



AGENDA

Liveability, Governance and Finance Standing Committee Meeting Wednesday, 8 February 2023

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

Date: Wednesday, 8 February 2023

Time: 9am

**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 NOTICES OF MOTION

5.1 NOTICE OF MOTION - BLACKBUTT SENSORY GARDENS - ROAD BASE AND SHADE SHELTERS

File Number: 08-02-2023

I, Councillor Brett Otto, give notice that at the next Liveability, Governance and Finance Standing Committee Meeting to be held on 8 February 2023, I intend to move the following motion:

MOTION

The Committee recommends to Council:

That Council recycle two replaced shade shelters at Lions Park Kingaroy by gifting such to the Blackbutt Community Development Association for inclusion at the Blackbutt Sensory Gardens and assist the Association in applying to council for a community grant of \$3,000 as follows:

- \$1,800 for road base to improve the walking paths;
- \$1,200 to engage a contractor to install the shade shelters.

RATIONALE

The community volunteers have completed the vast majority of the work and the gardens are a valuable community asset.

The walkways are less than desirable and need a proper gravel covering.

A section of the gardens is set aside for community seating, however the group cannot afford a shade shelter/gazebo.

CORPORATE PLAN

EC1 Develop and implement initiatives to enhance community parks, gardens and recreational facilities, which may include tree planting strategy, botanical gardens and perennial (drought tolerant) shrubs and flower planting programme.

I commend this Notice of Motion to Council.

ATTACHMENTS

Nil

5.2 NOTICE OF MOTION - CAREW PARK LEASE

File Number: 08-02-2023

I, Councillor Danita Potter, give notice that at the next Liveability, Governance and Finance Standing Committee Meeting of Council to be held on 8 February 2023, I intend to move the following motion:

MOTION

That the committee recommend to Council:

That South Burnett Regional Council work with the Kingaroy Vegetable Co-Op Inc to lease Carew Park, or, the Sports field on Sportsgrounds Rd, in Wooroolin, to the Kingaroy Vegetable Co-Op Inc. The Kingaroy Vegetable Co-Op Inc will then be able build a community garden that is universally accessible and available to all residents of the South Burnett. By leasing the park area to them, they then have the ability to apply for any grants available.

RATIONALE

The aim of which is to enhance the standard of liveability, by way of being a psychologically, and environmentally positive experience for participants, with measurable outcomes, such as mood elevation, increase in self-worth, production of some produce, and as a social and networking hub, for many other groups in this area.

Support by way of technical advisors have been involved with the group since inception and they have already spoken to the Wooroolin Lions who are interested in the concept and would be willing to offer support.

This will create a strong Community network, to help people regain a sense of belonging, to want to stay in this area.

The Grant closes mid Feb so they group would like a letter of intent to occupy for the area to go with the grant application which would be needed by the end of the week.

I commend this Notice of Motion to Council.

ATTACHMENTS

1. **Kingaroy Vegetable Co Op**  
2. **South Burnett Vegetable Co Op**  

Kingarory Vegetable Co Op

Our Purpose

Is to learn to grow our own Vegetables
Educating others to do the same
In a friendly and Cooperative community

Our Mission

To teach others to become self sustaining
To process the food we grow
To learn to cook the food we grow

Our Values

We Value honesty, integrity and sincerity,
in all our interactions with the community;
We would be welcome with open arms wear ever we go

Our Vision

Is to help members of the community for fill
their passion to nurture plants
Become respected for our passions and knowledge
To allow people to connect with mother earth

Our Passion

Is to see people grow in their understanding of plants
The best ways of growing plants and how to protect them
The different ways of cooking plants
How to preserve store and maintain a pantry
Teaching others what we do and how we do it

Overview:

The Kingaroy Vegetable Co-Op, (current name,) is endeavouring to obtain funding via a Qld. State Govt. Grant Scheme, to create a Community area, for food production, and to help local residents establish social relationships with each other. This is in the aftermath of recent unsettling Socially changing events that have happened. An eventual goal, would be to have the Group listed as a Provider for Govt. assistance with the New start allowance program.

Plan:

1. Proposal to talk with local Council, to identify areas that are appropriate and acceptable to council, and locals, as part of the Grant application process.
2. Become Incorporated and also registered as a Not for Profit, with Charitable status. This is to enable the group to apply, and to potentially receive, grant monies for the project.
3. Network with existing groups, with similar interests, to be under the umbrella of this project, in an aim to recruit volunteers for the project.

SITE VISIT ANALYSIS Thursday 26.1.2023

Site Address: Sportsmans Rd at Wooroolin Qld.

Aim of site visit:

To collect data on the Potential Site (2) at Wooroolin, where a proposed Community Garden, is to be established, via Grant funding, as a Project to help Community members, grow food, network socially, and to improve societal cohesiveness and stability.

Access:	Car/walk/pushbike/wheelchair.
Perimeter:	Unfenced.
Western boundary:	Leads to Wetlands.
Southern end of park:	Has a cricket pitch, then wooded area.
Eastern Boundary:	Adjacent road and private farmland.
Northern end:	4 Buildings on site.
Alerts:	No overhead wires.
Water access.	At present, taps have been removed, and pipes have been capped off. <ul style="list-style-type: none"> • Potential to ask for local contract driller, to sink hole 3-4m to water table of wetlands, to have bore water supplied.
Electricity:	Meter and power points in shed 3 Overhead lighting in shed 3. Street light only otherwise. No lights in field.
Soil:	Untested. Dry at present. Red Podzollanic soil. Farm adjacent indicates fertility.
Shed 1: Storage Shed.	Suit Tractor slasher storage. At present has broken boards and paper, and wood which will need to be removed.
Shed 2: Small outdoor kitchen area, roofed	Rotted bench tops etc. Easily replaced. Sink with no pipes present or taps. Water mains outside have been capped off. (At rear of shed.)

Shed 3:

Suit "Hamburger Stall" style function, with tea and coffe and food prep area.

Suit Meetings.

Long building with central long table. Lights and sockets and meter apparent.

Other suggested improvements and how to apply these, in document form, will be supplied as soon as possible.



5.3 NOTICE OF MOTION - DIVESTMENT OF COUNCIL LAND HOLDINGS

File Number: 8-02-2022

I, Councillor Brett Otto, give notice that at the next Liveability, Governance and Finance Standing Committee Meeting to be held on 8 February 2023, I intend to move the following motion:

MOTION

That the Committee recommends to Council:

That Council acts on the '*Review of Council's Land Holdings*' report presented to council in December 2022 as follows:

1. Item 5.2 – Land assets being investigated for immediate sale:

Haly Street, Kingaroy - undertake an immediate boundary re-alignment to increase the lot size and then proceed to offer the single allotment saleable for sale by offer on the open market by way of tender in the first instance, and if not sold, list for sale on the open market.

2. Item 5.3 – Significant land assets:

Burrows Street, Wondai – act immediately to undertake any required change to the boundary alignment and then offer for sale by offer on the open market by way of tender in the first instance, and if not sold, list for sale on the open market.

3. Item 5.4 – Land assets requiring investigation/works prior to divestment:

Residential land at 4 Hart Street, Blackbutt - act immediately to prepare for sale by offer on the open market by way of tender in the first instance, and if not sold, list for sale on the open market.

Residential land at Blackbutt-Crows Nest Road, Blackbutt – act immediately to offer to the adjoining owner (ID # 423) on commercial terms as deemed reasonable by the Chief Executive Officer under delegation.

Residential land at Kingaroy Cooyar Road, Brooklands – act immediately to offer to the two existing adjoining owners on commercial terms as deemed reasonable by the Chief Executive Officer under delegation.

Residential land at Hodge Street North, Wondai - act immediately to subdivide the drainage area and then offer to the adjoining owner on commercial terms as deemed reasonable by the Chief Executive Officer under delegation.

Residential land at Safflower Road, Memerambi - act immediately to offer to the adjoining owner on commercial terms as deemed reasonable by the Chief Executive Officer under delegation.

4. Item 5.5 – Residential land assets needing service connection prior to sale:

Five individual residential lots at Goodchild Drive (50 – 54 on RP855764), Murgon – officers provide a report to the May standing committee meeting outlining the required services and infrastructure before divestment, including an updated estimated capital cost and expected sale value.

Five individual residential lots at Ivory Street (813 – 817 on W5357), Wondai – officers provide a report to the May standing committee meeting outlining the required services and infrastructure before divestment, including an updated estimated capital cost and expected sale value.

Residential lots at Middle Road, Proston – act immediately to amalgamate six suitable allotments into three and then offer the amalgamated lots for sale by offer on the open market by way of tender in the first instance, and if not sold, list for sale on the open market. Offer the single remaining independent lot to the adjoining owner on commercial terms as deemed reasonable by the Chief Executive Officer under delegation.

5. Item 5.7 – Aerodrome lands:

Rural and Industrial vacant land on Edenvale South Road and Kingaroy Cooyar Road – officers provide a report to the May budget committee meeting outlining the resources required and cost of completing a 'Master Plan' for the land area for consideration as to inclusion in council's operational plan 2023/2024.

6. Item 5.8 – Review of Reserves:

Park reserve land at Lee Court, Nanango – act immediately to progress community consultation and an application to the Minister for Resources for transfer of the land to council to enable the sale of such as residential land by offer on the open market by way of tender in the first instance, and if not sold, list for sale on the open market.

Park reserve land at 32 Walter Road, Kingaroy – obtain the required legal advice and provide a report to the May standing committee meeting further to such advice.

7. Item 5.9 – Housing Pilot Project:

Residential land at Kelvin Street, Kingaroy – progress discussions with Regional Housing Limited and the department of communities and housing as to making the land available for the provision of social housing under the Queensland Government's next round of the *Housing Investment Fund* (providing an additional \$1 billion to construct 5,600 new social and affordable homes by June 2027).

8. Item 5.10 – Residential properties owned and managed by council:

Council retains all existing properties with the following exception:

Single unit dwelling at 95 Brisbane Street, Nanango - act immediately to sell by offer on the open market by way of tender in the first instance, and if not sold, list for sale on the open market.

9. Item 5.11 - Residential land owned by council but improved and managed by a third party:

Council retains these properties in council's ownership/management for the foreseeable future.

10. Item 5.12 – Grazing lease opportunities:

Council undertakes a review of rural land assets with potential for grazing leases as part of the operational plan 2023/2024.

11. Other opportunities for residential land:

Council undertakes a native title review and community consultation on the following land assets as prospective rural residential/residential lots as part of the operational plan 2023/2024:

- Park reserve land at Verdello Drive, Moffatdale – rural residential allotments;
- Park reserve land at Fisher Street (North), Kingaroy – residential allotments.

RATIONALE

The region's population growth potential and construction industry is being hampered by the unavailability of land.

Council currently incurs operational maintenance costs on land holdings that may have more value to community in the provision of housing.

Capital proceeds from sales may provide additional cash to support council's future capital program.

CORPORATE PLAN

IN9 Undertake an audit to identify Council land that can be divested.

I commend this Notice of Motion to Council.

ATTACHMENTS

1. **Article - Flinders Shire releases 48 blocks in housing affordability boost - Inside Local Government** [↓](#) 

Home › Procurement › Assets

PROCUREMENT ASSETS NEWS QLD NEWS

Flinders Shire releases 48 blocks in housing affordability boost

23/01/2023



Flinders Shire Council is selling land in the outback Queensland region at record low prices in a bid to boost local affordable housing options.

Council says it is bucking the trend of record house price increases across Australia by releasing 48 affordable blocks of land for sale in the townships of Hughenden, Prairie, and Torrens Creek to help drive population and economic growth in the Shire.

The blocks of land are flat and range in size from 809m² to 1.303 hectares, and will be sold via auction online by Grays.com between 10-13 February.

Council will also be offering housing grants of \$5,000 to eligible applicants, as well as other grants offered by State and Commonwealth governments for which house buyers may be eligible.

Flinders Shire Council Mayor, Jane McNamara said the blocks will suit a variety of people wanting to take advantage of affordable land and housing opportunities in the region.

"The 48 blocks of land for sale offer an incredible opportunity for people to invest in building affordable housing," she said.



"Whether you're looking to retire and need an affordable home base for travel, are a young person or have a young family looking to own your first home, or an investor wanting high returns on investment, these blocks of land will suit you.

"The blocks are flat and serviced, meaning they allow for easy and cheaper construction, and are in close proximity to supermarkets, medical and aged care facilities, three schools, a recreational lake, an early learning centre, parks, and community swimming pool.

"The large size of the blocks means you will be able to enjoy the wide, open spaces that the region has to offer. Flinders Shire is located within an easy drive to Charters Towers and Townsville.

"It will be hard to find a better deal anywhere in Australia."

Mayor McNamara said the land sales form part of Flinders Shire Council's commitment to support an increase in the supply of housing in the region to improve workforce retention and attraction.

She said rental and housing demand in the region was being driven by a number of factors including:

- a renewable energy hub, supported by the Queensland Government's \$62 billion [Queensland Energy and Jobs Plan](#);
- manufacturing and transport;
- a pipeline of major projects such as Flinders Magic grape farm, CopperString, Windlab stage 2.0, Mount James Wind Farm, and the North West Minerals Province;
- established cattle and agricultural businesses and the supporting service industry;
- tourism growth;
- economic activity within the region;
- a record number of new businesses.

"For a small town, there is enormous opportunity with new growth horizons," Mayor McNamara said.

"Both our traditional industries such as cattle, rail, transport and tourism, and new industries such as renewable energy have strong growth prospects.

"The affordability of land, combined with career opportunities available in these industries and the lifestyle our region has to offer, makes investing in the Flinders Shire a very enticing opportunity for both home buyers and rental investors alike," she said.

For more information on the blocks of land for sale and to register to be part of the auction, visit [Grays.com](https://www.grays.com).

5.4 NOTICE OF MOTION - MURGON GULLY AND RESIDENT HEALTH AND SAFETY**File Number: 8-02-2022**

I, Councillor Kathy Duff, give notice that at the next Ordinary Meeting of Council to be held on 8 February 2023, I intend to move the following motion:

MOTION

The Committee recommends to Council:

That Council approve the scope of works and associated operational budget (if required) to address the overgrown grass, vegetation, dead trees / branches and debris throughout the Murgon Gully commencing at the intersection of Heading and Leitch Streets and ending at the bridge crossing on Thorn Street. That such works are completed prior to April 6, 2023 (Easter weekend).

RATIONALE

The entire gully area is heavily overgrown with green panic grass, weeds and debris from trees.

It has created a major visual amenity problem for many residents living alongside the gully.

The gully has become a major breeding ground for mosquitos in the centre of Murgon due to the overgrown vegetation and moisture.

Other health and safety issues include residents reporting regular sightings of snakes in neighbouring yards, breeding in the overgrown vegetation as well as branches from dead trees falling on residents properties.

Children are regularly riding bikes across parts of the gully to cross from one street to another.

CORPORATE PLAN

EC1 Develop and implement initiatives to enhance community parks, gardens and recreational facilities, which may include tree planting strategy, botanical gardens and perennial (drought tolerant) shrubs and flower planting programme.

I commend this Notice of Motion to Council.

ATTACHMENTS**Nil**

5.5 NOTICE OF MOTION - COUNTRY UNIVERSITIES HUB

File Number: 08-02-2023

I, Councillor Danita Potter, give notice that at the next Liveability, Governance and Finance Standing Committee Meeting of Council to be held on 8 February 2023, I intend to move the following motion:

MOTION

That the committee recommend to Council:

That South Burnett Regional Council start the process of organising a Management Committee for a Country Universities Centres (CUC's) of which the Hub will be in Kingaroy with later expectations of the centre opening other satellite CUC's in the surrounding towns/villages including Cherbourg.

RATIONALE

- Embedded living local workforce
- Grow your own

Build local capacity for the jobs of the future – estimates are that 90% of new jobs will require VET or university qualifications. Local opportunities to reskill or upskill to maintain relevance for the transitioning workforce will be needed.

We want local people to have access to the local high value jobs, and not just have these jobs filled by people migrating in from other locations

Productivity Commission Five Year Productivity Inquiry 3 August 2022 – “the evolving nature of the modern economy also means that the workforce needs to be able to easily upskill and reskill as job roles change including because of the introduction of new technologies. Meeting this challenge requires academic and vocational education systems that can provide the workforce with both solid foundational skills — such as the ability to problem solve and to think critically — as well as equipping workers with the specialist (or vocational) knowledge required for specific roles.”

- Internet connectivity

Online education is becoming more data rich, and our connectivity needs to keep pace with this. A CUC Centre helps prevent connectivity and technology being a tool of inequity for the “haves” and the “have nots”, by making connectivity and technology accessible to all.

- Attract a broader demographic workforce

The Centre will encourage lifelong learning from students of equity groups which traditionally have had lower access to education, encouraging local economic mobility.

- Academic Support
- Student Support Services

Having local access to these supports and services means that local people will be less defined by where they live.

- Build social and community capacity
- Supports the inequalities that often face rural communities
- Increasing the Resilience of our Community

The Centre will be part of a local lifelong learning community that will be a focus of outreach, local research on local issues of relevance, widening participation and a base and point where universities can better engage with the local community

- Energy Transition as outlined in the Queensland Energy and Job Plan

See above re opportunities to reskill in areas of employment demand, noting the high need for qualifications, knowledge and networks that this Centre will propagate in the new knowledge economies we will be transitioning towards.

- Creating sustainable Development within Communities
- Creates a more Vibrant Community
- Creates a broader education Base through diversity of universities and courses

Students can study their choice, and not be funnelled into particular courses that are available but might not fully appeal or suit.

Productivity Commission Five Year Productivity Inquiry September 2022 “Students appear to make good choices of their own volition. They have the best information about their own abilities and interests, making them well placed to make decisions about what they will enjoy — and benefit from — studying.....Policies that limit students’ choices may lead some students to train in areas that do not align with their interests, which may be harmful to their careers in the long term.”

Cherbourg Aboriginal Shire Council have indicated they would support this even being on the Management Committee/Working Group. Powerlink are a foundation sponsor of CUC Maranoa in Roma and are supportive to explore their involvement with a Kingaroy Centre. With this in mind we would also need investment and support from all Sectors within the Community, State and Federal Government.

Suggestions for Management Committee:

Powerlink

Education representative

Cherbourg Council

SB Council

Any other organisation that becomes a major supporter

Business group representative

Health representative

Agriculture/Agriculture specialisations

Energy Partners

Regional Development

Operational Plan

OPL/28	Advocate and pursue opportunities for post-secondary education within the region preparing a business case and ‘shovel ready’ project/s
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Corporate Plan

EC7 Development and implementation, in consultation with local communities, of realistically achievable rural resilience programmes.

EC10 Support indigenous reconciliation and empowerment through the development and implementation of a Reconciliation Action Plan

GR9 Explore, advocate and pursue opportunities for post-secondary education within the region.

GR14 Support our community and key stakeholders to build a plan for our region's eventual coal transition.

GR15 Work with key stakeholders to promote workforce attraction and retention in the South Burnett.

OR12 Advocate strongly to key stakeholders, including state and federal governments, on regional priorities, including funding opportunities.

I commend this Notice of Motion to Council.

ATTACHMENTS

1. **CUC Impact Statement** [↓](#) 

The Country Universities Centre 2022



Country
Universities
Centre
DEGREES CLOSER



OUR VISION

"To empower regional people by building highly-connected learning communities and opportunities for a vibrant and prosperous future."

Photo credit: Destination NSW



Empowering regional people

Challenges to regional higher education

Regional people are less than half as likely to gain a bachelor qualification compared to their metropolitan counterparts. Existing initiatives to improve higher education access have failed to increase the participation rates of regional Australians, which have remained stagnate at around 20% for over 30 years. These initiatives are often prescribed to regional communities by either government or universities, rather than being community owned, operated, and supported.

Local solutions

Successful regional development is led by local communities and aligned with regional strengths. The Country Universities Centre (CUC) model is designed and developed by regional people for regional people and their communities to provide equitable access to higher education. It is both a grassroots and agile model.

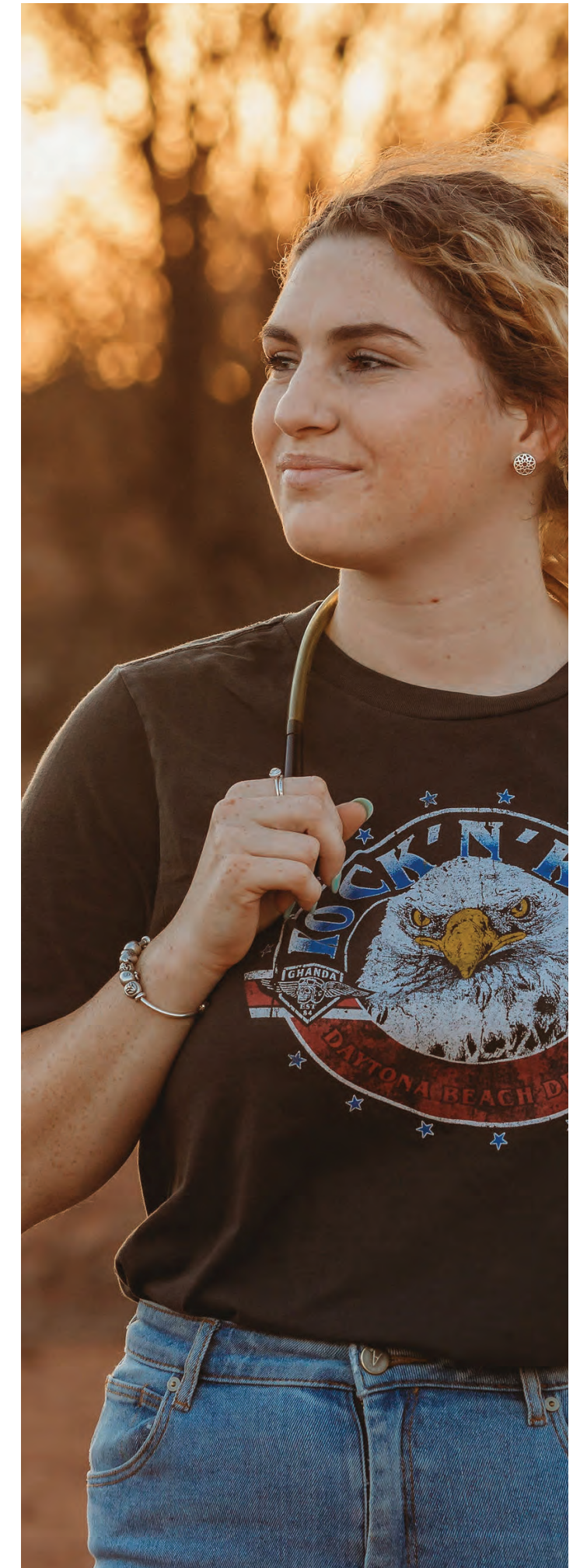
Each Centre is owned, governed, and driven by its local community through an independent Board of Directors. This framework provides for place-based learning solutions. The CUC can respond quickly to the unique higher education challenges and needs of local communities.

Support where it is needed

The CUC operates in communities where universities cannot or will not go, from the coast to the outback, with the common goal of developing equitable access to higher education.

CUC communities have the following characteristics:

- Strong local community support
- Significant distance from existing university infrastructure
- High representation of students from equity groups such as Regional, low socioeconomic status (SES), and Aboriginal and Torres Strait Islander people.
- Low higher education participation and bachelor attainment rates in the region
- Small to medium-sized regional towns
- Clear regional development goals



CUC Network



- **2013**
CUC Snowy Monaro (*Cooma*)
- **2018**
CUC Goulburn (*Goulburn*)
CUC Far West (*Broken Hill*)
- **2019**
CUC Clarence Valley (*Grafton*)
CUC North West (*Narrabri and Moree*)
- **2020**
CUC Parkes (*Parkes*)
- **2021**
CUC Bass Coast (*Wonthaggi*)
CUC Macleay Valley (*Kempsey*)
CUC Maranoa (*Roma*)
CUC Balonne (*St George and Dirranbandi*)
CUC Southern Shoalhaven (*Ulladulla*)
- **2022**
CUC Ovens Murray (*Wangaratta, Corryong and Mansfield*)
- **2023**
CUC Cowra Region (*Cowra*)
CUC Mudgee Region (*Mudgee*)
CUC Mount Isa (*Mount Isa*)
CUC Swan Hill (*Swan Hill*)





Learning community

Local student networks with face-to-face support from Centre Managers and Learning Skills Advisors



Student support

CUC students choose to study a diverse range of courses from over 40 different Australian universities. The CUC has responded to student needs and created an innovative model that can support any student, studying any course, at any Australian university.

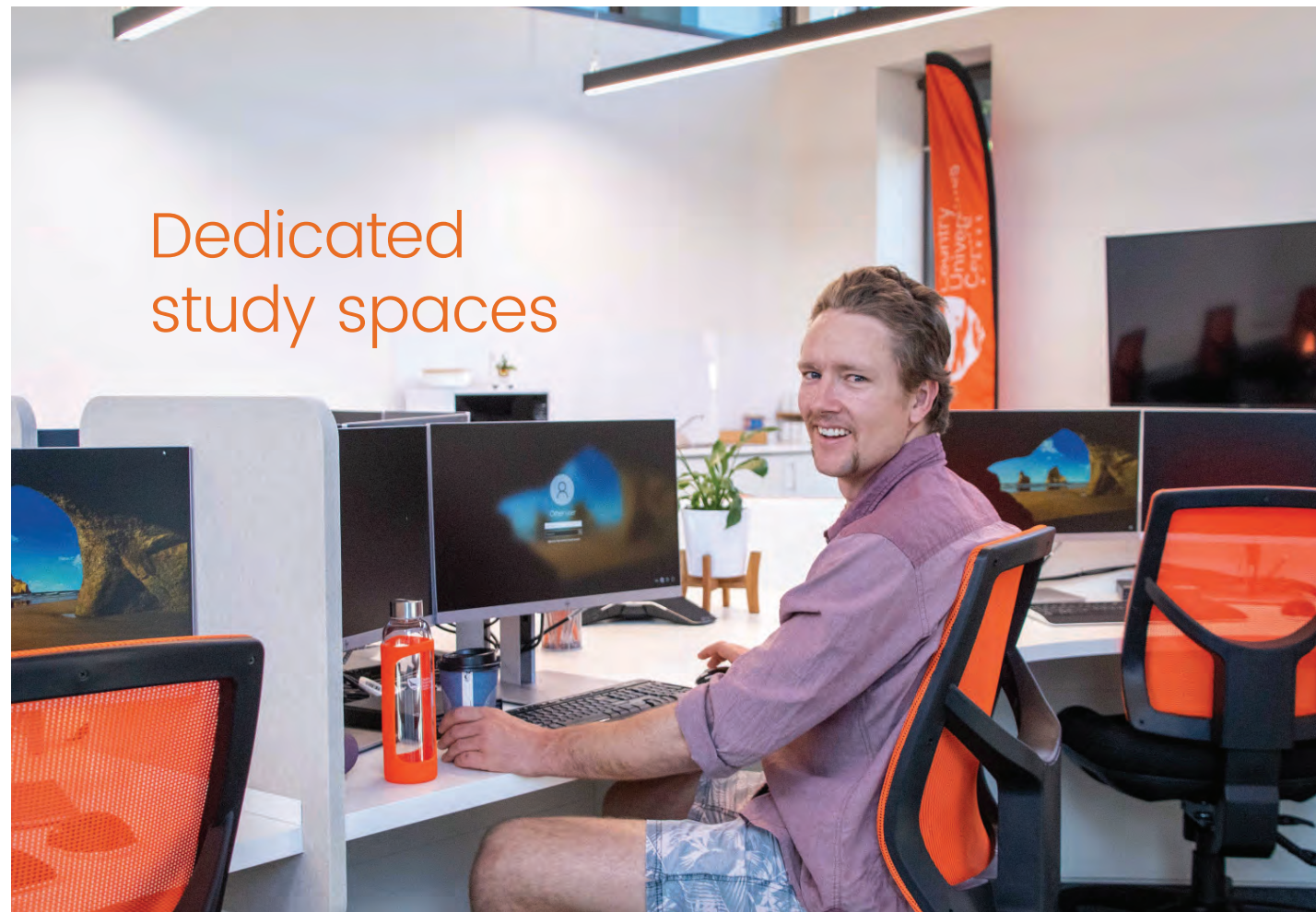
The wrap-around model of student support provides face-to-face academic, wellbeing, technology, and administrative support in addition to what each student's university already provides.

These extra layers of support are crucial for many students who study with the CUC. Regional online students are often at greater risk of attrition. Many students are from low SES backgrounds, are the first in their family to attend university, or have caring and multiple other responsibilities.

The CUC offers a free and welcoming place to study with flexible and personalised face-to-face support within a local learning community. This empowers students to enrol in the degree of their choice from any Australian university with the knowledge they will be supported locally.

"Before discovering the CUC, I was on the cusp of giving up on studies and meeting the course deadlines. My home environment and poor internet access led to a lot of frustration. Before attending the centre, I felt like I was on my own..."

CUC Clarence Valley Student



Dedicated study spaces

The CUC provides quiet study spaces with high-speed internet and face-to-face student support away from the distractions of home for any student studying at any Australian university.

High-tech facilities

Students can use workstations with dual screens or bring-their-own-device and access high speed internet (at least 100mbps), printing, copying and video conferencing. Students can also use dedicated online exam spaces or supervised exam rooms.

Collaboration

One of the most difficult aspects of studying via distance is social isolation. Collaborative spaces encourage students to be part of a learning community where they can connect with other students in their region.

Versatile spaces

Each Centre has adaptable tutorial rooms that are fitted out with video conferencing facilities and can host tutorials, workshops, intensives, group work or exams.

Flexible access

Students need flexibility as they are often balancing study with work and family commitments. Centres are staffed during business hours and are accessible to students via swipe card 7 am to midnight, seven days a week.

Our impact

1681 STUDENTS

registered with the CUC and they studied

738 COURSES

THROUGH 43 different Australian universities

We are located in 18 communities across NSW, QLD and VIC

CUC STUDENTS

98% of students are Regional or remote classification

67% Low socio-economic status (IEO Index)

7.5% of students identify as Aboriginal or Torres Strait Islander

52% First in family to attend university

61% of students are 25 years of age or older

2022 STUDENT EXPERIENCE SURVEY FOUND

99% of students found CUC staff to be very or extremely helpful

95% of students felt that using the CUC helped to improve their academic results

94% of students believe the CUC has made it easier to stay, study or work in their community

94% are more likely to continue with their studies as a result of the help that they received from the CUC.



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5.6 NOTICE OF MOTION - NANANGO WALKING TRACK – SLASHING**File Number: 08-02-2022**

I, Councillor Brett Otto, give notice that at the next Liveability, Governance and Finance Standing Committee Meeting of Council to be held on 8 February 2023, I intend to move the following motion:

MOTION

The Committee recommends to Council:

That Council undertakes the slashing of the overgrown area containing previously planted trees at the park land / road reserve area adjacent to the pedestrian pathway in South Nanango (D'Aguilar Highway) as part of its regular parks and gardens maintenance program.

RATIONALE

The pathway is used extensively by residents and families, including for Parkrun.

There is a large area alongside the western side of the pedestrian pathway that is overgrown and has not been slashed since trees were planted under a previous program.

Residents have raised concerns as to snakes, vermin and safety for those using the path.

Slashing around the established trees would provide a much safer environment.

CORPORATE PLAN

EC1 Develop and implement initiatives to enhance community parks, gardens and recreational facilities, which may include tree planting strategy, botanical gardens and perennial (drought tolerant) shrubs and flower planting programme.

I commend this Notice of Motion to Council.

ATTACHMENTS

Nil

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: 08/02/2023

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 Customer Service team has been kept busy over the Christmas/New Year period with animal registrations renewals sent to customers early December 2022 and closed on 20 January 2023. Customer Service will continue being busy with rates notices scheduled to be sent to ratepayers in the third week of February 2023 with discount closing mid March 2023.

The Corporate and Governance Sections continue to support the Customer Service team to ensure the delivery of Council's customer service function is delivered in accordance with service levels.

Corporate and Governance sections ensure the organisation and external agencies are supported in complaint management, legal matters, retention and disposal, delegations, policies, procedures, factsheets, forms and insurance.

Council was invited by Local Government Mutual Service ('LGMS') to participate in the annual LGM Risk Self-Assessment for 2023. Participation in the self-assessment is voluntary; however a 1% participation rebate will be applied to the 2023/2024 annual member contribution if a response is received prior to the closing date. The Corporate team has completed the assessment and the response will be returned to LGMS prior to the closing date, which will attract a 1% participation rebate.

Communications/Media:

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

- Media Releases x 31
- Media enquiries (via the Media email) x 11
- Social Media:

- Facebook: x 73 Posts
- Instagram: x 44 Posts
- Printed advertising x 3
- Graphic design x 29

In January 2023, the Media and Communications team progressed the following:

- Media Releases x 28
- Media enquiries (via the Media email) x 9
- Social Media:
 - Facebook: x 95 Posts
 - Instagram: x 52 Posts
- Enews x 1
- Printed advertising x 5
- Graphic design x 26

A list of all media release/enquiries and statistics for December 2022 and January 2023 is available as an attachment to this report.

Finance & Sustainability:



At the end of January 2023, Council held \$47.592 million in cash and cash equivalents with \$40.31 million invested with the Queensland Treasury Corporation (QTC).

Water meter readings have now been completed. The next general rates notices will be issued 17 February 2023. Summons have been served for rate arrears (95 in total).

BACKGROUND

Nil

ATTACHMENTS

1. **December 2022 Media Report** [↓](#) 
2. **January 2023 Media Report** [↓](#) 

Media Releases – December 2022: 31

1. 190. Public Notice 01-12-2022 - Dog Registration Renewals
2. 190a. Public Notice 02-12-2022 - QEII Park Concept Plans
3. 191. Public Notice 02-12-2022 - Kumbia Streetscape Update
4. 192. Public Notice 05-12-2022 - Wondai Swimming Pool – Closed for Private Function
5. 193. Public Notice 07-12-2022 - Notice of Works - Changed Traffic Condition and Temporary Road Closures - Kingaroy Christmas Carnival
6. 194. Public Notice 08-12-2022 - Supply large volume of Water Meters
7. 195. Public Notice - 07-12-2022 - SBRCQ-22-23-64 - Invitation to Offer - Eight (8) Goats & One (1) Ram
8. 196. Public Notice 07-12-2022 - Queen's Jubilee Tree Dedication Event
9. 197 - 07-12-2022 - Cert II in Salon Assistant - TAFE Queensland Kingaroy
10. 198. Public Notice - 09-12-2022 - Dog Registration Renewals
11. 199. Public Notice - 09-12-2022 - Fire in Waste Collection Truck
12. 200. Public Notice - 09-12-2022 - Coolabunia Saleyards & Clearing Facility Complex closure dates for Christmas and New Year 202223
13. 201. Media Release - 13-12-2022 - Mayor's Community Christmas Luncheon a Success!
14. 202. Media Release 13-12-2022 - Mayor calls on community to stand with Police
15. 203. Media Release 13-12-2022 - Mayor Joins Delegation to Government on Future of Coal Communities
16. 204. Public Notice 13-12-2022 - Found 1 Lamb (ewe)
17. 205. Media Release 14-12-2022 - Santa's Workshop Winners announced - Embargoed Until 1pm
18. 206. Public Notice 15-12-2022 - SBRCQ 2223-62 - Invitation to Offer - Level 2 Bridge Condition Rating Inspections
19. 207. Media Release 15-12-2022 - Council Christmas Operating Hours
20. 208. Media Release 16-12-2022 - Santa Clause Lane winners announced - Embargoed Until 8.00am
21. 209. Media Release 16-12-2022 - Home Creek Loop Road Cushnie - Planning to start on bridge replacement
22. 210. Public Notice - 16-12-2022 - SBRCQ-22-23-69 - Invitation to Offer - One (1) Lamb
23. 211. Mayoral Media Statement 19-12-2022 - Mayor Otto speech at Police Vigil for fallen Police Officers
24. 212. Media Release - 20-12-2022 - Recycling Bin Rollout Complete
25. 213. Media Release - 20-12-2022 - Ready. Steady. Recyclopeda
26. 214. Public Notice - 20-12-2022 - Missed Wheelie Bin Collections Along Douglas Street and Gore Street Murgon
27. 215. Public Notice - 21-12-2022 - Kerbside Recycling Trucks have arrived
28. 216. Public Notice - 21-12-2022 - Community Neighbourhood Watch for Region's Parks
29. 217. Media Release 22-12-2022 - South Burnett Regional Façade Improvement Program
30. 218. Media Release 22-12-2022 - South Burnett Regional Local Build Small Grants Program
31. 219. Public Notice - 23-12-2022 - Management of Murgon Swimming Pool

Media Releases 22-23						
2022	Jul	Aug	Sep	Oct	Nov	Dec
	47	42	34	33	33	31
2023	Jan	Feb	Mar	Apr	May	Jun

Media enquiries (received to the 'Media' email, excludes phone and other emails): 11

1. 07-12-2022 - Burnett Today - Youth Council
2. 09-12-2022 - ABC Southern Qld - Recycling Service
3. 09-12-2022 - South Burnett Times - Fire in Waste Collection Truck
4. 09-12-2022 - Burnett Today - Fire in Waste Collection Truck
5. 09-12-2022 - South Burnett Times - Dog Renewal Registration increase in fees
6. 14-12-2022 - ABC News, Wide Bay - State Government's Energy Plan and the future of coal communities
7. 14-12-2022 - ABC Wide Bay - Santa's Workshop
8. 14-12-2022 - Burnett Today - Recycling in the South Burnett 2023
9. 14-12-2022 - South Burnett Times - QEII Park Upgrades Community Survey Results
10. 16-12-2022 - ABC Wide Bay - Requesting interview with the Mayor looking back over the year and what 2023 holds.
11. 21-12-2022 - Local Sounds South Burnett Radio - Christmas Message

Media Enquiries 22-23						
2022	Jul	Aug	Sep	Oct	Nov	Dec
	23	8	8	9	6	11
2023	Jan	Feb	Mar	Apr	May	Jun

Social media: South Burnett Regional Council

Facebook

@southburnettregion: 73 posts

Most engaged post:

15-12-2022 – New Year's Eve Fireworks - Boondooma Dam – 11,555 reached, 117 reactions, 28 comments, 30 shares

Followers: 9910 (+113 from November 2022)

Page reach: 31,454 (-18.3% from November 2022)

Instagram: 44 posts

Most engaged post:

15-12-2022 - New Year's Eve Fireworks - Boondooma Dam – 734 reached, 5 likes, 1 share

Followers: 1140 (+30 from November 2022)

Page reach: 1396 (+43.2% from November 2022)

Social media posts – all platforms						
2022	Jul	Aug	Sep	Oct	Nov	Dec
	Facebook: 77 Instagram: 59	Facebook: 106 Instagram: 79	Facebook: 65 Instagram: 49	Facebook: 114 Instagram: 91	Facebook: 102 Instagram: 77	Facebook: 73 Instagram: 44
2023	Jan	Feb	Mar	Apr	May	Jun
	Facebook: Instagram:	Facebook Instagram:	Facebook: Instagram:	Facebook: Instagram:	Facebook: Instagram:	Facebook: Instagram:

Printed advertising

- Council progressed two full page ads (Page 4) in the South Burnett Today published on 8 December and 22 December 2022
- Council progressed one Murgon Moments ad in December for South Burnett Libraries

Radio advertising

- Radio advertising was progressed for the month of December.

Graphic design – December 2022

- Website Banners x 2 – Ready Steady Recycle, Ready Steady Recycle Survey
- Signs/flyers/posters/cards x 3 - Calling Cards (Compliance), Boondooma Fireworks x 2,
- SBRC Email Signature for Christmas
- Santa Claus Lane Certificates
- Santa's Workshop Certificates
- Social media graphics – Public Notices x 21

Media Releases – January 2023: 28

1. 220. Public Notice - 03-01-2023 - Recycling and General Waste Bin Placement
2. 221. Public Notice 06-01-2023 - Found 1 Goat
3. 222. Public Notice 06-01-2023 - Notice of Works - Walter Road, Kingaroy - Water Main Works
4. 223. Public Notice - 06-01-2023 Temporary Closure of Railway Park, Proston Public Amenities
5. 224. Public Notice 10-01-2023 - SBRCQ 22-23-70 Supply and Installation of Fencing across Parks & Commercial Sites
6. 225. Media Release 11-01-2023 Australia Day Awards celebrated on 22 January 2023
7. 226. Media Release 11-01-2023 - South Burnett Australia Day Ambassadors announced
8. 227. Public Notice 11-01-2023 - Update – McKell Park Amenities Wondai
9. 228. Public Notice 13-01-2023 - Dog Registration Renewals - Reminder
10. 229. Public Notice 13-01-2023 - Notice of Works - Railway Terrace Kingaroy - Water Main Works
11. 230. Public Notice 17-01-2023 - SBRCQ 22-23-35 Supply and Delivery of Three (3) Extra Cab (4x2) Utilities
12. 231. Public Notice 17-01-2023 - Traineeships with South Burnett Regional Council
13. 232. Public Notice 17-01-2023 -2023 South Burnett Regional Youth Council
14. 233. Public Notice 18-01-2023 -QEII Park, Murgon Refurbishment Begins
15. 234. Public Notice 19-01-2023 - General and Recycling Bin Collection Times
16. 235. Media Release 20-01-2023 South Burnett Australia Day Award Nominees
17. 236. Media Release - South Burnett Regional Council 2023 Australia Day Award recipients announced
18. 237. Public Notice 23-01-2023 - SBRCQ 22-23-72 Cleaning of Council Buildings - Public Conveniences - Maidenwell
19. 238. Public Notice 24-01-2023 - SBRCQ 22-23-83 Sale of Rhodes Grass Hay 4x4ft Round Bales
20. 239. Public Notice 24-01-2023 - Temporary Closure of Memerambi Rail Trail Toilets
21. 240. Public Notice 25-01-2023 - Proston Pool closed on Australia Day
22. 241. Public Notice 25-01-2023 - Memerambi Transfer Station – Change in Opening Hours
23. 242. Public Notice 25-01-2023 - Notice of Works - Scott Street Wondai
24. 243. Public Notice 25-01-2023 - Reflect. Respect. Celebrate Australia Day in the South Burnett
25. 244. Media Release 27-01-2023 South Burnett Citizenships
26. 245. Public Notice 30-01-2023 - 2022-2023 Round 2 Community Grants Program Opening 1 February 2023
27. 246. Public Notice 30-01-2023 - Council Email Account Compromised
28. 247. Public Notice 31-01-2023 - Systematic Inspection Program for Dog Registration

Media Releases 22-23						
2022	Jul	Aug	Sep	Oct	Nov	Dec
	47	42	34	33	33	31
2023	Jan	Feb	Mar	Apr	May	Jun
	28					

Media enquiries (received to the 'Media' email, excludes phone and other emails): 9

1. 09-01-2023 - South Burnett Times - Potholes in the South Burnett
2. 09-01-2023 - 7 News - Requesting comment in relation to Pothole in Goomeri (advised 7News that Goomeri was in the Gympie Regional Council area)
3. 10-01-2023 - Burnett Today - Council Traineeships/Apprenticeships
4. 17-01-2023 - South Burnett Times - New Recycling Bins
5. 18-01-2023 - South Burnett Times - Services Union South Burnett Press Release
6. 19-01-2023 - South Burnett Times - Hungry Jacks coming to Kingaroy
7. 20-01-2023 - Burnett Today - Regional Airports Program
8. 24-01-2023 - South Burnett Times - 2023 Australia Day Award recipients
9. 31-01-2023 - South Burnett Times - Council email account compromised

Media Enquiries 22-23						
2022	Jul	Aug	Sep	Oct	Nov	Dec
	23	8	8	9	6	11
2023	Jan	Feb	Mar	Apr	May	Jun
	9					

Social media: South Burnett Regional Council

Facebook

@southburnettregion: 95 posts

Most engaged post:

17-01-2023 –Traineeships with Council – 12,488 reached, 75 reactions, 43 comments, 65 shares

Followers: 9,912 (+2 from December 2022)

Page reach: 30,604(-2.7% from December 2022)

Instagram: 52 posts

Most engaged post:

17-01-2023 - Traineeships with Council – 400 reached, 1 comment, 6 likes, 2 shares,

Followers: 1139 (-1 from December 2022)

Page reach: 1138 (-18.5% from December 2022)

Social media posts – all platforms						
2022	Jul	Aug	Sep	Oct	Nov	Dec
	Facebook: 77 Instagram: 59	Facebook: 106 Instagram: 79	Facebook: 65 Instagram: 49	Facebook: 114 Instagram: 91	Facebook: 102 Instagram: 77	Facebook: 73 Instagram: 44
2023	Jan	Feb	Mar	Apr	May	Jun
	Facebook: 95 Instagram: 52	Facebook: Instagram:	Facebook: Instagram:	Facebook: Instagram:	Facebook: Instagram:	Facebook: Instagram:

Enews

- Council progressed 1 Enews during January

Printed advertising

- Council progressed two full page ads (Page 4) in the South Burnett Today published on 12 January and 26 January. Council progress two additional full page ads in South Burnett Today (Australia Day & Business Continuity Plan)
- Council progressed one Murgon Moments ad in January for South Burnett Libraries

Radio advertising

- Radio advertising was progressed for the month of January.

Graphic design – December 2022

- Website Banners x 2 – Grants, South Burnett Regional Youth Council
- Social media graphics – Public Notices x 24

6.2 DIVISIONAL SPENDING REPORT - UPDATE

File Number: 08-02-2023

Author: Executive Assistant

Authoriser: Chief Executive Officer

PRECIS

Update – Resolution 2022/198 - Notice of Motion – Report on the breakdown of expenditure by division and category of % of total general revenue.

SUMMARY

That the response in relation to resolution 2022/198 - Notice of Motion – Report on the breakdown of expenditure by division and category of % of total general revenue has been completed in draft and is currently undergoing final checks to ensure accuracy as some of the data has been manually obtained through council's systems. It is anticipated that this report will be presented to the February Ordinary Meeting of Council.

OFFICER'S RECOMMENDATION

That the report be received for information.

BACKGROUND

9.1 NOTICE OF MOTION - REPORT ON THE BREAKDOWN OF EXPENDITURE BY DIVISION AND CATEGORY OF % OF TOTAL GENERAL REVENUE

RESOLUTION 2022/1

Moved: Cr Kirstie Schumacher

Seconded: Cr Jane Erkens

That a report be prepared and brought back to a February Liveability, Governance and Finance Standing Committee Meeting detailing:

- The financial contribution and percentage of total general revenue Council received from every town and village in the South Burnett since 2013/2014 to what has been budgeted for in 22/23 along with the number of constituents in each division.
- The financial spend and percentage of Council's capital budget (including grant funds) spent across all asset classes and departments in each division since 2013/2014 to what has been budgeted for 22/23.

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

Against: Cr Kathy Duff

CARRIED 5/1

ATTACHMENTS

Nil

7 CORPORATE GOVERNANCE & STRATEGY

7.1 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL RECRUITMENT & SELECTION POLICY - STATUTORY014

File Number: 08-02-23

Author: General Manager Finance and Corporate

Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Recruitment & Selection Policy – Statutory014.

SUMMARY

This policy serves to guide South Burnett Regional Council ('Council') employees and its representatives in the application of appropriate compliant recruitment and selection measures.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Recruitment & Selection Policy – Statutory014 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 Recruitment & Selection Policy – Statutory014 was reviewed by the Chief Executive Officer supported by Corporate, Governance & Strategy.

The Draft South Burnett Regional Council Recruitment & Selection Policy was presented at the Executive Leadership Team Meeting held 24 January 2023 for endorsement to the Liveability, Governance and Finance Standing Committee. Feedback received supported the draft content.

The Draft South Burnett Regional Council Recruitment & Selection Policy – Statutory014 was discussed and reviewed by the relevant General Manager/Manager and Portfolio Councillor at a Portfolio Councillor Meeting held on 2 February 2023.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)*Anti-Discrimination Act 1991 (Qld)*

Building Trades Public Sector Award State 2012

Engineering Award State 2012

Local Government Act 2009 (Qld)

Local Government Industry Award State 2017

*Right to Information Act 2009 (Qld)**Human Rights Act 2019 (Qld)*

Section 4(b) of the *Human Rights Act 2019* 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;	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

Council's recruitment and selection process is guided primarily by the merit principle and equal employment legislation, as well as any industrial instruments relating to employment. This policy must be applied in conjunction with these governing documents

ATTACHMENTS

1. **South Burnett Regional Council Recruitment & Selection Policy - Statutory014** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory014
POLICY OWNER: People & Culture
ECM ID: 2745087
ADOPTED:

Recruitment & Selection 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.**

Table of Contents

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- 7. NEXT REVIEW 4
- 8. VERSION CONTROL 4

1. POLICY STATEMENT

This policy serves to guide South Burnett Regional Council ('Council') employees and its representatives in the application of appropriate compliant recruitment and selection measures.

2. SCOPE

This policy applies to all recruitment and selection activities conducted by Council representatives.

3. GENERAL INFORMATION

To ensure a consistent approach to Council's recruitment and selection techniques, with the aim of recruiting and retaining employees of the highest calibre whilst adhering to the merit principle and all requirements set by legislation and Council.

Council's recruitment and selection process is guided primarily by the merit principle and equal employment legislation, as well as any industrial instruments relating to employment. This policy must be applied in conjunction with these governing documents.

In accordance with the merit principle, all recruitment and selection decisions will involve a fair and objective assessment of all applicants against a set of pre-determined selection criteria relevant to the position. The selection criteria will serve as a tool to measure an applicant's skills, abilities, qualifications, knowledge, experience, work performance, conduct and behavioural attitude in relation to those required for the position.

Another principle of Council's recruitment and selection processes is confidentiality. Council has a duty of care to act in a discreet and respectful manner when dealing with sensitive information both during and after the recruitment and selection process.

Council is obligated to ensure equitable employment opportunities by effectively assessing the proposed classification levels of vacant positions and determine the duties of a position are consistent with the requirements of any relevant industrial instruments. People & Culture will be directly involved in a professional capacity in determining the appropriate classification level of a vacancy.

By adhering to these principles, Council will be better placed to build a harmonious and sustainable workforce.

3.1. Workforce Opportunities

Council recognises the importance of providing career development opportunities to existing employees, and the role this plays in succession planning and employee retention. Council will endeavour where possible to advertise vacancies internally in the first instance. However, exceptions exist where it is determined that an insufficient internal pool of applicants exists to fill the vacancy.

Where a vacancy is advertised externally, all internal and external applicants will be given equal consideration in accordance with the merit principle.

3.2. External Agency Assistance

The Chief Executive Officer ('CEO') and/or Manager People & Culture may authorise the use of external agencies to provide recruitment/selection services.

3.3. Pre-employment Assessment

Council requests that all successful applicants undertake a pre-employment ~~medical examination assessment, including drug and alcohol screening~~. Offers of employment are dependent upon advice from an approved ~~Doctor health care provider~~, that the applicant is suitable to perform the intended duties. If an applicant is not willing to undertake any aspect of a pre-employment ~~medical assessment~~ or is not passed by the ~~Doctor appropriate health care provider~~ as being ~~in a fit state suitable~~ to undertake the intended duties of the position, People & Culture will be in contact with the panel convenor to discuss.

People & Culture is responsible for the payment and arrangement of pre-employment ~~medicals assessments~~ and may also approve reimbursement of reasonable travel expenses associated with undertaking the pre-employment ~~medical assessment~~.

3.4. Further Assessments

Council's offer of employment may also be dependent upon the applicant being eligible to obtain or hold specific tickets/licences in relation to requirements of the position. An additional mandatory assessment includes a background criminal history check for ~~all successful applicants~~. ~~applicants to roles in Finance, ICT & Business Systems, roles that have Senior and Coordinator authority, Managers, General Managers, Chief Executive Officer, or any other role as deemed appropriate (by the Manager People & Culture) for a criminal history background check.~~ Depending on the role, there may be further background assessments such as Working with Children Blue Card or similar specific requirements. In this instance, the applicant will be advised of these additional requirements during the interview process.

3.5. Interview Expenses

Where an applicant is required to travel more than 200kms one-way to attend an interview, People & Culture will reimburse the cost of fuel or reasonable cost of travel (e.g., bus fare). People & Culture will also reimburse one (1) night's accommodation and meal expenses where such outlays are warranted.

Interview expenses may only be claimed by an applicant if prior approval has been obtained from People & Culture before attending the interview. People & Culture will reimburse interview expenses upon receiving receipts.

3.6. Probation

All new employees will undertake probation in accordance with the provisions of the relevant Award. In most cases, a three (3) month probationary period will apply. A longer probation period may be negotiated with a new employee prior to the commencement of employment, which must be specified in their initial letter of offer.

3.7. Induction

All new employees will undertake a formal induction program upon commencement with Council. This will involve a WHS induction and a Corporate Induction which aims to provide initial advice on the new employee's working environment and the rights and responsibilities of a Council employee. The Supervisor of the new employee will also conduct an on-site induction to introduce the employee

to the specifics of their work site and duties. This includes:

- a demonstration of any Personal Protective Equipment ('PPE') to be used by the employee;
- instruction in plant and tool operation; and
- advice on emergency exits, procedures and personnel (e.g., First Aid Officers).

Attendance at Council's WHS Induction is the minimum induction requirement also required for all persons undertaking work at any of Council's work offices/sites, including contractors and volunteers.

3.8. Recruitment and Selection Training

Council will provide instruction and training for employees who will be involved in the recruitment and selection process, and particularly those who will, or may be, required to participate on selection panels.

3.9. Failure to Comply

Where an employee is found to have contravened the requirements of this policy, the associated procedure, or any associated legislation including inappropriate handling of confidential information, they may be subject to disciplinary action in accordance with the *Local Government Act 2009*, Council's Employee Code of Conduct Policy and Employee Discipline Procedure. The employee may also face investigation and action by an external agency or party as authorised by legislation (e.g., Anti-Discrimination Commission or Crime and Corruption Commission).

In general, neglecting to follow any recruitment and selection actions as directed by this policy and the associated Procedure may result in an invalid recruitment and selection process.

3.10. Dispute Resolution

Where an applicant for a vacancy is dissatisfied with the outcome of a selection decision, they may seek general advice/feedback from the panel convenor as to why they were not considered to be the preferred applicant. The panel convenor will discuss this in terms of demonstrated suitability in relation to the selection criteria of the position. Where the applicant still disputes the decision, they may issue a complaint in accordance with Council's Complaints Management Policy (external applicant) or Council's Dispute Resolution Procedure (internal applicant).

The applicant lodging the complaint/grievance shall not be provided with any documentation associated with the relevant vacancy file unless a formal application is made and approved under the *Right to Information Act 2009*.

4. DEFINITIONS

Contract Position means a negotiated civil contract for a fixed duration or project.

Externally Advertised Vacancies means vacancies open to both existing employees and the general public, where equal consideration is given to all applications regardless of origin.

Immediate Family means those persons with a familial relationship to an employee, including the employee's spouse (marital, de facto), and the progeny (biological or otherwise), siblings, parents, grandchildren and/or grandparents of the employee or their spouse.

Internally Advertised Vacancies means vacancies open to existing employees including permanent, maximum term, casual employees, trainees (depending on the particular traineeship funding), and labour hire.

Maximum Term Position means employment for a specified period of time or for a specified task and which is subject to "notice of termination" requirements as per appointment.

Merit Principle means applicants are selected for interview/appointment on the basis of ability to best perform the tasks and duties of the position and having regard to the selection criteria and a fair selection process.

Permanent Position means a position formally established within Council's organisational structure, with no intended date of cessation.

Recruitment means the process of attracting a pool of applicants suitable for the position in question.

Selection means the process of assessing a pool of applicants and determining suitability of each applicant in relation to the position, in order to arrive at a preferred applicant/s.

5. LEGISLATIVE REFERENCE

Anti-Discrimination Act 1991 (Qld)

Building Trades Public Sector Award State 2012

Engineering Award State 2012

Local Government Act 2009 (Qld)

Local Government Industry Award State 2017

Right to Information Act 2009 (Qld)

South Burnett Regional Council Certified Agreements

6. RELATED DOCUMENTS

South Burnett Regional Council Complaints Management Policy – Statutory040

South Burnett Regional Council Discipline Procedure – Procedure009

South Burnett Regional Council Dispute Resolution Procedure – Procedure017

South Burnett Regional Council Employee Code of Conduct – Statutory011

South Burnett Regional Council Selection and Recruitment Procedure – Procedure006

7. NEXT REVIEW

As prescribed by legislation or February 2025

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	New policy	30 September 2009	795060
2	Policy Review	19 March 2015	1736748
3	Policy Review	20 January 2021	2745087
4	Administrative change replacing Social & Corporate Performance Branch with Corporate Services Branch as per Council Resolution 2021/296	24 March 2021	2745087
5	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2745087
6	Review of policy		

Mark Pitt PSM

CHIEF EXECUTIVE OFFICER

Date:

7.2 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL COUNCILLOR CONTACT WITH DEVELOPERS AND SUBMITTERS POLICY - STATUTORY071

File Number: 08-02-23

Author: General Manager Finance and Corporate

Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Councillor Contact with Developers and Submitters Policy – Statutory071.

SUMMARY

South Burnett Regional Council ('Council') acknowledges that free and open access to Councillors is vital to efficient and effective local government.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Councillor Contact with Developers and Submitters Policy – Statutory071 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 Councillor Contact with Developers and Submitters Policy – Statutory071 was reviewed by the Chief Executive Officer supported by Corporate, Governance & Strategy.

The Draft South Burnett Regional Council Councillor Contact with Developers and Submitters Policy – Statutory071 was presented at the Executive Leadership Team Meeting held 24 January 2023 for endorsement to the Liveability, Governance and Finance Standing Committee. Feedback received supported the draft content.

The Draft South Burnett Regional Council Councillor Contact with Developers and Submitters Policy – Statutory071 was discussed and reviewed by the relevant General Manager/Manager and Portfolio Councillor at a Portfolio Councillor Meeting held on 2 February 2023.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)*Integrity Act 2009 (Qld)**Local Government Act 2009 (Qld)**Planning Act 2016 (Qld)**Human Rights Act 2019 (Qld)*

Section 4(b) of the *Human Rights Act 2019* 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;	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

Contact with Councillors is undertaken by the community in relation to a broad range of matters. Developers and submitters seek access to Councillors to discuss potential and existing development applications and other projects. The public has a clear expectation that such contact is carried out ethically and transparently.

ATTACHMENTS

1. **South Burnett Regional Council Councillor Contact with Developers & Submitters Policy - Statutory071** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory071
POLICY OWNER: Executive Services
ECM ID: 2992612
ADOPTED:



Councillor Contact with Developers & Submitters 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’) acknowledges that free and open access to Councillors is vital to efficient and effective local government.

Contact with Councillors is undertaken by the community in relation to a broad range of matters. Developers and submitters seek access to Councillors to discuss potential and existing development applications and other projects. The public has a clear expectation that such contact is carried out ethically and transparently.

2. SCOPE

This policy applies to all Councillors and is intended to provide guidance for when dealing with developers and submitters.

3. GENERAL INFORMATION

This policy provides guidance for how Councillors should interact with developers to assist in better decision making.

Council aims to ensure that all decisions are legal, ethical and impartial. Such principles are reflected in *Section 4* of the *Local Government Act 2009* (‘Act’) (i.e., local government principles) and *Section 12* of the Act (i.e., the responsibilities of councillors).

For avoidance of doubt, this policy is in addition to the requirements and processes imposed upon Councillors and lobbyists by the *Integrity Act 2009* (i.e., the requirement for lobbyists to be registered before undertaking lobbying activities).

3.1. Meeting and Communicating with Potential Developers

Councillors may encourage responsible and appropriate development in the South Burnett region. Councillors should not feel inhibited in any communications with potential developers (for a potential development), in promoting the benefits of developing in the South Burnett.

Dealings with potential developers, Councillors:

- must make clear to potential developers that they can provide general information on the application process but cannot give definitive advice about the developer’s or lobbyist’s chance of success;
- suggest the developer seeks independent professional advice;



- if applicable, encourage potential development applicants to seek preliminary advice on the proposal by utilising the established process for pre-lodgement meetings with Council employees;
- must state that any opinions expressed by the Councillor/s that are personal to the Councillor/s and do not in any way represent the Council's possible attitude to the potential application.

Councillors must not feel inhibited about discussing with potential submitters what is publicly known about a potential development application.

In all exchanges of communication with a potential developer or potential submitter, Councillors should keep and maintain a written record. This written record should detail as a minimum:

- the date and time of the exchange;
- the format of the exchange (i.e., face to face meetings, telephone call, exchange of emails or correspondence);
- a summary of the matters raised with the Councillor/s; and
- a summary of the Councillor/s response.

3.2. Meeting and Communicating with Developers and Submitters Post Lodgement

3.2.1. Meetings

After a lodgement of a development application, requests for meetings between Councillors and developers or submitters should only occur by arrangement through the Office of Council's Chief Executive Officer ('CEO'), or delegate and only in circumstances where a Council employee (with adequate knowledge of the development application) is present.

At any meetings, Councillors must state:

- that any opinions expressed by the Councillor/s are personal to the Councillor/s and do not in any way represent the Council's possible attitude to the development application;
- Council's possible decision on the application, the Councillor/s principal obligation is to serve the public interest by ensuring that the Councillor/s decision is:
 - consistent with the planning legislation, Council's Town Planning Scheme and Policies;
 - made after having appropriate regard to any Council employee's (or Council appointed consultant's) advice;
 - not influenced by any other irrelevant or inappropriate consideration.

Councillors must keep a written record summarising the matters discussed at any meeting. This written record should detail as a minimum:

- the date and time of the meeting;
- a summary of the matters raised with the Councillor/s; and
- a summary of the Councillor/s response.

3.2.2. Other Communication

After lodgement of a development application, if a Councillor engages in telephone discussions, email or other correspondence exchange with a developer or submitter (where they are seeking the Councillor's support or opposition to a development application) any response from the Councillor/s must include the following statements:

- that any opinions expressed by the Councillor/s are personal to the Councillor/s and do not in any way represent the Council's possible attitude to the development application;
- Council's possible decision on the application, that the Councillor/s principal obligation is to serve the public interest by ensuring that the Councillor/s decision is:
 - consistent with the planning legislation, Council's Town Planning Scheme and Policies;
 - made after having appropriate regard to any Council employee's (or Council appointed consultant's) advice;
 - not influenced by any other irrelevant or inappropriate consideration.

Councillors must keep a written record of any communications. The written record should detail as a minimum:

- the date and time of the exchange;
- the format of the exchange (i.e., telephone call, exchange of emails or exchange of correspondence);
- a summary of the matters raised with the Councillor/s; and
- a summary of the Councillor/s response.

4. DEFINITIONS

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.

Councillor means Councillor of a local government, includes the Mayor.

Developer means an applicant for development approval, potential developer, body corporate officeholders and employees and partnership, partners and employees.

Development Application means an application for development that requires assessment against the provisions of Council's Town Planning Scheme.

Development Approval means a development application that has been approved by Council.

Lobbyist means, as defined in *Section 41* of the *Integrity Act 2009*, an entity that carries out a lobbying activity for a third party client or whose employees or contractors carry out a lobbying activity for a third party client

Submitter means, as defined in *Schedule 2* of the *Planning Act 2016*:

- for a development application or change application – a person who makes a properly made submission about the application; or
- for a particular submission – the person who made the submission.

5. LEGISLATIVE REFERENCE

Integrity Act 2009 (Qld)

Local Government Act 2009 (Qld)

Planning Act 2016 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Contact with a Lobbyist Policy – Statutory049

South Burnett Regional Council Town Planning Scheme 2017

7. NEXT REVIEW

As prescribed by legislation or February 2025

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy		

Mark Pitt PSM

CHIEF EXECUTIVE OFFICER

Date:

7.3 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL COMPUTER, INTERNET AND EMAIL USAGE POLICY - STRATEGIC007

File Number: 08-02-23

Author: General Manager Finance and Corporate

Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Computer, Internet and Email Usage Policy – Strategic007.

SUMMARY

South Burnett Regional Council ('Council') is committed to ensuring the provision and availability of Information and Communications Technology (ICT) services to efficiently perform Council functions and improve the effectiveness with which Council serves the community.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Computer, Internet and Email Usage Policy – Strategic007 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 Computer, Internet and Email Usage Policy – Strategic007 was reviewed by the Chief Executive Officer supported by Corporate, Governance & Strategy.

The Draft South Burnett Regional Council Computer, Internet and Email Usage Policy – Strategic007 was presented at the Executive Leadership Team Meeting held 24 January 2023 for endorsement to the Liveability, Governance and Finance Standing Committee. Feedback received supported the draft content.

The Draft South Burnett Regional Council Computer, Internet and Email Usage Policy – Strategic007 was discussed and reviewed by the relevant General Manager/Manager and Portfolio Councillor at a Portfolio Councillor Meeting held on 2 February 2023.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)*Information Privacy Act 2009* (Qld)*Local Government Act 2009* (Qld)*Right to Information Act 2009* (Qld)*Human Rights Act 2019* (Qld)

Section 4(b) of the *Human Rights Act 2019* 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;	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

Council is committed to providing and maintaining a secure and effective ICT network encompassing the 'essential eight' strategies to mitigate cyber security incident. The Computer, Internet and Email Usage Procedure ('procedure') which sets out the parameters and requirements for Council representatives who are located both within Council facilities and operating remotely. The ICT & Fleet Branch provides regular information surrounding common cyber threats, including current treatments as well as guidance to Council representatives on general practice such as usage of emails accounts and password good governance.

ATTACHMENTS

1. **South Burnett Regional Council Computer, Internet and Email Usage Policy - Strategic007** [↓](#) 



POLICY CATEGORY - NUMBER: Strategic007
POLICY OWNER: ICT & Fleet
ECM ID: 2744923
ADOPTED:

Computer, Internet and Email Usage 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’) is committed to ensuring the provision and availability of Information and Communications Technology (ICT) services to efficiently perform Council functions and improve the effectiveness with which Council serves the community. This will be achieved by:

- delivering strategically aligned solutions in accordance with Council’s Corporate Plan.
- aligning the ICT architecture and plans with business priorities and ensuring ICT resources are deployed appropriately to fulfil approved demand for ICT services.
- developing ICT services that provide sustainable value to the business by maximising benefits and minimising delivery risk.
- following appropriate governance to ensure consistent and efficient service delivery.
- administering controls to ensure that Council’s data and information is effectively managed to maintain appropriate confidentiality, integrity and access.
- ensuring ICT assets and their interrelationships are appropriately managed throughout their service lifecycle.
- ensuring ICT services are designed, maintained and delivered in accordance with best practice service levels.
- ensuring remote access options are made available but maintained and appropriately managed to ensure security of Council information.

2. SCOPE

This policy applies to Council representatives using Council ICT equipment, software network, internet and email. who access ICT services provided by Council.

3. GENERAL INFORMATION

Council is committed to providing and maintaining a secure and effective ICT network encompassing the ‘essential eight’ strategies to mitigate cyber security incident. The Computer, Internet and Email Usage Procedure (‘procedure’) which sets out the parameters and requirements for Council representatives who are located both within Council facilities and operating remotely. The ICT & Fleet Branch provides regular information surrounding common cyber threats, including current treatments as well as guidance to Council representatives on general practice such as usage of emails accounts and password good governance.

All Council representatives who use ICT provided by Council are responsible for reading, understanding and complying with this policy and the procedure. Supervisors should make their teams aware of the requirements of this policy and the procedure. Where a Supervisor requires clarification, they should direct their inquiry in the first instance to the Manager ICT & Fleet.

Failure to comply with this policy and the procedure may result in the referral of the matter to People & Culture for disciplinary action or for more serious offences or breaches, referral to an external agency for investigation.

3.1. OneDrive

Microsoft's OneDrive for Business is a departmentally managed and supported cloud storage solution available to all Council representatives. This guide includes important considerations that must be acknowledged by Council representatives prior to using Microsoft OneDrive for Business ('OneDrive'), set up instructions, best practice advice, and links to additional information.

4. DEFINITIONS

Council representative means all Councillors and Council employees including permanent, casual and temporary employees, contractors, volunteers, apprentices, trainees, any individual using Council's ICT systems and work experience students.

External agency means an agency that has authority to act in the capacity relevant to the referral such as the Crime and Corruption Commission (Queensland) and the Office of the Independent Assessor.

ICT means Information Communication Technology

5. LEGISLATIVE REFERENCE

Information Privacy Act 2009 (Qld)

Local Government Act 2009 (Qld)

Right to Information Act 2009 (Qld)

6. RELATED DOCUMENTS

Australian Cyber Security Centre (ACSC) Certified Cloud Services List

Australian Cyber Security Centre Strategies to Mitigate Cyber Security Incidents

Queensland Audit Office – Managing Cyber Security Risks Report 3: 2019-20

South Burnett Regional Council Annual Operational Plan

South Burnett Regional Council Computer, Internet and Email Usage Procedure - Procedure008

South Burnett Regional Council Corporate Plan

South Burnett Regional Council Councillor Code of Conduct Policy - Statutory001

South Burnett Regional Council Employee Code of Conduct Policy - Statutory011

South Burnett Regional Council OneDrive – Procedure116

7. NEXT REVIEW

As prescribed by legislation or February 2025

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	New Policy	15 October 2008	504103
2	Policy Review	11 August 2015	1602892
3	Review of Policy	16 December 2020	2744923
4	Review of policy	25 May 2022	2744923
5	Review of policy		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

7.4 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL BODY WORN CAMERAS POLICY - STATUTORY069

File Number: 08-02-23

Author: Corporate Officer

Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Body Worn Cameras Policy – Statutory069.

SUMMARY

South Burnett Regional Council ('Council') has developed this policy to outline the principles relating to the use of Body Worn Cameras ('BWC') and the management of the recorded data.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Body Worn Cameras Policy – Statutory069 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 Body Worn Cameras Policy – Statutory069 was reviewed by the Chief Executive Officer supported by Corporate, Governance & Strategy.

The Draft South Burnett Regional Council Body Worn Cameras Policy – Statutory069 was presented at the Executive Leadership Team Meeting held 24 January 2023 for endorsement to the Liveability, Governance and Finance Standing Committee. Feedback received supported the draft content.

The Draft South Burnett Regional Council Body Worn Cameras Policy – Statutory069 was discussed and reviewed by the relevant General Manager/Manager and Portfolio Councillor at a Portfolio Councillor Meeting held on 2 February 2023.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)*Information Privacy Act 2009* (Qld)*Invasion of Privacy Act 2009* (Qld)*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 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;	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

Council authorises the use of BWCs in circumstances where an Authorised Officer ('AO') is responsible for engaging with individuals or entities for the purpose of compliance and enforcement activities.

ATTACHMENTS

1. **South Burnett Regional Council Body Worn Cameras Policy - Statutory069** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory069
POLICY OWNER: Environment & Planning
ECM ID: 2965285
ADOPTED:

Body Worn Cameras 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’) has developed this policy to outline the principles relating to the use of Body Worn Cameras (‘BWC’) and the management of the recorded data.

2. SCOPE

This policy applies to all Council representatives who may use BWC devices and/or Digital Evidence Management Software (‘DEMS’) and the subsequent management of any recordings captured by BWC devices.

This policy does not apply to the administration and operation of:

- fixed Closed-Circuit Television (‘CCTV’) systems; and
- covert camera surveillance devices deployed for investigative purposes.

3. GENERAL INFORMATION

Council authorises the use of BWCs in circumstances where an Authorised Officer (‘AO’) is responsible for engaging with individuals or entities for the purpose of compliance and enforcement activities. The use of these devices is intended to:

- assist in the lawful collection of evidence for actual or suspected breaches of legislation, including Council local laws;
- maintain and improve community safety;
- mitigate identified risks to the health, safety, and welfare of an AO in the execution of their duties;
- provide a record of the interaction between an AO and a potential complainant in situations that may result in an allegation of inappropriate behaviour or other complaint;
- assist in the investigation of allegations of inappropriate conduct by AOs; and
- assist in circumstances where an AO may consider an interaction may develop into an incident.

3.1. Data Management

Any BWC data must not be deleted from the BWC by an AO in the field.

Any recordings which have been made must be downloaded from the BWC for storage in the approved business system as soon as practicable, and subsequently deleted from the relevant BWC.

All data will initially be classified as non-evidential and stored for a period of 90 days, before being permanently deleted. In doing so, the business reduces the personal information it holds and

minimises the likelihood of misuse, unauthorised access, modification, or disclosure.

Members of the public who have been identified as being recorded by a BWC may request access to footage, as per the *Right to Information Act 2009* and *Chapter 3* of the *Information Privacy Act 2009*.

Council's Information Management Recordkeeping Policy should be referred to as this policy outlines the principles for capturing and correctly managing Council's corporate records by striving for recordkeeping best practice throughout Council's operations.

3.2. Training

All Council representatives required to use a BWC will receive training which includes:

- practical use of equipment;
- operational guidance; and
- legal implications of using such equipment.

3.3. Use and Security

All BWCs will be stored in a secure location when not in use. These will be issued to individual officers, who will be responsible for the correct operation of the device, including ensuring they are fully charged before each use.

The loss or theft of any BWC is to be immediately reported to the relevant Supervisor to ensure that an investigation can be undertaken to minimise loss, particularly the loss of any recordings containing personal information remaining on the BWC.

BWCs will be used at all times when the AO is exercising their powers and will be worn on a prominent location of the body, uniform or clothing.

Where practicable, AOs will inform the individual (or group) that the BWC is recording. However, it is acknowledged that this is not a legal requirement in the State of Queensland and as such, there may be occasions when to do so would escalate the incident or put the AO in danger if such a warning was given.

4. DEFINITIONS

Authorised Officer ('AO') means a person who:

- is employed by Council; and
- has the delegations and competencies that the Chief Executive Officer ('CEO') considers are necessary to perform the duties and responsibilities that are required under this policy.

BWC means Body Worn Camera.

Council representative means all Councillors and Council employees including permanent, casual and temporary employees, apprentices, trainees, contractors, volunteers, and work experience students.

Incident means any of the following:

- an engagement with a member of the public which in the opinion of the AO is, or may become confidential;
- an AO being approached by a member of the public in a manner perceived as aggressive or threatening;
- the AO is witnessing behaviour that they consider constitutes an offence as prescribed by Council's local laws or other applicable legislation; and
- any instance in which the AO feels they may be required to substantiate their actions or decisions, or manner of interaction with a member of the public in an investigation.

Personal information means information about an individual whose identity is apparent or can be reasonably ascertained from the information. Personal information may include an audio and/or video recording.

5. LEGISLATIVE REFERENCE

Information Privacy Act 2009 (Qld)
Invasion of Privacy Act 1971 (Qld)
Local Government Act 2009 (Qld)
Local Government Regulation 2012 (Qld)
Public Records Act 2002 (Qld)
Right to Information Act 2009 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Information Management Recordkeeping Policy – Statutory039
 South Burnett Regional Council Information Privacy Policy – Statutory038
 South Burnett Regional Council Surveillance Camera Operations Policy – Statutory051
 South Burnett Regional Council Surveillance Camera Operations Procedure – Procedure091

7. NEXT REVIEW

As prescribed by legislation or February 2025

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

7.5 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL UNREASONABLE CUSTOMER CONDUCT POLICY - STRATEGIC033

File Number: 08-02-23

Author: General Manager Finance and Corporate

Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Unreasonable Customer Conduct Policy – Strategic033.

SUMMARY

South Burnett Regional Council ('Council') is committed to delivering quality services to the community, meeting its obligations to provide a safe and healthy workplace for all Council representatives and to use resources equitably and efficiently.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Unreasonable Customer Conduct Policy – Strategic033 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 Unreasonable Customer Conduct Policy – Strategic033 was reviewed by the Chief Executive Officer supported by Corporate, Governance & Strategy.

The Draft South Burnett Regional Council Unreasonable Customer Conduct Policy – Strategic033 was presented at the Executive Leadership Team Meeting held 24 January 2023 for endorsement to the Liveability, Governance and Finance Standing Committee. Feedback received supported the draft content.

The Draft South Burnett Regional Council Unreasonable Customer Conduct Policy – Strategic033 was discussed and reviewed by the relevant General Manager/Manager and Portfolio Councillor at a Portfolio Councillor Meeting held on 2 February 2023.

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 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;	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

Council representatives and members of the public have a right to dignity, physical and emotional safety and respect. While the vast majority of customers behave in a cooperative and respectful way, at times Council representatives may be confronted with behaviours that are classified as UCC.

ATTACHMENTS

- South Burnett Regional Council Unreasonable Customer Conduct Policy - Strategic033**





POLICY CATEGORY - NUMBER: Strategic033
POLICY OWNER: Corporate, Governance & Strategy
ECM ID: 2988089
ADOPTED:

Unreasonable Customer Conduct 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') is committed to delivering quality services to the community, meeting its obligations to provide a safe and healthy workplace for all Council representatives and to use resources equitably and efficiently.

2. SCOPE

This policy applies to all Council representatives that become involved in situations of Unreasonable Customer Conduct ('UCC').

The objective of this policy is to assist Council representatives when managing UCC.

3. GENERAL INFORMATION

Council representatives and members of the public have a right to dignity, physical and emotional safety and respect. While the vast majority of customers behave in a cooperative and respectful way, at times Council representatives may be confronted with behaviours that are classified as UCC.

If a customer's conduct is considered unreasonable, Council is justified and authorised to take reasonable and proportionate steps to restrict or terminate contact or implement alternative service arrangements to manage the impacts of the conduct.

When customers behave unreasonably in their dealings with Council, the conduct can significantly affect Council's operations and have a negative impact on the wellbeing of Council representatives. Council will take proactive and decisive action to manage any customer conduct that negatively and unreasonably affects Council and will support Council representatives to do the same in accordance with this policy.

3.1. Customer Complaints

Complaints are an essential part of any accountability process and Council believes that good complaints management is an integral part of quality customer service. Council's Complaint Management Policy sets out processes for handling complaints. Feedback and complaints are valued so Council can continually improve its processes and service delivery.

This policy complements the complaint management process by providing Council's policy position on dealing with UCC in the complaints process.

3.2. Principles

This policy guides Council representatives to effectively identify and manage UCC in a fair, consistent, transparent and appropriate way to:

- protect the health and safety of Council representatives and customers;
- ensure fairness in the complaints process; and
- improve efficiency and commitment to appropriate resource allocation in all customer service delivery and the complaints process.

3.3. Human Rights

Council and will act and make decisions in a way that is compatible with human rights pursuant to the *Human Rights Act 2019* and give proper consideration to a human right relevant to the decision.

3.4. Categories of UCC

UCC can be defined under five (5) categories and is recognised as any behaviour by a current or former customer (individual or group) which, because of its nature or frequency, raises substantial health, safety, resource or equity issues for all parties.

Categories of Conduct	Guidelines of what the conduct may involve
Unreasonable Persistence	Unreasonable persistence is continued and unrelenting conduct by a customer that has a disproportionate and unreasonable impact on Council, staff, services, time and/or resources. Examples of unreasonable persistence include: <ul style="list-style-type: none"> • persisting with issues even though they have been dealt with to finality; • unwillingness to accept final decisions; • attempting to engage with different departments across Council by contacting different officers across the organisation, including the Mayor, Councillors, the Chief Executive Officer ('CEO'), and senior staff in the hope of getting a different outcome; • engaging with external organisations and individuals, by contacting State and Federal Members, associated entities and other government agencies in the hope of getting a different outcome; • repeatedly contacting Council by phone calls, visits, letters, emails (including Cc'd correspondence) after being asked not to do so; and/or • lodging requests for service that, compared to requests of a similar nature lodged by other customers, are considered unreasonable in number.
Unreasonable Demands	Unreasonable demands are any demands (express or implied) that are made by a customer that have a disproportionate and unreasonable impact on Council, staff, services, time or resources. Examples of unreasonable demands include:

	<ul style="list-style-type: none"> • raising issues outside of Council’s responsibility; • asking for outcomes that are unattainable or disproportionate to the issue e.g., termination or prosecution of an officer, an apology and/or compensation with no reasonable basis; • requesting actions that are inappropriate or demanding for issues to be dealt with in a particular way, including requesting an immediate response; • demanding answers to questions that have already been responded to comprehensively and or repeatedly; • changing their issues or desired outcome while their matter is being dealt with; • demanding information that is not permitted to be disclosed/provided e.g., copies of sensitive documents, names, personal contact details of staff; • insisting on talking to the Mayor, Councillor, CEO, or a General Manager personally when it is not appropriate or warranted; • making threats with the intent to intimidate, harass, shame, seduce or portray themselves as being victimised when this is not the case; • seeking regular and/or lengthy phone calls or face to face contact when it is not warranted; and/or • demanding or requesting to discuss a complaint, including contacting Council representatives by their personal email or social media accounts.
<p>Unreasonable Lack of Cooperation</p>	<p>Unreasonable lack of cooperation is an unwillingness and/or inability by a customer to cooperate with Council, staff, or complaints system and processes that results in a disproportionate and unreasonable use of services, time and/or resources. Examples of unreasonable lack of co-operation include:</p> <ul style="list-style-type: none"> • sending a constant stream of comprehensive and/or disorganised information without clearly defining any issue of complaint, or explaining how they relate to the core issue/s being complained about – (only where the customer is clearly capable of doing this); • refusing to provide key documents that would assist in managing a complaint matter;

	<ul style="list-style-type: none"> • dishonestly presenting the facts, or being unwilling to consider other valid viewpoints; • refusing to follow or accept Council's instructions, suggestions or advice without a clear or justifiable reason for doing so; and/or • arguing frequently, and/or with intensity, that a particular solution is the correct one in the face of valid contrary arguments and explanations.
<p>Unreasonable Arguments</p>	<p>Unreasonable arguments include any arguments that are not based on reason or logic, that are incomprehensible, false, inflammatory or trivial and that disproportionately and unreasonably impact upon Council, staff, services, time, and/or resources. Arguments are unreasonable when they:</p> <ul style="list-style-type: none"> • fail to follow any logical sequence; • are not supported by any evidence; • lead a customer to reject all other valid and contrary arguments; • are trivial when compared to the amount of time, resources and attention that the customer demands; and/or • are false, inflammatory or defamatory.
<p>Unreasonable Behaviours</p>	<p>Unreasonable behaviour is conduct that is unreasonable in all circumstances regardless of how stressed, angry or frustrated that a customer is; because it unreasonably compromises the health, safety and security of staff, other service users or the customer. Examples of unreasonable behaviours include:</p> <ul style="list-style-type: none"> • acts of aggression, verbal abuse, derogatory, racist; sexist, or grossly defamatory remarks; • harassment, intimidation or physical violence; • rude, confronting and threatening correspondence; • threats of harm to self or third parties, threats with a weapon or threats to damage property including bomb threats; • stalking (in person or online); and • emotional manipulation.

3.5. Managing UCC

UCC incidents will generally be managed by limiting or adapting the ways that Council interacts with, and/or delivers services to customers by restricting:

- who the customer has contact with – e.g., limiting a customer to a sole contact person in Council;
- what the customer can raise with Council – e.g., restricting the subject matter of communications that Council will consider and respond to;
- when the customer can make contact – e.g., limiting contact with Council to a time, day, length of time or curbing the frequency of contact with Council;
- where the customer can make contact – e.g., limiting the locations where Council will conduct face to face interviews to secured facilities or areas of Council premises; and/or
- how the customer can make contact – e.g., limiting or modifying the forms of contact that the customer can have with Council. This can include modifying or limiting face to face interviews, telephone and written communications, prohibiting access to Council premises, contact through a representative only, taking no further action or terminating Council services altogether.

In rare cases, and when all other strategies have been considered and/or attempted, it may be necessary to completely restrict a customer's contact and/or access to Council services.

4. DEFINITIONS

Council means South Burnett Regional Council.

Council representative means all Councillors and Council employees including permanent, casual and temporary employees, apprentices, trainees, contractors, volunteers, and work experience students.

Customer means any person or organisation that has interaction with Council. This includes but not limited to residents, ratepayers, business operators, government officers and elected members.

Unreasonable Customer Conduct ('UCC') means any conduct by a customer which, because of its nature raises health, safety or equity issues for Council or has a disproportionate and unreasonable impact on Council representatives, services, time and resources.

5. LEGISLATIVE REFERENCE

Human Rights Act 2009 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Complaint Management Policy – Statutory040

South Burnett Regional Council Managing Customer Aggression Procedure – Procedure102

South Burnett Regional Council Unreasonable Customer Conduct Procedure – Procedure132

7. NEXT REVIEW

As prescribed by legislation or February 2025

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy		2988089

Mark Pitt PSM

CHIEF EXECUTIVE OFFICER

Date:

7.6 ANNUAL OPERATIONAL PLAN 2022/2023 IMPLEMENTATION PROGRESS REPORT FOR THE PERIOD ENDING 31-DEC-2022

File Number: 08-Feb-2023

Author: General Manager Finance and Corporate

Authoriser: Chief Executive Officer

PRECIS

Annual Operational Plan 2022/2023 Implementation Progress Report for the period beginning 1 July 2022 ending 31 December 2022.

SUMMARY

The South Burnett Regional Council ('Council') Annual Operational Plan ('Plan') details the projects, services and initiatives that Council planned to deliver for the 2022/2023 financial year.

Pursuant to *Section 174(3)* of the *Local Government Regulation 2012* a report must be presented to Council at regular intervals detailing the progress towards the implementation of the Plan.

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Annual Operational Plan 2022/2023 ('Plan') Implementation Progress Report for the period 1 July 2022 to 31 December 2022 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial or resource implications arise from this report other than what has been identified in Council's financial budgeting and planning documents.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021-26	
EC	Enhancing liveability and lifestyle
IN	Providing key infrastructure for our towns and villages
GR	Growing our region's economy and prosperity
EN	Safeguarding our environment
OR	Organisational excellence
Operational Plan 2022/2023	
Periodical review and update the 2022/2023 Annual Operational Plan	

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Chief Executive Officer, General Managers and Managers have contributed to the Annual Operational Plan 2022/2023 Implementation Progress Report for the period 1 July 2022 to 31 December 2022 in respect of their relevant areas of responsibility.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Pursuant to *Section 174(3)* of the *Local Government Regulation 2012*, the Chief Executive Officer has a statutory obligation to present a written assessment of the implementation of the Annual Operational Plan.

Section 4(b) of the *Human Rights Act 2019* (the '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;	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 policy/local law/delegation implications arise from this report which have not previously been identified operationally within Council's planning and budget documents.

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report other than what has been identified in Council's financial budgeting and planning documents.

REPORT

The South Burnett Regional Council ('Council') Annual Operational Plan ('Plan') details the projects, services and initiatives that Council planned to deliver for the 2022/2023 financial year.

Pursuant to *Section 174(3)* of the *Local Government Regulation 2012* a report must be presented to Council at regular intervals detailing the progress towards the implementation of the Plan.

ATTACHMENTS

1. **2022/2023 Operational Plan - 2nd Quarter Review** [↓](#) 



Version Control

date	comment	version
March 2022	Draft - initial	D1
May 2022	Draft presented to Ordinary Meeting of Council for Workshop	D2
June 2022	Draft Plan presented to Ordinary Meeting of Council	D3
June 2022	Final Plan adopted by Council 24 June 2022 - Council Resolution 2022/578	1.0
September 2022	1 st Quarter Review	2.0
December 2022	2 nd Quarter Review	2.1

Adoption by Council

Draft Plan adopted at the Ordinary Meeting of Council, 24 June 2022.

Copies of the Annual Operational Plan

Copies of Council's Annual Operational Plan, Corporate Plan and the Annual Reports are available free of charge electronically on Council's website at www.southburnett.qld.gov.au or can be viewed at any Council Library or Customer Service Centre.

Contact Us

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Acknowledgement

We acknowledge and respect the Wakka Wakka and Wulli Wulli people, the traditional owners of this land that we live, work and play and respect their cultures, their ancestors and their elders past, present and future generations.

Introduction

The South Burnett Regional Council ('Council') 2022-23 Annual Operational Plan is required to be developed in accordance with the *Local Government Regulation 2012* and focuses on the actions that Council staff are expected to take throughout the 12-month period in order to implement the longer-term goals detailed in the South Burnett Regional Council Corporate Plan 2021-26.

In accordance with the provisions of *Section 175* of the *Local Government Regulation 2012*, an Annual Operational Plan must:

- (a) be consistent with the annual budget; and
- (b) state how the local government will -
 - (i) progress the implementation of the 5-year corporate plan during the period of the annual operational plan; and
 - (ii) manage operational risks; and
- (c) include an annual performance plan for each commercial business unit of the local government.

In accordance with *Section 174(3)* of the *Local Government Regulation 2012*, Council will assess its progress towards implementing its Annual Operational Plan on a quarterly basis. The long-term strategies within Council's Corporate Plan 2021-26 are allocated to Departments to progress. Therefore, the Annual Operational Plan has displayed the operational Initiatives and operational services according to Departmental responsibility, to provide clarity and accountability, as well as provide operational focus for the Departments within Council.

All day-to-day core business activities and services are not necessarily listed in the Annual Operational Plan; instead the Annual Operational Plan focuses on initiatives and services that will be required in the current financial year to achieve Council's long term corporate objectives.

The Corporate Plan 2021-26 provides a blueprint for the future of our communities and establishes priorities and outlines strategies which best reflect the needs of our community for today and into the future. Council's Chief Executive Officer is responsible for preparing quarterly reports to the Council on the progress of the implementation of the Annual Operational Plan. These reports ensure that Council's elected members and staff are accountable for the progress made in meeting Council's annual operational plan goals. This plan is reliant linked to South Burnett Regional Council's 2022-23 budget and Council's available human resources.



