



AGENDA

Liveability, Governance and Finance Standing Committee Meeting Wednesday, 6 December 2023

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

Date: Wednesday, 6 December 2023

Time: 9:00am

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

**Mark Pitt PSM
Chief Executive Officer**

Order Of Business

1	Opening	5
2	Leave of Absence / Apologies	5
3	Recognition of Traditional Owners	5
4	Declaration of Interest	5
5	Confirmation of Minutes of Previous Meeting	6
5.1	Minutes of the Liveability, Governance and Finance Standing Committee Meeting held on 8 November 2023.....	6
6	Portfolio - Corporate Governance & Strategy, People & Culture, Communication & Media, Finance & Sustainability, ICT & Business Systems, Community Representation and Advocacy, 2032 Olympics & Paralympics	20
6.1	Corporate, Governance & Strategy, People & Culture, Communications/Media, Finance & Sustainability, ICT & Business Systems, Community Representation & Advocacy and 2032 Olympics & Paralympics Portfolio Report	20
7	Corporate Governance & Strategy	26
7.1	Local Law Review	26
7.2	South Burnett Regional Council Caretaker Period Guidelines - Procedure023	46
7.3	Adoption of the South Burnett Regional Council Asset Management Policy - Strategic014.....	54
7.4	Adoption of the South Burnett Regional Council Corporate Credit Card Policy - Statutory031.....	60
7.5	Adoption of the South Burnett Regional Council Information Privacy Policy - Statutory038.....	65
7.6	Amendment of Fees and Charges 2023-24 - McCauley Weir.....	70
8	Portfolio - Community Development, Arts & Heritage and Library Services	75
8.1	Community Development, Arts & Heritage and Library Services Portfolio Report.....	75
8.2	Community and Lifestyle Operational update	79
9	Property & Facility Management	116
9.1	Barambah United Football Club Inc - Financial Support	116
9.2	Trusteeship of Goodger Hall - Lot 186 on FY850	130
9.3	Supplementary Report for Gifting of St. Faith Church and Cemetery, Mondure....	141
9.4	Community Consultation regarding MILP Inc Lease / Gift of a section of McMahon Park.....	148
9.5	Sale of Lots 202 & 213 Aerodrome Road to Department of Main Roads	183
10	Portfolio - Tourism & Visitor Information Centres, Sport & Recreation and Commercial Enterprises	191
10.1	Tourism & VIC's, Sport & Recreation and Commercial Enterprises Portfolio Report	191
11	Portfolio - Regional Development, Development Services, Community & Social Housing	195

11.1	Regional Development, Development Services and Community & Social Housing Portfolio Report	195
11.2	Development Services Operational Update.....	197
12	Development Services - (Planning, Building, Plumbing)	200
12.1	Delegated Authority Reports (1 November 2023 to 28 November 2023)	200
12.2	List of Correspondence pending completion of assessment report.....	355
13	Questions on Notice	358
13.1	Rating Categories Piggeries.....	358
14	Confidential Section	359
14.1	Interest on Overdue Rates	359
14.2	Dog Registration Write Off	359
14.3	Future use of Lot 19 on CP891608 - 9 Knowles Street, Nanango	359
14.4	Legal Update - Update on Planning Matter before the Planning and Environment Court.	359
15	Closure of Meeting.....	360

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

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

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 MINUTES OF THE LIVEABILITY, GOVERNANCE AND FINANCE STANDING COMMITTEE MEETING HELD ON 8 NOVEMBER 2023

File Number: 06/12/2023

Author: Executive Assistant

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

That the Minutes of the Liveability, Governance and Finance Standing Committee Meeting held on 8 November 2023 be received.

ATTACHMENTS

- 1. Minutes of the Liveability, Governance and Finance Standing Committee Meeting held on 8 November 2023**



MINUTES

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

Order Of Business

1	Opening	4
2	Leave of Absence / Apologies	4
3	Acknowledgement of Traditional Owners	4
4	Declaration of Interest	4
5	Confirmation of Minutes of Previous Meeting	4
5.1	Minutes of the Liveability, Governance and Finance Standing Committee Meeting held on 11 October 2023	4
6	Portfolio - Corporate Governance & Strategy, People & Culture, Communication & Media, Finance & Sustainability, ICT & Business Systems, Community Representation and Advocacy, 2032 Olympics & Paralympics	5
6.1	Corporate, Governance & Strategy, People & Culture, Communications/Media, Finance & Sustainability, ICT & Business Systems, Community Representation & Advocacy and 2032 Olympics & Paralympics Portfolio Report	5
7	Finance & Sustainability	5
7.1	Change to Piggeries Rating Category Identification	5
8	Portfolio - Community Development, Arts & Heritage and Library Services	6
8.1	Community Development, Arts & Heritage and Library Services Portfolio Report	6
8.2	Community and Lifestyle Operational update	6
9	Community Development (Health, Youth, Senior Citizens)	7
9.1	Trustee Lease - Tingoora Sports Association Inc	7
10	Property & Facility Management	7
10.1	Trusteeship of Reserve - Lot 80 on FY2562	7
10.2	Murgon Dog Park - Community Consultation	8
10.3	Boondooma Community Centre - Community Consultation.....	8
10.4	Tingoora Hall - Community Consultation	9
11	Portfolio - Tourism & Visitor Information Centres, Sport & Recreation and Commercial Enterprises	9
11.1	Tourism & VIC's, Sport & Recreation and Commercial Enterprises Portfolio Report	9
12	Sport & Recreation	9
12.1	Request for a Flying Fox in First Settlers Park, Benarkin.....	10
13	Portfolio - Regional Development, Development Services, Community & Social Housing	11
13.1	Regional Development, Development Services and Community & Social Housing Portfolio Report	11
13.2	Development Services Operational Update.....	11
14	Development Services - (Planning, Building, Plumbing)	12
14.1	Delegated Authority Reports (1 October 2023 to 30 October 2023).....	12
14.2	List of Correspondence pending completion of assessment report.....	12

15	Questions on Notice	12
15.1	Question on Notice - Christmas Tree Costings.....	12
15.2	Question with Notice - Pool Comparisons	13
16	Confidential Section	13
17	Closure of Meeting	13

**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL
LIVEABILITY, GOVERNANCE AND FINANCE STANDING COMMITTEE MEETING
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY
ON WEDNESDAY, 8 NOVEMBER 2023 AT 9:00AM**

PRESENT: Councillors:

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

Council Officers:

Mark Pitt (Chief Executive Officer), Aaron Meehan (General Manager Infrastructure), Susan Jarvis (General Manager Finance & Corporate), Darryl Brooks (General Manager Liveability), Tiarna Hurt (Executive Assistant), Leanne Petersen (Manager Facilities & Parks), Kerri Anderson via teams (Manager Finance & Sustainability), Debra Moore (Manager Community & Lifestyle), David Hursthouse (Coordinator Development Services)

1 OPENING

Cr Erkens opened the meeting and welcomed attendees.

2 LEAVE OF ABSENCE / APOLOGIES

Cr Erkens noted Mayor Otto's leave of absence.

3 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

4 DECLARATION OF INTEREST

Nil

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 MINUTES OF THE LIVEABILITY, GOVERNANCE AND FINANCE STANDING COMMITTEE MEETING HELD ON 11 OCTOBER 2023

COMMITTEE RESOLUTION 2023/108

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

That the Minutes of the Liveability, Governance and Finance Standing Committee Meeting held on 11 October 2023 be received.

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

Against: Nil

CARRIED 6/0

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

Attendane:

At 9:06am, Manager Facilities & Parks Leanne Petersen entered the meeting.

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

COMMITTEE RESOLUTION 2023/109

Moved: Cr Gavin Jones

Seconded: Cr Kathy Duff

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

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

Against: Nil

CARRIED 6/0

Attendance:

At 9:09am, Manager Finance & Sustainability Kerri Anderson entered the meeting via teams.

7 FINANCE & SUSTAINABILITY

7.1 CHANGE TO PIGGERIES RATING CATEGORY IDENTIFICATION

COMMITTEE RESOLUTION 2023/110

Moved: Cr Scott Henschen

Seconded: Cr Kirstie Schumacher

That the report be received for information.

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

Against: Nil

CARRIED 6/0

7.1.1 QUESTION ON NOTICE - RATING CATEGORY PIGGERIES

Question on notice from Cr Henschen:

Would there be any opportunity in category 611 to have a smaller differential category less than 3,499 SPU?

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

Attendance:

At 9:13am, Manager Finance & Sustainability Kerri Anderson left the meeting via teams.

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

COMMITTEE RESOLUTION 2023/111

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

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

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

Against: Nil

CARRIED 6/0

Attendance:

At 9:23am, Manager Finance & Sustainability Kerri Anderson returned to the meeting via teams.

8.2 COMMUNITY AND LIFESTYLE OPERATIONAL UPDATE

COMMITTEE RESOLUTION 2023/112

Moved: Cr Gavin Jones

Seconded: Cr Danita Potter

That the Community and Lifestyle Operational Update be received.

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

Against: Nil

CARRIED 6/0

9 COMMUNITY DEVELOPMENT (HEALTH, YOUTH, SENIOR CITIZENS)

9.1 TRUSTEE LEASE - TINGOORA SPORTS ASSOCIATION INC

COMMITTEE RESOLUTION 2023/113

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

1. That South Burnett Regional Council resolves that the exception in *Local Government Regulation 2012 section 236 (1)(b)(ii)* applies to Council for the disposal by way of grant of a Lease of the valuable non-current asset, which is Lot 91 on Crown Plan FY2885, to the Tingoora Sports Association Inc.
2. South Burnett Regional Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute the Trustee Lease between Council and Tingoora Sports Association Inc. on terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council.

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

Against: Nil

CARRIED 6/0

10 PROPERTY & FACILITY MANAGEMENT

Attendance:

At 9:42am, Coordinator Development Services David Hursthouse entered the meeting.

10.1 TRUSTEESHIP OF RESERVE - LOT 80 ON FY2562

COMMITTEE RESOLUTION 2023/114

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the Committee recommends to Council:

That Council become trustees of the reserve allotment on Bunya Mountains Road, Bunya Mountains known as Lot 80 FY2562 and pursuant to *Section 257(1)(b)* of the *Local Government Act 2009*, the Council resolves to delegate to the Chief Executive Officer the power to complete the transfer of trusteeship.

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

Against: Nil

CARRIED 6/0

10.2 MURGON DOG PARK - COMMUNITY CONSULTATION

COMMITTEE RESOLUTION 2023/115

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the Committee recommends to Council that:

1. The location of 19 Douglas Street, Murgon be reserved for future development of a dog park facility.
2. Consideration of funding the project in the 10-year Building Capital Works program and/or alternative funding opportunities through grants.

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

Against: Nil

CARRIED 6/0

10.3 BOONDOOMA COMMUNITY CENTRE - COMMUNITY CONSULTATION

COMMITTEE RESOLUTION 2023/116

Moved: Cr Scott Henschen

Seconded: Cr Kathy Duff

That the Committee recommends to Council that:

1. The Durong Community Hall Committee Inc. enter into a Deed of Licence to Occupy over the Boondooma Community Centre.
2. Delegate powers to the CEO pursuant to *Section 257(1)(b)* of the *Local Government Act 2009*, to complete the agreement.

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

Against: Nil

CARRIED 6/0**MOTION**

COMMITTEE RESOLUTION 2023/117

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

That the late agenda item be dealt with.

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

Against: Nil

CARRIED 6/0

10.4 TINGOORA HALL - COMMUNITY CONSULTATION

COMMITTEE RESOLUTION 2023/118

Moved: Cr Scott Henschen

Seconded: Cr Gavin Jones

That the Committee recommends to Council that:

1. Tingoora Hall community consultation meeting update report be accepted.
2. An online community survey be undertaken as part of the Tingoora Hall community consultation and a report be presented back to Council for future consideration.

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

Against: Nil

CARRIED 6/0**11 PORTFOLIO - TOURISM & VISITOR INFORMATION CENTRES, SPORT & RECREATION AND COMMERCIAL ENTERPRISES****11.1 TOURISM & VIC'S, SPORT & RECREATION AND COMMERCIAL ENTERPRISES PORTFOLIO REPORT**

COMMITTEE RESOLUTION 2023/119

Moved: Cr Jane Erkens

Seconded: Cr Gavin Jones

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

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

Against: Nil

CARRIED 6/0**12 SPORT & RECREATION****Attendance:**

At 10:31am, Manager Community & Lifestyle Debra Moore left the meeting.

12.1 REQUEST FOR A FLYING FOX IN FIRST SETTLERS PARK, BENARKIN.

COMMITTEE RESOLUTION 2023/120

Moved: Cr Gavin Jones

Seconded: Cr Danita Potter

That Committee recommends to Council:

That the request for a flying fox be considered in future stages of the First Settlers Park development and Councils 10 year capital works program.

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

Against: Nil

CARRIED 6/0**ADJOURN MORNING TEA**

COMMITTEE RESOLUTION 2023/121

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

That the meeting adjourn for morning tea.

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

Against: Nil

CARRIED 6/0**RESUME MEETING**

COMMITTEE RESOLUTION 2023/122

Moved: Cr Scott Henschen

Seconded: Cr Gavin Jones

That the meeting resume at 11:04am.

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

Against: Nil

CARRIED 6/0

13 PORTFOLIO - REGIONAL DEVELOPMENT, DEVELOPMENT SERVICES, COMMUNITY & SOCIAL HOUSING**13.1 REGIONAL DEVELOPMENT, DEVELOPMENT SERVICES AND COMMUNITY & SOCIAL HOUSING PORTFOLIO REPORT**

COMMITTEE RESOLUTION 2023/123

Moved: Cr Kirstie Schumacher

Seconded: Cr Gavin Jones

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

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

Against: Nil

CARRIED 6/0**13.1.1 QUESTION ON NOTICE - PLANNING SCHEME COMMUNITY CONSULATION**

Question on notice from Cr Duff:

Will the community consultation be submissions on the planning scheme or submissions on the major amendments only?

13.2 DEVELOPMENT SERVICES OPERATIONAL UPDATE

COMMITTEE RESOLUTION 2023/124

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the Development Services Operational update be received for information.

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

Against: Nil

CARRIED 6/0

14 DEVELOPMENT SERVICES - (PLANNING, BUILDING, PLUMBING)

14.1 DELEGATED AUTHORITY REPORTS (1 OCTOBER 2023 TO 30 OCTOBER 2023)

COMMITTEE RESOLUTION 2023/125

Moved: Cr Danita Potter
Seconded: Cr Scott Henschen

That the Delegated Authority report be received.

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

Against: Nil

CARRIED 6/0

14.2 LIST OF CORRESPONDENCE PENDING COMPLETION OF ASSESSMENT REPORT

COMMITTEE RESOLUTION 2023/126

Moved: Cr Danita Potter
Seconded: Cr Scott Henschen

That the List of correspondence pending completion of assessment report as of 31 October 2023 be received.

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

Against: Nil

CARRIED 6/0

15 QUESTIONS ON NOTICE

Attendance:

At 11:28am, Coordinator Community Development David Hursthouse left the meeting.

15.1 QUESTION ON NOTICE - CHRISTMAS TREE COSTINGS

COMMITTEE RESOLUTION 2023/127

Moved: Cr Scott Henschen
Seconded: Cr Kathy Duff

That the response to the question regarding costings for Christmas tree decorations and how long do the decorations last raised by Councillor Henschen be received and noted.

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

Against: Nil

CARRIED 6/0

Attendance:

At 11:36am, General Manager Infrastructure Aaron Meehan left the meeting.

At 11:37am, General Manager Infrastructure Aaron Meehan returned to the meeting.

15.2 QUESTION WITH NOTICE - POOL COMPARISONS

COMMITTEE RESOLUTION 2023/128

Moved: Cr Jane Erkens
Seconded: Cr Scott Henschen

That the response to the question regarding how do our pools compare with other places raised by Councillor Jane Erkens be received and noted.

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

Against: Nil

CARRIED 6/0

16 CONFIDENTIAL SECTION

Nil

17 CLOSURE OF MEETING

The Meeting closed at 11:39am.

The minutes of this meeting were confirmed at the Liveability, Governance and Finance Standing Committee Meeting held on 6 December 2023.

.....
CHAIRPERSON

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

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

File Number: 06-12-2023

Author: Councillor

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

Acting Mayor Jones presented the 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 Acting Mayor Jones' 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:

International Fraud Awareness week was held from 12 to 18 November 2023. This week is a global effort to minimise the impact of fraud by promoting anti-fraud awareness and education. This year's theme – Fraud Prevention in Focus aims to highlight the importance of staying vigilant and recognising red flags. The top fraud red flags include living beyond ones mean and financial difficulties, Fore information on what can be done to detect, prevent and respond to fraud, visit the Commonwealth Fraud Prevention Centre or the Crime and Corruption Commission's website.

Customer service centres located in Kingaroy, Nanango, Murgon, Blackbutt and Wondai will close from 3.00pm Friday 22 December 2023 and will re-open at 8.30 am Tuesday 2 January 2023.

People & Culture:

Trainee Intake 2024

Council has been successful in an application for funding for 10 x trainees for 2024. Advertising and Recruitment is underway and this year, Council has partnered with FNP Recruitment to assist.

Traineeships on offer across the region include:

Position Title and location
Trainee Materials Lab – Kingaroy
Trainee Facilities and Parks Administration – Kingaroy

Trainee Horticulture – Kingaroy
Trainee Horticulture – Murgon
Trainee Infrastructure Administration – Nanango
Trainee Library Services – Kingaroy
Trainee Finance & Corporate – Kingaroy
Trainee Visitor Information – Kingaroy
Trainee ICT – Kingaroy
Trainee Civil Construction - Kingaroy

Trainees from 2023 intake are beginning to finish up their traineeships and where vacancies exist are being offered full-time employment with Council or upon application to vacant roles. The inaugural School-Based Trainees from 2022 are also finishing their schooling and studying and again, where possible are taking up opportunities with Council. The School-based trainee program will continue next year in Semester 1.

Communications/Media:

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

- Media Releases x 25
- Media enquiries (via the Media email) x 4
- Social Media:
 - Facebook: x 128
 - Instagram: x 66
 - LinkedIn: x 7
 - X (Previously Twitter): x 2
- Printed advertising x 6 – (3 x page 4 advertisements, Christmas Lights, Acting Mayor's Community Luncheon)
- Radio Advertising
- Graphic design x 48

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

Finance & Sustainability:

Finance is currently working towards the Quarter 2 Budget review with meetings organised with Managers over the next few weeks.

The comprehensive revaluation for the building asset class has been awarded and work will start in early 2024.

Creditor payment runs will change during the months of December and January due to the Christmas break. There will be payment runs on:

- 13 December 2023 (normal)
- **20 December 2023 (additional)**
- **4 January 2024 (additional)**
- 10 January 2024 (normal)
- 24 January 2024 (normal)

BACKGROUND

Nil

ATTACHMENTS

1. **Monthly Media Report - November 2023**

Media Releases – November 2023: 25

1. 121. Public Notice- 01-11-2023 - Roadside Grazing Permits
2. 122. Public Notice - 01-11-2023 - SBRCEOI-23 24-09 Invitation to Offer - Seven (7) Goats
3. 123. Media Release 02-11-2023 Mayor's Community Christmas Luncheon Tickets Now on Sale
4. 124. Public Notice - 02-11-2023- Kingaroy Shared Zone Event - Glendon Street Road Closure
5. 125. Public Notice- 03-11-2023 - Community Feedback Welcomed on Draft Waste Strategy
6. 126. Public Notice - 03-11-2023 - Drainage and Reconstruction at Coronation Park Carpark - Haly Street Wondai
7. 127. Public Notice - 03-11-2023 - SBRCEOI-23 24-10 Invitation to Offer - One (1) Black Dexter Heifer
8. 128. Media Release 03-11-2023 Thanking Emergency Services during the current Bushfire Events
9. 129. Public Notice - 08-11-2023 - SBRC 23-24-07 Request for Tender – Design & Construct Nanango Weighbridge
10. 130. Public Notice - 08-11-2023 - SBRC 23-24-08 Request for Tender – Design & Construct Wondai Weighbridge
11. 131. Media Release - 09-11-2023 - South Burnett Regional Council funds five Projects with Queensland Government Regional Arts Funding
12. 132. Public Notice - 10-11-2023 - Interruption to Justice of the Peace Service at Blackbutt Council Office Library
13. 133. Public Notice - 10-11-2023 - Kingaroy Lions Park – Amenities Closure
14. 134. Public Notice - 10-11-2023 - SBRCQ 2324-72 - Property Management Service for Murgon Housing
15. 133. Public Notice - 10-11-2023 - Kingaroy Lions Park – Amenities Closure
16. 134. Public Notice - 10-11-2023 - SBRCQ 2324-72 - Property Management Service for Murgon Housing
17. 135. Public Notice - 10-11-2023 - Fuel Unavailable at Kingaroy Airport
18. 136. Public Notice - 13-11-2023 - Notification of Bitumen Resealing Works
19. 137. Public Notice - 13-11-2023 - Update Fuel Unavailable at Kingaroy Airport
20. 138. Public Notice - 13-11-2023- Kingaroy Memorial Park Masterplan Wins National Award
21. 139. Public Notice - 15-11-2023- International Fraud Awareness Week
22. 140. Public Notice - 15-11-2023 - SBRC 23 24-09 Request for Tender - Mt Wooroolin Potable Water Reservoir Duplication
23. 141. Public Notice - 22-11-2023- Postponed - Sir Charles Adermann Park Community Consultation
24. 143. Public Notice - 29-11-2023 - SBRCQ 23-24-77 Wading pool repairs at WJ Lang Memorial Pool Kingaroy
25. 144. Public Notice - 29-11-2023- Postponed - Sir Charles Adermann Park Community Consultation

Media Releases 23-24						
2022	Jul	Aug	Sep	Oct	Nov	Dec
	30	37	29	25	25	
2023	Jan	Feb	Mar	Apr	May	Jun

Media enquiries (received to the 'Media' email, excludes phone and other emails): 4

1. 03-11-23 – Burnett Today - Draining of Kingaroy's duck pond
2. 13-11-23 – Seven News – Fuel unavailable at Kingaroy Airport
3. 17-11-23 – South Burnett Times – Interview request regarding recent bushfires
4. 22-11-23 – Burnett Today – Fire and road safety concerns at Blackbutt
5. 24-11-23 – Burnett Today – Flooding of Kingaroy Solar Farm

Media Enquiries 23-24						
2022	Jul	Aug	Sep	Oct	Nov	Dec
	9	13	4	3	5	
2023	Jan	Feb	Mar	Apr	May	Jun

Social media: South Burnett Regional Council

Facebook

@southburnettregion: 128 posts (-23.4%)

Most engaged post: 02-11-2023 – Leaving Jackson event – 10,911 reached, 78 reactions, 26 shares

Followers: 10,559 (+59 from October 2023)

Total Page reach: 43,900 (-41.4% from October 2023)

Paid Reach: 14,469 (-64.7% from October 2023) Paid ads for Leaving Jackson.

Instagram: 66 posts (-10.8%)

Most engaged post: 15-11-2023 – South Burnett Youth Council Reel/Video – 343 reached, 18 interactions, 541 plays

Followers: 1,216 (+17 from October 2023)

Page reach: 961 (-31.7% from October 2023)

LinkedIn: 7 posts

Most engaged post: 14-11-23 – Kingaroy Masterplan wins award - 1004 Impressions, 72 Engagements, 32 Clicks, 0 Comments

Website clicks: 4 (+50% from October 2023)

Page views: 237 (-8.1% from October 2023)

Followers: 2464

X (Previously Twitter): 2 posts

Tweet impressions: 168 (-46.8% from October 2023)

Followers: 493 (2 new followers from October 2023)

Social media posts – all platforms						
2022	Jul	Aug	Sep	Oct	Nov	Dec
	Facebook: 119	Facebook: 162	Facebook: 131	Facebook: 167	Facebook: 128	Facebook:
	Instagram: 72	Instagram: 76	Instagram: 61	Instagram: 74	Instagram: 66	Instagram:
	LinkedIn: 1	LinkedIn: 3	LinkedIn: 2	LinkedIn: 6	LinkedIn: 7	LinkedIn:
	X: 4	X: 5	X: 0	X:8	X:2	X:
2023	Jan	Feb	Mar	Apr	May	Jun
	Facebook:	Facebook:	Facebook:	Facebook:	Facebook:	Facebook:
	Instagram:	Instagram:	Instagram:	Instagram:	Instagram:	Instagram:
	LinkedIn:	LinkedIn:	LinkedIn:	LinkedIn:	LinkedIn:	LinkedIn:
	X:	X:	X:	X:	X:	X:

Enews

- Council progressed 1 Enews during November

Printed advertising

- Council progressed three full page ads (Page 4) in the South Burnett Today published on 2 November, 16 November and 30 November.
- Council progressed one Murgon Moments ad in November for South Burnett Libraries
- Mayor’s community luncheon and Christmas lights ads in the South Burnett Today

Radio advertising

- Radio advertising was progressed for the month of November.

Graphic design – October 2023

- Social media graphics – Public Notices and Canva Designs x 38
- Flyers / Brochures / Poster x 6
- Advertising media tiles for Dams
- Draft Regional Development action plan
- Email Signatures x 2

7 CORPORATE GOVERNANCE & STRATEGY

7.1 LOCAL LAW REVIEW

File Number: 6-12-2023

Author: Manager Corporate, Governance and Strategy

Authoriser: Chief Executive Officer

PRECIS

South Burnett Regional Council has undertaken a preliminary review of its Local Laws and a report is provided for consideration.

SUMMARY

South Burnett Regional Council has undertaken a preliminary review of its Local Laws and a report has been prepared with recommendations for action and further review.

OFFICER'S RECOMMENDATION

That the Committee recommend to Council to

1. Accept the report, Local Laws Review – Discovery Phase – August 2023 for information; and
2. Adopt the following recommendations that Council:
 - (a) Review Subordinate Local Law 1.03 – Establishment or Occupation of a Temporary Home 2011 to include current qualifications for third party certification.
 - (b) Repeal Subordinate Local Law 1.07 – Operation of Cane Railways 2011.
 - (c) Repeal Subordinate Local Law 1.10 – Operation of Public Swimming Pools 2011.
 - (d) Repeal Subordinate Local Law 1.07 – Operation of Shared Facility Accommodation 2011.
 - (e) Review Subordinate Local Law 1.12 – Operation of Temporary Entertainment Events 2011 to establish more effective control over prescribed activities.
 - (f) Review Subordinate Local Law 1.14 – Undertaking Regulated Activities on Local Government - Controlled Areas or Roads 2011 to increase the level of insurance required by applicants.
 - (g) Repeal Model Local Law No. 2 (Meetings) 2008.
 - (h) Review Subordinate Local Law 2 – Animal Management 2011 schedules in a workshop specifically for that purpose.
 - (i) Revise the content of the schedules to Subordinate Local Law 3 – Community and Environmental Management 2011.
 - (j) Review of subordinate Local Law 4 – Local Government Controlled Areas, Facilities and Roads 2011 schedules in a workshop specifically for that purpose to ensure that the prohibited and restricted activities listed address current issues and needs.

FINANCIAL AND RESOURCE IMPLICATIONS

The cost of local law review will be met within the South Burnett Regional Council (Council) operational budget.

LINK TO CORPORATE/OPERATIONAL PLAN

OPL/38 Review Council's Local Laws to ensure relevance to the region and understanding by Council and the community

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Extensive consultation with internal stakeholders has been undertaken in the initial review of the Local Laws.

Should the recommendations of the report be adopted, consultation with the community will be undertaken as part of the ongoing review of Local Laws.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Review and amendment of Local Laws will be done in accordance with legislation.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Local Laws are being reviewed and all policy implications will be dealt with as the review progresses.

ASSET MANAGEMENT IMPLICATIONS

Local Law amendments may affect Council's management of assets which will be identified during the review and plans prepared to manage impacts.

REPORT

Council's last reviewed its Local Laws in 2011 and has eight Local Laws (LL) and twenty-two Subordinate Local Laws (SLL).

The Local Laws are predominantly the model Local Laws and subordinate Local Laws and include an additional Gates and Grids LL and SL (a former Nanango Shire Council law adopted after amalgamation).

There is also a Meetings Local Law adopted in 2008 and a waste management LL law that was adopted in 2018.

The existing Local Laws have been reviewed for relevance and consistency with other Council policies. Council offices have provided advice to determine if there were issues or opportunities for improvement.

The report makes several recommendations for Council consideration including the repeal of one Local Law and three subordinate Local Laws and the suggestion that the LLs relating to Animal Management, Grids and Local Government Controlled Areas, Facilities and Roads be reviewed in detail by Council at a workshop specifically for that purpose.

It is recommended that the recommendations relating to gates and grids are not progressed currently. Given the complex nature of this issue and the need for extensive consultation, that the status quo remains.

The approach to the recommendations will be in two stages with the process to repeal the redundant Local Laws stage 1 and consideration to the remaining recommendations stage 2. The overlap with the animal management issues will be a priority area for review prior to 30 June 2024.

ATTACHMENTS**1. Local Law Report**



SOUTH BURNETT
REGIONAL COUNCIL



Local Laws Review

Discovery Phase

August 2023



Contents

Executive Summary	2
1 Summary of recommendations.....	3
2 Local Laws and Subordinate Local Laws.....	4
3 Relevant Policies Reviewed	13
4 Organisational requirements	15
5 Action Plan	17



Executive Summary

Council currently has eight Local Laws (LL) and twenty-two Subordinate Local Laws (SLL).

The current laws are largely the model local laws and subordinate Local Laws adopted in 2011. In addition, there is a Gates and Grids LL and SL which is a former Nanango Shire Council law was adopted post amalgamation to apply to the whole of the new Council area. and.

There is also a Meetings Local Law adopted in 2008 and a waste management LL law that was adopted in 2018.

This project involved reviewing the existing suite of laws for relevance and consistency with other Council policies and engaging with staff who administer the laws to determine if there were issues or opportunities for improvement.

The report makes twelve recommendations for Council consideration including the repeal of one Local Law and three subordinate Local Laws and the suggestion that the LLs relating to Animal Management, Grids and Local Government Controlled Areas, Facilities and Roads be reviewed in detail by Council at a workshop specifically for that purpose.



1 Summary of recommendations

Recommendation 1 – That Council give consideration to the revision of subordinate Local Law 1.03 – Establishment or Occupation of a Temporary Home 2011 to include current qualifications for third party certification.

Recommendation 2 – That Council give consideration to the repeal of subordinate Local Law 1.07 – Operation of Cane railways 2011.

Recommendation 3 – That Council give consideration to the repeal of subordinate Local Law 1.10 – Operation of Public Swimming Pools 2011.

Recommendation 4 – That Council give consideration to the repeal of subordinate Local Law 1.07 – Operation of Shared Facility Accommodation 2011.

Recommendation 5 – That Council give consideration to the revision of subordinate Local Law 1.12 – Operation of Temporary Entertainment Events 2011 to establish more effective control over prescribed activities.

Recommendation 6 – That Council give consideration to the revision of subordinate Local Law 1.14 – Undertaking Regulated Activities on Local Government Controlled Areas or Roads 2011 to increase the level of insurance required by applicants.

Recommendation 7 – That Council give consideration to the repeal of Model Local Law No, 2 (Meetings) 2008.

Recommendation 8 – That Council give consideration to the review of subordinate Local Law 2 – Animal management 2011 schedules in a workshop specifically for that purpose.

Recommendation 9 – That Council confirm or revise the content of the schedules to subordinate Local Law 3 – Community and Environmental Management 2011.

Recommendation 10 - That Council retain the existing provisions of its Gates and Grids Local Law No. 3 however it may wish to make a new LL and SLL to remove ambiguity and LL number duplication.

Recommendation 11 - That Council consider how it wishes to administer private gates and grids.

Recommendation 12 – That Council give consideration to the review of subordinate Local Law 4 – Local Government Controlled Areas, Facilities and Roads 2011 schedules in a workshop specifically for that purpose to ensure that the prohibited and restricted activities listed address current issues and needs.



2 Local Laws and Subordinate Local Laws

South Burnett Local Laws (LL) and Subordinate Local Laws (SLL) as listed on the Department of State Development, Infrastructure, Local Government and Planning local laws data base.

Local

[01 - Administration 2011](#)

No issues identified.

Subordinate

[1.01 - Alteration or Improvement to Local Government Controlled Areas and Roads 2011](#)

No issues identified.

Subordinate

[1.02 - Commercial Use of Local Government Controlled Areas and Roads 2011](#)

This SLL requires all commercial use of Council controlled areas and roads to be approved.

It appears to provide Council with adequate controls.

Subordinate

[1.03 - Establishment or Occupation of a Temporary Home 2011](#)

The qualifications references for third party certifiers in Sect 8 table 1. are out of date.

RECOMMENDATION 1 – THAT COUNCIL GIVE CONSIDERATION TO THE REVISION OF SUBORDINATE LOCAL LAW 1.03 – ESTABLISHMENT OR OCCUPATION OF A TEMPORARY HOME 2011 TO INCLUDE CURRENT QUALIFICATIONS FOR THIRD PARTY CERTIFICATION.

Subordinate

[1.04 - Installation of Advertising Devices 2011](#)

No issues identified. Legislation references are current.

Subordinate

[1.05 - Keeping of Animals 2011](#)

No issues identified.



This SLL sets up the framework for the application process for approval to keep animals.

LL1 Part 2 Definitions - keeping of animals means the keeping of an animal or animals for which an approval is required under Local Law No.2 (Animal Management) 2011.

Subordinate

[1.06 - Operation of Camping Grounds 2011](#)

We note the following legislation changes since the SLL was made.

Plumbing and drainage act 2002, repealed on 1 July 2019.

Fire and Rescue Service Act 1990 now Fire and emergency services act 1990

Sustainable Planning Act 2009 – Now Planning Act 2016

Subordinate

[1.07 - Operation of Cane Railways 2011](#)

This SLL prescribes the operation of cane railways but lists it as an activity that does not require approval.

LL1 part 2 Definitions -operation of cane railways means the operation of a tramway or railway— (a) operated, entirely or partly, on an access right under the Sugar Industry Act 1999, chapter 2, part 439 (b) used, or proposed to be used, to transport sugar cane, sugar or sugar cane byproducts; and ; and (c) that does not transport passengers or other freight for reward

RECOMMENDATION 2 – THAT COUNCIL GIVE CONSIDERATION TO THE REPEAL OF SUBORDINATE LOCAL LAW 1.07 – OPERATION OF CANE RAILWAYS 2011.

Subordinate

[1.08 - Operation of Caravan Parks 2011](#)

We note the following legislation changes since the SLL was made.

Plumbing and drainage act 2002, repealed on 1 July 2019.

Fire and Rescue Service Act 1990 now Fire and emergency services act 1990

Sustainable Planning Act 2009 – Now Planning Act 2016

Subordinate

[1.09 - Operation of Cemeteries 2011](#)

We note the following legislation changes since the SLL was made.

Sustainable Planning Act 2009 – Now Planning Act 2016



Subordinate

[1.10 - Operation of Public Swimming Pools 2011](#)

This SLL prescribes the operation of public swimming pools but lists the operation of public swimming pools as an activity that does not require approval.

RECOMMENDATION 3 – THAT COUNCIL GIVE CONSIDERATION TO THE REPEAL OF SUBORDINATE LOCAL LAW 1.10 – OPERATION OF PUBLIC SWIMMING POOLS 2011.

Subordinate

[1.11 - Operation of Shared Facility Accommodation 2011](#)

This SLL prescribes the operation of shared facility accommodation but lists the operation of shared facility accommodation as an activity that does not require approval.

RECOMMENDATION 4 – THAT COUNCIL GIVE CONSIDERATION TO THE REPEAL OF SUBORDINATE LOCAL LAW 1.07 – OPERATION OF SHARED FACILITY ACCOMMODATION 2011.

Subordinate

[1.12 - Operation of Temporary Entertainment Events 2011](#)

This subordinate local law prescribes the operation of temporary entertainment events but in Section 2 provides that if the prescribed activity meets the minimum standards that approval is not required.

Therefore, an operator who believes that they meet the minimum standards has no responsibility to seek approval from Council.

Presumably Council would want to inspect and confirm that minimum standards are being met or would be required to respond to complaints, thereby incurring costs through staff time.

Sec 2 (1) (c) (i) and 2 (2) (f) requires \$10,000,000 Public liability insurance. Council officers consider this to be too low.

Examples:

Southern Downs Regional Council

2. Activities that do not require an approval under the authorising local law

An approval is not required under the authorising local law provided — (a) the prescribed activity is undertaken— (i) by a community organisation; and (ii) for the sole benefit of the community organisation and (iii) on land owned, held in trust or otherwise controlled by the community organisation; and (b) no part of the prescribed activity is undertaken on a local government controlled area or a road.

Noosa Shire Council

Their SLL requires all activities to be approved.



RECOMMENDATION 5 – THAT COUNCIL GIVE CONSIDERATION TO THE REVISION OF SUBORDINATE LOCAL LAW 1.12 – OPERATION OF TEMPORARY ENTERTAINMENT EVENTS 2011 TO ESTABLISH MORE EFFECTIVE CONTROL OVER PRESCRIBED ACTIVITIES.

Subordinate

[1.13 - Undertaking Regulated Activities regarding Human Remains 2011](#)

We note the following legislation changes since the SLL was made.

Sustainable Planning Act 2009 – Now Planning Act 2016

Subordinate

[1.14 - Undertaking Regulated Activities on a Local Government Controlled Areas and Roads 2011](#)

The activities regulated by this SLL exclude commercial use of Council controlled areas and roads and temporary entertainment venues.

Sect 2 (2) (a) requires \$10,000,000 Public liability insurance.

Leading or driving animals to cross a road does not require approval if they meet the requirements.

RECOMMENDATION 6 – THAT COUNCIL GIVE CONSIDERATION TO THE REVISION OF SUBORDINATE LOCAL LAW 1.14 – UNDERTAKING REGULATED ACTIVITIES ON LOCAL GOVERNMENT CONTROLLED AREAS OR ROADS 2011 TO INCREASE THE LEVEL OF INSURANCE REQUIRED BY APPLICANTS.

Subordinate

[1.15 - Carrying out Works on Roads or Interfering with a Road or its Operation 2011](#)

No issues identified.

This SLL provides for the application and approval process for the works on unmade roads.

Subordinate

[1.17 - Bringing or Driving a Motor Vehicle onto a Local Government Controlled Area 2011](#)

References Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011, section 6(2) which provides that : *it is a prescribed activity to bring a motor vehicle onto or drive a motor vehicle on any part of a local government controlled area that is not a motor vehicle access area.*

We note that while in other instances a requirement for \$10,000,000 public liability insurance is specified perhaps the provision included in this SLL would be more appropriate.



