional Council Planning Scheme Version 1.4
Strategic Framework Land Use Category:	IAA – Important Agricultural Area
Zone:	Rural Residential
Precinct:	Nil
Consistent/Inconsistent Use:	Consistent
Assessment Benchmarks:	Rural Residential Zone Reconfiguring a Lot Code Services & Works Code

Assessment Benchmarks – Planning Scheme Codes

The application has been assessed against each of the applicable codes and found to be compliant with, or can be conditioned to comply with, each. The pertinent issues arising out of assessment against the codes are discussed below:

ACCEPTABLE OUTCOME	ASSESSMENT MANAGERS COMMENTS
RURAL RESIDENTIAL ZONE CODE	
SECTION 1 - General	



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<p>PO1 Buildings and structures must complement the semi-rural character of nearby development and protects residential amenity.</p>	
<p>AO1.1 Site cover does not exceed 10%. and AO1.2 Buildings and structures are not higher than 8.5m above ground level. and AO1.3 Buildings have a minimum set back of: (a) 10m to the road frontage; (b) 6m to a side or rear boundary. and AO1.4 The maximum length of any façade without articulation or change of materials is 15m. and AO1.5 On-site storage areas visible from outside the site are screened by a 1.8m high fence along intervening boundaries. and AO1.6 Outdoor lighting is designed, installed and maintained in accordance with AS4282 – Control of the Obtrusive Effects of Outdoor Lighting.</p>	<p>✓ No new buildings or structures are proposed as a part of this application. Proposed lot 3 is of sufficient size to accommodate the existing dwelling and outbuildings. Proposed lot 4 is of sufficient size for a future building/use to comply with the AO1.1 to AO1.6. The proposed layout maintains the semi-rural character and is not expected to impact on the surrounding amenity.</p>
<p>PO2 Development minimises the potential for reverse amenity impacts for adjoining existing non-residential activities.</p>	
<p>AO2.1 A well-maintained vegetative buffer is provided on the residential land between the residential development and adjacent existing non-residential use.</p>	<p>✓ The subject site has rural residential allotments to the east and is separated by a road from the rural land to the west. The southern boundary adjoins a rural zoned allotment however existing vegetation can be used to create a buffer.</p>
<p>PO3 Dwellings are to be adequately serviced.</p>	
<p>AO3.1 Where in a reticulated water supply area, development is to be connected to the supply network. or AO3.2 Where reticulated water supply is not available, a 45kl water tank is provided for each dwelling for consumption purposes and an additional 22.5kl water storage located no more than 10m from the main dwelling is available for fire fighting purposes. and AO3.3 The provision of on-site sewage treatment conforms to the requirements of the Queensland Plumbing and Wastewater Code. and AO3.4 Each dwelling is provided with a service line connection to the electricity supply and telecommunications networks. and AO3.5 Stormwater discharge must be to a lawful point of discharge or to downstream properties but only with the consent of the affected landowners.</p>	<p>N/A</p> <p>Complies -</p> <p>✓ No new dwellings are proposed as a part of this application. Any future dwelling will have the ability to install water tanks to meet AO3.2.</p> <p>✓ Proposed lot 4 is of sufficient size to have an on-site sewerage treatment system for a future dwelling.</p> <p>✓ The existing dwelling is connected to electricity. Proposed lot 4 will be conditioned to comply.</p> <p>✓ Conditioned to comply.</p>

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<p>and AO3.6 Development has direct access to a sealed road.</p>	<p>✓ The subject site fronts Boonenne Ellesmere Road which is bitumen sealed.</p>
<p>PO4 Development is located and designed to ensure that land uses are not exposed to: (a) Areas that pose a health risk from previous activities; and (b) Unacceptable levels of contaminants.</p>	
<p>AO4.1 Development does not occur: (a) In areas that pose a health risk from previous activities; and (b) On sites listed on the Contaminated Land Register or Environmental Management Register. or AO4.2 Areas that pose a health risk from previous activities and contaminated soils which are subject to development are remediated prior to plan sealing, operational works permit, or issuing of building works permit.</p>	<p>✓ The subject site is not identified on the CLR or EMR.</p>
<p>Section 5 – For development affected by one or more overlays</p>	
<p>Bushfire hazard overlay</p>	
	
