



# **AGENDA**

## **Liveability, Governance and Finance Standing Committee Meeting Wednesday, 7 December 2022**

**I hereby give notice that a Meeting of the Liveability, Governance and Finance Standing Committee will be held on:**

**Date: Wednesday, 7 December 2022**

**Time: 10:00am**

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

**Mark Pitt PSM  
Chief Executive Officer**

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

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

**5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**5.1 MINUTES OF THE LIVEABILITY, GOVERNANCE AND FINANCE STANDING COMMITTEE MEETING HELD ON 9 NOVEMBER 2022**

**File Number:** 7-12-2022

**Author:** Executive Assistant

**Authoriser:** Chief Executive Officer

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**OFFICER'S RECOMMENDATION**

That the Minutes of the Liveability, Governance and Finance Standing Committee Meeting held on 9 November 2022 be received and the recommendations therein be adopted.

**ATTACHMENTS**

- 1. Minutes of the Liveability, Governance and Finance Standing Committee Meeting held on 9 November 2022**



# **MINUTES**

**Liveability, Governance and Finance  
Standing Committee Meeting  
Wednesday, 9 November 2022**

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**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL  
LIVEABILITY, GOVERNANCE AND FINANCE STANDING COMMITTEE MEETING  
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY  
ON WEDNESDAY, 9 NOVEMBER 2022 AT 9:00AM**

**PRESENT: Councillors:**

Cr Gavin Jones (Deputy Mayor), Cr Jane Erkens, Cr Danita Potter, Cr Kirstie Schumacher, Cr Kathy Duff, Cr Scott Henschen

**Council Officers:**

Mark Pitt (Chief Executive Officer), Peter O'May (General Manager Liveability), Kerri Anderson (Acting General Manager Finance & Corporate), Darryl Brooks (Manager Environment and Planning), Jennifer Pointon (Manager Community & Lifestyle), Joanne Newbery (Communications Officer), Kimberley Donohue (Executive Assistant), Rebecca Humphrey (Manager People & Culture), Leanne Petersen (Manager Facilities & Parks)

## 1 OPENING

The Deputy Mayor opened the meeting welcomed all attendees.

## 2 LEAVE OF ABSENCE / APOLOGIES

### APOLOGY

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#### COMMITTEE RESOLUTION 2022/1

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That the apology received from Mayor Otto be accepted and leave of absence granted.

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

Against: Nil

**CARRIED 6/0**

## 3 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

## 4 DECLARATION OF INTEREST

Cr Potter, Cr Erkens, Cr Schumacher and Cr Henschen noted to the meeting that in relation to item **8.2 - Adoption of the South Burnett Regional Council Amenity & Aesthetics (Shipping Containers) Policy - Statutory066** that they have shipping containers on their properties. The meeting noted that it was not a declarable conflict of interest and is no benefit or loss to the Councillors.



## 5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

### 5.1 MINUTES OF THE EXECUTIVE AND FINANCE & CORPORATE STANDING COMMITTEE MEETING HELD ON 12 OCTOBER 2022

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#### COMMITTEE RESOLUTION 2022/2

Moved: Cr Scott Henschen

Seconded: Cr Jane Erkens

That the Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 12 October 2022 be received and the recommendations therein be adopted.

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

Against: Nil

**CARRIED 6/0**

### 5.2 MINUTES OF THE LIVEABILITY STANDING COMMITTEE MEETING HELD ON 12 OCTOBER 2022

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#### COMMITTEE RESOLUTION 2022/3

Moved: Cr Jane Erkens

Seconded: Cr Scott Henschen

That the Minutes of the Liveability Standing Committee Meeting held on 12 October 2022 be received and the recommendations therein be adopted.

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

Against: Nil

**CARRIED 6/0**

## 6 NOTICES OF MOTION

#### **Attendance:**

At 9:07am, General Manager Liveability Peter O'May left the meeting.

At 9:08am, General Manager Liveability Peter O'May returned to the meeting.

At 9:28am, Coordinator Corporate Karen Searle entered the meeting.

### 6.1 NOTICE OF MOTION QEII PARK

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#### COMMITTEE RESOLUTION 2022/4

Moved: Cr Kathy Duff

Seconded: Cr Jane Erkens

That the Committee recommends to Council:

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That Council provide the additional funding in the 2022/23 Capital Works Program to enable the full completion of stage one of the QEII Park redevelopment in Murgon.

That the committee notes the \$290,000 Works for Queensland Funding is for Stage One only.

That the funding report come to the November General Council Meeting.

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

Against: Nil

**CARRIED 6/0**

**Attendance:**

At 9:30am, Manager Facilities and Parks Leanne Petersen left the meeting.

## **6.2 PIG BOUNTY**

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### **MOTION**

That the Committee recommends to Council:

That Council introduce a \$10 per pig snout on feral pigs, consistent with the bounty offered by Gympie Regional Council.

**Dealt with under item 6.3.**

## **6.3 PIG BOUNTY - NOTICE OF MOTION**

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### **COMMITTEE RESOLUTION 2022/5**

Moved: Cr Kathy Duff

Seconded: Cr Jane Erkens

That the Committee recommends to Council:

That the Notice of Motion lay on the table and that the matter be further considered by Council at the 30 November 2022 Infrastructure, Environment and Compliance Standing Committee.

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

Against: Nil

**CARRIED 6/0**

## **7 PORTFOLIO - CORPORATE GOVERNANCE & STRATEGY, PEOPLE & CULTURE, COMMUNICATION & MEDIA, FINANCE & SUSTAINABILITY, ICT & BUSINESS SYSTEMS, COMMUNITY REPRESENTATION AND ADVOCACY, 2032 OLYMPICS & PARALYMPICS**

### **7.1 CORPORATE, GOVERNANCE & STRATEGY, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & SUSTAINABILITY, ICT & BUSINESS SYSTEMS, COMMUNITY REPRESENTATION & ADVOCACY AND 2032 OLYMPICS & PARALYMPICS PORTFOLIO REPORT**

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**COMMITTEE RESOLUTION 2022/6**

Moved: Cr Gavin Jones

Seconded: Cr Kathy Duff

That Mayor Otto's Corporate, Governance & Strategy, People & Culture, Communications/Media, Finance & Sustainability, ICT & Business Systems, Community Representation & Advocacy and 2032 Olympics & Paralympics Portfolio Report to Council be received

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

Against: Nil

**CARRIED 6/0****8 CORPORATE GOVERNANCE & STRATEGY****Attendance:**

At 9:40am, Communications Officer Joanne Newbery left the meeting.

At 9:41am, Communications Officer Joanne Newbery entered th meeting.

**8.1 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL CONDUCT OF COUNCIL & COMMITTEE MEETINGS POLICY - STATUTORY017**

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**COMMITTEE RESOLUTION 2022/7**

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That the Committee recommends to Council:

That the South Burnett Regional Council Conduct of Council & Committee Meetings Policy – Statutory017 to be adopted as amended with sections 3.41 and 3.42 to be reviewed.

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

Against: Nil

**CARRIED 6/0****Attendance:**

At 10:07am, Manager Community and Lifestyle Jennifer Pointon Left the Meeting.

At 10:10am, Manager Community and Lifestyle Jennifer Pointon entered the meeting.

**8.2 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL AMENITY & AESTHETICS (SHIPPING CONTAINERS) POLICY - STATUTORY066**

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**COMMITTEE RESOLUTION 2022/8**

Moved: Cr Kathy Duff

That item 8.2 - South Burnett Regional Council Amenity & Aesthetics (Shipping Containers) Policy – Statutory066 lay on the table until a workshop with Councillors is held.

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

Against: Nil

**CARRIED 6/0**

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## **ADJOURN MORNING TEA**

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### **COMMITTEE RESOLUTION 2022/9**

Moved: Cr Gavin Jones

Seconded: Cr Scott Henschen

That the meeting adjourn for morning tea.

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

Against: Nil

**CARRIED 6/0**

## **RESUME MEETING**

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### **COMMITTEE RESOLUTION 2022/10**

Moved: Cr Gavin Jones

Seconded: Cr Scott Henschen

That the meeting resume at 11am.

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

Against: Nil

**CARRIED 6/0**

### **Attendance:**

At 11:02am, Manager People and Culture Rebecca Humphrey left the meeting.

At 11:06am, Manager People and Culture Rebecca Humphrey entered the meeting.

At 11:12am, Manager Water and Waste Water Tim Low left the meeting.

## **9 FINANCE & SUSTAINABILITY**

### **9.1 FINANCIAL ASSISTANCE GRANT - GRANTS COMMISSION**

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#### **COMMITTEE RESOLUTION 2022/11**

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That the Committee recommends to Council.

1. That Council support the LGAQ Policy Executive in their advocacy of the resolutions adopted at the 2022 State Conference.

2. That Council amends the adopted budget at the second quarter review to reflect and account for a 50% early payment of the 2023/24 Financial Year Financial Assistance Grant Allocation.
3. That the question on notice by Mayor Otto be received for information.

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

Against: Nil

**CARRIED 6/0**

**Attendance:**

At 11:18am, Manager Water and Waste Water Tim Low enetred the meeting.

## **10 PORTFOLIO - COMMUNITY DEVELOPMENT, ARTS & HERITAGE AND LIBRARY SERVICES**

### **10.1 COMMUNITY DEVELOPMENT, ARTS & HERITAGE AND LIBRARY SERVICES PORTFOLIO REPORT**

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#### **COMMITTEE RESOLUTION 2022/12**

Moved: Cr Danita Potter

Seconded: Cr Jane Erkens

That Cr Potter's Community Development, Arts & Heritage and Library Services Portfolio Report to Council be received for information.

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

Against: Nil

**CARRIED 6/0**

## **11 COMMUNITY DEVELOPMENT (HEALTH, YOUTH, SENIOR CITIZENS)**

### **11.1 LICENCE TO OCCUPY - LES MULLER HUT - BLACKBUTT**

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#### **COMMITTEE RESOLUTION 2022/13**

Moved: Cr Scott Henschen

Seconded: Cr Kirstie Schumacher

That the Committee recommends to Council that

1. That South Burnett Regional Council resolves that the exception in *Local Government Regulation 2012 section 236 (1)(b)(ii)* applies to Council for the disposal by way of grant of a Licence to Occupy to the valuable non-current asset which is the land comprising part of Lot 1 on RP120337, to the Bloomin Beautiful Blackbutt Festival Inc., a community organisation, other than by way of tender or auction, for a term of 1 year with an option of a further term of 1 year on terms agreed between Council and the Bloomin Beautiful Blackbutt Festival Inc.
2. South Burnett Regional Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute the Licence to Occupy between Council and the Bloomin

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Beautiful Blackbutt Festival Inc. on terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council.

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

Against: Nil

**CARRIED 6/0**

## **12 ARTS & HERITAGE**

### **12.1 CHANGE OF COUNCIL REPRESENTATIVE OF THE ARTS, CULTURE AND HERITAGE ADVISORY COMMITTEE**

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#### **COMMITTEE RESOLUTION 2022/14**

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That the Committee recommends to Council that:

1. Cr Duff as the Deputy Chair of the Arts, Culture and Heritage Advisory Committee be replaced by Cr Erkens in alignment with the Arts, Culture and Heritage Terms of Reference.

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

Against: Nil

**CARRIED 6/0**

### **12.2 EXPO 88 STATUE RESCUING CAPTAIN Bligh**

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#### **COMMITTEE RESOLUTION 2022/15**

Moved: Cr Jane Erkens

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

That Council advise the Legacy of EXPO 88 organisation that Council is not able to accept and display the EXPO 88 statue "*Rescuing Capitan Bligh*"

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

Against: Nil

**CARRIED 6/0**

## **13 PORTFOLIO - TOURISM & VISITOR INFORMATION CENTRES, SPORT & RECREATION AND COMMERCIAL ENTERPRISES**

### **13.1 TOURISM & VIC'S, SPORT & RECREATION AND COMMERCIAL ENTERPRISES PORTFOLIO REPORT**

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**COMMITTEE RESOLUTION 2022/16**

Moved: Cr Jane Erkens

Seconded: Cr Kathy Duff

That Cr Erken's Tourism & VIC's, Sport & Recreation and Commercial Enterprises Portfolio Report. to Council be received for information.

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

Against: Nil

**CARRIED 6/0****14 TOURISM & VISITOR INFORMATION CENTRES****14.1 COMMUNITY AND LIFESTYLE OPERATIONAL UPDATE**

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**COMMITTEE RESOLUTION 2022/17**

Moved: Cr Scott Henschen

Seconded: Cr Kathy Duff

That the Community and Lifestyle Operational update be received for information.

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

Against: Nil

**CARRIED 6/0****Attendance:**

At 11:32 am, Cr Danita Potter left the meeting.

At 11:41 am, Cr Danita Potter returned to the meeting.

At 12:02pm, Manager Environment and Planning Darryl Brooks entered the meeting.

At 12:02pm, Senior Planner Sam Dunstan entered the meeting.

**15 COMMERCIAL ENTERPRISES (SALEYARDS, DAMS, AERODROMES, CEMETERIES)****15.1 CAPITAL WORKS - COOLABUNIA SALEYARDS AND CEMETERIES**

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**COMMITTEE RESOLUTION 2022/18**

Moved: Cr Kathy Duff

Seconded: Cr Jane Erkens

That the Committee recommends to Council:

1. Reallocation of \$67,777 from Council's Capital Budget for 2022/23 from Cemetery projects be allocated to the Coolabunia Saleyards
2. Allocation of \$78,223 from Council's Capital Budget for 2022/23 be allocated to Coolabunia Saleyards

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3. The capital works for the Taabinga Cemetery carpark reseal, Taabinga Cemetery expansion, Proston expansion and road be deferred to the 2023/24 capital works program.
  4. The capital works projects for Coolabunia Saleyards of full replacement of elevated catwalks (timber to steel), replacement of additional holding yards and replacement tank, and renewal of scales office be considered in 2023/24 capital works program.

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

Against: Nil

**CARRIED 6/0**

### **15.1.1 OPERATIONAL COSTS COOLABUNIA SALEYARDS**

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#### **COMMITTEE RESOLUTION 2022/19**

Moved: Cr Kathy Duff

Seconded: Cr Jane Erkens

That a report be brought back to the February 2023 Standing Committee Meeting after consultation with the Coolabunia Working Group on the operational costs and opportunities to consider to create efficiencies.

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

Against: Nil

**CARRIED 6/0**

### **15.1.2 Question on Notice - TAABINGA CEMETERY**

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Question on Notice received from Cr Kirstie Schumacher:

What operationally can be done to better mark out the track that leads to the new section of the Taabinga Cemetery or can topsoil and grass be placed to ensure that the horse and members are the public are not driving near graves.

### **15.1.3 Question on Notice - COOLABUNIA SALEYARDS**

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Question on Notice received from Cr Gavin Jones:

After the changes to the fees and charges how is the Coolabunia Saleyards comparing to private enterprises and other saleyards in other regions with the fees and charges Council is charging.



**16 PORTFOLIO - REGIONAL DEVELOPMENT, DEVELOPMENT SERVICES, COMMUNITY & SOCIAL HOUSING****16.1 REGIONAL DEVELOPMENT, DEVELOPMENT SERVICES AND COMMUNITY & SOCIAL HOUSING PORTFOLIO REPORT**

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**COMMITTEE RESOLUTION 2022/20**

Moved: Cr Kirstie Schumacher

Seconded: Cr Jane Erkens

That Cr Schumacher's Regional Development, Development Services and Community & Social Housing Portfolio Report to Council be received for information.

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

Against: Nil

**CARRIED 6/0**

**17 REGIONAL DEVELOPMENT (INDUSTRY, AGRICULTURE, WATER SECURITY, ENERGY AND CIRCULAR ECONOMY)****17.1 BUNYA MOUNTAINS WORKFORCE SHORTAGE**

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**COMMITTEE RESOLUTION 2022/21**

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That the Committee recommends to Council:

1. That South Burnett Regional Council to provide a supporting letter to the Hon. David Littleproud, Leader of the Nationals and Shadow Minister for Agriculture, supporting the Bunya Mountains Tavern's request for the postcode to be recognised as a 'Outer Regional Area'.

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

Against: Nil

**CARRIED 6/0**

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**17.2 POWERLINK QUEENSLAND BURNETT STAKEHOLDER REFERENCE GROUP**

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**COMMITTEE RESOLUTION 2022/22**

Moved: Cr Scott Henschen

Seconded: Cr Jane Erkens

That the Committee recommends to Council:

1. That Council notes Cr Schumacher's invitation to be a member of the Powerlink Burnett Stakeholder Committee and endorses her appointment as Council's representative.

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

Against: Nil

**CARRIED 6/0****18 DEVELOPMENT SERVICES - (PLANNING, BUILDING, PLUMBING)****18.1 PLANNING AND LAND MANAGEMENT OPERATIONAL UPDATE**

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**COMMITTEE RESOLUTION 2022/23**

Moved: Cr Scott Henschen

Seconded: Cr Kathy Duff

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

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

Against: Nil

**CARRIED 6/0****Attendance:**

At 12:21pm, Manager Environment and Planning Darryl Brooks left the meeting.

At 12:28pm, Acting General Manager Finance and Coporate Kerri Anderson left the meeting.

At 12:30pm, Acting General Manager Finance and Coporate Kerri Anderson entered the meeting.

At 12:30 pm, Cr Danita Potter left the meeting.

At 12:30pm, Manager People and Culture Rebecca Humphrey left the meeting.

At 12:36pm, Manager People and Culture Rebecca Humphrey enetred the meeting.

**18.2 APPLICATION FOR A NEGOTIATED DECISION NOTICE FOR RECONFIGURING A LOT (1 LOT INTO 3 LOTS) AT 272 MOUNT MCEUEN ROAD, MOUNT MCEUEN (AND DESCRIBED AS LOT 221 ON FY1361) AND SITUATED - APPLICANT: BRUCE AND ANDREA ANNING C/- ONF SURVEYORS**

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**COMMITTEE RESOLUTION 2022/24**

Moved: Cr Kathy Duff

Seconded: Cr Jane Erkens

That the Committee recommends to Council;

That the matter lay on the table, and we invite Mr & Mrs Anning to present to Council at the Community Engagement Day in December their plans for alternate power such as solar energy.

In Favour: Crs Gavin Jones, Jane Erkens, Kirstie Schumacher, Kathy Duff and Scott Henschen

Against: Nil

**CARRIED 5/0**

## **ADJOURN LUNCH**

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### **COMMITTEE RESOLUTION 2022/25**

Moved: Cr Gavin Jones

Seconded: Cr Jane Erkens

That the meeting adjourn for lunch.

In Favour: Crs Gavin Jones, Jane Erkens, Kirstie Schumacher, Kathy Duff and Scott Henschen

Against: Nil

**CARRIED 5/0**

## **PRESUME MEETING**

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### **COMMITTEE RESOLUTION 2022/26**

Moved: Cr Gavin Jones

Seconded: Cr Scott Henschen

That the meeting resume at 1:48pm.

In Favour: Crs Gavin Jones, Jane Erkens, Kirstie Schumacher, Kathy Duff and Scott Henschen

Against: Nil

**CARRIED 5/0**

### **Attendance:**

At 1:50pm, Communications Office Joanne Newbery entered the meeting.

### **18.3 RECONFIGURING A LOT (1 LOT INTO 3 LOTS) AT 163 BOWMAN ROAD, BLACKBUTT NORTH (AND DESCRIBED AS LOT 94 ON RP891602) - APPLICANT: F & J GREEN C/- ONF SURVEYORS**

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### **COMMITTEE RESOLUTION 2022/27**

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

The application be approved subject to the Council developing suitable conditions and adopted infrastructure charges notice to be attached to this decision notice and this report to be brought to the November General Meeting of Council.

The reasons for Council's consideration of this approval are:

1. Having regards to the submissions and considering part of the common material presented in the report that there is merit in the proposal to address a need for lifestyle related rural lots in Blackbutt.
2. It is a relevant matter that there is a community need and promotion of community wellbeing through the development of lifestyle blocks for the Blackbutt area
3. Having regards to the Common Material, 5 properly made submissions were in the positive and note of Property Centre and Main Street Realty submissions note the demand for property, particularly given the issues associated with a lack of residential accommodation within Blackbutt and the South Burnett Regional Council area
4. The approval is adjacent to residential and would not fragment the area to any greater degree and support the density as proposed by the neighbouring properties – that is the development would be consistent with the neighbouring properties.
5. We have a housing crisis in our region and demand for land is at a premium
6. There is strong community support for this development

In Favour: Crs Gavin Jones, Jane Erkens, Kirstie Schumacher, Kathy Duff and Scott Henschen

Against: Nil

**CARRIED 5/0**

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#### **18.4 LIST OF CORRESPONDENCE PENDING COMPLETION OF ASSESSMENT REPORT**

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##### **COMMITTEE RESOLUTION 2022/28**

Moved: Cr Kirstie Schumacher

Seconded: Cr Jane Erkens

That the List of Correspondence pending completion of Assessment Report be received

In Favour: Crs Gavin Jones, Jane Erkens, Kirstie Schumacher, Kathy Duff and Scott Henschen

Against: Nil

**CARRIED 5/0**

##### **Attendance:**

At 2:04pm, Manager Environment and Planning Darryl Brooks entered the meeting.

At 2:04pm, Senior Planning Officer Sam Dunstan left the meeting.

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#### **18.5 DELEGATED AUTHORITY REPORTS (1 SEPTEMBER 2022 TO 31 OCTOBER 2022)**

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##### **COMMITTEE RESOLUTION 2022/29**

Moved: Cr Kathy Duff

Seconded: Cr Jane Erkens

That the Delegated Authority report be received.

In Favour: Crs Gavin Jones, Jane Erkens, Kirstie Schumacher, Kathy Duff and Scott Henschen

Against: Nil

**CARRIED 5/0**

## 19 QUESTIONS ON NOTICE

### 19.1 NOMINATION OF SINGLE DRIVER - INSURANCE POLICY

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#### COMMITTEE RESOLUTION 2022/30

Moved: Cr Scott Henschen

Seconded: Cr Jane Erkens

THAT the response to the question regarding Nomination of Single Driver – Insurance Policy raised by Councillor Cr Scott Henschen be received and noted.

In Favour: Crs Gavin Jones, Jane Erkens, Kirstie Schumacher, Kathy Duff and Scott Henschen

Against: Nil

**CARRIED 5/0**

### 19.2 RATES NOTICE & REMINDER NOTICE - FINANCIAL HARDSHIP

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#### COMMITTEE RESOLUTION 2022/31

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

THAT the response to the question regarding financial hardship information being included in rates reminder notices raised by Councillor Kirstie Schumacher be received and noted.

In Favour: Crs Gavin Jones, Jane Erkens, Kirstie Schumacher, Kathy Duff and Scott Henschen

Against: Nil

**CARRIED 5/0**

#### **Attendance:**

At 2:06pm, Communications Officer Joanne Newbery left the meeting.

At 2:06pm, Executive Assistant Liveability Lara Hodson entered the meeting.

At 2:19pm, Manager Environment and Planning Darryl Brooks left the meeting.

At 2:19pm, Executive Assistant Liveability Lara Hodson left the meeting.

## 20 CONFIDENTIAL SECTION

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#### COMMITTEE RESOLUTION 2022/32

Moved: Cr Gavin Jones

Seconded: Cr Jane Erkens

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*:

##### 20.1 Dog registration Write Off

This matter is considered to be confidential under Section 254J - c 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 the local government's budget.

##### 20.2 EBA Negotiations

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This matter is considered to be confidential under Section 254J - b 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 industrial matters affecting employees.

**20.3 Request to Hire Kingaroy Town Hall for Christmas Day and New Years Eve and fees be waived.**

This matter is considered to be confidential under Section 254J - f 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 matters that may directly affect the health and safety of an individual or a group of individuals.

In Favour: Crs Gavin Jones, Jane Erkens, Kirstie Schumacher, Kathy Duff and Scott Henschen

Against: Nil

**CARRIED 5/0**

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**COMMITTEE RESOLUTION 2022/33**

Moved: Cr Gavin Jones

Seconded: Cr Scott Henschen

That Council moves out of Closed Council into Open Council.

In Favour: Crs Gavin Jones, Jane Erkens, Kirstie Schumacher, Kathy Duff and Scott Henschen

Against: Nil

**CARRIED 5/0**

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**20.1 DOG REGISTRATION WRITE OFF**

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**COMMITTEE RESOLUTION 2022/34**

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That the Committee recommends to Council;

That Council approve the write off approximately \$54,000 for outstanding dog registrations for the 2021/2022 year and that this be accounted for in Council's Compliance 2022/2023 budget.

In Favour: Crs Gavin Jones, Jane Erkens, Kirstie Schumacher, Kathy Duff and Scott Henschen

Against: Nil

**CARRIED 5/0**

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**20.2 EBA NEGOTIATIONS**

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**COMMITTEE RESOLUTION 2022/35**

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That the report be received for information and that we ask the CEO to continue negotiations with the unions.

In Favour: Crs Gavin Jones, Jane Erkens, Kirstie Schumacher, Kathy Duff and Scott Henschen

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Against: Nil

**CARRIED 5/0**

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**20.3 REQUEST TO HIRE KINGAROY TOWN HALL FOR CHRISTMAS DAY AND NEW YEARS EVE AND FEES BE WAIVERED.**

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**COMMITTEE RESOLUTION 2022/36**

Moved: Cr Kathy Duff

Seconded: Cr Jane Erkens

That the Committee recommends to Council;

That Council waive the fees for the Kingaroy Reception Room for the South Burnett Peace of Mind Association should they wish to use it through the Christmas and New Year period.

In Favour: Crs Gavin Jones, Jane Erkens, Kirstie Schumacher, Kathy Duff and Scott Henschen

Against: Nil

**CARRIED 5/0**

**21 CLOSURE OF MEETING**

**The Meeting closed at 3:10pm.**

**The minutes of this meeting were confirmed at the Liveability, Governance and Finance Standing Committee Meeting held on 7 December 2022.**

.....  
**CHAIRPERSON**

## **6 PORTFOLIO - CORPORATE GOVERNANCE & STRATEGY, PEOPLE & CULTURE, COMMUNICATION & MEDIA, FINANCE & SUSTAINABILITY, ICT & BUSINESS SYSTEMS, COMMUNITY REPRESENTATION AND ADVOCACY, 2032 OLYMPICS & PARALYMPICS**

### **6.1 CORPORATE, GOVERNANCE & STRATEGY, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & SUSTAINABILITY, ICT & BUSINESS SYSTEMS, COMMUNITY REPRESENTATION & ADVOCACY AND 2032 OLYMPICS & PARALYMPICS PORTFOLIO REPORT**

**File Number:** 07/12/2022

**Author:** Mayor

**Authoriser:** Chief Executive Officer

#### **PRECIS**

Corporate, Governance & Strategy, People & Culture, Communications/Media, Finance & Sustainability, ICT & Business Systems, Community Representation & Advocacy and 2032 Olympics & Paralympics Portfolio

#### **SUMMARY**

Mayor Otto presented his Corporate, Governance & Strategy, People & Culture, Communications/Media, Finance & Sustainability, ICT & Business Systems, Community Representation & Advocacy and 2032 Olympics & Paralympics Portfolio Report to Council.

#### **OFFICER'S RECOMMENDATION**

That Mayor Otto's Corporate, Governance & Strategy, People & Culture, Communications/Media, Finance & Sustainability, ICT & Business Systems, Community Representation & Advocacy and 2032 Olympics & Paralympics Portfolio Report to Council be received.

#### **Corporate, Governance & Strategy:**

The Corporate Services team have worked closely with the Waste team to develop factsheets relating to the new recycling service. These factsheets were developed to coincide with the rollout of the new bins that commenced on Monday 28 November 2022. Council's Customer Service team have received a number of calls in relation to this new service and the factsheets have assisted with customer enquiries.

With animal registrations expected to be sent to customers in the near future, our Customer Service team will have a busy period as we approach the Christmas/New Year season.

Our Customer Service Centres and Administration Offices will close from midday Friday 23 December 2022 and will re-open at 8.30 am Tuesday 3 January 2023. Whilst our Customer Service centres will be closed, key skeleton staff will be rostered on to undertake on-call and emergency works. Customers are advised to ring Council's 07 4189 9100 phone number for any emergency service that is required during the closure period.

As this time of year can be stressful and sense of isolation may be heightened for some members of our community, there are a number of support programs in our region to help individuals and families over the coming weeks. Council has contact details of local organisations on its' website that will link community members to support services.

I would like to wish you all blessings of the season.



**People & Culture:****Trainees**

I am delighted to confirm that Council has received the approval for 10 more First Start funded trainees next year. A point to be aware of is not every qualification is available for trainees under the First Start program and Council will tailor its intake to match available qualifications.

Below is the specific requirements and targets underpinning the First Start funding which we adhere to as part of the recruitment process:

Participants must be:

- Queensland residents
- aged 15 years or older and no longer attending school
- able to meet citizen, residency, and visa requirements to undertake a traineeship.

Key target groups are:

- young people (aged 15–24 years), including those in and transitioned from out-of-home care
- long-term unemployed job seekers
- Aboriginal and Torres Strait Islander people
- mature-age job seekers (45 years or older)
- migrants and refugees from culturally and linguistically diverse backgrounds
- people with disability
- displaced workers
- women re-entering the workforce
- veterans, ex-ADF personnel and their families.

Council has recently received the Local Government Workcare Corporate Rehabilitation Policy. The policy outlines the Scheme Members commitment to providing an effective rehabilitation system available to all employees.

**Communications/Media:**

In November 2022, the Media and Communications team progressed the following:

- Media Releases x 33
- Media enquiries (via the Media email) x 6
- Social Media:
  - Facebook: x 102 Posts
  - Instagram: x 77 Posts
- Enews x 1
- Printed advertising x 3
- Graphic design x 46

A list of all media release/enquiries and statistics for November 2022 is available as an attachment to this report.

**Finance & Sustainability:**

Water meter readings are currently being undertaken. Accounts Payable supplier payment run dates will change over the Christmas period with payment runs occurring on 14 December 2022 (as normal), 21 December 2022 and 11 January 2023 (as normal).

**BACKGROUND**

Nil

**ATTACHMENTS**

1. **November 2022 Media Report**

**Media Releases – November 2022: 33**

1. 157. Public Notice 02-11-2022 Australia Day Award Nominations Close Soon
2. 158. Public Notice 02-11-2022 Walter Rd Water Main Replacement
3. 159. Media Release 02-11-2022 - Housing Forum Council Action
4. 160. Media Release 02-11-2022 - Economic Road Map
5. 161. Public Notice 02-11-2022 - Found 2 horses
6. 162. Media Release 03-11-2022 Mayor's Christmas Lunch for Charity
7. 163. Public Notice 04-11-2022 - Les Muller Park Blackbutt Upgrade – Decorative Concrete Surfacing - 7 November 2022
8. 164. Public Notice 07-11-2022 - Painting of Amenities at Les Muller Park
9. 165. Public Notice 07-11-2022 - Wondai Public Amenities Upgrades
10. 166. Public Notice 08-11-2022-Water Meter Reading Program
11. 167. Public Notice 08-11-2022 - Scam Alert - False tradespeople claiming to work for Council and offering bitumen laying service with 'leftover' product
12. 168. Public Notice 10-11-2022 - Invitation to Offer 2 geldings
13. 169. Public Notice 15-11-2022 - Hardship Policy on Rates
14. 170. Public Notice 15-11-2022 - Mondure Hall Restumping
15. 171. Public Notice 15-11-2022 - Linemarking
16. 172. Public Notice 15-11-2022 - Memorial Park & Pool Master Plan
17. 173. Public Notice 15-11-2022 Lamb St Works
18. 174. Public Notice 15-11-2022 - Wondai Pool Upgrade
19. 175. Public Notice 18-11-2022 - Upcoming Traineeships with South Burnett Regional Council
20. 176. Public Notice 21-11-2022 - Waste Collection Service on Calvert Road, East Nanango
21. 177. Media Release 22-11-2022 - Hetty Johnston to speak at Mayor's Christmas Lunch
22. 178. Public Notice 23-11-2022 - Christmas Trees going up!
23. 179. Public Notice 23-11-2022 - Infrastructure Meeting Cancelled
24. 180. Media Release 24-11-2022 - Mayor Welcomes Rail Trail Flood Repair Funding
25. 181. Media Release 24-11-2022 Blackbutt Redevelopment Progress
26. 182. Public Notice 24-11-2022 - Playground Closure Memorial Park
27. 183. Public Notice 24-11-2022 - Recycle Workshop
28. 184. Public Notice 25-11-2022 - Temporary Closure of McKell Park Public Amenities
29. 185. Public Notice 25-11-2022 - Community Consultations - Draft Kingaroy Memorial Park and Pool Master Plan
30. 186. Public Notice 29-11-2022 Kingaroy Aerodrome Temporary Closure
31. 187. Public Notice 29-11-2022 Changes to Supplier Payment Dates over Christmas Season
32. 188. Public Notice 30-11-2022 - Seeds of Hope handed out at Customer Service
33. 189. Media Release 29- 11-2022 - Council to collaborate on health

<b>Media Releases 22-23</b>						
<b>2022</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
	47	42	34	33	33	
<b>2023</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>

**Media enquiries (received to the 'Media' email, excludes phone and other emails): 6**

1. 02-11-2022 - Burnett Today - Noise Monitor Enquiry
2. 03-11-2022 - ABC Southern Qld - Interview with the Mayor in relation to 25 year economic road map from water study and Council land gifted for social housing partnership
3. 03-11-2022 - Triple M Toowoomba - Requesting interview with the Mayor regarding social housing and Christmas lunch
4. 04-11-2022 - South Burnett Today - Enquiry in relation to Economic Road Map
5. 16-11-2022 - Burnett Today - Requesting comments in relation to the draft Memorial Park and WJ Lang Memorial Pool Master Plan
6. 29-11-2022 - Hit FM - Requesting phone interview for some news grabs

Media Enquiries 22-23						
2022	Jul	Aug	Sep	Oct	Nov	Dec
	23	8	8	9	6	
2023	Jan	Feb	Mar	Apr	May	Jun

**Social media: South Burnett Regional Council**

**Facebook**

@southburnettregion: 102 posts

**Most engaged post:**

02-11-2022 – Council is seeking the owner of two (2) geldings – 19,784 reached, 183 reactions, 64 comments, 144 shares

**Followers:** 9797 (+37 from October 2022)

**Page reach:** 38,245 (+56.6% from October 2022)

**Instagram:** 77 posts

**Most engaged post:**

08-11-2022 – South Burnett Regional Council advises of a current scam – 450 reached, 8 likes, 1 share

**Followers:** 1110 (+8 from October 2022)

**Page reach:** 967 (+32.8%% from October 2022)

Social media posts – all platforms						
2022	Jul	Aug	Sep	Oct	Nov	Dec
	Facebook: 77	Facebook: 106	Facebook: 65	Facebook: 114	Facebook: 102	Facebook:
	Instagram: 59	Instagram: 79	Instagram: 49	Instagram: 91	Instagram: 77	Instagram:
2023	Jan	Feb	Mar	Apr	May	Jun
	Facebook:	Facebook:	Facebook:	Facebook:	Facebook:	Facebook:
	Instagram:	Instagram:	Instagram:	Instagram:	Instagram:	Instagram:

**Enews**

- Council progressed 1 Enews during November

**Printed advertising**

- Council progressed two full page ads (Page 4) in the South Burnett Today published on 10 and 24 November 2022
- Council progressed one Murgon Moments ad in November for South Burnett Libraries

**Radio advertising**

- Radio advertising was progressed for the month of November.

**Graphic design – November 2022: 46**

- Website Banners x 3 – Have your say - Draft Masterplan Kingaroy Memorial Park, Have your say - QEII Park Murgon, Information on Sale of Land for Overdue Rates
- Signs x 5 - Coolabunia Saleyards Truck Wash, Kingaroy Memorial Park Draft Masterplan Have your Say, QEII Park Murgon Have your Say, Kingaroy Aerodrome x 2
- Staff Certificates of Service x 6
- Digital Corporate Christmas Card x 1
- Generic Presentation Card x 1
- Social media graphics – Public Notices x 28
- Flyers/posters etc x 4

**6.2 WORKFORCE PLAN 2022-2025****File Number:** 7-12-2022**Author:** Manager People and Culture**Authoriser:** Chief Executive Officer**PRECIS**

Draft Workforce Plan 2022-2025.

**SUMMARY**

South Burnett Regional Council aims to have a workforce that are engaged, capable, caring and will not come to any harm while working at Council's facilities and worksites. The Workforce Plan assists us to guide engagement, development, management, and personnel of Council's human resources.

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**OFFICER'S RECOMMENDATION**

That the committee receive the Draft Workforce Plan 2022-2025 for information.

**BACKGROUND**

The plan is being developed in line with the adopted Operational Plan

*OPE/17 - Commence development of an employee value proposition linking to Council's People and Culture Workforce Plan for positive recruitment and retention outcomes*

Further, the Staff Survey will be issued in early 2023 and as part of this survey staff will be questioned on what it means to them to have a job at SBRC, thus allowing a development of key Employee Value Propositions (EVP) considerations to be understood about what it is staff value most at the workplace.

**ATTACHMENTS****1. Draft Workforce Plan 2022-2025**

# Workforce Plan 2022-2025

South Burnett Regional Council aims to have a workforce that are engaged, capable, caring and will not come to any harm while working at council's facilities and worksites. The Workforce Plan assists us to guide engagement, development, management, and personnel of Council's human resources.

**The path to improvements over the next three years is built around four themes:**

**1. Engaged and capable people**

*Our people are committed to a strong culture where everyone's wellbeing is at the forefront of everything we do. Our people have the skills, knowledge, and leadership capabilities to drive council.*

**2. Systems and processes**

*Risks are controlled through the identification and control with systems and processes imbedded in our work practices and staff are provided with tools and resources to work.*

**3. Leadership and monitoring**

*HR management and safety are improved through regular monitoring and analysis, learning from our experiences, and ensuring accountability.*

**4. Technology and continuous improvement**

*Technological solutions are embraced in support of efficient systems, the advancement of our culture and looking for innovations.*

**Key Success Factors**

		
<p>All performance targets are met</p>	<p>90% of Corporate Structure position filled</p>	<p>Achieve an external result which exceeds the National Audit Self-Insurer Tool 70% pass mark</p>
		
<p>No safety notices issued by Work Health and Safety Queensland</p>	<p>75% participation on staff engagement survey</p>	

**Our Safety Performance Targets**

- 100% of scheduled Hazard inspections are completed on-time
- 100% of consultative meeting held (JCC & WHS Committee)
- 100% of WHS Quarterly Action Plan actions are completed
- 100% of employment offers made within 30 business days of advertisement
- 100% of compliance training in TNA delivered
- 100% of performance reviews conducted on time
- 100% of safety corrective actions are completed on time
- 100% of incidents are notified on time



### **Implementation of this strategy**

This workforce plan supports the 2022-23 Corporate Plan, and details the actions, measures and targets that will be undertaken to achieve the objectives.

- OR11 Develop for endorsement by Council a workforce plan that guides the engagement, development, management & performance of Council's human resources.

This Workforce Plan supports the 2022-23 Operational Plan, and details the actions, measures and targets that will be undertaken to achieve the objectives.

- OPE/06 Ongoing implementation of Council's People and Culture Workforce Plan (including Workplace Health and Safety) to guide the engagement, development, management, and performance of Council's human resources utilising activities such as annual employee engagement survey
- OPE/07 Continued improvement, implementation, and review of Council's Workplace Health Safety ('WHS') System in conjunction with the People and Culture Workforce Plan
- OPE/17 Commence development of an employee value proposition linking to Council's People and Culture Workforce Plan for positive recruitment and retention outcomes

Implementation of the Workforce Plan will be coordinated by the Manager of People and Culture and the Team.

Performance against the workforce Plan will be reported quarterly. Reports will be made available to all council staff.

**1. Engaged and capable people**

Our people are committed to a strong culture where everyone’s wellbeing is at the forefront of everything we do. Our people have the skills, knowledge, and leadership capabilities to drive council.



**1.1 Reward and Recognition**

Good performance and practices are recognised and rewarded

Item	Action	Measure	Target 22/23	Target 23/24	Target 24/25	Responsibility
1.1.1	Recognition program recognising and celebrating employees service to Council. 10, 20, 30, and 40 years or plus	Awards lunch/dinner held to celebrate 20 years and plus of service.	Dec 2023	Dec 2024	Dec 2025	P&C Team
		BBQ held at each depot location to celebrate 10 years of service	Dec 2023	Dec 2024	Dec 2025	P&C Team
1.1.2	WHS Committee award, when nominated, a Zero Hero award for good performance in WHS	WHS committee award, when nominated, at each WHS Committee meeting	4 per year	4 per year	4 per year	WHS Team



**1.2 Support for Employee Representatives**

Support the network of Joint Consultative Committee (JCC) members and Health and Safety Representatives (HSR) to build their capabilities and capacity to advocate for improved conditions and safety

Item	Action	Measure	Target 22/23	Target 23/24	Target 24/25	Responsibility
1.2.1	Support the development and capability of HSR's and/or WHS Committee members through ongoing training and information	New WHS Committee members complete 5-day HSR training	100%	100%	100%	WHS Team
		WHS Committee members complete 1-day HSR refresher training	100%	100%	100%	WHS Team
		WHS Committee members have completed further training and development (max of 1 day per year) on WHS topics (Internal or external)	70%	80%	90%	WHS Team
1.2.2	Support the development and availability of JCC members (employee reps) through supporting ongoing union training and information	JCC members have completed further training and development (max of 1 day per year) on IR and HR topics (Internal or external)	70%	80%	90%	P&C Team



**1.3 Fitness for Work**  
 Council will make health and wellbeing sustainable and relevant to the entire organisation in relation to fitness for work

Item	Action	Measure	Target 22/23	Target 23/24	Target 24/25	Responsibility
1.3.1	Ensure awareness of the issues and impacts of Domestic and Family Violence (DFV) and Mental Health on the work environment and people are identified and effectively managed	DFV and Mental Health working group to plan actions to raise awareness				DFV & MH Workgroup
1.3.2	Ensure the wellbeing of workers is identified, planned and effective. Including health monitoring, vaccinations, and immunisations.	Wellbeing Plan or Calendar developed and approved to outline activities through the year	Jun 2023			WHS Team
		Wellbeing Plan or Calendar implemented and reviewed annually		Review Jun 2024	Review Jun 2025	WHS Team
		Work areas assessed and health monitoring and immunisation program developed				WHS Team
		Current vaccinations and health monitoring records for employees checked against the program outcomes and identified gaps are corrected				WHS Team
1.3.3	Review Councils EAP provider to assist in the provision of regular wellbeing activities.	EAP to be reviewed, with an intent to provide more local & accessible services to staff	Feb 2023			WHS Team
		Wellbeing awareness activities developed with a focus on prevention strategies as opposed to reactive.		Jun 2024	Review Jun 2025	WHS Team



**1.4 Skilled and Capable Workforce**

Our people have the knowledge, skills and competencies to contribute to council’s health and safety outcomes with a focus on their own aspirations, training and development.

Item	Action	Measure	Target 22/23	Target 23/24	Target 24/25	Responsibility
1.4.1	Employees updated on P&C (WHS) policies, procedures, and processes	Refresher Code of Conduct and WHS Induction sessions held	Mar 2023	Mar 2024	Mar 2025	P&C Team & WHS Team
1.4.2	Training Needs Analysis (TNA) that represents the needs of the workforce including regulatory training in confined space, heights, etc.	In conjunction with EDR process, TNA updated to reflect new structure and workforce requirements		Nov 2023		P&C Team
1.4.4	Develop job dictionary and tasks to assist learning requirements for different jobs	Job dictionary developed and implemented		Jun 2024		WHS Team
1.4.5	Incorporate internal training in TNA and training schedule e.g., Safety hub, SWI's, SWMS, etc.	Internal training identified and incorporated in TNA and training schedule e.g., selected SWI's trained each quarter.				WHS Team
1.4.6	Review the VOCC process to ensure we capturing competencies based on operating risk	Plant included in the VOCC process: EWP under 11m and Sizzor lifts				WHS Team
		Spray Units and Quad Bikes				WHS Team
		Vac Truck, Paveliner and Flocon				WHS Team
		Tractors, Large Ride on mowers and Dingo Diggers				WHS Team
1.4.7	Ensure workers confident and capable of conducting lifting operations at Council worksites	Relevant staff are trained and competent in conducting lifting operations. (e.g. Hiab's)				WHS Team

		Use of Hiab's on trucks and utes included in VOCC process				WHS Team
1.4.8	Effective delivery and availability of training to all Council workers through the use of technology, "Safety Hub" software	Current paper-based training methods and records moved over to be issued and trained out through the use of current "Safety Hub software.		Dec 2023		WHS Team
		VOCC Part 1 process (knowledge assessment)				WHS Team
		SWI process developed				WHS Team
		WHS Procedure presentations				WHS Team
		Zero Harm Leadership Handbook available in electronic form				WHS Team
		Plant Familiarisations available to be issued and available electronically				WHS Team
		VOCC Refresher process				WHS Team
1.4.9	Through internal recruitment practices review cross departmental training & development opportunities	Review where possible cross-departmental assistance & multi-skilling to backfill short-term vacancies, holiday leave etc	Jun 2023			

**2. Systems and processes**

Risks are controlled through the identification and control with systems and processes imbedded in our work practices and staff are provided with tools and resources to work.




**2.1 Hazard Management**

Ensure processes are in place to identify and manage workplace hazards

Item	Action	Measure	Target 22/23	Target 23/24	Target 24/25	Responsibility
2.1.1	Ensure the safe access and egress to Water and Wastewater reservoirs and pumpstations.	Review undertaken of current access systems				
		Plan developed and temporary control measures in place as per recommendations from the review				
2.1.2	Controlled equipment checked to ensure that compliant and suitable for work environment	Height equipment reviewed for suitability for works and workers, with corrective actions listed in Corrective Action Register.				
		Spill kit locations and requirements reviewed with a checklist created to verify contents				
2.1.3	Work areas have appropriate processes and/or documentation to effectively manage the hazards and associated risks	SWI's establish and trained out for DAF tank, Lamella tube cleaning at Gordonbrook Water Treatment Plant				
		SWI's and instruction videos developed and trained out for use of hook lift truck, loading and unloading skip bins and tarping of loads.				

		SWI's and Plant Familiarisation process established and available for the public who hire spray trailer and/or splatter gun from Council				WHS Team & Fleet
		SWI's and Guidance notes developed and trained out for the operational process at the Coolabunia Saleyards.				WHS Team & Commercial Enterprises
2.1.4	All work areas have appropriately secured and stable storage systems in place	Surveillance audit of pallet racking completed with any actions detailed in Corrective Action Register for actioning				
2.1.5	Use of Hazard reporting system and form to be increased to ensure the identification, recording and actioning of hazards identified in the workplace	Promotion completed on the use of the Hazard Report Form.				
		Review completed to see if Hazard Report Form can be made put into an electronic format e.g., use of QR Code to access.				
2.1.6	Ensure the noise levels of plant & equipment are within the required level for that item of plant or equipment	Noise monitoring of plant and equipment undertaken on a 3 yearly cycle with issues provided to the workshop for correction	Jun 2023	Dec 2023	Dec 2024	WHS Team & Workshop Staff
2.1.7	Ensure that the Safe Systems of Work Pre-start Checklist is effectively assisting in identifying site hazards	SSW Pre-start Checklist has been reviewed by consultation group, with a contents list developed for the front of folders and note on checklist to advise simple hazards and controls may be listed on the rear of the checklist				
2.1.8	Ensure adequate processes are in place to assist workers with WHS on all construction works (maintenance or capital projects)	Review of general construction process including site inspection requirements for WHS with documentation developed and trained out				
2.1.9	Ensure the WHS component of the procurement process reflects current practice.	Purchasing and supplier controls for WHS updated and WHS considerations to reflect current practice including use of Felix				
2.1.10	Ensure WHS Design controls are applied and current and confirm that written reports required for structures are being completed and received	Review of WHS Design controls undertaken and development of for WHS risk register for capital work projects				



	<p><b>2.2 Risk Management</b> Actively manage workplace health and safety risks &amp; workforce risks</p>
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Item	Action	Measure	Target 22/23	Target 23/24	Target 24/25	Responsibility
2.2.1	Ensure Council is aware is the WHS risks that Council workers face and assessed to identify improvement required	WHS Risk Profile developed, consulted, and communicated to SLT and WHS Committee, and available to workers and management and reviewed annually	Mar 2023	Review Dec 2023	Review Dec 2024	WHS Team
2.2.2	Ensure Council has appropriate systems and information available to workers around Critical Risks	Critical Risk Management process and documentation developed, consulted and communicated to SLT and workers				
2.2.3	Review and update of Confed Space register to include all current assessed spaces	Confined Space Register and signage on assessed spaces has updated, communicated and available to all workers				
2.2.4	Ensure Hazard Inspection program is effective in identifying hazards at Council facilities	Hazard Inspection Forms have been reviewed and updated to be more site specific for the facility and a walk-through flow with prompts and a signage section				
2.2.5	Workforce Succession Planning	Active promotion of transition to retirement practices for long term staff, ensuring reasonable notice periods are provided for retiring workers.	Ongoing			P&C Team
		Annual sessions with Bright Super in relation to retirement.	Jun 2023			



**2.3 Emergency Management**

Ensure Council has effective and well-developed processes and tools to assist in any emergency event at a Council facility or with Council workers

Item	Action	Measure	Target 22/23	Target 23/24	Target 24/25	Responsibility
2.3.1	Ensure First Aid Kits are appropriate and reflect the different work environments where they may be used	First Kits updated and distributed across Council work areas	Jun 2023			WHS Team
		Disposal of old kits through appropriate process		Nov 2023		WHS Team
2.3.2	Ensure emergency eyewash station locations and requirements are appropriate across Council facilities and work areas	Eyewash station locations have been reviewed and consulted with workers in the work area, with required stations serviced and stations not required are decommissioned				WHS Team
2.3.3	Ensure Fire Safety requirements at Council facilities are appropriate and emergency services have available to required information	Fire evacuation plans and written plans updated and placed in the required facility				WHS Team
		Hazmat boxes are updated with current information and accessible to emergency services				WHS Team
2.3.4	Emergency actions and processes are consulted to ensure that Council workers are prepared and have support for any emergency inc. Workplace Violence and Aggression incidents	Emergency management working group established to assist with actions, meeting minimum of 3 times per year	3 meetings	3 meetings	3 meetings	WHS Team



**2.4 Recruitment**


*Attract a diverse and talented candidate pool*

Item	Action	Measure	Target 22/23	Target 23/24	Target 24/25	Responsibility
2.4.1	Successful Enterprise Bargaining for the 2023 Agreements	A successful vote, allowing staff remuneration to remain competitive within the region & in local government	Jan 2023			Bargaining Team
2.4.2	Maintain the Trainee employment program and develop a continuous school-based trainee program that supports local schools.	Continue to use funding available for a maximum of 10 Trainee positions filled each year	10 per year	10 per year	10 per year	P&C Team
2.4.3	Improve Recruitment process where applicable	Reduced length of time for recruitment	Feb 2023	Review	Review	P&C Team
2.4.4	Attend community driven events to promote working for Council (Careers Fair, Industry events)	Active & ongoing promotion of working for Council	Ongoing			P&C Team



**2.5 Contractor Management**  
*Contractors are appropriately managed to ensure they operate in accordance with safety requirements*

Item	Action	Measure	Target 22/23	Target 23/24	Target 24/25	Responsibility
2.5.1	Analysis of current processes and system for the management of WHS in relation to engagement of contractors	Analysis undertaken and outcomes developed and communicated				
2.5.2	Develop and consult current process and documents as per the outcomes of the analysis	Processes and documents approved				
2.5.3	Training to internal workers on processes and documents and requirements communicated to contractors	Training undertaken and records held				
		Communication to pre-qualified contractors				
2.5.4	Monitor and evaluate the effectiveness of contractor management process	Surveillance audit undertaken, documented, and actions recorded				

	<p><b>2.6 Chemical Management</b>                  To improve and ensure safe practices, processes, and storage of chemicals at Council</p>
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Item	Action	Measure	Target 22/23	Target 23/24	Target 24/25	Responsibility
2.6.1	Audit of chemicals used and stored at Council worksites and facilities	Audit undertaken and outcomes developed				
2.6.2	Review/update and consult on processes for storage, use and purchasing of chemicals including chemical registers	Reviewed documents and processes approved				
2.6.3	Train and implement reviewed processes for chemical management	Training undertaken and records held				
2.6.4	Monitor and evaluate the effectiveness of chemical management processes	Surveillance audit undertaken, documented and actions recorded				

### 3. Leadership and monitoring

HR management and safety are improved through regular monitoring and analysis, learning from our experiences, and ensuring accountability.



#### 3.1 Leadership Engagement and Staff Training

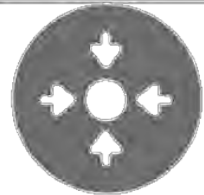
Council leaders actively promote a culture by engaging with workers and have the appropriate skills and knowledge to lead across council. Staff to continually develop in their field or multi-skill.

Item	Action	Measure	Target 22/23	Target 23/24	Target 24/25	Responsibility
3.1.1	Engagement of department managers to participate in a documented hazard inspection yearly	Hazard inspection completed, documented and actions recorded in the corrective action register	70% complete Jun 23	80% complete Jun 24	90% complete Jun 25	SLT and WHS Team
3.1.2	Training on leadership techniques and skills to assist staff who supervise others	Training completed by LGMA to invited Managers, Coordinators and Senior staff (6-day sessions)	Dec 2022			Manager P&C
3.1.3	Managers and Coordinators undertake training (max 1 day or online) to improve skills within areas of HR, IR and WHS	Managers and Coordinators have completed training in HR or IR management	70% complete Jun 23	80% complete Jun 24	90% complete Jun 25	SLT and P&C Team inc. WHS
		Managers and Coordinators have completed training in WHS	70% complete Jun 23	80% complete Jun 24	90% complete Jun 25	SLT and P&C Team inc. WHS
3.1.4	Provide employees who supervise staff with internal training and updates on relevant information to assist with navigation of Council requirements in HR, IR and WHS or other areas as required	Coordinators, and Supervisors attend leadership training "Pot of Gold" sessions. 4 sessions per year	70% attend	80% attend	90% attend	P&C Team inc. WHS
3.1.5	Provide ongoing internal & external training via L&D guidelines to staff.	Continue to encourage staff to review development & training opportunities via the EDR process.				



**3.2 Promotion and Communication**  
*Increased promotion, effective communication, and awareness of a range of initiatives across council*

Item	Action	Measure	Target 22/23	Target 23/24	Target 24/25	Responsibility
3.2.1	Effective communication to all staff on WHS or other areas through the “Zero Harm Leadership Handbook”	Zero Harm Leadership handbooks issued	6 per year	6 per year	6 per year	WHS Team
3.2.2	Safety Alerts and Safety Announcements used to increase communication of urgent and important WHS issues	Safety Alerts and Safety Announcements issued to staff and available on Intranet for further reference	100%	100%	100%	WHS Team
3.2.3	Develop a P&C promotional calendar that covers aspects of HR, WHS, Wellbeing	Calendar developed that includes events that are relevant and authorised by Council e.g., Safe Work Month, Mental Health Week		Dec 2023		



**3.3 Safety Audit Program**  
*Council's safety management arrangements are periodically reviewed to ensure they continue to remain effective and up to date with industry benchmarks*

Item	Action	Measure	Target 22/23	Target 23/24	Target 24/25	Responsibility
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3.3.1	Monitor the growth and maturity of the Safety Management System	External Safety management system audit undertaken in accordance with National Audit Tool (NAT)	May 2023		May 2025	Manager P&C & WHS Team
3.3.2	Surveillance assessments undertaken to review the effectiveness of processes for certain activities and tasks	Surveillance assessments completed, actions recorded in corrective actions register, report tabled at WHS committee meeting, and report forwarded to LGW as per MRO (activities below):				
		Confined Spaces	Dec 2022			WHS Team
		Plant & Equipment	Feb 2023			WHS Team
		Noise	Apr 2023			WHS Team
		Excavation Work	Jun 2023			WHS Team
		Dust & Airborne Contaminants		Aug 2023		WHS Team
		Temporary Traffic Management		Oct 2023		WHS Team

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#### 4. Technology and continuous improvement

Technological solutions are embraced in support of efficient systems, the advancement of our culture and looking for innovations.



##### 4.1 Safety Software Solution and Mobility

We will explore software options to better support the implementation, monitoring, review, and mobile access of council's safety management system

Item	Action	Measure	Target 22/23	Target 23/24	Target 24/25	Responsibility
4.1.1	Review options of electronic safety system that suits our process	Selection of software	May 2023			WHS Team & Mgr. P&C, ICT & Business Systems
4.1.2	Software implemented and communicating with business system processes where required	Key activities of incident and hazard reporting, corrective action register, and controlled equipment registers implanted and working		Dec 2023		WHS Team
4.1.3	Mobile access to reporting and retrieving relevant information in the field	Workers can access and report online or offline (update when back in service)		Jun 2024		WHS Team
4.1.4	Dashboards and reports advising of trends and outcomes	Active dashboards and reports set up and advising management		Jun 2024		WHS Team
4.1.5	Review the effectiveness of the system	Undertake a survey and update actions			Sept 2024	WHS Team



**4.2 Develop an employee value proposition**  
 Explore how Council needs to adapt to the evolving needs of modern-day workforce, and understand which values are most important to our workforce

Item	Action	Measure	Target 22/23	Target 23/24	Target 24/25	Responsibility
4.2.1	Consider current EVP details of job advertisements and looking at what story they are telling	Details gathered to be consulted	Feb 2023			
4.2.2	Engage with employees	Via the Survey collect data from staff on what matters to them	Feb 2023			
4.2.3	Analyse and segment the data	Data collated and areas of investment identified to deliver expectations and future aspirations.		Jul 2023		
4.2.4	Implement EVP & continue to evaluate	Job advertisements and positions descriptions updated to reflect new EVP		Jul 2023		



**4.3 Policies and Procedures**  
 Ensure all documents are current and relevant to operations and processes of organisation to allow continuous improvement

Item	Action	Measure	Target 22/23	Target 23/24	Target 24/25	Responsibility
4.3.1	Complete all document reviews and updates and ensure they have a regular review date set.	All P&C (incl. WHS) policies and procedures to be updated and are within the "Policy Governance Framework"	70% Jun 2023	Remainder Jun 2024		WHS Team & Mgr. P&C

## 7 CORPORATE GOVERNANCE & STRATEGY

### 7.1 MEETING DATES FOR THE ORDINARY MEETINGS OF COUNCIL'S STANDING COMMITTEES, GENERAL MEETINGS AND BUDGET MEETING

**File Number:** 07/11/2022

**Author:** Coordinator Executive Services

**Authoriser:** Chief Executive Officer

#### PRECIS

This report is to recommend dates, times, and locations for ordinary meetings of Council's Standing Committees, General Meetings and Budget Meetings for the period January - June 2023.

#### SUMMARY

In accordance with Section 254B (1) of the *Local Government Regulation 2012* it is necessary to confirm the dates, times, and locations of the ordinary meetings of Council's Standing Committees, General Meetings and Budget Meetings for the period January - June 2023.

#### OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That Council

1. fix the day, time and location for the Infrastructure, Environment and Compliance Standing Committee Meetings of South Burnett Regional Council as the first Wednesday of the month, beginning in February 2023, commencing at 9.00am in the Warren Truss Chamber, Glendon Street Kingaroy.
2. fix the day and time for the Liveability, Governance and Finance Standing Committee Meetings of South Burnett Regional Council as the second Wednesday of the month, beginning in February 2023, commencing at 9.00am in the Warren Truss Chamber, Glendon Street Kingaroy.
3. fix the day and time for the Budget Committee Meetings of South Burnett Regional Council as the third Wednesday of the month, beginning in February 2023, commencing at 8.30am in the Warren Truss Chamber, Glendon Street Kingaroy.
4. fix the day and time for the General Council Meetings of South Burnett Regional Council as the fourth Wednesday of the month, beginning in January 2023, commencing at 9.00am in the Warren Truss Chamber, Glendon Street Kingaroy.
5. adopt the dates for Council Meetings January - June 2023 as follows:

<b>Committee</b>	<b>Date</b>
General Meeting	Wednesday 25 January 2023
Infrastructure, Environment and Compliance Standing Committee	Wednesday 1 February 2023

<b>Committee</b>	<b>Date</b>
Liveability, Governance and Finance Standing Committee Meeting	Wednesday 8 February 2023
Budget Committee Meeting	Wednesday 15 February 2023
General Meeting	Wednesday 22 February 2023
Infrastructure, Environment and Compliance Standing Committee Meeting	Wednesday 1 March 2023
Liveability, Governance and Finance Standing Committee Meeting	Wednesday 8 March 2023
Budget Committee Meeting	Wednesday 15 March 2023
General Meeting	Wednesday 22 March 2023
Infrastructure, Environment and Compliance Standing Committee Meeting	Wednesday 5 April 2023
Liveability, Governance and Finance Standing Committee Meeting	Wednesday 12 April 2023
Budget Committee Meeting	Wednesday 19 April 2023
General Meeting	Wednesday 26 April 2023
Infrastructure, Environment and Compliance Standing Committee Meeting	Wednesday 3 May 2023
Liveability, Governance and Finance Standing Committee Meeting	Wednesday 10 May 2023
Budget Committee Meeting	Wednesday 17 May 2023
General Meeting	Wednesday 24 May 2023
Infrastructure, Environment and Compliance Standing Committee Meeting	Wednesday 7 June 2023

<b>Committee</b>	<b>Date</b>
Liveability, Governance and Finance Standing Committee Meeting	Wednesday 14 June 2023
Special Budget Meeting	Wednesday 21 June 2023
General Meeting	Wednesday 28 June 2023

### **FINANCIAL AND RESOURCE IMPLICATIONS**

Budget funds are provided for the costs associated with Council Meetings.

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

EC1 An informed and engaged community

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

Council advertises the dates, times and location of Council Meeting to enable the community to attend.

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

Public notice of the meetings is required pursuant to Section 254B (1) of the *Local Government Regulation 2012*.

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

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

### **ASSET MANAGEMENT IMPLICATIONS**

No direct asset management implications arise from this report.

### **REPORT**

Nil

### **ATTACHMENTS**

Nil

## 7.2 NOTICE TO REPEAL SOUTH BURNETT REGIONAL COUNCIL RESOLUTION - 2020/168

**File Number:** 07-12-2022

**Author:** General Manager Finance and Corporate

**Authoriser:** Chief Executive Officer

### PRECIS

Notice to repeal South Burnett Regional Council resolution adopting the South Burnett Regional Council Infrastructure Standing Committee Terms of Reference – Statutory025, Liveability Standing Committee Terms of Reference – Statutory026 and Executive and Finance & Corporate Standing Committee Terms of Reference – Statutory027.

### SUMMARY

Through the establishment of the new Council Standing Committees structure adopted at the Ordinary Council Meeting held on 28 September 2022, it has been identified that the following policies are no longer required/relevant:

- South Burnett Regional Council Infrastructure Standing Committee Terms of Reference – Statutory025 adopted by Council at its Ordinary Meeting held on 14 October 2020;
- South Burnett Regional Council Liveability Standing Committee Terms of Reference – Statutory026 adopted by Council at its Ordinary Meeting held on 14 October 2020; and
- South Burnett Regional Council Executive and Finance & Corporate Standing Committee Terms of Reference – Statutory027 adopted by Council at its Ordinary Meeting held on 14 October 2020.

### OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That in accordance with *Section 262* of the *Local Government Regulation 2012*, the following resolution be repealed:

Resolution 2020/168, Item 8.9 of the General Meeting held on 14 October 2020 – Establishment of Council Standing Committees and Terms of References.

### FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial or resource implications which arise from this report.

### LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making.
Operational Plan 2022/2023	Deliver the Council Policy Governance Framework aligned to strategic planning and relevant legislation incorporating Council's policies, procedure, forms and factsheets

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

Consultation was undertaken with Councillors and the Mayor to develop and establish new Council Standing Committees and Terms of References pursuant to *Section 264* of the *Local Government Regulation 2012* at an Ordinary Council Meeting held on 28 September 2022.

The resolution was carried unanimously.

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

*Local Government Regulation 2012* (Qld)

*Section 4(b)* of the *Human Rights Act 2019* ('Act') requires public entities to act and make decisions in a way compatible with human rights. The Act requires public entities to only limit human rights in certain circumstances and after careful consideration. The human rights protected under the Act are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

In the decision-making process, Council is to consider the 23 human rights:

1. Recognition and equality before the law;
2. Right to life;
3. Protection from torture and cruel, inhuman or degrading treatment;
4. Freedom from forced work;
5. Freedom of movement;
6. Freedom of thought, conscience, religion and belief;
7. Freedom of expression;
8. Peaceful assembly and freedom of association;
9. Taking part in public life;
10. Property rights;
11. Privacy and reputation;
12. Protection of families and children;
13. Cultural rights—generally;
14. Cultural rights—Aboriginal peoples and Torres Strait Islander peoples;
15. Right to liberty and security of person;
16. Humane treatment when deprived of liberty;
17. Fair hearing;
18. Rights in criminal proceedings;
19. Children in the criminal process;
20. Right not to be tried or punished more than once;
21. Retrospective criminal laws;
22. Right to education;
23. Right to health services.

**POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

No direct local law or delegation implications arise from this report.

**ASSET MANAGEMENT IMPLICATIONS**

No direct asset management implications arise from this report.

**REPORT**

Through the establishment of the new Council Standing Committees structure adopted at the Ordinary Council Meeting held on 28 September 2022, it has been identified that the following policies are no longer required/relevant:

- South Burnett Regional Council Infrastructure Standing Committee Terms of Reference – Statutory025 adopted by Council at its Ordinary Meeting held on 14 October 2020;
- South Burnett Regional Council Liveability Standing Committee Terms of Reference – Statutory026 adopted by Council at its Ordinary Meeting held on 14 October 2020; and
- South Burnett Regional Council Executive and Finance & Corporate Standing Committee Terms of Reference – Statutory027 adopted by Council at its Ordinary Meeting held on 14 October 2020.

#### **ATTACHMENTS**

1. **South Burnett Regional Council Infrastructure Standing Committee Terms of Reference - Statutory025**
2. **South Burnett Regional Council Liveability Standing Committee Terms of Reference - Statutory026**
3. **South Burnett Regional Council Executive and Finance & Corporate Standing Committee Terms of Reference - Statutory027**





POLICY CATEGORY - NUMBER: Statutory025  
POLICY OWNER: Executive Services

ECM ID: 2728634  
ADOPTED: 27 April 2022

## Infrastructure Standing Committee Terms of Reference

**NOTE:** Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Corporate, Governance & Strategy Branch. **A hard copy of this electronic document is considered uncontrolled when printed.**

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### 1. POLICY STATEMENT

The Infrastructure Standing Committee has been established as a Standing Committee in accordance with *Section 264* of the *Local Government Regulation 2012* ("LOGR12"). Its purpose is to provide strategic direction and leadership on matters detailed in the Committee's Roles and Responsibilities. The Committee will conduct much of the investigative and detailed work leading to a recommendation to Council to enable an informed decision to be made.

### 2. SCOPE

The Infrastructure Standing Committee considers and advises Council in relation to strategy and policy for the Business Services and Finance services and functions of Council.

The objectives of the Committee are to:

- provide a forum to enable complex or strategic issues to be discussed at length;
- provide an opportunity to the community and business representatives to address and make submissions for Council 's consideration; and
- receive and consider officer's reports in order to provide a recommended course of action to Council to determine matters outlined in the roles and responsibilities of the Committee.

The Infrastructure Standing Committee has the power only to recommend a course of action to Council.

Council may by resolution, delegate authority to the Infrastructure Standing Committee to decide matters.

Delegations of authority may be specific to an individual matter or in general terms to provide lasting authority to determine nominated issues. Such delegations must be in accordance with Council's delegations process and be included in Council's Delegation Register.

The role of the Infrastructure Standing Committee is to consider matters within the defined scope and to provide recommendations and advice to Council.

The Committee shall have a primary role in considering the long-term strategic direction of Council's Infrastructure services and functions and provide a monitoring role on the whole of Council financial, asset and performance management.

The Committee is charged with considering matters relating to the Services and Functions in line with **Appendix 1** of Council's Acceptable Requests Guidelines Policy.

Council business referred to above will include such business as:

- development of goals and strategies for Council's Corporate Plan, Operational Plan, Business Plans and Performance Management Plans;
- quarterly review of Council 's Business Services and Finance services and functions progress and achievement towards Council's Corporate Plan, Operational Plan, Business Plans and Performance Management Plans;
- development of the annual budget for Council's Business Services and Finance services and functions;
- quarterly review of the annual budget for Council's Business Services and Finance services and functions;
- monthly review of Council 's Business Services and Finance services and functions financial reports; and
- to report to Council on a regular basis on the operations of Council's Business Services and Finance services and functions.

### **3. GENERAL INFORMATION**

#### **3.1. Membership**

Membership of the Committee is in accordance with the resolution passed at the General Meeting of Council held on 14 October 2020, being 6 Councillors and the Mayor. The General Manager Infrastructure and Chief Executive Officer will also attend as advisers to the Committee.

#### **3.2. Term of Membership**

Councillors will be appointed to the Committee for the term of the Council unless otherwise removed by a resolution of Council or acceptance of a resignation.

#### **3.3. Replacing Vacating Members**

In the event of a Councillor resigning his/her position on the Committee, the Council will nominate a Councillor to fill the vacant position.

#### **3.4. Appointment of Chairperson**

The Chairperson will be appointed by council in accordance with *Section 267* of the *LOGR12*.

If the local government does not appoint a Chairperson for a committee, the committee may appoint one (1) of its members as Chairperson. If the Chairperson is not present at a meeting, the members present may appoint a Chairperson for the meeting.

#### **3.5. Role of Chairperson**

The Chairperson becomes the spokesperson on behalf of council in discussing matters relating to the Infrastructure Standing Committee with the community. The Chairperson will preside at meetings and conduct the meeting in accordance with Council's adopted policy Conduct of Council & Committee Policy

#### **3.6. Role of Committee Members**

The role of a Committee Member is to consider and make recommendations on matters relating to Council achieving the goals for Council's Infrastructure services and functions, as outlined in Council's Community and Corporate Plan, and considering the implementation of policies relating to Council's Corporate functions, while serving the overall public interest of the whole local government area.

#### **3.7. Meetings**

All meetings of the Committee shall be open to the public unless resolved by the Committee to be closed to the public for the purpose of discussing a matter deemed to be confidential in terms of *Section 254J* of the *LOGR12*.

Infrastructure Standing Committee must be in accordance with Council's adopted Conduct of Council

& Committee Meetings Policy – Part 2 Council Standing Committees.

### **3.8. Quorum**

A quorum for decision-making will consist of half the number of members of the Infrastructure Standing Committee plus one. Council staff members in attendance are not counted in the determination of a quorum.

### **3.9. Voting**

Decision making of the Infrastructure Standing Committee will be by majority vote.

The Chairperson has a casting vote.

If a member present fails to vote, the member is taken to have voted in the negative.

### **3.10. Frequency and Location**

Meetings of the Infrastructure Standing Committee will be held in accordance with an adopted schedule of meetings, at a location advised. A schedule of meetings is to be forwarded to Council at least twice per annum, for adoption detailing dates and times for these meetings.

Additional / Extraordinary meetings of the Committee may be called, at the discretion of the Chairperson, as required.

### **3.11. Meeting Agenda**

The agenda for this Committee will be distributed in accordance with *Section 254C (Notice of meetings and agendas for councillors or committee members)* of the *LOGR12*. Council aims to distribute the Committee agenda at least three (3) clear business days prior to the meeting date.

### **3.12. Reporting**

The Committee will keep minutes of its proceedings in accordance with *Section 254F* of the *LOGR12*.

### **3.13. Council Staff**

The Infrastructure Standing Committee will be resourced by officers of the Infrastructure Department as agreed by the Chief Executive Officer.

Council employees can attend committee meetings to present reports, answer questions and provide guidance to the Committee. They are not committee members and will not vote on any recommendations before the Infrastructure Standing Committee.

## **4. DEFINITIONS**

**Council Employee** – a person employed by Council who performs work, under the direction and control of Council, on an ongoing basis with an ongoing expectation of work entitled to superannuation contributions paid by Council.

## **5. LEGISLATIVE REFERENCE**

The Infrastructure Standing Committee has been established as an Advisory Committee in accordance with *Section 264* of the *Local Government Regulation 2012*.

## **6. RELATED DOCUMENTS**

If there is a dispute regarding meeting procedure or the conduct of an individual, the Chairperson will refer to the SBRC Conduct of Council and Committee Meetings Policy – Statutory-017.

Attendance by relevant staff from other Departments of Council may be requested by the Committee Chairperson the SBRC Acceptable Request Guidelines Policy – Statutory-004.



**7. NEXT REVIEW**

As prescribed by legislation or October 2022.

**8. VERSION CONTROL**

Version	Revision Description	Adopted Date	ECM Reference
1	New Terms of Reference	14 October 2020	2728634
2	Administrative change replacing Social & Corporate Performance Branch with Corporate Services Branch as per Council Resolution 2021/296	24 March 2021	2728634
3	Administrative amendment - organisational structure review – resolution 2022/432	27 April 2022	2728634

Mark Pitt PSM  
**CHIEF EXECUTIVE OFFICER**

Date: 27 April 2022



**POLICY CATEGORY - NUMBER:** Statutory026  
**POLICY OWNER:** Executive Services  
**ECM ID:** 2741157  
**ADOPTED:** 27 April 2022

## Liveability Standing Committee Terms of Reference

**NOTE:** Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Corporate, Governance & Strategy Branch. **A hard copy of this electronic document is considered uncontrolled when printed.**

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### 1. POLICY STATEMENT

The Liveability Standing Committee ('Committee') has been established as a Standing Committee in accordance with *Section 264 of the Local Government Regulation 2012* ('Regulation'). Its purpose is to provide strategic direction and leadership on matters detailed in the Committee's roles and responsibilities. The Committee will conduct much of the investigative and detailed work leading to a recommendation to Council to enable an informed decision to be made.

### 2. SCOPE

The Committee considers and advises Council in relation to strategy and policy for the Liveability, Facilities & Parks, Community & Lifestyle and Environment & Planning functions of Council.

The objectives of the Committee are to:

- provide a forum to enable complex or strategic issues to be discussed at length;
- provide an opportunity to the Liveability Department representatives to address and make submissions for Council consideration;
- receive and consider Council officer reports in order to provide a recommended course of action to Council to determine matters outlined in the roles and responsibilities of the Committee.

The Committee has the power only to recommend a course of action to Council.

Council may by resolution, delegate authority to the Committee to decide matters.

Delegations of authority may be specific to an individual matter or in general terms to provide lasting authority to determine nominated issues. Such delegations must be in accordance with Council's delegations process and be included in Council's Delegation Register.

The role of the Committee is to consider matters within the defined scope and to provide recommendations and advice to Council.

The Committee shall have a primary role in considering the long-term strategic direction of Council's Liveability services and functions and provide a monitoring role on department's financial, asset and performance management.

The Committee is charged with considering matters relating to the services and functions in line with **Appendix 1** of Council's Acceptable Requests Guidelines Policy

Council business referred to above will include such business as:

- development of goals and strategies for Council's Corporate Plan, Annual Operational Plan, Business Plans and Performance Management Plans;
- quarterly review of Council 's progress and achievement towards Council's Corporate Plan, Annual Operational Plan, Business Plans and Performance Management Plans;
- development of the annual budget for Council's Liveability services and functions;
- quarterly review of the annual budget for Council's Liveability services and functions;
- monthly review of Council's Liveability services and functions reports; and
- to report to Council on a regular basis on the operations of Council's Liveability services and functions.

### **3. GENERAL INFORMATION**

#### **3.1. Membership**

Membership of the Committee is in accordance with the resolution passed at the General Meeting of Council held 14 October being six (6) Councillors and the Mayor. The General Manager Liveability and Chief Executive Officer ('CEO') will also attend as advisers to the Committee.

#### **3.2. Term of Membership**

Councillors will be appointed to the Committee for the term of the Council unless otherwise removed by a resolution of Council or acceptance of a resignation.

#### **3.3. Replacing Vacating Members**

In the event of a Councillor resigning his/her position on the Committee, the Council will nominate a Councillor to fill the vacant position.

#### **3.4. Appointment of Chairperson**

The Chairperson will be appointed by Council in accordance with *Section 267* of the Regulation and as per Council's Conduct of Council & Committee Meetings Policy

#### **3.5. Role of Chairperson**

The Chairperson becomes the spokesperson on behalf of Council in discussing matters relating to the Committee with the community. The Chairperson will preside at meetings and conduct the meeting in accordance with Council's Conduct of Council & Committee Meetings Policy.

#### **3.6. Role of Committee Members**

The role of a Committee Member is to consider and make recommendations on matters relating to Council achieving the goals for Council's Liveability services and functions, as outlined in Council's Annual Operational Plan and Corporate Plan, while serving the overall public interest of the whole local government area. the overall public interest of the whole local government area.

#### **3.7. Meetings**

All meetings of the Committee shall be open to the public unless resolved by the Committee to be closed to the public for the purpose of discussing a matter deemed to be confidential in terms of *Section 254J* of the Regulation and in accordance with Council's Conduct of Council & Committee Meetings Policy.

#### **3.8. Quorum**

A quorum for decision-making will consist of half the number of members of the Committee plus one (1). Council officers in attendance are not counted in the determination of a quorum.

#### **3.9. Voting**

Decision making of the Committee will be by majority vote. The Chairperson has a casting vote. If a member present fails to vote, the member is taken to have voted in the negative.



### 3.10. Frequency and Location

Meetings of the Committee will be held monthly, at a location advised. A schedule of meetings is to be forwarded to Council at least twice per annum, for adoption detailing dates and times for these meetings.

Additional / extraordinary meetings of the Committee may be called, at the discretion of the Chairperson, as required.

### 3.11. Meeting Agenda

The agenda for the Committee will be distributed in accordance with *Section 254C (Notice of meetings and agendas for councillors or committee members)* of the Regulation. Council aims to distribute the Committee agenda at least three (3) clear business days prior to the meeting date.

### 3.12. Reporting

The Committee will keep minutes of its proceedings in accordance with *Section 254F* of the Regulation.

### 3.13. Council Officers

The Committee will be resourced by Council officers of the Liveability Department as agreed by the CEO.

Council officers can attend Committee meetings to present reports, answer questions and provide guidance to the Committee. They are not Committee members and will not vote on any recommendations before the Committee.

## 4. DEFINITIONS

**Council Officer** means a person employed by Council who performs work, under the direction and control of Council, on an ongoing basis with an ongoing expectation of work entitled to superannuation contributions paid by Council.

## 5. LEGISLATIVE REFERENCE

The Committee has been established as an Advisory Committee in accordance with *Section 264* of the Regulation.

## 6. RELATED DOCUMENTS

If there is a dispute regarding meeting procedure or the conduct of an individual, the Chairperson will refer to Council's Conduct of Council & Committee Meetings Policy.

Attendance by relevant Council officers from other Departments of Council may be requested by the Committee Chairperson Council's Acceptable Request Guidelines Policy.

**7. NEXT REVIEW**

As prescribed by legislation or November 2022.

**8. VERSION CONTROL**

Version	Revision Description	Adopted Date	ECM Reference
1	New Terms of Reference	14 October 2020	2728632
2	Revision of Policy to align Departments	25 November 2020	2741157
3	Administrative change replacing Social & Corporate Performance Branch with Corporate Services Branch as per Council Resolution 2021/296	24 March 2021	2741157
4	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2741157

Mark Pitt PSM  
**CHIEF EXECUTIVE OFFICER**

Date: 27 April 2022





**POLICY CATEGORY - NUMBER:** Statutory027  
**POLICY OWNER:** Corporate, Governance & Strategy

**ECM ID:** 2741156  
**ADOPTED:** 27 April 2022

## Executive and Finance & Corporate Standing Committee Terms of Reference

**NOTE:** Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Corporate, Governance & Strategy Branch. **A hard copy of this electronic document is considered uncontrolled when printed.**

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### 1. POLICY STATEMENT

The Executive and Finance & Corporate Standing Committee ('Committee') has been established as a Standing Committee in accordance with *Section 264 of the Local Government Regulation 2012* ('Regulation'). Its purpose is to provide strategic direction and leadership on matters detailed in the Committee's roles and responsibilities. The Committee will conduct much of the investigative and detailed work leading to a recommendation to Council to enable an informed decision to be made.

### 2. SCOPE

The Committee considers and advises Council in relation to strategy and policy for the Executive, Corporate, Governance & Strategy, ICT & Fleet and Finance & Sustainability functions of Council.

The objectives of the Committee are to:

- provide a forum to enable complex or strategic issues to be discussed at length;
- provide an opportunity to the Executive and Finance & Corporate representatives to address and make submissions for Council consideration; and
- receive and consider Council officer reports in order to provide a recommended course of action to Council to determine matters outlined in the roles and responsibilities of the Committee.

The Committee has the power only to recommend a course of action to Council.

Council may by resolution, delegate authority to the Committee to decide matters.

Delegations of authority may be specific to an individual matter or in general terms to provide lasting authority to determine nominated issues. Such delegations must be in accordance with Council's delegations process and be included in Council's Delegation Register.

The role of the Committee is to consider matters within the defined scope and to provide recommendations and advice to Council.

The Committee shall have a primary role in considering the long-term strategic direction of Council's Executive and Finance & Corporate services and functions and provide a monitoring role on the whole of Council financial, asset and performance management.

The Committee is charged with considering matters relating to the services and functions in line with **Appendix 1** of Council's Acceptable Requests Guidelines Policy

Council business referred to above will include such business as:

- development of goals and strategies for Council's Corporate Plan, Annual Operational Plan, Business Plans and Performance Management Plans;
- quarterly review of Council 's progress and achievement towards Council's Corporate Plan, Annual Operational Plan, Business Plans and Performance Management Plans;
- development of the annual budget for Council's Executive and Finance & Corporate services and functions;
- quarterly review of the annual budget for Council's Executive and Finance & Corporate services and functions;
- monthly review of Council 's Executive and Finance & Corporate services and functions reports; and
- to report to Council on a regular basis on the operations of Council's Executive and Finance & Corporate services and functions.

### **3. GENERAL INFORMATION**

#### **3.1. Membership**

Membership of the Committee is in accordance with the resolution passed at the General Meeting of Council held on 14 October 2020, being six (6) Councillors and the Mayor. The General Manager Finance & Corporate and Chief Executive Officer will also attend as advisers to the Committee.

#### **3.2. Term of Membership**

Councillors will be appointed to the Committee for the term of the Council unless otherwise removed by a resolution of Council or acceptance of a resignation.

#### **3.3. Replacing Vacating Members**

In the event of a Councillor resigning his/her position on the Committee, the Council will nominate a Councillor to fill the vacant position.

#### **3.4. Appointment of Chairperson**

The Chairperson will be appointed by Council in accordance with *Section 267* of the Regulation and as per Council's Conduct of Council & Committee Meetings Policy.

#### **3.5. Role of Chairperson**

The Chairperson becomes the spokesperson on behalf of Council in discussing matters relating to the Committee with the community. The Chairperson will preside at meetings and conduct the meeting in accordance with Council's Conduct of Council & Committee Meetings Policy.

#### **3.6. Role of Committee Members**

The role of a Committee Member is to consider and make recommendations on matters relating to Council achieving the goals for Council's Executive and Finance & Corporate services and functions, as outlined in Council's Annual Operational Plan and Corporate Plan, while serving the overall public interest of the whole local government area.

#### **3.7. Meetings**

All meetings of the Committee shall be open to the public unless resolved by the Committee to be closed to the public for the purpose of discussing a matter deemed to be confidential in terms of *Section 254J* of the Regulation and in accordance with Council's Conduct of Council & Committee Meetings Policy.

#### **3.8. Quorum**

A quorum for decision-making will consist of half the number of members of the Committee plus one (1). Council officers in attendance are not counted in the determination of a quorum.

### 3.9. Voting

Decision making of the Committee will be by majority vote. The Chairperson has a casting vote. If a member present fails to vote, the member is taken to have voted in the negative.

### 3.10. Frequency and Location

Meetings of the Committee will be held monthly, at a location advised. A schedule of meetings is to be forwarded to Council at least twice per annum, for adoption detailing dates and times for these meetings.

Additional / extraordinary meetings of the Committee may be called, at the discretion of the Chairperson, as required.

### 3.11. Meeting Agenda

The agenda for the Committee will be distributed in accordance with *Section 254C (Notice of meetings and agendas for councillors or committee members)* of the Regulation. Council aims to distribute the Committee agenda at least three (3) clear business days prior to the meeting date.

### 3.12. Reporting

The Committee will keep minutes of its proceedings in accordance with *Section 254F* of the Regulation.

### 3.13. Council Officers

The Committee will be resourced by Council officers of the Executive and Finance & Corporate Departments as agreed by the Chief Executive Officer.

Council officers can attend Committee meetings to present reports, answer questions and provide guidance to the Committee. They are not Committee members and will not vote on any recommendations before the Committee.

## 4. DEFINITIONS

**Council Officer** means a person employed by Council who performs work, under the direction and control of Council, on an ongoing basis with an ongoing expectation of work entitled to superannuation contributions paid by Council.

## 5. LEGISLATIVE REFERENCE

The Committee has been established as an Advisory Committee in accordance with *Section 264* of the Regulation.

## 6. RELATED DOCUMENTS

If there is a dispute regarding meeting procedure or the conduct of an individual, the Chairperson will refer to Council's Conduct of Council & Committee Meetings Policy – Statutory017.

Attendance by relevant Council officers from other Departments of Council may be requested by the Committee Chairperson as per Council's Acceptable Request Guidelines Policy – Statutory004.



**7. NEXT REVIEW**

As prescribed by legislation or November 2022.

**8. VERSION CONTROL**

Version	Revision Description	Adopted Date	ECM Reference
1	New Terms of Reference	14 October 2020	2728633
2	Revision of Policy to align Departments	25 November 2020	2741156
3	Administrative change replacing Social & Corporate Performance Branch with Corporate Services Branch as per Council Resolution 2021/296	24 March 2021	2741156
4	Administrative amendment - organisational structure review – resolution 2022/432	27 April 2022	2741156

Mark Pitt PSM  
**CHIEF EXECUTIVE OFFICER**

Date: 27 April 2022

### 7.3 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL PORTABLE AND ATTRACTIVE ITEMS POLICY - STRATEGIC032

**File Number:** 07-12-2022

**Author:** General Manager Finance and Corporate

**Authoriser:** Chief Executive Officer

#### PRECIS

Adoption of the South Burnett Regional Council Portable and Attractive Items Policy – Strategic032.

#### SUMMARY

The purpose of this policy is to enable a consistent and practical approach to the administration and control of portable and attractive items with reference to internal control and audit requirements of South Burnett Regional Council ('Council').

#### OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Portable and Attractive Items Policy – Strategic032 be adopted as presented.

#### FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial and resource implications arise from this report which have not already been considered in the development of Council's annual budget.

#### LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making
Operational Plan 2022/2023	Deliver the Council Policy Governance Framework aligned to strategic planning and relevant legislation incorporating Council's policies, procedures, forms and factsheets
	Promote a high standard of corporate responsibility, transparency and accountability in decision making at all levels of the organisation in the best interest of Council and the community aligning to legislation and Council policy

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

The Draft South Burnett Regional Council Portable and Attractive Items Policy – Strategic032 was reviewed by the Chief Executive Officer, Manager Infrastructure Planning and Coordinator Asset Management supported by Corporate, Governance & Strategy.

The Draft South Burnett Regional Council Portable and Attractive Items Policy – Strategic032 was then presented at the Senior Leadership Team Meeting held on 8 November 2022 for endorsement to the Liveability, Governance and Finance Standing Committee. Feedback received supported the draft content.

**LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)***Human Rights Act 2019 (Qld)*

*Section 4(b) of the Human Rights Act 2019* requires public entities to act and make decisions in away compatible with human rights. The Act requires public entities to only limit human rights in certain circumstances and after careful consideration. The human rights protected under the Act are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

In the decision-making process, Council is to consider the 23 human rights:	
1. Recognition and equality before the law;	13. Cultural rights—Generally;
2. Right to life;	14. Cultural rights—Aboriginal peoples and Torres Strait Islander peoples;
3. Protection from torture and cruel, inhuman or degrading treatment;	15. Right to liberty and security of person;
4. Freedom from forced work;	16. Humane treatment when deprived of liberty;
5. Freedom of movement;	17. Fair hearing;
6. Freedom of thought, conscience, religion and belief;	18. Rights in criminal proceedings;
7. Freedom of expression;	19. Children in the criminal process;
8. Peaceful assembly and freedom of association;	20. Right not to be tried or punished more than once;
9. Taking part in public life;	21. Retrospective criminal laws;
10. Property rights;	22. Right to education;
11. Privacy and reputation;	23. Right to health services.
12. Protection of families and children;	

**POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

No direct local law or delegation implications arise from this report.

**ASSET MANAGEMENT IMPLICATIONS**

No direct asset management implications arise from this report.

**REPORT**

This policy applies to all Council employees.

Portable and/or attractive items are those items that, due to their nature and value, have the following characteristics:

- are subject to the risk of loss or theft due to their attractiveness;
- are readily moveable/detachable and portable; or
- may be easily concealed and readily disposed of.

**ATTACHMENTS**

1. **South Burnett Regional Council Portable and Attractive Items Policy - Strategic032**



**POLICY CATEGORY - NUMBER:** Strategic032  
**POLICY OWNER:** Infrastructure Planning  
**ECM ID:** 2957215  
**ADOPTED:**

## Portable and Attractive Items Policy

**NOTE:** Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Corporate, Governance & Strategy Branch. **A hard copy of this electronic document is considered uncontrolled when printed.**

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### 1. POLICY STATEMENT

The purpose of this policy is to enable a consistent and practical approach to the administration and control of portable and attractive items with reference to internal control and audit requirements of South Burnett Regional Council ('Council').

### 2. SCOPE

This policy applies to all Council employees.

Portable and/or attractive items are those items that, due to their nature and value, have the following characteristics:

- are subject to the risk of loss or theft due to their attractiveness;
- are readily moveable/detachable and portable; or
- may be easily concealed and readily disposed of.

### 3. GENERAL INFORMATION

#### 3.1. Examples of Portable and Attractive Items

The following items are classified as portable and/or attractive items:

- cameras, video and audio equipment;
- lite-pros/projectors;
- televisions;
- music players e.g., iPod;
- DVD/blueray/video players;
- other audio-visual equipment;
- tools;
- trade equipment e.g., ladders, portable generators, and the like;
- small plant;
- mobile phones;
- laser printers;
- GPS devices; and

- any other items classified from time to time by the Chief Executive Officer ('CEO') and which are listed in the definitions contained within the Portable and Attractive Items Register ('Register').

Furniture is not classified as portable and attractive items.

### 3.2. Registers

All portable and attractive items must be recorded accurately within each area of Council that has responsibility for these items.

The register must be maintained regularly and contain the following information at a minimum:

- a brief description of the item;
- the department responsible for the item;
- date of acquisition;
- location of the item;
- serial number of the item;
- value of the item; and
- date of stocktake of the item.

#### 3.2.1. Identifying Items on the Register

All items that meet the requirement of portable and attractive and relevant threshold are to be recorded into the portable and attractive items register.

#### 3.2.2. Removing Item from the Register

Items are to be removed from the register at the time of disposal, lost or theft.

Information relating to items that are lost or stolen will be retained for at least three (3) years to assist in assessing the effectiveness of the areas control of portable and attractive items as well as identifying any emerging trends. Items can be reinstated on the register if are recovered.

### 3.3. Portable and Attractive Items Thresholds

Infrastructure and building assets with a value of more than \$5,000 and IT assets of more than \$1,500 are capitalised in the year of acquisition.

Portable and attractive item thresholds are:

- infrastructure and building items – items to a value between \$1,000 and \$5,000; and
- IT and small plant items – items to a value between \$300 and \$1,500.

### 3.4. Stocktake

Stocktakes are to be undertaken as of 30 June each year.

### 3.5. Reporting

A report will be presented annually to Council by each relevant General Manager/Manager who has responsibility over portable and attractive items register. At a minimum, the information included these reports are:

- the most recent time the item was part of a stocktake; and
- the condition of the item.

## 4. DEFINITIONS

**Attractive Items** mean items, by their nature (e.g., size, utility, marketability) that are susceptible to theft or loss.

**Council employee** means a person employed by Council who performs work, under the direction and control of Council, on an ongoing basis with an ongoing expectation of work entitled to superannuation contributions paid by Council.

**Portable Items** mean items that can be easily moved between locations by one (1) person.



**5. LEGISLATIVE REFERENCE**

Nil

**6. RELATED DOCUMENTS**

South Burnett Regional Council Asset Management Policy – Strategic014

South Burnett Regional Council Disposal of Assets Policy – Statutory008

**7. NEXT REVIEW**

As prescribed by legislation or December 2024

**8. VERSION CONTROL**

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy		2957215

Mark Pitt PSM  
**CHIEF EXECUTIVE OFFICER**

Date:

DRAFT

#### 7.4 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL INFRASTRUCTURE, ENVIRONMENT AND COMPLIANCE STANDING COMMITTEE TERMS OF REFERENCE - STATUTORY066

**File Number:** 07-12-2022

**Author:** General Manager Finance and Corporate

**Authoriser:** Chief Executive Officer

#### PRECIS

Adoption of the South Burnett Regional Council Infrastructure, Environment and Compliance Standing Committee Terms of Reference – Statutory066.

#### SUMMARY

The Infrastructure, Environment and Compliance Standing Committee ('Committee') has been established as a Standing Committee in accordance with *Section 264* of the *Local Government Regulation 2012* ('Regulation'). Its purpose is to provide strategic direction and leadership on matters detailed in the Committee's Roles and Responsibilities. The Committee will conduct much of the investigative and detailed work leading to a recommendation to South Burnett Regional Council ('Council') to enable an informed decision to be made.

#### OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Infrastructure, Environment and Compliance Standing Committee Terms of Reference – Statutory066 be adopted as presented.

#### FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial and resource implications arise from this report which have not already been considered in the development of Council's annual budget.

#### LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making
Operational Plan 2022/2023	Deliver the Council Policy Governance Framework aligned to strategic planning and relevant legislation incorporating Council's policies, procedures, forms and factsheets
	Promote a high standard of corporate responsibility, transparency and accountability in decision making at all levels of the organisation in the best interest of Council and the community aligning to legislation and Council policy

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

The Draft South Burnett Regional Council Infrastructure, Environment and Compliance Standing Committee Terms of Reference – Statutory066 was reviewed by the Chief Executive Officer supported by Corporate, Governance & Strategy.

The Draft South Burnett Regional Council Infrastructure, Environment and Compliance Standing Committee Terms of Reference – Statutory066 was presented at the Executive Leadership Team Meeting held on 22 November 2022 for endorsement to the Liveability, Governance and Finance Standing Committee. Feedback received supported the draft content.

## LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

*Local Government Regulation 2012 (Qld)*

*Human Rights Act 2019 (Qld)*

*Section 4(b) of the Human Rights Act 2019* requires public entities to act and make decisions in away compatible with human rights. The Act requires public entities to only limit human rights in certain circumstances and after careful consideration. The human rights protected under the Act are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

In the decision-making process, Council is to consider the 23 human rights:	
1. Recognition and equality before the law;	13. Cultural rights—Generally;
2. Right to life;	14. Cultural rights—Aboriginal peoples and Torres Strait Islander peoples;
3. Protection from torture and cruel, inhuman or degrading treatment;	15. Right to liberty and security of person;
4. Freedom from forced work;	16. Humane treatment when deprived of liberty;
5. Freedom of movement;	17. Fair hearing;
6. Freedom of thought, conscience, religion and belief;	18. Rights in criminal proceedings;
7. Freedom of expression;	19. Children in the criminal process;
8. Peaceful assembly and freedom of association;	20. Right not to be tried or punished more than once;
9. Taking part in public life;	21. Retrospective criminal laws;
10. Property rights;	22. Right to education;
11. Privacy and reputation;	23. Right to health services.
12. Protection of families and children;	

## POLICY/LOCAL LAW DELEGATION IMPLICATIONS

No direct local law or delegation implications arise from this report.

## ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

## REPORT

The Committee considers and advises Council in relation to strategy and policy for the Infrastructure, Environment and Compliance functions of Council.

The objectives of the Committee are to:

- provide a forum to enable complex or strategic issues to be discussed at length;
- provide an opportunity to the community and business representatives to address and make submissions for Council's consideration; and
- receive and consider officer's reports in order to provide a recommended course of action to Council to determine matters outlined in the roles and responsibilities of the Committee.

An enquiry from the Mayor has been received regarding the rotation of the chair for the Standing Committees to Portfolio Councillors with all Councillors receiving an opportunity to Chair a meeting in a three monthly cycle. The TOR have not been amended to reflect this and it is noted for Councillor discussion and any direction.

#### **ATTACHMENTS**

- 1. South Burnett Regional Council Infrastructure, Environment and Compliance Standing Committee Terms of Reference - Statutory066**



POLICY CATEGORY - NUMBER: Statutory066

POLICY OWNER: Executive Services

ECM ID: 2963720

ADOPTED:

## Infrastructure, Environment and Compliance Standing Committee Terms of Reference

**NOTE:** Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Corporate, Governance & Strategy Branch. **A hard copy of this electronic document is considered uncontrolled when printed.**

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### 1. POLICY STATEMENT

The Infrastructure, Environment and Compliance Standing Committee ('Committee') has been established as a Standing Committee in accordance with *Section 264* of the *Local Government Regulation 2012* ('Regulation'). Its purpose is to provide strategic direction and leadership on matters detailed in the Committee's Roles and Responsibilities. The Committee will conduct much of the investigative and detailed work leading to a recommendation to South Burnett Regional Council ('Council') to enable an informed decision to be made.

### 2. SCOPE

The Committee considers and advises Council in relation to strategy and policy for the Infrastructure, Environment and Compliance functions of Council.

The objectives of the Committee are to:

- provide a forum to enable complex or strategic issues to be discussed at length;
- provide an opportunity to the community and business representatives to address and make submissions for Council's consideration; and
- receive and consider officer's reports in order to provide a recommended course of action to Council to determine matters outlined in the roles and responsibilities of the Committee.

The Committee has the power only to recommend a course of action to Council.

Council may by resolution, delegate authority to the Committee to decide matters.

Delegations of authority may be specific to an individual matter or in general terms to provide lasting authority to determine nominated issues. Such delegations must be in accordance with Council's delegations process and be included in Council's Delegation Register.

The role of the Committee is to consider matters within the defined scope and to provide recommendations and advice to Council.

The Committee shall have a primary role in considering the long-term strategic direction of Council's Infrastructure, Environment and Compliance services and functions and provide a monitoring role on departments financial, asset and performance management.

The Committee is charged with considering matters relating to the services and functions in line with **Appendix 1** of Council's Acceptable Requests Guidelines Policy.



Council business referred to above will include such business as:

- development of goals and strategies for Council's Corporate Plan, Operational Plan, Business Plans and Performance Management Plans;
- quarterly review of Council's Infrastructure, Environment and Compliance services, functions, progress and achievement towards Council's Corporate Plan, Operational Plan, Business Plans and Performance Management Plans;
- development of the annual budget for Council's Infrastructure, Environment and Compliance services and functions;
- quarterly review of the annual budget for Council's Infrastructure, Environment and Compliance services and functions;
- monthly review of Council's Infrastructure, Environment and Compliance services and functions financial reports; and
- to report to Council on a regular basis on the operations of Council's Infrastructure, Environment and Compliance services and functions.

### **3. GENERAL INFORMATION**

#### **3.1. Membership**

Membership of the Committee consists of six (6) Councillors and the Mayor. The General Manager Infrastructure, General Manager Liveability and Chief Executive Officer ('CEO') will also attend as advisers to the Committee.

#### **3.2. Terms of Membership**

Councillors will be appointed to the Committee for the term of the Council unless otherwise removed by a resolution of Council or acceptance of a resignation.

#### **3.3. Replacing Vacating Members**

In the event of a Councillor resigning his/her position on the Committee, the Council will nominate a Councillor to fill the vacant position.

#### **3.4. Appointment of Chairperson**

The Chairperson will be appointed by Council in accordance with *Section 267* of the Regulation:

If the local government does not appoint a Chairperson for a Committee, the Committee may appoint one (1) of its members as Chairperson. If the Chairperson is not present at a meeting, the members present may appoint a Chairperson for the meeting.

#### **3.5. Role of Chairperson**

The Chairperson becomes the spokesperson on behalf of Council in discussing matters relating to the Committee with the community. The Chairperson will preside at meetings and conduct the meeting in accordance with Council's Conduct of Council and Committee Meetings Policy.

#### **3.6. Role of Committee Members**

The role of a Committee Member is to consider and make recommendations on matters relating to Council achieving the goals for Council's Infrastructure, Environment and Compliance services and functions, as outlined in Council's Community and Corporate Plan, and considering the implementation of policies relating to Council's Corporate functions, while serving the overall public interest of the whole local government area.

#### **3.7. Meetings**

All meetings of the Committee shall be open to the public unless resolved by the Committee to be closed to the public for the purpose of discussing a matter deemed to be confidential in terms of *Section 254J* of the Regulation.

#### **3.8. Quorum**

Decision making of the Committee will be by majority vote.

The Chairperson has a casting vote.

If a member present fails to vote, the member is taken to have voted in the negative.

### 3.9. Frequency and Location

Meetings of the Committee will be held in accordance with an adopted schedule of meetings, at a location advised. A schedule of meetings is to be forwarded to Council at least twice per annum, for adoption detailing dates and times for these meetings.

Additional or extraordinary meetings of the Committee may be called at the discretion of the Chairperson, as required.

### 3.10. Meeting Agenda

The agenda for this Committee will be distributed in accordance with *Section 254C* of the Regulation. Council aims to distribute the Committee agenda at least three (3) clear business days prior to the meeting date.

### 3.11. Reporting

The Committee will keep minutes of its proceedings in accordance with *Section 254F* of the Regulation.

### 3.12. Council employees

The Committee will be resourced by employees of the Infrastructure and Liveability Departments as agreed by the CEO.

Council employees can attend Committee meetings to present reports, answer questions and provide guidance to the Committee. They are not Committee members and will not vote on any recommendations before the Committee.

## 4. DEFINITIONS

**Council employee** means a person employed by Council who performs work, under the direction and control of Council, on an ongoing basis with an ongoing expectation of work entitled to superannuation contributions paid by Council.

## 5. LEGISLATIVE REFERENCE

*Local Government Regulation 2012* (Qld)

## 6. RELATED DOCUMENTS

South Burnett Regional Council Acceptable Request Guidelines – Statutory004

South Burnett Regional Council Conduct of Council and Committee Meetings Policy – Statutory017

## 7. NEXT REVIEW

As prescribed by legislation or December 2024

## 8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy		2963720

Mark Pitt PSM

**CHIEF EXECUTIVE OFFICER**

Date:

## 7.5 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL LIVEABILITY, GOVERNANCE AND FINANCE STANDING COMMITTEE TERMS OF REFERENCE - STATUTORY067

**File Number:** 07-12-2022

**Author:** General Manager Finance and Corporate

**Authoriser:** Chief Executive Officer

### PRECIS

Adoption of the South Burnett Regional Council Liveability, Governance and Finance Standing Committee Terms of Reference – Statutory067.

### SUMMARY

The Liveability, Governance and Finance Standing Committee ('Committee') has been established as a Standing Committee in accordance with *Section 264* of the *Local Government Regulation 2012* ('Regulation'). Its purpose is to provide strategic direction and leadership on matters detailed in the Committee's Roles and Responsibilities. The Committee will conduct much of the investigative and detailed work leading to a recommendation to South Burnett Regional Council ('Council') to enable an informed decision to be made.

### OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Liveability, Governance and Finance Standing Committee Terms of Reference – Statutory067 be adopted as presented.

### FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial and resource implications arise from this report which have not already been considered in the development of Council's annual budget.

### LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making
Operational Plan 2022/2023	Deliver the Council Policy Governance Framework aligned to strategic planning and relevant legislation incorporating Council's policies, procedures, forms and factsheets
	Promote a high standard of corporate responsibility, transparency and accountability in decision making at all levels of the organisation in the best interest of Council and the community aligning to legislation and Council policy

### COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The Draft South Burnett Regional Council Liveability, Governance and Finance Standing Committee Terms of Reference – Statutory067 was reviewed by the Chief Executive Officer supported by Corporate, Governance & Strategy.



The Draft South Burnett Regional Council Liveability, Governance and Finance Standing Committee Terms of Reference – Statutory067 was presented at the Executive Leadership Team Meeting held on 22 November 2022 for endorsement to the Liveability, Governance and Finance Standing Committee. Feedback received supported the draft content.

## LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

*Local Government Regulation 2012 (Qld)*

*Human Rights Act 2019 (Qld)*

*Section 4(b) of the Human Rights Act 2019* requires public entities to act and make decisions in away compatible with human rights. The Act requires public entities to only limit human rights in certain circumstances and after careful consideration. The human rights protected under the Act are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

In the decision-making process, Council is to consider the 23 human rights:	
1. Recognition and equality before the law;	13. Cultural rights—Generally;
2. Right to life;	14. Cultural rights—Aboriginal peoples and Torres Strait Islander peoples;
3. Protection from torture and cruel, inhuman or degrading treatment;	15. Right to liberty and security of person;
4. Freedom from forced work;	16. Humane treatment when deprived of liberty;
5. Freedom of movement;	17. Fair hearing;
6. Freedom of thought, conscience, religion and belief;	18. Rights in criminal proceedings;
7. Freedom of expression;	19. Children in the criminal process;
8. Peaceful assembly and freedom of association;	20. Right not to be tried or punished more than once;
9. Taking part in public life;	21. Retrospective criminal laws;
10. Property rights;	22. Right to education;
11. Privacy and reputation;	23. Right to health services.
12. Protection of families and children;	

## POLICY/LOCAL LAW DELEGATION IMPLICATIONS

No direct local law or delegation implications arise from this report.

## ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

## REPORT

The Committee considers and advises Council in relation to strategy and policy for the Liveability, Governance and Finance functions of Council.

The objectives of the Committee are to:

- provide a forum to enable complex or strategic issues to be discussed at length;
- provide an opportunity to the community and business representatives to address and make submissions for Council's consideration; and
- receive and consider officer's reports in order to provide a recommended course of action to Council to determine matters outlined in the roles and responsibilities of the Committee.

An enquiry from the Mayor has been received regarding the rotation of the chair for the Standing Committees to Portfolio Councillors with all Councillors receiving an opportunity to Chair a meeting in a three monthly cycle. The TOR have not been amended to reflect this and it is noted for Councillor discussion and any direction.

#### **ATTACHMENTS**

- 1. Liveability, Governance and Finance Standing Committee Terms of Reference - Statutory067**



POLICY CATEGORY - NUMBER: Statutory067  
POLICY OWNER: Executive Services

ECM ID: 2963719  
ADOPTED:

## Liveability, Governance and Finance Standing Committee Terms of Reference

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### 1. POLICY STATEMENT

The Liveability, Governance and Finance Standing Committee ('Committee') has been established as a Standing Committee in accordance with *Section 264* of the *Local Government Regulation 2012* ('Regulation'). Its purpose is to provide strategic direction and leadership on matters detailed in the Committee's Roles and Responsibilities. The Committee will conduct much of the investigative and detailed work leading to a recommendation to South Burnett Regional Council ('Council') to enable an informed decision to be made.

### 2. SCOPE

The Committee considers and advises Council in relation to strategy and policy for the Liveability, Governance and Finance functions of Council.

The objectives of the Committee are to:

- provide a forum to enable complex or strategic issues to be discussed at length;
- provide an opportunity to the community and business representatives to address and make submissions for Council's consideration; and
- receive and consider officer's reports in order to provide a recommended course of action to Council to determine matters outlined in the roles and responsibilities of the Committee.

The Committee has the power only to recommend a course of action to Council.

Council may by resolution, delegate authority to the Committee to decide matters.

Delegations of authority may be specific to an individual matter or in general terms to provide lasting authority to determine nominated issues. Such delegations must be in accordance with Council's delegations process and be included in Council's Delegation Register.

The role of the Committee is to consider matters within the defined scope and to provide recommendations and advice to Council.

The Committee shall have a primary role in considering the long-term strategic direction of Council's Liveability, Governance & Finance services and functions and provide a monitoring role on departments financial, asset and performance management.

The Committee is charged with considering matters relating to the services and functions in line with **Appendix 1** of Council's Acceptable Requests Guidelines Policy.

Council business referred to above will include such business as:

- development of goals and strategies for Council's Corporate Plan, Operational Plan, Business Plans and Performance Management Plans;
- quarterly review of Council's Liveability, Governance and Finance services, functions, progress and achievement towards Council's Corporate Plan, Operational Plan, Business Plans and Performance Management Plans;
- development of the annual budget for Council's Liveability, Governance and Finance services and functions;
- quarterly review of the annual budget for Council's Liveability, Governance and Finance services and functions;
- monthly review of Council's Liveability, Governance and Finance services and functions financial reports; and
- to report to Council on a regular basis on the operations of Council's Liveability, Governance and Finance services and functions.

### **3. GENERAL INFORMATION**

#### **3.1. Membership**

Membership of the Committee consists of six (6) Councillors and the Mayor. The General Manager Liveability, General Manager Finance & Corporate and Chief Executive Officer ('CEO') will also attend as advisers to the Committee.

#### **3.2. Terms of Membership**

Councillors will be appointed to the Committee for the term of the Council unless otherwise removed by a resolution of Council or acceptance of a resignation.

#### **3.3. Replacing Vacating Members**

In the event of a Councillor resigning his/her position on the Committee, the Council will nominate a Councillor to fill the vacant position.

#### **3.4. Appointment of Chairperson**

The Chairperson will be appointed by Council in accordance with *Section 267* of the Regulation:

If the local government does not appoint a Chairperson for a Committee, the Committee may appoint one (1) of its members as Chairperson. If the Chairperson is not present at a meeting, the members present may appoint a Chairperson for the meeting.

#### **3.5. Role of Chairperson**

The Chairperson becomes the spokesperson on behalf of Council in discussing matters relating to the Committee with the community. The Chairperson will preside at meetings and conduct the meeting in accordance with Council's Conduct of Council & Committee Meetings Policy.

#### **3.6. Role of Committee Members**

The role of a Committee Member is to consider and make recommendations on matters relating to Council achieving the goals for Council's Liveability, Governance & Finance services and functions, as outlined in Council's Community and Corporate Plan, and considering the implementation of policies relating to Council's Corporate functions, while serving the overall public interest of the whole local government area.

#### **3.7. Meetings**

All meetings of the Committee shall be open to the public unless resolved by the Committee to be closed to the public for the purpose of discussing a matter deemed to be confidential pursuant to *Section 254J* of the Regulation.

#### **3.8. Quorum**

Decision making of the Committee will be by majority vote.

The Chairperson has a casting vote.



If a member present fails to vote, the member is taken to have voted in the negative.

### 3.9. Frequency and Location

Meetings of the Committee will be held in accordance with an adopted schedule of meetings, at a location advised. A schedule of meetings is to be forwarded to Council at least twice per annum, for adoption detailing dates and times for these meetings.

Additional/Extraordinary meetings of the Committee may be called at the discretion of the Chairperson, as required.

### 3.10. Meeting Agenda

The agenda for this Committee will be distributed in accordance with *Section 254C* of the Regulation. Council aims to distribute the Committee agenda at least three (3) clear business days prior to the meeting date.

### 3.11. Reporting

The Committee will keep minutes of its proceedings in accordance with *Section 254F* of the Regulation.

### 3.12. Council employees

The Committee will be resourced by employees of the Liveability and Finance & Corporate Departments as agreed by the CEO.

Council employees can attend Committee meetings to present reports, answer questions and provide guidance to the Committee. They are not Committee members and will not vote on any recommendations before the Committee

## 4. DEFINITIONS

**Council employee** means a person employed by Council who performs work, under the direction and control of Council, on an ongoing basis with an ongoing expectation of work entitled to superannuation contributions paid by Council.

## 5. LEGISLATIVE REFERENCE

*Local Government Regulation 2012* (Qld)

## 6. RELATED DOCUMENTS

South Burnett Regional Council Acceptable Request Guidelines – Statutory004

South Burnett Regional Council Conduct of Council and Committee Meetings Policy – Statutory017

## 7. NEXT REVIEW

As prescribed by legislation or December 2024

## 8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy		2963719

Mark Pitt PSM  
CHIEF EXECUTIVE OFFICER

Date:

## 7.6 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL ARTS, CULTURE AND HERITAGE ADVISORY COMMITTEE TERMS OF REFERENCE - STATUTORY045

**File Number:** 07-12-2022

**Author:** General Manager Finance and Corporate

**Authoriser:** Chief Executive Officer

### PRECIS

Adoption of the South Burnett Regional Council Arts, Culture and Heritage Advisory Committee Terms of Reference – Statutory045.

### SUMMARY

South Burnett Regional Council ('Council') has instituted the setup of an Advisory Committee ('Committee') to support regional arts, culture and heritage activity in the South Burnett region as a facilitator.

### OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Arts, Culture and Heritage Advisory Committee Terms of Reference – Statutory045 be adopted as presented.

### FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial and resource implications arise from this report which have not already been considered in the development of Council's annual budget.

### LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making
Operational Plan 2022/2023	Deliver the Council Policy Governance Framework aligned to strategic planning and relevant legislation incorporating Council's policies, procedures, forms and factsheets
	Promote a high standard of corporate responsibility, transparency and accountability in decision making at all levels of the organisation in the best interest of Council and the community aligning to legislation and Council policy

### COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The Draft South Burnett Regional Council Arts, Culture and Heritage Advisory Committee Terms of Reference – Statutory045 was reviewed by Cr Danita Potter and Manager Community & Lifestyle supported by Corporate, Governance & Strategy.

The Draft South Burnett Regional Council Arts, Culture and Heritage Advisory Committee Terms of Reference – Statutory045 was presented at the Executive Leadership Team Meeting held on 22 November 2022 for endorsement to the Liveability, Governance and Finance Standing Committee. Feedback received supported the proposed changes.

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

Code of Conduct for Councillors in Queensland

*Crime and Corruption Act 2001* (Qld)

*Local Government Act 2009* (Qld)

*Local Government Regulation 2012* (Qld)

*Human Rights Act 2019* (Qld)

*Section 4(b)* of the *Human Rights Act 2019* requires public entities to act and make decisions in away compatible with human rights. The Act requires public entities to only limit human rights in certain circumstances and after careful consideration. The human rights protected under the Act are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

In the decision-making process, Council is to consider the 23 human rights:	
1. Recognition and equality before the law;	13. Cultural rights—Generally;
2. Right to life;	14. Cultural rights—Aboriginal peoples and Torres Strait Islander peoples;
3. Protection from torture and cruel, inhuman or degrading treatment;	15. Right to liberty and security of person;
4. Freedom from forced work;	16. Humane treatment when deprived of liberty;
5. Freedom of movement;	17. Fair hearing;
6. Freedom of thought, conscience, religion and belief;	18. Rights in criminal proceedings;
7. Freedom of expression;	19. Children in the criminal process;
8. Peaceful assembly and freedom of association;	20. Right not to be tried or punished more than once;
9. Taking part in public life;	21. Retrospective criminal laws;
10. Property rights;	22. Right to education;
11. Privacy and reputation;	23. Right to health services.
12. Protection of families and children;	

**POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

No direct local law or delegation implications arise from this report.

**ASSET MANAGEMENT IMPLICATIONS**

No direct asset management implications arise from this report.

**REPORT**

This policy applies to all members of the Arts, Culture and Heritage Advisory Committee.

The objectives of this policy are to:

- provide leadership to the sectors through advocacy, promotion and development/ maintenance of Council's arts, cultural and heritage assets;
- identify and respond to community needs through strategic planning;
- assist with local coordination of art culture and heritage activities;
- assist in the stimulation of the arts, culture and heritage-based enterprises;
- encourage collaboration across sectors;

- manage and display Council's art and heritage collections across its facilities; and
- assess Regional Arts Development Fund applications in accordance with Council's Community Grants Program Policy.

#### **ATTACHMENTS**

1. **South Burnett Regional Council Arts, Culture and Heritage Advisory Committee Terms of Reference - Statutory045**





**POLICY CATEGORY - NUMBER:** Statutory045  
**POLICY OWNER:** Community & Lifestyle

**ECM ID:** 2787778  
**ADOPTED:**

## Arts, Culture and Heritage Advisory Committee Terms of Reference

**NOTE:** Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Corporate, Governance & Strategy Branch. **A hard copy of this electronic document is considered uncontrolled when printed.**

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### 1. POLICY STATEMENT

**South Burnett Regional Council** ('Council') has instituted the setup of an Advisory Committee ('Committee') to support regional arts, culture and heritage activity in the South Burnett region as a facilitator.

### 2. SCOPE

This policy applies to all members of the Arts, Culture and Heritage Advisory Committee.

The objectives of this policy are to:

- provide leadership to the sectors through advocacy, promotion and development/ maintenance of Council's arts, cultural and heritage assets;
- identify and respond to community needs through strategic planning;
- assist with local coordination of art culture and heritage activities;
- assist in the stimulation of the arts, culture and heritage-based enterprises;
- encourage collaboration across sectors;
- manage and display Council's art and heritage collections across its facilities; and
- assess Regional Arts Development Fund ('RADF') applications in accordance with Council's Community Grants Program Policy.

### 3. GENERAL INFORMATION

#### 3.1. Duties and Responsibilities

Council's primary role in supporting the arts, culture and heritage activity in the region is as a facilitator.

#### 3.2. Membership

Council will appoint the members, two (2) Councillors will be appointed to the Committee, one of whom shall be the Community Development Portfolio Holder who will perform the role of Committee Chairperson. A further Councillor shall be appointed to the Committee as Deputy Chairperson. Council can at any time appoint a stand-in or replacement member to the Committee. Council will appoint the members based on industry representation from the following groups:

- SB Arts;
- Blackbutt Art Gallery;
- Kingaroy Art Gallery;
- Wondai Art Gallery;
- Indigenous Representative;
- SB Community Orchestra;
- SB Musical Comedy Society;
- Nanango Theatre Company; and
- Two (2) Community representatives.

The Community Development Portfolio Holder will perform the role of Committee Chairperson.

The other Councillor shall be appointed to the Committee as Deputy Chairperson.

Council Committee members can at any time ~~appoint~~ recommend a proxy or replacement member to the Committee.

Council will appoint the members on the Committee based on appropriate cross industry representation.

Council's Chief Executive Officer ('CEO') and General Manager Liveability are appointed to the Committee as ex-officio members. Council's Community Development, Planning and Technical officers may be invited to provide advice and feedback to the Committee as appropriate and at the discretion of the CEO.

Representatives will be appointed for a two (2) year term, commencing on 1 July each year and if appointed at any time after 1 July, the first year of their term will end on 30 June.

Representatives may be nominated at the end of the two-year term to extend their appointment, however no representative may serve more than two (2) consecutive two (2) year terms or a total of four (4) years.

### 3.3. Meetings

- the chairperson may determine the dates, times and places for the Committee's meetings;
- the Committee meetings will be held quarterly on rotation with the meeting minutes and recommendations reported to Council at the Liveability, Governance and Finance Standing Committee Meeting;
- based on current priorities, grant funding opportunities or alike, the Arts, Culture and Heritage Advisory Committee may meet more regularly depending on current priorities and demand, however will meet at a minimum of four times a year;
- the agenda will be prepared and circulated among members and attendees at least five (5) days prior to the meeting;
- the Committee may collectively decide to invite other Council officers, elected representatives, guest speakers or relevant bodies or attendees to participate in Committee meetings and provide further information as necessary;
- ~~Committee members may request a meeting be scheduled within a minimum of 10 business days' notice.~~
- a quorum shall consist of at least half of the members of the Committee plus one;
- Council shall provide secretarial functions and prepare a written report about the recommendations the Committee may make representation to Council about;
- the CEO shall present the report to Council at the next available Council meeting;
- Council may nominate agenda items for the Committee meeting's agenda, and may specifically request feedback or stakeholder input from the Committee with regards to a specific topic or matter; and



- Council may submit agenda items or discussion topics to the Committee meeting for consideration and response by the Committee members.

### 3.4. Ethical Conduct

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

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

### 3.5. Committee Evaluations

The Committee will conduct an annual self-assessment to evaluate its performance and ensure the efficient and effective achievement of objectives. The assessment will confirm that all duties and responsibilities indicated in these terms of reference have been performed. The Chairperson will take necessary action to ensure that enhancements and recommendations highlighted in the assessment are properly implemented.

## 4. DEFINITIONS

**Art, Culture and Heritage Advisory Committee** means a Committee appointed by Council, based on industry representation from the following groups: SB Arts, Blackbutt Art Gallery, Kingaroy Art Gallery, Wondai Art Gallery, Indigenous Representative, SB Community Orchestra, SB Musical Comedy Society, Nanango Theatre Company, two (2) Community Representatives and two (2) Councillors, one who shall be the Community Development Portfolio Holder.

**Council** means South Burnett Regional Council.

**Council employee** means a person employed by Council who performs work, under the direction and control of Council, on an ongoing basis with an ongoing expectation of work entitled to superannuation contributions paid by Council.

## 5. LEGISLATIVE REFERENCE

Code of Conduct for Councillors in Queensland

Crime and Corruption Act 2001 (Qld)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

## 6. RELATED DOCUMENTS

South Burnett Regional Council Arts, Culture and Heritage Policy – Strategic 009

South Burnett Regional Council Community Grants Program Policy – Strategic005

South Burnett Regional Council Conduct of Council & Committee Meetings Policy – Statutory 017

South Burnett Regional Council Employee Conflict of Interest Policy – Statutory 033

South Burnett Regional Council Councillor Code of Conduct Policy – Statutory 004

South Burnett Regional Council Employee Code of Conduct Policy – Statutory 011

South Burnett Regional Council Fraud and Corruption Prevention Management Policy – Statutory 021

## 7. NEXT REVIEW

As prescribed by legislation or December 2024

**8. VERSION CONTROL**

Version	Revision Description	Adopted Date	ECM Reference
1	Development and Adoption	24 March 2021	2787778
2	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2787778

Mark Pitt PSM  
**CHIEF EXECUTIVE OFFICER**

Date:

**DRAFT**

## 7.7 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL COMMUNITY GRANTS PROGRAM POLICY - STRATEGIC005

**File Number:** 07-12-2022

**Author:** General Manager Finance and Corporate

**Authoriser:** Chief Executive Officer

### PRECIS

Adoption of the South Burnett Regional Council Community Grants Program Policy – Strategic005.

### SUMMARY

South Burnett Regional Council ('Council') recognises the important contribution community organisations and individuals make to the Council area. Through the provision of community grants program, Council demonstrates its commitment to investing in initiatives and partnerships that align with Council's corporate priorities encouraging individuals and groups to make a positive and ongoing contribution to the region.

### OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Community Grants Program Policy – Strategic005 be adopted as presented.

### FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial and resource implications arise from this report which have not already been considered in the development of Council's annual budget.

### LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making
Operational Plan 2022/2023	Deliver the Council Policy Governance Framework aligned to strategic planning and relevant legislation incorporating Council's policies, procedures, forms and factsheets
	Promote a high standard of corporate responsibility, transparency and accountability in decision making at all levels of the organisation in the best interest of Council and the community aligning to legislation and Council policy

### COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The Draft South Burnett Regional Council Community Grants Program Policy – Strategic005 was reviewed by Cr Danita Potter and Manager Community & Lifestyle supported by Corporate, Governance & Strategy.

The Draft South Burnett Regional Council Community Grants Program Policy – Strategic005 was presented at the Executive Leadership Team Meeting held on 22 November 2022 for endorsement to the Liveability, Governance and Finance Standing Committee. Feedback received supported the proposed changes.

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

Code of Conduct for Councillors in Queensland

*Local Government Act 2009* (Qld)

*Local Government Regulation 2012* (Qld)

*Human Rights Act 2019* (Qld)

*Section 4(b)* of the *Human Rights Act 2019* requires public entities to act and make decisions in away compatible with human rights. The Act requires public entities to only limit human rights in certain circumstances and after careful consideration. The human rights protected under the Act are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

In the decision-making process, Council is to consider the 23 human rights:	
1. Recognition and equality before the law;	13. Cultural rights—Generally;
2. Right to life;	14. Cultural rights—Aboriginal peoples and Torres Strait Islander peoples;
3. Protection from torture and cruel, inhuman or degrading treatment;	15. Right to liberty and security of person;
4. Freedom from forced work;	16. Humane treatment when deprived of liberty;
5. Freedom of movement;	17. Fair hearing;
6. Freedom of thought, conscience, religion and belief;	18. Rights in criminal proceedings;
7. Freedom of expression;	19. Children in the criminal process;
8. Peaceful assembly and freedom of association;	20. Right not to be tried or punished more than once;
9. Taking part in public life;	21. Retrospective criminal laws;
10. Property rights;	22. Right to education;
11. Privacy and reputation;	23. Right to health services.
12. Protection of families and children;	

**POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

No direct local law or delegation implications arise from this report.

**ASSET MANAGEMENT IMPLICATIONS**

No direct asset management implications arise from this report.

**REPORT**

This policy is to guide the administration of Council's Community Grants Program so to ensure the grants contribute to Council achieving its strategic goals, identified key initiatives, and align with the intent of the *Local Government Act 2009* ('Act') and the *Local Government Regulation 2012* ('Regulation'), which state that assistance will be used for a purpose that is in the public interest.

**ATTACHMENTS**

- 1. South Burnett Regional Council Community Grants Program Policy - Strategic005**





**POLICY CATEGORY - NUMBER:** Strategic005  
**POLICY OWNER:** Community & Lifestyle  
**ECM ID:** 2615364  
**ADOPTED:**

## Community Grants Program Policy

**NOTE:** Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Corporate, Governance & Strategy Branch. **A hard copy of this electronic document is considered uncontrolled when printed.**

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### 1. POLICY STATEMENT

South Burnett Regional Council ('Council') recognises the important contribution community organisations and individuals make to the Council area. Through the provision of community grants program, Council demonstrates its commitment to investing in initiatives and partnerships that align with Council's corporate priorities encouraging individuals and groups to make a positive and ongoing contribution to the region.

This policy is to guide the administration of Council's Community Grants Program so to ensure the grants contribute to Council achieving its strategic goals, identified key initiatives, and align with the intent of the *Local Government Act 2009* ('Act') and the *Local Government Regulation 2012* ('Regulation'), which state that assistance will be used for a purpose that is in the public interest.

### 2. SCOPE

This policy applies to all grants, donations, sponsorship and other assistance made to:

- eligible not-for-profit community organisations delivering programs, activities and events within the Council area; and
- eligible individual South Burnett residents to attend competitions or programs representing Queensland or Australia in their chosen performance field.

The provision of concessions and waivers relating to building and development applications, undetected water leaks, provision of recycled water, lease payment fees, rates and utilities charges are not covered by this policy.

### 3. GENERAL INFORMATION

To ensure that assistance delivered through the Community Grants Program is distributed to support the provision of programs, events and initiatives which respond to identified community need, contribute to the building of stronger and vibrant communities, meet relevant guidelines and are in accordance with Council's strategic objectives as identified in Council's Corporate Plan.

Council provides the Community Grants Program ('Program') to be used for a purpose that is in the public interest.

Council will determine annually, through the budget process, the amount of funding to be made available under this Program.

The Program is competitive. Applications will be assessed on merit with no obligation by Council to fully expend the allocations identified in Council's annual budget.

Applications made to various grant categories within this Program for the same project will not be eligible to receive more than one (1) allocation of support per financial year.

Applicants are only eligible to receive one (1) grant per funding round from this Program.

Funding is not available for activities that have already commenced prior to approval.

This policy provides an overview of the Community Grants Program. Applicants are to complete in full the relevant Program Application and Acquittal Forms. ~~To enable Council to appropriately manage the program budget, if the program funding agreement form is not received by 30 June in the relevant financial year then the grant funding will be considered forfeited.~~ Successful applicants must enter into a Funding Agreement with Council within 20 days of notification of the outcome to receive funding.

Applications for funding will be assessed against the following criteria:

- alignment to the key priorities as identified within Council's Corporate Plan;
- applicant's capability to deliver the program, event or initiative within the Council area;
- demonstrated South Burnett community need for the project;
- demonstrated South Burnett community support of and involvement in the project/event;
- eligibility and viability of applicant's not-for-profit organisation;
- evidence of anticipated positive outcomes that will be of long-term benefit to the South Burnett community; and
- Council's Regional Arts Development Fund Guidelines ('RADF') (for RADF applications only).

A letter of approval outlining any requirements from the ~~Facilities & Parks Property and Facilities Branch of Council~~ must be provided for applications involving improvements or change to Council facilities and property assets.

### 3.1. Acquittal

The relevant Acquittal Form is to be completed for each funded program, event or initiative within six (6) weeks of the completion date the program, event or initiative. The approved funding must be spent by the organisation or individual within 12 months of the approval of the grant or the funding returned to Council.

Individuals or organisations who have not acquitted under any Council funded program are not eligible for further funding until the outstanding acquittal report is submitted and accepted by Council. Applicants shall have no outstanding debt with Council (including rates).

### 3.2. Community Sponsorship

This grant provides sponsorship funding to assist not-for-profit community organisations to deliver community events/projects/programs which build community capacity. Council will determine on a case-by-case basis the requirements for acknowledgement of sponsorship. Successful applicants will need to reapply each year for assessment on merit. The fund will provide individual event/project/program sponsorship of up to \$3,000, excluding costs associated with marketing and advertising.

Applications will be assessed by the Community Grants Program Assessment Panel against the Community Grants Program Policy based on the assessment criteria. A recommendation will be made by the Community Grants Program Assessment Panel with approval by the General Manager Liveability.

The fund will provide two (2) funding rounds in August and February each financial year.