Sect 6 (1) (d) (i) - take out and maintain public liability insurance as specified by the local government and produce documentary evidence of the insurance to the local government before commencement of the prescribed activity; and

Subordinate

[1.18 - Use of a Vehicle on an Airside Area 2011](#)

No issues identified.

Local

[Model Local Law No. 2 \(Meetings\) 2008](#)

This Local Law was adopted post amalgamation to establish arrangements for meeting of the newly formed Council.

Since 2008, the legislation has been amended to be more prescriptive regarding meetings and the Local Government Act 2009 - Chapter 5A Part 2 Division 1 Requirement for Meeting Procedures requires the establishment of “*procedures (the model procedures) for the conduct of meetings of a local government and its committees.*”

In addition, Local Government Regulation 2012, further prescribes more detailed directions in:

Part 2 Local government meetings and committees.

Division 1A Requirements for local government meetings generally.

Council has adopted procedures for the conduct of meetings in Policy statutory 017 Conduct of Council and committee meetings policy.

Given the changed legislative position in relation to meetings we believe that the meeting Local Law is no longer required and in some instances may be considered to be inconsistent with current legislation.

RECOMMENDATION 7 – THAT COUNCIL GIVE CONSIDERATION TO THE REPEAL OF MODEL LOCAL LAW NO. 2 (MEETINGS) 2008.

Local

[02 - Animal Management 2011](#)

No issues identified.

Subordinate

[02 - Animal Management 2011](#)

SLL 1.5 is about the approval process for approvals under LL2 and SLL2.



The schedules to this SLL detail a range of prohibition, restrictions, minimum standards and maps of designated town areas.

We suggest that Council review the schedules in a workshop to ensure that the SLL reflects Council requirements.

RECOMMENDATION 8 – THAT COUNCIL GIVE CONSIDERATION TO THE REVIEW OF SUBORDINATE LOCAL LAW 2 – ANIMAL MANAGEMENT 2011 SCHEDULES IN A WORKSHOP SPECIFICALLY FOR THAT PURPOSE.

Local

[03 - Community and Environmental Management 2011](#)

We note the following legislation changes since the SLL was made.

Fire and Rescue Service Act 1990 now Fire and emergency services act 1990

Sect 13 - Overgrown allotments are not addressed in the SLL, however Council's overgrown property policy statutory 062 provides operational guidance to the application of the LL (Vegetation 40 cm)..

Sect 15 – Does not apply if the fire is authorised under Fire and Rescue Service Act 1990 (now Fire and emergency services act 1990).

Subordinate

[03 - Community and Environmental Management 2011](#)

Sect 5 – No declared animals or plants.

Sect 6 – No persons exempt

Sect 7 refers to the types of fires that do not need a QFES permit but are regulated by this SLL. They are all prohibited in schedule 3.

SLL notes say : *Pursuant to a notification by the Fire and Rescue Services Commissioner published in the gazette on 6 August 2004 under section 63 of the Fire and Rescue Service Act 2004, the listed fires can generally be lit without a permit issued by a fire warden, provided adequate precautions are taken to prevent the spread of fire and the fire confirms with any local law. Local laws can therefore regulate these types of fire, which is the purpose of this subordinate local law.*

QFES web site says :

“Provided that adequate precautions are taken to prevent the spread of fire, and the lighting of the fire conforms with any Local Law defined for a part of the Local Government Area administered by a Local Government in whose jurisdiction it is proposed to light the fire, or the provisions of the Environmental Protection Act 1994, the following fires may be lit without a Permit to Light a Fire being issued by a Fire Warden.



1. *a fire in which neither the height, width nor the length of the material to be consumed exceeds 2 metres;*
2. *a fire lit for the purpose of burning the carcass of a beast;*
3. *a fire lit at a sawmill for the purpose of burning sawdust or other residue resulting from the operations of a sawmill;*
4. *a fire lit out-doors for the purpose of cooking, if enclosed in a fireplace so constructed as to prevent the escape of fire or any burning material there from;*
5. *a cane fire may also be subject to a notification and may be lit under certain conditions. Please read the Cane Burning Notification (PDF, 643.5KB) to find out about eligibility and burning conditions needed to comply with this notification."*

Therefore, the fires listed above do not require a permit but are prohibited in schedule 3 of the SLL.

LL Sec 15 (1) says it does not apply if the fire is authorised by the Act, So if a permit is issued the fire is allowed under the LL.

The question is, are the fires listed in Sect 7 taken to be authorised and therefore not prohibited by schedule 3 or does schedule 3 have effect?

Sect 9 - Community safety hazards – Schedule 4 lists Barbed wire fencing, Electric fencing and roof sheeting, guttering and sheet metal.

Sect 11 Prescribed noise standards – None listed in schedule 5.

RECOMMENDATION 9 – THAT COUNCIL CONFIRM OR REVISE THE CONTENT OF THE SCHEDULES TO SUBORDINATE LOCAL LAW 3 – COMMUNITY AND ENVIRONMENTAL MANAGEMENT 2011.

Local

[03 - Gates and Grids](#)

This local law was a Nanango Shire Local Law adopted post amalgamation to apply across the entire South Burnett regional Council area.

We note two issues with it that may cause confusion to users.

- There are two Local Laws number 3.
- Definitions refer to Nanango Shire area, Planning scheme etc.

In general the provisions of this Local law provide the same powers with regard to gates and grids as are included in Subordinate Local Law 1.01 - Alteration or Improvement to Local Government Controlled Areas and Roads 2011 with the exception of Section 4 which gives Council the authority to **require the responsible person to obtain a permit from the Local Government authorising the use or benefit of the gate or grid, within a time specified by that written notice**. This therefore applies to existing infrastructure and is not limited by concerns about ownership or who the infrastructure was installed by.



This Local Law is however restricted to the management of gates and grids specifically and therefore the provisions of Subordinate Local Law 1.01 - Alteration or Improvement to Local Government Controlled Areas and Roads 2011 are relevant in terms of control of other activities on Council controlled roads.

RECOMMENDATION 10 - THAT COUNCIL RETAIN THE EXISTING PROVISIONS OF ITS GATES AND GRIDS LOCAL LAW NO. 3 HOWEVER IT MAY WISH TO MAKE A NEW LL AND SLL TO REMOVE AMBIGUITY AND LL NUMBER DUPLICATION.

Subordinate (Policy)

03 - Gates and Grids

As with the LL3, this SLL was retained post amalgamation and applied across the new Council area. It is referred to as a Local Law policy which is the old terminology.

It prescribes a range of responsibilities on permit holder in relation to the maintenance of gates and grids. Including:

1. Keeping gate or grid in good repair.
2. Maintaining the road for 5 m either side of the gate or grid.
3. Maintaining compliant signage.
4. Pay Council cost of inspections and public liability insurance.

Information on the administration of this SLL gathered from Council staff is provided below.

Council's gates and grids register lists 12 gates and 60 grids.

- Gates and grids are licensed on an ad hoc basis.
- Gates and grids on sealed roads are inspected at least once a year; unsealed roads informally inspected during patrol grading or at customer requests.
- There are current fee's and charges however the process is not formalised for annual renewals.
- Maintenance is the property owner's responsibility.
- There is a need to identify all grids and owners to formalise the annual licensing.
- Staff do use the Local Law to support taking action.

RECOMMENDATION 11 - THAT COUNCIL CONSIDER HOW IT WISHES TO ADMINISTER PRIVATE GATES AND GRIDS.

Local

04 - Local Government Controlled Areas, Facilities and Roads 2011

There were no issues identified with the Local Law.

Subordinate

04 - Local Government Controlled Areas, Facilities and Roads 2011

The schedules to this SLL detail a range of activities that are prohibited or restricted.



We note that the recreational use of drones is not included in the schedules.

RECOMMENDATION 12 – THAT COUNCIL GIVE CONSIDERATION TO THE REVIEW OF SUBORDINATE LOCAL LAW 4 – LOCAL GOVERNMENT CONTROLLED AREAS, FACILITIES AND ROADS 2011 SCHEDULES IN A WORKSHOP SPECIFICALLY FOR THAT PURPOSE TO ENSURE THAT THE PROHIBITED AND RESTRICTED ACTIVITIES LISTED ADDRESS CURRENT ISSUES AND NEEDS.

Local

[05 - Aerodromes 2011](#)

There were no issues identified with the Local Law and it law appears to be serving Council needs.

Two points noted are:

- Council does not charge fees for airport usage.
- Council operates the refuelling service at Kingaroy.

[06 - Local Law No. 6 \(Waste Management\) 2018](#)

There were no issues identified with the Local Law.

3 Relevant Policies Reviewed

Policy		Link	Local Law	Notes
Body worn cameras	Statutory 069	https://www.southburnett.qld.gov.au/downloads/file/6678/body-worn-cameras-policy-statutory069		No implications relating to Local Laws.
Conduct of Council and Committee meetings	Statutory 017	https://www.southburnett.qld.gov.au/downloads/file/6470/conduct-of-council-and-committee-meetings-policy-statutory017	LL 2 Meetings 2008	
Construction of unmade roads	Statutory 018	https://www.southburnett.qld.gov.au/downloads/file/2011/construction-of-unmade-roads-policy-statutory018	SLL 1.1 and 1.15 Carrying out works on roads or interfering with a road or its operation 2011	Approval to carryout work under the policy would be through the provisions of the SLL. Perhaps could be better refenced.
Demolish, remove or relocate buildings	Strategic 024	https://www.southburnett.qld.gov.au/downloads/file/5415/demolish-remove-or-relocate-buildings-policy-strategic-024		No implications relating to Local Laws.



Discovery, handling and management of human remains	Statutory 016	https://www.southburnett.qld.gov.au/downloads/file/2022/discovery-handling-and-management-of-human-remains-policy-statutory-016	SLL 1.9 and SLL 1.13	Policy references LL 1.9 not SLL1.9. Overdue for review. Should also reference SLL1.13
Local law making process	Statutory 056	https://www.southburnett.qld.gov.au/downloads/file/2042/local-law-making-process-policy-statutory056		Provides direction on what process Council will use.
Overgrown property	Statutory 062	https://www.southburnett.qld.gov.au/downloads/file/5941/overgrown-property-policy-statutory062	LL3	Addressed in LL3 Part 3 Overgrown and unsightly allotments. Provides operational guidance to the application of the LL.
Remote piloted aircraft drones	Statutory 055	https://www.southburnett.qld.gov.au/downloads/file/5477/remote-piloted-aircraft-drone-policy-statutory-055	LL4 and SLL 4	This policy is about Council use of drones. No reference to non-Council use of drones in public areas. Drones could be made prohibited activity under SLL 4 - Local government controlled area, facilities and roads.



4 Organisational requirements

Infrastructure Planning

- **Local law to manage regulated parking.** Require parking and SSL parking. The other SLL provides means to apply for a permit to not comply with signs. Refer Southern downs SLL1.18 Parking contrary to an indication on an official traffic sign regulating parking by time or payment of a fee.
- **Off street overnight parking.** SLL4 (Local Government Controlled Areas, Facilities and Roads) 2011 – Schedule 1 Prohibited activities for local government controlled areas or roads includes - (e) Subject to schedule 2, camping, sleeping, occupying or remaining overnight unless the local government controlled area is a park, reserve, local government camping ground or local government caravan park.
- **Power to send notifications to landholders in times of emergency situations.**

Emergency Alert is the national telephone warning system.

It is one of many ways emergency services such as police, fire and emergency services, can warn a community of a likely or actual emergency. Emergency Alert is not used in all circumstances. Whether emergency services decide to issue telephone warnings through Emergency Alert will depend on the nature of the incident.

The warning system sends voice messages to landline telephones and text messages to mobile telephones within a specific area defined by the emergency service organisation issuing the warning message, about likely or actual emergencies such as fire, flood, or extreme weather events.

The emergency service organisations do not have access to telephone numbers when sending a warning message through the Emergency Alert system. In addition, information on telephone locations is not retained.

A legislative amendment to the Telecommunications Act 1997 (Commonwealth) was required to enable access to this information for emergency warning purposes. This amendment imposes ongoing controls against potential misuse of sensitive personal information taken from the Integrated Public Number Database (telecommunications industry-wide collection of all listed and unlisted public telephone numbers).

- **Smoking in the CBD.** Should be able to be addressed under LL4 Local Government controlled areas, facilities and roads.
- **Skate boards, bicycles, scooters etc.** Should be able to be addressed under LL4 Local Government controlled areas, facilities and roads.
- SLL 4 Schedule 1 (10) prohibits Riding a bicycle, wheeled recreational device or wheeled toy, as defined in the Transport Operations (Road Use Management) Act 1995, on specified footpaths at specified times.

Liveability

- Election sign bonds too low – are they required?



Refer to Subordinate Local Law No. 1.4 (Installation of Advertising Devices) 2011 section 26 requires a bond of \$100.

The relevant fact sheet published on Council's website requires \$10,000,000 public liability insurance.

- Aerodrome landing fees.
- Animals Local law requires full review by Council.
- Boat ramps at dams not owned by Council.
- LL3 inconsistent with QFES requirements.
- Temporary entertainment events – procedure required.
- Need public liability insurance increased to \$20,000,000. (SLL 1.14 s2(2) (a))

Governance

- Meetings LL2.
- Cane Tram subordinate Local Law not required.

<https://www.southburnett.qld.gov.au/downloads/file/2042/local-law-making-process-policy-statutory056>

5 Action Plan

Recommendation	Action
	Council consider this report and adopt recommendations as it sees fit.
2 & 7	Proceed with repeal of MLL 2 Meetings and SLLs 1.07 – Operation of Cane railways 2011..
3 & 4	Proceed with the repeal of any other Subordinate Local Laws agreed to by Council.
12	Council workshop be conducted on the provisions of subordinate Local Law 4 – Local Government Controlled Areas, Facilities and Roads 2011 schedules
8	Council workshop be conducted on the provisions of subordinate Local Law 2 – Animal management 2011 schedules.
10 & 11	Council workshop be conducted on the provisions of its Gates and Grids Local and Subordinate Local Laws.
1, 5, 6 & 9	Relevant Council officers review the provisions of the Local Laws and Subordinate Local Laws referred to in these recommendations and report to Council with their advice.

7.2 SOUTH BURNETT REGIONAL COUNCIL CARETAKER PERIOD GUIDELINES - PROCEDURE023

File Number: 06-Dec-2023
Author: Coordinator Corporate
Authoriser: Chief Executive Officer

PRECIS

South Burnett Regional Council Caretaker Period Guidelines – Procedure023

SUMMARY

South Burnett Regional Council Caretaker Period Guidelines – Procedure023

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Caretaker Period Guidelines – Procedure023 be received for information.

BACKGROUND

The South Burnett Regional Council Caretaker Period Guidelines – Procedure023 has been reviewed and updated to ensure compliance with the 2024 local government elections.

The guideline applies during Council's quadrennial election and outlines certain restrictions that apply to Council and Council representatives to ensure ordinary business of Council continues in a responsible, transparent and legally compliant manner in the period leading up to the election.

ATTACHMENTS

1. **South Burnett Regional Council Caretaker Period Guidelines - Procedure023**



PROCEDURE NUMBER: 023
PROCEDURE OWNER: Executive Services
ECM ID: 2656875
APPROVED:

Caretaker Period Guidelines

NOTE: Council regularly reviews and updates its procedures. The latest controlled version can be obtained from the Procedure 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

1. PURPOSE	1
2. SCOPE	1
3. REFERENCES	1
4. DEFINITIONS	1
5. RESPONSIBILITY.....	3
6. PROCEDURE.....	3
7. RELATED DOCUMENTS.....	7
8. NEXT REVIEW	7
9. VERSION CONTROL	7

1. PURPOSE

South Burnett Regional Council (Council) has developed this guideline in preparation of the 2024 elections. Council will enter a caretaker period prior to the 16 March 2024 quadrennial elections. During this time, certain restrictions shall apply to Council and Council representatives to ensure the ordinary business of Council continues in a responsible, transparent and legally compliant manner in the period leading up to an election.

2. SCOPE

This guideline applies during Council's quadrennial elections. It does not apply to by- elections or fresh elections. It applies to all Council representatives. This guideline is to be read and implemented in conjunction with Council's other relevant policies, strategies and documents.

3. REFERENCES

- Local Government Act 2009 (Qld)
- Local Government Electoral Act 2011 (Qld)
- Local Government Regulation 2012 (Qld)

4. DEFINITIONS

Advertising means in reference to section 197(3) of the *Local Government Regulation 2012*; is promoting, for the payment of a fee, an idea, goods or services to the public.

Caretaker Period means the period of time during an an election for the local government in accordance to Section 90A of the *Local Government Act 2009*; that:

- a) starts on the day when the public notice of the holding of the election is given under Section 25(1) of the *Local Government Electoral Act 2011*; and
- b) ends at the conclusion of the election.

Civic Events means a public event that Council initiates, manages and has full responsibility.

Community Events means events including but not limited to media launches, promotional events, community engagement, workshops, dinners, receptions, Mayoral events, awards, invitations to make submissions, local fairs.

Conclusion of Election means the day on which the last declaration of a poll conducted in the election is displayed at the office of the returning officer in accordance with Section 100(2)(a) and

Section 7 of the *Local Government Electoral Act 2011*.

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, including the Mayor.

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

Council Resources means resources that include Council employees, services, information, equipment, printing, photographs, graphic design, public funds, grants, media services, materials published by Council (for example newsletters), hospitality, stationery, property, facilities, website, vehicles, administrative tools, telecommunication devices.

Election material means in accordance to **Section 90D** of the *Local Government Act 2009*; anything able to, or intended to:

- a) influence an elector about voting at an election;
- b) or affect the result of an election.

Election period means in accordance to **Schedule 2** of the *Local Government Electoral Act 2011*; the period:

- a) starting on the day when public notice of the holding of the election is given under **Section 25** of the *Local Government Electoral Act 2011*; and
- b) ending on the close of the poll for the election.

Fresh Election means an election of all Councillors of a local government that is not a quadrennial election in accordance with **Schedule 2** of the *Local Government Electoral Act 2011*

Major Policy Decision means a decision for a local government in accordance to **Schedule 4** of the *Local Government Act 2009* that is:

- a) about the appointment of a chief executive officer of the local government; or
- b) about the remuneration of the chief executive officer of the local government; or
- c) to terminate the employment of the chief executive officer of the local government; or
- d) to enter into a contract the total value of which is more than the greater of the following—
 - i. \$200,000;
 - ii. 1% of the local government's net rate and utility charges as stated in the local government's audited financial statements included in the local government's most recently adopted annual report; or
- e) relating to making or preparing an arrangement, list, plan or register in the way provided under a regulation made under this Act that can be used to establish an exception to obtaining quotes or tenders when entering into a contract; or
- f) to make, amend or repeal a local law; or
- g) to make, amend or repeal a local planning instrument under the Planning Act; or
- h) under the Planning Act, chapter 3, part 3, division 2 on a development application that includes a variation request under that Act if the application proposes to—
 - i. vary the category of development or category of assessment of development; or
 - ii. vary the assessment benchmarks or criteria for accepted development that would apply to development; or
 - iii. facilitate development that would result in a greater demand on infrastructure than the demand anticipated in the local government's local government infrastructure plan; or
- i) under the Planning Act, chapter 3, part 5, division 2, subdivision 2 on a change application under that Act that includes a change to a variation approval if the application is being assessed under

Section 82 of that Act and the application proposes to:

- i. further vary the category of development or category of assessment of development; or
- ii. further vary the assessment benchmarks or criteria for accepted development that would apply to development; or
- iii. facilitate development that would result in a greater demand on infrastructure than the demand anticipated in the local government's local government infrastructure plan.

Section 90C of the Local Government Act 2009- Invalidation of major policy decision in caretaker period without approval

- a) A major policy decision made by a local government during a caretaker period for the local government is invalid to the extent the local government —
 - i. does not have the Minister's approval under **Section 90B** to make the decision; or
 - ii. does not comply with any conditions of the Minister's approval under **Section 90B(4)**.
- b) A contract is void if it is the subject of a major policy decision that is invalid.
- c) A person who acts in good faith in relation to a major policy decision of a local government, or in relation to a contract that is the subject of a major policy decision, but who suffers loss or damage because of any invalidity of the decision under subsection (1) or because the contract is void under subsection (2), has a right to be compensated by the local government for the loss or damage.
- d) The person may bring a proceeding to recover the compensation in a court of competent jurisdiction.

Term of office means a councillor's term accordance with **Section 159** of the **Local Government Act 2009** that starts on:

- a) if the councillor is elected—the day after the conclusion of the councillor's election; or
- b) if the councillor is appointed—the day on which the councillor is appointed.

Section 160 of the Local Government Act 2009 states a councillor's term ends—

- a) if the councillor is elected at a quadrennial election or at a fresh election—at the conclusion of the next quadrennial election; or
- b) if the councillor is elected at a fresh election and a declaration is also made under a regulation—at the conclusion of the quadrennial election after the next quadrennial election; or
- c) if the councillor is elected or appointed to fill a vacancy in the office of another councillor— at the end of the other councillor's term; or
- d) when the councillor's office becomes otherwise vacant.

5. RESPONSIBILITY

The Chief Executive Officer ('CEO') is the principal adviser to Council and all Councillors in relation to the application of the guidelines. The CEO is the final decision-maker in relation to these guidelines.

6. PROCEDURE

6.1. Council and Council Committees

Council and its Committees will continue to meet during the caretaker period for the purpose of making decisions in the public interest. Council will defer making any decisions during the caretaker period which:

- a) could be perceived to unreasonably bind an incoming Council in its operational delivery; or
- b) constitute a major policy decision for which Ministerial approval has not been received.

6.2. Timing and planning

The exact dates of a caretaker period are determined by the Electoral Commission of Queensland ('ECQ').

The Local Government Quadrennial Election will be held on Saturday 16 March 2024. The ECQ advises that nominations open on or about 29 January 2024 and therefore in accordance with Section 90A of the *Local Government Act 2009* and Section 25 of the *Local Government Electoral Act 2011*, the caretaker period will commence on 29 January 2024. The caretaker period will end at the conclusion of the election.

6.3. Prohibition on major policy decisions

Council must not make a major policy decision during a caretaker period. If Council considers that, having regard to exceptional circumstances that apply, it is necessary to make the major policy decision in the public interest, Council shall apply to the Minister for approval to make the decision.

The Minister may give approval if the Minister is satisfied that, having regard to exceptional circumstances that apply, it is necessary for Council to make the major policy decision in the public interest. The Minister's decision may include conditions with which Council must comply.

6.4. Invalidity of major policy decision in caretaker period without approval.

A major policy decision made by Council during a caretaker period is invalid if Council does not have the Minister's approval to make the decision. A contract is void if it is the subject of a major policy decision that is invalid.

A person who acts in good faith in relation to a major policy decision of Council, or in relation to a contract that is the subject of a major policy decision, but who suffers loss or damage because of any invalidity of the decision or because the contract is void, has a right to be compensated by Council for the loss or damage. The person may bring a proceeding to recover the compensation in a court of competent jurisdiction.

6.5. Prohibition on election material

In accordance with Section 90D of the *Local Government Act 2009*, Council representatives shall not publish or distribute election material intending to influence voters using Council resources.

6.6. Use of Council resources during an election period

Councillors are entitled to use Council resources and facilities as outlined in the Expenses Reimbursement for Councillors Policy – Statutory002 until their term of office comes to an end.

Use of Council equipment and resources for election purposes is strictly forbidden. This includes use for electoral purposes of Council vehicles, administrative tools and telecommunication devices as outlined in the Expenses Reimbursement for Councillors Policy – Statutory002.

Councillors are not permitted to affix, or allow to remain affixed, to Council property any sticker, poster, decal or other magnetic or adhesive device that promotes the Councillor as an actual or potential candidate for any election. Any mobile telephone or handheld device provided by Council must not be used by a Councillor for the purposes of promoting that Councillor as an actual or potential candidate for any election.

6.7. Advertising restrictions

Council may continue to advertise during the election advertising period if it meets one or more of the following criteria:

- a) it is required for ongoing business and commercial operation of Council;
- b) it provides essential public information, without which the public would be detrimentally affected;
- c) it is educational, provides information on core Council services, or can demonstrate a clear community benefit; and/or
- d) it has already commenced, or routinely occurs at the same time each year, and meets at least one of the above criteria, or deferring it would have a significant impact on the overall cost and effectiveness of Council and its operations.

Advertising will be limited during the election period. Council's newspaper insert will be produced as usual and will only cover key operational projects and events during this period.

During this period, Council will restrict its advertising to those required to maintain the necessary, customary and routine operations of Council and day to day Council business. Individual Councillors will not be featured in any paid advertising will not be attributed to individual Councillors during the caretaker period.

Care will be taken to ensure that advertising is not construed to be of a political nature.

In accordance with Council adopted Advertising Spending Policy – Statutory047 Council will not, during the period of three (3) months preceding an election of the local government other than a by-election, or during the period after the date of a by-election is advertised until the day of the election:

- a) place advertisements relating to future plans unless, and only to the extent that those plans have been formally adopted by the Council;
- b) advertise the activities of the Council otherwise than in the manner and form it is customary for the Council to advertise its activities;
- c) place advertisements which seek to influence support for particular candidates, groups of candidates or potential candidates in the election; or
- d) bear the cost of advertisements featuring one or more Councillors or containing quotations attributed to individual Councillors.

6.8. Discretionary Funds

In accordance with the Local Government Regulation 2012a Councillor must not allocate discretionary funds to a community organisation for a community purpose or for another community purpose, during the period starting 1 January in the year a quadrennial election must be held and ending at the conclusion of the election.

6.9. Civic and community events

Council representation at civic and community events may continue during an election period, provided the event meets one or more of the following criteria:

- a) it is a planned event endorsed by Council's annual Operational Plan;
- b) it is, or plans to be, routinely held at the same time of year;
- c) it is a commemorative or anniversary event held on or near the anniversary date;
- d) it demonstrates a clear community benefit, or serves an educational or welfare purpose;
- e) it contributes to cultural development, social awareness or sense of community identity; and/or
- f) it is an event to be attended by or on behalf of the Mayor in fulfilling their statutory responsibilities for ceremonial and civic functions, including but not limited to, civic receptions, courtesy calls, hosting guests to the South Burnett.

6.10. Community programs and engagement

Surveys, blogs, invitations to put forward submissions, and other community engagement activities should be avoided during the caretaker period. Community engagement may continue if it is part of an ongoing project that requires the engagement as part of approved programs. Where community engagement has occurred before the caretaker period, but the report has not yet proceeded to Council, results of the consultation will not be provided to Council until the caretaker period has concluded.

6.11. Media

Media releases prepared by the organisation during the caretaker period must be of public interest, relate to day-to-day Council business, and must not be reasonably construed as being for political purposes. In a media release, quotes will be attributed to the CEO or delegate.

During the caretaker period, Council will respond to media enquiries that relate to operational matters only. Media events may continue to be held during caretaker period provided the media event relates to core Council business or an ongoing project and is not used for political purposes.

Councillors may respond to media questions in their individual capacity as a candidate and should distinguish their individual opinion and the majority view of the elected Council. Speeches will not be provided to Councillors during the caretaker period and Councillors are not to seek media notes from Council employees for the purpose of assisting them with their campaign.

During the caretaker period, Council employees will not offer advice, assistance or scheduling to any Councillor in relation to their Councillor column. Any requests for information to assist with columns will be directed through the CEO. Council will retain material placed on the website prior to the commencement of the caretaker period, however this material will be reviewed to ensure that no materials promote individual Councillors.

Councillor profiles on the website will be amended to satisfy legislative statutory requirements.

Updates of Council's website will be limited to the following administrative or operational information of public interest and of a time sensitive nature;

- a) Road work updates or road closures;
- b) Health or emergency warnings;
- c) Material that is purely factual and does not promote Council's decisions;
- d) Updates to existing forms;
- e) Aesthetic changes;
- f) Fixing broken links or repairing web issues; and/or
- g) Compliance with legislative requirements.

Council's website and social media (Facebook, X (formerly known as Twitter), Instagram, YouTube, blogs and the like) hosted or published by Council will carry a notice to exclude political comment. No response will be made to any political comments posted and any such comments will be removed. Content of a political nature posted to Council's social media sites will be removed as will posts which tag Council or mention the organisation. Council employees shall not 're-post', 'post' or 'share' political content during the caretaker period. Council's website will not feature any articles or events which are not approved by the CEO.

6.12. Requests for information by Councillors

All requests for information or advice from Councillors shall continue to be responded to in accordance with the Acceptable Request Guidelines.

6.13. Provision of information to candidates

Requests for information by candidates during the caretaker period will be dealt with as per the process for a member of the public. The process for requesting and providing information will remain the same.

6.14. Councillor Correspondence

The Councillors may continue to correspond with constituents on matters related to Council business during the caretaker period. In responding to correspondence, the Councillors shall not purport to make policy commitments binding the incoming Council.

6.15. Council employees

Council employees shall maintain the normal business activities of Council during the caretaker period. Council employees shall undertake their duties in an appropriate way and take all steps to avoid any real or perceived partisanship in order to protect the organisation's ability to impartially serve any incoming Council following an election. Council employees are not to engage in any activity that is, or could be perceived to be, an electioneering activity for a Council election unless a leave of absence for the duration of the election campaign is granted in accordance with Council's normal leave processes. Any Council employee proposing to stand as a candidate for the election must be absent on leave from their nomination during the entire election period.

6.16. Compliance

Failure to comply with these guidelines, and with the policies and procedures, may constitute inappropriate conduct, misconduct, or official misconduct and shall be dealt with as follows:

- a) official misconduct shall be referred to the Crime and Corruption Commission;
- b) breaches by Council **employees** shall be managed under the **Employee Code of Conduct - Statutory011** ; and
- c) breaches by Councillors shall be managed under the conduct and performance obligations of the *Local Government Act 2009*.

7. RELATED DOCUMENTS

South Burnett Regional Council Advertising Spending Policy – Statutory047

South Burnett Regional Council Acceptable Requests Guidelines – Statutory004

South Burnett Regional Council Employee Code of Conduct – Statutory011

South Burnett Regional Council Expenses Reimbursement for Councillors Policy – Statutory002

South Burnett Regional Council Councillor**Expenses Claim** Form

8. NEXT REVIEW

As prescribed by legislation or December 2027

9. VERSION CONTROL

Version	Revision Description	Approval Date	ECM Reference
1	Development of procedure	15 January 2020	2656875
2	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2656875
3	Review of procedure		2656875

Mark Pitt PSM

CHIEF EXECUTIVE OFFICER

Date:

7.3 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL ASSET MANAGEMENT POLICY - STRATEGIC014

File Number: 06-Dec-2023

Author: General Manager Finance and Corporate

Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Asset Management Policy – Strategic014.

SUMMARY

South Burnett Regional Council ('Council') has developed this policy to enable Council to effectively manage assets to maximise their value to Council to achieve its corporate objectives.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Asset Management Policy – Strategic014 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 2023/2024	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 Asset Management Policy – Strategic014 has been reviewed by Manager Infrastructure Planning, Coordinator Asset Management and Strategic Asset Management Accountant.

The Draft South Burnett Regional Council Asset Management Policy – Strategic014 was then presented at the Senior Leadership Team Meeting held on 14 November 2023 for endorsement to the Liveability, Governance and Finance Standing Committee. For the purposes of this report, fundamental changes to the current policy are identified within the draft policy as text highlighted in yellow.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Code of Conduct for Councillors in Queensland

Local Government Act 2009 (Qld)

Local Government Electoral Act 2001 (Qld)

Local Government Regulation 2012 (Qld)

Public Interest Disclosure Act 2010 (Qld)

Public Service Commission Directive No. 22/09 Gifts and Benefits

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

The purpose of the policy is to set guidelines for implementing consistent asset management practices throughout South Burnett Regional Council.

Council's sustainable service delivery objectives will be met by ensuring adequate provision is made for the long-term planning, financing and lifecycle management of assets. This policy was last reviewed on 12 June 2019.

ATTACHMENTS

1. Draft Asset Management Policy - Strategic014



POLICY CATEGORY - NUMBER: Strategic014
POLICY OWNER: Infrastructure Planning
ECM ID: 2606416
ADOPTED:

Asset Management 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

1. POLICY STATEMENT	1
2. SCOPE	1
3. GENERAL INFORMATION	1
4. DEFINITIONS	3
5. LEGISLATIVE REFERENCE	4
6. RELATED DOCUMENTS.....	4
7. NEXT REVIEW	4
8. VERSION CONTROL	4

1. POLICY STATEMENT

The purpose of this policy is to set guidelines for implementing consistent asset management practices throughout South Burnett Regional Council ('Council').

2. SCOPE

This policy applies to all Council representatives and includes entities over which Council has direct ownership, management and/or financial control.

This policy applies to all Council departments, employees and contractors.

The objectives of this policy are to effectively manage assets to maximise their value to Council in terms of achieving its corporate objectives by:

- ensuring that services and infrastructure are provided in a financially sustainable manner, with the appropriate levels of service to customers and the environment;
- safeguarding infrastructure assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets;
- creating an environment where all employees take an integral part in overall management of infrastructure assets by creating and sustaining an asset management awareness throughout Council by training and development;
- meeting Council's legislative and regulatory requirements for asset management;
- ensuring resources and operational capabilities are identified and responsibility for asset management is allocated; and
- demonstrating transparent and responsible asset management practices that align with good industry practice.

3. GENERAL INFORMATION

The objectives of this policy are to effectively manage assets to maximise their value to Council in terms of achieving its corporate objectives by:

- ensuring that services and infrastructure are provided in a financially sustainable manner, with the appropriate levels of service to customers and the environment;
- safeguarding infrastructure assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets;

- creating an environment where all employees take an integral part in overall management of infrastructure assets by creating and sustaining an asset management awareness throughout Council by training and development;
- meeting Council's legislative and regulatory requirements for asset management;
- ensuring resources and operational capabilities are identified and responsibility for asset management is allocated; and
- demonstrating transparent and responsible asset management practices that align with good industry practice.

The roles and responsibilities in relation to this policy are as per below:

- Councillors adopt the policy and provide leadership and stewardship of asset management principles and long-term planning;
- the Chief Executive Officer has overall responsibility for developing asset management business processes, systems, organisational policies and procedures and reporting on the status and effectiveness of asset management within Council;
- General Managers and Managers are responsible for developing asset management plans, implementing asset management business processes, systems, organisational policies and procedures. They will form the base of the Asset Management Steering Group, with input from other employees as required;
- employees with management or supervisory responsibilities will be held accountable for the management of assets within their areas of responsibility as determined under the asset management plans;
- employees will be tasked based on the relevant Core Asset Management Plans and will be responsible for the timely completion of allocated activities.

Asset management practices impact directly on the core business of Council and appropriate asset management is required to achieve our strategic service delivery objectives.

Adopting asset management principles will assist in achieving our organisational objectives, including Council's Strategic Long Term Plan and long-term financial objectives.

Sustainable service delivery ensures that services are delivered in a socially, economically and environmentally responsible manner in such a way that does not compromise the ability of future generations to make their own choices.

Sound asset management practices enable sustainable service delivery by integrating customer values, priorities and an informed understanding of the trade-offs between risks, costs and service performance.

3.1. Principles

Council's sustainable service delivery objectives needs will be met by ensuring adequate provision is made for the long-term planning, financing and lifecycle management of assets by:

- ensuring that Council's capital assets are provided in a manner that respects financial, cultural, economic and environmental sustainability;
- meeting all relevant legislative and regulatory requirements;
- demonstrating transparent and responsible asset management practices that align with good industry practices; and
- implementing sound Asset Management Plans ('AMPs') and strategies and providing sufficient financial resources to accomplish these them by:
 - completing AMPs for all major asset/service areas; asset management plans will be completed for all major asset / service areas;
 - incorporating expenditure projections from AMPs into Council's long term financial plan; expenditure projections from Asset Management Plans will be incorporated into Council's Long Term Financial Plan;

- **conducting** regular and systematic reviews ~~will be applied~~ to all **AMPs asset plans** to ensure that assets are ~~managed, managed~~, valued and depreciated in accordance with appropriate best practice;
- **conducting** regular inspections ~~will be used~~ as part of the **AMP-asset management process** to ensure agreed service levels are maintained and to identify asset renewal priorities;
- **ensuring** asset renewals ~~required to~~ meet agreed service levels and ~~are identified identified~~ in adopted **AMPs. asset management plans**. ~~Where when~~ applicable, long term financial plans, will form the basis of annual budget estimates with the service and risk consequences of variations in defined asset renewals and budget resources documented;
- **reporting on** future life cycle costs will be ~~reported and~~ considered in all decisions relating to new services and assets and upgrading of existing services and assets;
- determining future service levels with associated delivery costs ~~will be determined~~ in consultation with the community;
- ensuring necessary capacity and other operational capabilities are provided and asset management responsibilities are effectively allocated;
- creating a corporate culture where all **Council representatives employees** play a part in overall care for Council's assets by providing necessary awareness, training and professional development; and
- providing **the community those we serve** with services and levels of service for which the community are willing and able to pay.

4. DEFINITIONS

Asset means an item or entity that has potential or actual value to an organisation. The value will vary between different organisations and their stakeholders and can be tangible or intangible and financial or non-financial.

Asset Lifecycle means the stages involved in the management of an asset.

Asset Management means the coordinated activity of an organisation to realise value from its assets.

Asset Management Plan means a long-term plan that outlines the asset activities and programmes for each service area and resources applied to provide a defined level of service in the most effective way.

Asset Management System means ~~the management system for asset management whose function it is to establish the asset management policy and asset management objectives.~~

Capital Renewal means expenditure on an existing asset, which returns, restores, rehabilitates the service potential or the life of the asset up to that which it had originally. As it reinstates existing service potential, it has no impact on revenue, but may reduce future operating and maintenance expenditure if completed at the optimum time, for example, resurfacing or resheeting a material part of a road network, replacing a material section of a drainage network with pipes of the same capacity, resurfacing an oval.

Capital Upgrade means expenditure, which enhances an existing asset to provide a higher level of service or expenditure that will increase the life of the asset beyond that which it had originally. It will increase operating and maintenance expenditure in the future because of the increase in the council's asset base, for example, widening the sealed area of an existing road, replacing drainage pipes with pipes of a greater capacity, enlarging a grandstand at a sporting facility.

New means expenditure which creates a new asset providing a new service to the community that did not exist beforehand. As it increases service potential it may impact revenue and will increase future operating and maintenance expenditure.