<p>PO15 Development is not placed at unacceptable risk from bushfire, does not increase the extent or severity of bushfire and maintains the safety of people and property from bushfire.</p>	
<p>AO15.1 Development does not occur in areas mapped as Very High or High Potential Bushfire Intensity Areas on the SPP Interactive Mapping (Plan Making). or AO15.2 A written assessment by a suitably experienced or qualified person confirms that the site is of Low Potential Bushfire Hazard. or AO15.3 For areas mapped as Medium Potential Bushfire Intensity Areas on the SPP Interactive Mapping (Plan Making), bushfire risk is mitigated through a Bushfire Management Plan incorporating: (a) Lot design and the siting of buildings and uses so:</p>	<p>✓ The subject site is not identified in the very high or high potential bushfire intensity areas.</p> <p>✓ Proposed lot 3 has an existing dwelling house and proposed lot 4 has small pockets along southern boundary of land identified as medium potential bushfire.</p>

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<p>(i) high intensity uses are located on the least bushfire prone area on the site and activities least susceptible to fire are sited closest to the bushfire hazard; and (ii) efficient emergency access is optimised; and (iii) bushfire risk is effectively minimised having regard to aspect, elevation, slope and vegetation. (b) Including firebreaks that provide adequate: (i) setbacks between buildings/ structures and hazardous vegetation; and (ii) access for fire fighting or other emergency vehicles; and (c) Road access for fire-fighting appliances and firebreaks are provided through a perimeter road that separates the use from areas of bushfire hazard and that road has a minimum cleared width of 20 metres; and (d) Where a reticulated water supply is not available and development involves buildings with a gross floor area greater than 50m², one tank within 100m of each residential building that has: (i) fire brigade tank fittings; and (ii) 25,000 litres dedicated for fire fighting purposes.</p>	
<p>PO16 Community infrastructure in any area mapped as Very High to Medium (Potential Intensity) Areas are able to function effectively during and immediately after bushfire events.</p>	
<p>No outcome specified:</p>	<p>N/A</p>
<p>PO17 Major risks to the safety or property and to the wellbeing of occupants in areas mapped as Very High to Medium (Potential Intensity) Areas is minimised through appropriate siting, servicing and managing of residential premises.</p>	
<p>AO17.1 New dwellings on land mapped as Very High to Medium (Potential Intensity) are located: (a) Centrally within existing cleared areas on a lot which allows a regular shaped area (with a minimum dimension of 50m) of 5,000m² to be identified that: (i) is free of highly combustible vegetated areas; and (ii) is on southerly to easterly facing slopes not exceeding 15% gradient; or (iii) on flat lands at the base of north to western facing slopes not exceeding 15% gradient. (b) A fire protection buffer is established around the complete perimeter of the dwelling unit within a lot for a minimum width of 50m.</p>	<p>N/A – There is sufficient space outside of the bushfire hazard overlay to locate a dwelling.</p>
<p>RECONFIGURING A LOT CODE</p>	
<p>SECTION 3 – All other reconfiguration</p>	
<p>PO7 Allotments are of sufficient size and dimensions to meet the requirements of the users and provide for servicing of the intended use.</p>	
<p>AO7.1 Development provides that allotment area, dimension and shape are in accordance with the standards in Table 8.4.2. and AO7.2 The minimum allotment size for any rear allotment shall be calculated exclusive of the area of the access corridor of the allotment.</p>	<p>✓ The proposed allotments are in accordance with Table 8.4.2 minimum lot dimensions. Proposed lot 3 is 2ha and proposed lot 3 is 3.608ha. N/A – No rear lots are proposed.</p>

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<p>and AO7.3 Irregularly shaped allotments are designed to allow a building area of 15m by 10m to be setback 6m from the site frontage.</p>	<p>✓ The proposed lots are sufficient size to allow for a building area in accordance with AO7.3.</p>
<p>PO8 Lots have lawful, safe and practical access.</p>	
<p>AO8.1 Access is provided via either: (a) Direct road frontage; (b) Access strip with a minimum width of 3.5m (for rear lots only); or (c) Access easement with a minimum width of 6m (where lots only have legal road frontage that does not provide, safe or practical access to the existing street network). and AO8.2 Newly created lots do not have direct access to sub-arterial or higher order roads. and AO8.3 Except in the Rural Zone, new lots, are provided with access to a sealed road.</p>	<p>Complies – Proposed lot 3 will utilise the existing access onto Boonenne Ellesmere Road. Proposed lot 4 will require a new access onto Boonenne Ellesmere Road.</p> <p>✓ Boonenne Ellesmere Road is an Access Primary. ✓ Boonenne Ellesmere Road is bitumen sealed.</p>
<p>PO9 The number of rear lots is minimised having regard to the outlook, topography of the site, intended land use and general amenity of the area.</p>	
<p>AO9.1 Only one rear lot is provided behind each full street frontage regular lot. and AO9.2 No more than two rear lot access strips directly adjoin each other. and AO9.3 No more than two rear lots gain access from the head of a cul-de-sac.</p>	<p>N/A – No rear lots are proposed.</p>
<p>PO10 The design and construction of new roads: (a) Maintain safe and efficient access to the transport network; (b) Creates integrated neighbourhoods; and (c) Are constructed to a standard that is commensurate with the intended use of allotments.</p>	
<p>AO10.1 Intersection shall be spaced at no less than 45m from any other intersection. and AO10.2 Any intersections with existing roads shall be treated with a T-intersection or a roundabout. and AO10.3 The road layout indicates connections to adjoining development sites. and AO10.4 Other than in the Rural or Rural Residential Zones, new streets are provided with layback kerb and channel. or AO10.5 In the Rural Residential Zone, new streets are provided with concrete flush kerbs and swale drains.</p>	<p>N/A – No new roads are proposed.</p>