### 3.3. Community Hall Insurance Grant

This grant provides funding to assist not-for-profit community organisations to pay the insurance costs associated with the management of community halls within the South Burnett Regional Council area.

Grants are available for up to \$1,000 to eligible applicants.



Applications will be assessed by the Community Grants Program Assessment Panel against the Community Grants Program Policy based on the Assessment Criteria. A recommendation will be made by the Community Grants Program Assessment Panel with approval by the General Manager Liveability.

Community Hall insurance grant funding will be open throughout the financial year.

The fund will provide two (2) funding rounds in August and February each financial year.

### 3.4. Councillor Discretionary Fund

Pursuant to *Section 202* of the Regulation, a Councillor may use any Councillor Discretionary Fund in any of the following ways:

- ~~a) spend for a community purpose (i.e., not ongoing expenses such as annual insurance);~~
  - ~~b) allocate for capital works of the local government that are for a community purpose; and~~
  - ~~e) allocate to a community organisation (a group or individual whose primary object is not to make a profit) for a community purpose.~~
- a) for capital works of the local government that are for a community purpose;
  - b) to a community organisation for a community purpose; or
  - c) for another community purpose.

Council's Councillor Discretionary Fund provides Council with the ability to provide small miscellaneous discretionary grants to eligible not-for-profit community organisations in response to requests which are received from time to time.

This fund recognises that small activities, projects and events, deserving of support from Council, come up in an ad hoc way throughout the year. Requests for assistance are assessed by the relevant Councillor with approval by the General Manager Liveability.

Grants are available for up to a total of \$1,000 to eligible applicants.

Applications can be made throughout the financial year and must be received by Council a minimum of three (3) weeks prior to the activity/event.

Applicants must indicate on the request if they are seeking support from multiple Councillors Discretionary Funds for the same activity/project/event.

Prior to submission of an application, applicants must contact the relevant Councillor/s.

### 3.5. Elite Performance Youth Grant

This grant is provided to encourage excellence in sport, the arts and education providing opportunities for the professional development for youth (up to 25 years).

The grant provides assistance for South Burnett residents to attend competitions or programs representing Queensland or Australia in their chosen performance field (No funding is available for South Burnett or Wide Bay representation levels).

Successful applicants are only eligible to receive one (1) allocation per financial year and can apply for up to:

- \$500 if representing Queensland; or
- \$500 if representing Australia within Australia; or
- \$1000 if representing Australia competing in another country.

Applications from multiple members of a team or group will be bundled and considered as a whole with funding available up to \$2,000 per team or group.

Applications will be assessed by the Community Grants Program Assessment Panel against the Community Grants Program Policy based on the Assessment Criteria with approval by the General Manager Liveability.

Applications can be made throughout the financial year.

### 3.5. In-kind Sponsorship

This in-kind grant provides sponsorship to assist not-for-profit community organisations to deliver community activities and events which build community capacity.

In-kind services include:

- supply of gazebo marquee imprinted with Council's branding;
- supply of minor works;
- supply of road signage and barriers;
- supply of skip bins; and/or
- supply of wheelie bins.

Council will determine on a case-by-case basis the requirements for acknowledgement of sponsorship. The fund will provide individual event sponsorship of up to \$2,000.

The in-kind services provided by Council are dependent on operational priorities, availability of resources and over all annual budget allocation with approval by the General Manager Liveability. Applications can be made throughout the financial year and must be received by Council a minimum of three (3) weeks prior to the activity/event.

Any requests for additional support in excess of the \$2,000 limit must be put in writing to Council and the outcome decided at an Ordinary Meeting of Council. In this case, the application must be received by Council a minimum eight (8) weeks prior to the activity.

In-kind support costings will be captured and reported in Council's Annual Report.

### 3.6. Regional Arts Development Fund

This fund is a partnership between South Burnett Regional Council and Arts Queensland to:

- support skills development of South Burnett professional artists, emerging artists and arts practitioners; and
- increase local participation in the arts in the South Burnett region.

Please refer to Council's 'Regional Arts Development Fund Guidelines' and discuss the activity with the **Community Development** Officer prior to completion of an application.

Availability of this funding is dependent on Council being successful annually with an application to Arts Queensland.

Applications will be assessed by the **Community Grants Program Assessment Panel Arts, Culture and Heritage Advisory Committee** against the Community Grants Program Policy based on the Assessment Criteria. A recommendation will be made by the **Community Grants Program Assessment Panel Arts, Culture and Heritage Advisory Committee** with approval by the General Manager Liveability.

The fund will provide two (2) funding rounds in August and February each financial year dependent on Arts Queensland requirements and available funding.

### 3.7. School Student Awards

This grant provides sponsorship funding for student awards in conjunction with a school's annual awards night. Council will determine on a case-by-case basis the requirements for acknowledgement of sponsorship. Successful applicants will need to reapply each year for assessment on merit. The fund will provide awards sponsorship of up to \$300 per school, maximum \$150 per award. **The awards are to reflect Council's values of ACHIEVE Accountability, Community, Harmony, Innovation, Ethical Conduct, Vision and Excellence.**

Applications will be assessed by the Community Grants Program Assessment Panel against the Community Grants Program Policy based on the Assessment Criteria. A recommendation will be made by the Community Grants Program Assessment Panel with approval by the General Manager Liveability.

**The fund will provide two (2) funding rounds in August and February each financial year. Applications can be made through out the financial year.**



### 3.8. Indigenous Affairs Fund

This fund recognises that small activities, projects and events, deserving of support from Council, come up in an ad hoc way throughout the year. Requests for assistance are assessed by the Indigenous Affairs Portfolio Councillor with approval by the General Manager Liveability.

Applications can be made throughout the financial year and must be received by Council a minimum of three (3) weeks prior to the activity/project/event.

### 3.9. Community Australia Day / ANZAC Day Events Sponsorship

This grant provides funding to assist not-for-profit community organisations to deliver community events on Australia Day and/or ANZAC Day by sponsoring free community breakfasts. Council will determine on a case-by-case basis the requirements for acknowledgement of sponsorship. Successful applicants will need to reapply each year for assessment on merit. The fund will provide individual event sponsorship of up to \$1,000.

Applications will be assessed by the Community Grants Program Assessment Panel against the Community Grants Program Policy based on the Assessment Criteria. A recommendation will be made by the Community Grants Program Assessment Panel with approval by the General Manager Liveability.

Applications can be made through out the financial year. Not-for-profit community organisations are permitted to submit one application per event financial year.

### 3.10. Subsidised Hire of Council Facilities

Council sets annually the hire fees associated with the halls owned and operated by Council. Requests for a reduction or waiving of hire fees may be considered in exceptional circumstances and the outcome decided under delegation by the Chief Executive Officer. Please refer to Council's fees and charges.

## 4. DEFINITIONS

**Community Grants Program Assessment Panel** means a panel comprised of six (6) Councillors to assess on merit each application to a funding round making recommendations to the General Manager Liveability. The Panel will consist of the Councillors representing Divisions 1, 2, 3, 4, 5, and 6. The Chair of the Panel is the Councillor holding the Portfolio for the Community Grants Program.

**Art, Culture and Heritage Advisory Committee** means a Committee appointed by Council, based on industry representation from the following groups: SB Arts, Blackbutt Art Gallery, Kingaroy Art Gallery, Wondai Art Gallery, Indigenous Representative, SB Community Orchestra, SB Musical Comedy Society, Nanango Theatre Company, two (2) Community Representatives and two (2) Councillors, one who shall be the Community Development Portfolio Holder.

**Eligible Individuals** means individuals that reside within the South Burnett Regional Council area. Individuals who have not acquitted under any Council funded program are not eligible for further funding until the outstanding acquittal report is submitted and accepted by Council. Applicants shall have no outstanding debt with Council (including rates).

**Incorporated Not-for-profit Organisations** means organisations that are incorporated under Queensland legislation, community based, providing services and activities of benefit to the South Burnett Regional Council area and whose primary purpose is not directed at making a profit. Incorporated not-for-profit organisations operating gaming machines or with liquor selling facility or who identify as a political party or are affiliated with State or Federal Government (excluding funding for schools for awards) will not be eligible for assistance. Incorporated not-for-profit organisations who have not acquitted under a Council funded program are not eligible for further funding until the outstanding acquittal report is submitted and accepted by Council. Applicants shall have no outstanding debt with Council (including rates).

**Not-for-profit Organisations** means organisations that are community-based, providing services and activities of benefit to the South Burnett Regional Council area and whose primary purpose is not directed at making a profit. Not-for-profit organisations operating gaming machines or with liquor selling facility or who identify as a political party or are affiliated with State or Federal Government (excluding funding for schools for awards) will not be eligible for assistance. Not-for-profit

organisations who have not acquitted under a Council funded program are not eligible for further funding until the outstanding acquittal report is submitted and accepted by Council. Applicants shall have no outstanding debt with Council (including rates).

#### 5. LEGISLATIVE REFERENCE

Code of Conduct for Councillors in Queensland

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

#### 6. RELATED DOCUMENTS

South Burnett Regional Council Arts, Culture and Heritage Advisory Committee Terms Of Reference – Statutory045

South Burnett Regional Council Corporate Plan 2021-26

South Burnett Regional Council Councillor Code of Conduct Policy – Statutory001

South Burnett Regional Council Employee Conflicts of Interest Policy – Statutory033

South Burnett Regional Council Regional Arts Development Fund Guidelines – Strategic004

#### 7. NEXT REVIEW

As prescribed by legislation or December 2024

#### 8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Adoption of Policy	19 April 2017	2782794
2	Revised Policy – April May 2018	16 May 2018	2782794
3	Revised Policy – May June 2019	12 June 2019	2782794
4	Revised Policy – add in Community Australia Day Events Sponsorship	21 August 2019	2782794
5	Administrative change replacing Manager Social & Corporate Performance with General Manager Community as per Council Resolution 2021/62	24 March 2021	2782794
6	Review of Policy – Resolution 2021/42	28 July 2021	2782794
7	Review of Policy	20 October 2021	2782794
8	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2782794

Mark Pitt PSM  
CHIEF EXECUTIVE OFFICER

Date:

## 7.8 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL PROPERTY LEASING POLICY - STRATEGIC030

**File Number:** 07-12-2022

**Author:** General Manager Finance and Corporate

**Authoriser:** Chief Executive Officer

### PRECIS

Adoption of the South Burnett Regional Council Property Leasing Policy – Strategic030.

### SUMMARY

The purpose of this policy is to set the guidelines for administrating South Burnett Regional Council's ('Council's') land and facility assets that may be available for disposal or leasing.

### OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Property Leasing Policy – Strategic030 be adopted as presented.

### FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial and resource implications arise from this report which have not already been considered in the development of Council's annual budget.

### LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making
Operational Plan 2022/2023	Deliver the Council Policy Governance Framework aligned to strategic planning and relevant legislation incorporating Council's policies, procedures, forms and factsheets
	Promote a high standard of corporate responsibility, transparency and accountability in decision making at all levels of the organisation in the best interest of Council and the community aligning to legislation and Council policy

### COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The Draft South Burnett Regional Council Property Leasing Policy – Strategic030 was developed and reviewed by Manager Community & Lifestyle supported by Corporate, Governance & Strategy.

The Draft South Burnett Regional Council Property Leasing Policy – Strategic030 was presented at the Executive Leadership Team Meeting held on 15 November 2022 for endorsement to the Liveability, Governance and Finance Standing Committee. Feedback received supported the draft content.



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

*Local Government Act 2009 (Qld)*

*Local Government Regulation 2012 (Qld)*

*Residential Tenancies and Rooming Accommodation Act 2008 (Qld)*

*Human Rights Act 2019 (Qld)*

Section 4(b) of the *Human Rights Act 2019* requires public entities to act and make decisions in away compatible with human rights. The Act requires public entities to only limit human rights in certain circumstances and after careful consideration. The human rights protected under the Act are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

In the decision-making process, Council is to consider the 23 human rights:	
1. Recognition and equality before the law;	13. Cultural rights—Generally;
2. Right to life;	14. Cultural rights—Aboriginal peoples and Torres Strait Islander peoples;
3. Protection from torture and cruel, inhuman or degrading treatment;	15. Right to liberty and security of person;
4. Freedom from forced work;	16. Humane treatment when deprived of liberty;
5. Freedom of movement;	17. Fair hearing;
6. Freedom of thought, conscience, religion and belief;	18. Rights in criminal proceedings;
7. Freedom of expression;	19. Children in the criminal process;
8. Peaceful assembly and freedom of association;	20. Right not to be tried or punished more than once;
9. Taking part in public life;	21. Retrospective criminal laws;
10. Property rights;	22. Right to education;
11. Privacy and reputation;	23. Right to health services.
12. Protection of families and children;	

**POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

No direct local law or delegation implications arise from this report.

**ASSET MANAGEMENT IMPLICATIONS**

No direct asset management implications arise from this report.

**REPORT**

This policy applies to all land and facilities located on Council owned or controlled lands.

This policy has been established to ensure that property, which is not required for Council's purposes, can be offered by way of lease, licence, or memorandum of understanding to a community organisation or commercial entity.

**ATTACHMENTS**

- 1. South Burnett Regional Council Property Leasing Policy - Strategic030**



**POLICY CATEGORY - NUMBER:** Strategic030  
**POLICY OWNER:** Community & Lifestyle  
**ECM ID:** 2939984  
**ADOPTED:**

## Property Leasing Policy

**NOTE:** Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Corporate, Governance & Strategy Branch. **A hard copy of this electronic document is considered uncontrolled when printed.**

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### 1. POLICY STATEMENT

The purpose of this policy is to set the guidelines for administrating South Burnett Regional Council's ('Council's') land and facility assets that may be available for disposal or leasing.

### 2. SCOPE

This policy applies to all land and facilities located on Council owned or controlled lands.

This policy has been established to ensure that property, which is not required for Council's purposes, can be offered by way of lease, licence, or memorandum of understanding to a community organisation or commercial entity.

This policy applies in conjunction with Council's Disposal of Assets Policy and provides further clarification of an interest in land.

This policy excludes residential tenancies pursuant to the *Residential Tenancies and Rooming Accommodation Act 2008*.

### 3. GENERAL INFORMATION

The objectives of this policy are to ensure:

- the effective and efficient management of its leased real estate portfolio;
- the maximisation of use of Council's land and facilities; and
- the maximisation of the community benefit and supporting of economic development.

#### 3.1. Principles

The principles to be considered when identifying a facility for lease and offering tenure are:

- to facilitate and promote equitable access to Council owned or controlled facilities and land;
- support community organisations to optimise the development, improvement and use of Council's owned and controlled facilities and land;
- to identify assets suitable for commercial tenants; and
- ensure disposal is in accordance with the *Local Government Regulation 2012*.

The standards to be considered when compiling a lease document are:

- ensure tenants have the financial capacity to contribute to the capital improvement, repairs and maintenance of the facility;
- ensure fair, consistent lease conditions between tenants and Council across all facilities;
- ensure that Council facilities are appropriately maintained, developed, and occupied in alignment with the purpose of the facility or land; and
- ensure that facilities are used in accordance with the local community's expectation of the asset.

The standards of administration of Council's leased assets are to:

- ensure sound financial management;
- ensure effective administration of Council's lease register;
- ensure that Council's properties are appropriately maintained, developed, and occupied in accordance with all relevant legislative requirements; and
- develop a partnership approach to the capital improvement, repairs, and maintenance of facilities through support for community organisations for project development, applications for grant funding from external funding bodies and community development support.

#### 4. DEFINITIONS

**Asset Disposal** means the process whereby Council divests itself of any asset in an organised and authorised manner.

**Capital Improvement** means an expenditure that enhances a fixed asset to such an extent that the improvement can be recorded as a fixed asset.

**Commercial Entity** means any entity, sole person, company, or group that is undertaking a business or commercial activity.

**Community Group** means any group which is not-for-profit.

**Council** means the South Burnett Regional Council.

**Lease Agreement** means either a Lease or Licence or other tenure agreement which provides rights to a Commercial Entity or Community Group to occupy or use a property.

**Property** means any Council owned or controlled freehold or leasehold property or Reserve, whether vacant land or an improved property.

**Repairs and Maintenance** means costs that are incurred to ensure that an asset continues to operate.

**Tenant** means an occupier of land, facility, or premises by way of grant of tenure through a tenure agreement.

#### 5. LEGISLATIVE REFERENCE

*Local Government Act 2009 (Qld)*

*Local Government Regulation 2012 (Qld)*

*Residential Tenancies and Rooming Accommodation Act 2008 (Qld)*

#### 6. RELATED DOCUMENTS

South Burnett Regional Council Corporate Plan 2021/2026

South Burnett Regional Council Disposal of Asset Policy – Statutory008

South Burnett Regional Council Employee Code of Conduct – Statutory011

#### 7. NEXT REVIEW

As prescribed by legislation or December 2024



**8. VERSION CONTROL**

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy		2939984

Mark Pitt PSM  
**CHIEF EXECUTIVE OFFICER**

Date:

DRAFT

## 7.9 CONSIDERATION OF THE SOUTH BURNETT REGIONAL COUNCIL PROCUREMENT POLICY - STATUTORY007

**File Number:** 07-12-2022

**Author:** General Manager Finance and Corporate

**Authoriser:** Chief Executive Officer

### PRECIS

Consideration of the South Burnett Regional Council Procurement Policy – Statutory007.

### SUMMARY

This policy establishes the procurement principles South Burnett Regional Council ('Council') will follow and apply to all procurement processes and activities undertaken by Council, including purchasing, ordering, quotations, tendering, contracting and disposals. The policy has been developed to enable Council to carry out all its procurement in accordance with the prescribed legislative framework and statutory obligations, in an effort to achieve the desired outcomes of its Corporate and Operational Plans.

### OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Procurement Policy – Statutory007 as presented be considered.

### FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial and resource implications arise from this report which have not already been considered in the development of Council's annual budget.

### LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making
Operational Plan 2022/2023	Deliver the Council Policy Governance Framework aligned to strategic planning and relevant legislation incorporating Council's policies, procedures, forms and factsheets
	Promote a high standard of corporate responsibility, transparency and accountability in decision making at all levels of the organisation in the best interest of Council and the community aligning to legislation and Council policy

### COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The Draft South Burnett Regional Council Procurement Policy – Statutory007 has been reviewed by Manager Finance & Sustainability and Strategic Procurement Coordinator with the assistance of Corporate, Governance & Strategy.

The Draft South Burnett Regional Council Procurement Policy – Statutory007 was reviewed by relevant key stakeholders in a workshop held on 22 November 2022.

The Draft South Burnett Regional Council Procurement Policy – Statutory007 was presented at the Executive Leadership Team Meeting held on 29 November 2022 for endorsement to the Liveability, Governance and Finance Standing Committee. Feedback received supported the proposed changes.

It is recommended for this draft policy to be presented to the Ordinary meeting of January 2023 to allow for councillors full consideration prior to adoption.

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

*Corporations Act 2001* (Cth)

*Local Government Act 2009* (Qld)

*Local Government Regulation 2012* (Qld)

*Public Records Act 2002* (Qld)

*Human Rights Act 2019* (Qld)

Section 4(b) of the *Human Rights Act 2019* requires public entities to act and make decisions in away compatible with human rights. The Act requires public entities to only limit human rights in certain circumstances and after careful consideration. The human rights protected under the Act are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

In the decision-making process, Council is to consider the 23 human rights:	
1. Recognition and equality before the law;	13. Cultural rights—Generally;
2. Right to life;	14. Cultural rights—Aboriginal peoples and Torres Strait Islander peoples;
3. Protection from torture and cruel, inhuman or degrading treatment;	15. Right to liberty and security of person;
4. Freedom from forced work;	16. Humane treatment when deprived of liberty;
5. Freedom of movement;	17. Fair hearing;
6. Freedom of thought, conscience, religion and belief;	18. Rights in criminal proceedings;
7. Freedom of expression;	19. Children in the criminal process;
8. Peaceful assembly and freedom of association;	20. Right not to be tried or punished more than once;
9. Taking part in public life;	21. Retrospective criminal laws;
10. Property rights;	22. Right to education;
11. Privacy and reputation;	23. Right to health services.
12. Protection of families and children;	

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

No direct local law or delegation implications arise from this report.

### **ASSET MANAGEMENT IMPLICATIONS**

No direct asset management implications arise from this report.

### **REPORT**

This policy applies the sound contracting principles and practices as outlined in the *Local Government Act 2009* ('Act') and the *Local Government Regulation 2012* ('Regulation'). This policy aligns with Council's core values and the ethics principles of integrity and impartiality, promoting the

public good, commitment to the system of government and accountability and transparency.

## **ATTACHMENTS**

- 1. South Burnett Regional Council Procurement Policy - Statutory007**



**POLICY CATEGORY - NUMBER:** Statutory007  
**POLICY OWNER:** Finance & Sustainability

**ECM ID:** 2754050  
**ADOPTED:**

## Procurement Policy

**NOTE:** Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Corporate, Governance & Strategy Branch. **A hard copy of this electronic document is considered uncontrolled when printed.**

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### 1. POLICY STATEMENT

This policy establishes the procurement principles South Burnett Regional Council ('Council') will follow and apply to all procurement processes and activities undertaken by Council, including purchasing, ordering, quotations, tendering, contracting and disposals. The policy has been developed to enable Council to carry out all its procurement in accordance with the prescribed legislative framework and statutory obligations, in an effort to achieve the desired outcomes of its Corporate and Operational Plans.

This policy applies the sound contracting principles and practices as outlined in the *Local Government Act 2009* ('Act') and the *Local Government Regulation 2012* ('Regulation'). This policy aligns with Council's core values and the ethics principles of integrity and impartiality, promoting the public good, commitment to the system of government and accountability and transparency.

This policy provides the framework for the development and implementation of streamlined systems, practices and controls for efficient, effective and economic financial performance management.

### 2. SCOPE

This policy applies to all Council representatives undertaking procurement activities on behalf of Council. The policy applies to all Council procurement processes and activities undertaken by Council, including but not limited to purchasing, ordering, quotations, tendering, contracting and disposals. It is the responsibility of all Council representatives to understand the meaning and intent of this policy and adhere to the guiding principles.

### 3. GENERAL INFORMATION

Procurement is the framework, the rules, and procedures, by which a Council obtains an effective supply of the required goods and services. It seeks to align with the organisational strategy rather than just process orders and acquire goods and services.

To be effective, it is critical Council's procurement function delivers on the following outcomes:

- providing protection to the organisation and Council representatives through the use of robust systems and procedures;
- providing cost efficiencies and control measures throughout the procurement process;
- providing responsive and strategic support in ways that ensures quality goods and reliable services are procured;



- supporting the overall delivery of Council's budget by enabling timely delivery of goods and services and managing the supply chain to mitigate issues such as over and under supply errors;
- ensure effective communication and understanding between Council and its supply base;
- contribute to ensuring Council's continued financial sustainability;
- be flexible and responsive to meeting Council's needs, recognising the need to balance core service delivery with the nature of unexpected circumstances; and
- concentrate on minimising actual, potential and perceived conflicts of interest created due to personal friendships, relationships and associations by immediately reporting any suspected or identified instances of unethical or illegal behaviours.

Council's purchasing activities must:

- ensure value for money with careful recognition of any potential probity issues, ensuring appropriate management practices are in place and Council's representatives are accountable for any purchasing activities in which they undertake;
- ensure procurement methodology provides fit for purpose goods and services and mitigates organisational risk;
- provide reasonable opportunity for Council to support and encourage a competitive local business environment by enacting Council's preference to source goods and services from within the South Burnett region;
- ensure the effective balance of risk and value when determining the level of complexity for each procurement activity to establish reasonable minimum quotation timeframes for suppliers to respond to Council requests for services;
- ensure suppliers are not disadvantaged when quotations are sought for goods while limiting the impact of operational or project deliverables;
- comply with relevant legislation; and
- promote compliance with relevant supervision and reporting that ensures Council is adhering to the appropriate legislation and its preference to support local first.

All Council purchases must be carried out in compliance with the Act and the Regulation.

In order to ensure the Council objectives are met, officers must:

- preserve Council's integrity in the procurement and/or purchasing process to ensure that Council acts and remains beyond reproach in all dealings;
- abide by Council's Code of Conduct and all other applicable policies, procedures and guidelines; and
- adhere to the Sound Contracting Principles as stipulated under the Act and Regulation (including *Section 198* and *Chapter 6* of the Regulation).

### 3.1. Procurement Principles

Council representatives must apply the following procurement principles in all purchasing activities. Council is committed to ensuring that its procurement is carried out in accordance with the relevant probity and accountability obligations in accordance with the prescribed legislative framework, and its statutory procurement obligations.

The following procurement principles apply to all Council procurement activities prior to going to market:

- an appropriate scope and specification of the goods and services required is developed;
- the material risks involved for each procurement activity are identified; and
- the appropriate contract and procurement methodology are selected to the satisfaction of Council, ensuring Council obtains what it is seeking to procure and provides appropriate risk management and protections for Council with reference to the risks identified for the particular procurement activity.

Prior to undertaking procurement, the Council representative should ensure that the goods or services required are not available from existing supply and contract arrangements whilst having regard to and maintaining consistency with the Sound Contracting Principles.

Council seeks to stimulate competition at a local industry level for the supply of goods and services. Council representatives must provide a fair and reasonable opportunity for local industry to tender for Council business.

Council representatives are to ensure that the planning process and supporting documentation (including the tender documents and specification) for the procurement is fit for purpose and maintains compliance within the legislative framework and appropriately manages the Council's material risks.

Council representatives must balance the focus on supporting locally sourced suppliers with Council's other objectives, including the non-price criteria identified below.

Council will:

- seek to invite relevant local industry to quote/tender (where appropriate) in accordance with clause 3.6.3 Purchasing Quotation Table.
- ensure that the contractors it engages are appropriately qualified and capable of fulfilling their contractual obligations by assessing the scope, risks, and contract methodology for each procurement activity and still offer value for money;
- strengthen the non-price criteria by recognising the physical presence of a supplier and the local economic outcomes of their operations within the local government area; and
- consider the actual and demonstrated social and economic benefits that local spend provides to the region, including:
  - creation of new and/or maintenance of existing local employment opportunities;
  - more responsive and readily available service support;
  - encouragement for the relocation of established businesses from outside the region to physically enter, establish and maintain a physical presence ongoing in, the region; and
  - provide credible feedback to encourage local suppliers to earn more Council business, supporting economic growth within the local area.

All Council representatives must conduct their procurement activities with the utmost probity, propriety, transparency, defensibility and accountability. Council representatives who perform procurement activities are responsible and obligated to account for their procurement actions and are accountable to their superiors for their procurement decisions.

### **3.2. Sound Contracting Principles Legislative Framework**

All purchasing is represented in a contractual arrangement of one form or another and is governed by contract and other laws and legislative frameworks. All purchasing must have regard to the five (5) Sound Contracting Principles detailed in *Section 104(3)* of the Act.

These principles are:

- value for money; and
- open and effective competition; and
- development of competitive local business and industry; and
- environmental protection; and
- ethical behaviour and fair dealing.

While regard must be had to each principle, Council is not required to give equal consideration to each principle. The weight of regard may depend on the particular procurement.

#### **3.2.1. Value for Money**

Council is committed to achieving the best return and performance for the money being spent. Council will harness its purchasing power to achieve the best value for money which is not restricted to price alone. The value for money assessment must include the consideration of:



- contribution to the advancement of Council's priorities;
- fitness for purpose, quality, suitability and longevity of the product or services informed by the relevant industry standards and the needs of the Council service and employees using the equipment;
- estimated whole-of-life costs including costs of acquiring, using, maintaining and disposal;
- protection of Council contractual interests including warranties and statutory compliance with applicable and relative Acts and Regulations;
- delivering on technical compliance issues in a suitably appropriate and responsible way;
- potential exposure and mitigation of risk; and
- environmentally friendly principles that consider recycled materials and limit waste to reduce Council's overall carbon footprint.

In effect, Council is not always right to select the lowest price.

### **3.2.2. Open and Effective Competition**

The principle of open and effective competition considers the use of transparent, open and unbiased purchasing processes so that current and potential suppliers, contractors and the public have confidence in the outcomes of the purchasing process. This involves adequately testing the market to ensure all options and suppliers are considered equally and given suitable opportunity to provide a quote.

Suppliers wishing to conduct business with Council will be given every opportunity to do so, subject to them satisfying Council's requirements and relevant evaluation criteria. This may include, but not be limited to, demonstrated technical ability, management of potential environmental impacts, the company's profile, professional references, extent of local industry participation, quality assurance and whole of life cost.

### **3.2.3. Development of Competitive Local Business and Industry**

Council encourages the development of competitive local businesses within the South Burnett. Where price, performance, quality, suitability, service and other evaluation criteria are comparable, the following areas should be considered in evaluating offers:

- retention of existing and creation of new local employment opportunities;
- more readily available servicing support;
- more convenient communications for contract management;
- economic sustainability and opportunities for growth and prosperity within the South Burnett; and
- the contractual arrangements, including the contractual protections for Council and risk allocation.

### **3.2.4. Environmental Protection**

Council promotes environmental protection through its purchasing procedures. In undertaking any purchasing activities Council will:

- promote the purchase of environmentally friendly goods and services that satisfy value for money criteria;
- foster the development of products and processes of low environmental and climatic impact;
- reduce waste wherever possible;
- provide an example to business, industry and the community by promoting the use of climatically and environmentally friendly goods and services; and
- encourage environmentally responsible activities in ways that reduce Council's overall carbon footprint.

### **3.2.5. Ethical Behaviour and Fair Dealing**

Council representatives involved in purchasing must behave with impartiality, fairness, openness, transparency, integrity and professionalism in their discussions and negotiations with suppliers and their representatives. Any Council representative must immediately disclose any activity, or personal



or close relationships which constitutes or may constitute a conflict of interest or raise probity concerns. Council representatives are responsible for declaring any instance in which may compromise the ability of the supplier to perform their legal obligations under the supply agreement. Council has established an environment in which ethical conduct is expected, with a zero-tolerance policy for deliberate conduct that is corrupt, fraudulent activities or maladministration. Risk management principles and matching fraud and corruption prevention measures are applied across all areas to protect the Council.

### 3.3. Workplace Health and Safety

Council is committed to providing a safe and healthy work environment for its Council representatives performing work on behalf of Council and visitors to Council premises and worksites in accordance with the Council's Workplace Health and Safety Policy.

All Council representatives are expected to adhere to the following key outcomes in relation to procurement activities:

- establishing and maintaining a corporate system to ensure compliance of all contractors and suppliers align with the workplace health and safety legislative requirements, Australian Standards and/or procedures;
- ensuring all contractors and/or suppliers provide documentary evidence that they or the product they supply complies with relevant legislation, codes of practice and/or Australian Standards;
- ensuring all foreseeable health and safety risks associated with potential procurements are identified;
- ensuring specifications comply with the relevant legislation; and
- ensuring Council's operational obligations with regards to workplace health and safety contract performance monitoring and management are actioned under the contract.

### 3.4. Conflicts of Interest

Council representatives participating in procurement and contracting activities must comply with the requirements of Council's Conflict of Interest Policy, Procedure and Management Plan.

A conflict of interest is any activity that would create a conflict between personal interests and the interests of Council. Council representatives engaged to any extent of the procurement function must be free of interests and/or relationships that are, actually or potentially, adverse or detrimental to the interests of Council.

Conflicts of interest in procurement are not necessarily wrong or unethical however it is essential that any conflict of interest whether actual, perceived or potential is addressed at the earliest stages of a procurement activity and effectively and transparently managed.

Management of Conflicts of Interest may include:

- registering details of conflicts disclosed and recorded (suits low risk conflicts);
- restricting the relevant person's involvement in the matter;
- recruiting an independent third party engaged to oversee part or all of the process;
- removing the relevant person from the procurement process entirely;
- the conflicted person relinquishing the private interest that creates the conflict; or
- the conflicted person resigning from their position or role (last resort).

The choice of strategy will depend on the assessment of the individual circumstances and seriousness of each case.

Actual, potential or perceived conflicts of interest that may arise through secondary employment that may affect a procurement activity, are to be declared and managed in accordance with Council's Employee Conflict of Interest Policy and Procedure to ensure that these risks are managed properly, consistently and fairly.

### 3.5. Delegations

#### 3.5.1. Delegations – Council representatives

The Financial Delegation Register for Council representatives is held within the Corporate, Governance & Strategy Branch. A copy of the Financial Delegations can be found on Council's Intranet.

#### 3.5.2. Delegation Reserved for Council

Contracts that are \$200,000 and above exclusive of GST that progressed through public tender must be approved by Council. Contracts that are exempt from public tender shall be approved based on Council's Financial Delegation Register.

#### 3.5.3. Delegation to the Chief Executive Officer ('CEO')

Pursuant to *Section 257(1)(b)* of the Act, the Council resolves to delegate to the CEO the power to make, amend or discharge a contract in accordance with *Section 238(2)* of the Regulation for:

- any contractual arrangement with a person (in respect of one contractual arrangement or cumulatively for all contractual arrangements) that is, or is expected to be, worth \$200,000 (exclusive of GST) or more in a financial year with that person; or
- any contractual arrangement with a person that is, or is expected to be, worth \$200,000 per annum (exclusive of GST) or more over the proposed term of the contractual arrangement.

### 3.6. Purchasing Thresholds

Procurement can only be undertaken by authorised employees as detailed in the financial delegation register. For low value and easy to secure purchases, consideration of total cost of ownership and associated risks will determine the appropriate market approach.

#### 3.6.1. Medium-Sized Contractual Arrangement

A contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$15,000 or more but less than \$200,000 in a financial year, or over the proposed term of the contractual arrangement.

#### 3.6.2. Large-Sized Contractual Arrangement

A contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$200,000 or more in a financial year, or over the proposed term of the contractual arrangement.

#### 3.6.3. Purchasing Quotation Table

An established arrangement is an agreement subject to standardised terms and conditions whereby the purchaser may agree to purchase specific services from the vendor for a specified period on an "as and when" required basis. Suppliers are not guaranteed any work or business from Council.

Approved suppliers have been assessed as having the technical, financial and managerial capability necessary to perform contracts on time and in accordance with agreed requirements.

Council recognises the need to impose minimum quotation timeframes when seeking requests from suppliers however the purchase of goods is considered routine or leveraged, both being low risk, whereas the procurement of services is considered high risk and complex. Therefore, minimum quotation timeframes are only to be applied to the procurement of Services. This ensures suppliers are able to commit to quotations of goods, withstanding price fluctuations, ensuring the prompt purchase and availability of goods while reducing the risk of delays to operational and project deliverables.



Quotes should be sought as per the below Purchasing threshold table.

Established Arrangements				Non-Established Arrangements			
SBRC Panel Arrangements: Entire panel of the specific service are to be invited to quote. LGA Arrangements: All local suppliers are to be invited				All local suppliers of the specific service are to be invited to quote			
\$ Value (excluding GST)	Minimum Quotation Requirement	Procurement Method	Award/Contract Method	\$ Value (excluding GST)	Minimum Quotation Requirement	Procurement Method	Award/Contract Method
From \$0.00 to \$2,000 \$5,000	One (1) No quote required and seek to source locally (where available)	<ul style="list-style-type: none"> <li>Verbal</li> <li>Written</li> </ul>	Corporate Card/Purchase Order	From \$0.00 to \$2,000-\$5,000	One (1) No quote required and seek to source locally (where available)	<ul style="list-style-type: none"> <li>Verbal</li> <li>Written</li> </ul>	Corporate Card/Purchase Order
From \$2,001 to \$5,000	Minimum 1 written quote (Minimum quotes to include local suppliers available when using Council Arrangements)	Request for Quote. (10 days) <ul style="list-style-type: none"> <li>Felix</li> <li>Vendor Panel</li> </ul>	Purchase Order	From \$2,001 \$5,001 to \$14,999	Minimum two (2) written quotes (Minimum quotes to include local suppliers where available)	Request for Quote. (10 days) <ul style="list-style-type: none"> <li>Felix Marketplace</li> <li>Website</li> <li>LG Tenderbox</li> <li>Vendor Panel</li> <li>Written</li> </ul>	Purchase Order
From \$5,001 to \$14,999	Minimum two (2) written quotes (Minimum quotes to include local suppliers available when using Council Arrangements)	Request for Quote. (10 days) <ul style="list-style-type: none"> <li>Felix</li> <li>Vendor Panel</li> </ul>	Purchase Order			Request for Quote. (15-21 days) (procurement of services only) <ul style="list-style-type: none"> <li>Felix</li> <li>Vendor Panel</li> </ul>	Purchase Order
From \$15,000 to \$199,999	(Medium Size Contract) Minimum three (3) written quotes (Minimum quotes to include local suppliers available when using Council Arrangements)	Request for Quote. (15-21 days) (procurement of services only) <ul style="list-style-type: none"> <li>Felix</li> <li>Vendor Panel</li> </ul>	Purchase Order	From \$15,000 to \$199,999	(Medium Size Contract) Minimum three (3) written quotes required: (Minimum quotes to include local suppliers where available)	Request for Quote. (15-21 days) (procurement of services only) <ul style="list-style-type: none"> <li>Felix Marketplace</li> <li>Website</li> <li>LG Tenderbox</li> <li>Written</li> <li>Online tendering platform</li> </ul>	Purchase Order and/or Public Tender at Council's discretion
Over \$200,000	(Large Size Contract) Minimum three (3) written quotes. (Minimum quotes to be include local suppliers available when using Council Arrangements) and signed off by the CEO	Request for Quote. (21 days) (procurement of services only) <ul style="list-style-type: none"> <li>Felix</li> <li>Vendor Panel</li> </ul>	Purchase Order	Over \$200,000	(Large Size Contract) Public Tender Subject to a minimum 21 Days Public Open Period	Public Tender (21 days) <ul style="list-style-type: none"> <li>Website</li> <li>Online tendering platform</li> <li>LG Tenderbox</li> </ul>	Public Tender to be awarded by Council

\*Established Arrangement - being Local Buy Contracts, State Government Contracts, and existing Council Administered (Contract) Prequalified, Preferred Contractor or approved Contractor Lists. This section is subject to the Regulation Division 3 – Exceptions

### 3.6.4. Purchases \$200,000 and Above

Section 228 of the Regulation requires that Council invite tenders before making a contract for the carrying out of work, or the supply of goods and/or services involving a cost that is, or expected to be, \$200,000 (exclusive of GST) or more in a financial year or over the proposed term of the contractual arrangement.

The invitation to tender must be made by a notice placed on the Council's website and be open for submissions for a minimum of 21 days from the date of the notice.

Records of tenders received must be kept on file for the period of time outlined in the Retention and Disposal Schedules for Local Government as published by the Queensland State Archives.

In accordance with Section 237 of the Regulation, Council is obliged to publish details of all contracts worth \$200,000.00 or more (exclusive of GST). These details must be published monthly on

Council’s website and also on a noticeboard located in a position in Council premises that is easily accessible by the public. Information to be recorded in these publications includes the following:

- the person/company with whom Council has entered into a contract;
- the total value of the contract;
- the purpose of the contract; and
- the methodology under which the Council entered into the contract.

For the purposes of clarity, a purchase order may also be defined as a contract.

Council or Council representatives will not release proprietary or confidential information pertaining to any offer may by a supplier other than that which is required by law to be published.

**3.7. Local Preference**

Council representatives must give consideration to, and provide a fair and reasonable opportunity for, Local Suppliers to tender and quote for Council business opportunities. Council representatives are to ensure that the planning process and documentation (including tender documents and specification) for each procurement, is fit for purpose and does not seek to disadvantage Local Suppliers.

Council representatives must notify and provide an opportunity for all local suppliers to quote on goods and services where local suppliers exist in accordance with the Purchasing Quotation Table 3.6.3. Officers may seek quotations from regional or non-local suppliers if the officer has undertaken sufficient research to establish that no local or regional supplier can quote on the goods or services to be purchased.

Council representatives are encouraged to ensure they are testing the market effectively and ensuring Council is achieving true value for money outcomes, so where practical, in addition to the local quotations sought, there should always be one from outside the region.

Therefore, in this policy statement, the definition of a local supplier will be rated as follows:

Points	Description
10	Is a developing or established business owned by a residential ratepayer in the area directly employing locals
8	Is a developing or established business owned by a non-ratepayer in the Council area and employs locals
6	Is a business with a branch office in the Council area but with a head office located elsewhere that employs a minimum of five (5) locals.
4	Is a business with a branch office in the Council area but with its head office located elsewhere that employs less than five (5) locals.
2	Has a business in the adjacent local government areas
0	Is a Queensland business

**3.8. Evaluation**

Quotes and offers will be assessed having regard to the five (5) Sound Contracting Principles (to be considered in accordance with the Act and Regulation, the relevant Council representative will make a decision to purchase from a supplier or provider based on the Council’s documented supplier evaluation criteria and a systematic weighting will be applied to all quotes or offers received. This will be assessed on a case by case basis and the weighting will be expressed as a percentage which reflects the relative importance of each criterion for the relevant procurement.

Medium and large size contracts will be evaluated using evaluative criteria. Council representatives will confirm any mandatory criteria as stipulated within the offer documents. ~~It will be a requirement to evaluate mandatory criteria on a pass or fail basis. These criteria will include but not be limited to financial viability/stability and insurances. Any tenderer who does not comply with the mandatory criteria will no progress further in the evaluation process.~~



For offers to be considered conforming, an offer must:

- contain all the documents and information required within the returnable schedules, and;
- strictly comply with the scope and specification.

Council may but is not bound to, consider or accept a non-conforming offer. Any non-conforming offer may be clarified or may be rejected and the non-conforming offers not evaluated any further at the sole discretion of the evaluation committee with advice from a Probity advisor.

~~Council will provide a defensible local content weighting on all purchases.~~

Where it is applied to a price criteria the following standard will be used:

Council may make a documented decision to purchase from a Local Supplier offering a higher price margin, using the following guideline for acceptable price variances if the total value for money assessment is within the approved project budget:

- 10% for goods and services under \$50,000; or
- 5% for goods and services over \$50,000 up to \$200,000.

This will allow Council to ensure it is achieving its Value for Money objective and also that it is supporting its Development of a Competitive Local Business objective. Where the local content is applied to a non-price criterion as a specific element, it will be applied as per the table in the definition of clause 3.7. Local Preference.

Where a Local Supplier has not been successful, Council representatives are to provide feedback to the supplier upon request to engender strong competition at a local industry level.

### **3.9. Exceptions outlined in this section, the Act and the Regulation.**

Exceptions in this clause are consistent with the Act and the Regulations and are designed to capture circumstances where a procurement process and due diligence, in accordance with sound contracting principles, have already been applied to suppliers or the procurement is required to ensure the efficient delivery of local government services and/or ensure the Local Government and its officers meet their obligations to the community in accordance with the Act. They benefit Local Governments by:

- reducing procurement costs;
- providing for shorter procurement timeframes as there is no need to tender or issue Requests for Tender;
- ensuring suppliers have the financial, technical and operational capacity to carry out the required work; and
- offering contractual protection to the Council through the use of established contractual terms that meet the Council's risk management requirements.

Council representatives responsible for purchasing goods and/or services are required to adhere to the purchasing thresholds and quotation requirements set out in the table under clause 3.6.3 for all Procurement processes subject to the following exceptions outlined in this section.

#### **3.9.1. Repeated Operational Expenditure ('ROE'), Original Equipment Manufacturers ('OEM') and Sole Supplier Exceptions**

ROE is defined as recurrent expenditure on goods and services which Council experiences at regular intervals that is required for general operations.

OEM is defined as a company whose goods are used as components in the products of another company which then sells the finished items to users. OEM components are often required to be used to maintain warranty or aftermarket parts are not available.

Sole Suppliers are defined as the only supplier that can provide the goods or service required. The sole supplier has either established a monopoly or is the only provider that is reasonably available geographically.

Suppliers who are listed on the above registers are exempt from Council Purchasing Thresholds. Suppliers on the above registers are adopted by Council by way of resolution consistent with the requirements of *Section 235(a)* of the Regulation prior to applying the exception. ~~If an officer~~

identifies a supplier that the officer believes is the only supplier of the goods/services required that is reasonably available, the officer must complete the Sole Supplier Form and submit it to procurement for processing. Council must adopt the register each time it is updated.

### 3.9.2. Genuine Emergency Exception

In utilising an exception for a Genuine Emergency Council recognises that full compliance with the existing Council procurement policy and procedures may not support the Council's needs during a critical or emergent incident and an alternative procurement process may operate during the incident. This alternative process aims to accommodate urgent Council and/or community needs, whilst ensuring that the procurement process adopted is reasonable and conducted with appropriate consideration of standard procurement principles.

Once the immediacy of the incident has passed normal procedure must then take place:

- purchase orders must be raised to record expenditure;
- reports must be presented to Council at the earliest opportunity for resolution to approve the unapproved expenditure; and
- the Council resolution must provide a definition of the emergency situation i.e. Natural disaster and delegate authority to the CEO or the appropriate Council representative if the CEO was not available at the time of the incident.

### 3.9.3. Legislative Exceptions

*Division 3 under Chapter 6* of the Regulation specifies when Council is exempt from the requirement to seek written tenders or quotations:

**Section 230** – Exception if quote or tender consideration plan prepared.

Council may enter in to a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if the Council:

- (a) decides by resolution to prepare a quote or tender consideration plan; and
- (b) prepares and adopts the plan.

**Section 231** – Exception for contractor on approved contractor list

Council may enter into the contract without first inviting written quotes or tenders if the contract is made with a person who is on an approved contractor list. An approved contractor list:

- must be defined by the processes required in the Act;
- will be adopted by Resolution of Council
- will be formed after an Expression of Interest process
- will not be considered to be preferable to a register of pre-qualified suppliers or a preferred supplier arrangement in order to facilitate convenience but will provide Council with the ability to build rigor around medium to large purchasing activities; and
- will take into account all the sound contracting principles as defined in the Regulation.

**Section 232** – Exception for a register of Pre-Qualified Suppliers

Council may enter into a contract without first inviting written quotes or tenders if the contract is entered in to with a supplier from a register of Pre-Qualified Suppliers that is made in compliance with the sub-sections outlined in *Section 232* of the Regulation.

In establishing a register of pre-qualified suppliers, Council recognises that:

- the preparation and evaluation of submissions would be costly and time consuming if it invited submissions every time the foods and/or services were required; or
- it is critical to a successful outcome that the experience and financial viability of a supplier or contractor is assessed according to the requirements of the local government once only; or
- there are specific pre-conditions to the offer to supply goods and/or services that must be considered; or



- there is a need or desire to develop the specific capabilities of the businesses within the local region; or
- the supplier of goods or services may necessitate security considerations or requirements; or
- it will still ensure value for money by testing the market through quotations where appropriate.

The Council has developed the Pre-Qualified Supplier Registers for this purpose.

The Pre-Qualified Supplier Register is subject to the Tender Consideration Plan, adopted by Council by resolution under *Section 230* of the Regulation. The Tender Consideration Plan allows Council the flexibility to review the Pre-Qualified Supplier Register and the ability to better manage its Panel Arrangements for the supply of goods and services.

Council has established the following categories of supply as Pre-Qualified Supplier Registers. The registers will be refreshed at the same time each year allowing new suppliers to apply and existing suppliers to update pricing and service offerings.

- Dry Hire (September)
- Wet Hire (September)
- Road Making & Quarry Materials (September)
- Civil Works (April)
- Trade Services (April)
- Electrical Works (April)
- Pest Management (April)

#### **Section 233 – Exception for a preferred supplier arrangement**

Council may enter into a contract without first inviting written quotes or tenders if the contract is entered in to with a preferred supplier under the preferred supplier arrangement. This section applies for contractual arrangements for goods or services if Council:

- needs the goods or services either in large volumes or frequently; and
- is able to obtain better value for money by accumulating the demand for the goods or services; and is able to describe the goods or services in terms that would be well understood in the relevant industry.

#### **Section 234 – Exception for Local Government Association ('LGA') arrangement**

Council may enter into a contract for goods and services without first inviting written quotes or tenders if the contract is entered in to under the LGA arrangement. An LGA arrangement is an arrangement that has been entered in to by:

- Local Government Association Queensland Limited ('LGAQ'); or
- a company registered under the *Corporations Act 2001*, if LGAQ is its only shareholder (Local Buy).

In utilising an LGA arrangement, Council recognises that arrangements have been formed as a result of market testing processes which ensure that price and other considerations under these arrangements are equal to or better than the price and considerations which Council could achieve in a public tender or quotation process. Benefits of the LGA arrangements to Council include that such arrangements:

- promote efficiency, including by enabling Council to efficiently and effectively engage professional services with the right capability and experience at short notice, e.g., legal support, engineering services, planning support etc.;
- reduce unnecessary administrative burdens and costs;
- minimise the likelihood of delayed procurement;
- Council can enter into the contract confident that the contractual arrangements meet Council's risk management requirements and does not have to negotiate a new contract; and
- Council will be assured (as due diligence will have been performed previously) that the supplier is capable of providing the receive goods and services of the requisite quality and the supplier will comply with relevant laws, including health and safety laws.

**Section 235 – Other exceptions**

Council may enter into a contractual arrangement without first inviting written quotes or tenders if:

- Council resolves it is satisfied that there is only one (1) supplier who is reasonably available; or
- Council resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the Council to invite quotes or tenders; or
- a genuine emergency exists; or
- the contract is for the purchase of goods and is made by auction; or
- the contract is for the purchase of second-hand goods; or
- the contract is made with, or under an arrangement with a government agency.

When assessing the most effective method of obtaining goods and/or services, Council representatives should consider the administrative and price costs to Council of seeking tenders or quotations independently, and the reduction of these costs which can be achieved by the use of the Pre-Qualified Supplier Panels or Local Buy arrangements.

**Section 236 – Exception for valuable non-current asset contracts**

In accordance with the Regulation, the apparent value threshold for non-current assets other than real estate set by Council shall be \$5,000 (excluding GST). The Regulation provides that Council cannot enter into a valuable non-current asset contract unless it invites written tenders for the contract or offers the non-current asset for sale by auction. There are exceptions in *Section 236* of the Regulation that may apply.

Additional Council guidelines for the disposal of valuable non-current assets is outlined in Council's Disposal of Assets Policy – Statutory008.

The authorised process for the disposal of valuable non-current assets of Council's interests in real property can be found in Council's Disposal of Council Real Estate Policy – Statutory032.

**3.9.4. Procurement Exception Form**

In the event that a Procurement process requires the application of an exception under the Regulation and/or from this Policy, a 'Procurement Exception Form' must be submitted and approved by the General Manager with appropriate financial delegation. A reason why a procurement process requires the exception must be documented and recorded. Such reasons could include:

- purchase exceeding delegation limit;
- purchase exceeding thresholds with insufficient quotes;
- urgent project delivery requirements
- limited suppliers available
- a legislative exception is being applied in accordance with *Chapter 6, Division 6 Section 230-235 of the Local Government Regulation 2012*
- supplier used outside of council contract;
- scope of work exceeded 10% more than the original estimate;
- *Chapter 6, Part 3, Section 235* of the Regulation, including:
  - a genuine emergency exists;
  - contract is made with, or under an arrangement with, a government agency.

The Exception Form must be submitted and approved by the CEO for:

- purchases exceeding \$200,000 without inviting tenders.  
(*Chapter 6, Part 5, Section 238* of the Regulation – Entering into a contract under a delegation)

**3.10. Local Buy**

Local Buy is the LGAQ contracts and tenders service company. Established in 2001, Local Buy facilitates business relationships with local government and their suppliers. Local Buy's core business is the creation of contractual arrangements for goods and services that can be used by



Queensland Councils, aggregating the demand for these goods and services to achieve better pricing and conditions, and eliminating the need for Councils to establish their own supply contracts.

### 3.11. State or Federal Government Grants

Where State or Government loan funds or grants are used to fund Council projects, there may be stipulations as to the procurement requirements of the funding body that are to be observed and may supersede Council's procurement policy or procedures. These instances should always be noted in a report to Council and recorded in the minutes of that meeting.

### 3.12. Payment Terms

The following outlines the various methods that can be used to effect payment when procuring Council's requirements.

#### 3.12.1. Corporate Credit Cards

Council encourages the use of its corporate credit cards for the following reasons:

- simplified purchasing and payment procedures;
- improved payment performance to suppliers;
- provision of support to Local Suppliers;
- more effective cash management; or
- enhanced service delivery to customers.

#### 3.12.2. Purchasing and Orders

The term "purchasing" refers to the process of ordering and receiving goods and services and does not generally drive policy decisions or developing Procurement strategy.

Purchase order forms are not required for some purchases, but relevant authorisations are required on the invoice documentation. These purchases are considered as repeated operational expenditure and are listed in a table of ROE in Appendix 1

A purchase order must be created and issued to the supplier for all purchases that are not procured via the corporate credit card or listed in the ROE.

All Council representatives must complete the required areas on the purchase requisition to justify the requirement. Any additional documents which will further detail and support the request are to be attached. Upon completion of the purchase requisition and within the Council representatives' financial delegation will a purchase order be issued to a supplier.

All invoices for payment are to be emailed direct to [accounts@sbrc.qld.gov.au](mailto:accounts@sbrc.qld.gov.au)

Invoicing Requirements:

- supplier's identity;
- Australian Business Number ('ABN');
- description of goods or services supplied, quantity and price;
- total GST amount;
- date of issue; and
- purchase order number.

Council's payment terms are 30 days from the date of invoice, and it is preferable that a monthly statement be provided to ensure accurate reconciliation of outstanding invoices.

#### 3.12.3. Variations

From time to time, a contract will require a variation. Approval to vary the terms of a purchase order (excluding scope) can only be given by the Council representative who originally approved the expenditure of the funds covered by the order or in their absence, approved by a Council representative that has direct control over the funds being expended. If the revised total value of the purchase order over the proposed term of the contract exceeds or cumulatively exceeds the financial delegation of the approving Council representative, then the variation must be approved by a Council representative with sufficient delegation.

A Contract and Purchase Order Variation Form must be completed for variations which exceed 10% of the original purchase value and be approved by the relevant department Manager with appropriate financial delegation.

The Council may seek to have appropriate contractual rights to direct a supplier in writing to amend, increase, decrease, omit or change the quality, timing character or method of performing the supply or to execute additional work. It is important that contract documentation seeks to provide for this and other appropriate rights (e.g. to engage other contractors to performed omitted or deducted work) to reduce the risk of a variation directed by the Council invalidating the contract. This should be considered as part of the Procurement process and advice obtained accordingly.

For the purposes of this policy, a variation refers solely to a financial deviation from an original contract value. The contract can be a Council purchase order, or an agreement signed by a delegated Council representative and the Supplier. Other variations, such as non-financial scope changes, extensions of time and the like are to be managed by the delegated Council representative or the person nominated by the relevant contract/purchase order. However, it must be noted that material changes may alter the framework of the original Tender or Quotation requirements and therefore may void the agreement.

Council representatives are required to adhere to the following:

- all variations are to be approved in writing;
- variations can only be approved by an officer, where the total amended costs do not exceed that officer's authorised financial and/or contractual delegation and the value of the variation is less than those detailed below;
- for an original purchase order involving a cost of greater than \$15,000.00 but less than \$150,000.00, if the cumulative value of variations exceeds 20% of the value of the original purchase order or \$15,000.00 whichever is the lesser, the variation and any further variations must be approved by the CEO;
- for an original purchase order involving a cost of \$200,000.00 or more, all variations must be considered by Council's Senior Management team and if necessary, a report should be provided to Council for resolution; and
- where variations become common in one business unit or by an individual then a show cause should be implemented to discover the reasons for the number of variations.

### **3.13. Termination of Contracts**

All contracts entered in to by Council should aim to contain provisions entitling Council to:

- terminate for convenience; and
- terminate for a breach or non-performance based on appropriate contractual criteria or triggers.

Council must follow the procedures specified in the contract to terminate that contract and obtain advice before exercising such rights.

### **3.14. Local Government Elections**

Legislation places limits during the caretaker period before quadrennial local government elections on publishing election material and making major policy decisions. This ensures that there are no significant policy decisions made near the end of a Council term that binds future elected Councils.

During the caretaker period, Councillors are prohibited from making major policy decisions, including in relation to procurement activities such as:

- entering into a contract greater than \$200,000 or 1% (whichever is greater) of the local government's net rate and utility charges (as stated in the local government's audited financial statements included in the local government's most recently adopted annual report); or
- significant procurement activities, such as establishing preferred supplier arrangements, or establishing exceptions to obtaining quotes or tenders when entering into a contract.

Council will prepare for the caretaker period by planning to make major policy decisions before or after the election period. However, unforeseeable events can result in a local government having to



make major policy decisions during the caretaker period. In accordance with the Act and advice from the Department of State Development, Infrastructure, Local Government and Planning, if there are exceptional circumstances, then local governments can apply to the Minister for approval if:

- the need for the decision was unforeseeable;
- the decision is essential to the functioning of the local government;
- the decision cannot wait until the end of the caretaker period; and
- the decision is in the public interest.

#### 4. DEFINITIONS

**Council** means South Burnett Regional Council.

**Council representative** means all Councillors and Council employees including permanent, casual and temporary employees, contractors, volunteers, apprentices, trainees and work experience students.

**Financial Delegation Register** means the register of Council representatives who have approved delegation for the purpose of purchasing goods and/or services.

**LGA arrangement** means the use of Local Buy or State Government Purchasing Arrangements.

**Local supplier** means a supplier defined in the Local Content table.

**Procurement** means the entire process by which all classes of resources (human, material, facilities and services) are obtained. This can include the functions of planning, design, standards determination, specification writing, and selection of suppliers, financing, contract administration, disposals and other related functions.

**Purchasing** means the acquisition process for goods, services and capital projects through purchasing, leasing and licensing and this expression extends to standing offer or similar arrangements by which terms and conditions of purchase are determined.

**Pre-qualified supplier** means a supplier who has been assessed by Council as having the technical, financial and managerial capacity necessary to deliver goods and/or services on time and in accordance with agreed requirements. The process is fulfilled by initially inviting tenders to establish pre-qualified suppliers.

**Supplier** means an enterprise known to be capable of supplying required goods and/or services. It includes manufacturers, stockists, resellers, merchants, distributors, consultants and contractors.

#### 5. LEGISLATIVE REFERENCE

*Corporations Act 2001 (Cth)*

*Human Rights Act 2019 (Qld)*

*Local Government Act 2009 (Qld)*

*Local Government Regulation 2012 (Qld)*

*Public Records Act 2002 (Qld)*

#### 6. RELATED DOCUMENTS

South Burnett Regional Council Corporate Credit Card Policy - Statutory-031

South Burnett Regional Council Councillor Code of Conduct Policy – Statutory-001

South Burnett Regional Council Disposal of Assets Policy – Statutory-008

South Burnett Regional Council Disposal of Council Real Estate Policy – Statutory-032

South Burnett Regional Council Employee Code of Conduct Policy – Statutory-011

South Burnett Regional Council Employee Conflict of Interest Policy – Statutory-033

South Burnett Regional Council Employee Conflicts of Interest Procedure – Procedure080

South Burnett Regional Council Employee Conflicts of Interest Management Plan

South Burnett Regional Council Fraud and Corruption Prevention Management Policy – Statutory-021

South Burnett Regional Council Gifts and Benefits Policy – Strategic002

South Burnett Regional Council Workplace Health and Safety Policy – Statutory015

## 7. NEXT REVIEW

As prescribed by legislation or June 2023

## 8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of Policy	23 April 2008	782024
2	Review of Policy	10 August 2011	1086044
3	Review of Policy	12 October 2011	1125582
4	Review of Policy	9 December 2012	1374600
5	Review of Policy	12 June 2013	1165507
6	Review of Policy	9 December 2015	1885840
7	Review of Policy	19 April 2017	2342908
8	Review of Policy	16 September 2018	2536118
9	Review of Policy	20 February 2019	2577201
10	Review of Policy	11 December 2019	2648132
11	Review of Policy	17 June 2020	2686006
12	Review of Policy	24 February 2021	2754050
13	Administrative change replacing Social & Corporate Performance Branch with Corporate Services Branch as per Council Resolution 2021/296	24 March 2021	2754050
14	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2754050
15	Review of policy		

Mark Pitt PSM

**CHIEF EXECUTIVE OFFICER**

Date:

Policy Name: Procurement Policy  
ECM ID: 2754050

Adoption Date:

Page 16 of 16  
Next Review Date:

## 8 COMMUNITY REPRESENTATION AND ADVOCACY

### 8.1 LOCAL RECOVERY AND RESILIENCE GRANT PROJECTS - DRFA (CAT D)

**File Number:** 07/12/2022

**Author:** Disaster Resilience Officer

**Authoriser:** Chief Executive Officer

#### PRECIS

Local Recovery and Resilience Grant Funding issued under Category D, Disaster Recovery Funding Arrangements (DRFA) in response to the South East Queensland Rainfall and Flooding 22-28 February 2022 events

#### SUMMARY

This funding initiative to undertake relief, recovery and resilience activities in the local government area. Council was allocated \$1,000,000 under this funding program. Council is required to develop and submit a program of works/project proposals in line with the funding guidelines to deliver recovery and resilience projects within the community.

#### OFFICER'S RECOMMENDATION

That the Committee recommend to Council that:-

The following projects be submitted to the Queensland Reconstruction Authority for approval under the Local Recovery and Resilience Grant Funding issued under Category D, Disaster Recovery Funding Arrangements (DRFA)

PROJECT DESCRIPTION	PROJECT	APPROX COST
Community needs analysis	Survey	\$ 20,000.00
10 Minutes with a Master x 2	10 Minutes with a Master	\$ 25,000.00
Coffee, Cake and a chat with an agency	The 3 C's Coffee, Cake, Chat	\$ 5,000.00
Reef & Beef Night Out - Mental Health Guest Speaker	Reef & Beef Night Out	\$ 45,000.00
Paddock Yarn and Information Sessions	BBQ with Wellbeing guest speaker and agencies	\$ 9,000.00
Accommodation Services	Information Packs	\$ 2,500.00
Residential Insurance	Information Packs	\$ 2,500.00
Evacuation Centre Items	Evacuation Items	\$ 5,000.00
Recovery Plans and Recovery Training	Continuity Plans / Training	\$ 5,000.00
Brochures/Materials	Update where to get help brochure	\$ 15,000.00
Mental Health Courses	Mental Health First Aid Courses	\$ 10,000.00
Various resilience workshops	Resilience workshops held across the region	\$ 6,000.00
Pillow Case Project	Building resilience within the younger generation	\$ 20,000.00
		<b>\$ 170,000.00</b>
Agricultural Sessions	South Burren Growers Assoc/Organisation	\$ 100,000.00
		<b>\$ 100,000.00</b>
PROJECT ADMINISTRATION	Wages, after hours, travel, parking etc	\$ 200,000.00
PROMOTIONAL MATERIAL / RESILIENCE PACKAGES	Recovery Marquees, PA system for events, Travel, Recovery Lap Top, Sanitiser, Recovery Packs for Kids, Adults, Corflute Signage, Trauma Teddies	\$ 30,150.00
HUMAN SOCIAL & ECONOMIC		\$ 500,150.00
Flood Signage	Flood response - signage improvement program	\$ 449,850.00
Portable Emergency Power Supply	Flood response - trailer fitted with generator & costs	\$ 50,000.00
INFRASTRUCTURE		<b>\$ 499,850.00</b>
COMBINED TOTAL		<b>\$ 1,000,000.00</b>
GRANT		\$ 1,000,000.00



**FINANCIAL AND RESOURCE IMPLICATIONS**

Total project budget \$1,000,000. Funding does not require any matching or Council contribution.

A Disaster Resilience Officer has been seconded from Council's internal workforce to deliver the project with wages to be funded from the project funding.

**LINK TO CORPORATE/OPERATIONAL PLAN**

EC7 Develop and implementation, in consultation with local communities, of realistically achievable rural resilience programmes.

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

- Queensland Reconstruction Authority (QRA)
- National Emergency Management Authority (NEMA)
- Media Releases
- A community survey has been distributed to inform project selection

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

Not Applicable

**POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

Not Applicable

**ASSET MANAGEMENT IMPLICATIONS**

Nil

**REPORT**

This is a joint Australian Government and Queensland Government funding initiative announced by Queensland Reconstruction Authority under Category D, Disaster Recovery Funding Arrangements (DRFA) for the Southeast Queensland Rainfall & Flooding, 22 – 28 February 2022. to assist Councils that have been severely impacted by extraordinary disaster events to undertake relief, recovery and resilience activities in their local government area.

Funding of \$1,000,000 has been made available per impacted Council.

The purpose of the local recovery and resilience grant is to assist eligible Councils in delivering activities and projects that:

- a) Address the emerging relief and recovery needs within the community following the onset of the eligible extraordinary event; and
- b) Contribute to building disaster resilience and reducing the impact of future events.

**Key Dates:**

- a) Project plans are required prior to the release of the 'milestone 2 payment' and due to QRA by 30 March 2023
- b) Approved projects must be completed by 30 June 2024 (eligible timeframe)
- c) Project acquittal reports are due to QRA within three months of completing projects and by no later than 30 September 2024.