5. LEGISLATIVE REFERENCE

Australian Accounting Standards

ISO 55001 Strategic Asset Management

ISO 55002 Asset Management

~~International Asset Management Standards ISO 55001, 55002, 55003~~

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

~~Local Government 2012 Financial Sustainability Guidelines~~

6. RELATED DOCUMENTS

South Burnett Regional Council Corporate Risk Management Policy – Statutory020

South Burnett Regional Council Debt Policy 2023/2024 – Statutory010

South Burnett Regional Council Disposal of Assets Policy – Statutory008

South Burnett Regional Council Environmental Sustainability Policy – Statutory074

South Burnett Regional Council Financial Sustainability Policy – Statutory070

7. NEXT REVIEW

As prescribed by legislation or December 2025

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	26 June 2009	2606416
2	Review of policy	12 June 2019	2606416
3	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2606416

Mark Pitt PSM

CHIEF EXECUTIVE OFFICER

Date:

7.4 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL CORPORATE CREDIT CARD POLICY - STATUTORY031

File Number: 06-Dec-2023

Author: General Manager Finance and Corporate

Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Corporate Credit Card Policy – Statutory031.

SUMMARY

South Burnett Regional Council ('Council') has developed this policy to enable Council to effectively manage assets to maximise their value to Council to achieve its corporate objectives.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Corporate Credit Card Policy – Statutory031 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 2023/2024	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 Corporate Credit Card Policy – Statutory031 has been reviewed by Manager Finance & Sustainability.

The Draft South Burnett Regional Council Corporate Credit Card Policy – Statutory031 was then presented at the Executive Leadership Team Meeting held on 30 November 2023 for endorsement to the Liveability, Governance and Finance Standing Committee. For the purposes of this report, fundamental changes to the current policy are identified within the draft policy as text highlighted in yellow.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Code of Conduct for Councillors in Queensland

Local Government Act 2009 (Qld)

Local Government Electoral Act 2001 (Qld)

Local Government Regulation 2012 (Qld)

Public Interest Disclosure Act 2010 (Qld)

Public Service Commission Directive No. 22/09 Gifts and Benefits

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

The purpose of the policy is to set guidelines for purchasing and paying of items using Corporate Credit Cards in accordance with Council's Procurement Policy.

This Policy applies to all Council representatives who are provided with a Council Corporate Credit Card. This policy was last reviewed on 27 April 2022.

ATTACHMENTS

- 1. South Burnett Regional Council Corporate Credit Card Policy - Statutory031**



POLICY CATEGORY - NUMBER: Statutory031
POLICY OWNER: Finance & Sustainability

ECM ID: 2608078
ADOPTED:

Corporate Credit Card 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

1. POLICY STATEMENT.....	1
2. SCOPE	1
3. GENERAL INFORMATION	1
4. DEFINITIONS.....	2
5. LEGISLATIVE REFERENCE.....	2
6. RELATED DOCUMENTS	2
7. NEXT REVIEW.....	3
8. VERSION CONTROL.....	3

1. POLICY STATEMENT

South Burnett Regional Council has developed this policy to set guidelines for purchasing and paying of items using corporate credit cards in accordance with Council's Procurement Policy.

2. SCOPE

This policy applies to all Council representatives who are provided with a Council corporate credit card.

3. GENERAL INFORMATION

Corporate credit cards may be issued to Council representatives where it is deemed the facility is necessary and provides the most effective means of meeting commitments incurred in the course of Council business.

A corporate credit card will be made available to the Mayor upon resolution of Council. The corporate credit card should only be used for extraordinary business expenses directly related to the Mayor attending to Council's business, pursuant to Council's Expenses Reimbursement Policy for Councillors.

3.1. Allocation and financial delegation

Corporate credit card allocation is approved by the Manager Finance & Sustainability. The approval will stipulate that the corporate credit card must be utilised for general work purposes only.

Corporate credit card limits must be within the cardholder's financial delegation and limited to those areas and budgets for which the delegated officer has responsibility.

All corporate credit card purchases must comply with Council's policies and procedures. If a Council employee requires an increase to corporate credit card limits, approval must be granted by the relevant General Manager and Manager Finance & Sustainability or in the case of a General Manager requesting the increase, the Chief Executive Officer and delegations adjusted accordingly.

3.2. Appropriate uses of corporate credit cards

Corporate credit cards are to be used for purchases where it is the most efficient procurement option. Corporate credit cards may be used for:

- travel and accommodation bookings;

- online purchases;
- one-off purchases; and
- goods and services of relatively low value.

Corporate credit cards must not be used for:

- obtaining cash;
- purchase of weapons or explosives;
- payment of any private expenditure including the payment of travel expenditure for accompanying partners on business trips. Approval may be given for expenditure of this nature at the discretion and prior approval from the CEO.

3.3. Responsibilities of corporate credit cardholders ('cardholder')

The cardholder will ensure that:

- the corporate credit card is used for official Council business only in accordance with this policy and Corporate Credit Card Procedure and does not exceed their delegated authority;
- every transaction processed through the corporate credit card is authorised by the cardholder or investigated if unauthorised;
- a valid tax invoice is collected for all transactions;
- ensure that the limit on the corporate credit card is not exceeded;
- the corporate credit card is stored safely and securely at all times;
- in the event a tax invoice is lost or misplaced, unable to be provided, a Statutory Declaration stating facts will be acceptable;

3.4. Cancellations

If a cardholder resigns or employment is terminated; the cardholder must return the corporate credit card to the Manager Finance & Sustainability for cancellation.

Where a cardholder does not comply with the requirements of this policy, the corporate credit card may be cancelled. Any potential fraudulent misuse of the corporate credit card will result in the cancellation of the card immediately and an investigation undertaken where disciplinary action will be taken.

4. DEFINITIONS

Corporate Credit Card means corporate credit cards arranged and paid for (card fees and transactions) by South Burnett Regional Council for business use.

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

Cardholder means a Council representative who has been issued with a Council corporate credit card.

Valid Tax Invoice means an invoice satisfying the requirements of *A New Tax System GST Act 1999* (Cth).

Minor Purchase means purchasing goods and services of relatively low value.

5. LEGISLATIVE REFERENCE

A New Tax System GST Act 1999 (Cth)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Corporate Credit Card Procedure – Procedure09South Burnett Regional Council Procurement Policy – Statutory007

South Burnett Regional Council Fraud and Corruption Prevention Management Policy – Statutory021

South Burnett Regional Council Employee Code of Conduct Policy – Statutory011

South Burnett Regional Council Gifts and Benefits Policy – Strategic002

South Burnett Regional Council Expenses Reimbursement for Councillors Policy – Statutory002

7. NEXT REVIEW

As prescribed by legislation or November 2025.

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	17 July 2019	2608078
2	Review of policy	20 October 2021	2608078
3	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2608078
4	Review of policy		2608078

Mark Pitt PSM

CHIEF EXECUTIVE OFFICER

Date:

7.5 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL INFORMATION PRIVACY POLICY - STATUTORY038

File Number: 06-Dec-2023

Author: General Manager Finance and Corporate

Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Information Privacy Policy – Statutory038.

SUMMARY

South Burnett Regional Council ('Council') has developed this policy to enable Council to effectively manage assets to maximise their value to Council to achieve its corporate objectives.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Information Privacy Policy – Statutory038 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 2023/2024	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 Information Privacy Policy – Statutory038 has been reviewed by Manager Corporate, Governance & Strategy.

The Draft South Burnett Regional Council Information Privacy Policy – Statutory038 was then presented at the Executive Leadership Team Meeting held on 30 November 2023 for endorsement to the Liveability, Governance and Finance Standing Committee. For the purposes of this report, fundamental changes to the current policy are identified within the draft policy as text highlighted in yellow.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Code of Conduct for Councillors in Queensland

Local Government Act 2009 (Qld)

Local Government Electoral Act 2001 (Qld)

Local Government Regulation 2012 (Qld)

Public Interest Disclosure Act 2010 (Qld)

Public Service Commission Directive No. 22/09 Gifts and Benefits

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

The purpose of the policy is to protect the privacy of individuals by ensuring that the collection, use, disclosure, and handling of information complies with the *Information Privacy Act 2009*.

This Policy applies to all personal information held by Council. This policy was last reviewed on 27 April 2022.

ATTACHMENTS

- 1. South Burnett Regional Council Information Privacy Policy - Statutory038**



POLICY CATEGORY - NUMBER: Statutory038
POLICY OWNER: Corporate, Governance & Strategy
ECM ID: 2599230
ADOPTED:

Information Privacy 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

1. POLICY STATEMENT	1
2. SCOPE	1
3. GENERAL INFORMATION	1
4. DEFINITIONS	2
5. LEGISLATIVE REFERENCE	2
6. RELATED DOCUMENTS.....	2
7. NEXT REVIEW	2
8. VERSION CONTROL	2

1. POLICY STATEMENT

South Burnett Regional Council ('Council') protects the privacy of individuals by ensuring that the collection, use, disclosure, and handling of all personal information complies with the *Information Privacy Act 2009* ('Act') and other relevant legislation.

2. SCOPE

This policy applies to all personal information held by Council. All Council representatives are responsible for ensuring this policy is adhered to.

3. GENERAL INFORMATION

The protection of personal information, which can identify an individual, is a matter of significance and Council will handle personal information in accordance with the Act and comply with the Information Privacy Principles ('IPP') contained in the Act.

Council collects and retains information about individuals for the purpose of conducting Council business and for the provision of services to the community.

Council will not collect sensitive personal information about an individual unless:

- consent is provided by the individual;
- collection is required by law;
- collection is necessary to prevent or lessen a serious threat to life, health, safety, or welfare of an individual; or
- collection is necessary for the establishment, exercise, or defence of a legal or equitable claim.

Council may, if practicable and lawful, offer individuals the option of not identifying themselves when entering into transactions with Council. The individual will be advised that Council's ability to respond, act and/or provide a requested service may be limited.

Personal information is only disclosed after written consent from the individual is obtained and for the purposes stated in the collection notice.

Individuals have the right to request a copy of their personal information and to ask for documents to be amended if they are inaccurate. If an individual is not satisfied with the manner in which Council has handled their request for access to their personal information, they may lodge a formal complaint under Council's Complaint Management Policy.

4. DEFINITIONS

Access means **providing** an individual with **their** personal information held by the Council. This may include allowing that individual to inspect personal information or to obtain a copy of the personal information.

Collection means the gathering, **acquiring**, or obtaining of personal information from any source and by any means, including information that Council has come across by accident or has not asked for.

Consent means the voluntary agreement to some act, **practice**, or purpose.

Council representative means Councillors, employees, consultants, contractors, apprentices, trainees and work experience students and volunteers.

Disclosure means the release of personal information to persons or organisations outside the Council (third parties). It does not include giving individuals personal information about themselves.

Individual means a natural living person (entities and deceased persons do not have personal information).

Personal information means information or an opinion, including information or an opinion forming part of a database, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion (as defined by the Act).

Sensitive information means information or an opinion about an individual's:

- racial or ethnic origin;
- political opinions;
- membership of a political association, a professional or trade association or a trade union;
- religious beliefs or affirmations;
- philosophical beliefs;
- sexual preferences or practices;
- criminal record; or
- health.

Use means the handling of personal information within Council including the inclusion of personal information in a publication.

5. LEGISLATIVE REFERENCE

Local Government Act 2009 (Qld)

Information Privacy Act 2009 (Qld)

Right to Information Act 2009 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Complaint Management Policy – Statutory040

South Burnett Regional Council Employee Code of Conduct – Statutory011

7. NEXT REVIEW

As prescribed by legislation or

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of Policy	16 September 2010	2599230
2	Review of Policy	14 December 2016	2599230

3	Review of Policy	12 June 2019	2599230
4	Review of Policy – Resolution 2021/98	25 August 2021	2599230
5	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2599230
6	Review of Policy		2599230

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

7.6 AMENDMENT OF FEES AND CHARGES 2023-24 - MCCAULEY WEIR

File Number: 06-12

Author: Manager Corporate, Governance and Strategy

Authoriser: Chief Executive Officer

PRECIS

Amendment to South Burnett Regional Council's Fees and Charges to include a key deposit for the use of McCauley Weir.

SUMMARY

On 14 December, 2022, Council resolved to open the McCauley Weir for access by the general public on a trial basis for six months. The resolution detailed the terms and conditions with access being restricted to those who obtain a key from Council and pay a key deposit. Council's fees and charges need to be amended to include a charge for the key deposit.

OFFICER'S RECOMMENDATION

That the committee recommend to council:

That the 2023/24 Fees and Charges be amended to include the following:

1. McCauley Weir– Key Deposit of one hundred dollars (\$100) which is refundable on the return of the key subject to the terms and conditions of use.
2. That the amended fees take effect as of 1 January 2024.

FINANCIAL AND RESOURCE IMPLICATIONS

South Burnett Regional Council's (SBRC) Customer Service Officers, in the Nanango Office, will be responsible for the distribution and collection of keys from customers.

LINK TO CORPORATE/OPERATIONAL PLAN

OPL/04 Provide well planned and maintained open space, parks and rail trails network to meet the recreation and social needs of the community

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Council's Infrastructure, Liveability and Corporate Governance and Strategy departments have had ongoing discussion to enable the opening of the McCauley Weir to the public for a trial period of six months.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

The charge of a key deposit must be included in Council's fees and charges for the 2023-24 year for the trial period.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Council will adhere to all policy and local laws in the implementation of the

ASSET MANAGEMENT IMPLICATIONS

The opening of McCauley Weir to the public bear the cost of the additional asset management to open the area to the public, including the approved expense to improve the road to the weir, preparation of, and ongoing maintenance of the site.

REPORT

Council resolved to open the McCauley Weir to the public for a trial period of twelve months on the conditional basis.

A charge for the key deposit will be one hundred dollars (\$100) and needs to be included in Council's fees and charges.

ATTACHMENTS

- 1. Council Resolution - Macauley Weir Water Reserve**



MINUTES

**Ordinary Council Meeting
Wednesday, 14 December 2022**

Attendance:

At 10:23 am, Cr Kirstie Schumacher left the meeting.

At 10:26 am, Cr Danita Potter left the meeting.

At 10:26 am, Cr Kirstie Schumacher returned to the meeting.

At 10:28 am, Cr Danita Potter returned to the meeting.

At 10:29am, Manager Finance and Sustainability Kerri Anderson left the meeting via teams link.

At 10:30am, Manager Finance and Sustainability Kerri Anderson returned to the meeting via teams link.

9.3 NOTICE OF MOTION - MCCAULEY WEIR WATER RESERVE

MOTION

Moved: Cr Jane Erkens

Seconded: Cr Danita Potter

South Burnett Regional Council grant the community access to the McCauley Weir Water Reserve for a 6-month trial (subject to a road safety audit and insurance review) with the following conditions:

1. The gate remains locked with a council padlock in place. The residents who use the road be issued with one key.
2. Residents who wish to have more keys are given permission for council's locksmith to have them cut at their expense and council keep a register of keys issued.
3. 10 keys then be available to the public to allow them access to the Weir Reserve. A deposit of \$100 to be refunded when key is returned. Not to be held for any longer than 2 days.
4. Those people who wish to obtain a key for access are given an agreement to sign acknowledging;
 - 1) that they will drive to the conditions of the road,
 - 2) they agree to take all rubbish away and leave nothing there,
 - 3) they agree they need to make their own arrangements for toileting
 - 4) Dogs must be kept under control.
 - 5) No fuel motors on the water
 - 6) Keep to the roads
 - 7) No four-wheel driving off road
 - 8) No motor bikes off the road
 - 9) Further conditions to be added as identified during the trial.

MOTION

RESOLUTION 2022/279

Moved: Cr Gavin Jones

Seconded: Cr Danita Potter

Ordinary Council Meeting Minutes

14 December 2022

That Item 9.3 Notice of Motion – McCauley Weir Water Reserve lay on the table subject to a road safety audit and insurance review report being brought back to a meeting in early 2023.

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

Against: Nil

CARRIED 7/0**Attendance:**

At 10:53am, Manager Facilities and Parks Leanne Petersen returned to the meeting.

9.4 NOTICE OF MOTION - CORONATION DRIVE MURGON

RESOLUTION 2022/280

Moved: Cr Kathy Duff

Seconded: Cr Gavin Jones

That Council requests the relevant Council Manager meet with the Management Committee of the Murgon Business and Development Association and the Divisional Councillor to address the median strips in Coronation Drive before the Christmas break.

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

Against: Nil

CARRIED 7/0**MOTION**

RESOLUTION 2022/281

Moved: Cr Brett Otto

Seconded: Cr Kathy Duff

That Item 9.9 – Notice of Motion – Murgon Swimming Pool be escalated to be dealt with as the next item on the agenda.

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

Against: Nil

CARRIED 7/0**9.9 NOTICE OF MOTION - MURGON SWIMMING POOL**

RESOLUTION 2022/282

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

Page 11

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

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

File Number: 06-12-2023

Author: Manager Community & Lifestyle

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.

2023 South Burnett Regional Youth Council

In November, the South Burnett Regional Youth Council held their monthly meeting. During the meeting the youth Council reviewed the community consultation feedback for the Arts, Culture and Heritage Strategic Plan. This feedback will be provided to the Arts Culture Heritage Committee to include in their recommendations. The Youth Council would like to design a Youth Webpage. This will be put on the agenda for the Council to work on in 2024. Youth Council nominations will be called in January 2024. Some members of the Council have nominated to carry over for another year. The first meeting in for the new year will be held in February 2024.

Black Summer Bush Fire Grant

2023 Connect and Grow Scholarships

South Burnett Regional Council has committed to provide support for ten community members who reside in the South Burnett to complete a Cert III in Health Services Assistance through the Rural Medical Education Australia's Kingaroy Clinical Training Centre. Connect and Grow Scholarships is a proactive and community orientated approach to address our community's health care challenges. With an aim to develop a capable and sustainable local health workforce, through upskilling community members that already reside in the areas of need with the health sector. Applications for scholarships close 30 November 2023.

Health & Community Wellbeing Expo '23

The South Burnett Regional Council proudly hosted the annual Health and Community Services Expo '23 at the Kingaroy Town Hall on Thursday, 23rd November. This expo is aimed at providing an opportunity for our community members to explore and connect with the many organisations that offer services across the South Burnett Region. This year the expo attracted 39 exhibitors from across the region. This event attracted community members from across the region. Council also hosted a meet and greet with support from Head to Health and Darling Downs and West Moreton PHN event after the expo to give stakeholders an opportunity to network, which attracted 58 participants.

My Community Directory

South Burnett Regional Council is excited to deliver My Community Directory. This platform provides information about local services, groups, clubs and events to people within our region. The platform incorporates a Community Directory, Diary and provides access to the community through the My Community App. This platform will provide Council with increased capacity to provide better connection to services and events to people within the South Burnett community. My Community Directory enables community groups, clubs, not-for-profits, and essential service providers to list their information and events for free. Once registered, organisations will be able add detailed descriptions of what their organisation does, list upcoming events, advertise for volunteers and provide links to their website and social media platforms.

Library Services:

South Burnett Libraries and Child Health

On Tuesday 14 November, library staff attended the Child Health Clinic located at the front of the Kingaroy Hospital as the health nurses hosted an Expo Day to launch new screening equipment. Staff met with a number of new families who will hopefully visit the library in the new year as a result of the partnership with Child Health.

School Holiday Activities | 9 December 2023 - 21 January 2024

South Burnett Libraries will once again be hosting school holiday activities during the summer break with several in-house sessions planned at each branch. Our libraries will also have take-home craft packs available, so families are encouraged to drop in and see what's available to keep holiday boredom at bay!

Christmas Carnival Save the Date!

Thursday 14 December 2023

Library staff will join in the Christmas cheer by being a part of the annual Kingaroy Christmas Carnival event on Thursday 14 December 2023. The library will have some lucky raffle prizes, a Christmas craft and as an extra treat the Kingaroy Library will be open until 7.00pm for families to browse and choose some books and movies for the festive season.

Expressions of Interest for Social Groups

Our six library branches are always looking to provide a welcoming space for social groups such as card players, bridge players and puzzle and board game enthusiasts. Those interested in starting a group are encouraged to chat with library staff about how we can help get like-minded people together for some social interaction.

Sustainable Solutions for Community Members

South Burnett Libraries will be partnering once again with South Burnett Sustainable Future Network to provide information workshops in 2024 to help us kick some sustainability goals. Follow us on Facebook and Instagram to keep up to date with what's happening.

Movie Madness in December

Community members are invited to come along to the Kingaroy Library on Saturday mornings in December to get your Christmas flick fix! We will be showing a festive flick on 2, 9 and 16 December from 9.30am so BYO pillow, snacks and blanket to be extra comfy! See you there!

ATTACHMENTS

1. Angel Knitters & Crocheters Group

ANGEL KNITTERS & CROCHETERS GROUP

Our Vision: To provide a network group for residents of the South Burnett to meet and enjoy fellowship while creating and producing handcrafted items for donation to charities and disadvantaged groups.

Aims of our Group:

- ♥ To provide a pleasant caring inclusive environment for all participants to share their time and talents.
- ♥ To provide a setting to encourage companionship, fellowship and a friendly training and learning environment.
- ♥ To accept donations of yarn, and all handcrafted items with gratitude and thankfulness.
- ♥ To provide some yarn (where possible) for members use to create items for charities and disadvantaged groups.
- ♥ Treat all participants with dignity and respect and acknowledge them for their time, talents and donations.
- ♥ To be welcoming to all members of the community.

DONATIONS & RAISING FUNDS: We gratefully accept donations and occasionally raise money to buy yarns. These yarns are then passed onto members to be turned into practical items for donation to charities and disadvantaged groups. Refunds to individual persons for any yarns purchased is not practical or acceptable (unless previously approved by our committee).

YARN: Any yarn utilised from Angel Knitters & Crocheters supplies must be returned to Angels as a finished item or returned for reuse. The group cannot always meet members' needs for a specific yarn for an item, therefore you are most welcome to donate yarn and item. The yarn and items made will be donated to one of the many charity groups at the executive's discretion.

WHAT ITEMS DO WE NEED?: It is not intended for members to fill a quota of any kind and there is no obligation to supply any amounts to any charities or organisation. Some organisations do contact us and request specific items and we try to accommodate those requests. **It is for each one of us to choose what we enjoy creating. Make what you enjoy! PLEASE Have fun and feel accomplished!**



Angel Knitters is equally about sharing, companionship, friendship, & learning new things as well as supporting each other, charities and disadvantaged groups.



Angel Knitters & Crocheters Group

Sharing companionship, time and talents to benefit our local and wider communities



South Burnett Angel Knitters & Crocheters Group is a happy group of crafters who have the desire to use their time and talents, either knitting or crocheting, to benefit our local and wider communities.

Meets on the 4th Thursday of the month

at the Kingaroy Library

41 Glendon Street, Kingaroy

9am to 12pm

We would love you to join us!

If you want to learn how to knit or crochet, we can help. With members who have many years' experience, there's no pupil too hard to teach!

♥ We value friendship, inclusiveness, respect, sharing and caring and giving ♥



Contacts:

Christine Box - 0400 670 104

Robyn Cobby - 0415 787 913

Rhonda Merton - 0458 662 393



OUR PROJECTS INCLUDE:

Buddy Owls & Buddy Bears – cuddly toys for doctors' surgeries; Ambulance and LifeFlight Rescue; QML; Hospitals; Police etc.; **Blankets** for foster children in the South Burnett; **blankets, jumpers and beanies** for the homeless both in our area and further afield; **beanies**, socks, blankets, mittens, jackets, cocoons and small shrouds for **new-born, preemie, extreme preemie and still-born babies**; blankets and jumpers for **overseas**; bed socks, scarves, beanies, shawls, blankets and **'knitted knockers'** for **adults and children going through cancer treatments**; jelly bean socks, shawls, and knee rugs for the **elderly** in aged care; items for children in **orphanages in New Guinea, Zimbabwe and Thailand** and local foster children at **Christmas**; items for women and their children at **Women's Shelters** (helping survivors of domestic violence to rebuild and repair by bringing hope and restoring faith); and blankets, beanies, scarfs & bed socks for our local **Centacare & Uniting Care**; cotton (reusable) bandages for leprosy patients; items for **animal welfare** through the RSPCA and wildlife rescue and items for **raffles** to Cancer Support, the local RSL, Lifeflight Helicopter Rescue Service, Flying Doctors to name a few!

OUR PROJECTS EXPLAINED:

FOSTER CHILDREN – CTC Foster Parent Partners Program: Every child who goes into care in the South Burnett receives a knitted or crocheted blanket to keep.

THE HOMELESS:

Larger blankets, scarves, beanies, gloves, fingerless gloves, mittens & jumpers are made for the homeless. *Please remember, "the homeless" includes children as well as adults.*

LIFELIGHT (helicopter rescue) & AMBULANCE:

The paramedics, nurses and doctors involved in the care of children and adults in serious crises appreciate being able to give these people a rug or a Buddy Owl or Bear.

BABIES: We provide baby items for many hospitals so that babies can go home with a hand-made item. We knit and crochet tiny clothes, pockets/cocoons and small shrouds for extreme preemies (and for those who do not survive).

MISSION WITHOUT BORDERS: <http://www.mwb.org.au/>
<http://www.mwb.org.au/get-involved/operation-cover-up/knitting-patterns/>

All our heavy, thick knitted & crocheted items suitable for the extreme cold of the eastern bloc countries usually go to Missions without Borders for distribution.

CHRISTMAS PROJECT: Knitted and crocheted toys made by our members throughout the year are donated to local foster children, children in hospital and to children around the world through 'Operation Christmas Child – Shoebox Project' at Christmas.

NEW GUINEA:

Baby Jackets & Beanies & socks & Blankets are sent for babies in the New Guinea highlands. UNICEF stated hypothermia contributed significantly to 60-80% of newborn deaths & figures show PNG's child and maternal death rates are the highest in the Oceania.

BUDDY OWLS & BUDDY BEARS:

Comforting and healing children, one buddy at a time! Buddy Owls & Bears are given out to people (usually children) who are going through painful, distressing, stressful or traumatic experience. The buddies' are donated to hospitals, emergency services, QML, Doctors Surgeries who give them to patients suffering any trauma to provide calming, reassurance and distraction.

CANCER PATIENTS: We knit & crochet items for adults & children undergoing treatment for all types of cancer including **"Knitted Knockers"** (breast prosthesis) made with 100% soft cotton yarn for mastectomy patients.

AGED CARE:

Aged Care practitioners have found the jellybean bed socks are the best for their residents as the socks stay on because of the unique style. We also supply knee rugs and shawls.

KINGAROY HOSPITAL: 'Buddy Owls' & 'Buddy Bears'; Baby Blankets, Beanies & clothes go to our hospital.

WOMENS SHELTERS:

Baby Items, Bed Socks, Blankets, Jumpers, Beanies and Bags (for toiletries) are supplied to support women and children escaping domestic violence in Women's Shelters. *A group of community volunteers work together helping survivors of domestic violence to rebuild and repair by bringing hope and restoring faith. Items are supplied via contacts at shelters on an as needs basis.*

CENTACARE (Local and Queensland) & UNITING CARE:

Blankets, beanies, scarves, bed socks, jumpers and baby items are items appreciated especially during winter months.

HAMLIN FISTULA CLINIC IN ETHIOPIA & SYDNEY SHOP:

<http://hamlin.org.au/about/> Patients at this hospital receive a hand knitted or crocheted blanket which becomes a treasured possession for the women and girls. Modern, trendy and exceptionally nice items are sent to Sydney for sale in the Hamlin shop to help raise funds to cover the entirely free services provided by the Fistula Clinic. Items can include fancy beanies, elaborate tea cosies, modern baby items, etc. *NOTE: The Fistula organisation has advised that at present they have sufficient blankets in stock and will advise when they require more.*

PAKISTAN:

Items are sent to Pakistan (via travellers) to assist the underprivileged and disadvantaged.

BANDAGES:

Bandages knitted from 100% cotton are sent to Nigeria & the Solomon Islands for leprosy patients. These are made in all colours & are able to be washed & reused.

ORPHANGES: A variety of items are sent to orphanages in Zimbabwe and Thailand usually taken for us by travellers and missionaries.

ANIMAL WELFARE: We donate blankets and coats and animal 'pouches' for animals at RSPCA and Wildlife Rescues.

RAFFLES: When requested, Blankets (and other items) are donated for raffles to support Rescue Helicopter, Breast Cancer Support, Kingaroy RSL and many more

05/2023

8.2 COMMUNITY AND LIFESTYLE OPERATIONAL UPDATE**File Number:** 06-12-2023**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

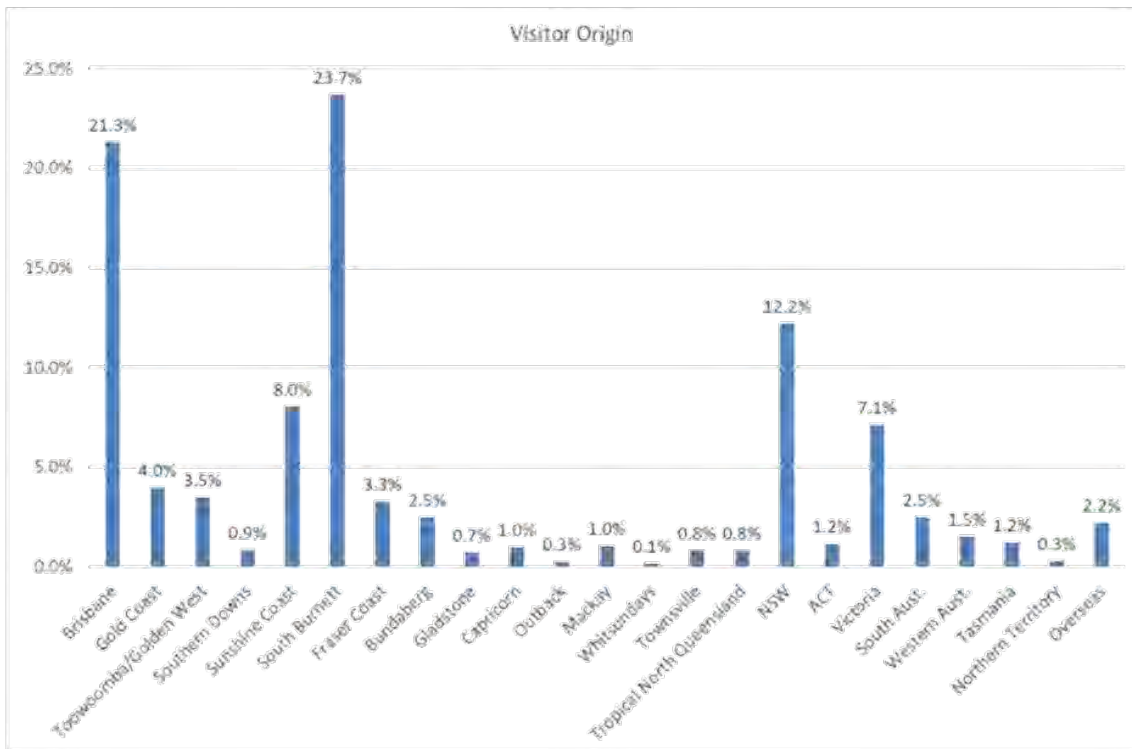
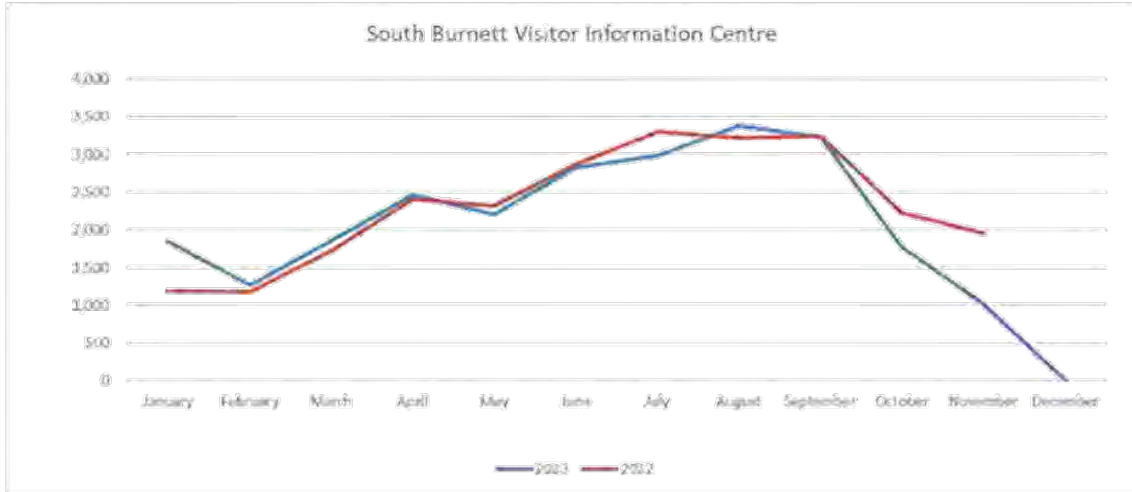
1. Tourism, VIC's & Museums Report
2. VSB Newsletter
3. QICA Newsletter
4. Community Development Report Dec_2023
5. Operational Report - Leasing - December 2023
6. Library Statistics - November 2023
7. Commercial Enterprise - Operational Update - November 2023

Executive and Finance & Corporate Standing Committee Meeting

November 17 February
20212023**Monthly Statistics:**

Visitor Information Centres – Monthly Statistics 2021-2022						
2023	Jan	Feb	Mar	Apr	May	Jun
Sales	K - \$4166 M - \$225 N - \$805 W - \$2351	K - \$2826 M - \$5 N - \$897 W - \$1980	K - \$4684 M - \$277 N - \$2091 W - \$2324	K - \$4757 M - \$0 N - \$1431 W - \$2251	K - \$5109 M - \$133 N - \$703 W - \$2309	K - \$6349 M - \$255 N - \$1981 W - \$3129
Visitor Numbers	K - 692 M - 139 N - 332 W - 359	K - 511 M - 0 N - 244 W - 281	K - 743 M - 147 N - 384 W - 422	K - 1103 M - 0 N - 507 W - 610	K - 911 M - 198 N - 372 W - 714	K - 1272 M - 196 N - 441 W - 774
Coach Tours	K - 0 M - 0 N - 0 W - 0	K - 1 M - 0 N - 0 W - 0	K - 0 M - 0 N - 0 W - 0	K - 0 M - 0 N - 0 W - 0	K - 1 M - 0 N - 0 W - 0	K - 1 M - 0 N - 2 W - 4
Volunteer Numbers	K - 115 M - 27 N - 34 W - 30	K - 110 M - 39 N - 45 W - 33	K - 157 M - 30 N - 28 W - 44	K - 131 M - 27 N - 32 W - 47	K - 141 M - 27 N - 29 W - 43	K - 143 M - 25 N - 32 W - 52
Volunteer Hours	K - 671 M - 107 N - 195 W - 151	K - 676 M - 156 N - 229 W - 169	K - 884 M - 121 N - 171 W - 253	K - 735 M - 97 N - 167 W - 267	K - 855 M - 98 N - 165 W - 244	K - 880 M - 97 N - 179 W - 282
Days Open	K - 24 M - 18 N - 21 W - 22	K - 28 M - 22 N - 27 W - 28	K - 31 M - 18 N - 25 W - 30	K - 28 M - 18 N - 26 W - 28	K - 28 M - 20 N - 25 W - 30	K - 30 M - 18 N - 24 W - 30
2023	Jul	Aug	Sep	Oct	Nov	Dec
Sales	K - \$7320 M - \$27 N - \$770 W - \$3412	K - \$10391 M - \$103 N - \$666 W - \$4319	K - \$7873 M - \$276 N - \$1129 W - \$4581	K - \$6296 M - \$0 N - \$634 W - \$2443	K - \$4049 M - \$0 N - \$562 W - \$1137	K - \$ M - \$ N - \$ W - \$
Visitor Numbers	K - 1594 M - 18 N - 442 W - 806	K - 1698 M - 0 N - 597 W - 1086	K - 1425 M - 250 N - 569 W - 978	K - 960 M - 0 N - 313 W - 494	K - 560 M - 0 N - 240 W - 292	K - M - N - W -
Coach Tours	K - 0 M - 0 N - 0 W - 0	K - 4 M - 0 N - 2 W - 0	K - 1 M - 0 N - 0 W - 1	K - 0 M - 0 N - 0 W - 0	K - 0 M - 0 N - 0 W - 0	K - M - N - W -
Volunteer Numbers	K - 138 M - 1 N - 24 W - 52	K - 133 M - 21 N - 34 W - 53	K - 141 M - 32 N - 34 W - 47	K - 140 M - 18 N - 35 W - 42	K - 113 M - 15 N - 29 W - 38	K - M - N - W -
Volunteer Hours	K - 846 M - 5 N - 148 W - 292	K - 778 M - 77 N - 200 W - 297	K - 894 M - 111 N - 196 W - 251	K - 832 M - 61 N - 194 W - 241	K - 710 M - 52 N - 166 W - 224	K - M - N - W -
Days Open	K - 30 M - 3 N - 23 W - 27	K - 31 M - 13 N - 28 W - 31	K - 30 M - 16 N - 24 W - 29	K - 31 M - 9 N - 29 W - 31	K - M - N - W -	K - M - N - W -

	January	February	March	April	May	June	July	August	September	October	November	December	Total
2023	1,846	1,269	1,859	2,467	2,201	2,831	2,983	3,383	3,235	1,777	1,015	-	24,866
2022	1,186	1,180	1,716	2,405	2,324	2,874	3,302	3,227	3,245	2,232	1,961	-	25,652



South Burnett VIC Network

The final Famil for the year was organised for Thursday the 23rd of November. The Volunteers visited Chrissy Trees For U, requested by popular demand, lunch at Mulanah Gardens, then finished the day at Kingsley Grove Winery.

Again, it was a very big day for all involved, with Blackbutt volunteers being picked up at 6.40am and dropped back at Blackbutt by 5.45pm.

Chrissy Trees For U is always a joy to visit and the Christmas shop is just amazing with a wonderful variety of Christmas decorations to choose from. Lunch at Malanah Gardens have always been special and what was served to the Volunteers could not be faulted. Then to finish off, the Volunteers visited Kingsley Grove Winery and were given a tour and treated to a wonderful food platter for Afternoon Tea.

Numbers attended:

Blackbutt	7
Nanango VIC	1
Kingaroy VIC	8
Kingaroy Museum	1
Wondai VIC	4
Wondai Museum	1
Murgon VIC	7
Staff	3
Councillors	1
Total	33



Kingaroy VIC/Museum

Executive and Finance & Corporate Standing Committee Meeting

November 17 February
20212023

The Volunteers at the Kingaroy VIC/Museum have gone Chrissy mad. As the sign in the VIC states... "It's never too early for Christmas". The decorations are up as well as the Christmas Tree and presents under the tree.