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Section 4 – All reconfiguring a lot subject to an overlay	
Bushfire hazard overlay	
PO19 Development is not placed at unacceptable risk from bushfire, does not increase the extent or severity of bushfire and maintains the safety of people and property from bushfire.	
<p>AO19.1 Development does not occur in areas mapped as Very High, High or Medium Potential Bushfire Intensity Areas on the SPP Interactive Mapping (Plan Making).</p> <p>or</p> <p>AO19.2 A written assessment by a suitably experienced or qualified person confirms that the site is of Low Potential Bushfire Hazard.</p> <p>or</p> <p>AO19.3 Bushfire risk is mitigated through a Bushfire Management Plan incorporating:</p> <p>(a) Lot design that</p> <p>(i) Locates high intensity uses on the least bushfire prone area on the site and activities least susceptible to fire closest to the bushfire hazard; and</p> <p>(ii) Optimises efficient emergency access; and</p> <p>(iii) Considers the bushfire risk associated with aspect, elevation, slope and vegetation.</p> <p>(b) Firebreaks to protected vegetation included in the subdivision layout providing access for fire fighting or other emergency vehicles and</p> <p>AO19.4 Road layouts facilitate easy and safer access and movement by emergency vehicles in the event of encroaching fire and provides that an alternative safe access (if one direction is blocked in the event of fire) is maintained at all times.</p>	<p>✓ Please refer to the bushfire hazard comments made above. Proposed lot 3 has an existing dwelling and proposed lot 4 has sufficient space outside of the bushfire hazard overlay to accommodate a dwelling.</p>
SERVICES AND WORKS CODE	
SECTION 1 - General	
PO1 The development is planned and designed considering the land use constraints of the site for achieving stormwater design objectives.	
<p>AO1.1 A stormwater quality management plan provides for achievable stormwater quality treatment measures that meet the design objectives identified in Table 9.4.4.</p>	<p>✓ This development application does not necessitate the need for a stormwater quality management plan.</p>
PO2 Development does not discharge wastewater to a waterway or off-site unless demonstrated to be best practice environmental management for that site.	
<p>AO2.1 A wastewater management plan prepared by a suitably qualified person and addresses :</p> <p>(a) wastewater type;</p> <p>(b) climatic conditions;</p> <p>(c) water quality objectives;</p> <p>(d) best-practice environmental management; and</p> <p>AO2.2 Wastewater is managed in accordance with a waste management hierarchy that:</p> <p>(a) avoids wastewater discharge to waterways; or</p>	<p>✓ This development application does not necessitate the need for a wastewater management plan.</p>