**Eligible Projects:**

Projects must adhere to the following:

- a) Projects that facilitate the recovery of the community following the event and/or address an identified immediate or emerging recovery need; or

b) Projects that increase disaster resilience, which may include:

- Upgrades to existing infrastructure critical to the community during disasters;
- Building new infrastructure to mitigate/reduce the risk of future disasters
- Purchasing equipment critical during disasters
- Community capability / education activities.

Council initiated a Needs Analysis Survey focused on primary producers given the large impact of the events on the rural sector. Approximately 1,600 surveys were mailed out (noting 400 were returned undelivered).

The survey was also provided online via survey monkey and collected via a manned booth at Kingaroy Shopping World (3 days)

Council received 250 surveys via a combination of survey monkey, mail returns and community engagement at the Kingaroy Shopping World, these were received from both community and local primary producers.

Suggested projects have originated from the “Needs Analysis Survey”, Feedback from meetings with local Community Service Providers, South Burnett Grazing Group, recovery workshops/conferences and engagement with both State and Federal agencies.

A genuine community interest in disaster resilience has been identified and in particular self-growth.

Identified projects recommended will allow the community to build capacity and become more knowledgeable with the ability to access, manage and monitor their own risks.

As part of the disaster resilience response, it is proposed a flood signage improvement program be include to improve the safety aspects for road users during times of flooding, by providing better permanent advance warning signage of known flooding areas in the region, and by improving the response times for South Burnett Regional Council.

**Proposed Project Listing for Council's consideration**

PROJECT DESCRIPTION	PROJECT	APPROX COST
Community needs analysis	Survey	\$ 20,000.00
10 Minutes with a Master x 2	10 Minutes with a Master	\$ 25,000.00
Coffee, Cake and a chat with an agency	The 3 C's Coffee, Cake, Chat	\$ 5,000.00
Reef & Beef Night Out - Mental Health Guest Speaker	Reef & Beef Night Out	\$ 45,000.00
Paddock Yarn and Information Sessions	BBQ with Wellbeing guest speaker and agencies	\$ 9,000.00
Accommodation Services	Information Packs	\$ 2,500.00
Residential Insurance	Information Packs	\$ 2,500.00
Evacuation Centre Items	Evacuation Items	\$ 5,000.00
Recovery Plans and Recovery Training	Continuity Plans / Training	\$ 5,000.00
Brochures/Materials	Update where to get help brochure	\$ 15,000.00
Mental Health Courses	Mental Health First Aid Courses	\$ 10,000.00
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Pillow Case Project	Building resilience within the younger generation	\$ 20,000.00
		<b>\$ 170,000.00</b>
Agricultural Sessions	South Burentt Growers Assoc/Organisation	\$ 100,000.00
		<b>\$ 100,000.00</b>
PROJECT ADMINISTRATION	<b>Wages, after hours, travel, parking etc</b>	\$ 200,000.00
PROMOTIONAL MATERIAL / RESILIANCE PACKAGES	Recovery Marquees, PA system for events, Travel, Recovery Lap Top, Sanitiser, Recovery Packs for Kids, Adults, Corflute Signage, Trauma Teddies	\$ 30,150.00
HUMAN SOCIAL & ECONOMIC		\$ 500,150.00
Flood Signage	Flood response - signage improvement program	\$ 449,850.00
Portable Emergency Power Supply	Flood repsonse - trailer fitted with generator & costs	\$ 50,000.00
<b>INFRASTRUCTURE</b>		<b>\$ 499,850.00</b>
<b>COMBINED TOTAL</b>		<b>\$ 1,000,000.00</b>
GRANT		\$ 1,000,000.00

**Flood response - signage improvement program**

STORAGE	20 foot shipping containers to store signs	3
	Cost of each container plus fit with shelvings for signs	\$ 15,000.00
	<b>Total cost</b>	<b>\$ 45,000.00</b>
TRANSPORT OF SIGNS	Total vehicles for racking	10
	Cost to fit out racks for signs in each ute	\$ 3,000.00
	<b>Total Cost</b>	<b>\$ 30,000.00</b>
	2x Electric Hoists for install of ute signage racks in event	\$ 8,000.00
SIGN INSTALLATION	<b>PERMANENT FOLDING CLOSED AHEAD SIGNS</b>	
	Roads with trouble spots - without advance warning permanent signage	52
	Additional permanent signage required (80)	58
	Cost per sign (supply and install)	\$ 3,000.00
	<b>Total Cost</b>	<b>\$ 174,000.00</b>
	<b>PERMANENT Folding (Hinged) signs</b>	
	Additional permanent signage for Water over road/Road closed ahead	45
	Signs Required	77
	Cost per sign (supply and install )	\$ 2,000.00
	<b>Total Cost</b>	<b>\$ 154,000.00</b>
	<b>Additional Temporary Signs including Advance Warning Signs</b>	
	Allow for locations above	80
	Temporary Signs required	111
Cost per sign (Frame plus sign panels)	\$ 350.00	
<b>Total cost</b>	<b>\$ 38,850.00</b>	

Currently have 5 utes that have sign racking

77 total estimated known trouble spots across 67 roads, 15 existing roads with signage

**Improved flood response signage cost** \$ 449,850.00

<b>Flood Response -Portable Emergency Power Supply</b>	
Trailer fitted with generator and associated electrical costs	\$ 50,000.00

**Improved flood response total cost** \$ 499,850.00

**ATTACHMENTS**

Nil

## **9 PORTFOLIO - COMMUNITY DEVELOPMENT, ARTS & HERITAGE AND LIBRARY SERVICES**

### **9.1 COMMUNITY DEVELOPMENT, ARTS & HERITAGE AND LIBRARY SERVICES PORTFOLIO REPORT**

**File Number:** 7-12-2022

**Author:** Councillor

**Authoriser:** Chief Executive Officer

#### **PRECIS**

Community Development, Arts & Heritage and Library Services Portfolio Report

#### **SUMMARY**

Cr Potter presented her Community Development, Arts & Heritage and Library Services Portfolio Report to Council.

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#### **OFFICER'S RECOMMENDATION**

That Cr Potter's Community Development, Arts & Heritage and Library Services Portfolio Report to Council be received for information.

#### **Health:**

Health And Community Services Expo '22 And Meet And Greet Event

The South Burnett Regional Council with support from the Darling Downs and West Moreton PHN, proudly hosted the annual Health and Community Services Expo '22 at the Kingaroy Town Hall on Thursday 3rd November. This expo is aimed at providing an opportunity for our community members to explore and connect with the many organisations that offer services across the South Burnett Region. This year the expo attracted 42 exhibitors from across the region and included a BBQ lunch for stall holders and community provided by the Kingaroy Rotary Club. This event attracted community members from across the region. Council also hosted a meet and greet event after the expo to give our stakeholders an opportunity to network, which attracted 48 participants.

A survey released after the event recorded that 75% of attendees discovered a service that they didn't know was offered in the South Burnett.

#### **Black Summer Bushfire Grant**

##### **Free Community Organisation Cent Sale**

Fifteen community groups from across the region gathered at the Nanango Council depot on Saturday 19<sup>th</sup> November for the South Burnett Regional Council's Free Cent Sale Auction. Over 50 items were gifted to local community groups, with filing cabinets and chairs being the most popular items on offer. This event was part of the Black Summer Bushfire Project aimed at supporting social and economic recovery to build a stronger community.

##### **Local Built Small Grants Program**

Round one of the Local Built Small Grants Program closed on Monday 21<sup>st</sup> November 2022.

Grant recipients will use this funding for projects aimed at building resilience and social recovery in the South Burnett.



Council received the following grant submissions;

GRANT	NUMBER SUBMITTED
Small Events	3
Community Building	6
Facilities Planning	4

### **Façade Improvement Grants Program**

Round one of the South Burnett Façade Improvement Program and the Kingaroy Façade Improvement Program closed on Monday 21<sup>st</sup> November 2022.

GRANT	NUMBER SUBMITTED
Kingaroy Façade Improvement Program	5
South Burnett Façade Improvement Program	10

### **Library Services:**

#### **Freaky Friday & Spooky Saturday Highlights**

Once again South Burnett Libraries' annual Freaky Friday and Spooky Saturday events proved to be a massive hit with families in the community. Each library's activities were well attended and we can't wait to do it all again next year!

#### **Tech Support Classes in Proston and Blackbutt**

On Friday the 9 December, the community ambassador from NBN Queensland hosted two tech help sessions at the Proston and Blackbutt libraries. Assisting with phone and tablet setup, email accounts and shopping online safely, these classes are a wonderful opportunity for community members to learn how to navigate the online world.

#### **Library Priority Project Acquittal**

Over the past couple of years and with funding from State Library of Queensland, South Burnett Libraries have been updating signage and display items across the 6 libraries with the aim of creating contemporary and attractive collections that are easy to navigate. Having successfully applied for multiple Library Priority Project Grants to achieve this, the latest round of improvements involved the purchase and installation of slat wall panels to replace tired and outdated felt notice boards in each branch.

The addition of these display panels has increased access to and awareness of library collection items whilst assisting to promote local events and library programs as the slat wall fixtures can be arranged to accommodate both books and posters.

#### **South Burnett Sustainable Future Network**

Based on the success of previous sessions hosted by the South Burnett Sustainable Future Network, information sessions focussed on shopping locally for Christmas are scheduled for Thursday 15 December at the Kingaroy and Nanango libraries. There will be lucky door prizes up for grabs so please encourage locals to keep an eye on the South Burnett Libraries Facebook and Instagram pages for more information.

#### **Seniors of the South Burnett**

South Burnett Libraries will be partnering with Orana and Lutheran Services in the new year for a series of Seniors in the South Burnett events. Library staff plan to visit once a month to promote what's happening across the region. Whilst there, the library staff will provide tech help and training on how to use our free online resources and other web-based technologies.

### Summer Reading Club

Your adventure awaits! Families in the South Burnett are encouraged to promote a continued love of reading and libraries with the Summer Reading Club, available at your local library and online! This initiative, led by the State Library of Queensland, is a free public program delivered through public libraries and Indigenous Knowledge Centres (IKCs). Families are encouraged to visit their local library branch from Thursday 1 December 2022 to join in the fun!

### School Holiday Hangouts

This school holidays, children and families are invited to hang out at their local library, with all you can make art and craft buffets and a variety of games and puzzles available at each branch. Kids (and big kids alike) are sure to find something to make or do to keep holiday boredom at bay! Keep an eye on the South Burnett Libraries Facebook page for more info.



### BACKGROUND

Nil

### ATTACHMENTS

Nil

## 9.2 GENERAL PRACTITIONER SERVICES

**File Number:** 7/12/2022

**Author:** Coordinator Youth Mental Health

**Authoriser:** Chief Executive Officer

### PRECIS

Councillors have requested that the shortage of GP's and primary care providers across the South Burnett region, be raised at the next South Burnett Community Consultative Committee meeting.

### SUMMARY

Councillor Danita Potter raised the issue of the GP shortage with the South Burnett Consultative Committee, and had a response from Dr Christopher Cowling, Executive Director Rural, Darling Downs Health.

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### OFFICER'S RECOMMENDATION

1. That the South Burnett Regional Council accept the report for information from Dr Christopher Cowling, Executive Director Rural, Darling Downs Health.

### BACKGROUND

At the recent South Burnett Community Consultative Committee, Dr Christopher Cowling, Executive Director Rural, Darling Downs Health, provided the following information:

*"It is difficult for me to speak to the issue of specific General Practitioner recruitment, training, funding, and other incentives in this space. General Practitioner Training currently falls under the auspice of Commonwealth control under the Primary Care approach. What we have done, in some locations, is where Private Practice has withdrawn services to a community, Millmerran and Taroom, we have taken up providing those services. This would be difficult in a community such as Kingaroy as there are multiple private providers.*

*With regards to our rural hospital coverage in the South Burnett. We have recently had success with recruitment, specifically at Kingaroy. There has been the addition of 3.2 FTE Senior Medical Officers appointed in October. This will provide certainty of coverage of rosters at Kingaroy Hospital.*

*With regards to workforce shortages, Medical Officers are only a single piece of the puzzle. Nursing vacancies are also a major State and National problem."*

*If the South Burnett Regional Council are looking to approach organisations/individuals then I would encourage them to speak with the Primary Health Network to discuss General Practitioner recruitment programs. Obviously, they can approach their local State and Federal MPs for both Hospital coverage and General Practitioner advocacy. I am more than happy to answer any specific enquiries related to any of our Queensland Health Facilities in Rural."*

### ATTACHMENTS

Nil

**10 COMMUNITY DEVELOPMENT (HEALTH, YOUTH, SENIOR CITIZENS)****10.1 MINUTES OF THE YOUTH COUNCIL****File Number:** 7-12-2022**Author:** Coordinator Youth Mental Health**Authoriser:** General Manager Liveability**PRECIS**

Minutes of the Youth Council Meeting held on Tuesday 13 September, Tuesday 11 October and Tuesday 8 November 2022.

**SUMMARY**

The Minutes of the Youth Council Meeting held in Warren Truss Chambers, Kingaroy of the South Burnett Regional Council held on Tuesday 13 September, Tuesday 11 October and Tuesday 8 November 2022 are provided for your information.

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**OFFICER'S RECOMMENDATION**

That Council receive and note the attached Minutes of the Youth Council held on, Tuesday 13 September, Tuesday 11 October and Tuesday 8 November 2022.

**BACKGROUND**

N/A

**ATTACHMENTS**

1. Youth Council Meeting Minutes - September 2022
2. Youth Council Meeting Minutes - October 2022
3. Youth Council Meeting Minutes - November 2022

## South Burnett Regional Youth Council Meeting Minutes

Meeting Date:	Tuesday 13 <sup>th</sup> September 2022
Time:	4.00pm
Location:	Warren Truss Chambers
Present:	Cr Danita Potter, Jerem Hinchliff, Charlie Plant, Bella Hams, Hugh Wyvill, Sienna Spencer, Mikayla Hold, Brydie Hold, Ebony Wessling, Margie Hams
Guests	Matt Vels – Business Manager, Yourtown Wil Massara – CEO, Youth Leadership Academy Australia
Apologies:	Tahlia Livingstone, Eliza Humphrey, Ben Springhall, Millicent Knudson, Carlos Lewis

1.	Meeting Opening	Actions
1.1	Welcome and Acknowledgement of Country	Cr Danita Potter
1.2	<b>Apologies</b> As above	
1.4	<b>Confirmation of Previous Minutes</b> The Minutes of the meeting held on the 9th August 2022 were accepted as a true and accurate record of that meeting.	Moved by Hugh Wyvill Seconded by Bella Hams
2.	Guest Speaker	
2.1	<p><b>Margie:</b> One of the projects that was identified during the Youth Council 2-day Leadership Conference was the idea of facilitating some out of school activities for young people.</p> <p><b>Matt Vels, Business Manager Yourtown</b> Presentation: Introduction of Yourtown and working with Yourtown to facilitate after school activities with the Youth Council.</p> <ul style="list-style-type: none"> <li>▪ Yourtown has just secured a 5-year contract for Transition to Work here in the South Burnett, supporting young people aged 15 – 24 years to get into employment or education.</li> <li>▪ The Yourtown team will help young people work through any barriers they may be facing including mental health and transport.</li> <li>▪ Yourtown has access to 2 cars to transport our clients, but I would like to see Council run at least 2 community buses in the South Burnett to address the transport needs of our communities.</li> <li>▪ We have an onsite counsellor, who comes in once a week to do face to face appointments with our clients that need it.</li> <li>▪ We are finding there are a lot of job opportunities in the South Burnett, we are just getting our young people ready to take on those jobs.</li> <li>▪ The Transition to Work program is a barrier focused program, we work with the young people to identify their barriers and work with them to overcome them.</li> </ul>	



	<ul style="list-style-type: none"> <li>▪ We have started to host Thursday night activities for young people to participate in.</li> <li>▪ We are partnered with CTC to run an event for RUOK Day, which was very successful.</li> <li>▪ Yourtown are keen to work with Youth Council to do further activities for young people on a Thursday night.</li> </ul> <p><b>Discussion:</b> South Burnett Regional Youth Council would be keen to collaborate with Yourtown to facilitate some after school activities.</p> <ul style="list-style-type: none"> <li>▪ Sporting activities would work well as an after-school activity that we could run with Yourtown, to get young people off their phones and to get them more active.</li> <li>▪ The Youth Worker at Yourtown is a sporting coach, so could help to facilitate sporting activities.</li> <li>▪ Yourtown is currently open on a Thursday night until 7.00pm, and eventually we plan to open on Saturday mornings.</li> <li>▪ Yourtown has funding that can be used for activities for young people</li> <li>▪ Youth Council will set up a separate meeting and put together a proposal of activities that we would like to run with Yourtown.</li> <li>▪ Youth Councillors are welcome to drop into the Yourtown office to check it out at any time.</li> </ul>
<p><b>3.</b></p>	<p><b>Guest Speaker</b></p>
<p><b>3.1</b></p>	<p><b>Wil Massara, CEO Youth Leadership Academy Australia</b> Hugh provided Wil with an update for Youth Council:</p> <ul style="list-style-type: none"> <li>▪ The meetings that have been held after the weekend conference have been really productive, we work closely as a team.</li> <li>▪ We are working through all the projects that were identified through our Leadership Conference weekend.             <ul style="list-style-type: none"> <li>- Project 1. Facilitate an annual event aimed at youth. We worked with our local Bacon Fest Committee to put together a Battle of the Bands and Music Festival, for young people. This event will now be a permanent fixture on the Bacon Fest calendar.</li> <li>- Project 2. Facilitate some after school activities for young people, which we are going to do in collaboration with Yourtown.</li> <li>- Project 3. Establishment of a 'Rainbow Club' at the Nanango State High School. We invited the school Nurse to attend our Youth Council Meeting, and she was able to provide us with a copy of the Kingaroy State High School's Gender and Sexuality Diversity Policy, and two of our Youth Council members who are also School Captains at Nanango State High, are going to raise the establishment of this club in their School Council Meeting as a proposal for the school.</li> </ul> </li> </ul> <p><b>Discussion:</b> What did the Youth Council the takeaway from the weekend conference?</p> <ul style="list-style-type: none"> <li>▪ Visualising our future goals has been really helpful.</li> <li>▪ Taking time for ourselves and not letting ourselves get overwhelmed, learning to say no.</li> <li>▪ How we interact with each other since that weekend has been amazing, we really got to know each other.</li> <li>▪ Through the human chair activity, we learnt how to support each other, and how to trust each other.</li> <li>▪ Our team is very cohesive since the weekend conference, and we really work together to get things done.</li> </ul> <p><b>Wil Update:</b></p> <ul style="list-style-type: none"> <li>▪ Youth Leadership Academy Australia are working on moving towards a social enterprise model, so we can do more for our youth in the early intervention space to address their wellbeing including mental health.</li> <li>▪ Please email me at any time if you have anything you want to discuss.</li> <li>▪ Youth Leadership Academy Australia will definitely facilitate the next Youth Council Leadership weekend in 2023.</li> <li>▪ You can watch Wil's Studio 10 interview on YouTube <a href="https://www.youtube.com/watch?v=gxhDrQhvljg">https://www.youtube.com/watch?v=gxhDrQhvljg</a></li> </ul>

<b>4.</b>	<b>Matters for Discussion</b>
4.1	<p><b>Margie:</b>  <b>PIG JAM Update</b></p> <ul style="list-style-type: none"> <li>▪ The event was very successful, and a great first go at organising a big event, I thought you were all amazing, and you should be very proud of what we achieved on that day!</li> <li>▪ Feedback from the event has been really positive, we will definitely do it again next year.</li> <li>▪ I have put out a survey to get your feedback about the event and will share the results with these minutes.</li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>▪ The online voting worked but we should probably look at improving this system next time, like a traditional ballet or secret judges.</li> <li>▪ The bands should play less songs, to make it a quicker turn around.</li> <li>▪ We did attract a lot of parents and younger kids, but that's ok, it still had a great vibe.</li> <li>▪ The glitter bar was the winner on the day, so thank you to Tahlia and Eliza for organising that.</li> <li>▪ Thank you to Charlie and Jerem for doing a great job MCing the event.</li> <li>▪ Thank you to Sienna for taking some awesome photos'</li> <li>▪ Maybe next year we can have a third place, to share the prize money.</li> <li>▪ Next year will no doubt the be bigger and better in 2023.</li> <li>▪ Eliza and Tahlia have raised \$2700 in sponsorship, so it virtually cost us nothing.</li> <li>▪ Yourtown are keen to collaborate in this event moving forwards.</li> <li>▪ Having CTC involved was great too.</li> <li>▪ Everything was free on the day, so that was good.</li> <li>▪ More stalls should be included next time.</li> </ul>
<b>5.</b>	<b>General Business</b>
5.1	<p><b>Margie:</b>  <b>Relay for Life, Saturday 8<sup>th</sup> October 2022</b>  <b>Would Youth Council like to participate on the Council Team?</b></p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>▪ All members present agree that Youth Council should support this great event.</li> <li>▪ The theme for the Relay for Life event is Carnival.</li> </ul>
5.2	<p><b>Margie:</b>  <b>As discussed in last month's meeting, ABC's Heywire competition is looking for young people aged 16-22 who are living in regional, rural or remote Queensland to share what life is like in their part of the world.</b></p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>▪ Registrations close 15<sup>th</sup> September</li> <li>▪ Youth Council members who want to participate to send a short video of themselves to be submitted by the end date.</li> </ul>
5.3	<p><b>Charlie:</b>  <b>As a member of the Youth Parliament for Nanango, I would like to invite the South Burnett Regional Youth Council to meet with myself and other members of Youth Parliament, to provide an opportunity to discuss any issues/challenges young people are facing in the South Burnett Region. Would anyone be interested in attending this meeting?</b></p> <ul style="list-style-type: none"> <li>▪ All members present agree that available Youth Council members would attend this meeting with Youth Parliament members.</li> <li>▪ Meeting to be held on Tuesday 20<sup>th</sup> September 2022</li> </ul>
<b>6.2</b>	<b>Meeting Close</b>
6.1	<p><b>Next Meeting:</b>  <b>Tuesday 11<sup>th</sup> October 2022</b></p>

**OPEN ACTIONS**

<b>ACTIONS</b>	<b>LEAD</b>	<b>TO BE COMPLETED BY</b>
Set up a meeting to discuss collaborating with Yourtown to facilitate after hours activities for young people.	Margie	30 <sup>th</sup> September 2022
Send Wil's email address to the Youth Council	Margie	21 <sup>st</sup> September 2022
Send PIG JAM survey results to the Youth Council	Margie	21 <sup>st</sup> September 2022
Send registration link for Relay for Life	Margie	21 <sup>st</sup> September 2022
Send short video to Margie for ABC's Livewire Competition	All Youth Council Members	15 <sup>th</sup> September 2022
Send invitation to Youth Council for meeting with Youth Parliament members.	Margie	18 <sup>th</sup> September 2022
Send a calendar invite to meet with Youth Council to discuss activities that we can do with Yourtown.	Margie	30 <sup>th</sup> September 2022

DRAFT



## South Burnett Regional Youth Council Meeting Minutes

Meeting Date:	Tuesday 11 <sup>th</sup> October 2022
Time:	4.00pm
Location:	Warren Truss Chambers
Present:	Cr Danita Potter, Charlie Plant, Bella Hams, Hugh Wyvill, Mikayla Hold, Brydie Hold, Ebony Wessling, Tahlia Livingstone, Eliza Humphrey, Carlos Lewis, Ben Springhall, Hugh Wyvill, Margie Hams
Guests	Kingaroy Show Society - Viv white, Craig Lucas, Dan Trace, Jasmine Thorne, Leoni Nicoles
Apologies:	Millicent Knudsen, Sienna Spencer, Jerem Hinchliff, Mayor Brett Otto

1.	Meeting Opening	Actions
1.1	Welcome and Acknowledgement of Country	Cr Danita Potter
1.2	<b>Apologies</b> As above	
1.4	<b>Confirmation of Previous Minutes</b> The Minutes of the meeting held on the 13 <sup>th</sup> September 2022 were accepted as a true and accurate record of that meeting.	Moved by Hugh Wyvill Seconded by Tahlia Livingstone
2.	Guest Speaker	
2.1	<b>Mayor Brett Otto:</b> Mayor Otto was an apology for this meeting.	
3.	Guest Speaker	
3.1	<p><b>Kingaroy Show Society</b> The Kingaroy Show Society would like to encourage more young people to be involved in the committee and the amazing programs and opportunities that are available through the local shows.</p> <p><b>Viv White, Board of Directors Queensland Ag Shows and member of the South Burnett Shows Committee</b> provided an update of the opportunities available:</p> <ul style="list-style-type: none"> <li>▪ Show Girl would represent our communities</li> <li>▪ Rural Ambassador is another program that all young people can be involved in.</li> <li>▪ Looking for help at the pavilions, cooking and craft</li> <li>▪ Poultry judging.</li> </ul> <p><b>Dan Trace, Rural Ambassador Program:</b></p> <ul style="list-style-type: none"> <li>▪ Dan participated in the state titles of the Rural Ambassador Program at the Brisbane Exhibition.</li> <li>▪ The program offered to the young ambassadors at the Brisbane Ekka was a great place to learn new skills, including how to address an audience, visiting and learning about different industries, it was a real opportunity to broaden our horizons.</li> </ul>	

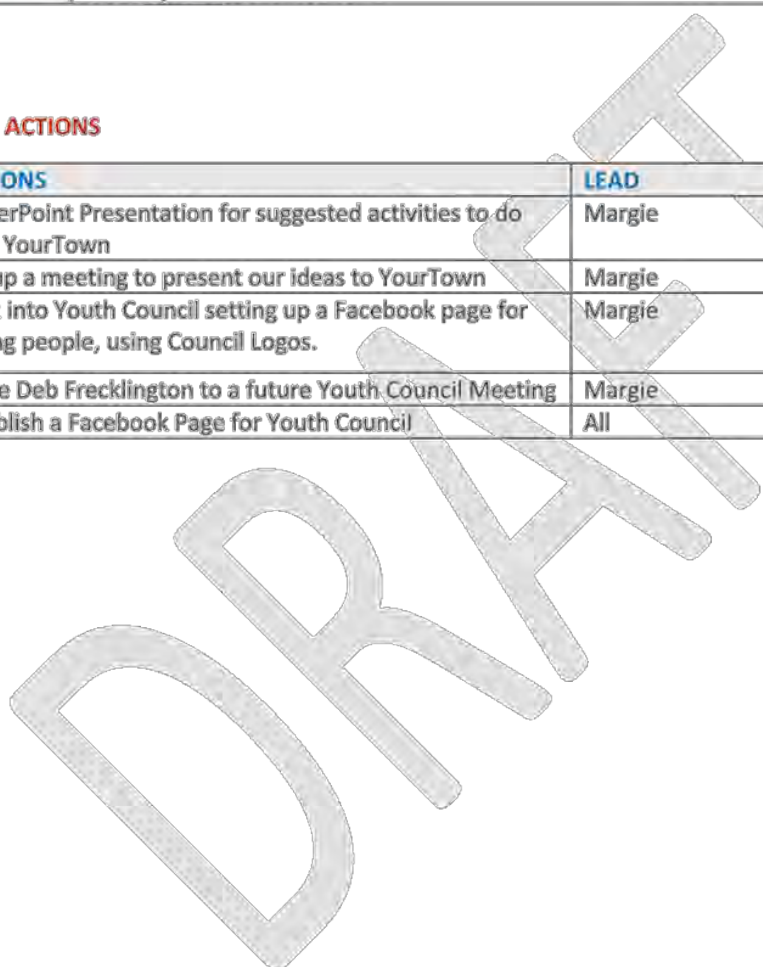
	<ul style="list-style-type: none"> <li>▪ This program not only focuses on past achievements but looks at what you would like to achieve in the future.</li> <li>▪ If you want to advance yourself as a person, then the Rural Ambassador Program through the local shows are definitely a way to do it.</li> <li>▪ It's also a great program to add to your resume.</li> </ul> <p><b>Jasmine Thorne, former Rural Ambassador and current Wondai Show Girl:</b></p> <ul style="list-style-type: none"> <li>▪ The Rural Ambassador program is all about enhancing your leadership skills and it gives you an opportunity to network with different people.</li> <li>▪ Poultry judging, if you come first you can go straight to compete at the Ekka.</li> </ul> <p><b>Leonie Nicoles:</b></p> <ul style="list-style-type: none"> <li>▪ I am very involved in organising all the cattle programs at our local shows.</li> <li>▪ Whatever you're interested in, it will be covered in the Ag Show.</li> <li>▪ You can get involved in a small way or a big way, but it would be great to see more young people on the committees, so the shows continue on into the future.</li> <li>▪ Being involved in the shows is a great thing to include on your resume.</li> </ul> <p><b>Viv White:</b></p> <ul style="list-style-type: none"> <li>▪ This coming Sunday 16<sup>th</sup> October there is a free education session available to attend for anyone who might be interested in being involved in the show.</li> </ul> <p><b>Craig Lucas, Kingaroy Show President:</b></p> <ul style="list-style-type: none"> <li>▪ The current show society committees would really welcome any young people who might like to be involved and would support them to achieve their goals.</li> <li>▪ The local shows are such an important social event for our communities, and it gives our local farmers an opportunity to showcase their produce.</li> <li>▪ Meetings are advertised on Facebook or more information about the shows can be found on the Queensland Ag Shows website <a href="https://queenslandshows.com.au/">https://queenslandshows.com.au/</a></li> </ul>
<p>4.</p>	<p><b>Matters for Discussion</b></p>
<p>4.1</p>	<p><b>Margie:</b> We were going to get together for a working group meeting to discuss our proposal to do some activities with Yourtown, but with everyone being so busy with end of school year activities and exams, I thought we can just discuss our ideas here in this meeting and I can put together a PowerPoint presentation on your behalf, to present to Yourtown. Ideas for activities:</p> <p><b>Bella:</b></p> <ul style="list-style-type: none"> <li>▪ A paint and shake afternoon (painting lessons and milkshakes)</li> </ul> <p><b>Danita:</b></p> <ul style="list-style-type: none"> <li>▪ Beatboxer lessons from Luke Gray (who performed at PIG JAM)</li> </ul> <p><b>Hugh:</b></p> <ul style="list-style-type: none"> <li>▪ Skills for life (basic life skills), karaoke, movie night</li> </ul> <p><b>Ben:</b></p> <ul style="list-style-type: none"> <li>▪ Scavenger Hunt around town, like the amazing race.</li> </ul> <p><b>Charlie:</b></p> <ul style="list-style-type: none"> <li>▪ Youth version of the Community Notice Board on Facebook, we could include everything that is relevant to young people.</li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>▪ We will present to Yourtown one afternoon after school and do the activities when school finishes.</li> <li>▪ A Facebook group would be useful to let young people know what we have planned and gauge their interest.</li> <li>▪ Establishing a Facebook group would be a good legacy for the current Youth Council</li> </ul>
<p>5.</p>	<p><b>General Business</b></p>
<p>5.1</p>	<p><b>Margie:</b> Mia, Shamus and Kayla have officially resigned from the South Burnett Regional Youth Council. <b>Charlie:</b> Overview of the outcomes from our meeting with Youth Parliament members.</p>



	<ul style="list-style-type: none"> <li>▪ Many things were discussed, and different views were shared during the meeting with the Youth Parliament and Youth Council.</li> <li>▪ Youth Parliament presented a bill to the Parliament, which focused on encouraging people who work in regional centres to live where they work, not fly in and out.</li> <li>▪ If you are interested in joining the Youth Parliament, it's a great platform for young people to raise issues that affect them in our community.</li> <li>▪ If you are keen to apply to be on the Youth Parliament, Charlie can help you with your application.</li> <li>▪ Deb Frecklington could be invited to present at a future Youth Council Meeting.</li> </ul>
6.2	<b>Meeting Close</b>
6.1	<b>Next Meeting:</b> Tuesday 8 <sup>th</sup> November 2022

**OPEN ACTIONS**

ACTIONS	LEAD	TO BE COMPLETED BY
PowerPoint Presentation for suggested activities to do with YourTown	Margie	November 2022
Set up a meeting to present our ideas to YourTown	Margie	November 2022
Look into Youth Council setting up a Facebook page for young people, using Council Logos.	Margie	November 2022
Invite Deb Frecklington to a future Youth Council Meeting	Margie	November 2022
Establish a Facebook Page for Youth Council	All	December 2022





## South Burnett Regional Youth Council Meeting Minutes

Meeting Date:	Tuesday 8 <sup>th</sup> November 2022
Time:	4.00pm
Location:	Warren Truss Chambers
Present:	Jerem Hinchliff, Charlie Plant, Bella Hams, Ben Springhall, Millicent Knudson, Sienna Spencer Margie Hams
Guests	Nil at this meeting.
Apologies:	Cr Danita Potter, Tahlia Livingstone, Eliza Humphrey, Carlos Lewis, Hugh Wyvill, Mikayla Hold, Brydie Hold, Ebony Wessling,

1.	Meeting Opening	Actions
1.1	Welcome and Acknowledgement of Country	Margie Hams
1.2	<b>Apologies</b> As above	
1.4	<b>Confirmation of Previous Minutes</b> The Minutes of the meeting held on the 11 <sup>th</sup> October, 2022 were accepted as a true and accurate record of that meeting.	Moved by Ben Springhall Seconded by Charlie Plant
2.	Guest Speaker	
2.1	Nil at this meeting	
3.	Matters for Discussion	
3.1	<b>Margie:</b> Yourtown Presentation Preview <ul style="list-style-type: none"> <li>▪ I would like to pick a date to present this activity proposal to Yourtown.</li> <li>▪ Representatives from Youth Council to make the presentation to Yourtown.</li> </ul> Discussion: <ul style="list-style-type: none"> <li>▪ We should add the idea for a Youth focused Facebook Page, which would be manned by Youth Council members, to the presentation for Yourtown.</li> <li>▪ Kingaroy State High and St Mary's formals are coming up over the next 2 weeks</li> <li>▪ Year 12's graduate on Thursday 17<sup>th</sup> November.</li> <li>▪ Schoolies is on the week of the 20<sup>th</sup> November, so some Youth Council members will be away that week.</li> <li>▪ Tuesday 15<sup>th</sup> November would work for some of the Youth Council members to present to YourTown.</li> <li>▪ Youth Council members would be available to host the proposed activities over the Christmas school holidays.</li> </ul>	

<b>4.</b>	<b>General Business</b>
4.1	<p><b>Margie:</b> 2022 Youth Council Term</p> <ul style="list-style-type: none"> <li>▪ There will be a formal invitation sent to our current Youth Council Members, inviting them to stay on for another term.</li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>▪ We will try to get all Youth Council members to come into the office for a get together for our last Youth Council meeting for 2022.</li> <li>▪ The January Youth Council meeting will go ahead, as planned for those who are available to attend.</li> <li>▪ We will get the current Youth Council to do a hand over to the newly appointed Youth Council in February.</li> <li>▪ Youth Council would like to initiate a Facebook Page, to reach our young people and to share information that is relevant to them.</li> <li>▪ We will need to ask permission to use the South Burnett Regional Council Logo, for Youth Council.</li> <li>▪ PIGJAM will be included on the ticket for Bacon Festival moving forward, so next year it will be hosted by the 2023 Youth Council.</li> </ul> <p><b>Margie:</b> 2023 Youth Council</p> <ul style="list-style-type: none"> <li>▪ Nominations for the 2023 Youth Council will open late January with the handover planned for the February meeting.</li> </ul>
6.2	<b>Meeting Close</b>
6.1	<b>Next Meeting:</b> Tuesday 13 <sup>th</sup> December 2022

**OPEN ACTIONS**

ACTIONS	LEAD	TO BE COMPLETED BY
Add the Youth focused Facebook page to the Yourtown Presentation	Margie	November 2022
Send presentation slides to the Youth Council with the Minutes	Margie	November 2022
Set up a meeting with Yourtown to present the activity proposal.	Margie	November 2022
Ask if Youth Council can use SBRC Logo on a youth focused Facebook page	Danita	December 2022
Host Youth Activities with Yourtown over the Christmas school holidays.	All	December 2022/January 2023

## **10.2 REQUEST TO ENTER SUB AGREEMENTS - KINGAROY CRICKET AND SPORTS CLUB INC.**

**File Number:** 7-12-2022

**Author:** Manager Community & Lifestyle

**Authoriser:** Chief Executive Officer

### **PRECIS**

The Kingaroy Cricket & Sports Club Inc. have requested approval to offer Licence to Occupy agreements.

### **SUMMARY**

The Kingaroy Sports and Cricket Club Inc. have requested Council approve sub-agreements to several groups to provide a tenure arrangement to support each club to seek grant funding to invest into the facility.

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### **OFFICER'S RECOMMENDATION**

That the Committee recommend to Council that:

1. Approval be provided to the Kingaroy Cricket & Sports Club Inc under clause 5.21 of the lease between the Kingaroy Cricket & Sports Club Inc. and South Burnett Regional Council to grant Licence to Occupies to South Burnett Saints AFC Inc, Wooroolin Warrior Cricket Club Inc., Kingaroy Croquets Club Inc., Kingaroy Junior Cricket Association., South Burnett Thrashers Rugby League Club Inc. and South Burnett Cricket Association Inc.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

All costs of preparing and executing the Licences are to borne by the Kingaroy Cricket & Sports Club Inc. and the respective Club wishing to enter into the Licence.

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

OPL/23 Explore partnership opportunities with local volunteer groups

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

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

The Kingaroy Cricket and Sports Club Inc. (the Club) met with Council's Lease officer to discuss how the requirement for seeking consent to sublease operates under the head lease between the Club and Council. The Club then provided a formal letter of request for consent.

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

The request for consent is compliant with lease clause 5.21 and the proposed Licensees will be utilising the facility for the Premises purpose and community benefit.

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

NIL

### **ASSET MANAGEMENT IMPLICATIONS**

The request for consent for the granting of Licence to Occupies is to support current users that wish to seek grant funding to improve the facility a level of tenure that provides security of use. A majority of grant funders will not support groups for funding for facilities upgrades unless there is proof of a legal right to occupy the facility. The groups have been working closely together to prepare plans for projects such as, upgrade of lighting, women's change rooms and extensions of fields.

**REPORT**

**Lessee:** Kingaroy Cricket and Sports Club Inc.

**RPD:** Lot 6 on SP274891

**Lease Area:** C

**Commencement date:** 1/12/2019

**Expiry date:** 30/11/2029

**Rental per annum:** \$75.00

**Relevant clause**

5.21 – Not to assign without consent

That the lessee will not assign, transfer, mortgage, charge or otherwise deal with its interest in the Leases Premises or demise, sublet, part with possession of or grant any licence affecting the Leased Premises or sublet without the prior written consent of the Lessor, and such consent shall not be unreasonably withheld.

**Background**

The Club and other Clubs have been discussing the options of entering into more formal arrangements to utilise the facility for several years.

Council has provided support to the Club by providing a template Licence to Occupy. As part of the template Council has suggested that the final agreements should maintain clauses that support conflict resolution. The Club have been made aware that any sub tenant must ensure the facility is used for its purpose as a sporting facility and ensure that the land can continue to be used for this purpose in the future without interruption or obstruction.

**ATTACHMENTS**

**Nil**



### **10.3 REQUEST TERMINATE LEASE - KINGAROY JUNIOR SOCCER AND KINGAROY TOUCH ASSOCIATION**

**File Number:** 7-12-2022

**Author:** Manager Community & Lifestyle

**Authoriser:** Chief Executive Officer

#### **PRECIS**

The Kingaroy Junior Football Club Inc. and Kingaroy Touch Association Inc. have entered into a Memorandum of Understanding to request Council to amend the lease.

#### **SUMMARY**

The Kingaroy Junior Football Club Inc. and Kingaroy Touch Association Inc. have requested through the Memorandum of Understanding to become joint tenants of Lease Area G part of Lot 6 on SP274891.

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#### **OFFICER'S RECOMMENDATION**

That the Committee recommend to Council that:

1. Under Clause 7.04 provides 60 days prior notice of the intention to terminate the lease between South Burnett Regional Council and the Kingaroy Junior Football Club Inc.
2. That South Burnett Regional Council resolves that the exception in *Local Government Regulation 2012 section 236 (1)(b)(ii)* applies to Council for the disposal by way of grant of a Lease to the valuable non-current asset which is the land comprising Lease Area G as part of Lot 6 on SP274891, to the Kingaroy Junior Football Club Inc, and Kingaroy Touch Association Inc. as joint tenants, community organisations, other than by way of tender or auction, for a term of 10 years on terms agreed between Council, the Kingaroy Junior Football Club Inc, and Kingaroy Touch Association Inc.
3. South Burnett Regional Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute the Lease between Council, the Kingaroy Junior Football Club Inc, and Kingaroy Touch Association Inc. on terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council.

#### **FINANCIAL AND RESOURCE IMPLICATIONS**

The Memorandum of Understanding (MOU) assigns financial cost of the lease termination and new lease to Kingaroy Touch Association Inc.

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

OPL/23 Explore partnership opportunities to support local volunteer groups.

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

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

The MOU was received by Council.

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

The request to change a party on a lease requires the termination of the current lease and the reissuing of a new lease in accordance of the Land Title Act 1994. The current lease does not accommodate sub-leasing.

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

NIL

**ASSET MANAGEMENT IMPLICATIONS**

The Kingaroy Touch Association has been a financial co-contributor to the Lease Area. As the Association are not a party on the lease it limits the availability of funding available to undertake facilities improvements. Both Clubs have sought to have a working agreement through the MOU to ensure that both clubs are able to utilise the field in their respective seasons and develop the facilities to maximise community benefit.

**REPORT****Property details:**

**RPD:** Lot 6 on SP274891

**Lease Area:** G

**Rental:** \$75.00 per annum

**Current lease commencement:** 30 March 2021

**Expiry date:** 31 March 2031

**Termination clause:**

7.04 This Lease may be terminated by either party giving 60 days prior written notice to the other party of an intention to terminate.

**ATTACHMENTS**

1. **MOU - Kingaroy Touch Association and Kingaroy Junior Football Inc.**

**From:** [REDACTED]  
**Sent:** Fri, 25 Nov 2022 09:17:59 +1000  
**To:** "sbrc@connect.t1cloud.com" <sbrc@connect.t1cloud.com>  
**Subject:** FW: Updated MOU for Soccer & Touch  
**Attachments:** MOU Understanding 24.11.2022.pdf

#ECM #ECMbody #silent



**Kristy Miatt**  
Administration Officer

P 07 4189 9100  
PO Box 336 Kingaroy QLD 4610  
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[f southburnettregion](https://www.facebook.com/southburnettregion)

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**From:** Jones.Paul[CIC] <[REDACTED]>  
**Sent:** Friday, 25 November 2022 8:58 AM  
**To:** Council Information General Email Account <info@sbrc.qld.gov.au>  
**Subject:** [EXTERNAL] Fwd: Updated MOU for Soccer & Touch

**Please be cautious**  
This email originated outside of SBRC..

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Attention Jennifer POINTON

please find attached a signed MoU between junior football and Kingaroy touch to have both clubs included in a lease agreement for the grounds.

Could you please have this matter included in the December council meeting for ratification.

Thank you  
Paul JONES  
[REDACTED]

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**From:** Nathan Dean <[REDACTED]>  
**Sent:** Thursday, November 24, 2022 11:16:10 AM  
**To:** Jones.PaulS[CIC] <[REDACTED]>  
**Subject:** RE: Updated MOU for Soccer & Touch

**CAUTION:** This email originated from outside of Queensland Police Service. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Paul,

Not sure whether I had to sign it again.

Regards,

Nathan

---

**From:** Jones.PaulS[CIC] <[REDACTED]>  
**Sent:** Thursday, 24 November 2022 11:14 AM  
**To:** SCOTT TUCKER <[REDACTED]>; Nathan Dean <[REDACTED]>  
**Cc:** KJFC <[REDACTED]>  
**Subject:** Re: Updated MOU for Soccer & Touch

Thanks mate.

Get [Outlook for iOS](#)

---

**From:** SCOTT TUCKER <[REDACTED]>  
**Sent:** Thursday, November 24, 2022 9:54:19 AM  
**To:** Nathan Dean <[REDACTED]>; Jones.PaulS[CIC] <[REDACTED]>  
**Cc:** KJFC <[REDACTED]>  
**Subject:** Updated MOU for Soccer & Touch

**CAUTION:** This email originated from outside of Queensland Police Service. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Nathan & Paul,

KJFC had a meeting last night where the attached MOU was endorsed by the executive.

Changes from original are

- inclusion of section around **Parties to form Committee for resolutions** (as per Jonesy wording)
- inclusion of extra point in **Execution of Objective (Agreement)** (2) Both Parties shall ensure decisions made relating to the grounds and or assets held within the grounds are not to the detriment of each other.

Attached copy is signed by Soccer, we will leave it with Touch to sign and progress with SBRC to start process of updating lease.

Please let me know if SBRC requires anything further to progress and we will accommodate.

Cheers Scott

|

----- Original Message -----

From: "Nathan Dean" <[REDACTED]>

To: "[REDACTED]" <[REDACTED]>; "[REDACTED]"

<[REDACTED]>

Sent: Wednesday, 16 Nov, 2022 At 2:00 PM

Subject: MOU

Hi Scott,

Hope you have been well. Paul e-mailed the attached MOU to be signed which I have done and am now forwarding to you to be signed. Paul asked if you could e-mail it back to him when you have signed it.

Cheers.



Nathan Dean

[REDACTED]

Web: [www.atsils.org.au](http://www.atsils.org.au) | Email: [REDACTED]



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## Memorandum of Understanding

November 2022

### Participating Parties

- A. Kingaroy Junior Football Club Incorporated (Soccer)
- B. Kingaroy Touch Association Incorporated (Touch)

### Objective

Memorandum of understanding to be adopted to align common goals of both Party A and Party B with respect to the physical location and assets of the grounds commonly referred to as the Junior Soccer Grounds (The Grounds). These grounds are situated on Oliver Bond Street, Kingaroy at and are defined as the land parcel Lot 6 SP274891 by South Burnett Regional Council.

### Collaborative Relationship of Parties

- (1) Currently both parties sharing the open space and buildings within the Grounds.
- (2) Both parties co contributing to the maintenance and financial costs associated with the leasing of the grounds, the water supply to the grounds, electricity and other charges.
- (3) Both parties have brought depreciable assets to the grounds for use by either party for the maintenance of the grounds.
- (4) Both parties have installed separate buildings for running of their respective sports and share the maintenance shed and toilet facilities.

### Collaborative Aim of the Parties

- (1) To provide sporting facilities to the community and affiliated sporting clubs which are of a premium standard.
- (2) To secure the co-operation and affiliation of sporting clubs and associations throughout the Local and Neighbouring Regions allowing for both junior and senior competition to be played at the facility and other nearby facilities.
- (3) Encouraging active participation in sport throughout the community of the South Burnett and Queensland in line with Local and State Government objectives.

- (4) To associate together for the purpose of promoting good fellowship amongst, and furthering the enjoyment of members of the Parties, particularly by providing facilities for Sporting Clubs and associated activities, and to co-operate with any group of persons in promoting and conducting similar activities.

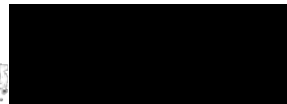
#### Execution of Objective (Agreement)

- (1) The Objectives of this Memorandum will be achieved through both parties agreeing to each mentioned party having the right to make decisions relating to the grounds including but not limited to applying for Government and non-government grants relating to the Grounds and or assets held within the grounds.
- (2) Both Parties shall ensure decisions made relating to the grounds and or assets held within the grounds are not to the detriment of each other.
- (3) Both Parties shall be included as Joint tenants in common within the lease agreement with the South Burnett Regional Council and attempts will be made to facilitate this through co-operation and consultation with the relevant authority.
- (4) Any costs associated with the changing of the tenancy on the current lease will be paid in full by Party B as the additional tenant to the lease.

#### Parties to form Committee for resolutions

To ensure there is consent between the parties relating to any works, applications, use of facilities from outside parties and any expenditure costs incurred by the parties to be shared by the parties. Both parties shall have **two** positions within a joint working committee to ensure fair and just decisions are made without favour for one or the other party. A **fifth** position shall be held by the Sport and Recreation Officer within the South Burnett Regional Council. The fifth committee member will be consulted should both mentioned parties be unable to reach agreement on matters concerning the grounds used by the parties. Both parties agree to abide by the independent fifth members decision, who will Act in the best interests of the Community and the landowner being the South Burnett Regional Council.

*S. Tucker* Holding the position of President within the Kingaroy Junior Football Club Incorporated, am authorised to sign the abovementioned Memorandum of understating on behalf of the Kingaroy Junior Football Club Incorporated. I have consulted with the executive of Kingaroy Junior Football Club Incorporated and we are in agreement with the execution of the agreement.



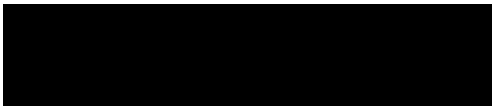
S. TUCKER

Witness (Print Name)

*Shirley Shepley*

President Kingaroy Junior Football Club Incorporated

*NATHAN DEAN* Holding the position of President within the Kingaroy Touch Association Incorporated, am authorised to sign the abovementioned Memorandum of understating on behalf of the Kingaroy Redbacks Junior Soccer Club Incorporated. I have consulted with the executive of Kingaroy Redbacks Junior Soccer Club Incorporated and we are in agreement with the execution of the agreement.



*Cassandrah Bond*

N.DEAN

Witness (Print Name)



President Kingaroy Touch Association Incorporated

## **11 NATURAL RESOURCE MANAGEMENT, RURAL SERVICES, AGRICULTURAL INNOVATION**

### **11.1 CONSIDERATION OF PIG BOUNTY**

**File Number:** 07/12/2022

**Author:** Manager Environment and Planning

**Authoriser:** Chief Executive Officer

#### **PRECIS**

Consideration of the introduction of a pig bounty.

#### **SUMMARY**

A Notice of Motion was tabled by Councillor Duff at the 9 November 2022 Liveability, Governance and Finance Standing Committee Meeting regarding the introduction of a \$10.00 bounty for feral pigs, consistent with the bounty offered by Gympie Regional Council.

#### **COMMITTEE RESOLUTION 2022/5**

Moved: Cr Kathy Duff

Seconded: Cr Jane Erkens

That the Committee recommends to Council:

That the Notice of Motion lay on the table and that the matter be further considered by Council at the 30 November 2022 Infrastructure, Environment and Compliance Standing Committee.

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

Against: Nil

**CARRIED 6/0**

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#### **OFFICER'S RECOMMENDATION**

##### ***PROCEDURAL RESOLUTION***

That the Consideration of introduction of a pig bounty scheme be lifted from the table.

##### ***NOTICE OF MOTION***

That the Committee Recommends to Council:

That Council introduce a \$10 per pig snout on feral pigs, consistent with the bounty offered by Gympie Regional Council.

##### ***ALTERNATIVE MOTION***

That the Committee recommend to Council:

That the introduction of a pig bounty scheme is not considered at this time.

## FINANCIAL AND RESOURCE IMPLICATIONS

- A budget allocation needs to be provided for payment of the bounty – currently no budget allocation for 2022/23.
- Additional cost in the administering the bounty scheme – Officer's time to receive the snouts, administrative costs to arrange payment.

## LINK TO CORPORATE/OPERATIONAL PLAN

EN4 Ongoing commitment to bio-security and pest management, including declared and non-declared species.

EN7 Support initiatives that promote and protects biodiversity, natural resource management and caring and retaining our unique landscapes.

EN9 Develop and implement a systematic programme to identify and take action to address stray / feral / pests and wild animals.

OPL/10 Manage biosecurity and pest (weed & animal) management programmes including supporting biosecurity and natural resource management initiatives and strategies.

## COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Discussions held with Gympie Regional Council Officers.

## LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Council's core function under the *Biosecurity Act 2014* is to ensure invasive biosecurity matter is managed within its Local Government.

## POLICY/LOCAL LAW DELEGATION IMPLICATIONS

N/A

## ASSET MANAGEMENT IMPLICATIONS

N/A

## REPORT

Bounties, whereby financial incentives are offered to destroy pest animals, are often considered as a solution to pest animal management. The purported aim of bounties is to reduce pest numbers and encourage many people to become involved in pest control. However, reviews of bounty schemes around the world indicate that they are an ineffective form of pest animal control (e.g., Allen and Sparkes 2001, Fairbridge and Marks 2005), and bounty schemes are ecologically and socially flawed for several reasons:

- Bounty schemes rarely achieve the required reduction in pest population numbers that is necessary to reduce their impacts.
- To collect a bounty, hunters are required to present a nominated body part (such as a scalp or tail). This practice is not only open to fraudulent practices but encourages the use of inefficient (and sometimes inhumane) methods. More importantly, bounty schemes impede the implementation of more efficacious and cost-effective methods of control by directing funding away from them or, in worst cases, blocking the use of alternative, more effective control tools.
- Most successful pest control requires that those with the problem and those who will benefit from control own the problem and be intimately involved in undertaking the management. This is not always the case with bounty programs, which can be undertaken by those with little interest in the problem or those whose aim is to maximise bounty profits.



- Bounties can create a source of income that does little to encourage the long-term control or permanent reduction in the targeted pest species population. Counter to the objective of pest population reductions, bounties can lead to sustained yield harvesting, which encourages persistence of pest populations.
- Bounty programmes are prone to selective harvesting (preferentially removing the younger, more naive animals, and leaving the mature animals to breed and ensure a future stock).
- Bounty hunters often concentrate their effort in areas where they get the greatest return for their effort. This may not necessarily be where pests are causing significant damage.
- Control using bounties rarely results in a reduction of the population to a desired target level because of the lack of direction and control of the hunting effort being implemented.

Although intuitively bounties seem capable of offering positive benefit-cost ratios, in practice bounty schemes are an inefficient and costly pest animal management tool that require considerable supervision, are subject to fraud, and do not guarantee improved pest control that results in a significant reduction in pest animal damage.

In addition to this the introduction of a bounty system was not considered when Council adopted the 2022/23 Emergency Response Plan – Sustained Suppression of Regional Feral Pig Populations at the 24 August 2022 Ordinary Meeting.

#### **ATTACHMENTS**

- 1. Notice of Motion Cr Duff - Pig Bounty**
- 2. 2022/23 Emergency Response Plan – Sustained suppression of regional feral pig populations**

**6.2 PIG BOUNTY****File Number: 09-11-2022**

I, Councillor Kathy Duff, give notice that at the next Liveability, Governance and Finance Standing Committee Meeting of Council to be held on 9 November 2022, I intend to move the following motion:

---

**MOTION**

That the Committee Recommends to Council:

That Council introduce a \$10 per pig snout on feral pigs, consistent with the bounty offered by Gympie Regional Council.

**RATIONALE**

The risk of foot and mouth disease and the spread of feral pigs was raised at the Kingaroy Chamber Meet & Greet at Pakaderinga Feedlot. There was a suggestion by one of their workers and supported by everyone that Council consider a bounty on pigs similar to some other Councils to create more incentive to trap pigs.

**CORPORATE PLAN**

EN9 Develop and implement a systematic programme to identify and take action to address stray/feral/pest and wild animals.

I commend this Notice of Motion to Council.

**ATTACHMENTS**

Nil

2022/23 Emergency Response Plan – Sustained suppression of regional feral pig populations				
OUTPUT	ACTION	PRIORITY/TIMEFRAME		BUDGET
<b>1. Support existing and deliver new coordinated feral pig management actions.</b>	1.1 Deliver 2 regional coordinated baiting campaigns each year.	High	May/Sept	Existing allocation
	1.2 Provision of free meat to landowners participating in regional baiting programs.	High	May/Sept	Existing allocation
	1.3 Promote and support the use of ground and aerial shooting by professional controllers.	High	Dec/Ongoing	\$50,000 additional
	1.4 Promote and support the use of existing and new pig trapping technologies.	High	Jan/Ongoing	\$20,000 additional
	1.5 Maintain existing and establish new community led Biosecurity control syndicates.	High	July/Ongoing	Existing grant allocation
<b>2. Establish regional baseline figures for feral pig populations.</b>	2.1 Investigate the feasibility of utilising aerial infra-red thermal surveys to record existing feral pig populations.	High	Sept	Existing allocation
	2.2 Trial the use of aerial infra-red thermal technology in high activity zones.	Medium	Sept/May	\$40,000 additional
	2.3 Collaborate with research organisations, government agencies and Defence to determine alternative methodologies/funding models to establish baseline pig populations.	Medium	March	Existing allocation
<b>3. Establish regional targets for feral pig management.</b>	3.1 Meet with adjoining Councils and encourage improved alignment and synchronization in regional coordinated control campaigns.	Medium	Dec	Existing allocation
	3.2 Develop longer term tactical approach and funding models to fund population suppression activities.	Medium	Dec	Existing allocation

	3.3 Collaborate with adjoining local governments and key stakeholders to establish whole of regional targets for feral pig management.	Medium	June/Ongoing	Existing allocation
<b>4. Raise community awareness, commitment and ownership towards the control of feral pigs</b>	4.1 Messaging for key target audiences developed.	High	July/Ongoing	Existing allocation
	4.2 Impacts caused by feral pigs communicated to land managers and general community	High	July/Ongoing	Existing allocation

## **12 WASTE & RECYCLING MANAGEMENT**

### **12.1 MEMERAMBI TRANSFER STATION**

**File Number:** 7-12-2022

**Author:** Manager Environment and Planning

**Authoriser:** Chief Executive Officer

#### **PRECIS**

Operation of the Memerambi Transfer Station.

#### **SUMMARY**

Ongoing operational issues at the Memerambi Transfer Station have resulted in the consideration of the reintroduction of limiting the operating hours at the facility.

---

#### **OFFICER'S RECOMMENDATION**

That the committee recommend to Council:

- i. Introduce the following operating hours of the Memerambi transfer station
  - a. Seven (7) days a week from 6:30am – 4:00pm.
- ii. That these operational hours be on a three (3) month trial.
- iii. That a report be brought back to Council prior at the conclusion of the trial.
- iv. That a community awareness program of the new operational hours be implemented prior to the commencement of the trial.

#### **FINANCIAL AND RESOURCE IMPLICATIONS**

It is proposed that during the three (3) month trial period that the entrance gates be opened and closed by Council's waste team. Where possible the waste collection officer's will open and close the gate as part of their current collection run.

Should the trial be successful a more sustainable alternative will be considered for the opening and closing of the facility.

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

EN3 Continue to provide and investigate options to improve waste reduction, landfill management and recycling.

OPL/11 Provision of acceptable, cost effective and environmentally responsible waste management services including collection services and waste disposal facilities.

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

Internal consultation has occurred with Council's waste team, in particular the Waste Collection Officers who service the Memerambi Transfer Station.

Communication will occur with external stakeholders once the reintroduction of limited operating hours is accepted by Council. This will include placement of signage at the facility advising the commencement date of opening hours as well as media articles / advertisements and advising residents via social media.



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

This is the first step in reducing risk to Council regarding the operation of the unsupervised waste facilities across the South Burnett.

**POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

South Burnett Waste Management Strategy 2015-2022.

**ASSET MANAGEMENT IMPLICATIONS**

N/A

**REPORT**

The Memerambi transfer station is one of seventeen (17) waste facilities that Council operates across the South Burnett.

Currently the Memerambi transfer station is open to the public 24 hours a day, 7 days a week with it being closed on Christmas Day, Good Friday and Anzac Day and is provided to residents for the receipt of domestic waste only.

Previously, the facility was locked and was only to be accessed by residents with a key. Several years ago, a vehicle drove through the gates whilst they were locked and subsequently the facility ceased to be locked up, enabling access to the facility 24/7.

This has resulted in the facility being abused by some residents and these behaviours are posing an unacceptable risk to Council. Unfortunately, the Memerambi facility isn't the only waste facility which is prone to constant abuse of residents with all the unsupervised sites being subject to continuous inappropriate practices and behaviours.

Specific issues that have been identified at the Memerambi transfer station include:

- Accessing the site at night time which poses a health and safety risk;
- Illegal disposal of waste such as tyres, scrap metal, mattresses and asbestos;
- Facility prone to vandalism and theft;
- Health and safety risks to those employees who service the bins as they often items placed in the bins which makes it difficult to tarp the bin effectively for transportation (i.e. lounges, fridges etc being disposed of in the bin);
- Commercial operators utilising the site to avoid disposal fees (most likely disposing of waste at this facility when the Kingaroy facility is shut).

The attachment contains photos which indicate various behaviours and risks to Council at the Memerambi transfer station.

To combat some of these operational matters, it is recommended that the site revert back to opening hours and have additional cameras placed at the facility to more effectively gain evidence of those people who are doing the wrong behaviour.

If successful, the model that is adopted at the Memerambi facility could potentially be implemented across other unsupervised waste facilities.

It is anticipated that the hours of operation would commence late January early February to enable time for the signage to be purchased and the community awareness program to occur.

**ATTACHMENTS****1. Memerambi Transfer Station**







- Illegal dumping done during night
- Health and safety risk



- Overflowing bin
- Bin cannot be tarped for transport
- Need to send the contractor out to compact waste









## 13 PROPERTY & FACILITY MANAGEMENT

### 13.1 KINGAROY LIONS PARK - AMENITIES UPGRADE AND PARK REDEVELOPMENT

**File Number:** 07/12/2022

**Author:** Manager Facilities and Parks

**Authoriser:** Chief Executive Officer

#### PRECIS

Kingaroy Lions Park amenities replacement with new compliant accessible and inclusive amenities block and /or redevelopment of the playground equipment.

#### SUMMARY

The existing amenities block in Lions Park Kingaroy is in poor condition and is approaching the end of effective life. It is proposed to replace with a new accessible and total inclusive amenity block that meets the *Building Act 1975* and the *Disability Discrimination Act 1992*.

The existing playground equipment and softfall is in poor condition. It is proposed to replace the new inclusive play equipment and softfall.

---

#### OFFICER'S RECOMMENDATION

##### **PROCEDURAL RESOLUTION**

That the Kingaroy Lions Park amenities be lifted from the table.

##### **MOTION**

*Moved:* Cr Danita Potter

*Seconded:* Cr Scott Henschen

*That:*

1. *The Kingaroy Lions Park amenities is replaced with a new accessible and total inclusive amenity, and;*
2. *Additional allocation of \$190,000 for the construction of a new amenity, footpaths, and PWD carpark be provided from Building Asset Restricted Cash in 2022/2023.*

##### **ALTERNATIVE MOTION**

That the Committee recommend to Council that:-

1. The Kingaroy Lions Park amenities building be replaced with a new accessible and total inclusive amenity, total project cost of \$290,000 and deferred to the 2023/24 Capital Works Program or other funding programs.
2. The Kingaroy Lions Park total inclusive playground redevelopment under the existing shade sail is installed with new softfall and linking footpaths, total project cost of \$142,451.
3. Council install two shelters and picnic benches in Lions Park on the other side of the drain and remove the old log shelters \$15,000.
4. The playground redevelopment and picnic shelter projects be funded from the current \$80,000 W4Q allocation with the balance of funding sourced from the existing \$100,000 W4Q Lions Park amenities allocation.

##### **FINANCIAL AND RESOURCE IMPLICATIONS**

Council currently has allocated \$80,000 of Works for Queensland funds for the Lions Park Refurbishment and \$100,000 Works for Queensland funds allocated for Regional Public Amenities

- Kingaroy Lions Park Amenities Upgrade in the 22/23 Budget. Both projects are included in the Open Space Refurbishment W4Q allocation.

The \$80,000 is an insufficient allocation of funds to carry out the proposed works for the Lions Park refurbishment project and the \$100,000 is insufficient allocation of funds for the Amenities upgrade.

Council Officers recommend the construction of a new accessible and total inclusive amenity that meets Building Legislation and Disability Discrimination Act 1992. A further allocation of \$190,000 is required to complete the Amenities upgrade.

Council Officers recommend Option 1 for playground refurbishment. A further allocation of \$62,451 is required to complete the playground refurbishment.

Both projects are included in the Lions Park Concept plan previously adopted by Council.

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

EC 2 – Develop and implement CBD Renewal and Revitalisation Programmes for areas of our townships including service standards for maintenance and cleaning programmes.

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

There has been a large amount of consultation with community during the development of the Lions Park – Big Peanut. Consultation between Building technical staff and Building Certifier on the structures. Also, consultation with parks officers on playground equipment and maintenance of equipment and softfall surfaces.

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

Council has obligations imposed by the *Building Act 1975* and the *Disability Discrimination Act 1992* when refurbishing buildings or constructing new premises to ensure that suitable facilities and access provisions are provided. New buildings must comply with the National Construction Code and the Disability (Access to Premises-Buildings) Standards when they are constructed. Older buildings must comply with these standards when the owner, person or business using the building carries out major renovations or changes.

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

Nil implication on the local laws.

### **ASSET MANAGEMENT IMPLICATIONS**

The current building is approximately 45 years old and is effectively at end of life. Refurbishment may not extend the service life significantly. A new building will reduce operational costs over the long term due to reduced maintenance needs and will afford an opportunity to provide a modern facility which is compliant in all ways for People With Disabilities.

### **REPORT**

The building was inspected on 15 July and a Dilapidation report prepared based on the findings of that inspection. Please see attached report.