Wondai VIC

The Wondai VIC Volunteers have completed a full stocktake as the Centre is moving away from the paper system and going to a POS (Point of Sale) system. The Staff, in the last week of November worked tirelessly to get the information into the system so that the Centre could have training and start on the 1st of December with the new system, and with as little disruption as possible.

New Volunteers

We have had a number of new Volunteers join the Council for the month in November.


Murgon VIC - 2

Executive and Finance & Corporate Standing Committee Meeting

November 17 February
20212023

Wondai VIC -	1
Wondai Heritage Museum -	1
Kingaroy VIC -	2
Nanango VIC -	1

The Network now have 70 Volunteer across 4 VIC's and 2 Museum which is roughly 2/3's of volunteers that are needed.



Annual General Meeting (AGM) Notice, please be advised the Visit South Burnett AGM will be held on the 7th of December, at the 55 Million Years Ago Museum & Art Gallery, 73 MacAlister St, Murgon QLD 4605, 5.30pm for a 6pm start. - Please find attached Nomination forms for the management committee below, as all positions will become vacant. Please also find attached a proxy voting form for members who cannot attend the AGM.

[Download Nomination Form](#)

[Download Proxy Form](#)

Please be aware: to nominate for a position or vote at VSB AGM you must be a current 2023/24 financial member.

Nanango Heritage Community Bank had a welcoming night for recipients of grant applications on 12/10/23 at Nanango CWA. Most were successful out of the original 31 applicants which included local schools, sporting clubs, churches, fire brigades, and other community groups. VSB was successful in its application and the grant certificate and funding was received by Gloria Kirkness for 2 tourism signs for the Nanango region.

Cycling, Rail Trail & Parkrun Updates!

- The South Burnett Rail Trail has new signage at the start and finish in Kingaroy and Murgon. A new brochure has also been printed showing the Rail Trail, Link Trail and all loop trails attached to these 2 main trails.
- An exciting new video has been released by Bicycle Qld for Qld Tourism telling of the growth and popularity of rail trails in SE Qld which includes The South Burnett Rail Trail
- A visit by the Brisbane Valley Rail Trail Users Group to the Stock route on the Link Trail was successful as well as new signage supported by South Burnett Mountain Bike Club is to be installed

- Active support from the South Burnett Council for Railtrail and Link Trail maintenance as well as funding applications will keep the popularity of cycling tourism growing in the South Burnett
 - Parkrun popularity continues to grow with all 4 Park runs reporting a regular stream of visitors on the Saturday morning runs. Nanango Parkrun celebrated its 4th birthday recently.
- David Kenny, Visit South Burnett Management Committee**



CMCA Rally, Dalby Qld – October 11-14 2023

The 36th Annual Rally of the CMCA (Campervan & Motorhome Club of Australia) was held at Dalby Showgrounds. Approximately 700 vehicles were parked up for the week-long event. Visit South Burnett (VSB) & the Western Downs Regional Council represented tourism in the region. The Event Co-ordinator was a Nanango local, Judy Forster. Some of the popular trips offered came into the South Burnett region. The many Seminars and Workshops held over the week also targeted the interests of the Rally participants with musical entertainment, health, technology, vehicle maintenance & safety, food and leisure activities.

A call out for brochures from VSB members went out a few weeks before the event, and those supplied were displayed on the stand which was set up on Wednesday morning. It was manned by our Tourism Officer Melanie, Mandy & Allan Evans, Cr Jane Erkens, Jason Kinsella and David Kenny over the 4 days.

CMCA Rally participants came from all over Australia. There was keen interest in our region and a lot of VSB Visitors Guides were handed out. A steady stream of visitors came by the stand for information and a chat, then the numbers increased dramatically when the doors were opened to the public with an Open Market Day on Saturday 14th October.

It was a worthwhile event to attend as it was close to home. Thank you to the volunteers who manned the VSB stand. Your time and effort is appreciated. The CMCA participants and even some Dalby locals were delighted to find out what the South Burnett has to offer for all types of travellers.

Next year's event, their 37th Rally is being held in Mt Gambier SA in September 2024.

- Mandy Evans - Visit South Burnett Management Committee



THE NEW VISITOR GUIDE IS NOW AVAILABLE!

We're just a tad bit excited here at Visit South Burnett Inc., picking up our brand new Visitor Guides hot of the press!!

Thank you to all the businesses, photographers, writers and editors who made it possible for us to showcase the region within the 56 pages of this booklet.

A huge shout out to Andrew and the team from Nichols Printing in Kingaroy for undertaking the mammoth task of printing the 25,000 copies!!

We've started distributing the booklet already, and it will be available at selected local businesses, Visitors Information Centres, key tourism attractions and as a digital flip book!

CLICK ON THE LINK BELOW TO CHECK IT OUT!

<https://www.flipbookpdf.net/web/site/3583697fe1c405fc056db85598b6142b65eb5446FBP23108676.pdf.html>



**NOTICE! - The Visit South Burnett website will be undergoing some maintenance work over the coming few weeks. Please note there might be small delays and disruptions to the website during this time.
- most of the work will be done outside of peak hours.**

VSB Membership Renewal!

It's that time of the year again,
Renew your Visit South Burnett (VSB) membership to keep up to date on all things tourism!
As the recognised Local Tourism Organisation (LTO), VSB works closely with South Burnett Regional Council, Southern Queensland Country, Tourism & Events Queensland, and other key stakeholders to increase visitor numbers to the region, showcase what the South Burnett has to offer, and help promote our ever-growing calendar of local events.

Below are just some of the advantages of being a Visit South Burnett Member:

- Feature spot on our www.visitsouthburnett.com.au
- Option to promote seasonal specials and events through Visit South Burnett
- One-on-one help with Digital Marketing including Facebook, Instagram & Tiktok
 - Access to industry knowledge, advice & updates
 - The opportunity to host your own meet and greet
- Monthly Newsletter - and the option to promote your upcoming events, products, and services.
 - Customised Workshops
 - A voice in local tourism
 - Access to customised surveys
- Discounted pricing across promotional material and other VSB member's products & services.
 - Direct access to your RTO -

Membership costs only \$50 for the year!



MEMBERSHIP APPLICATION 2023/2024
ABN: 57271854781

Renew your membership today!

Date: _____

Trading name: _____

Surname: _____ Given Names: _____

Postal Address: _____

Postcode: _____

Residential Address (if different to postal address): _____

Postcode: _____

Phone Numbers:

Work: _____ Home: _____ Mobile: _____

Email: _____

Website (if available): _____

Are you a SQCT Member: Yes No

Nominating Member: _____ Seconded by: _____

VSB membership 2023/2024 financial year is \$50
Joining now will entitle you to membership until 30th June 2024
Your membership application will be endorsed at the next VSB management committee meeting.

Please complete all details and return form to:

Post: Visit South Burnett Inc PO Box 454 Narango, Qld 4615	Email completed application and receipt of payment to: visitsouthburnett@gmail.com
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[Download membership form](#)

Queensland Tourism Workforce Crisis Resilience and Recovery Strategy

The COVID-19 pandemic has had unprecedented impacts on Queensland's tourism industry, and this has become evident in a range of workforce challenges. Funded by the Queensland Government's Advance Queensland scheme, this project seeks to find strategies for recovery and resilience through extensive consultation with three industry groups: employees, operators/senior managers, and stakeholders to support a staged recovery from the COVID-19 pandemic impacts and to develop workforce resilience and recovery strategies to weather future external shocks via a Queensland Tourism Workforce Strategy V2: A crisis resilience and recovery plan. The three-year project is led by Dr Richard Robinson, of The University of Queensland, in partnership with QTIC.

Strategy Flyers

The Queensland Tourism Workforce Crisis Resilience & Recovery Strategy is designed as a user-friendly tool. To this end we have extracted individual flyers for specific audiences who are interested in the Strategy's focused actions. Here you will find a series of flyer for: employees, operators, stakeholders, the five regions the project focused on, the three sectors the project sought to identify differences and similarities for, and an overall destination-focused summary of resilience actions.

[Employee Resilience Flyer](#)

- Operator Resilience Flyer
- Stakeholder Resilience Flyer
- Destination Workforce Resilience Flyer
 - Gold Coast Actions Flyer
 - Outback Actions Flyer
- Queensland Country Actions Flyer
- Tropical North Queensland Actions Flyer
 - Whitsundays Actions Flyer
 - Accommodation Sector Flyer
 - Food and Drink Sector Flyer
 - Tourism Services Sector Flyer

DISASTER DASHBOARD

“Opt In” to receive weather warnings and emergency news.

BETTER INFORMED IS BETTER PREPARED

OPT-IN NOTIFICATION

Emergency News

Road Conditions

Power Outages

Weather Warnings

Opt-In Notifications!
Opt-in to receive weather warnings and emergency news!

[READ MORE](#)

55 million years ago
MURGON | AUSTRALIA
55million.com.au

- FOSSIL EXPERIENCE
- ART GALLERY
- GIFT SHOP
- WORK SHOP CENTRE

OPEN 7 DAYS 9:00am - 4:00pm

VISIT SOUTH BURNETT
SOUTH BURNETT
South East Queensland

Meet & Greet

55 Million Years Ago - Museum & Art Gallery

Visit South Burnett is delighted to invite you to the December Meet and Greet & AGM

Where: 55 Million Years Ago - Museum & Art Gallery
73 MacAlister St, Murgon QLD

When: Thursday, 7th December - 5.30pm - 6pm startStart
Nibbles provided

- Take a tour around the Museum & Art Gallery
- Learn about the History of the South Burnett
- Meet other tourism operators from the region
- Catch up with the VSB committee • 'Business Bites'
- Bring along your brochures, business cards & flyers

RSVP by 1st December on 0481 749 951 or email admin@visitsouthburnett.au

A bit about our hosts: 55 Million Years Ago - Museum & Art Gallery

In the late 1980's, fossils found near Boat Mountain just outside Murgon in Southern Queensland rocked the palaeontology world. 15 new fossil species discovered were found to be 55 million years old, predating any other Eocene period fossils found in Australia by 20 million years.

Although tiny in comparison to the bones of dinosaurs and megafauna in western Queensland the Murgon fossils were found to be much older than the Eocene fossils previously found in Riversleigh, fossils that until this date were known to be the oldest fossils recorded in Australia.

Previously unknown creatures? In Murgon? Who knew?

One group that did know, and subsequently made it their mission for the world to know, was the Murgon Creative Country Association, a volunteer based, not for profit organisation that have literally moved mountains to raise the necessary funds to bring the Fossil Experience to life.

Not content with celebrating their Eocene origins, the organisation determined a Fine Art Gallery could act as a launch pad for artists in their community at the same time offering art workshops and activities supporting cultural connection, health, and wellbeing.

This exciting new tourist attraction and visitor experience launched October 2023.

Where: 55 Million Years Ago Museum & Art Gallery - 73 MacAlister St, Murgon QLD 4605

When: Thursday, 7th December - 5.30pm for a 6pm start.

The "Meet and Greets" are a casual networking event, with the purpose of giving businesses and committees the opportunity to showcase themselves and promote upcoming events, listen to some great guest speakers, keep up to date with what's happening with Visit South Burnett, connect with other members and start building some great relationships.



A pop up art exhibition and sale was held from 6-8 October 2023, in the enclosed side veranda of historic Ringsfield House at Nanango in the South Burnett. A dozen local artists donated 73 works of art and jewellery, as well as photographic prints and handmade cards to the 'Art4Ukraine' exhibition. The lead artist was Kingaroy's Anna Aird whose 'dirty pour' acrylics formed the core of the exhibition. Anna's desire to sell her paintings to help Ukraine triggered the concept of inviting others to contribute to a formal exhibition.

Social media and local media including print, online and radio, all helped promote the event. All proceeds went to Caritas Australia for their Ukraine campaign. A copy of the funds transfer is attached.

In kind donations and cash donations for food were generously provided by the IGA Nanango, Lions Club Nanango, Nanango Tourism and Development Association and the Moffatdale Ridge Winery while live music was provided by volunteer musicians from The Shed Nanango. All labour was voluntary.

Fifteen art works were sold. Together with cash donations, the event raised \$1,655.00 for the Caritas Ukraine charity. This consisted of cash (sales and donations) \$785.00, cheques (donation) \$100.00 and EFT sales \$770.00. For a three day event in a small community unused to art events or the venue, with only a few weeks' lead up, this is a solid achievement. More could be achieved with a longer lead up time and poster distribution around key sites in Nanango and Kingaroy.

Appreciation must go to the South Burnett Regional Council, facilitated by the energetic efforts of Cr Jane Erkens, for enabling the event to open up Ringsfield House to the community again after a lapse of some years. The exhibition has proven a useful prototype for an ongoing exhibition space at Ringsfield House if a local entity were formed to manage the space.

Finally, I would like to thank Visit South Burnett Inc for their patronage of the event that provided the needed auspicing to meet Council requirements. I believe that the event reflected well on all concerned and enhanced Visit South Burnett's profile as an important local event supporter.

Joanne Newbery - Curator
Art 4 Ukraine j.newbery@bigpond.com

Grants!

The Minister for Employment and Small Business, Minister for training and Skills Development and Minister for Youth Justice has announced the following:

- **\$5M TOURISM FUND:** A new \$5 million Accessible Tourism Elevate Fund will support tourism businesses and event organisers to enhance their accessible tourism experiences. The \$5 million investment includes two grant programs:
- The **\$2 million Access Starter Grant** provides \$5000 in funding to eligible applicants at the start of their journey to get the basics right through access audits, development of accessibility plans and statements, improved communication and information sharing, digital and website accessibility, staff training and education.
<https://www.dtis.qld.gov.au/tourism/funds/accessible-tourism-elevate-fund/access-starter-grant>
- The **\$3 million Access Project Grants** will support eligible applicants who have already identified accessibility improvements and are ready to implement change. Providing \$50 000-\$250 000 for exemplar projects delivering high impact accessibility improvements
Find out more - <https://www.dtis.qld.gov.au/tourism/funds/accessible-tourism-elevate-fund/access-project-grant>

News From our members:



Wondai Business & Development Association -**NEXT MEETING:**

Tuesday 13th February 2024
6.15am for a 6.30am start
Wondai Colonial Motel



KCCI AGM & Meet & Greet on Tuesday 21st November 2023 hosted by Adventure 4 x 4 & More commencing at 5.15pm.

**South Burnett Regional Council funds five Projects with Queensland Government Regional Arts Funding**

The South Burnett Regional Council, in collaboration with the Queensland Government Regional Arts Funding program, is thrilled to announce \$14,103 in grants to fuel five inspiring projects, reinforcing the Council's commitment to regional art development.

Cr Potter announced that the South Burnett Regional Council has approved \$14,103 in arts grants for five projects. These projects include an Urban Landscape Pen and Water Colour Masterclass, a documentary on the Blackbutt Timber Industry and a workshop to help artists design art programs for children and youth.

The Regional Arts Development Fund is a partnership between the Queensland Government and South Burnett Regional Council to support local arts and culture in regional Queensland. This round will see the following projects carried out:

- \$2205 Jumping Ants Arts Inc – Urban Landscape Pen Sketching and Water Colour Painting
- \$2950 Olivia Everitt – Level Up Workshop: Designing Art Programs for Children and Youth
- \$3000 Felicity Aitken – Connecting Community through Colour and Connectivity
- \$3000 Blackbutt and District Tourism & Heritage Assoc. – Timber Tales Documentary
- \$2948 Dr Susan Davis – Wild Flowering by Design

Minister for the Arts Leeanne Enoch said the Queensland Government's successful, long-term partnership with local governments through the Regional Arts Development Fund (RADF) supports

the delivery of hundreds of arts experiences, employment opportunities and capacity building for arts and cultural workers across the state.

"As part of our ongoing commitment to strengthen local communities and drive economic outcomes through arts and culture, the Queensland Government has provided \$2.184 million for RADF 2023-24 to 59 local councils who have contributed a co-investment of \$1.979 million,"

Minister Enoch said. "The Queensland Government's Creative Together 2020-2030 roadmap prioritises activation of Queensland's places and spaces and arts engagement that drives positive change for Queensland communities. Projects funded through RADF support communities to share stories and creativity, provide important pathways for learning and connection, and boost local creative economies and tourism".

For the more information on RADF go to www.southburnett.qld.gov.au or contact Council's Community Development Team, on telephone 4189 9100 or email: info@sbrc.qld.gov.au.



BEEF IT UP

Master it all!



Listen to local industry masters from their fields, including:

- Beef Production
- Feedlots
- Transport
- Butchers
- and More!



2 DECEMBER 2023
5PM TO 9PM
THE WASHPOOL
HALF MILE CREEK ROAD
WATTLEGROVE

**CATERED EVENT
& CASH BAR**



BOOK HERE

This program is supported by the jointly funded Commonwealth-State Disaster Recovery Funding Arrangements (DRFA)



Some Upcoming Events in December

- Mayor's Community Christmas Luncheon - 1st December
- Beef It Up Master It all - The Washpool - 2nd December
- Grooving in the Garden - Ringfield House - 3rd December
 - Murgon Bush Christmas - 8th December
 - Blackbutt Annual Christmas Festival - 8th December
- South Burnett Musical Comedy - Rome Sweet Rome - Nanango - 8th December
- South Burnett Musical Comedy - Rome Sweet Rome - Wondai - 9th December
 - Proston Christmas Carnival - 9th December
 - Kumbia Christmas Carnival - 9th December
 - Kingaroy Christmas Carnival - 14th December
 - Nanango Christmas Celebrations - 14th December
- South Burnett Musical Comedy - Rome Sweet Rome - Kingaroy - 16th & 17th December
 - Bunya Red Farm Open Day - 17th December
- Andy Irvine - Tour in Australia - The Shed Nanango - 21st December
 - Wondai Christmas Eve Carnival - 24th December
- New Years Eve 2023 at Boondooma Dam - 31st December
 - Goomeri New Years Eve Rodeo - 31st December

Local Markets:

- Kingaroy Friendship Markets - 3rd Saturday - Kingaroy Showgrounds
 - Nanango Markets 1st Saturday - Nanango Showgrounds
 - Kumbia Markets 2nd Saturday - Bell St
 - Wooroolin Community Markets 2nd Saturday - QCWA Building
 - Yarraman Markets Every Saturday - Toomey St Yarraman
 - Murgon CBD Markets 2nd Sunday - Lamb St Murgon
- Nanango Church Yard-Op Shop Markets - 4th Saturday of the Month - 110 Burnett Street
- Blackbutt Country Markets 3rd Sunday - Les Muller Park Coulson Street Blackbutt
 - Wondai Country Markets 4th Saturday - Coronation Park Wondai
 - Bunya Mountains Markets Last Sunday - Bunya Mountains
 - Hivesville Country Markets - Last Sunday
 - Proston - 3rd Saturday of the Month

Courses, meetings & workshops!

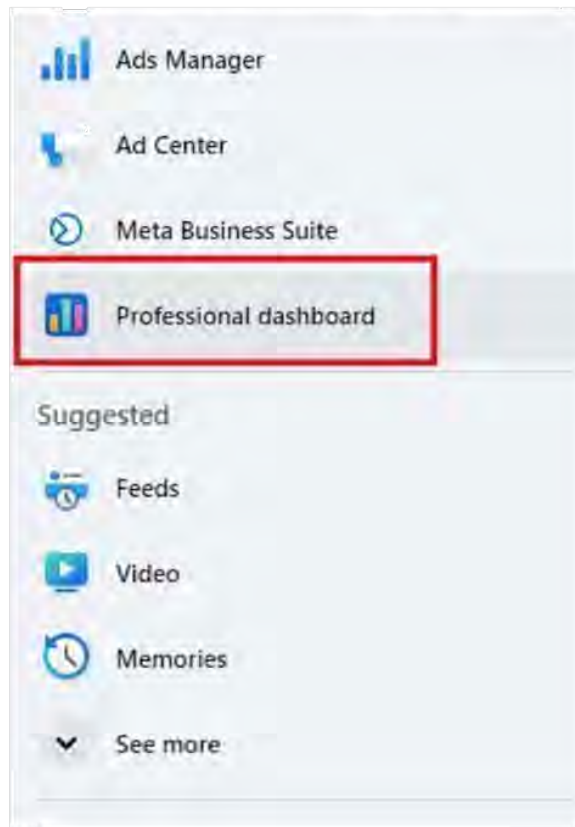
- VSB Meet and Greet & AGM - December 7th

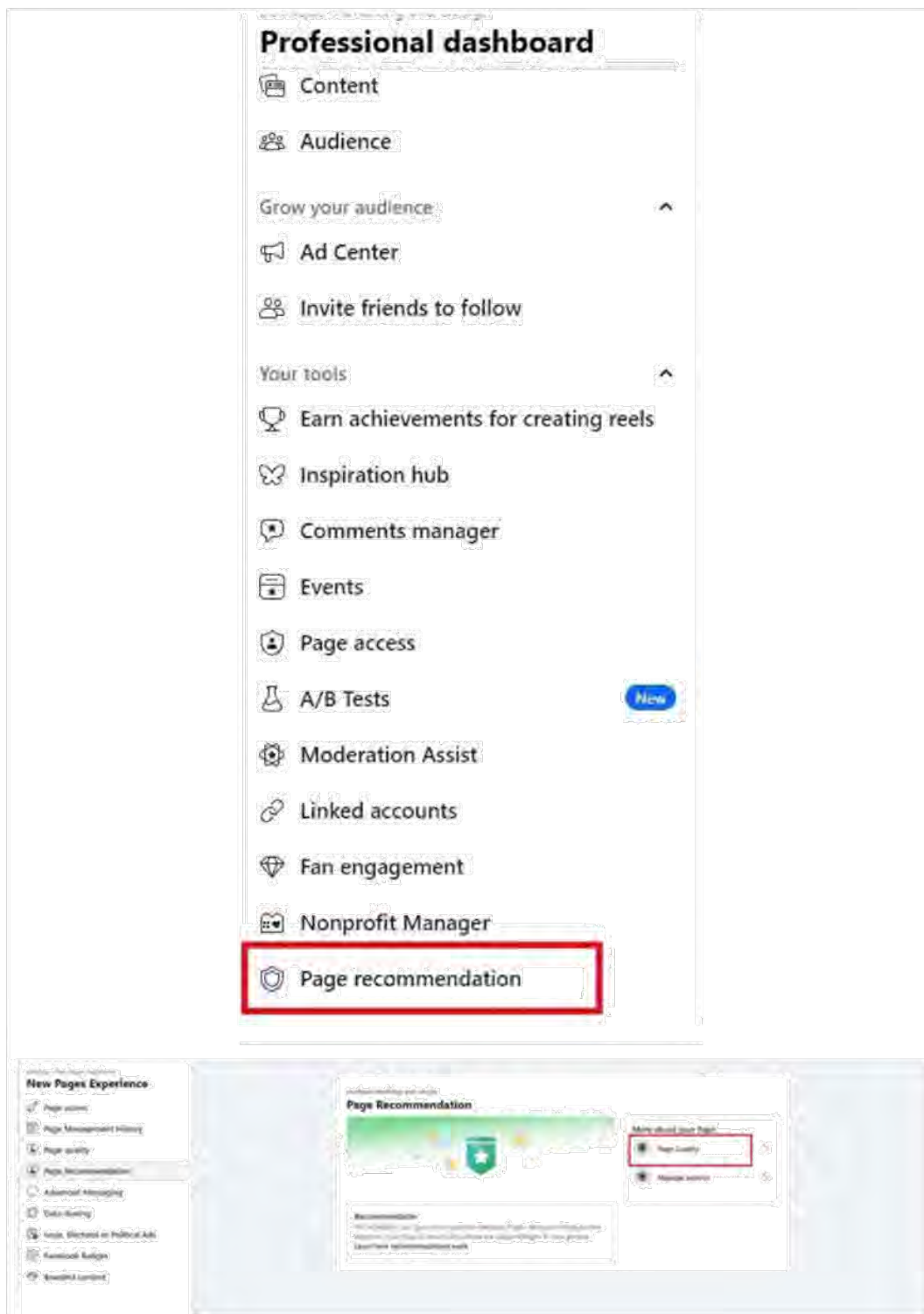
Do you have a special offer for our VSB members? Send it through to admin@visitsouthburnett.au or call Melanie on 0481 749 951

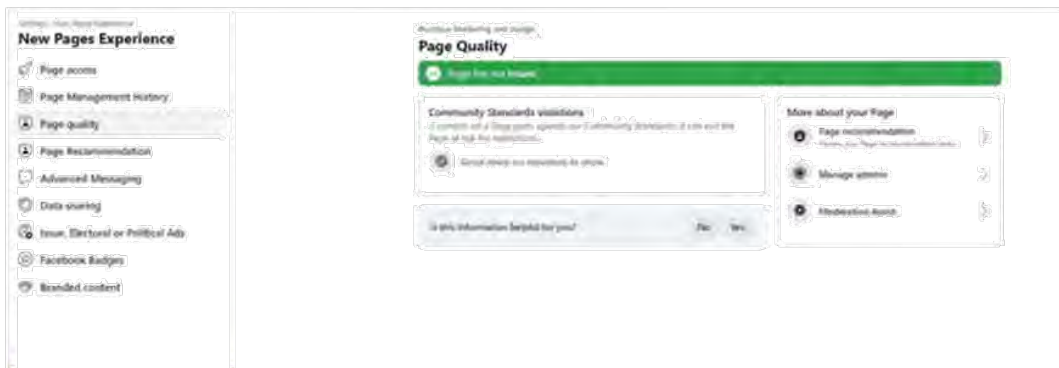
Stay Alert! - scammers are out this festive season!

There have been so many spam messages and "notifications" hitting Messenger at the moment! and they can look real! If you are ever in doubt if you have any infringements on your account follow these simple steps.

Remember never to click on any links in Messenger messages, Meta will never ask you to click links to review status!







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IMPORTANT:



Are you a VSB Member? Would you like your business listed on the VSB Website then simply fill in the business information from (download form by pushing the button below) and email it to tourismvsb@gmail.com with a nice photo or two. If you're having trouble downloading the form or would like a hard copy please call Melanie on 0455 49 47 41.

Download Form

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QICA Connection

Post Conference

Edition - November

2023.



President's Update

Dear QICA members,

Agnes Water 2023! What an incredible effort by the team in this region, A big congratulations to all involved but in particular Melissa and Laura, I'm sure you'll agree that they delivered a truly wonderful event. The opportunity to connect and engage with you all was invaluable for the QICA committee to move forward in a positive way and start to make changes to enhance membership offerings.

We're excited to announce the dates for the 2024 QICA conference hosted by the South Burnett Region are from 12 to 14 November, with the 11th of November being an arrival day. Next year there will be an extra day added as there are many exciting activities planned. We've changed the dates based on feedback received by the network. In February we will send out a survey to see if this is suitable to the majority. We'd love to see some extra staff and volunteers attend, so get in early and remember to add to your 2024 budget planning.

With Christmas only 45 days away (how fast did this year go) I'd like to wish you all a very happy and safe festive season with your family and friends, I hope you'll be able to have some time off and have a well-deserved break. I'll be supporting the Gladstone Region and swimming with the turtles on Heron Island.

Kind Regards

Marinella



Marinella Ghion
President

Agnes Water/1770 Conference.

The Queensland Information Centre's Association (QICA) annual conference was held on 3-5 October with the culminating gala event sponsored by the Tourism Group on Thursday 5th October. The evening included the VIC of the year awards which recognizes service industry excellence with the 2023 recognition of; Babinda VIC in the Volunteer Run category that attracted a Highly Commended award for the great effort they've been able to achieve in 2023. The RTO category went to Bundaberg VIC with both judges commenting on their quality submission, and finally the LTO category went to Redcliffe Jetty VIC for their effort in beating out their competition by a mere 2 points. Redcliffe Jetty VIC was also awarded the Hall of Fame for their third consecutive win including 2021, 2022, 2023.

The evening ended with excitement as the South Burnett was announced as the 2024 QICA Host region. The QICA Executive thanks the host region Agnes Water and Town of 1770 for a fantastic conference including speakers and in-region study tour, and thanks all of our wonderful sponsors below, without whom, the conference couldn't go ahead.

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For more photos of the conference please follow the link. <https://www.dropbox.com/scl/fo/2pjsrlylfgq9twloyps/h?rkey=c63cybjyh2b3gyhhdof0b18t&dl=0>

Raffle and Silent Auction Proceeds Donation

Our wonderful MC, Laura from Agnes Water VIC, presents Michael from Discovery Coast Environmental Council a cheque for \$1575.00 raised from the raffle proceeds at the Gala Dinner. Well done everyone and thanks for digging deep and thanks Wayne for your winning bid for the Lady Elliott trip. We are sure that these funds will be a great help in purchasing new equipment required to do the great work that they perform.



2024 Conference Host

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conference will be 12-14 November, a little later than usual, with Monday 11th being an arrival day.



Discover South Burnett

Updated Executive Contacts:

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Marinella Ghion
Brisbane VIC
mghion@brisbane-cdfa.com.au

Vice President

Vanida Petts
Ipswich VIC
vanida.petts@ipswich.qld.gov.au

Secretary

Matthew Winn
Southbank VIC
matthew.winn@cityparklands.com.au

Treasurer

Chayne Wellman
Lockyer Valley VIC
cwellman@lyrc.qld.gov.au

Webmaster

Lachlan Michel
Ipswich VIC
erin.nightingale@ipswich.qld.gov.au

Memberships

Steffanii Luckman
Locker Valley Regional Council
SLuckman@lyrc.qld.gov.au

VIC of the Year Coordinator

Caroline O'Reilly
Tablelands Visitor Information Centre
carolinaco@irc.qld.gov.au

Conference Coordinator

Samantha Beaumont
South Burnett Visitor Regional Council
samantha.beaumont@sbrc.qld.gov.au

QICA Connection



We would love to hear your stories and ideas for upcoming *QICA Connection* E News editions. Please send all submissions to:

Matt Winn
QICA Connection E News Editor
matthew.winn@cityparklands.com.au



Community Development

2022/2024 Black Summer Bushfire Recovery Grants Program

Department of Industry, Science, Energy and Resources

Department of the Prime Minister and Cabinet

Name	Description	Status
<p>Community Connection OPL/27</p>	<p>Social Recovery and Resilience Investment Stream</p>	<ul style="list-style-type: none"> • South Burnett Regional Council has committed to provide support for ten community members who reside in the South Burnett to complete a Cert III in Health Services Assistance through the Rural Medical Education Australia's Kingaroy Clinical Training Centre. Connect and Grow Scholarships is a proactive and community orientated approach to address our community's health care challenges. With an aim to develop a capable and sustainable local health workforce, through upskilling community members that already reside in the areas of need with the health sector. Applications for scholarships close 30 November 2023. • Health & Community Wellbeing Expo '23 was held at the Kingaroy Town Hall on Thursday, 23rd November. This expo is aimed at providing an opportunity for our community members to explore and connect with the many organisations that offer services across the South Burnett Region. This year the expo attracted 39 exhibitors from across the region. This event attracted community members from across the region. Council also hosted a meet and greet with support from Head to Health and Darling Downs and West Moreton PHN event after the expo to give our stakeholders an opportunity to network, which attracted 58 participants. • South Burnett Regional Council is excited to partner with My Community Directory to deliver My Community Directory. This platform provides information about Local Services, Groups, Clubs and Events to people within our region. The Platform incorporates a Community Directory, Diary and access to a My Community application. This platform

		will provide Council with increased capacity to provide better connection to services and events to people within the South Burnett community. My Community Directory enables community groups, clubs, not-for-profits, and essential service providers to list their information and events for FREE. Once registered, organisations will be able add detailed descriptions of what their organisation does, list upcoming events, advertise for volunteers and provide links to their website and social media platforms.
	Economic Recovery and Investment Stream	<p>Regional Development Action Plan and Investment prospectus.</p> <ul style="list-style-type: none"> Interviews with external stakeholders including current business community members and Regional Development Advisory Committee members to ascertain their views on: <ul style="list-style-type: none"> Key infrastructure gaps. Digital communication quality and capacity Barriers to attracting and retaining staff. Data collected through the interviews will be provided to Dr Tom Keenan to develop the draft investment prospectus and the Regional Development Action Plan.
Operational Plan Projects		
Project Name	Description	Status
OPL/17 Arts, Culture and Heritage Committee	Committee to develop an Arts, Culture & Heritage Strategic Plan	<ul style="list-style-type: none"> Community Consultation workshops have been finalised for the Arts, Heritage, and Culture Strategic Plan. Feedback has been summarised from consultation workshops, and a survey will be sent to the community to assist with developing priorities for the Strategic Plans priorities for the region. 2023-24 RADF Program has been approved by Arts Queensland.
Ringsfield House Advisory Committee	Committee to develop a Ringsfield House Strategic Plan and provide recommendations to Council.	<p>The VIC team are currently working on implementing the resolution from the August meeting as per the following:</p> <p>The Ringsfield House Advisory Committee meeting was held on Tuesday 29 August. The following</p>

		<p>recommendations will be put forward for Councils consideration.</p> <ul style="list-style-type: none"> • That Ringsfield House be open by appointment with tours conducted by Volunteers that have been inducted as per the Volunteer process of the Visitor Information Centre with reporting to the Visitor Enhancement Officer and the Tourism Officer. • That Ringsfield House be promoted as a community facility and venue and is open to hirers who wish to run community led events. • That a stocktake of current artefacts be completed and a future recommendation is made from the committee to reduce the number of artefacts. • That any volunteers wishing to participate in undertaking work at the house are inducted and managed by Council (excluding those working for a hirer incorporated group).
OPL/18 Reconciliation Action Plan (RAP)	Develop a Reconciliation Action Plan (RAP) for the	The invitation to join a Reconciliation Action Plan working group will be issued to staff in 2024.
OPL/21 South Burnett Regional Youth Council	Advocate for and facilitate wellbeing events across the region	<ul style="list-style-type: none"> • In November, the South Burnett Regional Youth Council held their monthly meeting. During the meeting the youth Council reviewed the community consultation feedback for the Arts, Culture and Heritage Strategic Plan. This feedback will be provided to the Arts Culture Heritage Committee to include in their recommendations. The Youth Council would like to design a Youth Webpage. This will be put on the agenda for the Council to work on in 2024. Youth Council nominations will be called in January 2024. Some members of the Council have nominated to carry over for another year. The first meeting in for the new year will be held in February 2024.

LEASING

Item	Description	Actions
Nanango & District Netball Association Inc – Lease A in Lot 212 on FY2647	Request for landowners consent to apply for grant funding.	Landowners consent letter & DTIS form sent.
Kingaroy & District Tennis Association Inc – Lease F in Lot 6 on SP274891	Request for landowners consent to apply for grant funding.	Landowners consent letter & DTIS form sent.
Kingaroy Rugby League Football Club Juniors & Seniors Inc – Lease D in Lot 6 on SP274891	Request for landowners consent to apply for grant funding.	Landowners consent letter & DTIS form sent.
Nanango Theatre Company Inc – Lease A in Lot 346 on SP313160	Request for landowners consent to apply for grant funding.	Landowners consent letter sent.
Kingaroy Soaring Club Inc	Request for landowners consent to apply for grant funding.	Landowners consent letter & DTIS form sent.
South Burnett Western Performance Club Inc – Lease	Request for landowners consent to apply for grant funding.	Landowners consent letter & DTIS form sent.
Barambah United Football Club Inc - Area B within Lot 156 on FY809991	Request for co-contribution for grant application.	Report prepared for the December Liveability, Governance and Finance Standing Committee.
Barambah United Football Club Inc - Area B within Lot 156 on FY809991	Request for formal tenure.	Review of boundaries for confirmation of trustee lease or other tenure agreement.
Barambah United Football Club Inc - Area B within Lot 156 on FY809991	Request for landowners consent to apply for grant funding	DTIS form sent.
Study Hub – Lot 33 on RP68577	Request to enter negotiations for proposed site of the University Study Hub.	Negotiations ongoing with landowner. Preparation of draft lease and letter of intent for review and further negotiation.
Trusteeship of Reserve – Lot 186 on FY850	Request to become trustees of the reserve for Goodger School of Arts	Report prepared for the December Liveability, Governance and Finance Standing Committee.
Containers for Change – Blackbutt	Request for land to lease for shipping container/Containers for Change site in Blackbutt.	Further information requested from applicant and investigation into appropriate site.

Lot 11 on SP117092	Internal enquiry on fencing of Licence Area	Information provided to Facilities & Parks.
Wondai Country Club – Lot 224 on FY2135	Request for formal tenure.	Review of boundaries for confirmation of trustee lease or other tenure agreement.
Blackbutt Water Tower – Lot 1 on RP130127	Request for lease for existing telecommunications equipment and relocation of cabinet.	Internal discussions with Water & Wastewater. Discussed the Leasing process and Policy with applicant. Waiting for the final design prior to survey and rental valuation being sort.
Licence to Occupy – Lot 2 on N2349 – 44 King Street, Nanango	Request to renew licence – Low Impact – Grazing	Report prepared for December Ordinary Meeting for evaluation and award of SBRQ 22/24-66.
Trusteeship of Booie Hall – Lot 129 on SP115387	Request for advice on trusteeship of the reserve from the Booie Hall Committee.	Advice received from DoR on removal of deceased trustees and evidence required. To follow up and advise the committee on the next steps.
Tingoora Sports Association Inc – Lot 91 on FY2885	Request for Lease of Recreation Reserve for Cricket Club.	Trustee Lease issued for signing.
Reserve for Camping & Water – Lot 44 on FTZ37207	Request for Council to sign application Part B – LA20 & complete Part A – LA00	Issued signed Part B – LA20 and completed Part A – LA00 for lodger of application.
Lewis Duff Road, Ballogie, Lot C on AP23234 – Triple R Motorsport Limited	Request to align access road within boundary of road reserve for Lewis Duff Road. Cancellation of grazing permit required prior to application in accordance with Construction of Unmade Road Policy.	On Hold until advised by General Manager Liveability or CEO.
Proston Showground Reserve	Investigate and realign boundaries to support future growth and development of the site in conjunction with Proston community groups.	Surveyor engaged, waiting for survey to be finalised.
Roy Emerson Museum & Nukku Nook - Blackbutt & District Tourism & Heritage Association Inc.	Request for renewal and extension to licence area for a new building.	Executed Deed of Licence to Occupy.
Blackbutt Hall - Blackbutt & District	Request for renewal licence to occupy.	Executed Deed of Licence to Occupy.