Executive Services Annual Operational Plan 2022/23

- Mission:** To effectively plan, manage and deliver Council services and regulatory responsibilities to and on behalf of the organisation
- Officer Responsible:** Chief Executive Officer
- Responsibilities:** Executive Services, Strategic Planning, Media / Communications, Human Resource Management, Workplace Health and Safety, Advocacy, Economic / Regional Development and oversight of organisational operational matters

Core Activities					
Ref	Activity	Branch	Corp Plan	Budget	
OPE/01	Strengthen, maintain, and actively contribute to Local Government organisations/associations advocating Council's strategic and operational position on key issues	Office of the CEO	OR12; GR16	BU1001	
OPE/02	Develop, coordinate, and publish Council's Annual Report on organisational activities and compliance with legislation	Office of the CEO	OR2	BU1001	
OPE/03	Proactive strategic delivery of media and communications utilising activities such as bi-annual community survey such as undertaken by LGAQ	Office of the CEO	OR10	BU1001	
OPE/04	Implementation of Council's adopted policies e.g.; Community Engagement Strategy and Policy; Regional Development Policy	Office of the CEO	OR10; GR1	BU1001	
OPE/05	Providing administrative support service to the Elected Members to meet Council's strategic outcomes	Office of the CEO	OR12	BU1001	
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	People & Culture	OR11; OR9; GR15	BU1003	
OPE/07	Continued improvement, implementation, and review of Council's Workplace Health Safety ('WHS') System in conjunction with the People and Culture Workforce Plan	People & Culture	OR16	BU1003	

Projects/New Activities						
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget
OPE/08	Council advocacy for mental health and suicide prevention programme working with community stakeholders and government	Office of the CEO	IN13; EC11	1 July 2022	30 June 2023	BU1001



30 September 2022						
In May 2022, it was announced that the Darling Downs and West Moreton PHN would be granted \$3.4M to establish a Head to Health (H2H) Satellite adult mental health facility in Kingaroy. Council has been working with the PHN and other community organisations on a co-design panel, to ensure the service that is established in Kingaroy best suits the needs of our community. The tender to operate the Head to Health service in Kingaroy is set to be released by the end of October 2022, with the service to be operational by July 2023.						
31 December 2022						
Tender applications for the Satellite Head to Health Service in Kingaroy closed on the 9 December 2022, with 14 applicants in total. A representative from the South Burnett Regional is on the selection panel for this service. Final moderation and recommendations for this new mental health facility will be completed by the 14 March 2023, with a view for the service to be fully operational by 31 July 2023.						
OPE/09	Advocate for specialist and community health services to maintain current services at a minimum	Office of the CEO	IN13	1 July 2022	ongoing	BU1001
30 September 2022						
South Burnett Regional Council continues to actively participate in the Kingaroy Stakeholder Consultative Group, working closely with the Kingaroy Hospital, local primary care providers, and funding bodies, including Darling Downs and West Moreton PHH, check-up and Health Workforce Queensland to identify gaps in health services across the South Burnett and to advocate for new services in the South Burnett as identified and to attract new staff to the area.						
31 December 2022						
The Kingaroy Stakeholder Consultive Group will continue to meet bi-monthly during 2023, to work collaboratively with a view to fill identified gaps in services, and to attract and retain staff within the health sector across the South Burnett Region. The Kingaroy Stakeholder Consultative Group has been invited by the Darling Downs and West Moreton PHN to act as an advisory group for the upcoming 2023 Red Ant Roundup Medical Conference, which is scheduled to be held on the 11 th & 12 th March.						
OPE/10	Development, adoption and commence implementation of the SBRC Regional Development Action Plan	Office of the CEO	GR1	1 October 2022	30 April 2023 30 June 2023	BU1001



<p>30 September 2022</p> <p>Working with officers from Department of State Development, Infrastructure, Local Government and Planning to facilitate the next meeting of the Regional Development Advisory Committee Meeting (REDAC). Unable to bring the committee together in the first quarter reporting period due to diary conflicts – meeting planned before end of 2022 calendar year.</p> <p>31 December 2022</p> <p>Follow up meeting held with Department of State Development, Infrastructure, Local Government and Planning in November to discuss support and resourcing from the department. Agreed to hold full committee meeting in early 2023.</p> <p>Working group with Council representatives, MBDA and departmental officers met in 1st half of the reporting year to discuss future options for the Murgon Industrial land. Discussions put on hold whilst other commercial negotiations are undertaken by the current owners of the site. Follow up meetings with the Department of State Development, Infrastructure, Local Government and Planning for 3rd quarter to progress.</p>						
OPE/11	Develop an investment ready road map aligning Council priorities to State and Federal government's objectives	Office of the CEO	GR2	1 October 2022	30 June 2023	BU1001
<p>30 September 2022</p> <p>South Burnett Renewable Energy Investment Prospectus – preliminary meeting held with TSBE and other stakeholders.</p> <p>31 December 2022</p> <p>The development of the prospectus will details the region's economic strengths, population, workforce, education, property, and lifestyle opportunities, and contain comprehensive information on the renewable energy projects proposed. Project also aligns to Resource council development of economic transition for regional economy.</p>						
OPE/12	Develop a 25-year economic roadmap for water infrastructure	Office of the CEO	GR12; GR13	1 July 2022	30 June 2023	BU1001



30 September 2022						
Utilising funding available for the South Burnett Water Feasibility Project Phase 2, consultants were engaged to progress the development of the 25 Year Economic Road Map as a key deliverable of the Phase 2 project. The draft Phase 2 report, including the 25 Year Economic Road Map is anticipated to be presented for Council review in October 2022.						
31 December 2022						
Phase two (2) of the study developed a 25-year economic roadmap addressing key recommendations of the first phase of the study. Council's consultant for delivery of Phase two (2) of the South Burnett Water Feasibility Project has completed the final report and this draft report was presented to the Infrastructure, Environment and Compliance Standing Committee Meeting on 2 November 2022. The final report was presented to Council at the Ordinary meeting of 23 November 2022 (Resolution: 2022/255). Copies of the report have been circulated to elected members, SunWater, TSBE and other stakeholders. Council will arrange for engagement with the broader community and other interested parties in early 2023.						
OPE/13	Advocate for regional water security developing projects and seeking external funding	Office of the CEO	GR13	1 July 2022	ongoing	BU1001
30 September 2022						
Based on extensive planning undertaken under Council's Managing the Infrastructure Pipeline Project culminating in the preparation of Council's Total Asset Management Plan 2022, Council continues to advocate for funding to improve Council's urban water security. Council awaits a decision on its Building our Regions funding application for the Gordonbrook Off stream Storage Project. Negotiations for the acquisition of additional high priority allocation from Boondooma Dam to support urban water supplies in Kingaroy and ultimately Nanango are ongoing.						
31 December 2022						
By correspondence received late December, Council has been approved for funding under Building our Regions (BoR) Round 6 for the planning project – Gordonbrook Dam Off-stream Storage for Boondooma Water Detailed Design. This approval is for further design and planning works and is not the full construction amount requested.						
In addition, the Economic Road Map identifies areas of immediate potential for new irrigation, including additional storage in the Barker Barambah scheme, conversion of Gordonbrook to irrigation and expansion of the Blackbutt irrigation scheme.						
OPE/14	Engage key stakeholders conducting advocacy activities to build regional economic diversification in energy transformation, encouraging responsible investment in renewable energy	Office of the CEO	OR5	1 July 2022	ongoing	BU1001 BU1004



30 September 2022						
<p>Advocacy to Assistant Minister for Hydrogen Lance McCallum, and representatives from the Department of Energy and Public Works including the Director Hydrogen Coordination Unit. Advocacy through ALGA National Congress. Discussions with TSBE to progress opportunities. Ongoing discussions with Powerlink and Stanwell. Consideration of opportunities for concept proposals such as Hydrogen production within the region. Engagement and roll out of the Energy Queensland partnership with the Department of Transport & Main Roads to deliver the extension of the Queensland Electric Superhighway (QESH) Stage 3. Attendance at meetings discussing Wind Farm and Solar Energy projects and continued advocacy for best practice within these renewable industries. Burnett Inland Futures (BIF) research report through the Red Earth Foundation co-design for a long-term regional community plan.</p>						
31 December 2022						
<p>Participation in the LGAQ Resource Community Advocacy Plan which is a compilation of policy resolutions that have been overwhelmingly supported by member delegates across Queensland, at the LGAQ Annual Conference. These policy resolutions represent the state-wide solutions and policy settings that are needed to ensure a successful, well-planned, and sustainable future for Queensland's resources communities.</p>						
OPE/15	Engagement in energy policy and advocacy for transition of economies impacted by State and Commonwealth policies	Office of the CEO	EN5; GR14	1 July 2022	30 June 2023	BU1001
30 September 2022						
<p>Participation in Red Earth inaugural Red Earth Leadership Forum held at Murgon. Participated in consultation sessions and attended the report finding briefing for the Burnett Inland Futures (BIF) research report. Exploring opportunities with TSBE. Submission of motions to the LGAQ Annual Conference.</p>						
31 December 2022						
<p>All council motions submitted to the LGAQ Annual Conference passed at the conference.</p> <p>Following the LGAQ Annual Conference in Cairns, and several policy resolutions endorsed by members on the policies needed to support a successful community transformation (social and economic) as the decarbonisation of the economy is progressed, the LGAQ has secured a delegation from mayors to speak further to the importance of these issues. This deputation attended by Mayor Otto was held at Parliament House in Brisbane on 1 December 2022.</p> <p>Cr Schumacher appointed to the Burnett Stakeholder Reference Group by Powerlink.</p> <p>WBB Resources Group (WBBRG) meeting held in Brisbane 29 November 2022 – The WBBRG is led by industry, and supported by government, to achieve collaborative solutions, driving resource projects to the productive phase for the benefit of members and the regional economy.</p>						
OPE/16	Develop town and village community plans / key priority lists	Office of the CEO	EC9	1 July 2022	30 June 2023	BU1001

<p>30 September 2022</p> <p>Information collated into spreadsheet from previous years – First Mayoral & Councillors Community Catch Ups held in Kumbia on 23 September. Further information is being collated from these meetings. Consideration of format and how the collected information can be presented and developed into a community plan document.</p> <p>31 December 2022</p> <p>2nd Mayoral & Councillors Community Catch Ups held in Proston on 28 October.</p>						
OPE/17	Commence development of an employee value proposition linking to Council’s People and Culture Workforce Plan for positive recruitment and retention outcomes	People & Culture	OR11	June 2021	Ongoing	BU1003
<p>30 September 2022</p> <p>There is an intent to issue the annual Staff Survey in late October, 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.</p> <p>31 December 2022</p> <p>The Workforce Plan assists Council to guide engagement, development, management, and personnel of Council’s human resources and the 1st draft of the plan was presented to Liveability, Governance and Finance Standing Committee on 7 December 2022 for Councillor’s information. The Staff Survey was held back from the end of 2022 and will now be issued in early 2023. 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.</p>						
OPE/18	Development of an Environmental Sustainability Policy	Office of the CEO	EN1	1 July 2022	30 June 2023	BU1001
<p>30 September 2022</p> <p>Preliminary investigations commenced into similar policies within other councils both within Queensland and Nationally.</p> <p>31 December 2022</p> <p>Engaged Mead Perry to undertake research, document review and engagement with key staff and facilitate a Councillor workshop to inform the development of a draft Environmental Sustainability Policy. Workshop the draft policy with key staff and Council. Workshops to occur in 3rd quarter reporting period with draft policy on track to be adopted by 30 June. Cost of development of policy can be absorbed in current operational budget.</p>						
OPE/19	Development of an Organisational Service Level Catalogue	Office of the CEO	OR11	1 July 2022	30 June 2023	BU1001

30 September 2022

Finalisation of the Parks Business Improvement Review. Initial investigations being undertaken Council in our near region to discuss their Service Level Catalogues and opportunities to share information and learnings.

31 December 2022

Delivering the project scope outcomes will involve conducting a structured engagement with staff from all functional areas to map “current state” services and conduct an analysis of them. This analysis and further research will allow us to establish a service portfolio. Our approach to this project would be based on engagement with the team to ensure that we achieve staff “buy in” to and ownership of any required change to their operations. In addition, it will ensure that the project will benefit from the analysis of current processes and practices and identification of opportunities to make improvements to operations through the review. It is anticipated the bulk of this project involving the facilitation of the project groups and Councillor engagement. Resourcing for the project will need to be considered in the 2nd Quarter review as it is recommended that an outside facilitator be engaged to assist with the delivery within timeframes.

The process mapping data previously completed by Council for the Tech One/T2 projects will allow us to prepopulate our data base with the services that are provided by those functions. This will be especially helpful for activities where costs are not specifically allocated against services. i.e. Customer services. There would still be the need to engage with key staff to ascertain frequency, resources/time required but it would allow the first step of identifying services provided to be skipped.



Finance & Corporate Annual Operational Plan 2022/23

- Mission:** To provide excellent financial, corporate services and Information technology services/advice to enable our organisation to achieve its goals
- Officer Responsible:** General Manager Finance & Corporate
- Responsibilities:** Department Management, Corporate Services, Insurance, Governance, Customer Service, Property & Rating, Procurement & Stores, Financial Planning & Sustainability, Asset Management, Plant & Fleet Management, ICT & Business Systems

Core Activities				
Ref	Activity	Branch	Corp Plan	Budget
OPFC/01	Maintain Council's call centre and customer service delivery across the customer service centres of Blackbutt, Nanango, Kingaroy, Wondai / Murgon	Corporate, Governance & Strategy	EC5	BU1159
OPFC/02	Manage the periodical review and progress update of Council's 2022/23 Annual Operational Plan	Corporate, Governance & Strategy	OR1	BU1159
OPFC/03	Manage the development of Council's 2023/24 Annual Operational Plan aligned to Council's budget development process	Corporate, Governance & Strategy	OR1	BU1159
OPFC/04	Manage the provision of delegations, sub-delegations and Local Government Worker / Authorised Persons governance processes	Corporate, Governance & Strategy	OR2	BU1159
OPFC/05	Process Right to Information / Information Privacy applications in accordance with legislative requirements and provide awareness training to the organisation	Corporate, Governance & Strategy	OR2	BU1159
OPFC/06	Deliver the Council Policy Governance Framework aligned to strategic planning and relevant legislation incorporating Council's policies, procedures, forms and factsheets	Corporate, Governance & Strategy	OR2	BU1159
OPFC/07	Capture and correctly manage Council's corporate documents using recordkeeping good practice and promoting such to the organisation	Corporate, Governance & Strategy	OR2	BU1159
OPFC/08	Manage and maintain the legal proceedings / legal advice registers maintaining the budget for engagement of legal services	Corporate, Governance & Strategy	OR2	BU1159

OPFC/09	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	Corporate, Governance & Strategy	OR2	BU1159
OPFC/10	With the support of Council's departments, implement Council's Customer Service Charter	Corporate, Governance & Strategy	OR8	BU1159
OPFC/11	Manage Council's Insurance policies and claims	Corporate, Governance & Strategy	OR13	BU1159
OPFC/12	Deliver sound corporate risk management and internal audit functions aligning to Council policy	Corporate, Governance & Strategy	OR15	BU1159
OPFC/13	Provide information in monthly meeting reports surrounding the financial sustainability ratios which are mandated under the <i>Local Government Regulation 2012</i> in the financial management (sustainability) guidelines	Finance & Sustainability	OR5	BU1011
OPFC/14	Encouragement and development of the local Market Place by establishing a healthy register of what the local Market Place can provide to Council by way of goods or services committing a target to local spend	Finance & Sustainability	GR11	BU1012
OPFC/15	Perform a review of dividends to determine best practice for calculation of budgeted dividends	Finance & Sustainability	OR5	BU1011
OPFC/16	Compliance with budget limits. Regular quarterly budget revisions. Monthly reporting of budget variations to Council in monthly financial report	Finance & Sustainability	OR5	BU1011
OPFC/17	Maintain and monitor 10-year long term financial plans reporting to Council through monthly financial reports	Finance & Sustainability	OR5	BU1011
OPFC/18	Debt Recovery - Continue to follow up on outstanding debt to not place an unfair burden onto rate payers who meet their obligations in full	Finance & Sustainability	OR5	BU1011

OPFC/19	Full review of expenditure to identify efficiencies within the organisation	Finance & Sustainability	OR5	BU1011
OPFC/20	Develop and map strategies to bring Council budget into surplus within long term forecast	Finance & Sustainability	OR5	BU1011
OPFC/21	Zero-based budgeting	Finance & Sustainability	OR7	BU1011
OPFC/22	Strategically upgrade and improve Council information technology systems and hardware	ICT & Fleet	OR3	BU1017
OPFC/23	Utilisation and operation of Council's Workshops	ICT & Fleet	OR13	BU1016
OPFC/24	Data Security Review including, Cyber Security. Ensure the provision of appropriate security systems (including cyber security) protect Council's data and information	ICT & Fleet	OR15	BU1017
OPFC/25	Develop and manage Business Systems and Projects (Project T2 and sub-projects)	ICT & Fleet	OR3; OR15	BU1160

Projects/New Activities						
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget
OPFC/26	Develop a framework for electronic signatures working with Council's Business Systems and Departments to accommodate their requirements	Corporate, Governance & Strategy	OR13	1 July 2022	30 June 2023	BU1159
<p>30 September 2022 Project will commence in partnership with Business Systems Unit in consultation with Branch Managers in later half of 2nd Quarter 2022/23 - after the completion of the P&R / Customer Request Review project implementation/'go live' end October 2022 and the commencement of the new Manager Corporate Governance & Strategy. As an interim measure, Branches are conducting their own risk assessments on current practices and procedures to introduce electronic signatures where appropriate on a case-by-case basis.</p> <p>31 December 2022 No further progress. New Manager Corporate Governance & Strategy commenced 3 January 2023.</p>						

OPFC/27	Investigation into a more paperless accounts payable workflow	Finance & Sustainability	OR13	1 July 2022	Ongoing	BU1011
<p>30 September 2022</p> <p>The accounts payable team have worked extensively with the IT department to setup a more paperless process. This has been implemented from July 2022 and seems to be working well. Finance, accounts payable and IT will continue to monitor this new process.</p> <p>31 December 2022</p> <p>Process has been working extremely well. Minimal printing from AP over the last few months. The accounts team are continuing to see what other parts of the process could be made more electronic.</p>						
OPFC/28	Review of rates supplementary notices to utilise the ERP considering paperless rates notices and non-rate charges to be included in rates searches	Finance & Sustainability	OR13	1 July 2022	30 June 2023	BU1011
<p>30 September 2022</p> <p>Finance and Business Systems have made contact with TechOne to start the process of looking at the supplementary rates notices to ensure they are run out of the system. Finance has also added into their processes to ensure non-rate charges against the property are included on rates searches and unpaid charges recovered during the settlement process. Finance is also working with business systems to adjust the rates search templates to ensure this will automatically come through on rates searches rather than being a manual process.</p> <p>31 December 2022</p> <p>TechOne has been working on the Supplementary Notice in the system and is nearly complete. The rates searches project to make less manual for calculations is also progressing.</p>						
OPFC/29	Centralised Procurement	Finance & Sustainability	OR13	1 July 2022	Ongoing	BU1012
<p>30 September 2022</p> <p>Finance and Procurement will meet in October to begin looking at the pathway to centralised procurement and begin looking at implementation and how that will look.</p> <p>31 December 2022</p> <p>Procurement held a workshop in November to begin discussions with departments on what centralised procurement may need to look like for our organisation. Next steps are to do a workflow on the proposed different scenarios to determine the process flow and resources required. Working Group to be established to continue the centralised procurement process.</p>						

OPFC/30	Continue review of general rating categories to achieve equity	Finance & Sustainability	OR14	1 July 2022	Ongoing	BU1011
<p>30 September 2022 Finance will work with Council and the external rates consultant to begin looking at any further rate categories adjustments that could be implemented in the 23/24 budget.</p> <p>31 December 2022 Initial meeting held with Mead Perry regarding the rates for the 23/24 year. Information is being gathered so that the consultant can put together information to begin the conversation with Councillors. Workshop to be held on the 13th of February. Discussions on rating of the wind farm has also begun.</p>						
OPFC/31	Review of Asset Management Business processing for integration into one Asset Management System in Technology One	ICT & Fleet	IN2	1 July 2022	Ongoing	BU1160
<p>30 September 2022 Plant and fleet assets created with the CiA platform of TechOne. ICT assets now created through the CiA platform.</p> <p>31 December 2022 Item consider actioned for the ICT, Plant and Fleet assets.</p>						
OPFC/32	Deliver a Customer Request Effectiveness Review Project (Project ID: T2.6)	ICT & Fleet	OR8	1 July 2022	31 October 2022	BU1160
<p>30 September 2022 Project 95% complete - Go Live as of 10 October 2022. Further analytics/dashboards to be developed to grant further detail on council meeting deadlines set for each request type.</p> <p>31 December 2022 Report to be created briefing ELT and SLT of the project implementation status and learnings. A tentative release of the CRM product to the public is set for Jan/Feb 2023.</p>						
OPFC/33	Undertake business process mapping and analysis implementing a business process continuous improvement programme	ICT & Fleet	OR9	1 July 2022	Ongoing	BU1160

<p>30 September 2022</p> <p>Improvement register set to be reviewed in the month of October with a programme of works to be created for adoption and presented as an FYI to external audit committee in Feb 2023.</p> <p>31 December 2022</p> <p>Review of improvement register commenced, meeting schedule with business systems team to identify priority projects, report to drafted for ELT to confirm prioritisation.</p>						
OPFC/34	Realise business improvements through the use of Council's Business Systems Software	ICT & Fleet	OR13	1 July 2022	Ongoing	BU1160
<p>30 September 2022</p> <p>Improvements register to be reviewed with accumulated items received through various communication methods added. Prioritisation exercise to then commence.</p> <p>31 December 2022</p> <p>TechOne to present CiA anywhere Go Live Roadmap for comparison against improvement register. This presentation will assist in confirmation of project requirements.</p>						
OPFC/35	Realise business improvements through the use of Council's Microsoft Office 365 Systems Software	ICT & Fleet	OR13	1 July 2022	Ongoing	BU1017
<p>30 September 2022</p> <p>Workshops scheduled across all departments within SBRC, Categorisation exercise to be conducted with approval on directory structure required from departments. 0365 Power Apps utilised to created water meter reader app set for adoption Dec 2022.</p> <p>31 December 2022</p> <p>Discovery sessions completed with initial alpha build of document repository created. Small groups across all departments engaged to identify files and run through an exercise confirming category suitability. Project progress report to be presented to ELT before further progress initiated.</p>						
OPFC/36	Effectively maintain and manage Council's white fleet maximising efficiencies	ICT & Fleet	OR13	1 July 2022	31 December 2023	BU1016



30 September 2022

Report generated and presented to council (Infrastructure Initiated) highlighting that SBRC's white fleet have been reduced by the 20% challenge and any further reduction severely impacts council service levels.

Further improvement set for 1st quarter 2023 – prestarts work, requests, budget and inventory assessments.

31 December 2022

Prerequisites required before pre starts and work request can commence. Improvement register review required to obtain accurate timeframes and resource requirements to assess organisational impact and prioritisation.

Infrastructure Annual Operational Plan 2022/23

- Mission:** The provision of quality services and infrastructure that is planned, provided and managed on sound asset management principles and adopted levels of service.
- Officer Responsible:** General Manager Infrastructure
- Responsibilities:** Department Management, Infrastructure Planning, Roads & Drainage, Water & Wastewater, Disaster Management



Core Activities				
Ref	Activity	Branch	Corp Plan	Budget
OPI/01	Continuation of Implementation of a Maintenance Management Plan for Transport Assets (Continued improvement of prioritised maintenance programme incorporating timely defect inspection and management of defect backlog).	Infrastructure Works	EC2; OR3	BU1110
OPI/02	Review disabled parking and footpath access in conjunction with CBD master plans (Predesign, concept plans developed for Kumbia, Wondai and Nanango including footpath furniture and on-street landscaping)	Infrastructure Planning	EC12	BU1107
OPI/03	Provide funding and facilitate the ongoing development of the local SES groups within the region	Infrastructure	EC6-	BU1048
OPI/04	Lead and Administer the Local Disaster Management Group for the South Burnett	Infrastructure	EC15	BU1048
OPI/05	Review and further develop a forward 10-year programme for Transport Assets in prioritisation methodology including footpaths (10 year works program developed in accordance with asset management strategy with adoption by Council)	Infrastructure Works / Infrastructure Planning	IN1; IN2	BU1110 BU1107
OPI/06	Review current Asset Management Plan and strategy for transport assets including footpaths (Review of current asset management plan and methodologies including options for rationalisation)	Infrastructure Works / Infrastructure Planning	IN1; IN2; OR3	BU1110 BU1107
OPI/07	Review current Asset Management Plan and strategy for Water and Wastewater assets (Asset management plan developed in accordance with Council and community service levels)	Water & Wastewater / Infrastructure Planning	IN7; OR3	BU1115 BU1127 BU1107
OPI/08	Achieve compliance with treatment plant licence conditions, dam safety, public health requirements with statutory timeframes for reporting achieved (No breach of licence conditions / statutory reports submitted in require timeframes)	Water & Wastewater	IN7	BU1115 BU1127

OPI/09	Review and comply with customer service standards for water and wastewater infrastructure (Completed review is advertised for customer feedback and posted on web site as required by the regulator)	Water & Wastewater	IN7	BU1115 BU1127
OPI/10	Development of a prioritised 10 year works programme for the replacement, upgrade and construction of new and existing water and wastewater assets with allocation of funding to develop, plan & design (10 year works program completed in accordance with asset management strategy)	Water & Wastewater	GR3	BU1115 BU1127

Projects/New Activities						
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget
OPI/11	Develop and implement service standards for Central Business District ('CBD') cleaning and maintenance regime (Establish working party to devise appropriate standards for CBD cleaning)	Infrastructure Works & Parks	EC2	1 July 2022	30 June 2024	BU1110 PARKS
<p>30 September 2022 Working party established, cleaning and maintenance regime under development.</p> <p>31 December 2022 First trial for footpath completed. Second trial commencing 2023.</p>						
OPI/12	Review and further develop a forward 10-year programme for Transport Assets in prioritisation methodology for median strips and roundabouts prioritising entry ways into our region (10 year works program developed in accordance with asset management strategy with adoption by Council)	Infrastructure Works / Infrastructure Planning	IN5	1 July 2022	30 June 2024	BU1110 BU1107
<p>30 September 2022 There has been no opportunity to advance this item.</p> <p>31 December 2022 Seeking to outsource this project.</p>						



OPI/13	Implementation of Project Management Framework and advanced design programme in accordance with 10 Year Programmes	Infrastructure Works / Infrastructure Planning	OR6	1 July 2022	30 June 2024	BU1110 BU1107
<p>30 September 2022 The advanced design programme is under development and progressing well to allow for future efficiencies.</p> <p>31 December 2022 The Project Management Framework is being applied to the Project Management space. Current resourcing needs are being reviewed for consideration to manage the Capital Program delivery.</p>						
OPI/14	That South Burnett Regional Council develop as part of its operational plan a dust sealing policy.	Infrastructure Works / Infrastructure Planning	IN5	1 July 2022	30 June 2024	BU1110 BU1107
<p>30 September 2022 Policy yet to be advanced.</p> <p>31 December 2022 Policy yet to be advanced.</p>						
OPI/15	Renewable Opportunities - to review street lighting to potentially use renewable sources	Infrastructure Works / Infrastructure Planning	EN5	1 July 2022	30 June 2024	BU1110 BU1107
<p>30 September 2022 Future report to be presented to Council.</p> <p>31 December 2022 Seeking to outsource this project. Preliminary investigations have been undertaken with this item to be further developed and completed next year.</p>						



OPI/16	Continued development of digital transformation and capacity - Kingaroy Transformation Project – Last mile digital infrastructure - Mobile telecommunication black spots - EV superhighway and charging stations	Infrastructure Planning	GR10	1 July 2021	30 June 2023	BU1107 ECON DEV
<p>30 September 2022 Future report to be presented to Council.</p> <p>31 December 2022 EV charging stations - Working with industry on private development opportunities throughout the region ie. Blackbutt, Bunya Mountains and Nanango.</p>						
OPI/17	Council works with DTMR to develop and present options about heavy vehicle routes around Kingaroy for discussion with stakeholders	Infrastructure Planning	EC3	1 July 2022	30 June 2025	BU1107
<p>30 September 2022 Monthly meetings are being held between Council officers and TMR to advance community interests in moving heavy vehicles around Kingaroy. The routes are preliminarily being developed, but also overlap with other agency groups requiring further communications.</p> <p>31 December 2022 Discussions are progressing well with TMR with concept layouts on intersection and infrastructure upgrades at key heavy vehicle nodes to be workshopped with Council in 2023.</p>						
OPI/18	Advocate for EV superhighway and installation of EV stations	Infrastructure Planning	EN6	1 July 2021	30 June 2023	BU1107 ECON DEV
<p>30 September 2022 The super electric highway expansion is in the process of being delivered throughout Queensland and Kingaroy was one of the first to be undertaken in Stage 3 of the rollout. This has been delivered within the footprint of the KTP delivering a charging service that benefits electric vehicle users in the South Burnett.</p> <p>31 December 2022 Working with industry on private development opportunities throughout the region ie. Blackbutt, Bunya Mountains and Nanango.</p>						
OPI/19	Review of unit rates and schedules completed and options for increased service levels of current slashing and spraying service levels	Infrastructure Works	IN3	1 July 2021	30 June 2024	BU1107

<p>30 September 2022 Future report to be presented to Council.</p> <p>31 December 2022 Seeking to outsource this project.</p>						
OPI/20	Work in partnership with TMR and NHVR to identify possible alternative routes to Kingaroy CBD areas	Infrastructure Planning	EC3	1 July 2021	30 June 2025	BU1107
<p>30 September 2022 Monthly meetings are being held between Council officers and TMR to advance community interests in moving heavy vehicles around the Kingaroy CBD. The routes are preliminarily being developed, but also overlap with other agency groups requiring further communications in order to develop this action further.</p> <p>31 December 2022 Discussions are progressing well with TMR with concept layouts on intersection and infrastructure upgrades at key heavy vehicle nodes to be workshopped with Council in 2023.</p>						
OPI/21	Continue the development of CBD Master Plans (Pre-design concept plans developed for Kumbia, Wondai and Nanango including footpath, furniture and on-street landscaping)	Infrastructure Planning	EC2	1 July 2022	30 June 2024	BU1107
<p>30 September 2022 The Kumbia CBD plan is awaiting endorsement and will form part of the capital works program for delivery. Concept planning for Wondai will commence in the second quarter of this financial year in order to determine a footprint of works that may be affordable for future year budget considerations. Future report to be presented to Council for Nanango and will be reviewed in the fourth quarter.</p> <p>31 December 2022 Kumbia CBD plan has been completed and works underway. Concept planning for Wondai has commenced and a plan proposed to be presented to Council in early 2023.</p>						
OPI/22	Review signage necessary in flooding events	Infrastructure Works	EC6	1 July 2021	30 June 2023	BU1110
<p>30 September 2022 Future report to be presented to Council.</p> <p>31 December 2022 Review underway with identification of sign locations and requirements, through the Local Recovery and Resilience Grant.</p>						

OPI/23	Review of operational maintenance delivery investigating alternative delivery models Infrastructure for Patrol and Maintenance Grading – review and report back the advantages and costings of the addition of rollers Slashing programme – outsource and move staff to patching – but 2 new patching trucks	Infrastructure Works	IN5	1 July 2022	30 June 2023	BU1110
<p>30 September 2022 No budget provision for the purchase of two (2) new patching trucks. Slashing program to continue in accordance with current service levels.</p> <p>31 December 2022 No further action- slashing program to continue in accordance with current service levels.</p>						



Liveability Annual Operational Plan 2022/23

- Mission:** To enhance the liveability of the South Burnett region via the provision of community services & facilities; sustainable environmental practices; appropriate planning & regulatory controls and initiatives that enhance community wellbeing and lifestyle
- Officer Responsible:** General Manager Liveability
- Responsibilities:** Department Management, Environment & Waste, Natural Resource Management, Planning & Land Management, Community Development, Libraries, Property & Facilities, Parks & Gardens

Core Activities				
Ref	Activity	Branch	Corp Plan	Budget
OPL/01	Support community development and wellbeing through delivery of Council's Community Grants programme	Community	EC16	BU1136
OPL/02	Enable free and equitable access to library facilities, services and programs for all members of the community to support the learning, recreation and social needs of the community	Community	EC5	BU1069-1076
OPL/03	Promotion and operation of Council owned heritage, arts, visitor information centres and tourism assets including Council's tourist facilities at Boondooma and Bjelke-Petersen Dams	Community	GR5; GR7	BU1004; BU1008; BU1009; BU1057; BU1058
OPL/04	Provide well planned and maintained open space, parks and rail trails network to meet the recreation and social needs of the community	Community	EC1; EC5	BU1101; BU1102; BU1137
OPL/05	Maintain and improve Council's cemeteries to meet community standards	Community	IN14	BU1104
OPL/06	Maintain and improve Council's Saleyards to meet community standards	Community	IN11	BU1007
OPL/07	Actively manage Council's aerodromes to meet service standards and compliance	Community	IN15	BU1005
OPL/08	Administration of legislative functions including but not limited to food safety, public health licencing, environmental authority registrations, customer request management, regulation of council's local laws and mosquito management	Environment & Planning	EN8; EN10; EC14	BU1077; BU1138; BU1146; BU1147; BU1163
OPL/09	Effectively manage Development Applications and permits including planning, building and plumbing approvals	Environment & Planning	GR8	BU1055
OPL/10	Manage biosecurity and pest (weed & animal) management programmes including supporting biosecurity and natural resource management initiatives and strategies	Environment & Planning	EN4, EN7, EN9	BU1100 BU1169

OPL/11	Provision of acceptable, cost effective and environmentally responsible waste management services including collection services and waste disposal facilities	Environment & Planning	EN3	BU1078 - BU1099 BU1164 BU1165
OPL/12	Management of Council's buildings and facilities including operational maintenance programmes, commercial and community leases and cost-effective asset management programs to meet agreed service levels	Facilities & Parks	EC5, IN10	BU1018
OPL/13	Maintain Council's swimming pools across the region	Facilities & Parks	EC5	BU1025 - BU1030
OPL/14	Participate in Regional Wide Waste collaboration	Environment & Planning	EN3	BU1078 - BU1099 BU1164 BU1165

Projects/New Activities						
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget
OPL/15	Implement a 'Level of Service Plan' for parks, gardens and recreation facilities	Facilities & Parks	EC1	1 July 2022	30 June 2023	BU1137
<p>30 September 2022 Council engaged Sheppard Services to undertake a Parks Business Improvement Review. Recommendation from the Business Improvement review is to develop a 'Level of Service Plan for parks, gardens and recreation facilities. A level of service document has been drafted by internal staff and is now being tested in the field. The development of mowing schedules has also been identified as an important tool for Council operators and the community. Mapping of mowed areas is near complete and being tested in the field by operational staff.</p> <p>31 December 2022 Parks crews are testing the mowing schedules and mapping of mowed areas over the summer season. Report will be presented to Council for consideration.</p>						
OPL/16	Establish an Advisory Committee to develop Botanical Masterplan	Facilities & Parks	EC1	1 July 2022	30 June 2023	BU1137

<p>30 September 2022</p> <p>Expression of Interest for Botanical Advisory Committee closed July 2022. Five nominations were received by interested persons/groups. Report to be prepared for Council's consideration in 2nd Quarter.</p> <p>31 December 2022</p> <p>Council endorsed the nominations for the Botanical Advisory Committee. Committee members have been advised. First meeting will be scheduled for the 3rd Quarter.</p>						
OPL/17	Investigate CCTV for Council and Community owned and operated open spaces including consideration of Council taking over control of Community controlled cameras	Facilities & Parks	EC2	1 July 2022	30 June 2023	BU1018
<p>30 September 2022</p> <p>Commenced investigations into community owned CCTV including location, camera type, service agreements and outstanding maintenance. This information will be compiled and presented to Council for consideration in the 3rd Quarter. Council approved Kumbia Alliance Group to install new CCTV cameras in Apex Park, Kumbia. This project will also be included in the Community CCTV Review.</p> <p>31 December 2022</p> <p>Information to be presented in the 3rd quarter. All community groups maintaining cameras and service agreements with Qld Police at operational within the Murgon, Nanango, Kumbia and Wondai communities.</p>						
OPL/18	Engage key stakeholders to facilitate identified affordable housing projects	Facilities & Parks	IN9	1 July 2022	30 June 2023	BU1018
<p>30 September 2022</p> <p>In December 2021, Council resolved to offer four properties to the housing provider, Regional Housing Ltd Regional Housing Ltd for future development under the Queensland Government's Queensland Housing Investment Growth Initiative (QHIGI). The vacant residential parcel of land located at 27B Kingaroy Street, Kingaroy, was transferred to Regional Housing Ltd in September 2022 to build much needed affordable housing. This is the first project to progress in the region under QHIGI. Council has held meetings with other interested parties i.e., Murgon Independent Lifestyle Project Inc, Kingaroy RSL sub-branch to look at other project options and available land for affordable housing projects. Discussions and investigations are continuing with interested parties.</p> <p>31 December 2022</p> <p>Ongoing meetings and discussions have been held with Regional Housing Ltd, Murgon Independent Lifestyle Inc, and Kingaroy RSL sub branch to investigate available land for housing projects.</p>						



OPL/19	Develop Masterplan for Kingaroy Visitor Information Centre, Museum, Art Gallery Precinct	Community	EC4, GR5	1 July 2022	30 June 2023	Subject to Funding
<p>30 September 2022 No funding has been sourced to commence the project.</p> <p>31 December 2022 No funding has been sourced to commence the project.</p>						
OPL/20	Develop a South Burnett Regional Arts, Culture and Heritage Strategic Plan	Community	EC4	1 July 2022	30 June 2023	BU1136
<p>30 September 2022 Initial research and development of scope has commenced.</p> <p>31 December 2022 Draft framework has been developed and an initial meeting has been held with the Arts Culture and Heritage Committee.</p>						
OPL/21	Prepare funding submission to enhance Arts, Culture and Heritage displays, restoration projects, arts and workshops which may include a Museum / Arts Curator	Community	EC4, GR5	1 July 2022	30 June 2023	Subject to Funding
<p>30 September 2022 No funding has been sourced to commence the project.</p> <p>31 December 2022 Funding has not been sourced to commence the project.</p>						
OPL/22	Establish, develop and support a South Burnett Regional Council Ringsfield House Advisory Committee	Community	EC5; EC6	1 July 2022	30 June 2023	BU1018
<p>30 September 2022 Information session and Expression of Interest process has been completed. Report to be prepared for Council's consideration in 2nd Quarter.</p> <p>31 December 2022 Advisory Committee has been established with three members and an initial induction and meeting held.</p>						

OPL/23	Explore partnership opportunities to support local volunteer groups	Community	EC5; EC6	1 July 2022	30 June 2023	BU1136
<p>30 September 2022 Council hosted Volunteering Queensland to provide a Best Practice Volunteer Engagement workshop in Kingaroy on 30 August 2022. The workshop provided an opportunity and information for organisations to review engagement with volunteers and assist in recruiting and retaining volunteers. Utilising the funding from the Black Summer Bushfire Recovery grant, a Local Built Small grants program has been developed to partner with community groups.</p> <p>31 December 2022 Community Development has delivered Round 1 of Local Built Small Grants program, partnering with community groups to host events, build capacity within their organisation and undertake facilities planning. Council partnered with Community groups for the first Community Cent Sale to auction surplus Council furniture.</p>						
OPL/24	Development of a Reconciliation Action Plan to sustainably and strategically take meaningful action to advance reconciliation	Community	EC10	1 July 2022	30 June 2023	BU1047
<p>30 September 2022 Initial investigation on the process of the initial stage of Reflect.</p> <p>31 December 2022 Reconciliation Action Plan has been registered with Reconciliation Australia.</p>						
OPL/25	Engagement with local senior groups to develop strategies to facilitate a region for aging in place and meaningful community contribution seeking external funding	Community	EC13	1 July 2022	30 June 2023	BU1136
<p>30 September 2022 Utilising the funding from the Black Summer Bushfire Recovery grant, a partnership with SB Care for a Seniors Morning tea will be delivered in October.</p> <p>31 December 2022 Library staff commenced mobile book loans to Aged Care Facilities.</p>						
OPL/26	Investigate partnerships between Council and service providers facilitating assistance for homeless persons	Community	EC14	1 July 2022	30 June 2023	BU1136



<p>30 September 2022 An initial draft of a Homelessness Policy has been completed.</p> <p>31 December 2022 An internal working group of Council Officers has been developed to identify the impact points between Council services and the Homelessness community. Investigations into partner organisations to undertake “check ins” with Homeless people within Council’s 48 hour stop overs.</p>						
OPL/27	Prepare Kingaroy Aerodrome Masterplan	Community	IN15	1 July 2022	30 June 2023	Subject to Funding
<p>30 September 2022 No funding has been sourced to commence the project.</p> <p>31 December 2022 Funding has not been sourced.</p>						
OPL/28	Advocate and pursue opportunities for post-secondary education within the region preparing a business case and ‘shovel ready’ project/s	Community	GR9	1 July 2022	30 June 2023	Subject to Funding
<p>30 September 2022 No funding has been sourced to commence the project.</p> <p>31 December 2022 Councillors Potter and Henschen attended LGAQ Country University Centre Study Tour in November to view operational sites (Roma, St George, Dirranbandi). Preparing a background and a potential council resolution to form a working group to progress model. Expected to be tabled at February Standing Committees for future discussions and actions.</p>						
OPL/29	Advocate for and facilitate wellbeing events across the region supporting our youth through Council’s Youth Council	Community	EC8	1 July 2022	30 June 2023	BU1136
<p>30 September 2022 Youth Council delivered PIG JAM in conjunction with the Kingaroy Bacon Festival. Monthly Youth Council meetings continue to be held planning for future activities.</p> <p>31 December 2022 Youth Council has met monthly and is focused on afterschool activity programs in partnership with Your Towns.</p>						

OPL/30	Advocate for and pursue opportunities for disaster recovery and resilience initiatives and projects that support local and regional resilience outcomes	Community	EC7, EC9, EC15	1 July 2022	30 June 2023	BU1136
<p>30 September 2022</p> <p>Council has received a Local Recovery and Resilience Grant Funding capped at \$1million.The Queensland Reconstruction Authority has issued the funding approval under Category D, Disaster Recovery Funding Arrangements (DRFA) in response to the Southeast Queensland Rainfall and Flooding 22-28 February 2022. This funding will support recovery activities providing community wellbeing initiatives, building disaster resilience, and reducing the impact of future events.</p> <p>A Disaster Resilience Officer has been engaged to coordinate delivery of initiatives. A needs assessment survey to understand where the recovery is most needed has been released to assist, identify, and drive future projects.</p> <p>31 December 2022</p> <p>Councils Disaster Resilience Officer has been actively meeting with local agencies, primary producer groups, Red Cross, along with having regular catchups with the Queensland Reconstruction Authority (QRA) and National Emergency Management Agency (NEMA).</p> <p>The needs assessment survey results from both the community and primary producers have been finalised and identified needs were tabled at Councils Standing Committee Meeting held in December 2022. These projects have been submitted to Queensland Reconstruction Authority (QRA) for approval. Projects are to be delivered throughout 2023.</p>						
OPL/31	Advocate for and pursue opportunities for mental health and suicide prevention initiatives and projects that support community well-being.	Community	EC9, EC11	1 July 2022	30 June 2023	BU1136
<p>30 September 2022</p> <p>Participated in the Co-design panel of the Head to Health initiative.</p> <p>31 December 2022</p> <p>Officers will be part of the Co-design tender panel to assess tendered to deliver the Head to Health initiative.</p>						
OPL/32	Create a pipeline of 'shovel ready' projects that support asset management principles and liveability outcomes for the community	Community	GR3	1 July 2022	30 June 2023	BU1018
<p>30 September 2022</p> <p>Project plan and grant submission to Tourism Infrastructure Fund for capital improvements to the Dams.</p> <p>31 December 2022</p> <p>No further projects have been developed at this time.</p>						

OPL/33	Engage key stakeholders and advocacy activities to develop and implement energy efficient initiatives to reduce Council's energy / carbon footprint	Environment & Planning	EN2	1 July 2022	30 June 2023	BU1018
<p>30 September 2022</p> <p>SBRC has received funding for a Climate Change Adaption Strategy. One of the suitable actions that council can undertake is to undertake detailed option analysis that will align with sustainable investment principals for council. It shall address key social and environmental service delivery areas for council, the social and environmental return, along with a sound business case.</p> <p>Detailed scoping work on preparation of strategic documents to be developed over the coming months.</p> <p>31 December 2022</p> <p>Work scope is still in development but is expected to be finalised and out to market in the third quarter. The funding for this Strategy is provided under the Local Government Grants and Subsidies Program and has a completion date of the project as 29 September 2023.</p>						
OPL/34	Investigation of Recycling options	Environment & Planning	EN3	1 July 2022	30 June 2023	BU1165
<p>30 September 2022</p> <p>The existing waste collections contract has been amended to include collection of recycling materials and it is extended until June 2024. Kerbside collection of recycling materials is scheduled to commence from January 2023. 240 litre wheelie bins will be provided to all eligible rate payers who already receive the kerbside collection of general waste. Bins have been ordered by the contractor J J Richards and will be rolled out to all the eligible rate payers during November – December 2022.</p> <p>New trucks for collection of recycling materials have been ordered by the contractor and are expected to be ready before end of the year (2022). Collected recycling materials will be transported to Material Recovery Facility of Cherbourg Aboriginal Shire Council for processing.</p> <p>Various waste education and awareness activities are scheduled to commence in advance (from October / November 2022). The objective is to inform and educate the community about what can and what cannot be recycled and to avoid any potential contamination. A mobile app will be developed to provide all the information to residents at their convenience. This app can be easily downloaded to any smart phone by the residents.</p> <p>31 December 2022</p> <p>The recycling service commenced on 2 January 2023 after the successful roll out of bins to those residents who receive an existing waste collection service. Community education was held leading up to the introduction of the service and will continue into 2023. Negotiations with Cherbourg Aboriginal Shire Council are being formalised regarding the use of their Material Recovery Facility (MRF). Contamination rates will be monitored to ensure future waste education can target specific areas of concern.</p>						



OPL/35	Review Council's Draft Biosecurity Plan to ensure relevance to the region	Environment & Planning	EN4	1 July 2022	30 June 2023	BU1100
<p>30 September 2022 Emergency Response Plans developed and under active implementation for feral Pigs, extension and the containment and suppression of parthenium weed within the Cherbourg Aboriginal Shire Council. All three plans will become an integral part of Biosecurity Plan when completed.</p> <p>31 December 2022 Work is continuing partnering with the Cherbourg Aboriginal Shire Council with the control of parthenium weed. Biosecurity Plan is currently under development.</p>						
OPL/36	Finalise a Major Amendment of Council's planning scheme	Environment & Planning	GR8	1 July 2022	30 June 2023	BU1055
<p>30 September 2022 Council submitted the draft planning scheme amendment to State on 3 August 2022 and as a result the State have issued a pause notice until 20 September 2022 due to state resourcing issues. After that date it is assumed, the State will continue with formally assessing the draft and issue any action items that need to be addressed.</p> <p>31 December 2022 The State Government provided correspondence to Council on 6 December 2022 seeking further information regarding the proposed major amendment of the Planning Scheme. A response is currently being prepared to the Department's advice. Council has been given until 29 January 2023 to provide a response.</p>						
OPL/37	Review and update Council's Local Government Infrastructure Plan ('LGIP') trunk infrastructure forward works schedules	Environment & Planning	GR8	1 July 2022	30 June 2023	BU1055
<p>30 September 2022 Project expected to be delivered across 3rd & 4th quarters. Discussions in relation to work schedules to be held in 2nd quarter.</p> <p>31 December 2022 Works to review and update Council's Infrastructure Plan will commence in the third quarter.</p>						
OPL/38	Community education and awareness on illegal dumping and littering; including investigation and enforcement	Environment & Planning	EN3	1 July 2022	30 June 2023	BU1165

30 September 2022						
During the 1 st quarter 2022/23, total 17 incidents of illegal dumping were reported of which 2 were successfully cleaned up by the alleged offenders. No PINS (Penalty Infringement Notice) were issued, and 3 warnings were issued.						
Total of 17 investigations were closed and 0 investigations are still open.						
Estimated volume of waste reported was 55,250 litres of which approximately 7,200 litres waste is removed either by the alleged offenders or by a contractor engaged by the council.						
31 December 2022						
Works continuing to investigate reports of illegal dumping as well as ongoing education to residents. This partially funded position ends 28 April 2023. The State has been approached regarding ongoing funding for this role given the benefit that it is providing to the South Burnett.						
OPL/39	Support the development of an agricultural land and product asset mapping programme	Environment & Planning	GR16	1 July 2022	30 June 2023	BU1136
30 September 2022						
SBRC base our mapping of important agricultural land on the State Government's Mapping due to cost and resourcing. The State updates mapping regularly.						
31 December 2022						
Refer to the update above for the first quarter.						
OPL/40	Partnership with industry led tourism and economic development organisations	Community	GR6	1 July 2022	Ongoing	BU1004 BU1008 BU1009 BU1057 BU1058
30 September 2022						
Negotiation of KPI's with Visit South Burnett. Council became a member of TSBE.						
Façade Improvement program guidelines developed in partnership with KCCI and a secondary program for other regional townships developed.						
31 December 2022						
Community workshop held with VSB to discuss current program of events, marketing of the region and KPI's. Drive Inland membership has been renewed.						
OPL/41	Investigate options for the dumping of commercial waste at Blackbutt Waste Facility	Environment & Planning	EN3	1 July 2022	30 June 2023	BU1165



30 September 2022						
Commercial waste is only accepted at all the 4 landfill sites but not at any of the transfer stations. Operations at each of the waste facilities are regulated through the Environmental Authority approved by the Department of Environment and Science.						
The existing Environmental Authority approved for the Blackbutt facility has no provision to accept commercial loads of waste.						
31 December 2022						
A pre-lodgement meeting is being scheduled with the Department of Environment and Science prior to submitting an application to amend the Environmental Authority. The amendment will focus on increasing the thresholds of landfills but will also other aspects which will include a conversation regarding amending the conditions regarding the operation of the Blackbutt waste facility.						
OPL/42	Investigate utilisation of Wooroolin Tennis Courts including options for disposal to fund development of a future Wooroolin Skate Park	Facilities & Parks	EC1	1 July 2022	30 June 2023	BU1137
30 September 2022						
No progress to date on this project. Project expected to be delivered across 3 rd & 4 th quarters.						
31 December 2022						
No progress to date on this project. Project expected to be delivered across 3 rd & 4 th quarters.						
OPL/43	Investigate options for future operation and/or commercialisation of Council's Tourist Dam Facilities	Community	GR7	1 July 2022	30 June 2023	BU1008 BU1009
30 September 2022						
Initial negotiations for renewal of Dry Concession for Boondooma Dam. Investigations into water usage at both Tourist Dams.						
31 December 2022						
Engagement of contractors to complete ground maintenance to improve efficiency. Development of website and social media content.						



7.7 CONFIRMING COUNCILS ATTENDANCE ALGA NATIONAL GENERAL ASSEMBLY 13-15 JUNE 2023

File Number: 08-02-2023
Author: Executive Assistant
Authoriser: Chief Executive Officer

PRECIS

Confirming Councillors and Chief Executive Officer (CEO) interest in attending Australian Local Government Association (ALGA) National General Assembly in Canberra 13-15 June 2023.

SUMMARY

The ALGA National General Assembly will be held in Canberra 13-15 June 2023 at the National Conventional Centre.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That _____ attend the ALGA National General Assembly 2023.

FINANCIAL AND RESOURCE IMPLICATIONS

Attendance at the ALGA National General Assembly includes conference registration, travel and accommodation. Councillors also have been budgeted to attend some of the conferences.

LINK TO CORPORATE/OPERATIONAL PLAN

OR12 Advocate strongly to key stakeholders, including state and federal governments, on regional priorities, including funding opportunities.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

ALGA is traditionally held during a Parliamentary sitting week and this year's National Congress will be after the 2022 Federal Election. Attendance at the Congress allows for deputation and face to face meetings with Members of Parliament and the Federal Ministry.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

N/A

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Council appoints representatives to attend by resolution each year.

ASSET MANAGEMENT IMPLICATIONS

N/A

REPORT

Final attendance to ALGA 2022 was the Deputy Mayor, Cr Schumacher and Cr Potter (see resolution below).

10.4 CONFIRMING COUNCILS ATTENDANCE ALGA NATIONAL GENERAL ASSEMBLY 2022

RESOLUTION 2022/1

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the Deputy Mayor, Cr Schumacher and Cr Potter attend the ALGA National General Assembly 2022.

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

Against: Nil

CARRIED 7/0**ATTACHMENTS**

1. **National General Assesmbly 2023 Date Announcement Email** [↓](#) 

From: "ALGA" <alga@alga.asn.au>
Sent: Mon, 23 Jan 2023 15:55:42 +1000
To: "ALGA" <alga@alga.asn.au>
Subject: [EXTERNAL] New 2023 National General Assembly dates - 13-15 June

Please be cautious

This email originated outside of SBRC..

Please distribute to the Mayor/Shire President and CEO/General Manager

I'm pleased to announce this year's National General Assembly of Local Government (NGA) – incorporating the Regional Cooperation and Development Forum – will be held at the National Convention Centre in Canberra from 13-15 June 2023.

This year's NGA is expected to be the biggest yet, and we are continuing to work with the Government towards incorporating the return of the Australian Council of Local Government (ACLG) as part of our event. Stay tuned for further details in the weeks ahead.

The theme for the 2023 NGA will be "Our Communities, Our Future", and we are keen to hear your ideas for new federal programs and policies that would support councils to build stronger communities into the future.

ALGA has produced a discussion paper outlining the criteria that NGA motions must meet which can be [downloaded here](#).

Motions are due to ALGA by Friday 24 March and can be submitted at www.alga.com.au.

The 2023 NGA is a can't-miss event, and I hope to see you there!

Cr Linda Scott
ALGA President

7.8 ALGA NATIONAL GENERAL ASSEMBLY CALL FOR MOTIONS - 2023**File Number:** 08-02-2023**Author:** Executive Assistant**Authoriser:** Chief Executive Officer**PRECIS**

Councils are encouraged to submit motions for the 2023 National General Assembly (NGA). The NGA proposed to be held in Canberra from 13 June to 15 June 2023. The motions are due to ALGA by Friday 24 March 2023.

SUMMARY

The Australian Local Government Association's National General Assembly, held in Canberra, generally attracts approximately 900 representatives from councils across the states and territories.

The theme for the 2023 Conference is "Our Communities, Our Future". This assembly will consider and acknowledges the need to come together and with other partners, including the Federal Government, to deliver for our communities.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

1. That South Burnett Regional Council resolves to submit the following resolutions to the National General Assembly of Local Government
 - (a)

FINANCIAL AND RESOURCE IMPLICATIONS

Officer time to prepare and submit any resolutions

LINK TO CORPORATE/OPERATIONAL PLAN

OR12 Advocate strongly to key stakeholders, including state and federal governments, on regional priorities, including funding opportunities.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Discussion with Councillors regarding issues that are:

- Relevant to the work or local government nationally;
- Be consistent with the themes of the NGA;
- Complement or build upon the objectives of the LGAQ;
- Propose a clear action or outcome; and
- Not be advanced on behalf of third parties.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Not applicable

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

This event provides a unique opportunity each year for Local Government to engage directly with the Federal Government, to develop national policy and to influence the future direction of our councils and our communities.


ASSET MANAGEMENT IMPLICATIONS

Not applicable

REPORT

Council direction is sought on which motions to be placed for debate. Motions must be submitted no later than 24 March 2023 for inclusion in the agenda and require confirmation that they have been endorsed by Council Resolution.

ATTACHMENTS

1. **Discussion Paper - Call for Motions 2023** [↓](#) 



AUSTRALIAN
LOCAL GOVERNMENT
ASSOCIATION

2023 NGA

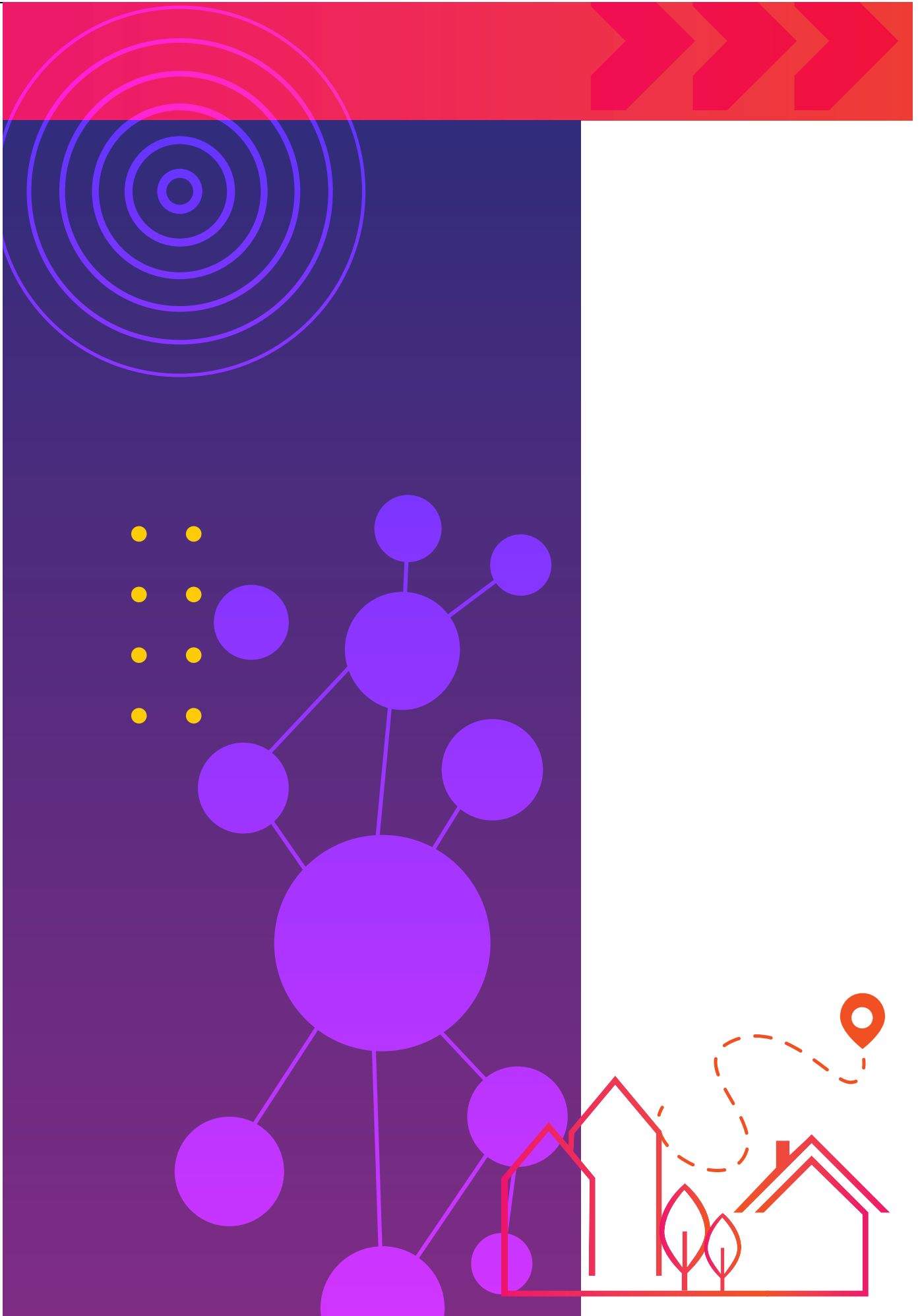
OUR COMMUNITIES OUR FUTURE

DISCUSSION PAPER Call for Motions

JUNE 2023

NATIONAL CONVENTION CENTRE
CANBERRA







The Australian Local Government Association (ALGA) is pleased to convene the 29th National General Assembly of Local Government (NGA), to be held in Canberra mid June 2023.

This discussion paper contains essential information for Australian councils considering submitting motions for debate at the 2023 NGA.

It is recommended that all councils and delegates intending to attend this event familiarise themselves with the guidelines for motions contained in this paper.

Key Dates

December 2022 Opening of Call for Motions	24 March 2023 Acceptance of Motions	June 2023 * Regional Cooperation & Development Forum	June 2023 * National General Assembly
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* Dates are subject to change depending on timing of Australian Council of Local Government

**To submit your motion,
visit: alga.com.au**

Background to ALGA and the NGA

ALGA was established in 1947, and its structure is a federation of member state and territory local government associations.

Its mission is to champion and strengthen Australian councils by representing the agreed position of ALGA members, the seven local government associations from around Australia, who represent 537 Australian councils.

In 1994, the ALGA Board, in consultation with its member associations, established the NGA as a unique forum to engage with councils directly at the national level.

The purpose of the NGA was to build the profile of local government on the national stage and demonstrate to the Australian Government the strength and value of working with local government nationally.

As part of the NGA, debate on motions was introduced as a vehicle for councils from across the nation to canvas ideas, and solutions to the challenges facing Australia’s councils and communities.

Outcomes of debate on motions (NGA Resolutions) could then be used by participating councils to inform their own policies and priorities, as well as their own advocacy to the Federal Government and Federal MPs.

At the same time, they assist ALGA, and its member state and territory associations to gain valuable insight into council priorities, emerging national issues, and gauge the level of need and support for emerging policy and program initiatives and advocacy.

Changes for 2023

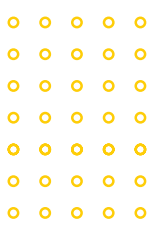
The ALGA Board has undertaken a comprehensive review of the motions process.

As a result, ALGA has allocated additional time for debate on motions at the 2023 NGA and amended the criteria with a view to improving the quality and relevance of motions included in the Business Papers.

The updated criteria for motions is listed on page 6.

ALGA’s policies and priorities will continue to be informed by motions and determined by the ALGA Board and based on the positions of its member associations.

ALGA’s Board thanks all councils for attending the NGA, and those that will take the time to submit motions for debate at this event.





Submitting Motions

The theme of the 2023 NGA: Our Communities, Our Future.

This theme conveys the critical importance of our communities, how they are the focus of our attention, and how they are at the centre of all our work.

Our communities are the reason that local governments exist, and it is the health and wellbeing of our communities that will shape Australia's future.

This discussion paper is a call for councils to submit motions for debate at the 2023 NGA, to be held in Canberra mid June 2023.

A notice of motion to this year's NGA should either:

- Focus on practical and deliverable programs and policies that the Australian Government can support and work directly with the local government sector to build our communities; or
- New program ideas that would help the local government sector to deliver national objectives.

Motions should be concise, practical and able to be implemented.

They must also meet the guidelines for motions outlined in this paper.

You are encouraged to read all the sections of the paper but are not expected to respond to every issue or question. Your council's motion/s should address one or more of the issues identified in the discussion paper.

Motions must be lodged electronically using the online form available at www.alga.com.au and be received no later than 11:59pm on Friday 24 March 2023.

All notices of motions will be reviewed by the NGA Subcommittee to ensure that they meet the criteria included in this paper.

The Subcommittee reserves the right to select, edit or amend notices of motions to facilitate the efficient and effective management of debate on motions at the NGA.

All NGA resolutions will be published on www.nationalgeneralassembly.com.au.

As the convener of the NGA, the ALGA Board will communicate resolutions to the relevant Australian Government Minister and publish Ministerial responses as they are received on this website.

If your council does submit a motion, there is an expectation that a council representative will be present at the NGA to move and speak to that motion if required.

We look forward to hearing from you and seeing you at the 2023 NGA.





Criteria for motions

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. Be relevant to the work of local government nationally.
2. Not be focused on a specific jurisdiction, location or region – unless the project or issue has national implications.
3. Be consistent with the themes of the NGA.
4. Complement or build on the policy objectives of ALGA and your state or territory local government association.
5. Be submitted by a council which is a financial member of their state or territory local government association.
6. Propose a clear action and outcome ie call on the Australian Government to act on something.
7. Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.
8. Address issues that will directly improve the capacity of local government to deliver services and infrastructure for the benefit of all Australian communities.
9. Not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
10. Be supported by sufficient evidence to support the outcome being sought and demonstrate the relevance and significance of the matter to local government nationally.

Motions must commence with the following wording:

This National General Assembly calls on the Australian Government to ...



Other things to consider

Please note that it is important to complete the background section on the form. Submitters of motions should not assume that NGA delegates will have background knowledge of the proposal.

The background section helps all delegates, including those with no previous knowledge of the issue, in their consideration of the motion.

Motions should not be prescriptive in directing how the matter should be pursued.

Try to keep motions practical, focussed, relatively simple and capable of being implemented to ensure that relevant Australian Government Ministers provide considered, thoughtful and timely responses.

Multi-point motions that require cross portfolio coordination have not historically received meaningful responses from the Government.

All motions submitted will be reviewed by the NGA Subcommittee, in consultation with state and territory local government associations, to determine their eligibility for inclusion in the NGA Business Papers.

When reviewing motions, the Subcommittee will consider the motions criteria, clarity of the motion and the importance and relevance of the issue to local government.

If there are any questions about the substance or intent of a motion, ALGA will raise these with the nominated contact officer. With the agreement of the submitting council, these motions may be edited before inclusion in the NGA Business Papers.

To ensure an efficient and effective debate where there are numerous motions on a similar issue, the Subcommittee will group motions together under an overarching strategic motion.

The strategic motions will have either been drafted by ALGA or will be based on a motion submitted by a council which best summarises the subject matter.

Debate will occur in accordance with the rules for debate on motions published in the Business Papers and will focus on the strategic motions.

Associated sub-motions will be debated by exception only or in accordance with the debating rules.

Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state or territory local government association and will not be included in the NGA Business Papers.

Motions should be lodged electronically using the online form available on the NGA website at: www.alga.com.au.

All motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and endorsement of your council.

> **Motions should be received no later than 11:59pm on Friday 24 March 2023.**



Setting the scene

‘Through a devastating pandemic, through a succession of dangerous and damaging natural disasters, through global uncertainty and painful price rises – The Australian people have demonstrated the best of our national character. Resolute and resilient in hard times. Practical and pragmatic about the challenges we confront. Optimistic and confident in a better future. And ready to work together to build it.’

The Hon Jim Chalmer MP, Federal Treasurer Budget Speech 2022–23

The opening statement of the Federal Treasurer’s first Budget Speech describes the backdrop against which the 2023 NGA will be held.

The 2022 NGA was held just weeks after the change in the Federal Government on 21 May 2022. On 25 October 2022, the new Government handed down its first Budget which updated the economic outlook, realigned priorities and outlined how the Government was to meet its election promises.

The Budget update foreshadows deteriorating economic conditions, citing global challenges, slowing growth, high inflation and higher interest rates, and acknowledges the mounting cost of living pressures on individuals, families and communities.

Key updates include:

- The economy is expected to grow solidly this financial year, by 3 ¼ percent – before slowing to 1 ½ percent growth for 2023/24, a full percentage point lower than what was forecast in March;
- That slowing growth will have an effect on employment, but jobs will continue to be created, and unemployment is expected to stay low by historical standards – at 4 ½ percent in 2023/24 and 2024/25;
- Inflation is expected to peak at 7 ¾ percent late in 2022, before moderating over time to 3 ½ percent through 2023/24, and returning to the Reserve Bank’s target range in 2024/25; and that
- When that inflation moderates, real wages are expected to start growing again in 2024.



The Government is also committed to repairing the Budget in a ‘measured and responsible’ manner consistent with the objective of maintaining full employment and the delivery of essential services. It foreshadows that this will be achieved through spending restraint, with new spending focused on high-quality and targeted investments and building on the capability of the Australian people, expanding the productive capacity of the economy, and supporting action on climate change.

The Budget also included a focus on measuring and improving community wellbeing.

By the time of the 2023 NGA, the Government will have delivered its second Budget, which will provide further updates to the economic outlook and also refine its economic strategy going forward.

The 2023 NGA provides you – the elected representatives of Australia’s local councils and communities – with the opportunity to engage with the Federal Government and key Ministers.

Further, it is your opportunity to advocate for new or extended programs and policy initiatives that could strengthen local governments’ capacity to deliver services and infrastructure to communities across the nation.

This year’s call for motions focusses on eight priority areas:

- Productivity;
- Local Government Infrastructure;
- Community Wellbeing;
- Local Government Workforce;
- Data, Digital Technology and Cyber Security;
- Climate Change and Renewable Energy;
- Natural Disasters; and
- Housing.



1. Productivity

In February 2022, the then Federal Treasurer asked the Productivity Commission to undertake an inquiry into Australia’s productivity performance and provide recommendations on productivity enhancing reform.

This inquiry was the second of a regular series, undertaken at five-yearly intervals, and recognises that productivity growth is vital for Australia’s future. Drawing on the Intergenerational Report the Treasurer notes that ‘... future growth in income and living standards will be driven from productivity growth as the participation effects of young migration are offset by an ageing population.’

ALGA engaged SGS Economics and Planning to undertake research to support its submissions to this inquiry.

SGS Principal and Partner Dr Marcus Spiller presented on some of the findings of this research at the 2022 NGA. In his presentation he identified that local governments generate local economic activity through employment, payment of wages and expenditure on goods and services in the local economy. In addition, SGS identified nine ways local government supports the productive capacity of the broader economy.

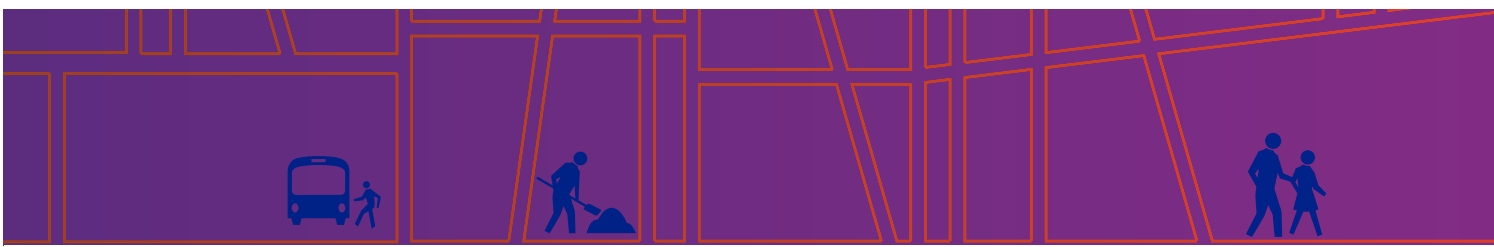
Figure 1 – Nine ways local governments contribute to the productive capacity of the broader economy:



Sources: Adapted from SGS Research for ALGA’s Submission to Productivity Commission (2022)

Are there programs and initiatives that the Commonwealth Government could implement to improve local government’s capacity to support productivity growth?

Are there programs that could support one, or all of the identified ways local government contributes to productivity in the broader economy?



2. Local Government Infrastructure

The 2021 National State of the Assets Report (NSoA) shone a spotlight on local government infrastructure assets. While the technical report shows that local government assets such as roads, bridges, buildings, parks and recreation, stormwater, water and wastewater and airports and aerodromes are generally in good to very good condition, around 10 percent are not fit for purpose, and around 20 - 25 percent are only fair and over time will need attention.

Over the past 12 months this situation has further deteriorated as a result of natural disasters, and particularly flooding across the eastern seaboard.

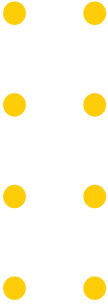
The technical report shows that in 2019/20 non-financial infrastructure assets were valued at \$342 billion and were depreciating at \$7.7 billion per year. Replacement costs of these infrastructure assets were in the order of \$533 billion.

While 86 percent of councils have adopted long term financial plans, one third of councils do not have asset management plans for their major assets, or if they do, they are out-of-date. Of the councils that do have asset management plans only 66 percent included financial projections in their financial plan.

Asset management and long-term financial planning are essential tools for councils to manage community assets now and into the future.

Are there programs or initiatives that the Commonwealth Government could adopt to improve the long-term sustainability of council's infrastructure?

Are there programs or initiatives that the Commonwealth Government could provide to improve the sector's capacity to manage local government infrastructure and to integrate these plans into long-term financial plans?



3. Community Wellbeing

While the NSoA focuses attention on physical assets, local governments also provide a wide range of important community services that improve local wellbeing. These services are provided at the discretion of councils based on local characteristics, needs, priorities and resources of the local community.

Australian Bureau of Statistics (ABS) data shows that local government annual expenditure in 2020/21 was \$43 billion. It is important to note that nationally local government is 83 percent self-sufficient. That is, the vast majority of local government services and infrastructure are funded at the local level either through rates, fees and charges, sale of goods and services, and interest, and only 17 percent comes from grants and subsidies from other levels of government. Unfortunately, many of these grants and subsidies are tied, and often require matching funding which restricts the ability to address local priorities in the way the council and community might like.

Local government community services are broadly defined and may include but not limited to:

- environmental health including food safety;
- childcare, early childhood education;
- aged care, senior citizens;
- services to the disabled;
- programs to address disadvantage, to reduce poverty and homelessness;
- sporting and recreational programs;
- arts and cultural activities, program and festivals;
- tourism and economic development activities; and
- library services.

Councils also play a key role making places that are attractive and liveable for current and future workers, and closing the gap between Indigenous and non-Indigenous Australians.

ALGA's research shows that almost one in four councils are heavily reliant on federal Financial Assistance Grants, which make up at least 20 percent of their annual operating revenue. Financial sustainability of local governments remains an ongoing issue which threatens local service provision and community wellbeing.

Noting the funding arrangements for the provision of local government community services in your area and across the country, are there programs and initiatives that the Commonwealth Government could implement to improve the delivery of these services?

Are there changes to existing programs, including to administrative arrangements, that would significantly improve local government human service planning and provision of services and infrastructure across Australia?

Are there new programs the Australian Government could develop that would support councils to close the gap between Indigenous and non-Indigenous Australians?

What are the actions the Australian Government could take to support councils to improve their ongoing financial sustainability, and their capacity to deliver the services their communities need?



4. Local Government Workforce

Local government is a major employer in Australia providing employment, career advancement and training opportunities for more than 190,800 Australians, across an estimated 400 occupations. In many communities, the council is one of the largest employers.

There are 537 local councils in Australia. Importantly, they are geographically dispersed and provide essential public administration to every corner of the nation.

According to the 2022 National Local Government Workforce Skills and Capability Survey, more than 90 percent of local governments are experiencing skills shortages, resulting in around two thirds of councils having their projects impacted or delayed.

Skills shortages occur for a variety of reasons including an inability to compete against the private sector, worker accommodation, support services for families, ageing of the workforce and geographic isolation. The attrition rate (or rate of turnover) of local government staff is estimated to be between 15 – 20 percent per annum.

The most cited skills shortages include engineers, urban planners, building surveyors, environmental officers and human resources professionals.

ALGA's submission to the Productivity Commission's Productivity Inquiry called on all levels of government to work together to improve training pathways and address skills and labour shortages for the benefit of councils, communities, and businesses right across Australia.

While local government must face its immediate workforce challenges, it must also anticipate the changing nature of work, and future skills needed to meet the changing needs of our communities.

Are there programs or initiatives that the Commonwealth Government could implement that would enhance local government's capacity to attract and retain appropriately skilled staff now and into the future?

Are there programs or changes to existing programs that would increase local government's ability to employ apprentices and trainees?

Are there other initiatives that the Commonwealth Government could provide to improve the sector's ability to plan and develop skills fit for the future?



5. Data, Digital Technology and Cyber Security

Provision of information technology to all Australians is vital for innovation, economic growth and social equity. However, it is potentially even more important to regional Australia where the tyranny of distance increases the inequity of services available – including education, health, economic and social.

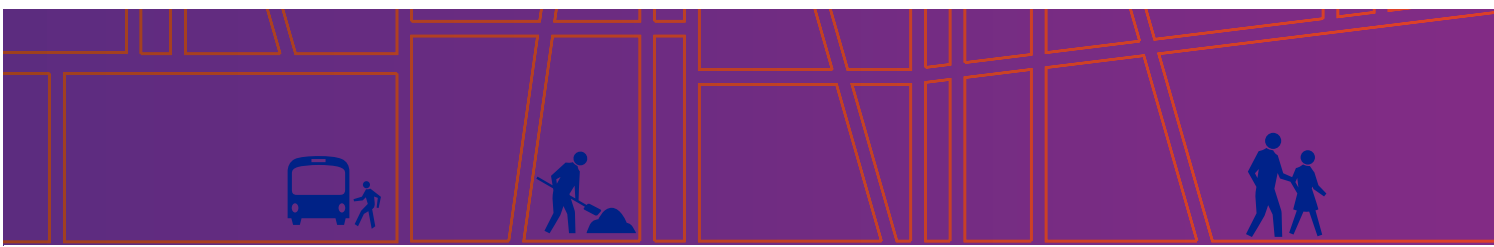
Innovative technology is becoming more broadly available and has the ability to boost productivity and economic growth.

Councils around Australia continue to embrace new technologies to improve their service delivery standards and broaden consultation and engagement with their local communities. However, many councils lack basic technological infrastructure and have a shortage of necessary skills and resources.

In October 2022, cyber-attacks on major Australian corporate organisations including Optus and Medibank Private highlighted the critical importance of cyber security. It is a timely reminder as digital information, services and products become an increasing feature of modern business operation including in local government.

Like all risks, local government must manage the risk of cyber-attack and address cyber security. At a national level, there is a poor understanding of local government's vulnerability to cyber-attacks and a lack or inadequacy of risk management strategies and business continuity planning within the sector. While this is primarily a responsibility of the sector itself, governments at all levels must work together to ensure that the public have confidence in government information management systems and its security.

Drawing upon your own council experience, and your knowledge of other councils within your state, or territory, are there programs and initiatives that the Commonwealth Government could implement to help local government develop its digital technology services and infrastructure and/or to improve cyber security within the sector?



6. Climate Change and Renewable Energy

Local governments are playing an important leadership role in addressing climate change, supporting a wide range of programs to lower the carbon footprint of their own business operations and in their local communities.

As a sector, local government is leading the debate for lowering carbon emissions, sourcing renewable energy, responding creatively to reduce greenhouse gas emissions from landfills, and facilitating the construction of green buildings and water sensitive design of cities and towns.

Councils also have a role to play supporting communities in transition, moving away from fossil fuels to new industries.

Pragmatically, local government has been at the forefront of addressing the impacts of climate change and adapting to reduce its environmental footprint. These impacts include an increased number of days with high temperatures, less rainfall and more droughts in southern Australia, less snow, more intense rainfall and fire weather, stronger cyclones, and sea level rise. These changes will increase stress on Australia's infrastructure and physical assets and natural ecosystems that are already threatened, and significantly affect agriculture, forestry, fisheries, transport, health, tourism, finance and disaster risk management.

At the 2022 NGA, there were five Strategic Motions and 15 associated motions debated concerning this issue. Councils are encouraged to review these motions on ALGA's website prior to developing new motions for debate at the 2023 NGA.

Noting the Government's commitment to reducing emissions, are there programs and initiatives that the Commonwealth Government could develop to assist councils in their work to address climate change and reduce emissions?





7. Natural Disasters

Over the past five years, Australian communities have experienced unprecedented natural disasters. At the time of writing, almost every community in Australia, particularly those on the East Coast, had been adversely affected by wet weather conditions associated with the La Nina weather pattern.

Councils in Western Australia are still recovering from a cyclone in 2021, and the Black Summer bushfires in 2019/20 burned approximately 250,000 square kilometres across the country.

The impacts of heavy rainfall, record breaking floods and associated social disruption and damage to infrastructure have exposed weaknesses as well as the strength of current emergency management systems.

There have been numerous NGA motions in the past regarding natural disasters. This year, councils are encouraged to draw on their practical experience of the improvements that could be made to managing emergencies.

Please note, however, that many aspects of emergency management are state or territory responsibilities, and your motions should focus on how the Commonwealth Government could assist.

What new programs could the Australian Government develop to partner with local government to improve the current natural disaster management systems to further assist in recovery and build resilience?





8. Housing

A lack of affordable housing remains one of the biggest issues for Australian councils and communities.

There is less social and affordable housing stock available than there was a decade ago, and more low-income Australians are experiencing housing stress.

The shortage and rising costs of rental properties and affordable home ownership are having significant social and economic impacts in cities and towns across Australia, including rural and regional communities.

This is due to a range of factors including changes to recent migration patterns, cheap finance and labour and material shortages in the construction sector.

While the provision of affordable housing is not a local government responsibility, councils often facilitate affordable housing within their communities, operating within state/territory planning, financial and other legislation requirements.

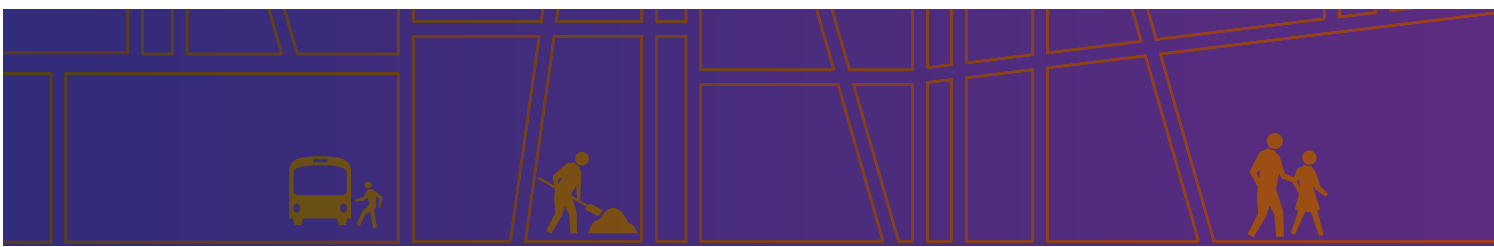
Some councils are going further, addressing thin markets and developing land and housing themselves, delivering local solutions to meet the needs of their communities.

Local government also plays an important role addressing some of the causes of homelessness, including social inclusion programs that can assist mental health and family violence issues, as well as providing support for people currently experiencing homelessness.

What new programs and policies could the Australian Government develop to partner with local government to support the provision of more affordable housing?

How can the Australian Government work with councils to address the causes and impacts of homelessness?





Conclusion

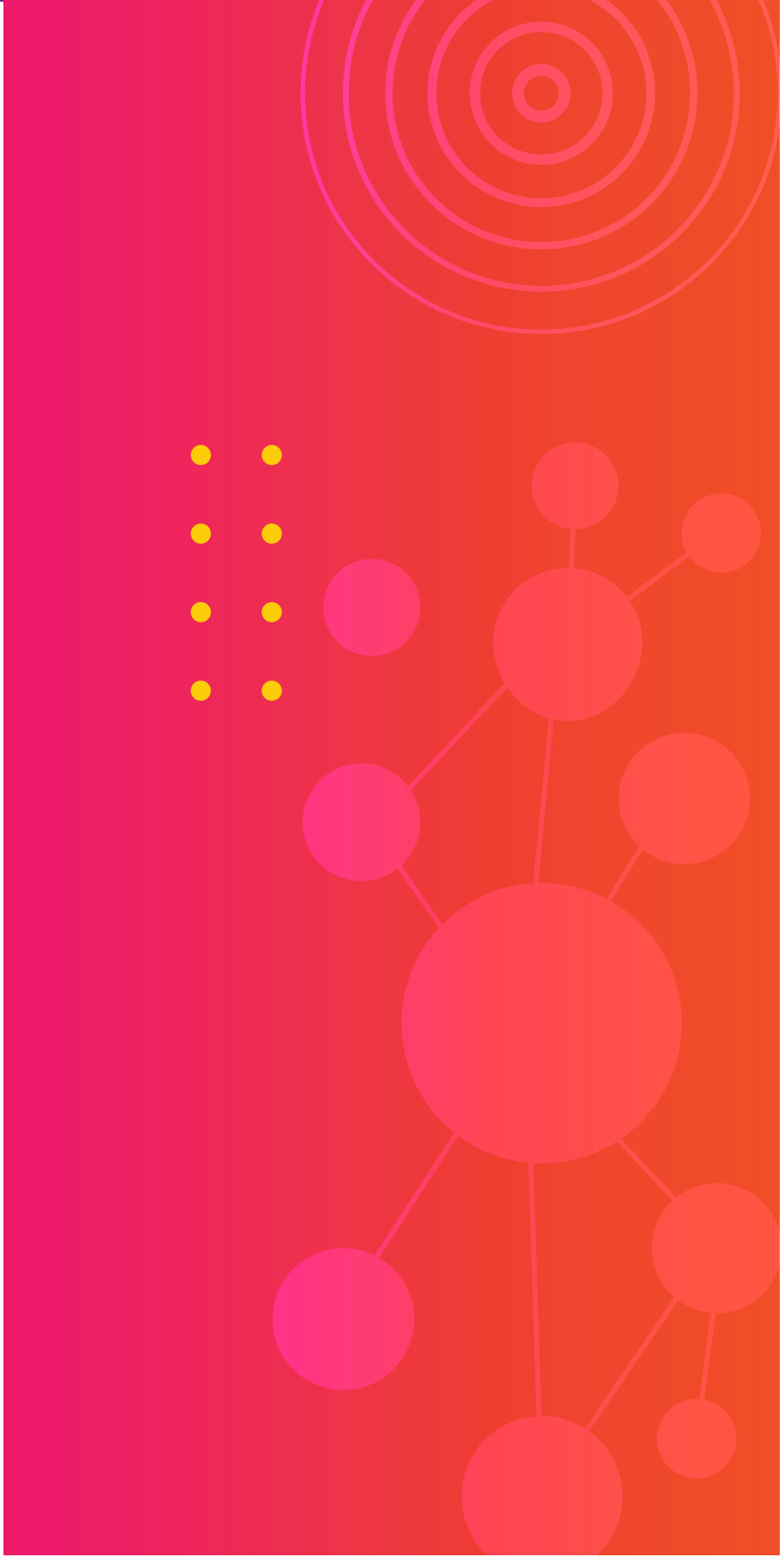
Thank you for taking the time to read this discussion paper and your support for the 2023 National General Assembly of Local Government.

A FINAL REMINDER:

- » Motions should be lodged electronically at www.alga.com.au and received no later than 11.59pm on Friday 24 March 2023.
- » Motions must meet the criteria published in this paper.
- » Motions should commence with the following wording: 'This National General Assembly calls on the Australian Government to...'
- » Motions should not be prescriptive in directing how the matter should be pursued
- » Motions should be practical, focussed and relatively simple.
- » It is important to complete the background section on the form.
- » Motions must not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
- » When your council submits a motion there is an expectation that a council representative will be present at the 2023 National General Assembly to move and speak to that motion if required.

We look forward to hearing from you and seeing you at the 2023 National General Assembly in Canberra.







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8 FINANCE & SUSTAINABILITY

8.1 DEBT COLLECTION PROCESSES

File Number: 08.02.2023

Author: Manager Finance & Sustainability

Authoriser: Chief Executive Officer

PRECIS

Overview of Council's debt collection process for rates arrears.

SUMMARY

An overview of Council's debt collection process for outstanding rates on properties.

OFFICER'S RECOMMENDATION

That the report on Council's debt collection processes be received for information.

BACKGROUND

Council's debt collection for rates in arrears is governed by the Rate Collection Policy (attached to this report). Council also uses the assistance of a debt collection provider called Recoveries and Reconstruction (R&R) during the process to aid recovery of amounts in arrears. The below is from the Rate Collection Policy and provides the general recovery action steps followed by Council.

3.1. Recovery Action

3.1.1. Summary of Initial and Advanced Recovery Actions

The following actions will be used in the collection of overdue rates and charges:

Action	Timing (Not earlier than)	Action Type	Severity	Response Time	Recovery Suspended	Authority Level to undertake action
Initial Recovery Action						
1	14-21 days after becoming overdue	Reminder Notice	Low	14 days	If overdue rates and charges are paid in full, or ratepayer enters and maintains a Council approved payment arrangement	Manager Finance & Sustainability
Advanced Recovery Action Debt Recovery stages 2 to 5 will only apply to debts over \$600.00 (refer to clause 3.4):						
2	28-35 days after becoming overdue	Letter of Demand issued by Debt Collection Specialist	Medium	14 days	If overdue rates and charges are paid in full, or ratepayer enters and maintains a Council approved payment arrangement through Debt Collection Specialist	Manager Finance & Sustainability
3	50 days after becoming overdue	Statement of Claim issued served by the Debt Collection Specialist	Medium	28 days	If overdue rates and charges are paid in full, or ratepayer enters and maintains a Council approved payment arrangement through Debt Collection Specialist	Manager Finance & Sustainability
4	78 days after becoming overdue	Pre-Judgment Warning Letter issued by Debt Recovery Specialist	Medium	7 days	If overdue rates and charges are paid in full, or ratepayer enters and maintains a Council approved payment arrangement through Debt Collection Specialist	Manager Finance & Sustainability
5	85 days after becoming overdue	Judgment granted by the Court and Warning Letter by Debt Recovery Specialist	Medium	7 days	If overdue rates and charges are paid in full or ratepayer enters and maintains a Council approved payment arrangement through Debt Collection Specialist	Manager Finance & Sustainability

Action	Timing (Not earlier than)	Action Type	Severity	Response Time	Recovery Suspended	Authority Level to undertake action
7	3 years after becoming of overdue, rates and charges or 1 year for vacant or commercial use land and judgment obtained for the overdue rates and charges, or 3 months for mining claims land	Possible Sale of Land Warning Letter issued by Council	High	Subject to circumstances	If overdue rates and charges are paid in full, or ratepayer enters and maintains a Council approved payment arrangement	Manager Finance & Sustainability
8	3 years after becoming overdue or 1 year for vacant or commercial use land and judgment obtained for the overdue rates and charges, or 3 months for mining claims	Notice of Intention to Sell issued by Council	High	Subject to circumstances	If overdue rates and charges are paid in full.	Council
9	3 years after becoming overdue or 1 year for vacant commercial use land and judgment obtained for the overdue rates and charges, or 3 months for mining claims	Auction – Sale of Land for overdue rates and charges	High	In accordance with Local Government Regulation 2012	If overdue rates and charges are paid in full	Council

Property owners are generally able to enter into payment arrangements with Council at any time, however when accounts have gone to the debt collection agency, owners must contact R&R to put forward their payment arrangement. Property owners will still pay Council irrespective of whether their payment arrangement has been setup through the debt collectors.

Legal costs that are able to be recovered by Council during the debt collection process generally begin from the Statement of Claim (action 3 in the above table).

Statement of Claim

A statement of claim is where Council's debt collectors have, on Council's behalf, initiated a claim through the QLD Courts system for the outstanding debt. Part of this process requires the property owner to be served the claim documents. The below provides some information from Council's debt collectors on their process and guidelines for the serving of documents associated with a statement of claim.

- All claims and statement of claims ("Claims") issued through the court are personally served by licensed commercial sub agents registered under the Debt Collectors (Filed Agents and Collections Agents) Act 2014 ("Act");
- Personal service is affected under Regulation 111 of the Uniform Civil Procedure Rules 1999 ("Rules");

UNIFORM CIVIL PROCEDURE RULES 1999 - REG 111

Personal service in Magistrates Courts proceedings

111 Personal service in Magistrates Courts proceedings

(1) All documents in a Magistrates Court proceeding, including a document required by these rules to be served on a person personally, may, unless the court otherwise orders, be served under *part 4*.

(2) However, a document required by these rules to be served on a person personally must not be served under *rule 112 (1) (b), (c), (d), (e) or (g)*.

(3) However, if the person intended to be served resides or carries on business more than 50km from the nearest court, the document may be served by posting a copy of it to the person's residential or business address.

UNIFORM CIVIL PROCEDURE RULES 1999 - REG 112

How ordinary service is performed

112 How ordinary service is performed

(1) If these rules do not require personal service of a document, the following are ways by which the document may be served on the person to be served—

- (a) leaving it with someone who is apparently an adult living at the relevant address;
- (b) if there is no-one at the relevant address—leaving it at the relevant address in a position where it is reasonably likely to come to the person's attention;
- (c) if the relevant address is within a building or area to which the person serving the document has been denied access—leaving it at the building or area in a position where it is reasonably likely to come to the person's attention;
- (d) posting it to the relevant address;
- (e) if the person has given—
 - (i) a fax number under these rules—faxing the document to the person; or
 - (ii) an email address under these rules—emailing the document to the person;
- (f) if the solicitor for the person has—
 - (i) an exchange box at a document exchange—leaving the document in the exchange box or another exchange box available for documents to be transferred to the solicitor's exchange box; or
 - (ii) a fax—faxing the document to the solicitor; or
 - (iii) an email address—emailing the document to the solicitor;
- (g) an electronic means prescribed by practice direction.

- Regulation 101 provides that person cannot serve a document on Good Friday or Christmas Day unless the court otherwise orders;
- R&R's agents do not serve documents on any public holidays;
- There is no legislation regarding the time during which serving legal documents must be made. However, R&R follows best practice where their agents only serve between 7.30am and 9pm;
- Personal service to an individual includes hand delivering the documents to the defendant, dropping the documents at the defendant's feet if service is refused and giving a copy of the documents at the residential residence or business address of the defendant to a person over the age of 18 who confirms the defendant resides or works at the property and confirms they will give the document to the defendant;
- All agents used by R&R are equipped with laptops or ipad's and immediately update the R&R portal when a Claim has been served or an attempted service of a Claim has been made. This enables Council to know the exact moment that a Claim has been served or an attempt has been made to serve the Claim;
- The Act allows all agents utilised by R&R to be able to enter onto a person's property for the purpose of serving a legal document or to enter onto a property to make investigations to find the location of a person they are attempting to serve a legal document upon; and
- If personal service cannot be made due to the defendant avoiding service then an application for substituted service can be made through the court to have the Claim served on a party who can bring the legal documents to the defendants attention. For example an order serving the legal documents on a real estate agent who has direct contact with the owner of the rated property.

Judgment

An application for judgment occurs when the debt is not paid, and Council gives instructions to R&R to obtain default judgment from the court for the amount owed to Council as well as all scaled costs (including recoverable legal costs and interest). Once the judgment application has been granted by the Court, then the property owner's credit history will become affected. This also means that Council can now take enforcement action against the property owner for the default judgment amount. With regards to rates debt collection, this includes going down the sale of land process to recover the arrears.

ATTACHMENTS

1. **Rate Collection Policy** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory041
POLICY OWNER: Finance & Sustainability
ECM ID: 2792107
ADOPTED: 28 September 2022

Rate Collection 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 outlines the principles, processes and guidelines that South Burnett Regional Council ('Council') staff and/or external agencies use when dealing with ratepayers, their financial or personal representatives and mortgagees in the prompt follow up and timely collection of rates and charges that have not been paid by the due date on a rate notice ('overdue rates or charges').

2. SCOPE

This policy applies to the recovery of overdue rates or charges. It has been developed in association with the *Local Government Act 2009* and *Local Government Regulation 2012*, and Council's Revenue Policy. The following is an extract from Council's Revenue Policy and reaffirms Council's commitment to the following principles:

Council will exercise its rate recovery powers to reduce the overall rate burden on ratepayers. It will be guided by the principles of:

- **Transparency** – by making clear the obligations of ratepayers and the processes used by Council in assisting them meet their financial obligations;
- **Simplicity** – by making the processes used to recover outstanding rates and charges clear, simple to administer and cost effective;
- **Capacity to Pay** – by determining appropriate arrangements for different sectors of the community;
- **Equity** – by providing the same treatment for ratepayers with similar circumstances; and
- **Flexibility** – by responding where necessary to changes in the local economy.

3. GENERAL INFORMATION

This policy guides the administrative processes that are used for the collection of overdue rates and charges. It also assists Council staff, Councillors, ratepayers, and other stakeholders to understand the actions that Council will undertake and the consequences for non-payment of rates and charges, or for not promptly addressing overdue rates and charges.

Council requires payment of levied rates and charges within a specified period, and it is Council's policy to diligently pursue the collection of overdue rates and charges. The non-payment of rates and charges by some ratepayers places an unfair burden on other ratepayers who do meet their obligations in full.

However, when Council is pursuing the collection of overdue rates or charges, Council will consider the individual circumstances, or the financial hardships faced by relevant ratepayers.

To cater for this, Council has established balanced administrative processes that allow for some flexibility in ratepayer payment options including granting a concession in the form of payment by regular approved instalments. These processes include a variety of options, including legal action through an external debt collection specialist, that allow the effective recovery of overdue rates and charges, depending on the level of resistance experienced. At the most severe level, this will include the sale of land by public auction in accordance with the relevant legislative requirements.