Overall, the building is in poor condition. Refurbishment may not significantly extend service life as underlying issues such as brickwork cracking will remain.

Several options for refurbishment or renewal have been considered and budget estimates prepared for the respective options.

#### ***Refurbish existing Amenities***

1. Refurbish existing building including paths and PWD parking space - \$142,000

Refurbishment scope generally as outlined on U Plan conceptual design. Estimate based on U Plan concept drawings attached.

**New Amenities**

1. Demolish existing building and prepare site for new construction - \$23,900. Estimate attached.
2. Construct new Landmark 2D "Caretaker" gable roof toilet (same as River Road Park) \$159,100. Total project budget estimate of \$220,000.
3. Construct new Landmark 2D4C "Caretaker" gable roof toilet (same as Memorial Park)- \$235,000. Total project budget estimate of \$290,000. Estimate attached and based on preliminary advice provided by Landmark Products.

**Playground Equipment & Shelters**

1. Install new inclusive playground equipment (*Option 1*) under the existing shade shelter, install of new softfall and linking footpaths, total project cost of \$142,451  
Total breakdown of costing for playground equipment is attached to the report.
2. Install two shelters and picnic benches in Lions Park on the other side of the drain and remove the old log shelters \$15,000. The two shelters and picnic benches have previously been purchased.

New amenities block would be located in the same location as the old structure as per the concept plan. The Lions Park concept plan is attached.

Council Officers recommend the construction of a new accessible and total inclusive amenity that meets Building Legislation and Disability Discrimination Act 1992. Total project cost of \$258,900.

Previously considered at the Liveability Standing Committee Meeting held on 10 August 2022

**COMMITTEE RESOLUTION 2022/65**

*Moved:* Mayor Brett Otto

*Seconded:* Cr Danita Potter

*That Committee recommends to Council that:*

1. *The Kingaroy Lions Park amenities is replaced with a new accessible and total inclusive amenity, and;*
2. *Additional allocation of \$190,000 for the construction of a new amenity, footpaths, and disable carpark be provided from Building Asset Restricted Cash in 2022/2023.*

*In Favour:* Crs Brett Otto, Danita Potter, Kirstie Schumacher and Scott Henschen

*Against:* Crs Jane Erkens and Kathy Duff

**CARRIED 4/2**

And the Ordinary Meeting of 24 August 2022

**15.3 KINGAROY LIONS PARK - TOILET UPGRADES**

---

**MOTION**

*Moved:* Cr Danita Potter

*Seconded:* Cr Scott Henschen

*That:*

1. *The Kingaroy Lions Park amenities is replaced with a new accessible and total inclusive amenity, and;*
-

- 
2. *Additional allocation of \$190,000 for the construction of a new amenity, footpaths, and PWD carpark be provided from Building Asset Restricted Cash in 2022/2023.*
- 

**RESOLUTION 2022/108**

*Moved: Cr Kirstie Schumacher*

*Seconded: Cr Jane Erkens*

*Procedural Motion:*

*That the matter lay on the table and an on-site meeting with Councillors and Council staff to discuss the options be arranged.*

*In Favour: Crs Gavin Jones, Jane Erkens, Kirstie Schumacher and Scott Henschen*

*Against: Cr Danita Potter*

**CARRIED 4/1**

**ATTACHMENTS**

1. **Dilapidation Report**
2. **Lions Park Concept Plan**
3. **Demolition Budget Estimate**
4. **Renovation Budget Estimate**
5. **Landmark 2D4C Budget Estimate**
6. **Lions Park Playground Redevelopment Budget Estimates**

# Dilapidation Inspection Report

## Kingaroy Lions Park – Public Toilet

Inspection date: 15 July 2022





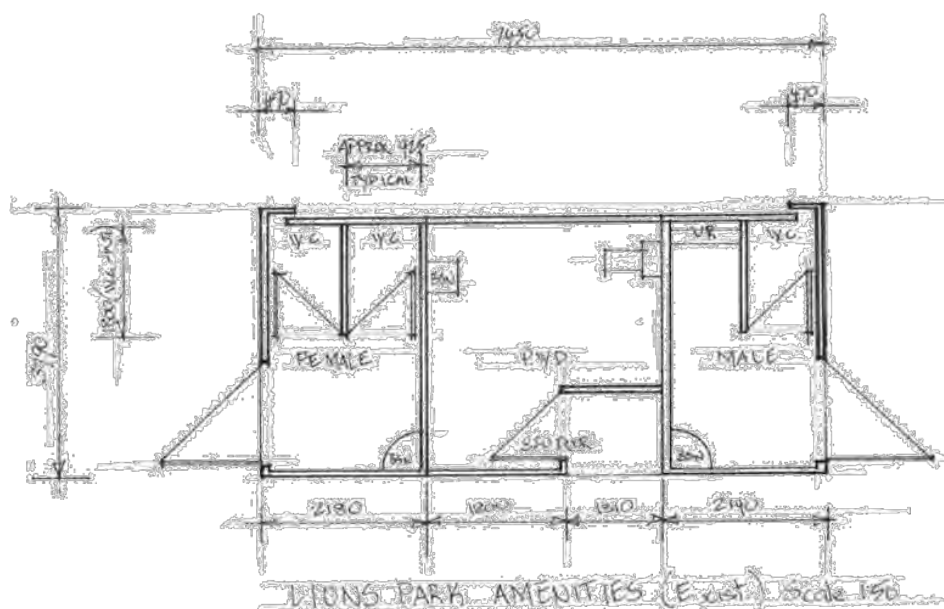
## General

The building is of slab on ground construction with single skin loadbearing external brick walls. The roof structure is sawn hardwood with a lightweight metal roof over. The roof has polycarbonate sheet inserts for light provision.

The structure appears to have been built in stages with the two end sections (male toilet to the east end and female toilet to the western end) built initially with the central core (PWD toilet) being infilled at some later stage.

It is estimated that the building is approximately 40-45 years old. Despite the building performing its design function for this period, single skin brickwork is not considered to have sufficient integrity and capacity to perform without an associated structural support mechanism.

There are two pedestals in the female toilet, one pedestal and a trough urinal in the male toilet and one pedestal in the PWD facility. See current floor plan below:



There are major non-compliance issues with the PWD facility particularly in relation to the entry and door.

**Defects / Matters to Consider**

**Tie Down – Structure**



The wall plates to which the rafters are attached are tied to the supporting single skin brickwork with steel straps and small diameter dynabolts. Also note the angle bracket tying the roof beam to the upper courses of brickwork.

Even though the building has performed its design function for many years, connecting to brickwork in this fashion has little structural capacity as the brickwork has minimal tensile capacity to resist uplift forces.

The exposed brackets and straps will be difficult to hide or disguise if the building is to be rendered.

**Gate Swing / Damaged Brick**



Gates swing out and cannot be secured

Damaged brickwork



**Damaged brickwork**

The gates currently swing out with no provision to lock in the open position. As a result, they are eccentrically loading the brick wall with damaged / broken bricks at the fixing points the result.

U Plan Architects have recognised this issue and proposed a solution in their conceptual plans. To re-swing the gates will require some modification and designing a more robust frame fixing solution to prevent further damage to the brick walls. The single skin wall does not have sufficient integrity to facilitate fixing into the end of the brickwork.

**Cracked Walls**





There are several cracks in the brick walls. The degree of cracking is not major (as defined in AS2870-2011) but will mirror through any applied finish such as render. The cracking cannot be effectively controlled for two reasons.

- 1 The surrounding site drainage is poor which may result in uncontrolled ground movement due to seasonal moisture variations. There are no records of original construction documents but typically in the period when this building was constructed, the slab / footing design would be left to the builder's or designers' discretion with no formal engineering advice. Buildings of this age are often susceptible to minor movement with few control options.
- 2 Brickwork is intolerant to even minor movement and will crack readily. Single skin brickwork has very limited tensile capacity to resist movement.

### Gutter



The gutter on the rear of the building is damaged and will require replacement. There is no downpipe or stormwater drainage system resulting in a concentration of water at the northwest corner.

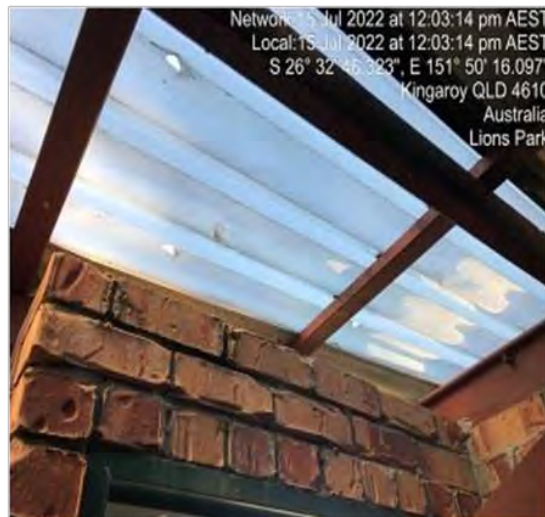
This concentrated water may result in moisture related, differential ground movement which may contribute to the brickwork cracking in this general area.

**Ground Falls**



There is a noticeable fall from the carpark to the toilet level. Further detail will be required to enable a compliant ramp / path to be designed for suitable PWD access.

**Polycarbonate Roofing**





Several polycarbonate roof sheets have been incorporated to allow natural light into the rooms. Every sheet is damaged or broken possibly by hail or tree limbs but more likely because of vandalism.

The balance of the metal roof sheeting appears to be in reasonable condition for its age and does not require replacement.

#### Interior



#### Floor / Walls – Internal

Existing tiles will require removal and the concrete slab will require grinding prior to the application of an epoxy floor finish.

Render to walls will finish up to existing steel door frames rather than under the frames. Ideally the frames would be removed to facilitate the application of render however if this approach is adopted, the frames will require modification to enable re-fitting into openings which have been reduced by the thickness of the render.

**PWD Toilet**

The current PWD toilet has several non-compliance issues.

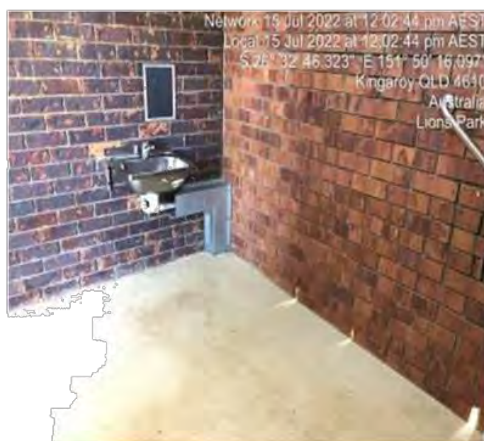
**Entry**



The existing door is too narrow and the circulation space available inadequate to achieve compliance with the requirements of AS1428.1-2009.

Creation of a compliant entrance will require at least partial demolition of the existing entrance with appropriate re-construction.

**Fixtures**



**Basin**

The current basin does not comply and will require modification or replacement.

The current pedestal also does not comply with AS1428.1 and will require replacement.



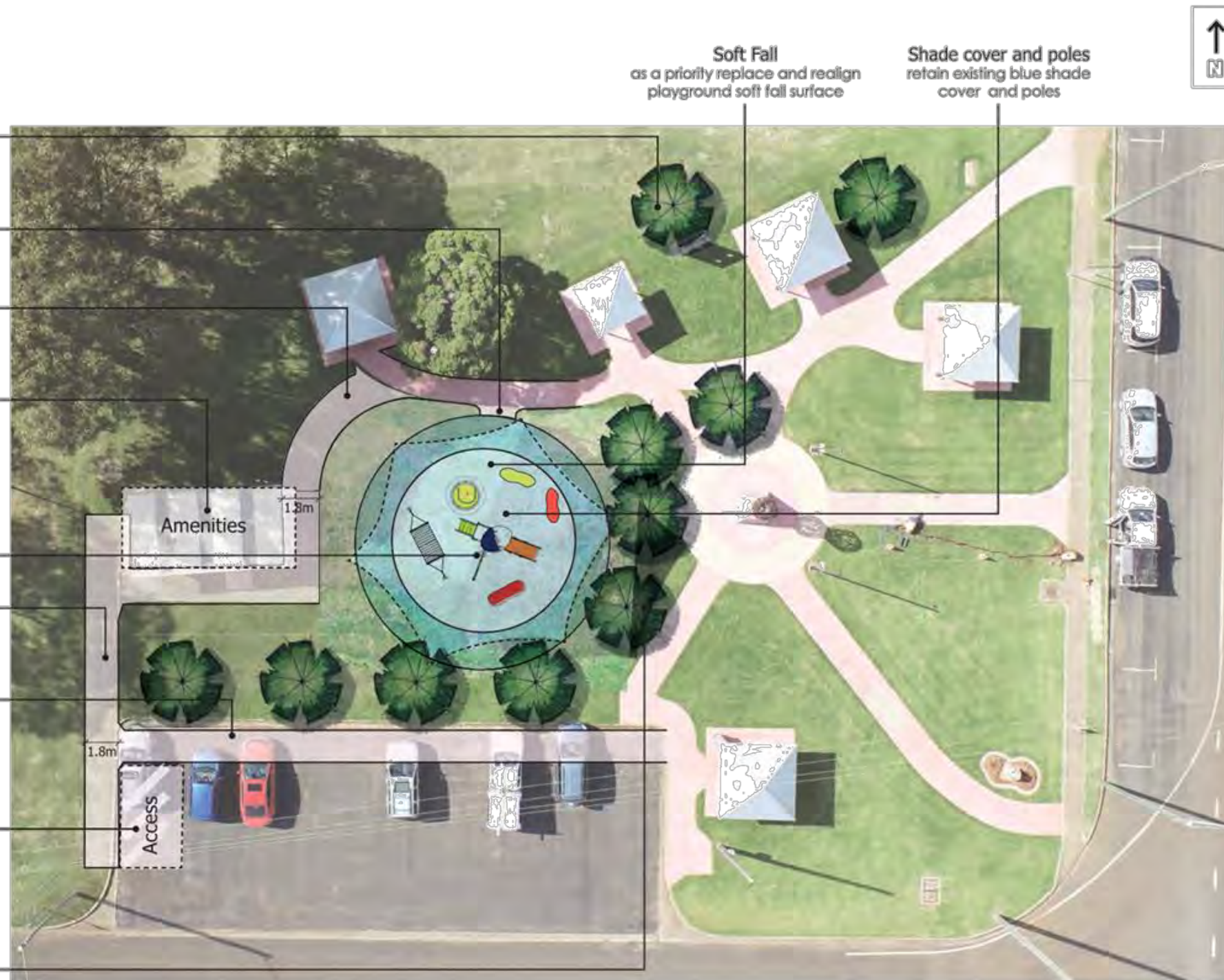
# Lions Park, Kingaroy

DRAFT FOR COMMENT

## Project Brief & Scope:

Upgrade park's playground and amenities block and improve access and circulation through extending path network and improving connectivity.

- Additional trees for shade species in keeping with surrounding established trees
- All-access path to playground
- New paths and circulation  
1.8m paths linking to existing paths and improving access to amenities block.
- Upgrade amenities block  
render, paint and add decorative timber screening, refer details
- Playground  
as funds permit, reuse usage and style of playground by replacing existing equipment with all access equipment.
- Ramp  
Establish compliant access ramp between parking and amenities path
- New path  
move car parks back 2m and build 1.8m path flush with existing kerb height
- Improve access  
remove carpark and ensure new ramped path is flush with carpark at this point
- Additional trees for shade and visual amenity positioned to provide visual barrier to road and shade along path. Species in keeping with surrounding established trees



Aerial supplied by SBRC  
1:250 @ A3



**Kingaroy**  
Park Upgrade Project



DRAFT FOR COMMENT

# Lions Park, Kingaroy

## Amenities Block Upgrade

Additional timber screens, external walls rendered, new signage and new pathways along front and sides of building. Existing toilet gates re-hung to avoid disrupting path and improve access.

### Other recommended works:

- Replace roof
- Render internal walls (light cream/white finish)
- Epoxy internal floors and external concrete pads to give rubberised finish and reduce maintenance



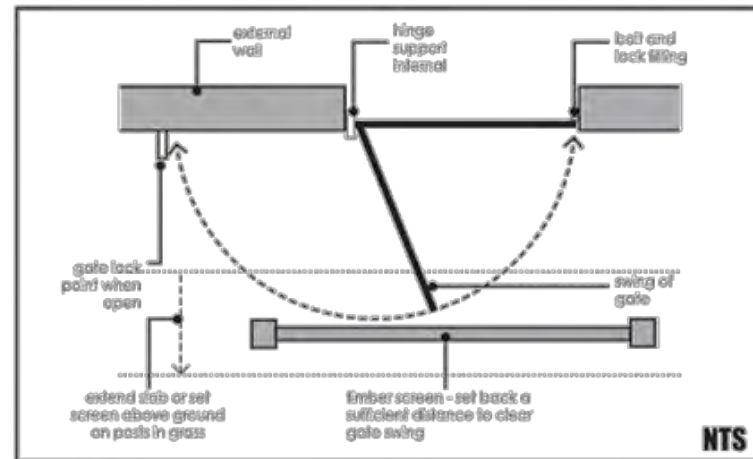
### Amenities Block

Upgraded, rendered and timber screens with peanut motif recessed. Option for local artist mural or continued peanut theme on back wall.

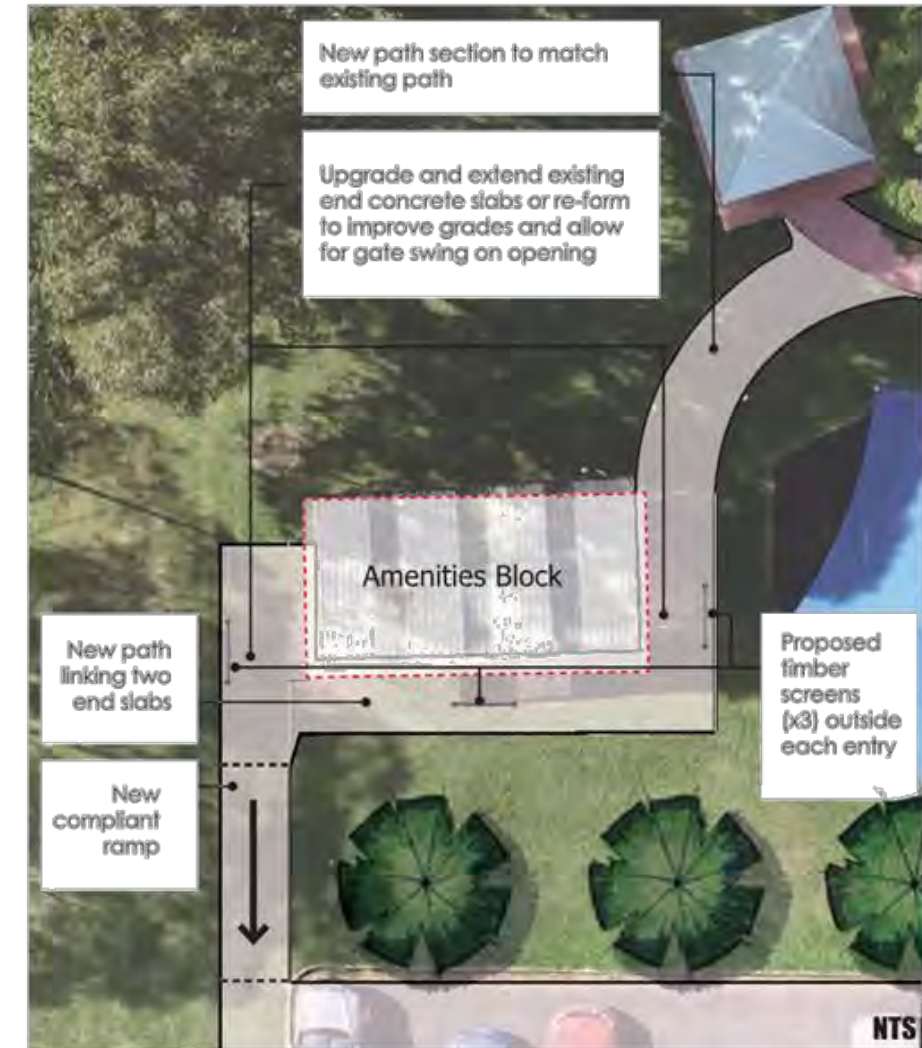


### Screen Precedent

Example of recessed motif in decorative timber screen. As pedestrian moves, the recessed image appears.



Proposed re-hanging of amenity block gates



Kingaroy  
Park Upgrade Project



# Lions Park, Kingaroy

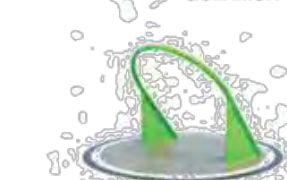
DRAFT FOR COMMENT

## Playground Upgrade

Over time improve playground with focus on younger children, all access play equipment and new soft fall base.

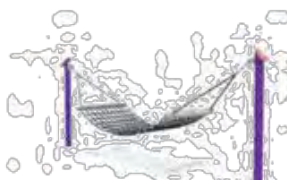
All-access path to playground

Soft fall base  
Upgrade base and improve 'flow' of playground's outer edge definition

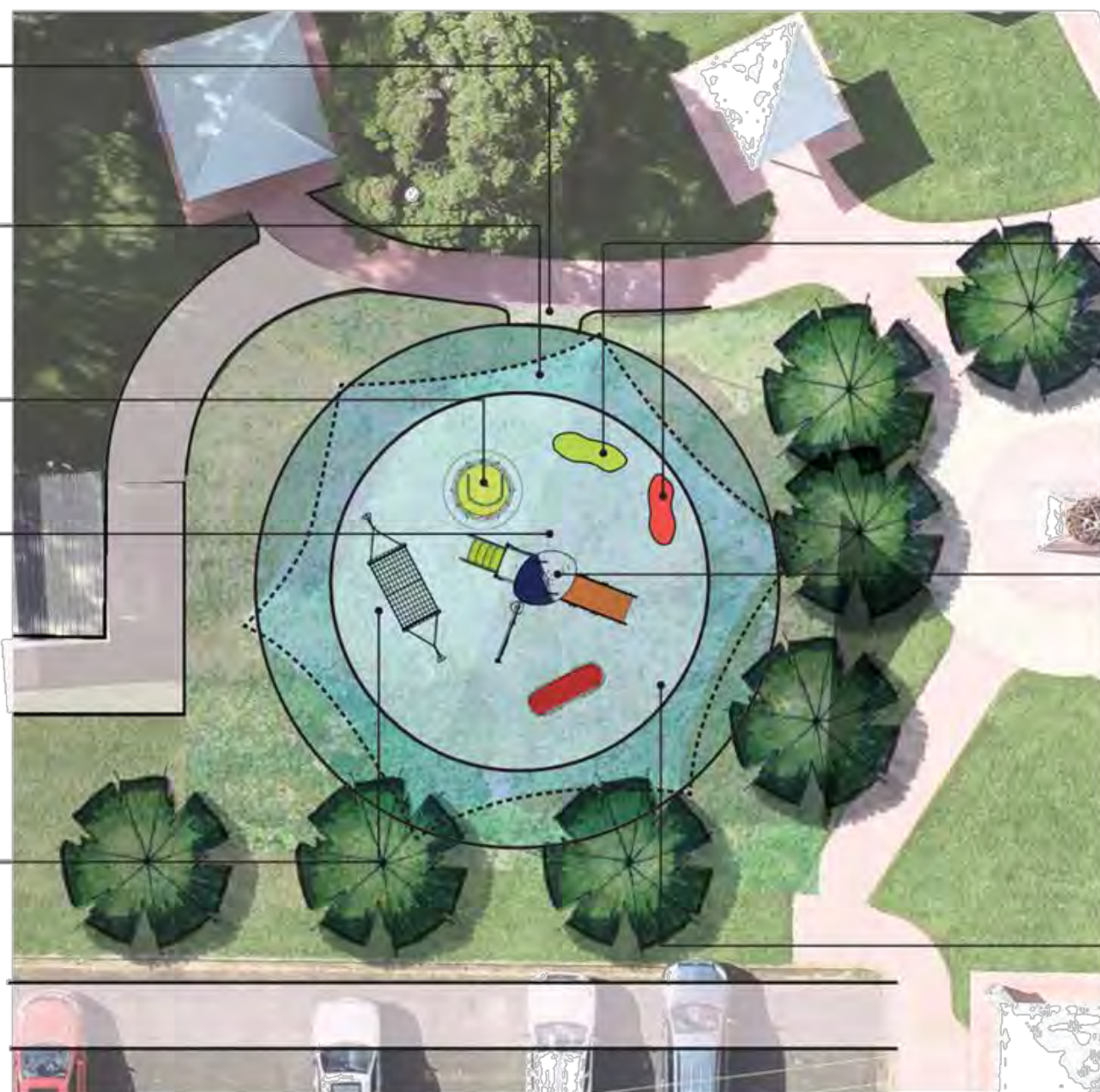


All access 'merry-go-round'

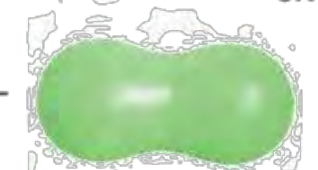
Play equipment  
Monitor existing equipment. Over time and with funds gradually transition play equipment to All Abilities and younger children



All access hammock swing



OR



Moulded 'hard plastic' 'peanut-shaped' seats



Sensory and tactile play - suitable for small children (not all access)



All access spring platform

NTS



# Kingaroy

Park Upgrade Project



**Estimate Sheet**

Description	Item	Notes	Quantity	Cost	Total	
<b>Preliminaries</b>						
Building approval				\$ 1,000.00		
Plumbing approval				\$ 1,200.00		
Services disconnection		Electrical, Water, Drainage		\$ 2,400.00		Electrician - 400, Plumber - 720 + machine
Site fencing		95m approx		\$ 3,400.00	\$ 8,000.00	Hire - 2000, Del & pick up - 400, Erect & dismantle - 1000
<b>Demolition</b>						
Roof	m2	Approx 43m2	43	\$ 30.00	\$ 1,290.00	Roof sheeting and timber frame
Internal fixtures and fittings	hrs	Labour - 1 man x 1 day	8	\$ 90.00	\$ 720.00	
Brick walls	m2		85	\$ 30.00	\$ 2,550.00	Internal 30m2, External 55m2
Concrete slab	m2	Rates from Rawlinsons Handbook	55	\$ 53.00	\$ 2,915.00	Main area plus entry slabs
					\$ -	
Tip fees	m2	Assume 20 cub m	20	\$ 140.00	\$ 2,800.00	SBRC fee schedule
Clean up site and make good	item				\$ 2,500.00	
					\$ 20,775.00	
		Contractors Margin - 15%			\$ 3,116.00	
		Estimated Demolition Cost			\$ 23,891.00	

**Estimate - Re Furbish Existing Toilet Block**

Description	Item	Notes	Quantity	Cost	Total	Summary
<b>Preliminaries</b>						
Site survey / design drawings	est.			\$4,000.00	\$4,000.00	
Building & plumbing approvals				\$5,000.00	\$5,000.00	
Site prep / fencing - approx 150m	est.	\$1.50/wk/m, min 12 week hire plus del & labour		\$4,200.00	\$4,200.00	\$13,200.00 Hire 2700, Del & pick up - 500, Erect and dismantle 1000
<b>Demolition</b>						
Break up concrete end aprons	est			\$2,300.00	\$2,300.00	Machine incl truck - 1 day 1800, tip fees 500
Remove steel gates	hr		8	\$90.00	\$720.00	
Terminate services and make safe.						
Remove fixtures and fittings as required.	est			\$1,000.00	\$1,000.00	\$4,020.00
<b>New Construction</b>						
Paths	m2	1800 wide, Approx 80 m, (approx 144 m2). Coloured concrete only.	144	\$95.00	\$13,680.00	Assume required gradients can be achieved and access from carpark requires path only (not ramp)
Create PWD parking space	est				\$10,000.00	\$23,680.00
Polycarb roof sheets					\$500.00	Sheets approx 5m long. Say 15m x \$20m plus fixings and del.
Labour to replace					\$540.00	\$1,040.00
Gutter and downpipe - material					\$250.00	
Gal RHS Downpipe - 100 x 100					\$800.00	
Construct rubble pit					\$1,500.00	
misc Material / pipe					\$200.00	
Labour		Say 2 days x 1 man			\$1,620.00	\$4,370.00
Screens		Est \$1600 per screen frame - supply			\$4,800.00	Assume - 2400 long, 3 x 75 x 75 rhs posts, 4 x 75 x 40 channel, fabricated and hdg.
Install					\$2,720.00	Machine - 700, concrete - 400, labour - 1620
Crane					\$750.00	
Battens		2100 high, 40 x 40 with 20mm space	265	\$20.00	\$5,300.00	Per screen - 42/2100 = 88.2. 265m o/a - \$20m incl fixings.
Labour to install		2 men x 3 days	54	\$90.00	\$4,860.00	\$18,430.00
Modify PWD door						
Metal door frame					\$500.00	
2100 x 1000 solid core door					\$400.00	
Furniture incl closer					\$250.00	
Bricklayer - make good					\$1,000.00	
Signage					\$250.00	
Painter					\$1,000.00	\$3,400.00
External Render	m2	Includes paint finish	50	\$60.00	\$3,000.00	50m2
Internal Render	m2	Includes paint finish	104	\$60.00	\$6,240.00	104m2
Small job loading		say 15%			\$1,386.00	\$10,626.00
New security gates	no		3	\$2,750.00	\$8,250.00	\$8,250.00
<b>Fixtures and fittings - PWD only</b>						
Care pan	item	Supply and install prices		\$2,400.00	\$2,400.00	
Basin with mixer	item			\$1,260.00	\$1,260.00	

Mirror and misc	item		\$500.00	\$500.00	\$4,160.00	
New signage	est			\$3,000.00	\$3,000.00	
Painter		Touch up and trim	item	\$4,000.00	\$4,000.00	\$4,000.00
Internal Floor Finish						
Grind all floors	est			\$1,500.00	\$1,500.00	Whole building - 28.5m2
Remove tiles	est			\$1,000.00	\$1,000.00	16.3m2
Epoxy floor finish	est			\$4,000.00	\$4,000.00	
		Sub Total			\$104,676.00	
		Contengency - 15%			\$14,726.00	
		Total			\$119,402.00	
		Contractors margin - 20%			\$22,580.00	
		PROJECT BUDGET			\$141,982.00	

### Estimate Sheet - Landmark 2D4C Gable / Sewered Site

Description	Item	Notes	Quantity	Cost	Total
<b>Preliminaries</b>					
Soil test				\$ 1,000.00	
Site survey and site plan				\$ 3,000.00	
Site fencing				\$ 4,000.00	
Building approval		SBRC - Class 10a		\$ 672.00	
Plumbing approval		SBRC - Class 10a		\$ 1,205.00	\$ 9,877.00
<b>Kit</b>					
Supply only Kit incl fixtures		Indicative price provided by Michael at Landmark Products incl fit out		\$ 110,000.00	\$ 110,000.00
<b>Construction</b>					
Install		Indicative cost supplied by Landmark		\$ 60,000.00	\$ 60,000.00
<b>External Works</b>					
Paths				\$ 23,680.00	
PWD Parking space				\$ 10,000.00	\$ 33,680.00
					From refurbishment estimate No allowance for gutters ,downpipes or rubble pit. No allowance for screens
		Sub total			\$ 213,557.00
		Contingency - 10%			\$ 21,356.00
		Total			\$ 234,913.00

**Estimate - Playground redevelopment at Lions Park, Kingaroy**

<b>Description</b>	<b>Notes</b>	<b>Quantity</b>	<b>Total</b>
Solar lights		4	\$13,954
Softfall		160m2	\$45,000
Concrete edging		30m	\$5,980
Concrete path		12m x 1.5m	\$6,260
Remove old play equipment			\$2,000
Earthworks - Prepare site for new equipment.			\$2,000
		<b>Total</b>	<b>\$75,194</b>
<b>Option 1</b>			
Inclusive Playground Equipment	Wheelchair Carousel	1	\$16,048
	Wheelchair Jumper	1	\$9,688
	Birds nest swing	1	\$4,384
	Play Panel 3	1	\$5,616
	Freight		\$2,000
	Install		\$14,000
	Contingency 30%		\$15,521
		<b>Total</b>	<b>\$67,257</b>
<b>Option 2</b>			
Inclusive playground equipment	Tower with Ramp	1	\$31,840
	Jumper	1	\$9,688
	Wheelchair Carousel	1	\$16,048
	Home seesaw	1	\$8,736
	Freight		\$2,000
	Install		\$16,000
	Contingency 30%		\$25,293.60
		<b>Total</b>	<b>\$109,606</b>
<b>Option 3</b>			
Inclusive playground equipment	Custom Pioneer	1	\$58,088
	Tipi Carousel with Top Brace	1	\$6,768
	Jumper	1	\$9,688
	Freight		\$2,000
	Install		\$16,000
	Contingency 30%		\$27,763
		<b>Total</b>	<b>\$120,307</b>

	<b>Playground Site Preparation</b>	<b>Playground Equipment</b>	<b>Total Project Cost</b>
Option 1	\$75,194	\$67,257	\$142,451
Option 2	\$75,194	\$109,606	\$184,800
Option 3	\$75,194	\$120,307	\$195,501



## 13.2 MURGON PCYC TOILET REFURBISHMENT - PROJECT BUDGET REVIEW

**File Number:** 30 Nov 2022

**Author:** Building Asset Management Officer

**Authoriser:** Chief Executive Officer

### PRECIS

The main toilet and shower facilities at the Murgon PCYC require refurbishment as pipework in the masonry walls has failed and the facilities does not have a compliant amenity for People with Disabilities.

### SUMMARY

The main toilet and shower facilities at the Murgon PCYC are approximately 40 years old and at the end of their life. The complex does not have any complaint facilities for People with Disabilities that meets the *Building Act 1975* and the *Disability Discrimination Act 1992*. The refurbishment will provide an opportunity to create new amenities suitable for PWD.

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### OFFICER'S RECOMMENDATION

That the Committee recommend to Council to

1. Investigate alternate funding opportunities for the refurbishment of the Murgon PCYC toilets as the current Works for Queensland funds is not enough to fund the full renovation.
2. That the existing Works for Queensland funding allocation of \$380,000 be reallocated to the highest priority amenities replacement project for Murgon.

### FINANCIAL AND RESOURCE IMPLICATIONS

The estimated project cost to refurbish the Murgon PCYC bathrooms is \$660,000. Quantity Surveyor estimate was supplied by Whittaker & Associates. Project funding is currently available to the value of \$380,000 under Round Four of Works for Queensland. An additional \$280,000 is required to allow the project to proceed.

### LINK TO CORPORATE/OPERATIONAL PLAN

Corporate plan – EC6 “Appropriately support and encourage volunteers, advisory groups and **community organisations** to value add to Councils’ services and infrastructure.”

Operational plan – OPL/12 “Management of Councils buildings and facilities including operational maintenance programs, commercial and community leases and cost-effective asset management programs to meet agreed service levels”

### COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Significant consultation has been undertaken with the Manager and staff of the PCYC with agreement provided for the current design option. A building certifier has been consulted to ensure compliance with the National Construction Code.

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

Building owners have an obligation imposed under the *Disability Discrimination Act 1992* when undertaking major renovations to a building, to provide facilities suitable for People with disabilities. Appropriate facilities have been included in the proposed design including facilities for people with ambulant disabilities.

**POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

No direct Policy/Local Law Delegation Implications

**ASSET MANAGEMENT IMPLICATIONS**

Refurbished facilities will reduce operational costs due to reduced maintenance requirements. Pipework is currently built into the concrete masonry walls and in some locations has failed necessitating the closure of at least one shower as repairs cannot be practically affected. The other showers and toilets remain functional.

**REPORT**

Quantity surveyors "Whittaker & Associates" were commissioned to provide a "Preliminary Opinion of Probable Construction Cost" so that a realistic project budget could be determined. The cost opinion is attached.

Whittaker and Associates suggested the addition of a minimum 15% contingency but have suggested in discussion that many councils are allowing up to 30% due to the current market conditions and volatility.

Summary:

Estimated Project cost	\$547,231
Contingency-20%	\$110,000
Subtotal	\$657,231
Rounded to	\$660,000

Note that the above figures are inclusive of a 10% builders' margin but are exclusive of GST.

The significant investment of funds into the bathroom renovation will improve the PCYC facility for current members PCYC members, Show Society, Country Music Muster, Sporting events, and school groups that utilise the facility.

Council could work in partnership with the PCYC and other user groups to source grants to help fund the refurbishment of the Murgon PCYC toilets as the current Works for Queensland funds is not enough to fund the full renovation.

The existing works for Queensland funds of \$380,000 could be reallocated to the highest priority project which is the Murgon 24hrs Stop over amenities replacement. Council also has \$100,000 in the Capital Works program to commence design of the Murgon 24hour Stop Over. The design works will commence in February 2023.

**ATTACHMENTS**

- 1. Murgon PCYC Bathroom Archtectureal plans**
- 2. Cost Opinion PCYC Bathrooms**



**PassivPlans**  
Design & Consulting

Revision Schedule			
Issue	Description	Date	Initial
A	Conceptual Design	17-01-22	S.L.C
B	Revision To Conceptual Design, Urisex Toilets and Showers	20-02-22	S.L.C
C	Revision To Concept Design	24-04-22	S.L.C
D	(Revert To Issue A) Changes To Concept Design	22-06-22	S.L.C
E	Revisions To Concept Layout	11-07-22	S.L.C
F	Revisions To Concept Layout	20-07-22	S.L.C
G	Construction Drawings	15-08-22	S.L.C

Sheet List		
Sheet	Name	Re
01	Site Plan	G
02	Existing Floor Plan	G
03	Proposed Floor Plan	G
04	Enlarged Male Toilets	G
05	Enlarged Female Toilets	G
06	Male Room Elevations	G
07	Female Room Elevations	G
08	PWD Room Elevations	G
09	PWD Detail 1	G
10	PWD Detail 2	G
11	PWD Detail 3	G
12	Electrical Plan	G
13	Sustainable Design	G
14	Workplace H&S	G

Murgon PCYC (Toilet Upgrade) for:  
South Burnett Regional Council  
40 MacAlister Street  
Murgon QLD 4605

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Page No	00 of 14	Sheet No	COVER PAGE	Drawn By	S.L.CANT
Job No	21-049	Issue	G	Code	QA5
Date	7TH JANUARY 2022	Approved			

PassivPlans  
Design & Consulting  
Dalby QLD  
Ph: 0449 738 210  
ORCC No: 15260964

**CONSTRUCTION  
DRAWING**





Site Plan

SCALE 1 : 2000

Property Description

Lot 7 on SP217287  
Site Area = 91,560m<sup>2</sup>



SOUTH BURNETT REGIONAL COUNCIL  
MURGON PCYC (TOILET UPGRADE)  
40 MACALISTER STREET  
MURGON QLD 4455

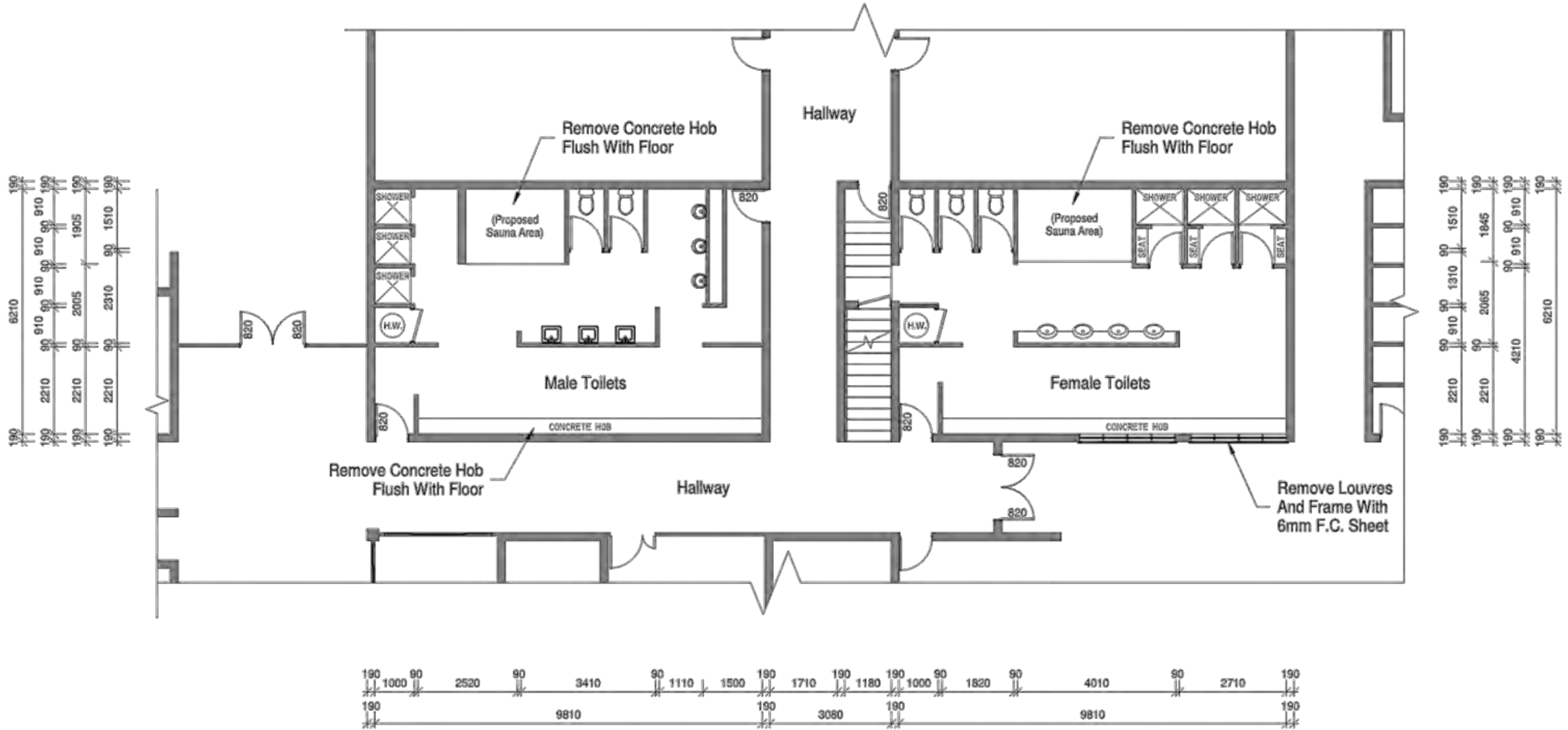
Page No	01 OF 14	Sheet Name	SITE PLAN	Quantity	S.L.CANT
Job No.	21-049	Issue	G	Scale	1 : 2000
		Date	7TH JANUARY 2022	Approved	

Issue	Description	Date	Initial
G	Construction Drawings	15-08-22	S.L.C

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Design & Consulting  
Dalby QLD  
Ph: 0449 738 210  
ORCC No: 15260964

**CONSTRUCTION  
DRAWING**

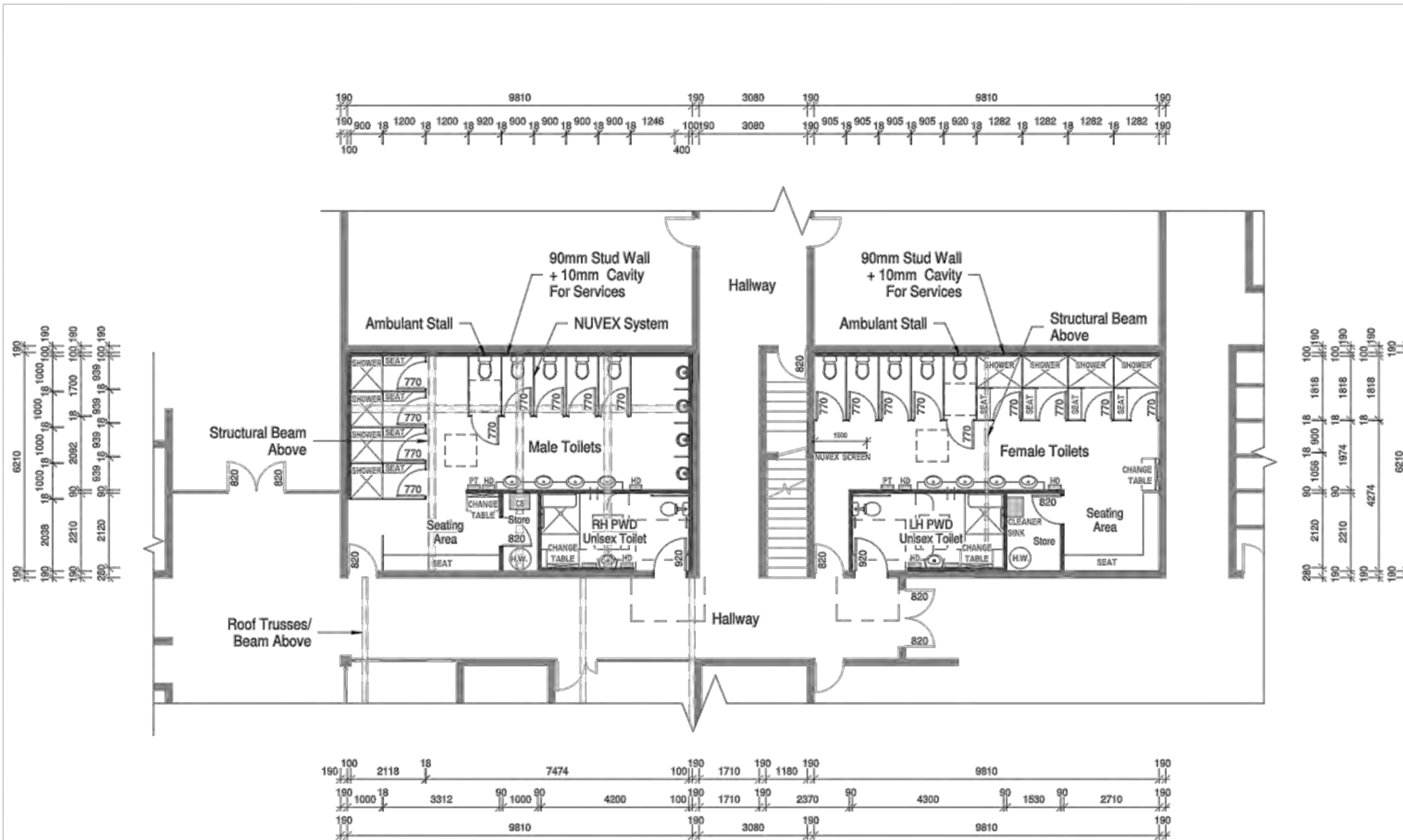
**Demolition Note:**  
 - All Existing Fixtures, Fittings and Non-Load Bearing Partitions To Be Removed



Existing Floor Plan  
 SCALE 1 : 100

	Client & Address	Page No	Draw Name	Quantity	Issue	Description	Date	Initial	PassivPlans Design & Consulting Dalby QLD Ph: 0449 738 210 ORCC No: 15260964	<b>CONSTRUCTION                  DRAWING</b>
	SOUTH BURNETT REGIONAL COUNCIL MURGON PCYC (TOILET UPGRADE) 40 MACALISTER STREET MURGON QLD 4456	02 OF 14	EXISTING FLOOR PLAN	S.L.CANT	Issue C: Revision To Concept Design (24-04-22) S.L.C Issue D: (Revert To Issue A) Changes To Concept Design (22-08-22) S.L.C Issue E: Revisions To Concept Layout (11-07-22) S.L.C Issue F: Revisions To Concept Layout (20-07-22) S.L.C					
	Job No: 21-049	Case: G	Scale: 1 : 100 @AS	Date: 7TH JANUARY 2022	Approved:					

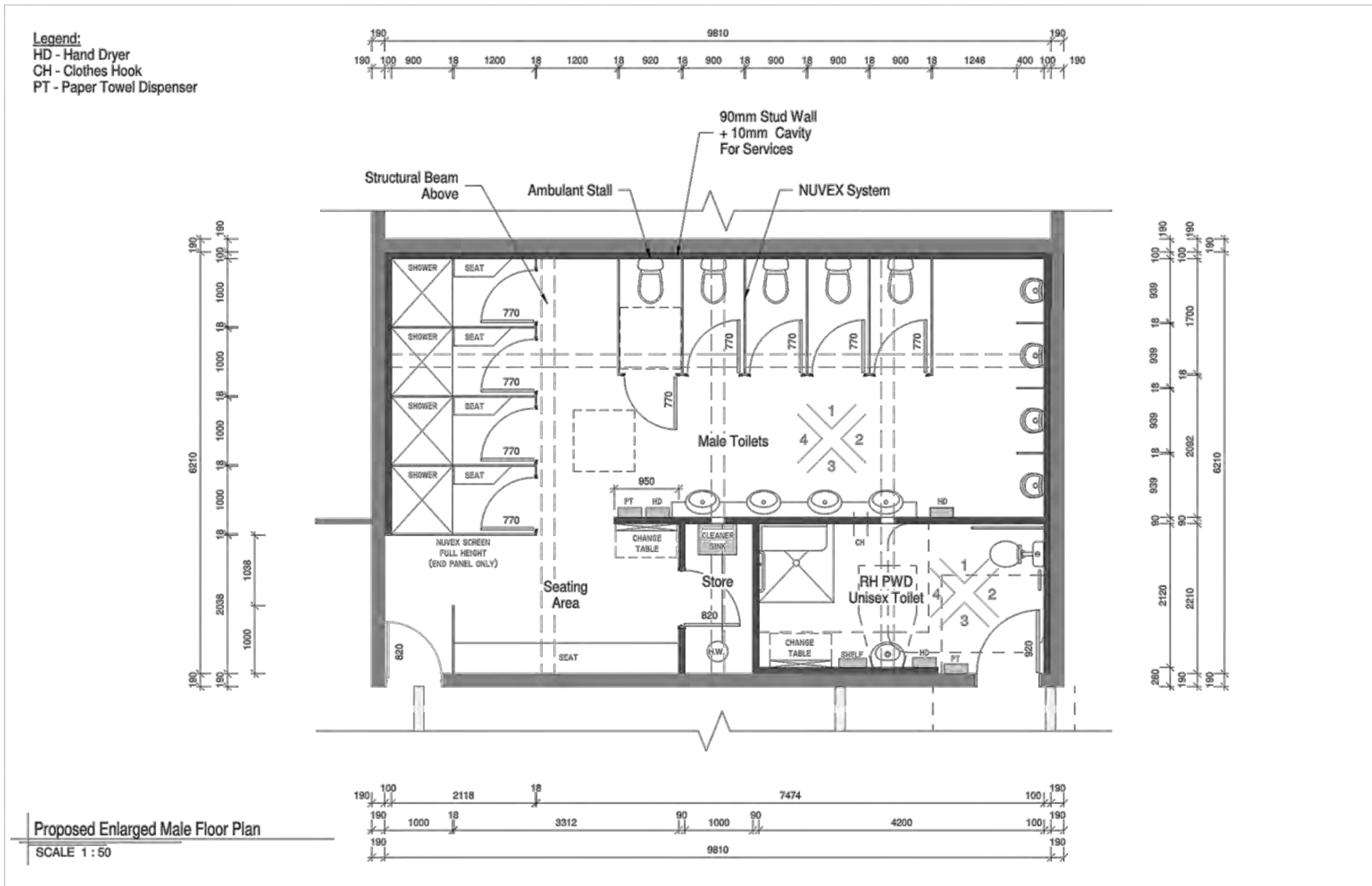




Proposed Floor Plan

SCALE 1 : 100

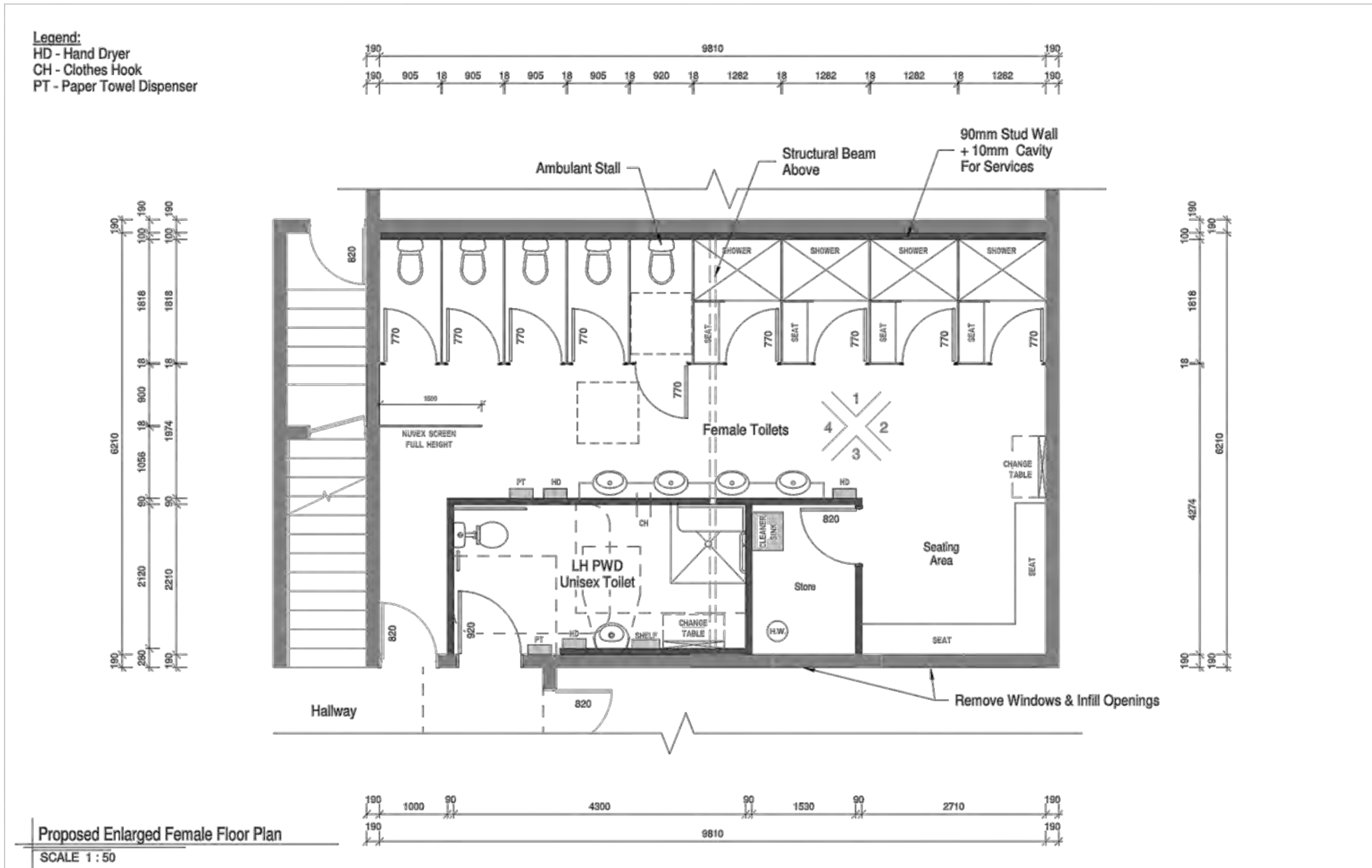
	Client & Address	Page No	Draw Name	Quantity	Issue	Description	Date	Initial	PassivPlans Design & Consulting Dalby QLD Ph: 0449 738 210 ORCC No: 15260964	<b>CONSTRUCTION DRAWING</b>
	SOUTH BURNETT REGIONAL COUNCIL MURGON PCYC (TOILET UPGRADE) 40 MACALISTER STREET MURGON QLD 4456	03 of 14	PROPOSED FLOOR PLAN	S.L.CANT	C Revision To Concept Design D (Revert To Issue A) Changes To Concept Design E Revisions To Concept Layout F Revisions To Concept Layout	24-04-22 22-08-22 11-07-22 20-07-22	S.L.C S.L.C S.L.C S.L.C			
	Job No	Issue	Scale	Date	Approved					
	21-049	G	1 : 100 @AS	7TH JANUARY 2022						



Proposed Enlarged Male Floor Plan

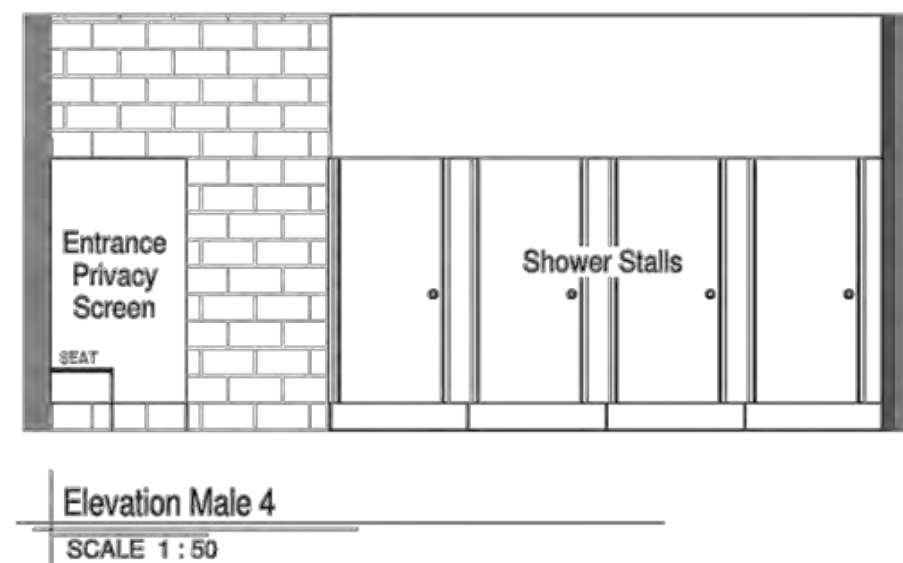
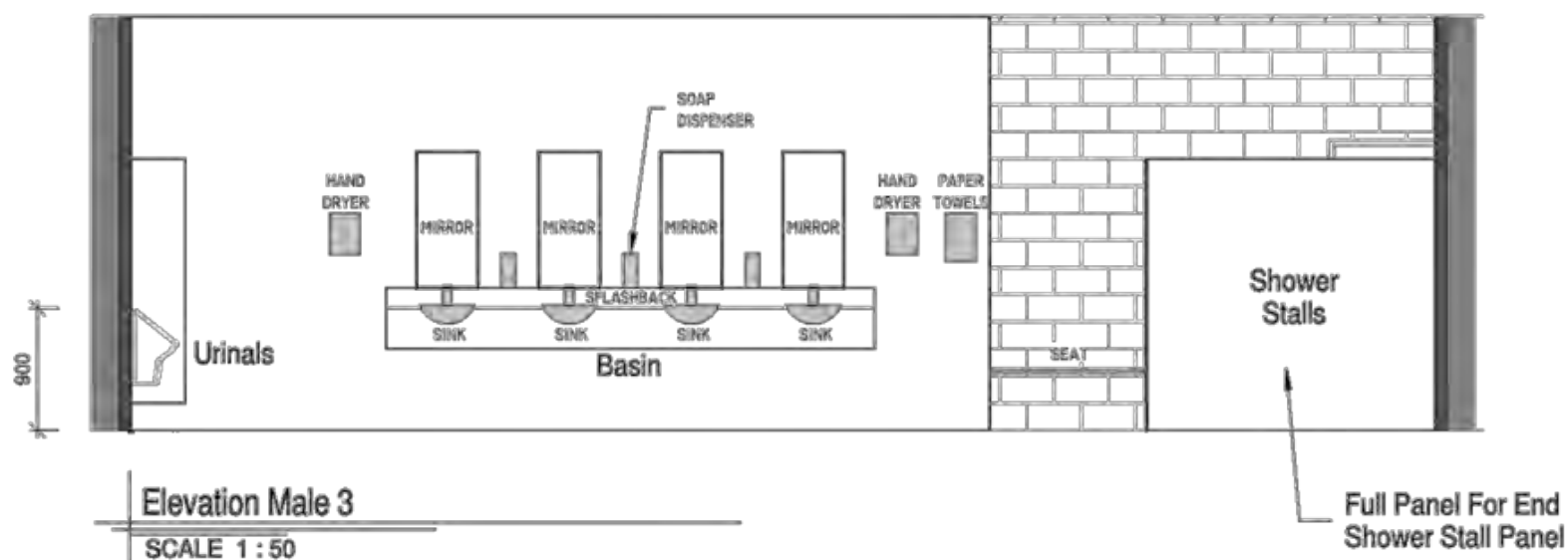
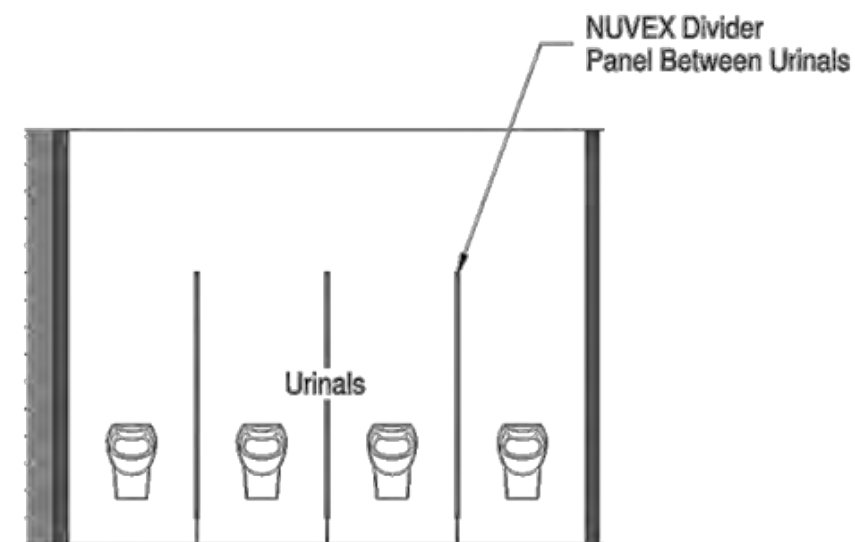
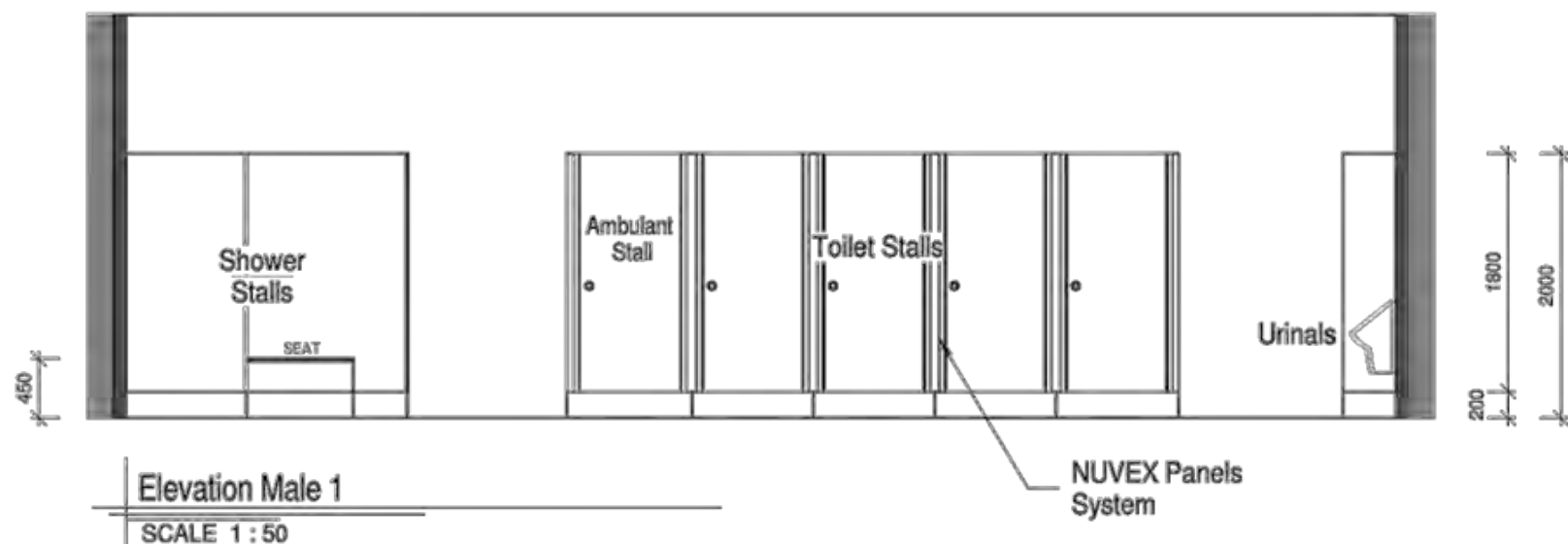
SCALE 1 : 50

	Client/Address	Page No	Draw Name	Discipline	Issue	Description	Date	Initial	PassivPlans Design & Consulting Dalby QLD Ph: 0449 738 210 ORCC No: 15260964
	SOUTH BURNETT REGIONAL COUNCIL MURGON PCYC (TOILET UPGRADE) 40 MACALISTER STREET MURGON QLD 4456	04 of 14	ENLARGED MALE TOILETS	S.L.CANT	E	Revisions To Concept Layout	11-07-22	S.L.C	
	Job No: 21-049	Case: G	Scale: 1 : 50 @AS	Date: 7TH JANUARY 2022	F	Revisions To Concept Layout	20-07-22	S.L.C	<b>CONSTRUCTION DRAWING</b>
					G	Construction Drawings	15-08-22	S.L.C	