Tourism & Heritage Association Inc.		
Lot 19 CP891608 - 50102073	Review of lease – Month to Month	Report prepared for December Liveability, Governance and Finance Standing Committee.
Reserve for Park & Recreation - Lot 488 on Crown Plan FY2753	Request to review options for use/secondary use and land management options	Brief report prepared for December Ordinary Meeting of Council.
Blackbutt Water Tower – QPS lease of SES Equipment.	Request to enter lease.	EME for public safety received from applicant. Further information required from applicant on site safety and working around the water tower.
Blackbutt Water Tower – Telstra Tower	Request to enter lease.	Waiting for survey and further information from applicant.
Reserve for Waterworks – McCauley Weir	Request for secondary use of the reserve/community purpose.	Contacted DoR to discuss the current purpose and requirements for secondary purpose/Land Management Plan
Licence to Occupy – Area 6 Pad 2 – Kingaroy Aerodrome	Request for information on right to assign licence.	Discussed Clause 4.3 with Licensee and discussed potential to expand the hanger with the proposed assignee. The Licensee is awaiting a formal offer before submitting to Council for the approval to assign the Licence.
Reserve for Rubbish - Lot 116 on FY480	Request for Trustee Permit to Occupy reserve.	Provided advise on the process for tender/invitation to offer. Invitation to Offer to be prepared in the new year to align with procurement timeframes.
South Burnett Region – SES	Request for Lease Information for SES locations within the South Burnett.	Provided internal advice to Infrastructure.
<p>Additional to Leasing for Community Development Events/Other:</p> <ul style="list-style-type: none"> • Aerodrome Reporting Officer / Works Safety Officer – Kingaroy Aerodrome • Briefing for Tarong West WF. • Community Consultation – Several Projects. 		

SOUTH BURNETT LIBRARIES 2023-2024 Yearly Statistics Updated 27 November 2023		
Visitors	63,777	
Total Loans & Renewals	60,706	
New Memberships	442	
JP Visitation (Kingaroy)	1,398	
Meeting Room Bookings (hrs)	398	
PROGRAM TOTALS		
FOR 0-5 EARLY CHILDHOOD		
	Attendance	Sessions
Total on site	1712	147
Outreach (F5F off site)	1045	12
FOR CHILDREN 6-12		
Total on site	371	57
Outreach OFF SITE		
FOR YOUNG ADULTS 13-17		
Total on site	4	1
ADULT PROGRAMMING		
Total on site	784	150
Outreach OFF SITE	37	2
DIGITAL LITERACY		
Total on site	575	276
CULTURAL CELEBRATION		
Total on site	91	16

LIVEABILITY – COMMUNITY AND LIFESTYLE OPERATIONAL UPDATE

Debra Moore
Manager Community & Lifestyle

Cemetery Update

Stats Item	Monthly		Year to Date Cumulative	
	2023/24	2022/23	2023/24	2022/23
	01/11/23 – 30/11/23	01/11/22- 30/11/22	01/07/23– 30/11/23	01/07/22- 30/11/22
Cemeteries	Burial/Ashes/ Exhumations	Burial/Ashes/ Exhumations	Total	Total
Blackbutt	0	1	2	4
Booie	0	0	2	0
Kumbia	0	1	1	3
Memerambi	0	1	2	1
Mondure/Wheatlands	0	0	0	0
Murgon	2	0	6	14
Nanango	0	4	11	21
Proston	1	2	1	5
Taabinga	5	5	20	30
Tingoorra	1	0	1	0
Wondai	1	1	10	10
Total	10	15	56	88

Saleyards Update

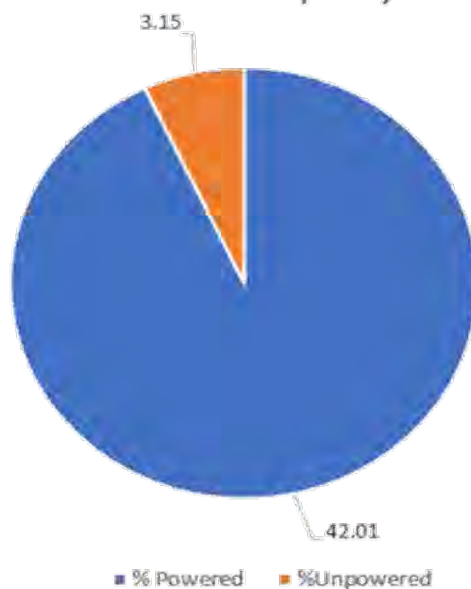
Stats Item	Monthly		Year to date Cumulative
	2023/24	2022/23	2023/24
	01/11/23-30/11/23	26/10/22-24/11/22	01/07/23– 30/06/24
Coolabunia Saleyards			
Dipping (Agent & Private)	470	1512	2825
Inspection (Private)	152	409	1047
Consignment / Transit (Private)	81	312	636
Weighed (Agent & Private)	371	759	1678
Sold (Agent)	431	814	1926
Spray	0	2	5
Nanango Dip Yard			
Cattle Dipped	0	0	35

Customer Requests

Category	Monthly	Year to Date Cumulative	
	2023/24	2023/24	2022/23
	01/11/23-28/11/23	01/07/23 – 30/06/24	01/07/22 – 30/06/23
Airports	2	29	51
Cemetery	4	32	110
Dams	3	8	19
Saleyards	2	6	2
Total	11	75	182

Dams Update

Boondooma Occupancy Rate



Bjelke-Petersen Occupancy Rate



9 PROPERTY & FACILITY MANAGEMENT

9.1 BARAMBAH UNITED FOOTBALL CLUB INC - FINANCIAL SUPPORT

File Number: 6-12-2023

Author: Lease Officer

Authoriser: Chief Executive Officer

PRECIS

Barambah United Football Club Inc have requested a financial contribution from Council of \$30,000 to cover their co-contribution for Minor Infrastructure and Inclusive Facilities Fund.

SUMMARY

The Barambah United Football Club (the Club) have applied for grant funding through the Minor Infrastructure and Inclusive Facilities Fund to upgrade the club house/amenities and have a shortfall of the 20% co-contribution. Council has provided landowner consent for the application for grant funding although did not agree to provide any co-contribution for the project. As Council has received multiple requests to support applications for grant fund it is recommended that a Policy be developed to assess applications for financial support by community groups.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council;

1. To develop a Policy for managing requests for financial support by community organisations and not-for-profit groups.
2. Offer for the Barambah United Football Club Inc to apply for a community organisation loan for the shortfall of co-contribution funds.

FINANCIAL AND RESOURCE IMPLICATIONS

The Club have provided a quote for the upgrade of the club house/amenities with additional expenses and contingency totalling \$363,665. The total contribution required by the Club is \$72,733. The Club have requested approximately \$30,000 in co-contribution.

The request for the \$30,000 has not been allocated within the 2023/2024 financial budget. In the 2023/2024 financial budget Council has allocated funding to two other community organisations. As Council has a number of community groups all applying for the same funding, it is recommended that a Policy be developed to manage requests for financial contributions over \$3,000 that fall outside of the Community Grants Program.

Council offers loans to community organisations for up to \$30,000 to be repaid over three (3) years provided that organisation can demonstrate the community benefit for the funds being received.

LINK TO CORPORATE/OPERATIONAL PLAN

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

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

OPL/14: 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.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The Club contacted Council in early November 2023, for a letter of landowners consent to apply for grant funding to upgrade the clubhouse/amenities building on the Wondai Sportsgrounds. The Club

does not hold a lease on the grounds and Council supplied the letter of landowner's consent provided the Club enter a suitable tenure arrangement with Council. In mid-November the Club requested for Council to provide a loan or provide co-contribution for the shortfall of the 20% that they must contribute to the project, being approximately \$30,000.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

No implication can be identified.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Council has a Policy for Community Grants which includes events, sponsorship, in-kind support and hall insurance although Council does not currently have a Policy to manage requests for financial support or co-contributions required for grant funding applications.

ASSET MANAGEMENT IMPLICATIONS

The Wondai Sportsgrounds has two (2) existing toilets with minimal changing areas and no showers or inclusive person with a disability (PWD) toilets. The Club is seeking to build new inclusive accessible toilets, showers and a change room to support their growth and better meet the needs of members and the community.

Inclusive amenities will provide a higher quality facility and improve local sport and community events held in Wondai. The amenities will cater for women, children, parents with prams and people with a disability.

REPORT

Property Details:

RPD: Lot 156 on FY809991

Address: 14064 Bunya Highway, Wondai QLD 4606

Area: Lease B – Wondai Sportsgrounds

The Barambah United Football Club Inc have been situated on the Wondai Sports Grounds since 2014 with no formal tenure/lease of the area. Council has been in discussion with the Club over the years to enter into a formal tenure/lease agreement.

Council has provided landowners consent to upgrade the amenities under the provision that formal tenure is entered, a future report to Council will be provided formalising tenure arrangements.

ATTACHMENTS

- 1. Quote for Barambah United Football Club Inc**
- 2. Lease Area B - Wondai Sports Grounds**
- 3. Community Grants Program Policy**

FBI-Favier Building Industries
6 Queen Street, Kingaroy QLD 4610
E: admin@favierbuilding.com.au
P: 04 3456 1118



ABN 86105749804
QBCC 15028503

Barambah United Football Club

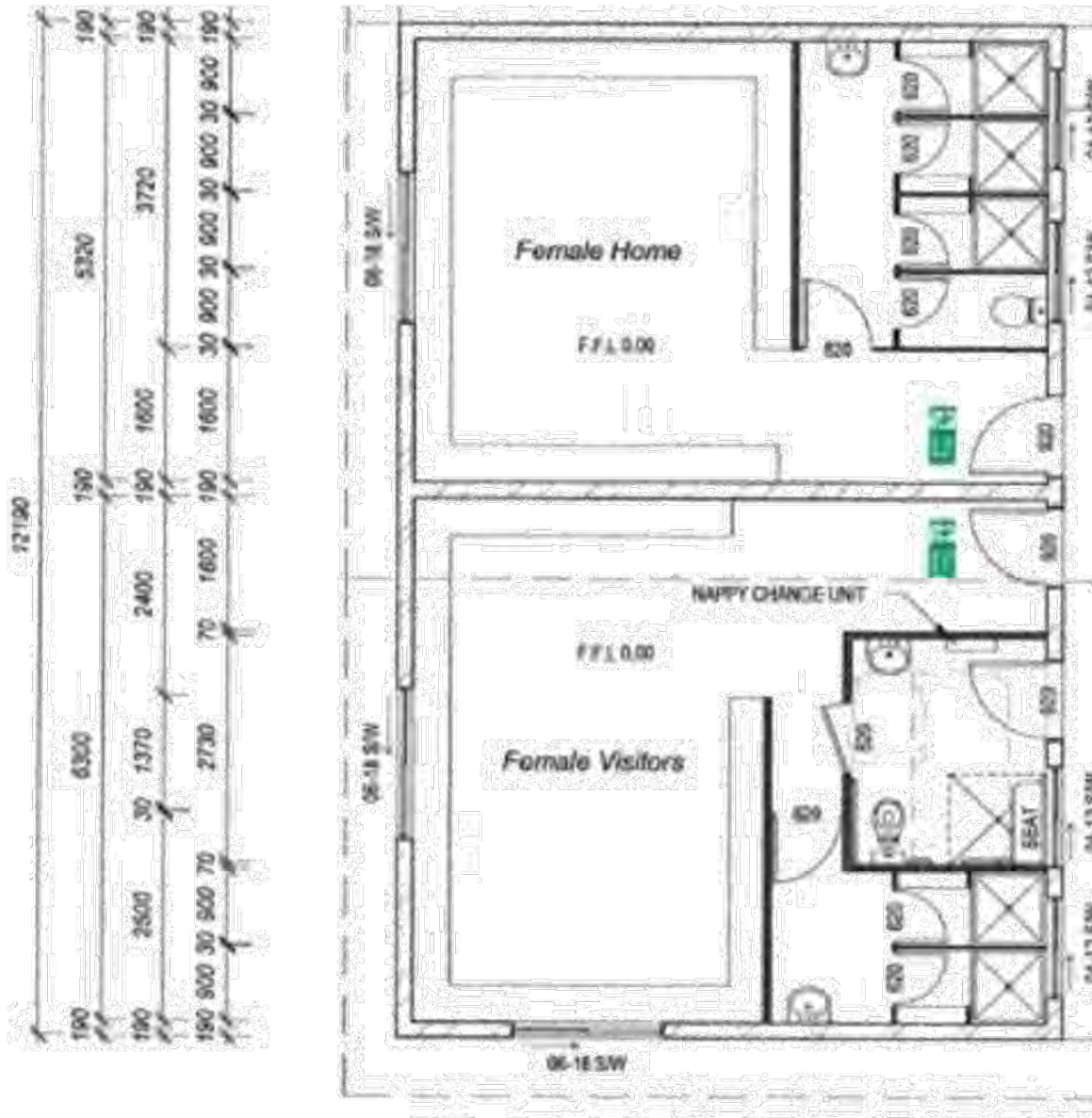
Current Site



FBI-Favier Building Industries
 6 Queen Street, Kingaroy QLD 4610
 E: admin@favierbuilding.com.au
 P: 04 3456 1118



ABN 86105749804
 QBCC 15028503



Floor Plan

Scale 1 : 100



FBI-Favier Building Industries
6 Queen Street, Kingaroy QLD 4610
E: admin@favierbuilding.com.au
P: 04 3456 1118



ABN 86105749804
QBCC 15028503

Site Plan – Lot 156, FY809991



FBI-Favier Building Industries
6 Queen Street, Kingaroy QLD 4610
E: admin@favierbuilding.com.au
P: 04 3456 1118



ABN 86105749804
QBCC 15028503



FBI-Favier Building Industries
 6 Queen Street, Kingaroy QLD 4610
 E: admin@favierbuilding.com.au
 P: 04 3456 1118



ABN 86105749804
 QBCC 15028503

Our Estimation of the New Change room is only an estimate.

We currently have no specs, engineering, or plans. The estimate is based on previous works and includes assumptions in regard to engineering and soil types being the same as

Budgets estimate -

Barambah United Football Club

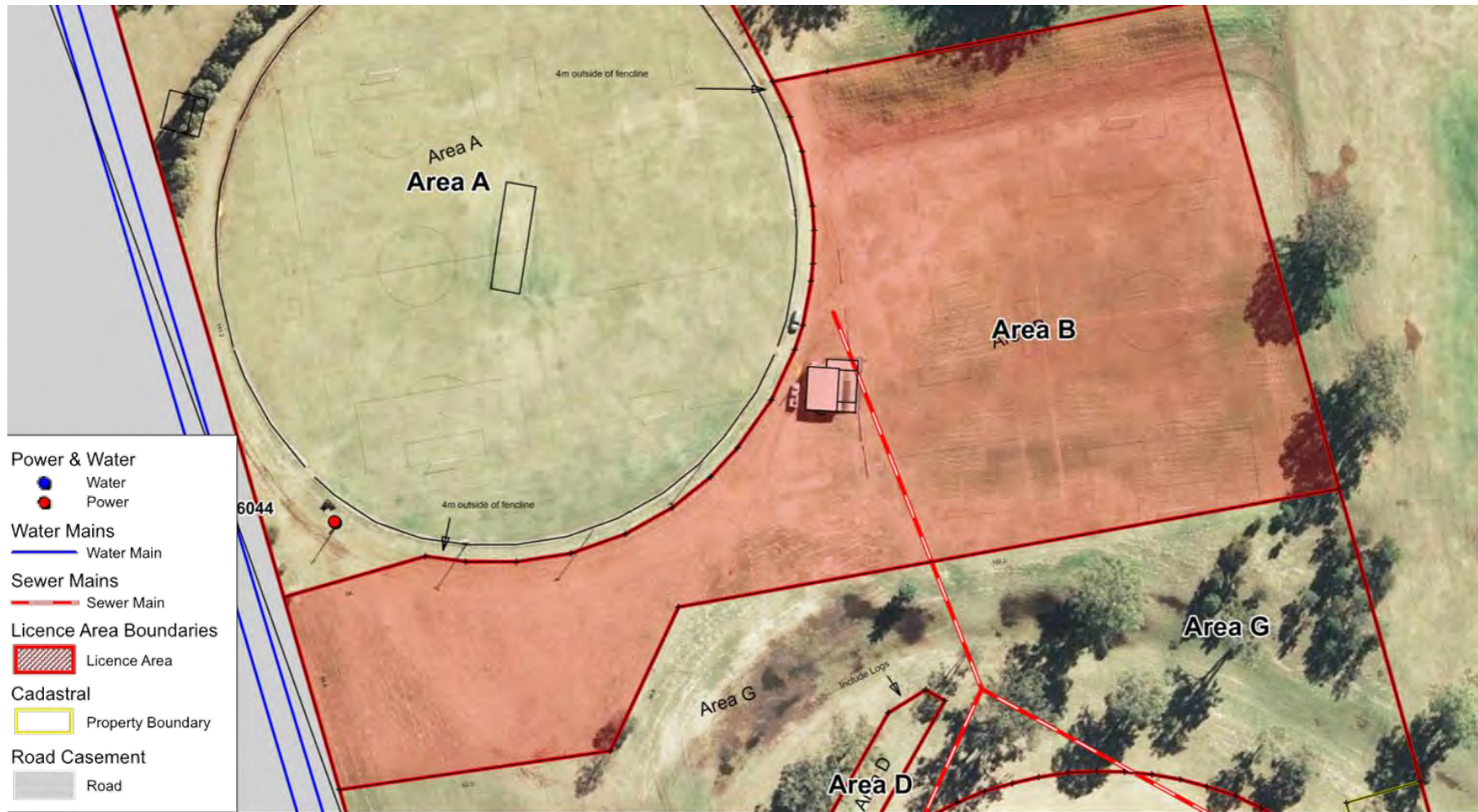
Date 03 Nov 2023

Expiry 03 Dec 2023

Quote Number QU_FBI_202482_

Reference Barambah Soccer Clul

Description	Quantity	Unit Price	Amount AUD
Design, Engineering, Sewer	1.00	7350.00	7350.00
Site Management, Planning, QA, Safety, Insurance	1.00	23249.00	23249.00
Construction Estimate based on Kingaroy Soccer Club plans - Rooms and Facilities only, No Awning or Breezeway	1.00	245000.00	245000.00
Electrical - Upgrades, UG Works, Certification	1.00	16859.00	16859.00
Contingency - Plumbing / Sewer Upgrades	1.00	15680.00	15680.00
Seating and Fixtures allowance	1.00	8300.00	8300.00
		Subtotal	316438.00
		Total GST 10%	31643.80
		TOTAL	348081.80



Power & Water

- Water Main (Blue line)
- Power (Red dot)

Water Mains

- Water Main (Blue line)

Sewer Mains

- Sewer Main (Red line)

Licence Area Boundaries

- Licence Area (Red shaded area)

Cadastral

- Property Boundary (Yellow outline)

Road Casement

- Road (Grey shaded area)

GDA

True North, Grid North and Magnetic North are shown diagrammatically for the centre of the Hervey Bay Local Government Area. Magnetic North is correct for 2001 moving easterly by 0.04° in about five years.

Important

This map was produced on the GEOCENTRIC DATUM OF AUSTRALIA 1994 (GDA94), which has superseded the Australian Geodetic Datum of 1984 (AGD66/84). Heights are referenced to the Australia Height Datum (AHD) heights.

For most practical purposes GDA94 coordinates and satellite derived (GPS) coordinates based on the World Geodetic Datum 1984 (WGS84)

SOUTH BURNETT REGIONAL COUNCIL
Customer Contact: Ph (07) 4189 9100

Important Notice

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Drawn By: Amy King
Department: Information Services
Date: 03-03-2017
Projection: MGA94 Zone 56

Licence Area B
Wondai Sportsground



POLICY CATEGORY - NUMBER: Strategic005
POLICY OWNER: Community & Lifestyle
ECM ID: 2615364
ADOPTED: 14 December 2022

Community Grants Program Policy

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

Table of Contents

1. POLICY STATEMENT	1
2. SCOPE	1
3. GENERAL INFORMATION	1
4. DEFINITIONS	5
5. LEGISLATIVE REFERENCE	5
6. RELATED DOCUMENTS	6
7. NEXT REVIEW	6
8. VERSION CONTROL	6

1. POLICY STATEMENT

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

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

2. SCOPE

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

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

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

3. GENERAL INFORMATION

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

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

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

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

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

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

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

This policy provides an overview of the Community Grants Program. Applicants are to complete in full the relevant Program Application and Acquittal Forms. Successful applicants must enter into a Funding Agreement with Council within 20 days of notification of the outcome to receive funding.

Applications for funding will be assessed against the following criteria:

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

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

3.1. Acquittal

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

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

3.2. Community Sponsorship

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

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

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

3.3. Community Hall Insurance Grant

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

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

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

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

3.4. Councillor Discretionary Fund

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

- a) for capital works of the local government that are for a community purpose;
- b) to a community organisation for a community purpose; or
- c) for another community purpose.

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

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

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

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

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

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

3.5. Elite Performance Youth Grant

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

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

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

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

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

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

Applications can be made throughout the financial year.

3.5. In-kind Sponsorship

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

In-kind services include:

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

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

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

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

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

3.6. Regional Arts Development Fund

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

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

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

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

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

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

3.7. School Student Awards

This grant provides sponsorship funding for student awards in conjunction with a school's annual awards night. Council will determine on a case-by-case basis the requirements for acknowledgement of sponsorship. Successful applicants will need to reapply each year for assessment on merit. The fund will provide awards sponsorship of up to \$300 per school, maximum \$150 per award.

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

Applications can be made through out the financial year.

3.8. Indigenous Affairs Fund

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

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

3.9. Community Australia Day / ANZAC Day Events Sponsorship

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

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

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

3.10. Subsidised Hire of Council Facilities

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

4. DEFINITIONS

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

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

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

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

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

5. LEGISLATIVE REFERENCE

Code of Conduct for Councillors in Queensland

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

6. RELATED DOCUMENTS

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

South Burnett Regional Council Corporate Plan 2021-26

South Burnett Regional Council Employee Conflicts of Interest Policy – Statutory033

South Burnett Regional Council Regional Arts Development Fund Guidelines – Strategic004

7. NEXT REVIEW

As prescribed by legislation or December 2024

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Adoption of Policy	19 April 2017	2782794
2	Revised Policy – April May 2018	16 May 2018	2782794
3	Revised Policy – May June 2019	12 June 2019	2782794
4	Revised Policy – add in Community Australia Day Events Sponsorship	21 August 2019	2782794
5	Administrative change replacing Manager Social & Corporate Performance with General Manager Community as per Council Resolution 2021/62	24 March 2021	2782794
6	Review of Policy – Resolution 2021/42	28 July 2021	2782794
7	Review of Policy	20 October 2021	2782794
8	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2782794
9	Review of policy	14 December 2022	2782794


 Mark Pitt PSM
 CHIEF EXECUTIVE OFFICER

Date: 14 December 2022

9.2 TRUSTEESHIP OF GOODGER HALL - LOT 186 ON FY850

File Number: 6-12-2023

Author: Lease Officer

Authoriser: Chief Executive Officer

PRECIS

Request for Council to accept trusteeship of Goodger Hall, locally known as the Goodger School of Arts, being a Reserve for Public Hall R685, Lot 186 on FY850.

SUMMARY

Council has been in ongoing discussions with the Department of Resources (DoR) seeking for Council to take on trusteeship of the reserve since 2014. Members of the Goodger Community would like to use the hall and reserve for community functions including the Goodger Day Out and Music Festivals. It is proposed that Council take over trusteeship of the reserve and work with members of the community to become an incorporated association to be able to offer a lease of the hall.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That Council become trustees of the Goodger Hall, locally known as the Goodger School of Arts, being a Reserve for Public Hall R685, Lot 186 on FY850. and pursuant to *Section 257(1)(b)* of the *Local Government Act 2009*, the Council resolves to delegate to the Chief Executive Officer the power to complete the transfer of trusteeship.

FINANCIAL AND RESOURCE IMPLICATIONS

Council is currently maintaining the land without holding trusteeship as per resolution 2022/136, that Council:

- Liaise with the State Government to investigate the current trustee lease arrangements of the old Goodger School grounds arrangement with a report to be brought to the March 2023 Liveability Standing Committee meeting.
- That until suitable management arrangements are determined, Council undertake required slashing of the reserve area.
- Engage with Stanwell as to options for their involvement.

Council will be responsible for any management and maintenance costs unless Council enters a Trustee Lease with an Incorporated Association seeking to use the land. A Trustee Lease must align with the community purpose set for the land.

LINK TO CORPORATE/OPERATIONAL PLAN

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

OPL/23: Create a pipeline of 'shovel ready' projects that support asset management principles and liveability outcomes for the community.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

DoR contacted Council in 2014 to discuss taking over trusteeship of the reserve, as they have stated that the current trustees have since passed away, but Council did not take on trusteeship at this stage.

In 2022, the Garden of Learning Ltd approached Council and DoR seeking to build a school on the reserve. DoR advised that a school would not be consistent with the community purpose of the reserve being public halls.

From DoR – *Public Hall: To be used for a place used by the community for public events (e.g. monthly meeting of a small community club, public meetings). It is not appropriate for local government civic centres or similar local government buildings.*

In 2023, Council was approached by members of the Goodger community seeking to open the hall for community events including the Goodger Day Out and Music Festivals.

This matter has also been discussed at Council's Internal Land Sales, Planning and Infrastructure meeting. The recommendation is for Council to accept trusteeship of the reserve for a potential trustee lease with a community organisation.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Appointing and removal of trusteeship of the reserve is governed under *Sections 44 - 56* of the *Land Act 1994*. Trusteeship is no longer issued to individuals and usually appointed to an Incorporated Association or Local Government as the trustees are the owners of the land for the purposes of legal proceedings, so they can sue and be sued, and take action to remove trespassers or to protect property under their control. Trustees cannot sell or transfer or mortgage against the land.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Nil Policy or Local Law implications.

ASSET MANAGEMENT IMPLICATIONS

The original Goodger School building was erected in 1915 and replaced with the current building in 1920. Council's Building Asset Management Officer inspected the building on 23 September 2022 and provided Council with a Dilapidation Inspection Report. Due to the age of the building and lack of maintenance there are several defects including:

- Historic termite damage (both internal & external);
- Windows have been shattered;
- No functional rainwater tanks;
- Deteriorate decking boards; and
- Significant rust to the roof and gutters.

Further investigation, assessment and quotes will be required for:

- A structural survey including the original timber stumps;
- Replacement of the stairs;
- Glazing for the windows;
- Replacement rainwater tanks;
- Electrical inspection and any repairs required;
- Potential roof replacement; and
- Potential replacement of the decking.

There is no access for persons with a disability (PWD) and approximate costs are predicted to exceed \$80,000 as required under the *Disability Discrimination Act 1992*.

Members of the Goodger community are seeking to become an incorporated association and lease the property from Council, they have also approached Stanwell seeking funding to assist with undertaking repairs to the building.

REPORT

Property Details:

RDP: Lot 186 on FY850

Address: Kingaroy – Cooyar Road, Goodger

Zoning: Rural under the South Burnett Regional Planning Scheme.

Overlays: Bushfire Hazard zone – High Potential Bushfire Intensity and Potential Impact Buffer.

Land Use: Old Goodger School

Tenure: Reserve for Public Hall

Background:

The Goodger school opened in 1917 and closed in 1962, a local committee persuaded the Education Department to allow the building to stay on the property to serve as a School of Arts.

The land and building were dedicated as a Reserve for Public Hall in 1971 and appointed individually named trustees gazetted in 1979, 1985 & 1992. Council was informed in 2014, by the Department of Resources (DoR) that the trustees has since passed away, and DoR requested Council's views to become the new trustee of the reserve. At this time Council decided not to take over trusteeship.

A report was presented to Council in November 2022, under resolution 2022/261:

That South Burnett Regional Council:

1. Advise the Department of Resources that, to its knowledge, the named Trustees of the Reserve for Public Hall, being Lot 186 on FY850, are all deceased.
2. Public consultation be undertaken to advise the community of the current situation and future options.

Members of the Goodger Community are now seeking for Council to takeover trusteeship of the reserve, for the community group to become an incorporated association and take on a lease of the hall. Stanwell have indicated that funding maybe available to the community to undertake improvements and necessary repairs to the hall.

ATTACHMENTS

1. **Dilapidation Inspection Report - Goodger School-Hall Building - 2022**
2. **Locality Map - Goodger Hall (School of Arts) - Lot 186 on FY850**

DILAPIDATION INSPECTION REPORT

Goodger School Building – Kingaroy Cooyar Road, Goodger



Locality plan



Front of Building

General

The building was inspected on Friday 23 September for the purpose of establishing an overall general building condition.

Background.

The school building is a timber frame structure clad with weatherboards externally and lined with T & G V.J. boards internally. It has a corrugated steel roof. It is highset on timber stumps approximately 2m+ above ground.

The structure is in the order of 105 years old.

The building has not been regularly used for some time and maintenance has been neglected over this period. Its overall condition is reflective of a poorly maintained 105 year old structure.

Of concern for future potential uses is the matter of access to the building. Consideration needs to be given to access for persons with disabilities (PWD). There are potentially three options which may be considered:

Option 1:

Construct a ramp at the front of the building to provide compliant access. At the existing floor level, the ramp would need to be in the order of 40m long for compliance with an estimated indicative cost of \$80k or more.

Option 2:

Install an external lift on the front elevation of the building. The cost would be in the same order as a ramp.

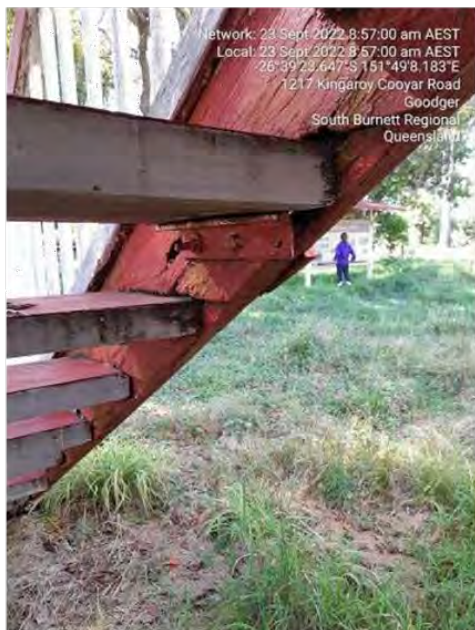
Option 3:

Lower the building onto minimum height stumps and provide a ramp for compliant access. The estimated length of this ramp would be 10m. Again, an estimated cost including lowering the building is likely to be in the order of \$80k +.

All 3 options outlined above will in some way effect to aesthetic of the building. Restoring the building to use without providing suitable access is not considered to be an option (Refer *Disability Discrimination Act 1992*).

Defects / Matters to Consider

Stairs



Front Stairs – Strings and Treads



Front Stairs – Newell post

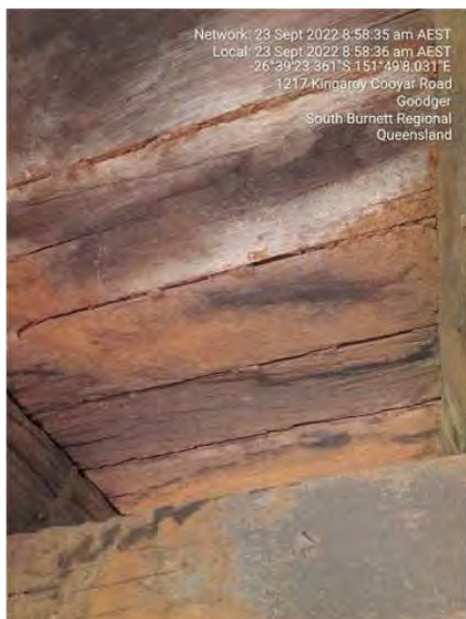
Both the front and rear stairs are in poor condition and require replacement prior to further safety concerns developing. (Refer to comments under “General” in relation to PWD access)

The rear door has been secured closed to prevent people exiting onto the rear stairs.



Rear door secured closed.

Termite damage



Termite mud in floor.

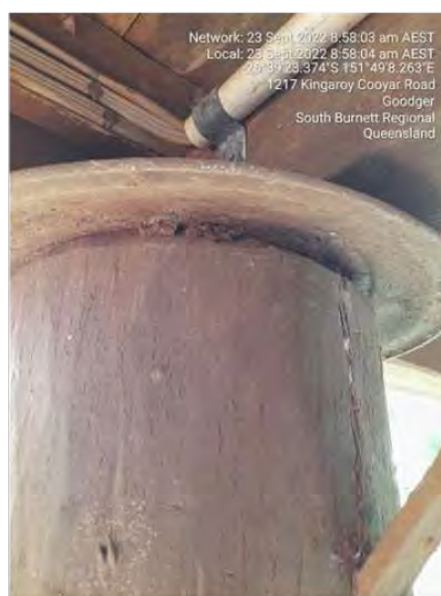


Internal termite damage.

There is evidence of significant historic termite damage in the stumps, floor system and interior. Whilst there does not appear to be any current activity, it is impossible to determine the extent of structural damage without further investigation. Some repairs have been undertaken internally.



Internal wall with termite damage repaired.



Termite mud in stump.

Windows

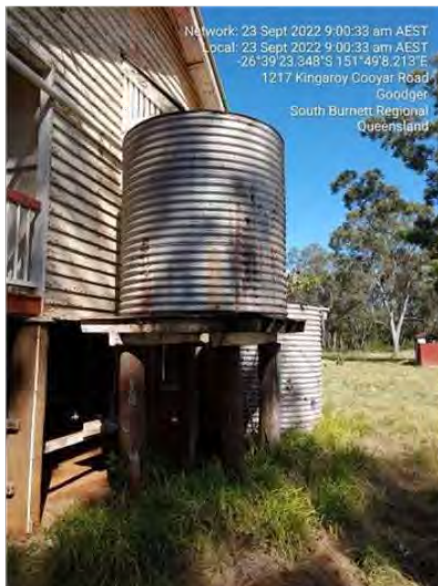
A high percentage of glazed window pains have been damaged allowing weather ingress and also birds to enter the building to roost. Further inspection may reveal that the timber casement frames require maintenance and / or repair. It may be more economical to replace all of the timber windows with aluminium to reduce ongoing maintenance and reduce future glazing costs (giving consideration to the possible impact on the buildings aesthetic).



Typical damaged windows

Rainwater tanks

There are currently two rainwater tanks servicing the site both of which are rusted and damaged and no longer functional. The stands for both are deteriorated and require replacement.



Rainwater tanks.



Rotted tank stand.

Timber Stumps

There are approximately 20 timber stumps supporting the building. They appear to be original and are approximately 2000 above ground.

Timber stumps can appear to be in reasonable condition but when they are 105 years old will generally have significant deterioration below ground level. Further investigation is required to confirm the exact condition.



Typical timber stumps.

Electrical

Electricity has been disconnected to building. Prior to re-connection, the building and its electrical services will require inspection for condition and repairs as required.



Electrical switchboard.

Front verandah

The decking to the front verandah is in poor condition. Some boards appear to have been previously replaced. Typically, on buildings this age, once weather exposed decking requires replacement, usually the supporting joists also require replacement. Further investigation will be required to confirm.





Deteriorated decking boards.

Roof

The roof appears to be original with significant surface rust evident and possible loose laps and fixings. Generally, roofs of this age will have some minor water ingress issues which may have caused deterioration to the supporting members under. It was common to use pine framing which is susceptible to rot and deterioration from water contact for roof battens and structural roof members. Again, further investigation is required to confirm. There is significant rust in the gutters.





	<p>South Burnett Regional Council does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that SBRC shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.</p>	<p>Goodger Hall - Lot 186 on FY850</p>	<p>27/11/2023 1:1519</p>	
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9.3 SUPPLEMENTARY REPORT FOR GIFTING OF ST. FAITH CHURCH AND CEMETERY, MONDURE

File Number: 29-11-2023

Author: Manager Facilities and Parks

Authoriser: Chief Executive Officer

PRECIS

Giftng of St. Faith Anglican Church and Cemetery, Mondure to South Burnett Regional Council

SUMMARY

The Corporation of the Synod of the Diocese of Brisbane have offered to gift St. Faith Anglican Church property to the South Burnett Regional Council. The property consists of a 4,047m² allotment improved with a low set timber church (circa 1917) and cemetery.

OFFICER'S RECOMMENDATION

That the Committee recommend to Council;

That Council respectfully decline the offer to be gifted the St. Faith Anglican Church and cemetery property located at Mondure.

FINANCIAL AND RESOURCE IMPLICATIONS

Cost implications to Council for ongoing maintenance and upkeep of the property and cemetery. Council resources would be required to administer and maintain the cemetery in the Mondure district.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Anglican Church

Planning Coordinator, Manager and Consultant

Manager Community and Lifestyle

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Responsibilities and obligations under the Land Act 1994 pertaining to cemeteries and associated register.

Local Government Act 2009

South Burnett Regional Council Subordinate Local Law 1.9 (Operation of Cemeteries) 2011

South Burnett Regional Council Subordinate Local Law 1.13 (Undertaking Regulated Activities regarding Human Remains) 2011

Queensland Heritage Act 1992 implications regarding the repair and removal of structures, monuments and tombstones.

ASSET MANAGEMENT IMPLICATIONS

Should Council accept the offer to gift there will be substantial maintenance required to the church structure to bring it to an acceptable level. The cemetery has open bookings and is required to be managed and maintained in accordance with the Land Act 1994, South Burnett Regional Council Subordinate Local Law 1.9 (Operation of Cemeteries) 2011, South Burnett Regional Council Subordinate Local Law 1.13 (Undertaking Regulated Activities regarding Human Remains) 2011 and potential implications with the Queensland Heritage Act 1992.

REPORT

Background

Saint Faith's Church was dedicated by the Anglican Church in 1917 with the cemetery being consecrated in 1932. The property is listed on the Local Heritage Register and under the SBRC Cemetery listings. The property is a single freehold title of 4,047m² displaying a near level topography. It is improved with a lowset weatherboard/CGI church of approximately 100m². The structure is in moderate to fair condition for its age but requires maintenance and capital works including painting externally, re-roofing, re-stumping and amenities. There is no mains water connected to the property and there are no ablutions. The structure is open plan and typical in design for a church of its era, therefore having limited viable alternative uses.

Considerations

If the Council were to accept the gift of ownership of the property, then the following issues would need to be considered;

Subdivision

The property is zoned 'Rural' hence subdivision to a lot size below 100ha is generally not intended. A planning application would need to justify deviating from the scheme including the current State Planning Policy. The site fronts an unconstructed road and is not serviced by telephone/internet or water. There are no amenities in the building or on the allotment. The costs to provide these to the site would render it economically unviable. Therefore, the option to subdivide the cemetery component from the church and curtilage area is not viable. In addition, the marketability of the property in its current form to the general public would be very limited given the intrinsic rights of friends and family of the interred to visit the cemetery and the condition of the improvements.

Easement

Potential for an easement for public thoroughfare over the cemetery and appropriate curtilage would facilitate access for the public to the cemetery area. This said the ownership of this area would still remain with the landowner. The land owner would still be liable for rates on the entire parcel and responsible for the maintenance and upkeep. This combined with the requirements for converting the church to a dwelling and the heritage listing would make this option economically unviable.