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(b) minimises wastewater discharge to waterways by re-use, recycling, recovery and treatment for disposal to sewer, surface water and groundwater.	
PO3 Construction activities avoid or minimise adverse impacts on stormwater quality.	
AO3.1 An erosion and sediment control plan addresses the design objectives for the construction phase in Table 9.4.4.	✓ This development application does not necessitate the need for an erosion and sediment control plan.
PO4 Operational activities avoid or minimise changes to waterway hydrology from adverse impacts of altered stormwater quality and flow.	
AO4.1 Development incorporates stormwater flow control measures to achieve the design objectives for the postconstruction phase in Table 9.4.4.	✓ This development application does not necessitate the need for stormwater flow control measures.
SECTION 2 - Infrastructure	
PO5 Development is provided with infrastructure which: (a) conforms with industry standards for quality; (b) is reliable and service failures are minimised; and (c) is functional and readily augmented.	
AO5.1 Except in the Rural zone, all development occurs on a site with frontage to a sealed road, and AO5.2 Infrastructure is designed and constructed in accordance with the standards contained in PSP1 – Design and Construction Standards.	✓ The subject site fronts Boonenne Ellesmere Road which is bitumen sealed. ✓ Proposed lot 4 will require a formal access and will be conditioned to comply with AO5.2.
SECTION 3 – Vehicle parking	
PO6 Vehicle parking and access is provided to meet the needs of occupants, employees, visitors and other users.	
AO6.1 Vehicle parking spaces are provided on-site in accordance with Table 9.4.5. and AO6.2 A service bay is provided on-site for the service vehicle nominated in Table 9.4.5. and AO6.3 Driveway crossings are provided to the standard contained in PSP1 – Design and Construction Standards. and AO6.4 Vehicle parking and manoeuvring areas are provided in accordance with the standards contained in PSP1 – Design and Construction Standards.	✓ This development application does not necessitate the need for vehicle parking provisions.
SECTION 4 - Landscaping	
PO7 Landscaping is appropriate to the setting and enhances local character and amenity.	
AO7.1 Landscaping is provided in accordance with the relevant zone code provisions. and	✓ This development application does not necessitate the need for landscaping.

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<p>AO7.2 Where shade tree planting is required in vehicle parking areas each planting bed has a minimum area of 2m² and is unsealed and permeable.</p> <p>and</p> <p>AO7.3 Plantings along frontages or boundaries are in the form of defined gardens with three tier planting comprised of groundcovers, shrubs (understorey), and trees (canopy) and provided with a drip irrigation system, mulching and border barriers.</p>	
<p>PO8 Plant species avoid adverse impacts on the natural and built environment, infrastructure and the safety of road networks.</p>	
<p>AO8.1 Landscaping utilises plant species that are appropriate for the location and intended purpose of the landscaping.</p> <p>and</p> <p>AO8.2 Species selection avoids non-invasive plants.</p>	<p>N/A</p>
<p>SECTION 5 – Filling and Excavation</p>	
<p>PO9 Development results in ground levels that retain:</p> <ul style="list-style-type: none"> (a) access to natural light; (b) aesthetic amenity; (c) privacy; and (d) safety. 	
<p>AO9.1 The depth of:</p> <ul style="list-style-type: none"> (a) fill is less than 2m above ground level; or (b) excavation is less than 2m below ground level. <p>and</p> <p>AO9.2 The toe of the fill, or top of the excavation is not less than 0.5m inside the site property boundary.</p> <p>and</p> <p>AO9.3 Works do not occur on slopes over 15% in grade.</p> <p>and</p> <p>AO9.4 Retaining walls over 1m in height are terraced 1.5m for every 1m in height and landscaped.</p> <p>and</p> <p>AO9.5 Batter slopes are not steeper than 25% and are grassed and terraced 1.5m for every 1m in height.</p> <p>and</p> <p>AO9.6 Filling or excavation for the purpose or retention of water:</p> <ul style="list-style-type: none"> (a) is certified by an RPEQ engineer to safely withstand the hydraulic loading; (b) directs overflow such that no scour damage or nuisance occurs on adjoining lots. 	<p>N/A – No cut or fill is proposed as a part of this application.</p>
<p>PO10 Filling or excavation does not cause damage to public utilities.</p>	

Delegated Authority

Date:

<p>AO10.1 Filling or excavation does not occur within 2m horizontally of any part of an underground water supply, sewerage, stormwater, electricity or telecommunications system.</p>	<p>N/A – No cut or fill is proposed as a part of this application.</p>
<p>PO11 Filling and excavation avoids water ponding on the premises or nearby premises that will adversely impact on the health of the community.</p>	
<p>AO11.1 Following filling or excavation: (a) the premises: (i) are self-draining; and, (ii) has a minimum slope of 0.25%; and, (b) surface water flow is: (i) directed away from neighbouring properties; or (ii) discharged into a stormwater drainage system designed and constructed in accordance with AS3500 section 3.2.</p>	<p>N/A – No cut or fill is proposed as a part of this application.</p>

Local Categorising Instrument - Variation Approval

Not applicable.

Local Categorising Instrument - Temporary Local Planning Instrument

Not applicable.

Other Relevant Matters

Not applicable.