3.1. Recovery Action

3.1.1. Summary of Initial and Advanced Recovery Actions

The following actions will be used in the collection of overdue rates and charges:

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Initial Recovery Action						
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Action	Timing (Not earlier than)	Action Type	Severity	Response Time	Recovery Suspended	Authority Level to undertake action
7	3 years after becoming of overdue, rates and charges or 1 year for vacant or commercial use land and judgment obtained for the overdue rates and charges, or 3 months for mining claims land	Possible Sale of Land Warning Letter issued by Council	High	Subject to circumstances	If overdue rates and charges are paid in full, or ratepayer enters and maintains a Council approved payment arrangement	Manager Finance & Sustainability
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9	3 years after becoming overdue or 1 year for vacant commercial use land and judgment obtained for the overdue rates and charges, or 3 months for mining claims	Auction – Sale of Land for overdue rates and charges	High	In accordance with <i>Local Government Regulation 2012</i>	If overdue rates and charges are paid in full	Council

3.1.2. Deferment of Recovery Actions

The recovery action detailed in clause 3.1.1 may be deferred for the following reasons:

- deceased estates in probate;
bankruptcy liquidations;
- receivership/administration;
- property sale where an unconditional contract has been signed and has been provided to Council;
- approved hardship under Council's Financial Hardship Policy; or
- special circumstances.

3.2. Payment Arrangements

Council will not pursue or escalate recovery action against a ratepayer who has applied to Council for, and is granted, a concession including relevantly, an approved payment arrangement with Council, where the payment arrangement is current, and the ratepayer adheres to the agreed repayment schedule.

Failure to maintain an appropriate payment arrangement in accordance with its terms will result in the outstanding rates and charges becoming overdue, and Council taking recovery action against the ratepayer.

Council reserves the right to renegotiate or terminate a payment arrangement for breach by the ratepayer, or if the ratepayer notifies Council the debt will not be paid within the required timeframe.

Where a ratepayer under a payment arrangement has defaulted on a payment, Council has the right to terminate the payment arrangement; refuse to approve any further payment arrangement and

escalate the recovery action. Council will consider reinstating the payment arrangement in exceptional circumstances on a case-by-case basis.

If a ratepayer has a history of terminated payment arrangements Council has the right to refuse any further payment arrangement applications and to escalate the recovery action against the ratepayer.

The recovery action contemplated will involve Council sending the debt to Council's debt recovery specialist for the commencement of legal action. In this circumstance, before initiating recovery action, Council will notify the ratepayer that it is undertaking this recovery action.

3.2.1. Application for a Formal Payment Arrangement and Standard Term Payment Commitment:

An application for a payment arrangement must be made in writing ('Application to Pay Rates by Instalments') by or on behalf of a ratepayer to Council and are approved by the Manager Finance & Sustainability or delegated officer. The standard term payment commitment under a payment arrangement is:

- **for debts less than \$2,500** – payments must be of a sufficient amount and frequency to clear the outstanding debt over a period of no longer than twelve (12) months; or
- **for debts greater than \$2,500** – payments must be of a sufficient amount and frequency to clear the outstanding debt over a period of no longer than two (2) years.

3.2.2. Application for a Non-Standard Payment Arrangement – Outside of Standard Term Payment Commitment:

Council may consider an application for a payment arrangement which falls outside the terms outlined in clause 3.2.1, in cases of genuine hardship, or extenuating or special circumstances (for example, long-term illness or unemployment).

Ratepayers experiencing genuine financial hardship must complete the appropriate application form and submit the necessary paperwork in accordance with Council's Financial Hardship Policy.

If Council approves a financial hardship application, property owners may receive additional flexibility in payment options and payment arrangements as detailed in Council's Financial Hardship Policy.

3.3. Interest

In accordance with *Section 133* of the *Local Government Regulation 2012*, Council will apply interest at the % rate decided by Council, by resolution, at its budget meeting for the relevant financial year that includes the day to which the decision relates compounding daily on all overdue rates and charges, from the date on which the rates and charges became overdue until payment is made in full.

Importantly, interest charges will not apply to rates and charges under a payment arrangement as defined in clause 3.2, provided those regular payments are made in accordance with the agreed and approved payment schedule. However, the rates and charges will become overdue, and interest will accrue on the overdue rates and charges, if a payment under a payment arrangement is not paid by the due date for payment under the arrangement, subject to clause 3.2.

If Council recovers overdue rates and charges pursuant to a judgment by default, the interest is calculated at the interest rate decided under *Section 133* of the *Local Government Regulation 2012* for interest that accrues up to the date of judgment, and for interest that accrues after the judgment date at the interest rate specified in a practice direction for *Section 59(3)* of the *Civil Proceedings Act 2011*.

If Council recovers overdue rates and charges pursuant to a judgment by the court, the interest is calculated on the interest rate decided under *Local Government Regulation 2012* section 133 for interest that accrues up to the date of judgment, and for interest that accrues after the judgment date at the interest rate specified in a practice direction for the *Civil Proceedings Act 2011* section 59(3), unless the court, at its discretion, otherwise orders.

3.4. Criteria for the Implementation of Legal Action

Council has set a threshold for the referral of overdue rates and charges for legal action of \$800.00. As per clause 3.1, debts equal to, or greater than, this threshold will initially be referred for legal debt recovery no earlier than 28 days after the levied rates and charges become overdue (that is, after the due date for payment of the levied rates and charges stated in the associated rate notice) with the first stage in the legal process being the issue of a letter of demand (step 2 at clause 3.1).

3.4.1. Debts equal to, or greater than, \$800.00

Legal debt recovery action will only be initiated where:

- the balance of overdue rates and charges is equal to, or greater than, \$800.00; and
- either:
 - there is no approved payment arrangement, as per clause 3.2, is in place; or
 - if there is an approved payment arrangement in place, Council terminates the payment arrangement due to breach by the ratepayer.

All legal debt recovery action is administered by Council's approved external debt collection specialist and the relevant information (including the ratepayer's and, if applicable, their representative's personal information) in relation to the referred debt is supplied by Council to its debt collection specialist.

If Council institutes court proceedings against a ratepayer to recover overdue rates and charges as a debt, and the court orders the ratepayer to pay Council's legal costs in addition to the overdue rates and charges, the ratepayer will also be required to pay Council's court ordered legal costs.

If Council institutes legal proceedings against a ratepayer to recover overdue rates and charges as a debt and the ratepayer seeks to settle the proceeding, Council may impose as a settlement condition that it agrees to discontinue the proceeding in consideration of the ratepayer paying to Council the overdue rates and charges and Council's legal costs incurred to date, in full or pursuant to a payment arrangement.

3.4.2. Debts less than \$800.00

Debts under \$800.00 are not referred to the external debt collection specialist for legal recovery action. The recovery process for these debts is as per step 1 of the table at clause 3.1, which is the issuing of a reminder notice. There will be no further escalation of legal recovery action while the debt remains under the \$800.00 threshold, except in circumstances where the debt remains outstanding for a period of at least 12 months and the ratepayer either has not entered, or having entered has not maintained, an approved payment arrangement with Council (as per clause 3.2).

3.5. Criteria for Taking Action to Sell Land for Overdue Rates

In accordance with *Chapter 4, Part 12, Division 3* of the *Local Government Regulation 2012*, Council has the ability to instigate sale proceedings where overdue rates or charges remain outstanding beyond set periods of time, and the liability to pay the overdue rates or charges is not the subject of court proceedings.

The set periods are, as applicable, at least:

- generally – three (3) years: or
- if the rates or charges were levied on vacant land or land used only for commercial purposes, and Council has obtained judgment for the overdue rates or charges – one (1) year; or
- if the rates or charges were levied on a mining claim – three (3) months.

4. DEFINITIONS

Council means the 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.

Councillor means Councillor, of a local government, includes the Mayor.

Rates and charges are defined in the *Local Government Regulation 2012* as including differential general rates, minimum general rate levies, separate rates and charges, special rates and charges, utility charges and accrued interest on outstanding balances.

Overdue rates or charges are defined in *Section 132* the *Local Government Regulation 2012* and includes:

- if Council takes the ratepayer to court to recover rates or charges and the court orders the ratepayer to pay Council's costs, the costs; and
- the interest if interest is payable, on the rates or charges, or costs.

5. LEGISLATIVE REFERENCE

Australian Competition and Consumer Commission Debt Collection Guidelines

Information Privacy Act 2009 (Qld)

Local Authorities Revenue Management Association Queensland Sale of Land Best Practice Guide

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Revenue Policy – Statutory005

South Burnett Regional Council Revenue Statement

South Burnett Regional Council Financial Hardship Policy – Statutory012

7. NEXT REVIEW

As prescribed by legislation or September 2024

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	11 November 2009	1906499
2	Review of policy	15 June 2015	1959080
3	Review of policy – Resolution 2021/376	26 May 2021	2792107
4	Review of policy	20 October 2021	2792107
5	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2792107
6	Review of policy	28 September 2022	2792107


 Mark Pitt PSM
 CHIEF EXECUTIVE OFFICER

Date: 28 September 2022

9 PORTFOLIO - COMMUNITY DEVELOPMENT, ARTS & HERITAGE AND LIBRARY SERVICES

9.1 COMMUNITY DEVELOPMENT, ARTS & HERITAGE AND LIBRARY SERVICES PORTFOLIO REPORT

File Number: 8/02/2023

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.

OFFICER'S RECOMMENDATION

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

Health:

Council recently hosted a South Burnett Patient Travel Stakeholder meeting. Presentations were provided by the Darling Downs Hospital Patient Subsidy Scheme Manager, Graham House and Murilla Community Centre. Round table discussions were able to identify key gaps in the each service provided and reinforced that patient travel for all demographics over a range of medical services was needed to support the South Burnett community.

Black Summer Bushfire Grant

Local Built Small Grants & Façade Improvement Program

With Round 2 of the Local Built Small Grants and the Façade Improvement Program now open, the Community Development team have hosted another series of information sessions in Kingaroy, Blackbutt, Proston, Wondai, Murgon, Nanango. These sessions have been very well attended.

2023 South Burnett Regional Youth Council

Nominations for the 2023 South Burnett Regional Youth Council are now open, with applications already coming in. The new team will hit the ground running, partnering with Yourtown and CTC to facilitate after school activities and participating in a Youth Leadership weekend conference scheduled for April this year. There are three 2022 members staying on for a second term with Council.

South Burnett Community Events

The Community Development team are busy preparing for a big year ahead, with several community focused events planned for early 2023, including partnering with our local Medical Students to present a travelling health roadshow in late February and celebrations for Harmony Day in March.

Library Services:

Library Lovers' Day

This year South Burnett Libraries are making Library Lovers' Day all about our community. The service will be celebrating for the whole month of February by giving one lucky library lover the chance to win a night's accommodation for two in a villa at Bjelke Petersen Dam!

To be in the draw, community members simply need to borrow a minimum of 20 items during the month of February from any South Burnett Libraries branch and submit their loan docket as an entry form. Customers can even let us know what they love about their library on the back of the loan docket for extra brownie points.

This competition starts Wednesday February 1 2023, and closes on Tuesday February 28 2023, with the winner announced on Wednesday 1 March 2023.

Quick Library Stats

Comparing statistics from this time last year, visitation has risen by 8.5%, with a 18.5% increase in the number of new library members. The percentage of tech assistance provided by staff is also trending upward, with a 10.5% increase in sessions delivered.

	July 2021 – January 2022	July 2022 – January 2023	Increase
New Members	629	746	18.5%
Visitation	83,072	90,257	8.5%
Tech Assistance	273	310	13.5%

Local Stories with Gary Morgan

Local resident Gary Morgan has recently been working on writing his family history for posterity and to pass down to the next generation. Gary will share his childhood experiences in England and how after a family emergency, they ended up in Kenya. His time in Kenya from 1948 until 1961 includes some fascinating stories and anecdotes. Join Gary at the Kingaroy Library on Friday 17 February at 10am.

Tech Help at Murgon

The Murgon Library will be commencing basic Tech Help sessions from late January 2023. Lessons will include an introduction to computers, email, internet, tablets, and mobile device use and much, much more. Classes will be by appointment on Thursday afternoons from 2.15pm-3.15pm.

Birdie Tree Books

Library staff are currently working with our local disaster management team to provide a series of special story time sessions hosted by our South Burnett Councillors. The sessions have been scheduled for March and will be held in the Blackbutt, Kingaroy, Murgon, Nanango, Proston and Wondai libraries. Each story time will feature 'Birdie Tree Books', which have been written by Andrea Baldwin to assist young people in dealing with the big emotions that can be experienced due to natural disasters.

Tech Debunked at Orana

Library staff will be hosting a 'tech debunked' outreach session at Orana on Thursday 16 March from 9.30am. Topics covered will include how to navigate the internet safely and how to use tablets and phones.

BACKGROUND

Nil

ATTACHMENTS

Nil

9.2 COMMUNITY AND LIFESTYLE OPERATIONAL UPDATE**File Number:** 8-02-2023**Author:** Manager Community & Lifestyle**Authoriser:** Chief Executive Officer**PRECIS**

Liveability – Community and Lifestyle Operational Update

SUMMARYLiveability – Community and Lifestyle Operational Update

OFFICER'S RECOMMENDATION

That the Community and Lifestyle Operational Update be received.

BACKGROUND

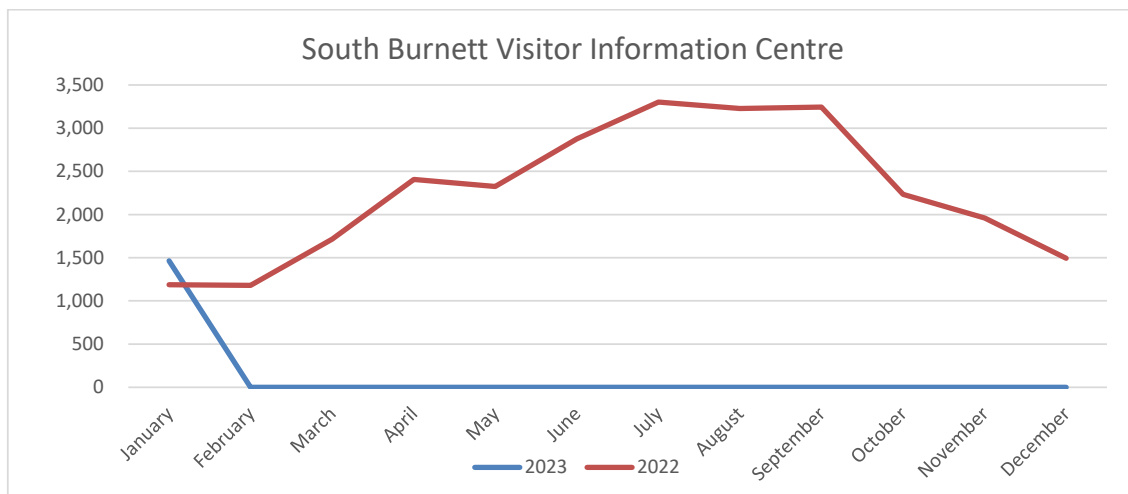
Nil

ATTACHMENTS

1. **VIC Statistics** [↓](#) 
2. **Library, Community Development, Commercial Enterprise** [↓](#) 

Visitor Information Centre - January Report

Visitor numbers have increased compared to last year, and sales of local produce remain high.



Monthly Statistics:

Visitor Information Centres – Monthly Statistics 2021-2022						
2022	Jul	Aug	Sep	Oct	Nov	Dec
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 - \$8321 M - \$289 N - \$1312 W - \$2160
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 - 483 M - 160 N - 410 W - 434
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 - 0 M - 0 N - 0 W - 1
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 - 126 M - 30 N - 41 W - 35
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 - 739 M - 120 N - 225 W - 166
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 - 25 M - 21 N - 26 W - 28
2023	Jan	Feb	Mar	Apr	May	Jun
Sales	K - \$4166	K - \$	K - \$	K - \$	K - \$	K - \$

	M - \$225 N - \$805 W - \$2351	M - \$ N - \$ W - \$	M - \$ N - \$ W - \$	M - \$ N - \$ W - \$	M - \$ N - \$ W - \$	M - \$ N - \$ W - \$
Visitor Numbers	K - 692 M - 139 N - 332 W - 359	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 - 115 M - 27 N - 34 W - 30	K - M - N - W -	K - M - N - W -	K - M - N - W -	K - M - N - W -	K - M - N - W -
Volunteer Hours	K - 671 M - 107 N - 195 W - 151	K - M - N - W -	K - M - N - W -	K - M - N - W -	K - M - N - W -	K - M - N - W -
Days Open	K - 24 M - 18 N - 21 W - 22	K - M - N - W -	K - M - N - W -	K - M - N - W -	K - M - N - W -	K - M - N - W -

LIVEABILITY – COMMUNITY AND LIFESTYLE OPERATIONAL UPDATE

Jennifer Pointon
Manager Community & Lifestyle

Library**January 2023**

Item	Year to Date	January
Loans and Renewal:	69,042	20,025
New Membership:	746	245
JP Visitation (Kingaroy)	1449	390
Meeting Room Booking (Hrs)	472	146
Visitation:	90,257	33,026

Program totals – Year to Date

Program	Attendance	Session
0-5 Early Childhood		
Total on Site	1776	157
Out Reach	175	6
Children 6-12		
Total on Site	897	68
Out-Reach	152	2
Young Adults (13-17)		
Total on Site	19	5
Adult Programming	722	140
Digital Literacy	712.5	310
Cultural Celebration	72	13

Commercial Enterprises**Customer Requests**

Category	Monthly 25/11/22-29/01/23	Year to Date Cumulative 01/07/22 – 29/01/23	Year to Date Cumulative 01/07/21 – 29/01/22
Airports	13	54	21
Cemetery	25	81	79
Dams	8	20	15
Saleyards	0	2	0
Total	46	157	115

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	Request for quote prepared
Bjelke Petersen Dam Tourist Park	Installation of 9 spilt air-conditioners; upgrade kiosk kitchen and floor; installation car ports; additional shower	Request for quote completed for air-conditioners and car ports.
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	Stage 2 – Trenching and Underboring

Cemetery**CAPEX Update**

Project Name	Description	Status
Cemeteries	Installation of plinths	Wondai and Nanango completed Blackbutt - Procurement

Cemetery Statistics

Stats Item	Monthly		Year to Date Cumulative	
	2022/23	2021/22	2022/23	2021/22
	01/12/22- 31/01/23	01/12/21- 31/01/22	01/07/22- 31/01/23	01/07/21- 31/01/22
Cemeteries	Burial/Ashes	Burial/Ashes	Total	Total
Blackbutt	1	0	5	4
Booie	0	2	0	2
Kumbia	1	1	3	1
Memerambi	1	0	2	0
Mondure/Wheatlands	0	0	0	0
Murgon	1	5	15	15
Nanango	3	3	23	15
Proston	2	0	7	3
Taabinga	14	11	43	32
Tingoora	0	0	1	0
Wondai	11	5	21	18

Stats Item	Monthly		Year to Date Cumulative	
	2022/23	2021/22	2022/23	2021/22
	01/12/22-31/01/23	01/12/21-31/01/22	01/07/22-31/01/23	01/07/21-31/01/22
Cemeteries	Burial/Ashes	Burial/Ashes	Total	Total
Total	34	27	120	90

Dams

Stats Item	Monthly		Year to Date Cumulative			
	2022/23		2022/23		2021/22	
	25/11/22-29/01/23		01/07/22-29/01/23		01/07/21-29/01/22	
Dams Accommodation Numbers	Boondooma Dam	BP Dam	Boondooma Dam	BP Dam	Boondooma Dam	BP Dam
Cabins	365	587	1045	1781	924	1668
Bunkhouse	114	N/A	339	N/A	170	N/A
Powered Sites	591	1371	1967	4438	1579	3697
Unpowered Camping	2397	1177	4674	2888	4625	2019
Contractor / Conference Room	N/A	47	N/A	152	N/A	118
Total	3467	3182	8025	9259	7298	7502

Saleyards

Stats Item	Monthly 25/11/22-29/01/23	This month last year	Year to date Cumulative 01/07/22- 29/01/23
Coolabunia Saleyards			
Dipping (Agent & Private)	1267	1143	5666
Inspection (Private)	603	621	2673
Consignment / Transit (Private)	421	440	1877
Weighed (Agent & Private)	726	521	2561
Sold (Agent)	856	676	2985
Spray	0	3	3
Nanango Dip Yard			
Cattle Dipped	0	102	60

Community Development

Community Development

2022/2024 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	Local Business Resilience Officer – Position filled, commencement date 30/01/2023
	Social Recovery and Resilience Investment Stream	Local Built Small Grants Round 1 closed – 18 successful applications Round 2 – Opened Monday 16 January 2023
	Economic Recovery and Investment Stream	<ul style="list-style-type: none"> ▪ Kingaroy CBD Façade Improvement Round 1 – 4 successful applicants. ▪ Kingaroy CBD Façade Improvement Round 2 – Opened Monday 23 January 2023 ▪ South Burnett CBD Façade Improvement Round 1 – 10 successful applicants ▪ South Burnett CBD Façade Improvement Round 2 Opened Monday 23rd January 2023 ▪ South Burnett Business Breakfast – Scheduled 12th May 2023
Operational Plan Projects		
Project Name	Description	Status
OPL/20 Arts, Culture and Heritage Committee	Committee to develop an Arts, Culture & Heritage Strategic Plan	<ul style="list-style-type: none"> ▪ First meeting held 15 December 2022 ▪ First Strategic Plan workshop will be held 9 February 2023
OPL/22Ringsfield House Advisory Committee	Committee to develop a Ringsfield House Strategic Plan and provide recommendations to Council.	<ul style="list-style-type: none"> ▪ First meeting held 14 December 2023. ▪ First Strategic Plan workshop scheduled for February 2023 (TBC)
OPL/24 Reconciliation Action Plan (RAP)	Develop a Reconciliation Action Plan (RAP) for the South Burnett Regional Council	<ul style="list-style-type: none"> ▪ South Burnett Regional Council registered with Reconciliation Australia

LEASING

Item	Description	Actions
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. Department of Resources to provide feedback.
Farmland – Kingaroy Aerodrome	Farmland offered for Lease	Tender to be released in February 2023
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, Wondai Wolves.		

9.3 MINUTES OF THE ART, CULTURE AND HERITAGE ADVISORY COMMITTEE HELD ON 15 DECEMBER 2022**File Number: 08-02-2023****Author: Visitor Enhancement Officer****Authoriser: Chief Executive Officer****PRECIS**

Adoption of the Art, Culture and Heritage Advisory Committee meeting minutes

SUMMARYThe minutes of the Art, Culture and Heritage Advisory Committee held on 15 December 2022, noted for information.

OFFICER'S RECOMMENDATION

That the committee recommends to Council:

That the minutes of the Art, Culture and Heritage Advisory Committee meeting held on 15 December 2022 be received and the following recommendations be adopted.

1. That the Regional Arts Development Fund guidelines be amended to include a RADF Quick Response Grant Program with a maximum of \$1000 per application.
2. That a RADF Quick Response Grant Program be introduced in the financial year 2023/24.
3. That the RADF grant application to Arts Queensland be increased to \$20,000.

ATTACHMENTS

1. **Art, Culture and Heritage Advisory Committee Meeting Minutes_15 December 2022** [↓](#) 

Art Culture & Heritage Advisory Committee Meeting Minutes

Meeting Date:	15 December 2022	
Time:	9.20am	
Location:	Warrant Truss Chambers, Kingaroy	
Present:	Cr Danita Potter	Chair, SBRC
	Mark Pitt	CEO, SBRC
	Peter O'May	General Manager Liveability, SBRC
	Jennifer Pointon	Manager Community & Liveability, SBRC
	Margie Hams	Co-ordinator Community Development, SBRC
	Stacey Perrett	Community Development Officer, SBRC
	Robyn Dower	South Burnett Arts Inc.
	Trish Jacobson	Blackbutt Art Gallery
	Jon Fearnley	Nanango Theatre Company
	Andrew Maddern	South Burnett Community Orchestra
	Julia Jeffery	Kingaroy Regional Art Gallery
	Fran Vanvegchel	Kingaroy Regional Art Gallery
	Pam Kerr	Community Representative
Guests:		
Apologies:	Cr Jane Erkens	Deputy Chair, SBRC
	Elaine Madill	Wondai Regional Art Gallery
	Craig Reiger	SB Musical Comedy Society
	Andrew Schloss	SB Musical Comedy Society
	Russ Lebsanft	Blackbutt Art Gallery Inc.
	Wayne Brown	Community Representative
	Valerie Mathews	Nanango Theatre Company

1.	Meeting Opening
1.1	WELCOME AND ACKNOWLEDGEMENT OF COUNTRY The Chair, Cr Potter opened the meeting at 9.20am
1.2	A ROUND TABLE OF INTRODUCTIONS
1.3	APOLOGIES As above
1.4	CONFIRM QUORUM A quorum was present at the meeting
1.5	CONFIRMATION OF PREVIOUS MINUTES No minutes from previous meetings
2.	Actions from Previous Meeting

2.1	N/A
3.	Guest Speaker
3.1	N/A
4.	Matters for Discussion
4.1	<p>ART CULTURE AND HERITAGE TERMS OF MEMBERSHIP CEO provided an overview of the terms of membership for the Art Culture and Heritage Advisory Committee (ACHAC).</p> <p>Discussion:</p> <ul style="list-style-type: none"> • ACHAC members are appointed by council resolution. • Members are required to nominate a proxy by completing a “proxy form”. • Proxy members will be formally recommended to council for approval. • Proxies are welcome to attend future ACHAC meetings and participate in discussions. • Proxies have no voting rights unless the primary committee member is unable to attend. • Beneficial to have two representatives from each organisation.
4.2	<p>ART CULTURE AND HERITAGE STRATEGIC PLAN</p> <p>A) Changes to the Art Culture and Heritage Terms of Reference Chair Cr Potter welcomed new committee member Pam Kerr. Pam will fill the vacant community representative position, which was approved at the council meeting on 14.12.22.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Council adopted the following changes to the Arts Culture and Heritage Advisory Committee Terms of Reference: <ul style="list-style-type: none"> - Changes to portfolio holder - Nanango Theatre Company appointed as new industry representative. <p>B) Strategic Plan Framework 12-month Strategic Plan Framework presented to members.</p>
5.	General Business
5.1	<p>REGIONAL ARTS DEVELOPMENT FUNDING (RADF)</p> <p>A) Grants Process The next round of RADF applications will be processed via Smarty Grants. Members will receive training on Smarty Grants in February 2023.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Members sought feedback on the Smarty grant process. • Value of conversation in assessing RADF applications as a group. <p>Smarty grants process as explained.</p> <ul style="list-style-type: none"> • Members evaluate individual RADF applications • On completion information is collated and report generated • Members can meet to discuss findings and make final decisions together. <p>B) Application to Arts QLD RADF application to Arts QLD will be open in March.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • RADF application will be reviewed in line with Council’s budget.

- Council's contribution is 60/40.
- Council's contribution is \$15,000 and Arts Queensland is \$10,000.
- Issues that may affect application include any carryover from previous years.
- Approximately \$11,000 has been granted in the last two rounds.
- Currently collaborating on projects with RASN and neighbouring Councils
- Collaborating on projects is favourable with Arts QLD.

C) RADF COMMITTEE ROLES

Secretary will take on the role of RADF liaison Officer in 2023.

Discussion:

- Clarification sort on committee members role in supporting and promoting RADF.
- In assessing applications, members should take precaution to avoid conflict of interest.
- Spreading the word and encouraging others to apply is the role of all members.
- Any issues should be directed to RADF liaison officer.
- The more applications Council receives, the more support or funding can be requested from Arts QLD. Demonstrating the need for more funding to support arts and RADF applications from council.
- Confirmed that the backlog of RADF funding has been utilised

D) QUICK RESPONSE GRANT

Several artists were interested in attending events throughout the year which occur before February or August. The current RADF guidelines do not allow artists to act quickly when opportunities arise.

Discussion:

- Any changes to the RADF Guidelines will need to be reflected in the Community Grant Program Policy.
- Adding a Quick Response Grant gives artists, the opportunity to attend events/workshops when they arise.
- Currently artists may not be able to attend events/workshops due to financial hardship.
- Members discussed grant guidelines.
- A RADF Quick Response Grant program would see more applications and therefore should be reflected in the application to Arts QLD for funding.

Committee Recommendation

That a RADF Quick Response Grant Program to the value of \$1000 per maximum application be added to the Regional Arts Development Fund Guidelines.

Moved: Robyn Dower
Second: Andrew Maddern

Committee Recommendation

That the RADF Quick Response Grant Program be introduced in the 2023/24 financial year.

Moved: Pam Kerr
Second: Trish Jacobson

Committee Recommendation

That the RADF application for grant funding to Arts Qld be increased to \$20,000.

Moved: Andrew Maddern
Second: Trish Jacobson

E) RULES AND REGULATIONS FOR RADF

Clarification sort of rules and regulations of RADF funding from Arts QLD.

	<p>Discussion:</p> <ul style="list-style-type: none"> Request for ACH committee members to use Regional Arts Development Funds that have not been allocated within the funding period, for a project. Discussed rules and regulations of funding agreement with Arts Qld and projects other councils have completed through RADF. Further information and clarification required on Council's RADF agreement with Arts QLD.
5.2	<p>SBRC ARTS, CULTURE AND HERITAGE POLICY Clarification of feedback received from the community for the Arts, Culture, and Heritage Policy.</p> <p>Discussion:</p> <ul style="list-style-type: none"> Not all community feedback received for the Arts, Culture and Heritage Policy was included in the Policy. The feedback received that was not suitable for the Art, Culture and Heritage policy will be used for the Strategic Plan.
5.3	<p>IRONING MAIDENS The Ironing Maiden Project is a pilot tour circuit with musical group Ironing Maidens in collaboration with Bundaberg and Fraser Coast Council.</p> <p>Trudie Leigo (RASN) is sourcing funding through Arts Qld and hopes to see the project held in early 2023. The project is aimed at youth.</p>
5.4	<p>FUTURE MEETING DATES See attachment 2</p>
5.5	<p>CONTACT INFORMATION</p> <p>Discussion:</p> <ul style="list-style-type: none"> Request to have members contact information available on the council's website Request granted upon receipt of written consent.
6.	Meeting Close
6.1	<p>MEETING SUMMARY AND CLOSE The chair closed the meeting at 12.00pm</p>
6.2	<p>NEXT MEETING Thursday, 9 February 2023</p>
6.3	<p>ATTACHMENTS Attachment 1 – ACHAC Agenda Submissions and Meeting Action Register Attachment 2 – 2023 Meeting Schedule Attachment 3 – Agenda Item 4.2 ACH Strategic Framework Presentation</p>

Attachment 1 – ACHAC Agenda Submission and Meeting Action Register

Agenda Submission / Meeting Actions	Item	Action to be taken	Responsible Officer	Completed Date
Meeting Action	ACH Terms of Membership	Proxy forms to be completed by all proxy members	All members	9/2/2022
Meeting Action	Strategic Plan Framework	Copy Strategic Plan Framework presentation to be sent to all members	Secretary	9/2/2022
Agenda Submission	RADF Quick Response	Secretary to draft RADF Quick Response guidelines for committee to discuss at March 2023 meeting.	Secretary	9/3/2022
Meeting Action	RADF Quick Response	Committee Recommendation That a RADF Quick Response Grant Program to the value of \$1000 per maximum application be added to the Regional Arts Development Fund Guidelines.	Secretary	8/2/2022
Meeting Action	RADF Quick Response	Committee Recommendation That the RADF Quick Response Grant Program be introduced in the 2023/24 financial year.	Secretary	8/2/2022
Meeting Action	RADF Quick Response	Committee Recommendation That the RADF application for grant funding to Arts Qld be increased to \$20,000.	Secretary	8/2/2022
Agenda Submission	RADF Agreement with Arts QLD	Secretary to follow up on the rules and regulations as supplied in the Regional Arts Development Funding agreement with Arts QLD to be discussed at the March 2023 meeting.	Secretary	9/3/2022

Attachment 2 - ACH Meeting Schedule 2023

Month	Date	Time	Location	
February	Thu, 9 Feb	9.00am-12.00pm	Warren Truss Chambers, Kingaroy	Strategic Plan workshop
	Thu, 9 Feb	1.00pm-2.00pm	Warren Truss Chambers, Kingaroy	Smarty Grants Training
March	Thu, 9 Mar	9.00am-12.00pm	Warren Truss Chambers, Kingaroy	RADF Assessments - RADF Funding Submission - Quick Response Guidelines
May	Thu, 11 May	9.00am-12.00pm	Warren Truss Chambers, Kingaroy	- Feedback on discussion paper - Plan community engagement meetings
July	Thu, 13 Jul	9.00am-12.00pm	Warren Truss Chambers, Kingaroy	- Deliver community engagement meetings
August	Thu, 10 Aug	9.00am-12.00pm	Warren Truss Chambers, Kingaroy	- Review feedback from community engagement
September	Thu, 14 Sep	9.00am-11.00pm	Warren Truss Chambers, Kingaroy	- RADF Assessments
November	Thu, 9 Nov	9.00am-12.00pm	Warren Truss Chambers, Kingaroy	- Draft Strategic Plan

9.4 ART, CULTURE AND HERITAGE ADVISORY COMMITTEE - CHANGE IN MEMBERSHIP**File Number:** 08-02-2023**Author:** Visitor Enhancement Officer**Authoriser:** Chief Executive Officer**PRECIS**

To appoint a new member of the Art, Culture and Heritage Advisory Committee

SUMMARY

The Art, Culture and Heritage Advisory Committee representatives were adopted at Council's General Meeting on 20 October 2022

OFFICER'S RECOMMENDATION

That the Committee recommend to Council that:

1. Jonathon Fearnley's Expression of Interest be accepted as Nanango Theatre Company's replacement for Valerie Mathews on the Arts, Culture, and Heritage Advisory Committee.

BACKGROUND

As per the adopted Terms of Reference, Council can at any time appoint a stand-in or replacement member to the committee.

ATTACHMENTS

1. **Arts, Culture and Heritage Advisory Committee Terms of Reference.** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory045

POLICY OWNER: Liveability

ECM ID: 2787778

ADOPTED: 27 April 2022

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. INTRODUCTION

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

2. OBJECTIVES

- providing leadership to the sectors through advocacy, promotion and development/ maintenance of Council's arts, cultural and heritage assets;
- identifying and responding to community needs through strategic planning;
- assisting with local coordination of art culture and heritage activities;
- assisting in the stimulation of the arts, culture and heritage-based enterprises;
- encouraging collaboration across sectors; and
- managing and displaying Council's art and heritage collections across its facilities.

3. DUTIES AND RESPONSIBILITIES

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

4. MEMBERSHIP

Council will appoint the members, two (2) Councillors will be appointed to the Committee, one of whom shall be the Community, Arts, Heritage, Sports & Recreation Portfolio Holder who will perform the role of Committee Chairperson. A further Councillor shall be appointed to the Committee as Deputy Chair. 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; and
- Two (2) Community Representatives.

The Community, Arts, Heritage, Sports & Recreation portfolio holder will perform the role of Committee Chairperson.

The other councillor shall be appointed to the Committee as Deputy Chair.

Council can at any time appoint 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 and General Manager Liveability is appointed to the committee as ex-officio members. Council's 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.

5. 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 Community 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 Chief Executive Officer 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.
- Council may submit agenda items or discussion topics to the Committee meeting for consideration and response by the committee members.

6. 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 Chief Executive Officer is required. The declaration must be made on appointment to the Committee and in relation to specific agenda items at the outset of each Committee meeting and be updated as necessary.

7. 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.

8. LEGISLATIVE REFERENCE

Crime and Corruption Act 2001 (Qld)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

9. RELATED POLICIES/PROCEDURES

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

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 001

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

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

10. NEXT REVIEW

As prescribed by legislation or March 2023

11. 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: 27 April 2022

9.5 REQUEST TO APPOINT PROXY MEMBERS TO ART, CULTURE AND HERITAGE ADVISORY COMMITTEE.**File Number: 08-02-2023****Author: Visitor Enhancement Officer****Authoriser: Chief Executive Officer****PRECIS**

To appoint proxy members of the Art, Culture and Heritage Advisory Committee.

SUMMARY

The Art, Culture and Heritage Advisory Committee representatives were adopted at Council's General Meeting on 20 October 2021. As part of the appointment process, committee representatives were asked to nominate a proxy representative on behalf of their organisation.

OFFICER'S RECOMMENDATION

That the Committee recommend to Council to appoint the following individuals as proxy members of the Arts, Culture and Heritage Advisory Committee in accordance with the Arts, Culture and Heritage Terms of Reference:

1. Nanango Theatre Company - Valerie Mathews
2. Kingaroy Art Gallery - Fran Van Vegchel
3. Community Representative - Kerry Lloyd

BACKGROUND

As per the adopted Terms or Reference, Council can at any time appoint a proxy or replacement member to the committee.

ATTACHMENTS

1. **Arts, Culture and Heritage Advisory Committee Terms of Reference** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory045

POLICY OWNER: Liveability

ECM ID: 2787778

ADOPTED: 27 April 2022

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- encouraging collaboration across sectors; and
- managing and displaying Council's art and heritage collections across its facilities.

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

4. MEMBERSHIP

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Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date: 27 April 2022

10 COMMUNITY DEVELOPMENT (HEALTH, YOUTH, SENIOR CITIZENS)

10.1 PATIENT TRANSPORT STAKEHOLDER MEETING MINUTES

File Number: 8-02-23

Author: Coordinator Youth Mental Health

Authoriser: Chief Executive Officer

PRECIS

Minutes of Patient Transport Stakeholder

SUMMARY

Minutes of Patient Transport Stakeholder

OFFICER'S RECOMMENDATION

That the Committee recommends to Council that the information of the report be noted

BACKGROUND

Nil

ATTACHMENTS

1. Patient Transport Stakeholder Meeting Minutes [↓](#) 



South Burnett Patient Travel Stakeholder Meeting

Minutes

Date	Monday 16 January 2023	Venue	Warren Truss Chambers and TEAMS
Time opened	2.00pm		
Attendees	Mayor Otto, Mayor SBRC, Mark Pitt, CEO SBRC, Peter O'May, General Manager Liveability SBRC, Annette Scott, CEO Darling Downs Health, Dave Pugsley, A/Executive Director Rural DDH,, Cr Danita Potter, Councillor SBRC, Cr Jane Erkens, Councillor SBRC, Cr Gavin Jones, Councillor SBRC, Cr Scott Henschen, Councillor SBRC, Cr Kathy Duff, Councillor SBRC, Cr Kirstie Schumacher, Councillor SBRC, Cheryl Dalton, CEO SB Care, Maree Anderson, Transport Manager Graham House, Nina Temperton, CEO CTC Youth & Disability Services, Suzanne Parker, Manager Patient Travel Subsidy Scheme DDH, Jennifer Pointon, Manager Community & Lifestyle SBRC, Jason Erbacher, COO CTC Youth & Disability, Stewart Gordon, General Manager Service Delivery DDWM PHN, Andrew Dascombe, Pursers Coaches, Gaye Binns, DON Kingaroy Hospital, Kirsten Firman, Manager Youth & Family Services CTC, Chris Withers-Mayne, CEO Graham House, Kym Barton, Operations Service Manager South Burnett DDH, Cecily Brockhurst, Manager Murilla Community Services Miles, Sharon Shelswell, DON & Midwifery South Burnett Cluster, Laine Robertson, Proston Country Bus Service, Trisha Cakovan, Senior Finance manager for Revenue DDH, Peter Bellingham, Bellingham Bus Service, Margie Hams, Coordinator Community Development SBRC		
Apologies	Lucille Chalmers, Dr Christopher Cowling, Barb O'Hanlon, Dr Sam Stevens, Dr Emma Leu-Marshall, Kirsty Board, Dr Graham McAllister,		

Item No.	Description
1.	Opening
	Acknowledgement of Country and Meeting Introduction (Mayor Brett Otto)
2.	Introduction
	A round table of introductions was conducted (all)
3.	Patient Travel Subsidy Scheme South Burnett Data
	<p>PTSS Presentation:</p> <p>Suzanne Parker, Manager Patient Subsidy Scheme (PTSS) Darling Downs Hospital</p> <ul style="list-style-type: none"> ▪ PTSS is a state-wide government initiative to provide financial payments to residents that require medical treatment. ▪ PTSS is an optional program, it is up to the patient to apply for this financial assistance. ▪ There is an eligibility criteria provided through guidelines from Queensland Health. ▪ Applications are assessed individually to determine if a patient is eligible for a claim. ▪ Considerations for eligibility are: <ul style="list-style-type: none"> - Does the patient have to travel 50km from their closest public hospital to their nearest treating public hospital for their appointment or their treatment? - The patient must be a Queensland resident

Item No.	Description
	<ul style="list-style-type: none"> - The patient must hold a current Medicare Card or a DVA card. ▪ There are a number of forms that need to be completed to apply for the scheme including a travel referral, which needs to be completed by the patients GP. ▪ There are 41 specialties covered by this scheme. ▪ The subsidy does not cover the full cost of the patients travel, it's a payment subsidy to assist patients to attend their appointments. ▪ A payment subsidy of up to \$60 is available for accommodation per patient per night, and you can take an escort depending on your medical requirement, and they would also receive a subsidy of \$60 per night. ▪ Private motor vehicle payments are based on 30 cents per Km from the nearest public hospital to the nearest treating public hospital. ▪ Bus tickets are covered by the PTSS where eligible. ▪ Claims for the scheme are valid up to 12 months post an appointment. ▪ The scheme in Queensland costs Queensland Health approximately \$92 million. ▪ In the 2021/2022 financial year, 76,000 patients received a subsidy. ▪ Over the last three financial years, Darling Downs had largest number of claims paid overall across the state. ▪ In the most current financial year, Darling Downs is at 23% of the state, at 45,975 claims paid. ▪ PTSS is administered to Toowoomba and Oakey through the Toowoomba hub, which has two district travel officers and six administration officers, who process, do the final auditing of the claims and make the payments to our patients. ▪ Darling Downs Health has three clusters, South Burnett, Western Downs and Southern Downs. ▪ South Burnett has one dedicated full time PTSS administration officer who is located at the Kingaroy Hospital. ▪ Warwick, Stanthorpe, Nanango and Kingaroy have made up over half of the claims across the Darling Downs for the last three years. ▪ The five top specialties accessed through the PTSS in the Darling Downs in order are: <ul style="list-style-type: none"> - Medical Oncology - Ophthalmology - Orthopaedic - Urology - Cardiology ▪ Of the 13,000 claims paid out to the South Burnett in 2022, Kingaroy and Nanango made up 76% of those claims. ▪ 60% of claims within the South Burnett travelled to another hospital within the Darling Downs. ▪ 29% claims from the South Burnett, was paid for patient travel made to Brisbane hospitals. ▪ This data only reflects the number of patients that access PTSS, it is not indicative of all patient travel across the South Burnett. ▪ Challenges that may hold up a claim for the PTSS include <ul style="list-style-type: none"> - Documentation not completed correctly, or lacking information is a major problem. - We work closely with patients where needed to ensure the forms filled out correctly. ▪ There is a bit of resistance from our GP's to fill out the required forms for their patients, because of their tight schedules. ▪ The feedback around the challenges has been fed back to Queensland Health, and there are plans to incorporate the forms into the medical practice software to streamline the process for GP's and make it easier for our patients to access the scheme. ▪ Our team has also raised that the PTSS forms are the same across the state, which incorporates all modes of transport including air travel, which makes the form quite complex. ▪ Queensland Health and the GPs are working together to develop a process that simplifies the application form for each region.

Item No.	Description
	<ul style="list-style-type: none"> ▪ We understand that a patient's medical health is impacted by financial stress of having to travel for clinical appointments. ▪ We have developed 'starter packs' which provide templates of what is required when completing the application forms for both the patients and their GPs to refer to, to make it easier. ▪ It is a complex scheme, especially for patients that are accessing it for the first time. PTSS staff are available to help anyone who is having difficulty with the forms. <p>Discussion:</p> <ul style="list-style-type: none"> ▪ The data shown has helped to put into prospective the relationship between the service that's provided and the utilisation from our region. ▪ Last year's Local Area Needs Assessment (LANA) data, identifies that Nanango is a high clinical needs area within the region. ▪ Oncology had the highest number of appointments accessed through this scheme in the South Burnett. ▪ With the oncology numbers so high, the Kingaroy Hospital would like to offer this service locally in the future, but that would depend on securing resources and workforce with the specialised skill set.
4.	
	<p>Graham House Transport Update:</p> <p>Chris Withers-Mayne, CEO Graham House & Maree Anderson, Transport Coordinator Graham House</p> <ul style="list-style-type: none"> ▪ Graham House is funded by the State and Federal Government to provide community transport. ▪ We have a fleet of 15 vehicles with 45 volunteer drivers. ▪ Transport is delivered either directly via our fleet with volunteer drivers, or indirectly via brokering taxi's, buses or fuel vouchers. ▪ We have operator accreditation through Queensland Transport. ▪ 75% of our funding is for people over the age of 65 years through the Community Home Support Program, which is changing to the Home Support Program, through the Age Care reform. ▪ Most of the transport we provide is for people over the age of 65, this includes driving them around town, taking them shopping, to social events, local GPs or other medical appointments outside the region. ▪ Graham House is currently funded to do 11,000 one-way trips under our current agreement. ▪ The Funding from the Federal Government has halved, where we used to get \$76 for a one-way trip, we are currently receiving \$38 per one way trip, which is impacting our long-distance service. ▪ For January 2023 we've had 145 people book to date, we have 648 total trips booked with 102 direct to Brisbane and Toowoomba. ▪ Each month we have approximately 35-40 people that we don't have capacity to transport. ▪ If we don't have capacity to take someone to an appointment, we will advocate for patients to have their appointments changed so we can assist them. ▪ Graham House also has a small amount of social support funding, to be used in conjunction with transport. For example, if a person has an appointment at the PA Hospital in Brisbane the volunteer driver can attend their appointment with them, to give them extra support. ▪ We are seeing a big increase in oncology appointments, so the idea of offering oncology in the South Burnett would have a big impact on our community. <p>Discussion:</p>

Item No.	Description
	<ul style="list-style-type: none"> ▪ Graham House always advises their clients to apply for the Patient Travel Subsidy Scheme unless the clients are traveling under a fully funded program or a reduced rate. ▪ Keeping the volunteer workforce going has been a continuous challenge, especially since COVID. ▪ With the demand increasing for travel to Brisbane and Toowoomba, keeping volunteers that are willing to do these big days of driving, is proving to be difficult. ▪ For people who aren't eligible for PTSS, paying a fee can be a barrier for them to access the transport service. ▪ Graham House has tried to keep their fees as close to PTSS as possible, so clients may be out of pocket \$40 after they get their subsidy back. ▪ Graham House covers the entire South Burnett, with cars in Kilkivan, Proston, Murgon, Wondai, Kingaroy and Blackbutt. ▪ Eligibility to access transport through Graham House is very broad, anyone who is transport disadvantaged is eligible. ▪ Graham House does transport for admissions and discharges from hospital. ▪ Two weeks' notice for transport is ideal, however we encourage people to call if they need transport, because we do have cancellations, or we can take more than one client if a car is travelling to the same location. ▪ Patients are referred to Brisbane when the specialist service they need isn't provided in Toowoomba. ▪ Graham House has funding through the State Government, for people under 65 years that don't fit the NDIS which would include people with financial hardship.
5.	
	<p>Murilla Community Bus Service Operation:</p> <p>Cecily Brockhurst, CEO Murilla Community Centre Miles</p> <ul style="list-style-type: none"> ▪ Murilla Community Centre is a not-for-profit organisation which also operates a small community transport service. ▪ We secured funding through the Gambling Community Benefit Fund to establish a community transport service with two buses in operation. ▪ We don't receive any government funding to run this service, we rely heavily on the Patient Travel Subsidy Scheme (PTSS) which patients allocate to the service. ▪ In addition to the PTSS, we ask our clients to make a small contribution to access the bus to Toowoomba which is currently \$14. ▪ We travel to Toowoomba twice a week and average 6 – 10 people on each trip. ▪ Murilla Community Centre employs one paid driver, while the other drivers are volunteers. ▪ We will advocate for patients to change appointment times to suit our available transport days and times. ▪ On the days the bus isn't being used for transport to Toowoomba, the bus is used in community including our day care centre. ▪ We have good partnerships with our local Council, GPs, and health providers. ▪ We promote the service through our community newsletter.
6.	<p>Round Table Discussion:</p> <p>Andrew Dascombe, Manager Pursers Coaches</p> <ul style="list-style-type: none"> ▪ The Caboolture Bus Service picks up in Murgon at 7.00am, picks up at Kingaroy at 7.30am, picking up in Nanango, Yarraman and Blackbutt. Arriving at Caboolture at 10.10am. The first train leaves for Brisbane at 10.25am. ▪ We leave from Caboolture to return to the South Burnett at 4.30pm. ▪ The Caboolture bus service is either a 53-seater or 48-seater and has only been at capacity once this year.

Item No.	Description
	<ul style="list-style-type: none"> ▪ An adult ticket from Kingaroy to Caboolture is \$50, Murgon \$55 and Nanango \$45. We do not receive any funding for this service. ▪ A high number of travellers are going to Brisbane for medical appointments, and DV Connect is another service that utilises the bus service regularly. ▪ Christmas time was very busy, but some days we have as little as three people travelling on the bus. ▪ This service was reduced to three days per week during COVID but plans to go back to five days a week midyear depending on patronage in 2023. ▪ If we could secure TransLink funding, we could increase the service to a six day a week service. ▪ During the school year, we have people utilising the school buses from Blackbutt, Nanango, Cherbourg, Murgon and Wondai to get to doctors' appointments in Kingaroy. <p>Discussion:</p> <ul style="list-style-type: none"> ▪ SB Care also do an extraordinary amount of patient travel without the client accessing PTSS but will need them to in the future as we often have no way to claim as we are not funded for aged care transport and pay staff, so feeling the same pressure as Graham House. ▪ CTC also has massive demand for transport to Brisbane, Toowoomba and Gympie not just for medical services but for people escaping domestic violence. ▪ There was a bus service funded by Blueprint for the Bush, which Pursers continued when the funding ended but it was underutilised, so they discontinued the service. ▪ South Burnett has a significant unmet demand for transport services across the whole region. <p>Jason Erbacher:</p> <ul style="list-style-type: none"> ▪ North Burnett has a bus service, that runs two days a week to Bundaberg and one day a week to Maryborough which is funded through TransLink. ▪ This service is operated by the North Burnett Council. ▪ South Burnett could advocate for funding to run a similar service to Toowoomba and Brisbane.
7.	<p>Meeting Close</p> <p>Mayor Brett Otto</p> <ul style="list-style-type: none"> ▪ Transport is a significant issue in this region which needs to be addressed and Council will give this matter further consideration on behalf of our community. ▪ We will continue to collaborate to find a suitable solution for this issue. ▪ We will keep all stakeholders informed via email of any outcomes of this meeting.

11 PROPERTY & FACILITY MANAGEMENT

11.1 LAND INVESTIGATION REVIEW

File Number: 02-02-2023

Author: Land Investigation Officer

Authoriser: Chief Executive Officer

PRECIS

A review is being undertaken of Council-owned land assets and a report has been prepared for Council.

SUMMARY

The review of land assets is ongoing with potential divestment opportunities identified.

OFFICER'S RECOMMENDATION

That the Committee recommend to Council to.

1. Receive and adopt the Land Investigation Report dated February 2023
2. Progress with the recommendations made in the report in a staged approach.

FINANCIAL AND RESOURCE IMPLICATIONS

The Land Investigation Report considers costs associated with potential development of land. If recommendations are adopted, these costs could be included in future budget considerations.

Unless under an exemption, Council will adhere to principles of obtaining market value for land assets.

LINK TO CORPORATE/OPERATIONAL PLAN

N9 Undertake an audit to identify Council land that can be divested.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The recommendations contained in the report identify areas that would require public consultation such as the divestment or development of underdeveloped parkland.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Council would be required to engage lawyers to prepare and manage divestment processes or provide advice on tenure or other legal constraints.

Any divestment of Council assets will be in accordance with the *Local Government Regulation 2012*.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Any divestment of Council assets will be in accordance with the Disposal of Asset Policy.

ASSET MANAGEMENT IMPLICATIONS

Divestment of assets will reduce the maintenance and holding costs of retaining those assets.

REPORT

Council holds some 849 land assets for various purposes and a comprehensive review of the land assets has been undertaken.

The attached report makes recommendations for ongoing divestment of land assets that are no longer required for operational purposes and could be put to better use to meet the needs of the community.

ATTACHMENTS

1. **Report - Land Investigation Review** [↓](#) 



REVIEW OF COUNCIL'S LAND HOLDINGS

February 2023

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1.0 Summary

South Burnett Regional Council (Council) holds land assets for operational purposes. As time progresses, land becomes surplus to requirements with transition to other land assets, changes to Council priorities, changing legislative requirements, land availability and planning regulations.

Council is seeking to manage its portfolio by forming a complete list of land assets, determining what is required for operational purposes, and what opportunities exist for land holdings to be repurposed or divested for economic and social benefit.

Three datasets were collated to form a full list of land holdings. The list from the Queensland Titles Office provided the comprehensive list of all land held in Council's name. Council's Asset Register and the Property and Rating database has been used to cross-reference the Qld Titles Office dataset.

A desktop analysis of each property has been undertaken. Council's property portfolio is extensive; however, a vast majority of land parcels are used for operational purposes or are held because constraints limit development or private ownership. Some constraints may be mitigated, and land assets may be made available for further development if Council considers capital expenditure. Several land assets have been identified that could be readily offered for divestment on the open market.

This report provides explanation of the identified land assets that may be divested and provides recommendations to progress the divestment program.

2.0 Background

As at 01 February 2022, the current Council portfolio of land-holdings covers some 5,490 hectares, comprising of 849 lots ranging from 10 square metres to 300 hectares.

Council's property portfolio is held in various tenures with the majority being freehold. Council holds a vast number of Reserves as Trustee administered under the *Land Act 1994*. There is also a small number of freehold lots held in trust, as leasehold and permits to occupy.

A review of South Burnett Regional Council's land assets was undertaken in 2011 after the amalgamation of the Murgon, Wondai, Kingaroy and Nanango shires. Since that initial review, properties have been progressively offered for sale on the open market. Recent significant transactions include residential allotments adjoining Boondooma Dam, two large commercial/industrial properties were sold for economic development at Kingaroy and Wondai, the Lady Flo Bjelke-Petersen Community Hospital was gifted to a health provider, and a small shop was purchased in Kingaroy Street, Kingaroy.

2.1. 2021 Review

To undertake this review, three datasets were obtained and collated to form a single list of Council's property portfolio. The three datasets were:

- Qld Titles Office
- Council's Asset Register
- Council's Property and Rating data.

A desktop analysis was undertaken for each property and categorised into land use, business unit and whether further investigations were needed with a view for possible divestment.

A list of properties was identified for further consideration for divestment.

This report does not consider properties being acquired or sold under the *Local Government Act* for rates arrears.

3.0 Objectives

The objective of the land asset review is to provide a comprehensive list of Council’s land assets, a summary of what lands can be divested of, and future opportunities.

The divestment strategy aligns with Council’s strategic priorities and meets Council’s operational plan objective and key priority to

IN9 – Undertake an audit to identify Council land that can be divested

STRATEGIC PRIORITIES

- 1. ENHANCING LIVEABILITY AND LIFESTYLE
Elevate the South Burnett region to be recognised as a "Community of choice".
- 2. PROVIDING KEY INFRASTRUCTURE FOR OUR TOWNS AND VILLAGES
Develop, renew and maintain community infrastructure through sound asset management principles.
- 3. GROWING OUR REGION'S ECONOMY AND PROSPERITY
Boost our economy through investment and innovation that promotes population growth and community wellbeing.
- 4. SAFEGUARDING OUR ENVIRONMENT
A sustainable environment, proactively and responsibly managed in partnership with the community for future generations.
- 5. ORGANISATIONAL EXCELLENCE
An organisation that is characterised by effective leadership, responsible management, good governance and quality service delivery.

Key Priority IN9: Undertake an audit to identify Council land that can be divested.

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Affordable Housing Pilot Project	Pilot project actioned and completed	Community /Planning	Property Branch (internal); Local Community Service Providers; Local Builders
Develop and implement Council’s Vacant Land Investigation Audit	Number of identified freehold land parcels suitable for disposal Number of land parcels disposed of and removed from Councils asset register	Community / Property	Department of Resources; Real Estate Agents
Review/Consolidate Reserve land holdings	Number of Reserves consolidated Number of Reserve land parcels divested or repurposed	Community / Property	Department of Resources

3.1. Economic Development Objectives

Divestment of Council's land assets will contribute to the economic development of the South Burnett region. Divesting of surplus land assets gives the private sector the opportunity to access land not normally available to promote economic development.

The economic development objectives sought by the investigation, and possible divestment, of Council's land assets, includes:

- Improve economic activity, development and sustainability of SBRC,
- Improve conditions to support investment and employment across the region,
- Encourage community stability and vitality, including a permanent residential population, and
- Undertake timely and coordinated development consistent with constraints and opportunities.

The divestment of land assets will be coordinated and staged to meet market demand and ensure private sector markets aren't unduly affected by Council's land divestment activities.

3.2. Planning and Development

Planning and development opportunities have been considered in the analysis of Council's land assets. Council will seek to ensure that divestment and development opportunities are not lost or unnecessarily constrained by undertaking extensive consultation with the planning, infrastructure and natural resource management where required.

The ongoing analysis of land assets will continue to identify opportunities to support divestment of Council land assets for economic and community benefit.

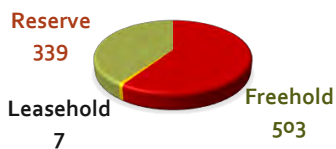
4.0 Summary of land holdings

The portfolio of land assets is varied, ranging from a 10 square metre access restriction strip to a large rural parcel of 300 hectares incorporating Gordonbrook Dam.

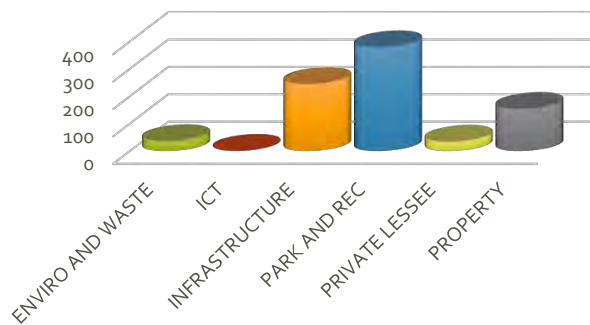
A desktop analysis of parcels determined if they were being used or held by Council for operational purposes. Properties that seemed to be vacant land, or surplus to Council requirements, were flagged for further investigation. Some of those properties that appear unconstrained, have been investigated and recommendations are offered below.



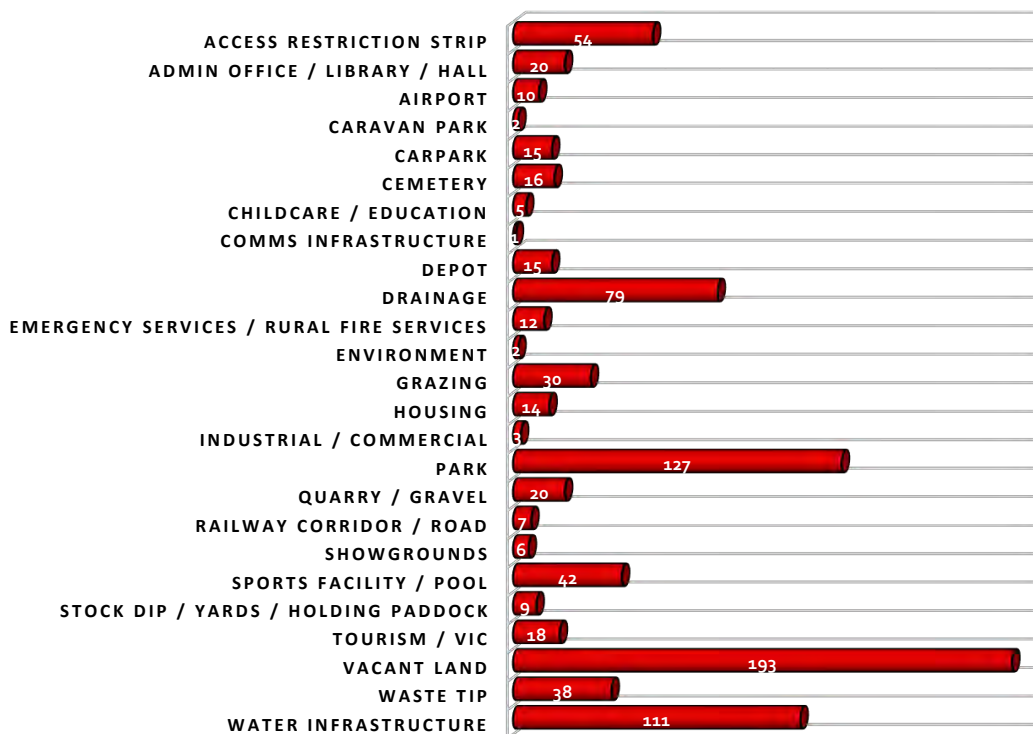
TENURE



SBRC DEPARTMENT



LAND USE



5.0 Opportunities

5.1. Land assets approved to sell

Council has previously approved for land to be offered for sale on the open market. Two properties have been offered and sold in 2022.

TOWN	STREET	LAND DESCRIPTION
Memerambi	14 Earl Street	Residential vacant land
	https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=89164d3e-a927-4dd1-8527-1d62d7b1999d	
Hivesville	9 Barr Street	Residential vacant land
	https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=e1c3714b-bf30-4baf-9e2b-32d1d6b681c6	

Two other properties have previously been approved and are being prepared for sale:

TOWN	STREET	LAND DESCRIPTION
Proston	29 Jellicoe Street	Residential vacant land
	https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=f92a85bd-a1d1-4d47-b12d-05178459e1c6	
Wondai	20 Burrows Street	Industrial vacant land
	https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=3f187b20-3596-4239-83a2-bed4ac2cf6a	

5.2. Land assets being investigated for immediate sale

Some land assets were identified as immediately available for sale on the open market. The land assets have been investigated and have no apparent impediments to sale such as tenure and encumbrances and council operational use (existing or future), but may have planning or site constraints such as drainage or impacts of flooding. These properties may require resurvey or registration of easements prior to offering for sale.

The ongoing analysis of land assets will continue to identify opportunities to support the divestment of Council land assets for economic and community benefit.

TOWN	STREET	LAND DESCRIPTION
Kingaroy	Haly Street	Residential vacant land
	https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=686543cd-e0f2-4798-ba7e-77552522bd97	

Recommendation – divest of the land asset once constraints have been identified and mitigated or deemed no impediment to sale. Offer on the open market by way of tender in the first instance, and if not sold, list for sale on the open market.

5.3. Significant land assets

Council owns three significant or commercial properties. The property at Pound Street is a very large significant commercial parcel adjoining the southern section of the Kingaroy central business district. Council has endorsed the most appropriate use assessment for the property and a masterplan needs to be prepared to identify Council's preferred development options. This land asset will not be dealt with in this report and will continue to be prepared for divestment through a separate approvals process.

Council owns a large industrial parcel in Kingaroy and two small parcels in the Wondai industrial estate.

TOWN	STREET	LAND DESCRIPTION
Kingaroy	Pound Street	Commercial / Industrial vacant land
		https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=05e54699-3585-44da-b124-f778e566c8ac
Kingaroy	Cornish Street	Industrial vacant land
		https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=1ea0a611-d792-4396-a45b-c646393eb099
Wondai	Burrows Street	Industrial vacant land
		https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=f3aebd9c-db5e-4f1a-9317-bb1f1d6cb792

Recommendation

- 1) **Pound St, Kingaroy** – that Council continue with the masterplanning of the land asset to determine opportunities prior to divestment.
- 2) **Cornish Street, Kingaroy** – that Council retain for economic development opportunities.
- 3) **Burrows Road, Wondai** – that Council investigate boundary alignment and identify any constraints, offer for sale on the open market.

5.4. Land assets requiring investigation/works prior to divestment

A handful of properties appear to be surplus to requirements but have planning, or physical constraints, that are impeding possible immediate divestment. These properties may require earthworks or further investigation as to whether they can be offered for sale on the open market. These properties may require resurvey or registration of easements prior to offering for sale.

These properties may also be resurveyed or offered to the adjoining owners for amalgamation with their properties.

TOWN	STREET	LAND DESCRIPTION / ISSUE
Blackbutt	4 Hart Street	Residential land – drainage issues
		https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=ecf46c7b-8921-42a4-86ce-d7238e8c358f
Blackbutt	Blackbutt-Crows Nest Road	Residential land – drainage issues
		https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=a3dd269d-12d8-4460-9aa0-c70ae56b1aed
Blackbutt	25 Morris Street	Residential land – individual lots – possible contamination
		https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=c6d79cc3-b8f5-491b-bdad-0c3a2d9d7c1a
Brooklands	Kingaroy Cooyar Road	Residential land – access and drainage issues
		https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=838cfff9-9b6e-4f08-bece-44224d4da268
Tingoora	36 Magnussens Drive	Residential land – drainage issues
		https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=031db2c9-15b1-42af-82de-93228ff4af07
Wondai	Hodge Street North	Residential land – drainage issues
		https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=612bd602-deb4-44bf-9877-af75d26cfc02
Memerambi	Safflower Road / Oil Seeds Road	Residential land – individual lots – drainage issues
		https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=79a5d821-cb3f-4b4f-b5fe-74e1572f4b97


Recommendation – further investigate the constraints of the land assets and if within budget, undertake works and offer for sale on the open market.


5.5. Residential land assets needing service connection prior to sale


Council holds residential or rural residential parcels that would be available for sale except services need to be provided before development.


Preliminary investigations have been made to the costs and availability of services and suitability of development. These investigations are a conceptual desktop review only and further detailed investigation will be needed to ensure there are no other issues which may affect the ability for them to be serviced. Please note costs are indicative only as at 1 March 2022.

TOWN	STREET	LAND DESCRIPTION
Murgon	Goodchild Drive – Lots 50-54 on RP855764	Five individual lots needing services and infrastructure before divestment
	https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=80462d70-6f1b-47da-b3da-6aa6ed394cb3	
Wondai	Ivory Street – Lots 813-817 on W5357	Five individual lots needing services and infrastructure before divestment
	https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=1053f8e8-38c2-4cf8-87ee-1cb4f72226c2	
Proston	Middle Road – Lots 1-2,11,16-17,26-27 on RP66780	Seven individual lots needing services and infrastructure before divestment
	https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=66ae4af1-788d-4a0b-9935-583f83c1a7a5	
Nanango	Home Street – Lots 295,312-314 on N2320	Three individual rural residential lots needing services and infrastructure before divestment.
	https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=f5860b67-1359-4790-a055-15ad87d0d861	

MURGON	Goodchild Drive Lots 50-54 on RP855764											
Planning	The proposed sewer locations is the simplest means of connections with the current lot arrangement. However, should the large lot (Lot 70) be considered for development as historically planned, this alignment may not be acceptable, and relocations may be warranted.											
Services	<p>Lots 50-54 can connect to water. Lots 50-53 able to connect to sewer, with Lot 54 unable to connect to sewer based on initial desktop design. It has to be noted that with the alignment of the proposed sewer main, there is no forward planning for future development works on Lot 37 RP842815.</p> <p>Based on linear rate costing and approximate lengths, it is expected that 230 metres of sewer main and maintenance holes will be \$103,500 and 35 metres of water main (including water service connections for each property) will be \$10,050. <i>Note this is direct construction cost not inclusive of survey, design, project management etc. 20% will be added to cover these costs.</i></p> <p>Road extension of 50 metres is required @ \$860,000/km. Stormwater unlikely to be required for this road extension, hence no stormwater allowance has been included.</p>											
Estimated Costs	<table> <tr> <td>Road Extension:</td> <td>\$43,000</td> </tr> <tr> <td>Water Supply:</td> <td>\$10,050</td> </tr> <tr> <td>Sewer Extension:</td> <td>\$103,500</td> </tr> <tr> <td>Whole of Project Contingency (30%):</td> <td>\$46,965</td> </tr> <tr> <td>Total:</td> <td>\$203,515</td> </tr> </table>		Road Extension:	\$43,000	Water Supply:	\$10,050	Sewer Extension:	\$103,500	Whole of Project Contingency (30%):	\$46,965	Total:	\$203,515
Road Extension:	\$43,000											
Water Supply:	\$10,050											
Sewer Extension:	\$103,500											
Whole of Project Contingency (30%):	\$46,965											
Total:	\$203,515											
Comment	Lots 50 – 53 can be serviced, however consideration should be given to the potential development impacts on Lot 37.											
Possible Returns	<p>Some nine properties have been sold in the vicinity of Goodchild Drive since December 2020. Of those nine properties, sale prices range from \$25-44,000. Four vacant lots are currently for sale for \$45-55,000.</p> <p>Assume four lots average a sale price of \$30-35,000 per lot, total realisation of about \$120-140,000.</p> <p><i>This estimate is not a market valuation and an estimate only based on current sales evidence sourced from realestate.com.au. Land currently listed for sale is also sourced only from realestate.com.au.</i></p>											




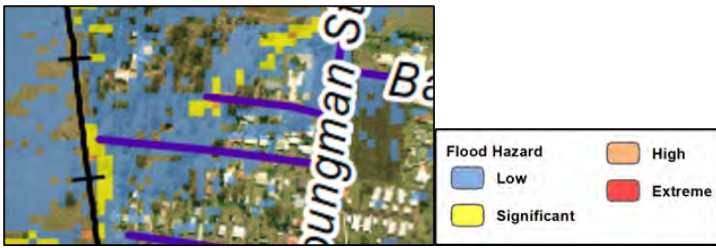
<p>WONDAI</p>	<p>Ivory Street Lots 813-817 on W5357</p>													
<p>Planning</p>	<p>Flood hazard mapping shows encroachment onto Ivory St, but not the lots themselves.</p>													
<p>Services</p>	<p>Lots 813-817 on W5357 can connect to both water and sewer based on initial desktop design.</p> <p>Based on linear rate costing and approximate lengths, it is expected that 80 metres of sewer main and maintenance holes will be \$36,000 and 100 metres of water main (including water service connections for each property) will be \$30,000. Note this is direct construction cost not inclusive of survey, design, project management etc. 20% will be added to cover these costs.</p> <p>Road extension of 110 metres is required @ \$860,000/km. Stormwater may be required for this road extension, an allowance of \$5,000 has been included.</p>													
<p>Estimated Costs</p>	<table border="0"> <tr> <td>Road Extension:</td> <td style="text-align: right;">\$94,600</td> </tr> <tr> <td>Stormwater:</td> <td style="text-align: right;">\$5,000</td> </tr> <tr> <td>Water Supply:</td> <td style="text-align: right;">\$28,800</td> </tr> <tr> <td>Sewer Extension:</td> <td style="text-align: right;">\$36,000</td> </tr> <tr> <td>Whole of Project Contingency (30%):</td> <td style="text-align: right;">\$49,680</td> </tr> <tr> <td>Total:</td> <td style="text-align: right;">\$215,280</td> </tr> </table>		Road Extension:	\$94,600	Stormwater:	\$5,000	Water Supply:	\$28,800	Sewer Extension:	\$36,000	Whole of Project Contingency (30%):	\$49,680	Total:	\$215,280
Road Extension:	\$94,600													
Stormwater:	\$5,000													
Water Supply:	\$28,800													
Sewer Extension:	\$36,000													
Whole of Project Contingency (30%):	\$49,680													
Total:	\$215,280													
<p>Comments</p>	<p>Services can be provided to Lots 813-817.</p>													
<p>Possible Returns</p>	<p>Some eight properties have been sold at Wondai since June 2020. Of those eight properties, sale prices range from \$21-60,000. Eight vacant lots are currently for sale for \$48-80,000.</p> <p>The Council-owned lots are located in an inferior location from the sale lots and would not achieve the same sale prices.</p> <p>Assume five lots average a sale price of \$30,000 per lot, total realisation of about \$150,000.</p> <p><i>This estimate is not a market valuation and an estimate only based on current sales evidence sourced from realestate.com.au. Land currently listed for sale is also sourced only from realestate.com.au.</i></p>													

PROSTON	Middle Road Lots 1-2,11,17-16,26-27 on RP66780													
Services	<p>Lots 1-2,11,17-16,26-27 on RP66780 could connect to both water and sewer based on initial desktop design.</p> <p>It has to be noted that the lots 1-2,11,17-16,26-27 on RP66780 are considered rural residential blocks and therefore can connect to water, however these blocks are located outside of the declared service area for sewerage connections. Therefore, unable to connect to sewer. These blocks are generally around 860 sqm and will likely require specialised design for on-site wastewater disposal, which may restrict the location and size of buildings on the properties.</p> <p>Based on linear rate costing and approximate lengths, it is expected that 415 metres of water main (including water service connections for each property) will be \$145,500. These are outside the potable water supply service area and therefore will be only connected to the Proston Rural Scheme.</p> <p>The road construction cost is based on no kerb and channel and is estimated at \$600,000/km for 440 metres.</p>													
Estimated Costs	<table border="0"> <tr> <td>Road Extension:</td> <td style="text-align: right;">\$264,000</td> </tr> <tr> <td>Stormwater:</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Water Supply:</td> <td style="text-align: right;">\$124,500</td> </tr> <tr> <td>Sewer Extension:</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Whole of Project Contingency (30%):</td> <td style="text-align: right;">\$116,550</td> </tr> <tr> <td>Total:</td> <td style="text-align: right;">\$505,050</td> </tr> </table>		Road Extension:	\$264,000	Stormwater:	\$0	Water Supply:	\$124,500	Sewer Extension:	\$0	Whole of Project Contingency (30%):	\$116,550	Total:	\$505,050
Road Extension:	\$264,000													
Stormwater:	\$0													
Water Supply:	\$124,500													
Sewer Extension:	\$0													
Whole of Project Contingency (30%):	\$116,550													
Total:	\$505,050													
Comment:	<p>Note that potable water supply to these blocks is not currently available and would require further work to determine the costs to supply – if possible.</p>													
Possible Returns	<p>Some five small residential lots have been sold at Proston since 2020. Of those five properties, three sold in 2020 from \$11-16,000, and two sold in late 2021 for \$22-25,000 showing a marked increase in the market for vacant land. There are currently no small residential lots for sale.</p> <p>Assume seven lots average a sale price of \$20,000 per lot, total realisation of about \$140,000 if sold as individual lots.</p> <p>Some consideration could be given to selling bundles of lots that have existing gravel road frontage. These bundles of lots could be amalgamated prior to sale. There would be two bundles of 3-4 lots that could be offered for sale. The possible sale price would not be much greater than the estimated \$20,000 but the costs of providing infrastructure would be minimised.</p> <p><i>This estimate is not a market valuation and an estimate only based on current sales evidence sourced from realestate.com.au. Land currently listed for sale is also sourced only from realestate.com.au.</i></p>													



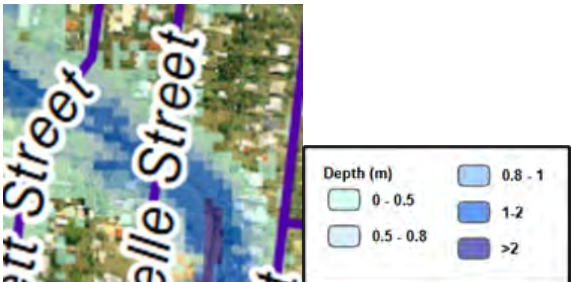
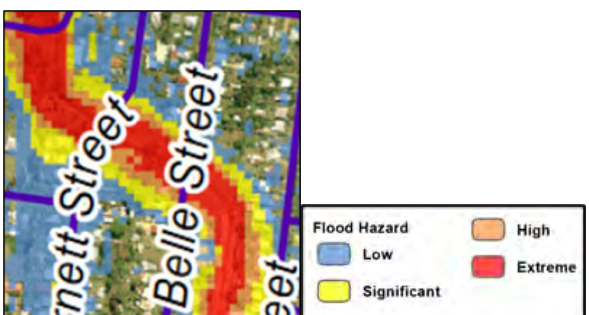
<p>NANANGO</p>	<p>Home Street Lots 295, 312-314 on N2320</p>	
<p>Comment</p>	<p>These are rural residential lots adjoin town lots at Nanango. There are no services connected nor formed road frontage. Due to the proximity to residential development, rather than simply constructing infrastructure to enable sale on the open market, further planning will need to be investigated on these lots to investigate the potential higher use with opportunities for further subdivision.</p>	

<p>RECOMMENDATIONS</p> <ol style="list-style-type: none"> 1) Murgon – that infrastructure be provided to the vacant residential land lots at Murgon and the five lots be offered for sale on the open market. 2) Wondai – that lots at Wondai be further investigated regarding flooding impacts and possible realignment of lot boundaries to minimise costs. 3) Proston – that the vacant lots be bundled together so that access currently exists from the formed gravel road, and offered to the open market by way of tender and, if not sold, listed on the open market. 4) Nanango – further investigate the most appropriate use of lots at Home Street to determine subdivision or reconfiguration of lots will optimise the land use.
--

5.6. Residential land assets constrained and to be retained

<p>KINGAROY</p>	<p>Agnes Street Lots 7-19,27 on RP41769</p>	
<p>Planning</p>	<p>Agnes Street at this location is an overland flow path for the catchment that starts at the top end of Taylors/Tessmans Rd. The construction of dwellings in this location would pose risk to people and property. Any buildings (dwellings, sheds, outbuilding etc) would also result in the potential diversion of stormwater into other currently unaffected properties.</p> <p>Flood hazard mapping shows encroachment into Agnes St:</p>  <p>Flood mapping from the Qld Floodcheck website shows that depth of flood waters in a ARI100 event is up to 0.5m:</p>  <p>Flood Hazard mapping shows that area is deemed to be low to high:</p> 	

Services	<p>Lots 7-19,27 RP41769 can connect to both water and sewer based on initial desktop design.</p> <p>Based on linear rate costing and approximate lengths, it is expected that 390 metres of sewer main and maintenance holes will be \$175,500 and 155 metres of water main (including water service connections for each property) will be \$46,500. Note this is direct construction cost not inclusive of survey, design, project management etc. 20% will be added to cover these costs.</p> <p>Road extension of 160 metres required @\$860,000/km.</p> <p>Extension of the stormwater network is required (160 metres), an allowance of \$700/m has been included.</p>												
Estimated Costs	<table border="0"> <tr> <td>Road Extension:</td> <td style="text-align: right;">\$137,600</td> </tr> <tr> <td>Stormwater:</td> <td style="text-align: right;">\$112,000</td> </tr> <tr> <td>Water Supply:</td> <td style="text-align: right;">\$46,500</td> </tr> <tr> <td>Sewer Extension:</td> <td style="text-align: right;">\$175,500</td> </tr> <tr> <td>Whole of Project Contingency (30%):</td> <td style="text-align: right;">\$141,480</td> </tr> <tr> <td>Total:</td> <td style="text-align: right;">\$613,080</td> </tr> </table>	Road Extension:	\$137,600	Stormwater:	\$112,000	Water Supply:	\$46,500	Sewer Extension:	\$175,500	Whole of Project Contingency (30%):	\$141,480	Total:	\$613,080
Road Extension:	\$137,600												
Stormwater:	\$112,000												
Water Supply:	\$46,500												
Sewer Extension:	\$175,500												
Whole of Project Contingency (30%):	\$141,480												
Total:	\$613,080												
Comment:	<p>It is recommended that the above lots are not developed due to risk of impacts from flooding/stormwater.</p>												

<p>KINGAROY</p>	<p>Belle Street Lots 33-35,18-55 on RP37003 and Lot 2 on RP175097</p>	
<p>Planning</p>	<p>Belle Street at this location is a major overland stormwater flow path. The construction of dwellings in this location would pose significant risk to people and property. Any buildings (dwellings, sheds, outbuilding etc) would also result in the potential diversion of stormwater into other currently unaffected properties.</p> <p>Flood hazard mapping shows encroachment into the lots, per below:</p>  <p>Flood mapping from the Qld Floodcheck website shows that depth of flood waters in an ARI100 event is up to 2m:</p>  <p>Flood Hazard mapping shows that area is deemed to be extreme:</p> 	

Services	<p>Lots 33-35,48-55 on RP37003 and Lot 2 on RP175097 can connect to both water and sewer based from initial desktop design. It has to be noted that there is a stormwater floodplain crossing right through from 33 RP37003 up to 2 on RP175097. The proposed sewer main alignment behind Lot 1 on RP175097 will service the southern side of Lot 2 on RP175097 and the existing sewer main will service the northern side of Lot 2 on RP175097.</p> <p>Based on linear rate costing and approximate lengths, it is expected that 125 metres of sewer main and maintenance holes will be \$56,250 and provision for water service connections for each property will be at standard water connection fees (\$1,030 per connection).</p>												
Estimated Costs	<table border="0"> <tr> <td>Road Extension:</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Stormwater:</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Water Supply:</td> <td style="text-align: right;">\$12,360</td> </tr> <tr> <td>Sewer Extension:</td> <td style="text-align: right;">\$56,250</td> </tr> <tr> <td>Whole of Project Contingency (30%):</td> <td style="text-align: right;">\$20,583</td> </tr> <tr> <td>Total:</td> <td style="text-align: right;">\$89,190</td> </tr> </table>	Road Extension:	\$0	Stormwater:	\$0	Water Supply:	\$12,360	Sewer Extension:	\$56,250	Whole of Project Contingency (30%):	\$20,583	Total:	\$89,190
Road Extension:	\$0												
Stormwater:	\$0												
Water Supply:	\$12,360												
Sewer Extension:	\$56,250												
Whole of Project Contingency (30%):	\$20,583												
Total:	\$89,190												
Comment:	<p>It is not recommended that these blocks be developed, due to the stormwater/flooding impacts.</p>												

Recommendation – these properties be retained due to flooding constraints and considered in future review of parkland.

5.7. Aerodrome Lands

Council holds land parcels adjoining or opposite the aerodromes at Kingaroy and Wondai.

These land parcels are held for flight paths and buffer zones.

TOWN	STREET	LAND DESCRIPTION
Taabinga	Cooyar Road	Residential vacant land – 11 individual lots – two lots used as part of Aerodrome Road.
		https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=4b6cafdd-e773-4969-9a8f-d063f569b1b3
Taabinga	Edenvale South Road	Rural vacant land and road.
		https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=9d491d4d-b80f-41a9-a50c-54fcd988b91
Taabinga	Kingaroy Cooyar Road	Rural / industrial vacant land.
		https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=3da984c5-4dd7-4f40-9132-42ae4c800aca
Wondai	Wondai - Proston Road	Rural vacant land.
		https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=92b75148-9e3a-42b9-8768-c811db9f645c

Recommendation

- 1) **Taabinga** – resurvey and open part of Lots 202 and 213 on T3621 as road.
- 2) **Taabinga** – the remaining lots these properties be retained pending the preparation of the masterplan for the Aerodromes
- 3) **Wondai** – investigate land requirements for the Wondai Aerodrome and identify if any part of the aerodrome land can be divested.

5.8. Review of Reserves

Council holds 332 land assets as Trustee for Reserves in accordance with the *Land Act 1994* for a variety of purposes:

- Baths
- Camping
- Camping and Road
- Camping and Water
- Camping Place
- Camping Water and Recreation
- Camping Water and Road
- Cemetery
- Crossing Water and Road
- Dam
- Departmental and Official
- Drainage
- Electrical Works
- Environmental Purposes
- Gravel
- Heritage and Cultural Purposes
- Heritage Historical and Cultural Purposes
- Landing Ground for Aircraft
- Location Government
- Memorial Park
- Park
- Park and Recreation
- Pound
- Public
- Quarry
- Racecourse Recreation Aircraft Landing
- Recreation
- Recreation and Water
- Rubbish
- Rubbish Depot
- Sanitary
- Showground
- Showground and Recreation
- Sport and Recreation
- Stock Control and Health
- Stock Dip
- Stock Holding Paddock
- Stock Trucking
- Township
- Water
- Water and Crossing
- Water and Recreation
- Water and Road
- Water Supply
- Water works

Council holds reserves for both public purposes and for Council use. Reserve tenure protects the continued use of the land asset for its designated purpose. Reserves located in rural areas are often leased to the public for secondary land uses such as grazing.

Dealing with reserves is complex and constrained by the nature of the tenure including the purpose for which the land is reserved. Native Title rights and cultural heritage legislation must also be considered prior to dealing with any reserve.

Four reserves have been identified for possible divestment opportunities due to their location, size and public enquiries on availability for alternative use. As the reserves are public lands, public consultation is required prior to undertaking any further investigations. The below reserves may be possible divestment opportunities with a full review of Reserves and parkland to follow.

TOWN	STREET	LAND DESCRIPTION
Nanango	Lee Court	Reserve for Park
		https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=4a08b61c-5219-49a7-92a5-ca5d2b4f93a8
Kingaroy	32 Walter Road	Reserve for Park
		https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=9b751512-6d28-453b-8cdd-bdab44a9f754
Nanango	Railway Lane	Reserve for Park improved with a single unit residential dwelling
		https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=fd8a2133-2323-4644-a80c-accff398205
Moffatdale	Verdelho Drive	Reserve for Park
		https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Development%20%26%20Leases&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=148d59c3-288b-49ea-8b42-08e319b356b6
Kingaroy	Fisher Street	Reserve for Park and Recreation
		https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Development%20%26%20Leases&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=8da224f2-6b70-432a-95e9-36b625ef3765
Wondai	21 Grant Crescent	Reserve for Park
		https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=cd59e7d1-6b94-4c2a-999a-b7ec11150c7b
Wondai	77 Baynes Street	Reserve for Local Government
		https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=0b6902cb-2e4e-4ccf-815e-ae2469891b3c

Recommendation

- a) **Walter Road** – further investigate the best use of the property.
- b) **Reserves** – that a public consultation plan be development and, if no longer as a Reserve, investigate most appropriate use and progress divestment.

5.9. Housing opportunities

Council's focus in recent months has been the supply and demand for housing in the region with particular attention on provision of affordable, disability and social housing.

Council has engaged with affordable housing providers to provide land for housing development.

Housing Pilot Project

Surplus land assets in Kingaroy have been earmarked for possible residential development and Council has resolved to hold these properties for future affordable housing developments.

TOWN	STREET	LAND DESCRIPTION
Kingaroy	Kingaroy Street	Vacant residential land
		https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=8f6d65ec-97ae-4f41-80a6-d31c7c2e6929
Kingaroy	Kelvin Street	Vacant residential land
		https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=1a4d7bfd-b98a-42ba-8219-681f5d4d4908
Kingaroy	Agnes Street	Vacant residential land with drainage / flooding constraints
		https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=81466bb1-e9ed-4674-91e2-b713c6878d4a
Kingaroy	Banksia Drive	Vacant residential land with drainage and infrastructure constraints.
		https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=be430ea6-b308-4ea4-ab29-19002c1ec34f

Recommendation

That Council hold the above lots for development by affordable housing providers as per Council resolution.

Other Housing opportunities

Land assets in the region may provide the opportunity to being developed to meet the housing demand. The land identified have constraints to development. Constraints identified are primarily tenure issues that need resolving before divestment or development can occur.

TOWN	STREET	LAND DESCRIPTION
Kingaroy	Jubilee Street	Park (Jubilee Park)
	https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=e491023f-e2bc-4326-baf5-1f25e03be7c4	
Kingaroy	Arthur Street	Vacant residential land
	https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=7a3f489e-9df6-409d-82cd-a7c9875e5fd8	
Kingaroy	14-16 North Street	Reserve for Park
	https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=d5ccef9c-1f5f-4b40-9ec0-2bb55f5bea43a	
Kingaroy	Haly Street	Reserve for Park (Earl Park)
	https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=d5ccef9c-1f5f-4b40-9ec0-2bb55f5bea43a	


Recommendation

That Council investigate opportunities to resolve tenure, and other constraints, for the above lots for development as housing.


5.10. Residential properties owned and managed by Council


Councils holds residential dwelling houses and unit complexes which are either operated by Council or held by third parties on Council land.