	Client & Address SOUTH BURNETT REGIONAL COUNCIL MURGON PCYC (TOILET UPGRADE) 40 MACALISTER STREET MURGON QLD 4455	Page No	05 OF 14	Drawings	ENLARGED FEMALE TOILETS	Assembly	S.L.CANT	Issue	Description	Date	Initial	PassivPlans Design & Consulting Dalby QLD Ph: 0449 738 210 ORCC No: 15260964	<b>CONSTRUCTION DRAWING</b>
		Job No.	21-049	Case	G	Scale	1 : 50 @AS	Date	7TH JANUARY 2022	Approved			





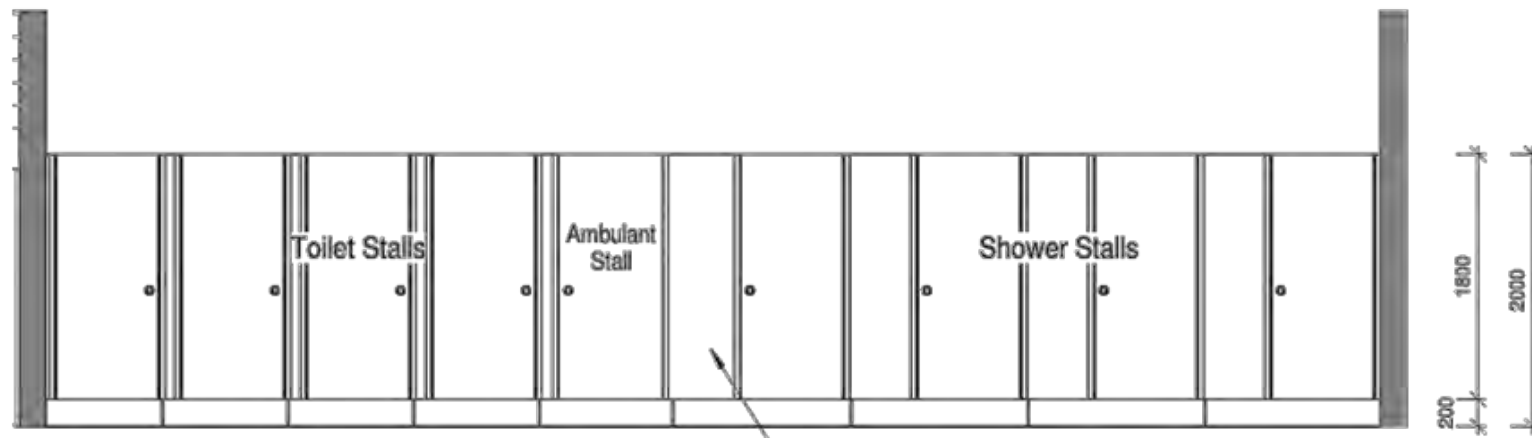
Client Address  
SOUTH BURNETT REGIONAL COUNCIL  
MURGON PCYC (TOILET UPGRADE)  
40 MACALISTER STREET  
MURGON QLD 4455

Page No	06 OF 14	Draw Name	MALE ROOM ELEVATIONS	Quantity	S.L.CANT
Job No.	21-049	Scale	1 : 50 @AS	Date	7TH JANUARY 2022

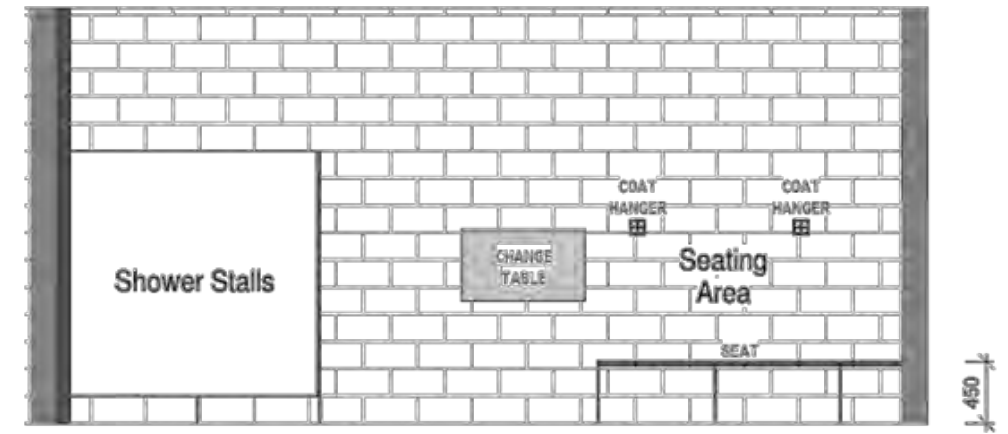
Issue	Description	Date	Initial
G	Construction Drawings	15-08-22	S.L.C

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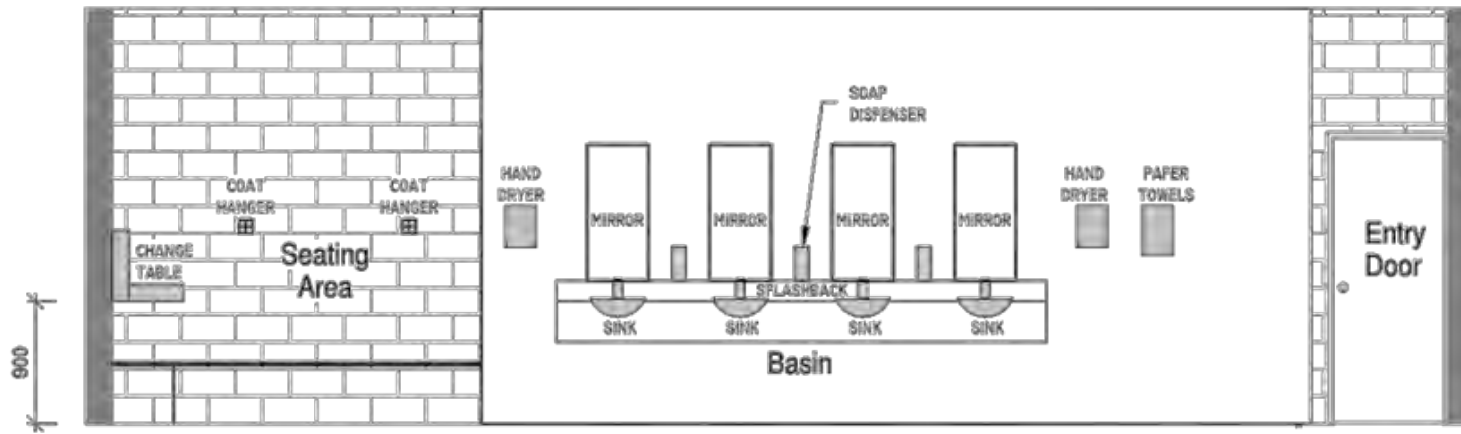
**CONSTRUCTION  
DRAWING**



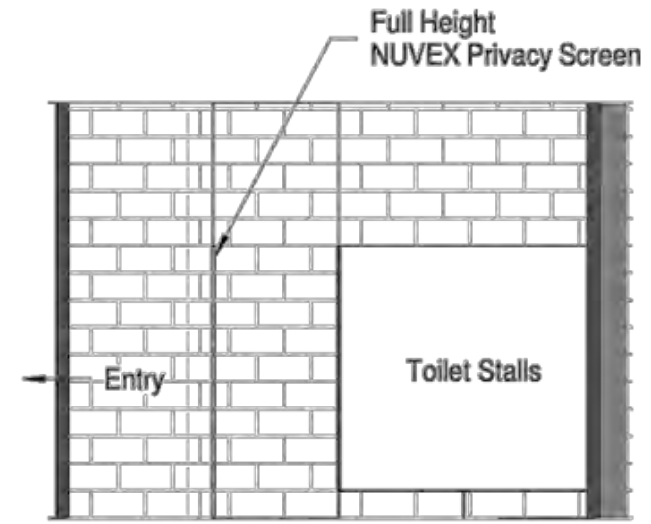
Elevation Female 1  
SCALE 1 : 50



Elevation Female 2  
SCALE 1 : 50



Elevation Female 3  
SCALE 1 : 50



Elevation Female 4  
SCALE 1 : 50



Client Address  
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MURGON PCYC (TOILET UPGRADE)  
40 MACALISTER STREET  
MURGON QLD 4455

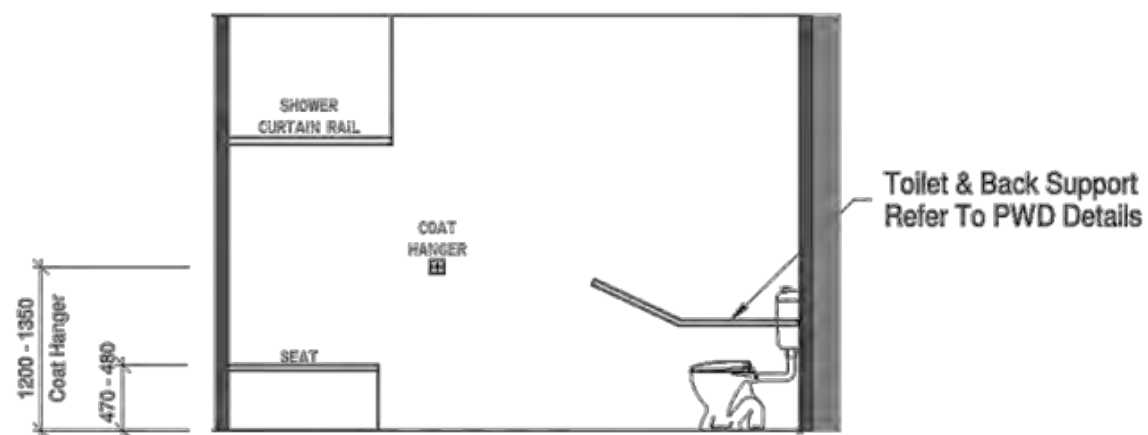
Page No	07 of 14	Draw Name	FEMALE ROOM ELEVATIONS	Quantity	S.L.CANT
Job No.	21-049	Case	G	Scale	1 : 50 @AS
		Date	7TH JANUARY 2022	Approved	

Issue	Description	Date	Initial
G	Construction Drawings	15-08-22	S.L.O

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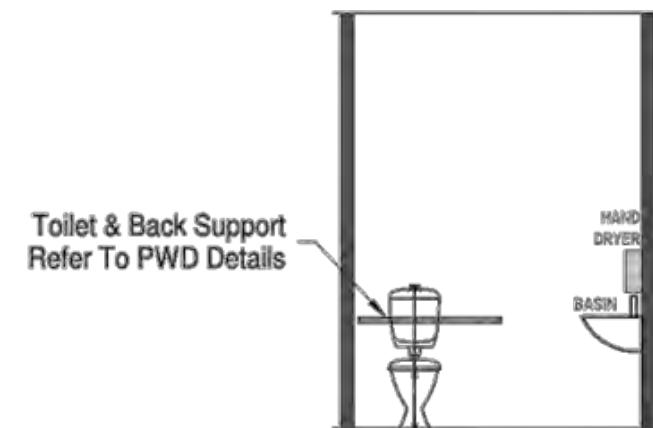
**CONSTRUCTION  
DRAWING**





Elevation PWD 1

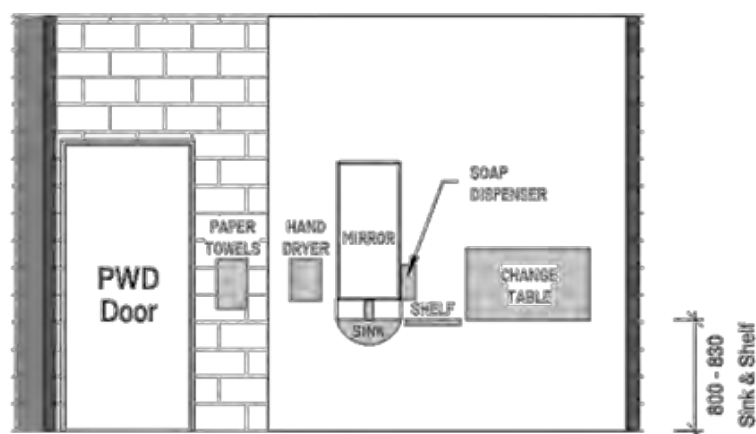
SCALE 1 : 50



Elevation PWD 2

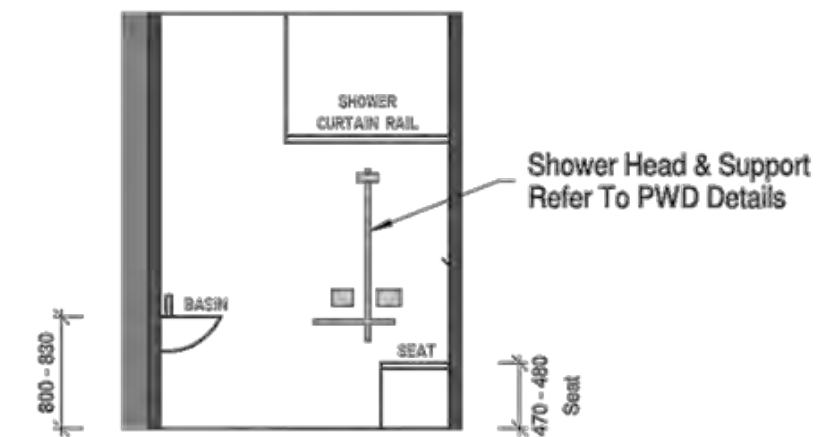
SCALE 1 : 50

**Note:**  
Refer To PWD Details  
For Additional Details  
(Pages 9 - 11).  
Or Refer To AS 1428.1



Elevation PWD 3

SCALE 1 : 50



Elevation PWD 4

SCALE 1 : 50



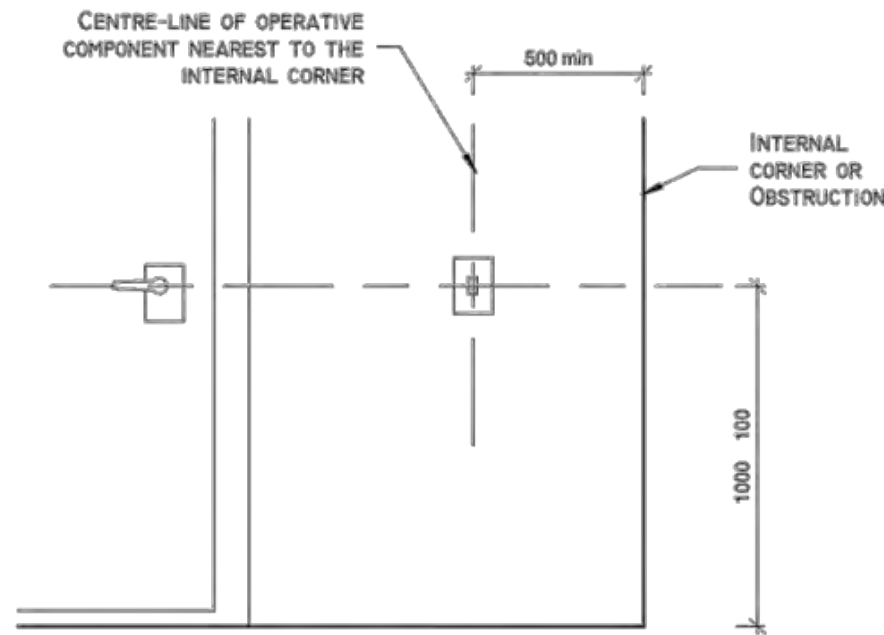
Client Address  
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Page No	08 OF 14	Sheet Name	PWD ROOM ELEVATIONS	Quantity	S.L.CANT
Job No.	21-049	Case	G	Scale	1 : 50 @AS
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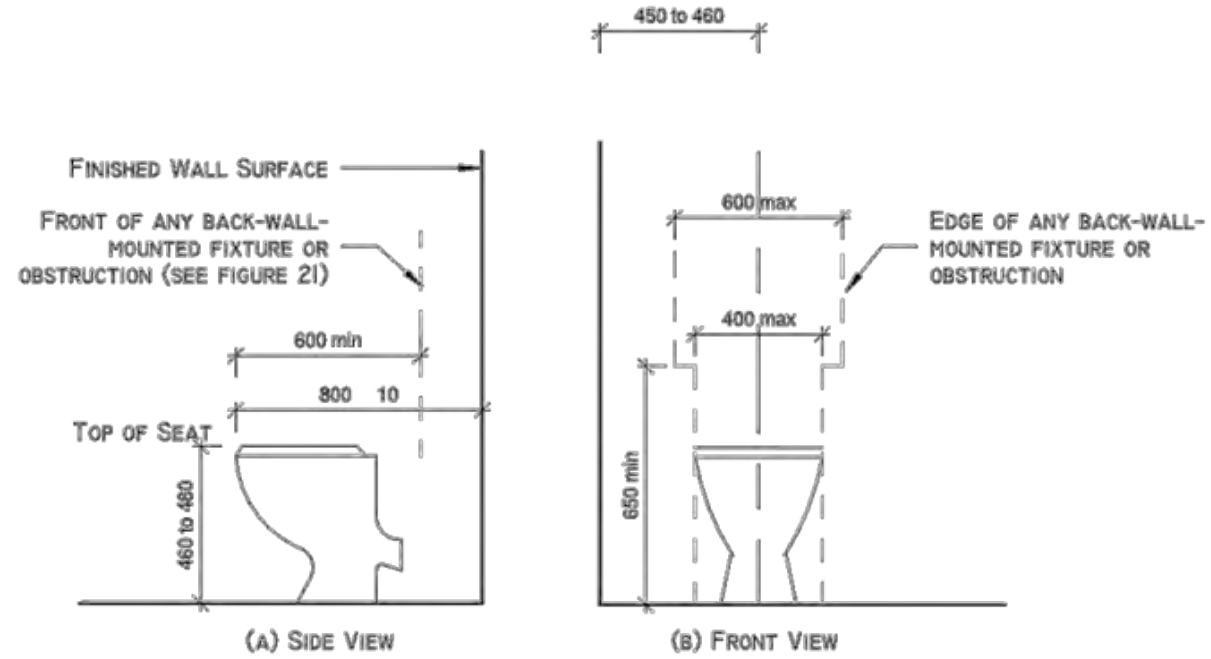
Issue	Description	Date	Initial
G	Construction Drawings	15-08-22	S.L.C

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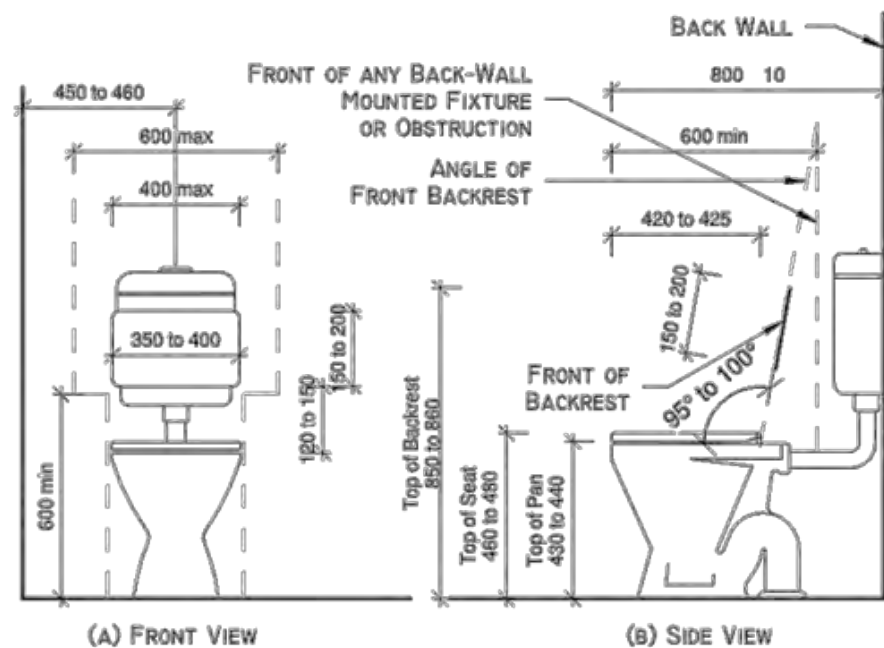


DIMENSIONS IN MILLIMETRES  
**FIGURE 37: HEIGHTS FOR SWITCHES, GENERAL PURPOSE OUTLETS AND DOOR HANDLES**

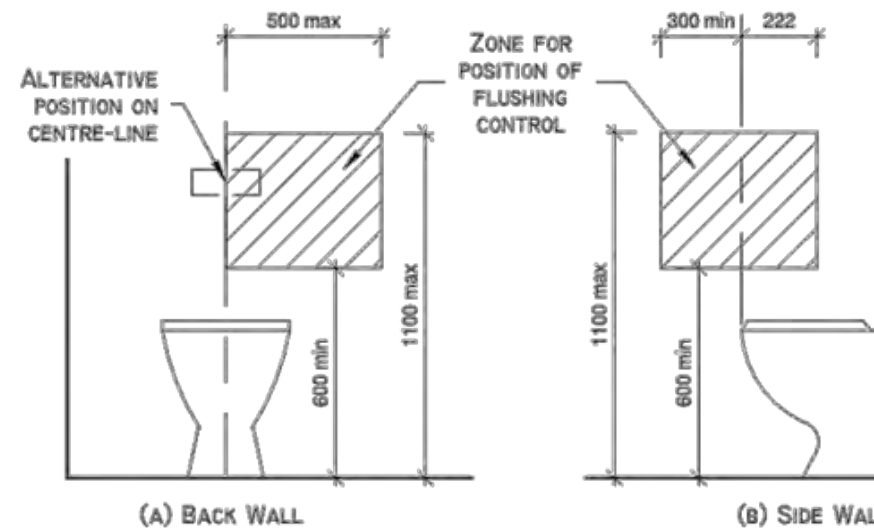


NOTES: FOR THE PURPOSE OF DIMENSIONING, THE FRONT OF THE WC PAN HAS BEEN TAKEN AS THE DATUM PLANE.  
 The Dimension of 800 +/-10 from the front of the WC pan to the wall is a critical dimension.  
 DIMENSIONS IN MILLIMETRES

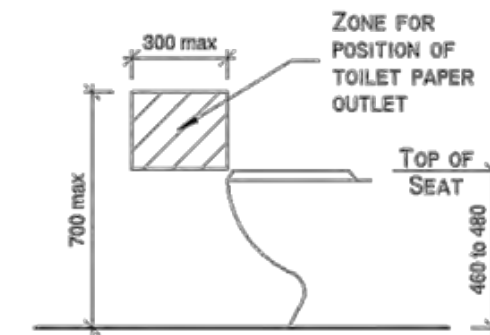
**FIGURE 38: WATER CLOSET PAN CLEARANCES, SEAT HEIGHT AND SEAT WIDTH**



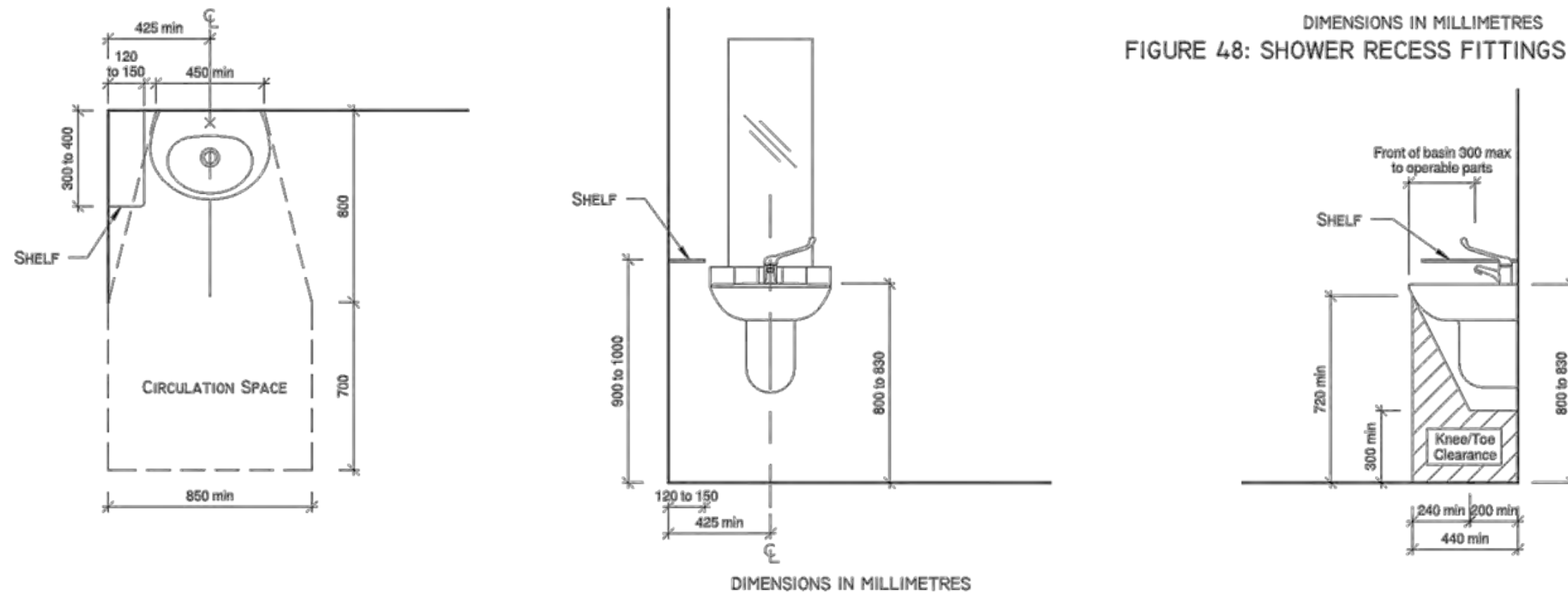
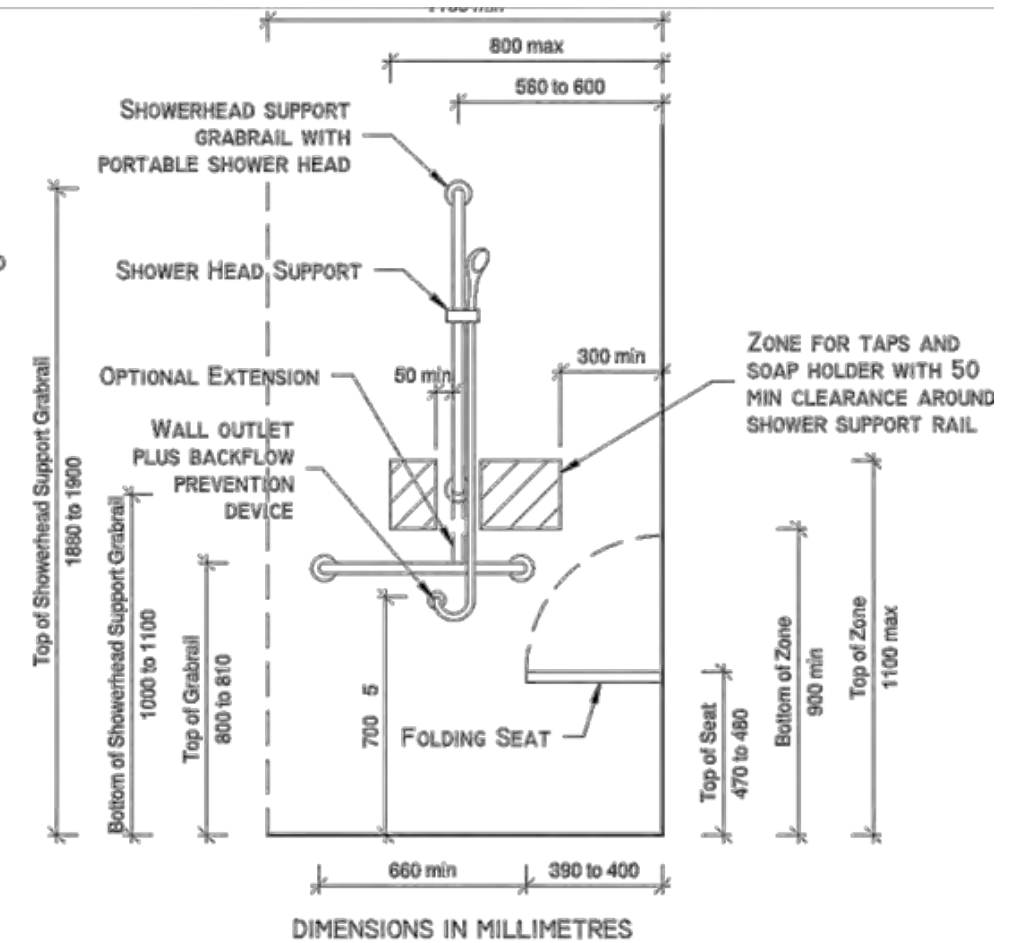
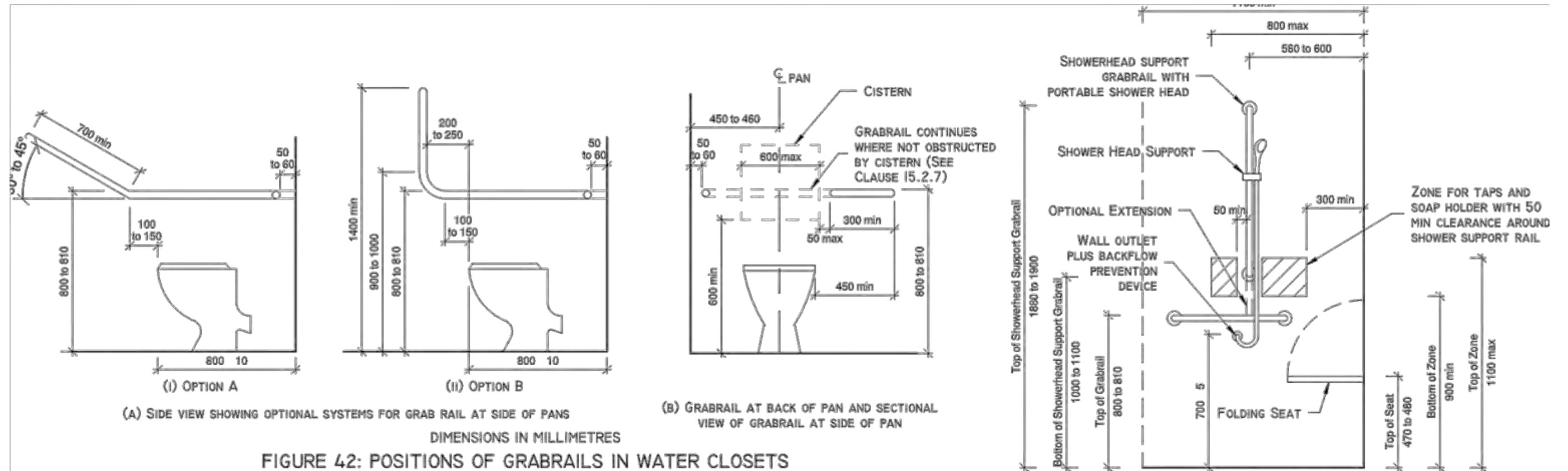
DIMENSIONS IN MILLIMETRES  
**FIGURE 39: WATER CLOSET INSTALLATION**



DIMENSIONS IN MILLIMETRES  
**FIGURE 40: ZONE FOR POSITION OF FLUSHING CONTROL**



DIMENSIONS IN MILLIMETRES  
**FIGURE 41: ZONE FOR POSITION OF TOILET PAPER OUTLET**



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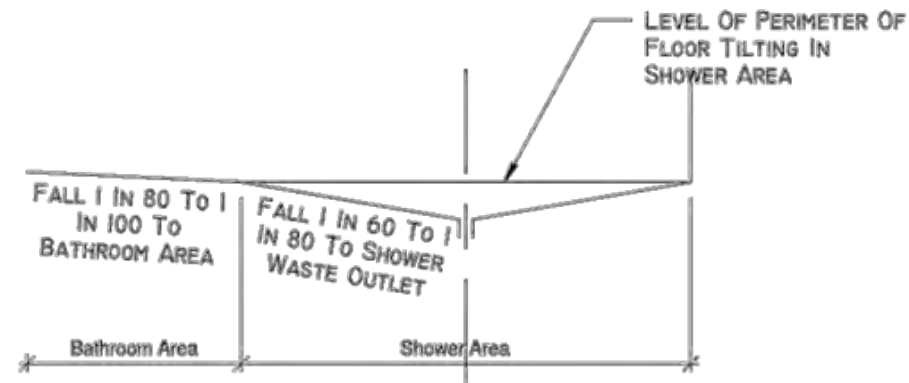

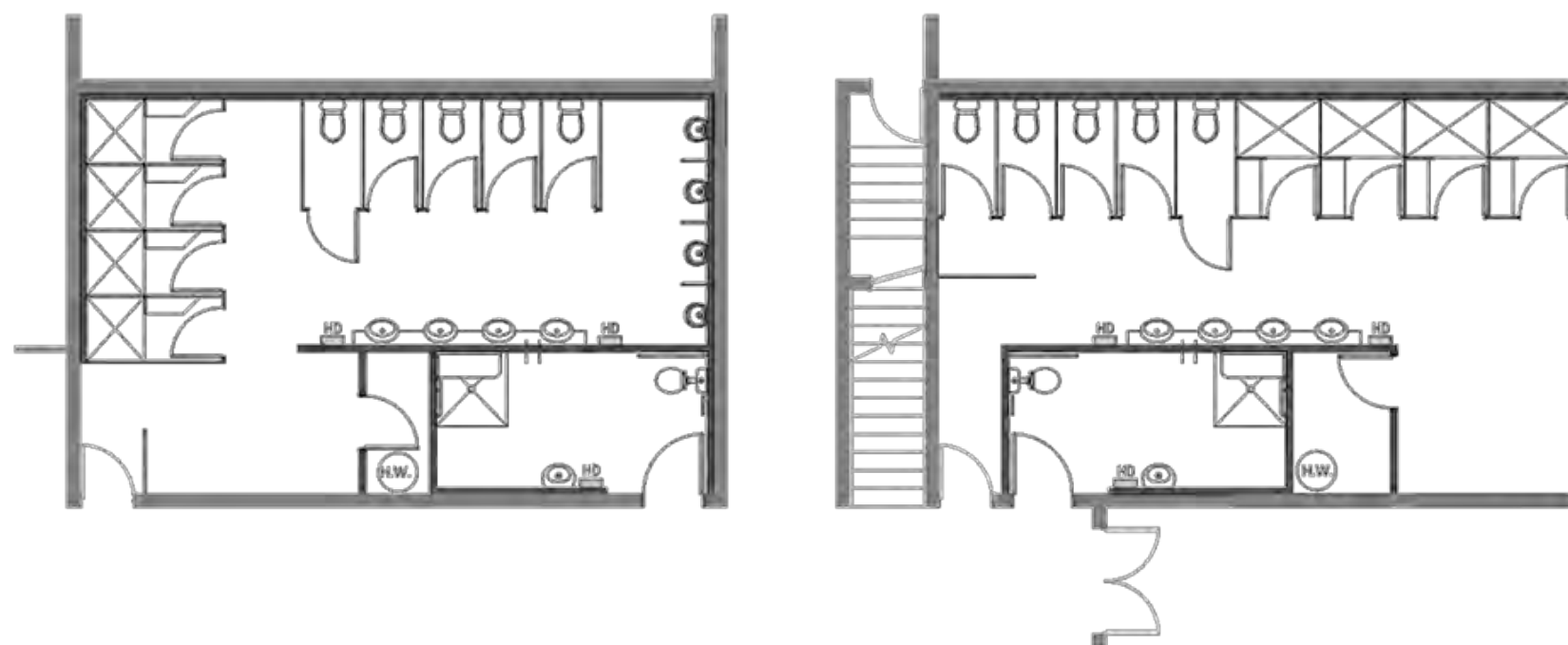


FIGURE 49: GRADE FOR BATHROOM AND SHOWER FLOORS

	Client/Address SOUTH BURNETT REGIONAL COUNCIL MURGON PCYC (TOILET UPGRADE) 40 MACALISTER STREET MURGON QLD 4456	Page No		Sheet/Name		Quantity		Issue	Description	Date	Initial	PassivPlans Design & Consulting Dalby QLD Ph: 0449 738 210 ORCC No: 15260964	<b>CONSTRUCTION DRAWING</b>
		11 of 14		PWD DETAIL 3		S.L.CANT		G	Construction Drawings	15-08-22	S.L.C		
Job No.		Case	Scale	Date	Approved								
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**Electrical Legend**

- ▷ SINGLE G.P.O. (10 AMP)
- ▷<sup>2</sup> DOUBLE G.P.O. (10AMP)
- ⌞ LIGHT SWITCH
- ⊠ ICL 'TASTIC' LIGHT, FAN, HEATER UNIT
- (H.W.) HOT WATER SYSTEM
- MSB MAIN SWITCH BOARD
- ▽ COMBINATION TELEPHONE/DATA POINT
- (S) SMOKE ALARM CONNECTED TO MAINS POWER
- ▷ WALL MOUNTED BUNKER LIGHT
- TV TELEVISION SOCKET
- ⊠ CEILING FAN
- 1 x 36W FLOURESCENT FITTING
- 2 x 36W FLOURESCENT FITTING
- LOW VOLTAGE DOWNLIGHT
- FLOURESCENT DOWNLIGHT
- ⊠ MOVEMENT SENSOR

**Electrical Plan**

SCALE 1 : 100

**Note:** Layout Left Blank By Designer To Be Completed By Client Or Consultant



Client Address  
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**CONSTRUCTION  
 DRAWING**



### Sustainable Buildings:

ASSESSABLE BUILDING WORK, OR SELF-ASSESSABLE BUILDING WORK IN A NEW CLASS 1 BUILDING, OR A SOLE-OCCUPANCY UNIT IN A CLASS 2 BUILDING, AND RENOVATIONS TO AN EXISTING CLASS 1 BUILDING, AND RENOVATIONS TO A SOLE-OCCUPANCY UNIT OF A CLASS 2 BUILDING.

### Acceptable Solutions:

**5-STAR ENERGY RATING**

CLASS 1 BUILDINGS AND ATTACHED ENCLOSED CLASS 10A BUILDINGS WILL REQUIRE A 6-STAR ENERGY RATING. ACHIEVING 6-STARS WILL BE BY COMPLIANCE WITH THE PROVISIONS OF PART 3.12 OF THE NATIONAL CONSTRUCTION CODE (NCC) AND THE QUEENSLAND DEVELOPMENT CODE (QDC).

THE QDC ALLOWS THE USE OF THE BCA 2009 (5-STAR) IF THE RESIDENCE OBTAINS A 1-STAR NOMINAL CREDIT. 1 STAR NOMINAL CREDITS CAN BE OBTAINED BY:

- 1) A BUILDING WITH AN OUTDOOR LIVING SPACE WHICH IS DIRECTLY ACCESSIBLE FROM A LIVING AREA SUCH AS A LOUNGE, KITCHEN, DINING OR FAMILY ROOM. THE OUTDOOR LIVING SPACE MUST:
  - HAVE A SIZE OF AT LEAST 12m<sup>2</sup>.
  - HAVE A MINIMUM DIMENSION OF 2.5m IN ALL DIRECTIONS.
  - BE COVERED BY AN IMPERVIOUS ROOF WITH AN INSULATION R-VALUE OF AT LEAST 1.5.
  - HAVE TWO OR MORE SIDES OPEN OR BE CAPABLE OF BEING OPENED.
  - HAVE AT LEAST ONE CEILING FAN.
- 2) A BUILDING WITH A PHOTOVOLTAIC (SOLAR) ENERGY SYSTEM WITH A MINIMUM OF 1 KILOWATT CAPACITY.

**INTERNAL LIGHTING (QDC MP4.1, BCA 3.12.5.5)**

A MINIMUM OF 80% OF ALL INTERNAL FIXED LIGHTING MUST BE ENERGY EFFICIENT LIGHTING.

THE TOTAL POWER CONSUMED BY LIGHTING MUST NOT EXCEED:

- 5W/M<sup>2</sup> IN GENERAL LIVING AREAS.
- 4W/M<sup>2</sup> IN EXTERNAL AREAS.
- 3W/M<sup>2</sup> IN GARAGES OR THE LIKE.

**AIR-CONDITIONING (QDC MP4.1)**

ALL HARDWIRED NEW AND REPLACEMENT AIR-CONDITIONERS ARE TO HAVE AN EER OF AT LEAST 2.9.

**IRRIGATION SYSTEM (QUEENSLAND PLUMBING AND WASTEWATER CODE)**

FOR GUIDELINES ON EFFICIENT IRRIGATION PLEASE REFER TO THE QUEENSLAND WATER COMMISSION'S 'EFFICIENT IRRIGATION FOR WATER CONSERVATION GUIDE.'

**HEATED WATER (QUEENSLAND PLUMBING AND WASTEWATER CODE)**

HEATED WATER IN A NEW CLASS 1 & 10 BUILDING MUST BE SUPPLIED BY A:

- APPROVED ELECTRIC, GAS OR SOLAR HOT WATER SYSTEM

**3-STAR (WELS) SHOWER (QDC MP4.1)**

IN AREAS SERVICED BY A WATER SERVICE PROVIDER, ALL SHOWER ROSES HAVE A MINIMUM 3-STAR WATER EFFICIENCY LABELLING AND STANDARDS (WELS) RATING.

**DUAL FLUSH 4-STAR (WELS) TOILET (QDC MP4.1)**

IN AREAS SERVICED BY A WATER SERVICE PROVIDER, ALL TOILET CISTERNS MUST BE DUAL FLUSH 4-STAR (WELS) RATED AND MUST BE COMPATIBLE WITH THE SIZE OF THE TOILET BOWL.

**3-STAR (WELS) TAPWARE (QDC MP4.1)**

IN AREAS SERVICED BY A WATER SERVICE PROVIDER, ALL TAPWARE SERVICE LAUNDRY TUBS, KITCHEN SINKS AND BASINS MUST HAVE A MINIMUM 3-STAR (WELS) RATING.

**ELECTRICITY SUB-METERING (QDC MP4.1, P10-P12)**

ELECTRICITY SUB-METERS MUST BE INSTALLED TO EACH METERABLE PREMISIS AND:

- ONLY MEASURE ELECTRICITY SUPPLIED TO THAT PREMISIS.
- BE INSTALLED IN A COMMON AREA.
- BE FREE OF HINDRANCE OR OBSTRUCTION TO A PERSON AUTHORISED TO READ THE METER.
- BE LABELED TO INDICATE WHICH PREMISIS IT IS ASSOCIATED WITH.

### Rainwater Tanks And Other Supplementary Water Supply Systems (QDC MP 4.2):

THIS PART APPLIES TO A NEW CLASS 1, 2 OR 10 BUILDING WHERE RAINWATER TANKS ARE REQUIRED TO BE INSTALLED.

**RAINWATER TANKS: (WHERE INSTALLED AND REQUIRED)**

THE RAINWATER TANK HAS A SCREENED DOWNPIPE RAINHEAD WITH SCREEN MESH 4-6mm, DESIGNED TO PREVENT LEAVES FROM ENTERING THE DOWNPIPE.

A MINIMUM OF 20 LITRES OF THE FIRST FLUSH ROOF CATCHMENT RAINWATER MUST BE DIVERTED/DISCARDED TO AN APPROVED POINT AWAY FROM BUILDING FOUNDATIONS BEFORE ENTERING THE RAINWATER TANK WHERE:

- (A) CONNECTED TO SHOWERS, WASH BASINS, KITCHENS OR HEATED WATER SERVICES, OR
- (B) REQUIRED BY THE LOCAL GOVERNMENT.

THE RAINWATER TANK MUST BE PROVIDED WITH:

- (A) MOSQUITO-PROOF SCREENS WITH NOT GREATER THAN 1mm APERTURE OR FLAP VALVES AT EVERY OPENING, AND
- (B) A VERMIN TRAP, OR
- (C) MOSQUITO-PROOFING IN ACCORDANCE WITH HB230 WHERE A WET SYSTEM IS USED TO HARVEST RAINWATER, AND
- (D) A CHILD-PROOF ACCESS HOLE.

THE RAINWATER TANK MUST BE PROVIDED WITH PROTECTION FOR THE RETICULATED TOWN WATER SUPPLY SYSTEM FROM POTENTIAL BACKFLOW BY THE INSTALLATION OF:


- (A) A BACKFLOW PREVENTION DEVICE THAT COMPLIES WITH AS/NZS 3500:2003, OR
- (B) FOR A TANK, A DUAL CHECK VALVE WITH AN ATMOSPHERIC PORT.

THE RAINWATER TANK MUST BE PROVIDED WITH THE REQUIRED SIGNAGE ON THE FRONT OF THE TANK, ON THE COVER AND AT ALL OUTLET POINTS. THE WORDING ON THE SIGNAGE MUST COMPLY WITH MP 4.2, A8 AND TO A.S. 1390 AND A.S. 1345. INTERNAL RAINWATER TAPS TO HAVE GREEN 'RW' INDICATORS OR TAP BUTTONS.

A GATE VALVE MUST BE INSTALLED IN THE OUTLET PIPE TO SHUT OFF IN CASE OF EMERGENCY.

THE RAINWATER TANK MUST BE SUPPORTED ON AN APPROVED STRUCTURE OR STAND.

THE OVERFLOW MUST BE CONNECTED TO THE EXISTING STORMWATER DRAINAGE SYSTEM WITH A PHYSICAL AIR-BLOCK OR NON-RETURN VALVE.

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## Workplace Health & Safety Notes:

### 1. FALLS, SLIPS, TRIPS

#### a) WORKING AT HEIGHTS DURING CONSTRUCTION

Wherever possible, components for this building should be prefabricated off-site or at ground level to minimise the risk of workers falling more than two metres. However, construction of this building will require workers to be working at heights where a fall in excess of two metres is possible and injury is likely to result from such a fall. The builder should provide a suitable barrier wherever a person is required to work in a situation where falling more than two metres is a possibility.

#### DURING OPERATION OR MAINTENANCE

Cleaning and maintenance of windows, walls, roof or other components of this building will require persons to be situated where a fall from a height in excess of two metres is possible. Where this type of activity is required, scaffolding, ladders or trestles should be used in accordance with relevant codes of practice, regulations or legislation. Anchorage points for portable scaffold or fall arrest devices have been included in the design for use by maintenance workers. Any persons engaged to work on the building after completion of construction work should be informed about the anchorage points.

#### b) SLIPPERY OR UNEVEN SURFACES FLOOR FINISHES

The owner or builder is responsible for the selection of surface finishes in the pedestrian trafficable areas of this building. Surfaces should be selected in accordance with AS HB 197:1999 and AS/NZ 4586:2004.

Specified finishes have been selected to minimise the risk of floors and paved areas becoming slippery when wet or when walked on with wet shoes/feet. Any changes to the specified finish should be made with an equivalent product or a product with a better slip resistance.

#### STEPS, LOOSE OBJECTS AND UNEVEN SURFACES

Due to design restrictions for this building, steps and/or ramps are included in the building which may be a hazard to workers carrying objects or otherwise occupied. Steps should be clearly marked with both visual and tactile warning during construction, maintenance, demolition and at all times when the building operates as a workplace.

Building owners and occupiers should monitor the pedestrian access ways and in particular access to areas where maintenance is routinely carried out to ensure that surfaces have not moved or cracked so that they become uneven and present a trip hazard. Spills, loose material, stray objects or any other matter that may cause a slip or trip hazard should be cleaned or removed from access ways.

Contractors should be required to maintain a tidy work site during construction, maintenance or demolition to reduce the risk of trips and falls in the workplace. Materials for construction or maintenance should be stored in designated areas away from access ways and work areas.

### 2. FALLING OBJECTS LOOSE MATERIALS OR SMALL OBJECTS

Construction, maintenance or demolition work on or around this building is likely to involve persons working above ground level or above floor levels. Where this occurs one or more of the following measures should be taken to avoid objects falling from the area where the work is being carried out onto persons below.

1. Prevent or restrict access to areas below where the work is being carried out.
2. Provide toeboards to scaffolding or work platforms.
3. Provide protective structure below the work area.
4. Ensure that all persons below the work area have Personal Protective Equipment.

### BUILDING COMPONENTS

During construction, renovation or demolition of this building, parts of the structure including fabricated steelwork, heavy panels and many other components will remain standing prior to or after supporting parts are in place. Contractors should ensure that temporary bracing or other required support is in place at all times to prevent collapse which may injure persons in the area.

Mechanical lifting of materials and components during construction, maintenance or demolition presents a risk of falling objects. Contractors should ensure that appropriate lifting devices are used, that loads are properly secured and that access to areas below the load is prevented or restricted.

### 3. TRAFFIC MANAGEMENT

Construction of this building may require loading and unloading of materials on the roadway. Deliveries should be well planned to avoid congestion of loading areas and trained traffic management personnel should be used to supervise loading/unloading areas.

Parking of vehicles or loading/unloading of vehicles on this roadway may cause a traffic hazard. During construction, maintenance or demolition of this building designated parking for workers and loading areas should be provided. Trained traffic management personnel should be responsible for the supervision of these areas. Busy construction and demolition sites present a risk of collision where deliveries and other traffic are moving within the site. A traffic management plan supervised by trained traffic management personnel should be adopted for the work site prior to construction.

### 4. SERVICES

Rupture of services during excavation or other activity creates a variety of risks including release of hazardous material. Existing services are located on or around this site. Where known, these are identified on the plans but the exact location and extent of services may vary from that indicated. Services should be located using an appropriate service (such as Dial Before You Dig), appropriate excavation practice should be used and, where necessary, specialist contractors should be used. Underground and Overhead power lines may be located in or around the site. Underground power lines must be disconnected or carefully located and adequate warning signs used prior to any construction, maintenance or demolition commencing. Overhead power lines pose a risk of electrocution if struck or approached by lifting devices or other plant and persons working above ground level. Where there is a danger of this occurring, power lines should be, where practical, disconnected or relocated. Where this is not practical adequate warning in the form of bright coloured tape or signage should be used or a protective barrier provided.

### 5. MANUAL TASKS

Components within this design with a mass in excess of 25kg should be lifted by two or more workers or by mechanical lifting device. Where this is not practical, suppliers or fabricators should be required to limit the component mass. All material packaging, building and maintenance components should clearly show the total mass of packages and where practical all items should be stored on site in a way which minimises bending before lifting. Advice should be provided on safe lifting methods in all areas where lifting may occur. Construction, maintenance and demolition of this building will require the use of portable tools and equipment. These should be fully maintained in accordance with manufacturer's specifications and not used where faulty or (in the case of electrical equipment) not carrying a current electrical safety tag. All safety guards or devices should be regularly checked and Personal Protective Equipment should be used in accordance with manufacturer's specification.

### 6. HAZARDOUS SUBSTANCES ASBESTOS

If the building is renovated and was constructed prior to 1986 it is and therefore is likely to contain asbestos either in cladding material or in fire retardant insulation material. The builder should check and, if necessary, take appropriate action before demolishing, cutting, sanding, drilling or otherwise disturbing any existing structure.

#### POWDERED MATERIALS

Many materials used in the construction of this building can cause harm if inhaled in powdered form. Persons working on or in the building during construction, operational maintenance or demolition should ensure good ventilation and wear Personal Protective Equipment including protection against inhalation while using powdered material or when sanding, drilling, cutting or otherwise disturbing or creating powdered material.

#### TREATED TIMBER

The design of this building includes provision for the inclusion of treated timber within the structure. Dust or fumes from this material can be harmful. Persons working on or in the building during construction, operational maintenance or demolition should ensure good ventilation and wear Personal Protective Equipment including protection against inhalation of harmful material when sanding, drilling, cutting or using treated timber in any way that may cause harmful material to be released. Do not burn treated timber.

#### VOLATILE ORGANIC COMPOUNDS

Many types of glue, solvents, spray packs, paints, varnishes and some cleaning materials and disinfectants have dangerous emissions. Areas where these are used should be kept well ventilated while the material is being used and for a period after installation. Personal Protective Equipment may also be required. The manufacturer's recommendations for use must be carefully considered at all times.

#### SYNTHETIC MINERAL FIBRE

Fibreglass, rockwool, ceramic and other material used for thermal or sound insulation may contain synthetic mineral fibre which may be harmful if inhaled or if it comes in contact with the skin, eyes or other sensitive parts or the body. Personal Protective Equipment including protection against inhalation of harmful material should be used when installing, removing or working near bulk insulation material.

#### TIMBER FLOORS

If this building contains timber floors which have an applied finish. Areas where finishes are applied should be kept well ventilated during sanding and application and for a period after installation. Personal Protective Equipment may also be required. The manufacturer's recommendations for use must be carefully considered at all times.

### 7. CONFINED SPACES EXCAVATION

Construction of this building and some maintenance on the building will require excavation and installation of items within excavations. Where practical, installation should be carried out using methods which do not require workers to enter the excavation. Where this is not practical, adequate support for the excavated area should be provided to prevent collapse. Warning signs and barriers to prevent accidental or unauthorised access to all excavations should be provided.

#### ENCLOSED SPACES

Enclosed spaces within this building may present a risk to persons entering for construction, maintenance or any other purpose. Warning signs and barriers to prevent unauthorised access should be used. These should be maintained throughout the life of the building. Where workers are required to enter enclosed spaces, air testing equipment and Personal Protective Equipment should be provided.

#### SMALL SPACES

Some small spaces within this building will require access by construction or maintenance workers. Warning signs and barriers to prevent unauthorised access should be used. These should be maintained throughout the life of the building. Where workers are required to enter small spaces they should be scheduled so that access is for short periods. Manual lifting and other manual activity should be restricted in small spaces.

### 8. PUBLIC ACCESS

Public access to construction and demolition sites and to areas under maintenance causes risk to workers and public. Warning signs and secure barriers to unauthorised access should be provided. Where electrical installations, excavations, plant or loose materials are present they should be secured when not fully supervised.


### 9. OPERATIONAL USE OF BUILDING

This building has been designed to requirements of the classification identified on the drawings. Where a change of use occurs at a later date a further assessment of the workplace health and safety issues should be undertaken for the relevant use. If the specific use of the building is not known at the time of the design and a further assessment of the workplace health and safety issues should be undertaken at the time of fit-out for the end-user. If this building has been designed as a residential building. If it, at a later date, is used or intended to be used as a workplace, the provisions of the Work Health and Safety Act 2011 or subsequent replacement Act should be applied to the new use.

### 10. OTHER HIGH RISK ACTIVITY

All electrical work should be carried out in accordance with *Code of Practice: Managing Electrical Risks at the Workplace, AS/NZ 3012* and all licensing requirements. All work using Plant should be carried out in accordance with *Code of Practice: Managing Risks of Plant at the Workplace*.

All work should be carried out in accordance with *Code of Practice: Managing Noise and Preventing Hearing Loss at Work*. Due to the history of serious incidents it is recommended that particular care be exercised when undertaking work involving steel construction and concrete placement. All the above applies.

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**PRELIMINARY OPINION  
OF PROBABLE CONSTRUCTION COST**

**PROPOSED EXISTING AMENITIES  
UPGRADE**

at

**Murgon PCYC, 40 MacAlister Street,  
Murgon, QLD**

for

**South Burnett Regional Council**

**November 2022**

**WHITTAKER  
& ASSOCIATES**

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## Summary

**Project:** Murgon PCYC Amenities Upgrade  
**Building:** Proposed Amenities Upgrade

**Details:** Proposed Amenities Upgrade, Murgon PCYC, 40 MacAlister Street, Murgon, QLD

Auto code	Description	% BC	Cost/unit	Total
1	NOTES AND EXCLUSIONS	0.00		
2	PRELIMINARIES	14.21	637	77,75
3	DEMOLITION	6.96	312	38,03
4	SUBSTRUCTURE	5.11	229	27,92
5	INTERNAL WALLS AND SCREENS	17.07	765	93,36
6	INTERNAL DOORS	1.83	82	10,00
7	WALL FINISHES	1.81	81	9,87
8	FLOOR FINISHES	5.02	225	27,44
9	JOINERY, FIXTURES & FITTINGS	7.20	323	39,36
10	PAINTING	2.50	112	13,68
11	HYDRAULIC SERVICES	20.35	913	111,33
12	ELECTRICAL & FIRE SERVICES	8.39	376	45,87
13	MECHANICAL SERVICES	9.61	431	52,58
GFA: 122.00 m2		100.00	4,486	547,23

To Collection 547,231


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Autocode	Description	Quantity	Unit	Rate	Subtotal	Total
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### NOTES AND EXCLUSIONS

	<b>Note:</b>					
1	This preliminary opinion of probable construction cost is based on for tender/approval documentation and is based on current building costs, as at November 2022		note			
	<b>Documents:</b>					
2	This preliminary opinion of probable construction cost is based on the following:		note			
3	Architectural: PassivPlans Design & Construct, 21-049, dated 7/1/2022 – Sheet 00 of 14 to 14 of 14, all marked revision G		note			Incl.
4	Structural: Cardno 3047010012, dated 2/8/2022, ST-S000 to S005, no revision noted		note			Incl.
5	Electrical: Cardno 304701012, dated 23/9/2022, EL-000, EL-010, EL-100, EL-101, EL-200, all marked revision A		note			Incl.
6	Hydraulic: Cardno 304701012, dated 23/9/2022, HY-000, HY-010, HY-100, HY-101, HY-102, all marked revision A		note			Incl.
7	Mechanical: Cardno 304701012, dated 23/9/2022, ME-000, ME-010, ME-015, ME-020, ME-030, ME-040, all marked revision P1					
8	Civil: None Provided		note			Incl.
9	Landscaping: None Provided		note			Incl.
	<b>Exclusions:</b>					
	<b>The Following are Specifically Excluded:</b>					
10	Goods & Services Tax (GST)		note			EXCL
11	Cost escalation after November 2022		note			EXCL
12	Screw piles or bored piers below footings		note			EXCL
13	Fire detection & alarm system		note			EXCL
14	Anti graffiti coatings		note			EXCL
15	Anti skate devices		note			EXCL
16	Civil work of any kind		note			EXCL
17	Landscaping works of any kind		note			EXCL
18	Any works outside of the existing amenities rooms – other than specifically noted		note			EXCL
19	Latent conditions		note			EXCL
20	Excavation in rock		note			EXCL
21	Headwork costs		note			EXCL
22	Land costs		note			EXCL
23	Legal costs		note			EXCL
24	Contingency sum		note			EXCL
25	Any item not specifically mentioned herein		note			EXCL
	<b>Provisional Allowances:</b>					

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### NOTES AND EXCLUSIONS

*(Continued)*

26	Note : – Provisional Allowances are included for items subject to later selection or design and are indicative only. Please ensure they are sufficient for the clients requirements.		note			NOTE
	<b>Quantities:</b>					
27	Quantities in this cost opinion are estimated quantities only and must not be used for other purposes		note			NOTE
	<b>Contingency</b>					
28	We recommend a contingency sum for unforeseen cost and expense in the sum of \$85,000.00 or approximately 15% of our preliminary cost opinion		note			NOTE

### NOTES AND EXCLUSIONS

#### PRELIMINARIES

PRELIMINARIES						
1	Allowance for contractors preliminary costs including but not limited to supervision, insurances, security fencing, erosion and sediment control, environmental and traffic management plans, WH & S, dilapidation reports, method statements, scaffolding, off-site overheads etc	1	item	77,749.70	77,750	77,750

#### PRELIMINARIES

**77,750**

#### DEMOLITION

DEMOLITION						
1	Allow to cut off, temporarily redirect, relocating existing electrical, hydraulic and mechanical services	1	item	3,300.00	3,300	3,630
2	Allow to demolish and remove existing masonry partition walls including finishes – generally 1800h	99	m2	50.00	4,928	5,420
3	Allow to remove existing skylight exhaust fans & associated wiring including making safe as required	4	no	385.00	1,540	1,694
4	Allow to demolish and remove from site existing 600h louvres to female amenities – the infill openings with block work to match existing	1	item	2,030.00	2,030	2,233
5	Saw cut existing slabs, full depth, in line with perimeter walls	64	m	16.00	1,029	1,132
6	Break out and remove slabs on ground including all floor finishes	122	m2	61.00	7,433	8,177
7	Remove concrete hob to proposed sauna area and adjacent external walls	18	m2	50.00	908	998
8	Allow to saw cut existing masonry wall to form new door opening including 180 x 10mm (66g/m2) grade 300 steel lintel 1000mm long – refer Section E1/S0005	2	no	858.00	1,716	1,888
9	Allow infill opening to stairs in female amenities with block work to match existing	1	item	645.00	645	710
10	Allow to remove existing entry door and frame – allow to infill opening with block work to match existing	2	m2	776.00	1,630	1,793
11	Allow to demolish and remove from site vanity basins (4 No.) and vanity unit to female amenities	1	no	418.00	418	460
12	Allow to demolish and remove from site HWS	2	no	165.00	330	363

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Autocode	Description	Quantity	Unit	Rate	Subtotal	Total
<b>DEMOLITION</b> <span style="float: right;"><i>(Continued)</i></span>						
13	Allow to demolish and remove from site shower roses/taps and seats	6	no	110.00	660	726
14	Allow to demolish and remove from site toilet suites	5	no	165.00	825	908
15	Allow to demolish and remove from site wall hung urinals	3	no	165.00	495	545
16	Allow to demolish and remove from site wall mounted vanities to male amenities	3	no	85.00	255	281
17	Allow to demolish and remove from site wc and shower cubicle doors and frames	11	no	55.00	605	666
18	Allow to remove timber/steel bench seats	2	no	165.00	330	363
19	Allow to make good all areas to receive new works	1	no	5,500.00	5,500	6,050
<b>DEMOLITION</b>						<b>38,034</b>
<b>SUBSTRUCTURE</b>						
<b>SUBSTRUCTURE</b>						
<b>Slab on Ground</b>						
1	Provisional sum to compact/augment existing subgrade to achieve 100kPa design bearing capacity	1	item	1,100.00	1,100	1,210
2	125mm thick reinforced (SL82 mesh with 1 x N12 trimmer bar to slab perimeter) concrete infill slab, N25/20 concrete with 0.2mm vapour barrier as specified – includes construction joint detail shown on Section 2/S005	122	m2	165.00	20,130	22,143
3	10mm ableflex isolation joint with 15 x 15 Sika FC11 sealant to perimeter of new infill slabs	64	m	33.00	2,122	2,334
<b>Termite Treatment</b>						
4	Allowance for termite treatment	1	item	2,035.00	2,035	2,239
<b>SUBSTRUCTURE</b>						<b>27,926</b>
<b>INTERNAL WALLS AND SCREENS</b>						
<b>INTERNAL WALLS</b>						
<b>Lightweight Stud Walls</b>						
1	Lightweight 90mm timber stud walls both side faced with 9mm compressed fibre cement linings	69	m2	247.00	17,088	18,797
2	Lightweight 90mm timber stud walls with 10mm gap for services with one side faced with 9mm compressed fibre cement lining	109	m2	178.00	19,398	21,338
<b>Nuvex Proprietary Partitions</b>						
3	Allowance for proprietary Nuvex toilet/shower partitions/screens to standard, ambulant and accessible wc's/showers as specified including doors to toilets & showers, integral seats to showers, urinal and entry screens	1	Item	48,389.00	48,389	53,228
<b>INTERNAL WALLS AND SCREENS</b>						<b>93,363</b>
<b>INTERNAL DOORS</b>						
<b>INTERNAL DOORS</b>						


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Autocode	Description	Quantity	Unit	Rate	Subtotal	Total
<b>INTERNAL DOORS</b> <span style="float: right;"><i>(Continued)</i></span>						
1	2040h x 820w steel framed, interior grade, flush panel, solid core door with all hardware, EMRO push/pull plate, 300mm high stainless steel kick plates full width and including paint finish	2	no	1,287.00	2,574	2,831
2	2040h x 820w steel framed, interior grade, flush panel, solid core door with all hardware, EMRO push/pull plate, 300mm high stainless steel kick plates full width, Lockwood 949 escape SC level set, keyed alike and including paint finish	2	no	1,810.00	3,620	3,982
3	2040h x 920w steel framed, interior grade, flush panel, solid core door with all hardware, EMRO push/pull plate, 300mm high stainless steel kick plates full width, Metlam Excel slide lock & indicator set and including paint finish	2	no	1,452.00	2,904	3,194
<b>INTERNAL DOORS</b>						<b>10,008</b>
<b>WALL FINISHES</b>						
<b>WALL FINISHES</b>						
1	Allowance for commercial grade, 2100mm high sheet vinyl (PC \$125/m2 supplied & installed) to shower and urinal walls	46	m2	140.00	6,380	7,018
2	150 x 150mm gloss white tiles (PC \$35/m2 supply only) as splashbacks to vanity units/wall mounted basins	8	m	89.00	725	798
3	Waterproofing – 2100mm high to all walls in showers	38	m2	50.00	1,876	2,063
<b>WALL FINISHES</b>						<b>9,879</b>
<b>FLOOR FINISHES</b>						
<b>FLOOR FINISHES</b>						
1	Allowance for grading to falls to existing drain outlets and waterproofing floors	1	item	8,150.00	8,150	8,965
2	Allowance for selected commercial grade, seamless vinyl floor covering (PC \$125/m2 supplied and installed including 150mm coving), R10 slip rating	120	m2	140.00	16,800	18,480
<b>FLOOR FINISHES</b>						<b>27,445</b>
<b>JOINERY, FIXTURES &amp; FITTINGS</b>						
<b>JOINERY</b>						
<b>Vanities</b>						
1	3600mm long moulded 19mm Nuvex Saniboard vanity bench	2	no		0	Incl.
<b>Shower Curtains</b>						
2	Metlam 1200 x 1200mm 'L' bend shower curtain track system, code SCT-1200 x 1200	2	no	404.00	808	889
3	Metlam shower curtain – 3000 x 2000mm polyester taffeta, code SC-WNT3020	2	no	189.00	378	416
<b>Seating</b>						
4	TPI seating – bracket mounted, wall fixed without apron with Nuvex 4/86mm x 19mm seat slat – Female	4	m		0	Incl.