Delegated Authority

Date:

Locality Plan



Figure 1 - Aerial Image (Source: Qld Globe)

Aerial Plan

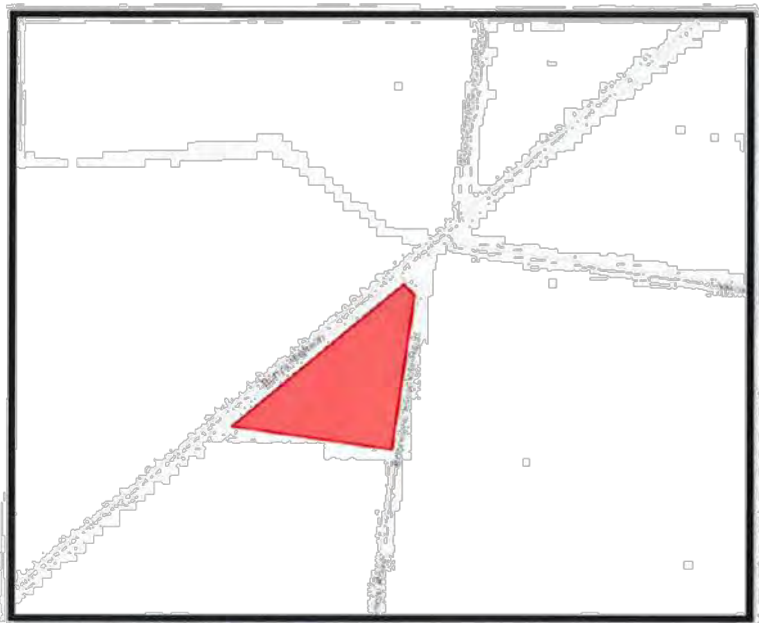


Figure 2 - Locality Plan (Source: IntraMaps)

Delegated Authority _____

Date: _____

CONSULTATION:

Referral Agencies

State Assessment Referral Agency (SARA) – Main Roads Department

Other Referrals

INTERNAL SPECIALIST	REFERRAL / RESPONSE
Development Engineer	Council Development Engineer provided comments in relation to Infrastructure Charges and engineering conditions.
Infrastructure Charges Unit	<p>Council adopted a LGIP on 24 June 2019 which commenced on 1 July 2019.</p> <p>The types of development that may trigger the issuing of an infrastructure charges notice are:</p> <ul style="list-style-type: none"> a) Reconfiguring a lot; b) Making a Material change of use; c) Carrying out Building Work. <p>The property is within the Transport catchment mapping and Parks & Land for Community facilities and is therefore subject to relevant adopted charges.</p> <p>Refer to Infrastructure Charges Notice attached as Attachment B.</p>

CONCLUSION:

The proposed development has been assessed with regard to the applicable assessment benchmarks of the Rural residential zone Code, reconfiguring a lot Code, and the Services and works code. The proposed development will result in an additional rural residential allotment that generally complies with the required benchmarks or can be conditioned to comply.

RECOMMENDATION:

It is recommended that the development application for Reconfiguring a lot – subdivision 1 into 2 lots at 358 Boonenne Ellesmere Road, Taabinga (and described as lot 2 on RP152448) be approved subject to reasonable and relevant conditions pursuant to Section 60 of the *Planning Act 2016*.

Delegated Authority	Date
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ATTACHMENTS

Nil

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Delegated Authority _____ Date: _____

Attachment A

NOTICE ABOUT DECISION – STATEMENT OF REASONS

The following information is provided in accordance with Section 63(4) & (5) of the Planning Act 2016

The development application for:

Type of Approval	Reconfiguring a lot – Development permit
Level of Assessment	Code
Application No	RAL21/0018
Name of Applicant	L Frohloff C/- ONF Surveyors
Street Address	358 Boonenne Ellesmere Road, Taabinga
Real Property Address	Lot 2 on RP152448

On 4 January 2022 the above development was:

Approved in full, with conditions.

1. Reasons for the Decision

The reasons for this decision are:

- ☞ The proposal will create an opportunity for future rural residential living consistent with the intent of the zone.
- ☞ The land use will continue to be utilised for rural residential activities, consistent with the surrounding area.
- ☞ The land is easily serviceable with the required utilities and is well located to urban services nearby.

2. Assessment Benchmarks

The following benchmarks apply to this development:

- Reconfiguring a lot code
- Rural residential zone code
- Services and works code

Note: Each application submitted to Council is assessed individually on its own merit.