TOWN	STREET	LAND DESCRIPTION
Murgon	22 Goodchild Drive	Single unit dwelling
	https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=e67914df-ef6e-4abb-89eb-47032c167327	
Murgon	8 Tiernan Terrace	Single unit dwelling
	https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=1092260d-a00b-442b-afbf-249e876525ce	
Nanango	Appin Place	Multi-unit residential
	https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=30362208-a510-4b5a-8c57-34f10a088605	
Nanango	Brighthaven	Multi-unit residential
	https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=a97c765c-47ec-406a-8ba4-de72d272ad03	
Nanango	Drayton Villas	Multi-unit residential
	https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=4e915efc-fe2f-42f4-b676-d22911bbdc5c	
Nanango	Railway Lane	Single unit dwelling
	https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=760889bf-7cb7-4efb-adfa-f72ca2521299	
Nanango	15 Hunter Street	Single unit dwelling
	https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=4b48b253-5c74-43f5-99e5-0ea30344430d	
Nanango	95 Brisbane Street	Single unit dwelling
	https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=42868775-cc14-4195-a1f6-2641abf7620f	

<p>MURGON</p>	<p>22 Goodchild Drive Lot 44 on RP855764</p>																			
<p>Description</p>	<p>22 Goodchild Drive is a detached dwelling built in 2002 and which is currently tenanted.</p> <p>Annual depreciation is approximately \$6385.00.</p> <p>Rent is \$1080 per month = \$12,960 per annum.</p>																			
<p>Estimated Maintenance</p>	<p>The overall condition score is 4 – good overall but with some obvious deterioration evident.</p> <p>The CT Management inspection program identified the following future maintenance requirements. All estimates are based on cost applicable July 2019.</p> <table data-bbox="424 920 1276 1099"> <tr> <td>Replace carpet (2023)</td> <td></td> <td>\$16,000</td> </tr> <tr> <td>Renew bathrooms x 2 (2027)</td> <td>(2x) \$30,000</td> <td>\$60,000</td> </tr> <tr> <td>Renew kitchen (2027)</td> <td></td> <td>\$16,500</td> </tr> <tr> <td>Internal repaint (2024)</td> <td></td> <td>\$12,000</td> </tr> <tr> <td>Other maintenance – various</td> <td></td> <td>\$11,450</td> </tr> <tr> <td>Total estimated future expenditure</td> <td></td> <td>\$85,950</td> </tr> </table>		Replace carpet (2023)		\$16,000	Renew bathrooms x 2 (2027)	(2x) \$30,000	\$60,000	Renew kitchen (2027)		\$16,500	Internal repaint (2024)		\$12,000	Other maintenance – various		\$11,450	Total estimated future expenditure		\$85,950
Replace carpet (2023)		\$16,000																		
Renew bathrooms x 2 (2027)	(2x) \$30,000	\$60,000																		
Renew kitchen (2027)		\$16,500																		
Internal repaint (2024)		\$12,000																		
Other maintenance – various		\$11,450																		
Total estimated future expenditure		\$85,950																		





<p>MURGON</p>	<p>8 Tiernan Lot 15 on RP164438</p>																	
<p>Description</p>	<p>8 Tiernan Terrace is a detached dwelling built in 1997 and which is currently tenanted.</p> <p>Annual depreciation is approximately \$5852.00.</p> <p>Rent is \$1080 per month = \$12,960 per annum.</p> <p>The overall condition score is 4 – good overall but with some obvious deterioration evident.</p>																	
<p>Estimated Maintenance</p>	<p>The CT Management inspection program identified the following future maintenance requirements. All estimates are based on cost applicable July 2019.</p> <table data-bbox="421 936 1356 1173"> <tr> <td>Replace carpet-living area (2024)</td> <td style="text-align: right;">\$5,500</td> </tr> <tr> <td>Replace vinyl flooring (2026)</td> <td style="text-align: right;">\$6,500</td> </tr> <tr> <td>Renew bathroom (2026)</td> <td style="text-align: right;">\$20,000</td> </tr> <tr> <td>Renew kitchen (2026)</td> <td style="text-align: right;">\$15,000</td> </tr> <tr> <td>Replace carpet – 2 x bedrooms (2021)</td> <td style="text-align: right;">\$7,000</td> </tr> <tr> <td>Internal repaint (2024)</td> <td style="text-align: right;">\$12,000</td> </tr> <tr> <td>Other maintenance – various</td> <td style="text-align: right;">\$7,900</td> </tr> <tr> <td>Total estimated future expenditure</td> <td style="text-align: right;">\$73,900</td> </tr> </table>		Replace carpet-living area (2024)	\$5,500	Replace vinyl flooring (2026)	\$6,500	Renew bathroom (2026)	\$20,000	Renew kitchen (2026)	\$15,000	Replace carpet – 2 x bedrooms (2021)	\$7,000	Internal repaint (2024)	\$12,000	Other maintenance – various	\$7,900	Total estimated future expenditure	\$73,900
Replace carpet-living area (2024)	\$5,500																	
Replace vinyl flooring (2026)	\$6,500																	
Renew bathroom (2026)	\$20,000																	
Renew kitchen (2026)	\$15,000																	
Replace carpet – 2 x bedrooms (2021)	\$7,000																	
Internal repaint (2024)	\$12,000																	
Other maintenance – various	\$7,900																	
Total estimated future expenditure	\$73,900																	


<p>NANANGO</p>	<p>Appin Place Lots 4-5 on RP149281</p>																	
<p>Description</p>	<p>Appin place is a complex of 11 units (numbered Unit 13 to Unit 23) with one only freestanding carport which is for the use of unit 23. The units were constructed circa 1982.</p> <p>The units are generally attached as a duplex configuration, the exception being unit 23 which is standalone.</p> <p>Annual depreciation is approximately \$17,608.</p> <p>Annual gross rent is \$93,684.02 with nett return of \$65,111.74 (2021-22)</p> <p>The overall condition score for the complex is 5 – fair overall with obvious condition deterioration and some serviceability loss.</p>																	
<p>Estimated Maintenance</p>	<p>The CT Management inspection program identified the following future maintenance requirements. All estimates are based on cost applicable July 2019.</p> <table border="0"> <tr> <td>Internal paint (2024)</td> <td style="text-align: right;">\$46,000</td> </tr> <tr> <td>External paint (2021)</td> <td style="text-align: right;">\$22,500</td> </tr> <tr> <td>Renew laundry (Unit 23 only, 2023)</td> <td style="text-align: right;">\$6,500</td> </tr> <tr> <td>Carpet replacement (2022-2025)</td> <td style="text-align: right;">\$32,000</td> </tr> <tr> <td>Kitchen renewals (2024-2025)</td> <td style="text-align: right;">\$57,500</td> </tr> <tr> <td>Other maintenance – various</td> <td style="text-align: right;">\$57,000</td> </tr> <tr> <td>Internal road repairs (2021)</td> <td style="text-align: right;">\$35,000</td> </tr> <tr> <td>Total estimated future expenditure</td> <td style="text-align: right;">\$256,500</td> </tr> </table> <p>In addition to the above works it should be acknowledged that the sanitary drainage across the site is in poor condition due to the ingress of tree roots. Contractors are regularly engaged to clear blockages. The only long-term solution is to replace the drains at some future point when the cleaning frequency increases to an unacceptable level. A suggested preliminary starting budget for drain replacement is \$100,000.</p>		Internal paint (2024)	\$46,000	External paint (2021)	\$22,500	Renew laundry (Unit 23 only, 2023)	\$6,500	Carpet replacement (2022-2025)	\$32,000	Kitchen renewals (2024-2025)	\$57,500	Other maintenance – various	\$57,000	Internal road repairs (2021)	\$35,000	Total estimated future expenditure	\$256,500
Internal paint (2024)	\$46,000																	
External paint (2021)	\$22,500																	
Renew laundry (Unit 23 only, 2023)	\$6,500																	
Carpet replacement (2022-2025)	\$32,000																	
Kitchen renewals (2024-2025)	\$57,500																	
Other maintenance – various	\$57,000																	
Internal road repairs (2021)	\$35,000																	
Total estimated future expenditure	\$256,500																	

<p>NANANGO</p>	<p>Brighthaven Units Lot 9 on SP307587</p>																	
<p>Description</p>	<p>There are 10 units comprising the Brighthaven complex with construction being staged over a period starting in the late 1970's and being completed in the mid 1980's.</p> <p>There are three buildings comprising 3 in duplex configuration and one building of 4 attached units resulting in 4 financial assets on across the site.</p> <p>Annual depreciation is approximately \$17047.00</p> <p>Gross annual rent \$64,132.93 with nett return of \$49,310.37 (2021-22).</p> <p>Units 1 to 8 have a condition score of 5 - fair overall with obvious condition deterioration and some serviceability loss, whilst units 9 and 10 are scored at 4 - good overall but with some obvious deterioration evident.</p>																	
<p>Estimated Maintenance</p>	<p>The CT Management inspection program identified the following future maintenance requirements. All estimates are based on cost applicable July 2019. Unit 8 is not included in the following data as internal access was not available at the time of inspection.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">Kitchen replacements (2023-2026)</td> <td style="text-align: right;">\$24,000</td> </tr> <tr> <td>Bathroom renewals (2020-2023)</td> <td style="text-align: right;">\$84,000</td> </tr> <tr> <td>Vinyl flooring replacement (2024)</td> <td style="text-align: right;">\$4,500</td> </tr> <tr> <td>Carpet replacement (2022-2027)</td> <td style="text-align: right;">\$48,500</td> </tr> <tr> <td>Internal paint (2024-2025)</td> <td style="text-align: right;">\$20,000</td> </tr> <tr> <td>External paint (2023)</td> <td style="text-align: right;">\$7,000</td> </tr> <tr> <td>Other maintenance – various</td> <td style="text-align: right;">\$22,650</td> </tr> <tr> <td>Total estimated future expenditure</td> <td style="text-align: right;">\$210,650</td> </tr> </table>		Kitchen replacements (2023-2026)	\$24,000	Bathroom renewals (2020-2023)	\$84,000	Vinyl flooring replacement (2024)	\$4,500	Carpet replacement (2022-2027)	\$48,500	Internal paint (2024-2025)	\$20,000	External paint (2023)	\$7,000	Other maintenance – various	\$22,650	Total estimated future expenditure	\$210,650
Kitchen replacements (2023-2026)	\$24,000																	
Bathroom renewals (2020-2023)	\$84,000																	
Vinyl flooring replacement (2024)	\$4,500																	
Carpet replacement (2022-2027)	\$48,500																	
Internal paint (2024-2025)	\$20,000																	
External paint (2023)	\$7,000																	
Other maintenance – various	\$22,650																	
Total estimated future expenditure	\$210,650																	



<p>NANANGO</p>	<p>Drayton Villas Lot 1 on RP175001</p>															
<p>Description</p>	<p>Drayton Villas is comprised of 12 unit in three blocks of 4 units with a separate laundry/store building. There is a freestanding carport adjacent to the laundry/store building. The units were constructed circa 1982 with extensions to some being completed in 2003.</p> <p>Annual depreciation for the complex is approximately \$25,983.00</p> <p>Gross annual rent \$118,178.08 with nett return of \$90,940.59 (2021-22).</p> <p>All buildings have been given an overall condition score of 4 - good overall but with some obvious deterioration evident.</p>															
<p>Estimated Maintenance</p>	<p>The CT Management inspection program identified the following future maintenance requirements. All estimates are based on cost applicable July 2019.</p> <table border="0" data-bbox="419 1025 1230 1234"> <tr> <td>Internal paint (2023-2024)</td> <td style="text-align: right;">\$54,000</td> </tr> <tr> <td>Roof repairs/repaint (2023)</td> <td style="text-align: right;">\$30,000</td> </tr> <tr> <td>External paint (2020-2024)</td> <td style="text-align: right;">\$14,500</td> </tr> <tr> <td>Carpet replacement (2025)</td> <td style="text-align: right;">\$9,000</td> </tr> <tr> <td>A/C replacement</td> <td style="text-align: right;">\$3,000</td> </tr> <tr> <td>Other maintenance – various</td> <td style="text-align: right;">\$39,700</td> </tr> <tr> <td>Total estimated future expenditure</td> <td style="text-align: right;">\$150,200</td> </tr> </table>		Internal paint (2023-2024)	\$54,000	Roof repairs/repaint (2023)	\$30,000	External paint (2020-2024)	\$14,500	Carpet replacement (2025)	\$9,000	A/C replacement	\$3,000	Other maintenance – various	\$39,700	Total estimated future expenditure	\$150,200
Internal paint (2023-2024)	\$54,000															
Roof repairs/repaint (2023)	\$30,000															
External paint (2020-2024)	\$14,500															
Carpet replacement (2025)	\$9,000															
A/C replacement	\$3,000															
Other maintenance – various	\$39,700															
Total estimated future expenditure	\$150,200															

<p>NANANGO</p>	<p>15 Hunter Street Lot 8 on RP173395</p>																	
<p>Description</p>	<p>15 Hunter Street is a detached dwelling built in 1982 and which is currently tenanted.</p> <p>Annual depreciation is approximately \$3,459.00</p> <p>Gross annual rent \$11,395.00 with nett return of \$-165.73 (2021-22).</p> <p>The building has an overall condition score of 4 - good overall but with some obvious deterioration evident.</p>																	
<p>Estimated Maintenance</p>	<p>The CT Management inspection program identified the following maintenance requirements. All estimates are based on cost applicable July 2019.</p> <table border="0" style="width: 100%;"> <tr> <td>Replace rusted gutters (2020)</td> <td style="text-align: right;">\$8000</td> </tr> <tr> <td>Sand and polish floor (2022)</td> <td style="text-align: right;">\$3,000</td> </tr> <tr> <td>Replace A/C (2019)</td> <td style="text-align: right;">\$3,000</td> </tr> <tr> <td>Replace carpet (2021)</td> <td style="text-align: right;">\$9,500</td> </tr> <tr> <td>External paint (2022)</td> <td style="text-align: right;">\$5,000</td> </tr> <tr> <td>Internal paint (2024)</td> <td style="text-align: right;">\$12,000</td> </tr> <tr> <td>Other maintenance – various</td> <td style="text-align: right;">\$9,850</td> </tr> <tr> <td>Total estimated future expenditure</td> <td style="text-align: right;">\$50,350</td> </tr> </table>		Replace rusted gutters (2020)	\$8000	Sand and polish floor (2022)	\$3,000	Replace A/C (2019)	\$3,000	Replace carpet (2021)	\$9,500	External paint (2022)	\$5,000	Internal paint (2024)	\$12,000	Other maintenance – various	\$9,850	Total estimated future expenditure	\$50,350
Replace rusted gutters (2020)	\$8000																	
Sand and polish floor (2022)	\$3,000																	
Replace A/C (2019)	\$3,000																	
Replace carpet (2021)	\$9,500																	
External paint (2022)	\$5,000																	
Internal paint (2024)	\$12,000																	
Other maintenance – various	\$9,850																	
Total estimated future expenditure	\$50,350																	


NANANGO	95 Brisbane Street Lot 2 on SP207095																							
Description	<p>95 Brisbane Street is a detached dwelling which is currently tenanted. It was re located to its current site in 2005.</p> <p>Annual depreciation is approximately \$3,325.</p> <p>Gross annual rent \$11,274.26 with nett return of \$6,652.36 (2021-22).</p> <p>The building has an overall condition score of 5 - fair overall with obvious condition deterioration and some serviceability loss.</p>																							
Estimated Maintenance	<p>The CT Management inspection program identified the following maintenance requirements. All estimates are based on cost applicable July 2019.</p> <table border="0" data-bbox="422 898 1230 1227"> <tr> <td>Replace carpet (2020)</td> <td style="text-align: right;">\$9,000</td> </tr> <tr> <td>Replace vinyl floor (2020)</td> <td style="text-align: right;">\$1000</td> </tr> <tr> <td>Sand and polish floor (2020)</td> <td style="text-align: right;">\$2,500</td> </tr> <tr> <td>External paint (2020)</td> <td style="text-align: right;">\$14,000</td> </tr> <tr> <td>Replace A/C (2020)</td> <td style="text-align: right;">\$3,000</td> </tr> <tr> <td>Replace rusted gutters (2020)</td> <td style="text-align: right;">\$5,000</td> </tr> <tr> <td>Renew kitchen (2020)</td> <td style="text-align: right;">\$15,000</td> </tr> <tr> <td>Internal paint (2024)</td> <td style="text-align: right;">\$16,000</td> </tr> <tr> <td>Roof replacement (2020)</td> <td style="text-align: right;">\$24,000</td> </tr> <tr> <td>Other maintenance – various</td> <td style="text-align: right;">\$13,900</td> </tr> <tr> <td>Total estimated future expenditure</td> <td style="text-align: right;">\$103,400</td> </tr> </table>		Replace carpet (2020)	\$9,000	Replace vinyl floor (2020)	\$1000	Sand and polish floor (2020)	\$2,500	External paint (2020)	\$14,000	Replace A/C (2020)	\$3,000	Replace rusted gutters (2020)	\$5,000	Renew kitchen (2020)	\$15,000	Internal paint (2024)	\$16,000	Roof replacement (2020)	\$24,000	Other maintenance – various	\$13,900	Total estimated future expenditure	\$103,400
Replace carpet (2020)	\$9,000																							
Replace vinyl floor (2020)	\$1000																							
Sand and polish floor (2020)	\$2,500																							
External paint (2020)	\$14,000																							
Replace A/C (2020)	\$3,000																							
Replace rusted gutters (2020)	\$5,000																							
Renew kitchen (2020)	\$15,000																							
Internal paint (2024)	\$16,000																							
Roof replacement (2020)	\$24,000																							
Other maintenance – various	\$13,900																							
Total estimated future expenditure	\$103,400																							

<p>Recommendation</p> <ul style="list-style-type: none"> a) To offer 95 Brisbane Street, Nanango, for sale on the open market. b) Further investigate ongoing income and expenditure for further consideration by Council for Appin Place and Drayton Villas, Nanango c) Hold the remaining housing which is held for temporary accommodation for contractors and employees.
--

5.11. Residential land owned by Council but improved and managed by a third party

TOWN	STREET	LAND DESCRIPTION
Blackbutt	Scotthaven Units	Multi-unit residential
	https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=86d856b5-9722-4768-92e2-ebdc74a06626	
Wondai	The Laurels	Multi-unit residential
	https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=b0f8fe06-9df4-4131-896f-4f2b9a81f8d6	
Wondai	Wondai Aged Care	Multi-unit residential
	https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=04087881-3f74-4c86-8f6c-2436f2d922f8	
Proston	Beresford Street	Multi-unit residential
	https://enterprise.mapimage.net/IntraMaps99/?project=SBRC&module=Property&configId=2c897da7-a1a0-43c7-b566-69662025e462&startToken=bcaf2142-753e-4213-a020-505c5ce8d912	

Council owns land on which multi-residential properties have been developed. These residential developments are managed and operated by third parties. Only part of the Scotthaven units is an asset of Council's.

BLACKBUTT	Scotthaven Units 49 Hart Street Lots 1-2 on SP315757																						
Description	<p>The complex is leased to and managed by the Blackbutt-Benarkin Aged Care Association.</p> <p>Scotthaven Units is a complex of four units with each unit having a detached freestanding carport. The complex was constructed circa 1984.</p> <p>Annual depreciation is approximately \$9,950.</p> <p>The overall condition score for the complex is 5 – fair overall with obvious condition deterioration and some serviceability loss.</p>																						
Estimated Maintenance	<p>The CT Management inspection program identified the following future maintenance requirements. All estimates are based on cost applicable July 2019.</p> <table border="0"> <tr> <td>Renew kitchens x 4 (2021)</td> <td>\$10,000 x 4</td> <td>\$40,000</td> </tr> <tr> <td>Renew bathrooms x 4 (2022)</td> <td>\$35,000 x 4</td> <td>\$140,000</td> </tr> <tr> <td>Painting x 4 (2022-2024)</td> <td>\$5,000 x 4</td> <td>\$20,000</td> </tr> <tr> <td>Replace floor coverings x 4 (2022-2028)</td> <td>\$6,000 x 4</td> <td>\$24,000</td> </tr> <tr> <td>Replace roof – Unit 4 (2027)</td> <td>\$17,500</td> <td>\$17,500</td> </tr> <tr> <td>Other maintenance – various</td> <td>\$2,000 x 4</td> <td>\$8,000</td> </tr> <tr> <td>Total estimated future expenditure (2021-2028)</td> <td></td> <td>\$249,500</td> </tr> </table>		Renew kitchens x 4 (2021)	\$10,000 x 4	\$40,000	Renew bathrooms x 4 (2022)	\$35,000 x 4	\$140,000	Painting x 4 (2022-2024)	\$5,000 x 4	\$20,000	Replace floor coverings x 4 (2022-2028)	\$6,000 x 4	\$24,000	Replace roof – Unit 4 (2027)	\$17,500	\$17,500	Other maintenance – various	\$2,000 x 4	\$8,000	Total estimated future expenditure (2021-2028)		\$249,500
Renew kitchens x 4 (2021)	\$10,000 x 4	\$40,000																					
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Painting x 4 (2022-2024)	\$5,000 x 4	\$20,000																					
Replace floor coverings x 4 (2022-2028)	\$6,000 x 4	\$24,000																					
Replace roof – Unit 4 (2027)	\$17,500	\$17,500																					
Other maintenance – various	\$2,000 x 4	\$8,000																					
Total estimated future expenditure (2021-2028)		\$249,500																					

Recommendation
<ul style="list-style-type: none"> a) Retain these properties in Council's ownership/management for the foreseeable future. b) Review tenure arrangements to identify and mitigate any risk to Council.

5.12. Grazing lease opportunities

Council receives ad hoc enquiries about land that is available for lease for the purposes of grazing. There are a number of reserves in the rural areas of the region that may be available for lease for grazing.

As these properties are generally reserve tenure, a small divestment project to release grazing land could be established.

A review of all underutilised rural land can be undertaken, and a package of land assets be offered for lease or licence for grazing purposes.

Project plan:

- 1) Review rural reserves and identify vacant land with potential for grazing.
- 2) Consult Council departments for views on leasing for grazing
- 3) Consult Department of Resources on potential grazing in accordance with the *Land Act 1994* and other relevant legislation.
- 4) Identify a shortlist of available land assets and provide to Council for consideration.

Recommendation

- a) Review rural land assets and make recommendation to Council on potential agricultural opportunities.

12 PORTFOLIO - TOURISM & VISITOR INFORMATION CENTRES, SPORT & RECREATION AND COMMERCIAL ENTERPRISES

12.1 TOURISM & VIC'S, SPORT & RECREATION AND COMMERCIAL ENTERPRISES PORTFOLIO REPORT

File Number: 8-02-2023

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.

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:

Visitor numbers have increased compared to last year, and sales of local produce remain high.

The Kingaroy VIC have created a display for Australia Day, again promoting local produce that is sold in the centre.



Nanango VIC are helping NaTDA with the promotion of the 175th Celebrations. The VIC have created a display with several items for sale which have been bought from NaTDA.



We have lost a number of volunteers across the South Burnett and are in need of more Volunteers for all VIC's and Museum's. A volunteer hiring advertising program will be started on Facebook late January, early February, to promote the importance of volunteering and encouraging more volunteers across the region.

Sport and Recreation:

I was very disappointed to miss the two days of Mountain Bike racing which were held mid December at the Gordonbrook Dam Mountain Bike Trails network. As an ex mountain bike rider I am keen to attend further events (as a spectator only) and happy to report the following thanks to Coordinator of Parks.

The event was called Race 2 of the Wild West Summer Series. This is the fourth time the group have held a MTB event in the South Burnett and the first at Gordonbrook Dam. There were 165 competitors ranging in age from 5-65.

This was the first race on the newly constructed race loop and riders' response was they loved the loop with comments such as

- "Perfect mix of technical features and flow"
- "Possibly my favourite trail in QLD"

It appears they also loved Gordonbrook Dam as a venue- we all agree on the great water views, the abundant bird life and kangaroos.

On to the racing and Saturday's racing was on the new short course format over a 2.2kms trail loop, Sunday's racing started on the 6.2km cross country loop

Over time the club will be looking to fully develop the trail network to include approximately 12-15 km of trails that will cater for riders from the beginner rider to the more experienced racer, a dual slalom trail, skills park and pump track.

Thank you to South Burnett Regional Council's Parks Team Leader and the Kingaroy Parks team for making sure the areas were spotless, mowed and looking fantastic and thank you for creating a safe parking zone at the front entrance for those attending.

Commercial Enterprises**Saleyards:**

Great to see around 800 cattle at the recent Coolabunia Sale. Two agents on board but unfortunately an incident saw a cow bust out and a few rails destroyed. The canteen was operational thanks to The Endeavor Foundation.

Aerodromes:

I recently attended the community information session drop in for users of the Kingaroy Aerodrome. It was great to meet community members based at and interested in the aerodrome and listen to their ideas for future improvement of the Aerodrome. Weekly inspections continue to be completed by the ARO and will be assisting the contractor to undertake Stage 2 of the aerodrome runway lighting installation.

BACKGROUND

Nil

ATTACHMENTS

Nil

12.2 NANANGO REGIONAL AREA MAP

File Number: 08.03.2023

Author: General Manager Liveability

Authoriser: Chief Executive Officer

PRECIS

Replacement of Nanango Regional Map adjacent to the South Burnett Energy Centre.

SUMMARY

The NaTDA committee have requested Council consider replacing the map near the South Burnett Energy Centre / Visitor Information Centre with the 175th celebrations happening this year as it has become quite deteriorated.

OFFICER'S RECOMMENDATION

That the Committee recommend to Council:

That Council liaise with NaTDA to redesign and replace the Nanango Regional Map sign and that the sign be relocated to Reg McCallum Park.

BACKGROUND

The NaTDA committee have requested Council consider replacing the map near the South Burnett Energy Centre / Visitor Information Centre with the 175th celebrations happening this year as it has become quite deteriorated.

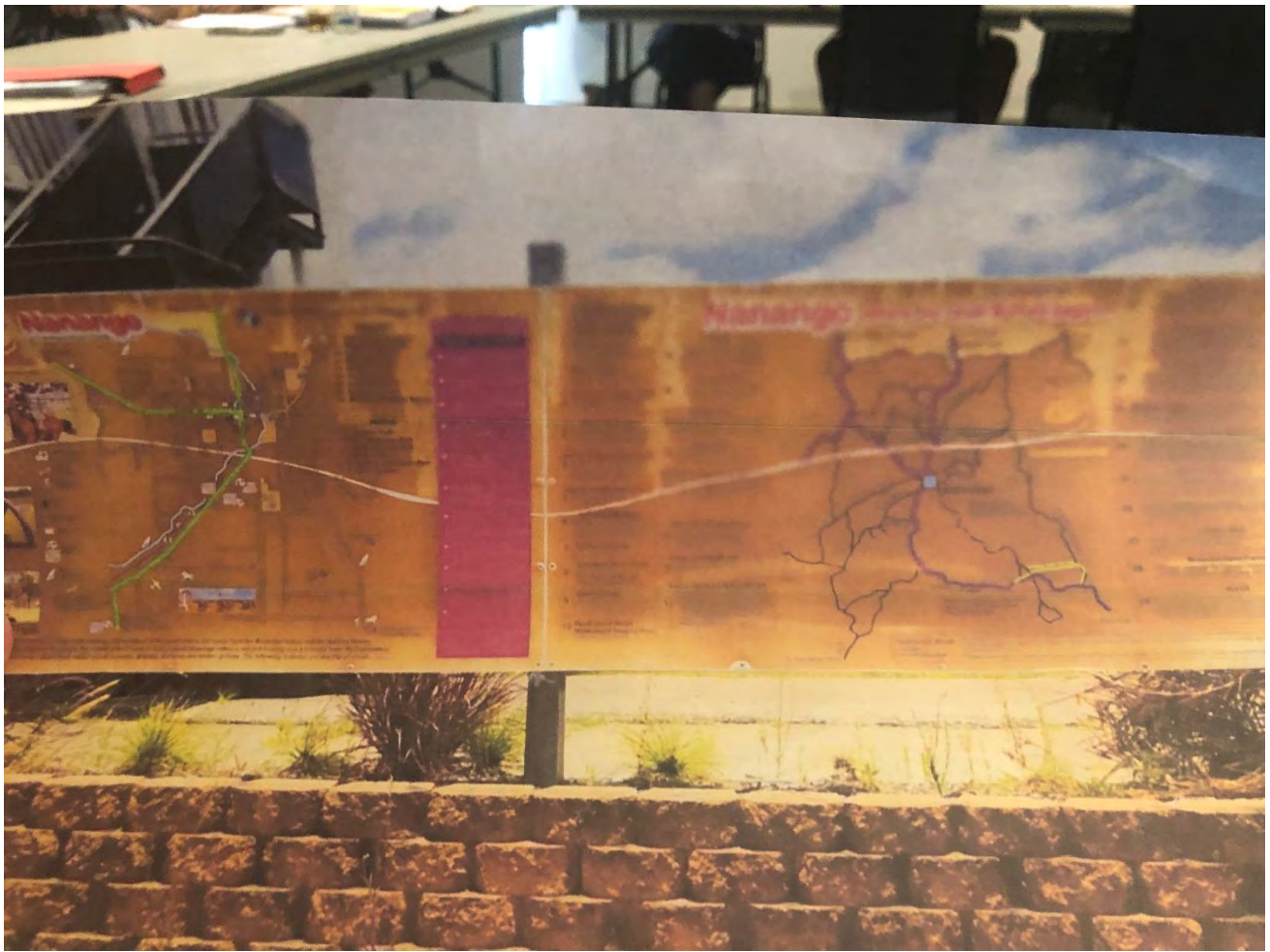
As the attached image shows, it is poor condition.

As part of the Reg McCallum Park upgrades (across the road) a new sign frame was installed as an option to update and replace this sign, however the project budget did not extend to completion of a new sign.

The current sign does require several updates with some identified businesses closed.

ATTACHMENTS

1. **Nanango Regional Sign**  
2. **Reg McCallum Park**  



Reg McCallum Park

Write a description for your map.

Legend



13 COMMERCIAL ENTERPRISES (SALEYARDS, DAMS, AERODROMES, CEMETERIES)

13.1 COOLABUNIA SALEYARDS AND WASHDOWN FACILITY

File Number: 8-02-23

Author: Manager Community & Lifestyle

Authoriser: Chief Executive Officer

PRECIS

Several Committee resolutions were passed prior to the Christmas break seeking more information on the options to improve the Coolabunia Saleyards complex.

SUMMARY

Committee resolution 2022/72 requested a report provided on options for the upgrade of Coolabunia Washdown facility as part of 2023/24 budget deliberations.

Committee resolution 2022/20 that a report be brought back on the operational costs and opportunities to consider and create efficiencies.

Question on notice received from Cr Gavin Jones comparing Coolabunia Saleyards fees and charges against similar facilities.

OFFICER'S RECOMMENDATION

That the Committee recommend to Council that:

1. A request for quote be sought for the investigation of the current washdown facility capacity and capability options
2. The report be noted for information

FINANCIAL AND RESOURCE IMPLICATIONS

The ongoing operations of the Coolabunia Saleyards are reviewed through both finding operations efficiencies and increasing compliance with legislative requirements for work, health and safety and animal welfare and protection and environmental protection.

LINK TO CORPORATE/OPERATIONAL PLAN

OPL/05 Maintain and improve Council's cemeteries to meet community standards

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Council hosts working group meetings with Councillors, Aussie Land and Livestock and Council Officers. As Grant Daniel and Long (GDL) are now agents operating from the Coolabunia Saleyards they will be offered the opportunity to attend future meetings.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Council is required to ensure that the Saleyards are meeting the mandatory code of conduct under the *Animal Welfare and Protection Act 2001*.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

NIL

ASSET MANAGEMENT IMPLICATIONS

Investment in the Coolabunia Saleyards will support the facility to meet both community and industry expectations. Improvements are targeted to maximise the improvements in workplace health and safety and animal welfare and environmental outcomes.

REPORT

Information requested:

Question on notice received from Cr Gavin Jones comparing Coolabunia Saleyards fees and charges against similar facilities.

Comparison for like fees and services offered at Coolabunia Saleyards

Fee	Coolabunia Saleyards	Gympie Saleyards (Council)	Dalby Saleyards*	Biggenden Saleyards (Private)
Permit per agent 1 day sale	\$2.50 per head	\$933.20 (annual)	\$13,830.00 (annual)	Fees and charges unavailable
Prime/Store weigh/yard fee	\$5.50 per head	\$9.30 per head	\$1.80 per head	
Open Auction	\$4.50 per head			
Weighing fee	\$2.20 per head (Private)	\$4.35 per head	\$5.65 - \$7.50 per head	
Dipping	\$3.00 per head	\$2.15 per head		
Hire of selling ring	\$1,200.00 plus \$26.00 p/h+ yard fee \$4.50p/h	\$545.90 (plus \$26.80 per head)	\$1,588 + \$817 booking fee + \$37.60 per head	
Transshipping fee (annual)	\$750.00	\$700.40	Nil	

NB * Western Downs provides a high level of service, yard staff to implement NLIS reading, tagging and retagging and vendors are charged additional fees.

Committee Resolution 2022/20 that a report be brought back on the operational costs and opportunities to consider and create efficiencies.

Improvements to efficiencies

The Saleyards moved to the Commercial Enterprise branch in August 2022. To date Officers have reviewed and noted the following areas to improve and implement efficiencies:

1. Opening times to receive cattle for tick clearing "bulking" consignments to value add to the inspector's time.
2. Accommodating two agents at the monthly Fat and Store sales to increase turnover of cattle.
3. Updating software to a platform that improves hardware and staff time efficiencies for processing monthly store sales
4. Investigating value add services e.g supply of fodder

5. Value adding to contractor time to undertake maintenance activities in between tick clearing consignments.
6. Marketing and promotion by reviewing Council's website content to increase patronage, communicate open and close times and attract speciality of sales to increase yearly usage.
7. Scope, define and commence development of a Saleyards policy and procedures to meet new animal welfare and industry standards and reduce risk of breach of legislation and reputational damage in the event of an incident.

Committee Resolution 2022/72 requested a report provided on options for the upgrade of Coolabunia Washdown facility as part of 2023/24 budget deliberations.

Options for consideration to upgrade Coolabunia Washdown facility

Development and maintenance of an efficient effluent management system requires consideration of the soil type at the facility, distance to waterways, integration between any proposed new system with current infrastructure and management strategies for applications of by-products.

The current system of storage ponds is advantageous in that effluent is stored and limits contamination, however, requires ongoing maintenance to remove sediment from ponds. Further investigation is required to analyse the current capacity and sedimentation disposal options to increase capacity of the sedimentation ponds through desludging.

To further the development and provide more in-depth options specialised advice should be sought on the current limitation of the facility, and compliance with the *Environmental Protection Act 1994*.

A Request for Quote should be sought to seek this advice and costing of the proposal presented to a future Committee meeting for discussion and budget deliberations. Alternatively, a project could be developed that investigates a recycling wash bay and seeks opportunities for on selling by product and potentially value add to the income opportunities for the facility.

It should be noted that Council wishes the saleyards facility to succeed in being operationally profitable. Therefore, the capital investment in the washdown facility from perspective of a future profit may take a significant amount of time to make a return on the capital investment made.

Council would need to consider that any project investing in this part of the facility has limited opportunity to increase in fees and charges or usage to increase revenue.

ATTACHMENTS

Nil

14 PORTFOLIO - REGIONAL DEVELOPMENT, DEVELOPMENT SERVICES, COMMUNITY & SOCIAL HOUSING

14.1 REGIONAL DEVELOPMENT, DEVELOPMENT SERVICES AND COMMUNITY & SOCIAL HOUSING PORTFOLIO REPORT

File Number: 8/02/2023

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 142 customer requests (from the 1/12/2022 to 31/01/2023) and, also held 4 pre-lodgement meetings within this time. The following Planning Applications were received:

- Material Change of Use (MCU) – 3 development applications
 - Change – Dwelling House
 - Renewal Energy Facility (Solar Farm) and Major Electricity Infrastructure (Battery Energy Storage System)
 - Minor Change – Allow food preparation onsite and for pre-packaged food to be sold
- Reconfiguration of a Lot (RAL) – 2 development applications
 - Subdivision – 1 Lot into 31 Lots
 - Boundary Realignment – 2 Lots into 2 Lots
- Operational Work (OPW) – 1 development application
 - Earthworks, drainage work, landscaping, stormwater, water & sewerage
- 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 received the first State interest review on 28 November 2022.

An informal meeting of Council Officer's and state representatives was held on 23 January 2023 to seek clarification so that responses to the state matters raised can be prepared.

Recruitment of Coordinator Development Services

The new Coordinator Development Services, David Hursthouse commenced on 16 January 2023. The vacant Planning Officer position has been advertised and will close on 3 February 2023.

Community & Social Housing

Following the announcement late last year of Council's partnership with Regional Housing Limited and the Queensland government that will see construction of two new social housing units in Kingaroy, Council continues to liaise with Regional Housing Limited to pursue additional projects.

With Council previously offering several allotments as options to explore, work continues behind the scenes to scope and refine development proposals including planning and funding applications.

ATTACHMENTS

Nil

15 DEVELOPMENT SERVICES - (PLANNING, BUILDING, PLUMBING)

15.1 PLANNING AND LAND MANAGEMENT OPERATIONAL UPDATE

File Number: 8/02/2023

Author: Manager Environment and Planning

Authoriser: Chief Executive Officer

PRECIS

Planning and Land Management Operational Update.

SUMMARY

Planning and Land Management Operational Update.

OFFICER'S RECOMMENDATION

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

BACKGROUND

Nil

ATTACHMENTS

1. **LIVEABILITY - PLANNING & LAND MANAGEMENT OPERATIONAL REPORT** [↓](#) 

LIVEABILITY – PLANNING & LAND MANAGEMENT OPERATIONAL UPDATE

Darryl Brooks
 Manager Environment & Planning

Private Certification YTD Report on Subcategories
 Period 01-Jul-2022 to 31-Jan-2023

Application Type	Total
AltPoolFnc	0
BudgetAcc	0
CAP	0
Class1&10a	14
Class1&10b	1
Class10a	64
Class10a&b	1
Class10b	3
Class1a	41
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	1
Remove	2
Restump	0
RetainWall	0
SACouncilP	0
SASStatePro	0
SignSatDsh	0
SpecStruct	0
SwimPool	2
TempStruct	0
Total	138

Planning Applications YTD Report on Subcategories
 Period 01-Jul-2022 to 31-Jan-2023

Application Type	Total
QEXC	0
QMCU	20
QOPW	7
QPOS	17
QRAL	18
QSPS	0
LLTempHome	2
Total	64

Plumbing Applications YTD Report on Subcategories
 Period 01-Jul-2022 to 31-Jan-2023

Application Type	Total
AmendPrmt	0
BackFlow	4
CASC	0
DomNoSewer	83
DomSewer	23
Form4	14
HSTP	69
Inspect	5
OtherBuild	20
TMV	2
Total	220

Building Applications YTD Report on Subcategories
 Period 01-Jul-2022 to 31-Jan-2023

Application Type	Total
AltPoolFnc	0
BldMatters	0
BudgetAcc	0
CAP_Bld	1
Class1&10a	6
Class1&10b	0
Class10a	128
Class10a&b	0
Class1a	47
Class1b	1
Class2	0
Class3	0
Class4	0
Class5	0
Class6	7
Class7	7
Class8	1
Class9	4
DesignSite	20
DwellReloc	13
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	11
TempStruct	0
Total	255

	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 31-Jan-2023													

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	8	0	0	0	0	0	0	64

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	29	25	0	0	0	0	0	255

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	13	11	0	0	0	0	0	138

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	17	37	30	32	33	45	26	0	0	0	0	0	220

15.2 LIST OF CORRESPONDENCE PENDING COMPLETION OF ASSESSMENT REPORT**File Number:** 08/02/2023**Author:** Administration Officer**Authoriser:** Chief Executive Officer**PRECIS**

List of correspondence pending completion of assessment report

SUMMARY

Reports pending completion of assessment

OFFICER'S RECOMMENDATION

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

REPORT**Reconfiguration of a lot (RAL) applications**

1. RAL22/0008 – Reconfiguration of a Lot – Subdivision (1 lot into 3 lots) at 272 Mount McEuen Road, Mount McEuen
2. RAL22/0011 – Easement associated with MCU22/0004 at 79 Zerners Road MURGON
3. RAL22/0023 – Reconfiguration of a Lot – Subdivision (1 Lot into 2 Lots) at 58 Malar Road, BOOIE
4. RAL22/0028 – Reconfiguration of a lot – Subdivision (1 Lot into 2 Lots) at 1304 Wattlegrove Road, WATTLEGROVE
5. RAL22/0041 - Reconfiguration of a lot – Subdivision (1 Lot into 2 Lots) at 64 Boat Mountain Road, MURGON
6. RAL22/0042 – Reconfiguration of a lot – Subdivision (1 Lot into 10 Lots) at D'Aguiar Highway, NANANGO
7. RAL22/0043 – Reconfiguration of a lot – Subdivision (1 Lot into 31 Lots) at Kelvyn Street, KINGAROY (not yet properly made)
8. RAL22/0044 – Reconfiguration of a lot (Boundary Realignment) at 52 Tara Avenue & 329 Nanango Brooklands Road NANANGO

Material Change of Use (MCU) Applications

1. MCU20/0017 – Material Change of Use – Service Station/Food & Drink Outlet/Showroom at Rogers Drive KINGAROY
2. MCU21/0017 – Material Change of Use – Expansion of the existing piggery (57,000SPU) at 592 Morgans Road, WINDERA (and described as Lot 49 on MZ555 & Lot 203 on SP251979)
3. MCU21/0019 – Other Change to Existing Approval - Material Change of Use (Master Planned Community and Development Permit for Reconfiguration of a lot (1 lot into 6 lots plus parkland dedication) at Corner Bunya Highway & Taylors Road KINGAROY
4. MCU22/0004 – Extractive Industry and Easement at 79 Zerners Road MURGON

5. MCU22/0009 – Intensive Animal Industry at 97 Schloss Road CUSHNIE
6. MCU22/0011 – Motorsport and Ancillary Facilities and Caretakers' Residence and ERA (63) for Sewerage Treatment at Lewis Duff Road BALLOGIE
7. MCU22/0018 – Agricultural supplies store and Special Industry (Manufacturing fertiliser) and concurrent ERA 7 (Chemical Manufacturing) at 107 River Road, KINGAROY
8. MCU22/0021 – Material Change – Granny flat at 65 Hazeldean Road, SOUTH NANANGO
9. MCU22/0022 – Material Change of use – Use of secondary dwelling for short-term accommodation at 17 Fork Hill Drive, MOFFATDALE
10. MCU22/0027 – Other change – Other change to multiple dwelling units at 44 Markwell Street, Kingaroy
11. MCU22/0029 – Material Change of use – Telecommunications Facility at Redmans Road, COOLABUNIA
12. MCU22/0030 – Minor Change – Reduction in use Areas associated with Extractive Industry and Revised site layout with Use Areas identified for Extractive Industry at 1304 Wattlegrove Road, WATTLE GROVE
13. MCU22/0033 – Material Change of Use – Dwelling House at Rainforest Drive BUNYA MOUNTAINS
14. MCU22/0034 – Major Utility Infrastructure – Solar Farm at Bowman Road BLACKBUTT
15. MCU22/0035 – Minor Change – Food and Drink Outlet at 48 King Street NANANGO

Operational Works (OPW) Applications

1. OPW22/0016 – Operational works – Roadworks, Stormwater, Earthworks 241 Izzards Road, SOUTH NANANGO
2. OPW22/0017 – Operational Works – Earthworks, Drainage Work, Landscaping, Stormwater, Water and Sewerage Infrastructure at Kelvyn Street KINGAROY (not yet properly made)

ATTACHMENTS

Nil

15.3 DELEGATED AUTHORITY REPORTS (1 DECEMBER 2022 TO 31 JANUARY 2023)**File Number:** 08/03/2023**Author:** Administration 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 1st of December 2022 until the 31st of January 2023.

OFFICER'S RECOMMENDATION

That the Delegated Authority report be received.

ATTACHMENTS

1. **MCU22/0017 - Delegated Authority Report for Material Change of Use (Resited Secondary Dwelling) at 80 King Street, NANANGO** [↓](#) 
2. **MCU22/0021 - Delegated Authority Report for Material Change of Use (Secondary Dwelling) at 65 Hazeldan Road, SOUTH NANANGO** [↓](#) 
3. **MCU22/0023 - Delegated Authority Report for Material Change of Use (Extension to an Educational Establishment) at 84-94 Ivy Street KINGAROY** [↓](#) 
4. **MCU22/0032 - Delegated Authority Report for Minor Change for Material Change of Use (Dual Occupancy) at 12472 Bunya Highway WOOROOLIN** [↓](#) 
5. **RAL22/0022 - Delegated Authority Report for Reconfiguration of a Lot (1 Lot into 8 Lots) at 197 Taylors Road KINGAROY** [↓](#) 
6. **RAL22/0029 - Delegated Authority Report for Reconfiguration of a Lot (1 Lot into 23 Lots) at McGinley Road NANANGO** [↓](#) 
7. **RAL22/0030 - Delegated Authority Report for Reconfiguration of a Lot (1 Lot into 7 Lots) at 31 Heights Road GLAN DEVON** [↓](#) 
8. **RAL22/0032 - Delegated Authority Report for Reconfiguration of a Lot (Boundary Realignment 6 Lots into 4 Lots) at 12 Arthur Street East NANANGO** [↓](#) 
9. **RAL22/0034 - Delegated Authority Report for Reconfiguration of a Lot (Boundary Realignment 2 Lots into 2 Lots) at 362 & 769 Mondure Wheatlands Road MONDURE** [↓](#) 
10. **RAL22/0040 - Delegated Authority Report for Reconfiguration of a Lot (Subdivision to create long-term leases for wind turbines and supporting infrastructure for Coopers Gap Wind Farm)** [↓](#) 
11. **OPW22/0012 - Delegated Authority Report for Operational Work (Stormwater, Roadworks & Earthworks) at Oliver Road NANANGO** [↓](#) 

Delegated Authority

Date:

0.0 MATERIAL CHANGE OF USE (RESITED SECONDARY DWELLING) AT 80 KING STREET, NANANGO (AND DESCRIBED AS LOT 127 ON N231) - APPLICANT: MACKAY AND SONS HOUSE REMOVALS C/- PROJECT BA

File Number: MCU22/0017
Author: Senior Planning Officer
Authoriser: Chief Executive Officer

	SIGNATURE	DATE
MANAGER	[REDACTED]	16/12/22
GM	[REDACTED]	16/12/22
CEO	[REDACTED]	16.12.2022

PRECIS

Material Change of use (Re-sited Secondary Dwelling) at 80 King Street, Nanango (and described as Lot 127 on N231) - Applicant: Mackay and Sons House Removals C/- Project BA

SUMMARY

This application is a Material Change of Use for a new Dwelling house & Secondary Dwelling on the and described below. The proposed development is to be design and operate in a manner consistent with the SBRC Planning Scheme's Definition for 'Dwelling House' (refer to Schedule 1 (SC1.1)).

OFFICER'S RECOMMENDATION

The Material Change of Use application for a Dwelling House be approved subject to the approved plans and conditions.

GENERAL

The development must be carried out in accordance with the approved plans and documents.

GENERAL

GEN1. The development must be completed and maintained in accordance with the approved plans and documents and conditions to this development approval:

Drawing Title	Prepared by	Ref no.	Revision	Date
Locational Plan	EVOKE ARCHITECTS	PRO 679.2 Sheet A-03	A	18 Feb 22
Site Plan	EVOKE ARCHITECTS	PRO 679.2 Sheet A-03	A	18 Feb 22
Proposed Floor Plan Primary Dwelling	EVOKE ARCHITECTS	PRO 679.2 Sheet A-05	A	18 Feb 22
Proposed Roof Plan Primary Dwelling	EVOKE ARCHITECTS	PRO 679.2 Sheet A-06	A	18 Feb 22
Elevations (North & East) (Proposed Elevations 1) Primary Dwelling	EVOKE ARCHITECTS	PRO 679.2 Sheet A-07	A	18 Feb 22
Elevations (South & West) (Proposed Elevations 2) Primary Dwelling	EVOKE ARCHITECTS	PRO 679.2 Sheet A-08	A	18 Feb 22
Proposed Floor Plan Secondary Dwelling	EVOKE ARCHITECTS	PRO 679.2 Sheet A-04	D	24 Nov 20
Proposed Roof Plan Secondary Dwelling	EVOKE ARCHITECTS	PRO 679.2 Sheet A-06	D	24 Nov 20
Elevations (North & East) (Proposed Elevations 1)	EVOKE ARCHITECTS	PRO 679.2 Sheet A-06	D	24 Nov 20

Item 0.0

Page 1

Delegated Authority

Date:

Secondary Dwelling				
Elevations (South & West) (Proposed Elevations 2) Secondary Dwelling	EVOKE ARCHITECTS	PRO 679.2 Sheet A-07	D	24 Nov 20
Bushfire Risk assessment and Risk Management Plan	Prepared by Ecological Natural Area Management		Revision 1	12 April 2022

Development Period - MCU

GEN2. Maintain access as shown on the approved plan as amended by conditions of this development approval at all times.

GEN3. The currency period for this development approval for a Material Change of Use is four (4) years after the development approval starts to have effect. The development approval will lapse unless.

MCU GENERAL

MCU1. All conditions of this approval are to be satisfied prior to the commencement of the use of the Dwelling House and ancillary structures approved on the site.

MCU2. Structures to be retained in their respective locations as per the plans referred to in this approval, noting requirements for bushfire hazard siting and location of structures.

MCU3. All utilities and services as either specified by this approval, or as required by other laws, acts, and ordinances.

MCU4. Gross Floor Area for Secondary Dwelling must not exceed the nominated 77.1m² and remain as subsidiary to the approved Primary Dwelling.

MCU5. Retain sufficient area (on site) for a parking of two vehicles.

MCU6. Approved structures shall not exceed maximum building heights nominated on the elevations referred to in this approval.

MCU7. The approved development (Primary & Secondary dwellings) are to be used for 1 Household only, in accordance with the SBRC Planning Scheme's Definition for 'Dwelling House' (refer to Schedule 1 (SC1.1)).

BUILDING WORKS (FLOODING)

MCU8. Habitable floor levels are to be consistent with AHD levels nominated on the approved elevations. Submit documentary evidence that habitable floors are constructed to nominated AHD levels prior to issue of certificate of classification.

MCU9. Building work below the nominated flood level is to remain unenclosed as shown on the approved elevations at all times.

ENVIRONMENT (BUSHFIRE MANAGEMENT)

ENV1. Establish an Asset Protection Zone with a minimum width of 18 metres to the south of the secondary dwelling which is to be maintained at all times in accordance with the Approved Risk Management Plan Report dated 12th April 2022.

A registered surveyor must survey and peg the approved asset protection zone prior commencement of the use.

Delegated Authority

Date:

Note: Buildings are to be designed and constructed to meet the requirements of the relevant building standards prevailing at the time. This includes the Building Code of Australia (BCAC), the Australian Standard for Construction of buildings in bushfire-prone areas (AS3959 – 2018) and relevant Council bylaws and building regulations.

ENV2. Manage vegetation on site in accordance with the requirements of the approved Bushfire Management Plan Report dated 12th April 2022 at all times.

Note: A property notice will be included on the property record on Council system to note there is an approved Bushfire Management plan for the site.

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 commencement of the use unless stated otherwise.
- ENG2. Undertake Engineering designs and construction in accordance with the Planning Scheme, Council's standards, relevant design guides, and Australian Standards, ensuring aspects of the approved development are demonstrably resilient building materials where used below the nominated flood level.
- ENG3. 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.

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 adversely alter the characteristics of existing overland on other properties or that create an increase in flood damage on other properties
- ENG7. 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.
- ENG8. 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

- ENG9. Connect the development (both houses) to Council's reticulated water supply system via a single connection.

SEWERAGE

- ENG10. Connect the development to Council's reticulated sewerage system via a single connection. The connection must be designed in accordance with Council's standards and be approved by Council's Utility Services Section.

Delegated Authority

Date:

- ENG11. Actual connection to Council's live sewerage infrastructure must be undertaken by or under the supervision of Council.
- ENG12. Do not build works within 1.5 metres from the centre of any existing sewer pipework or within the Zone of Influence, whichever is the greater (measured horizontally).
- ENG13. Maintain a minimum of a 3-metre-wide corridor to be maintained for maintenance/upgrade purposes
- ENG14. Ensure that a clear level area of a minimum of a 2.5 metre radius surrounding any existing sewer manholes on the site is provided for future maintenance/upgrade purposes.
- ENG15. The above minimum clearances to Council's sewer infrastructure do not preclude the need for works to proposed structures to prevent loading to the sewer system.

VEHICLE ACCESS

- ENG16. The access shall be constructed generally in accordance with standard drawing SBRC 00048 – "Residential Property Access & Kerb Crossover", with the following changes:
- Min. width of 3.5m.
 - No kerb and channel is required.
 - The driveway at the top and bottom of the embankment shall be shaped to enable low clearance vehicles to enter and exit without bottoming out.
 - The driveway shall be at existing ground level.
 - Through the table drain, a 1200 x 300mm RCBC shall be constructed, generally in accordance with TMR Std Dwg 1260 and 1243, including headwalls and energy dissipation at the inlet/outlet.

ELECTRICITY AND TELECOMMUNICATION

- ENG17. Connect the development to electricity and telecommunication services.

EROSION AND SEDIMENT CONTROL – GENERAL

- ENG18. 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.
- ENG19. 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.

Heritage

- ADV1. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding. A search can be arranged by visiting <https://www.datsip.qld.gov.au> and filling out the Aboriginal and Torres Strait Islander Cultural Heritage Search Request Form.

other PERMITS/APPROVALS

- ADV2. This Material Change of Use development approval does not permit building works or operational works (requiring further assessment).it is incumbent upon the applicant to determine which other permits will be required.

Delegated Authority _____

Date: _____

ADV3. The approved development should adopt all necessary recommendations outlined in the BPAD 'Bush Fire Risk Assessment and Bushfire Management Plan' dated April 2022.

INFRASTRUCTURE CHARGES

ADV4. Infrastructure charges are not levied by way of an infrastructure charges notice pursuant to section 119 of the *Planning Act 2016*.

REFERRAL AGENCY RESPONSE

ADV5. This approval is subject to the notice and conditions provided by the State Assessment and Referral Agency dated 31 August 2022.

PROPERTY NOTE

PLN1. 80 King Street, Nanango (and described as Lot 127 on N231) is subject to an approved bushfire management plan. Future dwelling house/habitable building is to be sited in accordance within the approved location envelope of the approved bushfire management plan.

Document Title	Prepared by	Ref no.	Rev	Date
Bushfire Risk assessment and Risk Management Plan	Ecological Natural Area Management	-	1	12 April 2022

Delegated Authority

Date:

FINANCIAL AND RESOURCE IMPLICATIONS

No implication can be identified.

LINK TO CORPORATE/OPERATIONAL PLAN

Growing our Region's Economy and Prosperity

- GR8 Support and advocate for appropriate growth and development with responsive planning schemes, process, customer service and other initiatives.

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

GENERAL NOTES:

- DO NOT SCALE FROM THIS DRAWING -
- VERIFY ALL DIMENSIONS TAKE PRECEDENCE OVER ANY DIMENSIONS TAKE PRECEDENCE
- ANY DISCREPANCIES WHICH THE CONTRACTOR MAY FIND IN THIS DRAWING MUST BE BROUGHT TO THE ATTENTION OF THE ARCHITECT IMMEDIATELY UPON COMMENCEMENT OF WORK - VERIFY ALL DIMENSIONS PRIOR TO ORDERING OR SHOP FABRICATION
- ALL FIXTURES TO BE WISED INTO CONCRETE SLABS AND TO COMPLY WITH NCC, PART 3.2.2.
- ALL GLAZING TO COMPLY WITH AS 1288-2006 GLASS INFILLINGS & AS 4855-2012 FOR WINDLOADING
- ALL CONSTRUCTION TO BE IN ACCORDANCE WITH THE RELEVANT AUSTRALIAN STANDARDS, CODES AND LOCAL AUTHORITY REGULATIONS
- FOOTINGS HAVE BEEN DESIGNED IN ACCORDANCE WITH ASSOCIATED SOIL TESTS AND SURVEY DATA
- DRAWINGS TO BE READ IN CONJUNCTION WITH ATTACHED ENGINEERS NOTES
- ARTICULATION JOINTS TO ENGINEERS 1.2M - WHERE INDICATED TO BE REMOVABLE DOORS WITH LEFT OFF HINGES IN ACCORDANCE WITH NCC 3.8.3
- REFER ENGINEERS PLAN FOR EXPANSION JOINTS
- WATER PROOFING TO WET AREAS TO COMPLY WITH NCC, PART 3.6.1
- SMOKE ALARMS TO BE INTER-CONNECTED

SUSTAINABILITY COMPLIANCE

1. TRIPLE 'A' RATED SHOWER ROSES
2. DUAL FLUSH TOILETS (6 LITRE FULL FLUSH / 3 LITRE HALF FLUSH)
3. LOW FLOW WATER PRESSURE-LIMITING DEVICES.
4. ENERGY EFFICIENT LIGHTING TO 80% OF DWELLING INTERNAL FLOOR SPACE

TERRACE PROTECTION

- TO AS3960-2010 "TERMSPEC" TERRITE MANAGEMENT SYSTEM TO ALL SLAB PENETRATIONS AND PERIMETER OF SLAB.
- ALL CONSTRUCTION TO BE DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH AS2870
- REFER ENGINEERS PLAN FOR EXPANSION JOINT LOCATIONS

SLABS

- STEPDOWNS TO EXTERNAL SURFACES TO COMPLY WITH THE BCA CONCRETE SLABS.
- PATHS & DRIVEWAYS NOT DESIGNED BY ENGINEER ARE NOT PART OF THIS APPLICATION

PLUMBING

- PLUMBER / DRAINER TO VERIFY ALL DIMENSIONS PRIOR TO POSITIONING UNDERSLAB PORTS.
- UNDERSLAB PORTS TO BE POSITIONED AT THE LOCATION OF EXISTING SERVICES BEFORE CONSTRUCTION

- ALL BUILDINGS SHALL BE PROTECTED AGAINST TERMITE ATTACK IN ACCORDANCE WITH AS 3660.1 AND A DURABLE NOTICE SHALL BE PLACED IN THE METER BOX INDICATING TYPE OF BARRIER AND REQUIRED PERIODICAL INSPECTIONS

- SAFETY GLAZING TO BE USED IN THE FOLLOWING CASES-
 - i) ALL ROOMS WITHIN 500mm VERTICAL OF THE FLOOR
 - ii) BATHROOMS- WITHIN 1500mm VERTICAL OF THE BATH

- ii) FULLY GLAZED DOORS
- iii) SHOWER SCREENS
- v) WITHIN 300mm OF A DOOR AND <1200mm ABOVE FLOOR LEVEL
- vi) WINDOW SIZES ARE NOMINAL ONLY. ACTUAL SIZES WILL VARY WITH MANUFACTURER. FLASHING ALL ROUND

NOTE: GLAZING REQUIREMENTS MAYBE DIFFERENT FROM THAT STATED UNDER BUSHPRE CATEGORY REQUIREMENTS REFER UAL RATING

FOOTINGS NOT TO ENCRATCH TITLE BOUNDARIES OR EASEMENTS. IT IS RECOMMENDED THAT WHERE BUILDINGS ARE ADJACENT TO TITLE BOUNDARIES, A CHECK SURVEY BE CONDUCTED BY A LICENSED SURVEYOR.

ALL STEELWORK IN MASONRY TO BE HOT DIP GALVANISED. ALL WET AREAS TO COMPLY WITH NCC 3.8.1.2 AND AS 3740 SPLASH BACKS SHALL BE IMPERVIOUS FOR 150mm ABOVE SINKS, TROUGHS AND HAND BASINS WITHIN 75mm OF THE WALL

PROVIDE WALL TILES AT 600mm SPACINGS BOTH VERTICAL AND HORIZONTAL AND WITHIN 300mm OF ARTICULATION JOINTS. BRICK TIES TO BE STAINLESS STEEL

THERMAL INSULATION, INSULATION TO CEILING AND REFLECTIVE FOIL TO EXTERNAL WALLS OR AS PER ENERGY RATING REFER SANDING REQUIREMENT UNDER BUSH FIRE PROTECTION REQUIREMENT WITHIN 10% LIGHT & 5% VENTILATION TO TOTAL FLOOR AREA

RELEVANT AUSTRALIAN STANDARDS

- CONCRETE CONSTRUCTION TO COMPLY WITH NATIONAL CONSTRUCTION CODE
- TIMBER STRUCTURE STANDARD AS 1720.3- 2016
- TIMBER CONSTRUCTION AS 1684 - 2010
- MASONRY STRUCTURES AS 4773-2010
- CONCRETE STRUCTURES AS 3600-2018
- CONCRETE ROOF TILES AS 2049-2002
- RESIDENTIAL SLAB CONNECTIONS AS 2870-2011
- BARRIERS FOR SUBTERRANEAN TERRITES TO COMPLY WITH THE PROVISIONS OF PART 3.1.1.3 OF THE NCC AND WITH AS3960.1-2014
- STEEL STRUCTURES AS 4100-2016
- DAMP PROOF COURSE & FLASHINGS AS NCS3904
- PROTECTION OF MASONRY WALL TIES TO COMPLY WITH THE PROVISIONS OF PART 3.3.3.2 OF THE NCC
- CONSTRUCTION OF MASONRY WALLS TO COMPLY WITH THE PROVISIONS OF PART 3.3.4 OF THE NCC



HOUSE RELOCATION TO

80 KING ST, NANANGO.



CLIENT NAME: MACKAY AND SONS
 PROJECT ADDRESS: 80 KING ST, NANANGO, QLD, 4615.
 SHEET NAME: COVER SHEET

DATE	DESCRIPTION	REV
18.02.2022	PRELIMINARY	A

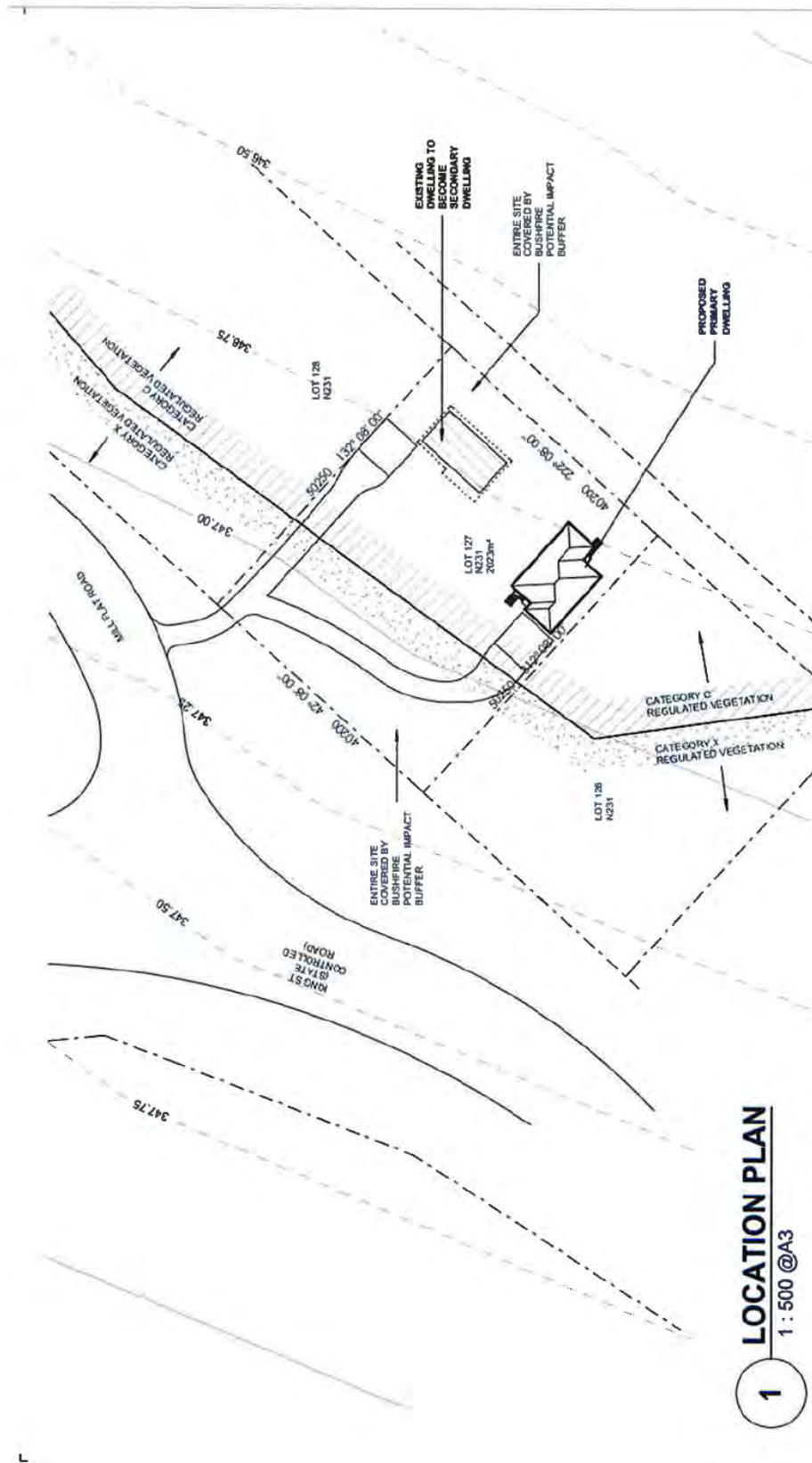
PRO SHEET NUMBER: A-01
 879.2

ALL CONSTRUCTION TO BE IN ACCORDANCE WITH THE RELEVANT AUSTRALIAN STANDARDS. UAL. CONTRACTOR TO VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCEMENT OF WORK. ANY COSTS ARISING FROM THE RESPONSIBILITY OF THE CONTRACTOR IF EVOKE ARCHITECTS NOT CONTACTED PRIOR TO CONSTRUCTION. LOCATION OF EXISTING SERVICES BEFORE CONSTRUCTION OF WORK.

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1 LOCATION PLAN
1 : 500 @A3

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SHEET NAME: LOCATION PLAN

DATE	DESCRIPTION	REV
13/02/2022	PRELIMINARY	A

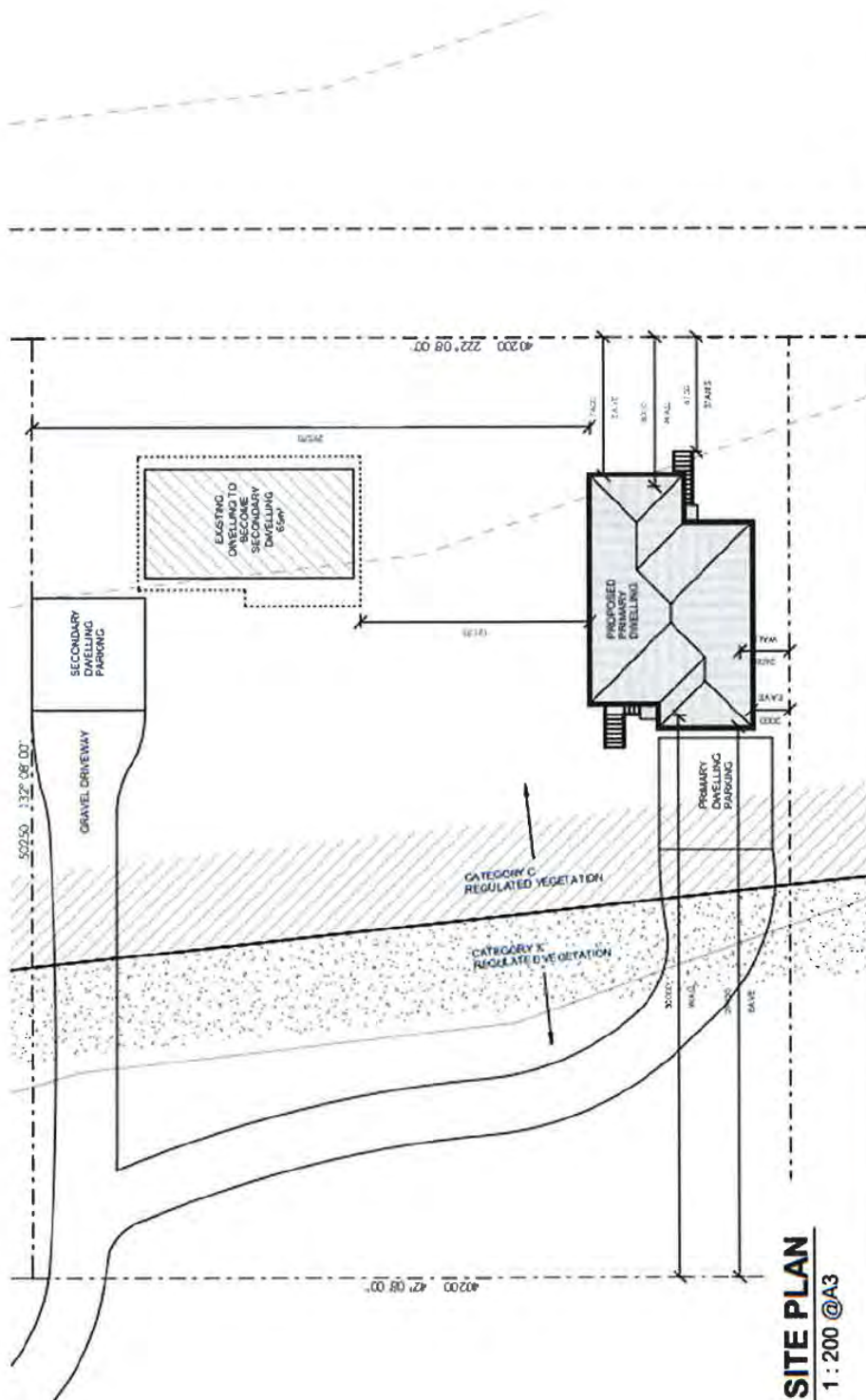
PRO	SHEET NUMBER	REV
079.2	A - 02	A

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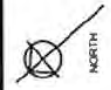
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1 SITE PLAN
1 : 200 @A3



CLIENT NAME
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PROJECT ADDRESS
80 KING ST, NANANGO, QLD, 4615.
SHEET NAME
SITE PLAN

DATE	DESCRIPTION	REV
16.02.2022	PRELIMINARY	A

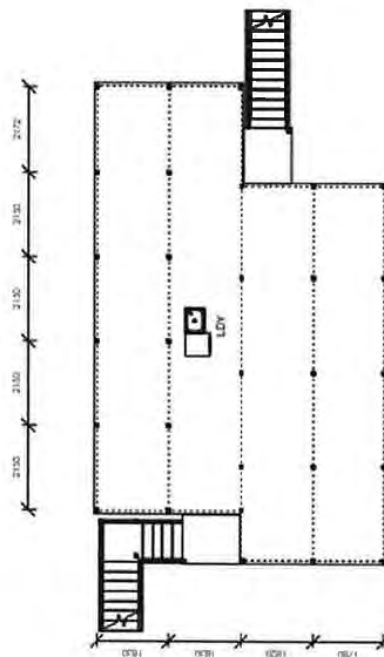
PRO 6719.2
SHEET NUMBER A - 03
REV A

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1 PROPOSED COLUMN LAYOUT

1 : 100 @A3

PRIMARY DWELLING

DATE	DESCRIPTION	REV
18.02.2023	PRELIMINARY	A

PRO	SHEET NUMBER	REV
679.2	A-04	A

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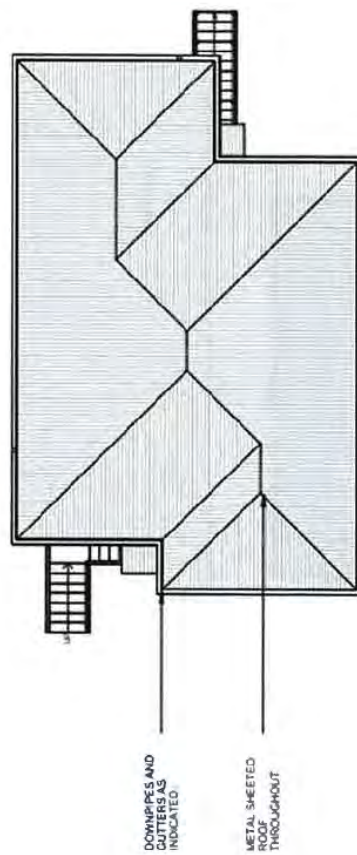


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SHEET NAME: PROPOSED COLUMN LAYOUT

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PROPOSED ROOF PLAN

1 1 : 100 @A3

PROPOSED ROOF PLAN

DATE: 18/02/2022

DESCRIPTION: PRELIMINARY

REV: A

PRO: 6779.2

SHEET NUMBER: A-06

CLIENT NAME: MACKAY AND SONS

PROJECT ADDRESS: 80 KING ST. NANANGO, QLD. 4615.

SHEET NAME: PROPOSED ROOF PLAN

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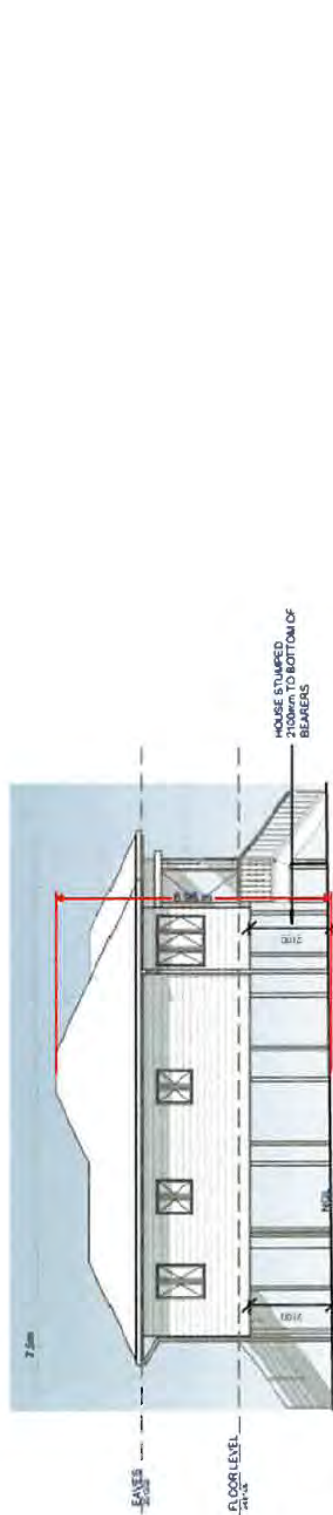
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01 NORTH ELEVATION PRIMARY DWELLING

1 1 : 100 @A3



02 EAST ELEVATION PRIMARY DWELLING

2 1 : 100 @A3



DATE	DESCRIPTION	REV
18/02/2022	PRELIMINARY	A

PRO 679.2 SHEET NUMBER A-07 REV A

PROPOSED ELEVATIONS 1

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 SHEET NAME: EVOKE ARCHITECTS

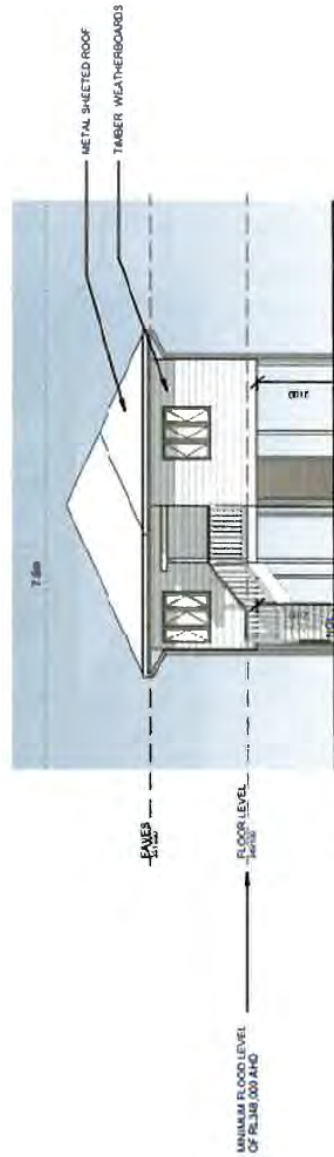
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1 03 SOUTH ELEVATION PRIMARY DWELLING
1 : 100 @A3



2 04 WEST ELEVATION PRIMARY DWELLING
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CLIENT NAME: MACKAY AND SONS
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SHEET NAME: PROPOSED ELEVATIONS 2

DATE	DESCRIPTION	REV
13.02.2022	PRELIMINARY	A

PRO: 0799.2
SHEET NUMBER: A-08

REV: A

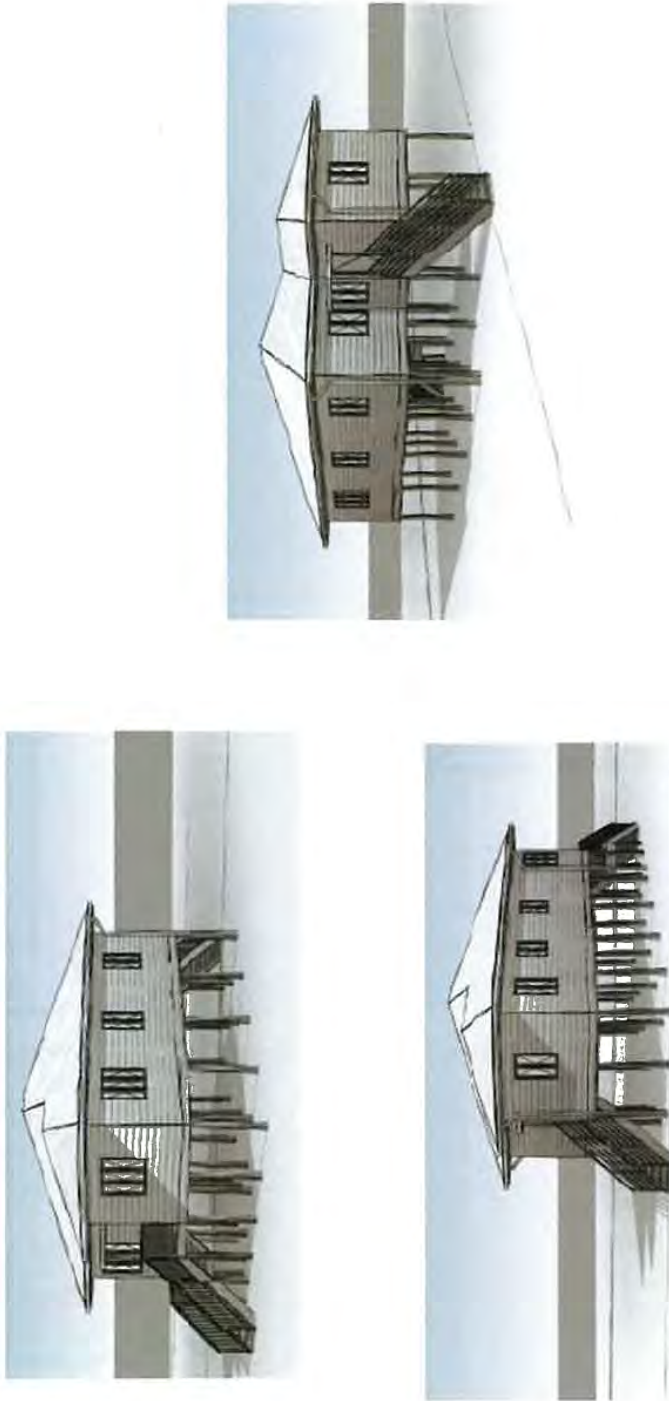
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SHEET NAME: 3D

DATE	DESCRIPTION	REV
18.07.2022	PRELIMINARY	A

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SHEET NUMBER: A-00
REV: A

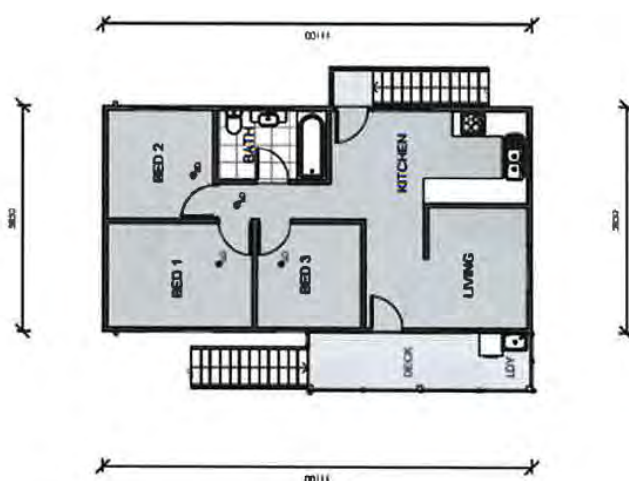
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- NOTES:**
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 - FINAL FLOOR PL TO BE CHECKED AND CONFIRMED ON SITE BY CLIENT



SECONDARY DWELLING

1 PROPOSED FLOOR PLAN 1 : 100 @A3

DATE	DESCRIPTION	REV
07.11.2019	PRELIMINARY	A
13.10.2020	NEW HOUSE	B
21.10.2020	REAR SETBACK INCREASED	C
24.11.2020	HOUSE HEIGHT RAISED	D

PRO 679 SHEET NUMBER A - 04 REV D
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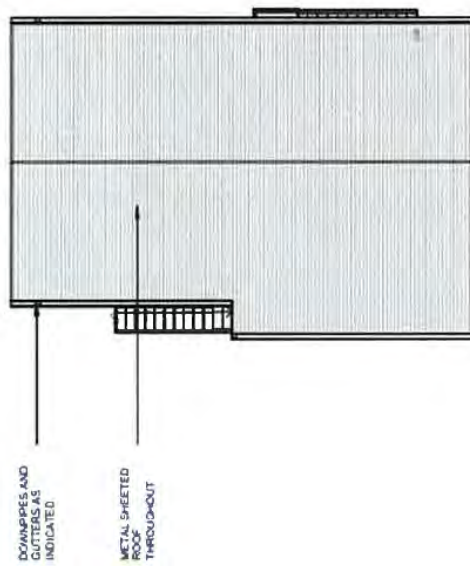
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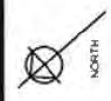
Date:



PROPOSED ROOF PLAN

1 : 100 @A3

1



CLIENT NAME: MACKAY AND SONS
 PROJECT ADDRESS: 80 KING ST, NANANGO, QLD, 4615.
 SHEET NAME: PROPOSED ROOF PLAN

DATE	DESCRIPTION	REV
07.11.2019	PRELIMINARY	A
13.10.2020	NEW HOUSE	B
21.10.2020	REAR SETBACK INCREASED	C
24.11.2020	HOUSE HEIGHT RAISED	D

PRO: 619
 SHEET NUMBER: A - 05

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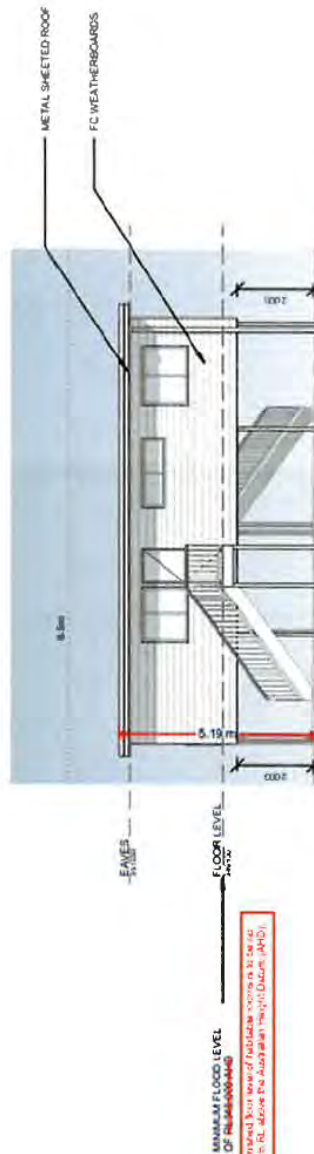
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Date:



01 NORTH ELEVATION
1 1 : 100 @A3

02 EAST ELEVATION
2 1 : 100 @A3



02 EAST ELEVATION
2 1 : 100 @A3

02 EAST ELEVATION
2 1 : 100 @A3

The minimum finished floor level of this building is to be as per clause 4.4.3.2.1.4.4. of the Australian Building Code Board (ABCB).

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CLIENT NAME: MACKAY AND SONS
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SHEET NAME: PROPOSED ELEVATIONS 1

DATE	DESCRIPTION	REV
07.11.2019	PRELIMINARY	A
13.10.2020	NEW HOUSE	B
21.10.2020	REAR SETBACK INCREASED	C
24.11.2020	HOUSE HEIGHT RAISED	D

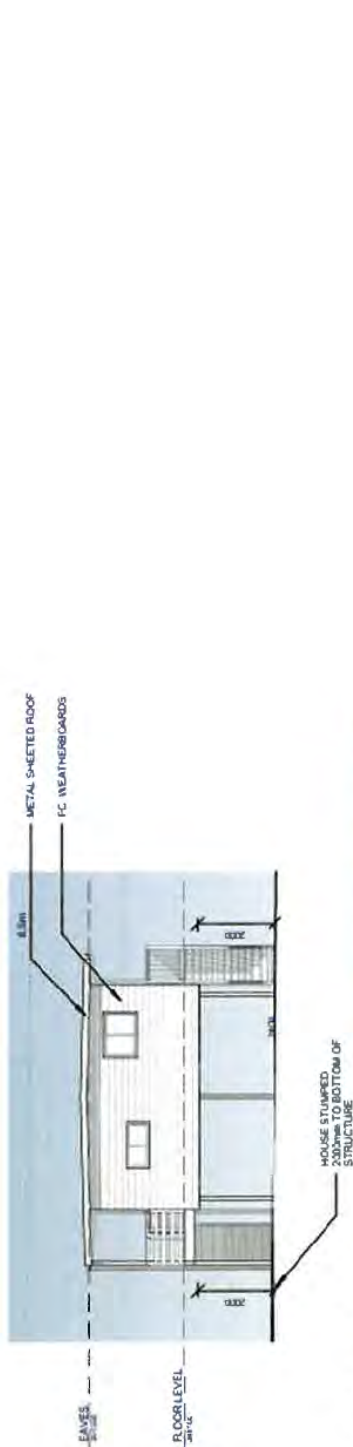
PRO: 67/9
SHEET NUMBER: A - 06

PROPOSED ELEVATIONS 1

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Date:



1 03 SOUTH ELEVATION SECONDARY DWELLING
1 : 100 @A3



2 04 WEST ELEVATION SECONDARY DWELLING
1 : 100 @A3

MINIMUM FLOOD LEVEL OF 1:100 AFD (1:100)

The minimum Flood Level of habitable rooms is to be no less than 300mm (FC) above the Australian Height Datum (AHD).

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PROJECT ADDRESS: **80 KING ST, NANANGO, QLD, 4615.**
SHEET NAME: **PROPOSED ELEVATIONS 2**

DATE	DESCRIPTION	REV
07.11.2019	PRELIMINARY	A
13.10.2020	NEW HOUSE	B
21.10.2020	REAR SET BACK INCREASED	C
24.11.2020	HOUSE HEIGHT RAISED	D

PRO 679
SHEET NUMBER
A - 07

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SECONDARY DWELLING

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DATE	DESCRIPTION	REV.
07.11.2019	PRELIMINARY	A
13.10.2020	NEW HOUSE	B
21.10.2020	REAR SETBACK INCREASED	C
24.11.2020	HOUSE HEIGHT RAISED	D

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 SHEET NAME: 3D



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 REV D

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Date:

REPORT

The applicant seeks approval for a development permit for a material change of use (Res-sited Secondary Dwelling).

APPLICATION SUMMARY	
Applicant:	Mackay and Sons House Removals C/- Project BA
Proposal:	Dwelling House – Secondary Dwelling
Properly Made Date:	12 July 2022
Street Address:	80 King Street, Nanango
RP Description:	Lot 127 on N231
Assessment Type:	Code
Number of Submissions:	N/A
State Referral Agencies:	State Assessment & Referral Agency
Referred Internal Specialists:	Development Engineer

The following table describes the key development parameters for the proposal:

PROPOSED DEVELOPMENT	
Proposed Development:	Establish a new dwelling and attached secondary dwelling on the property for use as a Dwelling House.
Variations Sought:	N/A
Level of Assessment:	Code
Area to be used:	518.83sqm (structures and driveways as proposed)
Impervious Area:	518.83sqm
Site Cover:	194.5sqm (or 9.6%)
Car Parking Spaces:	4
Service Vehicle Provision:	N/A
Submissions Received:	N/A

SITE DETAILS:

SITE AND LOCALITY DESCRIPTION		
Land Area:	2,023m ²	
Existing Use of Land:	Existing Dwelling House	
Road Frontage:	King Street (D'Aguiar Highway)	
Road/s	Road Hierarchy	
King Street	Road	
Easements	N/A	
Significant Site Features:	Contains mature native vegetation	
Topography:	The topography of the site is flat.	
Surrounding Land Uses:	Land Use	Zone/Precinct
North	Recreation & Open space (public open drainage/parkland).	
South	Dwelling House/vacant land	
East	Recreation & Open space/Residential	
West	Sports Fields (Nanango RLFC)	
Services:	Expected for land within proximity to urban area (despite Rural Zone).	

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Date:

Background / Site History

APPLICATION NO.	DECISION AND DATE
	N/A

ASSESSMENT:

Framework for Assessment

Categorising Instruments for Statutory Assessment

For the *Planning Act 2016*, the following Categorising Instruments may contain Assessment Benchmarks applicable to development applications:

- The *Planning Regulation 2017*
- the Planning Scheme for the local government area
- any Temporary Local Planning Instrument
- any Variation Approval

Of these, the planning instruments relevant to this application are discussed in this report.

3.3 Relevant Sections of Planning Act 2016

The following sections of the *Planning Act 2016* are relevant to this application:

planning Act 2016, Section 26 – Assessment Benchmarks generally

(1) For section 45(3)(a) of the Act, the code assessment must be carried out against the assessment benchmarks for the development stated in schedules 9 and 10.

(2) Also, if the prescribed assessment manager is the local government, the code assessment must be carried out against the following assessment benchmarks—

(a) the assessment benchmarks stated in—

(i) the regional plan for a region, to the extent the regional plan is not identified in the planning scheme as being appropriately integrated in the planning scheme; and

(ii) the State Planning Policy, part E, to the extent part E is not identified in the planning scheme as being appropriately integrated in the planning scheme; and

(iii) a temporary State planning policy applying to the premises;

(b) if the local government is an infrastructure provider—the local government’s LGIP.

(3) However, an assessment manager may, in assessing development requiring code assessment, consider an assessment benchmark only to the extent the assessment benchmark is relevant to the development.

3.4 Assessment Benchmarks Pertaining to the Planning Regulation 2017

The following Assessment Benchmarks from the *Planning Regulation 2017* are applicable to this application:

PLANNING REGULATION 2017 DETAILS	
Assessment Benchmarks:	State Planning Policy 2017
Adopted Economic Support Instrument	under section 68E of the Planning Regulation 2017 that on 24 February 2021, South Burnett Regional Council adopted an economic support instrument. The instrument is in effect until 31st December 2023

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Date:

	<p>Economic support provisions</p> <p>4.1. The instrument applies the following provisions in accordance with section 68D(1) of the <i>Planning Regulation 2017</i>:</p> <p>4.1.1. Part 8B, Division 3 – Development that requires code assessment;</p> <p>4.1.2. Schedule 6, Part 2, Section 7A – Particular material change of use involving an existing building, and</p> <p>4.1.3. Schedule 6, Part 2, Section 7B – Material change of use for home-based business in particular zones.</p> <p>The adopted instrument does not change the categories of development and assessment in the Planning Scheme v1.4</p>
WBB Regional Plan Designation:	Urban Footprint

Assessment Benchmarks Pertaining to the Planning Regulation 2017

The following Assessment Benchmarks from the *Planning Regulation 2017* are applicable to this application:

PLANNING REGULATION 2017 DETAILS	
Assessment Benchmarks:	<ul style="list-style-type: none"> • State Transport Corridor <ul style="list-style-type: none"> • Site within 25m of a state-controlled road. • Bushfire <ul style="list-style-type: none"> • Potential Impact Buffer. <p>State Planning Policy 2017 Part E – Risks and Hazards Assessment (Bushfire)</p>

State Planning Policy Part E	
<p>The State Planning Policy (July 2017) (SPP) commenced on the 3 July 2017 and is effective at the time of writing this report. The Planning Regulation 2017 (PR 2017) states the assessment <u>must be carried out against the assessment benchmarks</u> stated in Part E of the State Planning Policy to the extent Part E is not appropriately integrated into the planning scheme.</p> <p>The current planning scheme does not integrate SPP2017 and so an assessment of policies that are relevant is provided below</p>	
<p>Planning for the environment and heritage.</p> <ul style="list-style-type: none"> • Biodiversity. • Coastal environment. • Cultural heritage. • Water quality 	<p>the proposed structures are either located within or will be placed on parts of the site where vegetation does not exist (as confirmed by Bushfire assessment lodged in support of the application).</p>
<p>safety and resilience to hazards</p> <ul style="list-style-type: none"> • Emissions and hazardous activities. • Natural hazards, risk and resilience. 	<p>The site is not subject to and will not generate emissions and hazardous activities.</p> <p>The site is mapped by State Policy mapping as bushfire hazard area. As such, a site-specific report has been prepared by a suitably qualified person to ground truth the bushfire hazard mapping and apply site-based data to assess bushfire risk.</p> <p>The submitted report has appropriately addressed the State planning</p>

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Date:

	<p>methodology for calculating bushfire hazard and risk and the outcomes of that report find that the subject site and proposed reconfiguration of that lot can suitably address bushfire hazard and risk as site data has provided findings that vary the risk hazard rating to low.</p> <p>On this basis, and as per conditions of approval and in accordance with the approved bushfire hazard report the development can be approved subject to conditions.</p> <p>Approved elevations include minimum AHD levels for Finished habitable Floor Levels. The proposed development seeks a post and pier construction method which typically minimises risk of passing flood storage onto adjoining land.</p>
<p>Infrastructure</p> <ul style="list-style-type: none"> • Energy and water supply. • Infrastructure integration. • Transport infrastructure. • Strategic airports and aviation facilities. • Strategic ports. 	<p>Department of Main Roads (as concurrence agency) issued their approval for the development. This was however renegotiated with Council as the outcome was not supported by council for safety reasons and Council's conditions for access will prevail.</p>

Assessment Benchmarks Pertaining to the Planning Scheme

The applicable planning scheme for the application is South Burnett Regional Council Version 1.4. The following sections relate to the provisions of the Planning Scheme.

Planning Scheme:	South Burnett Regional Council Planning Scheme Version 1.4
Zone:	Rural
Precinct:	NIL
Consistent/Inconsistent Use:	Consistent
Assessment Benchmarks:	Rural Zone Code Services & Works Code

The Strategic Framework does not form part of the Assessment Benchmarks for this code assessable application. The Planning Act 2016 requires that code assessable applications must only be assessed against Assessment Benchmarks identified in Part 5 of Council's Planning Scheme.