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<b>JOINERY, FIXTURES &amp; FITTINGS</b> <span style="float: right;"><i>(Continued)</i></span>						
5	TPI seating – bracket mounted, wall fixed without apron with Nuvex 4/86mm x 19mm seat slat – Male	3	m		0	Incl.
	<b>Amenities</b>					
6	Ambulant grab rails – Metlam 90 degree grab rail 450 x 450mm, both sides of cubicle	4	no	236.00	944	1,038
7	Metlam 40 degree grab rail & back rest set, code MLR121LH	2	no	931.00	1,862	2,048
8	Metlam 40 degree grab rail & back rest set, code MLR121RH	2	no	931.00	1,862	2,048
9	Metlam 450 x 1000mm framed mirror, code ML771-5	10	no	478.00	4,780	5,258
10	Metlam coat hook with bumper, mounted at 1450mm high on Nuvex backing board	30	no	45.00	1,350	1,485
11	Metlam Ellipse soap dispenser, code ML602AR	8	no	226.00	1,808	1,989
12	Metlam jumbo toilet roll dispenser, code ML841	10	no	232.00	2,320	2,552
13	Metlam paper towel dispenser, code ML725SS-MK 2	4	no	302.00	1,208	1,329
14	Metlam single robe hook, concealed fixing, mounted at 1300mm high, code ML210S	2	no	52.00	104	114
15	Metlam stainless steel utility shelf, coated in antimicrobial, code ML951-400SHELF-ANMB	2	no	203.00	406	447
16	Metlam surface mounted baby change station, code ML8200SM	4	no	3,758.00	15,032	16,535
17	Toilet roll holder, single, code 113-TRH-SS	2	no	59.00	118	130
	<b>Signage</b>					
18	Metlam baby change signage – braille, code ML16280-SS	4	no	165.00	660	726
19	Metlam cleaners room signage – braille, code ML16092-SS	2	no	114.00	228	251
20	Metlam Female & Ambulant toilet signage – braille, code ML16266-SS	2	no	225.00	450	495
21	Metlam Male & Ambulant toilet signage – braille, code ML16246-SS	2	no	225.00	450	495
22	Metlam shower signage – braille, code ML16291-SS	1	no	190.00	190	209
23	Metlam shower signage – braille, code ML16292-SS	1	no	190.00	190	209
24	Metlam unisex accessible toilet signage – braille, code ML16295-SS-LH	1	no	320.00	320	352
25	Metlam unisex accessible toilet signage – braille, code ML16295-SS-RH	1	no	320.00	320	352
<b>JOINERY, FIXTURES &amp; FITTINGS</b>						<b>39,367</b>
<b>PAINTING</b>						
	<b>PAINTING</b>					
1	Allow to repaint existing ceilings – 3 coat acrylic system	119	m2	28.00	3,339	3,673
2	Repaint existing exposed block walls	77	m2	28.00	2,154	2,369
3	Paint FC lined walls	248	m2	28.00	6,944	7,638
4	Door painting allowed in internal door rates					Note

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<b>PAINTING</b>						<i>(Continued,</i>
<b>PAINTING</b>						<b>13,680</b>
<b>HYDRAULIC SERVICES</b>						
	<b>HYDRAULIC SERVICES</b>					
	<b>Sanitary Items &amp; Tapware (All Provisional Sum)</b>					
1	Clark cross wall sink set, code CL10042.CA4	2	no	205.00	410	451
2	Kore 40 basin mixer, code 901301	8	no	61.00	488	537
3	Kore 40 basin mixer with care lever, code 901301 & 92520	4	no	95.00	380	418
4	Kore 40 shower mixer, code 901302	8	no	61.00	488	537
5	Metlam 32mm grab rail shower kit, code ML22-6566MKII	2	no	286.00	572	629
6	Stella care grey adjustable link toilet suite, code K001DG	2	no	380.00	760	836
7	Stella care wall basin, code RB3795	2	no	305.00	610	671
8	Stella close coupled toilet suite, code 121880	10	no	380.00	3,800	4,180
9	Stella fixed arm wall shower, code 411137	8	no	50.00	400	440
10	Stella Isabella wall hung urinal, code K3040	4	no	970.00	3,880	4,268
11	Stella Micki semi recessed basin, code RB760	8	no	187.00	1,496	1,646
12	Stoddart cleaners sink, code CS.02.450	2	no	510.00	1,020	1,122
	<b>Hydraulic Services</b>					
13	Provisional sum to cut off, relocate or reposition exposed feed, waste or vent pipes from amenities above outside of renovated amenities	1	no	3,000.00	3,000	3,300
14	Allow to locate and connect to existing in ground sanitary pipework, allow for pre-commencement CCTV inspection to confirm existing service depth	2	no	750.00	1,500	1,650
15	Provisional sum for internal hydraulic service connections and installation of sanitary fixtures and tapware	1	item	67,540.00	67,540	74,294
16	New 100mm dia pvc sanitary pipework	1	no	11,900.00	11,900	13,090
17	100mm pvc vent pipe	1	no	465.00	465	512
	<b>Miscellaneous</b>					
18	Builders work in connection with hydraulic services	1	no	2,500.00	2,500	2,750
<b>HYDRAULIC SERVICES</b>						<b>111,330</b>
<b>ELECTRICAL &amp; FIRE SERVICES</b>						
	<b>Electrical &amp; Fire Services</b>					
1	Provisional sum for electrical services – power supply & distribution including fit off as required	1	item	19,200.00	19,200	21,120
	<b>Lighting (Provisional Sums)</b>					
2	EM1 – Clevertronics LP lithium iron phosphate battery technology with intelligent current limited constant voltage charger, code CLIFE	6	no	198.00	1,188	1,307




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<b>ELECTRICAL &amp; FIRE SERVICES</b>						<i>(Continued)</i>
3	EX1 – Cleverfit, wall or ceiling mounted slide connect exit, 100,00 hour LED, code CCFLED	4	no	162.00	648	713
4	L1 – Eagle lighting Densus LED batten, surface mounted, IP66, IK10, 30W, 3550LM, 4000K, 680L x 150w, x 100h, code EL-DENL-2104-200	22	no	205.00	4,510	4,961
5	L2 – Eagle lighting Densus LED batten, surface mounted, IP66, IK10, 30W, 3850LM, 4000K, 1280L x 150w, x 100h, code EL-DENL-2101-200	4	no	220.00	880	968
6	MS1 – Tridonic Dali MSensor 02, 1-channel motion sensor, surface mounted, code DALI Msensor 02 28000894	9	no	275.00	2,475	2,723
<b>Appliances</b>						
7	Metlam Eclipse slimline automatic hand dryer, code ML-Eclipse05-SS	6	no	880.00	5,280	5,808
8	Rheem electric 400ltr twin element HWS, code 492400	2	no	2,510.00	5,020	5,522
<b>Miscellaneous</b>						
9	Builders work in connection with electrical services	1	no	2,500.00	2,500	2,750
<b>ELECTRICAL &amp; FIRE SERVICES</b>						<b>45,871</b>
<b>MECHANICAL SERVICES</b>						
<b>Mechanical Services</b>						
1	Provisional sum for mechanical ventilation to amenities & stores including ducting, risers, air relief grilles, exhaust fans, treatment to existing roof penetrations following installation risers, exhaust grille fit off and the like	1	item	45,300.00	45,300	49,830
2	Builders work in connection with mechanical services	1	no	2,500.00	2,500	2,750
<b>MECHANICAL SERVICES</b>						<b>52,580</b>

## **14 PORTFOLIO - TOURISM & VISITOR INFORMATION CENTRES, SPORT & RECREATION AND COMMERCIAL ENTERPRISES**

### **14.1 TOURISM & VIC'S, SPORT & RECREATION AND COMMERCIAL ENTERPRISES PORTFOLIO REPORT**

**File Number:** 7-12-2022

**Author:** Division 1 Councillor

**Authoriser:** Chief Executive Officer

#### **PRECIS**

Tourism & VIC's, Sport & Recreation and Commercial Enterprises Portfolio Report

#### **SUMMARY**

Cr Erkens presented her Tourism & VIC's, Sport & Recreation and Commercial Enterprises Portfolio Report.

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#### **OFFICER'S RECOMMENDATION**

That Cr Erken's Tourism & VIC's, Sport & Recreation and Commercial Enterprises Portfolio Report. to Council be received for information.

#### **Tourism & VIC's:**

It has been another busy month in the Visitor Information Centres. At the recent Volunteer Meeting for the South Burnett Energy Centre, the President of NaTDA attended to discuss the upcoming 175<sup>th</sup> celebrations including the wide range of competitions and events.

#### **Ringsfield House Advisory Committee**

The newly established Ringsfield House Advisory Committee had their first get together on Tuesday 15<sup>th</sup> November. This event provided an opportunity for the new members to meet each other and included a volunteer induction for working with the South Burnett Regional Council.

The volunteer positions including, booking and event coordinator, volunteers coordinator and museum curator have been filled, with the gardening advisor and social services/community development advisor positions still open. The first official meeting will be held in December (date TBC)

#### **Sport & Recreation:**

Council officers have met with the Department of Tourism Innovation Sport to discuss upcoming grant opportunities for the regions sporting group. Other issues discussed were pathways for young athletes working towards 2032 Olympics and the barriers for regional athletes to find pathways to facilities.

#### **Goanna Academy Clinic**

South Burnett Regional Council proudly supported the Goanna Academy Clinic, with sessions held in Murgon, Cherbourg and Kingaroy.

The Kingaroy event provided the community with a Rugby League Skills Clinic which was followed by a Youth and Adult Mental Health session facilitated by Greg Inglis himself.

The South Burnett Regional Council provided funding for buses to bring community members in from surrounding towns including Murgon and Wondai.

#### **Commercial Enterprises**

**Saleyards:**

Coolabunia Saleyards conducted the monthly store sale on the 24 November which saw 624 head presented for sale. 514 cattle were sold by liveweight, 44 open auction and 66 passed in for gross total of \$861,595.73, with 475 head being dipped following the sale.

The Cream of The Crop Droughtmaster Female sale was held on the 26 November which saw 108 stud females offered through the Coolabunia Stud Selling Complex with 103 females selling for a 95% clearance and gross value of \$653,500 to average \$6345 per head. Top price was \$26,000 which was a price record.

Councils' Manager of Community and Lifestyle and Coordinator of Commercial Enterprises have had preliminary discussions with another agent looking to commence store sales at the Coolabunia Saleyards in January 2023. Council is awaiting formal written request from the agent.

Annual calibration of the cattle scale's weighbridge will be undertaken on the 20 December to coincide with Council's calibration of the waste facilities bridge.

**Dams:**

This month has still seen a great number of bookings in the lead up to the summer holiday season, Dam Managers are working on holiday events for both dams especially for the kids with BP Dam hosting a small fireworks display New Year's Eve at 9pm. BP Dam has also been the venue of choice for multiple local & nonlocal company Christmas Breakups. A contractor has been engaged to help with facilities management in preparation for the expected high number of visitors.

Gift Vouchers for both Boondooma & Bjelke-Petersen Dam have been designed and will be available to purchase prior to Christmas. If anyone is not sure what gift to purchase for loved ones or friends, then a gift voucher would be perfect.

Boondooma Fish Stocking Association released 93,000 Bass into Boondooma Dam on 26 November the fish were sourced locally from Hanwood Fish Hatchery, this was enjoyed by many children who help release the fingerlings into the water. The Yellowbelly Family Fishing Competition will be held on the 11<sup>th</sup> & 12<sup>th</sup> February 2023 so pencil this date into your calendars.

**Aerodromes:**

The weekly inspections have been carried out for both Kingaroy & Wondai Aerodromes for the month of November. Mowing is continuing to be the focus at all aerodromes with (Nanango, Wondai & Kingaroy) all being completed. Spraying around cones and markers has been undertaken at Kingaroy & Nanango.

Council's Manager of Community & Lifestyle and Coordinator of Commercial Enterprises meet with principal contractor late November to discuss the method of working plan for the Kingaroy Aerodrome Lighting Project prior to commencement of stage one 5-9 December. Councils Manager of Community & Lifestyle liaised with the RFDS along with users of the aerodrome advising that the aerodrome was closed during the day for works and re-opened for night-time operations to assist with medical services, all day medical services will be transferred from the Kingaroy Aerodrome to the Wondai Aerodrome. Council would like to thank the RFDS and Users for their cooperation and assistance during this period.

A surveillance audit was conducted by Civil Aviation Safety Authority (CASA) on the 23-25 November which included onsite inspection of the Kingaroy Aerodrome, review of the Aerodrome Manual & interviews with management and staff. Findings and recommendations following the audit will be forwarded in the coming weeks.

**BACKGROUND**

Nil

**ATTACHMENTS**

**Nil**

## **15 TOURISM & VISITOR INFORMATION CENTRES**

### **15.1 COMMUNITY AND LIFESTYLE OPERATIONAL UPDATE**

**File Number:** 7/12/2022

**Author:** Manager Community & Lifestyle

**Authoriser:** Chief Executive Officer

#### **PRECIS**

Liveability – Community and Lifestyle Operational Update.

#### **SUMMARY**

Liveability – Community and Lifestyle Operational Update.

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#### **OFFICER'S RECOMMENDATION**

That the Community and Lifestyle Operational update be received for information.

#### **BACKGROUND**

Nil

#### **ATTACHMENTS**

- 1. Statistical and project update**
- 2. Visitor Information Centre - Statistical Update**



**LIVEABILITY – COMMUNITY AND LIFESTYLE OPERATIONAL UPDATE**

**Jennifer Pointon**  
Manager Community & Lifestyle

**Library****2022 – November Statistics**

Item	Year to Date	November
Loans and Renewal:	49,017	8,089
New Membership:	501	0
JP Visitation (Kingaroy)	1056	412
Meeting Room Booking (Hrs)	326	N/A
Visitation:	57,231	8921

**Program totals – Year to Date**

Program	Attendance	Session
0-5 Early Childhood		
Total on Site	1171	114
Out Reach	152	4
Children 6-12		
Total on Site	741	38
Out-Reach	152	2
Young Adults (13-17)		
Total on Site	19	5
Adult Programming	572	109
Digital Literacy	458.5	208
Cultural Celebration	56	10

**Commercial Enterprises****Customer Requests**

Category	Monthly 26/10/22- 24/10/2022	Year to Date Cumulative 01/07/22 – 24/11/2022	Year to Date Cumulative 01/07/21 – 31/07/21
Airports	7	41	17
Cemetery	5	56	59
Dams	4	12	11
Saleyards	0	2	0
<b>Total</b>	<b>16</b>	<b>111</b>	<b>87</b>

**2022/23 Capital Works - South Burnett Regional Council**

Item	Description	Actions
Coolabunia Saleyards	Asset Upgrades	Procurement
Boondooma Dam Tourist Park	Painting Managers Residence and Cabins	
Bjelke Petersen Dam Tourist Park	Installation of 9 split air-conditioners; upgrade kiosk kitchen and floor; installation car ports; additional shower	Tourism Experience Fund – grant awarded
Kingaroy Aerodrome Fuel Cell	Repainting of above ground tanks	Contractor engaged

**2022/23 Regional Airports Program**

Department of Infrastructure, Transport, Regional Development, Communication and the Arts.  
Australian Government

Project Name	Description	Status
Kingaroy Airport lighting upgrade	Funded by the Australian Government to design & construct runway lighting	Pre-start meeting with Contractor – 45%

**Cemetery****CAPEX Update**

Project Name	Description	Status
Cemeteries	Installation of plinths	Procurement

**Cemetery Statistics**

Stats Item	Monthly		Year to Date Cumulative	
	2022/23	2021/22	2022/23	2021/22
	1/11/22-30/11/22	1/10/21-30/11/21	01/07/22– 30/11/22	01/07/21- 30/11/21
Cemeteries	Burial/Ashes	Burial/Ashes	Total	Total
Blackbutt	1	1	4	4
Booie	0	0	0	0
Kumbia	1	0	2	0
Memerambi	1	0	1	0
Mondure/Wheatlands	0	0	0	0
Murgon	0	3	14	10
Nanango	4	4	20	12
Proston	2	0	5	3
Taabinga	5	5	29	21

Stats Item	Monthly		Year to Date Cumulative	
	2022/23	2021/22	2022/23	2021/22
	1/11/22-30/11/22	1/10/21-30/11/21	01/07/22-30/11/22	01/07/21-30/11/21
Cemeteries	Burial/Ashes	Burial/Ashes	Total	Total
Tingoora	0	0	1	0
Wondai	1	2	10	13
<b>Total</b>	<b>15</b>	<b>15</b>	<b>86</b>	<b>63</b>

### Dams

Stats Item	Monthly		Year to Date Cumulative			
	2022/23		2022/23		2021/22	
	26/10/22-24/11/22		01/07/22-25/11/22		01/07/21-24/11/21	
Dams Accommodation Numbers	Boondoema Dam	BP Dam	Boondoema Dam	BP Dam	Boondoema Dam	BP Dam
Cabins	125	249	680	1194	589	1108
Bunkhouse	30	N/A	225	N/A	96	N/A
Powered Sites	249	604	1376	3067	1128	2446
Unpowered Camping	510	384	2277	1711	2996	1148
Contractor / Conference Room	N/A	18	N/A	105	N/A	100
<b>Total</b>	<b>914</b>	<b>1255</b>	<b>4558</b>	<b>6077</b>	<b>4809</b>	<b>4802</b>

### Saleyards

Stats Item	Monthly 26/10/22-24/11/22	This month last year	Year to date Cumulative 01/07/22-24/11/22
<b>Coolabunia Saleyards</b>			
Dipping (Agent & Private)	1512	1030	4399
Inspection (Private)	409	749	2070
Consignment / Transit (Private)	312	624	1456
Weighed (Agent & Private)	759	478	1835
Sold (Agent)	814	538	2129
Spray	2	0	3
<b>Nanango Dip Yard</b>			
Cattle Dipped			60

**Community Development****2022/24 Black Summer Bushfire Recovery Grants Program**

Department of Industry, Science, Energy and Resources

Department of the Prime Minister and Cabinet

Project Name	Description	Status
Community Connection – Local Built	Recruitment of Officers	Local Business Resilience officer – Recruitment process to recommence
	Social Recovery and Resilience Investment Stream	Local Built Small grants – Round 1 closed
	Economic Recovery and Investment Stream	Hub in the Pub –Telecommunications February 2023.  Business Accelerator Program – Project commenced  Kingaroy CBD - Façade Improvement Program – Round 1 closed  South Burnett Region – Façade Improvement Program – Round 1 closed
Operational Plan projects		
Project Name	Description	Status
Ringsfield House Advisory Committee	Committee to provide feedback to Council on future direction of the House	Volunteer induction competed
OPL/22 Arts, Culture and Heritage Committee	Committee to provide recommendations to Council on Arts Culture and Heritage issues	Meeting – 15 December 2022
OPL/24 Reconciliation Action Plan	Complete a Reconciliation Action Plan	Investigation into registering plan commenced.

**LEASING**

Item	Description	Actions
Area 21 – Kingaroy Aerodrome	New site released by tender	Completed
Shop 70 – Lamb Street Murgon	Shop to be tendered and targeted to new start up business	Lease executed
Shop 66-68 Lamb Street	APM group	Lease executed by tenant
Proston Showground Reserve	Investigate and realign boundaries to support future growth and development of the site in conjunction with Proston community groups	Department of Resources to provide feedback
Proston Show Society	Request to lease caravan park	Internal consultation completed
Kingaroy and District Tennis Association Inc.	Group wish to enter new lease	Lease for execution
Farmland – Kingaroy Aerodrome	Farmland offered for Lease	Information provided to the Kingaroy Vintage Machinery Club. Tender documents being prepared.
Les Muller Hut	Blackbutt pop-up shop Bloomin Blackbutt Festival	Licence to be prepared
Support has been provided to Wondai Show Society, Burnett Kennel Club.		



**Monthly Statistics:**

<b>Visitor Information Centres – Monthly Statistics 2021-2022</b>						
<b>2022</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Sales	K - \$6229 M - \$587 N - \$1061 W - \$4153	K - \$8182 M - \$518 N - \$1126 W - \$4394	K - \$6624 M - \$482 N - \$1082 W - \$5701	K - \$5140 M - \$ N - \$1039 W - \$2791	K - \$4238 M - \$259 N - \$717 W - \$2578	K - \$ M - \$ N - \$ W - \$
Visitor Numbers	K - 1596 M - 349 N - 604 W - 884	K - 1455 M - 372 N - 636 W - 775	K - 1220 M - 333 N - 735 W - 970	K - 812 M - 220 N - 417 W - 680	K - 708 M - 203 N - 247 W - 462	K - M - N - W -
Coach Tours	K - 1 M - 0 N - 0 W - 1	K - 0 M - 0 N - 2 W - 0	K - 0 M - 0 N - 0 W - 0	K - 1 M - 0 N - 0 W - 1	K - 4 M - 0 N - 2 W - 2	K - M - 0 N - 0 W - 0
Volunteer Numbers	K - 91 M - 49 N - 60 W - 46	K - 86 M - 41 N - 63 W - 56	K - 76 M - 37 N - 57 W - 45	K - 91 M - 41 N - 53 W - 51	K - 78 M - 26 N - 37 W - 34	K - M - N - W -
Volunteer Hours	K - 537 M - 217 N - 325 W - 234	K - 537 M - 250 N - 316 W - 283	K - 475 M - 172 N - 289 W - 227	K - 544 M - 200 N - 267 W - 258	K - 493 M - 107 N - 185 W - 164	K - M - N - W -
Days Open	K - 28 M - 27 N - 30 W - 30	K - 27 M - 28 N - 30 W - 31	K - 25 M - 24 N - 28 W - 29	K - 30 M - 25 N - 28 W - 31	K - 30 M - 24 N - 26 W - 30	K - M - N - W -
<b>2023</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
Sales	K - \$ M - \$ N - \$ W - \$	K - \$ M - \$ N - \$ W - \$	K - \$ M - \$ N - \$ W - \$	K - \$ M - \$ N - \$ W - \$	K - \$ M - \$ N - \$ W - \$	K - \$ M - \$ N - \$ W - \$
Visitor Numbers	K - M - N - W -	K - M - N - W -	K - M - N - W -	K - M - N - W -	K - M - N - W -	K - M - N - W -
Coach Tours	K - 0 M - 0 N - 0 W - 0	K - 0 M - 0 N - 0 W - 0	K - M - 0 N - W - 0	K - M - 0 N - 0 W - 0	K - M - 0 N - W -	K - M - 0 N - W -
Volunteer Numbers	K - M - N - W -	K - M - N - W -	K - M - N - W -	K - M - N - W -	K - M - N - W -	K - M - N - W -
Volunteer Hours	K - M - N - W -	K - M - N - W -	K - M - N - W -	K - M - N - W -	K - M - N - W -	K - M - N - W -
Days Open	K - M - N - W -	K - M - N - W -	K - M - N - W -	K - M - N - W -	K - M - N - W -	K - M - N - W -

## **16 COMMERCIAL ENTERPRISES (SALEYARDS, DAMS, AERODROMES, CEMETERIES)**

### **16.1 QRIDA - APPLICATION FOR FUNDING COOLABUNIA SALEYARDS CAPITAL WORKS**

**File Number:** 7-12-2022

**Author:** Manager Community & Lifestyle

**Authoriser:** Chief Executive Officer

#### **PRECIS**

Queensland Rural Industry and Development Authority (QRIDA) have opened an expression of interest process to the Rural Economic Development Grant, Round 5.

#### **SUMMARY**

QRIDA are offering an EOI process to support primary production and bolster rural communities. Several projects that have been identified by the Saleyards Working group maybe eligible under the grant.

---

#### **OFFICER'S RECOMMENDATION**

That the Committee recommend to Council that:

1. An Expression of Interest is submitted to Round 5 of the Rural Economic Development Grants offered by the Queensland Rural Industry and Development Authority to the total project costs of \$200,000.
2. Co-contribution of 50% of the total project costs is considered by Council in the 2023/24 capital works budget.

#### **FINANCIAL AND RESOURCE IMPLICATIONS**

As part of the eligibility criteria applicant to the Round 5 are required to contribute equal (50%) of the grant amount requested.

The projects that can be funded under the grant are limited to new infrastructure only and therefore limits the number of eligible projects that have been identified by the working group.

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

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

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

Council saleyards working group has met several times this year to discuss the capital works program for the saleyards and future opportunities to achieve cost neutrality.

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

NIL

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

NIL

#### **ASSET MANAGEMENT IMPLICATIONS**

Continual investment in the Saleyards will ensure that the facility is brought to a standard that meets community and customers' needs. The projects proposed have been identified by the Working Group and meet the grant guidelines criteria.

**REPORT****Proposed projects that meet criteria**

Installation of Eftpos for wash facility and direct sales for clearing of cattle	\$35,000
Installation additional water tank	\$40,000
Installation of electronic signage	\$25,000
Hay and workshop shed	\$100,000
Total project costs	\$200,000

**Grant guidelines information****Timeline**

EOI open	9 November 2022
EOI closes	30 January 2023
EOI outcomes advised, and successful applicants requested to submit a full application	24 March 2023
Application close	19 May 2023
Successful applicants notified	26 June 2023
Upon approval and funding agreement	Successful applicants will receive funding to agreed milestones as their project progresses.

**Eligibility**

Projects must show how that for the investment made by the grant funding that there is a direct increase in employment for the rural community and a value add to the primary production supply chain.

Must be in a relevant rural area – means an area within Queensland other than the following local government areas, City of Brisbane, Ipswich, Logan, Redland.

A local government under the Local Government Act 2009

Be able to:

- a) Be able to provide an equal cash contribution to the grant requested
- b) Have adequate experience or qualifications and have reasonable prospects of successfully carrying out the project
- c) Demonstrate sound prospects of long term commercial viability
- d) Have not received other government funding (local state or federal) for the project activities
- e) Have not previously received a Rural Economic Development Grant for sustainability similar project activity.

**Funding**

- a) On an activity that has commenced
- b) Repairing or replacing existing capital infrastructure
- c) Making payment towards debt
- d) Purchasing of land

- e) Undertaking or paying professional costs which are not related to the eligible project activity being applied for.
- f) Conducting feasibility study
- g) Paying administration costs

Funding can be used for:

Capital expenditure on buildings, plant and equipment for the exclusive use of the project

New or used plant and equipment for the exclusive use of the project

Consumables used for the project

Travel and accommodation where supported by a full itinerary and travel outcomes

Training costs and technical support that are project specific

Salary and on-cost for staff and professionals working solely on activities for the funded project.

## **ATTACHMENTS**

**Nil**

**17 PORTFOLIO - REGIONAL DEVELOPMENT, DEVELOPMENT SERVICES, COMMUNITY & SOCIAL HOUSING****17.1 REGIONAL DEVELOPMENT, DEVELOPMENT SERVICES AND COMMUNITY & SOCIAL HOUSING PORTFOLIO REPORT****File Number:** 7-12-2022**Author:** Councillor**Authoriser:** Chief Executive Officer**PRECIS**

Regional Development, Development Services and Community & Social Housing Portfolio Report

**SUMMARY**

Cr Schumacher presented her Regional Development, Development Services and Community & Social Housing Portfolio Report to Council.

---

**OFFICER'S RECOMMENDATION**

That Cr Schumacher's Regional Development, Development Services and Community & Social Housing Portfolio Report to Council be received for information.

**Development Services****Planning / Building:**

The planning team received 110 customer requests recorded (as of 1/12//22) and 4 pre-lodgement meetings were held in November. The following Planning applications received.

- Material Change of Use (MCU) – 3 development application
  - Minor Change – Reduction in Use Areas associated with Extractive Industry & Revised site layout plan with Use Areas identified for Extractive Industry Minor Change – Amendment to Conditions
  - Minor Change - Amendment to Conditions
- Reconfiguration of a lot (RAL) – 1 development application
  - Reconfiguration of a lot - Subdivision (1 lot into 10 lots)
- Operational works (OPW) – 3 development application
  - Extension to currency period x 2
  - Earthworks, Stormwater & Roadworks
- Plan Sealing (POS) – 2 applications
  - Sealing of a survey Plan
  - Sealing of a survey Plan
- 1 application was received for the Development Incentive Scheme.

**Amendment to Planning Scheme:**

The Department of State Development, Infrastructure, Local Government and Planning's (DSDILGP) assessment issued a notice to pause the timeframe under the Minister's Guidelines and Rules (MGR) on 23 November 2022. Council officers have been advised to expect feedback from the state



during week of 28 November - 2 December 2022. Council officers will have until 30 January 2022 to provide suitable responses to state matters raised.

**Recruitment of Coordinator Development Services**

This position has been advertised with interviews being conducted the week of 5 December 2022.

**ATTACHMENTS**

**Nil**

## **18 REGIONAL DEVELOPMENT (INDUSTRY, AGRICULTURE, WATER SECURITY, ENERGY AND CIRCULAR ECONOMY)**

### **18.1 SOUTH BURNETT AGRICULTURE STRATEGY**

**File Number:** 07.12.2022

**Author:** General Manager Liveability

**Authoriser:** Chief Executive Officer

#### **PRECIS**

South Burnett Agriculture Strategy 2022-2027

#### **SUMMARY**

Council obtained grant funding to develop a South Burnett Agriculture Strategy. The draft strategy has been prepared to provide Council direction and advocacy positions to support the Agriculture Sector is presented for Council's adoption.

---

#### **OFFICER'S RECOMMENDATION**

That the Committee recommend to Council:

That the Draft South Burnett Agriculture Strategy 2022-2027 be adopted.

#### **FINANCIAL AND RESOURCE IMPLICATIONS**

Development of the strategy was funded by an external grant via the BBRF **Community Investments Stream - Round 5**.

**The extent of future financial and resource implications will be considered by Council on project/initiatives development.**

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

*Corporate Plan GR4* - Support and advocate for the development of an expanded and diversified agricultural economy, which may include, for example regenerative agriculture and centre for rural excellence and innovation.

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

The plan has been developed by BIEDO in consultation with Council and reference to key government strategies.

A draft version was presented to Council on 26 October 2022 and circulated for feedback.

General Manager Liveability and key departmental staff provided feedback.

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

Not Applicable

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

An adopted strategy will be used to guide Council's policy position and initiative development to support the Agriculture Industry in the South Burnett.

#### **ASSET MANAGEMENT IMPLICATIONS**

Not Applicable

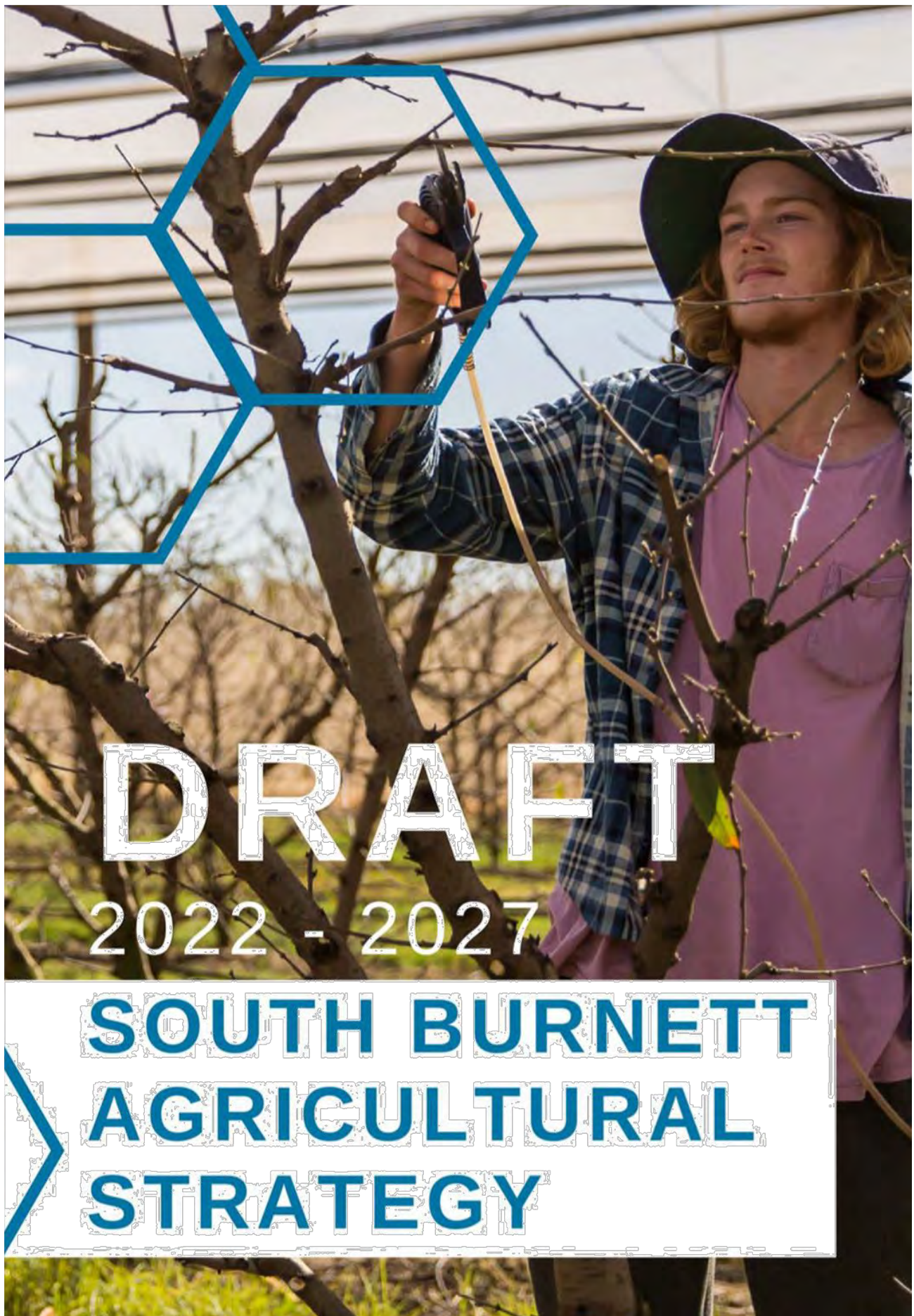
**REPORT**

Council obtained grant funding of \$20,000 via the BBRF **Community Investments Stream - Round 5**. to develop a South Burnett Agriculture Strategy. Council engaged BIEDO to prepare the strategy and the draft is now presented for adoption.

The draft strategy has been prepared to provide Council direction and advocacy positions to support the Agriculture Sector.

**ATTACHMENTS**

1. **Draft South Burnett Agriculture Strategy 2022-2027**



**DRAFT**

**2022 - 2027**

**SOUTH BURNETT  
AGRICULTURAL  
STRATEGY**



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## ACKNOWLEDGEMENTS

*We wish to acknowledge the contributors to the South Burnett Agricultural Strategy: the landholders, producers, community groups, community members and industry groups.*

*Images: Nancy Jayde Photography*





South Burnett Regional Council is committed to delivering for the South Burnett Region and each individual industry, which includes agriculture.

As a region that offers world-class food, our agricultural industry has largely been operating with their own knowledge, grit, and determination.

This strategy sets out to assist in agricultural leadership and provide support for the sector so it can grow, and take advantage of the Ag2030 targets.

We acknowledge that infrastructure supports for this industry are lacking, so we continue to lobby to both State and Federal governments to meet our needs in basic ways. We are advocating for bridges that can carry our trucks and highway access routes that allow this industry to import and export effectively.

As Agriculture is not Council's core service provision, we thank BIEDO for being our partner in Agricultural industry, and in building this strategy.

This strategy is our way forward in Agriculture, and together we will grow it.

**Mayor Brett Otto**  
**South Burnett Regional Council**



Our agricultural industry is one of the most diverse in Queensland. Therefore, it is no surprise that delivering on a comprehensive strategy to meet all of the diverse needs just cannot be done.

However, what we can do is ensure that the South Burnett has the right steering documents in place to ensure that our region can work with Government stakeholders, and access appropriate funding that is available to the sector. This is precisely the intention of this document.

We firmly believe that the Burnett Inland is Queensland's next biggest food bowl, with phenomenal agricultural production and food manufacturing facilities, and the cultural movement to celebrate the foods that the Burnett Inland produces is an important resource.

BIEDO will continue to advocate for agriculture and encourage the industry to use this document to its advantage. We also encourage agricultural businesses to individually contact us, so that we can support and connect your business to these strategy outcomes.

**Kristy Board**  
**General Manager BIEDO**

**HOW WAS THIS STRATEGY DEVELOPED**

The South Burnett Agricultural Strategy was developed by and made possible thanks to Building Better Regions Fund Community Investment Stream

The South Burnett Agricultural Strategy was developed by South Burnett Regional Council and BIEDO in reference to key government strategies



## ABOUT THE SOUTH BURNETT AGRICULTURAL STRATEGY

The South Burnett Agricultural industry is a strong contributor to the local economy. This strategy is about recognising the importance of agriculture to the economy and wellbeing of the region and, to help Council and community stakeholders to develop initiatives that match up with the government's 2030 \$100b gross targets.

Agriculture is the 2nd largest employer in the South Burnett at 11.7% and source of economic value in the South Burnett Region. The South Burnett area comprising the original shire districts of Kingaroy, Nanango, Wondai, and Murgon has a diverse employment in the health care and social assistance sector being the largest at 14.5%.

The South Burnett has faced significance challenges in the last decade including extreme weather events, aging population, skills shortages and variable commodity prices.

These challenges have had far reaching effects on agricultural producers causing excess food wastage, soaring delivery costs pandemic induced workforce shortages and unpredictable outlawing of export markets and more.

The South Burnett Agriculture strategy was identified in Council's 2021-2026 Regional Development Strategy as a pathway for Council to support the Agriculture sector in exploring opportunities in intensification, diversification and regeneration. Which our region can start to align themselves to the major 2030 strategy.

In line with Australian Government Ag2030 this Strategy consists of seven (7) pillars.

- Trade and Exports
- Biosecurity and Resilience
- Stewardship
- Supply Chains
- Water and Infrastructure
- Innovation and Research
- Human Capital

Key recommendations to improve profitability, sustainability, wellbeing, and resilience of agribusinesses in the South Burnett are considered under each outcome, and then applied against the key pillars of





## SOUTH BURNETT SNAPSHOT

The South Burnett with its mix of red volcanic soils, arable creek flats and forest grazing, is one of the most diverse agricultural areas in Queensland producing a wide range of high value primary production commodities.

Beef production is the most predominant agricultural in the industry having a hold of approximately 58.12% of farms. However, other intensive and semi intensive industries continue within the region including, peanuts, grain crops, dubsia, tree crops and viticulture. The South Burnett has attracted and retained several value-adding agribusiness that complement and value add to the locally produced commodities. These businesses have chosen the South Burnett due to the strategic location within their industry's respective supply chain and availability to local trades and services.

Adapting to an ever changing production system, agricultural producers in the region are working harder than ever, under unprecedented external pressures to be able to meet the opportunities that are before them.

The geographic position of the South Burnett shares significant opportunity with the agriculture sector to value-add, export and grow its output. However, in a shared experience with regional Australia, it also means there are infrastructure, communications, planning and policy red-tape that doesn't easily enable the sector to profitably reach ready plates in Australia, and across the globe.

### WE WILL

"Support and advocate for the development of an expanded and diversified agricultural economy."



## WHY IS AN AGRICULTURAL STRATEGY NEEDED

This strategy seeks to link local outcomes to Australian Government ag2030 Roadmap pillars so that the South Burnett is strategically aligned with state and federal agriculture policy, and Council's strategic priorities of:

1. Enhancing Liveability and Lifestyle
2. Providing Key Infrastructure for our Towns and Villages
3. Growing our Region's Economy and Prosperity
4. Safeguarding our Environment, and
5. Organisational Excellence

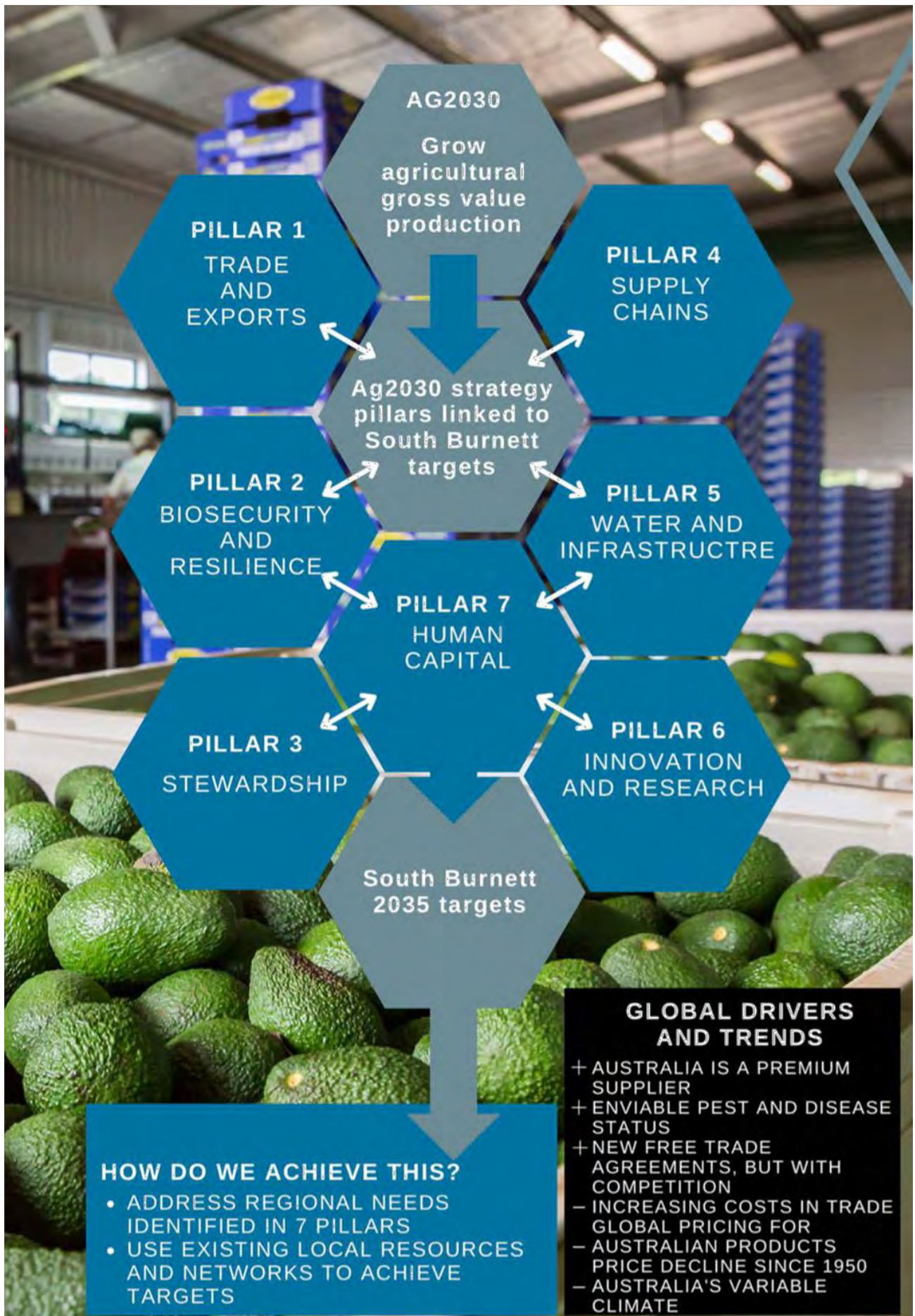
The South Burnett agricultural community is strong, and is a key contributor to the Australian Agriculture supply chain.

Our agricultural community is very diverse in its outputs and varies across businesses and landholders in their stages of business and development.

To ensure that each section of the community is able to focus on their output, this strategy seeks to provide clarity so that government, non-government, communities and individual stakeholders can share priorities in growing agricultural outputs; acquiring, managing and building assets, and community wellbeing.

This strategy does particularly point out the ongoing biosecurity and disaster threats facing our region's agriculture industry. This strategy seeks to prioritise this work, and data inputs required to meet advocacy needs, given it's significant impact on the economy.













# TOGETHER WE CAN

**Pillar 1 Trade and Exports**  
Strengthen agricultural ties with major and emerging export markets by delivering new trade and market access for producers and reducing red tape.

**Pillar 2 Biosecurity and Resilience**  
Safeguard South Burnett from disasters including weather events, exotic pests and diseases to reduce costs to our producers and keep our market access open. This includes having access to robust, current and localised data for lobbying.

**Pillar 3 Stewardship**  
Ensure South Burnett farmers are rewarded for their stewardship of land and water, are working towards international standards of Environmental and Social Governance and, that the sector is encouraged and able to represent themselves, participate in and talk about policies like Climate Action, Land Use and Renewable Energy.

**Pillar 4 Supply Chains**  
Ensure that we have fair, strong, and resilient supply chains where everyone is treated equally, is accessible and pays their fair share.

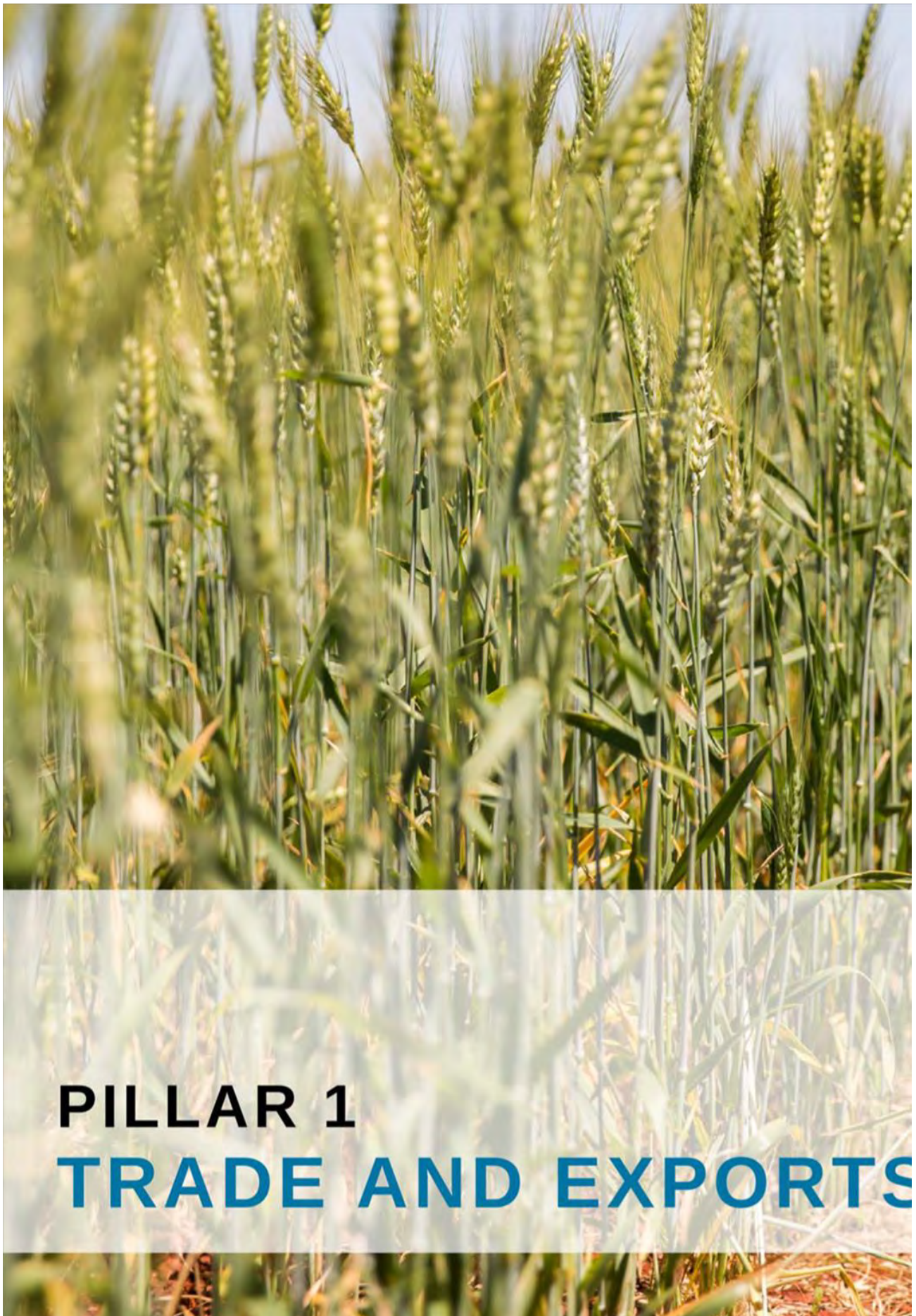
**Pillar 5 Water and Infrastructure**  
Support South Burnett farmers, rural and regional communities with water and infrastructure when and where it is needed.

**Pillar 6 Innovation and Research**  
Modernise South Burnett's agricultural innovation system to drive improvements in collaboration, productivity and competitiveness.

**Pillar 7 Human Capital**  
Enable South Burnett people and their linked supply chain with the opportunity, network, support, infrastructure, and skills to do their jobs.

9





**PILLAR 1**  
**TRADE AND EXPORTS**



# WE WILL

**SUPPORT AND ADVOCATE FOR THE STRENGTHENING AND OF AGRICULTURE TIES WITH MAJOR AND EMERGING EXPORT MARKETS BY DELIVERING NEW TRADE AND MARKET ACCESS FOR PRODUCERS.**

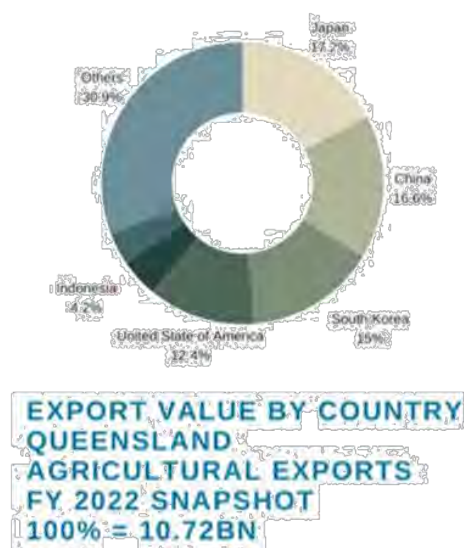
With around 70% of agricultural production exported it follows that one of the greatest ways to grow the industry is by better access to these markets.

With a diverse range of small volume products from the South Burnett suitable largely for niche markets there is an added need for representation and support.

For the size of the South Burnett region, the ability to trade and export plays a significant role in the economy. The strategy identifies the need to identify new business opportunity, but more importantly support existing businesses within their changing dynamics to ensure they are represented in policy decisions and government briefings.

Trade and Exports will play a pivotal role in the strategy to increase the gross value of agricultural production to \$100b by 2030.

**IN 2021-22, QUEENSLAND EXPORTED OVER \$10.7 BILLION WORTH OF AGRICULTURE AND FOOD PRODUCTS. THIS IS 26 PER CENT GREATER THAN IN 2020-21 AND 18 PER CENT GREATER THAN THE AVERAGE OF THE PAST 5 YEARS.**



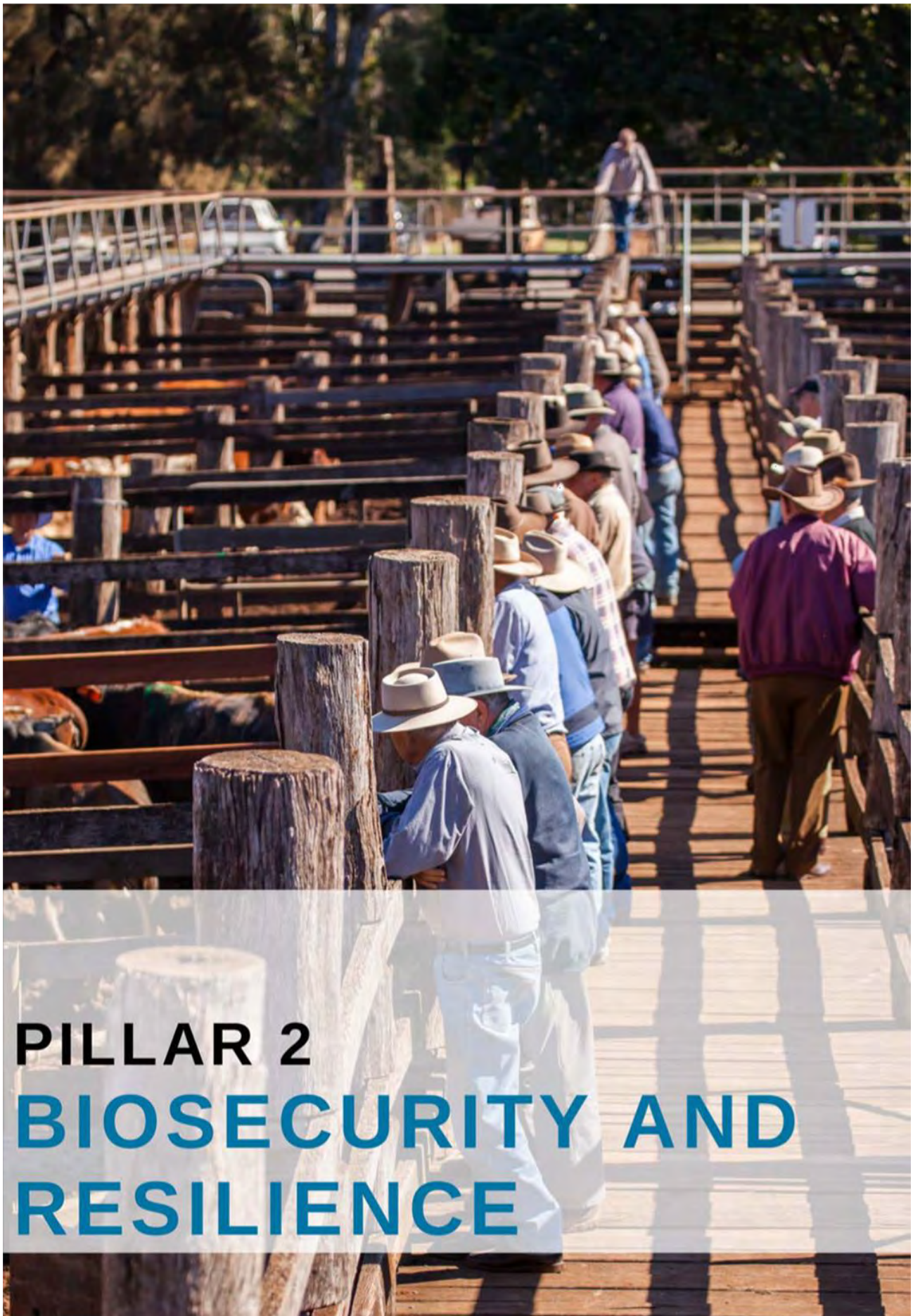


# PILLAR 1

# TRADE AND EXPORTS

## LOCAL NEEDS ASSESSMENT

1. Support local businesses to identify opportunities and facilitate linkages for advanced and entry exporters.
2. Regularly meet with federal and state policy makers to ensure the region is briefed and able to make adequate representation to tiers of Government.
3. Meet with peak trade and advocacy and export bodies like Trade Investment Queensland, Toowoomba and Surat Basin Enterprises (TSBE).
4. Prioritise export supply chain route infrastructure that reflects industry needs, especially on heavy transport routes.
5. Support industry intelligence sharing opportunities.
6. Work towards better linkages with Wellcamp Airport, Bundaberg Port and other export facilities.



**PILLAR 2**  
**BIOSECURITY AND**  
**RESILIENCE**



# WE WILL

**SAFEGUARD SOUTH BURNETT FROM DISASTERS INCLUDING EXOTIC PESTS AND DISEASES TO REDUCE COSTS TO OUR PRODUCERS AND KEEP OUR MARKET ACCESS OPEN. THIS INCLUDES HAVING ACCESS TO ROBUST, CURRENT AND LOCALISED DATA FOR LOBBYING.**

Effective biosecurity management addresses the spread of pests, animal diseases and weeds which can affect the environment and the economy.

The current emphasis nationally is on the animal diseases Foot and Mouth, Lumpy Skin Disease and African Swine Fever, and every attempt must be made to ensure producers are fully informed and have updated biosecurity plans. With 70% of agricultural production exported it is essential that Australian industries retain the clean green image so important to our economy.

The South Burnett has diverse geographical features which lends to infestations of pests such as feral pigs, wild dogs and feral deer, all of which have the potential to spread disease and add to the distribution of noxious weeds. Biosecurity is the responsibility of everyone and, whilst there are regulatory requirements at an individual farm level, it is imperative that this is complimented in government policy, support and advocacy.

Resilience is also critical for agriculture to be able to cope with climate variability and disasters, causing significant human, environment and infrastructure risk to the sector. Resilience also now includes the ability to work during economic shocks, especially given Australia's linkage to the world market.

In recent history, circumstances beyond the control of the agriculture industry, in Australia and across the world have significantly impacted the Agricultural industry, in some cases stopping industries and jamming supply chains overnight.

Having access to robust, current and localised data is a problem that the South Burnett affects all outcomes in this report. Whilst this affects agriculture across pillars, this strategy notes this issue particularly in Pillar 2, as the South Burnett is particularly affected when lobbying for emergency relief money and disadvantaged when presenting briefing cases to decision makers at short notice and under complex circumstances, with real social and economic cost felt at the beginning of the supply chain.



# PIER 2 BIOSECURITY AND RESILIENCE

## LOCAL NEEDS ASSESSMENT

1. Be an active stakeholder in Industry led information sessions for producers to keep them informed of relevant threats and resilience programs.
2. Assist with individual property resilience and pest management planning, and maintain and enhance an equipment loan program for both weed and pest animal control.
3. Coordinate and publicise baiting programs for wild dogs and feral pigs both to prevent the spread of exotic diseases and limit the economic damage they inflict.
4. Maintain critical and strategic cattle dipping facilities and promote them to the community.
5. Work with industry and Government Scientific Organisations to apply evolving biological controls to current and emerging pest weeds and animals.
6. Facilitate a coordinated group to implement protections for South Burnett producers from disasters, pests and diseases and ensure the strength of the economy.
7. Promote resilience planning and risk management strategies and resources to industry.
8. Include agriculture in Disaster Management and resilience planning, and that satellite imaging and relevant data inputs are always up to date.
9. Support industry and industry advocacy groups to share information on government led changes to policy, regulation and legislation.
10. Put together a key stakeholder group to identify data gaps in South Burnett Agricultural biosecurity and disaster management & resilience.
11. Ensure the agriculture sector are included in community disaster education and resilience programs.



**ON AVERAGE 2.5 MILLION CONTAINERS, 19,000  
COMMERCIAL VESSELS AND 115.3 MILLION MAIL  
ARTICLES ARRIVE IN AUSTRALIA EACH YEAR**



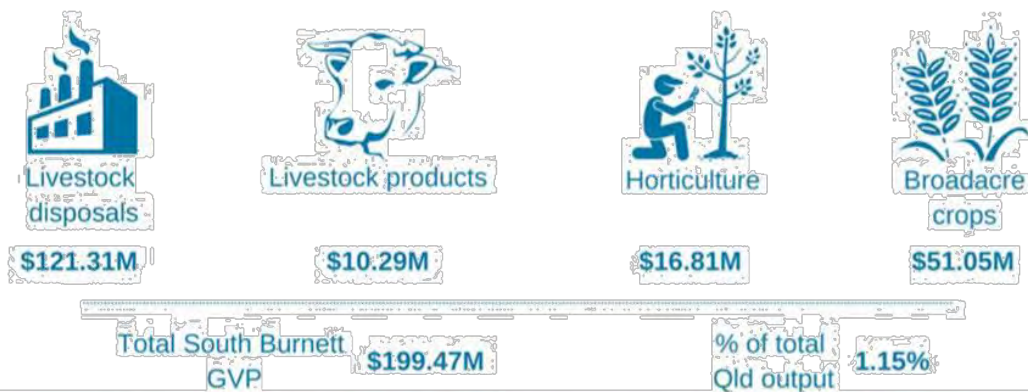


# What we produce

## SOUTH BURNETT AGRICULTURAL INDUSTRY AT A GLANCE GROSS VALUE OF PRODUCTION (GVP) - FY2023



### GROSS VALUE OF PRODUCTION - SOUTH BURNETT

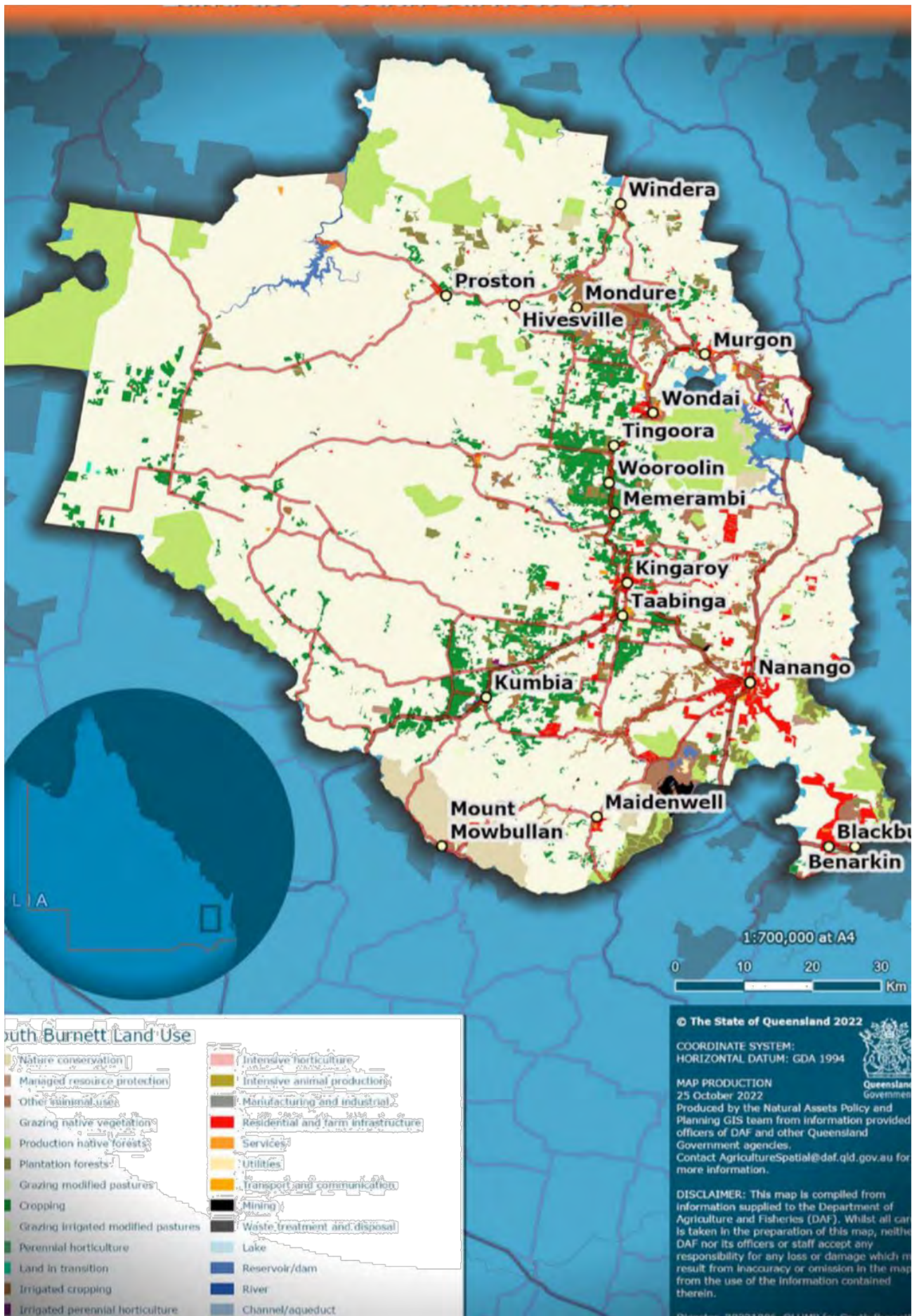


Australian farmers receive low levels of government support



Government support of Australia's agricultural sector is very low compared to the 37 member countries of the Organisation for Economic Co-operation and Development (OECD) and other major emerging agricultural producers (Greenville 2020). The average level of support (as a share of gross farm receipts) for all countries was 15.1% between 2018 and 2020, compared to Australia at just 2.5%









# PILLAR 3 STEWARDSHIP



# WE WILL

**ENSURE SOUTH BURNETT FARMERS ARE REWARDED FOR THEIR STEWARDSHIP OF LAND AND WATER, ARE WORKING TOWARDS INTERNATIONAL STANDARDS OF ENVIRONMENTAL AND SOCIAL GOVERNANCE AND, THAT THE SECTOR IS ENCOURAGED AND ABLED TO REPRESENT THEMSELVES, PARTICIPATE IN AND TALK ABOUT POLICIES LIKE LAND AND WATER USE AND RENEWABLE ENERGY.**

58% of Australia's land mass is managed by agricultural producers it is appropriate that their stewardship of land and water is acknowledged and supported.

Community expectations around climate change are increasing the pressure on land managers to maintain an increasingly biodiverse and well managed natural resource base for the benefit of everyone which warrants recognition and appropriate assistance.

Good land management is not about locking it up, but adopting sustainable practices that maintain adequate ground cover and vegetation whilst continuing with agricultural production.

At the same time, for the industry to stay relevant to modern terms, phrasing and practices, it is the desire of this strategy to strike the balance, and skill the industry in international standards such as environmental and social governance so that the sector is confident to discuss and represent their point of view, participate and provide feedback in key policies and to be able to identify against these principles so they don't lose out on market share.

A growing number of producers are implementing practices such as minimum till to protect their land and enhance its productivity, but are limited in their efforts by often conflicting government regulations.

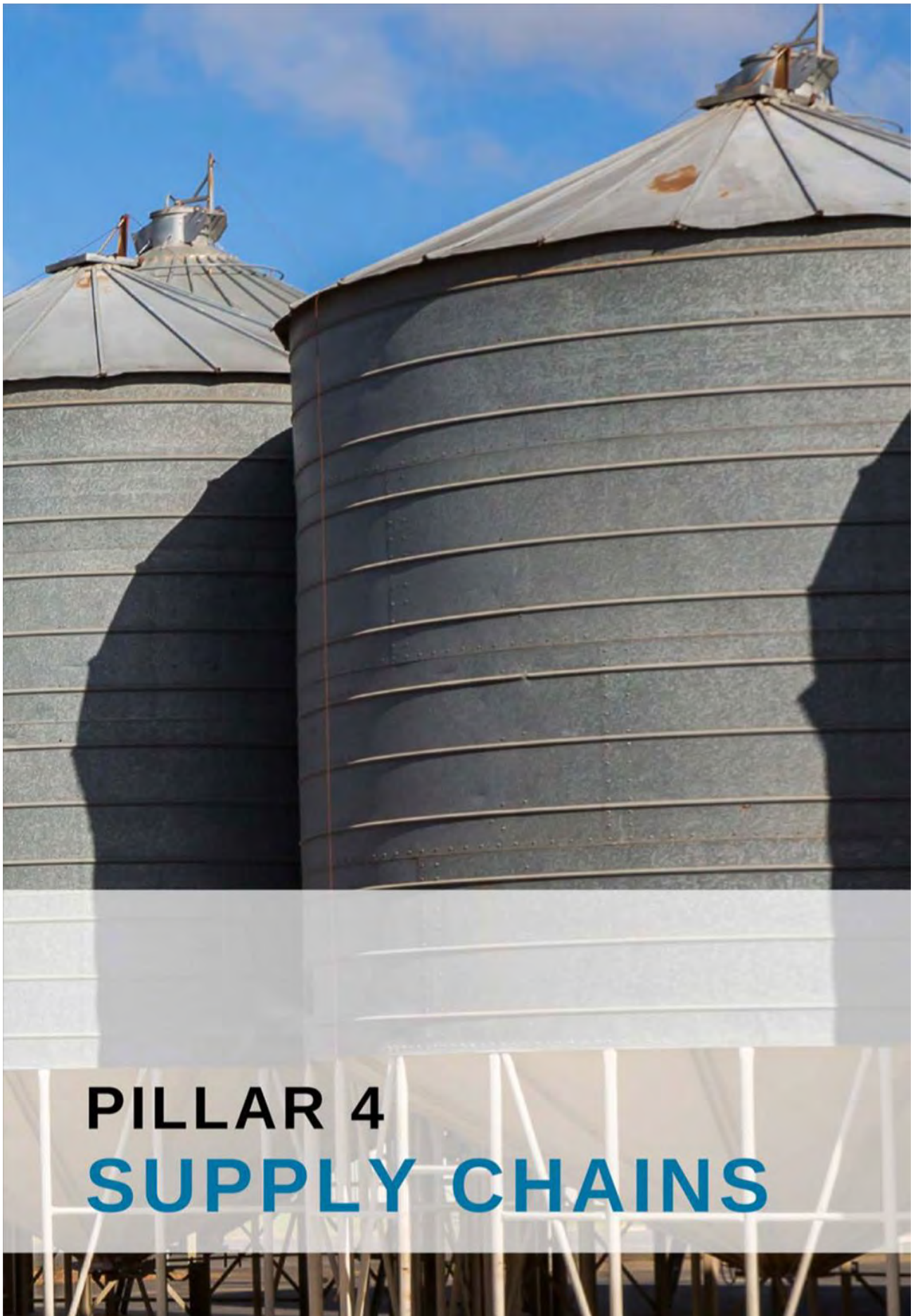
This strategy seeks for the industry to be recognised for their work, and given support in voice and practice, so that they can reasonably plan, discuss, provide feedback, and implement sustainably practices that are policy driven.

# PILLAR 3 STEWARDSHIP

## LOCAL NEEDS ASSESSMENT

1. Maintain a close connection with agricultural producers through joint Agriculture industry information meetings to keep landholders advised of grants and projects which will reward their stewardship of the land.
2. Advocate for simplified regulatory requirements to support a wider adoption of better land practices.
3. Cooperate with the Federal Government's initiatives, E.g. Soil Carbon Innovation Challenge.
4. Continually review new stewardship market opportunities, which could enable private sector investment and an increased return to producers.





**PILLAR 4**  
**SUPPLY CHAINS**

# WE WILL

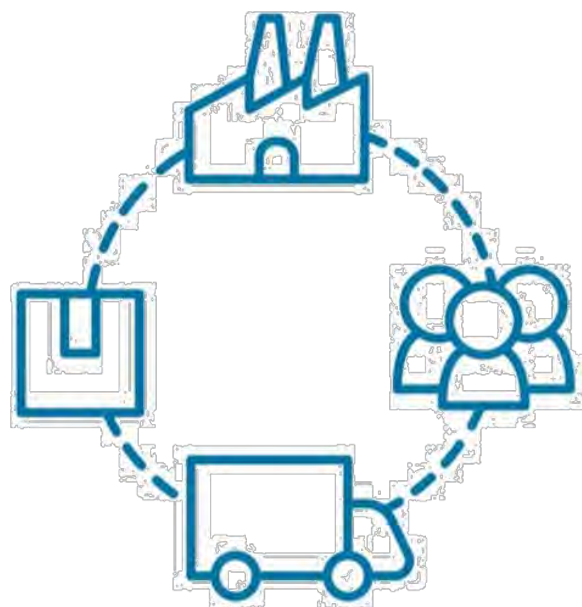
**SUPPORT FAIR, STRONG AND RESILIENT SUPPLY CHAINS THAT ARE ACCESSIBLE TO ALL EXISTING AND EMERGING BUSINESSES. WE WILL ADVOCATE FOR EQUALITY AND TRANSPARENCY IN THE SUPPLY CHAIN TO ENSURE EVERYONE PAYS THEIR FAIR SHARE.**

**WE WILL ADVOCATE FOR INVESTMENT IN INFRASTRUCTURE THAT SUPPORTS THE CURRENT SUPPLY CHAIN FLOW AND PREPARES FOR FUTURE MARKET CHALLENGES.**

With increasing competition world-wide, Australian producers need to capitalise on their product's reputation for quality and safety, and ensure it is has streamline access to export markets.

Transport and handling facilities can be a point of congestion in the supply chain. Better utilisation of access, support for higher productivity and lower costs for the handling of both import and export products will support a resilient supply chain.

To be effective, supply chains must be innovative and fair to all parties. They must also be allowed to move with the least resistance given that Australia is a prominent exporter of high quality agricultural products.





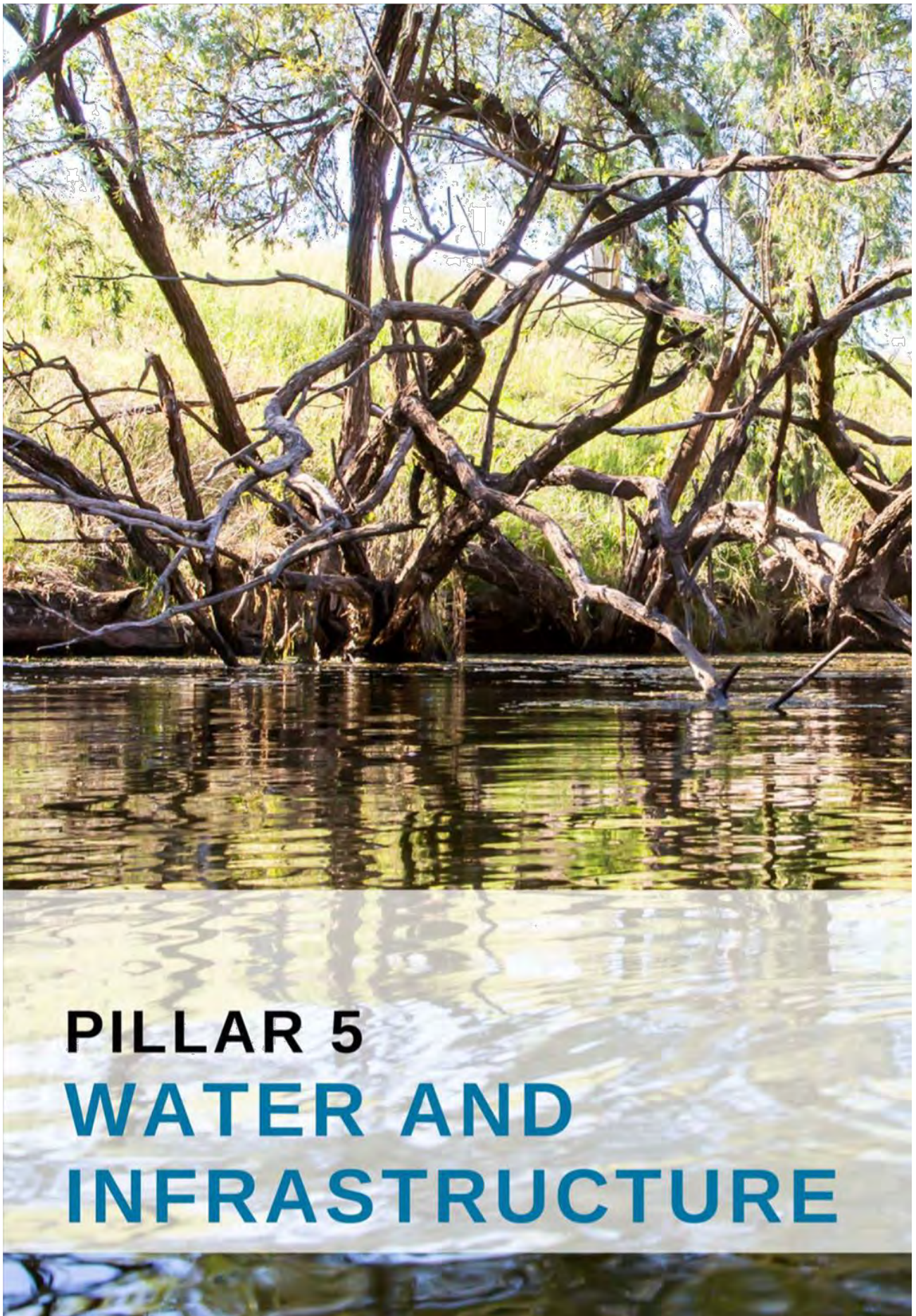
# PILLAR 4

# SUPPLY CHAINS

## LOCAL NEEDS ASSESSMENT

1. Support existing and new local industries experiencing difficulties accessing supply chain routes.
2. Work with industry to to advocate for efficiency in supply chains
3. Work with State and Federal authorities to invest in road infrastructure and advocate for investment in new infrastructure and supply chain solutions.





**PILLAR 5**  
**WATER AND**  
**INFRASTRUCTURE**



# WE WILL

## **SUPPORT SOUTH BURNETT FARMERS AND COMMUNITIES TO GAIN ACCESS TO WATER AND COMMUNITY INFRASTRUCTURE.**

The South Burnett's high-quality soils, favourable climate, and proximity to markets, the South Burnett will be unable to reach its full agricultural potential without access to affordable and reliable water supplies.

The Barker Barambah Water Supply Scheme supplied by the Bjelke-Petersen Dam and run by Sunwater, along with smaller surface and underground resources, provide the bulk of the irrigation water. Reliability of supply remains an issue with irrigators with medium-priority allocations going through long periods of low-to-no water availability.

While the ability to irrigate cotton and other crops on areas adjacent to the main watercourses is significant, both water quantity and quality restrict production on the fertile elevated red soils to largely dryland operations.

Water is of critical importance to the South Burnett agricultural sector, with competing use demands from manufacturing and domestic supply. In view of the competing priorities, a continuing review of water resources and new water allocation options is necessary.

With overall caps on the amount of new water that can be utilised in the South Burnett, there are opportunities to re-allocate water use for better efficiency. Much of this centres around the current and future water from the Boondooma dam which currently supplies Tarong Power Station. If Boondooma water became available for domestic and industrial use, Gordonbrook dam could be released for agricultural production, along with the underground aquifers currently used by Nanango township.

Access to communication and internet still remains a challenge for the South Burnett, with Blackspots still plaguing the region, especially on agricultural land. This hampers the ability of the region to embrace the efficiencies of technology and ability to unlock land potential.

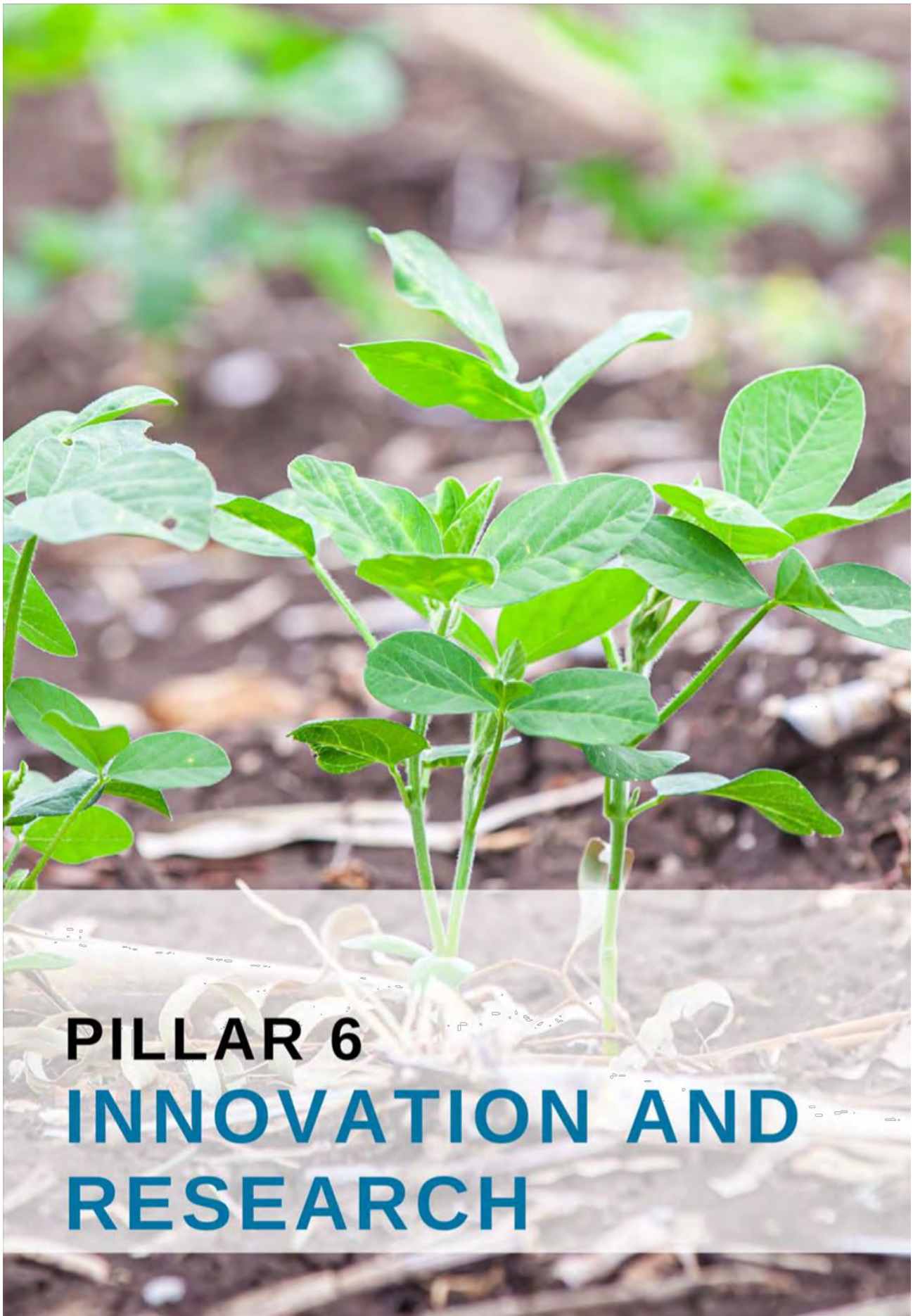
Roads, and road networks continue to transport all agricultural product out of the South Burnett region with no other means of transport available. To unleash Agricultural products, and the ability to expose the ability of agricultural investment in the region, supply chain routes should be evaluated and prioritised.

# PILLAR 5 WATER AND INFRASTRUCTURE

## LOCAL NEEDS ASSESSMENT

1. Progress the 25-year Economic Roadmap as a priority further to the National Water Infrastructure Development Fund (NWIDF) Water Feasibility Study.
2. Continue to explore opportunities to secure domestic and industrial water for the regions communities and agricultural.
3. Continue to support development of the Barlil, West Barambah and Joe Sippel Weirs which will to provide water security to agricultural production in the Barker-Barambah scheme area.
4. Investigate Recycled Water access opportunities.
5. Support industry and community stakeholders to undertake a connectivity survey of the region to underpin advocacy for increase in connectivity, technology and innovations.
6. Continue to advocate for Internet access through newest technology with key community stakeholders
7. Advocate for Blackspot funding for rural communities





**PILLAR 6**  
**INNOVATION AND**  
**RESEARCH**

# WE WILL

**SUPPORT AND ENCOURAGE TO MODERNISE SOUTH BURNETT'S AGRICULTURAL INNOVATION SYSTEM TO DRIVE IMPROVEMENTS IN COLLABORATION, PRODUCTIVITY AND COMPETITIVENESS.**

South Burnett agricultural are proactively seeking opportunities to adopt new technology. These new technologies will help overcome the reliance on dryland productions and the connectivity issues faced.

The adoption of satellite-controlled tractor auto steer systems in contoured paddocks in conjunction with moisture saving strip till has greatly improved row crop production, and this technology continues to find application in precision spraying and harvesting applications.

Intensive piggeries utilise automatic feed out and health monitoring technology to improve productivity and meet biosecurity and animal welfare issues.

The South Burnett has has a long history of developing new technology for local application that has been adopted by the wider sector. The region's agriculture sector are solution focused, seeking new innovation to support their ability to meet future production challenges.

The local DAF Bjelke-Petersen research station continues to use greenhouses and trial plots to advance plant breeding and entomology so that the South Burnett can produce using dryland summer cropping.





# PILLAR 6 INNOVATION AND RESEARCH

## LOCAL NEEDS ASSESSMENT

1. Find stories of farming innovation to publish and publicise.
2. Encourage and support entrepreneurs and innovators to connect with the region's agriculture sector.
3. Support and advocate for the development of a diversified agricultural economy based on innovation and research.
4. Continue to advocate and promote the value of local DAF research stations and facilities
5. Support the development of a regional innovation ecosystem focused on Ag Tech.



**PILLAR 7**  
**HUMAN CAPITAL**



# WE WILL

**ELEVATE THE SOUTH BURNETT REGION TO BE A COMMUNITY OF CHOICE BY ENHANCING THE LIVABILITY AND LIFESTYLE WITH LINKS TO NETWORK, EDUCATION AND SKILL DEVELOPMENT.**

The national trend from 2016 shows that farmers remain the most common occupation in agriculture with 56% of agricultural workers are farmers and farm managers. The South Burnett is in alignment with this national trend.

In 2016 the national trend saw labour for agriculture was sourced from Higher skilled employees at 16%, Lower skilled employees at 29% and unpaid family workers at 18%. There are some exceptions in the industry i.e., horticulture and tree crops which have seasonal demand for casual labour. This means that the industry faces challenges in which many are at risk of burn out, family succession challenges and mental health.

The South Burnett Region is no exception to the national trend of an aging owner-operator workforce with the 2016 median age being 56 and of particular note for the local sector that median age for the beef industry is in excess of 60. However, the new generation of farmers are more likely to have higher post secondary education with the most likely qualification in agriculture and environmental science, engineering, management and commerce.

Along with the above there is also a need for long term concessional funding to enable the next generation of farmers to establish their own primary production business or support family succession arrangements. Therefore as older owner operators transition out of the industry, the next generation are more likely to approach their business with different perspective, financial goals and management approaches.

The agriculture sector will be seeking opportunities in professional development to help the sector realise the human potential of themselves, their businesses and their communities. These are a priority of recommendation in this strategy.

The mental health and wellbeing of the work force and the South Burnett community is critical to success and measures need to be taken to ensure this is addressed.

# PILLAR 7

# HUMAN CAPITAL

## LOCAL NEEDS ASSESSMENT

1. Encourage leadership and professional development to agribusinesses and agricultural sector employees.
2. Support the local agriculture community to seek assistance with succession planning.
3. Advocate for young producers to create informal networking groups to support the building of connections, sharing information and professional development opportunities.
4. Maintain close links with the horticultural, tree crop and seasonally labour intensive industries to ensure that there is advocacy for local led community services to support short term increase in population.
5. Supporting crisis services that support the agricultural industry that meet crisis needs, provide next-steps information and host social recovery events.
6. Facilitate events that build on community involvement with particular emphasis on the physical and mental wellbeing of producers.
7. Work with local service providers and the agricultural community to find pathways for local unskilled labour to fill seasonal work requirements.
8. Advocate and pursue opportunities for post secondary education within the region





# THE FUTURE OF SOUTH BURNETT AGRICULTURE

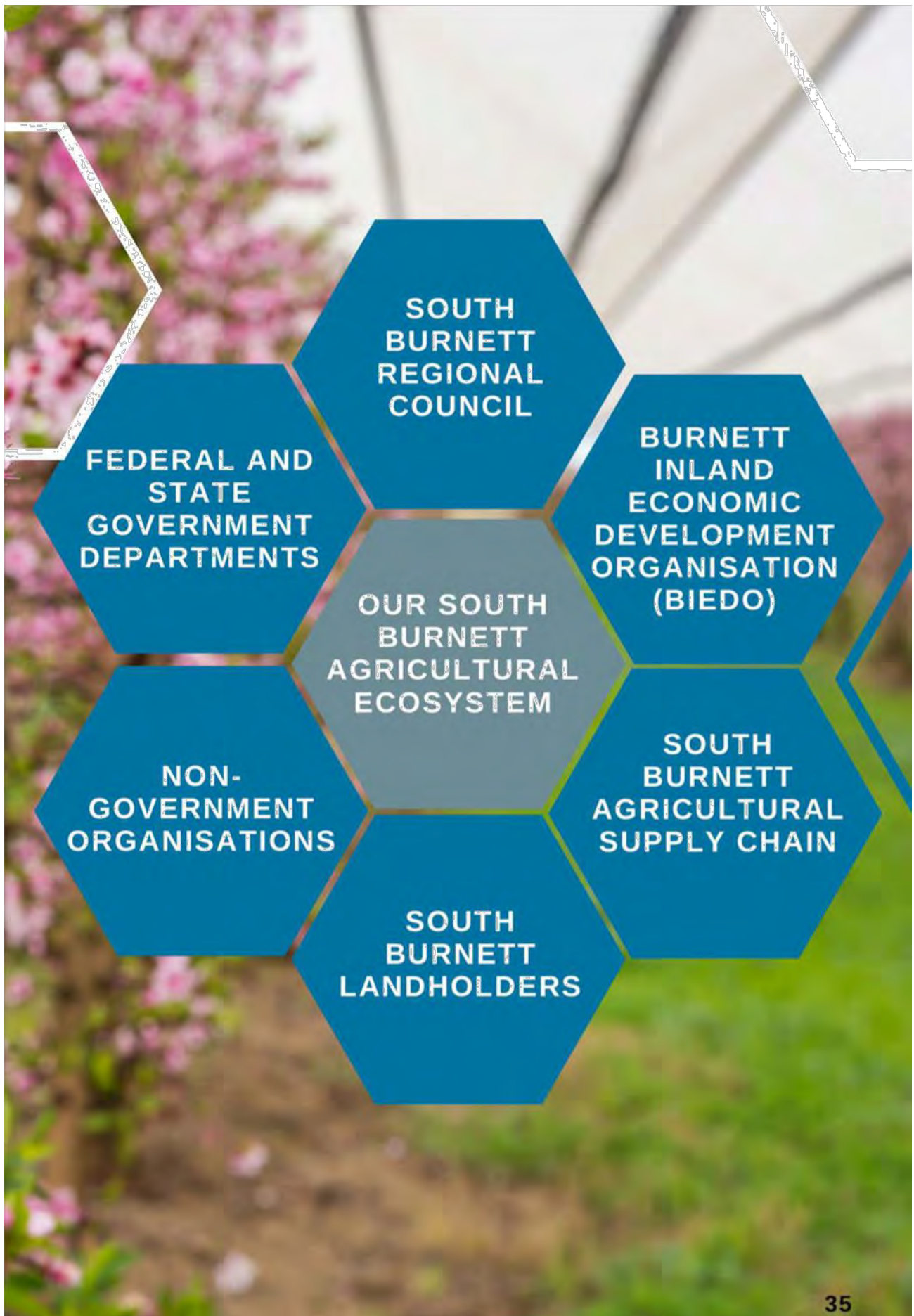
This strategy has been put together to guide the South Burnett in making decisions for Agriculture. This is a high-level understanding that identifies local needs of our industry, and then sets forward and identifies the bridging activity to keep the region striving for the pillars of the ag2030 RoadMap.

As the region is so diverse, we acknowledge that this strategy cannot identify what every landowner needs. We do note though that this document should be able to be applied in the industries own context, no matter the agricultural niche.

Strong agriculture industries are dependent on reliable and resilient supply chains, ecosystems that promote and encourage research and innovations, a dependable high skilled service industry and a diverse and resilient community.

Working towards Ag2030 with the Federal Government will help achieve that outcome.









## REFERENCES

Below is a list of documents used for form this strategy. We encourage stakeholders to also read these documents as they can help further inform specific and targeted agriculture strategy.

- Wide Bay Burnett Food and Agribusiness Strategy
- Australian Government Ag2030
- 'Growing for Queensland'
- South Burnett Regional Council's Draft Corporate Plan
- 25-year Economic Roadmap
- National Water Infrastructure Development Fund (NWIDF)
- Water Feasibility Study
- National Water Infrastructure Development Fund (NWIDF) Water Feasibility Study – North and South Burnett Options Analysis
- Biofutures Roadmap and Action Plan June 2022
- Mackay Future Foods BioHub
- Western Burnett Agriculture Strategy
- Time is Now Report [here](#)
- Queensland Low Emission Roadmap Draft
- Qld Climate Action draft
- Environmental and Social Governance standards

### Websites:

- Snapshot of Australian Agriculture 2022  
<https://www.agriculture.gov.au/abares/products/insights/snapshot-of-australian-agriculture-2022#australian-farmers-receive-low-levels-of-government-support>
- South Burnett Regional Council Economic Profile  
<https://economy.id.com.au/south-burnett/>
- Department Agriculture and Fisheries, Data Farm  
<https://www.daf.qld.gov.au/strategic-direction/datafarm>
- Australian Bureau of Agricultural and Resource Economics and Sciences (ABARES)  
[https://public.tableau.com/app/profile/australian.bureau.of.agricultural.and.resource.economics.and.sci/viz/AMR\\_v9\\_A3L/Dashboard1](https://public.tableau.com/app/profile/australian.bureau.of.agricultural.and.resource.economics.and.sci/viz/AMR_v9_A3L/Dashboard1)

**19 DEVELOPMENT SERVICES - (PLANNING, BUILDING, PLUMBING)**

**19.1 PLANNING AND LAND MANAGEMENT OPERATIONAL UPDATE**

**File Number:** 7-12-2022

**Author:** Manager Environment and Planning

**Authoriser:** Chief Executive Officer

**PRECIS**

Planning and Land Management Operational Update.

**SUMMARY**

Planning and Land Management Operational Update.

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**OFFICER'S RECOMMENDATION**

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

**BACKGROUND**

Nil

**ATTACHMENTS**

- 1. LIVEABILITY – PLANNING & LAND MANAGEMENT OPERATIONAL UPDATE**

**LIVEABILITY – PLANNING & LAND MANAGEMENT OPERATIONAL UPDATE**

**Darryl Brooks**  
 Manager Environment & Planning

**Private Certification YTD Report on Subcategories**  
 Period 01-Jul-2022 to 30-Nov-2022

Application Type	Total
AltPoolFnc	0
BudgetAcc	0
CAP	0
Class1&10a	13
Class1&10b	1
Class10a	58
Class10a&b	1
Class10b	3
Class1a	32
Class1b	1
Class2	0
Class3	0
Class4	0
Class5	0
Class6	4
Class7	1
Class8	0
Class9	1
Class9a	0
Class9b	1
Class9c	0
FarmShed	1
IssChgClas	0
Remove	2
Restump	0
RetainWall	0
SACouncilP	0
SASStatePro	0
SignSatDsh	0
SpecStruct	0
SwimPool	0
TempStruct	0
<b>Total</b>	<b>114</b>

**Planning Applications YTD Report on Subcategories**  
 Period 01-Jul-2022 to 30-Nov-2022

Application Type	Total
QEXC	0
QMCU	17
QOPW	6
QPOS	15
QRAL	16
QSPS	0
LLTempHome	2
<b>Total</b>	<b>56</b>

**Plumbing Applications YTD Report on Subcategories**  
 Period 01-Jul-2022 to 30-Nov-2022

Application Type	Total
AmendPrmt	0
BackFlow	0
CASC	0
DomNoSewer	59
DomSewer	18
Form4	4
HSTP	74
Inspect	1
OtherBuild	11
TMV	0
<b>Total</b>	<b>167</b>

**Building Applications YTD Report on Subcategories**  
 Period 01-Jul-2022 to 30-Nov-2022

Application Type	Total
AltPoolFnc	0
BldMatters	0
BudgetAcc	0
CAP_Bld	1
Class1&10a	6
Class1&10b	0
Class10a	95
Class10a&b	0
Class1a	37
Class1b	1
Class2	0
Class3	0
Class4	0
Class5	0
Class6	5
Class7	7
Class8	1
Class9	4
DesignSite	16
DwellReloc	10
FarmShed	1
FireSafety	0
IssChgClas	0
Remove	5
ReRoof	1
ResService	0
Restump	1
RetainWall	0
SACouncilP	0
SASStatePro	0
SignSatDsh	1
SpecStruct	0
SwimPool	9
TempStruct	0
<b>Total</b>	<b>201</b>

Jul    Aug    Sep    Oct    Nov    Dec    Jan    Feb    Mar    Apr    May    Jun    TOTAL

Comparison of Development Applications 2019/2020, 2020/2021, 2021/2022 and 2022/2023  
 Period 01-Jul-2022 to 30-Nov-2022

Planning Applications													
2019/2020	3	8	8	10	6	3	1	3	5	5	6	6	64
2020/2021	8	3	9	2	4	9	1	1	6	5	10	4	62
2021/2022	11	6	8	11	4	4	3	13	12	10	15	12	109
2022/2023	17	4	18	7	10	0	0	0	0	0	0	0	56

Building Applications													
2019/2020	38	51	35	33	32	6	38	35	20	20	23	33	364
2020/2021	37	34	41	42	44	27	37	55	43	39	48	42	489
2021/2022	40	41	44	43	36	24	36	37	34	28	43	35	441
2022/2023	42	46	37	34	42	0	0	0	0	0	0	0	201

Private Certification Applications													
2019/2020	24	16	12	25	17	21	11	15	8	18	14	14	195
2020/2021	18	15	59	31	24	10	14	28	28	17	21	18	283
2021/2022	32	21	21	15	22	17	14	27	24	17	22	25	257
2022/2023	22	30	17	16	29	0	0	0	0	0	0	0	114

Plumbing Applications													
2019/2020	32	20	21	21	21	15	24	14	24	11	19	26	248
2020/2021	23	26	17	43	30	23	22	30	31	21	27	14	307
2021/2022	27	34	30	30	22	17	19	19	24	27	28	22	299
2022/2023	19	42	45	33	28	0	0	0	0	0	0	0	167



**19.2 DELEGATED AUTHORITY REPORTS (1 NOVEMBER 2022 TO 30 NOVEMBER 2022)****File Number: 07/12/2022****Author: Senior Planning Officer****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 from the 1<sup>st</sup> of November 2022 until the 30<sup>th</sup> of November 2022.

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**OFFICER'S RECOMMENDATION**

That the Delegated Authority report be received.

**ATTACHMENTS**

1. **Signed off Delegated Authority Report - Development permit for Minor Change to approval at 28 & 30 Walter Road, Kingaroy**
2. **Signed off Delegated Authority Report - Development Permit for Minor Change to existing approval at Firefly Drive, Bunya Mountains**
3. **Signed off Delegated Authority Report - Development permit for Reconfiguration of a lot (1 lot into 2 lots) at 122 Greenhills Drive, Blackbutt**
4. **Signed off Delegated Authority Report - Development permit for Reconfiguration of a lot (1 lot into 4 lots) at 4 Gilliland Crescent, Blackbutt North**
5. **Signed off Delegated Authority Report - Development permit for Reconfiguration of a lot (3 lot into 3 lots) at 249 Gesslers Road, Oakdale**
6. **Signed off Delegated Authority Report - Development Permit for Material Change of use (Dwelling house) at 16 Rainforest Drive, Bunya Mountains**
7. **Signed off Delegated Authority Report - Development Permit for a Material Change of use ( Showroom) at 9 Markwell Street, Kingaroy**

Delegated Authority

Date:

**0.0 MINOR CHANGE TO APPROVAL- (REQUEST TO CHANGE CONDITIONS) AT 28 & 30 WALTER ROAD, KINGAROY (AND DESCRIBED AS LOT 12 ON SP310064 & LOT 2 ON SP310064)**

**File Number:** MCU22/0026  
**Author:** Senior Planning Officer  
**Authoriser:** Chief Executive Officer

SIGNATURE	DATE
<i>[Signature]</i>	8/11/22
GM	10/11/22
CEO	10-11-2022

**PRECIS**

Minor Change to approval- (Request to change conditions) at 28 & 30 Walter Road, Kingaroy (and described as Lot 12 on SP310064 & Lot 2 on SP310064)

**SUMMARY**

The applicant seeks a Minor Change under S81 of the *Planning Act 2016*.

The change seeks:

- to remove the Service industry land use component from the approved development;
- repurpose the service industry building (Low impact industry) as a secondary showroom for Petstock intended to facilitate overflow storage of stock and bulkier items;

The approved development:

- has been constructed in accordance with the approved plan and the proposal does not include any changes to the exiting built form, access or parking/servicing;
- included a development permit for reconfiguring a lot (boundary realignment) however no changes are proposed to this aspect.

Issues identified:

- if parking rate (5 spaces per 100sqm) was applied to the proposed change development (810sqm of Showroom) then 41 spaces would be required resulting in shortfall of 5 spaces onsite;
- there is potential that separate showroom tenants operating from the same site could cause parking demands to increase;

Resolution:

- Condition the minor change request to ensure that both buildings on-site to be used by the same tenant with the smaller building to be used primarily for storage purposes;
  - No requirements to alter the number of parking spaces.
- Updated Infrastructure Charges – Attachment A; and
- Statement of Reasons – Attachment B.

**OFFICER'S RECOMMENDATION**

The proposed minor change be approved, subject to reasonable and relevant conditions as a result of the requested change. Deleted text in ~~strikeout~~ and new text shown in **bold**.

**RECONFIGURING A LOT (BOUNDARY REALIGNMENT)****GENERAL**

Delegated Authority

Date:

- GEN1. The approved development must be completed and maintained generally in accordance with the approved plans and documents, except where amended by the conditions of this permit:

Drawing No.	Sheet Name	Issue	Date
SD.0002	Boundary Realignment Plan	P1	Aug 2020

Timing: To be maintained at all times

- GEN2. The reconfiguration of a lot approved by this Development Permit must be completed and the Plan of Survey submitted to Council for endorsement within four (4) years from the commencement of this approval or this approval will lapse.

#### 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, relevant Australian Standards, Codes of Practice, and relevant design manuals.
- 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 proposed development immediately should hazards 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. Provide overland flow paths that do not alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.
- ENG7. Discharge all minor storm flows that fall or pass onto the site to the lawful point of discharge in accordance with the Queensland Urban Drainage Manual (QUDM).
- ENG8. Adjoining properties and roadways to the development are to be protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.

#### LAWFUL POINT OF DISCHARGE

- ENG9. Discharge all minor storm flows that fall or pass onto the site to the lawful point of discharge in accordance with the Queensland Urban Drainage Manual (QUDM).

#### STANDARD ADVICE

- ADV1. Section 85(1)(a) of the *Planning Act 2016* provides that, if this approval is not acted upon within a period of four (4) years the approval will lapse.

**Delegated Authority****Date:**

- ADV2. The general environmental duty under the *Environmental Protection Act 1994* prohibits unlawful environmental nuisance caused by noise, aerosols, particles, dust, ash, fumes, light, odour or smoke beyond the boundaries of the premises during all stages of the development, including earthworks, construction and operation.
- ADV3. All reasonable and practicable measures must be taken to ensure that no harm is caused to Aboriginal cultural heritage (the "cultural heritage duty of care"). The cultural heritage duty of care is met if the development is conducted in accordance with gazetted cultural heritage duty of care guidelines. Further information on cultural heritage, together with a copy of the duty of care guidelines and cultural heritage search forms, may be obtained from [www.datsima.qld.gov.au](http://www.datsima.qld.gov.au)
- ADV4. Attached for your information is a copy of Chapter 6 of the Planning Act 2016 as regards Appeal Rights.
- ADV5. This approval includes a concurrence agency response with conditions from the Department of State Development, Manufacturing, Infrastructure and Planning – Reference: 2010-19141 SRA and dated 16 October 2020.



Delegated Authority

Date:

**MATERIAL CHANGE OF USE – SHOWROOM AND LOW IMPACT INDUSTRY****GENERAL**

GEN1. The approved development must be completed and maintained generally in accordance with the approved plans and documents, except where amended by the conditions of this permit:

Drawing No.	Sheet Name	Issue	Date
SD.0002	Boundary Realignment Plan	P2	Dec 2020
SD.1001	Site Plan	P7 P8	Dec 2020 Sept 2022
SD.1002	Roof plan	P4	Dec 2020
SD.1003	Site cover calculations	P3	Dec 2020
SD.2101	Floor plan – showroom	P6	Dec 2020
SD.2102	Floor plan – <del>service industry</del> <b>secondary showroom</b>	P5 P6	Dec 2020
SD.3001	Elevations – showroom	P5	Dec 2020
SD.3002	Elevations – <del>service industry</del> <b>secondary showroom</b>	P5 P6	Dec 2020 Sept 2022

Timing: To be maintained at all times

**PLANNING**

PLN1. Unless stated otherwise, all conditions are to be complied with prior to commencement of the use and compliance maintained at all times while the use continues. Written notification shall be provided to Council of the commencement of the use, confirming compliance with conditions of this approval.

PLN2. ~~The approved uses are use is for a Showroom with a GFA of 810m<sup>2</sup> 600m<sup>2</sup> and Service Industry with a GFA of 210m<sup>2</sup>.~~

PLN3. The development may not start until the following development permits have been issued and complied with as required:

- Development Permit for Building Work;
- Permit for Plumbing and Drainage Work;
- Development Permit for Operational Work (including site works, access driveways, stormwater disposal)

PLN4. Maintain the approved development in accordance with the approved drawings and documents and any relevant subsequent approvals required by the conditions herein.

PLN5. The Developer is responsible for ensuring compliance with this development approval and the conditions of the approval by an employee, agent, contractor or invitee of the Developer at all times unless otherwise stated.

PLN6. The hours of operation for the Showroom are Monday to Wednesday and Friday to Sunday (8:30am – 6:00pm) and Thursday (8:30am – 7:00pm).

~~PLN7. The hours of operation for the Service Industry is Monday to Saturday (8:00am – 5:30pm).~~

PLN8. Design all external lighting in accordance with AS4282-1997 "Control of the Obtrusive Effects of Outdoor Lighting".

Outdoor lighting does not involve:

- (a) lighting that shines, projects or reflects above a horizontal plane;
- (b) coloured, flashing or sodium lighting;

Delegated Authority

Date:

- (c) flare plumes; and
- (d) configurations of lights in straight parallel lines 500m to 1,000m in length;

Artificial illumination is not to cause a nuisance to occupants of nearby premises and any passing traffic. Direct security and flood lighting away from adjacent premises to minimise the protrusion of light outside the street.

Submit the Council, within three months from the use commencing, certification from a suitably qualified person that all exterior lighting has been installed in accordance with AS4282-1997 "Control of the Obtrusive Effects of Outdoor Lighting".

- PLN9. A fence along road frontages of the site will be not more than 1.2 metres in height if solid, or 1.5 metres in height if at least 50% transparent unless otherwise specified and approved by Council.
- PLN10. A 1.8-metre-high acoustic fence is to be installed along the northern boundary.
- PLN11. The two realigned lots (Lot 2 and 12 on SP310064) are to be presented via a Survey Plan prior to the issue of a Certificate of Classification for the Showroom and Service Industry.
- PLN12. No external third-party advertising devices associated with the approved development are permitted to be placed or erected at the premises or affixed or otherwise to any building or structure.
- PLN13. No plant or equipment for the proposal is to be installed along the northern boundary or southern boundary of the site unless otherwise shown on the approved plan of development at any time. All plant and equipment are to be integrated into each approved building with the exception of the bin enclosure shown on the approved plans and pad mount transformer.
- PLN14. Prior to commencement of the use, install suitable landscape planting and landscape maintenance equipment as necessary (irrigation etc.), to all areas shown to be landscaped on the approved plan of development and maintain those areas at all times. This includes within the 0.450m area along the northern boundary to the sealed parking area and within the 0.500m between the service industry building and the road reserve. Planting/landscaping is to include:
- Landscaping comprising large trees and spreading groundcovers along all road frontages of the site, for a minimum depth of:
- o 2m along a State-controlled Road or an arterial road; or
  - o 1m along any other road frontage.
- PLN15. Prior to commencement of the use the refuse storage area is to be constructed to a minimum height of 0.2m above the height of the refuse receptacles and entirely enclosed. The area is to be comprised of an impervious base that is drained to an approved waste disposal system and provided with a dedicated washdown facility (hose and tap).
- PLN16. Prior to obtaining a permit for building work, submit to the Delegate, South Burnett Regional Council, for approval, details of the building materials and finishes for the proposed showroom and service industry buildings, demonstrating compliance with AO1.3 and AO1.5 of the Specialised Centre zone code for the southern elevation of the service industry building and the western elevation of the showroom building. Blank unarticulated or unscreened walls to road frontages are to be redesigned to meet the South Burnett Planning Scheme code requirements specified herein.
- PLN17. Both buildings on site are to be used by a single tenant at all times**

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Delegated Authority

Date:

**ENGINEERING WORKS**

- ENG1.** Submit to Council, an Operational Work application for all civil works including earthworks, access and carparking.
- ENG2.** 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 commencement of the use unless stated otherwise.
- ENG3.** Undertake Engineering designs and construction in accordance with the Planning Scheme, Council's standards, relevant design guides, and Australian Standards.
- ENG4.** Be responsible for the full cost of any alterations 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.
- ENG5.** Submit to Council, certification from a suitably qualified Engineer (RPEQ) that the works have been undertaken in accordance with the Approved Plans and specifications and to Council's requirements, prior to commencement of the use.

**LOCATION, PROTECTION AND REPAIR OF DAMAGE TO COUNCIL AND PUBLIC UTILITY SERVICES INFRASTRUCTURE AND ASSETS**

- ENG6.** 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.
- ENG7.** Repair all damages incurred to Council and public utility services infrastructure and assets, as a result of the proposed development immediately should hazards exist for public health and safety or vehicular safety. Otherwise, repair all damages immediately upon completion of works associated with the development.

**CONSTRUCTION AND NUISANCE MANAGEMENT PLAN**

- ENG8.** Submit to Council for endorsement, a Construction and Nuisance Management Plan for approved development works for the site. The Plan is to cover where applicable, the following:
- a. Air quality management.
  - b. Noise and vibration management.
  - c. Storm water quality management.
  - d. Erosion and sediment management.
  - e. Vegetation management.
  - f. Waste management.
  - g. Complaint management.
  - h. Community awareness.
  - i. Preparation of site work plans.
  - j. Workers' car parking arrangements; and
  - k. Traffic control during road works.

Timing: Prior to commencement of works.

- ENG9.** Implement the approved Construction Management Plan at all times during construction of the development.
- ENG10.** Ensure a legible copy of the approved Construction Management Plan is available on-site at all times during construction and earthworks.

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Delegated Authority \_\_\_\_\_

Date: \_\_\_\_\_

#### STORMWATER MANAGEMENT

- ENG11. Provide stormwater management generally in accordance with the Site Based Stormwater Management Plan prepared by Acor Consultants, Issue 1, dated 8/9/2020, subject to detailed design and except as altered by conditions of this development approval.
- ENG12. Provide overland flow paths that do not alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.
- ENG13. Design and construct stormwater drainage incorporating measures to prevent any solid matter and floatable oils being carried into existing stormwater system.
- ENG14. 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.

#### LAWFUL POINT OF DISCHARGE

- ENG15. Discharge all minor storm flows that fall or pass onto the site to the lawful point of discharge in accordance with the Queensland Urban Drainage Manual (QUDM).

#### WATER SUPPLY

- ENG16. Connect the development to Council's reticulated water supply system via a single connection.

#### SEWERAGE

- ENG17. Connect the development to Council's existing reticulated sewerage system via a single connection.

Note: Councils Manager (Water & Wastewater) has given in principle approval to the proposed awing being built over the sewer easement between the showroom and the loading bay, subject to the building design details being acceptable to Council. This will include clearances, and potential loading on infrastructure.

#### PARKING AND ACCESS - GENERAL

- ENG18. Design all access driveways, circulation driveways, parking aisles and car parking spaces in accordance with Australian Standard 2890.1 - Parking Facilities - Off Street Car Parking.
- ENG19. Design and construct all sealed areas with concrete or asphalt.
- ENG20. Provide a minimum of thirty-one (31) car parking spaces including a minimum of one (1) person with disability (PWD) car parking spaces.
- ENG21. Design & construct all PWD car parking spaces in accordance with AS2890.6.
- ENG22. Provide vehicle bollards or tyre stops to control vehicular access and to protect landscaping or pedestrian areas where appropriate.
- ENG23. Ensure access to car parking spaces, vehicle loading and manoeuvring areas and driveways remain unobstructed and available for their intended purpose during the hours of operation.
- ENG24. Provide longitudinal gradient and crossfall for all driveways to comply with the requirements of AS2890.1.

#### PARKING AND ACCESS – SERVICING

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**Delegated Authority****Date:**

- ENG25. Provide loading bay facilities for an Articulated Vehicle in the location generally shown on the approved plan(s) of development that are designed in accordance with Australian Standard 2890.2 – Off-street Commercial Vehicle Facilities.
- ENG26. Design along the route to and from all loading bay facilities and the external road network, all access driveways, parking aisles and the like with a layout that accommodates the turning movements of an Articulated Vehicle and ensure that all vehicles are able to enter and exit the site in a forward direction.
- ENG27. Ensure loading and unloading operations are conducted wholly within the site and vehicles enter and exit the site in a forward direction.

**VEHICLE ACCESS**

- ENG28. Construct a commercial crossover between the internal access road and car parking area, generally in accordance with IPWEAQ Std Dwg RS-051, Rev F.

**PEDESTRIAN FOOTPATH/SHARED PATH**

- ENG29. Any internal footpaths shall be a minimum of 1.5m wide.

**ROADWORKS AND PEDESTRIAN SAFETY**

- ENG30. Install signage for all works on or near roadways in accordance with the Manual for Uniform Traffic Control Devices – Part 3, Works on Roads.
- ENG31. Submit to Council, an application for any footpath, road or lane closures, and ensure all conditions of that approval are complied with during construction of the works.
- ENG32. Maintain safe pedestrian access along Council's footpaths at all times.

**ELECTRICITY AND TELECOMMUNICATION**

- ENG33. Connect the development to electricity and telecommunication services.

**EARTHWORKS - GENERAL**

- ENG34. Earthworks per site involving cut or fill with a nett quantity of material greater than 50m<sup>3</sup>, requires an Operational Work application.
- ENG35. Undertake earthworks in accordance with the provisions of AS3798 Guidelines on Earthworks for Commercial and Residential Developments.

**EARTHWORKS – RETAINING STRUCTURES AND BATTERS**

- ENG36. Ensure retaining walls and earthworks batters designs do not adversely affect adjoining properties or services within the vicinity.
- ENG37. Ensure batters do not exceed a maximum slope of 25% (1 in 4).
- ENG38. Contain any batters wholly within the proposed development site. Fill cannot be placed on adjacent properties without providing Council with written permission from the respective property owner(s).
- ENG39. Design and construct all retaining walls and associated footings in accordance with AS4678 Earth Retaining Structures and without encroachment onto adjoining properties or public land.

**EROSION AND SEDIMENT CONTROL - GENERAL**

- ENG40. Ensure that all reasonable actions are taken to prevent sediment or sediment laden water from being transported to adjoining properties, roads and/or stormwater drainage systems.

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**Delegated Authority****Date**

ENG41. Remove and clean-up sediment or other pollutants in the event that sediment or other pollutants are tracked/released onto adjoining streets or stormwater systems, at no cost to Council.

**STANDARD ADVICE**

ADV1. Section 85(1)(a) of the *Planning Act 2016* provides that, if this approval is not acted upon within a period of six (6) years, the approval will lapse.

ADV2. The general environmental duty under the *Environmental Protection Act 1994* prohibits unlawful environmental nuisance cause by noise, aerosols, particles, dust, ash, fumes, light, odour or smoke beyond the boundaries of the premises during all stages of the development, including earthworks, construction and operation.

ADV3. All reasonable and practicable measures must be taken to ensure that no harm is caused to Aboriginal cultural heritage (the "cultural heritage duty of care"). The cultural heritage duty of care is met if the development is conducted in accordance with gazetted cultural heritage duty of care guidelines. Further information on cultural heritage, together with a copy of the duty of care guidelines and cultural heritage search forms, may be obtained from [www.datsima.qld.gov.au](http://www.datsima.qld.gov.au)

ADV4. Attached for your information is a copy of Chapter 6 of the *Planning Act 2016* as regards Appeal Rights.

ADV5. This approval includes a concurrence agency response with conditions from the Department of State Development, Manufacturing, Infrastructure and Planning – Reference: 2010-19141 SRA and dated 16 October 2020.

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Delegated Authority

Date:

**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.

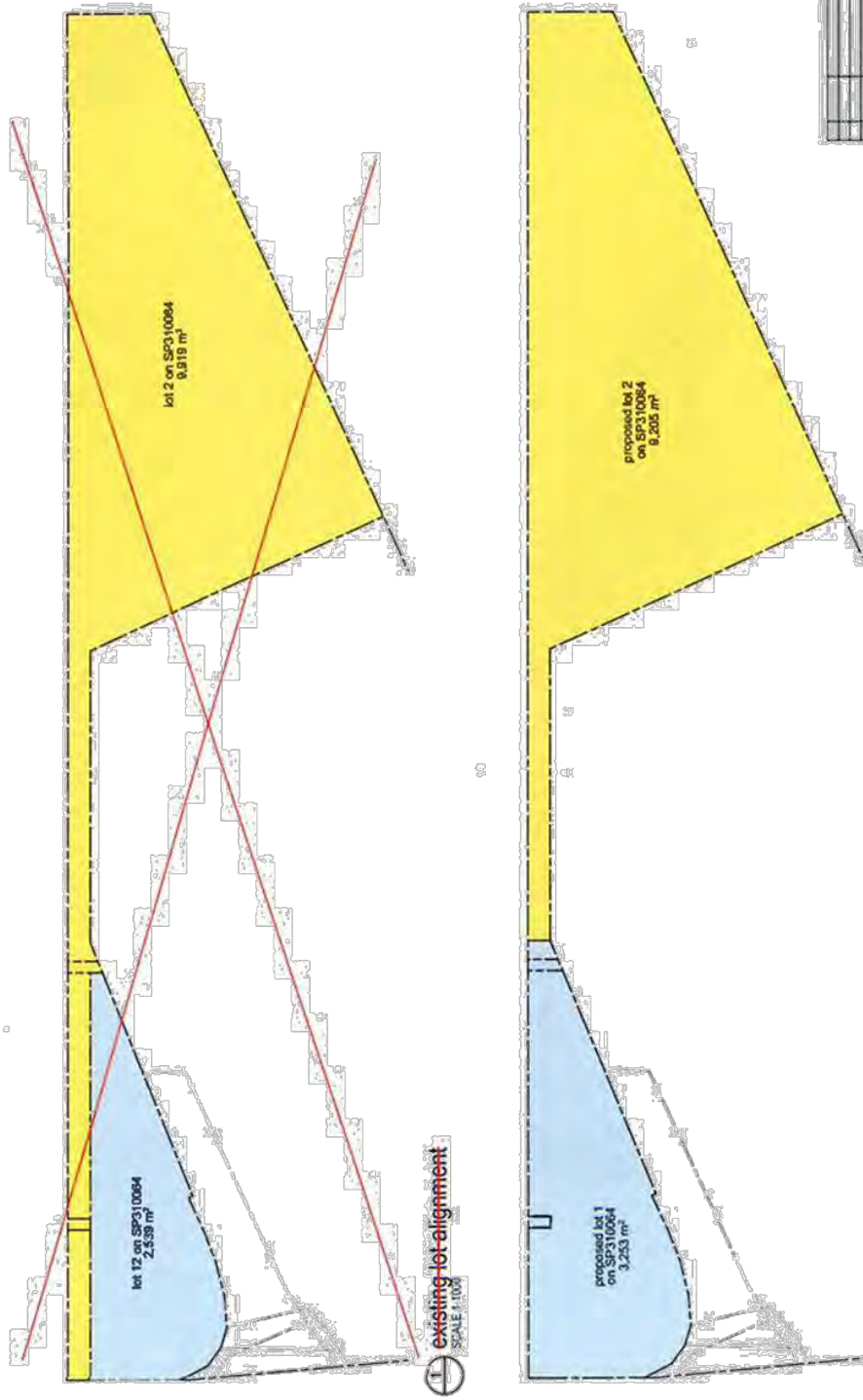
**ASSET MANAGEMENT IMPLICATIONS**

No implication can be identified.

Delegated Authority

Date

PROPOSAL PLAN



**proposed lot realignment Existing Lot Alignment**  
SCALE 1:100

**proposed commercial development**  
address 2 Walker road, Virgany  
class D16 Lucca

**boundary realignment plan**  
2079  
SD 0002 P3  
Aug 2022

level 1: SA position 14 p (07) 2870 1199  
p0 box 1777  
leaving DC doc 406  
© 2022 Sparc  
Jan 15 02:38:13

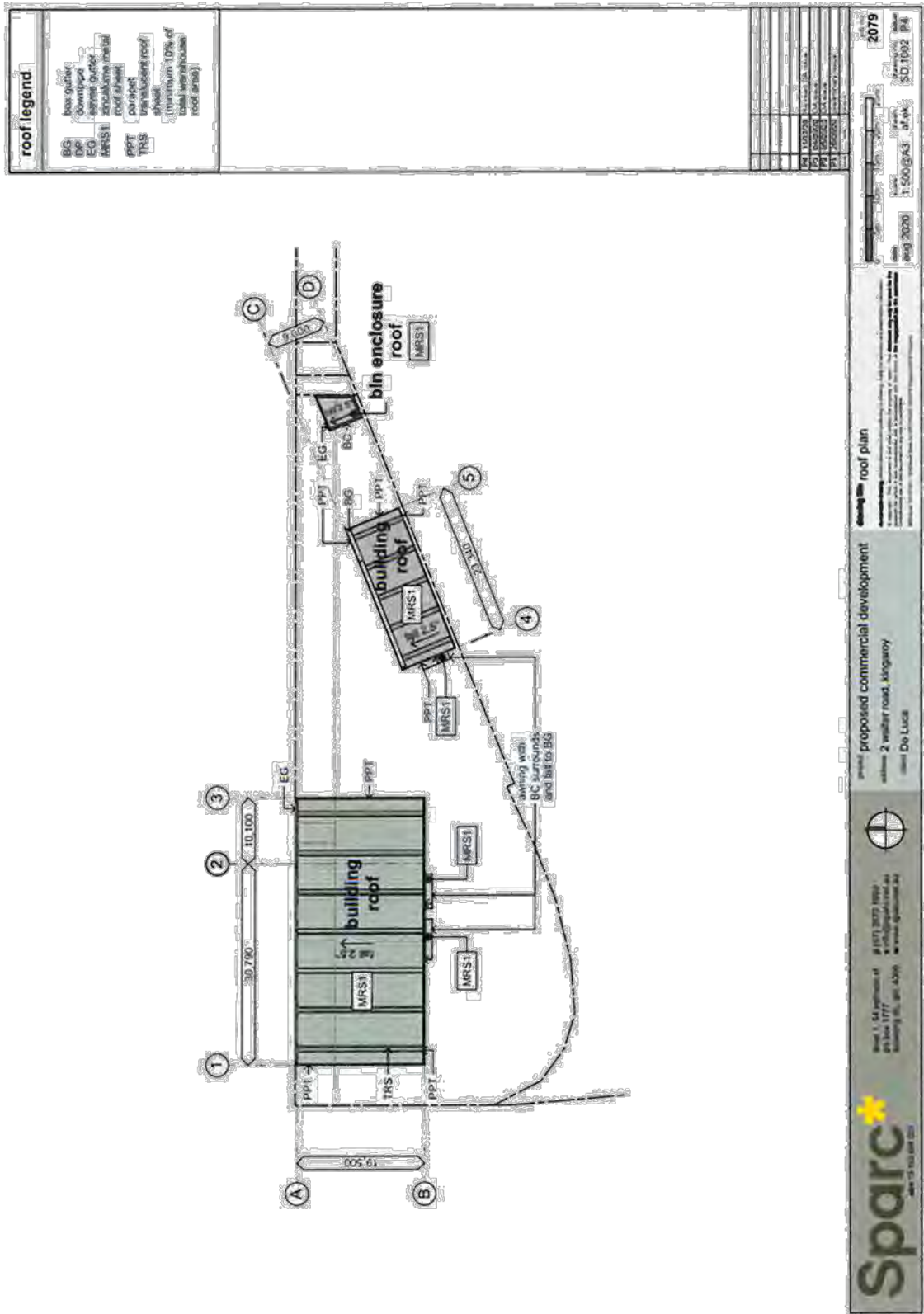
**Sparc**





Delegated Authority

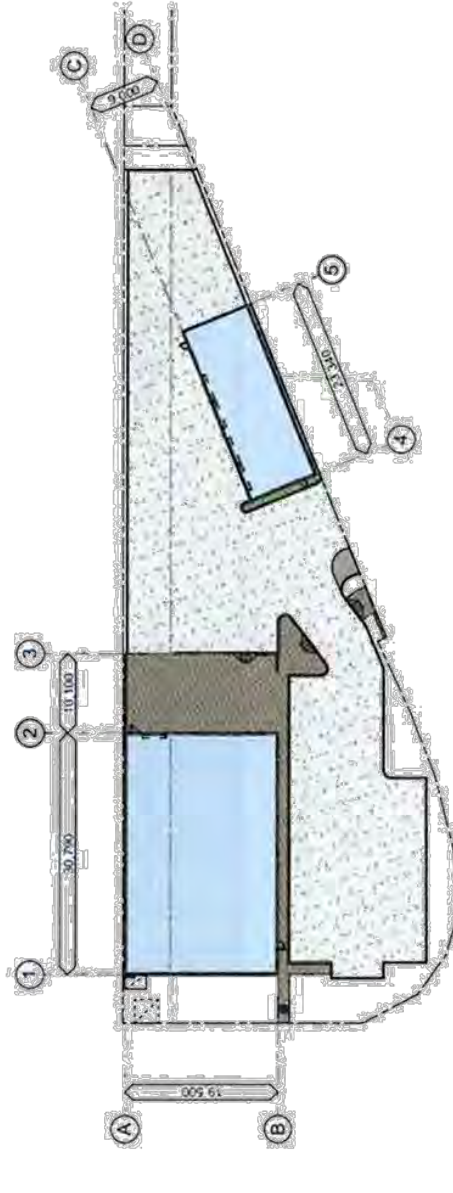
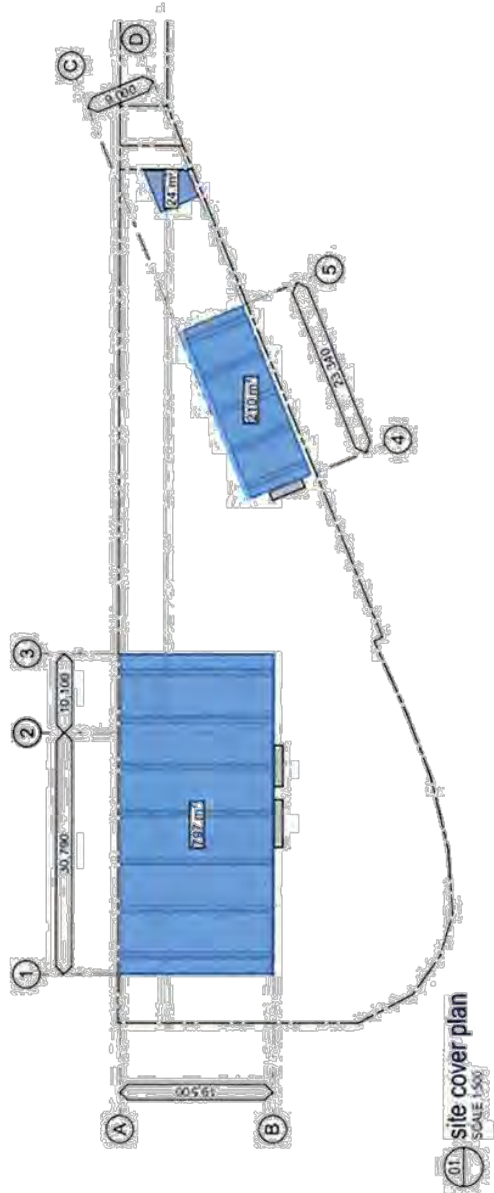
Date:



Delegated Authority

Date:

<p><b>site cover</b>                  Defined in the South Burnett Regional Council Planning Scheme.  <b>Definitions:</b>                  site cover, means the proportion of the site, expressed as a percentage, that will be covered by a building or structure, measured to its outermost projection, after the development's carport, other than a building or structure, that is:                  (a) a horizontal or split space area, including, for example, a glaustror above a parking area;                  (b) a basement that is completely below ground level and used for car parking; or                  (c) the roof of a building; or                  (d) a sun shade;                  which indicates area included in site cover calculation.</p>											
total site cover:	1,031 m <sup>2</sup>										
site area:	3,252 m <sup>2</sup>										
site cover percentage:	31.7%										
<p><b>Impervious area</b></p> <table border="1"> <tr> <td>area:</td> <td>1,613</td> </tr> <tr> <td>footpath:</td> <td>354</td> </tr> <tr> <td>hardstand:</td> <td>1,613</td> </tr> <tr> <td>building:</td> <td>7810</td> </tr> <tr> <td>total:</td> <td>2,787 m<sup>2</sup></td> </tr> </table>		area:	1,613	footpath:	354	hardstand:	1,613	building:	7810	total:	2,787 m <sup>2</sup>
area:	1,613										
footpath:	354										
hardstand:	1,613										
building:	7810										
total:	2,787 m <sup>2</sup>										



proposed commercial development  
 address: 2 water road, kingaroy  
 name: De Luca

2079  
 1,500(A3)  
 SD 1003 P3  
 aug 2020



Level 1, 2 & 3 pursuant to  
 the Local Government Act 2009  
 (Queensland)