Relocation

Relocation of the church from the property to a more suitable site may impact on its heritage restraints and would be uneconomical given the requirement to restump, reroof and bring the structure to current standards. This would leave the site with the cemetery which would still require maintenance.

As is

Taking the property in as is condition would require Council to maintain the cemetery and structure. This would burden the Council with ongoing maintenance and capital works upgrade costs. A community use or alternative use would be required to be identified for the structure.

Summary

The options identified above failed to reveal a justifiable and economically viable option to accept the gift of the property and it is recommended that the offer be respectfully declined.

ATTACHMENTS

1. **General Locality Map**
2. **Aerial**
3. **Church Photo**
4. **Interior Photo**
5. **Cemetery Photo**





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 <p>SOUTH BURNETT REGIONAL COUNCIL</p>	<p>South Burnett Regional Council does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that SBRC shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.</p>		<p>19/06/2023</p>	
			<p>1:1084</p>	







9.4 COMMUNITY CONSULTATION REGARDING MILP INC LEASE / GIFT OF A SECTION OF MCMAHON PARK

File Number: 06/12/2023

Author: Manager Facilities and Parks

Authoriser: Chief Executive Officer

PRECIS

Results of the community consultation regarding the proposed Murgon Independent Lifestyle Project Inc. (MILP) development incorporating land in Murgon to establish a cluster of units suitable for adults with disabilities and a care-takers residence.

SUMMARY

MILP Inc requested exclusive use of a portion of land in Murgon being part of McMahon Park. This area is proposed to be developed to approximately twelve units for adults with disabilities who require low to medium level of care. This will offer them the opportunity to live as independently as possible in their own unit in a safe and secure environment. A care-takers residence will also be included in the fenced development. Once a section of land is secured MILP Inc can proceed to obtain grants and funding towards the cost of constructing the units.

OFFICER'S RECOMMENDATION

That the Committee recommend to Council that;

1. Council resolves that under *Section 236(1)(b)(ii)* of the *Local Government Regulation 2012* for the disposal of the valuable non-current assets by offering a three (3) year non-exclusive use Deed of Licence to Occupy for Part of Lot 37 on RP842815, 70 Perkins Street, Murgon known as McMahon Park to the Murgon Independent Lifestyle Project Inc.
2. Pursuant to *Section 257(1)(b)* of the *Local Government Act 2009*, the Council resolves to delegate to the Chief Executive Officer the power to negotiate, finalise and execute the Deed of Licence to Occupy between Council and the Murgon Independent Lifestyle Project Inc on terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council.
3. Council provides ongoing support and encourage MILP Inc to progress the project and develop partnerships and source funding through other organisations at a local, regional and state level.

FINANCIAL AND RESOURCE IMPLICATIONS

Rent for the Licence to Occupy will be a concessional rate applied to all community and not for profit groups of \$75.00 per year (excluding GST).

LINK TO CORPORATE/OPERATIONAL PLAN

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

EC9 Develop, in consultation with communities, Community Plans that identify key priorities for each town and village to inform Council's prioritisation.

EC12 Develop and implement a plan that makes our region's towns 'Communities of choice' for people living with disability.

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

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

IN13 Advocate and support the specialist health services needs of our residents.

OR3 Manage Council's assets effectively through the development and implementation of Asset Management Plans.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

MILP Inc. Business and Strategic Plans

Onsite community consultation undertaken on the 14 November 2023

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

No implication can be identified.

ASSET MANAGEMENT IMPLICATIONS

Offer of a Deed of Licence to Occupy to a community organisation is in accordance with s.236 of the *Local Government Regulation 2012*. MILP as the licensee will have non-exclusive possession of the licence area for a community purpose so that the land may be used for any other community purpose during the licence term without undue interruption or obstruction.

MILP will be required to hold a minimum \$20M Public Liability Insurance for the licence area.

A further report to Council will be required prior to undertaking any Lease providing evidence of the necessary due diligence, planning enquiries, access requirements, preliminary design plans, suitable funding to support the completion of the project and a 10 year plan for financial sustainability plan.

REPORT

Property Details

RPD: Part of Lot 37 on RP842815

Address: 70 Perkins Street, Murgon

Known as: McMahan Park

Tenure: Freehold

Area: 5.661 ha

Approximate Licence Area: 1.824 ha

Proposed Project

MILP Inc requested a portion of land in Murgon being part of McMahan Park as per the plans in attachments. This area is proposed to be developed to approximately twelve units for adults with disabilities, who require low to medium level care, offering them the opportunity to live as independently as possible in their own homes in a safe and secure environment. Once a section of land is secured MILP Inc can proceed to obtain grants and funding towards the cost of constructing the units and completing the development.

A review of available suitable land in Murgon was undertaken with MILP Inc. taking into consideration the specific requirements of the proposed development. There is a unique need for a larger land area due to noise, safety buffers and proposed activities such as vegetable gardens and chicken coups and outdoor sporting and recreational activities. Therefore, typical residential land area is not sufficient to facilitate the proposed use. The development is proposing twelve-unit type accommodation buildings and a caretakers building for on-site care in a gated or fenced type environment.

The area identified in the attachments is somewhat surplus area to the established parkland with the gazetted streets being unformed at present. Planning and development application is required for the proposed development.

Community Consultation

Onsite community consultation undertaken on the 14 November 2023. There were approximately ten (10) residents in attendance along with select Councillors and Council officers. An online survey about the park, its use and suitability and the project commenced on the 14 November 2023 and the respondents' results are summarised as follows;

- A large proportion of respondents did not use McMahon Park.
- Those respondents that used the park were predominantly over 65 and used the walking tracks predominantly.
- Most respondents were satisfied with the shaded areas, walking tracks and open space.
- Respondents reported the park was used by wildlife.
- Respondents reported the storm water flow through the park was for short intense periods and water moved quickly through the park.
- Most respondents were dissatisfied with the playground.
- Lighting and security, walking tracks and paths and shade and feature trees were the most important aspects of the park to the respondents.
- A vast majority of respondents considered the area suitable for the project and were in favour of disability housing being constructed there.

Council officers recommend that Council enter into a Deed of Licence to Occupy initially and if the terms and conditions are met enter into a long term lease of the identified section of McMahon Park to MILP Inc for the development of units for adults with disabilities.

The leasing would be subject to the following conditions;

- (a) Public consultation process being completed successfully and generally in favour of the development, then;
- (b) Initial engagement in a non-exclusive Deed of Licence to Occupy for an initial period of up to 3 years to allow MILP Inc to undertake the necessary due diligence, planning enquiries, preliminary design works and obtain suitable funding, then;
- (c) When the above is achieved satisfactorily, convert the Deed of Licence to Occupy to a formal long term lease with exclusive use rights sufficient to satisfy funding requirements and provide economic stability and viability to the project, and;
- (d) Support and encourage MILP Inc in progressing and completing the development.

ATTACHMENTS

- 1. MILP Inc Strategic Plan**
- 2. MILP Inc Business Plan**
- 3. Aerial of Proposed Lease Area**
- 4. General Locality Map**
- 5. Map of Infrastructure**
- 6. Zoning & Overlays Map**
- 7. Registered Plan**
- 8. Letter of Support _ Rockin Our Abilities**
- 9. Letter of Support _ Graham House**
- 10. Letter of Support_ Murgon Business & Development Group Inc**
- 11. Letter of Support_ Llew O'Brien MP**
- 12. Letter of Support_ Murgon RSL**



Murgon Independent Lifestyle Project Inc.
STRATEGIC PLAN 2023-2026

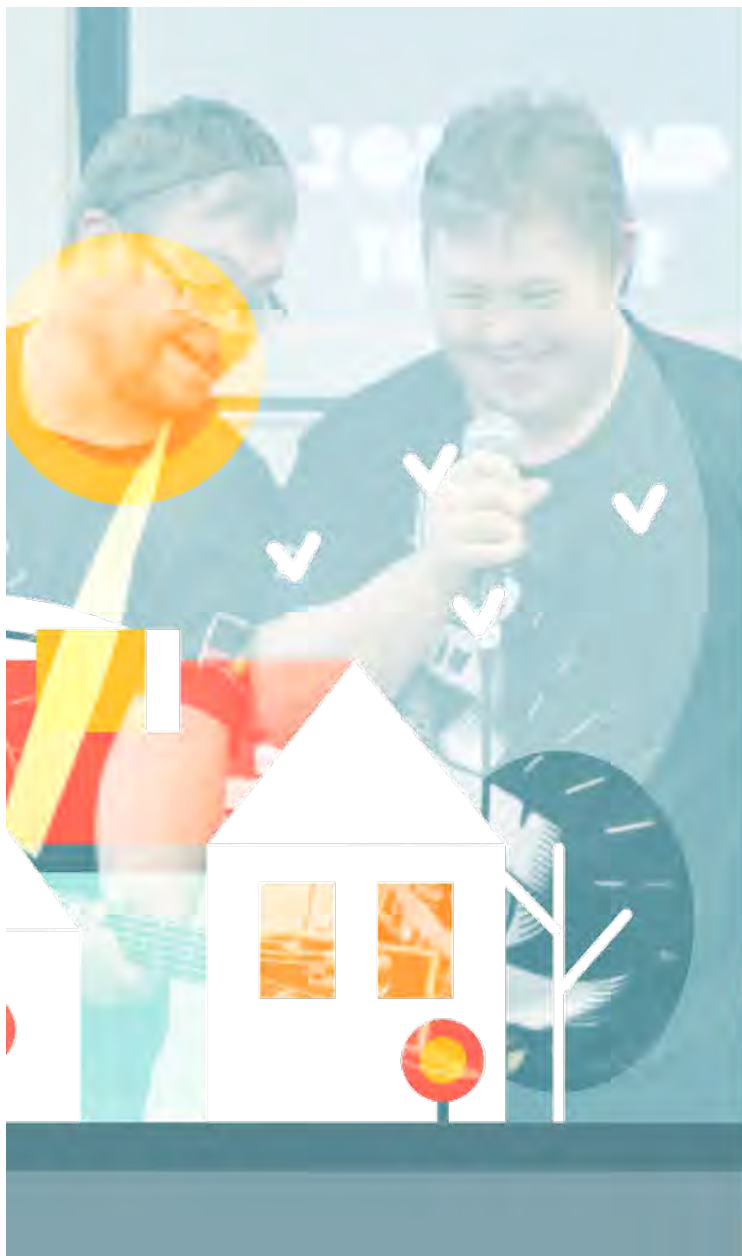


TABLE OF CONTENTS

INTRODUCTION	1
ABOUT MURGON	1
ORGANISATION PROFILE	2
OUR VISION	2
OUR MISSION	2
OUR VALUES	2
THEORY OF CHANGE	3
OUR KEY STAKEHOLDERS	4
STRATEGIC GOALS	5
ACTION PLAN	6
READY FOR ACTION	6
MURGON VILLAGE	7
CONNECTED PARTNERS	8



South Burnett Regional Council provided co-funding to Murgon Independent Lifestyle Inc. to prepare this strategic plan through its Local Built Small Community Grant.



This project was proudly completed by
CPR Group, July 2023
www.cprgroup.com.au

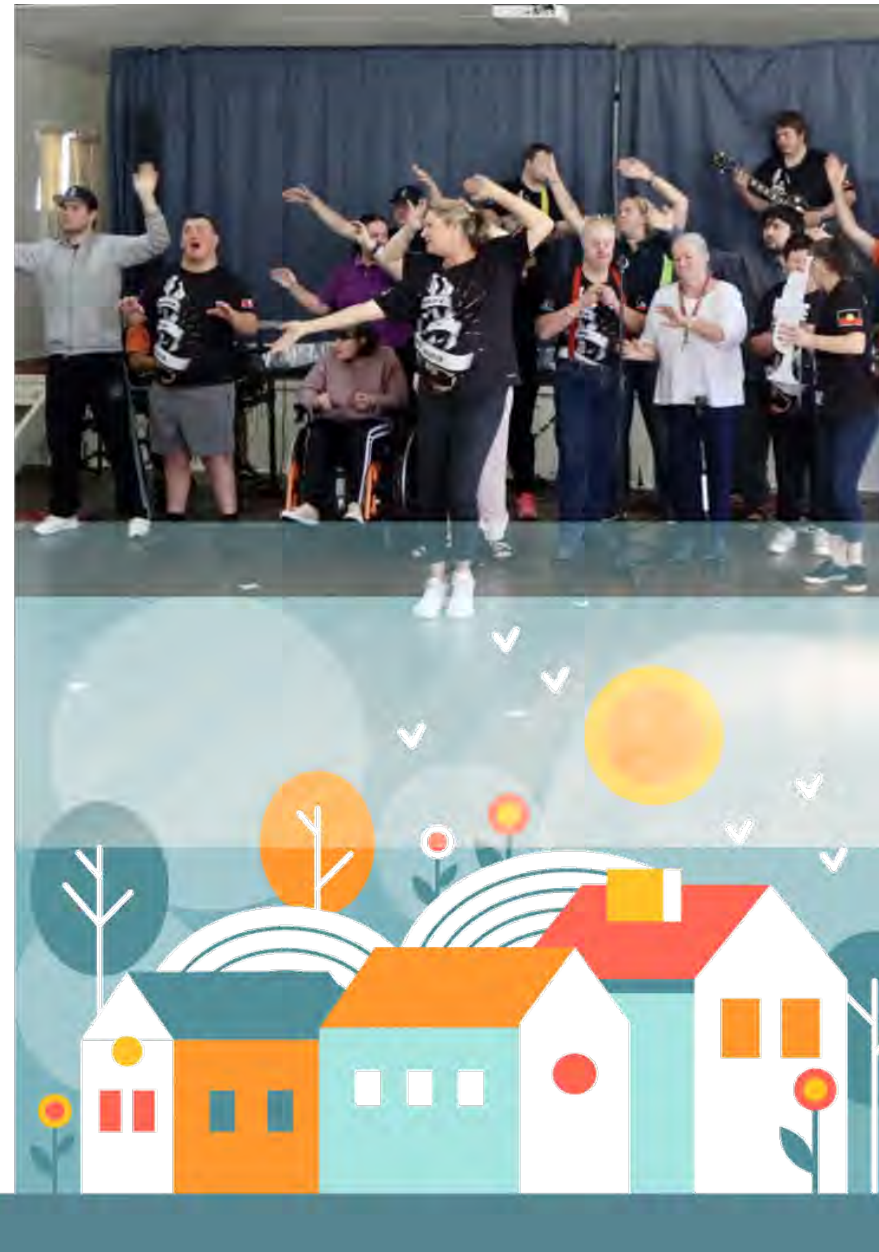
INTRODUCTION

Murgon Independent Lifestyle Project Inc. (hereon referred to as MILP), was established in May 2022 by parents with an adult child with disabilities, and other caregivers, looking for long-term housing solutions for people with disabilities in the Murgon region.

Like many parents in this situation, one of their primary concerns is the future well-being of their adult children when they are no longer able to provide care. The objective of MILP is to raise funds to build a 'village-like setting' within the Murgon community, designed to accommodate adults with low-level to medium-level needs. This initiative aims to enable the residents to live as independently as possible in their personal dwellings, within a safe and secure environment, and with 24-hour supervision and assistance.

ABOUT MURGON

Nestled within the picturesque rural South Burnett region of South-East Queensland, Australia, Murgon thrives as a lively country town, boasting a vibrant and welcoming community. Surrounded by breathtaking scenery, the Murgon district entices visitors with a plethora of attractions and activities to explore. Conveniently situated on the Bunya Highway, Murgon lies approximately 92 kilometers west of Gympie and 245 kilometers north-west of Brisbane.



ORGANISATION PROFILE

OUR VISION

People with disabilities in Murgon to live and thrive in the community that they are familiar with and comfortable in, and to be supported by the community whilst residing in suitable independent living options that meet their individual needs.

OUR MISSION

To support people with disabilities in Murgon to access sustainable, permanent and independent accommodation options with assisted supervision suitable to their individual needs.

OUR VALUES

Commitment — we are committed to supporting people with disabilities to stay in Murgon and be supported by the community and to thrive in home

Perseverance — with hope and determination, we persevere to achieve our mission

Caring — we care for and support each other to achieve the best outcomes for our family members, and Murgon community members

Inclusive — we cultivate an environment where all individuals can feel safe and secure whilst being a valued member of our community

Organisation Details	
Full Legal Name	Murgon Independent Lifestyle Project Inc.
ABN	12 648 837 252
Organisation Structure	Incorporated Association registered with the Office of Fair Trading and a registered charity with the Australian Charities and Not-for-profits Commission
Address	23 Watt St, Murgon QLD 4605
Local Government Authority	South Burnett Regional Council
Phone	0427 231 852
Email	murgonproject@gmail.com
Facebook	facebook.com/supportedlivingmurgon

THEORY OF CHANGE

Our Theory of Change provides a roadmap for supporting people with disabilities to live independently and be supported by their community in Murgon. By using this framework, we establish a shared understanding of the impact of achieving our goals. It strengthens our collaboration with key stakeholders, while also offering support and influence to encourage others in our community to actively contribute towards sustainable, long-lasting change.

Our Challenge	If we	By	This will result in:	And eventually lead to:
<p>Housing shortage in Murgon region (broader external issue)</p> <p>Availability and affordability of land in Murgon</p> <p>Shared accommodation and dynamic amongst residents experienced in traditional NDIS funded models</p> <p>Aging carers/parents of adult children with disabilities and suitable long-term accommodation within their community.</p> <p>Coordinating our members and volunteers to support the MILP vision to realise our mission</p>	<p>Co-design the Murgon Village, source affordable building options and partner with SBRC for a parcel of land.</p> <p>Set ourselves up to be ready for action</p> <p>Connect with purposeful, engaged and aligned stakeholders, sponsors and partners to support MILP strategic goals and vision.</p>	<p>Having a marketing and stakeholder engagement plan for engaging with the Murgon community, participants and partners.</p> <p>Having a funding model supported by fundraising and grant seeking opportunities.</p> <p>Being well-governed by being aligned to ACNC standards and having robust administrative processes</p> <p>Engage with volunteers and support management committee members with clear roles and responsibilities to achieve strategic plan actions.</p>	<p>Sustainable, permanent, independent and supervised accommodation options for people with disabilities in Murgon</p>	<p>A community where people with disabilities can stay supported by their community, and thrive by residing within an independent living option suitable for their individual needs</p>

OUR KEY STAKEHOLDERS



STRATEGIC GOALS



Ready for Action

A well-governed MILP that is meeting the ACNC governance standards supported by robust administrative processes



Murgon Village

Sustainable, fit-for-purpose and affordable disability housing village with independent living options (ILO) accommodation options



Connected Partners

Purposeful, engaged and aligned key stakeholders, sponsors and partners that support MILP strategic goals and vision



ACTION PLAN



READY FOR ACTION

A well-governed MILP that is meeting the ACNC governance standards supported by robust administrative processes

Strategic Objective	Operational Actions
Robust accounting and financial management	Standardised procedures for MYOB, reporting and budgeting, including: <ul style="list-style-type: none"> » Consistent chart of accounts, to enable accurate financial comparisons year on year » Close monitoring of expenses » Contemporary Financial software » Monthly finance reports to management committee » Expenditure authorisation processes
	Financial management policies and procedures
	Annual reporting and audit requirements set by ACNC
Meeting governance standards set by ACNC	Governance model supported by policies and procedures
	Annual audit of policies and procedures
	Complete a risk assessment for MILP in general and for the Murgon Village development
Coordination of management committee and volunteered support	Develop clear, simple role descriptions for management committee members and volunteers
	Establish subcommittees for specific projects and operational tasks, such as: <ul style="list-style-type: none"> » Marketing » Grants » Stakeholder engagement » Events
Track strategic plan progress	Ensure a cohesive future direction for the organisation through consistent monitoring of this strategic plan – evaluate progress and make changes as required
Communication and promotion of MILP vision	Development of a marketing plan including utilising social media and other channels to promote MILP vision and fundraising for Murgon Village
	Development of MILP website and domain email address with free not-for-profit provider such as Google for Non-Profits
Succession Planning	Committee positions and the capacity of existing members
	Ensure systems and processes are documented to support positive succession and handover



MURGON VILLAGE

Sustainable, fit-for-purpose and affordable disability housing village with independent living options (ILO) accommodation options

Strategic Objective	Operational Actions
Murgon Village business case	Development of Murgon Village business case document to share with relevant stakeholders
	Stakeholder engagement with participants and families for feedback and ideation to co-design the village
	Partnership with builder and project manager for design and costing
Funding Murgon Village	Engagement with key stakeholders to source funding opportunities
	Grants management for sourcing and applying for grant opportunities
	Fundraising plan for localised fundraising activities and events eg: Carwash
Learn from others in disability accommodation	Research other disability accommodation providers in rural and remote areas such as Tarampa Lodge and Heritage Lodge, Nanango.
Murgon Village operations model	Develop the operations model of the Murgon Village, including key responsibilities and entities, terms of reference, risk assessment. For example, MILP as the asset owner and lessor to XYZ Pty Ltd Service Provider



CONNECTED PARTNERS

Purposeful, engaged and aligned key stakeholders, sponsors and partners that support MILP strategic goals and vision

Strategic Objective	Operational Actions
Engaged members	Communicate and promote with members the MILP vision and strategic activities and outcomes Keep a register of members, including members who are NDIS participants and their eligibility for accommodation support, to support the Murgon Village co-design activities
Leverage existing and new stakeholder relationships	Develop a stakeholder engagement plan including: <ul style="list-style-type: none"> » Stakeholder identification, and analysis » Objectives and goals » Communication and engagement strategies Seek sponsorship from local Murgon businesses, consider a sponsorship agreement including benefits to the businesses as a sponsor of MILP



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NON-PROFIT BUSINESS PLAN



ABN: 12648837252

Business Plan For: **MURGON INDEPENDENT LIFESTYLE PROJECT INC.**

Organization Name: **MURGON INDEPENDENT LIFESTYLE PROJECT INC.**

Primary Contact: LORRAINE GOODCHILD

Physical Address: 23-WATT STREET, MURGON QLD 4605 (Office)

Telephone: 0427 231 852

Email address: murgonproject@gmail.com

Secretary: rlgoodchild@bigpond.com (Lorraine Goodchild - personal email)



Lorraine Goodchild
Secretary
**Murgon Independent Lifestyle
Project Inc.**

Mobile: 0427 231852
Email: murgonproject@gmail.com

23 Watt Street
Murgon Qld 4605

Table of Contents

- Executive Summary
- Products, Programs and Services
- Marketing Plan
- Operational Plan
- Impact Plan
- Financial Plan
- Appendix

Executive Summary

Murgon is located in the South Burnett region of S E Qld...about 1 hour inland from Gympie, 45 mins from Kingaroy. As it is for all parents who have children with disabilities, they are concerned about what will become of their adult children once they are no longer here to care for them. So, the goal is to raise funds to **establish a cluster of units** in the local community, suitable for adults with disabilities, who require low to medium level care, offering them the opportunity to live as independently as possible in their own homes in a safe and secure environment.

The vision is to also provide a community lifestyle with on-site 24-hour supervision and assistance for those that require it. Even for those who can live on their own, they often get very lonely and are quite vulnerable which can lead to them being taken advantage of.

Our association is called **Murgon Independent Lifestyle Project Inc.** (we will come up with a shorter name once we establish the units). Our inaugural meeting was held on 24th March 2022. Those elected to the Executive Committee were:

President: *Peter Morgan – Ph. 0401 913 003*

Secretary: *Lorraine Goodchild – Ph. 0427 231 852*

Treasurer: *Diane Hansen – Ph. 0427 838 442*

The Management Committee members are Sonia McMahon, Nicky Watkins, Doug Johnson.

Our Association received a Certificate of Incorporation on 17th May 2022.

Just through word of mouth for our first meeting, we had 15 attend and sign up as members.

Products, Programs and Services

Our goal is to build up to 6 units...these could be independent of each other or perhaps be built as duplexes plus a Common Room, with accommodation also available for the Carers on site. We are currently looking for suitable blocks that would hold this many units. The units don't need to be built to the high NDIS standards for high needs but just regular units with a walk-in shower and possibly a ramp...but of course what extras can be added will depend on the amount of funding that becomes available. One or two units could possibly have more facilities to suit those in a wheelchair. I can visualise having room for vege gardens, chickens and other activities on site. The potential residents are currently receiving NDIS packages which supports them with their activities and in-home support programs, but this does not provide them with the 'bricks and mortar' for suitable accommodation to enable them to live as independently as possible with support. NDIS does offer SILS support for some but this seems to be only for shared group homes where up to 6 can be living under the one roof. Our plan is for the residents to have their own individual unit where they can share with someone if they choose or live on their own if that suits them better which is often the case with disabilities.

Marketing Plan

We plan to publicise our project and goals in the hope of raising private and government funding... firstly, for the land and then for the infrastructure. The Incorporation of our Association through the Office of Fair-Trading (Qld. Gov.) will also enable us to apply for Funding Grants.

We already have a waiting list of potential residents and once we get a Business Plan etc in place, we will start spreading the word about our project through local newspapers, radio, social media and by making contact with other Disability Service Providers.

Update: *We have now acquired some funding (\$3725) through a South Burnett Regional Council grant which will enable us to put a professional High-Level Strategic Plan together. We have received a quote from the CPR Group for \$4990 to carry out this task for us.*

2. Constituency

See attached figures from the Dept. of Social Services regarding their NDIS Participant figures for this region up to the year 2023. I see this figure as being even higher now due to the population growth that our region has experienced since COVID with house sales increasing greatly and with no rentals available. Therefore, from these figures, I see that there will be a high need for this type of housing for adults with disabilities for many years to come.

3. Competitors and Collaborators

We have potential residents ready and waiting to move into their own homes, but these homes are not currently available. There is a high need for suitable housing in our region. Most of the potential residents are currently still living with their elderly parents/carers or on their own.

We have encouraging support for this project from South Burnett Regional Council including Mayor Brett Otto and our divisional councillor, Cr. Kathy Duff, as well as other councillors from across the region as they see this project as a worthwhile facility for the whole region. We have been holding talks with the planning department of the Council. Support has also been given by our local RSL Services Club with an indication of monetary support forthcoming. Our Secretary Lorraine is the Treasurer of the *Murgon Business & Development Assoc. Inc.* (MBDA) which is also a very active community minded group of businesspeople who are keen and interested to see this project come to fruition. Visit the MBDA website here www.murgon.net.au We also have support from other community groups.

4. Strategy

We have a good number of contacts through a weekly music program called 'Rockin Our Abilities' and through our local Disability Service Providers. We also have access to Social Media pages, local Radio Stations and local Newspapers and Newsletters. Potential residents could be found through various Disability Service Providers from right across the South Burnett region and beyond. There are currently no other suitable housing facilities available here in Murgon.

****We are currently looking into Council owned land and Railway owned land. (as at Sept 2022)***

****Applying for a small grant to cover costs of a feasibility study and to draw up plans (as at Oct 2022)...received grant funds in Dec. 2022.***

Take away notes for ideas/suggestions from a meeting with **Bundaberg Regional Housing and Cr Kirstie Schumacher SBRC on what we need to do to get started: (meeting was held on 5.5.22)*

VISION – Proposal/concept/story - Selling the vision – partner with designer or architect – concept design for a site – architect – Everyone’s Home initiative

LAND – Ownership, due diligence – Kirstie to follow up with Mike Lisle from SBRC Planning Dept.

FUNDING – potential Resources Community Fund project, philanthropic collaboration – debt finance low interest loan for development costs

CONTACT - Jodi Thompson – Dept of Housing, Maryborough.

MEETINGS with local MPs and SBRC Councillors.

MEETINGS with South Burnett CTC CEO Nina Temperton (Heritage Lodge Nanango)

Operational Plan

The Association will continue to fundraise through seeking donations, grants etc. and hopefully support from the South Burnett Regional Council. We realise this is going to take a considerable time for our goals to become a reality. There would also need to be certainty that the homes wouldn't be sold at a later date, with the risk of residents being asked to move out. Of course, if NDIS would offer this accommodation model as an option rather than just the shared accommodation under the one roof, that would be great but currently this is not offered by NDIS. Operating Policies are currently being put in place for our organisation.

The potential residents receive disability pensions now with rent assistance which would help them to cover the costs of what the rent would be. This rental income would then cover Insurance, Rates, and other overheads for the operator. Of course, there would be a lot more costs to cover so our committee would need to continue with fundraising. A detailed financial business plan and policies would need to be put in place.

I would hope that the cost of a 24/7 Supervisor/Carer could be shared between NDIS participants living on site either as a personal contribution or as part of each individual's NDIS plan. Accommodation for the Carer could be provided which would be part of their salary package. They would also need to take care of the grounds as part of their role.

Impact Plan

We are open to any suggestions or help from those in the building industry or providers of social housing to get this concept off the ground as we have been unable to find this model of accommodation elsewhere. NDIS do provide units for those with high needs who need 24/7 one on one care otherwise the only other option I could find is for shared accommodation where there are up to 6 clients sharing a house under the one roof. This can work for some but can also cause huge issues for others and these homes are only available in the cities which means our family members would have to leave their familiar surroundings and the community that knows them. As for a location, because of the 'noise' factor that can come from some with disabilities, it would be best to find some land where they are not

hemmed in amongst a built-up neighbourhood but where there would be some distance from the neighbours....so a good size block of land is essential. Of course, all building and environmental regulations would have to be complied with.

Financial Plan

We are in the very early stages of working through the ways to establish these units. We are volunteers so there are no wages to those on the committee. We will take on board the costings and advice given to us by the Accountants, Solicitors, Development Planners and other government organisations. We are currently seeking someone to put together a Business Plan and a Design Plan for us.... showing costing estimates etc.

No doubt, we will need to explore potential revenue streams such as sponsors, major donors, monthly donors, annual donors, government grants, foundation grants, and fundraising events ...but we are determined to work out a way of achieving our goal of establishing a cluster of units to support our local families and community members who have disabilities where they can live a good life in a safe and secure setting to continue contributing and being part of their local community.

Appendix - Please see attached documents.

*NDIS Numbers for our region from the Dept. of Social Services. (See South Burnett map & Murgon map below)

Participants currently registered with NDIS

Postcodes 4601 4606 4608 4611 4612 (Excludes Kingaroy area)

Number of participants by type

Total

191 - 200

Autism 51 - 60

Intellectual Disability & Down Syndrome 41 - 50

Neurological Disorder 21 - 30

Disability caused by Injury 11 - 20

Mental Illness Associated Disability 11 - 20

All other disabilities 11 - 20

Developmental Delay 11 - 20

Vision, Hearing, Speech or Other Sensory Impairments ≤10

Number of participants by type, **by 2023**

Total

260 - 388

These NDIS numbers are from Dept. of Social Services.



Participants currently registered with NDIS - Postcode 4605 ((Murgon region - See Murgon area in map below)

What is the profile of NDIS participants in this area?

What is the profile of NDIS participants in this area?

Number of participants by type.

Total

111 - 120

Autism 31 - 40

Intellectual Disability & Down Syndrome 21 - 30

Neurological Disorder 11 - 20

Disability caused by Injury ≤10

Mental Illness Associated Disability ≤10

All other disabilities ≤10

Developmental Delay ≤10

Vision, Hearing, Speech or Other Sensory Impairments ≤10

Number of participants by type, by 2023 for Postcode 4605

Total

122 - 236



These NDIS numbers are from Dept. of Social Services.

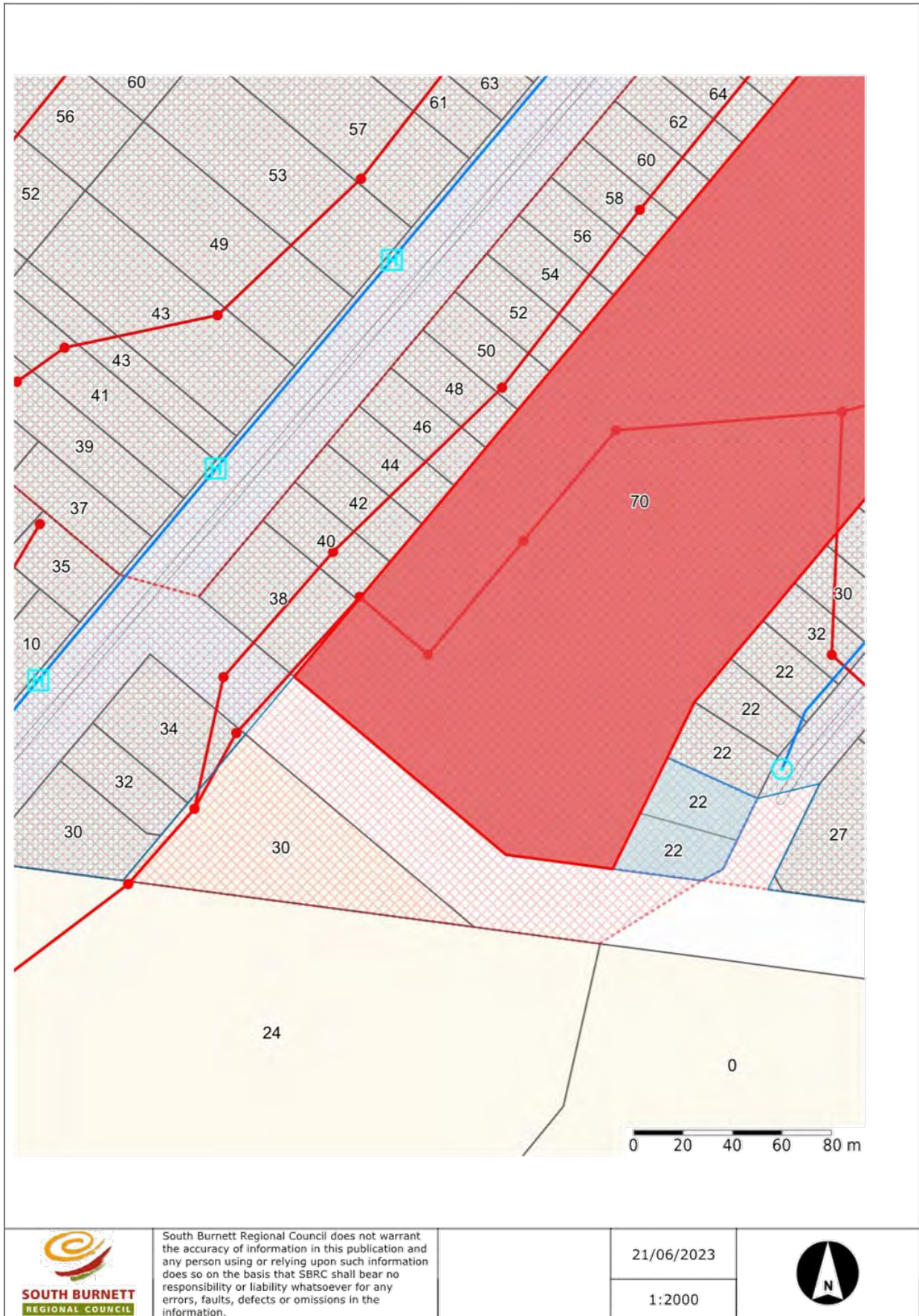
.....







 <p>SOUTH BURNETT REGIONAL COUNCIL</p>	<p>South Burnett Regional Council does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that SBRC shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.</p>	<p>21/06/2023</p>	
		<p>1:7747</p>	



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21/06/2023

1:2000



INTERNAL CURRENT TITLE SEARCH
QUEENSLAND TITLES REGISTRY PTY LTD

Search Date: 21/06/2023 16:42

Title Reference: 18379075

Date Created:

21/09/1992

Previous Title: 16935175

REGISTERED OWNER

Dealing No: 712706906 04/09/2009

SOUTH BURNETT REGIONAL COUNCIL

ESTATE AND LAND

Estate in Fee Simple

LOT 37 REGISTERED PLAN 842815
Local Government: SOUTH BURNETT

EASEMENTS, ENCUMBRANCES AND INTERESTS

1. Rights and interests reserved to the Crown by
Deed of Grant No. 12911020 (POR 44)

ADMINISTRATIVE ADVICES - NIL

UNREGISTERED DEALINGS - NIL

** End of Current Title Search **

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Page

1 / 1

842815

CT Vol 6935/Fol 175 (LOT 22 ON RP 203136)
 CT Vol 6935/Fol 242 (LOT 2 ON RP 203136)

CT	LOTS	NEW RD
Vol 6935/175	35-38	NEW RD
Vol 6935/242	38	NEW RD

For Additional Plan & Document Notings Refer to C18P

ICERTIFY THAT THIS PLAN HAS NOT BEEN RECORDED OR USED FOR ENDORSEMENT BY THE SURVEYOR GENERAL
 [Signature]
 LICENSED SURVEYOR GENERAL
 6 / 1 / 19 92

This survey has been examined and may be used for land dealings.

Lot	Vol.	Lot	Vol.	Lot	Vol.	Lot	Vol.
25	8319	73					
26		74					
27		75					
28		76					

Lodged by
 BAIN GASIEN SMITH
 Received Registrar of Titles
 Date 3-1-92

4044 PLAN

L130220U WIDR \$175.50
 L185586k NO FEE

10 SEP 1992 3:02 PM

4044 PLAN

Rec. No. 88047
 RECEIVED \$ 136.00
 DATE 6/11/1992

that all the requirements of this Council, the Local Government Acts and all By-Laws have been complied with and approves this Plan of Subdivision.

Dated this 28th day of May 1972
 [Signature]
 Mayor or Chairman
 Town or Shire Clerk

I/We Council of the Shire of Murgon and JOHN ROBERT MILLER and JANET RUTH MILLER

- as Proprietor/s of this land.
 - as Lessee/s of Miner's Homestead
- agree to this plan and dedicate the new road as shown hereon to public use.

[Signature] (Shire Clerk)
 Signature of Proprietor/s • Lessee/s
 F.O.L.P.
 J.R. Miller

Rule out which is inapplicable.
 Council of the SHIRE of MURGON certifies that all the requirements of this Council, the Local Government Acts and all By-Laws have been complied with and approves this Plan of Subdivision.

DATED this 28th day of May 1972.
 [Signature]
 CHAIRMAN
 SHIRE CLERK

Council of the SHIRE of MURGON certifies that all the requirements of this Council, the Local Government Acts and all By-Laws have been complied with and approved this Plan of Subdivision.