Delegated Authority

Date:

Attachment B – Infrastructure Charges Notice

INFRASTRUCTURE CHARGES NOTICE

(Section 119 of the Planning Act 2016)

APPLICANT: L G Frohloff
 Cf- O'Reilly Nunn Favier - ONF Surveyors
 PO Box 896
 KINGAROY QLD 4610

APPLICATION: Reconfiguration of a lot - 1 lots into 2 lots

DATE: 20/12/2021

FILE REFERENCE: RAL21/0018

AMOUNT OF THE LEVIED CHARGE: **\$4,419.00** **Total**
(Details of how these charges were calculated are shown overleaf)

\$0.00	Water Supply Network
\$0.00	Sewerage Network
\$2,410.00	Transport Network
\$2,009.00	Parks and Land for Community Facilities Network
\$0.00	Stormwater Network

AUTOMATIC INCREASE OF LEVIED CHARGE: The amount of the levied charge is subject to an automatic increase. Refer to the Information Notice attached to this notice for more information on how the increase is worked out.

LAND TO WHICH CHARGE APPLIES: Lot 2 RP152448

SITE ADDRESS: 358 Boonenne Ellesmere Road, Taabinga

PAYABLE TO: **South Burnett Regional Council**

WHEN PAYABLE: Reconfiguring a Lot – When South Burnett Regional Council approves the Plan of Subdivision.
(In accordance with the timing stated in Section 122 of the Planning Act 2016)

OFFSET OR REFUND: Not Applicable.

This charge is made in accordance with South Burnett Regional Council's **Charges Resolution (No. 3) 2019**

Delegated Authority _____

Date: _____

DETAILS OF CALCULATION

Water Supply

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Not Applicable			\$0.00		\$0.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not Applicable			\$0.00		\$0.00

Sewerage

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Not Applicable			\$0.00		\$0.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not Applicable			\$0.00		\$0.00

Transport

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Reconfiguring a Lot (1 into 2)	2	allotments	\$2,410.00	CR Table 2.3	\$4,820.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Reconfiguring a Lot (1 into 2)	1	allotments	\$2,410.00	CR Table 2.3	\$2,410.00

Parks and Land for Community Facilities

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Reconfiguring a Lot (1 into 2)	2	allotments	\$2,009.00	CR Table 2.3	\$4,018.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
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Delegated Authority _____ Date _____

Reconfiguring a Lot (1 into 2)	1	allotments	\$2,009.00	CR Table 2.3	\$2,009.00
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Stormwater

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Not Applicable			\$0.00		\$0.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not Applicable			\$0.00		\$0.00

Levied Charges

Development Description	Water Supply	Sewerage	Transport	Parks & Land for Community Facilities	Stormwater	Total
Reconfiguring a Lot (1 into 2)	\$0.00	\$0.00	\$2,410.00	\$2,009.00	\$0.00	\$4,419.00
Total	\$0.00	\$0.00	\$2,410.00	\$2,009.00	\$0.00	\$4,419.00

* In accordance with Section 3.3 of the Charges Resolution, the discount may not exceed the adopted charge. Any surplus discounts will not be refunded, except at South Burnett Regional Council's discretion.

Delegated Authority _____

Date: _____

INFORMATION NOTICE

<p>Authority and Reasons for Charge</p>	<p>This Infrastructure Charges Notice has been given in accordance with section 119 of the <i>Planning Act 2016</i> to support the Local government's long-term infrastructure planning and financial sustainability.</p>
<p>Appeals</p>	<p>Pursuant to section 229 and Schedule 1 of the <i>Planning Act 2016</i> a person may appeal an Infrastructure Charges Notice. Attached is an extract from the <i>Planning Act 2016</i> that details your appeal rights.</p>
<p>Automatic Increase Provision of charge rate (\$)</p>	<p>An infrastructure charge levied by South Burnett Regional Council is to be increased by the difference between the Producer Price Index (PPI) applicable at the time the infrastructure charge was levied, and PPI applicable at the time of payment of the levied charge, adjusted by reference to the 3-yearly PPI average¹. If the levied charge is increased using the method described above, the charge payable is the amount equal to the sum of the charge as levied and the amount of the increase.</p> <p>However, the sum of the charge as levied and the amount of the increase is not to exceed the maximum adopted charge the Authority could have levied for the development at the time the charge is paid.</p>
<p>GST</p>	<p>The Federal Government has determined that contributions made by developers to Government for infrastructure and services under the <i>Planning Act 2016</i> are GST exempt.</p>
<p>Making a Payment</p>	<p>This Infrastructure Charges Notice cannot be used to pay your infrastructure charges.</p> <p>To pay the levied charge, you must request an Itemised Breakdown showing the total levied charge payable at the time of payment. An Itemised Breakdown must be presented at the time of payment.</p> <p>An Itemised Breakdown may be requested by emailing info@southburnett.qld.gov.au</p>

¹ 3-yearly PPI average is defined in section 114 of the *Planning Act 2016* and means the PPI adjusted according to the 3-year moving average quarterly percentage change between financial quarters. PPI index is the producer price index for construction 6427.0 (ABS PPI) index number 3101 – Road and Bridge construction index for Queensland published by the Australian Bureau of Statistics.

Delegated Authority

Date:

	<p>Payment can be made at any of the following South Burnett Regional Council Offices:</p> <ul style="list-style-type: none">• 69 Hart Street, Blackbutt, 4314;• 45 Glendon Street, Kingaroy, 4610;• 42 Stephens Street West, Murgon, 4605;• 48 Drayton Street, Nanango, 4615;• McKenzie Street, Wondai, 4606; or• via other methods identified on the Itemised Breakdown.
<p>Enquiries</p>	<p>Enquiries regarding this Infrastructure Charges Notice should be directed to the SOUTH BURNETT REGIONAL COUNCIL, Department of Planning and Land Management, during office hours, Monday to Friday by phoning (07) 4189 9100 or email at info@southburnett.qld.gov.au</p>

Delegated Authority

Date:

Attachment C – Referral Agency Response



Our reference: 2110-25441 SRA
Your reference: RAL210018
Applicant reference: 9830K

16 November 2021

The Chief Executive Officer
South Burnett Regional Council
PO Box 336
KINGAROY QLD 4610
info@southburnett.qld.gov.au

Attention: Ms Josie Bambling

Dear Ms Bambling

**SARA Response – 358 Boonenne Ellesmere Road,
TAABINGA (Lot 2 on RP152448)**
(Given under Section 56 of the Planning Act 2016)

The development application described below was confirmed as being properly referred to the State Assessment and Referral Agency (SARA) on 21 October 2021.

Response

Outcome: Referral Agency Response under Section 56(1)(b) of the Planning Act 2016 (with conditions)

Date of response: 18 November 2021

Conditions: The approval is subject to the conditions in Attachment 1

Advice: Advice to the applicant is in Attachment 2

Reasons: The reasons for the referral agency response are in Attachment 3

Development Details

Description: Development Permit for Reconfiguring a Lot – 1 Lot into 2 Lots

SARA role: Referral agency

Delegated Authority _____ **Date:** _____

SARA triggers: Schedule 10, Part 9, Division 4, Subdivision 2, Table 1, Item 1 - Reconfiguring a lot near a State transport corridor (Planning Regulation 2017)

Schedule 10, Part 9, Division 4, Subdivision 2, Table 3, Item 1 - Reconfiguring a lot near a State-controlled road intersection (Planning Regulation 2017)

SARA reference: 2110-25441-SRA

Assessment Manager: South Burnett Regional Council

Street address: 358 Boonenne Ellesmere Road, TAABINGA

Real property description: Lot 2 on RP152448

Applicant name: L G Frohloff

Applicant contact details: C/ ONF Surveyors
PO Box 896
KINGAROY QLD 4610
admin@onfsurveyors.com.au

Representations

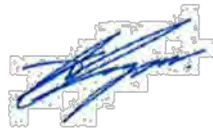
An applicant may make representations to a concurrence agency, at any time before the application is decided, about changing a matter in the referral agency response (section 30 of the Development Assessment Rules).

Copies of the relevant provisions are in **Attachment 4.**

A copy of this response has been sent to the applicant for their information.

For further information please contact Peter Mulcahy, Principal Planning Officer, on (07) 4331 5603 or via email WBBSARA@dcdilqp.qld.gov.au who will be pleased to assist.

Yours sincerely



Darren Cooper
Manager - DDSW (Planning)

- ☐ Attachment 1 - Referral agency conditions
- ☐ Attachment 2 - Advice to the applicant
- ☐ Attachment 3 - Reasons for referral agency response
- ☐ Attachment 4 - Representations about a referral agency response

cc: L G Frohloff
C/ ONF Surveyors
admin@onfsurveyors.com.au

Department of Transport and Main Roads
Wide.Bay.Burnett.IDAS@tmr.qld.gov.au

Delegated Authority

Date:

2110-25441 SRA

Attachment 1—Referral agency conditions

(Under Section 56(1)(b)(i) of the *Planning Act 2016* the following conditions must be attached to any development approval relating to this application.)

No.	Conditions	Condition timing
Development Permit for Reconfiguring a Lot – 1 Lot Into 2 Lots		
Schedule 10, Part 9, Division 4, Subdivision 2, Table 1, Item 1 and Schedule 10, Part 9, Division 4, Subdivision 2, Table 3, Item 1 of the <i>Planning Regulation 2017</i> —The Chief Executive administering the <i>Planning Act 2016</i> nominates the Director-General of the Department of Transport and Main Roads to be the enforcement authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following condition(s).		
1	Direct access is not permitted between the Bunya Highway (State controlled road) and the subject site (Lot 2 on RP152448).	At all times.

Delegated Authority _____

Date: _____

211025441 SRA

Attachment 2—Advice to the applicant

General advice	
1.	Terms and phrases used in this document are defined in the <i>Planning Act 2016</i> its regulation or the State Development Assessment Provisions (SDAP) v2.6. If a word remains undefined it has its ordinary meaning.

State Assessment and Referral Agency (SARA)

Page 4 of 6

Delegated Authority _____

Date: _____

2110-25441 SRA

Attachment 3—Reasons for referral agency response

(Given under Section 56(7) of the Planning Act 2016)

The reasons for the SARA decision are:

The proposed development complies with the assessment benchmarks and purpose statement within State Code 1: Development in a state-controlled road environment of the State Development Assessment Provisions, as the proposed development is:

not considered to result in safety and efficiency impacts on the state-controlled road network.

A condition has been applied to ensure compliance with State Code 1 in relation to prohibiting access between the subject site and the Bunya Highway (State-controlled road).

Material used in the assessment of the application:

- The development application material
- Planning Act 2016.
- Planning Regulation 2017.
- The State Development Assessment Provisions (Version 2.6).
- The Development Assessment Rules (DA Rules).
- SARA DA Mapping system.
- Human Rights Act 2019.

State Assessment and Referral Agency (SARA)

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Delegated Authority

Date

21/01/2022

Attachment 4—Representations about a referral agency response

State Assessment and Referral Agency (SARA)

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Item 0.0

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18 QUESTIONS ON NOTICE**18.1 195 KINGAROY STREET - KINGAROY - REFURBISHMENT FUNDING****File Number: 25-01-22****Author: Land Investigation Officer****Authoriser: Chief Executive Officer**

The following question on notice was received from Councillor Duff.

Question

It was resolved at the December General Council meeting on 15 December 2021, that Council fund, in the 2nd 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 - \$41,246.72 (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).

Councillor Duff voted against the resolution and has requested further information on the refurbishment of 195 Kingaroy Street, Kingaroy.

1. Is it necessary to have a disability toilet when there is one at the Glendon Street Toilets?
2. How much is it going to cost to do the back part of the building.

Response

Provision of a PWD (Person with Disabilities) toilet is in accordance with Volume 1 of the National Construction Code (NCC) which requires provision of sanitary facilities within or associated with a building.

The *Disability (Access to Premises – Buildings) Standards 2010* (Premises Standards), outlines the standard for providing facilities to buildings for people with a disability. The Premises Standards apply to new buildings and upgrades of existing buildings and are designed to harmonise building compliance with the *Disability Discrimination Act 1992* (DDA).

The use of the adjacent public facilities does not satisfy these requirements.

Council's support for the provision of a new PWD toilet incorporated into the refurbishment of its building will provide improved facilities for the users of the building and recognises the needs of the South Burnett community's people with disabilities.

An estimate of demolition costs for the shed at the rear of the building is approximately \$22,550. The estimate includes a provision for removal and disposal of asbestos cement sheeting, additional costs for the demolition and removal to be done out of hours and by hand given the location and proximity of other buildings, cleaning of the site and provision of road base to provide rear parking space.

RECOMMENDATION

THAT the response to the question regarding refurbishment of 195 Kingaroy Street, Kingaroy, raised by Councillor Duff, be received and noted.

ATTACHMENTS

Nil

19 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*:

19.1 Rate Exemptions and Remissions - Additions to Approved List - Property Number 258740

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

19.2 Request to Waive Rates Interest - Property Number 259250

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

19.3 Request to waive charges PID 294970

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

19.4 Wakka Wakka People #3 Part A and Part B Native Title Claim

This matter is considered to be confidential under Section 254J - e 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 legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.

19.5 Assessment of Tender SBRC 21/22-05 Design and Construct of Pump Station Switchboard Upgrade

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.

19.6 Electric Vehicle Charging Station – Retail Pricing

This matter is considered to be confidential under Section 254J - g and i of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with 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 and a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State..

19.7 Waste Contract

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.

20 CLOSURE OF MEETING