Assessment Benchmarks – Planning Scheme Codes

The application has been assessed against each of the applicable codes and found to be compliant with, or can be conditioned to comply with, each. The pertinent issues arising out of assessment against the codes are discussed below:

Rural Zone Code
Purpose

Delegated Authority

Date:

<ul style="list-style-type: none"> • 6.2.14.2(1) – Proposed dwelling house (primary & secondary dwelling) are consistent uses within the Rural Zone. • 6.2.12.2(2) – response to overall outcomes below. <p>Overall Outcomes</p> <ul style="list-style-type: none"> • Proposed development <ul style="list-style-type: none"> ○ Is not considered to conflict with overall outcomes in terms of maintaining/prioritising uses expected or consistent in the zone. ○ Does not affect existing natural features. ○ Is consistent in terms of residential uses expects in the zone. 	
PERFORMANCE OUTCOME	ACCEPTABLE OUTCOME
Section 1 General	
-	AO1.1 Complies – setback 24m from King St
-	AO1.2 Not Applicable
	AO2.1 to AO2.4 – Not Applicable: proposal retains an existing Residential Use on the premises (Site not included in the Agricultural Land Overlay).
	AO3.1 Complies – Proposed development to occur within cleared sections of the site.
PO3 Complies – Proposed development will utilise post and pier construction hence it is expected that existing creek/waterway inundation and course will be generally retained per the current scenario.	AO3.2 Performance Outcome
	AO3.3 – Not Applicable
	AO4.1 – Not Applicable: proposal will not occur on a steep grade.
PO5 Complies – development will access existing water and sewer services.	AO5.1 – Not Applicable: the site is located adjacent to an urban area hence enjoys similar access to services/utilities. AO5.2 - Not Applicable: the site is located adjacent to an urban area hence enjoys similar access to services/utilities. AO5.3 – each dwelling has access to electricity and telecommunications expected in an urban setting.
	AO6.1 – Complies – development will not occur within a contaminated area or area that poses a health risk.
Section 2 Not Applicable: development site not within proximity of an intensive animal industry.	
Section 3 Not Applicable: development not a Caretaker Accommodation.	
Section 4 Not Applicable: development not a Home-Based Business	
Section 5 Secondary Dwelling	
PO14 – the proposed secondary dwelling will appear subordinate to the primary dwelling on due to: <ul style="list-style-type: none"> • A lower finished height. • Smaller GFA. 	AO14.1 Performance Outcome

Item 0.0

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Date:

<ul style="list-style-type: none"> Setting behind the primary dwelling. 	
<p>PO14 – two driveways within the site (to each dwelling) is inconsistent with PO14*. Approved plans have been amended in red to consolidate the driveways to one with access from King St changed to a suitable egress point.</p> <p>*a secondary dwelling seeking a PO for GFA and containing a separate full driveway is not considered subsidiary to the primary dwelling.</p>	<p>AO14.2 Performance Outcome</p>
<p>Flood Hazard Overlay</p>	
<p>-</p>	<p>AO28.3 – Complies – the approved plans are amended in red identifying minimum freeboard (immunity) for the proposed habitable floor levels (above ground).</p> <p>AO28.4 – Complies – the building works below the nominated floor levels are proposed to remain open allowing passage of water (condition has also been set to this effect).</p> <p>AO28.5 – Complies – construction materials and style below the nominated flood level is reflective of a joist/bearer floor system supported by columns</p>
	<p>AO29.1 – Complies – development proposes elevated habitable floor levels with open under crofts allowing passage of water. Engineering conditions set to ensure minimal alteration to passage of flood water and retention of the site's flood storage.</p>

Local Categorising Instrument - Variation Approval

Not Applicable

Local Categorising Instrument - Temporary Local Planning Instrument

Not Applicable

Delegated Authority _____

Date: _____

Locality Plan



Figure 1 - Aerial Image (Source: Qld Globe)

Aerial Plan

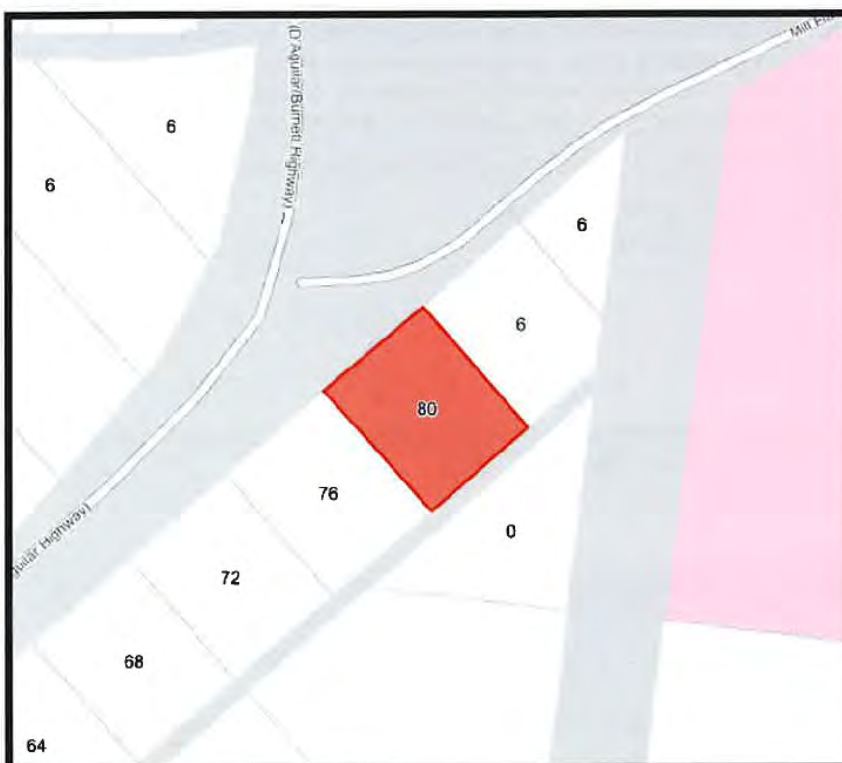


Figure 2 - Locality Plan (Source: IntraMaps)

Delegated Authority

Date:

KEY ISSUES

Access to the road network –

- 1) Initial application proposed access to King St which is a state-controlled Road and intersection, to which Council's assessment concluded the following:
 - a. SBRC was not in a position to provide consent for an access crossover due to TMR jurisdiction, &
 - b. An access crossover to a state-controlled road via a state-controlled intersection cannot be considered without approval from DTMR.
- 2) On 29 August 2022, TMR issued an approval permitting access to 80 King St Nanango in accordance with Plan 679.2, A-02 Rev A, Dated 18 Feb 2022. While the TMR decision allows access to King St it also states that 'Further Approvals' will be required prior to undertaking construction of the approved access location pursuant to s33 of the Transport Infrastructure Act, specifically further assessment and engineering works (as certified by a Registered Professional Engineer of Queensland) may be required before final approval of the access location.
- 3) The issue with TMR decision noted by council and required further negotiation with TMR are:
 - a. Speed environment is 60km/h to which access point is just clear of a bend, there is no demonstration that sightlines and reaction time are sufficient at preceding bend leading into the state-controlled intersection.
 - b. Intersection design – there is concern that a vehicle crossover conducting left- and right-hand turns may be inconsistent with inferred road priority, and consequential driver responses, particularly where making a left-hand turn onto the highway i.e., drivers are likely to be surveilling oncoming south bound traffic (looking right) and potentially not expecting a vehicle to enter from the left.
- 4) Based on the lack of qualified assessment and the Concurrence agency's stated need for 'Further Assessment' it was considered necessary for Council to impose specific access design requirements for this development and engineering conditions are included.

The development is considered to achieve suitable compliance with the relevant overall outcomes, performance outcomes, & acceptable outcomes identified in this report as assessed on its merits and subject to reasonable and relevant conditions and amendments to the approved drawings.

An informal information request was issued to the applicant seeking clarification on:

- Compliance with the Rural Zone and Flood Overlay.
- Matter consent to access a State Controlled Road

CONSULTATION:**Referral Agencies**

Application was referred to the State Assessment and Referral Agency, who issued their decision on 29 August 2022 (refer to correspondence TMR22-037019).

Other Referrals

INTERNAL SPECIALIST	REFERRAL / RESPONSE
Development Engineer	Development Engineer reviewed application and provided conditions and Infrastructure Charges Notice
Infrastructure Charges Unit	Refer to Attachment D – Infrastructure Charges Notice

Delegated Authority _____

Date: _____

CONCLUSION:

The proposed development complies or can be conditioned to comply with requirements of the planning scheme and relevant State assessment benchmarks and is recommended for approval.

RECOMMENDATION:

It is recommended that the code assessable application for a development permit for Material Change of Use 'for secondary dwelling' be approved.

Delegated Authority _____

Date: _____

ATTACHMENTS

1. **Attachment A - Updated Bushfire Report**
2. **Attachment B - Referral Agency Decision**
3. **Attachment C - Architectural Plans**
4. **Attachment D - Infrastructure Charges Notice**
5. **Attachment E - Statement of Reasons**

**Bushfire Risk Assessment
and
Bushfire Risk Management Plan
for
A primary dwelling house
at
80 King St, Nanango, Queensland

Lot 127 on N231**

Revision 1
April 2022

Prepared by

ECOLOGICAL NATURAL AREA MANAGEMENT



for
Nicole Greenstreet
Office Manager
Mackay & Sons QLD

ECOLOGICAL NATURAL AREA MANAGEMENT

Document details

Author details

The author of this bushfire risk assessment and bushfire risk management plan is Adrian Hansen, proprietor of Ecological Natural Area Management. Note that the author is a Fire Protection Association of Australia Accredited Practitioner Level 3 in Bushfire Planning and Design. See Appendix 3 for demonstration that the author is a “professional who is suitably qualified and experienced with technical expertise in the field of bushfire hazard identification and mitigation, including protection of biodiversity values”.

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Document history

Revision	Date	Reviewed
Revision 1	12 April 2022	Adrian Hansen

Document certification



Adrian Hansen

12 April 2022.....

Date

ECOLOGICAL NATURAL AREA MANAGEMENT

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ECOLOGICAL NATURAL AREA MANAGEMENT

1 Executive Summary

A primary dwelling house to be established at 80 King St, Nanango, Queensland in the South Burnett Regional Council jurisdiction is mapped in a Potential Bushfire Impact Buffer area on on South Burnett Regional Council Bushfire Overlay and Queensland potential bushfire intensity mapping. Therefore, the house is deemed to potentially be in a Bushfire Prone Area and an assessment of the bushfire risk to the house and a bushfire risk management plan is required.

Site specific assessment of the Potential Bushfire Intensity Class

A site specific assessment of the Potential Bushfire Intensity Class using the protocol in *A new methodology for state-wide mapping of bushfire prone areas* (Leonard et al, 2014) as specified by Queensland State Planning Policy 2017 to assess the bushfire prone area status of the development assessed that:

- The house is assessed as being in a Potential Bushfire Impact Buffer Class area.

Assessment of Bushfire Prone Area

As the house is assessed in a Potential Bushfire Impact Buffer Class area, this confirms that:

- The house is deemed to be in a Bushfire Prone Area.

As the house is in a Bushfire Prone Area, an assessment of the Bushfire Attack Level using Australian Standard AS3959 *Construction of buildings in bushfire prone areas* is required to be conducted as specified by the Queensland Building Act and the bushfire requirements of the National Construction Code.

Assessment of the Bushfire Attack Level

The Bushfire Attack Level (BAL) for the house assessed using Method 2 of Australian Standard AS3959 *Construction of buildings in bushfire prone areas* was assessed as:

- **BAL 12.5** for the all building elevations

Recommendations

Recommendations for Part E: Natural hazards of Qld State Planning Policy 2017

It is recommended that, notwithstanding that the proposed building location is in an area of Potential Bushfire Hazard:

- The building siting, construction, firefighting resources etc appropriately mitigates the potential bushfire Hazard as required by the SPP
- The development does not unduly burden emergency services as there is good access for firefighting appliances, good fire fighting space, good water supply and contributes only one extra building in the emergency services area
- The building and the cleared and hard-standing areas decreases the severity of a bushfire on the lot and therefore does not increase severity of the bushfire Hazard and,
- There will be no hazardous material stored on the lot and
- An Asset Protection Zone with a minimum width of 18m is available.

ECOLOGICAL NATURAL AREA MANAGEMENT

Recommendations for Australian Standard AS3959

Australian Standard AS3959 *Construction of buildings in bushfire-prone areas* specifies Deemed to Satisfy bushfire resistant methodologies based on the assessed Bushfire Attack Level.

It is recommended that:

- The building solution for **all building elevations** to address the Deemed to Satisfy requirements of **Sections 3 and 5** of Australian Standard AS3959 *Construction of buildings in bushfire-prone areas*

Recommendations for South Burnett Regional Council Rural Zone Code

It is recommended that:

- The house is confirmed to be in a Bushfire Prone Area through a site specific assessment,
- The level of bushfire hazard is no greater than Medium Potential Bushfire Impact Buffer,
- The house is sited in a low hazard area in the lot and achieves a setback of 10 metres from any retained vegetation and
- There is a reliable reticulated water supply for fire fighting purposes.

Other recommendations in respect of building siting and landscaping

It is recommended that:

- The building to have a bushfire fuel free zone around the house,
- The building be constructed with a minimum of lodgement points for burning debris and
- On-going maintenance of the building be conducted.

See Sections 8.4, 8.5 and 8.6 of this report

ECOLOGICAL NATURAL AREA MANAGEMENT

2 Introduction

2.1 The reasons for the Bushfire Risk Assessment and Management Plan

A primary dwelling house to be established at 80 King St, Nanango, Queensland in the South Burnett Regional Council jurisdiction is mapped in a Potential Bushfire Impact Buffer area on on South Burnett Regional Council Bushfire Overlay and Queensland potential bushfire intensity mapping. Therefore, the house is deemed to potentially be in a Bushfire Prone Area and an assessment of the bushfire risk to the house and a bushfire risk management plan is required.

2.2 Commissioning of the Bushfire Risk Assessment and Management Plan

Ecological Natural Area Management has been commissioned to prepare a Bushfire Risk Assessment and Bushfire Risk Management Plan to fulfil the above requirements. See Appendix 3 for demonstration that the author is a “qualified and experienced consultant with appropriate and proven technical expertise in the preparation of bushfire hazard assessment reports and management plans”.

2.3 The aim of the Bushfire Risk Assessment and Management Plan

The aim of this bushfire impact assessment report is to achieve appropriate levels of bushfire protection for the developed properties while maintaining ecological sustainability.

Bushfire protection for buildings in bushfire prone areas is best achieved using a mix of:

- Fire resistant building technologies in the structures.
- Fire resistant methodologies in the structures such as minimising ember lodgement points
- Providing and appropriate fire break between the developed properties and flammable vegetation.
- Appropriate building siting for bushfire protection
- Fuel management in the flammable vegetation near the developed properties while maintaining ecological values of the vegetation habitat.
- Fuel management between the flammable vegetation and the developed properties.
- Maintenance of ecological and habitat values of any vegetation subject to vegetation management for bushfire risk management.

To achieve the aim, the Plan will conduct bushfire assessments against the applicable legislative requirements and make recommendations that address the requirements of these legislative instruments.

2.4 Legislative considerations

- Queensland Planning Act,
- Queensland Vegetation Management Act,
- Queensland Building Act
- Queensland State Planning Policy 2017 and
- South Burnett Regional Council Planning Scheme.

2.5 Other regulatory considerations

- The National Construction Code of Australia and
- Australian Standard AS 3959-2018 *Construction of buildings in bushfire-prone areas*.

ECOLOGICAL NATURAL AREA MANAGEMENT

3 Site description

3.1 Location

The site, described as Lot 127 on N231 is at 180 King St, Nanango, Queensland in the South Burnett Regional Council jurisdiction. The development is the establishment of a primary dwelling house.

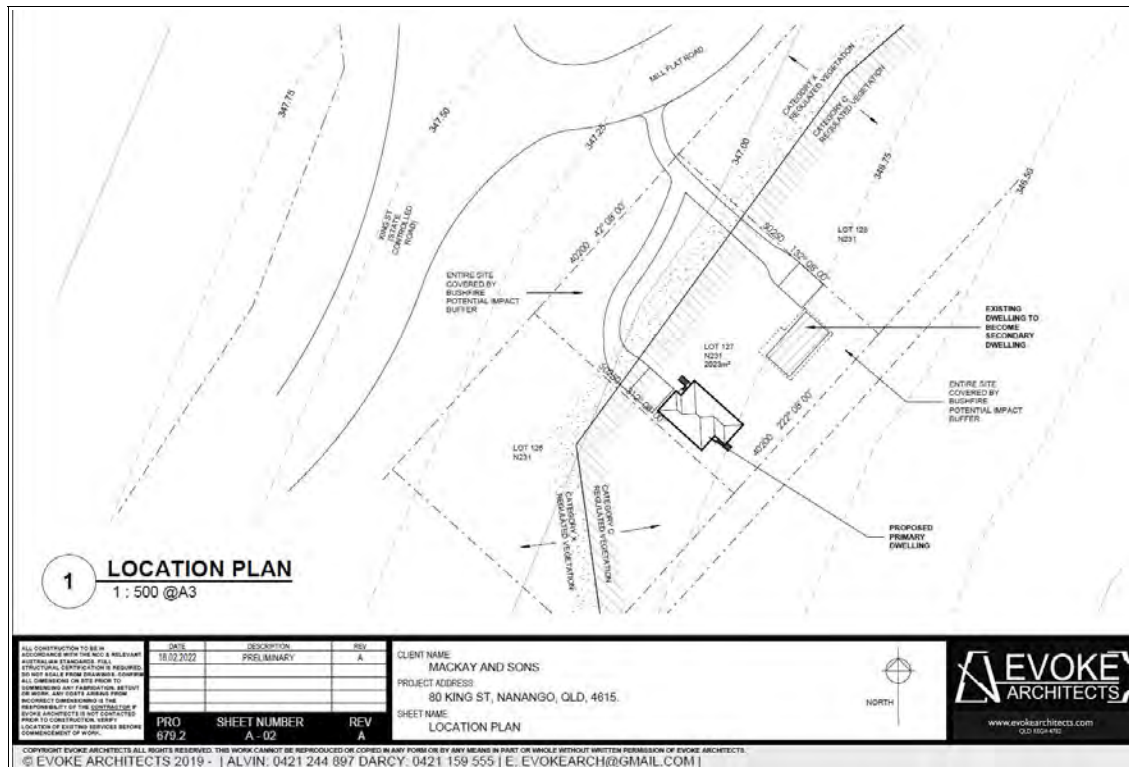


Figure 1: Proposed site plan

3.2 Zoning

The lot is zoned as Rural Zone on South Burnett Regional Council Zone map.

3.3 Building Code of Australia building class

The building is a Class 1a building under the National Construction Code.

3.4 Applicable development codes

Development codes addressed in this report are:

- South Burnett Regional Council Rural Zone Code

ECOLOGICAL NATURAL AREA MANAGEMENT

3.5 Mapped bushfire hazard

The location of the house is mapped as:

- Potential Bushfire Impact Buffer on South Burnett Regional Council Bushfire Overlay and
- Potential Bushfire Impact Buffer on Queensland potential bushfire intensity mapping.

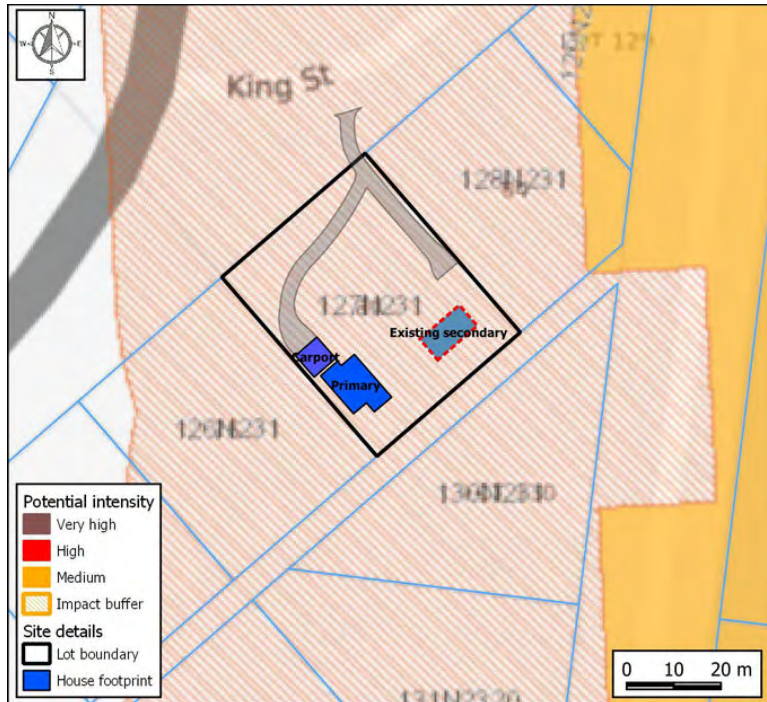


Figure 2: Excerpt from Queensland potential bushfire intensity mapping showing the house in a Potential Bushfire Impact Buffer area

3.6 Topography

Site topography is “Plain”: <5% slope.

3.7 Climate

The climate is subtropical. That is, the area is influenced by monsoonal climate systems in summer but also from temperate climate systems in winter. Mean rainfall is approximately 1500.mm per year. (Bureau of Meteorology, 2004) The “wet” season runs from December to April.

Severe bushfire weather can occur. This is characterised by dry windy days, winds north to north west for 2-4 days and temperatures 35°C or over. These conditions occur from September to December; worst month, November. (Webster J, 2000)

ECOLOGICAL NATURAL AREA MANAGEMENT

4 Site vegetation assessment

4.1 Site aerial photography

Queensland Globe aerial photography shows the house in a cleared lot and that there is native woodland vegetation near the house.



Figure 3: Queensland Globe aerial photography showing the house in a cleared lot with native woodland vegetation south of the house

ECOLOGICAL NATURAL AREA MANAGEMENT

4.2 Mapped Remnant Regional Ecosystems

None of the vegetation near the house has been mapped as Remnant Regional Ecosystems. The map of Remnant Vegetation below will be used as an aid to identifying the hazardous vegetation.

4.3 Mapped pre-cleared Regional Ecosystems

Queensland Herbarium has prepared a map of the estimated extent of Regional Ecosystems before clearing. The map of pre-cleared vegetation below will be used as an aid to identifying the vegetation. All of area of the lot and nearby areas are mapped as Regional Ecosystem 12.12.28: *Eucalyptus moluccana* woodland on Mesozoic to Proterozoic igneous rocks on the preclearing mapping.

4.4 Visually assessed vegetation – terrestrial photography

Terrestrial photography of the vegetation below confirm the vegetation near the house is *Eucalyptus moluccana* grassy woodland.



Figure 4: View of the woodland vegetation confirming that it is *Eucalyptus moluccana* grassy woodland

ECOLOGICAL NATURAL AREA MANAGEMENT

4.5 Map of visually assessed vegetation

Based on the visual assessment of the vegetation, inspection of aerial photography, assessment of vegetation mapping and field verification, the map below shows the locations of the visually assessed vegetation communities. The visually assessed vegetation communities are:

- Rural residential areas and
- *Eucalyptus moluccana* grassy woodland - Canopy height = 20 m

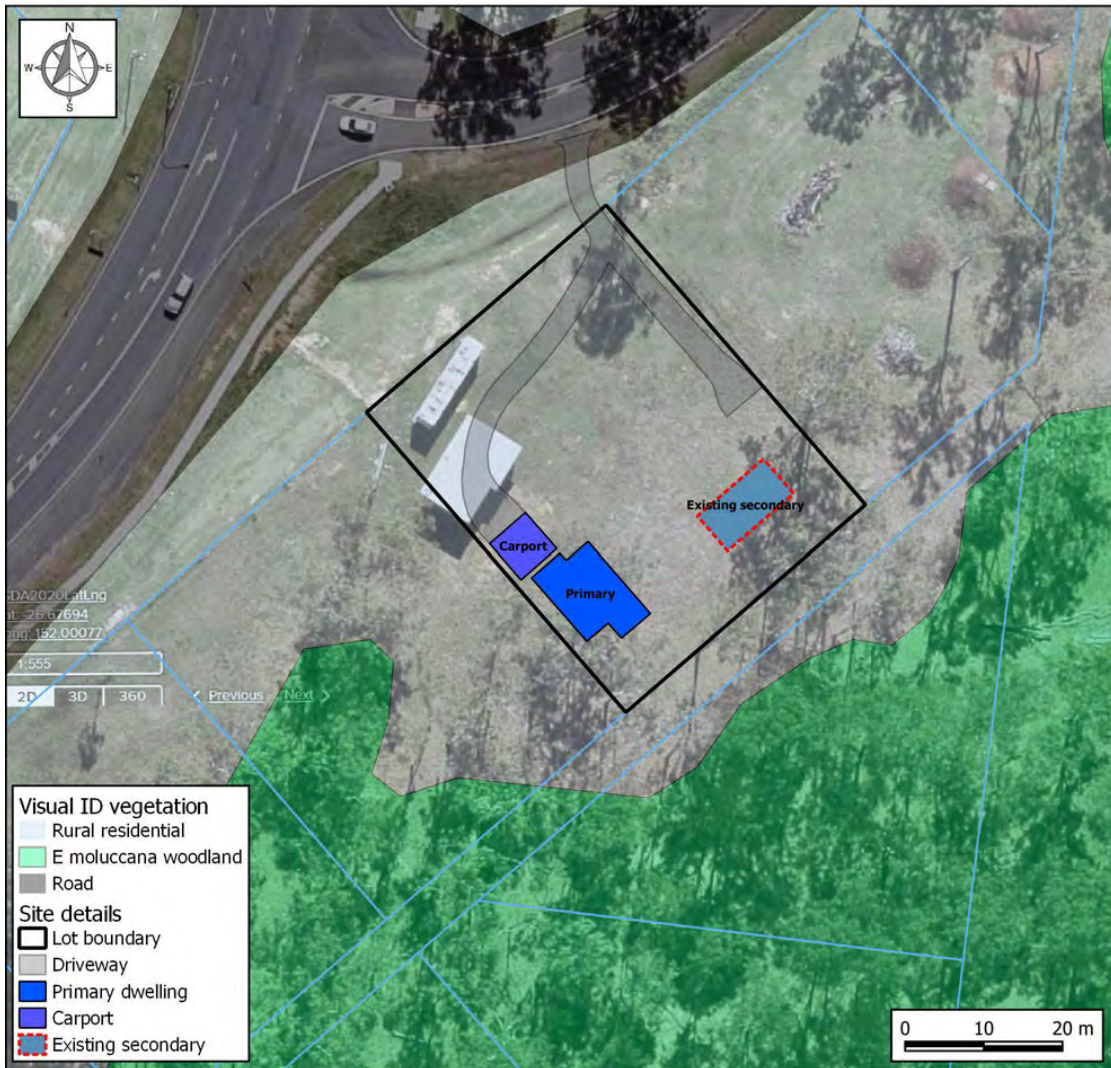


Figure 5: Map of the locations of the visually assessed vegetation.

This map of the visually assessed vegetation will be used for bushfire risk assessments in this report.

ECOLOGICAL NATURAL AREA MANAGEMENT**5 Conservation significance of the vegetation****5.1 Conservation significance of vegetation derived from Queensland Vegetation Management Act**

None of the vegetation on the lot derives conservation significance from the Queensland Vegetation Management Act as mapped as Remnant Regional Ecosystem.

5.2 Conservation significance of the vegetation from South Burnett Council Biodiversity Overlay

None of the vegetation derives enhanced conservation significance from South Burnett Regional Council Biodiversity Overlay

ECOLOGICAL NATURAL AREA MANAGEMENT

6 Bushfire risk assessment

As the house is mapped in a Potential Bushfire Impact Buffer area on South Burnett Regional Council Overlay Map and Queensland Potential Bushfire Intensity mapping, this report will detail bushfire hazard assessments for:

- South Burnett Regional Council Planning Scheme,
- Queensland State Planning Policy 2017 – Referencing Bushfire Resilient Communities and
- Australian Standard AS 3959 as referenced by the National Construction Code of Australia.

6.1 Assessment of the Potential Bushfire Intensity Class

As required by Bushfire Resilient Communities, this report will use the the protocol specified in *A new methodology for state-wide mapping of bushfire prone areas* (Leonard et al, 2014) to assess the bushfire prone area status of the development.

This methodology uses the following parameters.

- Potential Fuel Load

This is derived from Vegetation Hazard Classes table in the protocol. The table was derived by relating vegetation community derived by combining Remnant Vegetation Regional Ecosystem types and their Fire Regime Groups developed by the Queensland Parks and Wildlife Service (Neldner et al, 2012) to a potential fuel load using the methodology of the *Overall Fuel Hazard Assessment Guideline* .
- Patch and corridor filtering

Patch and corridor filtering can be used to remove or downgrade hazard levels of small patches of vegetation and narrow corridors.
- Maximum Landscape Slope

The Maximum Landscape Slope is derived for 25m pixel separations.
- Fire Weather Severity

An expected McArthur Forest Fire Danger Index using a 1:20 year or 5% annual exceedance probability was derived for all areas in Queensland to reflect the severity of bushfire events suited to mitigation through land use planning
- Potential Fire-line Intensity

With the above inputs, a Potential Fire-line Intensity can be calculated using the formula:

$$PFI = 0.62 \times PFL^2 \times FFDI \times \exp(0.069 \times \text{slope})$$

Where:
 PFI = Potential Fireline Intensity
 PFL = Potential Fuel Load
 FFDI = Expected maximum Forest Fire Danger Index
 Slope = Maximum 25m pixel slope in degrees

ECOLOGICAL NATURAL AREA MANAGEMENT

6.2 Derivation of inputs for assessment of the Potential Bushfire Intensity Class

The assessment of the Potential Bushfire Intensity Class using the protocol of *A new methodology for state-wide mapping of bushfire prone areas* (Leonard et al, 2014) requires the following inputs.

Potential Fuel Load

Based on the map of the visually assessed vegetation communities shown in Figure 8, the Potential Fuel Loads can be derived by relating the assessed vegetation to *Vegetation hazard class descriptions and 80th percentile potential fuel load* in Figure 14 of Bushfire Resilient Communities.

Table 1: Potential fuel loads for the assessed vegetation communities based on their applicable potential fuel hazard classes

Vegetation community	Vegetation Hazard Class	Potential fuel load
<i>Eucalyptus moluccana</i> grassy woodland	13.2 Dry to moist eucalypt woodlands on undulating metamorphics and granite	14.4 t/ha
Rural residential lots with gardens, mown grass etc	40.4 Low grass or tree cover in rural areas	5 t/ha

Fire Weather Severity

The applicable Fire Weather Severity is FFDI 53 as required by Bushfire Resilient Communities

Potential Bushfire Intensity Class as related to fire line intensities

The Potential Bushfire Intensity Class are related to ranges of potential fire line intensities using the Table below.

Table 2: Table of Potential Bushfire Intensity Class derived from Potential Fire line Intensity

Potential Bushfire Intensity Class	Potential Fire-line Intensity
Very high	>40,000 kW/m
High	20,000 to 40,000 kW/m
Medium	4,000 to 20,000 kW/m
Low	Less than 4000 kW/m

(Source: Leonard et al, 2014, page 20)

Potential Impact Buffer

As analysis of heat radiation decay curves and national research indicating that in most fires over 80% of housing loss and 80% of human life loss has occurred within 100m of bushland (Leonard et al., 2014, page 7) specify that a default 100 meter buffer from the edge of hazardous vegetation which has a Medium, High or Very High Potential Bushfire Intensity Class.

ECOLOGICAL NATURAL AREA MANAGEMENT

6.3 Tabulation of the Potential Bushfire Intensity Class

The Potential Bushfire Intensity Class for each of the vegetation patches was tabulated based on the patches shown on the map below.

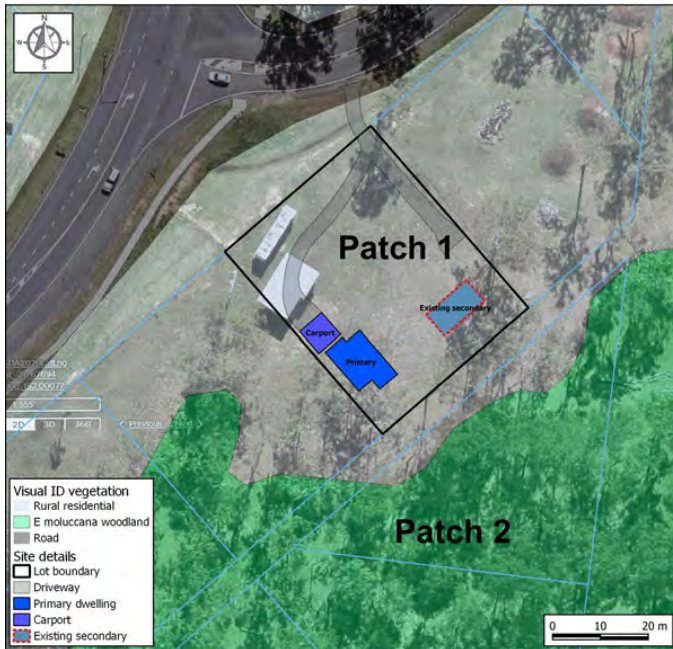


Figure 6: Map of the patches of vegetation used for assessment of the Potential Bushfire Intensity Class

Table 3: Tabulation of the potential bushfire intensity classes for each of the patches

Patch	Vegetation class	Fuel load	Slope	FDDI	Fireline Intensity	Potential Bushfire Intensity Class
Patch 1	Low grass or tree cover in rural areas	5 t/ha	0.5°	53	850 kW/m	Low
Patch 2	Dry to moist eucalypt woodlands	14.4 t/ha	0.5°	53	7053 kW/m	Medium

ECOLOGICAL NATURAL AREA MANAGEMENT

6.4 Map of Potential Bushfire Impact classes

The map below shows the areas of the Potential Bushfire Impact classes. The house is in an assessed Potential Bushfire Impact Buffer Class area.

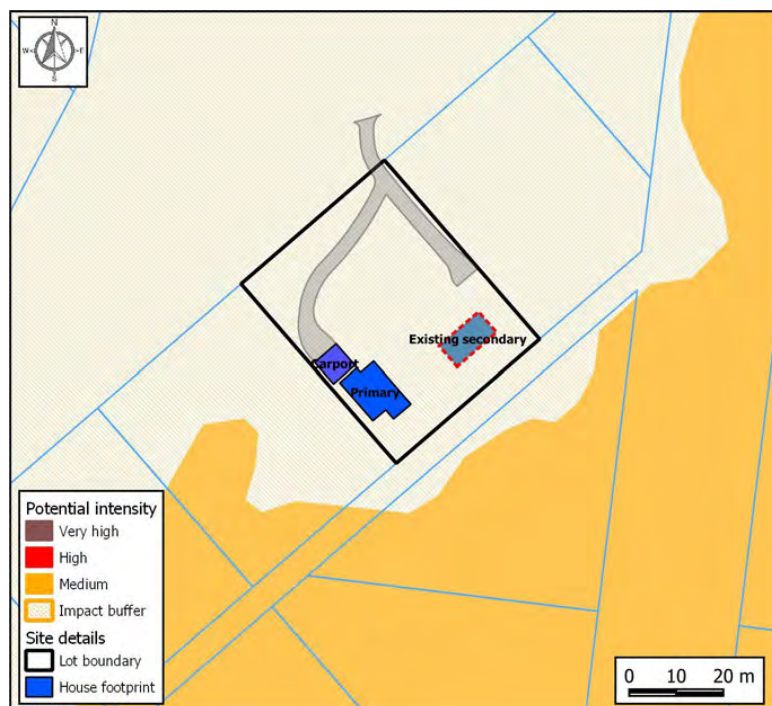


Figure 7: Map of the assessed Bushfire Intensity Classes showing the house in a Potential Bushfire Impact Buffer Class area

6.5 Assessment of bushfire Prone Area

The assessment of Potential Bushfire Impact Buffer Class confirms that:

- The house is deemed to be in a Bushfire Prone Area.

As the house is in a Bushfire Prone Area, an assessment of the Bushfire Attack Level using the protocol of Australian Standard AS3959 *Construction of buildings in bushfire prone areas* is required to be conducted as specified by the Queensland Building Act and the bushfire requirements of the National Construction Code. Such a Bushfire Attack Level assessment is conducted on subsequent pages of this report.

ECOLOGICAL NATURAL AREA MANAGEMENT**7 Assessment of APZs, Radiant Heat & Bushfire Attack Level**

An assessment of Asset Protection Zone Widths, associated Radiant Heat Loads and a Bushfire Attack Level as related to Radiant Heat Loads will be conducted using the protocol in Bushfire Resilient Communities

7.1 Assessment of Asset Protection Zones and Radiant Heat Loads

The Building Code of Australia references Australian Standard AS3959 *Construction of buildings in bushfire-prone areas* for Deemed to Satisfy building requirements for bushfire risk management construction of buildings.

This section assesses Asset Protection Zone Widths, associated Radiant Heat Loads and Bushfire Attack Level as related to Radiant Heat Loads for the house to determine a level of construction required to achieve the objective of the Standard which is to “prescribe particular construction details for buildings to reduce the risk of ignition from a bushfire while the fire front passes”. (Standards Australia, 2009).

Bushfire Resilient Communities allows the use of Method 2 of Australian Standard AS3959, subject to the adoption of site-specific values of FFDI, site-specific vegetation hazard classes, modified modelling of surface fuel loads and effective and site slopes This report uses software developed by Newcastle Bushfire Consulting which models the Bushfire Attack Level using Method 2 of Australian Standard AS3959.

ECOLOGICAL NATURAL AREA MANAGEMENT

7.2 Modelled bushfire attacks

The south bushfire attack was modelled based on the proximity of classified vegetation.

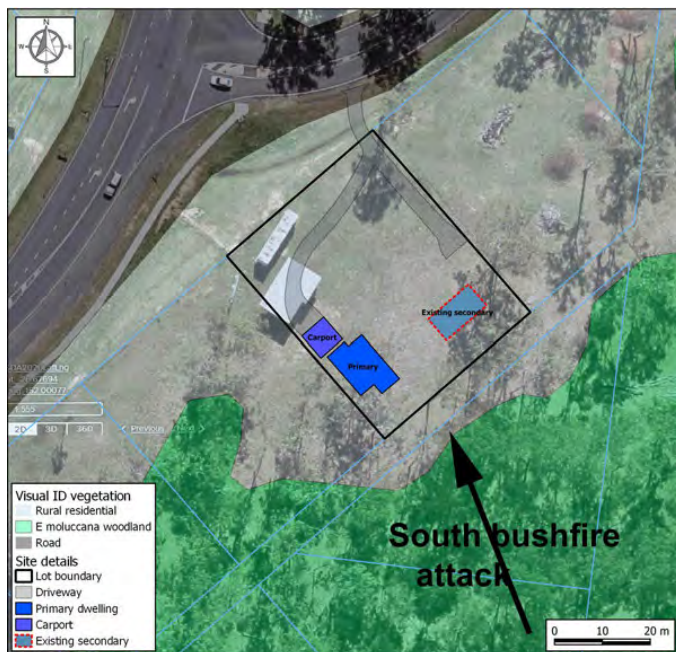


Figure 8: Map showing the modelled bushfire attack directions

7.3 Bushfire parameters used in the bushfire behaviour modelling

These bushfire attacks use bushfire attack parameters as specified by Bushfire resilient Communities

South bushfire attack

This modelled fire burns up-slope through *Eucalyptus moluccana* grassy woodland to attack from the south.

- This attack uses fuel loads specified for VHC 13.2 Dry to moist eucalypt woodlands on undulating metamorphics and granite of 9.4 t/ha surface fuel & 14.4 t/ha total fuel ,
- Separation of the house from the hazard as required for an appropriate Asset Protection Zone – in this case 18m
- Slope in the vegetation = 0.5°
- Site slope = 0.5°
- FFDI = 53

ECOLOGICAL NATURAL AREA MANAGEMENT

7.4 Results of bushfire attack modelling

Table 4: Assessed Bushfire Attack Levels (BAL) for the modelled bushfire attacks

Modelled bushfire attack	
Modelled bushfire parameter	South bushfire attack
Separation from the hazard	18 m
Vegetation	VHC 13.2 Dry to moist eucalypt woodlands on undulating metamorphics and granite
Modelled surface fuel load	9.4 t/ha
Modelled total fuel load	14.4 t/ha
Vegetation slope (degrees)	0.5°
Site slope (degrees)	0.5°
Modelled rate of spread	0.62 km/h
Flame width	100 m
Radiant heat	10.01 kW/m ²
Modelled fire line intensity	4604 kW/m
Modelled flame length	5.75 m
Level of construction (BAL)	BAL 12.5

From above the minimum Asset Protection Zone required is 18m for the south bushfire attack and

The worst case Bushfire Attack Level from bushfire behaviour modelling is **BAL 12.5**

See Appendix 2 for a detailed software reports from which the above table was generated.

7.5 Assessment of the minimum Asset Protection Zone

The minimum Asset Protection Zone requirement is 18m for a Radiant Heat of 10.01 kW/m².

7.6 Bushfire Attack Levels for each building elevation

Australian Standard AS3959 *Construction of buildings in bushfire-prone areas* specifies that the building elevation opposite the assessed bushfire attack direction can be reduced on BAL level due to shielding by the building but BAL 12.5 cannot be reduced further so the Bushfire Attack Levels for each of the building elevations are:

- **BAL 12.5** for the **all building elevations**

7.7 Assessment of vegetation clearing

- No clearing of vegetation with conservation significance needs to be conducted to achieve the bushfire risk mitigation solution proposed in this plan.

ECOLOGICAL NATURAL AREA MANAGEMENT**8 Bushfire risk management solutions and recommendations****8.1 Bushfire hazard mitigation recommendations: Considerations**

As shown above, the house:

- Is mapped as Potential Bushfire Impact Buffer on South Burnett Regional Council *Bushfire Overlay*,
- Is mapped as Potential Bushfire Impact Buffer on Queensland Potential Bushfire Intensity mapping,
- Is assessed as Potential bushfire Impact Buffer Class when assessed using a site-specific assessment
- Is confirmed to be in a Bushfire Prone Area,
- Is assessed with a minimum Asset Protection Zone width of 18m and
- Is assessed as **BAL 12.5** for all building elevations.

Accordingly, this section will recommend bushfire mitigation requirements for the above assessments with reference to legislative requirements detailed in:

- South Burnett Regional Council Rural Zone Code,
- Australian Standard AS 3959 *Construction of Buildings in Bushfire Prone Areas* and
- State Planning Policy 2017.

8.2 Recommendations for Part E: Natural hazards of Qld State Planning Policy 2017

It is recommended that, notwithstanding that the proposed building location is in an area of Potential Bushfire Hazard:

- The building siting, construction, firefighting resources etc appropriately mitigates the potential bushfire Hazard as required by the SPP
- The development does not unduly burden emergency services as there is good access for firefighting appliances, good fire fighting space, good water supply and contributes only one extra building in the emergency services area
- The building and the cleared and hard-standing areas decreases the severity of a bushfire on the lot and therefore does not increase severity of the bushfire Hazard and,
- There will be no hazardous material stored on the lot and
- An Asset Protection Zone with a minimum width of 18m is available.

8.3 Recommendations for Australian Standard AS3959

Australian Standard AS3959 *Construction of buildings in bushfire-prone areas* specifies Deemed to Satisfy bushfire resistant methodologies based on the assessed Bushfire Attack Level.

It is recommended that:

- The building solution for **all building elevations** to address the Deemed to Satisfy requirements of **Sections 3 and 5** of Australian Standard AS3959 *Construction of buildings in bushfire-prone areas*

ECOLOGICAL NATURAL AREA MANAGEMENT

8.4 Recommendations for South Burnett Regional Council Rural Zone Code

It is recommended that:

- The house is confirmed to be in a Bushfire Prone Area through a site specific assessment,
- The level of bushfire hazard is no greater than Medium Potential Bushfire Impact Buffer,
- The house is sited in a low hazard area in the lot and achieves a setback of 10 metres from any retained vegetation and
- There is a reliable reticulated water supply for fire fighting purposes.

8.5 Recommendations for siting and landscaping

It is recommended that the building to have a bushfire fuel free zone around the house. The fuel free zone to have no overhanging tree branches that can:

- Break off in the high winds associated with bushfire weather and damage property or cause injury to residents or fire fighting personnel
- Be a lodgement point for wind blown burning debris from the fire front which can then drop burning debris onto the buildings

It is further recommended that landscaping around the building such as planting low, fire resistant shrubs or building permanent barriers such as low stone or masonry walls to:

- Create barriers which slow down and cool the fire front.

Such methodologies help to protect buildings from possible attack by burning debris, heat radiation and direct flame contact.

8.6 Recommendations for lodgement points for burning debris

The Queensland Fire and Rescue Service recommend that buildings be constructed with a minimum of lodgement points for burning debris.

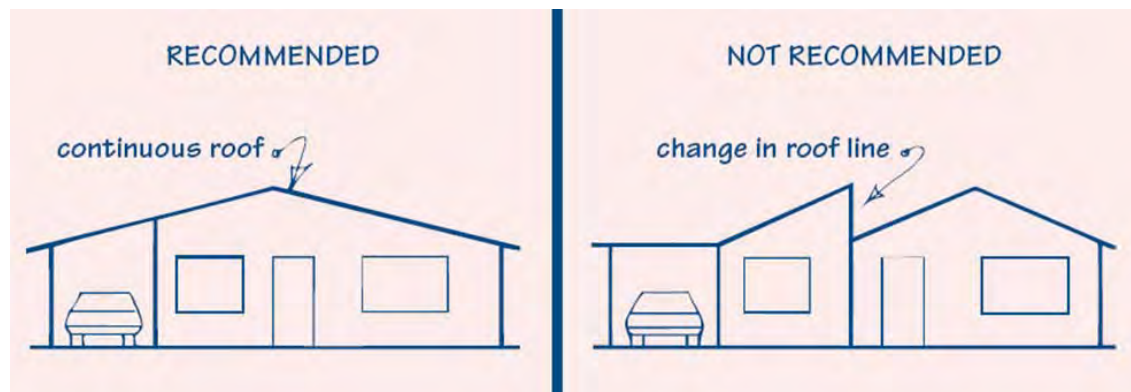


Figure 9: Methodologies for minimising the lodgement points for burning debris around the house

(Source: Queensland Government, 2000)

ECOLOGICAL NATURAL AREA MANAGEMENT

8.7 Recommendations for on-going management of buildings and landscaping

On-going maintenance procedures will ensure that the buildings will maintain the highest levels of bushfire protection afforded by the siting, landscaping and construction recommendations in this report. Maintenance strategies include:

Cleaning the roof and gutters of all flammable material on a regular basis, especially in the lead up to the fire season

- Keeping the lawn buffer zone mown and watered
- Keeping the lawn buffer zone clear of all flammable material
- Clearing away any flammable material lodged against the structure
- Repairing and close any exposed lodgement points for burning debris
- Ensuring all painted surfaces are in good condition
- Maintaining drive ways
- Maintaining screens in good condition
- Maintaining roof in good condition
- Maintaining doors in good condition
- Keeping flammable material away from the buildings

ECOLOGICAL NATURAL AREA MANAGEMENT

9 References

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ECOLOGICAL NATURAL AREA MANAGEMENT

10 Appendices


10.1 Appendix 1: Regional Ecosystem full descriptions

Regional ecosystem details for 12.12.28

Regional ecosystem	12.12.28
Vegetation Management Act class	Of concern
Biodiversity status	Of concern
Subregion	7, 10, 6, 5, 3, 8, (2), (11.18), (11.22)
Estimated extent ¹	Pre-clearing 54000 ha; Remnant 2017 17000 ha
Extent in reserves	Low
Short description	Eucalyptus moluccana woodland on Mesozoic to Proterozoic igneous rocks
Structure category	Sparse
Description	<p>Eucalyptus moluccana +/- E. crebra, Corymbia citriodora subsp. variegata woodland to open forest. Occurs on broad ridges and lower slopes on Mesozoic to Proterozoic igneous rocks. (BVG1M: 13d)</p> <p>Vegetation communities in this regional ecosystem include: 12.12.28x1: [Not in RE version 11]²: Eucalyptus moluccana +/- E. crebra, Corymbia citriodora subsp. variegata open forest or woodland on areas that have been subject to deep weathering. Occurs on broad ridges and lower slopes on areas that have been subject to deep weathering (land zone 5). (BVG1M: 13d)</p>
Supplementary description	Ryan, T.S. (ed.) (2012); Bean et al. (1998), E7, G34

ECOLOGICAL NATURAL AREA MANAGEMENT

10.2 Appendix 2: Printout reports from the bushfire behaviour modelling software

	
NBC Bushfire Attack Assessment Report V4.1	
<small>AS3959 (2018) Appendix B - Detailed Method 2</small>	
Print Date:	Assessment Date:
12/04/2022	12/04/2022
<hr/>	
Site Street Address:	80 King St, Nanango
Assessor:	Adrian Hansen; Ecological Natural Area Management
Local Government Area:	QLD Alpine Area: No
Equations Used	
Transmissivity: Fuss and Hammins, 2002	
Flame Length: RFS PBP, 2001/Vesta/Catchpole	
Rate of Fire Spread: Noble et al., 1980	
Radiant Heat: Drysdale, 1985; Sullivan et al., 2003; Tan et al., 2005	
Peak Elevation of Receiver: Tan et al., 2005	
Peak Flame Angle: Tan et al., 2005	
<hr/>	
Run Description:	South bushfire attack to primary dwelling
<u>Vegetation Information</u>	
Vegetation Type:	VHC 13.2 Dry to moist eucalypt woodlands on undulating metamorphics and granite
Vegetation Group:	Forest and Woodland
Vegetation Slope:	0.5 Degrees Vegetation Slope Type: Downslope
Surface Fuel Load(t/ha):	9.4 Overall Fuel Load(t/ha): 14.4
Vegetation Height(m):	2 Only Applicable to Shrub/Scrub and Vesta
<u>Site Information</u>	
Site Slope:	0.5 Degrees Site Slope Type: Downslope
Elevation of Receiver(m):	Default APZ/Separation(m): 18
<u>Fire Inputs</u>	
Veg./Flame Width(m):	100 Flame Temp(K): 1200
<u>Calculation Parameters</u>	
Flame Emissivity:	95 Relative Humidity(%): 25
Heat of Combustion(kJ/kg)	18600 Ambient Temp(K): 308
Moisture Factor:	5 FDI: 53
<u>Program Outputs</u>	
Level of Construction:	BAL 12.5 Peak Elevation of Receiver(m): 2.68
Radiant Heat(kW/m2):	10.01 Flame Angle (degrees): 80
Flame Length(m):	5.75 Maximum View Factor: 0.157
Rate Of Spread (km/h):	0.62 Inner Protection Area(m): 18
Transmissivity:	0.839 Outer Protection Area(m): 0
Fire Intensity(kW/m):	4604

ECOLOGICAL NATURAL AREA MANAGEMENT**10.3 Appendix 3: Qualifications and experience of the author**

This appendix to demonstrate that the author is an “appropriately qualified and experienced consultant with appropriate and proven technical expertise in the preparation of bushfire hazard assessment reports and management plans” (Sunshine Coast Regional Council, 2014b).

Author: Adrian Hansen

Relevant qualifications:

- Master of Environmental Management (with Distinction)
- Graduate Diploma in Design for Bushfire Prone Areas
- Diploma in Community Natural Resource Management
- Certificate IV Applied Environmental Management
- Certificate II in Bush Regeneration (with Distinction)

Relevant certifications:

- FPAA Accredited Practitioner Level 3 in Bushfire Planning and Design.
(See FPAA website (<http://www.fpaa.com.au/bpad.aspx>) for details of the certification)

Other relevant qualifications

- Certificate II in Public Safety (Fire fighting Operations)
- Certificate in Bushfire Management
- Certificates in Fire Fighting - Advanced skills & Crew leadership
- Certificate in Property Fire Management Planning
- Certificate in Fire and Biodiversity Monitoring
- Certificate in Regional Ecosystems Frameworks
- Bachelor of Applied Science (Majors in botany and ecology)

Relevant experience:

- 12 years experience preparing bushfire risk assessments and bushfire risk management plans (Plans have included individual lots, sub-divisions, eco-cabins developments, schools etc including both deemed to satisfy and alternate solutions)
- 13 years experience in bush fire fighting
- 13 years experience in bushfire ecology (includes fire and biodiversity monitoring and ecological fire management plans for conservation areas)
- 14 years experience in natural resource management, ecology, ecological restoration, environmental management planning etc



Our ref TMR22-037019
 Your ref 20221705
 Enquiries Ian Leyton



Department of
Transport and Main Roads

29 August 2022

Decision Notice – Permitted Road Access Location (s62(1) Transport Infrastructure Act 1994)

This is not an authorisation to commence work on a state-controlled road¹

Development application reference number MCU22/0017, lodged with South Burnett Regional Council involves constructing or changing a vehicular access between Lot 127N231, the land the subject of the application, and D'Aguilar Highway (a state-controlled road).

In accordance with section 62A(2) of the *Transport Infrastructure Act 1994* (TIA), this development application is also taken to be an application for a decision under section 62(1) of TIA.

Applicant Details

Name and address Mackay and Sons House Removals c/- Project BA
 PO Box 45
 Noosaville QLD 4566

Application Details

Address of Property 80 King Street, Nanango QLD 4615
 Real Property Description 127N231
 Aspect/s of Development Development Permit for Material Change of use for Re-Sited Secondary Dwelling

Decision (given under section 67 of TIA)

It has been decided to approve the application, subject to the following conditions:

No.	Conditions of Approval	Condition Timing
1	The permitted road access location is approximately 2 metres from the north eastern boundary, in accordance with drawing titled Location Plan, prepared by Evoke Architects, dated 18.02.22, reference PRO 679.2 Sheet Number A-02 Revision A.	At all times.
2	Road access works comprising residential crossover must be provided at the permitted access location, in accordance with South Burnett Regional Council requirements.	Prior to commencement of use

¹ Please refer to the further approvals required under the heading 'Further approvals'

Program Delivery and Operations
 Southern Queensland Region
 23 Quay Street Bundaberg QLD 4670
 Locked Bag 486 Bundaberg DC QLD 4670

Telephone +61 7 (07) 5482 0367
Website www.tmr.qld.gov.au
Email WBB.IDAS@tmr.qld.gov.au
 ABN: 39 407 690 291

No.	Conditions of Approval	Condition Timing
3	Direct access is prohibited between D'Aguilar Highway and Lot 127 N231 at any other location other than the permitted road access location described in Condition 1.	At all times.

Reasons for the decision

The reasons for this decision are as follows:

- a) A development application has been lodged for a material change in use for a second dwelling.
- b) The state-controlled road gazettal made for the D'Aguilar Highway made under the *Transport Infrastructure Act 1994* extends across the entire frontage of the site where formed road is present. As such access at the location proposed is taken to be access to a state-controlled road.
- c) Access between a state-controlled road and adjacent land is managed by the Department of Transport and Main Roads under the *Transport Infrastructure Act 1994*.
- d) To ensure the safety of D'Aguilar Highway is not adversely impacted by access associated with material change of use.
- e) In accordance with the departments *Vehicular access to state-controlled roads policy: management of access between adjacent land and state-controlled roads, July 2019* (VAP) the number of direct access locations should be reduced. The proposal includes a single access to a secondary road, Mill Flat Road, that is located as far as possible from the D'Aguilar Highway/Mill Flat Road intersection. No direct access to the D'Aguilar Highway carriageway is proposed.
- f) Existing road access works does not match the current standards and will require upgrading to be suitable for increased traffic.
- g) Access at the existing location for the additional dwelling should not create an unreasonable impact on safe operation of D'Aguilar Highway, if maintained according to the conditions above and used in accordance with the road rules.

Please refer to **Attachment A** for the findings on material questions of fact and the evidence or other material on which those findings were based.

Information about the Decision required to be given under section 67(2) of TIA

1. There is no guarantee of the continuation of road access arrangements, as this depends on future traffic safety and efficiency circumstances.
2. In accordance with section 70 of the TIA, the applicant for the planning application is bound by this decision. A copy of section 70 is attached as **Attachment B**, as required, for information.

Further information about the decision

1. In accordance with section 67(7) of TIA, this decision notice:
 - a) starts to have effect when the development approval has effect; and
 - b) stops having effect if the development approval lapses or is cancelled; and
 - c) replaces any earlier decision made under section 62(1) in relation to the land.

2. In accordance with section 485 of the TIA and section 31 of the *Transport Planning and Coordination Act 1994* (TPCA), a person whose interests are affected by this decision may apply for a review of this decision only within 28 days after notice of the decision was given under the TIA. A copy of the review provisions under TIA and TPCA are attached in **Attachment C** for information.
3. In accordance with section 485B of the TIA and section 35 of TPCA a person may appeal against a reviewed decision. The person must have applied to have the decision reviewed before an appeal about the decision can be lodged in the Planning and Environment Court. A copy of the Appeal Provisions under TIA and TPCA is attached in **Attachment C** for information.

Further approvals

The Department of Transport and Main Roads also provides the following information in relation to this approval:

1. Road Access Works Approval Required – Written approval is required from the department to carry out road works that are road access works (including driveways) on a state-controlled road in accordance with section 33 of the TIA. This approval must be obtained prior to commencing any works on the state-controlled road. The approval process may require the approval of engineering designs of the proposed works, certified by a Registered Professional Engineer of Queensland (RPEQ). Please contact the department to make an application.

If further information about this approval or any other related query is required, Mr Ian Leyton, Senior Advisor (Corridor Management) should be contacted by email at WBB.IDAS@tmr.qld.gov.au or on (07) 5482 0367.

Yours sincerely



Adam Fryer
Principal Advisor (Corridor & Land Management)

Attachments: Attachment A – Decision evidence and findings
Attachment B - Section 70 of TIA
Attachment C - Appeal Provisions
Attachment D - Permitted Road Access Location Plan

Attachment A

Decision Evidence and Findings

Findings on material questions of fact:

- Access between a state-controlled road and adjacent land is managed by the Department of Transport and Main Roads (the department) under the *Transport Infrastructure Act 1994*.
- Section 62 of the *Transport Infrastructure Act 1994* allows the department to decide about road access.
- It is the departments policy to rationalise and reduce access between state-controlled roads and adjacent land wherever possible. In this case the access is to Mill Flat Road, which is identified within state-controlled road reserve, for the D'Aguilar Highway.
- In accordance with the departments *Vehicular access to state-controlled roads policy: management of access between adjacent land and state-controlled roads, July 2019* (VAP) the number of direct access locations should be reduced. The proposal includes a single access to a secondary road that is located as far as possible from the D'Aguilar Highway/Mill Flat Road intersection. No direct access to the D'Aguilar Highway carriageway is proposed.
- The proposal uses the existing access for the current house.
- The existing approved access is in an area with adequate sight distance and can be constructed to provide a safe access if upgraded in accordance with the above conditions.
- The access does not match the current standards and will require upgrading to be suitable for increased traffic associated with a secondary dwelling.
- The standard of road access work specified, if used in accordance with the road rules, should not have any unreasonable adverse impact on safety of the D'Aguilar Highway.

Evidence or other material on which findings were based:

Title of Evidence / Material	Prepared by	Date	Reference no.	Version/Issue
<i>Transport Infrastructure Act 1994</i>	Queensland Government	Current as at 21 July 2020	---	
Vehicular Access to State-controlled Roads Policy	Department of Transport and Main Roads	2019	---	
Road Planning and Design Manual 2 nd Edition	Department of Transport and Main Roads	Current as at June 2022	---	
Planning Report and Attachments	Project B.A	12 April 2022	--	--

Attachment B**Section 70 of TIA**

Transport Infrastructure Act 1994

Chapter 6 Road transport infrastructure

Part 5 Management of State-controlled roads

70 Offences about road access locations and road access works, relating to decisions under s 62(1)

- (1) This section applies to a person who has been given notice under section 67 or 68 of a decision under section 62(1) about access between a State-controlled road and adjacent land.
- (2) A person to whom this section applies must not—
- (a) obtain access between the land and the State-controlled road other than at a location at which access is permitted under the decision; or
 - (b) obtain access using road access works to which the decision applies, if the works do not comply with the decision and the noncompliance was within the person's control; or
 - (c) obtain any other access between the land and the road contrary to the decision; or
 - (d) use a road access location or road access works contrary to the decision; or
 - (e) contravene a condition stated in the decision; or
 - (f) permit another person to do a thing mentioned in paragraphs (a) to (e); or
 - (g) fail to remove road access works in accordance with the decision.

Maximum penalty—200 penalty units.

- (3) However, subsection (2)(g) does not apply to a person who is bound by the decision because of section 68.

Attachment C
Appeal Provisions

Transport Infrastructure Act 1994
Chapter 16 General provisions

485 Internal review of decisions

- (1) A person whose interests are affected by a decision described in schedule 3 (the *original decision*) may ask the chief executive to review the decision.
- (2) The person is entitled to receive a statement of reasons for the original decision whether or not the provision under which the decision is made requires that the person be given a statement of reasons for the decision.
- (3) The *Transport Planning and Coordination Act 1994*, part 5, division 2—
 - (a) applies to the review; and
 - (b) provides—
 - (i) for the procedure for applying for the review and the way it is to be carried out; and
 - (ii) that the person may apply to QCAT to have the original decision stayed.

485B Appeals against decisions

- (1) This section applies in relation to an original decision if a court (the appeal court) is stated in schedule 3 for the decision.
- (2) If the reviewed decision is not the decision sought by the applicant for the review, the applicant may appeal against the reviewed decision to the appeal court.
- (3) The *Transport Planning and Coordination Act 1994*, part 5, division 3—
 - (a) applies to the appeal; and
 - (b) provides—
 - (i) for the procedure for the appeal and the way it is to be disposed of; and
 - (ii) that the person may apply to the appeal court to have the original decision stayed.
- (4) Subsection (5) applies if—
 - (a) a person appeals to the Planning and Environment Court against a decision under section 62(1) on a planning application that is taken, under section 62A(2), to also be an application for a decision under section 62(1); and

- (b) a person appeals to the Planning and Environment Court against a decision under the Planning Act on the planning application.
- (5) The court may order—
 - (a) the appeals to be heard together or 1 immediately after the other; or
 - (b) 1 appeal to be stayed until the other is decided.
- (6) Subsection (5) applies even if all or any of the parties to the appeals are not the same.
- (7) In this section—

original decision means a decision described in schedule 3.

reviewed decision means the chief executive's decision on a review under section 485.

Transport Planning and Coordination Act 1994
Part 5, Division 2 – Review of Original Decisions

31 Applying for review

- (1) A person may apply for a review of an original decision only within 28 days after notice of the original decision was given to the person under the transport Act.
- (2) However, if—
 - (a) the notice did not state the reasons for the original decision; and
 - (b) the person asked for a statement of the reasons within the 28 days mentioned in subsection (1)the person may apply within 28 days after the person is given the statement of the reasons.
- (3) In addition, the chief executive may extend the period for applying.
- (4) An application must be written and state in detail the grounds on which the person wants the original decision to be reviewed.

32 Stay of operation of original decision

- (1) If a person applies for review of an original decision, the person may immediately apply for a stay of the decision to the relevant entity.
- (2) The relevant entity may stay the original decision to secure the effectiveness of the review and any later appeal to or review by the relevant entity.
- (3) In setting the time for hearing the application, the relevant entity must allow at least 3 business days between the day the application is filed with it and the hearing day.
- (4) The chief executive is a party to the application.
- (5) The person must serve a copy of the application showing the time and place of the hearing and any document filed in the relevant entity with it on the chief executive at least 2 business days before the hearing.
- (6) The stay—
 - (a) may be given on conditions the relevant entity considers appropriate; and
 - (b) operates for the period specified by the relevant entity; and
 - (c) may be revoked or amended by the relevant entity.
- (7) The period of a stay under this section must not extend past the time when the chief executive reviews the original decision and any later period the relevant entity allows the applicant to enable the applicant to appeal against the decision or apply for a review of the decision as provided under the QCAT Act.

(8) The making of an application does not affect the original decision, or the carrying out of the original decision, unless it is stayed.

(9) In this section—

relevant entity means—

- (a) if the reviewed decision may be reviewed by QCAT—QCAT; or
- (b) if the reviewed decision may be appealed to the appeal court—the appeal court.

35 Time for making appeals

(1) A person may appeal against a reviewed decision only within—

- (a) if a decision notice is given to the person—28 days after the notice was given to the person; or
- (b) if the chief executive is taken to have confirmed the decision under section 34(5)—56 days after the application was made.

(2) However, if—

- (a) the decision notice did not state the reasons for the decision; and
- (b) the person asked for a statement of the reasons within the 28 days mentioned in subsection (1)(a);

the person may apply within 28 days after the person is given a statement of the reasons.

(3) Also, the appeal court may extend the period for appealing.

RA6-N



SARA reference: 2208-30202 SRA
 Council reference: MCU22/0017
 Applicant reference: 20221705

31 August 2022

Chief Executive Officer
 South Burnett Regional Council
 PO Box 336
 KINGAROY QLD 4610
 info@southburnett.qld.gov.au

Attention: Michael Lisle

Dear Mr Lisle

SARA response—80 King Street, Nanango

(Referral agency response given under section 56 of the *Planning Act 2016*)

The development application described below was confirmed as properly referred by the State Assessment and Referral Agency (SARA) on 2 August 2022.

Response

Outcome:	Referral agency response – with conditions.
Date of response:	31 August 2022
Conditions:	The conditions in Attachment 1 must be attached to any development approval.
Advice:	Advice to the applicant is in Attachment 2 .
Reasons:	The reasons for the referral agency response are in Attachment 3 .

Development details

Description:	Development Permit Material Change of Use for Re-sited Secondary Dwelling
SARA role:	Referral agency
SARA trigger:	Schedule 10, Part 9, Division 4, Subdivision 2, Table 4, Item 1 (10.9.4.2.4.1) (Planning Regulation 2017) – Material change of use of premises within 25m of a state transport corridor
SARA reference:	2208-30202 SRA

Page 1 of 6

Wide Bay Burnett regional office
 Level 1, 7 Takalvan Street, Bundaberg
 PO Box 979, Bundaberg QLD 4670

2208-30202 SRA

Assessment manager: South Burnett Regional Council
Street address: 80 King Street, Nanango
Real property description: Lot 127 on N231
Applicant name: Mackay and Sons House Removals
C/- Project BA
Applicant contact details: PO Box 45
Noosaville QLD 4566
info@projectba.com.au
State-controlled road access permit: This referral included an application for a road access location, under section 62A(2) of *Transport Infrastructure Act 1994*. Below are the details of the decision:

- Approved
- Reference: TMR22-037019
- Date: 29 August 2022

If you are seeking further information on the road access permit, please contact the Department of Transport and Main Roads at WBB.IDAS@tmr.qld.gov.au.

Representations

An applicant may make representations to a concurrence agency, at any time before the application is decided, about changing a matter in the referral agency response (s.30 Development Assessment Rules) Copies of the relevant provisions are in **Attachment 4**.

A copy of this response has been sent to the applicant for their information.

For further information please contact Jenny Sapuppo, Senior Planning Officer, on 07 5644 3220 or via email WBBSARA@dasilgp.qld.gov.au who will be pleased to assist.

Yours sincerely



David Hooper
Manager

cc Project BA, info@projectba.com.au
enc Attachment 1 - Referral agency conditions
Attachment 2 - Advice to the applicant
Attachment 3 - Reasons for referral agency response
Attachment 4 - Representations about a referral agency response provisions
Attachment 5 - Approved plan

2208-30202 SRA

Attachment 1—Referral agency conditions

(Under section 56(1)(b)(i) of the *Planning Act 2016* the following conditions must be attached to any development approval relating to this application) (A copy of the plan referenced below is found at **Attachment 5**)

No.	Conditions	Condition timing
Material change of use		
10.9.4.2.4.1—Material change of use of premises within 25m of a state transport corridor—The chief executive administering the <i>Planning Act 2016</i> nominates the Director-General of the Department of Transport and Main Roads to be the enforcement authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following condition(s):		
1.	a) The road access location is to be located generally in accordance with the Location Plan prepared by Evoke Architects, dated 18.02.2022, reference PRO 679.2, Sheet Number A-02, Revision A. b) Road access works comprising a residential crossover must be provided at the permitted road access location. c) The road access works must be designed and constructed in accordance with South Burnett Regional Council's requirements.	(a) At all times (b) and (c): Prior to the commencement of use
2.	Direct access is prohibited between D'Aguilar Highway and Lot 127 N231 at any other location other than the permitted road access location described in Condition 1.	At all times.

Attachment 2—Advice to the applicant

General advice	
1.	Terms and phrases used in this document are defined in the <i>Planning Act 2016</i> , its regulation or the State Development Assessment Provisions (SDAP) version 3.0. If a word remains undefined it has its ordinary meaning.
Road access works approval	
2.	<p>Under sections 62 and 33 of the <i>Transport Infrastructure Act 1994</i>, written approval is required from the Department of Transport and Main Roads to carry out road works that are road access works (including driveways) on a state-controlled road. Please contact the Department of Transport and Main Roads on 07 4154 0200 or via email to WBB.IDAS@tmr.qld.gov.au to make an application for road works approval.</p> <p>This approval must be obtained prior to commencing any works on the state-controlled road reserve. The approval process may require the approval of engineering designs of the proposed works, certified by a Registered Professional Engineer of Queensland (RPEQ). The road access works approval process takes time – please contact the Department of Transport and Main Roads as soon as possible to ensure that gaining approval does not delay construction.</p>

Attachment 3—Reasons for referral agency response

(Given under section 56(7) of the *Planning Act 2016*)

The reasons for SARA's decision are:

The proposed development complies with State code 1: Development in a state-controlled road environment of the SDAP. Specifically, the development:

- does not increase the likelihood or frequency of accidents, fatalities or serious injury for users of a state-controlled road
- does not adversely impact the structural integrity or physical condition of state-controlled roads, road transport infrastructure, public passenger transport infrastructure or active transport infrastructure
- does not adversely impact the function and efficiency of state-controlled roads or future state-controlled roads
- does not adversely impact the state's ability to plan, construct, maintain, upgrade or operate state-controlled roads, future state-controlled roads or road transport infrastructure
- does not significantly increase the cost to the state to plan, construct, upgrade or maintain state-controlled roads, future state-controlled roads or road transport infrastructure
- maintains access to public passenger transport infrastructure
- does not adversely impact the state's ability to operate public passenger services on state-controlled roads.

Material used in the assessment of the application:

- the development application material and submitted plans
- *Planning Act 2016*
- Planning Regulation 2017
- SDAP (version 3.0), as published by SARA
- Development Assessment Rules
- SARA DA Mapping system
- *Human Rights Act 2019*.

Attachment 4—Representations about a referral agency response provisions

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2208-30202 SRA

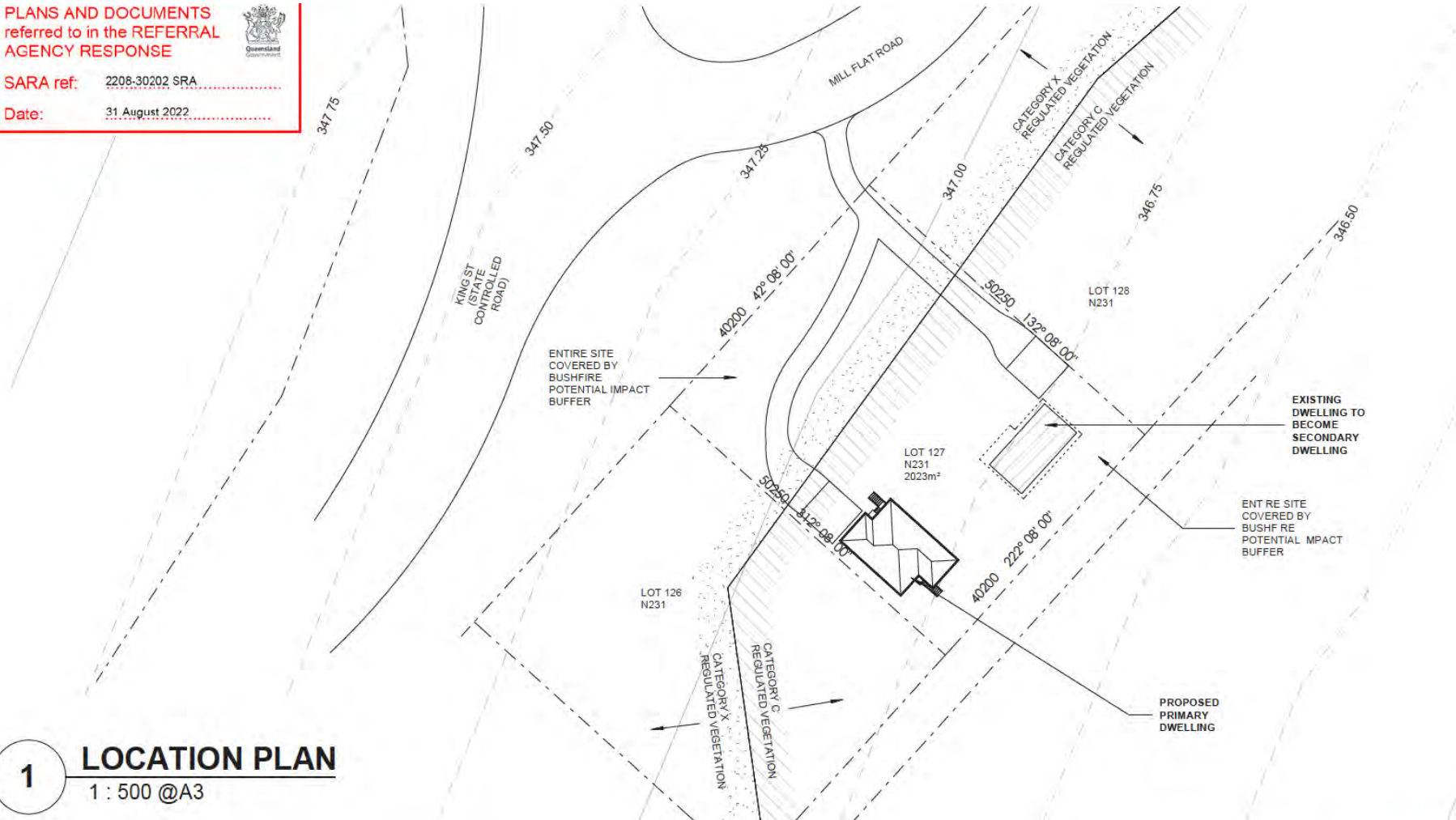
Attachment 5—Approved plan

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PLANS AND DOCUMENTS
referred to in the REFERRAL
AGENCY RESPONSE

SARA ref: 2208-30202 SRA

Date: 31 August 2022



1 LOCATION PLAN
1 : 500 @A3

DATE	DESCRIPTION	REV
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PRO 679.2 SHEET NUMBER A-02 REV A

CLIENT NAME:
MACKAY AND SONS

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Development Assessment Rules—Representations about a referral agency response

The following provisions are those set out in sections 28 and 30 of the Development Assessment Rules¹ regarding **representations about a referral agency response**

Part 6: Changes to the application and referral agency responses

28 Concurrence agency changes its response or gives a late response

- 28.1. Despite part 2, a concurrence agency may, after its referral agency assessment period and any further period agreed ends, change its referral agency response or give a late referral agency response before the application is decided, subject to section 28.2 and 28.3.
- 28.2. A concurrence agency may change its referral agency response at any time before the application is decided if—
- (a) the change is in response to a change which the assessment manager is satisfied is a change under section 26.1; or
 - (b) the Minister has given the concurrence agency a direction under section 99 of the Act; or
 - (c) the applicant has given written agreement to the change to the referral agency response.²
- 28.3. A concurrence agency may give a late referral agency response before the application is decided, if the applicant has given written agreement to the late referral agency response.
- 28.4. If a concurrence agency proposes to change its referral agency response under section 28.2(a), the concurrence agency must—
- (a) give notice of its intention to change its referral agency response to the assessment manager and a copy to the applicant within 5 days of receiving notice of the change under section 25.1; and
 - (b) the concurrence agency has 10 days from the day of giving notice under paragraph (a), or a further period agreed between the applicant and the concurrence agency, to give an amended referral agency response to the assessment manager and a copy to the applicant.

¹ Pursuant to Section 68 of the *Planning Act 2016*

² In the instance an applicant has made representations to the concurrence agency under section 30, and the concurrence agency agrees to make the change included in the representations, section 28.2(c) is taken to have been satisfied.

Part 7: Miscellaneous

30 Representations about a referral agency response

- 30.1. An applicant may make representations to a concurrence agency at any time before the application is decided, about changing a matter in the referral agency response.³

³ An applicant may elect, under section 32, to stop the assessment manager's decision period in which to take this action. If a concurrence agency wishes to amend their response in relation to representations made under this section, they must do so in accordance with section 28.

GENERAL NOTES:

- DO NOT SCALE FROM THIS DRAWING - WRITTEN DIMENSIONS TAKE PRECEDENCE OVER SCALE.
 - ANY DISCREPANCIES WHICH THE CONTRACTOR MAY FIND IN THIS DRAWING MUST BE BROUGHT TO THE ATTENTION OF EVOKE ARCHITECTS PRIOR TO COMMENCEMENT OF WORK. - VERIFY ALL DIMENSIONS PRIOR TO ORDERING OR SHOP FABRICATION.
 - SMOKE DETECTORS TO BE WIRED INTO ELECTRICITY MAINS AND TO COMPLY WITH NCC, PART 3.7.2.

sd
 - ALL GLAZING TO COMPLY WITH AS 1288-2006 GLASS IN BUILDINGS & AS 4055-2012 FOR WINDLOADING.
 - ALL CONSTRUCTION TO BE IN ACCORDANCE WITH THE RELEVANT AUSTRALIAN STANDARDS, THE NATIONAL CONSTRUCTION CODE & LOCAL AUTHORITY REGULATIONS
 - FOOTINGS HAVE BEEN DESIGNED IN ACCORDANCE WITH ASSOCIATED SOIL TESTS AND/ OR ENGINEERS SPECIFICATIONS.
 - DRAWINGS TO BE READ IN CONJUNCTION WITH ATTACHED ENGINEERS NOTES
 - ARTICULATION JOINTS TO ENGINEERS DESIGN REPORT
 - LOH - WHERE INDICATED TO BE REMOVABLE DOORS WITH LIFT OFF HINGES IN ACCORDANCE WITH NCC 3.8.3
 - REFER ENGINEER'S PLAN FOR EXPANSION JOINT LOCATIONS
 - WATER PROOFING TO WET AREAS TO COMPLY WITH NCC, PART 3.8.1
 - SMOKE ALARMS TO BE INTER-CONNECTED

SUSTAINABILITY COMPLIANCE

1. TRIPLE 'A' RATED SHOWER ROSES.
2. DUAL FLUSH TOILETS (6 LITRE FULL FLUSH / 3 LITRE HALF FLUSH).
3. 500kpa WATER PRESSURE-LIMITING DEVICES.
4. ENERGY EFFICIENT LIGHTING TO 80% OF DWELLING INTERNAL FLOOR SPACE.

TERMITE PROTECTION:
 TO AS3660-2017 "TERMSPEC" TERMITE MANAGEMENT SYSTEM TO ALL SLAB PENETRATIONS AND PERIMETER OF SLAB. CONCRETE SLAB TO BE DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH AS2870. REFER ENGINEERS PLAN FOR EXPANSION JOINT LOCATIONS.

SLAB:
 STEP-DOWNS TO EXTERNAL SURFACES TO COMPLY WITH THE BCA. CONCRETE SLABS, PATHS & DRIVEWAYS NOT DESIGNED BY ENGINEER ARE NOT PART OF THIS APPLICATION.

PLUMBING:
 PLUMBER / DRAINER TO VERIFY ALL DIMENSIONS PRIOR TO POSITIONING UNDERSLAB POINTS. MEASUREMENTS MAY VARY. FLOOR WASTE FIXTURES TO BE POSITIONED AT THE TIME OF CONSTRUCTION.

ALL BUILDINGS SHALL BE PROTECTED AGAINST TERMITE ATTACK IN ACCORDANCE WITH AS 3660.1 AND A DURABLE NOTICE SHALL BE PLACED IN THE METER BOX INDICATING TYPE OF BARRIER AND REQUIRED PERIODICAL INSPECTIONS.

SAFETY GLAZING TO BE USED IN THE FOLLOWING CASES-
 i) ALL ROOMS WITHIN 500mm VERTICAL OF THE FLOOR
 ii) BATHROOMS- WITHIN 1500mm VERTICAL OF THE BATH BASE
 iii) FULLY GLAZED DOORS
 iv) SHOWER SCREENS
 v) WITHIN 300mm OF A DOOR AND <1200mm ABOVE FLOOR LEVEL
 vi) WINDOW SIZES ARE NOMINAL ONLY, ACTUAL SIZES WILL VARY WITH MANUFACTURER, FLASHING ALL ROUND.

NOTE: GLAZING REQUIREMENTS MAYBE DIFFERENT FROM THAT STATED UNDER BUSHFIRE CATEGORY REQUIREMENTS REFER 'BAL RATING'

FOOTINGS NOT TO ENCROACH TITLE BOUNDARIES OR EASEMENTS. IT IS RECOMMENDED THAT WHERE BUILDINGS ARE TO BE LOCATED IN CLOSE PROXIMITY OF BOUNDARIES, A CHECK SURVEY BE CONDUCTED BY A LICENSED SURVEYOR.

ALL STEELWORK IN MASONRY TO BE HOT DIP GALVANISED.

ALL WET AREAS TO COMPLY WITH NCC 3.8.1.2 AND AS 3740. SPLASH BACKS SHALL BE IMPERVIOUS FOR 150mm ABOVE SINKS, TROUGHS AND HAND BASINS WITHIN 75mm OF THE WALL.

PROVIDE WALL TILES AT 600mm SPACINGS BOTH VERTICAL AND HORIZONTAL AND WITHIN 300mm OF ARTICULATION JOINTS. BRICK TIES TO BE STAINLESS STEEL.

THERMAL INSULATION; INSULATION TO CEILING AND REFLECTIVE FOIL TO EXTERNAL WALLS OR AS PER ENERGY RATING REFER SARKING REQUIREMENT UNDER BUSH FIRE CATEGORY. BEDROOMS REQUIRE MINIMUM 10% LIGHT & 5% VENTILATION TO TOTAL FLOOR AREA.

RELEVANT AUSTRALIAN STANDARDS

- CONCRETE CONSTRUCTION TO COMPLY WITH NATIONAL CONSTRUCTION CODE.
- TIMBER STRUCTURE STANDARD AS 1720.3- 2016
- TIMBER CONSTRUCTION AS1684 - 2010
- MASONRY STRUCTURES AS4773-2010
- CONCRETE STRUCTURES AS3600-2018
- CONCRETE ROOF TILES AS2049-2002
- RESIDENTIAL SLABS & FOOTINGS AS2870-2011
- WINDOW & GLASS INSTALLATION AS2047 AND AS1288.
- BARRIERS FOR SUBTERRANEAN TERMITES TO COMPLY WITH THE PROVISIONS OF PART 3.1.3 OF THE NCC AND WITH AS3660.1-2014
- WIND LOADS FOR HOUSING AS4055-2012
- STEEL STRUCTURES AS4100-2016
- DAMP PROOF COURSE & FLASHINGS AS/NZS2904
- PROTECTION OF MASONRY WALL TIES TO COMPLY WITH THE PROVISIONS OF PART 3.3.3.2 OF THE NCC.
- PROTECTION OF LINTELS IN MASONRY TO COMPLY WITH THE PROVISIONS OF PART 3.3.3.4 OF THE NCC.



HOUSE RELOCATION TO:

80 KING ST, NANANGO.

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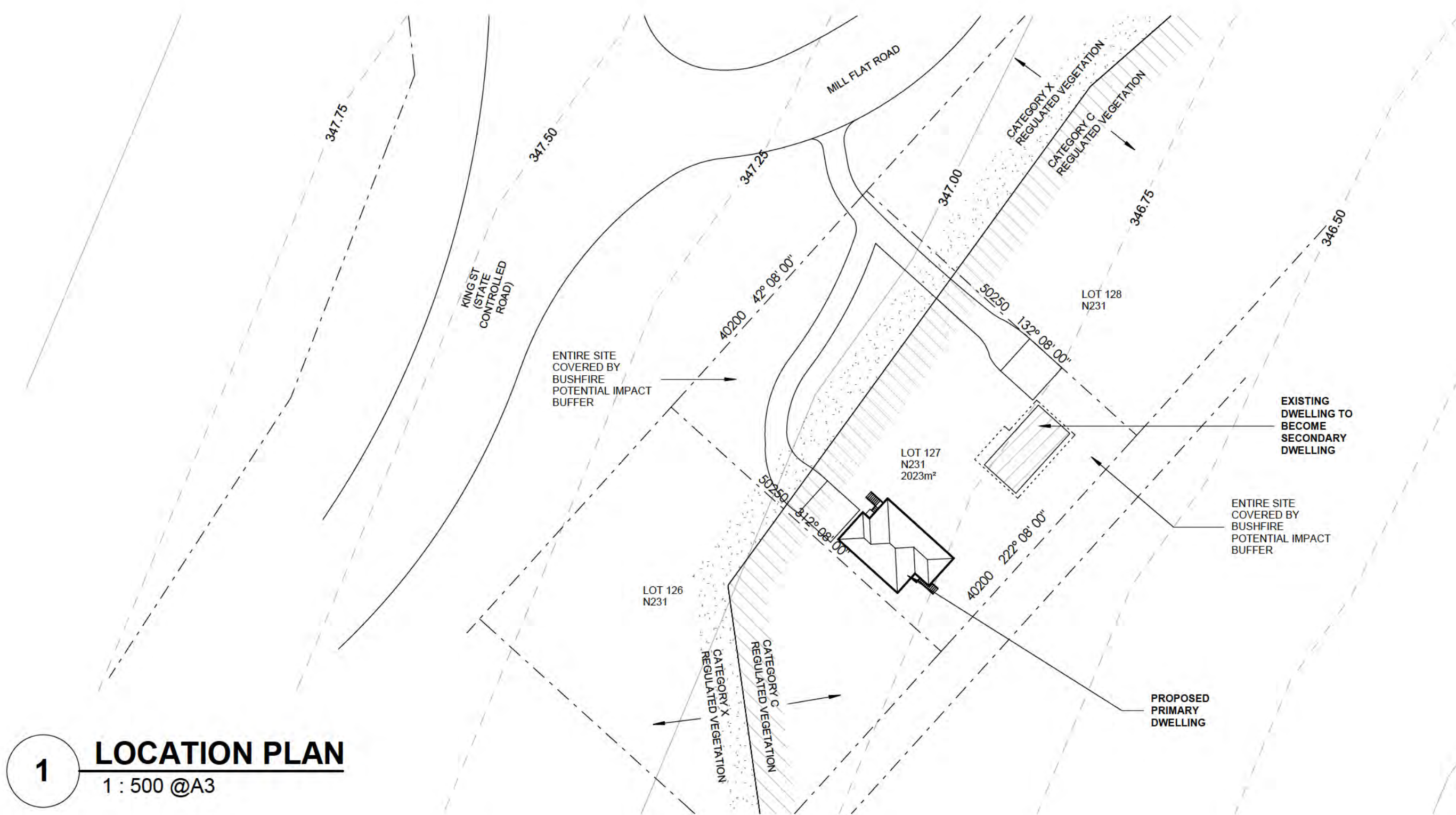
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1 **LOCATION PLAN**
1 : 500 @A3

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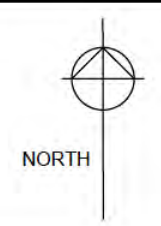
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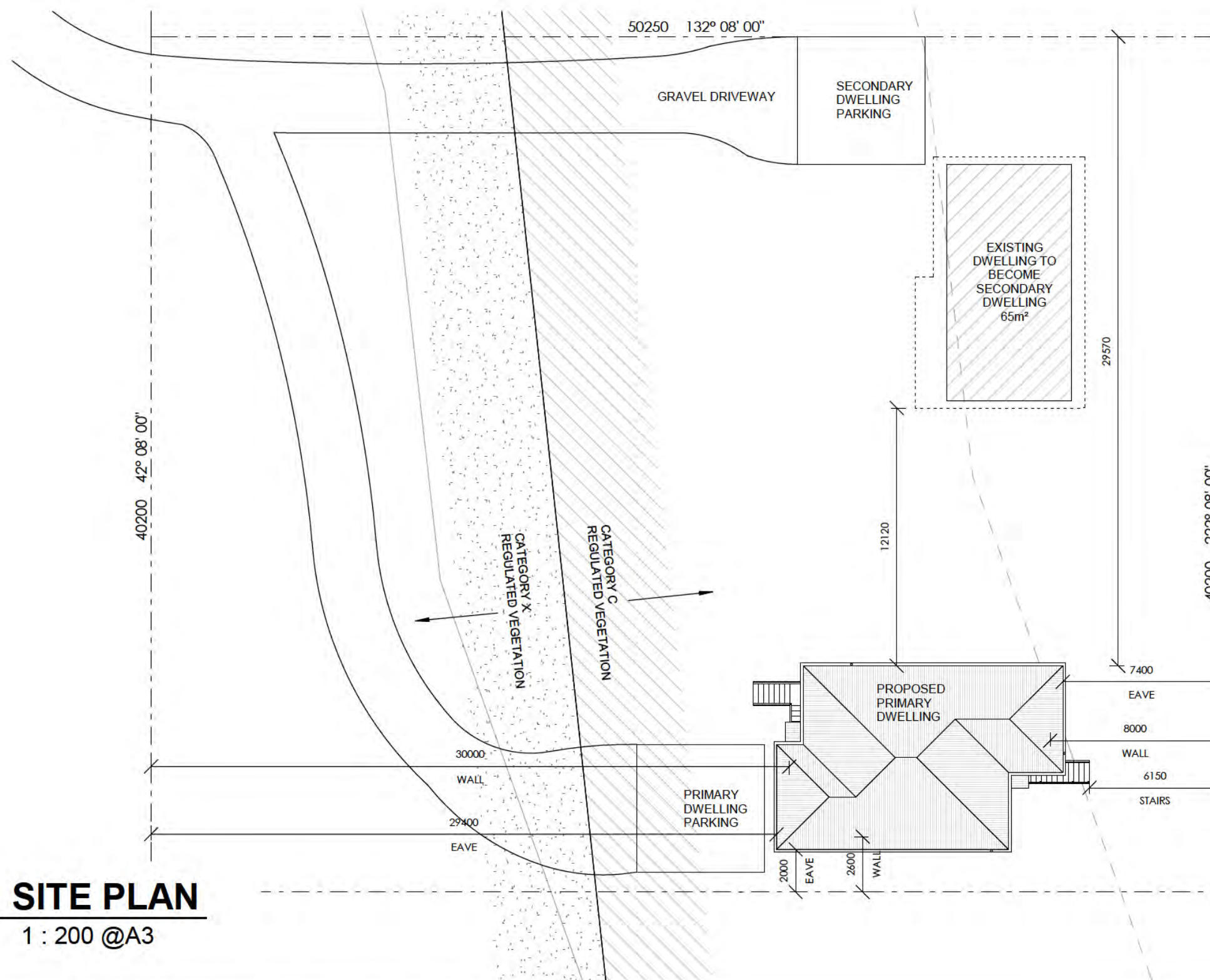
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1 SITE PLAN
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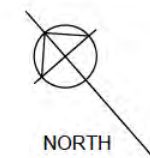
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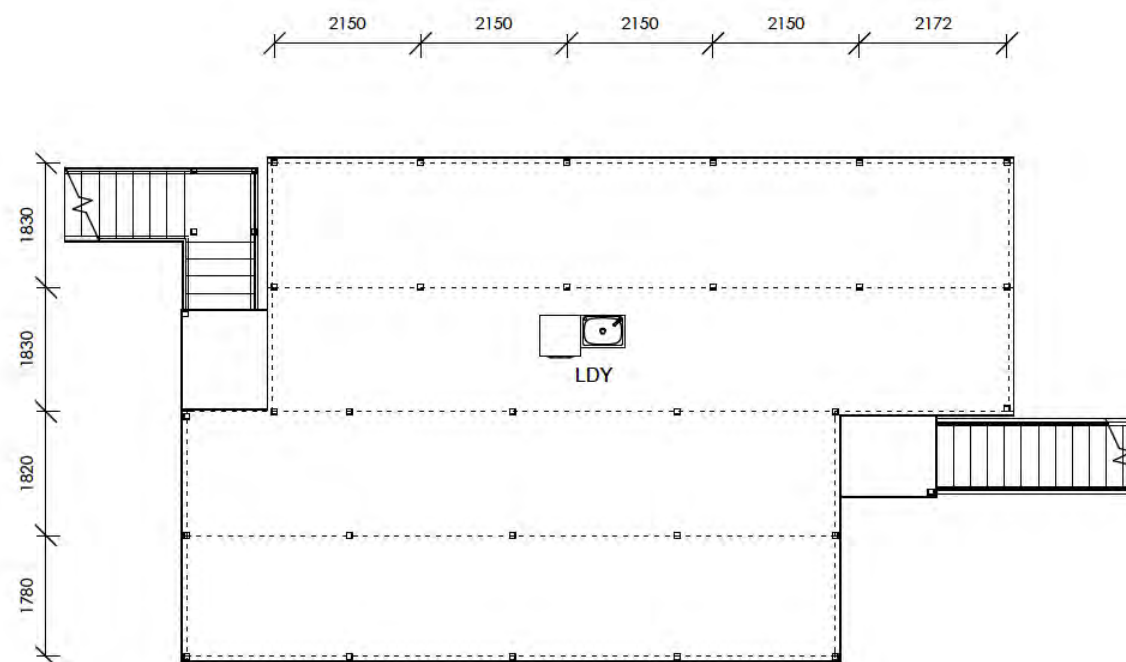
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1 PROPOSED COLUMN LAYOUT
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PROPOSED COLUMN LAYOUT

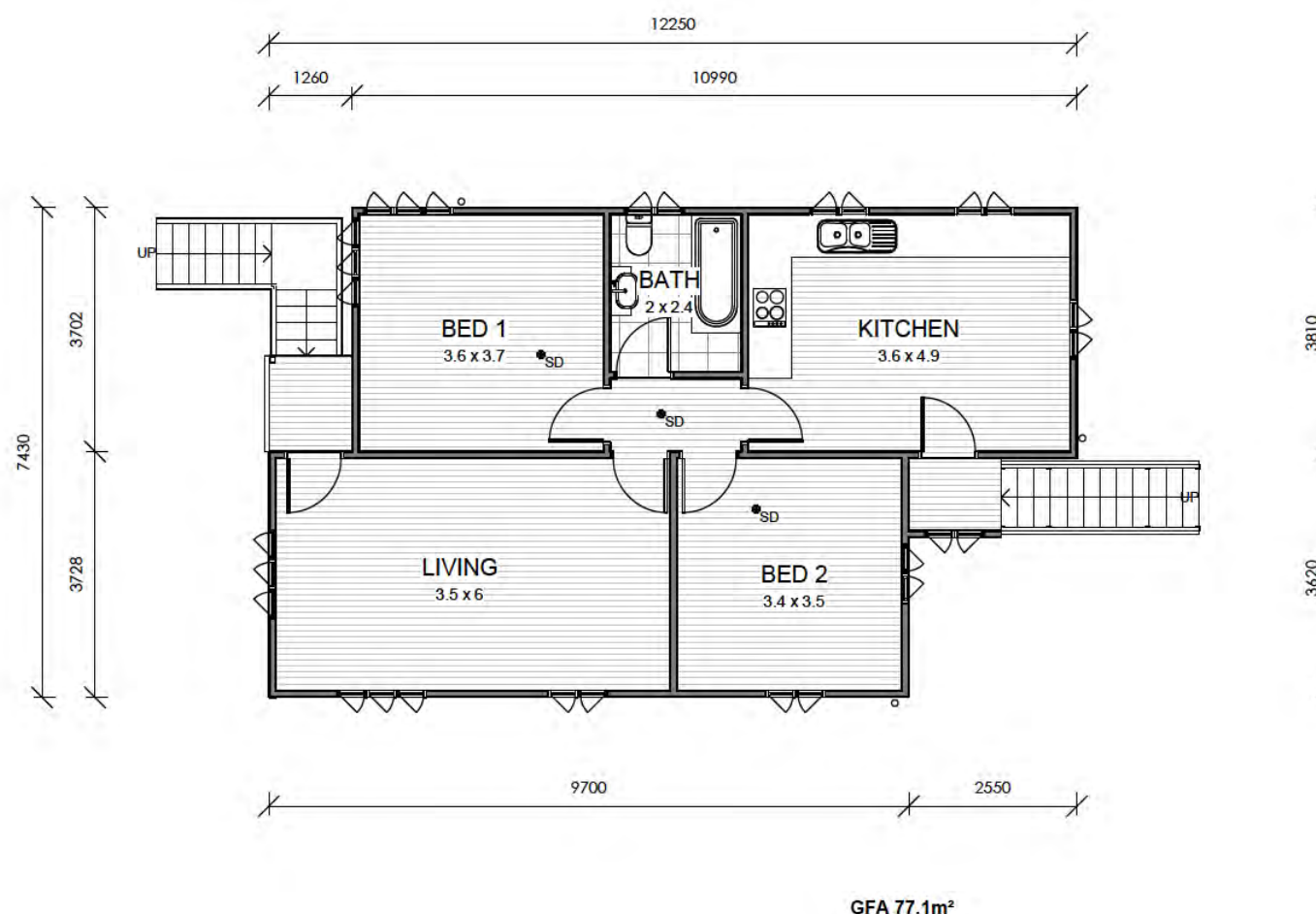


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1 PROPOSED FLOOR PLAN
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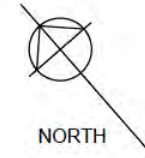
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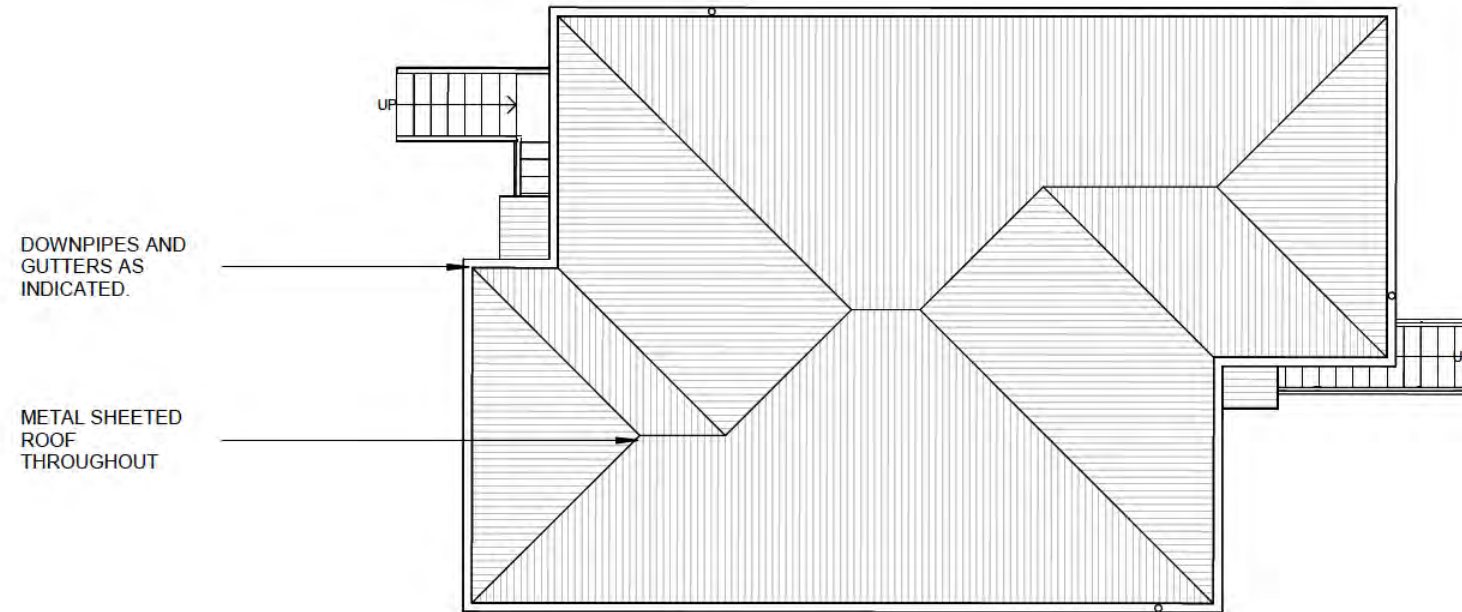
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1 **PROPOSED ROOF PLAN**
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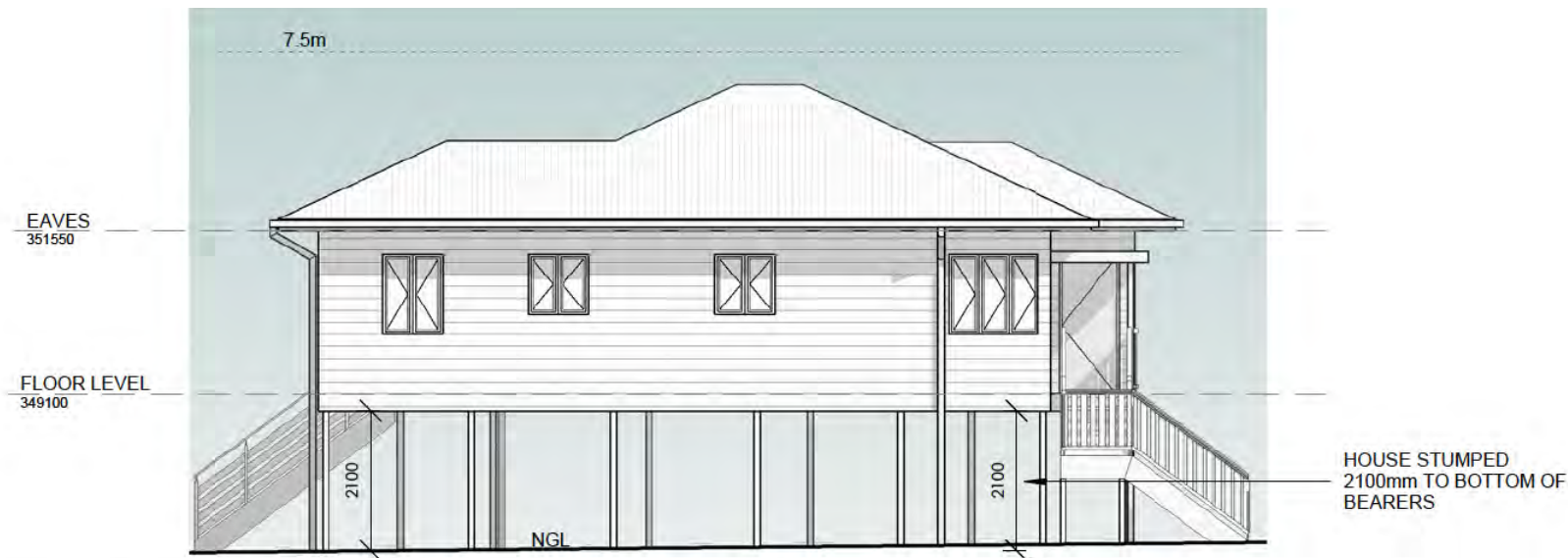
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PROPOSED ROOF PLAN

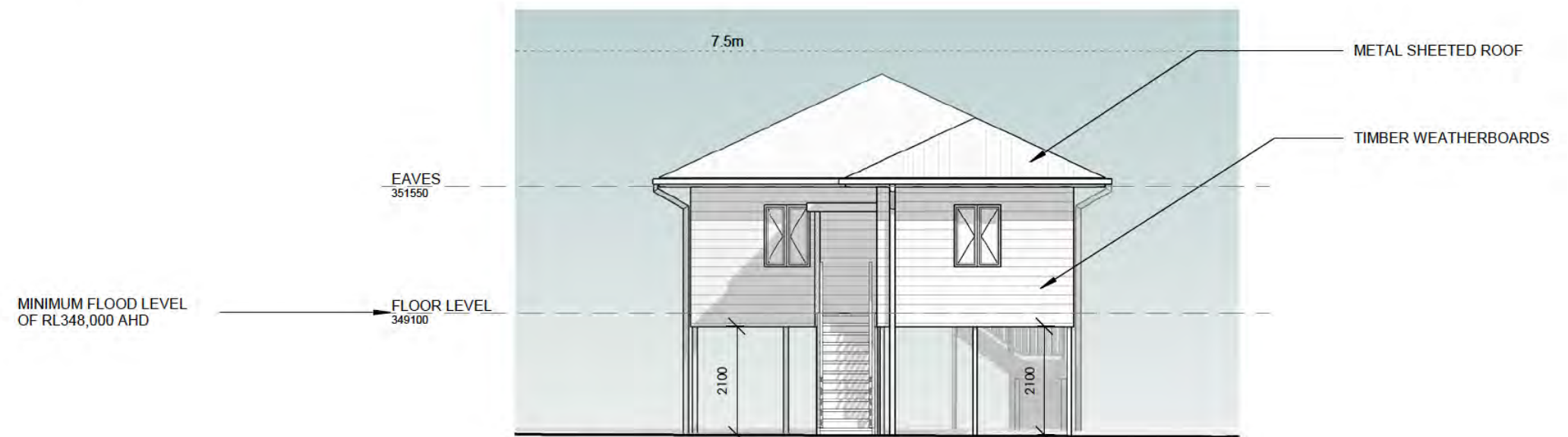


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1 **01 NORTH ELEVATION**
1 : 100 @A3



2 **02 EAST ELEVATION**
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PROPOSED ELEVATIONS 1

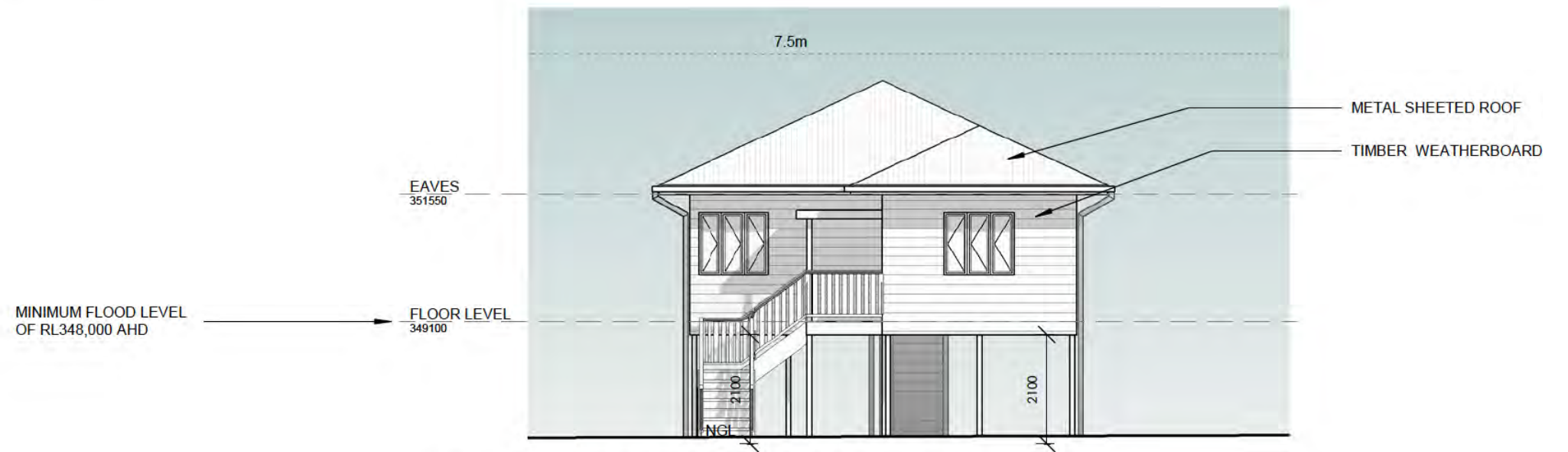


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1 03 SOUTH ELEVATION
1 : 100 @A3



2 04 WEST ELEVATION
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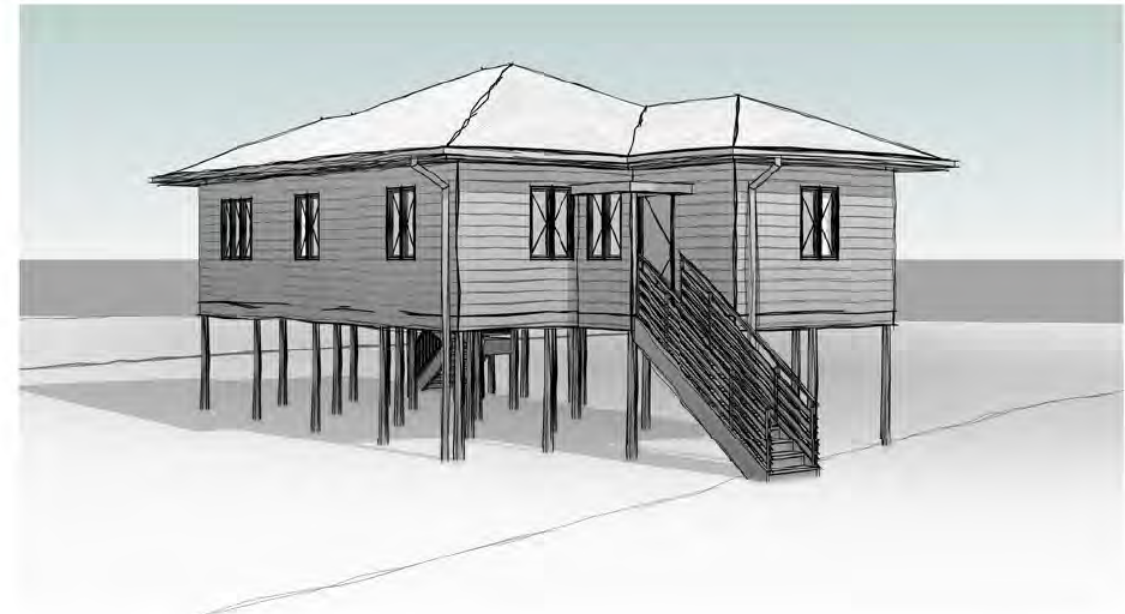
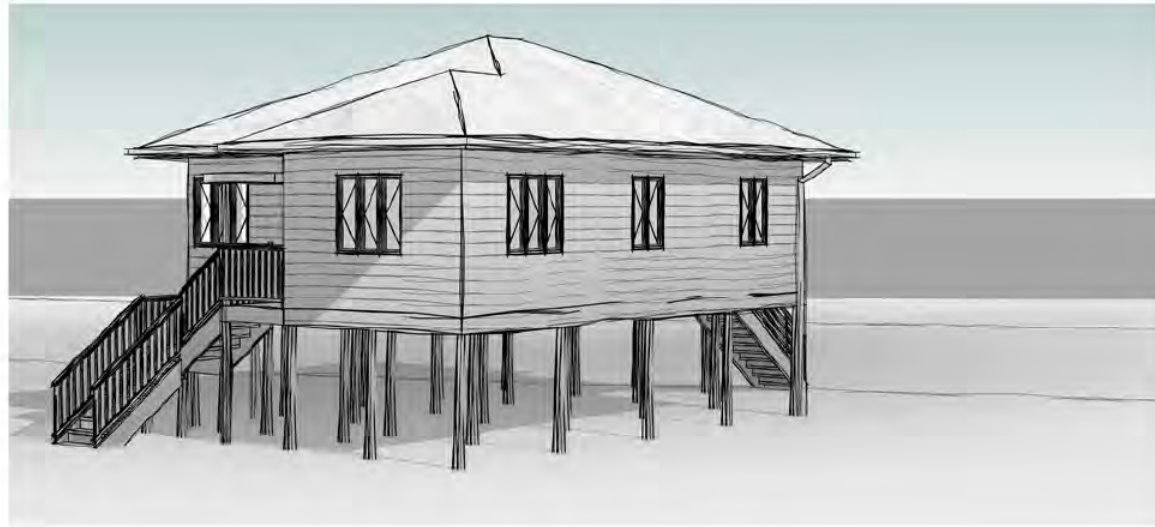
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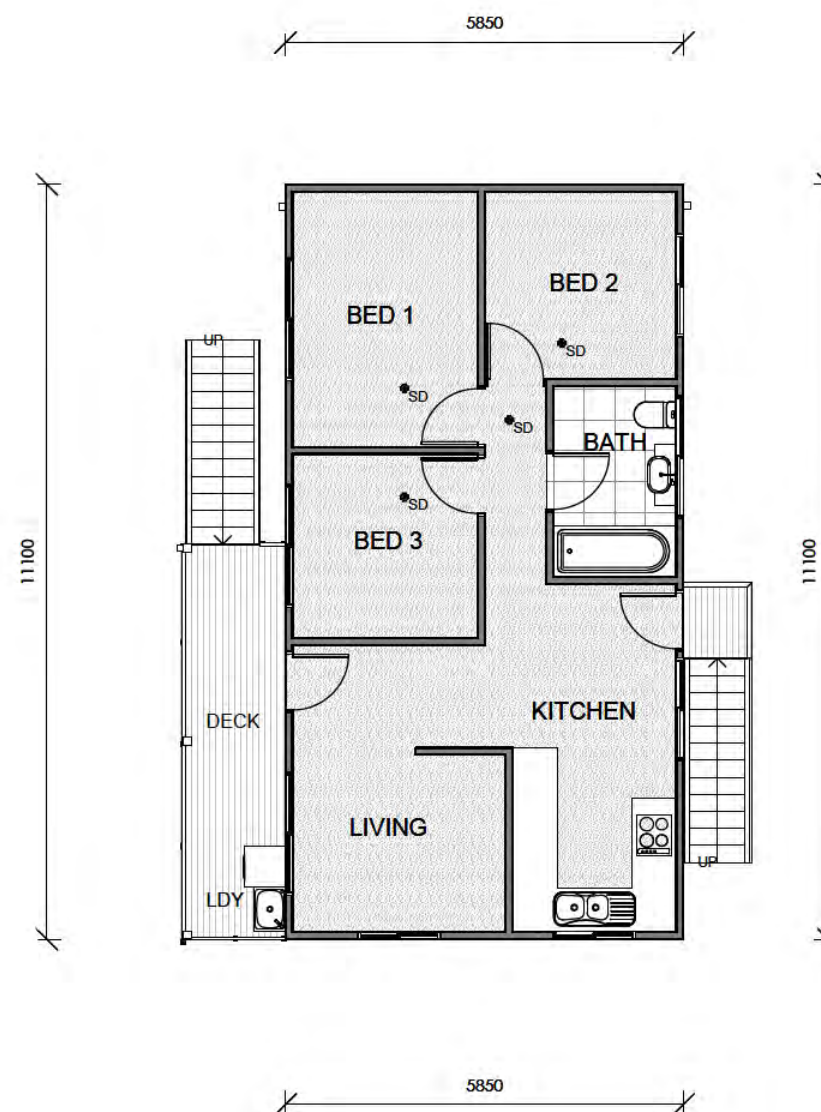


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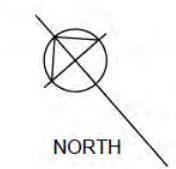
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DATE	DESCRIPTION	REV
07.11.2019	PRELIMINARY	A
13.10.2020	NEW HOUSE	B
21.10.2020	REAR SETBACK INCREASED	C
24.11.2020	HOUSE HEIGHT RAISED	D

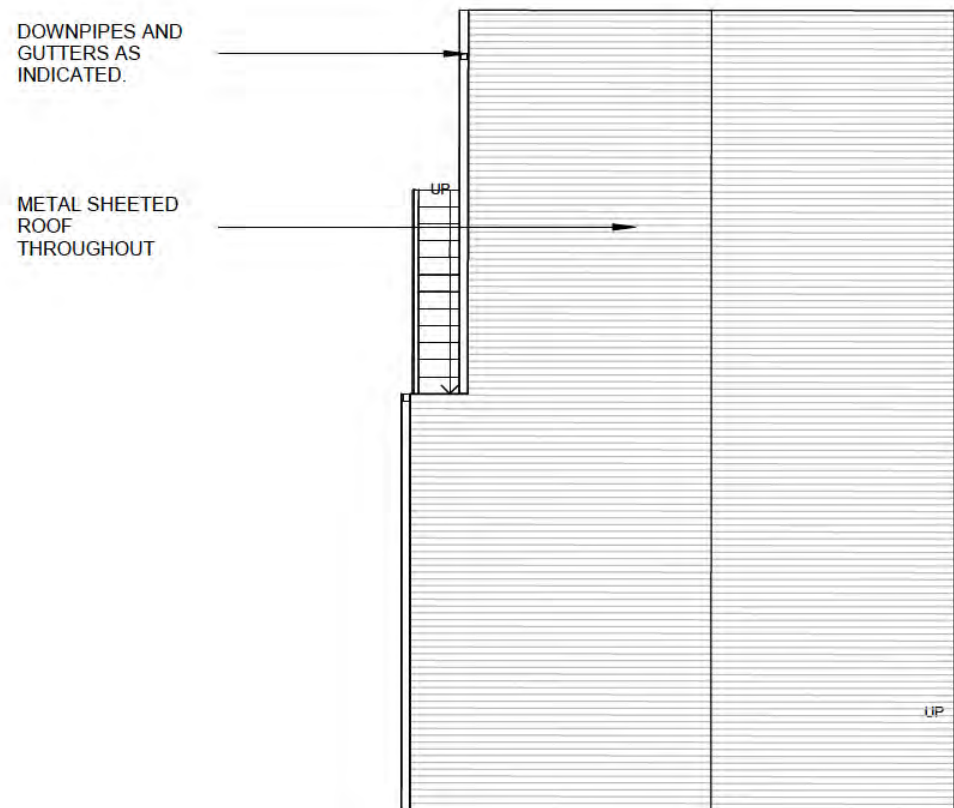
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EVOKE ARCHITECTS 2019 - | A | VIN: 0421 244 897 DARC: 0421 159 555 | E: EVOKEARCH@GMAIL.COM |



1 **PROPOSED ROOF PLAN**
1 : 100 @A3

CONSTRUCTION TO BE IN ACCORDANCE WITH THE NCC & RELEVANT AUSTRALIAN STANDARDS. FULL STRUCTURAL CERTIFICATION IS REQUIRED. NOT SCALE FROM DRAWINGS. CONFIRM DIMENSIONS ON SITE PRIOR TO COMMENCING ANY FABRICATION. SETOUT WORK. ANY COSTS ARISING FROM INCORRECT DIMENSIONING IS THE RESPONSIBILITY OF THE CONTRACTOR IF EVOKE ARCHITECTS IS NOT CONTACTED PRIOR TO CONSTRUCTION. VERIFY LOCATION OF EXISTING SERVICES BEFORE COMMENCEMENT OF WORK.

DATE	DESCRIPTION	REV
07.11.2019	PRELIMINARY	A
13.10.2020	NEW HOUSE	B
21.10.2020	REAR SETBACK INCREASED	C
24.11.2020	HOUSE HEIGHT RAISED	D

PRO 679 SHEET NUMBER A - 05 REV D

CLIENT NAME:
MACKAY AND SONS

PROJECT ADDRESS:
80 KING ST, NANANGO, QLD, 4615.

SHEET NAME:
PROPOSED ROOF PLAN



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QLD REG# 4782

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1 **01 NORTH ELEVATION**
1 : 100 @A3



2 **02 EAST ELEVATION**
1 : 100 @A3

CONSTRUCTION TO BE IN ACCORDANCE WITH THE NCC & RELEVANT AUSTRALIAN STANDARDS. FULL STRUCTURAL CERTIFICATION IS REQUIRED. DO NOT SCALE FROM DRAWINGS. CONFIRM DIMENSIONS ON SITE PRIOR TO COMMENCING ANY FABRICATION, SETOUT WORK. ANY COSTS ARISING FROM CORRECT DIMENSIONING IS THE RESPONSIBILITY OF THE CONTRACTOR IF EVOKE ARCHITECTS IS NOT CONTACTED PRIOR TO CONSTRUCTION. VERIFY LOCATION OF EXISTING SERVICES BEFORE COMMENCEMENT OF WORK.

DATE	DESCRIPTION	REV
07.11.2019	PRELIMINARY	A
13.10.2020	NEW HOUSE	B
21.10.2020	REAR SETBACK INCREASED	C
24.11.2020	HOUSE HEIGHT RAISED	D

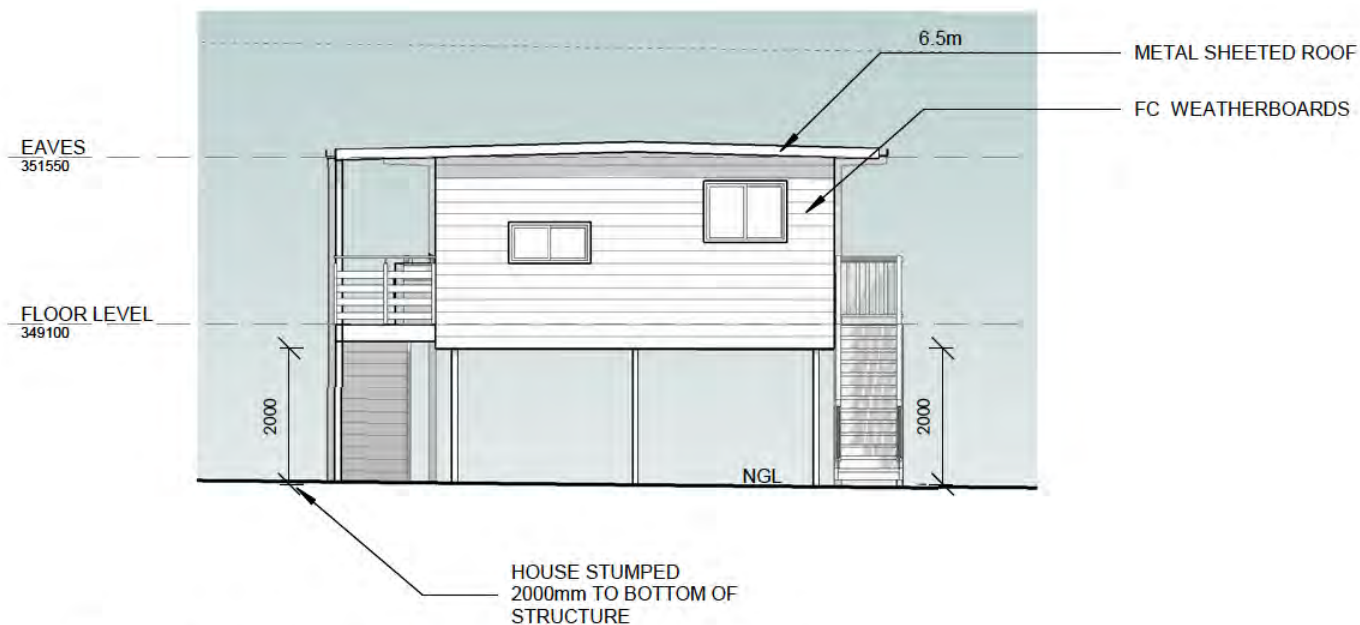
PRO 679 SHEET NUMBER A - 06 REV D

CLIENT NAME:
MACKAY AND SONS
PROJECT ADDRESS:
80 KING ST, NANANGO, QLD, 4615.
SHEET NAME:
PROPOSED ELEVATIONS 1

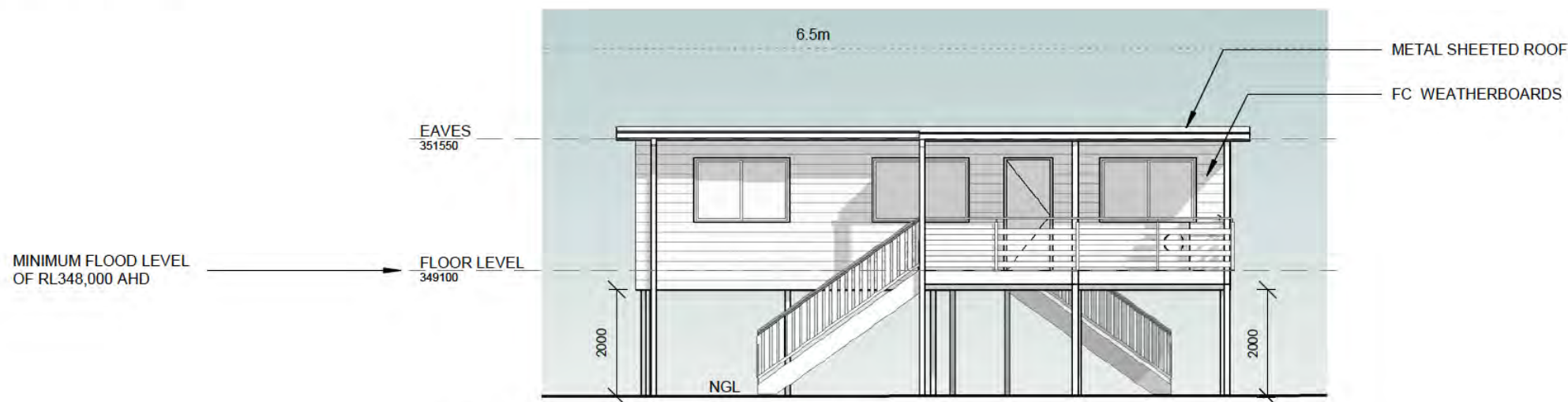


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EVOKE ARCHITECTS 2019 - I ALVIN: 0421 244 897 DARCY: 0421 159 555 | E: FVOKFARCH@GMAIL.COM |



1 **03 SOUTH ELEVATION**
1 : 100 @A3



2 **04 WEST ELEVATION**
1 : 100 @A3

CONSTRUCTION TO BE IN ACCORDANCE WITH THE NCC & RELEVANT AUSTRALIAN STANDARDS. FULL STRUCTURAL CERTIFICATION IS REQUIRED. DO NOT SCALE FROM DRAWINGS. CONFIRM DIMENSIONS ON SITE PRIOR TO COMMENCING ANY FABRICATION. SETOUT WORK. ANY COSTS ARISING FROM INCORRECT DIMENSIONING IS THE RESPONSIBILITY OF THE CONTRACTOR IF EVOKE ARCHITECTS IS NOT CONTACTED PRIOR TO CONSTRUCTION. VERIFY LOCATION OF EXISTING SERVICES BEFORE COMMENCEMENT OF WORK.

DATE	DESCRIPTION	REV
07.11.2019	PRELIMINARY	A
13.10.2020	NEW HOUSE	B
21.10.2020	REAR SETBACK INCREASED	C
24.11.2020	HOUSE HEIGHT RAISED	D

PRO 679 SHEET NUMBER A - 07 REV D

CLIENT NAME:
MACKAY AND SONS
PROJECT ADDRESS:
80 KING ST, NANANGO, QLD, 4615.
SHEET NAME:
PROPOSED ELEVATIONS 2



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CONSTRUCTION TO BE IN ACCORDANCE WITH THE NCC & RELEVANT AUSTRALIAN STANDARDS. FULL STRUCTURAL CERTIFICATION IS REQUIRED. NOT SCALE FROM DRAWINGS. CONFIRM DIMENSIONS ON SITE PRIOR TO COMMENCING ANY FABRICATION. SETOUT WORK. ANY COSTS ARISING FROM INCORRECT DIMENSIONING IS THE RESPONSIBILITY OF THE CONTRACTOR IF EVOKE ARCHITECTS IS NOT CONTACTED PRIOR TO CONSTRUCTION. VERIFY LOCATION OF EXISTING SERVICES BEFORE COMMENCEMENT OF WORK.

DATE	DESCRIPTION	REV
07.11.2019	PRELIMINARY	A
13.10.2020	NEW HOUSE	B
21.10.2020	REAR SETBACK INCREASED	C
24.11.2020	HOUSE HEIGHT RAISED	D

PRO
679

SHEET NUMBER
A - 08

REV
D

CLIENT NAME:
MACKAY AND SONS
PROJECT ADDRESS:
80 KING ST, NANANGO, QLD, 4615.
SHEET NAME:
3D



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INFRASTRUCTURE CHARGES NOTICE*(Section 119 of the Planning Act 2016)*

APPLICANT:	Mackay & Sons House Removals C/- Project BA PO Box 45 NOOSAVILLE QLD 4566	
APPLICATION:	Re-sited Secondary Dwelling	
DATE:	14/11/2022	
FILE REFERENCE:	MCU22/0017	
AMOUNT OF THE LEVIED CHARGE: <i>(Details of how these charges were calculated are shown overleaf)</i>	\$14,346.00	Total
	\$7,030.00	Water Supply Network
	\$3,873.00	Sewerage Network
	\$1,722.00	Transport Network
	\$1,435.00	Parks and Land for Community Facilities Network
	\$286.00	Stormwater Network
AUTOMATIC INCREASE OF LEVIED CHARGE:	The amount of the levied charge is subject to an automatic increase. Refer to the Information Notice attached to this notice for more information on how the increase is worked out.	
LAND TO WHICH CHARGE APPLIES:	80 King St, Nanango	
SITE ADDRESS:	Lot 127 N231	
PAYABLE TO:	South Burnett Regional Council	
WHEN PAYABLE: <i>(In accordance with the timing stated in Section 122 of the Planning Act 2016)</i>	Material Change of Use – When the change happens.	
OFFSET OR REFUND:	Not Applicable.	

This charge is made in accordance with South Burnett Regional Council's **Charges Resolution (No. 3) 2019**

DETAILS OF CALCULATION

Water Supply

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Residential Use (2 bed dwelling)	1	Dwelling	\$7,030.00	CR Table 2.1	\$7,030.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not Applicable	-	-	\$0.00	-	\$0.00

Sewerage

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Residential Use (2 bed dwelling)	1	Dwelling	\$3,873.00	CR Table 2.1	\$3,873.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not Applicable	-	-	\$0.00	-	\$0.00

Transport

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Residential Use (2 bed dwelling)	1	Dwelling	\$1,722.00	CR Table 2.1	\$1,722.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not Applicable	-	-	\$0.00	-	\$0.00

Parks and Land for Community Facilities

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Residential Use (2 bed dwelling)	1	Dwelling	\$1,435.00	CR Table 2.1	\$1,435.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not Applicable	-	-	\$0.00	-	\$0.00

Stormwater

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Residential Use (2 bed dwelling)	1	Dwelling	\$286.00	CR Table 2.1	\$286.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not Applicable	-	-	\$0.00	-	\$0.00

Levied Charges

Development Description	Water Supply	Sewerage	Transport	Parks & Land for Community Facilities	Stormwater	Total
Residential Use (2 bed dwelling)	\$7,030.00	\$3,873.00	\$1,722.00	\$1,435.00	\$286.00	\$14,346.00
Total	\$7,030.00	\$3,873.00	\$1,722.00	\$1,435.00	\$286.00	\$14,346.00

** In accordance with Section 3.3 of the Charges Resolution, the discount may not exceed the adopted charge. Any surplus discounts will not be refunded, except at South Burnett Regional Council's discretion.*

INFORMATION NOTICE

Authority and Reasons for Charge	This Infrastructure Charges Notice has been given in accordance with section 119 of the <i>Planning Act 2016</i> to support the Local government's long-term infrastructure planning and financial sustainability.
Appeals	Pursuant to section 229 and Schedule 1 of the <i>Planning Act 2016</i> a person may appeal an Infrastructure Charges Notice. Attached is an extract from the <i>Planning Act 2016</i> that details your appeal rights.
Automatic Increase Provision of charge rate (\$)	<p>An infrastructure charge levied by South Burnett Regional Council is to be increased by the difference between the Producer Price Index (PPI) applicable at the time the infrastructure charge was levied, and PPI applicable at the time of payment of the levied charge, adjusted by reference to the 3-yearly PPI average¹. If the levied charge is increased using the method described above, the charge payable is the amount equal to the sum of the charge as levied and the amount of the increase.</p> <p>However, the sum of the charge as levied and the amount of the increase is not to exceed the maximum adopted charge the Authority could have levied for the development at the time the charge is paid.</p>
GST	The Federal Government has determined that contributions made by developers to Government for infrastructure and services under the <i>Planning Act 2016</i> are GST exempt.
Making a Payment	<p>This Infrastructure Charges Notice cannot be used to pay your infrastructure charges.</p> <p>To pay the levied charge, you must request an Itemised Breakdown showing the total levied charge payable at the time of payment. An Itemised Breakdown must be presented at the time of payment.</p> <p>An Itemised Breakdown may be requested by emailing info@southburnett.qld.gov.au</p>

¹ 3-yearly PPI average is defined in section 114 of the *Planning Act 2016* and means the PPI adjusted according to the 3-year moving average quarterly percentage change between financial quarters. PPI Index is the producer price index for construction 6427.0 (ABS PPI) index number 3101 – Road and Bridge construction index for Queensland published by the Australian Bureau of Statistics.

Payment can be made at any of the following South Burnett Regional Council Offices:

- 69 Hart Street, Blackbutt, 4314;
- 45 Glendon Street, Kingaroy, 4610;
- 42 Stephens Street West, Murgon, 4605;
- 48 Drayton Street, Nanango, 4615;
- McKenzie Street, Wondai, 4606; or
- via other methods identified on the Itemised Breakdown.

Enquiries

Enquiries regarding this Infrastructure Charges Notice should be directed to the SOUTH BURNETT REGIONAL COUNCIL, Department of Planning and Land Management, during office hours, Monday to Friday by phoning (07) 4189 9100 or email at info@southburnett.qld.gov.au

NOTICE ABOUT DECISION – STATEMENT OF REASONS

The following information is provided in accordance with Section 63(4) & (5) of the Planning Act 2016

The development application for:

Type of Approval	Material Change of Use – Development permit
Level of Assessment	Code
Application No	MCU22/0017
Name of Applicant	Mackay and Sons House Removals C/- Project BA
Street Address	80 King Street, Nanango
Real Property Address	Lot 127on N231

On 14 December 2022 the above development was:

Approved in full, with conditions.

1. Reasons for the Decision

The reasons for this decision are:

- Proposal is consistent with the Overall Outcomes for the Rural Zone.
- The development is conditioned to achieve a suitable access outcome given State controlled road environment constraints.
- The building siting, construction, firefighting resources, appropriately mitigates the potential bushfire Hazard as required by the State Planning Policy and an Asset Protection Zone with a minimum width of 18m is conditioned as per the recommendations of the approved bushfire mitigation report.
- Reasonable and relevant conditions have been imposed to ensure compliance with the South Burnett Planning Scheme 2017 V1.4

2. Assessment Benchmarks

The following benchmarks apply to this development:

- Rural Zone Code
- Services and Works Code

Note: Each application submitted to Council is assessed individually on its own merit

0.0 MATERIAL CHANGE OF USE FOR A SECONDARY DWELLING AT 65 HAZELDEAN ROAD, SOUTH NANANGO (AND DESCRIBED AS LOT 1 ON RP157170) - APPLICANT: H T DENDLE C/- CREATIVE PLANNING PTY LTD

File Number: MCU22/0021
Author: Senior Planning Officer
Authoriser: Chief Executive Officer

	SIGNATURE	DATE
MANAGER	[Redacted]	5/12/22
GM	[Redacted]	5/12/22
CEO	[Redacted]	5.12.2022

PRECIS

Material Change of use for a Secondary Dwelling at 65 Hazeldean Road, South Nanango (and described as Lot 1 on RP157170) - Applicant: H T Dendle C/- Creative Planning Pty Ltd

SUMMARY

- Application for Material change of use – development permit (secondary dwelling);
- Subject site is located in the Rural zone under the South Burnett Regional Council Planning Scheme that is subject to high hazard bushfire risk mapped by the Queensland State Planning Regulation 2017;
- Proposal triggered code assessment as the proposal did not meet the accepted development subject to requirements provisions;
 - Proposed dwelling exceeded the maximum gross floor area for secondary dwelling
- No referrals triggered to SARA;
- Upon assessment it was found that two (2) other structures on site, and subject to a historical development approval, were being used unlawfully for residential accommodation purposes and in conflict with the purpose and conditions of the historical approval.
- The applicant was requested to provide information on all structures on the property.
- A bushfire hazard risk assessment has been prepared and submitted as part of the application material to address the risks and outline the mitigation actions required for the proposed secondary dwelling use on the site. The bushfire report does not extend to pre-existing buildings located elsewhere on the property noted as also being subject to high risk of bushfire hazard.
- Proposal Plans (Attachment A).
- Statement of Reasons (Attachment B).
- Bushfire Report (Attachment C).
- Infrastructure Charges Notice (Attachment D).
- Conditions are imposed to ensure the removal of habitable structures from the property with the exception of the primary dwelling house and ensure that the proposed secondary dwelling is used as defined by the Planning scheme at all times.
- Conditions are imposed for Bushfire hazard management.
- Conditions are imposed for the use of the building and the approved use of dwellings on site.

OFFICER’S RECOMMENDATION

The application for a Material Change of Use Development Permit for a secondary dwelling at 65 Hazeldean Road, South Nanango (and described as Lot 1 on RP157170) be approved subject to conditions and recommendations contained within the approved Bushfire report which is to be made an approved document.

CONDITIONS

GEN1. The development must be completed and maintained in accordance with the approved plans and documents and conditions to this development approval:

Title			

Bushfire Management Report 65 Hazeldean Road, South Nanango, QLD, 4610	Prepared by Aquila NRM	Ref. 220801	August 2022
Site Plan amended in red	Prepared by J and A Drafting	22-001-H	28/3/22
Proposed floor plan	Prepared by J and A Drafting	22-001-H	28/3/22
Proposed elevations	Prepared by J and A Drafting	22-001-H	28/3/22

DEVELOPMENT PERIOD - MCU

GEN2. The currency period for this development approval for Material Change of Use for a Dwelling house (secondary dwelling) **is (4) years** after the development approval starts to have effect. The development approval will lapse unless the use is commenced, and all works and stages required to be given to Council for approval is provided within this period.

GEN3. Prior to commencement of the use, undertake all necessary building work and or plumbing and drainage work, to make good the existing structures located in the western half of the site and to be certified as class 10a structures only, in accordance with the Council approved site plan amendments in red.

Note - Non-compliance with this condition prior to commencement of the use of the secondary dwelling will result in the approval being unlawful as per the land use definitions within the Planning Scheme 2017, and in conflict with the conditions of this development approval.

GEN4. The use of the approved dwelling shall be undertaken in accordance with the definition in the Planning Scheme 2017 at all times
Dwelling House (Secondary Dwelling)

A residential use of premises involving– (a) 1 dwelling for a single household and any domestic outbuildings associated with the dwelling; or (b) 1 dwelling for a single household, a secondary dwelling and any domestic outbuildings associated with either dwelling. “

Note: The approved 'secondary dwelling' is not an approved use for short term accommodation, which will require a separate land use permit under the SBRC Planning Scheme 2017.

ENVIRONMENT (BUSHFIRE MANAGEMENT)

GEN5. Establish an Asset Protection Zone and maintain it at all times in accordance with the Approved Aquilla NRM Report.

A registered surveyor must survey and peg the approved asset protection zone prior to commencement of the use with a copy provided to Council for record purposes.

No part of a building or structure including but not limited to tanks or pools associated with a dwelling house are to be located outside of the asset protection zone area at any time.

GEN6. Prior commencement of the use provides a dedicated fire-fighting water supply with a minimum capacity of 10,000 litres and to be maintained at all times.

Note: Future Buildings are to be designed and constructed to meet the requirements of the relevant building standards prevailing at the time. This includes the Building Code of Australia (BCAC), the Australian Standard for Construction of buildings in bushfire-prone areas (AS3959 – 2018) and relevant Council bylaws and building regulations.

- GEN7. Implement all of the recommendations of the approved bushfire hazard assessment report prepared by Aquila NRM Report dated August 2022 prior to commencement of the use, and to be maintained at all times.

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 commencement of the use unless stated otherwise.
- ENG2. Undertake Engineering designs and construction in accordance with the Planning Scheme, Council's standards, relevant design guides, and Australian Standards.
- ENG3. 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.

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 adversely alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.
- ENG7. 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.

WATER SUPPLY

- ENG8. Provide on-site water storage for the development with a minimum capacity of 45kl.

ON-SITE WASTEWATER DISPOSAL

- ENG9. Connect the development to an on-site wastewater disposal system, in accordance with the AS1547 and the Queensland Plumbing and Waste Water Code.
- ENG10. Obtain a Development Permit for Plumbing Works for the on-site sewerage treatment system.

VEHICLE ACCESS

- ENG11. Construct an upgraded access to the lot generally in accordance with SBCR Standard Drawing 00049.

ELECTRICITY AND TELECOMMUNICATION

- ENG12. Connect the development to electricity and telecommunication service.

ADVICE - APPEAL RIGHTS

- ADV1. Attached for your information is a copy of Chapter 6 of the Planning Act 2016 as regards Appeal Rights.

ADVICE - INFRASTRUCTURE CHARGES

- ADV2. Infrastructure charges are not levied for the proposed use for a Secondary Dwelling

HERITAGE

- ADV3. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding. A search can be arranged by visiting <https://www.datsip.qld.gov.au> and filling out the Aboriginal and Torres Strait Islander Cultural Heritage Search Request Form.

PROPERTY NOTE

- PN1. Lot 1 on RP157170 is subject to an approved bushfire management plan. Future dwelling house/habitable building is to be sited in accordance within the approved location envelope of the approved bushfire management plan.

Document Title	Prepared by	Ref no.	Date
Bushfire Management Report 65 Hazeldean Road, South Nanango, QLD, 4610	Prepared by Aquila NRM	Ref. 220801	August 2022

FINANCIAL AND RESOURCE IMPLICATIONS

No implication can be identified.

LINK TO CORPORATE/OPERATIONAL PLAN

Growing our Region's Economy and Prosperity

GR8 Support and advocate for appropriate growth and development with responsive planning schemes, process, customer service and other initiatives.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Refer to CONSULTATION in this report.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

No implication identified.

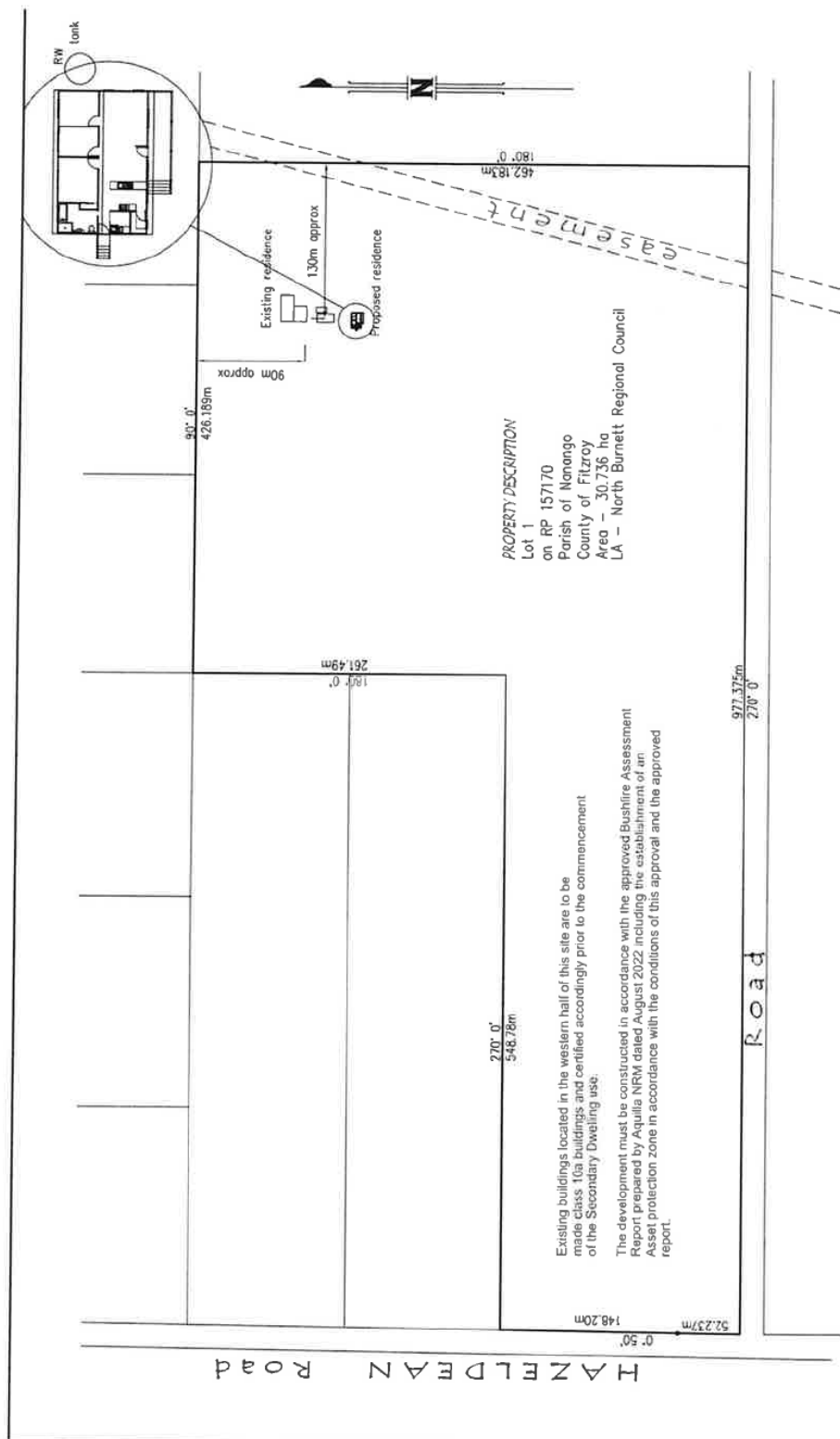
POLICY/LOCAL LAW/DELEGATION IMPLICATIONS

No implication can be identified.

ASSET MANAGEMENT IMPLICATIONS

No implication can be identified.

PROPOSAL PLAN



PROPERTY DESCRIPTION
 Lot 1
 on RP 157170
 Parish of Nanango
 County of Fitzroy
 Area - 30.736 ha
 LA - North Burnett Regional Council

Existing buildings located in the western half of this site are to be made class 1(a) buildings and certified accordingly prior to the commencement of the Secondary Dwelling use.
 The development must be constructed in accordance with the approved Bushfire Assessment Report prepared by Aquila NRM dated August 2022 including the establishment of an Asset protection zone in accordance with the conditions of this approval and the approved report.

SITE PLAN

Design/Drafting J&A Drafting Builder Lic. No. 2021 2021-001-1-H Client	This plan has been prepared in accordance with all relevant building codes and no amendment shall be made without the approval of the relevant LSCB Authority.	Dimensions in millimetres except where shown otherwise: Scale: 1:5000 Date: 28/1/22 Amend: No One (5/8)	Proposed New Residence FOR M. CLAYDON AT 65 HAZELDEAN Road SOUTH NANANGO	J&A Drafting design & drafting 2021-001-1-H No. 1 Job No. Prints email: j.a.drafting@bigpond.com Lic. No. 2021-001-1-H J&A Drafting Pty Ltd (Incorporated in Queensland)
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DELEGATED ACTION ITEM:

Smika alarm in accordance with Part 3.7.2 of BCA (current) and Part 3A Building Regulation

PROPOSED
Building Area - 90.6 sqm
Deck Area - 13.1 sqm

EXISTING
Building Area - 129 sqm
Patio Area - 88 sqm

NOTES

All levels and dimensions to be checked and verified by builder prior to commencement of any building work.

Building to be protected from Termites in accordance with AS 3680.1. (Queensland)

Waste drainage to Council requirements.

Wet areas to be sealed in accordance with BCA Part 3.8.1.

Stormwater to discharge 3m min from footings & bays.

No earth retaining required.

FLOOR PLAN

Denotes ceiling fan
= Double GPO
⊕ Down light
TV Television point
denotes ceramic tiles

ROOF/LINTEL PLAN

Denotes M12 anchor rods from top plate to bearer

Pre-fabricated eaves @ 900 nom. crn/2000

TIMBER SCHEDULE

All exposed timber to be treated to H3 or to be durability class 1 or 2.
All timber is stress grade MCP10 unless noted otherwise.

Beams - See Flooring Plan
Floor joists - See Flooring Plan
Wall studs - 90x35 @ 450 crs (not notched) (external)
70x35 @ 450 crs (non-boarding) (internal)
Top plates - 45x90 + 35x90 (not tranneched) (external)
Bottom plates - 45x90 (not tranneched) (external)

Lintels - See Roof/Lintel Plan
Jamb studs -
Opening
Size
SM Trimmers -
Roof trusses - Prefabricated @ 900 crs
(Roof battens - Steel @ 900 crs)

PROPOSED NEW RESIDENCE
FOR M. CLAYTON
AT 65 HAZELDEAN ROAD SOUTH NAMANGO

Scale: 1:100
Date: 26/3/22
Issued: 06 Oct (3/18)

Dimensions in millimetric except where shown otherwise.

This plan has been prepared in accordance with all relevant building codes and no responsibility is accepted without approval from the relevant Local Authority.

Design/Drawn: Jan Richards
Checked: M. 3853
Project No: 22-001-H
Client: [Redacted]

Scale: 1:100
Date: 26/3/22
Issued: 06 Oct (3/18)

Design/Drawn: Jan Richards
Checked: M. 3853
Project No: 22-001-H
Client: [Redacted]

DATE:

FRONT ELEVATION

SIDE ELEVATION

REAR ELEVATION

Botlens to subfloor not shown.

100x100 timber posts

V-line roof

Roofing & infill as specified.

75x75x3.0 SMS stumps

Weather proof external door

Weatherproof wall cladding.

V-line roof

Custom-ord (colorbond) roof sheeting.
Fasten to manufacturers specification.

Aluminium framed windows

<p>Drawn/checked Jan. Sekharadas 20/12/22</p> <p>Scale 1 : 100</p> <p>Date 29/1/22</p>	<p>Dimensions in millimetre every 100mm where shown otherwise</p> <p>Scale 1 : 100</p> <p>Date 29/1/22</p>	<p>This plan has been prepared in accordance with all relevant building codes and standards and does not constitute an offer of any services without approval from the relevant Local Authority.</p>	<p>PROPOSED NEW RESIDENCE FOR M. CLAYDON AT 65 HAZELDEAN ROAD SOUTH NANANGO</p>
<p>Drawn by Jan. Sekharadas Scale 1 : 100 Date 29/1/22</p>		<p>Checked by Jan. Sekharadas Scale 1 : 100 Date 29/1/22</p>	
<p>Project No. 22-001-H</p>		<p>Client M. CLAYDON</p>	
<p>Address 65 HAZELDEAN ROAD SOUTH NANANGO</p>		<p>Project No. 22-001-H</p>	

J&A DRAFTING
REGISTERED DRAFTER
ARCHITECTURAL DRAFTER

DELEGATED AUTHORITY:

DATE:

>Refer AS1684.2 –
for Figure 9 Table Nos.

*Steel Roof
ULW – 4775
Batten spacing – 900
Wall framing – Pine MGP10 (J04)

*Truss Spacing – 900
Battens – steel
Truss – Pine (J04)

Table No.	Uplift Force (kN)	Figure No.	Allowable Load (kN)
TRUSSES TO TOP PLATE			
9.13	5.7	9.27(a)	5.9
TOP PLATE TO PFC BEAMER			
9.13	9.5	9.19(i)	27.0

TIERDOWN DETAIL - N2

<p>Drawn/Checked Jon Schwartz 2022/11/11</p>	<p>Reviewed in accordance with all relevant building codes and no amendment shall be made without approval of the relevant Local Authority.</p>	<p>Dimensions in millimetres except where shown otherwise</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>SCALE</td> <td>1 : 100</td> </tr> <tr> <td>DATE</td> <td>28/1/22</td> </tr> </table>	SCALE	1 : 100	DATE	28/1/22	<p>PROPOSED NEW RESIDENCE FOR M. CLAYDON AT 65 HAZELDEAN ROAD SOUTH NANANGO</p>
SCALE	1 : 100						
DATE	28/1/22						
<p>22-001-H</p>		<p>22-001-H</p>					

DELEGATED AUTHORITY:

DATE:

NOTE :- All external walls are ply sheathed and nailed as per bracing.

• Denotes M12 anchor rods from top plate to bearer

Shower Rooms:
In areas serviced by a water service provider, all shower roses have a minimum 3-star Water Efficiency Labelling and Standards rating.

Water Supply:
In a service area for retail water service under the Water Act 2000, the water supplied to a new Class 1 building does not exceed pressure levels set out in AS/NZS 3550:1:2003 and if the main water pressure exceeds or could exceed 500 kPa, a water pressure limiting device is installed to ensure that the maximum operating pressure at the outlet within the boundaries of the property does not exceed 500 kPa.

In areas serviced by a water service provider, tap water has a minimum 3-star Water Efficiency Labelling and Standards rating for taps serving:
(a) laundry tubs; and
(b) kitchen sinks; and
(c) basins.

Rainwater Tanks: (if required by Local Authority)
The tank capacity to be a least 5000 litres for external and internal use. (Refer Local Authority).
The tank must be installed in such a way that it receives the rainfall from a roof catchment of at least 100 sq m or one half of the roof area – which ever is the lesser.
Where the tank(s) is or are required to be used internally, it is to be connected to all toilet cisterns and to washing machine cold taps.
Provide a screened downpipe rainhead to all downpipes that connect to the tank(s). The screen mesh to have openings no smaller than 4mm and no larger than 6mm and designed to shed leaves.
The tanks to be provided with mosquito-proof screens of brass, or copper, or aluminium or stainless steel, with the gauge not coarser than 1mm aperture mesh, or flap valves at every opening of the rainwater tank.
If a tank is provided with a manhole, the manhole must have a diameter of no more than 400mm and a vermin trap.
Provide for an automatic or manual interchange device that allows alternate use of the water from the tank or the reticulated water supply must be installed to ensure that there is a continual supply of water for sanitary plumbing and laundry use.
All rainwater tanks must be installed to protect potable water within the reticulated supply in accordance with AS/NZS 3500:2003 Plumbing and Drainage.
Polyethylene tanks shall be in accordance with AS/NZS 4766 (m) 2002 polyethylene storage tanks for water or chemicals.
Coated metal sheet tanks shall be in accordance with AS 1397:2001 steel sheet and strip – hot-dipped zinc coated or aluminium coated, and have a minimum coating of 550 g/m².
Stainless steel tanks shall be in accordance with ASTM A240 240KH-05 standard specification for chromium-nickel alloys steel plate, sheet and strip for pressure vessels and for general applications.
Concrete tanks to be in accordance with AS 9795:2001 concrete structures containing liquids.

Rainwater Tank Stands:
The rainwater tank stand or other supporting structure must comply with AS/NZS 1170.1:2002 permanent imposed and other actions and AS/NZS 1170.2:2002 wind actions.

Volume of Water used in toilet:
Toilet cisterns to have dual flush capability that does not exceed 6 litres on full flush and 3 litres on half flush and have a minimum 4-star water efficiency labelling and standard rating.

Energy Efficient Lighting:
Fluorescent lights or compact fluorescent lights (CFLs) are used in 80% of the total area of all rooms.

Hot Water Supply:
A hot water supply is provided by:
A heat pump or a solar hot water system or a gas or an electric hot water system.

X WIND LOAD RESISTANCE TABLE

MARK	TYPE	LENGTH	UNIT	RESISTANCE
X1	Sheet	1500	3.40	5.10
X2	Sheet	3600	3.40	12.24
X3	Sheet	3600	3.40	12.24
X4	Sheet	1800	3.40	6.12
TOTAL				35.70

PLY BRACING (no rods)
Resistance by 10mm (10) plywood sheet
Panel behind wall cladding fastened with nails (as specified by manufacturer) at 150 c/s on all edges and butt joints and 300 c/s at intermediate studs.
Resistance @ 3.4kN/m.
Attach bracing walls to bearer with M12 bolts from beam plate at 1800 mm c/s.

PLY BRACING (with rods)
Resistance by 10mm (10) plywood sheet
Panel behind wall cladding fastened with nails (as specified by manufacturer) at 150 c/s on all edges and butt joints and 300 c/s at intermediate studs.
Resistance @ 6.4kN/m.
Attach bracing walls to bearer with M12 rods each end of sheet from top plate at 1800 mm c/s.

BRACING DETAILS - N3

TOP FIXING OF BRACING WALLS

Wall	Resistance to Fixing Type	Strength kN	Refer Table No
X4	2/16ozen screws	6.9	AS1684.2
		6.22	(b)

Dimensions in millimetres except where shown otherwise.
Scale: 1:100
Date: 28/3/22
Author: No obj.

Design/Bracing Engineer: Jan Schwabitz
Project: NEW RESIDENCE FOR M. CLAYDON AT 65 HAZELDEAN ROAD SOUTH NANANGO
Issue: 28/3/22

PROPOSED NEW RESIDENCE FOR M. CLAYDON AT 65 HAZELDEAN ROAD SOUTH NANANGO

22-001-H

J&A DRAFTING
23 Avon St, TASMANIA 7243
Email: jandrafting@optusnet.com.au
No. 6 of 15 Place
Job No.
22-001-H
Callign & Grayling

DELEGATED ACTION 11

<p style="text-align: center;">ENERGY EFFICIENCY - 1</p> <p>Calculated in accordance with clause 3.12 of BCA 2009</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">ROOF - unventilated roof space</td> </tr> <tr> <td>Min. R value</td> <td>Insulation to be used</td> </tr> <tr> <td>2.70 up/down</td> <td>Batts R2.5 min</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">WALLS</td> </tr> <tr> <td>Min. R value</td> <td>Insulation to be used</td> </tr> <tr> <td>1.90</td> <td>Batts R1.5 min</td> </tr> </table> <p style="text-align: center;">BUILDING COMPLIES WITH 3.12 of NCC 2014 and QCC MP4.1 A1(2)(c) having a solar photovoltaic system of > 1.0kW installed.</p>	ROOF - unventilated roof space		Min. R value	Insulation to be used	2.70 up/down	Batts R2.5 min	WALLS		Min. R value	Insulation to be used	1.90	Batts R1.5 min	<p style="text-align: center;">AIR MOVEMENT</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Habitable Room</th> <th>Room Floor Area</th> <th>% Req'd Table 3.12.4.1</th> <th>Min. Opening sq.m</th> <th>Window size & % Operable Area</th> </tr> </thead> <tbody> <tr> <td>Bed 1</td> <td>12.2</td> <td>7.5%</td> <td>0.92</td> <td>1215 0.88 7.2</td> </tr> <tr> <td>Bed 2</td> <td>9.6</td> <td>7.5%</td> <td>0.72</td> <td>1215 0.88 9.2</td> </tr> <tr> <td>Study</td> <td>8.2</td> <td>10.0%</td> <td>0.62</td> <td>1215 0.88 10.7</td> </tr> <tr> <td>Meals Kitchen Living</td> <td>39.8</td> <td>10.0%</td> <td>3.98</td> <td>1515 1.11 1515 1.11 1209 0.52 1209 0.52 1209 0.52 1209 0.52 floor 1.68</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">BUILDING SEALING</td> </tr> <tr> <td>Conditioned</td> <td>Doors Sealed</td> <td>Exhaust Fans</td> <td>Skirtings, architraves & cornices</td> </tr> <tr> <td>no</td> <td>no</td> <td>no</td> <td>all are fitted</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">BREEZE PATHS</td> </tr> <tr> <td>Solar Hot Water</td> <td>no</td> </tr> <tr> <td colspan="2" style="text-align: center;">SERVICES</td> </tr> <tr> <td>PIPING TO HOT WATER SERVICE</td> <td>PIPING FROM HOT WATER SERVICE</td> </tr> <tr> <td>Internal</td> <td>Internal</td> </tr> <tr> <td>External</td> <td>External</td> </tr> <tr> <td>RO.3</td> <td>RO.3</td> </tr> </table>	Habitable Room	Room Floor Area	% Req'd Table 3.12.4.1	Min. Opening sq.m	Window size & % Operable Area	Bed 1	12.2	7.5%	0.92	1215 0.88 7.2	Bed 2	9.6	7.5%	0.72	1215 0.88 9.2	Study	8.2	10.0%	0.62	1215 0.88 10.7	Meals Kitchen Living	39.8	10.0%	3.98	1515 1.11 1515 1.11 1209 0.52 1209 0.52 1209 0.52 1209 0.52 floor 1.68	BUILDING SEALING		Conditioned	Doors Sealed	Exhaust Fans	Skirtings, architraves & cornices	no	no	no	all are fitted	BREEZE PATHS		Solar Hot Water	no	SERVICES		PIPING TO HOT WATER SERVICE	PIPING FROM HOT WATER SERVICE	Internal	Internal	External	External	RO.3	RO.3	<div style="text-align: center;"> <p style="font-size: small;">Bedroom 1 is able to borrow air from Meals area.</p> <p style="font-size: x-small;">Denotes ceiling fan</p> </div> <p style="text-align: center;">PROPOSED NEW RESIDENCE FOR M. CLAYDON AT 65 HAZELDEAN ROAD SOUTH NANANGO</p>
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Drawn/Checked: Jan Schwartz
 Holder: Jan Schwartz
 Scale: 1:100
 Date: 28/1/22
 Approval: [Signature]

This plan has been prepared in accordance with relevant building codes and no agreement shall be made without approval from the relevant Local Authority.

Batts to installed so as to maintain position and thickness and no voids occur. Closely fit against all services & openings. All insulation to be in accordance with AS/NZ 4858.1.

Drawn: Jan Schwartz
 23 Area St TEXAS 4950
 Email: jan.schwartz@jswd.com.au
 No. 7 of Job No. Plans
 22-001-H

J&A DRAFTING
 design & drafting

GLAZING CALCULATOR FOR USE WITH PART 3.12.2, BCA VOL1

Climate zone: **3** Building name/description: **Claydon**

Storey: **1** Floor Construction: **Type B** Type A: **90.6m²** Type B: **H**

Area of Floor: **90.6m²** Air Movement: **H**

Note: Air Movement level must be separately verified

Glazing area: **14.4m²** (16% of area of floor Type B)

Number of rows preformed in table below: **10** (as currently displayed)

Glazing element	ID	Description (optional)	Orientation	Floor type	Size			Performance		SHADING		CALCULATION DATA		
					Height (m)	Width (m)	Area (m ²)	U-Value (W/m ² K)	SHGC (NFRC)	P (m)	H (m)	Exposure	Area used (m ²)	
	1	bath	n	n	0.60	1.20	0.72	6.4	0.55	0.45	0.80	0.56	0.29	0.72
	2	bed 1	n	n	1.20	1.50	1.80	6.4	0.55	0.45	1.40	0.32	0.35	1.80
	3	study	n	n	1.20	1.50	1.80	6.4	0.55	0.45	1.40	0.32	0.35	1.80
	4	bed 2	n	n	1.20	1.50	1.80	6.4	0.55	0.45	1.40	0.32	0.35	1.80
	5	living	e	e	1.20	0.90	1.08	6.4	0.55	0.05	1.50	0.03	1.35	1.08
	6	living	e	e	1.20	0.90	1.08	6.4	0.55	0.05	1.50	0.03	1.35	1.08
	7	living	s	s	1.50	1.50	2.25	6.4	0.55	2.00	1.50	1.33	0.20	2.25
	8	meals	s	s	1.50	1.50	2.25	6.4	0.55	2.00	1.50	1.33	0.20	2.25
	9	kitchen	s	s	1.20	0.90	1.08	5.4	0.55	0.45	1.10	0.41	0.38	1.08
	10	pantry	s	s	0.90	0.60	0.54	6.4	0.55	0.45	0.80	0.56	0.33	0.54

IMPORTANT NOTICE AND DISCLAIMER IN RESPECT OF THE GLAZING CALCULATOR

The Glazing Calculator has been developed by the ABCB to assist in developing a better understanding of glazing energy efficiency parameters. While the ABCB believes that the Glazing Calculator, if used correctly, will produce accurate results, it is provided "as is" and without any representation or warranty of any kind, including that it is fit for any purpose or of merchantable quality, or functions as intended or at all. Your use of the Glazing Calculator is entirely at your own risk and the ABCB accepts no liability of any kind.

If inputs including

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GLAZING
5mm Grey glass for windows.

(Figures for conductance & Solar Heat Gain for G. JAMES sliding aluminium framed elements) (BRADWINS similar)

Designer: Jon Schwartz Builder: Builder Date: 22/02/23	This plan has been prepared in accordance with all relevant building codes and no amendment shall be made without the approval of the relevant Local Authority.	Parameters in red/italics except where shown otherwise: Fall: A3 Size: A3 Date: 28/3/22	Proposed: NEW RESIDENCE For: M. CLAYDON At: 65 HAZELDEAN ROAD SOUTH NANANGO	Drawn by: Jon Schwartz Scale: AS 1:100 Job No: 19/20177 Email: jon.schwartz@jswd.com.au No. of Pages: 5 Job No.: 22-001-H	 JSA DRAFTING design & drafting
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DEVELOPMENT REPORT

REPORT


The applicant seeks approval for a Development Permit for a Material Change of use for a Secondary Dwelling.

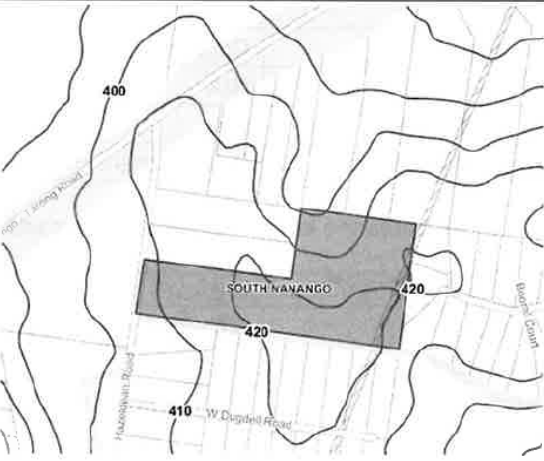
APPLICATION SUMMARY	
Applicant:	H T Dendle C/- Creative Planning
Proposal:	Secondary Dwelling
Properly Made Date:	23 August 2022
Street Address:	65 Hazeldean Road, South Nanango
RP Description:	Lot 1 on RP 157170
Assessment Type:	Code assessable
Number of Submissions:	N/A
State Referral Agencies:	N/A
Referred Internal Specialists:	Development Engineer

The following table describes the key development parameters for the proposal:

PROPOSED DEVELOPMENT	
Proposed Development:	Secondary Dwelling
Level of Assessment:	Code
Area to be used:	90.6m2 building plus 15.1m2 deck

SITE DETAILS:

SITE AND LOCALITY DESCRIPTION	
Land Area:	30.736ha
Existing Use of Land:	<p>The two buildings were approved as holiday cabins with restrictions (Special Class Structure) not for residential purposes.</p> 


Road/s	Hazeldean Road is located on the western boundary of the property.	
Easements	An easement traverses the site at the eastern end – the proposed structures are not within the easement area and will not affect the easement area.	
Significant Site Features:	The site is heavily vegetated and has several structures existing. During the assessment stages it was found that an unlawful residential occupation of a previously approved structure was existing and to process this application as lodged, that unlawful use is required to cease otherwise the application made is not reflective of the use of the site for potentially multiple dwellings. This is discussed further in this report.	
Topography:	 <p data-bbox="635 1070 1382 1160">The existing primary dwelling is located on a gently sloping area with the site. Overall, the property slopes from east to west with underlying slopes in the order of 4 to 6% or 2 to 3 degrees</p>	
Surrounding Land Uses:	Land Use	Zone/Precinct
North	The property is in a rural area in the locality of South Nanango, approximately 7 kilometres by road southwest of the township of Nanango.	
South		
East		
West		

SELECTED COMMENTS



Background / Site History

APPLICATION NO.	DECISION AND DATE
PB2019/00649	<p>Development enquiry records show recent correspondence (August 2019) with the land owner for a proposed YouCamp short term accommodation hosting.</p> <p>Advice was provided that in the Rural zone up to 5 rooms in an existing house or building on the same site can be used for Farm Stay purposes. No more than 5 caravans would meet the definition of an 'accommodation facility (not requiring development permit).</p> <p>Camping/ use of tents for accommodation will trigger a development application for a Caravan Park.</p>
	<p>Building approvals for two camping huts stating that the Type 5 constructions were not to be used for residential accommodation under condition 6 of the approval.</p>

	 <p>Nanango Shire Council</p> <p>ALL COMMUNICATIONS TO BE ADDRESSED TO THE SHIRE CLERK.</p> <p>P.O. BOX 10, NANANGO, QLD. 4315 TELEPHONE (071) 83 1307</p> <p>YOUR REF. OUR REF.</p> <p>Conditions of Approval for Proposed Two-Camping Huts for Ron & Dorothy King to be Located at Lot 1 RP 157170, Portion 33V Parish of Nanango County of Fitzroy</p> <p><u>Non-Fire Zone</u> <u>Class Special Structures</u> <u>Type 5 Constructions</u></p> <p><u>Requirements:-</u></p> <ol style="list-style-type: none"> 1. The buildings are not to be occupied until a Certificate of Classification is issued by Council. 2. Exit doors to be fitted in accordance with 24.20(5) and locks in accordance with 24.20(6) of the Building Act 1975-1981. 3. Provide approved W.C, Wash Hand Basin and Bathing Facilities 4. These special structures are to be used for holiday camping buildings only for use by associations such as Boy Scouts and Girl Guides and other such organisations as agreed to Council by you. 5. In the event of the land changing ownership, the use of these special structures will remain as previously approved, however, Council may review its previous resolution on the decision. 6. These special units are NOT to be used as accommodation units for rental to the travelling public, i.e. those people who would normally use Caravan Parks or Motels. 7. Breaches of Clauses 4, 5 or 6 will necessitate Town Planning and general Bylaw requirements are to be met.
--	--

ASSESSMENT:
Framework for Assessment
Categorising Instruments for Statutory Assessment

For the *Planning Act 2016*, the following Categorising Instruments may contain Assessment Benchmarks applicable to development applications:

- The *Planning Regulation 2017*
- the Planning Scheme for the local government area
- any Temporary Local Planning Instrument
- any Variation Approval

Planning Act 2016, Section 26 – Assessment Benchmarks generally

(1) For section 45(3)(a) of the Act, the code assessment must be carried out against the assessment benchmarks for the development stated in schedules 9 and 10.

(2) Also, if the prescribed assessment manager is the local government, the code assessment must be carried out against the following assessment benchmarks—

(a) the assessment benchmarks stated in—

(i) the regional plan for a region, to the extent the regional plan is not identified in the planning scheme as being appropriately integrated in the planning scheme; and

(ii) the State Planning Policy, part E, to the extent part E is not identified in the planning scheme as being appropriately integrated in the planning scheme; and

(iii) a temporary State planning policy applying to the premises;

(b) if the local government is an infrastructure provider—the local government's LGIP.

(3) However, an assessment manager may, in assessing development requiring code assessment, consider an assessment benchmark only to the extent the assessment benchmark is relevant to the development.

DELETED SECTION 11

Assessment Benchmarks Pertaining to the Planning Regulation 2017

The following Assessment Benchmarks from the *Planning Regulation 2017* are applicable to this application:

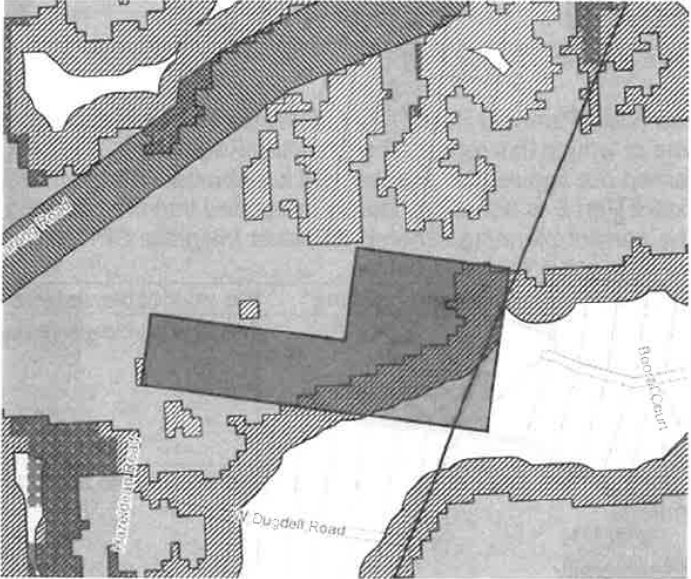
PLANNING REGULATION 2017 DETAILS	
Assessment Benchmarks:	State Planning Policy 2017 - Bushfire hazard – see below table
Adopted Economic Support Instrument	Under section 68E of the Planning Regulation 2017 that on 24 February 2021, South Burnett Regional Council adopted an economic support instrument. The instrument is in effect until 31st December 2023 Economic support provisions 4.1. The instrument applies the following provisions in accordance with section 68D(1) of the <i>Planning Regulation 2017</i> : 4.1.1. Part 8B, Division 3 – Development that requires code assessment; 4.1.2. Schedule 6, Part 2, Section 7A – Particular material change of use involving an existing building; and 4.1.3. Schedule 6, Part 2, Section 7B – Material change of use for home-based business in particular zones. The adopted instrument does not change the categories of development and assessment in the Planning Scheme v1.4
WBB Regional Plan Designation:	Regional Landscape- Rural Production. The regional landscape contributes significantly to the region’s economy and liveability. The community recognises this by taking part in the use and management of these areas, both passively and actively. Some of these regional landscape values include: • areas of significant biodiversity value • rural production and primary industry • scenic amenity • landscape heritage • outdoor recreation

State Planning Policy Part E	
<p>The State Planning Policy (July 2017) (SPP) commenced on the 3 July 2017 and is effective at the time of writing this report. The Planning Regulation 2017 (PR 2017) states the assessment must be carried out against the assessment benchmarks stated in Part E of the State Planning Policy to the extent Part E is not appropriately integrated into the planning scheme. The current planning scheme does not integrate SPP2017 and so an assessment of policies that are relevant is provided below</p>	
liveable communities and housing	No applicable assessment benchmarks
economic growth • Agriculture. • Development and construction. • Mining and extractive resources. • Tourism.	No applicable assessment benchmarks
Planning for the environment and heritage. • Biodiversity. • Coastal environment. • Cultural heritage. • Water quality	No applicable assessment benchmarks

DEVELOPMENT ACTIVITY	DATE
<p>safety and resilience to hazards</p> <ul style="list-style-type: none"> • Emissions and hazardous activities. • Natural hazards, risk, and resilience. 	<p>Natural hazards, risk and resilience.</p> <p>The site is mapped by State Policy mapping as bushfire hazard area. As such, a site-specific report has been prepared by a suitably qualified person to ground truth the bushfire hazard mapping and apply site-based data to assess bushfire risk.</p> <p>The submitted report has appropriately addressed the State planning methodology for calculating bushfire hazard and risk and the outcomes of that report find that the subject site and proposed reconfiguration of that lot can suitably address bushfire hazard and risk.</p> <p>On this basis, and as per conditions of approval and in accordance with the approved bushfire hazard report the development can be approved subject to conditions.</p>
<p>infrastructure</p> <ul style="list-style-type: none"> • Energy and water supply. • Infrastructure integration. • Transport infrastructure. • Strategic airports and aviation facilities. • Strategic ports. 	<p>Complies.</p> <p>All appropriate residential services infrastructure and connections can be made and are conditioned as part of the approval.</p>

Assessment Benchmarks Pertaining to the Planning Scheme

The applicable planning scheme for the application is South Burnett Regional Council Version 1.4. The following sections relate to the provisions of the Planning Scheme.

Planning Scheme:	South Burnett Regional Council Planning Scheme Version 1.4
Zone:	Rural
Precinct:	N/A
Overlays	 <p>Bushfire Hazard Mapping – State Planning Policy</p>

DELEGATED ACTION ITEM

Assessment Benchmarks:	Primary Code - Rural Zone Code Prescribed Secondary Codes Services and Works Code
-------------------------------	--

The Strategic Framework does not form part of the Assessment Benchmarks for this Code assessable application. The *Planning Act 2016* requires that code assessable applications must only be assessed against the Assessment Benchmarks.

The application has been assessed against and found to be compliant with, or can be conditioned to comply with, each. The pertinent issues arising out of assessment against the planning scheme are discussed below in the context of how the proposal meets the relevant performance outcomes or overall outcomes of the relevant codes where it does not meet a relevant acceptable outcome.

Bushfire Hazard Assessment

Extensive areas of bushland are present on the site and in the surrounding landscape. Potentially hazardous vegetation is located downslope and upslope of the house site and comprises an open forest structure with a shrubby to grassy understorey. Under adverse conditions, a bushfire could potentially approach from any direction. Severe fire weather conditions are typically associated with strong westerly to northerly winds. Bushfires in the area have the potential to generate quantities of embers that could impact on the building even though the fire does not necessarily reach it.

An assessment of the vegetation on Lot 1 RP157170 was undertaken to assist in the development of a fire plan for the purpose of ensuring that a dwelling to be constructed on the site meets the requirements of the Australian Standard, AS 3959-2018. The Bushfire Attack Level for the proposed building was calculated using AS 3959 – 2018 Method 1 and was determined to be 12.5.

An Asset Protection Zone (APZ) should be established at the time of construction for a minimum radius of 34 metres around the dwelling. Contrary to common belief, the area around the building does not need to be totally devoid of vegetation, and in fact some trees in this area can serve a valuable role in trapping embers before they impact on the asset. It is important however that:

- There are substantial gaps (of at least 2 - 5m) between the canopies of any trees in this area.
- There are no continuous fuels linked horizontally or vertically. (Smooth barked trees provide a lesser fuel ladder to the canopy than rough barked or ribbon barked species).
- Tree canopies do not overhang the roof.
- Surface and near surface fuels are kept to a minimum. This includes lawns to be kept short (less than 10 cm in height) and removal of accumulated leaf and bark litter.
- Avoidance of flammable mulches on garden beds such as woodchip or straw within 10 metres of the dwelling.
- Use of non-flammable mulches such as river pebbles or stones on garden beds near dwellings and buildings.
- Failure to maintain the property in a low fuel load state could significantly elevate the intensity of a bushfire should one occur.
- State Planning Policy State Interest 'Natural Hazards, Risk and Resilience - Bushfire' October 2019 identifies that a minimum dedicated water supply of 10,000 litres be provided

DELEGATED ACTIVITIES:

DATE:

- Where any garage, carport, or similar structure is not attached to the building covered by this report, the entire garage, carport, or similar roofed structure on the subject allotment shall comply with the construction requirements of this report, alternatively the building shall be at least 6m from the building covered in this report or it shall be separated by a fire wall with an FRL -/60/60.
- A number of construction measures are required to minimise the risk of bushfire impact on buildings, in the bushfire report.

The development has been assessed by an independent qualified person that the risk to people and property is low where the outcomes and measures of the Bushfire hazard assessment report are implemented and maintained at all times.

The development can be approved in this regard and subject to conditions for bushfire management.

It is recommended a property notice be placed on council record regarding bushfire hazard management for the site.

ZONE CODE

Performance Outcomes	Requirements for accepted development & assessment benchmarks	Compliance Comments
PO1 Development maintains rural amenity and character.	AO1.1 Buildings are set back 20m from any collector or higher order road and 10m from any other road frontage. AND AO1.2 The use does not cause odour, noise or air emissions in excess of the prescribed limits in the Environmental Protection (Air) Policy 1997 or the Environmental Protection (Noise) Policy 1997.	AO1.1 Complies: The proposed dwelling well exceeds 10 & 20m from any road. AO1.2 Complies: As the proposed second dwelling is for an older woman, it is highly unlikely that these issues would be an issue.
PO2 Development does not jeopardise the rural production capacity of the Zone.	AO2.1 The proposal is necessary for the efficient production and processing of a crop grown in the area. AO2.2 The proposal provides	PO2 Not applicable as the subject site is not identified as being located on agricultural land on the council or the State maps

	<p>an alternate productive rural activity that supports regionally significant industry. OR</p>	
	<p>AO2.3 Agricultural sustainability report prepared by a suitably qualified agronomist. AND</p>	
	<p>AO2.4 Development is consistent with any Soil Conservation Plan that applies to the locality, as approved by the relevant State agency...</p>	
<p>PO3 Development does not result in any degradation of the natural environment, in terms of the geotechnical, physical, hydrological and environmental characteristics of the site and its setting.</p>	<p>AO3.1 Uses and associated works are confined to existing lawfully cleared land or areas not supporting regulated vegetation. and</p>	<p>AO3.1 Complies: The proposed dwelling is outside of the Native Vegetation area on the State maps & Biodiversity on the council maps.</p>
	<p>AO3.2 Uses and associated works are confined to areas outside stormwater discharge points, overland flow paths, watercourses and natural drainage features. AND</p>	<p>AO3.2 Complies: The subject site is not identified on the council or the State flooding maps and the nearest low level creek according to the State maps is around 300m away.</p>

Delegated Authority

Date: _____

	Requirements for accepted development & assessment benchmarks	Compliance Comments
PO3 Continued.../ Development does not result in any degradation of the natural environment, in terms of the geotechnical, physical, hydrological and environmental characteristics of the site and its setting.	AO3.3 Development, excluding forestry activities and permanent plantations, adjacent to National Parks or State Forests is set back a minimum of 100m from the park boundaries in the absence of any current 'Management Plans' for these areas.	AO3.3 Not applicable
PO4 Development is not exposed to risk from natural hazard relating to land slip.	AO4.1 Uses and associated works are confined to slopes not exceeding: (a) 15% for residential uses; (b) 10% for treated effluent disposal areas; (c) 6% for non-residential uses.	AO4.1 Complies: The subject site is not identified on the council mapping as being in an area subject to land slide.
PO5 Development is adequately serviced.	AO5.1 A 45kl water tank is provided for consumption purposes. and	AO5.1 Must comply as there is already a dwelling on site.
	AO5.2 On-site sewage treatment is provided. AND	AO5.2 Will comply: A plumbing application will be lodged for this.
	AO5.3 Each dwelling is provided with a service line connection to the electricity supply & telecommunications networks.	AO5.3 Will comply and can be a condition of approval.
PO6 Development is located and designed to ensure that land uses are not exposed to: (a) Areas that pose a health risk from previous activities; and (b) Unacceptable levels	AO6.1 Development does not occur: (a) In areas that pose a health risk from previous activities; and (b) On sites listed on the Contaminated Land Register or	AO6.1 & 6.2 Not applicable to this development

Delegated Authority _____

Date: _____

of contaminants.	Environmental Management	
	Register. OR	
	AO6.2 Areas that pose a health risk from previous activities and contaminated soils which are subject to development are remediated prior to plan sealing, operational works permit, or issuing of building works permit.	

Section 2 Where in the vicinity of an existing intensive animal industry- not applicable to this development as there is no intensive animal industry near the site.

Section 3 Caretaker’s accommodation – not applicable as no caretaker’s accommodation is required.

Section 4 Home based business – not applicable as the proposed second dwelling is not for a home-based business.

Section 5 Secondary Dwelling

PO14 A secondary dwelling must be subsidiary to its primary dwelling.	AO14.1 A secondary dwelling is no larger than 70m ² in gross floor area or 40% of the gross floor area of the primary dwelling, whichever is less. and AO14.2 Parking is provided for one vehicle and access to it is via the same driveway as the primary dwelling.	The existing primary dwelling and the size of the proposed dwelling. The dwelling is a premanufactured home built of site and will be relocated to site. There are no adaptations proposed to be smaller. There are not considered to be any planning consequences from this given the siting and location of the secondary dwelling at the back of the property and not visible from any public area or neighbour. AO14.2 Complies: There is more than sufficient space for one vehicle and this will use the same driveway as the primary dwelling.
---	--	---

Bushfire Hazard Overlay – please refer to the bushfire management Report

Delegated Authority _____

Date: _____

Local Categorising Instrument - Variation Approval

The are no variation applications applicable to the subject site that varies the level of assessment or includes additional assessment benchmarks

Local Categorising Instrument - Temporary Local Planning Instrument

The are no temporary local planning instruments applicable to the subject site that varies the level of assessment or includes additional assessment benchmarks.

Other Relevant Matters

Not applicable to this assessment for Code assessable development.

Delegated Authority _____

Date: _____

Locality Plan



Figure 1 - Aerial Image (Source: Qld Globe)

Delegated Authority

Date:

Aerial Plan

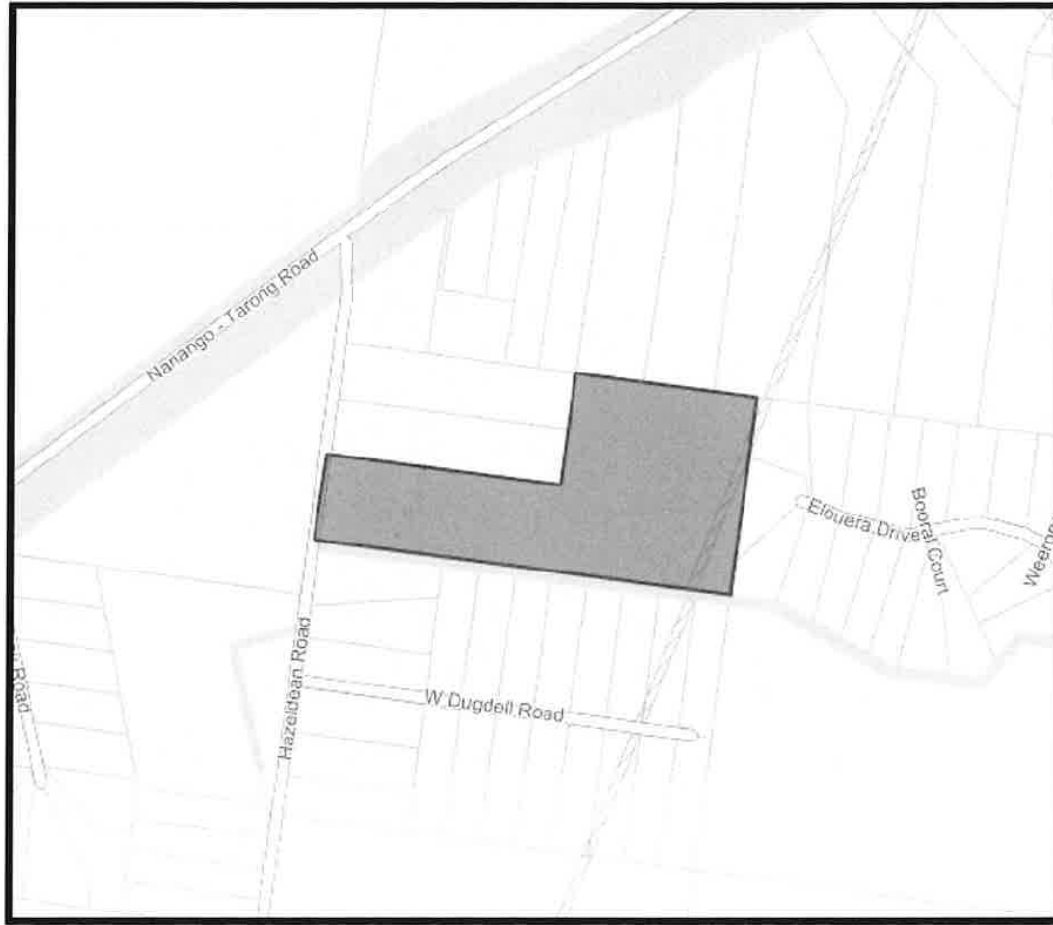


Figure 2 - Locality Plan (Source: IntraMaps)

Delegated Authority _____ Date: _____

CONSULTATION:

Referral Agencies

There were no referral agencies for this application under the Planning Regulation 2017.

Other Referrals

INTERNAL SPECIALIST	REFERRAL	REFERRAL / RESPONSE
Engineer		Conditions are included
Infrastructure Charges Unit		N/A there are no infrastructure charges for a secondary dwelling under the Council's Adopted Infrastructure Charges Resolution

CONCLUSION:

STATEMENT OF REASONS:

- The proposal is consistent with the overall outcomes for the Rural Zone;
- The mapped overlay for bushfire risk and hazard has been appropriately addressed against the State Planning Policy 2017 the latest relevant assessment criteria using the latest guidance material prepared by the State. The development has been ground truthed to have a low-risk rating in terms of bushfire risk and can be conditioned to be maintained as such subject to the requirements of the submitted Aquilla NRM report, which is an approved document.
- Reasonable and relevant conditions of approval can be imposed to ensure compliance with the South Burnett Planning Scheme 2017 and the State Planning Policy 2017 to the extent relevant.
- The proposal presents no conflicts with the assessment benchmarks.

RECOMMENDATION:

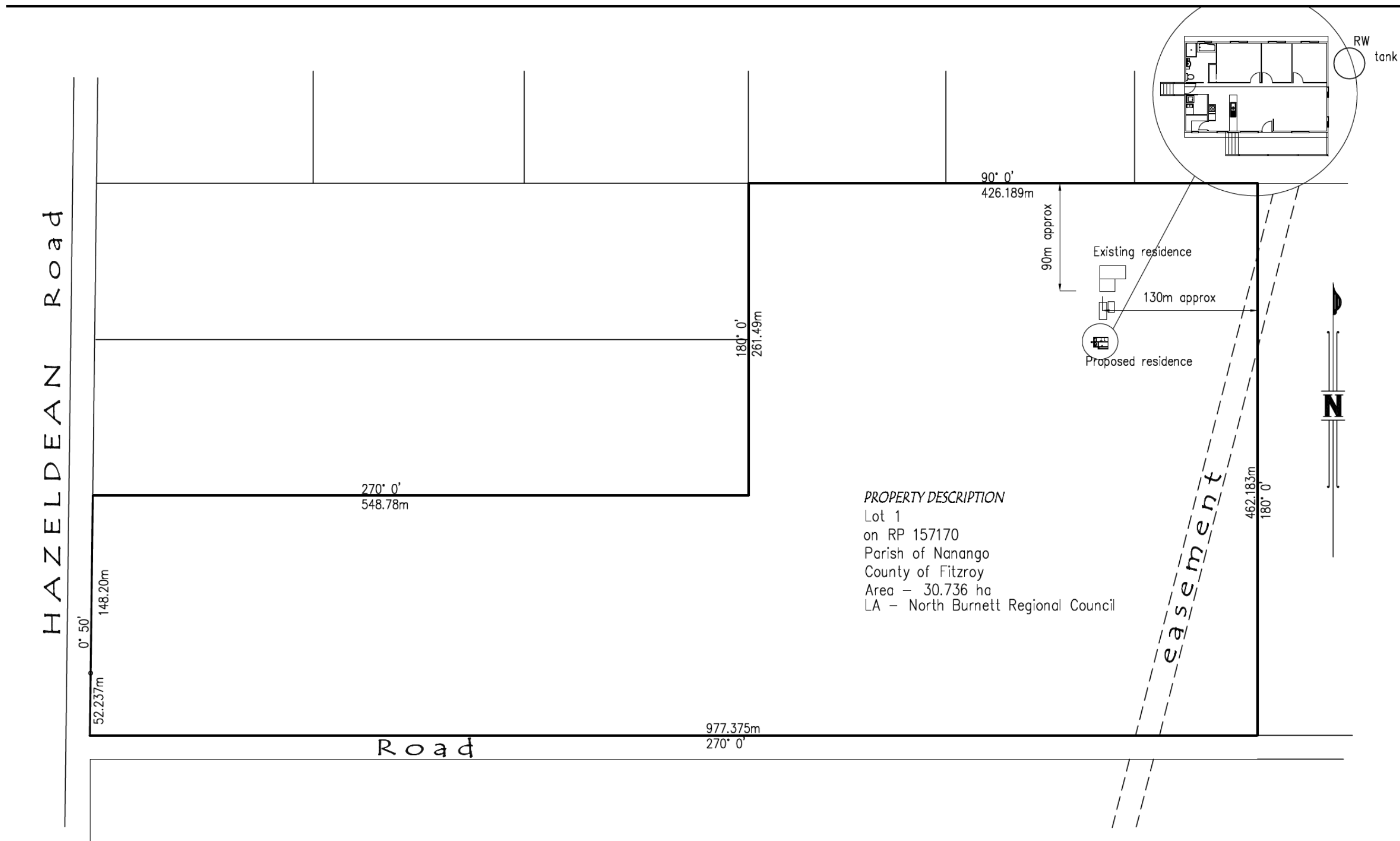
The application be approved subject to the following conditions. It is also recommended that a property notice be recorded on Council records relating to unlawful use of existing buildings and bushfire hazard asset protection zone requirements for the property

Delegated Authority _____

Date: _____

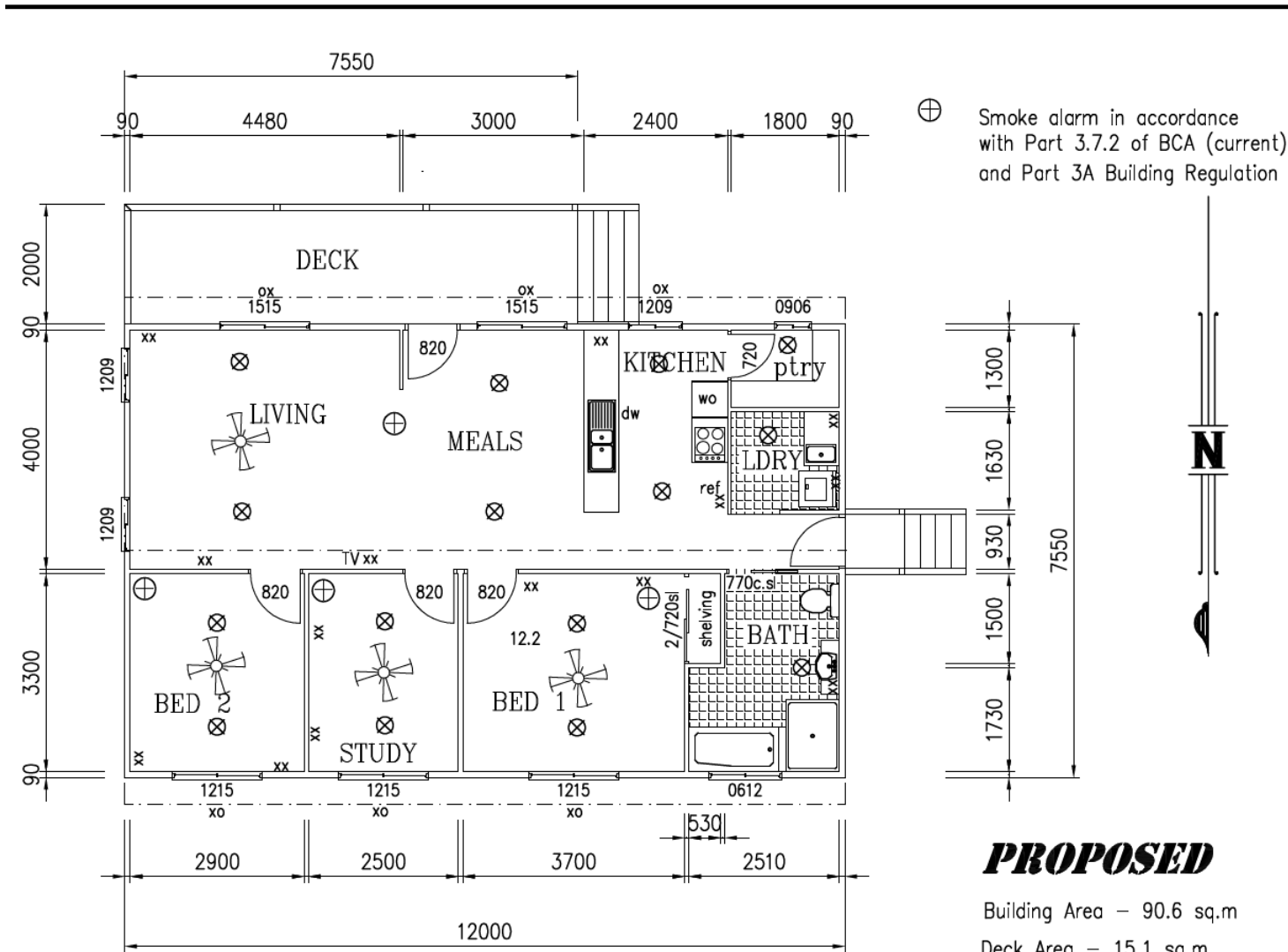
ATTACHMENTS

1. **Attachment A - Proposal Plans**
2. **Attachment B - Statement of Reasons**
3. **Attachment C - Bushfire Report**
4. **Attachment D - Infrastructure Charges Notice**



SITE PLAN

n/Drafting Schwartz ic. No. 59043 er ic. No. t	This plan has been prepared in accordance with all relevant building codes and no amendment shall be made without approval from the relevant Local Authority.	Dimensions in millimetres except where shown otherwise.			PROPOSED NEW RESIDENCE FOR M. CLAYDON AT 65 HAZELDEAN Road SOUTH NANANGO	Drawn Jon SCHWARTZ. 23 Avon St TEXAS 4350 Mob. 0487881277 email ja.drafting@bigpond.com No. 1 of 8 Plans Job No. 22-001-H		
		Scales 1 : 3000	Full Size A3	Date 28/3/22				



FLOOR PLAN

PROPOSED

Building Area – 90.6 sq.m
Deck Area – 15.1 sq.m

EXISTING

Building Area – 129 sq.m
Patio Area – 88 sq.m

NOTES

All levels and dimensions to be checked and verified by builder prior to commencement of any building work.

Building to be protected from Termites in accordance with AS 3660.1. (Queensland)

Waste drainage to Council requirements.

Wet areas to be sealed in accordance with BCA Part 3.8.1.

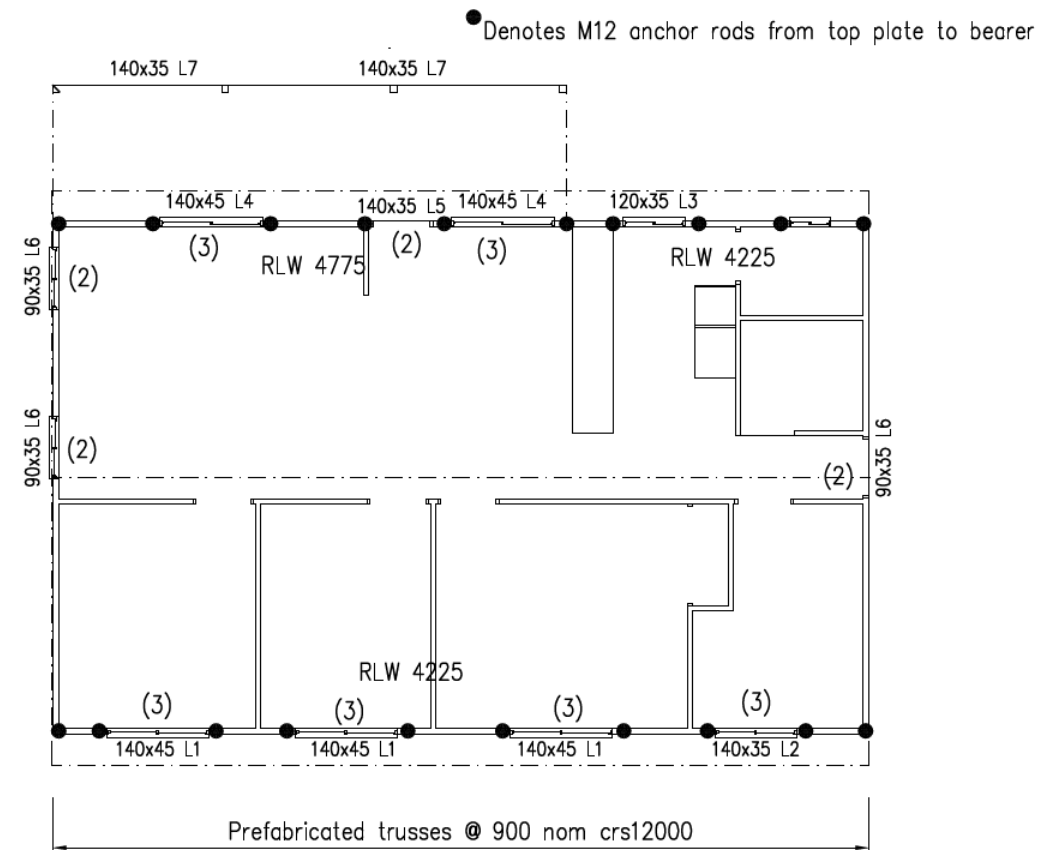
Stormwater to discharge 3m min from footings & bdrys.

No earth retaining required.

- Denotes ceiling fan
- xx Double GPO
- Down light
- TV Television point

denotes ceramic tiles

⊕ Smoke alarm in accordance with Part 3.7.2 of BCA (current) and Part 3A Building Regulation



ROOF/LINTEL PLAN

TIMBER SCHEDULE

All exposed timber to be treated to H3 or to be durability class 1 or 2.
All timber is stress grade MGP10 unless noted otherwise.

Bearers – See Flooring Plan
Floor joists – See Flooring Plan

Wall studs – 90x35 @ 450 crs (not notched) (external)
70x35 @ 450 crs (non-loadbearing) (internal)

Top plates – 45x90 + 35x90 (not trenched) (external)

Bottom plates – 45x90 (not trenched) (external)

Lintels – See Roof/Lintel Plan

Jamb studs	Opening	Studs
(1)		90x35
(2)		90x45
(3)		2/90x35
(4)		2/90x45

Sill trimmers	Opening	Size
	1800	90x35
	2100	90x35
	2400	90x45

Roof trusses – Prefabricated @ 900 crs

(Roof battens – Steel @ 900 crs)

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		Scales	Full Size	Date
er		1 : 100	A3	28/3/22
ic. No.		Amend. No One (5/8)		

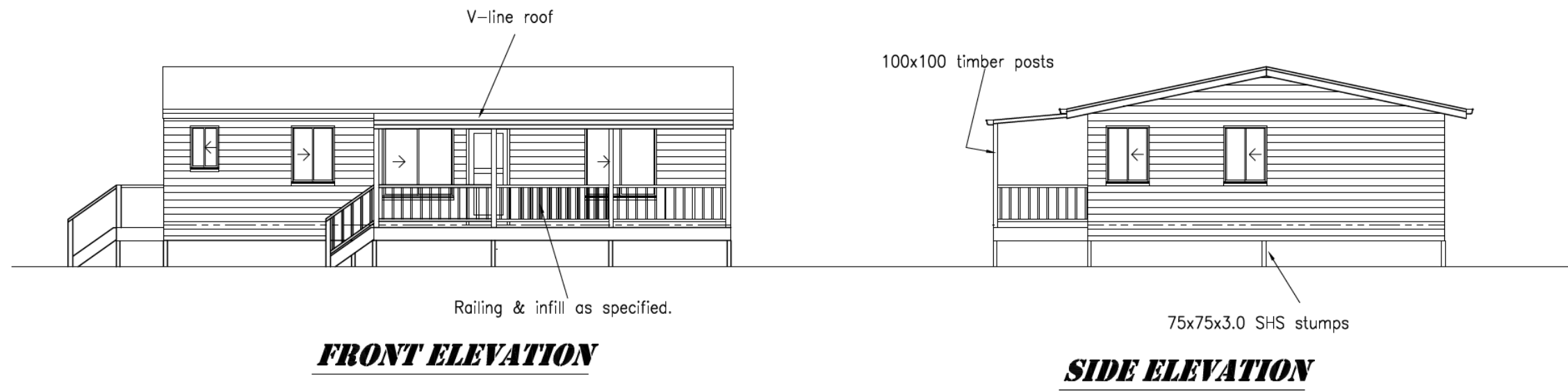
PROPOSED NEW RESIDENCE

FOR M. CLAYDON

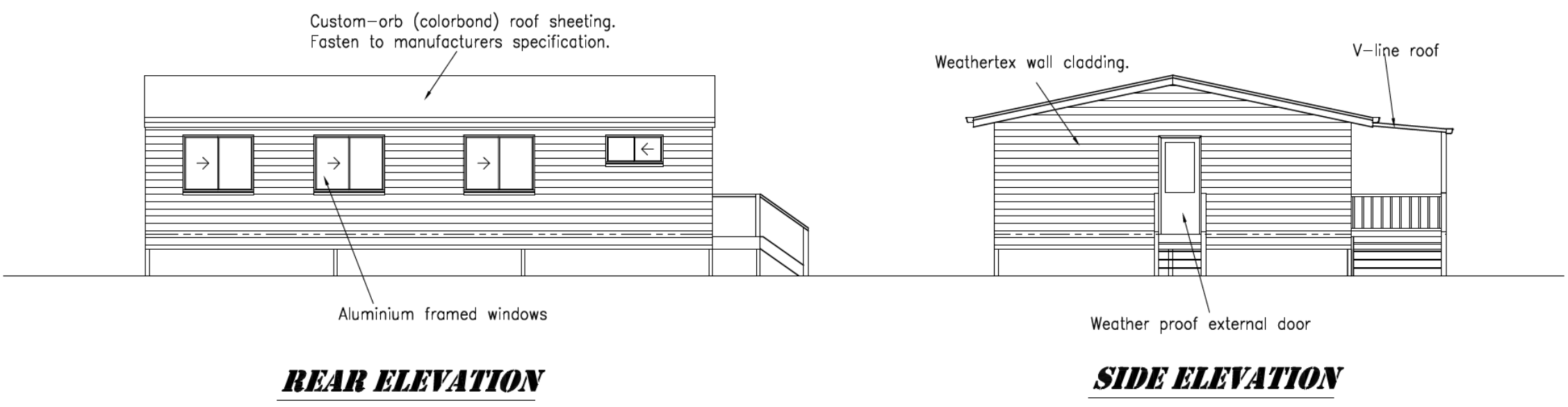
AT 65 HAZELDEAN Road SOUTH NANANGO

Drawn Jon SCHWARTZ.
23 Avon St TEXAS 4350
Mob. 0487881277
email ja.drafting@bigpond.com
No. 2 of 8 Plans
Job No.
22-001-H

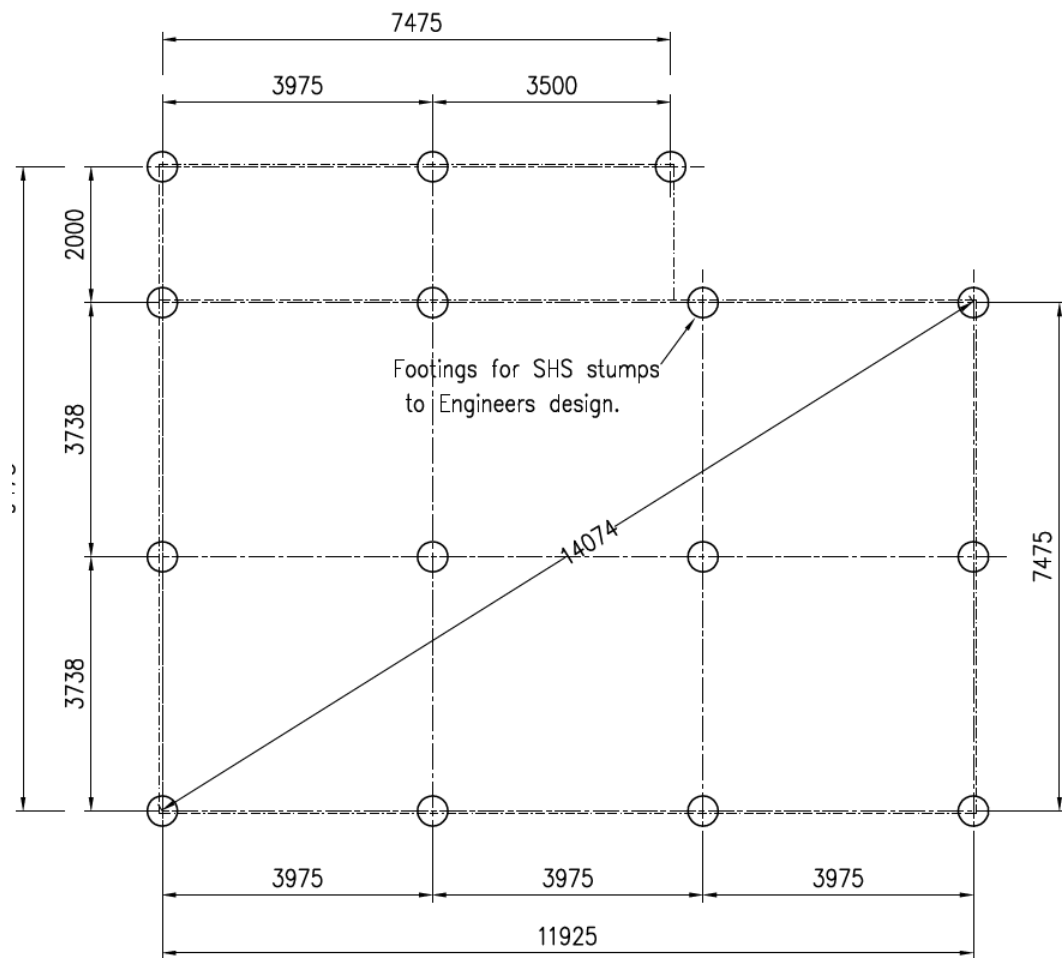




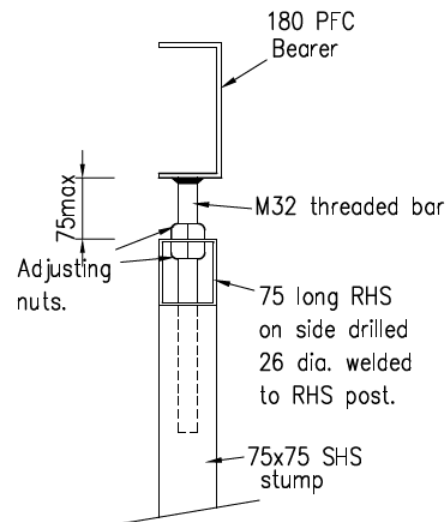
Battens to subfloor not shown.



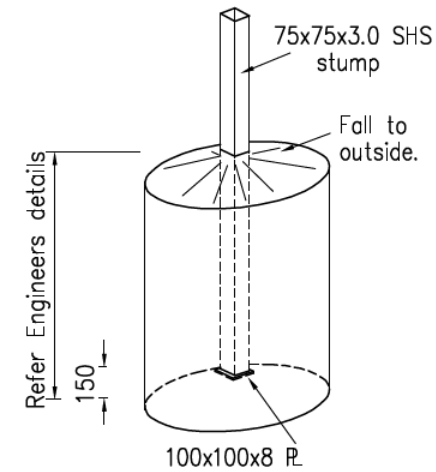
n/Drafting Schwartz ic. No. 59043 er ic. No. t	This plan has been prepared in accordance with all relevant building codes and no amendment shall be made without approval from the relevant Local Authority.	Dimensions in millimetres except where shown otherwise.			PROPOSED NEW RESIDENCE FOR M. CLAYDON AT 65 HAZELDEAN Road SOUTH NANANGO	Drawn Jon SCHWARTZ. 23 Avon St TEXAS 4350 Mob. 0487881277 email ja.drafting@bigpond.com No. 3 of 8 Plans Job No. 22-001-H		
		Scales 1 : 100	Full Size A3	Date 28/3/22				



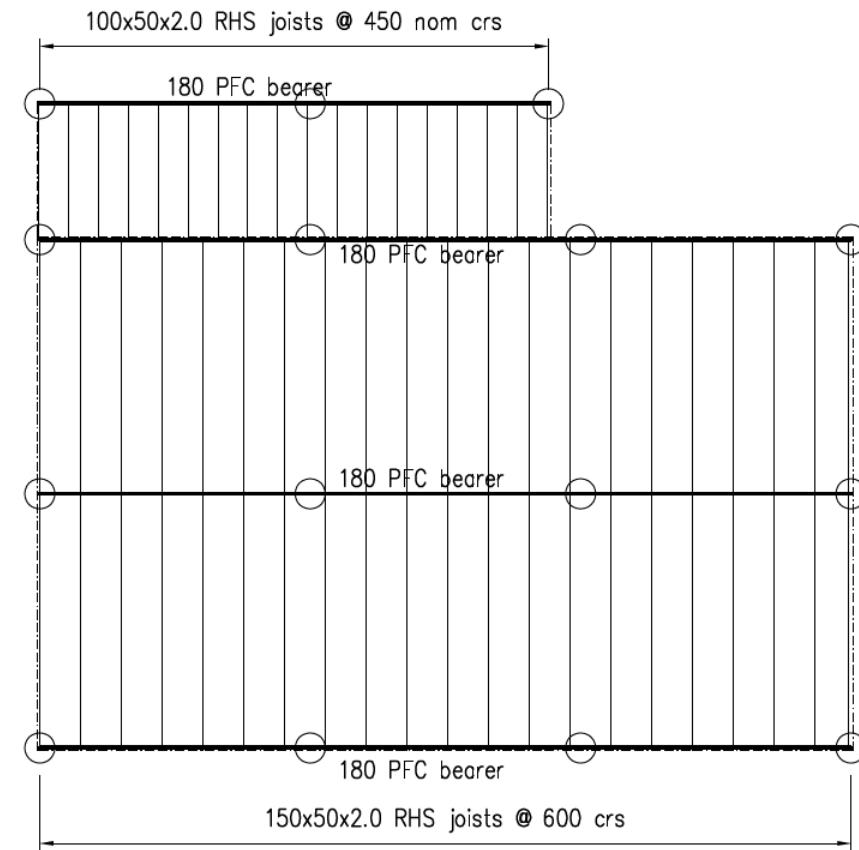
FOUNDATION PLAN



**ADJUSTABLE STUMP
(IF SPECIFIED)**



SHS STUMP DETAIL



FLOORING PLAN

n/Drafting
 Schwartz
 ic. No. 59043
 er
 ic. No.
 t

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Dimensions in millimetres except where shown otherwise.		
Scales	Full Size	Date
1 : 100	A3	28/3/22
Amend. No Orig.		

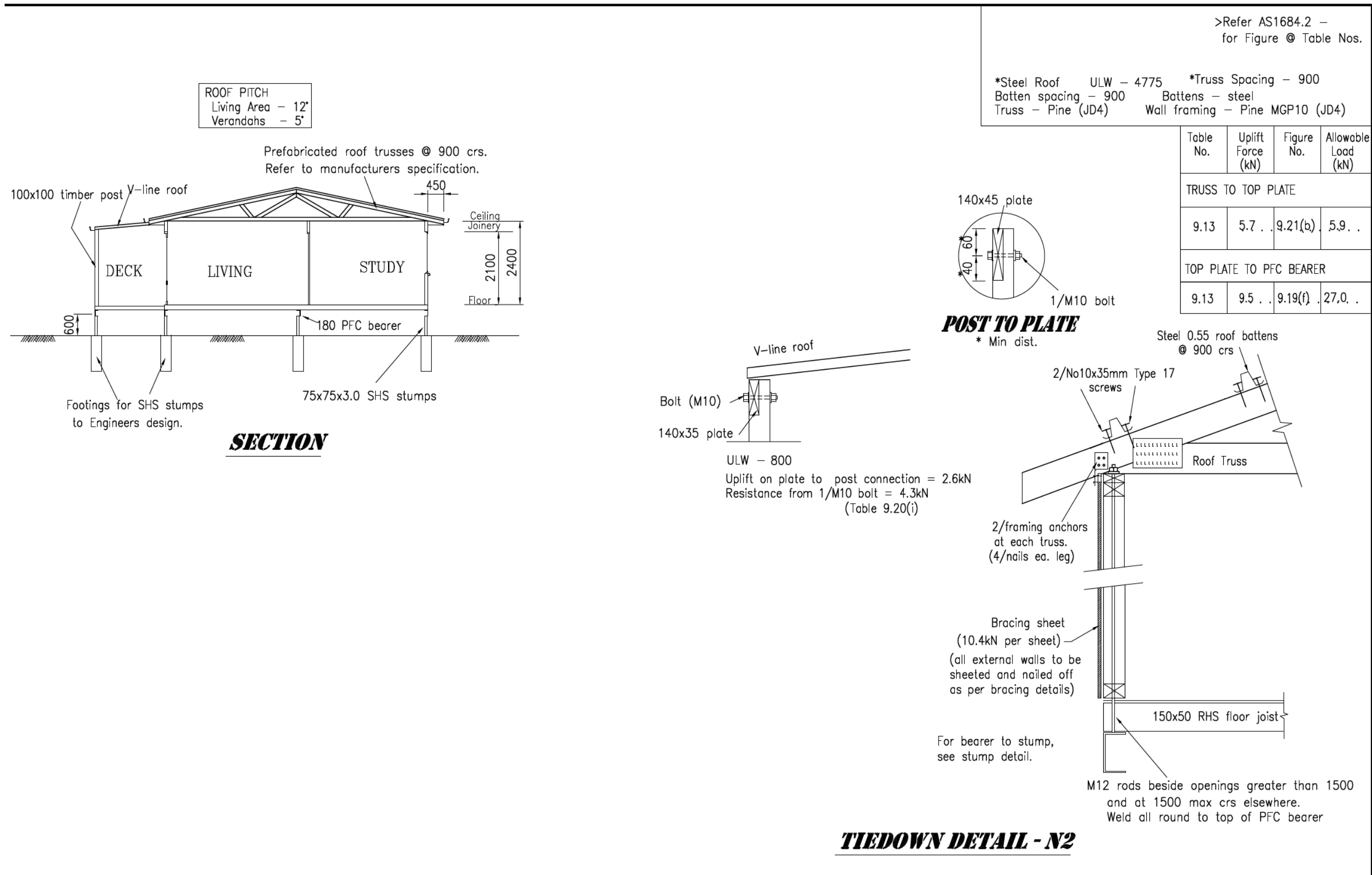
PROPOSED NEW RESIDENCE

FOR M. CLAYDON

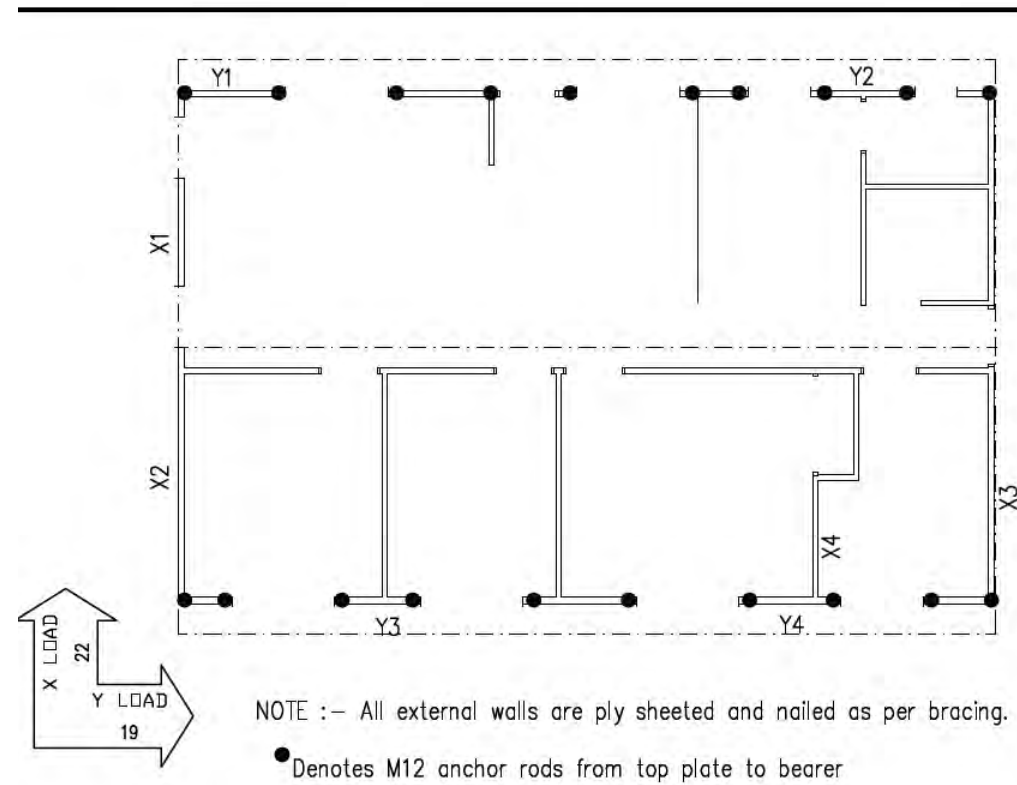
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 Job No.
 22-001-H





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Scales	Full Size	Date									
1 : 100	A3	28/3/22									



WIND LOAD RESISTANCE TABLE

MARK	TYPE	LENGTH	UNIT	RESISTANCE
1	Sheet	1500	3.40	5.10
2	Sheet	3600	3.40	12.24
3	Sheet	3600	3.40	12.24
4	Sheet	1800	3.40	6.12
TOTAL				35.70

PLY BRACING (no rods)
Resistance by 4mm (F14) plywood sheet panel behind wall cladding fastened with nails (as specified by manufacturer) at 150 crs on all edges and butt joints and 300 crs at intermediate studs

Resistance @ 3.4kN/m:

Attach bracing walls to bearer with M12 bolts from bottom plate at 1800 nom crs.

WIND LOAD RESISTANCE TABLE

MARK	TYPE	LENGTH	UNIT	RESISTANCE
Y1	Sheet	1500	6.40	9.60
Y2	Sheet	1500	6.40	9.60
Y3	Sheet	1200	6.40	7.68
Y4	Sheet	1500	6.40	9.60
TOTAL				46.08

PLY BRACING (with rods)
Resistance by 4mm (F14) plywood sheet panel behind wall cladding fastened with nails (as specified by manufacturer) at 150 crs on all edges and butt joints and 300 crs at intermediate studs

Resistance @ 6.4kN/m:

Attach bracing walls to bearer with M12 rods each end of sheet from top plate at 1800 max crs.

BRACING DETAILS - N3

TOP FIXING OF BRACING WALLS

Wall	Resistance to racking kN	Fixing Type	Strength kN	Refer Table No AS1684.2
X4	6.12	2/batten screws	6.9	8.22 (b)

Shower Roses:

In areas serviced by a water service provider, all shower roses have a minimum 3-star Water Efficiency Labelling and Standards rating.

Water Supply:

In a service area for retail water service under the Water Act 2000, the water supplied to a new Class 1 building does not exceed pressure levels set out in AS/NZ 3550.1:2003 and if the main water pressure exceeds or could exceed 500 Kpa, a water pressure limiting device is installed to ensure that the maximum operating pressure at the outlet within the boundaries of the property does not exceed 500 Kpa.

In areas serviced by a water service provider, tap ware has a minimum 3-star Water Efficiency Labelling and Standards rating for taps serving:

- (a) laundry tubs; and
- (b) kitchen sinks; and
- (c) basins.

Rainwater Tanks: (If required by Local Authority)

The tank capacity to be a least 5000 litres for external and internal use. (Refer Local Authority).

The tank must be installed in such a way that it receives the rainfall from a roof catchment of at least 100 sq.m or one half of the roof area – which ever is the lesser.

Where the tank(s) is/are required to be used internally, it is to be connected to all toilet cisterns and to washing machine cold taps.

Provide a screened downpipe rainhead to all downpipes that connect to the tank(s). The screen mesh to have openings no smaller than 4mm and no larger than 6mm and designed to shed leaves.

The tank(s) to be provided with mosquito-proof screens of brass, or copper, or aluminium or stainless steel, with the gauze not coarser than 1mm aperture mesh: or flap valves at every opening of the rainwater tank, If a tank is provided with a manhole, the manhole must have a diameter of no more than 400mm and a vermin trap.

Provide for an automatic or manual interchange device that allows alternate use of the water from the tank or the reticulated water supply must be installed to ensure that there is a continual supply of water for sanitary flushing and laundry use.

A suitable backflow device must be installed to protect potable water within the reticulated supply in accordance with AS/NZS 3500:2003 Plumbing and Drainage.

Polyethylene tanks shall be in accordance with AS/NZS 4766 (int):2002 polyethylene storage tanks for water and chemicals,

Galvanised steel sheet tanks shall be in accordance with AS1397:2001 steel sheet and strip – hot-dipped zinc coated or aluminium/zinc-coated, and have a minimum coating of 550 g/m2.

Stainless Steel tanks shall be in accordance with ASTM A240/240M-05 standard specification for chromium-nickel stainless steel plate, sheet, and strip for pressure vessels and for general applications.

Concrete tanks to be in accordance with AS3735:2001 concrete structures containing liquids.

Rainwater Tank Stands:

The rainwater tank stand or other supporting structure must comply with AS/NZS1170.1:2002 permanent, imposed and other actions and AS/NZS1170.2:2002 wind actions.

Volume of Water used in toilet:

Toilet cisterns to have dual flush capability that does not exceed 6 litres on full flush and 3 litres on half flush and have a minimum 4-star water efficiency labelling & standard rating.

Energy Efficient Lighting:

Fluorescent lights or compact fluorescent lights (CFLs) are used in 80% of the total area of all rooms.

Hot Water Supply:

A hot water supply is provided by:
A heat pump or a solar hot water system or a gas or an electric hot water system.

Drawn/Drafting
Jon Schwartz
Lic. No. 59043
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Dimensions in millimetres except where shown otherwise.

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1 : 100	A3	28/3/22

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PROPOSED NEW RESIDENCE
FOR M. CLAYDON
AT 65 HAZELDEAN Road SOUTH NANANGO

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email ja.drafting@bigpond.com
No. 6 of 8 Plans
Job No.
22-001-H

building designers
association of
queensland inc.
(Member)



ENERGY EFFICIENCY - 1	Climate Zone
Calculated in accordance with clause 3.12 of BCA 2009	3

OF - unventilated roof space			
1. R value	Total R-Value of System	Min R-Value of Insulation reqd.	Insulation to be used
1.70 up/dn	0.20	2.50	Batts R2.5 min

ULS			
1. R value	Total R-Value of System	Min R-Value of Insulation reqd.	Insulation to be used
0.90	0.47	1.43	Batts R1.5 min

BUILDING COMPLIES WITH 3.12. of NCC 2014 and QDC MP4.1 A1(2)(c) having a solar photovoltaic system of > 1.0kW installed.

MECHANICAL MOVEMENT	
Operative Cooling Provided	no

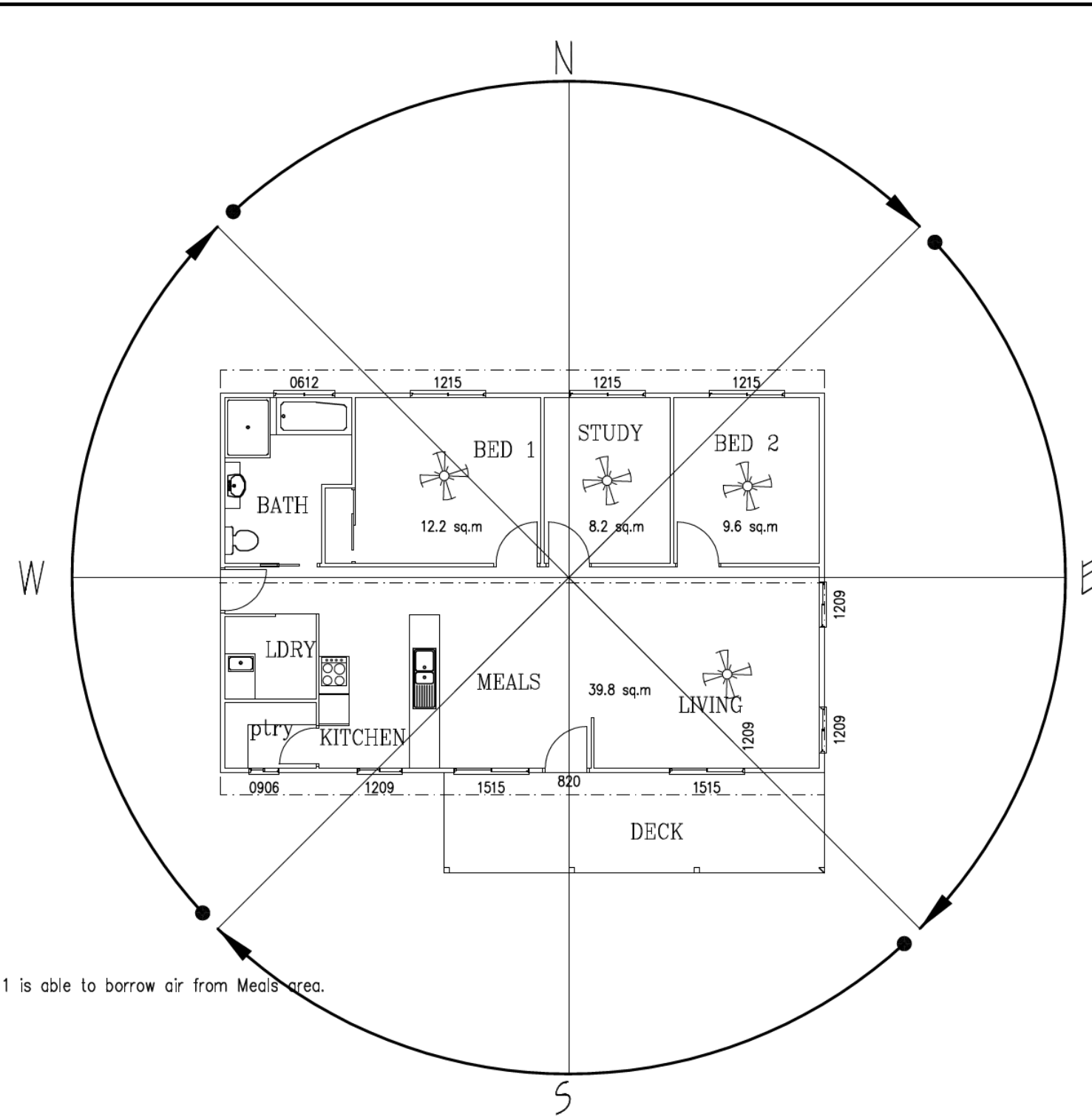
habitable Room	Room Floor Area	% Req'd Table 3.12.4.1	Min Opening sq.m	Window size & Openable Area	%
Bed 1	12.2	7.5%	0.92	1215 0.88	7.2*
Bed 2	9.6		0.72	1215 0.88	9.2
Study	8.2		0.62	1215 0.88	10.7
Living area	39.8	10.0%	3.98	1515 1.11 1515 1.11 1209 0.52 1209 0.52 door 1.68	12.4

BUILDING SEALING			
Conditioned	Doors Sealed	Exhaust Fans	Skirtings, architraves & cornices
no	no	no	all are fitted

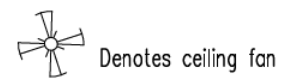
FREE PATHS	OK
------------	----

SERVICES			
Domestic Hot Water	no		
PIPING TO HOT WATER SERVICE		PIPING FROM HOT WATER SERVICE	
Internal	External	Internal	External
R0.3	R0.3	R0.3	R0.3

Batts to installed so as to maintain position and thickness. and no voids occur. Closely fit against all services & openings. All insulation to be in accordance with AS/NZ 4858.1.



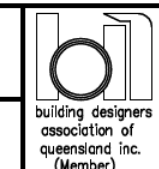
* Bedroom 1 is able to borrow air from Meals area.



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GLAZING CALCULATOR FOR USE WITH PART 3.12.2, BCA VOLUME 1

Climate zone: **3** Building name/description: **Claydon**

Storey: **1** Floor Construct'n: Type A, Type B

Area of Floor: **90.6m²**

Air Movement: **H** *Note: Air Movement level must be separately verified*

Glazing area: **14.4m²** (16% of area of floor Type B)

Number of rows preferred in table below: **10** (as currently displayed)



GLAZING ELEMENTS, ORIENTATION, SIZE and PERFORMANCE CHARACTERISTICS							SHADING		CALCULATION DATA				
Glazing element		Orientation		Size		Performance		P&H or device		Exposure		Size	
ID	Description (optional)	Floor type A	Floor type B	Height (m)	Width (m)	Area (m ²)	Total U-Value (NFRC)	SHGC (NFRC)	P (m)	H (m)	P/H	E factor	Area used (m ²)
1	bath		n	0.60	1.20		6.4	0.55	0.45	0.80	0.56	0.29	0.72
2	bed 1		n	1.20	1.50		6.4	0.55	0.45	1.40	0.32	0.35	1.80
3	study		n	1.20	1.50		6.4	0.55	0.45	1.40	0.32	0.35	1.80
4	bed 2		n	1.20	1.50		6.4	0.55	0.45	1.40	0.32	0.35	1.80
5	living		e	1.20	0.90		6.4	0.55	0.05	1.50	0.03	1.35	1.08
6	living		e	1.20	0.90		6.4	0.56	0.05	1.50	0.03	1.35	1.08
7	living		s	1.50	1.50		6.4	0.55	2.00	1.50	1.33	0.20	2.25
8	meals		s	1.50	1.50		6.4	0.55	2.00	1.50	1.33	0.20	2.25
9	kitchen		s	1.20	0.90		5.4	0.55	0.45	1.10	0.41	0.38	1.08
10	pantry		s	0.90	0.60		6.4	0.55	0.45	0.80	0.56	0.33	0.54

IMPORTANT NOTICE AND DISCLAIMER IN RESPECT OF THE GLAZING CALCULATOR *If inputs (including*
 The Glazing Calculator has been developed by the ABCB to assist in developing a better understanding of glazing energy efficiency parameters.
 While the ABCB believes that the Glazing Calculator, if used correctly, will produce accurate results, it is provided "as is" and without any representation or warranty of any kind, including that it is fit for any purpose or of merchantable quality, or functions as intended or at all.
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GLAZING
5mm Grey glass for windows.

(Figures for conductance & Solar Heat Gain for G. JAMES sliding aluminium framed elements)
(BRADNAMS similar)

n/Drafting t Schwartz ic No. 59043 er ic No. t	This plan has been prepared in accordance with all relevant building codes and no amendment shall be made without approval from the relevant Local Authority.	Dimensions in millimetres except where shown otherwise. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Scales</td> <td style="width: 33%;">Full Size A3</td> <td style="width: 33%;">Date 28/3/22</td> </tr> <tr> <td colspan="3">Amend. No Orig.</td> </tr> </table>	Scales	Full Size A3	Date 28/3/22	Amend. No Orig.			PROPOSED NEW RESIDENCE FOR M. CLAYDON AT 65 HAZELDEAN Road SOUTH NANANGO	Drawn Jon SCHWARTZ. 23 Avon St TEXAS 4350 Mob. 0487881277 email ja.drafting@bigpond.com No. 8 of 8 Plans Job No. 22-001-H		
Scales	Full Size A3	Date 28/3/22										
Amend. No Orig.												

ATTACHMENT B

NOTICE ABOUT DECISION – STATEMENT OF REASONS

The following information is provided in accordance with Section 63(4) & (5) of the Planning Act 2016

The development application for:

Applicant:	H T Dendle C/- Creative Planning
Proposal:	Development Permit for Material Change of Use – Secondary Dwelling
Street Address:	65 Hazeldean Road, South Nanango
RP Description:	Lot 1 on RP157170
Assessment Type:	Code Assessment

On 25 November 2022 the above development was:

- Approved in full, with conditions.

1. Reasons for the Decision

The reasons for this decision are:

- The proposal is consistent with the overall outcomes for the Rural Zone;
- The mapped overlay for bushfire risk and hazard has been appropriately addressed against the State Planning Policy 2017 the latest relevant assessment criteria using the latest guidance material prepared by the State. The development has been ground truthed to have a low-risk rating in terms of bushfire risk and can be conditioned to be maintained as such subject to the requirements of the submitted Aquilla NRM report, which is an approved document.
- Reasonable and relevant conditions of approval can be imposed to ensure compliance with the South Burnett Planning Scheme 2017 and the State Planning Policy 2017 to the extent relevant.

2. Assessment Benchmarks

The following are the benchmarks apply to this development:

- Primary Code
 - Rural Zone Code
- Prescribed Secondary Codes
 - Services and Works Code

Note: Each application submitted to Council is assessed individually on its own merit.




Bushfire Management REPORT

Maureen Claydon
65 Hazeldean Road,
South Nanango, QLD 4615

Lot 1 RP157170

Prepared by Aquila NRM
August 2022



BAL – 12.5
BMR: 220801

BMR- 220801 | M Claydon

DOCUMENT CONTROL RECORD

Title	Bushfire Management Report
Address	65 Hazeldean Road, South Nanango, QLD, 4610
Job Number	220801
Client	Maureen Claydon

DOCUMENT ISSUE

Issue	Date	Prepared By	Reviewed By
1	12 August 2022	Gabi Levay & Rick Galbraith	Rick Galbraith

This Bushfire Management Plan has been prepared using the guidelines set out in the Australian Standard. "Construction of Buildings in Bushfire-prone Areas" (AS 3959-2018).

Disclaimer

It must be borne in mind that the measures dealt with in this report cannot guarantee that a building will survive a bushfire event. This is due mainly to the unpredictable nature and behaviour of fire and the difficulties associated with extreme weather conditions.

It must also be stated that this report is based on site conditions prevailing at the time the inspection was undertaken. These conditions can and will change dependent on both weather conditions and the maintenance undertaken by property owners.

This fire report has been prepared on the basis that bushfire mitigation measures identified are implemented and maintained into the future. Failure to maintain these measures may contribute to the development being exposed to a higher level of bushfire threat and attack.

As site conditions can and will change over time this report is valid for a period of 24 months.

Bushfire Management Report prepared by



Rick Galbraith,
Dip Horticultural Science
EIANZ member
12th August 2022

Aquila NRM Ph: 0407 622 995
7701 New England Highway Fax: 07 4698 2151
Crows Nest Qld 4355 Email: info@aquilanrm.com.au



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This report is a site-specific assessment of the subject property that has been prepared in accordance with the Australian Standard Construction of buildings in bushfire-prone areas (AS3959 -2018) and the South Burnett Regional Council Planning Scheme Bushfire overlay code (2017 Version 1.4).

Executive summary

An assessment of the vegetation on and surrounding 65 Hazeldean Road, South Nanango, QLD (Lot 1 RP157170) was undertaken to assist in the development of a fire plan for the purpose of ensuring that a dwelling to be constructed on the site meets the requirement of the Australian Standard, "Construction of buildings in bushfire-prone areas" (AS 3959-2018). The building has been identified as being exposed to a Bushfire Attack Level (BAL) of 12.5. **This fire report has been prepared on the basis that a minimum separation distance of 34 metres can be achieved and maintained between the dwelling to be constructed and hazardous understorey vegetation. Failure to maintain this separation distances will result in a higher Bushfire Attack Level (BAL) being applied to the building.** This report provides recommendations for a number of measures that will assist in ensuring the safety of life and property and mitigating the impacts of bushfire.

The dwelling is identified by the South Burnett Regional Council Planning Scheme (2017 Version 1.4) as being contained within an area of '**Potential Impact Buffer**', with nearby areas of '**Medium**' potential bushfire risk due to the presence of native vegetation on the site and in the surrounding landscape. The implementation of the following measures will assist in mitigating the bushfire threat to an acceptable level for future residents and assets on the site.

Minimisation of risk - Building

A number of construction measures are required to minimise the risk of bushfire impact on buildings. Key areas include:

- Roof to be fully sarked, **or**
- Foil-backed insulation blankets (anticon) be installed over battens under roof sheeting, **or**
- Gaps under corrugations or roof sheeting sealed at the fascia or wall line and at valleys, hips and ridges,
- Vents and weepholes in walls and eave linings to be screened,
- Cladding to be of bushfire resisting material for walls that are less than 400mm from the ground, decks, awnings, and other horizontal surfaces,
- Openable parts of windows to be screened with corrosion resistant metal mesh, and
- Decking to be of bushfire-resistant or non-combustible material.

Water supply

An adequate water supply suitable for fire-fighting purposes should be available at all times. This can be achieved by provision of a water tank, with a minimum available capacity of 25,000 litres dedicated for fire-fighting purposes.

Adjacent structures

Where a garage, carport, or similar structure is not attached to the building covered by this report and it is located closer than 6 metres, it will be required to comply with the construction requirements of this report.

Property access

Adequate access is constructed and maintained to enable efficient, practical access to buildings and water supply for emergency services appliances.

Prepare, Act, Survive

The property is located in a bushfire hazard area. It is critically important that residents are well prepared during times of high fire danger and have well made plans that can be readily enacted in a time of bushfire emergency.

Maintenance of bushfire mitigation measures

This fire report has been prepared on the basis that bushfire mitigation measures identified are implemented and maintained into the foreseeable future. Failure to maintain these measures may contribute to the dwelling being exposed to a higher level of bushfire threat and attack.

Determination of Bushfire Attack Level (BAL)

The following steps are carried out using information collected from the relevant site and applying this information to the conditions required and set out in Australian Standard ‘Construction of Buildings in Bushfire-prone areas’ (AS 3959-2018).

Step	Procedure	Value (west)	Value (east)
1	Fire Danger Index (FDI) for Queensland as per Table 2.1, Jurisdictional and Regional values for FDI	40	40
2	Classification of vegetation type	A-03	A-03
3	Distance of Classified vegetation from the building site	>34m*	>28m*
4	Location of vegetation (Upslope/Downslope)	Downslope	Upslope
5	Effective slope of land under classified vegetation	3 degrees	0 degrees
6	Determination of BAL - AS 3959-2018 Method 1	BAL - 12.5	BAL - 12.5
7	Appropriate construction methods – See	Appendix 1	Appendix 1

***Note:** This fire report has been prepared on the basis that a minimum separation distance of **34 metres** can be achieved and maintained between the building and the edge of hazardous understorey vegetation. Failure to maintain this separation distance will result in a higher Bushfire Attack Level (BAL) being applied to the building.

The following photographs were taken from the site of the proposed dwelling and show the nature of vegetation surrounding the site.



Photo 1: View to the north from the house site.

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Photo 2: View to the east from the house site.



Photo 3: View to the south from the house site.



Photo 4: View to the west from the house site.

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Photo 5: Aerial view of the house site



Photo 6: Elevated view to the south over the house site

1.0 Introduction

The property is situated at 65 Hazeldean Road, South Nanango
The Real Property description is Lot 1 RP157170.
Area of land is 30.736 hectares.

2.0 General site details

The property is located in a rural area in the locality of South Nanango, approximately 7 kilometres by road southwest of the township of Nanango. Hazeldean Road is located on the western boundary of the property. Extensive areas of bushland are present on the site and in the surrounding landscape. Rural residential living areas are present to the north, east and south of the property, with rural properties present to the west and southeast. The dwelling is located on a gently sloping area with the land from east to west with underlying slopes in the order of 4 to 6% or 2 to 3 degrees.

Figure 1 provides an aerial view of the property and its context within the surrounding landscape with Figure 2 illustrating the topography.

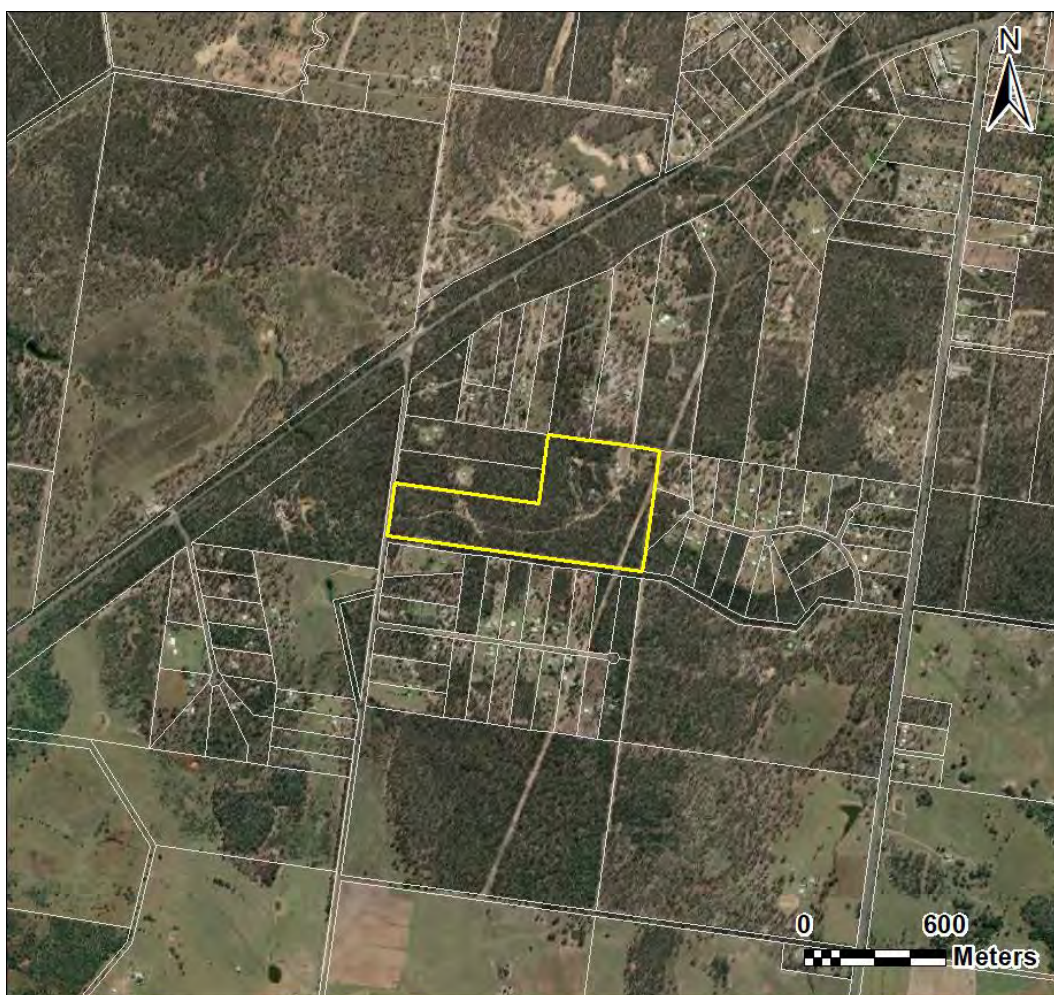


Figure 1: Aerial view providing landscape context for the site which is highlighted with a yellow border. Imagery sourced from MetroMaps accessed on 10 August 2022.

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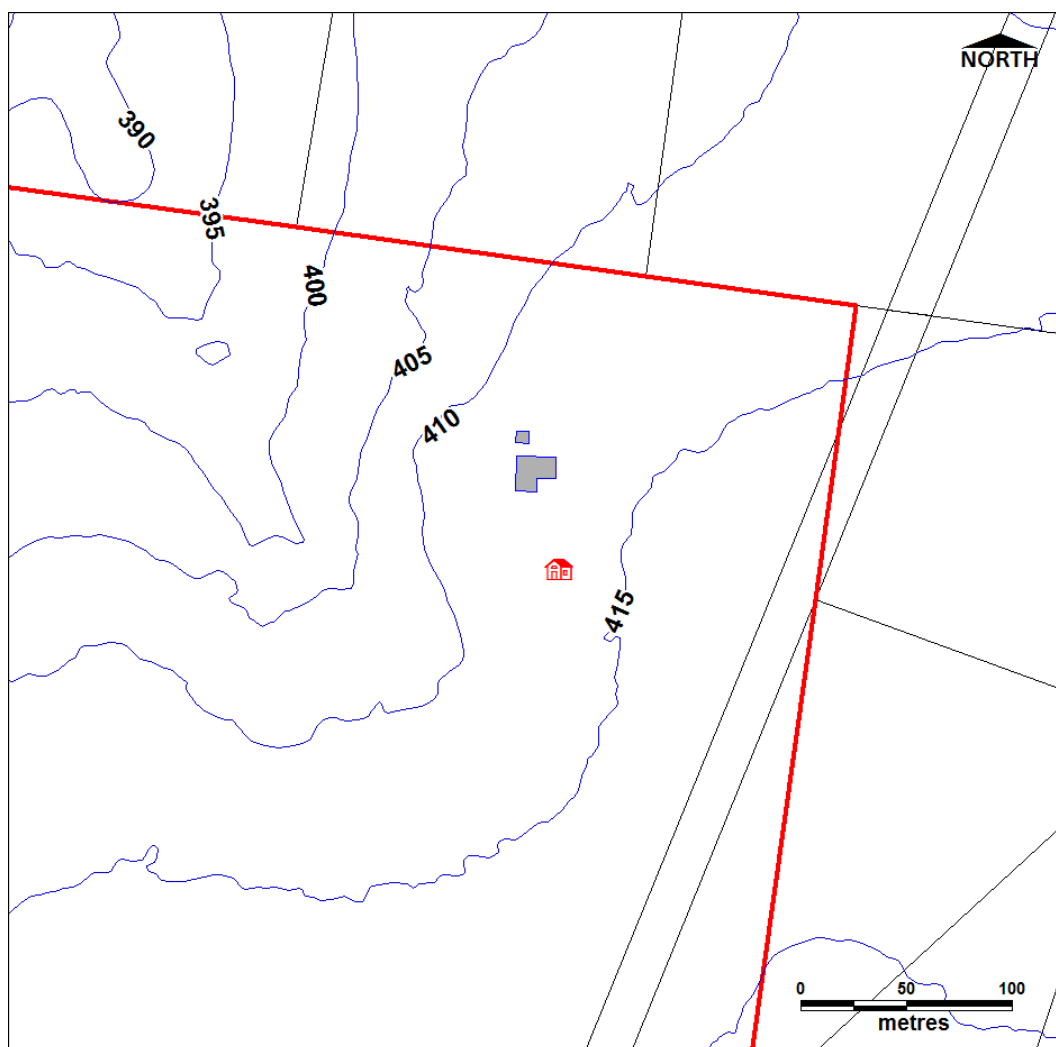


Figure 2: Topography for the site with contour intervals of 5 metres.

Figure 3 provides an aerial view of the property, the location of the proposed dwelling and the presence of native vegetation. The Bushfire Attack Level (BAL) that is likely to be experienced by a building in the event of a bushfire is determined by the type of vegetation present, its distance from the building and the slope of the site.

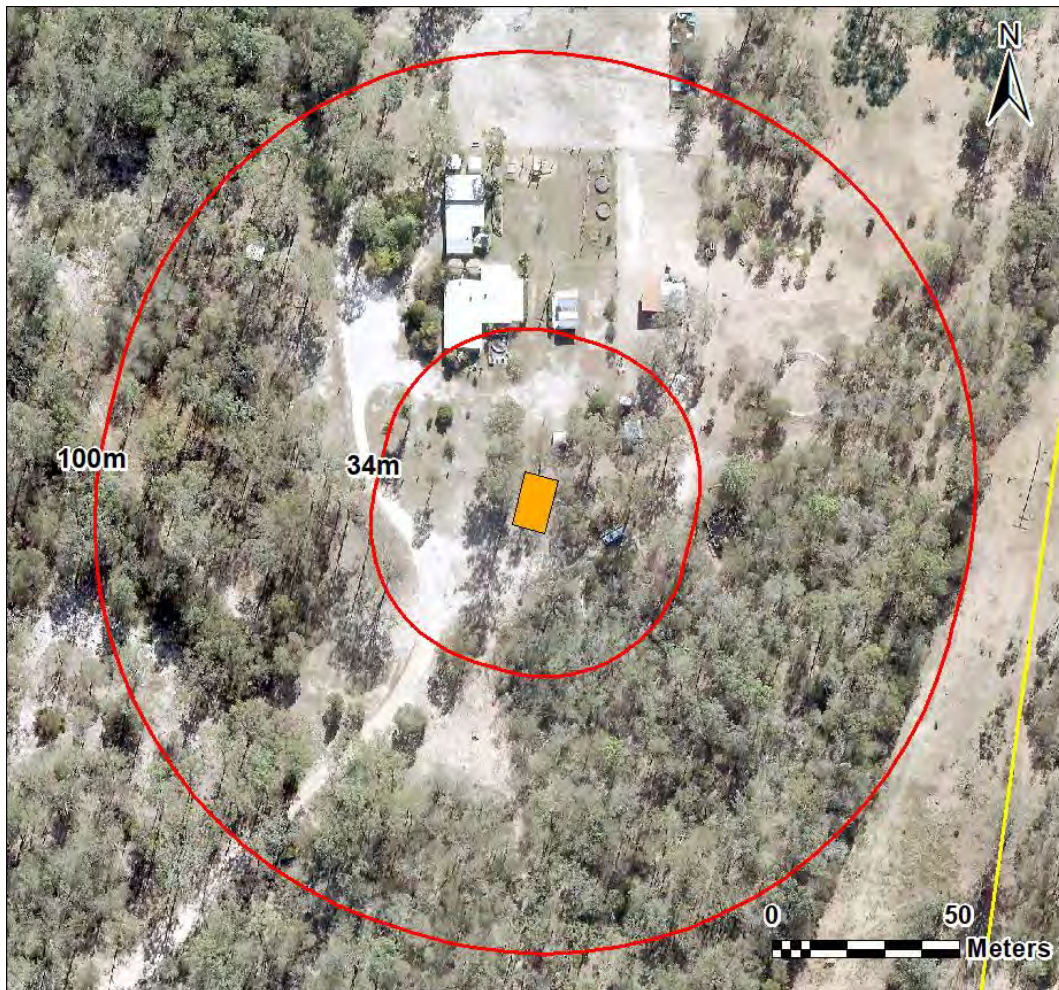


Figure 3: Aerial view of the proposed dwelling. The red rings indicate radius' distance in metres from the dwelling which can be used to determine the applicable Bushfire Attack Level. Imagery sourced from MetroMap accessed on 10 August 2022. **NOTE:** Extensive vegetation management actions have been undertaken to achieve required separation distance subsequent to this image being captured.

3.0 Bushfire and vegetation

3.1 Bushfire

The South Burnett Regional Council Planning Scheme (2017 Version 1.4) identifies that the property contains areas of ‘Medium’ bushfire risk and ‘Potential Impact Buffer’ due to the presence of native vegetation on the property and in the adjacent landscape. The bushfire risk category for the property and surrounding area is shown in Figure 4. Under adverse conditions, a bushfire could potentially approach from any direction. Severe fire weather conditions are typically associated with strong westerly to northerly winds. Bushfires in the area have the potential to generate quantities of embers that could impact on the building even though the fire does not necessarily reach it.

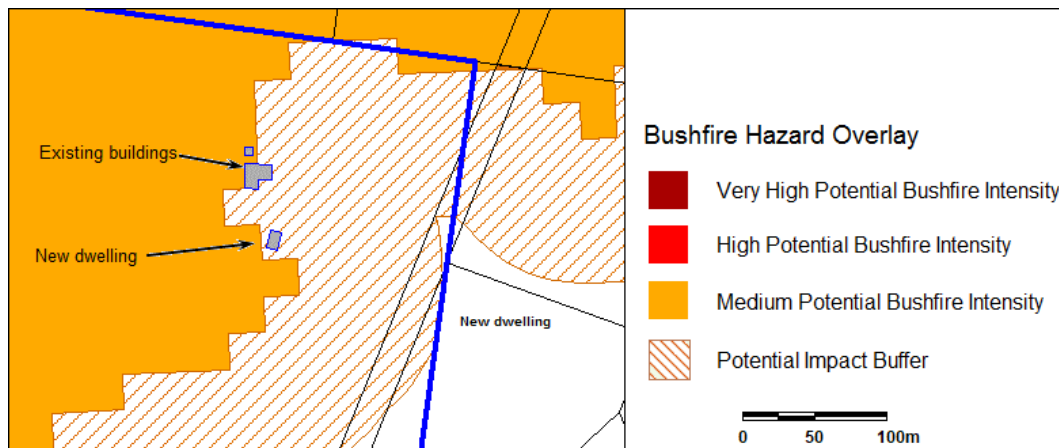


Figure 4: Bushfire Hazard for Lot 1 RP157170 as identified by the South Burnett Regional Council Planning Scheme Bushfire Hazard Overlay mapping.

3.2 Vegetation details

An assessment of the vegetation on Lot 1 RP157170 was undertaken to assist in the development of a fire plan for the purpose of ensuring that a dwelling to be constructed on the site meets the requirements of the Australian Standard, AS 3959-2018. The current Vegetation Management Supporting Map indicates that there are areas of remnant vegetation located on the property and in the immediate surrounding landscape. The extent of mapped remnant vegetation in the area and its conservation status is shown in Figure 5 with Table 1 providing a description of the Regional Ecosystem present and its conservation status.

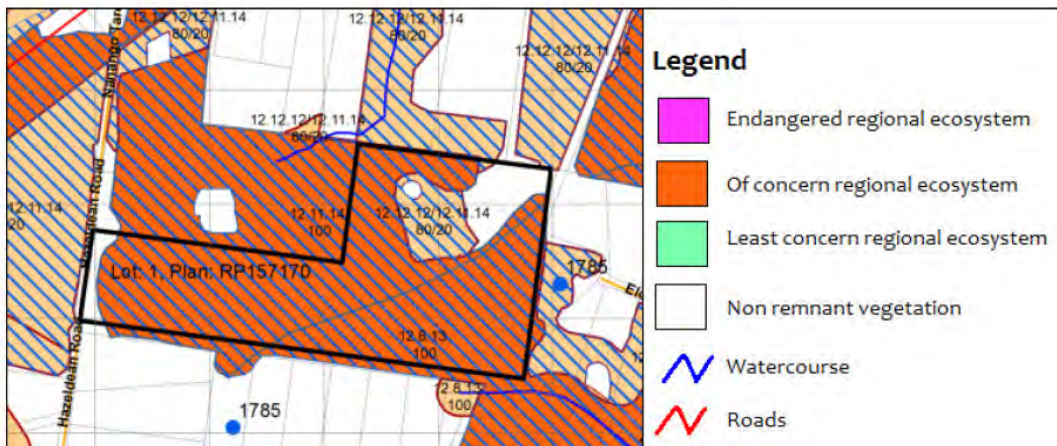


Figure 5: Extent of mapped remnant vegetation within the vicinity of Lot 1 RP157170 as identified on the Vegetation Management Supporting Map accessed from the DOR website.

Table 1: Regional Ecosystem vegetation description

Regional ecosystem:	12.11.14	Conservation status	Of concern
Description	<p><i>Eucalyptus crebra</i> (Narrow-leaf Ironbark), <i>E. tereticornis</i> (Forest Red Gum) grassy woodland. Other species including <i>Eucalyptus melanophloia</i> (Silver-leaf Ironbark), <i>Corymbia clarksoniana</i> (Clarkson’s Bloodwood), <i>C. erythrophloia</i> (Red Bloodwood), <i>C. tessellaris</i> (Moreton Bay Ash), <i>Angophora</i> spp. may be present in low densities or in patches. Mid-layer generally sparse but can include low trees such as <i>Acacia bidwillii</i> (Bunya Pine), <i>Capparis</i> spp., <i>Dodonaea triquetra</i>, <i>Alphitonia excelsa</i> and <i>Xanthorrhoea</i> spp. Occurs on mid and lower slopes on Paleozoic and older moderately to strongly deformed and metamorphosed sediments and interbedded volcanics</p>		

The information above was sourced from the Queensland Herbarium (2021) Regional Ecosystem Description Database (REDD). Version 12.1 (December 2021) (Queensland Department of Environment and Science: Brisbane).

Potentially hazardous vegetation is located downslope and upslope of the house site and comprises an open forest structure with a shrubby to grassy understorey.

Using Table 2.3 Classification of Vegetation (AS3959-2018), the vegetation is classified as Open Forest A-03 which is shown in Figure 6. It is described as: “Trees 10–30 m high; 30–70% foliage cover (may include understorey of sclerophyllous low trees and tall scrubs or grass). Typically dominated by eucalypts, melaleuca or callistemon”.

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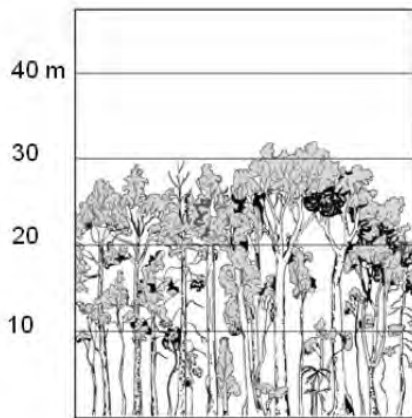


Figure 6: Vegetation Class A-03 Open Forest. (AS3959-2018)

A component of assessing potential bushfire attack is to determine the vegetation type, its distance from the proposed building and whether vegetation is upslope or downslope of the building. In this situation, potentially hazardous vegetation is located downslope and upslope of the dwelling as illustrated in Figure 7.

'In assessing vegetation classes for forests, woodlands and rainforests, the classified vegetation will be determined by the unmanaged understorey rather than either the canopy (drip line) or trunk of any trees'. (AS3959-2018)

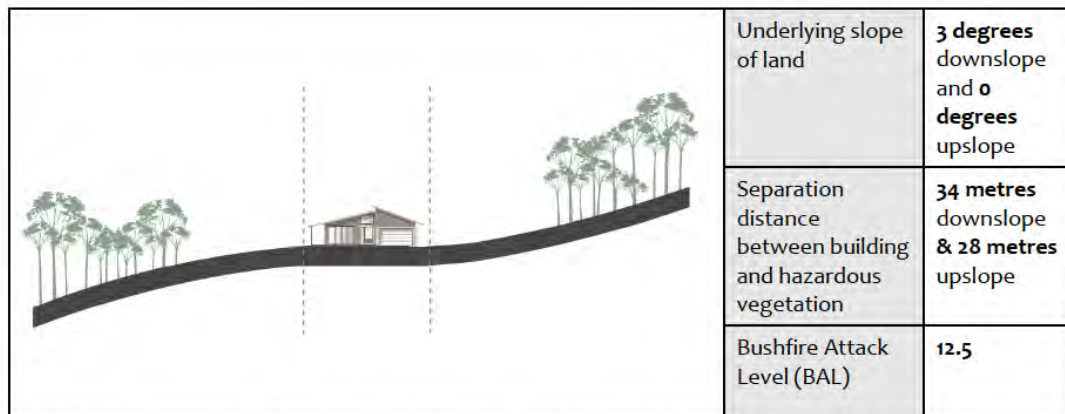


Figure 7: Determination of distance from classified vegetation and effective slope of land.

4.0 Determination of Bushfire Attack Level (BAL)

The following details summarise the steps that were carried out using information collected from the relevant site and applied in accordance with the requirements and conditions as set out in Australian Standard 'Construction of Buildings in Bushfire-prone areas' (AS 3959-2018).

Table 2: Summary of attributes to determine BAL rating

Step	Procedure	Value (west)	Value (east)
1	Fire Danger Index (FDI) for Queensland as per Table 2.1, Jurisdictional and Regional values for FDI	40	40
2	Classification of vegetation type	A-03	A-03
3	Distance of Classified vegetation from the building site	>34m*	>28m*
4	Location of vegetation (Upslope/Downslope)	Downslope	Upslope
5	Effective slope of land under classified vegetation	3 degrees	0 degrees
6	Determination of BAL - AS 3959-2018 Method 1	BAL - 12.5	BAL - 12.5
7	Appropriate construction methods – See	Appendix 1	Appendix 1

***Note:** This fire report has been prepared on the basis that a minimum separation distance of **34 metres** can be achieved and maintained between the building and the edge of hazardous understorey vegetation. Failure to maintain this separation distance will result in a higher Bushfire Attack Level (BAL) being applied to the building.

The Bushfire Attack Level for the proposed building was calculated using AS 3959 – 2018 Method 1 and was determined to be 12.5. The parameters used were:

- Forest, all upslopes and flat land (0 degrees) and predominant vegetation located greater than 28 metres from the dwelling
- Forest, downslope (>0 to 5 degrees) and predominant vegetation located greater than 34 metres from the dwelling

An explanation of Bushfire Attack Levels is provided in Appendix 2 of this report.

5.0 Planning requirements

The South Burnett Regional Council Planning Scheme (2017 Version 1.4) contains details to be addressed in a Rural Zone code, included in which is a Bushfire hazard overlay.

Table 3: South Burnett Regional Council – Bushfire Hazard Overlay Accepted Development

Requirements for accepted development and assessment benchmarks	Compliance comments
<p>AO21.1 Development does not occur in areas mapped as Very High or High Potential Bushfire Intensity Areas on the SPP Interactive Mapping (Plan Making), or</p> <p>AO21.2 A written assessment by a suitably experienced or qualified person confirms that the site is of Low Potential Bushfire Hazard.</p> <p>AO21.3 For areas mapped as Medium Potential Bushfire Intensity Areas on the SPP Interactive Mapping (Plan Making), bushfire risk is mitigated through a Bushfire Management Plan incorporating:</p> <p>(a) Lot design and the siting of buildings and uses so:</p> <p>(i) high intensity uses are located on the least bushfire prone area on the site and activities least susceptible to fire are sited closest to the bushfire hazard; and</p> <p>(ii) efficient emergency access is optimised; and</p> <p>(iii) bushfire risk is effectively minimised having regard to aspect, elevation, slope and vegetation.</p> <p>(b) Including firebreaks that provide adequate:</p> <p>(i) setbacks between buildings/ structures and hazardous vegetation; and</p> <p>(ii) access for fire fighting or other emergency vehicles; and</p> <p>(c) Road access for fire-fighting appliances and firebreaks are provided through a perimeter road that separates the use from areas of bushfire hazard and that road has a minimum cleared width of 20 metres; and</p> <p>(d) Where a reticulated water supply is not available and development involves buildings with a gross floor area greater than 50m², one tank within 100m of each residential building that has:</p> <p>(i) fire brigade tank fittings; and</p> <p>(ii) 25,000 litres dedicated for fire fighting purposes.</p>	<p>CC21.1 The dwelling is located within an area Potential Impact Buffer with areas of Medium Potential Bushfire Intensity nearby as identified by SPP mapping.</p> <p>CC21.2 A site assessment was undertaken and a written report provided by a suitably experienced person.</p> <p>CC21.3 (a)</p> <p>(i) The dwelling is located in an area identified as comprising Bushfire Potential Impact Buffer, and adjacent to well maintained grounds with minimal fuel loads.</p> <p>(ii) constructed access is provided to the site from Hazeldean Road to the west, with secondary access available to the north, east and south of the site by means of access tracks and fire trails.</p> <p>(iii) Dwelling is located on a gently sloping site with underlying slopes in the order of 4 to 6% or 2 to 3 degrees.</p> <p>(b) Potentially hazardous vegetation has been effectively managed around the house site:</p> <p>(i) An Asset Protection Zone will be established around the dwelling for a minimum radius of 34 metres to ensure adequate setbacks from potentially hazardous vegetation; and</p> <p>(ii) access is provided that is suitable for fire-fighting and other emergency services by way of a constructed driveway that connects to Hazeldean Road to the west.</p> <p>(c) In addition to the driveway, the site contains numerous firebreaks and trails that are suitable for use by Rural Fire Brigade vehicles. These trails are also suitable for use when undertaking regular fuel reduction burns on the site.</p> <p>(d) Significant quantities of water are currently held on the site (approximately 100,000 litres) that are suitable for fire-fighting purposes. Fire brigade tank fittings will be installed to enable ready access of water supplies.</p>

Requirements for accepted development and assessment benchmarks	Compliance comments
AO22.1 Community infrastructure	CC22.1 Not applicable
AO23.1 No hazardous materials, manufactured or stored in bulk, are on land mapped as Very High to Medium (Potential Intensity) Areas.	CC23.1 Development is the establishment of a second dwelling on the site. No hazardous materials, manufactured or stored in bulk will be held on the site.
<p>AO24.1 New dwellings on land mapped as Very High to Medium (Potential Intensity) Areas are located:</p> <p>(a) Centrally within existing cleared areas on a lot which allows a regular shaped area (with a minimum dimension of 50m) of 5,000m² to be identified that:</p> <ul style="list-style-type: none"> (i) is free of highly combustible vegetated areas; and (ii) is on southerly to easterly facing slopes not exceeding 15% gradient; or (iii) on flat lands at the base of north to western facing slopes not exceeding 15% gradient. <p>(b) A fire protection buffer is established around the complete perimeter of the dwelling unit within a lot for a minimum width of 50m.</p>	<p>CC24.1 The dwelling is located within an area identified as comprising Bushfire Potential Impact Buffer.</p> <p>(a) The dwelling is located within a cleared area adjacent to the primary dwelling and associated outbuildings that are surrounded by maintained grounds that:</p> <ul style="list-style-type: none"> (i) are free of highly combustible vegetated areas and materials; (ii) is on a gently sloping site with underlying slopes in the order of 4 to 6%; and (iii) is on a northwest facing slope with a gradient of less than 15%. <p>(b) An Asset Protection Zone is to be established for a minimum radius of 34 metres around the dwelling which will enable a Bushfire Attack Level (BAL) of 12.5 to be achieved.</p>

6.0 Mitigating the bushfire risk

Vegetation management

Maintenance of vegetation near the building will assist in managing fuel loads and associated bushfire risks. An Asset Protection Zone (APZ) should be established at the time of construction for a minimum radius of **34 metres** around the dwelling. **Contrary to common belief, the area around the building does not need to be totally devoid of vegetation, and in fact some trees in this area can serve a valuable role in trapping embers before they impact on the asset.** It is important however that:

- There are substantial gaps (of at least 2 - 5m) between the canopies of any trees in this area.
- There are no continuous fuels linked horizontally or vertically. (Smooth barked trees provide a lesser fuel ladder to the canopy than rough barked or ribbon barked species).
- Tree canopies do not overhang the roof.
- Surface and near surface fuels are kept to a minimum. This includes lawns to be kept short (less than 10 cm in height) and removal of accumulated leaf and bark litter.
- Avoidance of flammable mulches on garden beds such as woodchip or straw within 10 metres of the dwelling.
- Use of non-flammable mulches such as river pebbles or stones on garden beds near dwellings and buildings.

If these steps are followed it should be possible for fuel loads to be maintained at 5 tonnes per hectare or less. Failure to maintain the property in a low fuel load state could significantly elevate the intensity of a bushfire should one occur. Appendix 3 contains additional details on creating and maintaining an Asset Protection Zone and guidelines for landscaping in fire prone areas are provided in Appendix 4.

It is worth noting that findings from the major bushfires in southern states identified that one of the most important factors in building survival was effective vegetation management (e.g. maintenance of low fuel loads and shrubby understorey) for a minimum radius of 40 metres around the house site.

Water supply

The South Burnett Regional Council Planning Scheme (2017 Version 1.4) requires that an adequate water supply suitable for fire-fighting purposes should be available at all times for a dwelling that is greater than 50 square metres. This can be achieved by:

- (i) provision a water source that has a minimum available capacity of 10,000 litres' dedicated for fire fighting purposes within 100 metres of the dwelling, **and**
- (ii) provision of fire brigade fittings (i.e. 50mm male camlock fittings) if a tank is utilised for the fire fighting water source.

Note 1: Bushfire Resilient Communities Technical Reference Guide for the State Planning Policy State Interest 'Natural Hazards, Risk and Resilience - Bushfire' October 2019 identifies that a minimum dedicated water supply of 10,000 litres be provided. In the context of this development, this quantity of water is considered to be sufficient rather than the 25,000 litres specified in Council Bushfire hazard code.

Adjacent structures

Where any garage, carport, or similar structure is not attached to the building covered by this report, the entire garage, carport, or similar roofed structure on the subject allotment shall comply with the construction requirements of this report, alternatively the building shall be at least 6m from the building covered in this report or it shall be separated by a fire wall with an FRL -/60/60.

Prepare, Act, Survive

The property is located in a bushfire hazard area. It is critically important that residents are well prepared during times of high fire danger and have well made plans that can be readily enacted in a time of bushfire emergency.

Maintenance of bushfire mitigation measures

It is the landholders' responsibility to ensure that the bushfire mitigation measures identified in this report are implemented and maintained into the future. Failure to maintain these measures may contribute to the dwelling being exposed to a higher level of bushfire threat and attack should one occur in the area.

7.0 Minimisation of risk - building

A number of construction measures are required to minimise the risk of bushfire impact on buildings. The key areas are summarised below and include:

- Roof to be fully sarked, **or**
- Foil-backed insulation blankets (anticon) be installed over battens under roof sheeting, **or**
- Gaps under corrugations or roof sheeting sealed at the fascia or wall line and at valleys, hips and ridges,
- Cladding to be of bushfire resisting material for walls that are less than 400mm from the ground, decks, awnings, and other horizontal surfaces,
- Vents and weepholes in external walls and eave linings to be screened with corrosion resistant steel mesh,
- Openable parts of windows to be screened with corrosion resistant steel mesh with a maximum aperture of 2mm,
- Garage doors (roller and panel lift) have a maximum permissible gap of 3mm, and
- Decking to be of bushfire-resistant timber or a non-combustible material.

8.0 Safety of people

Any residential property located in a Bushfire prone area should have its own smoke alarms and basic fire-fighting equipment, and a fire fighting, and evacuation procedure should be in place and well-rehearsed.

9.0 Conclusions

As noted at the beginning of the report, the proposed dwelling is exposed to a BAL of 12.5. The contents of this report should be implemented, and the attached appendices heeded in order to ensure that the highest level of protection can be achieved for the residents and their property.

Appendix 1: Summary of AS3959-2018 BAL 12.5 construction requirements

Note: this is a summary of some portions of the standard - the building designer, builder and subcontractors should refer to AS3959-2018 in full prior to construction.

Subfloor supports

The Standard does not provide construction requirements for sub-floor supports where the sub-floor is enclosed in accordance with wall that conforms to the requirements for walls listed below or is enclosed with corrosion resistant steel, bronze or aluminium mesh with a maximum aperture of 2 mm.

Floors

The Standard does not provide construction requirements for concrete slabs on the ground.

Unenclosed subfloor space

The standard does not provide construction requirements for bearers, joists and floors that are greater than 400mm above finished ground level

External walls

External walls that are less than 400mm from the ground, decks, carport roofs and similar elements should be:

- (a) made of non-combustible materials (e.g. full masonry, brick veneer etc.) with a minimum thickness of 90 mm,
- (b) timber logs with a density of 680 kg/m³ and a minimum nominal thickness of 90mm; or
- (c) cladding that is fixed externally to a timber or metal frame and is:
 - (i) non-combustible; or
 - (ii) fibre cement a minimum of 6mm thick; or
 - (iii) bushfire-resisting timber.

Joints

All joints in the external surface material of walls shall be covered, sealed, overlapped, backed or butt-jointed.

Vents and weepholes

Vents and weepholes in external walls are to be screened with corrosion-resistant steel, bronze or aluminium mesh with a maximum aperture of 2 mm.

External glazed elements, assemblies and doors

Screens for windows and doors

Where fitted, screens for windows and doors shall have mesh or perforated sheet made of corrosion-resistant steel, bronze or aluminium with a maximum aperture of 2 mm.

Windows

Frame material for windows less than 400 mm from the ground, decks, carport roofs and awnings, window frames are to be made from bushfire-resisting timber, metal or metal-reinforced uPVC.

Where glazing is less than 400mm from the ground, decks, carport roofs and awnings, glazing shall be Grade A safety glass with a minimum 4 mm thickness.

The openable portions of windows shall be screened with a mesh with a max aperture of 2 mm made of corrosion resistant steel, bronze or aluminium.

Doors - side hung external doors, panel fold & sliding doors

Doors- shall be completely protected externally by a screen with a mesh with a max aperture of 2mm made of corrosion resistant steel, bronze or aluminium, **OR**

Door panel material shall be:

- (a) non-combustible; or
- (b) solid timber, laminated timber or reconstituted timber, having a minimum thickness of 35 mm for the first 400 mm above the threshold;
- (c) hollow core, solid timber, laminated timber or reconstituted timber with a non-combustible kickplate on the outside for the first 400 mm above the threshold; or
- (d) protected externally by a metal screen with a maximum aperture of 2 mm; or
- (e) fully framed glazed door panels with framing made from metal or bushfire resisting timber.

There is no requirement to screen the openable part of a door at this level.

Garage doors

The lower portion (within 400 mm of the ground) of vehicle access doors shall be made from:

- (i) non-combustible material; or
- (ii) bushfire-resisting timber; or
- (iii) fibre-cement sheet, a minimum of 6 mm in thickness; or
- (iv) a combination of any of items (i), (ii) or (iii) above.

All vehicle access doors to be protected with suitable weather strips, draught excluders, draught seals or brushes.

Roofs

The following apply to all types of roofs and roofing systems:

- (a) roof tiles, roof sheets and roof covering accessories shall be non-combustible,
- (b) the roof/wall and roof/roof junction shall be sealed, or otherwise protected to prevent openings greater than 2mm,
- (c) roof ventilation openings, such as gable and roof vents, shall be fitted with ember guards made of non-combustible material or a mesh or perforated sheet with a max aperture of 2mm made of corrosion resistant steel, bronze or aluminium.

Tiled roofs shall be fully sarked.

Sheet roofs shall:

- (a) be fully sarked with sarking, except that foil backed insulation blankets may be installed over battens; **OR**
- (b) have any gaps sealed at the fascia, or wall line, hips and ridges by:
 - (i) a mesh or perforated sheet with a maximum aperture of 2 mm, made of corrosion-resistant steel, bronze or aluminium (this may include gutter guard), or
 - (ii) mineral wool, or
 - (iii) other non-combustible material, or

- (iv) -a combination of any of the above.

Roof penetrations

The following apply to roof penetrations:

- (a) roof penetrations, including roof lights, roof ventilators, roof-mounted evaporative cooling units, aerials, vent pipes and supports for solar collectors, shall be adequately sealed at the roof to prevent gaps greater than 3 mm.
- (b) openings in vented roof lights, roof ventilators or vent pipes shall be fitted with ember guards made from a mesh or perforated sheet with a maximum aperture of 2 mm, made of corrosion-resistant steel, bronze or aluminium.
- (c) glazed elements in roof lights and skylights may be of polymer provided a grade safety glass diffuser, complying with AS 1288, is installed under the glazing.

Eaves linings, fascias and gables

The following apply to eaves linings, fascias and gables:

- (a) gables shall comply with requirements for walls.
- (b) eaves ventilation openings are to be fitted with ember guards and be made of corrosion resistant steel, bronze or aluminium.

The Standard does not provide construction requirements for fascias, bargeboards and eaves linings.

Gutters and downpipes

The Standard does not provide material requirements for gutters and downpipes, with the exception of box gutters.

Box gutters are to be non-combustible and flashed at the roof junction with non-combustible material.

If installed, gutter and valley leaf guards are to be non-combustible.

Verandahs, decks, steps, ramps and landings

Decking may be spaced. There is no requirement to enclose the subfloor spaces of verandas, decks, steps, ramps or landings.


Decking, stair treads and trafficable surfaces of ramps and landings less than 300 mm (measured horizontally at deck level) from glazed elements that are less than 400 mm (measured vertically) from the surface of the deck are to be made from:

- (a) of non-combustible material; or
- (b) of bushfire-resisting timber; or
- (c) a combination of items (a) and (b) above.

Water and gas supply pipes

Above ground, exposed water and gas supply pipes shall be metal.

Appendix 2: Bushfire Attack Levels explained

				
BAL-12.5	BAL-19	BAL-29	BAL-40	BAL-FZ
The risk is considered to be LOW	The risk is considered to be MODERATE	The risk is considered to be HIGH.	The risk is considered to be VERY HIGH.	The risk is considered to be EXTREME.
There is a risk of ember attack. The construction elements are expected to be exposed to a heat flux not greater than 12.5 kW/m ² .	There is a risk of ember attack and burning debris ignited by wind borne embers and a likelihood of exposure to radiant heat. The construction elements are expected to be exposed to a heat flux not greater than 19 kW/m ²	There is an increased risk of ember attack and burning debris ignited by windborne embers and a likelihood of exposure to an increased level of radiant heat. The construction elements are expected to be exposed to a heat flux not greater than 29 kW/m ² .	There is a much increased risk of ember attack and burning debris ignited by windborne embers, a likelihood of exposure to a high level of radiant heat and some likelihood of direct exposure to flames from the fire front. The construction elements are expected to be exposed to a heat flux not greater than 40 kW/m ² .	There is an extremely high risk of ember attack and burning debris ignited by windborne embers, and a likelihood of exposure to an extreme level of radiant heat and direct exposure to flames from the fire front. The construction elements are expected to be exposed to a heat flux greater than 40 kW/m ² .

Images sourced from Planning Practice Note 65 September 2014 Victoria State Government

Appendix 3: Living in a Bushfire Prone area

A bushfire can ignite fuel and spread in three ways:

- Embers and burning debris carried by wind,
- Heat radiation from fire, and
- Direct flame contact

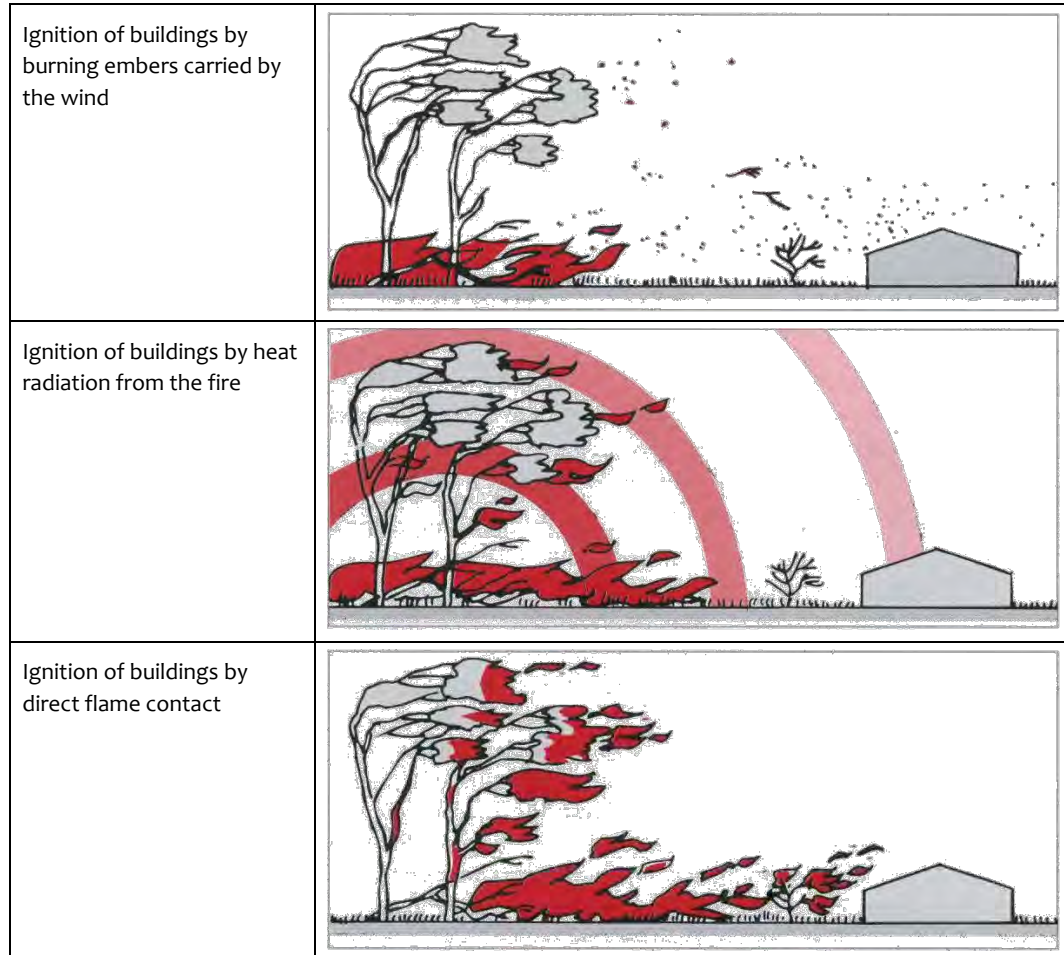


Figure 8: The three main elements of bushfire, which threaten life and property. (Ramsay & Rudolf 2003)

Overall, the intention of bush fire protection measures should be to prevent flame contact to a structure, reduce radiant heat to below the ignition thresholds for various elements of a building, to minimise the potential for wind driven embers to cause ignition and reduce the effects of smoke on residents and fire-fighters.

Asset Protection Zones

The most immediate form of defense for an asset is a well-designed Asset Protection Zone (APZ). This zone serves to protect the asset from flames and radiant heat. It improves the chances of the asset surviving the passing of the fire front, providing a safe refuge for occupants during this period and providing a relatively "defendable space" for firefighting activity.

Whilst research shows that ember attack ultimately claims more vacant houses than radiant heat or flames, if a house is occupied, ember attack can be relatively easily dealt with.

The consequence of leaving a house unattended is that there will probably be nobody there to prevent the small fires which initially start, from gradually taking hold of various parts of the structure. This process can occur over a significant period of time, usually simply with embers which fly about and settle, and start smoldering. The hot windy conditions associated with the fire help fan the smoldering clumps of fuel, and bring many small fires to life. These are usually easy fires to extinguish if there is someone there with the equipment and water to put them out. In their absence, often some time, even hours after the initial fire front, the house succumbs to small fires which have grown to larger ones.

Over 90% of houses burnt down in bushfires are attributable to ember attack, and the vast majority of these are unattended at the time. In the 1984 study of the Ash Wednesday Fires around Mt Macedon, the survival rate amongst the 450 houses was 82% where they were occupied and 90% where the occupants were active, able bodied defenders, while only 30% of houses survived without someone to patrol them (Wilson & Ferguson, 1984).

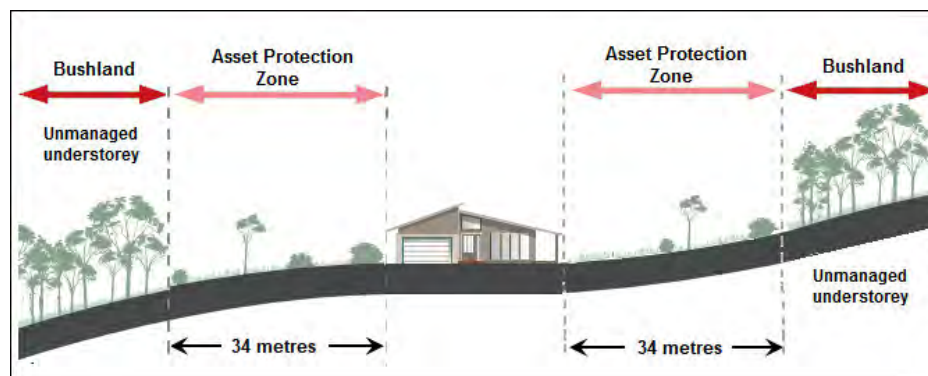


Figure 9: Recommended asset protection zone. (Adapted from Planning for Bushfire Protection 2019)

Outer Protection Area (OPA) is effectively the fuel-reduced outer protection area which serves to deprive attacking fire of fuel and reduce the intensity of the fire front. Removal of mid layer fuels prevents flames from transferring from ground fuels to the canopy where destructive potential is greatest. The OPA will also help shield a building from radiant heat, minimize the rate of spread and also intercept burning embers carried by the wind. Understorey fuel levels in the OPA should be kept below 8t/ha.

Inner Protection Area (IPA) refers to the area between the fuel reduced zone and the asset, and its design may serve to considerably reduce risks posed to the asset. Contrary to common belief, this area does not need to be devoid of vegetation, and in fact some trees in this area can serve a valuable role in trapping embers before they impact on the asset. It is important however that:

- There are substantial gaps (or at least 2 - 5m) between the canopies of any trees in this area.
- There are no continuous fuels linked horizontally or vertically. Smooth barked trees provide a lesser fuel ladder to the canopy than rough barked or ribbon barked species.
- Tree canopies do not overhang the roof.
- Surface and near surface fuels are kept to a minimum. This includes lawns (to be kept short) leaf litter and garden mulches.

BMR 220801 | M Claydon

- Plants with a higher tolerance to fire should be utilised closest to the house and are maintained in a healthy moisture state throughout the fire season.

Asset Protection Zones act as a buffer zone between a dwelling and the hazard. The primary purpose of an Asset Protection Zone is to ensure that a progressive reduction of bushfire fuels occurs between the bushfire hazard and any habitable structures.

Asset Protection Zones should be in place for dwellings adjoining a bushfire hazard area, whether it is a single building, a group of isolated buildings or an urban subdivision.

Various amenities can contribute to the Asset Protection Zone, provided they are not combustible or otherwise add to radiant heat levels. Such amenities include driveways, tennis courts, swimming pools or fire trails, each adding to the distance from the hazard.

Radiant heat barriers such as non-combustible walls or water tanks can help shield assets from radiant heat, thereby complementing the APZ, and in some cases reducing the requirement for distance from the hazard, to a degree.

The required distances for Asset Protection Zones are dependent on the vegetation type (hazard), the slope of the site and whether the hazard is upslope or downslope from the asset.

Appendix 4: Landscaping in Fire Prone Areas

The design, management and maintenance of the landscape in the immediate vicinity of buildings are fundamental to the chances of survival of both people and buildings in a bushfire event. Vegetation provides the major fuel element in a bushfire. All vegetation, regardless of how succulent or green it is will eventually burn, provided the fire has sufficient intensity. Table 4 identifies the attributes of plants that may influence fire behaviour.

Table 4: Attributes of plants that may influence bushfire attack

Growing plant attributes Composition of leaves	Growing plant attributes Structure	Ground fuel attributes
Moisture content Volatile oil content Mineral content	Leaf fineness Density of foliage Continuity of plant form Height of lowest foliage above ground Size of plant in terms of its volume and spread Dead foliage on plant Bark texture / characteristics	Quantity of ground fuel available in fire season Fineness of ground fuel Compacting ability of ground fuel Mineral content of ground fuel

When landscaping in bushfire prone areas, it is important to use or retain plants of low flammability that have the following characteristics:

- Leaves with high moisture content,
- Low volatile oil content in leaves,
- Leaves that have a high mineral content,
- Limited retention of leaves and twigs in canopy and mid branches, and
- Smooth or tight bark

To assist building survival in a bushfire event, it is important that a fuel-reduced zone is maintained around it. This can be achieved by keeping all vegetation away from the building or by using low flammability plantings to help shield the building from radiant heat. Trees and shrubs that drop litter should not be planted or retained close to buildings where they can contribute to the accumulation of flammable material.

- Plants to avoid using in bushfire prone areas are ones that:
- Accumulate or create lots of dry dead debris during the fire season,
- Have a high volatile oil content in their leaves,
- Have loose flaky bark, and
- Have masses of very fine leaves, especially if they are continuous to the ground.

Garden maintenance actions include:

- Pruning lower branches of trees to provide a minimum vertical 2 metre high fire break,
- Removal of loose bark, dead twigs, leaves,
- Regular mowing of lawns,
- Keeping other grassed areas to less than 100mm in height.
- Use of non-flammable mulches such as river pebbles or stones on garden beds near dwellings and buildings, and
- Avoidance of flammable mulches on garden beds such as woodchip or straw.

INFRASTRUCTURE CHARGES NOTICE*(Section 119 of the Planning Act 2016)*

APPLICANT: Helen Cloydon
C/- Creative Planning Pty Ltd
PO Box 4584
TOOWOOMBA EAST QLD 4350

APPLICATION: Secondary Dwelling

DATE: 14/11/2022

FILE REFERENCE: MCU22/0021

AMOUNT OF THE LEVIED CHARGE: **\$4,419.00** **Total**
(Details of how these charges were calculated are shown overleaf)

\$0.00	Water Supply Network
\$0.00	Sewerage Network
\$2,410.00	Transport Network
\$2,009.00	Parks and Land for Community Facilities Network
\$0.00	Stormwater Network

AUTOMATIC INCREASE OF LEVIED CHARGE: The amount of the levied charge is subject to an automatic increase. Refer to the Information Notice attached to this notice for more information on how the increase is worked out.

LAND TO WHICH CHARGE APPLIES: Lot 1 RP157170

SITE ADDRESS: 65 Hazeldean Rd, South Nanango

PAYABLE TO: **South Burnett Regional Council**

WHEN PAYABLE: Material Change of Use – When the change happens.
(In accordance with the timing stated in Section 122 of the Planning Act 2016)

OFFSET OR REFUND: Not Applicable.

This charge is made in accordance with South Burnett Regional Council's **Charges Resolution (No. 3) 2019**

DETAILS OF CALCULATION

Water Supply

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Not Applicable	-	-	\$0.00	-	\$0.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not Applicable	-	-	\$0.00	-	\$0.00

Sewerage

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Not Applicable	-	-	\$0.00	-	\$0.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not Applicable	-	-	\$0.00	-	\$0.00

Transport

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Residential Use (3 or more bed) Secondary Dwelling	1	dwelling	\$2,410.00	CR Table 2.1	\$2,410.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not Applicable	-	-	\$0.00	-	\$0.00

Parks and Land for Community Facilities

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Residential Use (3 or more bed) Secondary Dwelling	1	dwelling	\$2,009.00	CR Table 2.1	\$2,009.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not Applicable	-	-	\$0.00	-	\$0.00

Stormwater

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Not Applicable	-	-	\$0.00	-	\$0.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not Applicable	-	-	\$0.00	-	\$0.00

Levied Charges

Development Description	Water Supply	Sewerage	Transport	Parks & Land for Community Facilities	Stormwater	Total
Residential Use (3 or more bed) Secondary Dwelling	\$0.00	\$0.00	\$2,410.00	\$2,009.00	\$0.00	\$4,419.00
Total	\$0.00	\$0.00	\$2,410.00	\$2,009.00	\$0.00	\$4,419.00

** In accordance with Section 3.3 of the Charges Resolution, the discount may not exceed the adopted charge. Any surplus discounts will not be refunded, except at South Burnett Regional Council's discretion.*

INFORMATION NOTICE

Authority and Reasons for Charge	This Infrastructure Charges Notice has been given in accordance with section 119 of the <i>Planning Act 2016</i> to support the Local government's long-term infrastructure planning and financial sustainability.
Appeals	Pursuant to section 229 and Schedule 1 of the <i>Planning Act 2016</i> a person may appeal an Infrastructure Charges Notice. Attached is an extract from the <i>Planning Act 2016</i> that details your appeal rights.
Automatic Increase Provision of charge rate (\$)	<p>An infrastructure charge levied by South Burnett Regional Council is to be increased by the difference between the Producer Price Index (PPI) applicable at the time the infrastructure charge was levied, and PPI applicable at the time of payment of the levied charge, adjusted by reference to the 3-yearly PPI average¹. If the levied charge is increased using the method described above, the charge payable is the amount equal to the sum of the charge as levied and the amount of the increase.</p> <p>However, the sum of the charge as levied and the amount of the increase is not to exceed the maximum adopted charge the Authority could have levied for the development at the time the charge is paid.</p>
GST	The Federal Government has determined that contributions made by developers to Government for infrastructure and services under the <i>Planning Act 2016</i> are GST exempt.
Making a Payment	<p>This Infrastructure Charges Notice cannot be used to pay your infrastructure charges.</p> <p>To pay the levied charge, you must request an Itemised Breakdown showing the total levied charge payable at the time of payment. An Itemised Breakdown must be presented at the time of payment.</p> <p>An Itemised Breakdown may be requested by emailing info@southburnett.qld.gov.au</p>

¹ 3-yearly PPI average is defined in section 114 of the *Planning Act 2016* and means the PPI adjusted according to the 3-year moving average quarterly percentage change between financial quarters. PPI Index is the producer price index for construction 6427.0 (ABS PPI) index number 3101 – Road and Bridge construction index for Queensland published by the Australian Bureau of Statistics.

Payment can be made at any of the following South Burnett Regional Council Offices:

- 69 Hart Street, Blackbutt, 4314;
- 45 Glendon Street, Kingaroy, 4610;
- 42 Stephens Street West, Murgon, 4605;
- 48 Drayton Street, Nanango, 4615;
- McKenzie Street, Wondai, 4606; or
- via other methods identified on the Itemised Breakdown.

Enquiries

Enquiries regarding this Infrastructure Charges Notice should be directed to the SOUTH BURNETT REGIONAL COUNCIL, Department of Planning and Land Management, during office hours, Monday to Friday by phoning (07) 4189 9100 or email at info@southburnett.qld.gov.au

Delegated Authority	Date:
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0.0 MATERIAL CHANGE OF USE FOR AN EXTENSION TO AN EDUCATIONAL ESTABLISHMENT AT 84 - 94 IVY STREET, KINGAROY (AND DESCRIBED AS LOT 165 ON SP 261287) - APPLICANT: LUTHERAN CHURCH OF AUSTRALIA QUEENSLAND DISTRICT C/- GASKELL PLANNING CONSULTANTS

File Number: MCU22/0023
Author: Senior Planning Officer
Authoriser: Chief Executive Officer

PRECIS

Material Change of Use for an Extension to an Educational Establishment at 84 - 94 Ivy Street, Kingaroy (and described as Lot 165 on SP 261287) - Applicant: Lutheran Church of Australia Queensland District C/- Gaskell Planning Consultants

SUMMARY

- The application is for an extension to the existing St Johns Lutheran School, Kingaroy and is for a new Seniors Building. This forms a stage of a broader plan of development for the school that has not been lodged for assessment nor has been notified to Council in Prelodgement form.
- The key issues with the development related to the need for better particulars on the development plans and information on parking arrangements as the application material mentioned a significant increase in overall school numbers for both staff and students as part of the development plan.
- The application is subject to Code assessment and notification is not required under the Planning Act 2016.
- Conditions are recommended as part of a negotiated outcome for on-site parking.

OFFICER'S RECOMMENDATION

The application for Extension to education facility on land at 84-94 Ivy Street Kingaroy described as Lot 165 on SP261287 be approved subject to conditions contained within this decision recommendation report and the attached adopted infrastructure charges notice.

GENERAL

The development must be carried out generally in accordance with the approved plans and documents.

GENERAL

GEN1. The development must be completed and maintained in accordance with the approved plans and documents and conditions to this development approval:

Drawing Title	Prepared by	Ref no.	Revision	Date
FLOOR PLAN - GROUND LEVEL	BM	DA -200	P1	221011
LEVEL 01 - FLOOR PLAN	BM	DA -201	P1	221011
GROUND LEVEL - FLOOR FINISHES PLAN	BM	DA -210	P1	221011
ROOF PLAN	BM	DA -250	P1	221011
ELEVATIONS - SHEET 1	BM	DA -300	P1	221011

Delegated Authority		Date:		
SECTIONS SHEET 1	BM	DA -310	P1	221011
PROPOSED OVERALL SITE PLAN	BM	DA -100	P1	221011

DEVELOPMENT PERIOD - MCU

- GEN2. The currency period for this development approval for material change of use is six (6) years after the development approval starts to have effect. The development approval will lapse unless the survey plan for all works and stages required to be given to Council for approval is provided within this period.

INFORMATION SIGNAGE – RESIDENTIAL NEIGHBOURHOOD DISTURBING WORKS

- GEN3. Erect an "Information Sign" on the subject property in accordance with Council's general requirements for signage and in accordance with the requirements outlined below:
- The sign should provide a brief description of the development proposed;
 - The sign is to list the name, postal and/or email address and a contact telephone number for the following parties (where relevant) that are undertaking work on the site: Developer; Project Coordinator; Architect/Building Designer; Builder; Civil Engineer; Civil Contractor/s; and Landscape Architect;
 - The lettering on the sign is to be at least 25 millimetres in height, be of regular weight and in sentence case;
 - The sign is to be a minimum size of 1,200 millimetres by 900 millimetres;
 - The maximum area of the sign is to be 2.0m²;
 - The sign is to be positioned as follows: located centrally along each road frontage of the site; located on or within 1.5 metres of the road frontage; mounted at least 300 millimetres above ground level; and clearly visible from the street for a pedestrian;
 - The sign is to contain no commercial or corporate advertising other than the name, logo or slogan of the parties outlined in part (b) of this condition;
 - The sign is to be non- illuminated; and
 - Both the sign and the supporting structure are to be made of weatherproof material and to be properly maintained at all times;

Timing: Prior to site works commencing and then to be maintained until completion of the development.

LANDSCAPE

- PLN1. Install a minimum 2.0m wide landscape buffer with a minimum two (2) tier planting structure along the length of the eastern side boundary where the subject site adjoins residential dwellings. Landscaping must be generally in accordance with the requirements of the

ENGINEERING WORKS

- ENG1. Submit to Council, an Operational Work application for all civil works including earthworks, stormwater, roadworks, access, and parking.
- 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.

Delegated Authority	Date:
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- 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.

MAINTENANCE

- ENG5. Maintain all works that will become Council infrastructure for a period of 12 months (maintenance period) from the date of on-maintenance. Any defective works must be rectified within the maintenance period.
- ENG6. Provide Council with a maintenance bond in an acceptable form equal to 5% of the value of Council's infrastructure prior to commencement of the maintenance period.

LOCATION, PROTECTION AND REPAIR OF DAMAGE TO COUNCIL AND PUBLIC UTILITY SERVICES INFRASTRUCTURE AND ASSETS

- ENG7. 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.
- ENG8. 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

- ENG9. 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 works.

Timing: Prior to commencement of works.

- ENG10. Implement the approved Construction Management Plan at all times during construction of the development.

Delegated Authority	Date:
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- ENG11. Ensure a legible copy of the approved Construction Management Plan is available on-site at all times during construction and earthworks.

STORMWATER MANAGEMENT

- ENG12. Design and construct stormwater drainage to ensure that the development will achieve "no nuisance" as described in the Queensland Urban Drainage Manual (QUDM) to all downstream properties including road reserves and the like for design storms up to ARI100.
- ENG13. Provide overland flow paths that do not adversely alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.
- ENG14. Design and construct all internal stormwater drainage works to comply with the relevant Section/s of AS/NZS 3500.3.2.
- ENG15. 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.
- ENG16. 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

- ENG17. Connect the development to Council's reticulated water supply system via a single connection.

SEWERAGE

- ENG18. Connect the development to Council's reticulated sewerage system via the existing lot connection.

PARKING AND ACCESS - GENERAL

- ENG19. 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.
- ENG20. Design and construct all parking and manoeuvring area surfaces with concrete, asphalt or a two-coat bitumen seal.
- ENG21. Provide a minimum of 20 new car parking spaces including a minimum of 1 person with disability (PWD) car parking spaces, at the locations shown as proposed carpark D, per ATC Engineers and Project Managers Drawing B-101 Issue 2 dated 10/5/2022. The design vehicle for the carpark is a B99.

Timing: Prior to the commencement of use of the Senior's building.

- ENG22. Provide a minimum of 23 new car parking spaces including a minimum of 2 person with disability (PWD) car parking spaces, at the locations shown as proposed carpark E, per ATC Engineers and Project Managers Drawing B-101 Issue 2 dated 10/5/2022. The design vehicle for the carpark is a B99. An alternative carpark layout and location may be considered by Council upon detailed design, provided the minimum number of carpark spaces is maintained.

Timing: Prior to the commencement of use of the Senior's building.

Delegated Authority	Date:
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Comment: Carpark E may be located with an area used for stormwater management. Hence, the carpark may need to be relocated, or alternative stormwater management measures implemented.

- ENG23. Design & construct all PWD car parking spaces in accordance with AS2890.6.
- ENG24. Provide vehicle bollards or tyre stops to control vehicular access and to protect landscaping or pedestrian areas where appropriate.
- ENG25. 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.
- ENG26. Provide longitudinal gradient and crossfall for all driveways to comply with the requirements of AS2890.1.

ELECTRICITY AND TELECOMMUNICATION

- ENG27. Connect the development to electricity and telecommunication services.

EARTHWORKS - GENERAL

- ENG28. Earthworks per site involving cut or fill with a net quantity of material greater than 50m³, requires an Operational Work application.
- ENG29. Undertake earthworks in accordance with the provisions of AS3798 Guidelines on Earthworks for Commercial and Residential Developments.

EROSION AND SEDIMENT CONTROL - GENERAL

- ENG30. 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.
- ENG31. Remove and clean-up sediment or other pollutants if sediment or other pollutants are tracked/released onto adjoining streets or stormwater systems, at no cost to Council.

ADVICE

HERITAGE

- ADV1. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the Aboriginal Cultural Heritage Act 2003 you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may, therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding. A search can be arranged by visiting <https://www.datsip.qld.gov.au> and filling out the Aboriginal and Torres Strait Islander Cultural Heritage Search Request Form.

APPEAL RIGHTS

- ADV2. Attached for your information is a copy of Chapter 6 of the Planning Act 2016 as regards Appeal Rights.

Delegated Authority	Date:
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INFRASTRUCTURE CHARGES

- ADV3. Infrastructure charges are levied by way of an infrastructure charges notice pursuant to section 119 of the Planning Act 2016.
- ADV4. Council is offering a reduction in infrastructure charges payable through the development incentive scheme which is available between 1 December 2020 and 31 December 2023. Eligible development under this scheme is required to be completed by 31 December 2023.

For further information or application form please refer to the rules and procedures available on Council's website.

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FINANCIAL AND RESOURCE IMPLICATIONS

No implication can be identified.

LINK TO CORPORATE/OPERATIONAL PLAN

Growing our Region's Economy and Prosperity

GR8 Support and advocate for appropriate growth and development with responsive planning schemes, process, customer service and other initiatives.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Refer to CONSULTATION in this report.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

The applicant may appeal the Councils decision or Conditions of approval in accordance with the Planning Act 2016.

POLICY/LOCAL LAW/DELEGATION IMPLICATIONS

No implication can be identified.

ASSET MANAGEMENT IMPLICATIONS

No implication can be identified.

Delegated Authority	Date:
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PLANNING REPORT

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1 APPLICATION DETAILS

Site address	84-94 Ivy Street, Kingaroy QLD 4610		
Real property description	Lot 165 on SP261287		
Easements or encumbrances on title	<p>Yes</p> <p>The following easements are located over the subject land towards the western site boundary:</p> <ul style="list-style-type: none"> •Easement A on RP221281(Shire of Kingaroy) •Easement C on RP261646(Ergon Energy Corporation) 		
Site Area (m2)	56,930m2		
Current Site Use	St John's Lutheran School		
Environmental Management Register or Contaminated Land Register	N/A		
Applicant name	Lutheran Church of Australia Queensland District A.B.N 30 051 602 996		
Relevant History File / Record Number (if applicable)	N/A		
Zone	Community facilities zone CF1 -Education		
Applicable Overlays	OM1 -Airport environs OM8 -Agricultural land OM11 -Sensitive use separation.		
Proposed use as defined	Development permit for a material change of use – Extension to educational establishment		
Details of proposal	Material Change of Use (MCU)		
	Gross Floor Area (GFA)	Existing GFA = 6144.74m ² Proposed GFA = 1179.59m ²	
	Impervious area	1,045 m ²	
	Building height	2 storeys Approximately 10.84m above finished ground level to the highest point	
	Access	Existing via Ivy St	
	Landscape	2.0m along eastern boundary	
	Number of car parks	118 Carparking Spaces anticipated demands	
	Stages	1	
Application type	Aspects of Development	Type of Approval Requested	
		Preliminary Approval	Development Permit

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	Material Change of Use (MCU)		x
	Reconfiguration of a Lot (ROL)		
	Building Work (BW)		
	Operational Work (OW)		
Level of Assessment	Code Assessment		
Pre-lodgement / Consultation history / Development History	NIL		
Key planning issues e.g. vegetation, waterway corridors, overland flow	Carparking Orientation/ Design of new classroom building and impacts on residents adjoining Swickers industrial amenity overlay impacts		
Referral agencies	Agency	Concurrence/ Advice	
	N/A	N/A	
Public notification	NIL		
Planning Regulation 2017 requirements	N/A		
State Planning Policy 2017 requirements	Yes SPP2017 is not integrated into the Planning Scheme		
Wide Bay Burnett Regional Plan requirements	Not Applicable to the Code assessment of this application		

Delegated Authority	Date:
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2 THE SITE

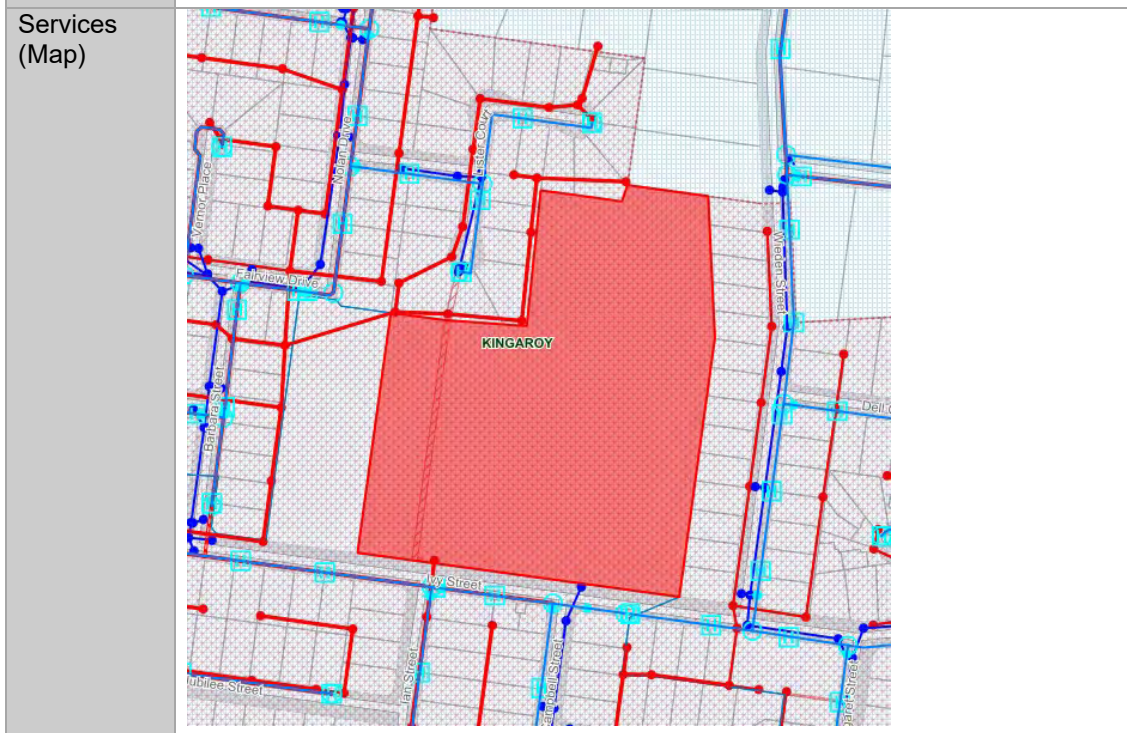
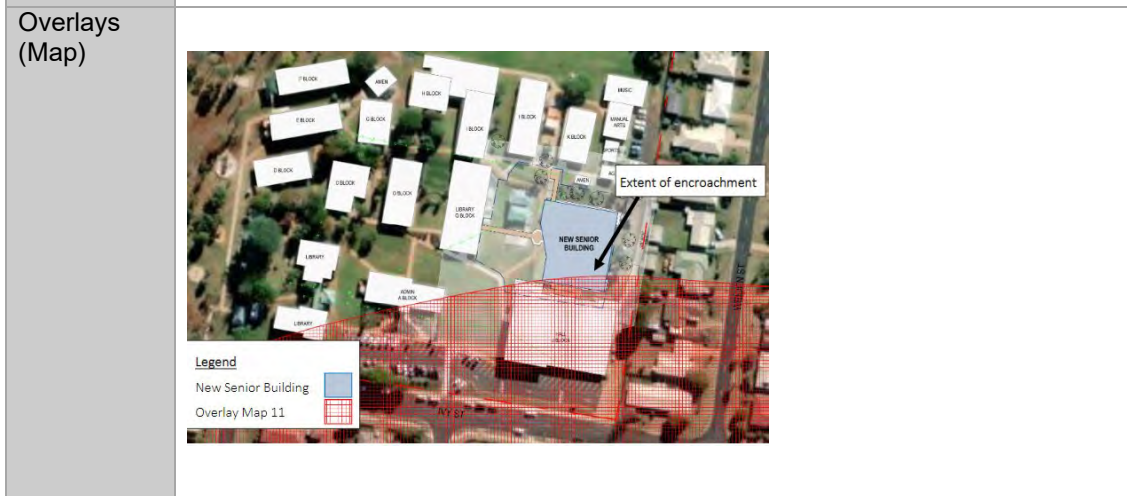
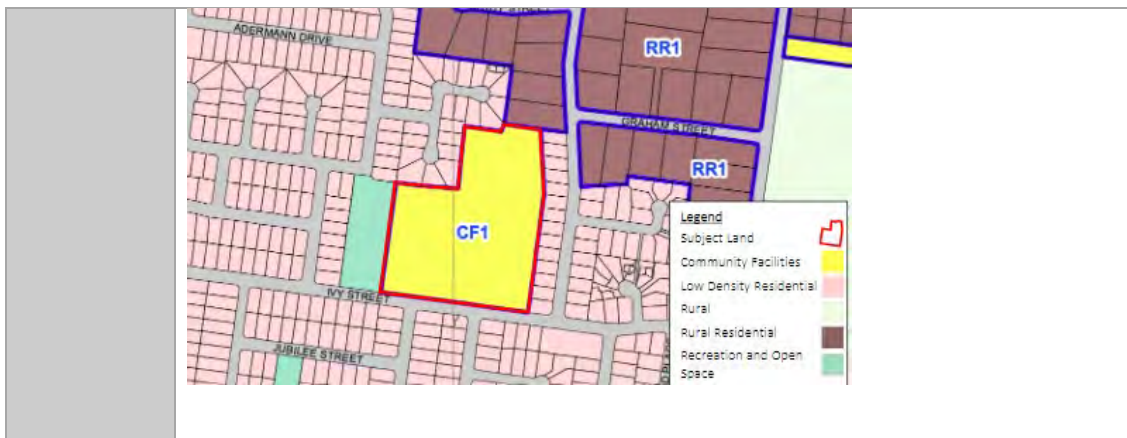
This section of the report provides a description of the site, details about the existing use and notable characteristics of the site, the standard of servicing, and the form of development in the immediate locality.

3 Site description & existing use

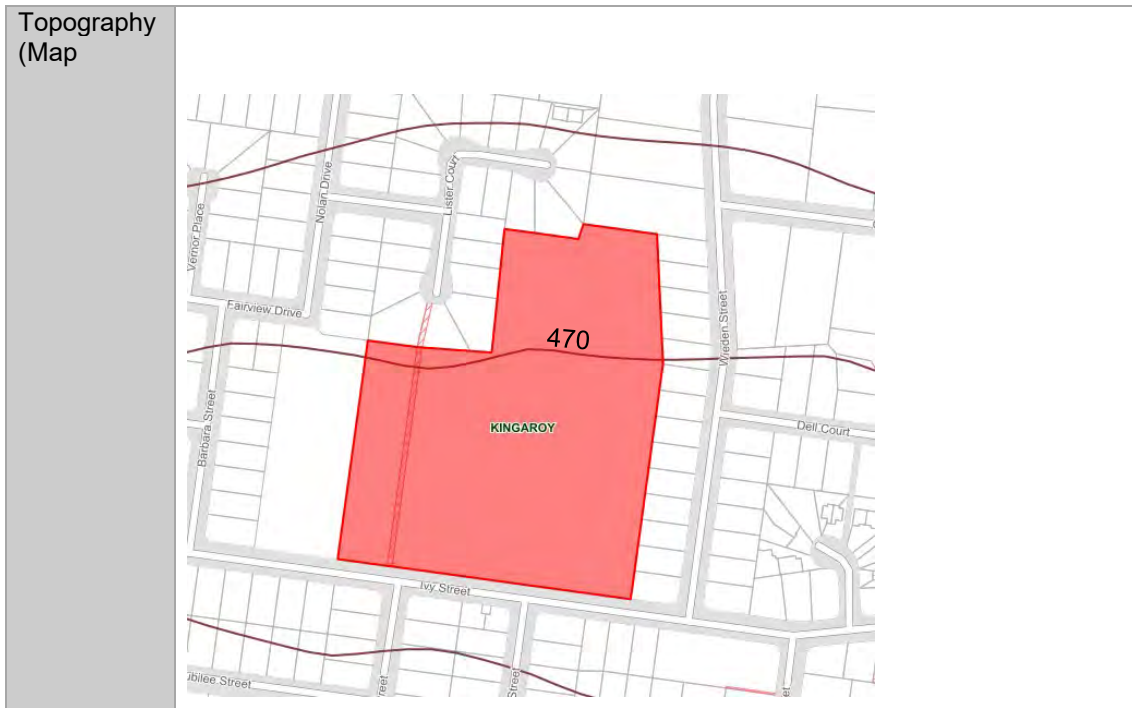
Table 1 – Maps & Descriptions (Source: SBRC Planning Scheme and Intramaps)

Site (Aerial)	<p>Figure 1: Subject Land Context Map</p> <p>Figure 2: Subject Land Aerial Image</p>
Zoning (Map)	

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Delegated Authority	Date:
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4 Development / site history

None applicable.

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5 PROPOSAL DETAILS

The proposal plans as set out in **Attachment A** to this planning report and the development proposal is described below.

6 Detailed description of the development

The site is occupied by St John's Lutheran School, currently providing Prep to Year 10 education, expanding to Year 12 by 2024.

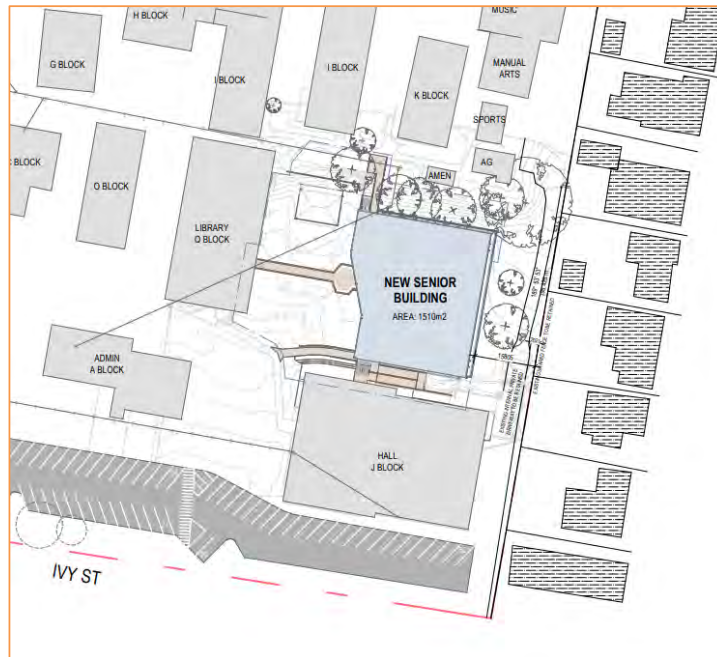
The new Senior's Building will be two-storeys in height and contain:

- 5 five general learning areas;
- covered outdoor learning areas;
- staff room, admin facilities and chapel rooms;
- learning commons and meeting room;
- two science classrooms;
- video and two editing rooms;
- associated general amenities.

The application is only part of what will be a larger scale school redevelopment plan that will likely be delivered through a master plan either through a future series of development applications or a ministerial infrastructure designation.

No Prelodgement discussions with Council planning officers have been held about the overall structure or master planning for the school. The staff and school numbers are anticipated to increase as per the below table outlined in the applicant planning report.

Delegated Authority	Date:
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Proposal Plan – Overall Site Plan DA100 P1 dated 22/10/11

	Current	Projected
Student Enrolments	465 (375 primary + 90 secondary)	684
Staff Numbers	79	88

Gross Floor Area	1510m2 (shown on site plan but applicant has described in the information response the GFA to be as below). Existing GFA = 6144.74m ² Proposed GFA = 1179.59m ²
Building height	Approximately 10.84m above finished ground level to the highest point
Storeys (height)	2 storeys
Existing buildings/ structures to be removed	Proposed Demolition (Not Assessable Development) Demolition will include the removal of two roofed structures, hardstand areas and existing sports courts. These works are not assessable development under the Planning Scheme but have been included in this section for completeness. Existing hardstand areas will require consideration as part of Council’s infrastructure charges notice to ensure the appropriate credits are applied.

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Landscape	A 2m wide landscape buffer along the eastern side boundary
Number of parking spaces	<p>The current layout provides 52 car spaces on-site (including PWD parking). This onsite parking is provided in addition to on-street parking which is made available along Ivy Street.</p> <p>Ivy Street contains formalised on-street parking for its length within the road shoulders. These formalised on-street parking spaces are available to visitors during drop-off/pick-up times.</p>
Access	Vehicular access onto the subject land is currently obtained via four (4) driveway crossovers from Ivy Street.
Design Vehicle	N/A
Setbacks	15.8m from Outer Most Projection (OMP) of Senior building to eastern boundary fence
Other	Shared fencing along the eastern boundary is not changing.



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7 ASSESSMENT OF ASSESSMENT BENCHMARKS

8 Framework for Assessment

For the *Planning Act 2016*, the following Categorising Instruments may contain Assessment Benchmarks applicable to development applications:

- the *Planning Regulation 2017*
- the Planning Scheme for the local government area
- any Temporary Local Planning Instrument
- any Variation Approval

Of these, the planning instruments relevant to this application are discussed in this report.

9 CODE ASSESSMENT

Planning Act 2016, Section 26 – Assessment Benchmarks generally

(1) For section 45(3)(a) of the Act, the code assessment must be carried out against the assessment benchmarks for the development stated in schedules 9 and 10.

(2) Also, if the prescribed assessment manager is the local government, the code assessment must be carried out against the following assessment benchmarks—

(a) the assessment benchmarks stated in—

(i) the regional plan for a region, to the extent the regional plan is not identified in the planning scheme as being appropriately integrated in the planning scheme; and

(ii) the State Planning Policy, part E, to the extent part E is not identified in the planning scheme as being appropriately integrated in the planning scheme; and

(iii) a temporary State planning policy applying to the premises;

(b) if the local government is an infrastructure provider—the local government's LGIP.

(3) However, an assessment manager may, in assessing development requiring code assessment, consider an assessment benchmark only to the extent the assessment benchmark is relevant to the development.

10 Planning Regulation 2017

The Planning Regulation 2017 forms the mechanism by which the provisions of the Act are administered. The Regulation has the ability to regulate and prohibit development and determines the assessment manager and the matters that trigger State interests.

Delegated Authority	Date:
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Planning Regulation 2017 Assessment Benchmarks	<ul style="list-style-type: none"> • Schedule 12A Walkable Neighbourhoods
Adopted Economic Support Instrument	<p>under section 68E of the Planning Regulation 2017 that on 24 February 2021, South Burnett Regional Council adopted an economic support instrument. The instrument is in effect until 31st December 2023</p> <p>Economic support provisions</p> <p>4.1. The instrument applies the following provisions in accordance with section 68D(1) of the <i>Planning Regulation 2017</i>:</p> <p>4.1.1. Part 8B, Division 3 – Development that requires code assessment;</p> <p>4.1.2. Schedule 6, Part 2, Section 7A – Particular material change of use involving an existing building, and</p> <p>4.1.3. Schedule 6, Part 2, Section 7B – Material change of use for home-based business in particular zones.</p>

11 The State Planning Policy (July 2017)

The State Planning Policy (July 2017) (SPP) commenced on the 3 July 2017 and is effective at the time of writing this report. The Planning Regulation 2017 (PR 2017) states the assessment must be carried out against the assessment benchmarks stated in Part E of the State Planning Policy to the extent Part E is not appropriately integrated into the planning scheme.

In accordance with section (8)(4)(a) of the Act, the State Planning Policy applies to the extent of any inconsistency with the Planning Scheme.

State Planning Policy Part E	
liveable communities and housing	No applicable assessment benchmarks
economic growth <ul style="list-style-type: none"> • Agriculture. • Development and construction. • Mining and extractive resources. • Tourism. 	No applicable assessment benchmarks
Planning for the environment and heritage. <ul style="list-style-type: none"> • Biodiversity. • Coastal environment. • Cultural heritage. • Water quality 	No applicable assessment benchmarks
safety and resilience to hazards <ul style="list-style-type: none"> • Emissions and hazardous activities. 	No applicable assessment benchmarks

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<ul style="list-style-type: none"> • Natural hazards, risk, and resilience. 	
<ul style="list-style-type: none"> infrastructure • Energy and water supply. • Infrastructure integration. • Transport infrastructure. • Strategic airports and aviation facilities. • Strategic ports. 	No applicable assessment benchmarks that are not already integrated into councils' services and works code for infrastructure provisions.

12 Wide Bay Burnett Regional Plan

<p>WBB Regional Plan Designation</p>	<p>Wide Bay Burnett Regional Plan 2011 – Urban Footprint</p> <p>The Urban Footprint identifies land that can meet the region's projected urban development needs to at least 2031.</p> <p>The Urban Footprint is a representation of:</p> <ul style="list-style-type: none"> • large urban communities, other communities recognised as being affected by growth pressures, and other areas recognised as the preferred locations for future growth; and, • lands surrounded by existing or proposed urban development, but which may not be an appropriate location for development (e.g. flood plains). <p>The Wide Bay Burnett Regional Plan 2011, currently being reviewed, identifies the township of Kingaroy as one of the key inland towns for the Wide Bay Burnett region, and together with Bundaberg, Gympie, Hervey Bay and Maryborough, is intended to provide a range of higher order services and functions for the urban communities and to support the region's rural activities. More particularly, the Regional Plan identifies Kingaroy as a Major Regional Activity Centre within the South Burnett Regional Council area.</p>
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Delegated Authority

Date:

13 South Burnett Planning Scheme Assessment Benchmarks

The assessment benchmarks for this application are:

1. The Community facilities Zone Code
2. Services and Works Code


Community Facility Zone Code		
Performance Outcome	Acceptable Outcome	Responses
	AO2.1 Buildings are setback from an adjoining residential premises (in this instance the eastern boundary) a minimum of 10m	15.0m+ is provided – development complies with this AO.
	AO2.2 Active outdoor use areas, site access and car parking, servicing or outdoor storage areas are set back from any boundary adjoining a residential premises a minimum of 4.5m.	A performance outcome is assessable in this instance. The applicant has stated the boundary fencing along the eastern boundary with adjoining neighbours will be unchanged as a result of the extensions, however there will be necessary upgrades for on-site parking and access along this boundary/interface. A minimum 2.0m landscape strip has been stated by the applicant as being included in the design along this driveway area between the fence and the driveway as a buffer. This is conditioned to ensure an amenity of screen planting is achieved.
	AO2.5 Where buildings, car parking, servicing or storage areas are proposed within 10m of any boundary adjoining a residential premises a minimum 1.8m high solid timber, brick or masonry fence is provided.	
	AO7.2 Where adjoining or opposite residential areas, a 2m wide buffer along the interface boundary of the site is landscaped.	
	overall outcome 2(r) of the zone code Residential or other sensitive uses are not intensified in the identified separation area around the Swickers Kingaroy Bacon Factory on Overlay Map 11.	The proposed development involves a new school building within an existing school campus which has been established onsite since 1989. The school campus is located approximately 700m from the factory. The extent of the building encroachment into the separation area is illustrated in Figure 1. The new building is located on the outer edge of the separation area. The rooms within the building that are encroaching into this area comprise of a portion

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	<p>of new GLA, a toilet and a staff room. All classrooms will be airconditioned with closed windows throughout the day.</p> <p>The portion of the building encroaching into the separation area will not have an adverse impact on the viability of the factory which is located approximately 700m to the south-east. This assessment outcome is agreed, and the design outcomes presented are an appropriate response to the overlay.</p> 
--	---

Services and Works Code s

		Responses
PO6	Table 8.4.5	<p>The applicant argues that the site is subject to a larger master plan development project that will deliver a broader on-site parking strategy. This does not allow for Council to assess or deliver an ultimate parking outcome as part of this development application and so leaves Council having to resolve the car parking performance outcome via condition of approval. For information purposes the applicant provided the working copy of the carparking masterplan for the site but not for use as an approval document.</p> <p>The Council requested further and better particulars with respect to providing appropriate on site parking information for the school and meeting the schools expected operational demand without causing impact on the local road and infrastructure network as reasonably expected by the Services and Works Code in the absence of an explicit carparking rate for Education Establishment in the planning scheme.</p> <p>The applicant has responded by applying the parking rates adopted by the Department of</p>

Delegated Authority

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		Transport and Main Roads 'Planning For Safe Infrastructure at Schools' (PSTIS), which recommends short term and drop-off/ pick-up parking at secondary schools be provided at a rate of one space per 12 students.
--	--	--

USER	SCALE	PARKING RATE	REQUIRED
Drop-off / Pick-up	684 students	20% of short-term supply	10 spaces
Shot-term	684 students	1 per 15 students	46 spaces
Long-term (staff / visitors)	88 staff	0.7 per staff member	62 spaces
TOTAL			118 spaces

The campus has a current provision of 56 onsite parking spaces. Based on the ultimate anticipated student and staff demand, this would equate to a shortfall of 62 spaces. Overflow parking areas have been nominated on the plans to accommodate this shortfall, making provision for an additional 43 spaces in the short-term. This will include:

- Carpark D: Additional 20 spaces
- Carpark E: Additional 23 spaces

In the longer-term an additional carpark (Carpark F) will be provisioned on the western edge of the school campus. This future carpark will provide a further 77 spaces and result in an overall surplus. In support of this parking provision, the applicant notes the following:

- The anticipated staff and student numbers are based on ultimate desirable levels of enrolment.
- These enrolment numbers are unlikely to be reached in the short to medium term.
- Onsite parking provisions are supplemented by on-street parking available along Ivy Street.

The above parking assessment does not account for students traveling by other modes of transport or active travel (walking or cycling) with the school making note of approximate student attendances via bus at 145 students.

Although not part of this development application, carpark E will result in an overall surplus of onsite carparking.

The applicant suggests, considering the proposed surplus of parking spaces and the car parking rates referenced above, the school could potentially accommodate additional staff and student numbers.

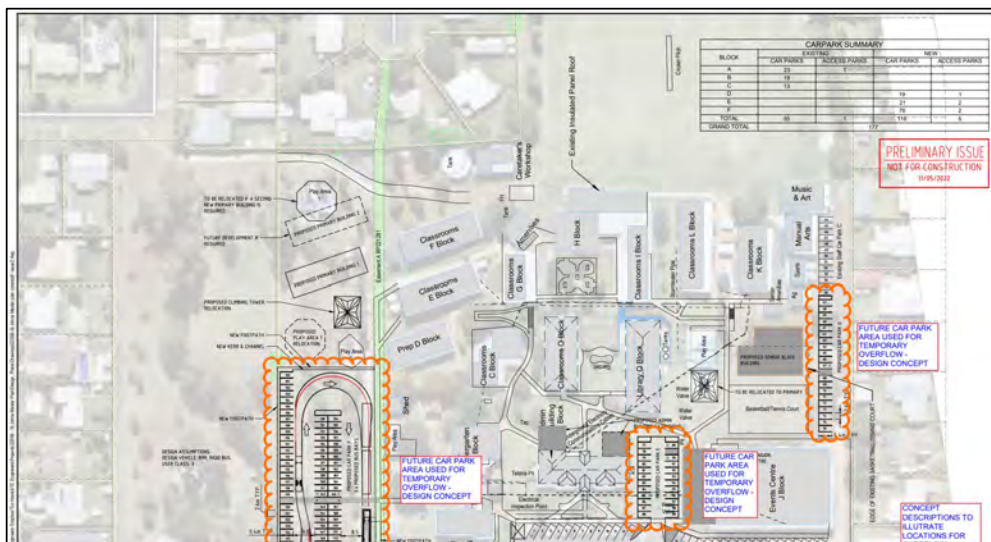
The Council agreed with the applicant conditions would be imposed that carparks D and E be constructed prior to commencement of the use of the seniors building so that Council can accept the parking shortfall on site given it will take time for the school to meet the anticipated growth in student enrolments and there is some on-street parking availability.

Delegated Authority

Date:

PLANNING DISCUSSION – Key issues raised in assessment

- An information request was issued on the 4th October requesting additional information be shown on the plan of development for setbacks and landscaping, elevation details with heights and materials, driveway information and carparking numbers on site for existing and future proposed students and staff.
- A revised assessment was requested from the applicant to address the zone code with respect to adjoining residential amenity and impacts from parking areas.
- A discussion about how to address amenity from Swickers industrial processes as part of the school extension was discussed with the applicant with revised layout showing classroom orientations and openings located as best possible within the site to respond to potential odour impacts from time to time.



Applicant Proposed Master Plan for Car Parking arrangements on site. Note – 19 car spaces along eastern side of subject site adjoining the proposed senior block building.

CARPARK SUMMARY				
BLOCK	EXISTING		NEW	
	CAR PARKS	ACCESS PARKS	CAR PARKS	ACCESS PARKS
A	23	1		
B	19			
C	13			
D			19	1
E			21	2
F			76	2
TOTAL	55	1	116	5
GRAND TOTAL	177			

PRELIMINARY ISSUE
NOT FOR CONSTRUCTION
11/05/2022

Delegated Authority _____

Date: _____

14 REFERRAL AGENCIES

To determine whether the development application requires referral to the State Assessment and Referral Agency (SARA) or 'another entity', an assessment of the proposal against Schedule 10 of the Regulation has been undertaken.

Agency/ Concurrence/Advice	Referral Trigger and Response Outcome
N/A	N/A

Delegated Authority _____

Date: _____

15 CONSULTATION

16 Council Internal

<i>INTERNAL REFERRAL SPECIALIST</i>	<i>REFERRAL / RESPONSE</i>
Development Engineer	The application was referred to Council’s engineer for assessment and conditions have been included
Infrastructure Charges Unit	An adopted infrastructure charges notice is applicable to this development under Council adopted infrastructure charges resolution and is attached herein.

17 Public Notification

The application was not required to be publicly notified under the Planning Act 2016 and no public submissions were made to Council during the assessment.

18 RECOMMENDATION

The application for Extension to education facility on land at 84-94 Ivy Street Kingaroy described as Lot 165 on SP261287 be approved subject to conditions contained within this decision recommendation report and the attached adopted infrastructure charges notice for the following reasons:

- The proposal extends the existing Educational Establishment consistent with the zone and zone purpose;
- The proposal is consistent with the applicable assessment benchmarks of the Community Facility Zone Code and Service and Works Code and can be conditioned to be compliant;
- Carparking is addressed via conditions of this development approval.

Delegated Authority

Date:

ATTACHMENTS

1. **Attachment A - Approved Plans**
2. **Attachment B - Infrastructure Charges Notice**
3. **Attachment C - Statement of Reasons**



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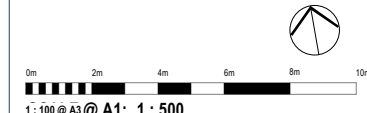
NSW NOMINATED ARCHITECT: ANDREW MASTERS (9037)
PRELIMINARY ISSUE
 FOR INFORMATION ONLY

REV	DATE	DETAILS	ISSUER
P1	221011	PLANNING AMENDMENT	

CLIENT:
 ST JOHN'S LUTHERAN SCHOOL

PROJECT:
 THE COOPERATIVE
 IVY STREET, KINGAROY

DRAWING TITLE:
 PROPOSED OVERALL SITE PLAN



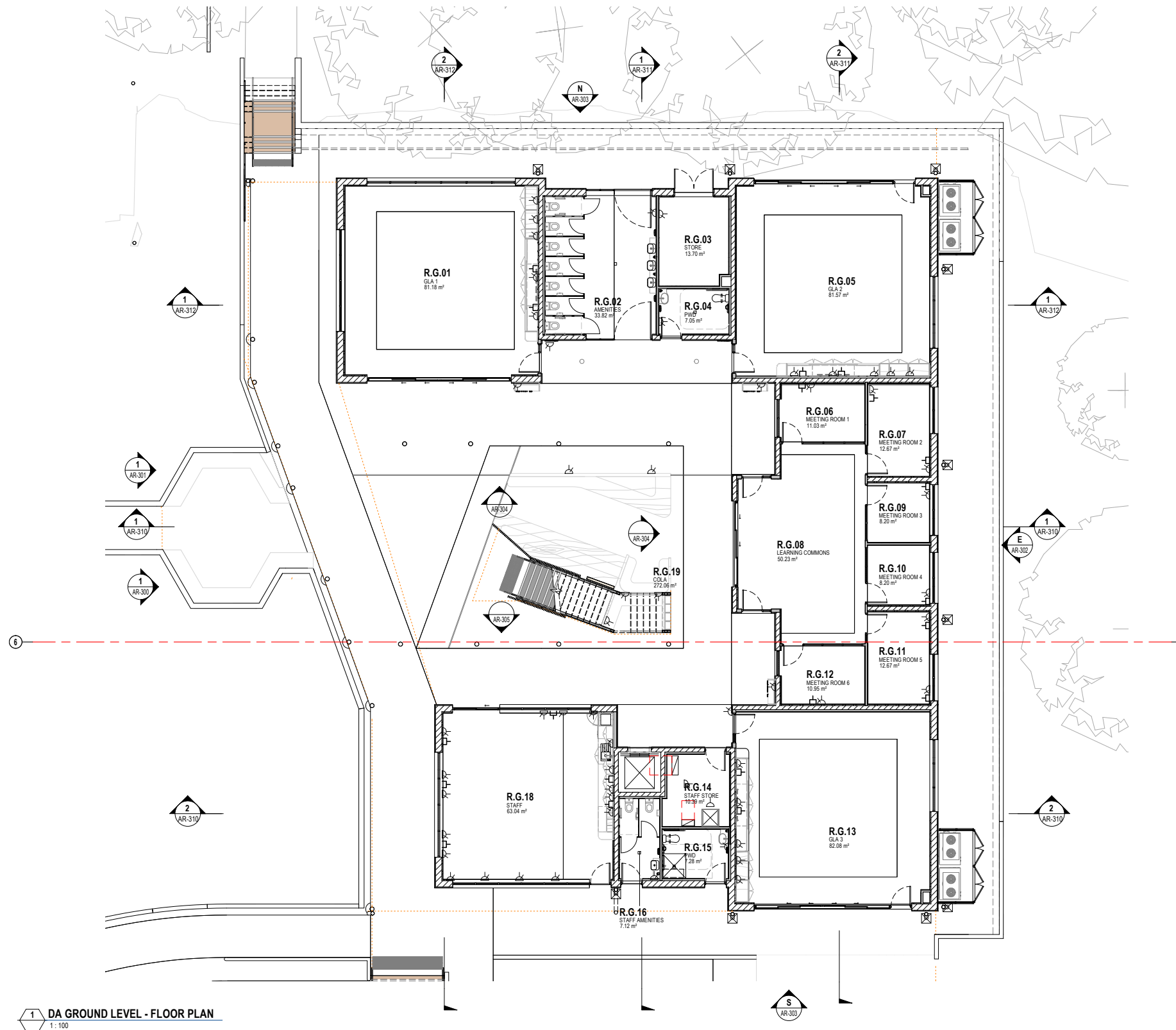
DRAWN: _____ CHECKED: _____ PROJECT No: 1745

DRAWING No: DA-100 REVISION: P1 DATE: 221011

BRISBANE
 (07) 3257 3622
 99 BROOKES STREET
 FORTITUDE VALLEY
 4006, QLD
 www.bickerforntomasters.com.au

2 DA - PROPOSED OVERALL SITE PLAN
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1 DA GROUND LEVEL - FLOOR PLAN
1:100

KEYNOTE LEGEND	
CODE	ELEMENT

LEGEND - FLOOR PLAN	
SYMBOL / GRAPHIC	DESCRIPTION
GA ##	(Glazing Assembly) (Glazing Assembly Number) - Refer to Glazing Assembly Elevations for details.
D, R##	(Door) (Room Number) (Door Number) - Refer Elevations & Schedules.
8.CB.H1 or 8.CB.H1	Keynote Tag - refer legend and selections schedules. • number prefix indicates architectural spec. section) • prefix 'e' indicates existing item)
R.000 ROOM NAME 150 m ²	Room number Room Name Room Area
000 00000 SIMILAR	Detail Number of Section / Elevation Sheet Number of Section / Elevation

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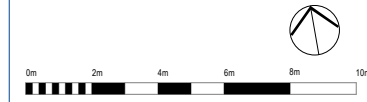
REV	DATE	DETAILS	ISSUER
P1	221011	PLANNING AMENDMENT	

CLIENT:
ST JOHN'S LUTHERAN SCHOOL

PROJECT:
THE COOPERATIVE

IVY STREET, KINGAROY

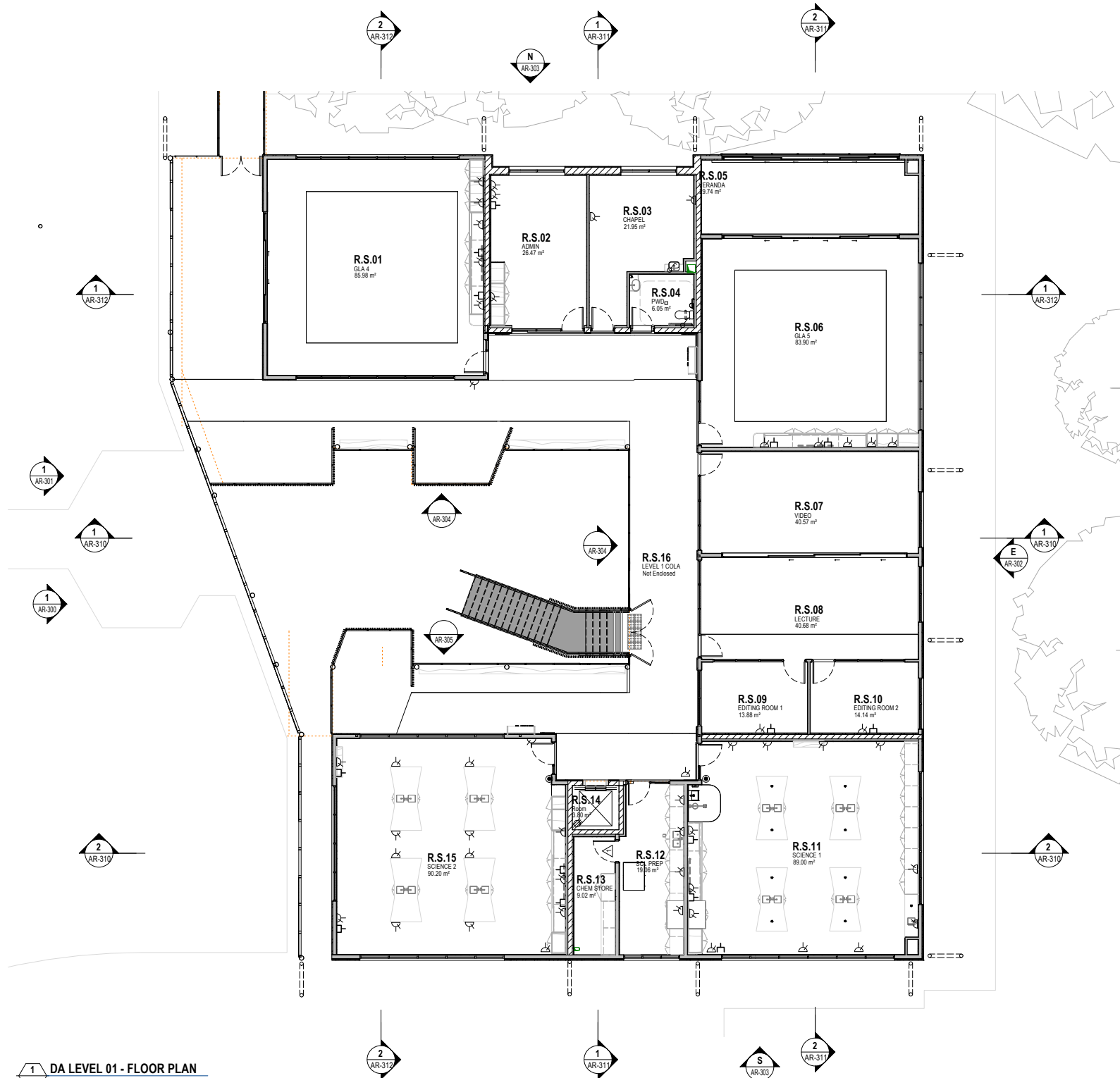
DRAWING TITLE:
FLOOR PLAN - GROUND LEVEL



1:100 @ A1 @ A1: 1:100
DRAWN: _____ CHECKED: _____ PROJECT No: 1745
DRAWING No: DA-200 REVISION: P1 DATE: 221011

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1 DA LEVEL 01 - FLOOR PLAN
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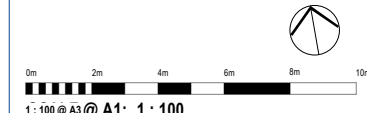
NSW NOMINATED ARCHITECT: ANDREW MASTERS (9037)
PRELIMINARY ISSUE
FOR INFORMATION ONLY

REV	DATE	DETAILS	ISSUER
P1	221011	PLANNING AMENDMENT	

CLIENT:
ST JOHN'S LUTHERAN SCHOOL

PROJECT:
THE COOPERATIVE
IVY STREET, KINGARROY

DRAWING TITLE:
FLOOR PLAN - LEVEL 1



DRAWN: _____ CHECKED: _____ PROJECT No: 1745

DRAWING No: DA-201 REVISION: P1 DATE: 221011

BRISBANE
(07) 3257 3622
99 BROOKES STREET
FORTITUDE VALLEY
4006, QLD
www.bickertonmasters.com.au

13/10/2022 11:18:46 AM C:_Revit Projects\1745_St John's Lutheran School Kingarroy_Building_RVT21_aidan\VSLKL.rvt



1 DA - GROUND LEVEL - FLOOR FINISHES PLAN
1:100



2 DA - LEVEL 01 - FLOOR FINISHES PLAN
1:100

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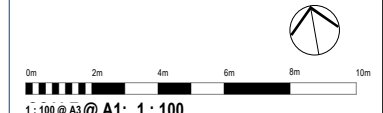
REV	DATE	DETAILS	ISSUER
P1	221011	PLANNING AMENDMENT	

CLIENT:
ST JOHN'S LUTHERAN SCHOOL

PROJECT:
THE COOPERATIVE

IVY STREET, KINGAROY

DRAWING TITLE:
FLOOR FINISHES PLAN

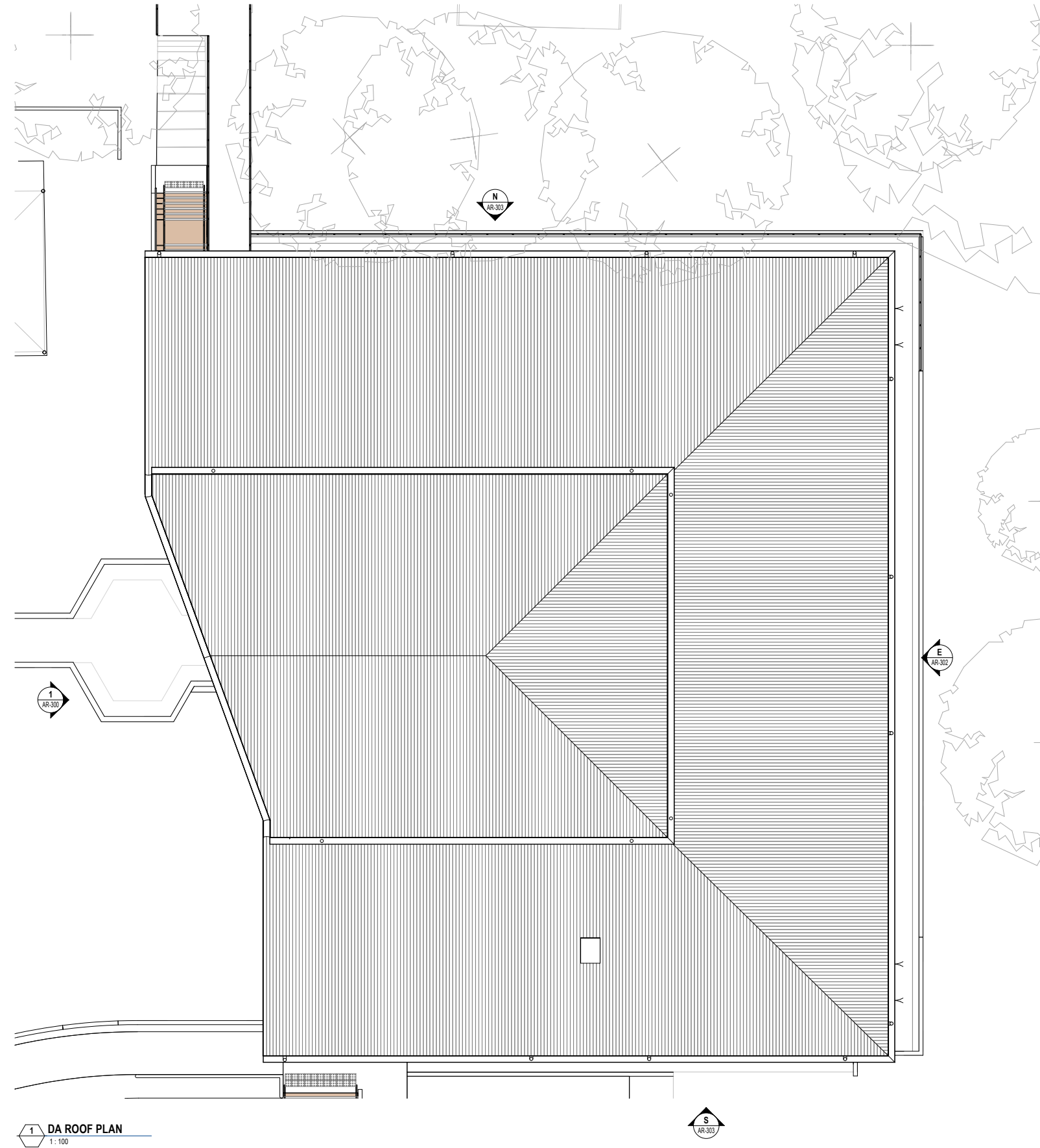


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DRAWING No: DA-210 REVISION: P1 DATE: 221011

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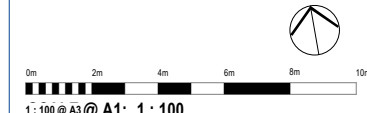
NSW NOMINATED ARCHITECT: ANDREW MASTERS (9037)
PRELIMINARY ISSUE
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REV	DATE	DETAILS	ISSUER
P1	221011	PLANNING AMENDMENT	

CLIENT:
 ST JOHN'S LUTHERAN SCHOOL

PROJECT:
 THE COOPERATIVE
 IVY STREET, KINGAROY

DRAWING TITLE:
 ROOF PLAN

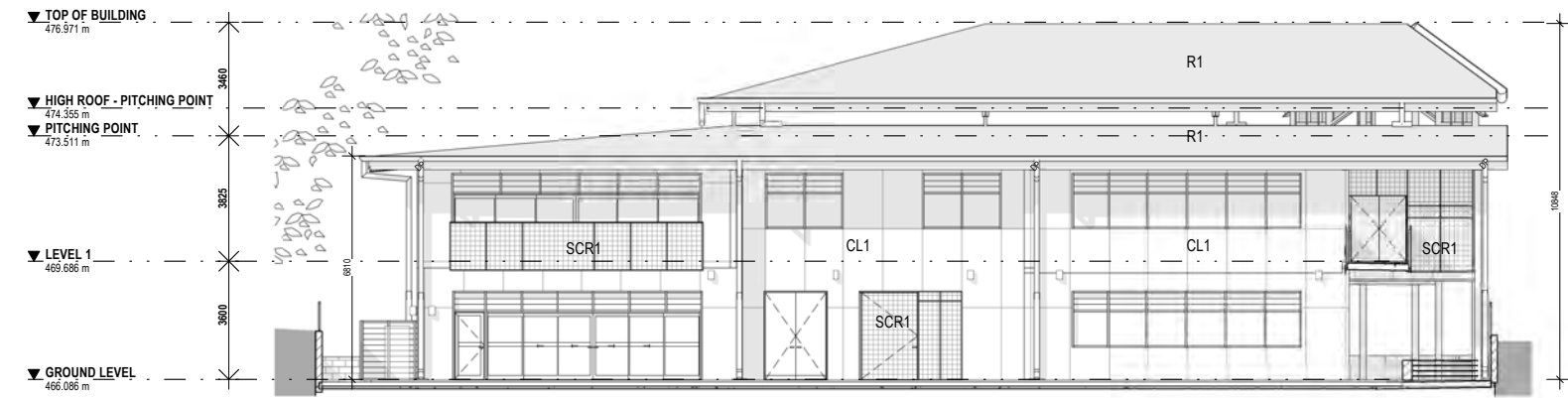


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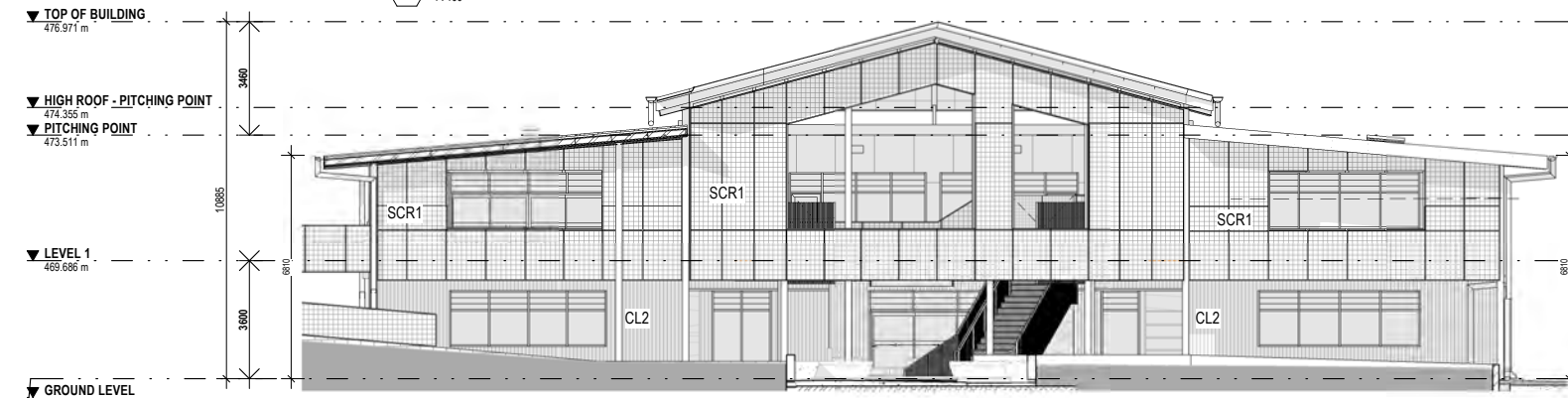
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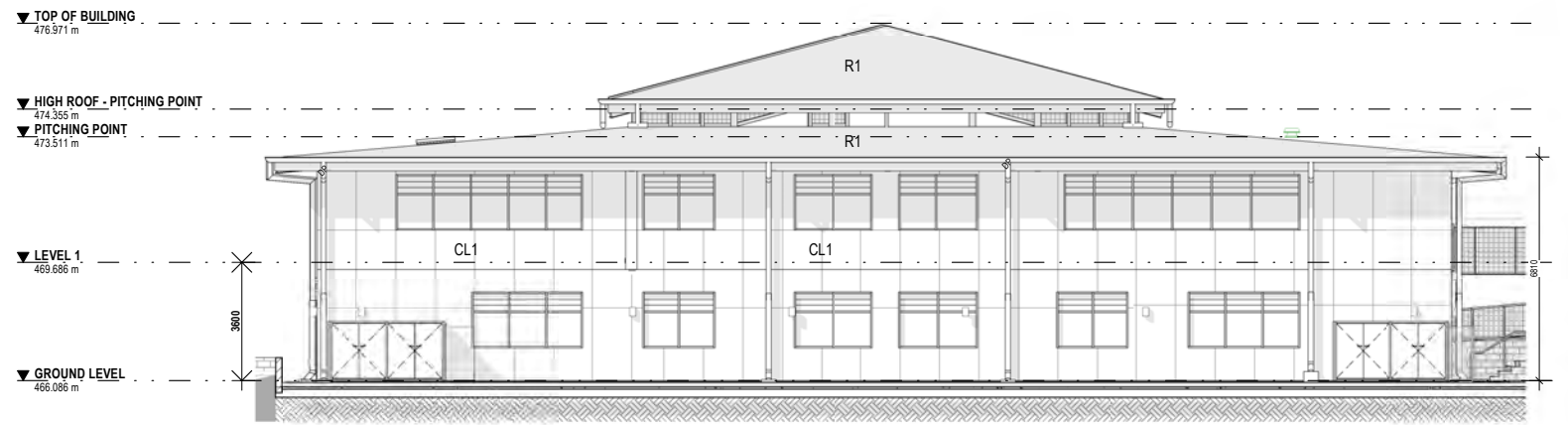
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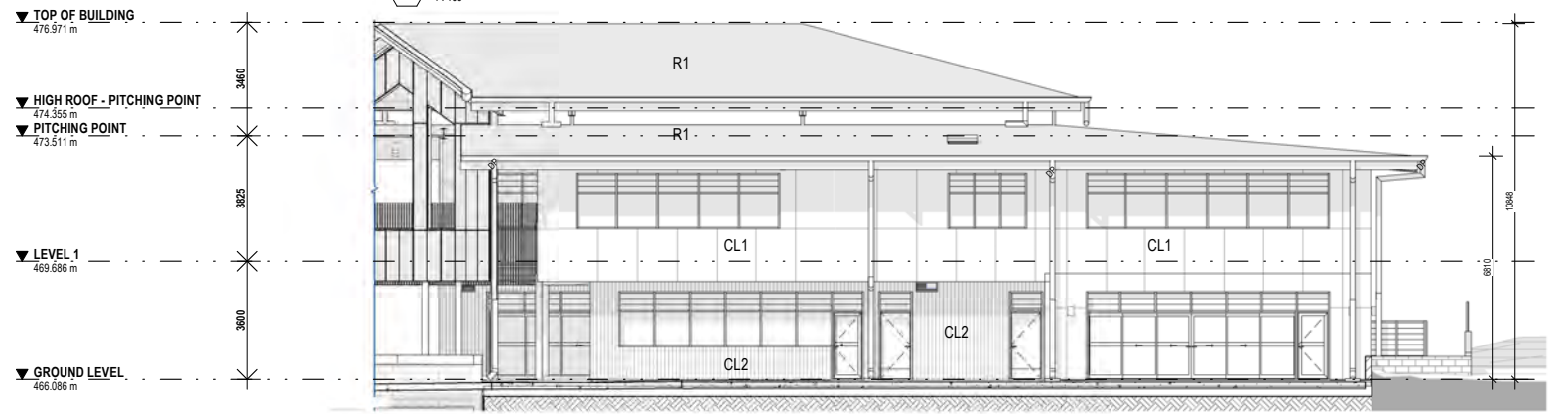
1 DA NORTH ELEVATION
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2 DA WEST ELEVATION
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3 DA EAST ELEVATION
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4 DA SOUTH ELEVATION
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ELEVATIONS MATERIALS

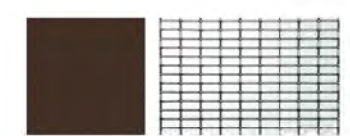
CL1 - WALL CLADDING 1



CL2 - WALL CLADDING 2



SCR1 - METAL SCREEN 1



R1 - ROOFING



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REV	DATE	DETAILS	ISSUER
P1	221011	PLANNING AMENDMENT	

CLIENT:
ST JOHN'S LUTHERAN SCHOOL

PROJECT:
THE COOPERATIVE

IVY STREET, KINGAROY

DRAWING TITLE:
ELEVATIONS - SHEET 1

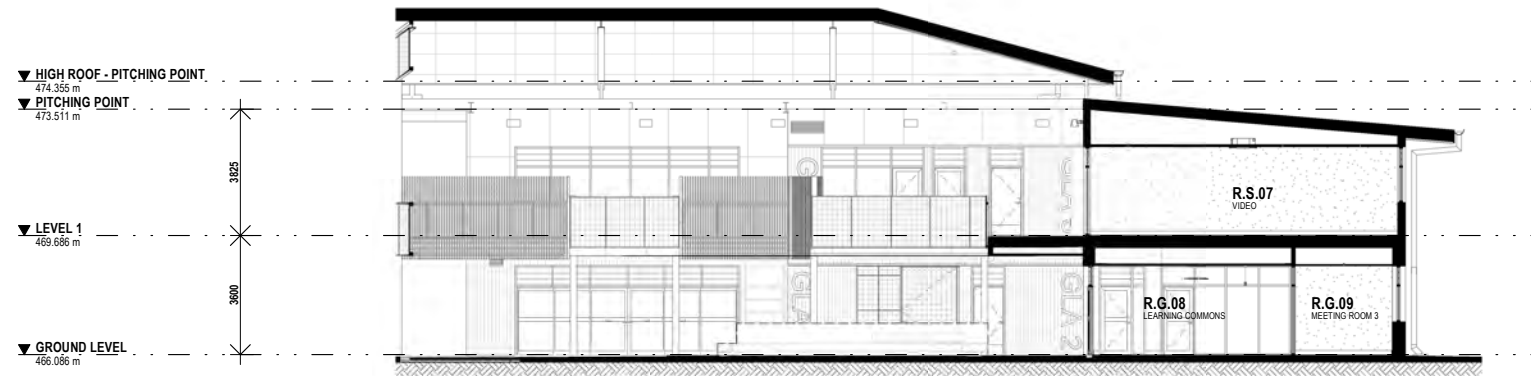


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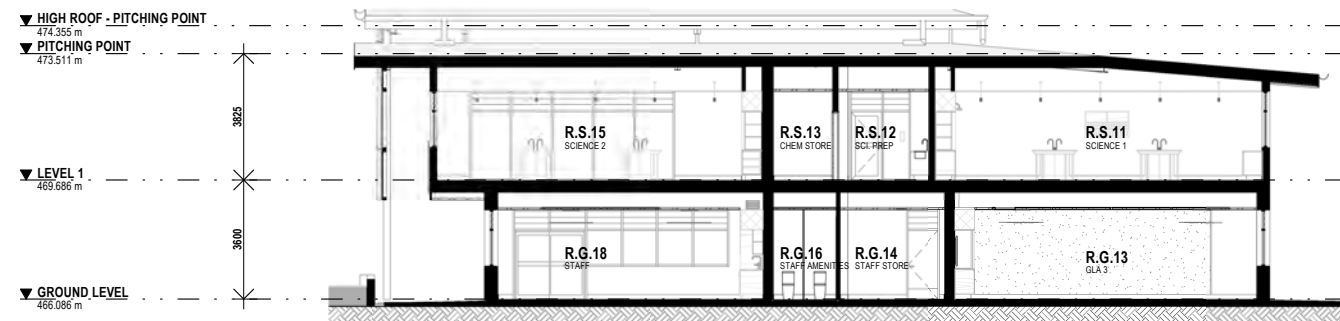
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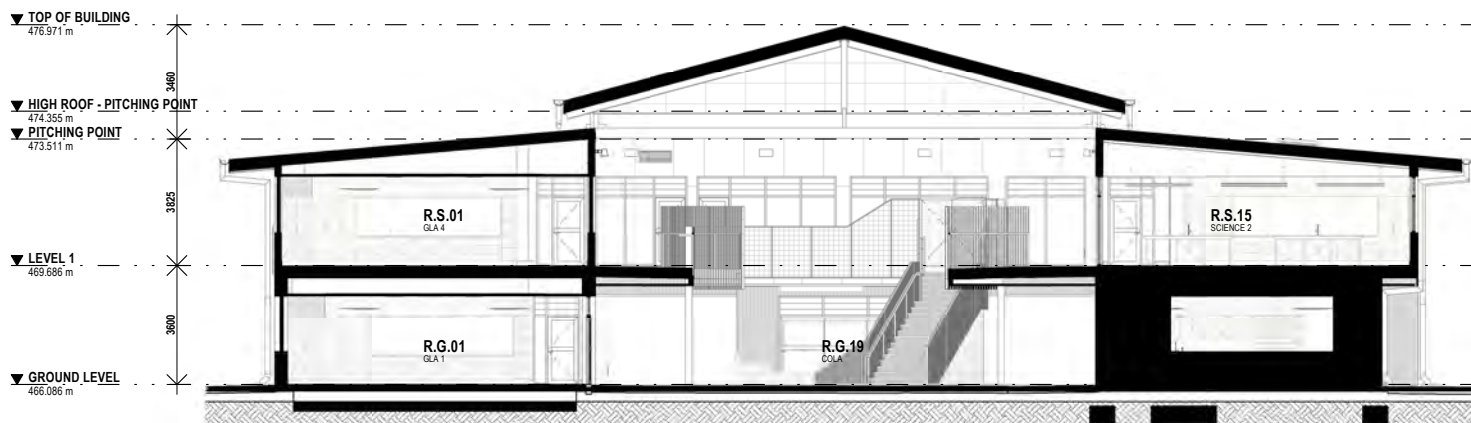
1 DA SECTION 1
1:100



2 DA SECTION 2
1:100



3 DA SECTION 3
1:100



4 DA SECTION 4
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NSW NOMINATED ARCHITECT: ANDREW MASTERS (9037)

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P1	221011	PLANNING AMENDMENT	

CLIENT:
ST JOHN'S LUTHERAN SCHOOL

PROJECT:
THE COOPERATIVE

IVY STREET, KINGAROY

DRAWING TITLE:
SECTIONS SHEET 1



1:100 @ A3 @ A1: 1:100

DRAWN: CHECKED: PROJECT No: 1745

DRAWING No: DA-310 REVISION: P1 DATE: 221011



13/10/2022 11:20:02 AM C:_Revit Projects\1745_ St John's Lutheran School Kingaroy_Building_RVT21_aidan\VSLK1.rvt

INFRASTRUCTURE CHARGES NOTICE*(Section 119 of the Planning Act 2016)*

APPLICANT:	Lutheran Church of Australia Queensland C/- Gaskell Planning Consultants Po Box 8103, WOOLLOONGABBA QLD 4102	
APPLICATION:	Extension to educational establishment	
DATE:	20/12/2022	
FILE REFERENCE:	MCU22/0023	
AMOUNT OF THE LEVIED CHARGE: <i>(Details of how these charges were calculated are shown overleaf)</i>	\$120,090.00	Total
	\$57,820.00	Water Supply Network
	\$31,860.00	Sewerage Network
	\$28,320.00	Transport Network
	\$0.00	Parks and Land for Community Facilities Network
	\$2,090.00	Stormwater Network
AUTOMATIC INCREASE OF LEVIED CHARGE:	The amount of the levied charge is subject to an automatic increase. Refer to the Information Notice attached to this notice for more information on how the increase is worked out.	
LAND TO WHICH CHARGE APPLIES:	Lot 165 SP261287	
SITE ADDRESS:	84-94 Ivy Street, Kingaroy	
PAYABLE TO:	South Burnett Regional Council	
WHEN PAYABLE: <i>(In accordance with the timing stated in Section 122 of the Planning Act 2016)</i>	Material Change of Use – When the change happens.	
OFFSET OR REFUND:	Not Applicable.	

This charge is made in accordance with South Burnett Regional Council's **Charges Resolution (No. 3) 2019**

DETAILS OF CALCULATION

Water Supply

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Education Facility	1180	m ² GFA	\$49.00	CR Table 2.2	\$57,820.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not Applicable	-	-	\$0.00	-	\$0.00

Sewerage

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Education Facility	1180	m ² GFA	\$27.00	CR Table 2.2	\$31,860.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not Applicable	-	-	\$0.00	-	\$0.00

Transport

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Education Facility	1180	m ² GFA	\$24.00	CR Table 2.2	\$28,320.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not Applicable	-	-	\$0.00	-	\$0.00

Parks and Land for Community Facilities

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Education Facility	1180	m ² GFA	\$0.00	CR Table 2.2	\$0.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
-------------	-----------------	------------------	---------------	-----------	--------

Not Applicable	-	-	\$0.00	-	\$0.00
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Stormwater

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Education Facility	1,045	m ² impervious	\$2.00	CR Table 2.2	\$2,090.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not Applicable	-	-	\$0.00	-	\$0.00

Levied Charges

Development Description	Water Supply	Sewerage	Transport	Parks & Land for Community Facilities	Stormwater	Total
Education Facility	\$57,820.00	\$31,860.00	\$28,320.00	\$0.00	\$2,090.00	\$0.00
Total	\$57,820.00	\$31,860.00	\$28,320.00	\$0.00	\$2,090.00	\$0.00

* In accordance with Section 3.3 of the Charges Resolution, the discount may not exceed the adopted charge. Any surplus discounts will not be refunded, except at South Burnett Regional Council's discretion.

INFORMATION NOTICE

Authority and Reasons for Charge	This Infrastructure Charges Notice has been given in accordance with section 119 of the <i>Planning Act 2016</i> to support the Local government's long-term infrastructure planning and financial sustainability.
Appeals	Pursuant to section 229 and Schedule 1 of the <i>Planning Act 2016</i> a person may appeal an Infrastructure Charges Notice. Attached is an extract from the <i>Planning Act 2016</i> that details your appeal rights.
Automatic Increase Provision of charge rate (\$)	<p>An infrastructure charge levied by South Burnett Regional Council is to be increased by the difference between the Producer Price Index (PPI) applicable at the time the infrastructure charge was levied, and PPI applicable at the time of payment of the levied charge, adjusted by reference to the 3-yearly PPI average¹. If the levied charge is increased using the method described above, the charge payable is the amount equal to the sum of the charge as levied and the amount of the increase.</p> <p>However, the sum of the charge as levied and the amount of the increase is not to exceed the maximum adopted charge the Authority could have levied for the development at the time the charge is paid.</p>
GST	The Federal Government has determined that contributions made by developers to Government for infrastructure and services under the <i>Planning Act 2016</i> are GST exempt.
Making a Payment	<p>This Infrastructure Charges Notice cannot be used to pay your infrastructure charges.</p> <p>To pay the levied charge, you must request an Itemised Breakdown showing the total levied charge payable at the time of payment. An Itemised Breakdown must be presented at the time of payment.</p> <p>An Itemised Breakdown may be requested by emailing info@southburnett.qld.gov.au</p>

¹ 3-yearly PPI average is defined in section 114 of the *Planning Act 2016* and means the PPI adjusted according to the 3-year moving average quarterly percentage change between financial quarters. PPI Index is the producer price index for construction 6427.0 (ABS PPI) index number 3101 – Road and Bridge construction index for Queensland published by the Australian Bureau of Statistics.

Payment can be made at any of the following South Burnett Regional Council Offices:

- 69 Hart Street, Blackbutt, 4314;
- 45 Glendon Street, Kingaroy, 4610;
- 42 Stephens Street West, Murgon, 4605;
- 48 Drayton Street, Nanango, 4615;
- McKenzie Street, Wondai, 4606; or
- via other methods identified on the Itemised Breakdown.

Enquiries

Enquiries regarding this Infrastructure Charges Notice should be directed to the SOUTH BURNETT REGIONAL COUNCIL, Department of Planning and Land Management, during office hours, Monday to Friday by phoning (07) 4189 9100 or email at info@southburnett.qld.gov.au

NOTICE ABOUT DECISION – STATEMENT OF REASONS

The following information is provided in accordance with Section 63(4) & (5) of the Planning Act 2016

The development application for a:

Type of Approval	Material Change of Use – Development permit (Extension to Educational Establishment)
Level of Assessment	Code
Application No	MCU22/0023
Name of Applicant	Lutheran Church of Australia Queensland District C/- Gaskell Planning Consultants
Street Address	84-94 Ivy Street, KINGAROY
Real Property Address	Lot 165 on SP261287

On 22 December 2022 the above development was:

Approved in full, with conditions.

1. Reasons for the Decision

The reasons for this decision are:

- The proposal extends the existing Educational Establishment consistent with the zone and zone purpose;
- The proposal is consistent with the applicable assessment benchmarks of the Community Facility Zone Code and Service and Works Code and can be conditioned to be compliant;
- Carparking is addressed via conditions of this development approval.

The proposal is compliant with the relevant provisions of the Assessment Benchmarks

2. Assessment Benchmarks

The following benchmarks apply to this development:

- The Community facilities Zone Code
- Services and Works Code

Note: Each application submitted to Council is assessed individually on its own merit.

Delegated Authority _____

Date: _____

0.0 CHANGE APPLICATION (MINOR CHANGE) FOR MATERIAL CHANGE OF USE – DUAL OCCUPANCY AT 12472 BUNYA HIGHWAY, WOOROOLIN (AND DESCRIBED AS LOT 4 ON SP243199) - APPLICANT: J & C DALTON C/- ONF SURVEYORS

File Number: MCU22/0032
Author: Senior Planning Officer
Authoriser: Chief Executive Officer

	SIGNATURE	DATE
David MANAGER Tanner	[Redacted]	5/12/22
GM	[Redacted]	5/12/22
CEO	[Redacted]	5.12.2022

PRECIS

Change Application (Minor Change) for Material Change of Use – Dual Occupancy at 12472 Bunya Highway, Wooroolin (and described as Lot 4 on SP243199) - Applicant: J & C Dalton C/- ONF Surveyors

SUMMARY

This application is s81 Minor Change Request to An Impact Assessable development in the Rural Zone for a 'Dual Occupancy' on land at 12472 Bunya Highway WOOROOLIN formally described as Lot 4 SP243199

OFFICER'S RECOMMENDATION

The s81 Minor Change be approved subject to the Council amended conditions attached to this decision notice.

GENERAL

The development must be carried out generally in accordance with the approved plans and documents.

GEN1. The development must be completed and maintained in accordance with the approved plans and documents and conditions to this development approval:

Table 1

Drawing Title	Prepared by	Ref no.	Revision	Date
Site Plan	Blueprint Drafting Services	21-2950-SPY Sheet 1	Issue F	22 November 2022
Vegetation Removal Plan	Blueprint Drafting Services	21-2950-SPY Sheet 2	Issue F	22 November 2022
Floor Plan	Blueprint Drafting Services	21-2950-SPY Sheet 3	Issue E	22 November 2022
Elevations	Blueprint Drafting Services	21-2950-SPY Sheet 5	Issue E	22 November 2022
3D Views 1	Blueprint Drafting Services	21-2950-SPY Sheet 6	Issue D	22 November 2022
3D Views 2	Blueprint Drafting Services	21-2950-SPY Sheet 7	Issue E	22 November 2022
Section A & Section B	Blueprint Drafting Services	21-2950-SPY Sheet 8	Issue C	22 November 2022

AMENDMENT:

Nominate on the submitted proposed site plan the extent of existing vegetation to be removed and areas to be replanted to ensure compliance with development permit IR402862 Conditions RAL2 and RAL3.

Delegated Authority _____

Date: _____

- GEN2. The development herein approved may not start until the following development permits have been issued and complied with as required:
- Development Permit for Building Works; and
 - Development Permit for Plumbing and Drainage Work.

- GEN3. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.

APPROVED USE

- GEN4. The approved development is a Material Change of Use for a Dual occupancy (one additional Dwelling House) with a floor area **290.2sqm**, as shown on the approved plans and does not imply approval for other similar uses. The subject site is not to be used for any other purpose unless in the opinion of Council is subservient to the predominant use of the site.

- GEN5. The dual occupancy is not to be used as Short-term accommodation, Air BnBs, Rooming accommodation, Residential care facility.

ACCESS

- GEN6. No more than one access is permitted to the property. Access to the new dwelling is to be via the existing access off Bunya Highway (refer to approved GEN1 - site plan).

EFFLUENT DISPOSAL

- MCU1. The proposed new dwelling must be connected to an wastewater treatment system, in accordance with Schedule 1, Division 3: Water Supply and Sewerage Table SC6.2.11 – Water Supply and Sewerage Design and Construction Standards, AS1547 and the Queensland Plumbing and Wastewater Code.

- Timing:** Prior to the issue a Building Approval for the proposed new dwelling on the lot.

TELECOMMUNICATIONS

- MCU2. The applicant is to provide the new dwelling with a telecommunication service. Where supply is not to be provided at this time, details of the proposed service is to be provided for Council's consideration and approval.

ELECTRICITY

- MCU3. The applicant is to provide the new dwelling with a reticulated electricity supply complying with Ergon Energy's requirements. Submit to Council, written confirmation from the electricity provider that the new dwelling is connected, or an agreement has been guaranteed for the supply of electricity.

ADVICE

- ADV1. Section 85 (1)(a) of the *Planning Act 2016* provides that, if this approval is not acted upon within the period of six (6) years the approval will lapse.

WHEN APPROVAL STARTS TO HAVE EFFECT

- ADV2. This development approval starts to have effect in accordance with the provisions of Section 71 of the *Planning Act 2016*.

WHEN APPROVAL LAPSES

- ADV3. This development approval will lapse in accordance with the provisions contained within Sections 85 and 88 of the *Planning Act 2016*, unless otherwise stated elsewhere within this development approval.