DATED this 12th day of May 1972.
 [Signature] Chairman
 [Signature] Shire Clerk

SHIRE OF MURGON

221 P. 89825

File Ref.	MURGOUGH DISTRICT
Deposited	6/11/91 R.C.
Audited	12/12/91 T.M.C.
Passed	3/1/92 M.H.
Survey Records	Field Notes
Charted	1/1
Original Grant	

Particulars entered in Register Book
 Vol. 6935 Folio 292

at 1:09 PM
 16 SEP 1992



To whom it may concern

My name is Sonia McMahon and I am the Director of a Music /drama programme for people with disabilities called Rockin Our Abilities based in Murgon

Our programme has been running since 2021 and as our membership has grown so too has the need for suitable housing

The need for housing and accommodation is extremely high for the whole of society especially those that are vulnerable. Young adults with Disabilities have little choice in our region and are mainly cared for by families that are struggling themselves.

Rockin Our Abilities certainly understands the frustration involved in securing the right place to build the secure ,safe and disability purpose built accommodation. We have backed the small committee of determined parents and friends forging ahead with this aim in mind from the very start and fully support them wherever we can .

Many of our own participants are waiting eagerly for a time when they can call some place a home of their own . To take the first step to find the right piece of land has been a major stumbling block .

Yours Sincerely

Sonia McMahon

A handwritten signature in black ink that reads 'Sonia McMahon'.

soniamcmahon589@gmail.com



www.grahamhouse.org.au

Graham House Community Centre Inc
ABN 76 381 907 374

21 Taylor Street East
PO Box 136
Murgon Q. 4605

P 07 4169 8400
F 07 4168 3491

E admin@grahamhouse.org.au

Transport Service
E cts@grahamhouse.org.au

17 November 2023

Re: Murgon Independent Lifestyle Project
Letter of Support

Graham House Community Centre is pleased to express support for the Murgon Independent Lifestyle Project.

In the course of providing our services to the community we are aware of a high need for specialist housing which provides support and safety for people living with a disability to live independently. Murgon and district currently has no housing of this kind and many of the parents caring for their children who live with disability are aging. There is a real concern that these people will have no-one to care for them in years to come.

There is also a number of people who would like to be able to live more independently but cannot without a high level of support. Without specialist housing, they have no other option than to live at home. In addition, Graham House is aware of some local residents who are extremely vulnerable because they have lost the person who was caring for them. Housing stability in a supported environment would greatly improve their quality of life.

Graham House Community centre provides a range of services including community transport, Social Work services, Emergency Relief, Centrelink agencies, No interest Loans and a thrift shop. See our website for more detail: <https://grahamhouse.org.au>. We have experience and expertise in assisting vulnerable people to build resilience, maintain independence and access the services they need.

In my opinion, the model proposed by the Murgon Independent Lifestyle Project is well-thought out, respectful of the residents' needs and has a high likelihood of success. Graham House believes that this would be of great benefit to our community and we are willing to explore ways in which we can support the operation of the project.

FUNDED BY

- Department of Communities, Disability Services and Seniors
- Department of Social Services
- Department of Human Services
- Department of Child Safety, Youth and Women



Australian Government
Department of Health

Family Support Services

P 07 4169 8405
F 07 4168 3459

E fss@grahamhouse.org.au

Community Transport Services

P 07 4169 5040
F 07 4168 2444

E cts@grahamhouse.org.au

Community Access

P 07 4169 8400
F 07 4168 3491

E cadw@grahamhouse.org.au



GRAHAM HOUSE
COMMUNITY CENTRE
Supporting our community

www.grahamhouse.org.au

Graham House Community Centre Inc
ABN 76 381 907 374

21 Taylor Street East
PO Box 136
Murgon Q 4605

P 07 4169 8400
F 07 4168 3491

E admin@grahamhouse.org.au

Transport Service
E cts@grahamhouse.org.au

Yours sincerely,

Christelle Withers-Mayne
CEO
Graham House Community Centre

FUNDED BY

- Department of Communities, Disability Services and Seniors
- Department of Social Services
- Department of Human Services
- Department of Child Safety, Youth and Women

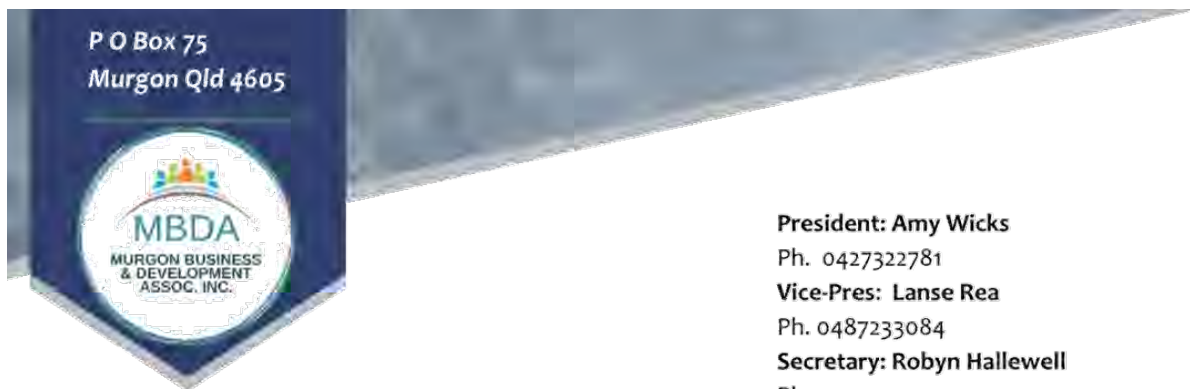


Australian Government
Department of Health

Family Support Services
P 07 4169 8405
F 07 4168 3459
E fss@grahamhouse.org.au

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Community Access
P 07 4169 8400
F 07 4168 3491
E cadw@grahamhouse.org.au



President: Amy Wicks

Ph. 0427322781

Vice-Pres: Lanse Rea

Ph. 0487233084

Secretary: Robyn Hallewell

Ph. 0423222559

Treasurer: Lorraine Goodchild

Ph. 0427 231 852

ABN: 73 205 574 993

18 November 2023

TO WHOM IT MAY CONCERN

The Murgon Business Development Association (MBDA) is pleased to support the application by the Murgon Independent Lifestyle Project (MILP) to acquire land to build housing for people with disabilities in Murgon. Specifically, a parcel of land situated at the southern end of McMahon Park has been identified by South Burnett Regional Council as suitable for this project and Council is currently in the community consultation phase seeking input from community members and organisations.

As a long-established and now Incorporated body, MBDA wishes to express the support of our 100+ members in this project and in the proposed use of the identified land for the purpose of building a cluster of units suitable for adults with disabilities who have their own NDIS support packages for care. At the current time there is no suitable accommodation available for people with disabilities which is of particular concern as many now have aging parents.

Without this type of accommodation, these adults who are much loved members of the Murgon community could in the future face having to move away from the community that knows them and where they have lived their entire lives. It is inconceivable that these valued community members could in the future face not only the loss of their parents and carers but also be forced to relocate in an area where they do not have the care and support of the community that they have grown up in.

This accommodation is very much needed in our area and would allow adults with disabilities to remain supported by their community and thrive by residing within an independent living option suitable for their individual needs. This accommodation will employ a caretaker on site and will assist in keeping local support workers employed.

PO Box 75, Murgon Qld. 4605 ☎ 0423222559

E: murgonbusiness@bigpond.com

The Murgon Independent Lifestyle Project was established in May 2022 by parents of adult children with disabilities all of whom are themselves an integral part of the Murgon community. Many members are actively involved in multiple community organisations and give their time, skills, and resources to the many charities and not for profit organisations that operate in the Murgon community.

The MBDA has members who are involved in the Murgon Independent Lifestyle Project and to have these parents of adult children with disabilities forced to leave the community to seek housing away from Murgon for their families would be devastating to both those families and to the Murgon community.

We wish to express our strong support for this project and for the acquisition or lease of the identified land to build this accommodation in Murgon.

Please do not hesitate to contact me if you require any additional information.

Yours faithfully



Robyn Hallewell
Secretary
Murgon Business & Development Assoc. Inc.



LLEW O'BRIEN MP
Federal Member for Wide Bay

LO/AB

22 November 2023

To Whom It May Concern

I write in support of the Murgon Independent Lifestyle Project's proposal to build accommodation for adults with disabilities on land at the southern end of McMahon Park in Murgon.

There is an unmet need in Murgon for accessible and affordable housing suitable for people with a disability. Murgon Independent Lifestyle Project is working with key stakeholders across the government, health, disability, and community sectors to deliver sustainable and long term options for both independent and supervised accommodation, within a community setting.

The project is intended to support the residents to live as independently as possible in self-contained accommodation in a safe and secure environment, with 24 hour supervision and assistance available.

Residents will be housed in a supportive community within an independent living option suitable for their individual needs.

I am pleased to support the proposal by the Murgon Independent Lifestyle Project and the benefits it will bring to the Murgon region.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Llew O'Brien', written over a faint grid background.

LLEW O'BRIEN MP
Federal Member for Wide Bay



28 November 2023

To Whom It May Concern

Re: Letter of Support for Murgon Independent Lifestyle Project Inc.

I write in support of the Murgon Independent Lifestyle Project where they plan to build dwellings which will accommodate adults with a disability.

The Murgon Independent Lifestyle Project Board have identified that there are a number of adults with a disability living in our region who will benefit with the construction of the proposed complex. At present there are no facilities which can satisfy this need, other than Aged Care facilities, which have been deemed as not being a suitable solution.

The provision of this accommodation will provide opportunities for adults with a disability to learn and maintain general day to day life skills, participate in activities and most importantly reside in a safe and secure environment. This project will provide the essential care and respite so desperately required for their aging parents and siblings, who are no longer able to care for them.

It is envisaged that the potential occupants of the dwellings will have their own NDIS support package allowing them access to the facilities.

This Committee has been working with the South Burnett Regional Council to obtain a suitable tract of land on which to build the dwellings. A suitable block of land has now been identified which is located at McMahon Park, behind Perkins Street, Murgon.

The Murgon Sub Branch supports their application to provide suitable accommodation for adults with a disability.

Yours sincerely

Kevin Gill
President
Murgon RSL Sub Branch Inc.
Tel. 0438 015 684

Murgon RSL Sub Branch Inc PO Box 34 Murgon QLD 4605
Phone 0427 915 533 Email secretary@murgonrsl.org ABN 54 216 153 681



9.5 SALE OF LOTS 202 & 213 AERODROME ROAD TO DEPARTMENT OF MAIN ROADS**File Number:** 06/12/2023**Author:** Manager Facilities and Parks**Authoriser:** Chief Executive Officer**PRECIS**

Sale of Lots 202 & 213 Aerodrome Road, Taabinga (described as Lots 202 & 213 on Crown Plan T3621) to Department of Main Roads to resolve the incorrect alignment of Aerodrome Road which bisects these parcels.

SUMMARY

Sale of Lots 202 & 213 Aerodrome Road, Taabinga (described as Lots 202 & 213 on Crown Plan T3621) to Department of Main Roads by contract of sale in accordance with Section 236 of the Local Government Regulation 2012 and Queensland Government Land Transaction Policy 2021. The parcels are located in a rural subdivision and have Aerodrome Road being an existing bitumen road bisecting the parcels in an east west direction.

OFFICER'S RECOMMENDATION

That the Committee recommend to Council:

That Council offer the land for sale to Department of Main Roads.

1. Contract of sale to be in accordance with;
 - (i) *Section 236 of the Local Government Regulation 2012.*
 - (ii) Queensland Government Land Transaction Policy 2021.
 - (iii) SBRC Disposal of Assets Policy.

FINANCIAL AND RESOURCE IMPLICATIONS

Revenue from the sale of Council owned land will be allocated to future land restricted programs. Disposing of surplus land reduces demand on resources. Sale to Department of Main Roads will resolve the incorrect alignment of Aerodrome Road.

LINK TO CORPORATE/OPERATIONAL PLAN

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

OR3 Manage Council assets effectively through the development and implementation of Asset Management Plans.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Discussions have been held internally with the Manager of Infrastructure Planning regarding the land use. No objection from the internal Departments of Council for the disposal of the land.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Sale in accordance with Section 236 of the Local Government Regulation 2012, disposal of assets policy and Queensland Government Land Transaction Policy 2021. Policy states that acquisitions must be open, accountable, and in the public benefit and ensure best value for Queensland. Any transfer of property between agencies must be at market value, unless the Treasurer has given specific approval for transfer at less than market value, or an exemption is provided for under the QGLTP.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Section 236 of the Local Government Regulation 2012
Queensland Government Land Transaction Policy 2021
SBRC Disposal of Assets Policy

ASSET MANAGEMENT IMPLICATIONS

Sale of these allotments will result in a reduction in surplus land assets held by council. It will resolve a legacy issue of the road being constructed over privately owned freehold land.

REPORT

Lot 202 is a 2,023m² rectangular shaped 'Rural' zoned allotment displaying a near level topography. The site has an adequate building contour with no apparent adverse features. The parcel fronts Kingaroy Cooyar Road, which is bitumen sealed to earth verges.

Lot 213 is a 2,529m² truncated rectangular shaped 'Rural' zoned allotment displaying a near level topography. The site has an adequate building contour with no apparent adverse features. The site fronts Albion Street and Aerodrome Road both of which are bitumen sealed to gravel verges.

Both parcels are bisected in an east-west direction by the misaligned bitumen sealed Aerodrome Road. It is considered prudent and most economically viable solution to offer these parcels to the Department of Main Roads to convert to new road and resolve the misalignment issue. Refer to the QLD Globe Aerial in attachments for reference.

The highest and best use of the parcels were they not bisected by the existing road would be as a homesite and anticipate the parcels would achieve in the range of \$110,000 to \$130,000 each under prevailing market conditions.

ATTACHMENTS

1. **Lot 202 Current Title Search**
2. **Lot 213 Current Title Search**
3. **QLD Globe Aerial**
4. **Smart Map**
5. **Photo**

INTERNAL CURRENT TITLE SEARCH
QUEENSLAND TITLES REGISTRY PTY LTD

Search Date: 24/10/2023 12:45

Title Reference: 10977137

Date Created: 05/06/1901

REGISTERED OWNER

Dealing No: 712859524 12/11/2009

SOUTH BURNETT REGIONAL COUNCIL

ESTATE AND LAND

Estate in Fee Simple

LOT 202 CROWN PLAN T3621

Local Government: SOUTH BURNETT

EASEMENTS, ENCUMBRANCES AND INTERESTS

1. Rights and interests reserved to the Crown by
Deed of Grant No. 10977137 (ALLOT 2 SEC 2)

ADMINISTRATIVE ADVICES - NIL

UNREGISTERED DEALINGS - NIL

** End of Current Title Search **

INTERNAL CURRENT TITLE SEARCH
QUEENSLAND TITLES REGISTRY PTY LTD

Search Date: 24/10/2023 12:46

Title Reference: 10977135
Date Created: 05/06/1901

REGISTERED OWNER

Dealing No: 712706897 04/09/2009

SOUTH BURNETT REGIONAL COUNCIL

ESTATE AND LAND

Estate in Fee Simple

LOT 213 CROWN PLAN T3621
Local Government: SOUTH BURNETT

EASEMENTS, ENCUMBRANCES AND INTERESTS

1. Rights and interests reserved to the Crown by
Deed of Grant No. 10977135 (ALLOT 13 SEC 2)

ADMINISTRATIVE ADVICES - NIL
UNREGISTERED DEALINGS - NIL

** End of Current Title Search **

Aerodrome Road, Taabinga

Lot 201-2 & 213 on T3621

35°7'S 151°49'58"E

26°35'7"S 151°50'



35°16'S 151°49'58"E

26°35'16"S 151°50'

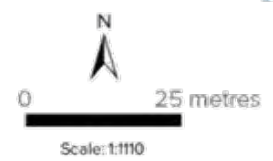
A product of
 **Queensland Globe**

Legend located on next page



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Printed at: A3
 Print date: 24/10/2023

Not suitable for accurate measurement.
 Projection: Web Mercator EPSG:102100 (3857)

For more information, visit <https://qldglobe.information.qld.gov.au/help-info/Contact-us.html>



Herold Road, Taabinga

at 201-2 & 213 on T3621

Legend

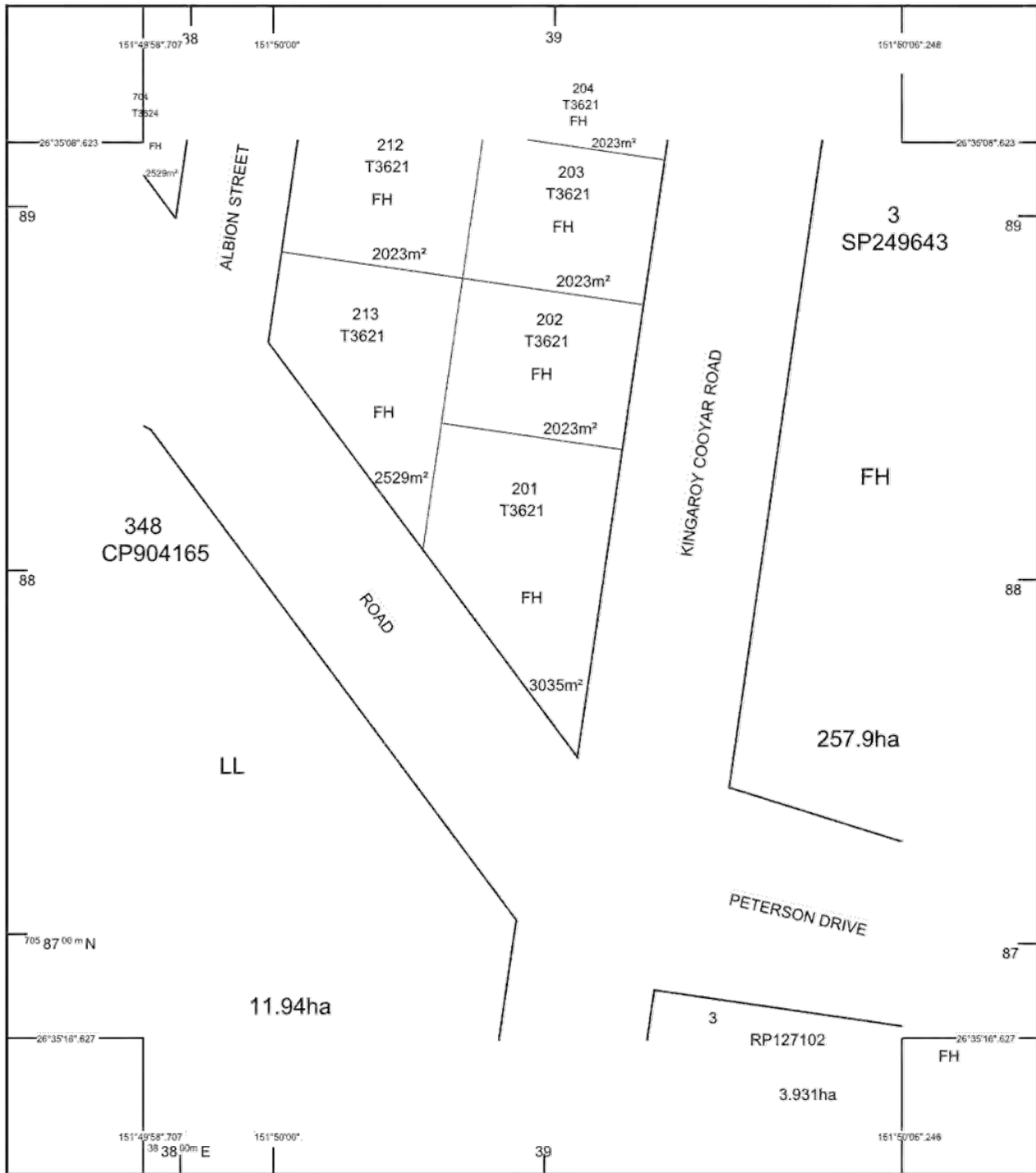
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Address	Cities and Towns	Green bridges
	o	==
Land parcel	Railway	Bridges
Parcel	==	==
Land parcel - gt 1 ha	Railway station	Tunnels
Parcel	Ⓜ	**
Land parcel - gt 10 ha	Roads and tracks	
Parcel	Motorway	
Property	Highway	
	Secondary	
	Connector	
	Local	
Land parcel - gt 1000 ha	Restricted Access Road	
Parcel	Mall	
Land parcel label	Busway	
	Bikeway	
	Restricted Access Bikeway	
	Walkway	
Land parcel label - gt 1 ha	Restricted Access Walkway	
	Non-vehicular Track	
	Track	
Land parcel label - gt 10 ha	Restricted Access Track	
	Ferry	
Land parcel label - gt 1000 ha	Proposed Thoroughfare	



STANDARD MAP NUMBER
9244-14242



SmartMap

An External Product of
SmartMap Information Services
Based upon an extraction from the
Digital Cadastral Data Base

MAP WINDOW POSITION &
NEAREST LOCATION



SUBJECT PARCEL DESCRIPTION

DCDB	201/T3621
Lot/Plan	3035m ²
Area/Volume	FREEHOLD
Tenure	SOUTH BURNETT REGIONAL
Local Government	TAABINGA
Locality	38000/65
Segment/Parcel	

CLIENT SERVICE STANDARDS

PRINTED 24/10/2023
DCDB 23/10/2023

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Queensland
Government
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10 PORTFOLIO - TOURISM & VISITOR INFORMATION CENTRES, SPORT & RECREATION AND COMMERCIAL ENTERPRISES

10.1 TOURISM & VIC'S, SPORT & RECREATION AND COMMERCIAL ENTERPRISES PORTFOLIO REPORT

File Number: 06-12-2023

Author: Manager Community & Lifestyle

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

I have been in discussions with both Visit South Burnett and Council to encourage more information from tourism operators to distribute Visit South Burnett to the Information Centres across the region. We have some excellent Centres and it is a great opportunity for them to promote what they have to offer. The Information Centres are a must do for visitors and with Museums at many of our centres we have lots to offer for the tourist. We also host a number of events including fishing competitions, music festivals, sporting events and family celebrations. The Information Centres need the information to be able to distribute. I know that Visit South Burnett also encourage Tourism Operators to make themselves known to volunteers.

I travelled to Toowoomba recently to attend meetings with our Tourism Organisation, Southern Queensland Country.

The Southern Queensland Country Region is spread over a large swathe of countryside and is blessed with mountain ranges, western plains, lakes and rivers, national parks and more than 120 towns and villages. I believe we have some of the best Mountain Ranges, the best fishing, best walking and cycling tracks available are within the South Burnett and with the help of Visit South Burnett and our Visitor Information Centres we want to make sure we encourage visitors to stay in our region and experience some of what we have to offer.

I was very impressed with Councillor Potters event Burnett Sunsets, some very talented people in our region and this certainly showcased local talent. Although the rain was predicted, and the event was moved inside it took nothing away from a great evening out.



I was very honoured to be asked to be a part of the Nanango 177 Cadet group and they certainly added pomp and ceremony when they attended both Anzac Day and Remembrance Day. The Remembrance Day in Nanango was very well attended with the crowd being swelled by a visiting Caravan Club. These visitors to town certainly add to the businesses with an influx of business in coffee shops and eateries. I was also invited along with Greg Hunt to entertain the Seniors at their November Luncheon. This Luncheon welcomed a visiting group from Bribie Island.

Music

Bringing visitors to town was also the Diva Concert at the Nanango Theatre and the South Burnett Chorale who entertained at the Nanango Catholic Church.



Commercial Enterprises

Dams:

Following the recent rain event both Dams are looking a picture, perfect timing to welcome the School Holiday/Christmas/New Year guests. Both Dams received good in flows and are sitting around the 80% mark. All cabins & powered sites are fully booked with unpowered camp sites filling quickly. If you are still not sure what you are doing for New Years, then consider heading out to Boondooma Dam and enjoy the fireworks display from 7.30pm followed by live entertainment.

The Dams are proving popular with group bookings, with many rebooking for next year following their positive experiences. Wedding parties and guests are also utilising the dams for accommodation options and photo shoots. Preparation is underway to host the RAEME group again in February 2024. This group have chosen BP Dam for the last three years to host their annual get together, this group books out the whole park and whilst visiting raises money for the Murgon Hospital.

Saleyards:

It was great to see Coolabunia Store Sale take place on 21 November 2023 following the cancellation of sales for the two months prior (September/October). 632 cattle were sold which surpassed the number offered at Murgon, and vendors experienced a lift in market values. The Cream of the Crop Droughtmaster Female sale was conducted by GDL and Aussie Land & Livestock at the Stud Selling Complex 25 November 2023 with a good clearance of 86%.

The last sale for the year will be held on the Tuesday 5 December 2023 at 12 Noon which will follow on from the Murgon Sale. Hopefully the rain that has fallen in our local area and in western districts will kick the prices along and keep it firm heading into the new year. The Coolabunia Saleyards Complex will be closed from Saturday 23 December 2023 and reopening on Tuesday 2 January 2024. If you wish to have cattle inspected prior to this closure they will need to be presented no later than Monday 18 December 2023.

Emergency unloading will be available during this closure if required at both the single and double loading ramps.

I would like to take this opportunity to wish everyone that use our Coolabunia Saleyards Facility a Merry Christmas and look forward to your patronage in the new year.

Aerodromes:

The Avgas fuelling station at the Kingaroy Aerodrome has been out of action for the last few weeks, an alternative solution is now back up and running with instructions and contacts until the new unit arrives. Council apologises for the inconvenience to pilots, but staff have been working hard to progress this as quickly as possible.

The general service ability inspections are continuing at both Kingaroy & Wondai Aerodromes.

Sport and Recreation:

Next year will be a big one for the South Burnett with the **47th Battalion Carnival** being played in the region on the long weekend in May. Some of the challengers that face organisers SBRL President Greg Pomfret and Scott Prendergast will be accommodation to house the players and supporters. This is a very exciting time for all Rugby League fans and well done to all whose hard work have achieved this event for our region. The 47th Battalion Carnival is a rugby league competition that is held annually in Queensland, Australia. The competition was established 52 years ago as a tribute to those who served in the "Wide Bay Regiment" during World War II. The tournament is named after the 47th Battalion Memorial Trophy, which was donated by veteran Peter Marcellos in 1971 to commemorate those he served alongside.

South Burnett certainly punch above their weight when it comes to sporting activities and I was happy to see the improvements that have been made to the Nanango Netball Facility. I also attended Nanango Bowls Club for their 75 years anniversary and again today where players from across the region attended. The Bowls Club were very complimentary of the assistance of Council Staff member

Denise King for her assistance with their application for funding. I heard afterwards the game was abandoned due to rain. These events are a great way for a town to promote their facilities and I would encourage Visit South Burnett to ensure that information on the area is available at these sporting lanes. The Nanango Mens Shed had their official Opening where the group acknowledged the assistance of CEO Mark Pitt in assisting them in the relocation of their new building.



ATTACHMENTS

Nil

11 PORTFOLIO - REGIONAL DEVELOPMENT, DEVELOPMENT SERVICES, COMMUNITY & SOCIAL HOUSING

11.1 REGIONAL DEVELOPMENT, DEVELOPMENT SERVICES AND COMMUNITY & SOCIAL HOUSING PORTFOLIO REPORT

File Number: 06-12-2023

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

Building

From the 1 November 2023 to 28 November 2023, the Building Team received 50 external customer requests and 56 building applications as follows:

- 26 – Council Applications; and
- 30 – Privately Certified Lodgements.

The number of building applications projected to be received by Council for the current financial year is 365. This figure compares to 402 for the previous 2022/23 financial year and 364 applications for the 2019/20 financial year.

The number of privately certified applications projected to be received by Council for the current financial year is 305. This figure compares to 255 for the previous 2022/23 financial year and 195 applications for the 2019/20 financial year.

Planning

From the 1 November 2023 to 28 November 2023, the Planning Team received 92 external customer requests, 17 planning applications and attended one (1) pre-lodgement meeting. The breakdown of applications are as follows:

- 4 – Material Change of Use (MCU);
- 6 – Reconfiguration of a Lot (RAL);
- 5 – Plan of Sealing (POS);
- 2 – Operational Work (OPW); and
- 0 – Development Incentive Scheme.

The number of planning applications projected to be received by Council for the current financial year is 147. This figure compares to 121 for the previous 2022/23 financial year and 64 applications for the 2019/20 financial year.

Plumbing

From the 1 November 2023 to 28 November 2023, the Plumbing Team received 9 external customer requests and 13 plumbing and drainage applications as follows:

- 9 – Class 1/10a – Domestic No Sewer;
- 1 – Class 1/10a – Domestic Sewer; and
- 3 – Class 2-9 – Other Building (Commercial).

The number of plumbing applications projected to be received by Council for the current financial year is 255. This figure compares to 236 for the previous 2022/23 financial year and 248 applications for the 2019/20 financial year.

Major Planning Scheme Amendment

Advice was received from the State Government on 2 November 2023 that the major amendment to the Planning Scheme has passed through the State Interest reviews and that Council can now proceed with public consultation. This matter has been quickly progressed with public notification to commence on 4 December 2023 and end on 5 February 2024. The public notification period will be 41 business days which exceeds both the minimum requirement of 20 business days and Council's previous commitment to 30 business days. The extra time is desirable and justified given the time of the year that the public notification is taking place.

Resourcing

Ongoing external assistance to the Planning Team is still required due to the increase and frequency of customer requests, development applications, pre-lodgement meetings, planning appeals, planning scheme review, and general internal Council pressures.

ATTACHMENTS

Nil

11.2 DEVELOPMENT SERVICES OPERATIONAL UPDATE

File Number: 06-12-2023

Author: General Manager Liveability

Authoriser: Chief Executive Officer

PRECIS

Development Services Operational Update.

SUMMARY

Development Services Operational Update.

OFFICER'S RECOMMENDATION

That the Development Services Operational update be received for information.

ATTACHMENTS

- 1. November 2023 - Planning and Land Management Operational Update**

LIVEABILITY – PLANNING & LAND MANAGEMENT OPERATIONAL UPDATE

Darryl Brooks
 Manager Environment & Planning

Private Certification YTD Report on Subcategories
 Period 01-Jul-2023 to 28-Nov-2023

Application Type	Total
AltPoolFnc	0
BudgetAcc	0
CAP	0
Class1&10a	27
Class1&10b	0
Class10a	52
Class10a&b	0
Class10b	3
Class1a	27
Class1b	0
Class2	0
Class3	0
Class4	0
Class5	3
Class6	3
Class7	1
Class8	0
Class9	0
Class9a	0
Class9b	1
Class9c	0
FarmShed	1
IssChgClas	1
Remove	2
Restump	1
RetainWall	0
SACouncilP	0
SASStatePro	0
SignSatDsh	0
SpecStruct	0
SwimPool	5
TempStruct	0
Total	127

Planning Applications YTD Report on Subcategories
 Period 01-Jul-2023 to 28-Nov-2023

Application Type	Total
QEXC	0
QMCU	16
QOPW	7
QPOS	13
QRAL	25
QSPS	0
LLTempHome	2
Total	63

Plumbing Applications YTD Report on Subcategories
 Period 01-Jul-2023 to 28-Nov-2023

Application Type	Total
DomNoSewer	61
DomSewer	31
OtherBuild	14
Total	106

Building Applications YTD Report on Subcategories
 Period 01-Jul-2023 to 28-Nov-2023

Application Type	Total
AltPoolFnc	1
BldMatters	1
BudgetAcc	0
CAP_Bld	0
Class1&10a	3
Class1&10b	0
Class10a	72
Class10a&b	1
Class1a	32
Class1b	0
Class2	0
Class3	1
Class4	1
Class5	1
Class6	1
Class7	2
Class8	1
Class9	3
DesignSite	11
DwellReloc	7
FarmShed	4
FireSafety	0
IssChgClas	0
Remove	0
ReRoof	1
ResService	0
Restump	2
RetainWall	0
SACouncilP	0
SASStatePro	0
SignSatDsh	0
SpecStruct	0
SwimPool	7
TempStruct	0
Total	152

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
Comparison of Development Applications 2019/2020, 2020/2021, 2021/2022, 2022/2023 and 2023/24													
Period 01-Jul-2023 to 28-Nov-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	12	12	10	15	8	121
2023/2024	14	9	13	8	17	0	0	0	0	0	0	0	61
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	30	32	20	36	29	402
2023/2024	34	43	26	23	26	0	0	0	0	0	0	0	152
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	27	15	21	26	28	255
2023/2024	22	21	18	36	30	0	0	0	0	0	0	0	127
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	14	23	20	13	25	15	14	30	19	17	26	20	236
2023/2024	18	23	29	23	13	0	0	0	0	0	0	0	106

12 DEVELOPMENT SERVICES - (PLANNING, BUILDING, PLUMBING)**12.1 DELEGATED AUTHORITY REPORTS (1 NOVEMBER 2023 TO 28 NOVEMBER 2023)****File Number: 06-12-2023****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 1 November 2023 until the 28 November 2023.

OFFICER'S RECOMMENDATION

That the Delegated Authority report be received.

BACKGROUND

N/A

ATTACHMENTS

1. **MCU23/0014 - Material Change of Use - Short-Term Accommodation Units (5 x Farm Stay Units) at 18 Millers Road BOOIE (and described as Lot 17 on SP148220).**
2. **MCU23/0016 - Material Change of Use Short Term Accommodation (14 x 1-bedroom Units) at 1 Hodge Street KINGAROY (and described as Lot 1 on SP212946).**
3. **MCU23/0029 - Change Application (Minor Change) Under Section 78 of the Planning Act 2016 - Material Change of Use (Dwelling House Extension) at 55 Rainforest Drive BUNYA MOUNTAINS (and described as Lot 60 on GTP1172)**
4. **RAL23/0027 - Reconfiguration of a Lot Boundary Realignment (2 Lots into 2 Lots) at 391 - 415 Crumpton Drive BLACKBUTT NORTH (and described as Lots 1 & 2 RP174020).**
5. **RAL23/0028 - Reconfiguration of a Lot Boundary Realignment (2 Lots into 2 Lots) at Haly Street KINGAROY (and described as Lots 55 & 56 on RP37004).**

0.0 MATERIAL CHANGE OF USE - SHORT-TERM ACCOMMODATION UNITS (5 X FARM STAY UNITS) AT 18 MILLERS ROAD, BOOIE (AND DESCRIBED AS LOT 17 ON SP148220). APPLICANT: SUPER TURKEY PTY LTD C/- DESIGNTEK

File Number: MCU23/0014
Author: Planning Consultant
Authoriser: Chief Executive Officer

	SIGNATURE	DATE
Coordinator MANAGER	[Redacted Signature]	20/11/2023
GM	[Redacted Signature]	20/11/2023
CEO	[Redacted Signature]	20/11/2023

PRECIS

Material Change of Use – Short-Term Accommodation Units (5 x Farm Stay Units) at 18 Millers Road, Booie (and described as Lot 17 on SP148220). Applicant: Super Turkey Pty Ltd C/- Designtek

SUMMARY

- Application is for a Material Change of Use – Development Permit for Short Term Accommodation (5 x 2-bedroom farm stay units);
- Subject site located in the Rural zone under the South Burnett Regional Council Planning Scheme;
- The application triggers code assessment as the proposal does not meet the ‘accepted development subject to requirements’;
- The subject site is 102,300m² in area;
- The development application is assessed against the relevant codes of the South Burnett Regional Council Planning Scheme, version 1.4. Relevant codes include:
 - Rural Zone Code; and
 - Services and Works Code.
- No referrals were required;
- Council issued an Information Request on 14 July 2023 and raised the following issues:
 - provide detailed information regarding the intended rural use of the site and confirm also that the rural use of the site will occur prior to the commencement of the proposed short term accommodation land use;
 - provide a detailed (scalable) site plan indicating the position of mature trees relative to the proposed cabins;
 - provide details on the sufficient provision of potable water for existing uses and new cabins;
 - provide further details on existing and/or intended sewerage treatment for all development aspects intended for the site;
 - provide evidence of all searches undertaken confirming the site is not affected by contamination;
 - provide a detailed survey of the area to determine if the development site is within proximity of any intensive animal industry uses; and
 - provide a site plan indicating the position of the proposed cabins relative to the Bushfire Hazard Overlay - Potential Impact Buffer area.
- The applicant responded to Council’s Information Request on 14 July 2023 with updated plans that changed the location of the proposed cabins to an area of cleared land and sufficiently addressed all matters raised in the Information Request;
- The application has been assessed and the proposal generally meets the requirements of the planning scheme and relevant codes or has been conditioned to comply (refer to Attachment A – Statement of Reasons);
- Refer to Attachment B – Infrastructure Charges Notice;

- Application recommended for approval subject to reasonable and relevant conditions.

OFFICER'S RECOMMENDATION

The application for a Material Change of Use – Short Term Accommodation (5 farm stay units) at 18 Millers Road, Boovie Qld 4610 (and described as Lot 17 on SP148220), be approved subject to conditions and recommendations contained herein.

GENERAL

GEN1. The development must be completed and maintained in accordance with the approved plans and documents and conditions to this development approval:

Drawing No.	Sheet Name	Sheet	Rev	Date
MCU-01	Overall Site Plan and Part Site Plan	01	3	16/10/2023
MCU-02	Proposed Floor Plan	02	2	20/06/2023
MCU-03	Proposed Elevations and Section Views	03	2	20/06/2023

AMENDED PLANS

GEN2. Prior to the commencement of development works on site provide the following amended plan(s).

- Amend approved Plan *MCU-01 Overall Site Plan and Part Site Plan, Sheet 01, Rev 3 Dated 16/10/23* to include the following:
 - Vehicle access and parking location for each cabin.
 - Bin pad location for each cabin

DEVELOPMENT PERIOD - MCU

GEN3. The currency period for this development approval for material change of use (short term accommodation – 5 farm stay units) is six (6) years after the development approval starts to have effect.

GEN4. The development (including landscaping, parking, driveway and other external spaces) shall be maintained in accordance with the approved plans, subject to and modified by any conditions of this approval.

EARTHWORKS

MCU1. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.

LOCATION, PROTECTION AND REPAIR OF DAMAGE TO COUNCIL AND PUBLIC UTILITY SERVICES INFRASTRUCTURE AND ASSETS

MCU2. 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.

MCU3. Repair all damage 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.

PARTICULAR USE

MCU4. This Development Permit is for the use(s) stated, being Short Term Accommodation as defined in the South Burnett Regional Planning Scheme 2017 v1.4. Extent of the Short-Term Accommodation use must be limited to the 5 cabins shown on drawing *MCU-01 Overall Site Plan and Part Site Plan, Sheet 01, Rev 3 Dated 16/10/23* as referred to in this approval. This approval does not imply any expansion of the Short-Term Accommodation use beyond that identified in the aforementioned approved Site Plan.

- MCU5. The development site must retain its existing rural capacity or continue to be utilised for the purposes directly associated with Rural Zone uses at all times. The Short-Term accommodation is not to become a stand-alone use of the premises.

REFUSE COLLECTION

- MCU6. Provision must be made for the storage and removal of refuse at the expense of the property owner, and/or operator of the Short-Term Accommodation.
- MCU7. Any areas that are dedicated for the collection and/or storage of solid waste on the premises are to be:
- a) a levelled surface.
 - b) secured as to avoid risk of scavenging behaviour from wildlife.
 - c) provided with impervious hard stand and drained surface; and
 - d) if facing either the street frontage or adjoining properties, screened by a 1.8m high fence around the full perimeter.
- MCU8. Refuse bin areas are to be provided for the washing out of the refuse bins and in connection with this:
- a) all tap outlets must be fitted with backflow prevention devices.
 - b) the floor areas are to be suitably drained; and
 - c) areas are to be covered and drainage designed such that water is disposed of in a reasonable manner that avoids risk of odour emissions.

LANDSCAPING

- MCU9. Provide suitable screening vegetation to those parts of the cabins with highest western exposure. Screening vegetation is to be installed at the direction of a Registered Landscape architect ensuring that species selected are non-invasive plants and referenced in the 'Branching Out' guide to tree planting in the South Burnett.

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. 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

- ENG3. 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.
- ENG4. 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

- ENG5. 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.

- ENG6. Ensure that adjoining properties and roadways are protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.
- ENG7. 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

- ENG8. Provide a suitable onsite water supply to meet the needs of the development. Monitor water quality continuously to ensure compliance with Australian Drinking Water Guidelines - current edition 2011 and enHealth Guidance of use of Rainwater standards for potable water.

ON-SITE WASTEWATER DISPOSAL

- ENG9. Connect the development to an on-site wastewater disposal system, in accordance with the AS1547:2012 *On-site domestic wastewater management* and the Queensland Plumbing and Wastewater Code - 2019.
- ENG10. Obtain a Development Permit for Plumbing Works for the on-site sewerage treatment system.

Note: Any on-site effluent disposal system servicing more than 21 Equivalent Persons (EP) requires an Environmentally Relevant Activity (ERA) 63 which, depending on the treatment and discharge method, will require a separate Material Change of Use approval.

PARKING AND ACCESS - GENERAL

- ENG11. Provide a minimum of one (1) car parking space per unit, in accordance with AS2890.1 Parking facilities – Off-street parking.

ELECTRICITY AND TELECOMMUNICATION

- ENG12. Connect the development to electricity and telecommunication services.

EROSION AND SEDIMENT CONTROL - GENERAL

- ENG13. 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.
- ENG14. 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.

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.
- ADV3. Infrastructure charges are now levied by way of an infrastructure charges notice, issued 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 2025.
- For further information or application form please refer to the rules and procedures available on Council's website.
- ADV5. Construction Noise and Dust Emissions Pursuant to the Environmental Protection Act 1994, all development involving the emission of noise and dust from building and/or construction activities, must ensure that the emissions are in accordance with the requirements of the Act.

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.

REPORT

1. APPLICATION DETAILS

Site address	18 Millers Road, Booiie QLD 4610		
Real property description	Lot 17 on SP148220		
Easements or encumbrances on title	Nil		
Area of Site	102,300m ²		
Current Use	Previous use as a vineyard which the new owners intend to reinstate.		
Environmental Management Register or Contaminated Land Register	The site is not included on the Environmental Management or Contaminated Land Register.		
Applicant's name	Super Turnkey Pty Ltd C/- Designtek		
Zone	Rural		
Applicable Overlays	Airport Environs – distance from airport 13km Bushfire Hazard – potential impact buffer Agricultural Land – Class A agricultural land		
Proposed use as defined	Short-term Accommodation		
Details of proposal	Material Change of Use (MCU's)		
	▪ Gross Floor Area (GFA)	61.7m ² per unit; total = 308.5m ²	
	▪ Impervious area	Not Applicable	
	▪ Building height	1 Storey and maximum 4.0m	
	▪ Site Cover	456m ² or 0.44%	
	▪ Access	Existing access from Millers Road	
	▪ Landscape	Existing landscaping treatments to be retained	
	▪ Number of car parks	5	
	▪ Number of units/tenancies	5 x 2-bedroom cabins	
Application type	Aspects of Development	Type of Approval Requested	
		Preliminary Approval	Development Permit
	Material Change of Use (MCU)		X
	Reconfiguration of a Lot (RAL)		
	Building Work (BW)		
Operational Work (OPW)			
Level of Assessment	Code Assessment		
Pre-lodgement Consultation history /	- No pre-lodgement meeting undertaken		
Key planning issues e.g. vegetation, waterway corridors, overland flow	- Farm stay cabins must be carried out in conjunction with a rural use on site. This matter has been conditioned.		

Referral agencies	Agency	Concurrence/ Advice
	NA	NA
Public notification	Not applicable	
Planning Regulation 2017	Not applicable	
State Planning Policy 2017	Applicable – refer to Section 4.1.	
Wide bay Burnett Regional Plan	Applicable – refer to Section 4.3.	

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 immediately locality.

2.1. SITE DESCRIPTION & EXISTING USE

The subject site is located approximately 8km, north-west of Kingaroy Town Centre and 6km west of Crawford. Large sections of the site have been cleared for the purposes of viticulture when the site was previously occupied by the Captain's Paddock Vineyard. A cluster of buildings is situated towards the northern end of the site, comprising 607m² gross floor area or 0.59% site cover and include the following:

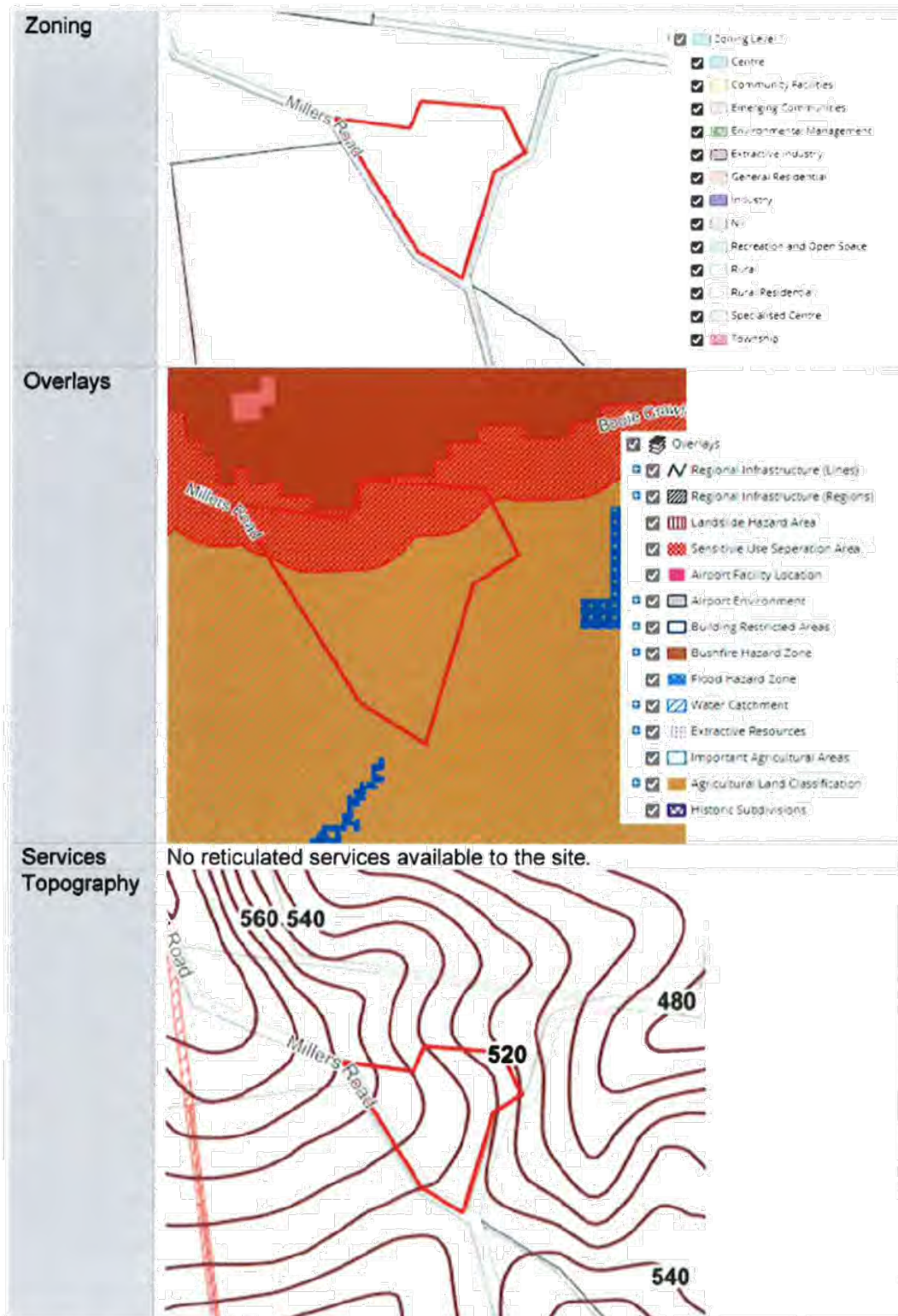
- Dwelling house – 330m²;
- Studio – 70m²
- Cellar Door – 207m²; and
- Shed – 200m².

Captain's Paddock Vineyard has not been operational for a number of years and a google search of the Vineyard indicates that it consisted of the vineyard, a cellar door, café and a bed and breakfast cottage.

The site is not mapped as having any biodiversity values or protected vegetation. Vehicular access to the site is direct from Millers Road and Booie-Crawford Road forms the eastern boundary of the site.

Table 1 – Maps & Descriptions (Source: Intramaps)





2.2. DEVELOPMENT HISTORY OF THE SITE

No development approvals or applications are recorded for the site.

3. PROPOSAL DETAILS

The proposal is for short term accommodation, comprising 5 farm stay units / cabins on site, positioned to the side of the entrance road to the site – refer to Site Plan included in this report.

The applicant stated in the planning report that “although the vineyard has not been operational for a number of years, the new owners of the property, Super Turnkey Pty propose to extend existing Vineyard and keep the existing buildings located on site”. Council requested further clarification in the Information Request regarding the intended rural use of the site. The applicant’s response was that “it is proposed the previous use of a vineyard will be recommenced along with the production of other small crops. In recent months, approximately 80 fruit trees have been planted and approximately 800 lineal meters of vineyard have been rejuvenated”.

Each of the cabins is 2 bedrooms, 1 bathroom with kitchen and living area leading out to a full length verandah. The cabins are one storey, built on stumps, slightly elevated above natural ground and with building height of approximately 4.0m. Gross floor area for each unit is 61.7m², with 20.6m² verandah and 4.4m² entrance porch. The footprint for the 5 cabins is approximately 456m² in area which equates to a site cover of 0.44%. The elevations indicate that external materials will be weatherboard or similar, with timber stairs and balustrades. Refer to elevations at Figure 1.

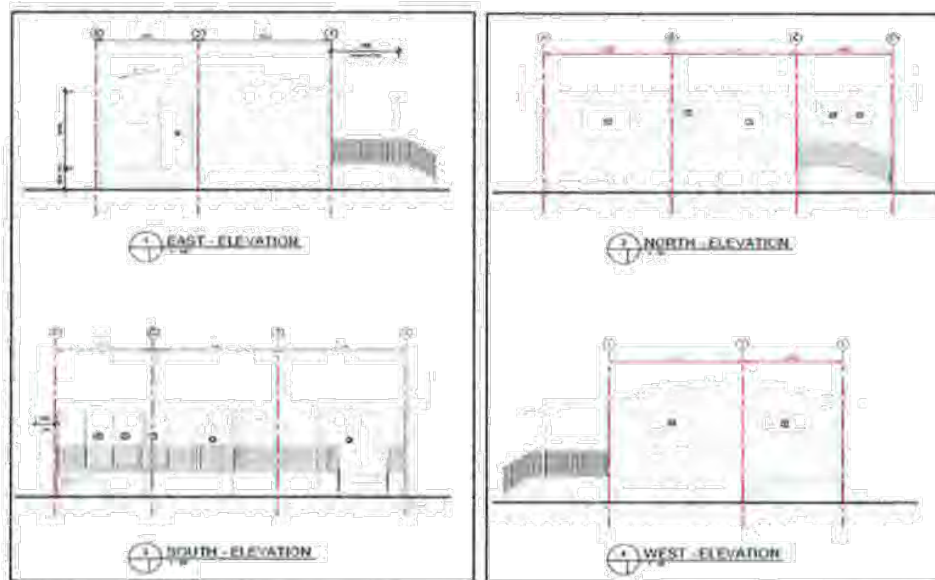


Figure 1: Unit Elevations

Tenancies	Not applicable
Gross Floor Area + Outdoor Storage Area	Gross floor unit is 61.7m ² per unit; total 308.5m ²
Building height	4.0m ²
Storeys (height)	1 Storey
Site Cover	456m ² or 0.44%
Impervious Area	Not Applicable
Landscape	Conditioned to provide screening vegetation to westernmost sides of each cabin.

Number of parking spaces	5 parking bays have been conditioned
Access	Vehicular access is direct from Millers Road
Design Vehicle	Car and van
Setbacks	Front boundary setback to Cabin 5 (from Millers Road) is 40m (approximately)
Materials	<ul style="list-style-type: none"> • External weatherboard or similar • Timber stairs and balustrades

4. ASSESSMENT OF ASSESSMENT BENCHMARKS

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.

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.

4.1. PLANNING REGULATION 2017

The Planning Regulation 2017 forms the mechanism by which the provisions of the Act are administered. In particular the Regulation has the ability to regulate and prohibit development and determines the assessment manager and the matters that trigger State interests.

PLANNING REGULATION 2017 DETAILS	
Assessment Benchmarks:	Schedule 12A – Walkable Neighbourhoods – applicable only to applications for reconfiguring a lot and therefore, is of no relevance to this MCU application. There are no benchmarks relevant to the assessment of this application.
WBB Regional Plan Designation:	Mapping for the Wide Bay Burnett Regional Plan 2011 places the site within the Regional Landscape and Rural Production Area (RLRPA). The RLRPA identifies land with regional landscape, rural production or other non-urban values. It protects this land from inappropriate development, particularly urban or rural residential development. These areas support the lifestyle and wellbeing of the regional population,

	<p>primarily located in the Urban Footprint.</p> <p>The proposal for 5 farm stay cabins are small scale in nature, having a footprint of approximately 456m² in area which equates to a site cover of 0.44% which does not compromise the ability of the site to function for rural purposes (ie. vineyard as identified by the applicant) or other rural uses as may be carried out on site.</p> <p>Existing buildings on site represent an approximate site cover of 0.59% and combined with the proposed 5 farm stay cabins, the approximate overall site cover will be 1.03%.</p>
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> <p>The adopted instrument does not change the categories of development and assessment in the Planning Scheme v1.4</p>

4.2. 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.

The application does not require referral to any referral agencies prescribed under Schedule 10, as demonstrated in Table 2.

Note: Grey shading indicates no provisions.

Part	Matter	Applicability to this Development Application	Prohibited Development	Assessable Development	Referral Agency	Assessment Benchmarks / Matters to be assessed against
1	Airport Land	N/A		N/A	N/A	N/A
2	Brothels	N/A	N/A	N/A		N/A
3	Clearing Native Vegetation	N/A	N/A	N/A	N/A	N/A
4	Contaminated Land	N/A		N/A	N/A	N/A
5	Environmentally Relevant Activity	N/A	N/A	N/A	N/A	N/A
6	Fisheries: - Aquaculture - Declared Fish Habitat - Marine Plants - Waterway Barrier works	N/A N/A N/A N/A		N/A	N/A	N/A

Table 3 - Matters Prescribed in Schedule 10 of the Planning Regulation						
Part	Matter	Applicability to this Development Application	Prohibited Development	Assessable Development	Referral Agency	Assessment Benchmarks / Matters to be assessed against
7	Hazardous Chemical Facilities	N/A		N/A	N/A	N/A
8	Heritage Place: - Local Heritage Place - Queensland Heritage Place	N/A		N/A	N/A	N/A
9	Infrastructure Related: - Designated Premises - Electricity - Oil and Gas - State Transport Generally - State Transport Corridors and Future State Transport Corridors - State-controlled transport tunnels and future state-controlled transport tunnels	N/A N/A N/A N/A N/A N/A			N/A	N/A
10	Koala Habitat in SEQ region	N/A	N/A	N/A	N/A	N/A
11	Noise Sensitive Place on Noise Attenuation land	N/A	N/A			
12	Operational Work for Reconfiguring a Lot	N/A		N/A		N/A
13	Ports: - Brisbane Core Port Land - Within the port limits of the Port of Brisbane - Within the limits of another port - Priority Ports - Strategic Port Land	N/A N/A N/A N/A N/A		N/A		N/A
14	Reconfiguring a Lot under the Land Title Act	N/A		N/A		N/A
15	SEQ Development Area	N/A		N/A	N/A	N/A

Table 3 - Matters Prescribed in Schedule 10 of the Planning Regulation						
Part	Matter	Applicability to this Development Application	Prohibited Development	Assessable Development	Referral Agency	Assessment Benchmarks / Matters to be assessed against
16	SEQ Regional Landscape and Rural Production Area and Rural Living Area: - Reconfiguring a Lot - Tourist or sport and recreation activity - Community Activity - Indoor Recreation - Residential Development - Urban Activity - Combined Uses	N/A N/A N/A N/A N/A N/A N/A	N/A	N/A	N/A	N/A
16A	Southport Spit	N/A	N/A			
17	Tidal Works or Work in a Coastal Management District	N/A		N/A	N/A	N/A
18	Urban Design	N/A			N/A	N/A
19	Water Related Development: - Taking or interfering with water - Removing quarry material - Referral dams - Levees	N/A N/A N/A N/A N/A		N/A	N/A	N/A
20	Wetland Protection Area	N/A	N/A	N/A	N/A	N/A
21	Wind Farms	N/A		N/A		N/A

4.3. STATE PLANNING POLICY

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* 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. As outlined in Part 2 of the SBRC Planning Scheme V1.4, all aspects of the *State Planning Policy 2017* have been fully incorporated into 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. 	Matters pertaining to the protection of agricultural land are addressed by the Agricultural Land Overlay.
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. • Natural hazards, risk, and resilience. 	Matters pertaining to bushfire risk are addressed by the Bushfire Hazard Overlay.
Infrastructure <ul style="list-style-type: none"> • Energy and water supply. • Infrastructure integration. • Transport infrastructure. • Strategic airports and aviation facilities. • Strategic ports. 	The application has been conditioned to provide all infrastructure.

4.4. DEVELOPMENT CODE ASSESSMENTS

The application is assessable against the following assessment benchmarks of the SBRC Planning Scheme v1.4:

- (a) Rural Zone Code;
- (b) Service and Works Code.

Rural Zone Code

Performance Outcomes	Response
PO1 Development maintains rural amenity and character.	<p>The proposed cabins are very modest in size with a gross floor area of 61.7m² per unit, with a building height of one storey. The five cabins are well separated from each other so that they do not appear as a conglomeration of buildings on site.</p> <p>Cabins are set back a minimum of 20m from Millers Road. Existing landscaping on site will assist to shield views of the cabins from Millers Road. Additional screening vegetation to those parts of the cabins with the highest degree of western exposure has been conditioned.</p> <p>The small scale nature of the proposed short term accommodation use will not result in adverse odour, noise or air emissions.</p>
PO2 Development does not jeopardise the rural production capacity of the Zone.	<p>The subject site has an area of 102,300m². The proposed 5 cabins have a footprint of approximately 456m² in area which equates to a site cover of 0.44%. Existing buildings on site represent an approximate site cover of 0.59% and combined with the proposed 5 cabins, the approximate overall site cover will be 1.03%.</p> <p>Given the proposed site cover, the proposal will not compromise the ability of the site to function for rural purposes (ie. vineyard as identified by the applicant) or other rural uses as may be carried out on site.</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>The footprint for the cabins will not detrimentally impact upon physical or environmental characteristics of the subject site.</p> <p>The proposed cabins are to be built on stumps which will minimise the requirement for cut and fill on site.</p> <p>No vegetation clearance is required for the siting of the cabins and the footprint for the cabins is not located within any identified overland flow paths, watercourses or natural drainage features.</p>
<p>PO5 Development is adequately serviced.</p>	<p>The provision of on-site sewage treatment infrastructure for the proposal has been conditioned.</p> <p>Each cabin will be provided with service line connections to electricity supply and to telecommunications networks and conditioned accordingly.</p> <p>The proposal will be provided with an on-site potable water supply with the provision of the following water tanks as shown on the Site Plan:</p> <ul style="list-style-type: none"> ▪ Tank 1 – 37kL ▪ Tank 2 – 37kL ▪ Tank 3 – 37kL ▪ Tank 4 – 40kL <p>Total tank capacity = 151kL.</p> <p>The subject site has formed existing vehicular access to the site which will be maintained.</p>
<p>PO6 Development is located and designed to ensure that land uses are not exposed to:</p> <p>(a) Areas that pose a health risk from previous activities; and</p> <p>(b) Unacceptable levels of contaminants.</p>	<p>The applicant provided copies of searches of the Environmental Management Register and the Contaminated Land Register which indicate no evidence of past notifiable activities or land contamination.</p>
<p>PO7 Non-rural development does not compromise the integrity and operations of intensive animal industries.</p>	<p>The applicant provided a site plan, indicating a 1.0km radius from the proposed cabins to demonstrate that the site is not within of 1km of any intensive animal industries. Refer to Figure 2 below.</p>



Figure 2: Site Plan indicating 1km radius

PO12 Car parking and access is provided in a safe, attractive and functional manner.	The development has been conditioned to provide a parking bay adjacent to each cabin. Access to each cabin will be via the existing internal driveway with vehicle access to each cabin off the main driveway.
PO15 The productive capacity and utility of agricultural land for rural activities is maintained.	Given the total site cover (including existing on-site buildings) of approximately 1.03%, the proposal will not jeopardise the rural production capacity of the site with large tracts of land remaining available for rural activities.
PO21 Development is not placed at unacceptable risk from bushfire, does not increase the extent or severity of bushfire and maintains the safety of people and property from bushfire.	<p>The subject site is mapped as being within the potential impact buffer of the Bushfire Hazard Overlay.</p> <p>All cabins are located outside of the potential impact buffer area and not within the vicinity of any mature vegetation.</p>

5. CONSULTATION

Referral Agencies

State Assessment and Referral Agency	Not Applicable
Other	Not Applicable

Council Referrals

<i>INTERNAL REFERRAL SPECIALIST</i>	<i>REFERRAL / RESPONSE</i>
Development Engineer	Council's Development Engineer provided engineering conditions.
Infrastructure Charges Unit	<p>Council adopted the LGIP on 24 June 2019 which commenced on 1 July 2019.</p> <p>The types of development that may trigger the issuing of an infrastructure charges notice are:</p> <ul style="list-style-type: none"> • Reconfiguring a lot; • Making a material change of use; • Carrying out building work. <p>Please see Attachment B for the Infrastructure Charges Notice</p>

6. RECOMMENDATION

The application for a Development Permit for a Material Change of Use – Short-Term Accommodation (5 x farm stay units) at 18 Millers Road, Booie QLD 4610 (and described as Lot 17 on SP148220) is recommended for approval on the grounds outlined in the Officer's Recommendations at the beginning of this report.

ATTACHMENTS

1. **Attachment A - Statement of Reasons**
2. **Attachment B - Infrastructure Charges Notice**
3. **Attachment C - Approved Plans**

NOTICE ABOUT DECISION – STATEMENT OF REASONS

The following information is provided in accordance with Section 63(4) & (5) of the Planning Act 2016

Applicant:	Super Turnkey Pty Ltd C/- Designtek
Application No:	MCU23/0014
Proposal:	Material Change of Use – Short-Term Accommodation (5 farm stay units)
Street Address:	18 Millers Road, Booie Qld 4610
RP Description:	Lot 17 on SP148220
Assessment Type:	Code Assessable
Number of Submissions:	Not applicable

On 17 November 2023 the above development was recommended for:

- Approval
 Refusal

1. Reasons for the Decision

The reasons for this decision are:

- The subject site is located in the Rural zone and the proposed five farm stay cabins are modest in size with a gross floor area of 61.7m² per unit and building height of one storey;
- The five cabins are well separated from each other so that they do not appear as a conglomeration of buildings on site;
- Cabins are set back a minimum of 20m from Millers Road;
- Existing landscaping on site will assist to shield views of the cabins from Millers Road and additional screening vegetation to those parts of the cabins with the highest degree of western exposure has been conditioned;
- The proposal will not adversely impact upon surrounding rural amenity and character;
- The subject site has an area of 102,300m² and the proposed 5 cabins have a footprint of approximately 456m² in area which equates to site cover of 0.44%. Existing buildings on site represent an approximate site cover of 0.59% and combined with the proposed 5 cabins, the approximate overall site cover will be 1.03%;
- The proposal will not jeopardise the rural production capacity of the site with large tracts of land remaining available for rural activities;
- Conditions are included to the effect that the development site must retain its existing rural capacity or continue to be utilised for the purposes directly associated with Rural Zone uses at all times and that the Short-Term accommodation is not to become a stand-alone use of the premises;
- The footprint for the cabins will not detrimentally impact upon physical or environmental characteristics of the subject site;

- The proposed cabins are to be built on stumps which minimises the requirement for cut and fill on site;
- No vegetation clearance is required for the siting of the cabins;
- The footprint for the cabins is not located within any identified overland flow paths, watercourses or natural drainage features;
- Provision of car parking for each cabin can be accommodated on site;
- An on-site potable water supply with a total tank capacity of 151kL is to be provided;
- On-site effluent disposal infrastructure will be provided and is conditioned;
- Telecommunications and electricity supply connections can be made and are conditioned; and
- The subject site is mapped as being within the potential impact buffer of the Bushfire Hazard Overlay. All cabins are located outside of the potential impact buffer area and not within the vicinity of any mature vegetation.

2. Assessment Benchmarks

The following are the benchmarks apply to this development:

- Rural Zone Code; and
- Services and Works Code.

3. Compliance with Benchmarks

The development was assessed against all the assessment benchmarks listed above and complies with all of these or can be conditioned to comply.

Note: Each application submitted to Council is assessed individually on its own merit.

INFRASTRUCTURE CHARGES NOTICE*(Section 119 of the Planning Act 2016)*

APPLICANT:	Super Turnkey Pty Ltd C/- Designtek PO Box 3371 NORTH ROCKHAMPTON QLD 4701	
APPLICATION:	Material Change of Use (5 Farm Stay – Short-term accommodation Units)	
DATE:	17/11/2023	
FILE REFERENCE:	MCU23/0014	
AMOUNT OF THE LEVIED CHARGE: <i>(Details of how these charges were calculated are shown overleaf)</i>	\$35,865.00	Total
	\$17,575.00	Water Supply Network
	\$ 9,685.00	Sewerage Network
	\$ 4,305.00	Transport Network
	\$ 3,585.00	Parks and Land for Community Facilities Network
	\$ 715.00	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 17 on SP148220	
SITE ADDRESS:	18 Millers Road, Booiie	
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
Accommodation (Short-term) – 1 or 2 bedroom	5	Suite	\$3,515.00	CR Table 2.1	\$17,575.00

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
Accommodation (Short-term) – 1 or 2 bedroom	5	Suite	\$1,937.00	CR Table 2.1	\$9,685.00

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
Accommodation (Short-term) – 1 or 2 bedroom	5	Suite	\$861.00	CR Table 2.1	\$4,305.00

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
Accommodation (Short-term) – 1 or 2 bedroom	5	Suite	\$717.00	CR Table 2.1	\$3,585.00

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
Accommodation (Short-term) – 1 or 2 bedroom	5	Suite	\$143.00	CR Table 2.1	\$715.00

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
Accommodation (Short-term) – 1 or 2 bedroom	\$17,575.00	\$9,685.00	\$4,305.00	\$3,585.00	\$715.00	\$35,865.00
Total	\$17,575.00	\$9,685.00	\$4,305.00	\$3,585.00	\$715.00	\$35,865.00

** 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, Town Planning 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

BUILDING WORKS DRAWING SCHEDULE

DRAWING NO.	SHEET NAME	SHEET #	REV.
VC1-01	OVERALL SITE PLAN & PART SITE PLAN	01	3
VC1-02	PROPOSED FLOOR PLAN	02	2
VC1-03	PROPOSED ELEVATIONS & SECTION VIEWS	03	2
VC1-04	3D VIEWS	04	2



OVERALL SITE PLAN
1:5000



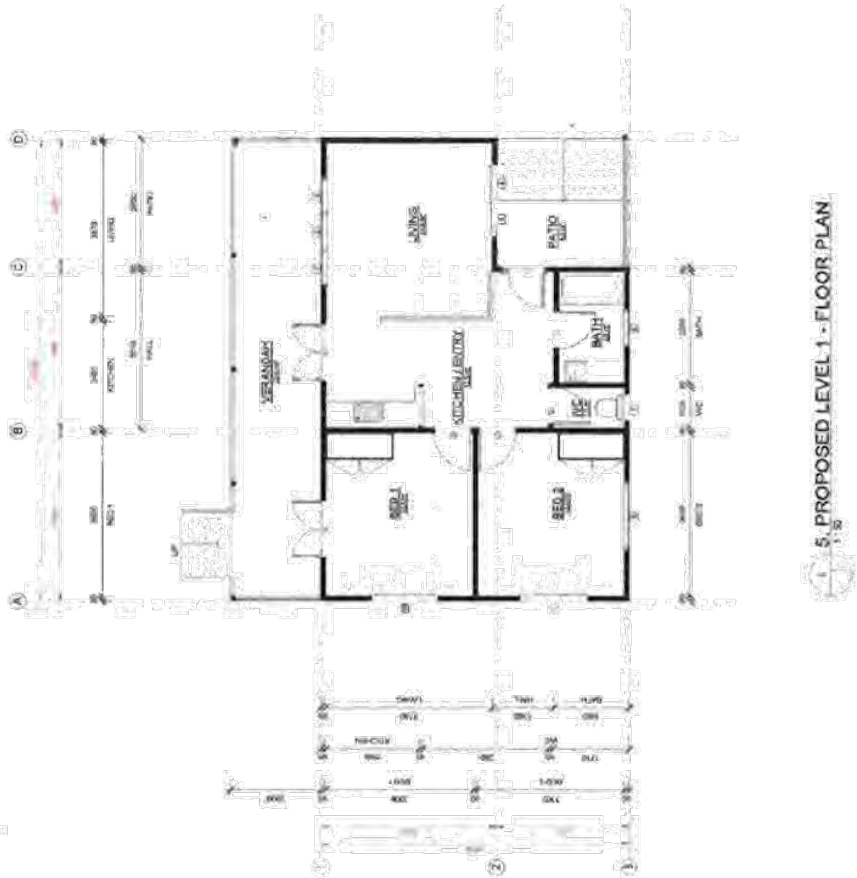
EXISTING PART SITE PLAN
1:1000



PROPOSED PART SITE PLAN
1:500

<p>CLIENT: Super Turmkey Pty Ltd.</p>		<p>DESIGNER: designstek 18 MILLERS ROAD, BOOIE, QLD 4670 PHONE: 07 47 22286 WWW.DESIGNSTEK.COM.AU</p>		<p>PROJECT NO: 2305-20</p>	
<p>REAL PROPERTY DESCRIPTION: LOT 17 AND PARTS OF LOTS 18 AND 19 IN BULKETT REGIONAL LOCAL GOV. AREA, QLD 4670</p>		<p>PROPOSED FARM STAY UNITS: BUCKLEY</p>		<p>DATE: 18/03/23</p>	
<p>SCALE: 1:500</p>		<p>DATE: 01/12/23</p>		<p>REVISION: 3</p>	

<p>NOTES TO BUILDERS: (PLEASE READ THESE NOTES CAREFULLY BEFORE COMMENCING WORK) THE BUILDING SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE BUILDING REGULATIONS 2011 AND THE BUILDING CODE OF PRACTICE 2011. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE RELEVANT AUTHORITIES.</p>	
<p>AMENDMENTS</p>	
<p>CLIENT: Super Turnkey Pty Ltd.</p>	
<p>design tek</p>	
<p>PROJECT: PROPOSED FARM STAY UNITS - BUCKLEY</p>	
<p>TITLE: 19 MILLERS ROAD, BUCKLE QLD 4650</p>	
<p>DATE: 12/12/2023</p>	
<p>PROJECT MANAGER: [Name]</p>	
<p>DESIGNER: [Name]</p>	
<p>DATE: 12/12/2023</p>	
<p>PROJECT NO: 2305-20</p>	
<p>DATE: 12/12/2023</p>	



ROOM SCHEDULE		
Number	Name	Area
1	PATIO	4.4 m ²
2	KITCHEN/ENTRY	13.1 m ²
3	LIVING	15.1 m ²
4	DINING	10.1 m ²
5	BED 1	10.8 m ²
6	BATH	3.1 m ²
7	WC	1.4 m ²
8	VERANDAH	20.4 m ²
TOTAL		83.3 m ²

DOOR SCHEDULE		
Number	Name	Area
1	DOOR 1	1.2 m ²
2	DOOR 2	1.2 m ²
3	DOOR 3	1.2 m ²
4	DOOR 4	1.2 m ²
5	DOOR 5	1.2 m ²
6	DOOR 6	1.2 m ²
7	DOOR 7	1.2 m ²
8	DOOR 8	1.2 m ²
9	DOOR 9	1.2 m ²
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97	DOOR 97	1.2 m ²
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100	DOOR 100	1.2 m ²

0.0 MATERIAL CHANGE OF USE SHORT TERM ACCOMMODATION (14 X 1-BEDROOM UNITS) AT 1 HODGE STEET, KINGAROY (AND DESCRIBED AS LOT 1 ON SP212946) - APPLICANT RUSSELL CARRACHER C/- ONF SURVEYORS

File Number: MCU23/0016
Author: Planning Officer
Authoriser: Chief Executive Officer

	SIGNATURE	DATE
Coordinator MANAGER		27/11/2023
GM		
CEO		28.11.2023

PRECIS

Material Change of Use Short Term Accommodation (14 x 1-bedroom units) at 1 Hodge Street, Kingaroy (and described as Lot 1 on SP212946) - Applicant Russell Carracher C/- ONF Surveyors

SUMMARY

- Development Permit for a Material Change of Use;
- Material Change of Use – Short-term accommodation(14 x 1 bedroom units);
- The subject site located in the Low density residential zone under the South Burnett Regional Council Planning Scheme;
- The proposal triggered impact assessment as the proposal did not meet the accepted development subject to requirements provisions;
- The subject site is 1,253m² in area;
- The development application is assessed against the entire South Burnett Regional Council Planning Scheme. Relevant codes including:
 - Low Density Residential Code;
 - Medium Density Residential Code; and
 - Services and Works Code;
- Council issued an information request:
 - Clarify the need based on the location of the proposed development outside of Principal and Local centre zone land;
 - Clarify the need for this Short-term accommodation within the state planning policy (SPP);
 - Clarify the flood data on site, and possible mitigation for the proposed development;
 - Clarify if the proposed 2 visitor parks located on the sewerage easement will not affect the existing services;
 - To identify the location of the stormwater detention tank on site;
 - To ensure that fencing on Hodge Street to be constructed at a maximum height of 1.2m;
 - To include more development character to the proposed development’s front façade to be consistent to the low density residential zone code;
 - To ensure that each unit has its own private open space; and
 - Clarify if the infrastructure on Hodge Street will not be impact the proposed access;
- Council subsequently issued a further advice letter:
 - To ensure that the Short-term accommodation includes private open space and/or recreation areas; and
 - To ensure that the visual amenity on the norther façade is within the low-density zone character, landscaping was included to ensure these impacts were limited;
- When issues haven’t been resolved by the applicant within the Information Request and/or Further Issues Letter, conditions to address those issues have been made;
- The application has been assessed and the proposal generally meets the requirements of the planning scheme and relevant codes or has been conditioned to comply (refer Attachment A – Statement of Reasons);
- Refer Attachment B – Infrastructure Charges Notice;
- Refer Attachment C – Approved Plans;
- Refer Attachment D – Preliminary Stormwater Management Report; and
- Application recommended for approval subject to reasonable and relevant conditions.

OFFICER'S RECOMMENDATION

That Council approve the development application for a Development Permit for a Material Change of Use for an Short-term accommodation (14 x 1 bedroom units) located at 1 Hodge Street, Kingaroy (and described as Lot 1 on SP212946), subject to the following conditions. Applicant: Russell Carracher C/- ONF Surveyors.

GENERAL:

- GEN1. The development must be completed and maintained generally in accordance with the approved plans and documents and any amendments arising through conditions to this development approval:

Drawing Title	Prepared by	Ref no.	Rev	Date
Site Plan	Designer Planning	A001	1G	13/10/2023
Proposed Lower Floor Plan	Designer Planning	A002	1G	13/10/2023
Proposed Upper Floor Plan	Designer Planning	A003	1G	13/10/2023
Front and Right-Side Elevations (as amended in red)	Designer Planning	A004	1G	13/10/2023
Rear and Left-Side Elevations (as amended in red)	Designer Planning	A005	1G	13/10/2023

- GEN2. The currency period for this development approval for a material change of use is six (6) years after the development approval starts to have affect. The development approval will lapse unless otherwise agreed.
- GEN3. The use of the premises is limited to Short-term accommodation (14 x 1-bedroom units) consistent with the definition of Short-term accommodation in Schedule 1 of the South Burnett Regional Council Planning Scheme 2017.
- GEN4. Maintain records demonstrating that the proposed Short-term accommodation is only used for short stays as per the definitions for short-term accommodation within the South Burnett Regional Council Planning Scheme. Records of each booking within the proposed Short-term accommodation must be available to Council immediately upon request.

MATERIAL CHANGE OF USE:

- MCU1. Mechanical plant and equipment shall not be visible from adjoining properties or the road frontage. Following the installation of all mechanical plant and equipment (e.g. air conditioning, mechanical ventilation and refrigeration equipment and heat pump hot water systems), certification that the plant and equipment is adequately noise-attenuated and is in accordance with the *Environmental Protection Act* or higher standard for noise attenuation.

Timing: Prior to issue of Certificate of classification/final inspection certificate or prior to commencement of the use, whichever comes first, and then to be maintained.

- MCU2. Provide a roofed and screened waste enclosure to accommodate the type and quantity of bulk waste/recycling bins required to service the development. Bins must be located in an area which allows them to be manoeuvred from the bin storage area to the designated external collection point.
- MCU3. Any outdoor lighting must be installed and operated in accordance AS4282 – 1997 “*Control of Obstructive Effects of Outdoor Lighting*”.

Timing: At all times.

NORTH FAÇADE: