



AGENDA

Liveability, Governance and Finance Standing Committee Meeting Wednesday, 14 June 2023

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

Date: Wednesday, 14 June 2023

Time: 9:00am

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

**Mark Pitt PSM
Chief Executive Officer**

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

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

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 MINUTES OF THE LIVEABILITY, GOVERNANCE AND FINANCE STANDING COMMITTEE MEETING HELD ON 10 MAY 2023

File Number: 14-06-2023

Author: Executive Assistant

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

That the Minutes of the Liveability, Governance and Finance Standing Committee Meeting held on 10 May 2023 be received.

ATTACHMENTS

- 1. Minutes of the Liveability, Governance and Finance Standing Committee Meeting held on 10 May 2023**



MINUTES

Liveability, Governance and Finance Standing Committee Meeting Wednesday, 10 May 2023

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**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL
LIVEABILITY, GOVERNANCE AND FINANCE STANDING COMMITTEE MEETING
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY
ON WEDNESDAY, 10 MAY 2023 AT 9:00AM**

PRESENT:**Councillors:**

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

Council Officers:

Aaron Meehan (Acting Chief Executive Officer), Peter O'May (General Manager Liveability), Susan Jarvis (General Manager Finance & Corporate), Darryl Brooks (Manager Environment & Planning), David Hursthouse (Coordinator Development Services), Leanne Petersen (Manager Facilities & Parks), Kimberley Donohue (Executive Assistant), Kerri Anderson (Manager Finance & Sustainability), Jennifer Pointon (Manager Community & Lifestyle),

1 OPENING

Cr Jane Erkens opened the meeting and welcomed all attendees.

2 LEAVE OF ABSENCE / APOLOGIES

Mark Pitt, Chief Executive Officer.

3 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

4 DECLARATION OF INTEREST

I, Cr Kirstie Schumacher inform this meeting that I have a declarable conflict of interest (as defined in section 150EN of the Local Government Act 2009) in agenda item **13.3 - Transmission Line Relocation - Meandu Mine**. The nature of my interest is as follows:

This declarable conflict of interest arises because I was a past employee of Tarong Power Station.

I wish to participate in the decision in relation to this matter. I acknowledge that eligible Councillors must now determine, pursuant to section 150ES of the Local Government Act 2009, where I:

- May participate in the decision about the matter, including by voting on the matter; or
- Must leave the meeting, including any area set aside for the public, and stay away from the meeting while the eligible Councillors discuss and vote on the matter.

Attendance:

At 9:04am, Cr Kirstie Schumacher left the meeting.

DECLARATION OF INTEREST - STAY IN MEETING

COMMITTEE RESOLUTION 2023/209

Moved: Cr Gavin Jones

Seconded: Cr Danita Potter

That Council resolve that Cr Kirstie Schumacher has a declarable conflict of interest in the matter and notwithstanding the conflict, Cr Kirstie Schumacher may participate in the matter, discuss and vote upon it.

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

Against: Nil

CARRIED 6/0**Attendance:**

At 9:05am, Cr Kirstie Schumacher returned to the meeting.

At 9:05am, Manager Community & Lifestyle Jennifer Pinton entered the meeting.

At 9:17am, Manager Finance & Sustainability Kerri Anderson entered the meeting via teams.

5 DEPUTATIONS/PETITIONS**5.1 DEPUTATION - JON HOLDEN - PROPOSED ROLLOUT OF 5G MICROWAVE FREQUENCIES**

Jon Holden gave a deputation to the chambers regarding the proposed rollout of 5G microwave frequencies.

6 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**6.1 MINUTES OF THE LIVEABILITY, GOVERNANCE AND FINANCE STANDING COMMITTEE MEETING HELD ON 12 APRIL 2023**

COMMITTEE RESOLUTION 2023/210

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That the Minutes of the Liveability, Governance and Finance Standing Committee Meeting held on 12 April 2023 be received.

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

Against: Nil

CARRIED 7/0

MOTION

COMMITTEE RESOLUTION 2023/211

Moved: Cr Danita Potter

Seconded: Cr Kirstie Schumacher

That item 13.4 be escalated and dealt with next 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**Attendance:**

At 9:44am, Manager Community & Lifestyle Jennifer Pointon left the meeting.

MOTION

COMMITTEE RESOLUTION 2023/212

Moved: Cr Danita Potter

Seconded: Cr Kirstie Schumacher

That there be no further discussion and that item 13.4 goes to the vote.

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

Against: Crs Brett Otto and Kathy Duff

CARRIED 5/2**13.4 TELECOMMUNICATION TOWERS**

COMMITTEE RESOLUTION 2023/213

Moved: Cr Danita Potter

Seconded: Cr Kirstie Schumacher

That the report be received for information.

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

Against: Crs Brett Otto and Kathy Duff

CARRIED 5/2

13.4.1 QUESTION ON NOTICE - AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (ALGA) - TELECOMMUNICATIONS INFRASTRUCTURE

Question on notice from Mayor Brett Otto:

The Australian Local Government Association (ALGA) had passed a resolution a few years back to approach the Federal Government to give local Councils greater authority in relation to upgrades of existing telecommunications infrastructure. What was this resolution and what is the status?

Attendance:

At 9:59am, Manager Community & Lifestyle Jennifer Pointon returned to the meeting.

13.4.2 ADVOCACY DIGITAL PLAN

COMMITTEE RESOLUTION 2023/214

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the Committee recommends to Council that:

- Council meets with NBN and the relevant telcos and uses the information provided to develop a digital plan for the South Burnett that can be used as a advocacy document for the Mayor and Councillors to take to the ALGA Assembly and the Ministerial meetings scheduled in Canberra later this year.
- The purpose of this plan will be to identify and agree on the existing black spots and seek to leverage the next rounds of Federal funding for regional connectivity and upgrades with consideration to future opportunities to apply for disaster funding to acquire hybrid power cubes for use during disasters.

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 10:01am, Manager Environment & Planning Darryl Brooks left the meeting.

At 10:01am, Coordinator Development Services David Hursthouse left the meeting.

At 10:05am, Cr Danita Potter left the meeting.

At 10:08am, Cr Danita Potter returned to the meeting.

7 NOTICES OF MOTION

7.1 NOTICE OF MOTION - REGIONAL ECONOMIC FUTURES FUND

COMMITTEE RESOLUTION 2023/216

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That the Committee recommends to Council:

- Council endorses the attached South Burnett Just Transition briefing paper requesting \$15.95M (in the first instance) from the Regional Economic Futures Fund to enable Council to project manage and progress the following proposed scope of works with KBR:

Activity	Cost estimate
Demand and viability assessment of the Boondooma to Tarong Pipeline	\$0.6 million
West Barambah Project Detailed Business Case	\$6 million
Gordonbrook Dam Detailed Business Case	\$2.5 million
Blackbutt irrigation Detailed Business Case	\$2.5 million
Gordonbrook Dam targeted environmental assessments	\$0.5 million
Blackbutt irrigation targeted environmental assessments	\$0.5 million
Gordonbrook EIS terms of reference	\$0.25 million
Procurement, project management, oversight, contract management and governance.	\$1.0 million
Contingency (10%)	\$2.1 million
Total	\$15.95 million
FURTHER PROJECTS: <i>Awaiting funding announcement</i>	
The Barlil Weir project has been submitted by SunWater to the National Water Infrastructure Development Fund – if the project is not funded, the following funds will also be sort to continue the Barlil Weir project:	
Barlil Weir Detailed Business Case	\$6 million
Barlil Weir targeted environmental assessments	\$0.5 million
Barlil Weir EIS terms of reference	\$0.25 million
TOTAL	\$6.75 million

- That arrangements be made to meet in person and present a copy of this briefing paper to the Premier of Queensland, Anastacia Palaszczuk MP, Deputy Premier Hon Dr Steven Miles MP, Minister for State Development, Infrastructure, Local Government and Planning and Mick de Brenni MP, Minister for Energy, Renewables and Hydrogen and Minister for Public Works and Procurement.
- That a briefing be arranged with the LGAQ, Department of State Development and Mayor Baker to discuss the proposal put forward.

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

Against: Nil

CARRIED 7/0

ADJOURN MORNING TEA

COMMITTEE RESOLUTION 2023/217

Moved: Cr Scott Henschen

Seconded: Cr Kirstie Schumacher

That the meeting adjourn for morning tea.

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

Against: Nil

CARRIED 7/0

RESUME MEETING

COMMITTEE RESOLUTION 2023/218

Moved: Cr Scott Henschen

Seconded: Cr Gavin Jones

That the meeting resume at 10:42am.

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

Against: Nil

CARRIED 7/0

7.2 NOTICE OF MOTION - MURGON WATER TOWER MURAL

COMMITTEE RECOMMENDATION

Moved: Cr Brett Otto

Seconded: Cr Kathy Duff

That the Committee recommends to Council:

That Council engage with the Murgon community, the Murgon Business and Development Association and Stanwell Corporation as to options for the design, painting and funding of a mural on the council water tower on the Bunya Highway at the western town entry.

AMENDMENT

Moved: Cr Gavin Jones

Seconded: Cr Brett Otto

That the Committee recommends to Council:

That Council approach the Murgon Business and Development Association as to them engaging with the Murgon Community as to options for the design, painting and funding of a mural on the council water tower on the Bunya Highway at the western town entry.

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

Against: Nil

CARRIED 7/0

THE AMENDMENT BECAME THE RESOLUTION

COMMITTEE RESOLUTION 2023/219

Moved: Cr Brett Otto

Seconded: Cr Kathy Duff

That the Committee recommends to Council:

That Council approach the Murgon Business and Development Association as to them engaging with the Murgon Community as to options for the design, painting and funding of a mural on the council water tower on the Bunya Highway at the western town entry.

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

Against: Nil

CARRIED 7/0

7.3 NOTICE OF MOTION - GARDEN BED - CORNER OF MACKENZIE & BRAMSTON STREETS, WONDAI

COMMITTEE RESOLUTION 2023/220

Moved: Cr Brett Otto

Seconded: Cr Kathy Duff

The Committee recommends to Council:

That Council investigate the options to trim or remove the current shrubs and plants within the garden bed at the intersection of MacKenzie and Bramston Streets, Wondai and plant appropriate low plants and flowers.

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

Against: Nil

CARRIED 7/0

7.3.1 QUESTION ON NOTICE - REPLACEMENT PROGRAM FOR PLANTS IN GARDEN BEDS

Question on notice from Cr Schumacher:

Is there a replacement program for plants in garden beds when they reach a certain age? What budget do we allocate to replace plantings and is it enough?

Attendance:

At 11:43am, Manager Community & Lifestyle Jennifer Pointon left the meeting.

7.4 NOTICE OF MOTION - PLANTER BOXES IN WONDAI

COMMITTEE RESOLUTION 2023/221

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the Committee recommends to Council that:

- Council relocates the planter box if still in useable condition from the front of the closed plumbing works in Wondai to the front of the chemist shop at 64 MacKenzie St, Wondai;
- Council plants flowers/herbs in the planter boxes to add colour to the CBD area;
- Council approaches the business owners in Wondai that have planter boxes outside their shops and ask if they would agree to water and maintain the plants.

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

Against: Cr Kirstie Schumacher

CARRIED 6/1

7.5 NOTICE OF MOTION - PREPARATIONS FOR NANANGO'S 175TH CELEBRATIONS

COMMITTEE RESOLUTION 2023/222

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the Committee recommends to Council that:

- Council pressure clean the CBD Nanango footpaths, clean around the bins and do an extra special job with the parks and gardens in preparation and prior to the main event of the 10th of June 2023.
- Council provide a marquee to sell merchandise.
- Council provide a full bin service for the day in consultation with the committee
- Council put some planter boxes with bright flowers in the streets to add some colour to enhance the streets for the celebration as requested over a number of years.

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

Against: Nil

CARRIED 7/0

MOTION

COMMITTEE RESOLUTION 2023/223

Moved: Cr Scott Henschen

Seconded: Cr Kathy Duff

That item 7.6 be moved to the confidential section of the meeting under section 254J.

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 12:03pm, Manager Facilities & Parks Leanne Petersen left the meeting.

At 12:07pm, Manager Community & Lifestyle Jennifer Pointon returned to the meeting.

At 12:09pm, Executive Assistant Wendy Kruger entered the meeting.

At 12:09pm, Executive Assistant Wendy Kruger left the meeting.

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

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

COMMITTEE RESOLUTION 2023/224

Moved: Cr Brett Otto

Seconded: Cr Gavin Jones

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

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

Against: Nil

CARRIED 7/0

Attendance:

At 12:15pm, Cr Danita Potter left the meeting.

At 12:18pm, Cr Danita Potter returned to the meeting.

At 12:18pm, Cr Gavin Jones left the meeting.

At 12:20pm, Cr Gavin Jones returned to the meeting.

8.2 ATTENDANCE - LGAQ BIENNIAL BUSH COUNCIL'S CONFERENCE 2023

COMMITTEE RESOLUTION 2023/225

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That Cr Schumacher attend the LGAQ biennial Bush Councils Convention 2023 and accept the invitation to be a guest speaker as part of a panel.

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

Against: Crs Brett Otto and Kathy Duff

CARRIED 5/2

AMENDMENT

Moved: Cr Brett Otto

Seconded: Cr Kathy Duff

That Cr Schumacher attend the LGAQ biennial Bush Councils Convention 2023 and accept the invitation to be a guest speaker as part of a panel and that Mayor Otto is removed from the attendees list.

In Favour: Crs Brett Otto, Danita Potter and Kathy Duff

Against: Crs Gavin Jones, Jane Erkens, Kirstie Schumacher and Scott Henschen

LOST 3/4

ADJOURN LUNCH

COMMITTEE RESOLUTION 2023/226

Moved: Cr Scott Henschen

Seconded: Cr Brett Otto

That the meeting adjourn for lunch.

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

Against: Nil

CARRIED 7/0

RESUME MEETING

COMMITTEE RESOLUTION 2023/227

Moved: Cr Jane Erkens

Seconded: Cr Danita Potter

That the meeting resume at 1:41pm.

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

Against: Nil

CARRIED 7/0**Attendance:**

Manager Finance & Sustainability Kerri Anderson was in attendance (via teams) at the resumption of the meeting.

9 CORPORATE GOVERNANCE & STRATEGY**9.1 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL TECHNOLOGY PUBLIC ACCESS POLICY - STRATEGIC019**

COMMITTEE RESOLUTION 2023/228

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

That the South Burnett Regional Council Technology Public Access Policy – Strategic019 be adopted as presented.

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

Against: Nil

CARRIED 7/0**9.2 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL REVENUE POLICY 2023/2024 - STATUTORY005**

COMMITTEE RESOLUTION 2023/229

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That the Committee recommends to Council:

That the South Burnett Regional Council Revenue Policy 2023/2024 – Statutory005 be adopted as presented.

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

Against: Nil

CARRIED 7/0

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

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

COMMITTEE RESOLUTION 2023/230

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

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

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

Against: Nil

CARRIED 7/0

10.2 COMMUNITY AND LIFESTYLE OPERATIONAL UPDATE

COMMITTEE RESOLUTION 2023/231

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That the Community and Lifestyle Operational Update be received.

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

Against: Nil

CARRIED 7/0

11 COMMUNITY DEVELOPMENT (HEALTH, YOUTH, SENIOR CITIZENS)

Attendance:

At 1:58pm, Manager Environment & Planning Darryl Brooks entered the meeting

At 1:58pm, Coordinator Development Services David Hursthouse entered the meeting

11.1 LICENCE TO OCCUPY - SOUTH BURNETT FUN FLYERS ASSOCIATION INC.

COMMITTEE RESOLUTION 2023/232

Moved: Cr Jane Erkens

Seconded: Cr Kathy Duff

That the Committee recommend to Council that:

1. That South Burnett Regional Council resolves that the exception in Local Government Regulation 2012 section 236 (1)(b)(ii) applies to Council for the disposal by way of grant of a Deed of Licence to Occupy to the valuable non-current asset which is the land comprising of Lot 354 on CP FY2456, to the South Burnett Fun Flyers Association Inc. for a twelve (12) month trail term.
2. South Burnett Regional Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute the Deed of Licence to Occupy between Council and South Burnett Fun Flyers Association Inc. on terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council.

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

Against: Nil

CARRIED 7/0

12 PORTFOLIO - TOURISM & VISITOR INFORMATION CENTRES, SPORT & RECREATION AND COMMERCIAL ENTERPRISES**Attendance:**

At 1:59pm, General Manager Peter O'May left the meeting

At 2:00pm, General Manager Peter O'May returned to the meeting

12.1 TOURISM & VIC'S, SPORT & RECREATION AND COMMERCIAL ENTERPRISES PORTFOLIO REPORT

COMMITTEE RESOLUTION 2023/233

Moved: Cr Jane Erkens

Seconded: Cr Kathy Duff

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

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

Against: Nil

CARRIED 7/0

12.1.1 QUESTION ON NOTICE - FESTIVAL OF THE DAMS SPONSORSHIP

Questions on notice from Mayor Brett Otto:

1. To whom is the funding provided and who are the office holders/directors of that organisation?
2. Is there an acquittal/audit process in relation to the expenditure of the funding?
3. Are opportunities provided equitably and fairly to all commercial operators to hold stalls at Boondooma Dam at the day of the Festival.

12.2 TOURISM MONTHLY UPDATE

COMMITTEE RESOLUTION 2023/234

Moved: Cr Jane Erkens

Seconded: Cr Kathy Duff

That the Committee receive the report for information.

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

Against: Nil

CARRIED 7/0

13 PORTFOLIO - REGIONAL DEVELOPMENT, DEVELOPMENT SERVICES, COMMUNITY & SOCIAL HOUSING

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

COMMITTEE RESOLUTION 2023/235

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

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

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

Against: Nil

CARRIED 7/0

13.2 PLANNING AND LAND MANAGEMENT OPERATIONAL UPDATE

COMMITTEE RESOLUTION 2023/236

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

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

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

Against: Nil

CARRIED 7/0

13.3 TRANSMISSION LINE RELOCATION - MEANDU MINE

COMMITTEE RESOLUTION 2023/237

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the report be received for information.

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

Against: Nil

CARRIED 7/0

14 DEVELOPMENT SERVICES - (PLANNING, BUILDING, PLUMBING)

14.1 LIST OF CORRESPONDENCE PENDING COMPLETION OF ASSESSMENT REPORT

COMMITTEE RESOLUTION 2023/238

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

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

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

Against: Nil

CARRIED 7/0

14.2 DELEGATED AUTHORITY REPORTS (1 APRIL 2023 TO 31 APRIL 2023)

COMMITTEE RESOLUTION 2023/239

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That the Delegated Authority report be received.

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

Against: Nil

CARRIED 7/0**15 QUESTIONS ON NOTICE****Attendance:**

At 2:30pm, General Manager Peter O'May left the meeting.

At 2:31pm, General Manager Peter O'May returned to the meeting.

15.1 QUESTION ON NOTICE - REQUEST FOR INFORMATION

COMMITTEE RESOLUTION 2023/240

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That the response to the question regarding request for information raised by Councillor Schumacher be received and noted.

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

Against: Nil

CARRIED 7/0

15.2 LEGAL ADVICE

COMMITTEE RESOLUTION 2023/241

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the response to the question regarding legal advice raised by Councillor Schumacher be received and noted.

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

Against: Nil

CARRIED 7/0

15.2.1 QUESTION ON NOTICE - OVERSPEND ON LEGAL ADVICE

Question on notice from Cr Kirstie Schumacher:

Why have we exceeded the budget on legal advice and requesting a more detailed report.

Attendance:

At 2:34pm, Manager Facilities & Parks Leanne Petersen entered the meeting.

15.3 CLOSE OUT OF REQUESTS

COMMITTEE RESOLUTION 2023/242

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the response to the question regarding Close out of Requests raised by Councillor Kathy Duff be received and noted.

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

Against: Nil

CARRIED 7/0

16 CONFIDENTIAL SECTION

COMMITTEE RESOLUTION 2023/243

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 254J of the *Local Government Regulation 2012*:

16.1 Variation of lease A & B of Lot 1 on M55124

This matter is considered to be confidential under Section 254J - g of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

16.2 Animal Management

This matter is considered to be confidential under Section 254J - g of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

16.3 Briefing Report for MCU22/0022 - Material Change of Use for the Use Short-term Accommodation 84m2 GFA (within a Secondary Dwelling) at 17 Fork Hill Drive, Moffatdale (and described as Lot 22 on SP221464). Applicant: Lusso Retreats Pty Ltd C/- ONF Surveyors

This matter is considered to be confidential under Section 254J - g of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on

balance, be contrary to the public interest as it deals with negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

7.6 Notion of Motion – Dump Point for Wondai Showgrounds

This matter is considered to be confidential under Section 254J - g of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

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

Against: Nil

CARRIED 7/0

Attendance:

At 2:54pm, Manager Finance & Sustainability Kerri Anderson entered the meeting.

At 2:55pm, Manager Community & Lifestyle Jennifer Pointon left the meeting.

At 3:04pm, Manager Environment & Planning Darryl Brooks left the meeting.

At 3:04pm, Coordinator Development Services David Hursthouse left the meeting.

At 3:50pm, Cr Kirstie Schumacher left the meeting.

COMMITTEE RESOLUTION 2023/244

Moved: Cr Scott Henschen

Seconded: Cr Kathy Duff

That Council moves out of Closed Council into Open Council.

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

Against: Nil

CARRIED 6/0

16.1 VARIATION OF LEASE A & B OF LOT 1 ON M55124

COMMITTEE RESOLUTION 2023/245

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the Committee recommend to Council that:

1. That South Burnett Regional Council resolves that the exception in *Local Government Regulation 2012 section 236 (1)(c)(iii)* applies to Council for a varied lease be offered to the Commonwealth Bank of Australia for the lease of the shop space, part A and B of Lot 1 on CP M55124, 62-64 Lamb Street.
2. South Burnett Regional Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute the Lease between Council and Commonwealth Bank of Australia on terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council.

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

Against: Nil

CARRIED 6/0

16.2 ANIMAL MANAGEMENT

COMMITTEE RESOLUTION 2023/246

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That the report be received for information.

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

Against: Nil

CARRIED 6/0

16.3 BRIEFING REPORT FOR MCU22/0022 - MATERIAL CHANGE OF USE FOR THE USE SHORT-TERM ACCOMMODATION 84M2 GFA (WITHIN A SECONDARY DWELLING) AT 17 FORK HILL DRIVE, MOFFATDALE (AND DESCRIBED AS LOT 22 ON SP221464). APPLICANT: LUSSO RETREATS PTY LTD C/- ONF SURVEYORS

COMMITTEE RESOLUTION 2023/247

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the information report be noted for Council's information and a further report be brought back to the June Liveability, Governance & Finance Standing Committee Meeting.

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

Against: Nil

CARRIED 6/0

7.6 NOTICE OF MOTION - DUMP POINT FOR WONDAL SHOWGROUNDS

COMMITTEE RESOLUTION 2023/248

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That the Committee recommends to Council that:

- Council supports an application by the Wondai Showground Management Committee to install a Dump Point for the Showgrounds subject to Councils Water and Wastewater approvals; and
- That the Wondai Showground Management Committee be responsible for the installation and ongoing operational and maintenance costs associated with the dump point.

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

Against: Nil

CARRIED 6/0

17 CLOSURE OF MEETING

The Meeting closed at 4:01pm.

The minutes of this meeting were confirmed at the Liveability, Governance and Finance Standing Committee Meeting held on 14 June 2023.

.....
CHAIRPERSON

6 NOTICES OF MOTION

6.1 GIFTING OF MOWER TO BOONDOOMA MUSEUM & HERITAGE ASSOCIATION INC.

File Number: 14-06-2023

I, Councillor Brett Otto, give notice that at the next Liveability, Governance and Finance Standing Committee Meeting of Council to be held on 14 June 2023, I intend to move the following motion:

Procedural Motion

That the Gifting of Mower to Boondooma Museum & Heritage Association Inc Notice of Motion from Mayor Brett Otto be lifted from the table.

MOTION

The Committee recommends to Council that:

1. Council gifts the following item of plant and equipment to the Gifting of Mower to Boondooma Museum & Heritage Association Inc. as part of the plant and replacement fleet replacement program in 2023/2024:

Mower 4512 – 2018 Grass Hopper 430D Zero Turn

- 72" Deck
- 29.1 Hp
- Based in Parks Murgon/Wondai

2. Council completes the required maintenance on the mower to ensure it is in workable and safe condition prior to transfer.

RATIONALE

The association maintains the large grounds of the Boondooma Homestead with volunteer labour.

The current mower is old and becoming beyond repair.

Council is planning to dispose of this item of equipment in 2023/2024.

The gifting of such to the homestead committee would allow them to continue keeping the grounds in good order.

CORPORATE PLAN

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

REPORT:

This notice of motion was presented at the Liveability, Governance and Finance Standing Committee Meeting on Wednesday 12 April 2023.

6.1 GIFTING OF MOWER TO BOONDOOMA MUSEUM & HERITAGE ASSOCIATION INC.

COMMITTEE RECOMMENDATION

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

The Committee recommends to Council that:

1. Council gifts the following item of plant and equipment to the Gifting of Mower to Boondooma Museum & Heritage Association Inc. as part of the plant and replacement fleet replacement program in 2023/2024:

Mower 4512 – 2018 Grass Hopper 430D Zero Turn

- 72" Deck
- 29.1 Hp
- Based in Parks Murgon/Wondai

2. Council completes the required maintenance on the mower to ensure it is in workable and safe condition prior to transfer.
-

COMMITTEE RESOLUTION 2023/166

Moved: Cr Gavin Jones

Seconded: Cr Danita Potter

That item 6.1 lay on the table until the June Liveability, Governance and Finance Standing Committee Meeting.

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

Against: Cr Kirstie Schumacher

CARRIED 6/1

I commend this Notice of Motion to Council.

ATTACHMENTS

Nil

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

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

File Number: 14-06-2023

Author: Mayor

Authoriser: Chief Executive Officer

PRECIS

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

SUMMARY

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

OFFICER'S RECOMMENDATION

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

Corporate, Governance & Strategy:

With the end of the financial year approaching, the branch has focussed on completion and closing out of projects and end of year balancing.

Smart Services Queensland have sought to renew the service contract delivered through the Blackbutt Office. Smart Services Queensland are very complimentary of the service provided at the Blackbutt office. The 2023/2024 Host Contract has been signed for the continuation of Services Australia services in Blackbutt.

During May there were 145 QGAP and 35 Services Australia transactions completed, and 19 customers were issued with new number plates at the Blackbutt office.

The Corporate and Governance sections continue to support the organisation and external agencies in complaint management, right to information and legal matters.

Internal auditors will be on site prior to the end of June 2023 to progress the Development Assessment and Approvals, including Infrastructure Charges Management and Collections Process fieldwork.

Communications/Media:

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

- Media Releases x 22
- Media enquiries (via the Media email) x 12
- Social Media:
 - Facebook: x 125

- Instagram: x 58
- LinkedIn: x 3
- Twitter: x 4
- Printed advertising x 3
- Graphic design x 70

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

Finance & Sustainability:

At the end of May 2023, Council held \$54.60 million in cash and cash equivalents with \$47.82 million invested with the Queensland Treasury Corporation (QTC).

Water meter readings have been occurring with Kingaroy, Murgon and Proston still to complete.

External Auditors have been on site conducting their interim preliminary testing.

BACKGROUND

Nil

ATTACHMENTS

1. **Monthly Media Report - May 2023** [↓](#) 

Media Releases – May 2023: 22

1. 364. Media Release - 04-05-2023 - Requesting Community support to reduce Vandalism in the South Burnett
2. 363. Public Notice - 04-05-2023- SBRCQ 2223 121 Sale of Rhodes Grass Hay 4x4ft Round Bales and 8x4x3 Square Bales
3. 365. Public Notice - 04-05-2023- Notification of Works - Glendon Street Share Zone Kingaroy - Solar Installation and Footpath Works
4. 366. Public Notice - 10-05-2023- SBRCQ 22 23 119 Cleaning of the Blackbutt Customer Service Library Building and Emptying of Street bins
5. 367. Public Notice - 10-05-2023- Notification of Road Works
6. 368. Public Notice - 10-05-2023- Community Engagement - Maintenance of vegetation at Ros Gregor Walking Track
7. 369. Public Notice - 10-05-2023- Notice of Works – Line Marking Alford Street East Kingaroy
8. 370. Public Notice - 11-05-2023- Community Engagement - Maintenance of Vegetation at Ros Gregor Walking Track
9. 371. Public Notice - 12-05-2023 - SSBRCQ 22 23-120 Traffic Guidance Scheme Review
10. 372. Media Release - 12-05-2023 - Mayor Otto calls for the Biosecurity Levy to be removed
11. 373. Public Notice - 17-05-2023- Update – Notification of Works – Glendon Street Shared Zone Kingaroy – Footpath Works
12. 374. Public Notice - 22-05-2023- Temporary Closure of the Disability toilet at Les Muller Park Blackbutt
13. 375. Public Notice - 22-05-2023- The Wolfe Brothers to headline the Day at the Dam Music Festival
14. 378. Media Release - 23-05-2023 - South Burnett Regional Council funds 3 Projects with Queensland Government Regional Arts Funding
15. 379. Public Notice - 25-05-2023- Notification of Scheduled Maintenance and Works - Wooroolin Public Amenities
16. 380. Public Notice - 26-05-2023- Notice of Works - Campbells Road and Silverleaf Road Silverleaf
17. 381. Public Notice - 29-05-2023 - Memorial Park Kingaroy Desilting of Drain
18. 382. Public Notice - 30-05-2023- Notification of Road Closure – Goodger Gully Road Goodger
19. 383. Public Notice - 30-05-2023- Council's Sewerage System
20. 384. Public Notice - 30-05-2023- Successful Grant application for repairs to the Blackbutt State Emergency Service Facility
21. 385. Public Notice - 30-05-2023 - Road Closure due to Main Break along Nanango Brooklands Road
22. 386. Public Notice - 31-05-2023 - Prescribed Burn Notification

Media Releases 22-23						
2022	Jul	Aug	Sep	Oct	Nov	Dec
	47	42	34	33	33	31
2023	Jan	Feb	Mar	Apr	May	Jun
	28	43	34	38	22	

Media enquiries (received to the 'Media' email, excludes phone and other emails): 12

1. 03-05-2023 – Burnett Today – 23/24 Kerb and Channelling Budget Axed
2. 03-05-2023 – Burnett Today – More Local Roads and Community Infrastructure Program funding
3. 03-05-2023 – News Corp – Kingaroy residents experiencing brown tap water
4. 04-05-2023 – South Burnett Online – 56 Mile Peg
5. 05-05-2023 – South Burnett Online – 'How would you feel?': Residents angry over powerlines
6. 08-05-2023 – News Corp - Vandalism in the South Burnett
7. 15-05-2023 – News Corp – Mayor Otto calls for the Biosecurity Levy to be removed
8. 23-05-2023 – South Burnett Online – Vandalism at Blackbutt
9. 24-05-2023 – Burnett Today - Aerial spraying in East Nanango Forest
10. 26-05-2023 – News Corp - South Burnett tap water comments
11. 26-05-23 – News Corp – South Burnett roadkill collection statistics
12. 30-05-23 – News Corp - Increase of homeless or feral cats at Kingaroy tip

Media Enquiries 22-23						
2022	Jul	Aug	Sep	Oct	Nov	Dec
	23	8	8	9	6	11
2023	Jan	Feb	Mar	Apr	May	Jun
	9	13	12	14	12	

Social media: South Burnett Regional Council**Facebook**

@southburnettregion: 125 posts (+13.6%)

Most engaged post:

22-05-23 – The Wolfe Brothers to headline the Day at the Dam Music Festival - 35,400 reached, 370 reactions, 144 comments, 78 shares

Followers: 10,105 (+90 from April 2023)

Page reach: 71,647 (+186.5% from April 2023)

Paid Reach: 1,619 (+100% from April 2023)

Instagram: 58 posts (+11.5%)

Most engaged post:

11-05-2023 – Denim Day – Staff and Councillors photo – 375 reached, 13 likes, 0 share, 1 comment

Followers: 1,175 (+11 from April 2023)

Page reach: 1,059 (-4.4% from April 2023)

LinkedIn: 2 posts

Most engaged post: 15-05-23 – We want you - 726 Impressions, 2 Reactions, 29 Clicks, 0 Comments

Website clicks: 64 (+16.4% from April 2023)

Page visits: 134 (-9.5% from April 2023)

Followers: 2347 (+30 from April 2023)

Twitter: 4 posts (-75% from April 2023)

Top Tweet:

12-05-2023 – South Burnett Link Up Business Breakfast - 70 impressions, 2 profile click, 0 retweet, 10 Likes

Tweet impressions: 306 (-42.5% from April 2023)

Profile visits: 137 (-85.4% from April 2023)

Followers: 488 (+2 followers from April 2023)

Social media posts – all platforms						
2022	Jul	Aug	Sep	Oct	Nov	Dec
	Facebook: 77 Instagram: 59	Facebook: 106 Instagram: 79	Facebook: 65 Instagram: 49	Facebook: 114 Instagram: 91	Facebook: 102 Instagram: 77	Facebook: 73 Instagram: 44
2023	Jan	Feb	Mar	Apr	May	Jun
	Facebook: 95 Instagram: 52 LinkedIn: - Twitter: -	Facebook: 109 Instagram: 69 LinkedIn: - Twitter: -	Facebook: 135 Instagram: 64 LinkedIn: 0 Twitter: 5	Facebook: 109 Instagram: 52 LinkedIn: 2 Twitter: 9	Facebook: 125 Instagram: 58 LinkedIn: 2 Twitter: 4	Facebook: - Instagram: - LinkedIn: - Twitter: -

Printed advertising

- Council progressed two full page ads (Page 4) in the South Burnett Today published on 4 May and 18 May.
- Council progressed one Murgon Moments ad in May for South Burnett Libraries

Radio advertising

- Radio advertising was progressed for the month of May.

Graphic design – May 2023

- Website Banners x 2
- Social media graphics – Public Notices and Canva Designs x 65
- Signs – 1 x Public notice sign – amenities closure
- Certificates for 10 and 20 year services
- Festival of the Dams Certificates

8 CORPORATE GOVERNANCE & STRATEGY

8.1 DRAFT ANNUAL OPERATIONAL PLAN 2023/2024

File Number: 14-Jun-2023

Author: Coordinator Corporate

Authoriser: Chief Executive Officer

PRECIS

Draft Annual Operational Plan 2023/2024

SUMMARY

Draft Annual Operational Plan 2023/2024

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the Draft Regional Council Operational Plan 2023/2024 be approved be adopted as presented.

BACKGROUND

The Draft Annual Operational Plan has been developed in conjunction with departments based on outcomes identified from discussions at Council's Budget Committee meetings.

The activities identified in the Draft Annual Operational Plan are in line with Council's proposed 2023/2024 budget. The Draft Annual Operational Plan will be presented to the Special Budget Meeting on 21 June 2023 for consideration and adoption.

The Annual Operational Plan for a local government must be consistent with its annual budget.

ATTACHMENTS

- 1. Draft Operational Plan 2023/2024** [!\[\]\(661713a8ea7595b9ebce633d32407daf_img.jpg\)](#) 



Version Control

date	comment	version
May 2023	Draft - initial	D1

Adoption by Council

Draft Plan adopted at the Special Budget Meeting of Council on 21 June 2023.

Copies of the Annual Operational Plan

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

Contact Us

All written communications to be addressed to:

'The Chief Executive Officer'

PO Box 336 Kingaroy Q 4610

P 1300 789 279

E info@sbrc.qld.gov.au

W www.southburnett.qld.gov.au

F www.southburnettregion

T @SouthBurnettRC

ABN 89 972 463 351

Acknowledgement

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

Introduction



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

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

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

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

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

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

Executive Services Annual Operational Plan 2023/24

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



Core Activities					
Ref	Activity	Branch	Corp Plan	Budget	Target
OPE/01	Strengthen, maintain, and actively contribute to Local Government organisations/associations advocating Council's strategic and operational position on key issues	Office of the CEO	OR12; GR16	BU1001	
OPE/02	Develop, coordinate, and publish Council's Annual Report on organisational activities and compliance with legislation	Office of the CEO	OR2	BU1001	
OPE/03	Proactive strategic delivery of media and communications utilising activities	Office of the CEO	OR10	BU1001	
OPE/04	Implementation of Council's adopted policies	Office of the CEO	OR10; GR1	BU1001	
OPE/05	Providing administrative support service to the Elected Members to meet Council's strategic outcomes	Office of the CEO	OR12	BU1001	
OPE/06	Ongoing implementation of Council's People and Culture Workforce Plan (including Workplace Health and Safety) to guide the engagement, development, management, and performance of Council's human resources utilising activities such as annual employee engagement survey	People & Culture	OR11; OR9; GR15	BU1003	
OPE/07	Continued improvement, implementation, and review of Council's Workplace Health Safety ('WHS') System in conjunction with the People and Culture Workforce Plan	People & Culture	OR16	BU1003	
OPE/08	Continued support for Annual Australia Day Awards and community events	Office of the CEO	EC15	BU1001	

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPE/09	Advocate for specialist and community health services to maintain current services at a minimum	Office of the CEO	IN13	1 July 2022	ongoing	BU1001	
OPE/10	Develop an investment ready road map aligning Council priorities to State and Federal government's objectives	Office of the CEO	GR2	1 October 2022	30 June 2024	BU1001	
OPE/11	Continued advocacy at State and Australian Government for funding for water projects identified in the 25 year economic roadmap.	Office of the CEO	GR12; GR13	1 July 2022	30 June 2024	BU1001	
OPE/12	Engage key stakeholders conducting advocacy activities to build regional economic diversification in energy transformation, encouraging responsible investment in renewable energy and engagement in energy policy and advocacy for transition of economies impacted by State and Australian Government policies	Office of the CEO	OR5	1 July 2022	ongoing	BU1001 BU1004	
OPE/13	Engagement with the State Government Jobs and Energy Plan with particular the Regional Economic Futures Fund	Office of the CEO	EN5; GR14	1 July 2022	30 June 2024	BU1001	
OPE/14	Consult with South Burnett Communities for their specific town and village community plans / key priority lists for adoption	Office of the CEO	EC9	1 July 2022	30 June 2024	BU1001	

OPE/15	Continue to develop and engage an employee value proposition linking to Council's People and Culture Workforce Plan for positive recruitment and retention outcomes	People & Culture	OR11	June 2021	Ongoing	BU1003	
OPE/16	Advocacy for 2032 Olympic and Paralympic Games Legacy infrastructure opportunities and regional benefits.	Office of the CEO	GR6; GR8	1 July 2023	30 June 2024	BU1001	
OPE/17	Continue development of the Organisational Service Level Catalogue	Office of the CEO	OR11	1 July 2022	30 June 2024	BU1001	
OPE/18	Consult with the community regarding dog registration and animal management (including cats) methodology	Office of the CEO	OR10	1 July 2023	30 June 2024	BU1001	
OPE/19	Engage key stakeholders and advocacy activities to develop and implement energy efficient initiatives to reduce Council's energy / carbon footprint	Office of the CEO	EN2	1 July 2022	30 June 2024	BU1018	
OPE/20	Engage suitably qualified organisation to deliver Fraud & Corruption prevention training for elected members and senior staff	People & Culture	OR2	1 July 2023	30 June 2024	BU1003	

Finance & Corporate Annual Operational Plan 2023/24

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



Core Activities					
Ref	Activity	Branch	Corp Plan	Budget	Target
OPFC/01	Maintain Council's call centre and customer service delivery across the customer service centres of Blackbutt, Nanango, Kingaroy, Wondai / Murgon	Corporate, Governance & Strategy	EC5	BU1159	
OPFC/02	Manage the periodical review and progress update of Council's 2023/24 Annual Operational Plan	Corporate, Governance & Strategy	OR1	BU1159	
OPFC/03	Manage the development of Council's 2024/25 Annual Operational Plan aligned to Council's budget development process	Corporate, Governance & Strategy	OR1	BU1159	
OPFC/04	Manage the provision of delegations, sub-delegations and Local Government Worker / Authorised Persons governance processes	Corporate, Governance & Strategy	OR2	BU1159	
OPFC/05	Process Right to Information / Information Privacy applications in accordance with legislative requirements and provide awareness training to the organisation	Corporate, Governance & Strategy	OR2	BU1159	
OPFC/06	Deliver the Council Policy Governance Framework aligned to strategic planning and relevant legislation incorporating Council's policies, procedures, forms and factsheets	Corporate, Governance & Strategy	OR2	BU1159	
OPFC/07	Capture and correctly manage Council's corporate documents using recordkeeping good practice and promoting such to the organisation	Corporate, Governance & Strategy	OR2	BU1159	
OPFC/08	Manage and maintain the legal proceedings/legal advice and Corporate registers and maintaining the budget for engagement of legal services	Corporate, Governance & Strategy	OR2	BU1159	

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

OPFC/19	Zero-based budgeting	Finance & Sustainability	OR7	BU1011	
OPFC/20	Deliver an unqualified Audit	Finance & Sustainability	OR5	BU1011	
OPFC/21	Strategically upgrade and improve Council information technology systems and hardware	ICT & Fleet	OR3	BU1017	
OPFC/22	Data Security Review including, Cyber Security. Ensure the provision of appropriate security systems (including cyber security) protect Council's data and information	ICT & Fleet	OR15	BU1017	
OPFC/23	Develop and manage Business Systems and Projects (Project T2 and sub-projects)	ICT & Fleet	OR3; OR15	BU1160	
OPFC/24	Utilisation and operation of Council's Workshops	ICT & Fleet	OR13	BU1016	
OPFC/25	Effectively manage and maintain Council's Plant and Fleet (Operational & Capital) including fully expended capital budget	ICT & Fleet	OR13	BU1016	

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPFC/26	Delivery of the policy framework to support the Facility booking project in collaboration with internal stakeholders	Corporate, Governance & Strategy	OR2	1 July 2023	30 June 2024	BU1159	
OPFC/27	Comprehensive review of Customer Service resourcing and customer service delivery including review of all functionalities, afterhours service and telephony options	Corporate, Governance & Strategy	OR9	1 July 2023	30 June 2024	BU1159	
OPFC/28	Maintain current governance framework and processes of Internal Audit Committee and function	Corporate, Governance & Strategy	OR15	1 July 2023	30 June 2024	BU1159	
OPFC/29	Provide governance support to identified strategic projects within Council	Corporate, Governance & Strategy	OR2	1 July 2023	30 June 2024	BU1159	
OPFC/30	Investigate developing a register of third party access external to Technology One (transactional portals)	Corporate, Governance & Strategy	OR13	1 July 2023	30 June 2024	BU1159	
OPFC/31	Perform a review of dividends to determine best practice for calculation of budgeted dividends	Finance & Sustainability	OR5	1 July 2023	30 June 2024	BU1011	

OPFC/32	Review of rates processes with a view to increased automation and staff training with TechOne to enable superior reporting	Finance & Sustainability	OR13	1 July 2022	30 June 2024	BU1011	
OPFC/33	Investigate options for water meter reading mapping and ease of access to existing water meters	Finance & Sustainability	OR13	1 July 2023	30 June 2024	BU1011	
OPFC/34	Implementation of Phase I of Centralised Procurement including investigation into transition to CiAnywhere's Procure to Pay	Finance & Sustainability	OR13	1 July 2022	Ongoing	BU1012	
OPFC/35	Continue with the staged implementation of the Council endorsed rating strategy	Finance & Sustainability	OR14	1 July 2022	Ongoing	BU1011	
OPFC/36	Collaboration with Business Systems to transition financials including accounts payable and accounts receivable across to CiAnywhere	Finance & Sustainability	OR13	1 July 2023	1 July 2024	BU1011	
OPFC/37	Annual Financial Statements developed and delivered in both accordance and compliance with relevant Accounting Standards and Legislation	Finance & Sustainability	OR5	1 July 2023	1 July 2024	BU1011	
OPFC/38	Organisational review of Council depots and workshops for efficiency gains	Finance & Corporate ICT & Fleet	OR5 OR13	1 July 2023	30 June 2024	BU1020 BU1016	
OPFC/39	Collaboration with Finance to transition financials including accounts payable and accounts receivable across to CiAnywhere	ICT & Fleet	OR13	1 July 2022	Ongoing	BU1160	

OPFC/40	Delivery of compliant user profile delegation matrix within Technology One	ICT & Fleet	OR13	1 July 2023	Ongoing	BU1160	
OPFC/41	Delivery of Facility Booking System project in collaboration with internal stakeholders	ICT & Fleet	OR13	1 July 2023	30 June 2024	BU1160	
OPFC/42	Investigate the options for Customer Online Access (ie self-service portal)	ICT & Fleet	OR13	1 July 2023	30 June 2024	BU1160	
OPFC/43	Realise business improvements through the use of Council's Microsoft Office 365 Systems Software	ICT & Fleet	OR13	1 July 2022	Ongoing	BU1017	
OPFC/44	Reporting on strategic upgrades and improved Council information technology systems and hardware	ICT & Fleet	OR13	1 July 2023	Ongoing	BU1017	

Infrastructure Annual Operational Plan 2023/24

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



Core Activities					
Ref	Activity	Branch	Corp Plan	Budget	Target
OPI/01	Continuation of Implementation of a Maintenance Management Plan for Transport Assets (Continued improvement of prioritised maintenance programme incorporating timely defect inspection and management of defect backlog).	Infrastructure Works	EC2; OR3	BU1110	
OPI/02	Provide funding and facilitate the ongoing development of the local SES groups within the region	Infrastructure	EC6	BU1048	
OPI/03	Lead and Administer the Local Disaster Management Group for the South Burnett	Infrastructure	EC15	BU1048	
OPI/04	Review current Asset Management Plan and strategy for transport assets (Review of current asset management plan and methodologies including options for rationalisation	Infrastructure Works / Infrastructure Planning	IN1; IN2; OR3	BU1107	
OPI/05	Review current Asset Management Plan and strategy for Water and Wastewater assets (Asset management plan developed in accordance with Council and community service levels)	Water & Wastewater / Infrastructure Planning	IN7; OR3	BU1115 BU1127 BU1107	
OPI/06	Operate water and wastewater infrastructure in accordance with approved operations manuals and public health requirements and statutory timeframes for reporting achieved (Water & Wastewater	IN7	BU1115 BU1127	
OPI/07	Review and comply with customer service standards for water and wastewater infrastructure (Completed review is advertised for customer feedback and posted on web site as required by the regulator)	Water & Wastewater	IN7	BU1115 BU1127	
OPI/08	Update/prioritise 10 year works programme for the replacement, upgrade and construction of new and existing water and wastewater assets with allocation of funding to develop, plan & design (10 year works program completed in accordance with asset management strategy)	Water & Wastewater	GR3	BU1115 BU1127	

Projects/New Activities							
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPI/09	Develop and implement service standards for Central Business District ('CBD') cleaning and maintenance regime	Infrastructure Works & Parks	EC2	1 July 2022	30 June 2024	BU1110 PARKS	
OPI/10	That South Burnett Regional Council develop as part of its operational plan a dust sealing policy.	Infrastructure Works	IN5	1 July 2022	30 June 2024	BU1110 BU1107	
OPI/11	Continued development of digital transformation and capacity <ul style="list-style-type: none"> - advocate for fibre expansion - Mobile telecommunication black spots - EV superhighway and charging stations 	Infrastructure Planning	GR10	1 July 2021	30 June 2024	BU1107 ECON DEV	
OPI/12	Council works with DTMR to develop and present options about heavy vehicle routes around Kingaroy and the CBD for discussion with stakeholders	Infrastructure Planning	EC3	1 July 2022	30 June 2025	BU1107	
OPI/13	Progress the 25 year Economic Roadmap in relation to urban water security and Gordonbrook water safety – dam wall spillway	Infrastructure – Water & Wastewater	GR13	1 July 2023	Ongoing	BU1118	

Liveability

Annual Operational Plan 2023/24

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



Core Activities					
Ref	Activity	Branch	Corp Plan	Budget	Target
OPL/01	Support community development and wellbeing through delivery of Council's Community Grants programme	Community & Lifestyle	EC16	BU1136	
OPL/02	Enable free and equitable access to library facilities, services and programs for all members of the community to support the learning, recreation and social needs of the community	Community & Lifestyle	EC5	BU1069-1076	
OPL/03	Promotion and operation of Council owned heritage, arts, visitor information centres and tourism assets including Council's tourist facilities at Boondooma and Bjelke-Petersen Dams	Community & Lifestyle	GR5; GR7	BU1004 BU1008 BU1009 BU1057 BU1058	
OPL/04	Provide well planned and maintained open space, parks and rail trails network to meet the recreation and social needs of the community	Community & Lifestyle	EC1; EC5	BU1101 BU1102 BU1137	
OPL/05	Maintain and improve Council's cemeteries to meet community standards	Community & Lifestyle	IN14	BU1104	
OPL/06	Maintain and improve Council's Saleyards to meet community standards	Community & Lifestyle	IN11	BU1007	
OPL/07	Actively manage Council's aerodromes to meet service standards and compliance	Community & Lifestyle	IN15	BU1005	

OPL/08	Administration of legislative functions including but not limited to food safety, public health licencing, environmental authority registrations, customer request management, regulation of council's local laws and mosquito management	Environment & Planning	EN8; EN10; EC14	BU1077 BU1138 BU1146 BU1147 BU1163	
OPL/09	Effectively manage Development Applications and permits including planning, building and plumbing approvals	Environment & Planning	GR8	BU1055	
OPL/10	Manage biosecurity and pest (weed & animal) management programmes including supporting biosecurity and natural resource management initiatives and strategies	Environment & Planning	EN4, EN7, EN9	BU1100 BU1169	
OPL/11	Provision of acceptable, cost effective and environmentally responsible waste management services including collection services and waste disposal facilities	Environment & Planning	EN3	BU1078 - BU1099 BU1164 BU1165	
OPL/12	Management of Council's buildings and facilities including operational maintenance programmes, commercial and community leases and cost-effective asset management programs to meet agreed service levels	Facilities & Parks	EC5, IN10	BU1018	
OPL/13	Maintain Council's swimming pools across the region	Facilities & Parks	EC5	BU1025 - BU1030	
OPL/14	Participate in Regional Wide Waste collaboration	Environment & Planning	EN3	BU1078 - BU1099 BU1164 BU1165	
OPL/15	Explore partnership opportunities to support local volunteer groups	Community & Lifestyle	EC5; EC6	BU1136	

Projects/New Activities

Ref	Activity	Branch	Corp Plan	Start	Finish	Budget	Target
OPL/16	Implement a 'Level of Service Plan' for parks and Playground Safety Audit	Facilities & Parks	EC1	1 July 2022	30 June 2024	BU1137	
OPL/17	Implement quarterly Botanical Advisory Committee meetings to progress Botanical report	Facilities & Parks	EC1	1 July 2022	30 June 2024	BU1137	
OPL/18	Investigate a Safer Communities Program for Council for protecting community assets and open spaces through the operation and installation of security cameras.	Facilities & Parks	EC2	1 July 2022	30 June 2024	BU1018	
OPL/19	Engage key stakeholders to facilitate identified affordable housing projects	Facilities & Parks	IN9	1 July 2022	30 June 2024	BU1018	
OPL/20	Develop a Local Housing Action Plan	Community & Lifestyle	GR5	1 July 2023	31 March 2024	BU1136	
OPL/21	Finalise a South Burnett Regional Arts, Culture and Heritage Strategic Plan	Community & Lifestyle	EC4	1 July 2022	30 December 2023	BU1136	
OPL/22	Development of a Reconciliation Action Plan to sustainably and strategically take meaningful action to advance reconciliation	Community & Lifestyle	EC10	1 July 2022	30 June 2024	BU1047	

OPL/23	Engagement with local senior groups to develop strategies to facilitate a region for aging in place and meaningful community contribution seeking external funding	Community & Lifestyle	EC13	1 July 2022	30 June 2024	BU1136 BU1070	
OPL/24	Investigate partnerships between Council and service providers facilitating assistance for homeless persons	Community & Lifestyle	EC14	1 July 2022	30 June 2024	BU1136	
OPL/25	Prepare Kingaroy Aerodrome Masterplan and undertake preliminary planning to develop a commercialisation strategy	Community & Lifestyle	IN15	1 July 2022	30 June 2024	Subject to Funding	
OPL/26	Establish, support, and develop an Advisory Committee to pursue a Regional University Hub in Kingaroy with purpose to establish a business case and shovel ready project for construction.	Community & Lifestyle	GR9	1 July 2022	30 June 2024	Subject to Funding	
OPL/27	Advocate for and facilitate wellbeing events across the region supporting our youth through Council's Youth Council	Community & Lifestyle	EC8	1 July 2022	30 June 2024	BU1136	
OPL/28	Advocate for and pursue opportunities for disaster recovery and resilience initiatives and projects that support local and regional resilience outcomes	Community & Lifestyle	EC7, EC9, EC15	1 July 2023	30 June 2024	BU1136	
OPL/29	Advocate for and pursue opportunities for mental health and suicide prevention initiatives and projects that support community well-being.	Community & Lifestyle	EC9, EC11	1 July 2022	30 June 2024	BU1136	

OPL/30	Create a pipeline of 'shovel ready' projects that support asset management principles and liveability outcomes for the community.	Community & Lifestyle	GR3	1 July 2022	30 June 2024	BU1018	
OPL/31	Investigate the feasibility of introducing a Food Organic Green Organic (FOGO) waste collection service.	Environment & Planning	EN3	1 July 2023	30 June 2024	BU1165	
OPL/32	Adopt and implement the South Burnett Local Government Area Biosecurity Plan to drive increased stakeholder coordination and commitment to proactively manage invasive pest species.	Environment & Planning	EN4	1 July 2023	30 June 2024	BU1100	
OPL/33	Finalise a Major Amendment of Council's planning scheme	Environment & Planning	GR8	1 July 2022	30 June 2024	BU1055	
OPL/34	Review and update Council's Local Government Infrastructure Plan ('LGIP') trunk infrastructure forward works schedules	Environment & Planning	GR8	1 July 2022	30 June 2024	BU1055	
OPL/35	Community education and awareness on illegal dumping and littering; including investigation and enforcement	Environment & Planning	EN3	1 July 2022	30 June 2024	BU1165	
OPL/36	Investigate on-line lodgement and tracking of development applications (including building and plumbing applications)	Environment & Planning	OPL/09	1 July 2023	30 June 2024	BU1055	

OPL/37	Partnership with industry led tourism and economic development organisations	Community & Lifestyle	GR6	1 July 2022	Ongoing	BU1004	
OPL/38	Implement the new waste collection contract to ensure a smooth transition from 1 July 2024.	Environment & Planning	EN3	1 July 2023	30 June 2024	BU1165	
OPL/39	Investigate utilisation of Wooroolin Tennis Courts including options for disposal to fund development of a future Wooroolin Skate Park	Facilities & Parks	EC1	1 July 2022	30 June 2024	BU1137	
OPL/40	Investigate options for future operation and/or commercialisation of Council's Tourist Dam Facilities.	Community & Lifestyle	GR7	1 July 2022	30 December 2024	BU1008 BU1009	
OPL/41	Deliver and complete acquittal of the Federal Government Blacksummer Bushfire Grant – Community Connection – Local Built	Community & Lifestyle	EC16/EC6	1 July 2023	30 April 2024	BU1136	
OPL/42	Develop a digital solution for customer enquiries and deliver an audit of Council's cemetery records.	Community & Lifestyle	IN14	1 July 2024	30 June 2024	BU1104	
OPL/43	Review Council's Local Laws to ensure relevance to the region and understanding by Council and the community	Environment & Planning	EN10	1 July 2023	30 June 2024	BU1146	

OPL/44	Review service delivery operations within Council's animal management functions and investigate initiatives to promote responsible pet ownership	Environment & Planning	EN10	1 July 2023	30 June 2024	BU1146	
OPL/45	Investigate options for future operation and/or commercialisation of Council's Coolabunia saleyard facilities, including a full review of operational and capital expenditure	Community & Lifestyle	IN1, IN12	1 July 2023	30 December 2024	BU1007	
OPL/46	Council advocacy for mental health and suicide prevention programme working with community stakeholders and government	Community & Lifestyle	IN13; EC11	1 July 2022	30 June 2024	BU1001	
OPL/47	Development, adoption and commence implementation of the SBRC Regional Development Action Plan	Community and Lifestyle	GR1	1 October 2022	30 June 2024	BU1001	
OPL/48	Engage with the community in relation to a Tourism Strategy and delivery and funding of tourism services	Community & Lifestyle	GR6	1 July 2023	30 June 2024	BU1001	

8.2 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL INTERNAL AUDIT POLICY - STATUTORY019

File Number: 14-06-23

Author: General Manager Finance and Corporate

Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Internal Audit Policy – Statutory019.

SUMMARY

South Burnett Regional Council ('Council') has developed this policy to meet the requirements of the *Crime and Corruption Act 2001*, *Section 105 of the Local Government Act 2009* and *Section 207 of the Local Government Regulation 2012*, regarding the establishment of an efficient and effective internal audit function.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Internal Audit Policy – Statutory019 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

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

LINK TO CORPORATE/OPERATIONAL PLAN

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The Draft South Burnett Regional Council Internal Audit Policy – Statutory019 was reviewed by Manager Corporate, Governance & Strategy.

The Draft South Burnett Regional Council Internal Audit Policy – Statutory019 was then presented at the Executive Leadership Team Meeting held on 9 May 2023 for endorsement to the Liveability, Governance and Finance Standing Committee.

The Draft South Burnett Regional Council Internal Audit Policy – Statutory019 was then discussed and reviewed by the relevant General Manager/Manager and Portfolio Councillor at a Portfolio Councillor Meeting held on 31 May 2023.

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)

Crime and Corruption Act 2001 (Qld)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Human Rights Act 2019 (Qld)

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

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

Council will carry out an internal audit activity for each financial year that will involve the preparation, implementation and monitoring of an internal audit plan.

ATTACHMENTS

1. **South Burnett Regional Council Internal Audit Policy - Statutory019**  



POLICY CATEGORY - NUMBER: Statutory019
POLICY OWNER: Corporate, Governance & Strategy

ECM ID: 2717829
ADOPTED:

Internal Audit Policy

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

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1. POLICY STATEMENT

South Burnett Regional Council ('Council') has developed this policy to meet the requirements of the *Crime and Corruption Act 2001*, *Section 105 of the Local Government Act 2009* and *Section 207 of the Local Government Regulation 2012*, regarding the establishment of an efficient and effective internal audit function.

2. SCOPE

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

3. GENERAL INFORMATION

Council recognises the relevance of strengthening governance and control systems through the establishment of an independent, efficient and effective internal audit function that will provide adequate, appropriate, objective assurance and consulting services designed to add value and improve Council's operations.

In compliance with *Section 105 of the Local Government Act 2009* and *Section 207 of the Local Government Regulation 2012*, Council will carry out an internal audit activity for each financial year that will involve the preparation, implementation and monitoring of an internal audit plan.

An effective internal audit function will:

- assess and evaluate the adequacy and effectiveness of Council's processes, procedures and internal control environment to assist with the management of corporate risks;
- appraise the relevance, reliability and integrity of management practices, business systems, financial and operating records/reports;
- assist the Chief Executive Officer ('CEO') in managing the effective discharge of their his/her responsibilities, by providing the CEO with impartial analyses, appraisals, recommendations and information concerning the activities reviewed;
- review compliance with Council policies and procedures, legislative requirements;
- embed a culture of continuous improvement practices across Council; and
- deliver advisory services related to improvement of operational effectiveness, efficiency and economy.

3.1. Independence and objectivity

The internal audit function has to be independent, demonstrating objectivity in the conduct of internal audit work. Internal audit engagements ~~will shall~~ be performed with an unbiased and impartial ~~manner. attitude~~.

The CEO ~~will shall~~ resolve any dispute related to the scope of internal audit activities.

3.1.1. Authority and access

The internal audit function ~~will shall~~ have direct and unrestricted access to Council and management. It is authorised to review all areas of Council and to have full, free and unrestricted access to Council's operations, data and records, assets and personnel within the scope of internal audit work as authorised by the CEO.

3.1.2. Organisational independence

The internal audit function ~~will shall~~ be free from interference or influence in determining the scope of internal audit work, the frequency and timing of examinations and the communication of internal audit results as responsible to the Corporate Risk and Audit Advisory Committee ('Committee').

3.1.3. Internal Audit approach

A corporate risk based internal audit approach ~~shall will~~ be implemented each financial year. The internal audit plan will state the way in which the corporate risks have been evaluated, the most significant corporate risks identified from the evaluation and the control measures that Council has adopted.

3.1.4. Reporting ~~responsibility~~

The internal audit function will be managed by the Manager Corporate, Governance & Strategy reporting to the CEO and the Committee through the General Manager Finance & Corporate.

An internal audit quarterly progress report will be prepared and presented to the CEO and the Committee. This report will include:

- new internal audits including the observations and recommendations of the internal audit and management's response to the audit recommendations;
- corporate risk mitigation progress status through the Corporate Risk Registers and Treatment Plans; and
- internal audit recommendations progress status.

4. DEFINITIONS

Assurance Services means to involve the impartial evaluation of evidence to provide an independent opinion on governance, corporate risk management and control processes of Council.

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

Governance means the combination of processes and structures implemented by Council to inform, direct, manage and monitor the activities of the organisation toward the achievement of its objectives.

Independence means the freedom from conditions that threaten the ability of the internal audit activity to carry out internal audit responsibilities in an unbiased manner.

Internal Audit means the assessment and evaluation of the control measures that Council has adopted, or is to adopt, to manage the corporate risks to which Council is exposed to.

5. LEGISLATIVE REFERENCE*Crime and Corruption Act 2001 (Qld)**Local Government Act 2009 (Qld)**Local Government Regulation 2012 (Qld)***6. RELATED DOCUMENTS**

South Burnett Regional Council Corporate Risk and Audit Advisory Committee Policy - Statutory022

South Burnett Regional Council Corporate Risk and Internal Audit Framework – Statutory064

South Burnett Regional Council Corporate Risk Management Policy – Statutory020

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

South Burnett Regional Council Internal Audit Procedure – Procedure105

7. NEXT REVIEWAs prescribed by legislation or **May 2025****8. VERSION CONTROL**

Version	Revision Description	Adopted Date	ECM Reference
1	New Policy	17 March 2010	873053
2	Update to meet <i>Local Government Act 2009</i> and <i>Local Government Regulation 2010</i>	27 April 2011	1906828
3	Update to meet <i>Local Government Finance Standard 2005</i>	17 April 2013	1155309
4	Update due to <i>Local Government Act 2009</i> and <i>Local Government Regulation 2012</i> amendments	20 July 2016	1624970
5	Administrative Review	16 September 2020	2717829
6	Administrative change replacing Manager Social & Corporate Performance with Manager Corporate Services as per Council Resolution 2021/296	24 March 2021	2717829
7	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2717829
8	Review of policy		

Mark Pitt PSM

CHIEF EXECUTIVE OFFICER

Date:

Policy Name: Internal Audit Policy
ECM ID: 2717829

Adoption Date:

Page 3 of 3
Next Review Date:

8.3 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL FRAUD AND CORRUPTION PREVENTION MANAGEMENT POLICY - STATUTORY021

File Number: 14-06-23

Author: General Manager Finance and Corporate

Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Fraud and Corruption Prevention Management Policy – Statutory021.

SUMMARY

South Burnett Regional Council ('Council') is committed to operating in the best interest of the community, in the prevention of fraud and corruption and promotes a strong culture of governance to detect, investigate and take action where required.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Fraud and Corruption Prevention Management Policy – Statutory021 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

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

LINK TO CORPORATE/OPERATIONAL PLAN

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The Draft South Burnett Regional Fraud and Corruption Prevention Management Policy – Statutory021 was reviewed by Acting Manager Corporate, Governance & Strategy.

The Draft South Burnett Regional Council Fraud and Corruption Prevention Management Policy – Statutory021 was then presented at the Executive Leadership Team Meeting held on 30 May 2023 for endorsement to the Liveability, Governance and Finance Standing Committee.

The Draft South Burnett Regional Council Fraud and Corruption Prevention Management Policy – Statutory021 was then discussed and reviewed by the relevant General Manager/Manager and Portfolio Councillor at a Portfolio Councillor Meeting held on 6 June 2023.

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)

Crime and Corruption Act 2001 (Qld)

Financial Accountability Act 2009 (Qld)

Financial and Performance Management Standard 2019 (Qld)

Integrity Act 2009 (Qld)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Public Interest Disclosure Act 2010 (Qld)

Public Sector Ethics Act 1994 (Qld)

Right to Information Act 2009 (Qld)

Human Rights Act 2019 (Qld)

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

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

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

Council is committed to:

- a zero-tolerance approach to fraud and corruption;
- transparent and accountable processes consistent with sound business processes and organisational standards;
- sound governance principles and encouraging an ethical culture at Council;
- ensuring that Council representatives are aware of obligations and responsibilities regarding ethical conduct and the reporting of instances or suspected instances of fraudulent or corrupt activity;
- investigations of alleged fraud and corruption adhering to the principles of procedural fairness and natural justice; and
- review and continuous improvement of Council's Corporate Risk and Internal Audit Framework.

ATTACHMENTS

1. **South Burnett Regional Council Fraud and Corruption Prevention Management Policy - Statutory021** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory021
POLICY OWNER: Corporate, Governance & Strategy

ECM ID: 2717832
ADOPTED:

Fraud and Corruption Prevention 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.**

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1. POLICY STATEMENT

South Burnett Regional Council ('Council') is committed to ~~operating acting~~ in the best interest of the community, in the prevention of fraud and corruption and promotes a strong culture of governance to detect, investigate and take action where required, ~~while upholding the principles of honesty, integrity and transparency.~~

~~Council operates as an organisation in which ethical conduct is expected, encouraged and supported with no tolerance for corrupt conduct, fraudulent activities or maladministration. Corporate risk management principles and matching fraud and corruption prevention measures are applied across all areas of Council operations to protect the assets and resources of Council.~~

2. SCOPE

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

3. GENERAL INFORMATION

Council is committed to:

- a zero-tolerance approach to fraud and corruption;
- transparent and accountable processes consistent with sound business processes and organisational standards;
- sound governance principles and encouraging an ethical culture at Council;
- ~~ensuring that~~ Council ~~representatives employees and Councillors being~~ are aware of obligations and responsibilities regarding ethical conduct and the reporting of instances or suspected instances of fraudulent or corrupt activity;
- investigations of alleged fraud and corruption adhering to the principles of procedural fairness and natural justice; and
- review and continuous improvement of Council's Corporate Risk and Internal Audit Framework.

The principles of this policy are to ensure:

- clear and integrated suite of relevant policies;
- continuing and effective fraud and corruption risk assessment;

- robust internal controls with clear accountability and responsibility;
- effective internal reporting systems and procedures;
- an effective system of external notification and reporting;
- well-defined public interest disclosure mechanisms;
- competent investigation processes and standards;
- a clear Code of Conduct and disciplinary standards;
- Council representative awareness and training programs; and
- effective stakeholder and community awareness.

4. DEFINITIONS

The following definitions are drawn in part from AS 8001-2008 Fraud and Corruption Control, Crime and Corruption Act 2001 and Public Interest Disclosure Act 2010:

Corrupt conduct means, pursuant to Section 15 of the *Crime and Corruption Act 2001*:

- (1) Corrupt conduct means conduct of a person, regardless of whether the person holds or held an appointment, that—
 - (a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of—
 - (i) a unit of public administration; or
 - (ii) a person holding an appointment; and
 - (b) results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that—
 - (i) is not honest or is not impartial; or
 - (ii) involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or
 - (iii) involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and
 - (c) would, if proved, be—
 - (i) a criminal offence; or
 - (ii) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.
- (2) Corrupt conduct also means conduct of a person, regardless of whether the person holds or held an appointment, that—
 - (a) impairs, or could impair, public confidence in public administration; and
 - (b) involves, or could involve, any of the following—
 - (i) collusive tendering;
 - (ii) fraud relating to an application for a licence, permit or other authority under an Act with a purpose or object of any of the following (however described)—
 - protecting health or safety of persons;
 - protecting the environment;
 - protecting or managing the use of the State's natural, cultural, mining or energy resources;
 - (iii) dishonestly obtaining, or helping someone to dishonestly obtain, a benefit from the payment or application of public funds or the disposition of State assets;
 - (iv) evading a State tax, levy or duty or otherwise fraudulently causing a loss of State revenue;
 - (v) fraudulently obtaining or retaining an appointment; and

- (c) would, if proved, be—
 - (i) a criminal offence; or
 - (ii) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.

Fraud means, as defined in AS8001-2008 Fraud and Corruption Control, as dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to Council and whether or not deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position. Fraud can also be seen as a major subset of corruption and is a deliberate, intentional and premeditated dishonest act or omission acted out with the purpose of deceiving to gain advantage from a position of trust and authority. It includes acts such as theft, making false statements/representation, evasion, manipulation of information, criminal deception and misuse of Council resources, property or time.

Maladministration means, as defined in the *Public Interest Disclosure Act 2010* as an administrative action that:

- a) was taken contrary to law or;
- b) was unreasonable, unjust, oppressive, or improperly discriminatory or;
- c) was in accordance with a rule of law or a provision of an Act or a practice that is or may be unreasonable, unjust, oppressive or improperly discriminatory in the particular circumstances; or
- d) was taken –
 - (i) for an improper purpose; or
 - (ii) on irrelevant grounds; or
 - (iii) having regard to irrelevant considerations; or
- e) was an action for which reasons should have been given, but were not given; or
- f) was based wholly or partly on a mistake of law or fact; or
- g) was wrong.

5. LEGISLATIVE REFERENCE

Crime & Corruption Act 2001 (Qld)

Financial Accountability Act 2009 (Qld)

Financial and Performance Management Standard 2019 (Qld)

Integrity Act 2009 (Qld)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Public Interest Disclosure Act 2010 (Qld)

Public Sector Ethics Act 1994 (Qld)

Right to Information Act 2009 (Qld)

6. RELATED DOCUMENTS

AS 8001-2008 Fraud and Corruption Control

South Burnett Regional Council Corporate Risk and Audit Advisory Committee Policy – Statutory022

South Burnett Regional Council Corporate Risk and Internal Audit Framework – Statutory064

South Burnett Regional Council Corporate Risk Management Policy – Statutory040

South Burnett Regional Council Fraud & Corruption Prevention Management Procedure – Procedure107

South Burnett Regional Council Internal Audit Policy – Statutory019

7. NEXT REVIEW

As prescribed by legislation or June 2025

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	New Policy	18 May 2016	1944680
2	Administrative Review	16 September 2020	2717832
3	Administrative change replacing Social & Corporate Performance Branch with Corporate Services Branch as per Council Resolution 2021/296	24 March 2021	2717832
4	Administrative amendment - organisational structure review – resolution 2022/432	27 April 2022	2717832

Mark Pitt PSM

CHIEF EXECUTIVE OFFICER

Date:

8.4 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL ENVIRONMENTAL SUSTAINABILITY POLICY - STATUTORY074

File Number: 14-06-23

Author: General Manager Finance and Corporate

Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Environmental Sustainability Policy – Statutory074.

SUMMARY

South Burnett Regional Council ('Council') recognises that it has a leadership role in demonstrating that economic growth, improvement to human health, and quality of life for current and future generations can be achieved while improving the size, health and resilience of natural systems. Council will achieve this by:

- complying with the requirements of relevant legislation, policy and standards to continually improve its environmental performance;
- providing community leadership by adopting practical sustainability practices that support environmental improvement as well as the financial sustainability of Council and wellbeing of Council representatives;
- ensuring that economic development, environmental sustainability, and social development contribute to a thriving business community and community wellbeing; and
- acknowledging and supporting property owners in rural areas who hold the expertise in sustainable land management.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Environmental Sustainability Policy – Statutory074 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

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

LINK TO CORPORATE/OPERATIONAL PLAN

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The Draft South Burnett Regional Council Environmental Sustainability Policy – Statutory074 has been developed and reviewed by the Chief Executive Officer, with assistance from Mead Perry Group and Corporate, Governance & Strategy.

The Draft South Burnett Regional Council Environmental Sustainability Policy – Statutory074 was then presented at the Senior Leadership Team Meeting held on 6 June 2023 for endorsement to the Liveability, Governance and Finance Standing Committee.

The Draft South Burnett Regional Council Environmental Sustainability Policy – Statutory074 was then discussed and reviewed by the relevant General Manager/Manager and Portfolio Councillor at a Portfolio Councillor Meeting held on 6 June 2023.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Code of Conduct for Councillors in Queensland

Environmental Protection Act 1994 (Qld)

Environmental Protection and Biodiversity Conservation Act 1999 (Cth)

Local Government Act 2009 (Qld)

Local Government Regulation (Qld)

Pest Management Act 2001 (Qld)

Waste Reduction and Recycling Act 2011 (Qld)

Human Rights Act 2019 (Qld)

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

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

Council will advocate to the community to adopt the principles and practices of environmental sustainability by demonstrating the economic, environmental and social benefits of practical application of common-sense environmental improvement initiatives.

ATTACHMENTS

1. **South Burnett Regional Council Environmental Sustainability Policy - Statutory074**  



POLICY CATEGORY - NUMBER: Statutory074

POLICY OWNER: Executive Services

ECM ID: 3041526

ADOPTED:

Environmental Sustainability Policy

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

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1. POLICY STATEMENT

South Burnett Regional Council ('Council') recognises that it has a leadership role in demonstrating that economic growth, improvement to human health, and quality of life for current and future generations can be achieved while improving the size, health and resilience of natural systems. Council will achieve this by:

- complying with the requirements of relevant legislation, policy and standards to continually improve its environmental performance;
- providing community leadership by adopting practical sustainability practices that support environmental improvement as well as the financial sustainability of Council and wellbeing of Council representatives;
- ensuring that economic development, environmental sustainability, and social development contribute to a thriving business community and community wellbeing; and
- acknowledging and supporting property owners in rural areas who hold the expertise in sustainable land management.

2. SCOPE

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

3. GENERAL INFORMATION

Council will advocate to the community to adopt the principles and practices of environmental sustainability by demonstrating the economic, environmental and social benefits of practical application of common-sense environmental improvement initiatives.

3.1. South Burnett Context

The South Burnett region consists of a diverse economy largely based on the sustainable utilisation of natural resources including farming, mining, non-renewable and renewable power generation, timber harvesting, cropping and ecotourism.

3.2. Areas of Action

Council will focus on the following categories for the implementation of this policy:

- renewable energy production and purchasing;
- establishing a social license for action;

- develop an understanding of Councils current greenhouse gas emissions as a baseline for future action;
- the continued adoption of hybrid vehicles into the Council fleet;
- consider battery operated small plant as a replacement for petrol operated equipment;
- the utilisation of the procurement framework to drive local reuse and recycling;
- expansion of wastewater reuse;
- ongoing focus on the reduction of waste to landfill;
- repurposing and reuse infrastructure;
- the treatment of invasive species;
- increasing tree canopy cover on public land;
- protecting and enhancing waterways and natural areas;
- the improvement of ecological value of the urban forest by utilising species endemic to the South Burnett region; and
- make its best endeavours to achieve State and Commonwealth environmental targets.

4. DEFINITIONS

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

Environmental sustainability means the preservation of natural resources to support economic growth, community health and wellbeing, now and in the future.

5. LEGISLATIVE REFERENCE

Code of Conduct for Councillors in Queensland

Environmental Protection Act 1994 (Qld)

Environmental Protection and Biodiversity Conservation Act 1999 (Cth)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Pest Management Act 2001 (Qld)

Waste Reduction and Recycling Act 2011 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Administration Waste Reduction Policy - Strategic025

South Burnett Regional Council Procurement Policy – Statutory007

South Burnett Regional Council Employee Code of Conduct – Statutory011

South Burnett Regional Council Financial Sustainability Policy – Statutory070

7. NEXT REVIEW

As prescribed by legislation or June 2025

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

8.5 COUNCIL NOMINATE THE 2024 SPECIAL HOLIDAY**File Number:** 13-07-2022**Author:** Coordinator Executive Services**Authoriser:** Chief Executive Officer**PRECIS**

Requesting Council nominate the South Burnett region 2024 Special Holiday prior to Friday 3 July 2023.

SUMMARY

Historically, Council has requested the Monday of the Brisbane Exhibition to be gazetted as the show holiday for the South Burnett region. As no information to the contrary has been received, it is suggested that Council once again request the Exhibition Monday, Monday 12 August 2024 as the Show Holiday for the South Burnett region.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

South Burnett Regional Council progress the Monday of the 2024 Royal National Exhibition, Brisbane – Monday 12 August 2024, as the 2024 Show Holiday for the South Burnett region and further, complete the 2024 Special Holiday request form and delegate to the Chief Executive Officer to submit via email prior to Friday 3 July 2023.

FINANCIAL AND RESOURCE IMPLICATIONS

N/A

LINK TO CORPORATE/OPERATIONAL PLAN

EC16 - Partner with community to develop and promote events.

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

N/A

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Local Government Act 2009

Holidays Act 1983

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Council's actions are consistent with previous resolutions.

ASSET MANAGEMENT IMPLICATIONS

N/A

REPORT

Council has been invited to nominate special and show holidays for 2024 in line with the requirements of the *Holidays Act 1983*. Holidays appointed in respect of an annual agricultural, horticultural or industrial show are public holidays and those appointed for an event which has significance to a particular district are bank holidays. Upon Ministerial approval these nominated

days will be published in the Queensland Government Gazette. Nomination/s for show or special holidays are to be made by completing the 2024 Special Holiday request form and submitting via email no later than Friday, 3 July 2024.

ATTACHMENTS

Nil

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

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

File Number: 14-06-2023

Author: Councillor

Authoriser: Chief Executive Officer

PRECIS

Community Development, Arts & Heritage and Library Services Portfolio Report

SUMMARY

Cr Potter presented her Community Development, Arts & Heritage and Library Services Portfolio Report to Council.

OFFICER'S RECOMMENDATION

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

Black Summer Bush Fire

South Burnett Façade Improvement Program

Information sessions for the South Burnett Façade were facilitated by the Community Development team in Proston, Wooroolin, Kingaroy and Murgon. With the round closing on Friday 9th June, 19 applications have been successfully submitted, with 35 unsubmitted to date.

2023 South Burnett Regional Youth Council

The South Burnett Regional Youth Council are once again facilitating the PIG JAM Battle of the Bands and Music Festival, with the group meeting with the Bacon Fest Committee to share their ideas for this year's event. An art competition will be added this year and the pieces will be displayed in the windows of shops in the main street.

Mud Women Gathering Events

The Community Development team coordinated for Mud Women Gathering events over two weekends, in Kingaroy, Nanango, Proston and Wondai. These events were facilitated by local artist 'Willow' and focus on mental health, wellbeing and mindfulness. These amazing events attracted 115 participants from all over the South Burnett.

2023 Pathway to Health Scholarships

It is widely acknowledged that strategic workforce planning and development will be a key enabler towards building the foundations necessary to effectively deliver health services that meet the needs of our region.

The South Burnett Regional Council have signed a Memorandum of Understanding with Rural Medical Education Australia to deliver a Cert III in Health Services Assistance through their Kingaroy Clinical Training Centre, onsite at the Kingaroy Hospital.

The intent of the Pathway to Health Scholarships is to develop a capable and sustainable health workforce, through upskilling community members that already reside in the areas of need. Anyone living in the South Burnett region will be invited to apply for one of these scholarships.

Art Culture and Heritage

Work continues the Art Culture and Heritage Strategic Plan with the engagement of a industry consultant to support staff to compile the Advisory Committee's information ready for wider community consultation.

RADF

RADF round 2 grant has seen 3 successful applicants received funding.

1. Noosa Film Academy - \$3000
2. Kingaroy State High School P& C \$3000
3. Robyn Dower \$2080

Council has successfully received \$15, 000 in funding from Arts QLD to deliver RADF and Officers have reviewed and updated RADF guidelines to reflect quick response grant to support local artists.

Winter Wellness program

Council is partnering with Bridges Health and Community Care to bring Flipside Circus to South Burnett. Workshops will be held in Blackbutt, Kingaroy and Murgon during the first week of the School Holidays

Council has also partnered with South Burnett Rail Trail Users Association and South Burnett Mountain Bike Association to offer three community rail trail rides across the South Burnett over Winter.

Opera QLD

Opera Qld performed at town hall 6 June all reports were that it was a wonderful event and a great opportunity for the community to attend opera in the South Burnett region, a 120 people attended the night.

Library Services:

Under 8's Day

Planning and prepping for the upcoming Under 8's day is well underway with Jess, Shelley and Lisa expecting an awesome crowd after the success of the event in 2022. Without giving too much away, the library stall will have a very interactive obstacle course to be completed by those adventurous enough to go on a bear hunt. As always, library staff will enjoy the chance to promote all the free resources and upcoming events we have on offer. See you at Memorial Park on Thursday 29 June from 9am.

Val and Graeme Wicks Book Launch

Tingoorra icons, Val and Graeme Wicks who are well known in the South Burnett for their various roles are thrilled to be having a book launch at the Kingaroy Library. Join us on Friday the 9th of June at 10am as they share their life experiences captured in their autobiography, 'Properly long way'. Two incredibly diverse individuals from opposite sides of the globe meet in the middle of nowhere in the great Kimberley area of northwest Australia and find their way through all the ups and downs of the remote outback.

National Simultaneous Storytime 2023

We had so much fun at National Simultaneous Storytime on Wednesday and would like to thank everyone who came along to one of our sessions across the region. With 88 children and caregivers attending NSS library events, The Speedy Sloth by Rebecca Young and Heath McKenzie was a winner indeed!

Orana Lutheran Care Partnership

South Burnett Libraries have been extended an invitation to host upcoming tech and social sessions at the Orana Aged Care Facility. These sessions will focus on connectedness for the residents in being kept in the loop of what is happening in libraries and the local area. Library staff always love

to share the fun of free and interactive resources that can be used for entertainment, learning and social connection, as well as assisting with resources such as Borrowbox and Family History databases. These sessions will resume in July and will complement the partnership with the Seniors of the South Burnett program.

Reconfiguration of non-fiction and study area at the Kingaroy Library.

Due to an increasing demand for quiet study spaces and areas for community groups to meet, we have recently completed an intensive weeding and deselection of our non-fiction collection in our services' largest library branch. This process in line with Queensland State Library standards and guidelines for our collection size has not only made the collection more manageable and relevant but has opened the space for better use by community members. Feedback has been very positive with many customers browsing the area and finding their required resources, while having plenty of space to sit and catch up with friends or take some time out for study.

BaconFest

Out and About at BaconFest

Join the South Burnett Libraries team at BaconFest by visiting our activity station as a part of the Little Piggies section on Saturday 19 and Sunday 20 August 2023. Staff will be available to chat about the extensive range of free resources available at our six library branches as well as providing some fun activities for families over the two days. Pop in and say hi and join us in some story time fun on what is sure to be a great weekend.



Mud Women Event, Wondai



BACKGROUND

Nil

ATTACHMENTS

Nil

9.2 COMMUNITY AND LIFESTYLE OPERATIONAL UPDATE**File Number:** 14-06-2023**Author:** Manager Community & Lifestyle**Authoriser:** Chief Executive Officer**PRECIS**

Liveability – Community and Lifestyle Operational Update

SUMMARY

Liveability – Community and Lifestyle Operational Update

OFFICER'S RECOMMENDATION

That the Community and Lifestyle Operational Update be received.

BACKGROUND

Nil

ATTACHMENTS

1. Tourism Report [↓](#) 
2. Community Development Operational Report May 2023 [↓](#) 
3. Leasing [↓](#) 
4. Commercial Enterprise [↓](#) 
5. Library - May 2023 [↓](#) 

Executive and Finance & Corporate Standing Committee Meeting Agenda

17 February 2021

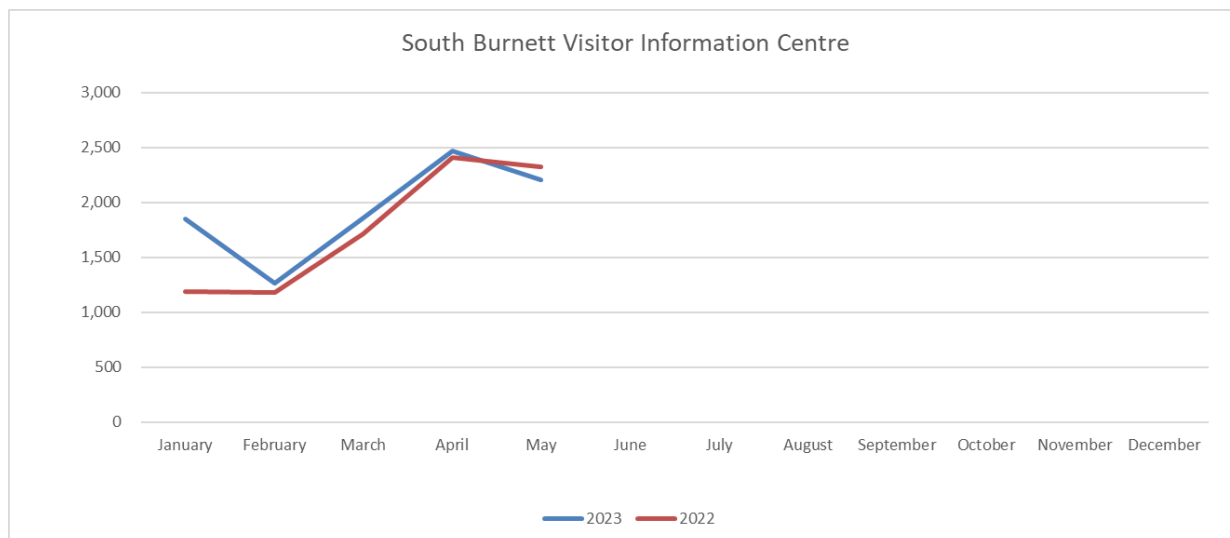
Monthly Statistics:

Visitor Information Centres – Monthly Statistics 2021-2022						
2022	Jul	Aug	Sep	Oct	Nov	Dec
Sales	K - \$6229 M - \$587 N - \$1061 W - \$4153	K - \$8182 M - \$518 N - \$1126 W - \$4394	K - \$6624 M - \$482 N - \$1082 W - \$5701	K - \$5140 M - \$ N - \$1039 W - \$2791	K - \$4238 M - \$259 N - \$717 W - \$2578	K - \$8321 M - \$289 N - \$1312 W - \$2160
Visitor Numbers	K - 1596 M - 349 N - 604 W - 884	K - 1455 M - 372 N - 636 W - 775	K - 1220 M - 333 N - 735 W - 970	K - 812 M - 220 N - 417 W - 680	K - 708 M - 203 N - 247 W - 462	K - 483 M - 160 N - 410 W - 434
Coach Tours	K - 1 M - 0 N - 0 W - 1	K - 0 M - 0 N - 2 W - 0	K - 0 M - 0 N - 0 W - 0	K - 1 M - 0 N - 0 W - 1	K - 4 M - 0 N - 2 W - 2	K - 0 M - 0 N - 0 W - 1
Volunteer Numbers	K - 91 M - 49 N - 60 W - 46	K - 86 M - 41 N - 63 W - 56	K - 76 M - 37 N - 57 W - 45	K - 91 M - 41 N - 53 W - 51	K - 78 M - 26 N - 37 W - 34	K - 126 M - 30 N - 41 W - 35
Volunteer Hours	K - 537 M - 217 N - 325 W - 234	K - 537 M - 250 N - 316 W - 283	K - 475 M - 172 N - 289 W - 227	K - 544 M - 200 N - 267 W - 258	K - 493 M - 107 N - 185 W - 164	K - 739 M - 120 N - 225 W - 166
Days Open	K - 28 M - 27 N - 30 W - 30	K - 27 M - 28 N - 30 W - 31	K - 25 M - 24 N - 28 W - 29	K - 30 M - 25 N - 28 W - 31	K - 30 M - 24 N - 26 W - 30	K - 25 M - 21 N - 26 W - 28
2023	Jan	Feb	Mar	Apr	May	Jun
Sales	K - \$4166 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 - \$ M - \$ N - \$ W - \$
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 - M - N - W -
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 - M - 0 N - W -
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 - M - N - W -
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 - M - N - W -
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 - M - N - W -

Executive and Finance & Corporate Standing Committee Meeting Agenda

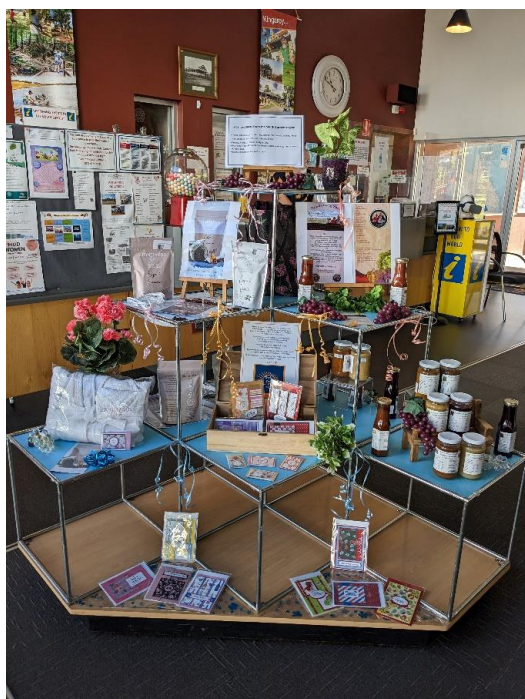
17 February 2021

	January	February	March	April	May	June	July	August	September	October	November	December	Total
2023	1,846	1,269	1,859	2,467	2,201								9,642
2022	1,186	1,180	1,716	2,405	2,324								8,811

**South Burnett VIC Network**

Visitor numbers have increased this month with three (3) new volunteers, two (2) at Wondai VIC and one (1) at Kingaroy Heritage Museum.

Volunteers at the Kingaroy Visitor Information Centre have focused their attention on local suppliers and have picked three (3) to showcase this month – Stonelands Skin, Richard's Country Kitchen and Simply Cards by Leanne.



Volunteer Expo – Murgon

Staff attended the Volunteer Expo that was held in the Murgon Town Hall on Thursday the 18th May. Although there were not a lot of potential volunteers there were a number of different organisations all looking for volunteers. We did hand out a number of Applications to volunteer to the other stands.

**2nd Famil – Mary Valley Rattler, Gympie**

As per our accreditation, we are required to do one (1) Famil outside the South Burnett. Staff arranged for this Famil to the Mary Valley Rattler at Gympie. All of the Volunteers from the VIC's, Kingaroy and Wondai Museums and Roy Emerson Museum were invited. We had a total of 39 Volunteers and Staff attend the day.

It was a long day for all involved but more so for Blackbutt as they were picked up first (6.20am) and dropped off last (5.30pm).

Lunch was provided after the steam train ride.

Everyone that attended had a wonderful day.





Community Development**2022/2024 Black Summer Bushfire Recovery Grants Program**

Department of Industry, Science, Energy and Resources

Department of the Prime Minister and Cabinet

Project Name	Description	Status
Community Connection	Social Recovery and Resilience Investment Stream	The Community Development Team have delivered four Mud Women Gatherings in Kingaroy, Nanango, Proston and Wondai. These events were very well attended with 28 participants at each.
	Economic Recovery and Investment Stream	<p>South Burnett Façade Improvement Program.</p> <ul style="list-style-type: none"> A third and final round is now open and will close on Friday 9th June 2023. Grant Information sessions were held in Proston, Wooroolin, Kingaroy and Murgon To date we have 19 submitted applications and 35 unsubmitted. <p>Regional Development Advisory Workshop was held on Thursday 4th May.</p> <ul style="list-style-type: none"> Dr Tom Keenan was commissioned to independently facilitate this workshop. This workshop focused on the identified enabler - South Burnett region has appropriate infrastructure to support industry, investment, and liability. <p>South Burnett Business Linkup Breakfast was held on Friday 12th May 2023.</p> <ul style="list-style-type: none"> 149 people registered for this event. The keynote speaker was newly appointed Commissioner for Small Business Ms Dominique Lamb. The special guest speaker was Mr Mark Bouris founder of 'Wizard Home Loans' and current Executive Chairman of Yellow Brick Road.

		<ul style="list-style-type: none"> ▪ Excellent feedback was received through an evaluation survey sent to all participants after the event. <ul style="list-style-type: none"> - 100% of attendees found the information shared at this breakfast helpful - 100% of attendees would like to see more business focused events held in the South Burnett.
Operational Plan Projects		
Project Name	Description	Status
OPL/20 Arts, Culture and Heritage Committee	Committee to develop an Arts, Culture & Heritage Strategic Plan	<ul style="list-style-type: none"> ▪ The Arts, Culture and Heritage Committee meeting was held 11 May 2023. ▪ Members reviewed the RADF policy and guidelines ▪ The committee received a RADF Funding update from Julie Tanner, Director of Partnerships and Investments for Arts Queensland.
OPL/22Ringsfield House Advisory Committee	Committee to develop a Ringsfield House Strategic Plan and provide recommendations to Council.	<ul style="list-style-type: none"> ▪ All expressions of interest for positions on the Ringsfield House Advisory Committee have been received. ▪ A report from the workshop held in March shows that the Committee agree that Ringsfield House should remain accessible for community members, and utilised as a venue for workshops, art and music festivals, weddings and receptions and other events.
OPL/24 Reconciliation Action Plan (RAP)	Develop a Reconciliation Action Plan (RAP) for the South Burnett Regional Council	<ul style="list-style-type: none"> ▪ The invitation to join a Reconciliation Action Plan working group will be issued to all staff later in the year.
OPL/29 South Burnett Regional Youth Council	Advocate for and facilitate wellbeing events across the region.	<ul style="list-style-type: none"> ▪ The Youth Council are once again planning their involvement with the 2023 Bacon Fest committee to facilitate the PIG JAM Battle of the Bands event for young people aged 12 – 24 years. An art competition will also be added this year.

LEASING

Item	Description	Actions
Wooroolin Sportsgrounds – Tingoora & District Carriage Club Inc.	Request to licence Lot 1 on SP188895	Provided advice that the Recreation Reserve for Lot 1 on SP188895 is in trust to the Wooroolin Community Committee.
Les Muller Hut – Blooming Beautiful Blackbutt Festival Inc.	Enquiry on public Wi-Fi access to Les Muller Hut	Provided advice for free public Wi-Fi and mobile data options for the association to investigate.
Nanango & District Netball Association Inc. – Lease A on Lot 212 on Crown Plan FY2647	Request for renewal of lease agreement.	Report to the June Liveability, Governance and Finance Standing Committee.
Nanango Rugby League Football Club – 6 Wills Street, Nanango	Request for letter of support for their application to the Gambling Community Benefit Fund	Letter of support and landowners consent provided.
Nanango Rugby League Football Club – 6 Wills Street, Nanango	Lease with option to exercise before 30 June 2023.	Sent letter of notice to exercise lease option.
The Creche & Kindergarten Association Ltd – 42 Macalister Street, Murgon	Request for letter of support and landowner consent for funding application.	Letter of support and landowners consent provided.
Area 21 Kingaroy Aerodrome	Request for coordinates of Licence Area 21.	Lat/Long Coordinates provided as well as surveyed lease plan to licensee.
Old Nanango Landfill – South Burnett Fun Flyers Association Inc.	Request to Licence – Lot 354 on FY2456.	Licence to Occupy issued for signing 30 May 2023.
Proston Showground Reserve	Investigate and realign boundaries to support future growth and development of the site in conjunction with Proston community groups.	Survey required for realignment of boundary.
Proston Show Society	Request to lease caravan park.	On hold whilst boundary realignment is being undertaken.
Farmland – Kingaroy Aerodrome	Farmland offered for Lease.	Tender response outcomes and leases issued for signing.
Wondai Aerodrome – Site 13 or 15	Request to lease one (1) vacant site	Negotiations ongoing.
Kingaroy Soaring Club – Kingaroy Aerodrome	Request to lease new area for new accommodation/amenities	Report provided to June Liveability, Governance and Finance Standing Committee.

Lease with BIEDO - Part of Lot 1 on Crown Plan M55124 - 80 Gore Street, Murgon	Request to lease additional office space	Lease executed and issue of keys to BIEDO.
Roy Emerson Museum & Nukku Nook - Blackbutt & District Tourism & Heritage Association Inc.	Request for renewal and extension to licence area for a new buildings.	Report provided to June Liveability, Governance and Finance Standing Committee.
Blackbutt Hall - Blackbutt & District Tourism & Heritage Association Inc.	Request for renewal licence to occupy.	Report provided to June Liveability, Governance and Finance Standing Committee.

LIVEABILITY – COMMUNITY AND LIFESTYLE OPERATIONAL UPDATE

Jennifer Pointon
Manager Community & Lifestyle

Cemetery Update

Stats Item	Monthly		Year to Date Cumulative	
	2022/23	2021/22	2022/23	2021/22
	01/05/23 – 31/05/23	01/05/22- 31/05/22	01/07/22– 31/05/23	01/07/21- 31/05/22
Cemeteries	Burial/Ashes/ Exhumations	Burial/Ashes/ Exhumations	Total	Total
Blackbutt	0	1	8	7
Booie	0	1	0	4
Kumbia	0	0	4	2
Memerambi	0	0	2	2
Mondure/Wheatlands	0	0	0	0
Murgon	2	2	20	24
Nanango	3	5	31	29
Proston	2	0	9	3
Taabinga	10	9	68	52
Tingoorra	1	0	3	0
Wondai	3	5	29	29
Total	21	23	174	152

Dams Update

Stats Item	Monthly		Year to Date Cumulative			
	2022/23		2022/23		2021/22	
	01/05/23-31/05/23		01/07/22–31/05/23		01/07/21-31/05/22	
Dams Accommodation Numbers	Boondooma Dam	BP Dam	Boondooma Dam	BP Dam	Boondooma Dam	BP Dam
Cabins	104	184	1575	2638	1449	2679
Bunkhouse	30	N/A	572	N/A	346	N/A
Powered Sites	275	561	3115	7223	2653	6384
Unpowered Camping	561	171	8535	5254	7818	4268
Contractor / Conference Room	N/A	19	N/A	279	N/A	198
Total	970	935	13797	15394	12266	13529

Saleyards Update

Stats Item	Monthly 01/05/23-31/05/23	This month last year	Year to date Cumulative 01/07/22– 31/05/23
Coolabunia Saleyards			
Dipping (Agent & Private)	1039	1091	10431
Inspection (Private)	388	449	4209
Consignment / Transit (Private)	255	380	3227
Weighed (Agent & Private)	650	321	6521
Sold (Agent)	624	325	6919
Spray	2	1	12
Nanango Dip Yard			
Cattle Dipped	0	0	105

Customer Requests

Category	Monthly 01/05/23-31/05/23	Year to Date Cumulative 01/07/22 – 31/05/23	Year to Date Cumulative 01/07/21 – 31/05/22
Airports	1	90	32
Cemetery	16	120	134
Dams	4	36	32
Saleyards	0	8	0
Total	21	254	189

SOUTH BURNETT LIBRARIES 2022-2023		
Statistics Year to Date Updated 02.06.2023		
Visitors	144,420	
Loans & Renewals	116,012	
New Memberships	1,197	
JP Visitation (Kingaroy)	2,466	
Meeting Room Bookings (hrs)	810	
PROGRAM TOTALS		
FOR 0-5 EARLY CHILDHOOD		
	Attendance	Sessions
Total on site	3335	301
Outreach (F5F off site)	618	12
FOR CHILDREN 6-12		
Total on site	1223	114
Outreach OFF SITE	152	2
FOR YOUNG ADULTS 13-17		
Total on site	41	11
ADULT PROGRAMMING		
Total on site	1377	258
DIGITAL LITERACY		
Total on site	1259.5	524
CULTURAL CELEBRATION		
Total on site	144	27

10 COMMUNITY DEVELOPMENT (HEALTH, YOUTH, SENIOR CITIZENS)

10.1 TRUSTEE LEASE - NANANGO & DISTRICT NETBALL ASSOCIATION INC

File Number: 14 June 2023

Author: Lease Officer

Authoriser: Chief Executive Officer

PRECIS

Nanango Netball Association Inc are seeking a new Trustee Lease for area Lease A on part of Lot 212 on FY2647, Reserve for Recreation.

SUMMARY

Nanango & District Netball Association Inc had a temporary trustee permit over part of Lot 212 on FY2647 whilst awaiting a survey to realign the property boundary. The Trustee Permit to Occupy for has now expired and the Nanango Netball Association Inc are seeking a new Trustee Lease for area Lease A on part of Lot 212 on FY2647, Reserve for Recreation.

OFFICER'S RECOMMENDATION

That the Committee recommend to Council that:

1. That South Burnett Regional Council resolves that the exception in *Local Government Regulation 2012 section 236 (1)(b)(ii)* applies to Council for the disposal by way of grant of a Lease to the valuable non-current asset which is Lease A on Lot 212 on Crown Plan FY2647, to the Nanango & District Netball Association Inc.
2. South Burnett Regional Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute the Lease between Council and Nanango & District Netball Association Inc. on terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council.

FINANCIAL AND RESOURCE IMPLICATIONS

Rent for the lease will be a concessional rate applied to all community and non for profit groups of \$75.00 per year (excluding GST). The Netball & District Association Inc will be responsible for any maintenance and repairs to the grounds, including any fences surrounding the lease area.

Council will be responsible for any cost associated with execution of the lease.

LINK TO CORPORATE/OPERATIONAL PLAN

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

A report was provided to Council on 27 April 2022 to offer the Nanango & District Netball Association Inc. a temporary trustee permit whilst Council undertook a survey and realignment of the boundary. The Survey was undertaken which has defined the area as Lease A.

The Netball & District Association Inc. has reviewed and approved the conditions of the draft lease agreement.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Offer of a Lease is in accordance with s236 (1)(b)(ii) of the *Local Government Regulation 2012* which provides an exemption to dispose of a valuable non-current asset to a community group without having to first undertake a tender or auction.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Offering the new lease area is in accordance with Council's Property Lease Policy and Disposal of Assets Policy and Council's Property Leasing Policy.

ASSET MANAGEMENT IMPLICATIONS

The Reserve has a canteen and storage shed that will remain the responsibility of the Club.

Council has installed a Sewerage Pump Station that is located within the proposed lease area. Council will retain the right to access this part of the lease area to undertake maintenance at any time. The Association will mow and maintain the grassed area around the pump.

REPORT**Property details**

RPD: Lot 212 on FY2647

Lease Area: 1.739ha (Surveyed)

Tenure: Reserve for Recreation

Commencement date: 1/07/2023

Expiry date: 30/06/2033

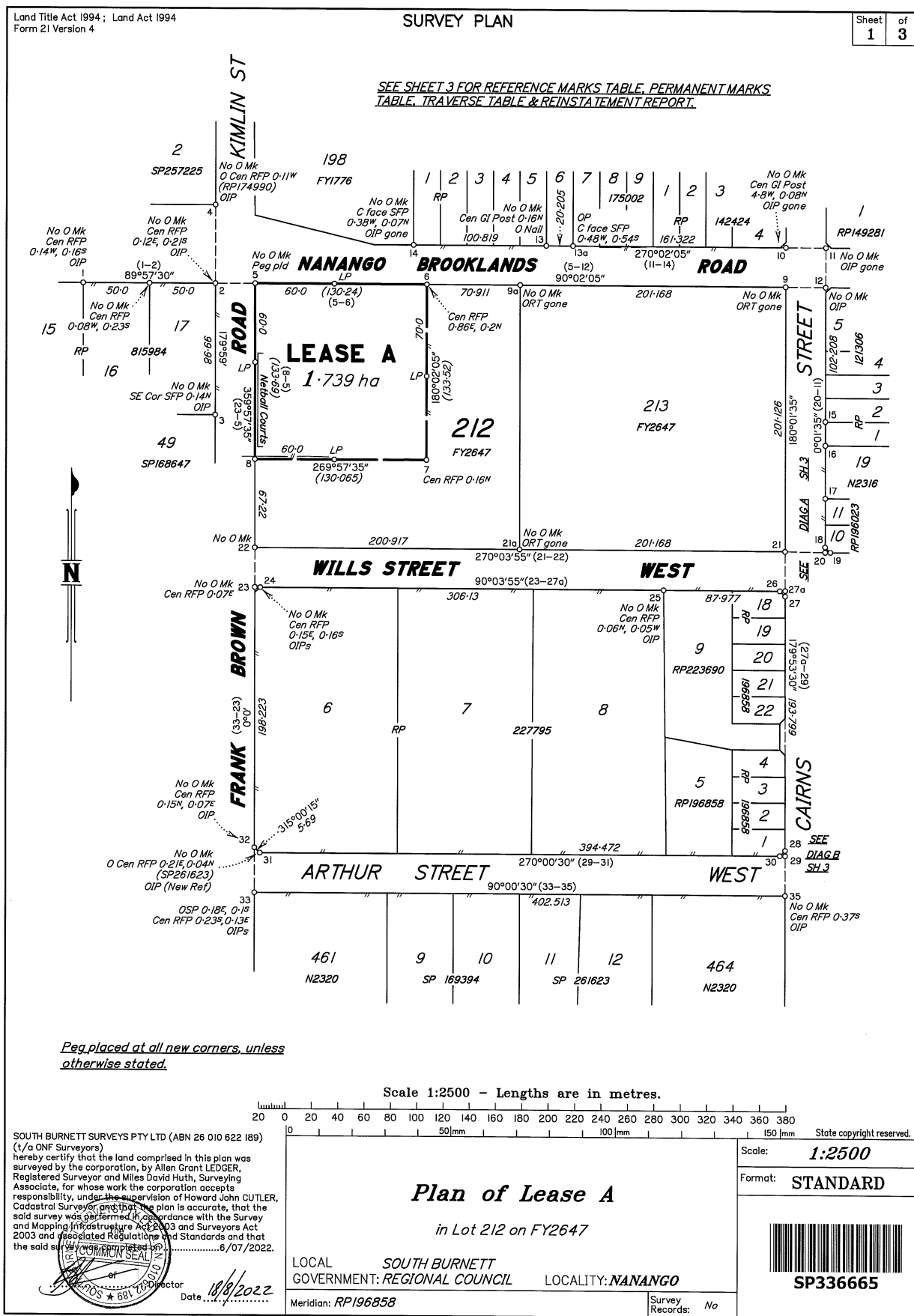
Background:

The Nanango Netball Association Inc. held a lease over the whole Reserve from 1999 to 2019. The Club were advised that the lease had expired however due to COVID-19 the Club became dormant. Council received correspondence from a newly formed committee on 8 February 2022 wishing to reengage with Council and progress a new lease for the area. A temporary Trustee Permit was executed whilst a Survey of the lease area was undertaken.

A Trustee Lease for a term of 10 years at concessional rent, will be consistent form of tenancy that is held between many sporting groups and Council throughout the region. The lease allows the Club a secure possession and promotes independence in the maintenance of the assets on the lease area.

ATTACHMENTS

1. **Survey Plan - Lease A - Lot 212 on FY2647**  



10.2 BLACKBUTT & DISTRICT TOURISM & HERITAGE ASSOCIATION INC - DEED OF LICENCE TO OCCUPY - ROY EMERSON MUSEUM & NUKKU NOOK AND BLACKBUTT HALL

File Number: 14 June 2023
Author: Lease Officer
Authoriser: Chief Executive Officer

PRECIS

Blackbutt & District Tourism & Heritage Association Inc have requested to renew their two (2) Deed of Licence to Occupy's for the Roy Emerson Museum & Nukku Nook and the Blackbutt Hall.

SUMMARY

The Blackbutt & District Tourism & Heritage Association Inc (BDTHA) have requested to renew and expand their expired Deed of Licence to Occupy for the Roy Emerson Museum and Nukku Nook (Nukku Rail Siding & School Building) and build a timber museum within the Blackbutt section of the Brisbane Valley Rail Trail. BDTHA have also request to renew their expired Deed of Licence to Occupy for the Blackbutt Hall.

OFFICER'S RECOMMENDATION

That the Committee recommend to Council that:

1. That South Burnett Regional Council resolves that the exception in *Local Government Regulation 2012 section 236 (1)(b)(ii)* applies to Council for the disposal by way of grant of a Deed of Licence to Occupy to the valuable non-current asset which is the land comprising of Part of Lot 1 on RP229138, Part of Lot 31 on RP32384, Part of Lot 2 on RP32381, Part of Lot 1 on RP32388 & Part of Lot 31 on SP117095 known as the Roy Emerson Museum and Nukku Nook, to the Blackbutt & District Tourism & Heritage Association, provided that:
 - (a) The Department of Transport and Main Roads approves the new licence area P1-P5 and proposal of new buildings on the licence area.
2. That South Burnett Regional Council resolves that the exception in *Local Government Regulation 2012 section 236 (1)(b)(ii)* applies to Council for the disposal by way of grant of a Deed of Licence to Occupy to the valuable non-current asset which is the land comprising of Part of Lot 2 on RP32381 known as the Blackbutt Hall, to the Blackbutt & District Tourism & Heritage Association.
3. South Burnett Regional Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute the Deed of Licence to Occupy between Council and Blackbutt & District Tourism & Heritage Association on terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council.
4. Go out to tender for the development of a masterplan for the Blackbutt Rail Trail and for realignment and improvement of the rail trail accessibility.
 - (a) Request the Department of Transport and Main Road to offer financial assistance to contribute to the masterplan and community consultation during the drafting of the plan.

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).

Council will be required to go out to tender to develop the masterplan for the Blackbutt Rail Trail. It is proposed that Council request that the Department of Transport and Main Roads contribute to the masterplan including community consultation and drafting of the masterplan.

LINK TO CORPORATE/OPERATIONAL PLAN

OPL/23 Explore partnership opportunities to support local volunteer groups.

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Council has been in discussions with BDTHA to expand their licence area for further development since 2018. The initial proposal was rejected by the Department of Transport and Main Roads as an existing licence was held by the Ambassadors of the Brisbane Valley Rail Trail (Moore-Linville-Benarkin-Blackbutt) Inc. for maintenance to the section of the rail trail from Linville to Blackbutt.

BDTHA contacted Council in March 2023 to re-initiate discussions to expand their licence area and build a timber museum within the Blackbutt section of the Brisbane Valley Rail Trail.

The Ambassadors have provided in principle support to the extension of the area available to Roy Emerson Museum for the purpose of establishing a Timber Museum as per section P1-P5 of the survey plan on the condition that any proposed buildings must not encroach on the Rail Trail and access to the building must not be via the Trail.

DTMR have been provided with a copy of the proposed licence area including distances from the centre of the rail trail, the feedback has been positive although formal approval is required before entering a licence agreement with BDTHA.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

An offer of a Deed of Licence to Occupy to a community group is in accordance with s236 *Local Government Regulation 2012*.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Offering the licence agreement area is in accordance with Council's Property Lease Policy and Disposal of Assets Policy.

ASSET MANAGEMENT IMPLICATIONS

BDTHA have been donated the buildings of the Roy Emerson Building and Nukku Rail Siding and are responsible for the maintenance and repairs of the buildings and grounds within the licence area. Placement of the buildings surrounding gardens have encroached on the 30 meter wide rail trail and within 7 meters of the centre of the rail trail.

Council surveyed the Blackbutt Rail Trail Head to define the distance between buildings and infrastructure built or relocated with the rail trail corridor. DTMR have been provided a copy of the survey plan showing the distance from the centre of the rail trail to buildings and infrastructure located in proposed licence area P1-P5 and initially feedback has been positive although approval formal approval is still required prior to executing the licence with BDTHA. It is suggested that Council undertake a masterplan of the Blackbutt Rail Trail to assess realignment of the rail trail and future use.

Pending approval with DTMR the Ambassadors have agreed to Council investigating and drawing up plans to change the alignment of the Trail. Provided that the width of the trail be retained at a safe margin of trail users, separated from the car park and fencing or an appropriate barrier be established between the rail trail and the skatepark.

REPORT

Property details: Brisbane Valley Rail Trail between Hart Street & Morris Street, Blackbutt

RPD: Lot 31 on RP32384 & Part of Lot 31 on SP117095

Tenure: Leased from State of Queensland

Lease Area: 3705m²

Rental: \$75.00 per annum

Proposed licence commencement: 1 July 2023

Expiry date: 30 June 2024

Background

The Blackbutt section of the Brisbane Valley Rail Trail (BVRT) is subleased to Council by State Government represented by the Department of Transport and Main Roads (DTMR) which is set to expire on 28 February 2036.

Council has issued a Licence to Occupy to the Ambassadors of the Brisbane Valley Rail Trail (the Ambassadors) for the section of the rail trail from Linville to Blackbutt. The Ambassadors have responsibility to inspect and maintain the rail trail excluding the buildings, the concrete causeway and two (2) meters either side of the causeway, the community gardens and the skatepark located on the Blackbutt Rail Trail Head.

The Blackbutt section of the BVRT from Hart Street to Morris Street is occupied with three (3) licences held by the BDTHA which include the Blackbutt Hall, Roy Emerson Museum and a section known as the Nukku Nook, one (1) sub-sublease by the Taromeo Rural Fire Brigade and one (1) licence held by Blackbutt District Community Organisation Inc for community gardens developed within the rail trail.

In 2011, BDTHA was gifted the original Nukku State School the building was dedicated as the Roy Emerson Museum and relocated to the Rail Head at Blackbutt with funding from the Tarong Community Partnership Program. In 2015, the Nukku Rail Siding was donated to BDTHA and relocated beside the Roy Emerson Museum. In 2017 a life size statue of Roy Emerson was erected on the land.

Council received a request, in October 2018, from BDTHA to expand their licence area and build a timber museum as a part of their 5-year development plan. Council investigated the matter and undertook internal and external stakeholder consultation. DTMR and the Ambassadors both had objections to additional infrastructure being built within the rail corridor.

In September 2019 Council engaged a surveyor to survey the sub-sublease and licence areas to define clear boundaries and in preparation to consolidate the Roy Emerson Museum and Nukku Nook onto one licence area.

The licences for BDTHA expired in have all expired although BDTHA continue to occupy the Roy Emerson Museum, Nukku Nook (School building & railway siding) and the Blackbutt Hall. Correspondence between Council and BDTHA show that renewal licences were developed and provided although this agreement was never signed by BDTHA or executed as the boundary remained unapproved by the DTMR.

In August 2022 BDTHA amended their plans to and proposed to build a shed for storage of equipment, archives and space for visitor information brochures. BDTHA stated that they did not

need to have the shed connected to water or waste water and additional shed would be beneficial in decluttering the Roy Emerson Museum.

The licences for BDTHA expired in have all expired although BDTHA continue to occupy the Roy Emerson Museum, Nukku Nook (School building & railway siding) and the Blackbutt Hall. Correspondence between Council and BDTHA show that renewal licences were developed and provided although this agreement was never signed by BDTHA or executed as the boundary remained unapproved by the DTMR.

To ensure that the width is maintained for the current and new buildings or infrastructure it is suggested that Council undertakes a masterplan of the Blackbutt Rail Trail within the Brisbane Valley Rail Trail.

Blackbutt Community Hall

Property details:

RPD: Lot 31 on SP117095

Tenure: Lease from State of Queensland

Purpose of Licence: Community purpose

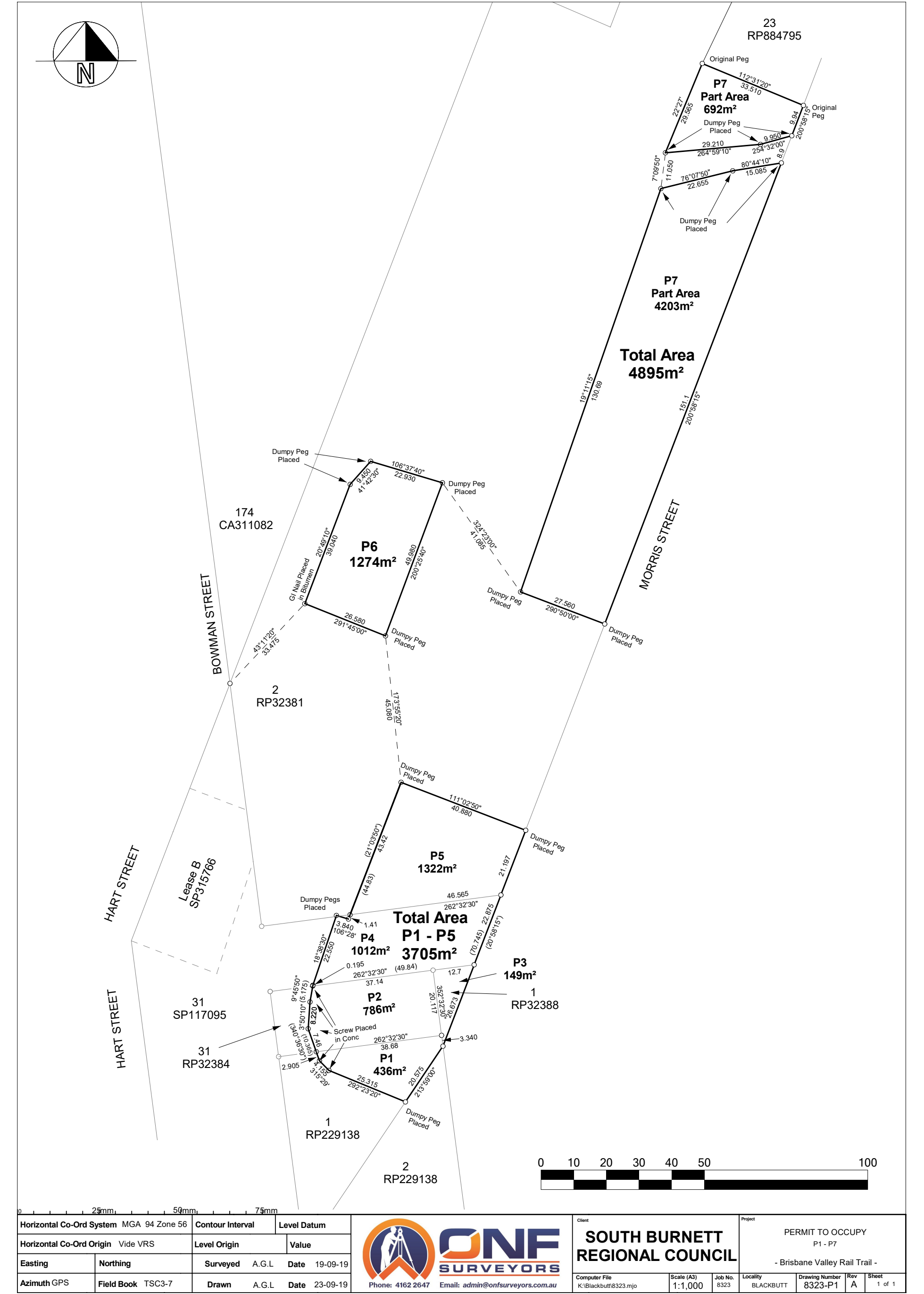
Rental: \$75.00 per year

The Blackbutt & District Tourism & Heritage Association Inc. have held a licence for the Blackbutt community hall since 1 January 2015 and expired on 31 December 2020. The group continue to manage the hall and its bookings with Council providing asset management support. The licence terms will be in alignment with other community halls such as Durong.

ATTACHMENTS

1. **Aerial Map – Licence Area P1-P5 – Roy Emerson Museum & Nukku Nook Siding** [!\[\]\(1832c772ad10189e3ed10ce82d8b6339_img.jpg\)](#) [!\[\]\(300e823b25c6f8ce143251403048acea_img.jpg\)](#)
2. **Survey Plan – Blackbutt Rail Trail** [!\[\]\(3016381647ba3e2233394124647f7efb_img.jpg\)](#) [!\[\]\(691906d8610958c5fd7d0c868b8c699b_img.jpg\)](#)





11 PROPERTY & FACILITY MANAGEMENT

11.1 BUNKHOUSE (OLD HOSPITAL BUILDING) ON LICENCE AREA 3 - KINGAROY SOARING CLUB

File Number: 14 June 2023

Author: Lease Officer

Authoriser: Chief Executive Officer

PRECIS

Council has undertaken an assessment of the Bunkhouse (Old Hospital) located on Area 3 of the Kingaroy Aerodrome for the Kingaroy Soaring Club Inc.

SUMMARY

The Kingaroy Soaring Club Inc. (KSC) have requested to build new accommodation at the Kingaroy Airport either by leasing a new area of land or modifying the current licence area.

OFFICER'S RECOMMENDATION

That the Committee recommend to Council that

1. In accordance with the purposes of the *Local Government Regulation 2012*, Council decides, by resolution, that the exception in the Regulation *Section 236 (1)(b)(ii)*, applies to Council in the disposal of the Building Asset as identified as the Bunkhouse (Old Hospital Building) on Licence Area 3 within Lot 3 on SP249643, other than by tender or auction, to the community organisation, to the Kingaroy Soaring Club Inc, as:
 - (a) it is in the public interest; and
 - (b) the disposal is otherwise in accordance with the sound contracting principles.
2. In accordance with *Local Government Act 2009* (the Act), *Section 257*, to delegate to the Chief Executive Officer of Council, the power under section 262(3) of the Act, to negotiate and agree in principle the terms and conditions of a contract for the disposal of the building assets to the community organisation, Kingaroy Soaring Club Inc., for approval by Council.

FINANCIAL AND RESOURCE IMPLICATIONS

The building asset known as the Bunkhouse is in a state of disrepair with over 75% material containing asbestos. Council would be required to tender for a professional asbestos removal advice and service, the cost to remove the asbestos from the building is estimated over \$250,000.

The visible sections of the building frame show significant termite damage and the foundations are failing which require replacement. Engagement of a Registered Professional Engineer of Queensland (RPEQ) would be required to determine an accurate, overall condition and provide a scope for repairs and/or remediation if the asset is retained. The cost to remediate and retain the building is unknown at this stage. The Dilapidation Inspection Report recommends that the building be considered for demolition as it is not financially viable to remove the asbestos and remediate the building back to habitable condition.

The Kingaroy Aerodrome is listed on Council's Heritage Place Register. The application fee for building work or operational work on Local Heritage Place \$890.00 as per the 2022/2023 Fees and Charges.

LINK TO CORPORATE/OPERATIONAL PLAN

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

IN15: Continue to provide and investigate options to improve our aerodromes.

OPL/07: Actively manage Council's aerodromes to meet service standards and compliance.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The Kingaroy Soaring Club contacted Council in March 2023 to discuss their accommodation facility and amenities block. Consultation has been undertaken with Facilities and Parks as well as Planning and Development.

An inspection of the current asset on Area 3 was undertaken with Council's Manager Community and Lifestyle, Property Team Leader and Lease Officer was undertaken with KSC's Secretary on 17 March 2023.

KSC undertook a pre-lodgement meeting with Council's Planning Officer on 6 April 2023 for advice on planning applications and approvals.

Further Inspection and assessment were undertaken by Council's Asset Management Officer on 2 May 2023, with a Dilapidation Inspection Report provided on 23 May 2023.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Whilst the Kingaroy Aerodrome (Sir Joh Bjelke-Peterson Airport) is referenced on the Queensland Government's WWII Historic Places website. Although the reference 602321 cannot be found on the Queensland Heritage Register. Further assessment of State Heritage significance is required under the *Queensland Heritage Act 1992*.

The Kingaroy Aerodrome is listed on Council's Heritage Place cards and removal of the building asset is assessable against the SBRC Planning Scheme Section 5.3.1(4) which refers to triggers for assessable heritage sites pursuant to *Schedule 10* of the *Planning Regulation 2017*.

Disposal of the asset by way of gifting to the Kingaroy Soaring Club is in accordance with the *Local Government Regulation 2012 Section 236(1)(b)(ii)*.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Disposal by way of gifting the building is in accordance with Council's Disposal of Assets Policy.

Under Council's Leasing Policy requires Council to assess any current assets managed by KSC including maintenance records.

ASSET MANAGEMENT IMPLICATIONS

A Dilapidation Inspection Report was provided on 23 May 2023, the summary of the report found the building in very poor condition. The condition is a combination of the age of the asset, lack of maintenance over a long period, and the techniques and materials utilised in the original construction.

It is suggested that engagement of a Registered Professional Engineer of Queensland (RPEQ) and Professional Asbestos Consultant would be required to determine an accurate condition of the asset and scope to undertake any remediation should the asset be retained. It is suggested that demolition may be the only feasible solution for the building.

REPORT

Property details

RPD: Lot 3 on SP249643

Address: 0 Warren Truss Drive

Licence Area: Area 3

The Kingaroy Soaring Club Inc (KSC) holds three (3) licence agreements with Council for the use of Council's assets including a Hanger, Clubhouse building, and Bunkhouse with 16 Caravan Sites located at the Kingaroy Aerodrome.

The Bunkhouse and Caravan Park is located within Licence Area 3 off Geoff Ralph Drive and is the old hospital building listed in Council's Local Heritage Register. KSC commenced occupation of the building on 28 October 1991 with the current licence agreement expiring on 23 January 2026.

KSC has 120 members, and the Bunkhouse accommodates approximately 10 to 12 people per week.

KSC engaged with the General Manager Liveability in June 2022 and presented their Facilities Plan, this document provided a general outline of the KSC's proposal although did not provide significant detail, costings or design plans. The proposal was placed on hold pending additional KSC's commitment to undertake additional planning.

In March 2023, Council was approached by KSC to undertake a lease on a new area of un-surveyed land at the Kingaroy Aerodrome to build a new accommodation facility and ablutions block. KSC advised Council that the current Bunkhouse was at the end of its useful life, and they would like to hand the Bunkhouse back to Council after construction of their new proposed accommodation facility.

Council advised KSC that Council would be required to inspect the bunkhouse to assess the asset and requested copies of KSC's maintenance activities undertaken on the building to date. To date KSC has failed to provide any evidence of maintenance undertaken on the building. Council also advised KSC to seek further advice from Planning and Development to progress their proposal.

Council's Lease Officer, Manager Community & Lifestyle and Property Team Leader inspected the property on 17 March 2023. The Bunkhouse was found have extensive termite damage to the interior and exterior of the property, including the frame and trims. There appears to be movement in the subfloor and stumps which is evident throughout the building. Floor levels are at different heights and there is movement evident in the wet area floors and door openings. On visual inspection there were 35 beds found throughout the rooms in the building.

Council has undertaken a Dilapidation Inspection Report and requested copies of KSC's maintenance activities undertaken on the property. The report suggests that the building is not in a habitable condition and that it would not be feasible to repair or remediate and would require professional advice for any further recommendations.

Council's Asset Management Officer undertook a further external inspection of the Bunkhouse on 2 May 2023 and provided a Dilapidation Inspection Report on 23 May 2023. The report found that over 75% of the building is asbestos containing material (ACM) which is in very poor condition. The roof cladding is corrugated asbestos sheeting and requires replacement. Significant termite damage is

evident to the external cladding of the building. The sub floor has missing and damaged/cracked stumps as well as broken and exposed steel.







Three options were considered for the asset:

Option 1: Council to tender for a Registered Professional Engineer of Queensland (RPEQ) and Professional Asbestos Consultant to determine an accurate condition of the asset and scope to undertake any remediation and repair for the asset be retained.

Option 2: Council disposes of the asset by way of gifting the building to the Kingaroy Soaring Club Inc (KSC). For KSC to make application for demolition of the asset to be able to rebuild on Area 3 within the guidelines of the Planning Scheme.

Option 3: For the Kingaroy Soaring Club Inc to hand back the building asset to Council in the dilapidated state and grant addition space to the current licence area for a new building.

ATTACHMENTS

1. **Dilapidation Inspection Report - Kingaroy Airport - Bunkhouse (Old Hospital)** [↓](#) 
2. **Internal inspection and photos of Bunkhouse - 17 March 2023** [↓](#) 
3. **Kingaroy Soaring Club - Facilities Plan 2022** [↓](#) 
4. **Location Map - Kingaroy Soaring Club - Licence Area 3 - Bunkhouse (accommodation) and caravan park** [↓](#) 
5. **Planning Advice - Kingaroy Soaring Club** [↓](#) 
6. **Internal views and clarification on Planning Advice** [↓](#) 

DILAPIDATION INSPECTION REPORT

Kingaroy Airport – Bunkhouse (Old Hospital)

Inspection Date: 2 May 2023



North Elevation



East Elevation

General

An external inspection was undertaken to determine the overall condition of the building on Tuesday 2 May 2023. Internal access was not available at the time of inspection.

The building is a timber framed structure supported by round concrete stumps with timber bearers and joists over.

The wet areas of the building are supported on cast in situ, suspended concrete floor slabs with integral, square, concrete stumps.

Approximately 75% of the exterior cladding is ACM (Asbestos Containing Material) with the balance being hardwood weatherboards. The roof cladding is corrugated asbestos sheeting.

Windows are generally timber framed double hung units with louvres used to the front (North) elevation.

The building was constructed for use during WW2 so is estimated to be approximately 80 years old.

The bunkhouse is listed in the SBRC Heritage Register but is not included in any other higher level heritage register.

Findings:

Concrete Access Ramps

There are three concrete ramps providing access to external doors. The ramp to the eastern end, is in poor condition with significant concrete degradation caused by rusting reinforcement. This ramp has also moved away from the building slightly.

It is noted that all external doors including frames and sills are in poor condition.



Ramp to Eastern Side



Eastern concrete access ramp has moved away from the building.

External Cladding

A sizeable portion (estimated 75%+) of the external cladding is asbestos containing material (ACM) which is generally in poor overall condition. There are damaged and cracked sheets and cover strips are missing in some locations.

The weatherboards are deteriorating with several areas having rot and/or decay visible. On the eastern wall several boards have fallen off due to significant termite damage.

The paint finish to all external surfaces is in very poor condition.



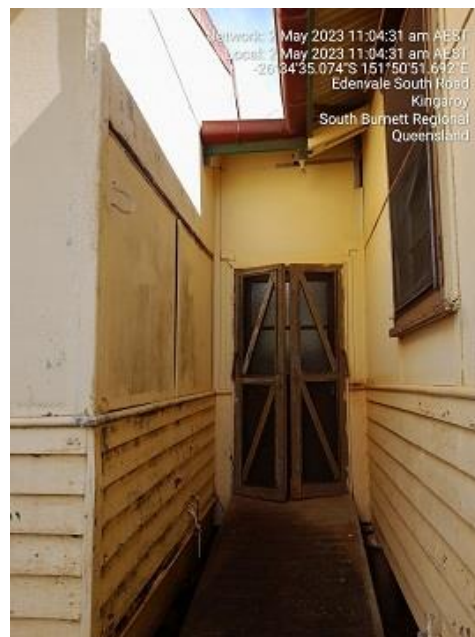
Termite damaged to weatherboards.



Typical rot to weatherboards.



Cover strip and paint in poor condition.



Cladding and paint in poor condition.

Roof

The roof is corrugated ACM with asbestos barge capping and metal (rusted) ridge capping. The ACM is generally in poor condition with damage evident.

It is common in poor condition roofs of this age, to experience some degree of moisture ingress which can cause damage and decay to the underlying timber structure; particularly if the timber structure is pine rather than hardwood. Pine was commonly used in the period when this building was constructed. Confirmation of damage would require an internal inspection of the roof space and / or removal of some roof sheeting to gain access.



Damaged roof.



Damaged roof.



Roof leak resulting in rotted timber work.

Sub Floor

The soils on site are reactive which has resulted in building movement over many years. Some stumps have moved from their original alignment and location and in several cases the stumps are missing and have been replaced with dry stack concrete blocks.

The wet areas have been built on cast in situ, suspended, concrete slabs with integral square concrete stumps. There is considerable evidence of the steel reinforcement rusting within the concrete causing structural cracking to occur. In severe cases, the concrete has broken away and exposed the steel within.

There is significant cracking to the stump / suspended slab interface in multiple locations. This may be caused by reinforcement expansion or lateral movement caused by the reactive soils.

It is difficult to execute satisfactory, structurally adequate, repairs to damage of this type and it is likely that the slabs would need to be replaced.

Further detailed investigation by a suitably experienced RPEQ is required prior to proceeding with any repairs or remediation. The items to be investigated by an engineer include (but are not limited to):

- Soil testing to determine extent of reactivity.
- Extent of movement evident in existing stumps.
- Adequacy of existing footings and stumps.
- Extent of damage to cast in situ suspended slabs and associated stumps/footings and current structural adequacy.
- Remediation / replacement recommendations for stumps.
- Remediation / replacement recommendations for slabs.



Slab damage.



Slab damage.



Typical wet area slab.



Slab/stump deterioration.



Cracked slab.



Dry stacked blocks in lieu stump.



Cracked slab.



Dry stacked blocks in lieu stump.



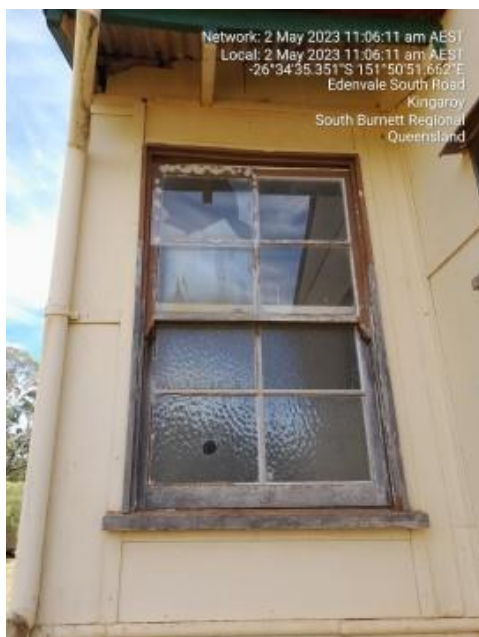
Cracked slab-note concrete block support.



Concrete block in lieu stump.

Windows

The windows are generally timber framed double hung units with louvres being installed to the front elevation. The timber windows are generally in poor condition and require repair and re-painting. Internal access was not available so it was not possible to check operational condition. It is likely, judging by the exterior condition that the windows will require maintenance (or replacement).



Typical timber double hung window.

SUMMARY

The building is in very poor condition which is reflective of its age, general lack of maintenance over a long period, and the techniques and materials utilised in the original construction.

If retention of the building is proposed, a detailed (Internal and External) inspection by an experienced RPEQ will be required to determine an accurate, overall condition and provide a scope for repairs and/or remediation.

Inspection by an asbestos consultant is also suggested to ensure all ACM is identified prior to any works progressing.

Demolition may be the only prudent and economically feasible alternative.

Report prepared 23/5/23 by:

Tony Jaques

SBRC Asset Management Officer

Internal inspection of the Kingaroy Bunkhouse – 17 March 2023

1. On inspection it was noted that there had been termite damage to various parts of the building in the frame and trims
The extent of termite damage would not be able to be determined unless a more invasive investigation was to be carried including the roof members
2. Asbestos is also an issue as it is in the walls and ceiling in the majority of the rooms throughout the building. if it was to be renovated or internal work carried out this would be create a substantial cost to the works. Existing roof is also asbestos
3. There appears to be movement in the subfloor/ stumps. This is evident in several areas in the building, the worst area is the bathrooms at the southern side of the building. Floor levels are at different heights and there is movement evident in the wet area floors and door openings
4. The veranda on the northern side of building and entry was not lined on the underside of the rafters and while the roof battens showed signs of deterioration to what extent would not be known until the roof sheeting was removed

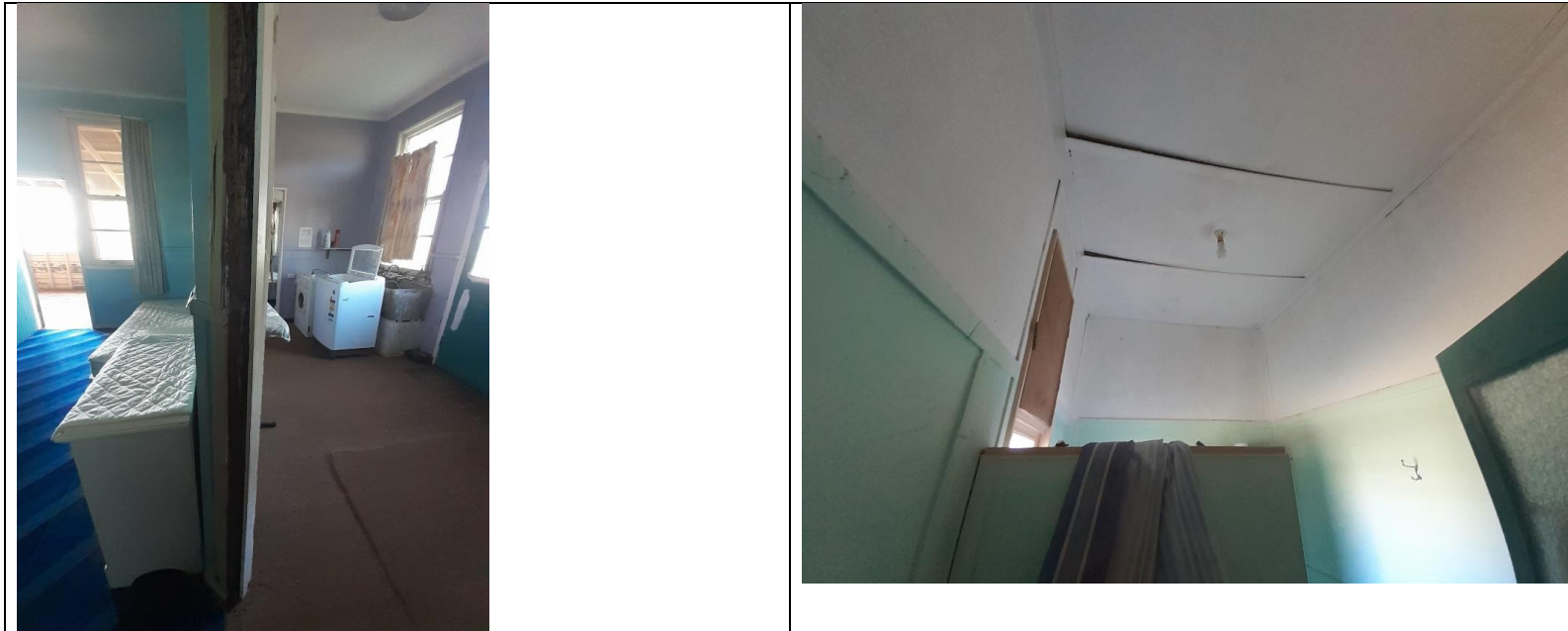
Internal & External Photos below:

Internal photos:











External Photos:





Kingaroy Soaring Club

Investment into the Future Facilities Plan 2022



Introduction

The sport of gliding is a little like surfing... an exhilarating free ride but where you can't see the wave or the sea.

It's like chess... a technical mind game where you can't see the pieces. It's like white water rafting...except that the ride is up and downhill and can go on for hours.

The air is a vast ocean which covers the earth and like any ocean, the air is constantly in motion and has waves, currents, ripples, and whirlpools. But you can't see air in the way you can see water unless there's a cloud to give you a clue. That's what makes gliding such a fascinating and involving sport.

There's a beauty and mystery about gliding which is missing in many sports and though gliding has challenges, competitions, races, and records, it can be enjoyed every bit as much by people who have no interest in competition and are looking for a purely personal challenge or a way to experience the real beauty, freedom, and spirituality of quiet flight.

The very first form of flying was gliding. There are a lot of claimants for who first "conquered the air" whether you think it was Otto Lilienthal, the Wright Brothers or even Sir George Cayley, it was gliding which came first.

Gliders only go downhill. Like any aircraft when you turn the motor off, gliders generate the lift to stay airborne by moving forwards and downwards under the influence of gravity. Early pioneering glider flights were short and measured in seconds.

In an effort to stay up for longer, misguided aviators soon moved to heavy aircraft with noisy motors and forgot about gliding. Not for long though because even Orville Wright went back to the sand dunes of Kittyhawk in 1911 and set a record for unpowered flight which was not broken for many years.

It was the Germans who returned to gliding as a sport in the 1920s and it was not long before they discovered that there are plenty of places where the air is going up very much faster than the glider is going down and if the glider remains in this up-moving air, or at least avoids the sinking air, a glider may stay up for ages.

“Glider pilots are pioneers in the exploration of the energy in the atmosphere”

How long? Well, long enough, there’s a record for height gained in this up moving air. At the moment this stands at over 90,000’ and is likely to go a lot higher. There’s a record for the maximum distance flown between first and last light which is over 3,000 km and dozens of records for speed over a set course and distance

Glider pilots are pioneers in the exploration of the energy in the atmosphere. However, you look at them, gliders are not a particularly useful form of transport. Which is a good thing because it leaves gliders and gliding to be what it is good at. The best form of sport flying, and excellent fun.

History of the Club

KSC – A FEATURE OF THE KINGAROY SKYSCAPE SINCE 1960

The Kingaroy Soaring Club began in 1956 when two men began talking about starting a Gliding Club. The two gentlemen were (Frank Maiden, ex RAAF fitter and Bill Hill ex Airline pilot), they both decided to form a club based on the Sunshine Coast. For the next two years a bunch of stalwarts grew beans on a share farm, ran street raffles and dipped into their personal pockets. Soon they had raised enough money (500pounds) for a deposit on a brand new Kookaburra glider made in Adelaide.

When the glider finally arrived in 1958, they began operations on a very small strip at Mooloolaba. The strip was built totally by the small group of members and was only 900m long.

After a few years of only doing circuits, the club decided one day to move operations to Kingaroy for a weekend. For the first time at this new site, they could actually soar in thermals. Eventually the members got sick of derigging the glider at the end of Sunday and heading back to the Sunshine Coast. So, it was decided in 1960 to base the club in Kingaroy.

Also at this stage, the name changed from the North Coast Gliding Club to the Kingaroy Soaring Club. With one glider (Kookaburra) and a winch, operations began. Storing the glider and winch in the one Hangar left over from when Kingaroy Airport was a huge RAAF training base during the war.



In the early sixties the decision was made to buy the club's first single seater. The Kingfisher was purchased from the same manufacturer as the two seater and then the beginning of Cross-Country flying had begun. Going Cross-Country is in the club's DNA, and it began way back then in the early sixties.

By the mid- sixties, the club started attracting private owners. Three in total, so now the club had grown to a total of five gliders. Kingaroy was now becoming the place to fly from if you want to fly Cross-Country. The club also started full time aero tows by purchasing its first Tug plane (Pawnee 150).

By the late sixties the gliding club had taken over the present day club house from the South Burnett Aero Club. Where the Bar is located in the club house now was originally the room where the club repaired gliders and did general maintenance.



In 1967 the club purchased its first high performance glider (ASK 13). We were the first club to purchase such a high performing glider. It was bought once again to train pilots on how to fly Cross-Country. So popular was the ASK 13 that the club decided to purchase another one in 1970. The Kookaburra was sold soon after the second K13 arrived. Membership was approaching 100 members and the most incredible purchase was made.

KSC was the first club in Australia to buy a Fibre glass Glider (Libelle 301). At the time this was a very gutsy decision. But it had the desired effect, increasing membership once again. The club membership was mainly from Brisbane, but we also had a strong local group as well.

1972 saw the arrival of another new glider from Germany, Bergfalke 4. Once again this was bought to coach/train pilots in Cross-Country flying. In total the club owned 6 gliders. By the mid 70's the club fleet was an impressive total of 7 gliders. Three two seaters, and four single seaters. (2 x ASK 13; Bergfalke 4; Standard Cirrus; 2 x Libelle's; Astir).

In 1974 the club purchased its second Tug, a Citabria two seat aircraft. This was ideal for training new Tug Pilots on how to obtain their Glider Tug rating. Total glider numbers towards the end of the 70's based at Kingaroy airport was now 13.

At the beginning of the 80's, the Kingaroy club once again were out in front by being the first club in Australia to buy a new Fibreglass training glider called the ASK21. Only one other club in Australia followed Kingaroy by ordering the same glider. The Bergfalke glider was sold and the ASK 21 became the new tool to train pilots on the joys of cross-country flying. Our single seat gliders were also being modernised. By 1990 our single fleet was a LS 7, Astir 77; Libelle and a Standard Cirrus.

In the early 90's the recession had hurt the Kingaroy club. Due to low membership the club decided to reduce the size of the fleet. The Citabria tug aircraft was sold, the two ASK 13's as well as the single seat Libelle and Standard Cirrus.

Also, in the mid 90's, it was decided to buy a Cessna 150 aircraft and install a 180 hp engine to replace the ageing Pawnee 150. So, for some time in the late 90's the club only had one Tug. Very risky but somehow the club managed, towing quite a number of gliders every weekend with only one Tug plane. This one little aircraft saved the club by being very cheap to run, much cheaper than the previous two tug planes.

While all this was happening, the present Clubhouse was being modernized, a licensed bar area was built as well as a new kitchen annex on the eastern side of the building. Making for a very comfortable place to be after flying had ceased for the day.

As the year 2000 approached, the club was getting back on its feet, and the decision was made to buy a 20m wingspan two seat glider called the Duo Discus. At the time it seemed an a very ambitious decision to buy such an expensive glider (\$130,000), but it

proved to be the right choice. Membership climbed as more and more people wanted to fly such a beautiful high performing glider. Significantly there was the growth in private ownership. The Kingaroy airfield now had three hangars filled with gliders totalling 24 gliders.

The KSC original Pawnee tug which had a conventional aircraft engine was converted to have a V8 auto engine installed. This made running costs so much cheaper. Auto fuel is much cheaper to purchase than Avgas fuel. Kingaroy Soaring became one of the most efficient operations in the country with Pawnee with an Auto engine, and a Cessna 180 two seater used for towing as well as training future Tow pilots.

In the beginning of the 2000's the club was growing rapidly and so the decision was made to upgrade the single seater fleet. The LS7 and the Libelle were sold, and two new single seat Discus gliders were purchased. In 2007 another ambitious decision was made to replace the original two seater Duo Discus with an upgraded model at a cost of \$150,000.

“Kingaroy Soaring invested \$140,000 for a hangar was built to house 14 gliders. This hangar acted as a magnet to increase the size of our membership”

By 2010 the total fleet of gliders was still increasing and so another private Hangar was built to give a total number of gliders at Kingaroy to 30.

Glider numbers kept increasing and so the committee decided in 2013 to build a fairly large hangar on one of the left over concrete slabs built in 1945. Kingaroy Soaring invested \$140,000 for a hangar was built to house 14 gliders. This hangar acted as a magnet to increase the size of our membership now reaching 135 members. So with this fifth hangar built in 2014 the number of gliders based at Kingaroy reached 42.

Finally in 2016 it was decided to replace our basic trainer with a much more modern glider with better performance, so at a changeover cost of \$140,000 the club purchased a basic training glider as well for cross-country flying.

So, from its humble beginnings with only one two seat glider and one winch, the club has grown to an incredible size with two Tug planes, five club gliders and 37 private gliders.

We have held many competitions over the years including five Australian National Championships.

Story of the Kingaroy Soaring Club

The sport of gliding is one that relies heavily on the environment. Successful gliding missions require lots of open plains which provide a rich environment for the development of rising air, and of course lots of sunshine. The Kingaroy valley contains all the elements for successful glider operations.

The rich red soil in the Valley serves as a heat sink, absorbing the energy from the sun. In turn, the warm ground warms the air. Warm air rises and is the lifeblood of gliding. We call this rising air – a thermal – and we are fortunate that the Kingaroy Valley is a reliable source for the production of thermals

The size of the Kingaroy Valley affords our members a large area in which we can operate. Gliders operating from Kingaroy regularly visit the forested regions in the northern part of the region in the vicinity of Gayndah.



When conditions allow Kingaroy gliders cross the Bunya's and visit the Darling Downs at locations such as Dalby and sometimes beyond, Miles and Roma have been visited by Kingaroy based gliders

To the south we regularly set tasks reaching as far south as Milmerran, whilst we skirt around the airspace allocated for Oakey military base and the growing aviation activities at Toowoomba's Wellcamp facility.

To the east there are forests which make gliding challenging, although destinations such as Gympie, Kilcoy and recently one of our pilots made the journey to Fraser Island and return

“The Kingaroy Valley contains all the elements for successful glider operations”

When the wind conditions are just right, the Bunya Mountains provide a source of lift known as wave flying. Strong winds over the Bunyas create air flows resembling a cross section of a wave, which extend high into the atmosphere. It is not uncommon for Kingaroy based gliders to reach 18,000 feet in favourable conditions

We are fortunate to have a natural environment at our club which promotes the sport of gliding

The membership base of the Kingaroy Soaring club has traditionally been heavily weighted with Kingaroy locals. Many of our members reside within the local community and some operate businesses in town.

MEMBERSHIP

In recent times the local member base has been supplemented by members attracted to Kingaroy from the Southeast Queensland region. We have members based in Brisbane, Redcliffe, and the Sunshine Coast. Such is the attraction the travel time is made worthwhile

Whilst COVID has impacted gliding like most other facets of the community, in recent times Kingaroy Soaring has hosted long term visitors from all over Australia, and we

have some regular visitors from Europe, who spend the colder months in the northern hemisphere – enjoying the flying at Kingaroy

ONLY ORGANISATION IN THE REGION PROVIDING FLIGHT TRAINING

Aviation has become an important part of all of our lives, and Kingaroy airport is the most significant resource within the South Burnett. The Kingaroy soaring club is the only organisation in the region providing pilot training and education. For any child growing up in the region, with dreams of flight the Kingaroy soaring club provides an opportunity to make these dreams come true

A little-known fact is that Glider flight contributes to a prospective pilot's experience requirements. Commonly referred to as "hours" a pilot must accumulate a minimum number of hours before their career can progress. Gliding is an ideal way to accumulate experience – typically a flight on any given day can be 3 or more hours.

"A little-known fact is that Glider flight contributes to a prospective pilots experience requirement"

Significantly, costs associated with gliding are substantially lower. Three hours in student's logbook is likely to cost somewhere in the vicinity of \$70 per hour at Kingaroy Soaring. The equivalent experience contribution in a General Aviation Light single engine aircraft will be closer to \$300 per hour, and requires the student to travel outside the region

KSC and Kingaroy

A DAY IN THE LIFE OF A KINGAROY SOARING MEMBER

Whilst the gliders of the Kingaroy Soaring club have been a feature of the Kingaroy Skyline since 1953, another significant addition to the Kingaroy community has been the presence of KSC members in the businesses of Kingaroy.

The average visit of a Kingaroy member to the soaring club is two nights and two days. Gliding operations start relatively early in the day, Kingaroy members are often found in the cafés to get onboard a healthy breakfast and that all important freshly brewed coffee

Given our flights often last several hours, most members stock up on bakery supplies from the Kingaroy bakeries to cover for lunch, having to be expertly packaged into the small cockpit space

“Kingaroy Soaring club members can often be found in the local hardware stores in search of materials to keep their gliders in tip top shape”

Our gliders are primarily built from fibre glass, and like their cousin sailing boats are in constant need of maintenance. Kingaroy Soaring club members can often be found in the local hardware stores in search of materials to keep their gliders in tip top shape. We sometimes even frequent the bicycle shop for the equipment we use to tow the gliders to the runway

After the days flying is done, the members of Kingaroy Soaring are the same as sporting organisations all over – keen to share the story of their adventures. From the towering thermals, flying with eagles, successes of our students, all these stories are best shared over a meal and a beverage. Kingaroy members are often seen in the restaurants and pubs of Kingaroy, easily identifiable as the gaggle at the big table

With an increasing number of members based in Brisbane and beyond Kingaroy members often use local motel and caravan parks for accommodation. This behaviour escalates considerably when interstate, overseas and competition entrants join us

KEEPING KINGAROY AIRPORT VIBRANT

Kingaroy Soaring club is the most active user of the facilities at Kingaroy airport. Our presence on the airfield contributes to the lifeblood and vibrancy of the facility. Many similar facilities in the region are used sparingly and often lack a lived-in atmosphere

Gliding activity at the airport commonly draws in residents and tourists alike, curious to understand a little more the activity going on at the airport. Residents are safe in the knowledge that a taxpayer funded resource is being utilised effectively.

Members of the Kingaroy soaring club participate in the Airport Stakeholders group, and we are proud of our long a harmonious relationship with council officers responsible for the operation of the facility

As part of our agreement with the council, Kingaroy soaring club members contribute to the upkeep of the airport and facilities. We operate and maintain the existing club house facility, Bunk House and two hangars.

Significantly Kingaroy Soaring club members assist in maintaining the facility. Our members maintain the grass runways, mowing the grass and improving the surface with top dressing

Kingaroy Soaring in 2018 invested \$30,000 in a purpose-built shelter near the threshold of Runway 16, and in 2022 will invest nearly \$40,000 on another purpose-built shelter near the threshold of Runway 34

KSC Competitions

One of the key elements of our location is the fact that we have “soarable” conditions year-round. Many clubs in southern states are only able to operate in the summer months. With this advantage in hand Kingaroy Soaring has been regularly successful in winning the rights to host a State and National competitions.

Whilst completing the hosting of competitions has been difficult in the Covid era, in 2021 alone, Kingaroy Soaring won the rights to host both the Queensland State competition as well as the 2021 National Competition.

Hosting a competition has a range of benefits to Kingaroy Community. These competitions attract competitors and business from with Queensland and interstate, and the benefits to the community outlined in “a day in the life” are multiplied considerably.

During an exercise completed a couple of years ago in conjunction with the council it was computed that every competition held at Kingaroy Soaring contributed \$250,000 to the local economy

“every competition held at Kingaroy Soaring contributed \$250,000 to the local economy”

As part of the investment plan, we intend to use our upgraded facilities to attract more competitions and perhaps one day we can compete for the world championships. Something that will put Kingaroy Soaring and the Kingaroy community firmly on the map

KSC – Gliding excellence

NATIONAL AND WORLD STAGES

Whilst we can't say for sure, whether it is the good gliding terrain, the facilities, or perhaps it's just the club culture, but Kingaroy Soaring attracts some of the best glider pilots in the country. Kingaroy Soaring is proud that amongst our members we have: -

- 5 members who have competed at the Men's World Gliding Championships
- 2 members who have competed at the Women's World Gliding Championships
- 20 + members who have competed National Gliding Championships

Challenges facing the club

Whilst we have been blessed to have a good facility and conditions to run a gliding club, like all organisations we need to keep an eye on the future.

Prospective glider pilots have choice when it comes to where they want to fly. There are three other gliding clubs in our region, all of which compete for patronage for members in Southeast Queensland and beyond. These clubs in recent years have invested in their facilities in the hope of attracting members

Whilst we have good facilities, most of these are buildings that were constructed as part of the airports original purpose, serving the needs of the military. These facilities have served the club and the community well but are now in need of further investment.

“Attracting younger members to the club from the Kingaroy region and beyond is vital to the health of any organisation including our club”

Attracting younger members to the club from the Kingaroy region and beyond is vital to the health of any organisation including our club. Our strategy in relation to recruitment is to keep the cost of flying as low as possible, whilst providing modern, but modest facilities

Proposal

Kingaroy Soaring club has prepared an infrastructure proposal which will ensure the continued operation of the club – in Kingaroy for the next 20 years and beyond. This is a multi-stage plan which will see the club facilities brought into line with other gliding organisations, whilst still being able to leverage the excellent conditions the Kingaroy Valley affords.

SECURE A LOCATION

The most cost-effective way to build an infrastructure project, whilst preserving cash flow is via a multistage project. Importantly good planning is required to ensure that provisions for each stage are provided, in the most cost-effective manner.

Further combining components of the infrastructure at one location will also yield efficiency dividends and overall lower costs.

In order to achieve this outcome, the location of the new Kingaroy Soaring facility is proposed to be at the corner of Warren Truss drive and Geoff Raph Drive (northern side)



This location provides sufficient space to locate all the elements of our proposed project in one location, but is also affords good proximity to the location where visiting gliders are parked, as well as an excellent view of the airport itself

STAGE ONE – AMENITIES

The first stage of the project would be to build an amenity and short-term accommodation block

The scope of this phase is construction of a structure which will house the amenities block. As the recent example of the COVID testing facility demonstrates, amenity facilities at the airport are either significantly dated or not available. This project will seek to address this issue

The Amenities block will house at this stage 4 shower and toilet rooms, a storage facility and short-term accommodation rooms in single and double bed arrangements

At the completion of this stage, we propose some modest clearing of the trees in rear portion of the block, and the relocation of the permanent caravans from the old hospital site on Geoff Raph Drive. At this point we intend to return this site to the council

The proposed budget for this stage is \$400,000. Many of our members are Kingaroy business owners and locals. We intend to maximise the community benefit by utilising local trades and suppliers as far as possible

STAGE TWO – MULTI PURPOSE OPERATIONS FACILITY

The second stage of the project will be commenced immediately after completion of Stage One – or as funding restrictions allow. The scope of this stage is to build a club room facility designed to meet the needs of the club for the next 20 years. The design of the facility will revolve around being able to use the space as flexibly as possible.

Club Facility

The Kingaroy Soaring club currently operates a licensed bar, and the club facility will enable us to operate this facility within the guidelines of the Liquor Licensing act. The design features will include cool room facilities, a modest bar, and an area for socialising

Multi Use Auditorium

A significant component of the daily flying program at Kingaroy Soaring is the Daily Briefing. During this briefing, the share weather, and conditions information with the pilot community, identify how we are going to operate on the day, and discuss safety issues.

Following the briefing student pilots are provided with additional information relating to flight training theory and activities for the day

The Kingaroy Soaring Committee and number of sub committees hold regular meetings during the year. These meetings and the Annual General Meeting will utilise the multi-use Auditorium.

Kingaroy Soaring also hosts a number of social functions during the year.

Significantly the Multi Use Auditorium could be used for other community events, especially during the week, and we would be happy to discuss with council arrangements in this regard

Office Space

The multipurpose club house will also be designed to incorporate office space for the use of Committee members, as well as a space for members to conduct flight planning activities

Kingaroy Airport – RAAF Memorabilia

One of the options in constructing this facility is the ability to allocate a publicly available space that would commemorate the long history of the Kingaroy airport and the RAAF members who served at the location

The proposed budget for this stage is \$500,000. Many of our members are Kingaroy business owners and locals. We intend to maximise the community benefit by utilising local trades and suppliers as far as possible

Program

There are several variables in relation to the timeline for this solution. The following table provides a proposed program of works based on completing Stage One.

Funding and approvals are likely to require revisions to the program, but will be amended as events unfold

Kingaroy Soaring Infrastructure Plan			
Task	Activity	Description	Completed By
1	Discovery	Pull together Budget Estimates for Options	Monday, 15 November 2021
2	High Level Overview	Committee Endorsement of Scope	Tuesday, 7 December 2021
3	Location Study	Identify location options	Tuesday, 21 December 2021
4	Location Determination	Engage with Council	Tuesday, 1 March 2022
5	Refine Requirements	Detailed Requirements	Friday, 1 April 2022
6	Final Budget Preparation	Obtain firm quotes	Wednesday, 1 June 2022
7	Funding Requirements	Finalise Grant program	Friday, 1 July 2022
8	Approval	Committee approval	Saturday, 1 October 2022
9	Tenders	Tenders let	Tuesday, 1 November 2022
10	Construction	Construction	Thursday, 1 December 2022
11	Completion		Saturday, 1 April 2023

Funding Arrangements

Over the two stages of the project Kingaroy Soaring intends to utilise a diverse range of funding options for the project.

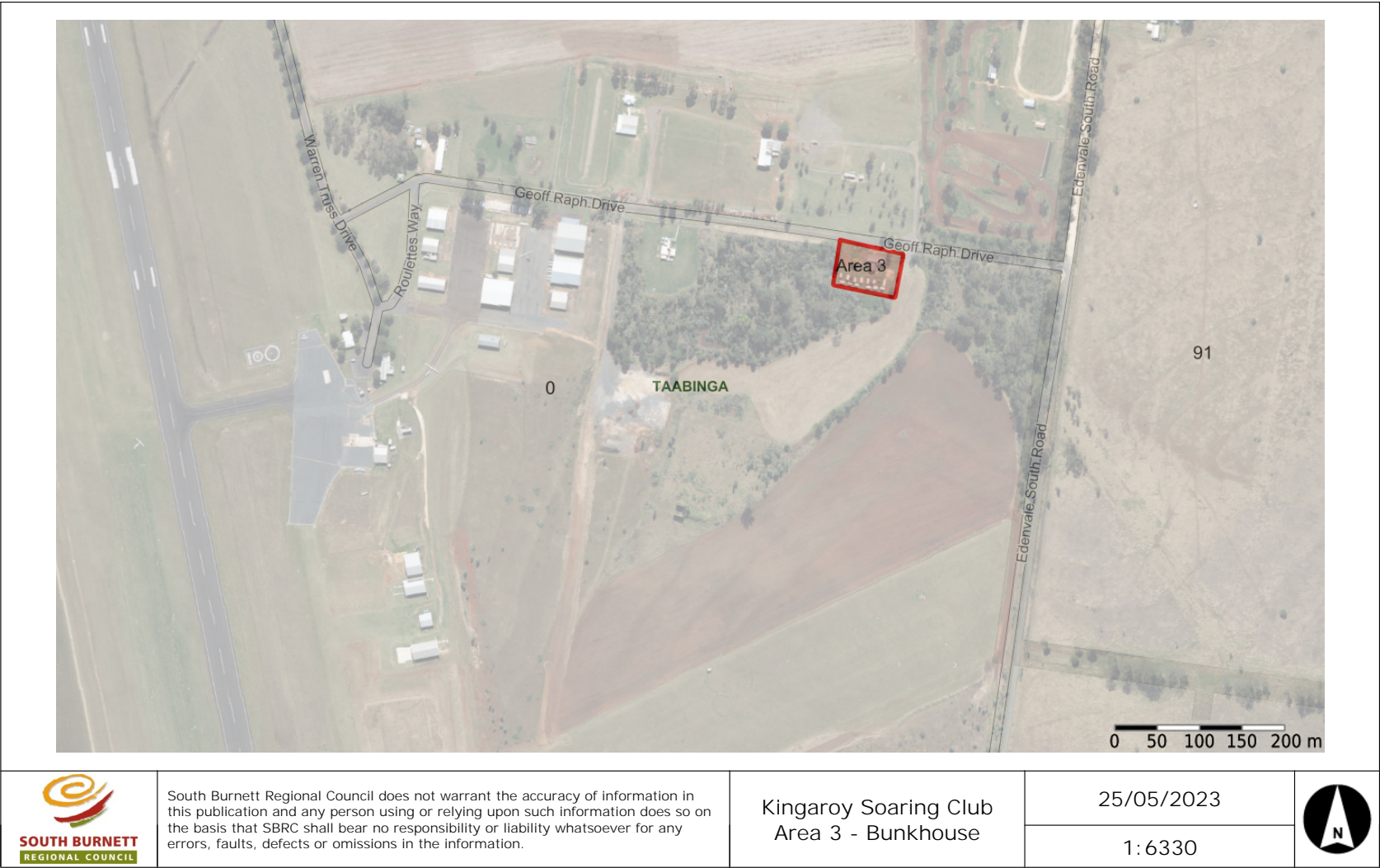
- Cash and Debt facilities
- Contributions from Benefactors
- Local Government grants
- State Government Community grants
- Fund raising and levies from the membership base

A Fund-Raising committee has already been formed, and has begun work, and we expect to be able to fund the project successfully from the above means

Next Steps

Critical to the next phase is the determination of the location of the new facility. Whilst a location is included in this proposal, Kingaroy Soaring is happy to discuss alternate locations should this site be unviable.

We would like to seek the guidance of council as to how to best approach the process of securing the location for the continued presence of the Kingaroy Soaring club within the South Burnett for the next 20 years and beyond





MEMORANDUM – To SBRC Coordinator Development Services (David Hursthouse).

PURPOSE – Kingaroy Soaring Club Re-development

SECURITY LABEL – Internal/For information

Address:	Warren Truss Drive (Kingaroy Airport)
Property Description:	-
Zone:	CF4 'Community Facilities – Transport'
Overlays (relevant):	Airport Environs
Other Instruments:	-
Planning Regulation 2017:	<ul style="list-style-type: none"> Schedule 10 Heritage Place
Regional Plan:	-
State Agency interests:	-

Questions/Matter Soaring Club is looking to re-develop their club house to include new accommodation on the airport land. Club currently utilise an existing heritage listed structure (from WW2) as their accommodation.

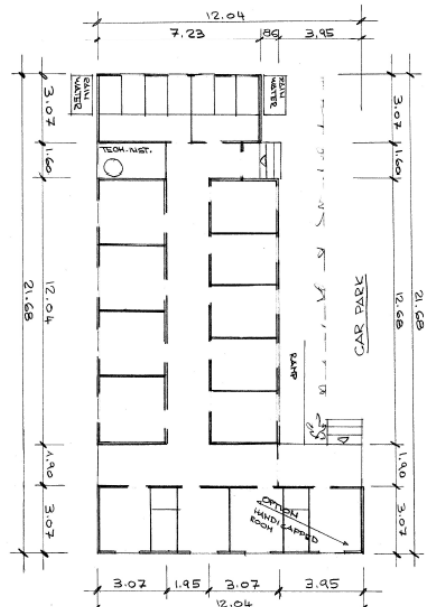
Response/Advice to consider

- Implications of placing new dormitory style accommodation on the site to replace the existing heritage structure.
- Potential demolition of the existing WW2 dormitory accommodation on order to facilitate a new dormitory.

Council's initial assessment of the proposal was based on the following information provided prior to the meeting:

- 1)
- A new Dormitory was proposed to be located in the position shown (yellow).
 - Soaring club currently occupies an existing WW2 structure (said to have been a hospital).



<p>2) Layout of dormitory is as shown (Floor Plate).</p>	
<p>3) Matters discussed at the Prelodgement meeting dated 6 April 2023</p> <p>Revised location – Potential location of the Soaring Club’s dormitory is still under consideration, Tim Hood advised that preferred location (Point 1 above) has changed on basis of further discussions with those responsible for negotiating the land leasehold (SBRC from my understanding).</p> <p>Based on Tim’s advice the new dormitory may have to be located in the current Soaring Club leasehold area. Accordingly (based on Tim’s discussion) the current dormitory WW2 building would either have to be extended or removed.</p> <p>It was asked if the matter of removing the building presented any potential planning issues, it was understood that the building is in fact heritage listed and there are ongoing discussions between the Soaring Club and SBRC Representatives about potential demolitions (possibly on grounds of structural integrity).</p>	

4)

SBRC Planning Scheme

- The Kingaroy Soaring club has been operating from the site for circa 50years. Based initial assessment and discussions with club representatives it appears club activities are consistent with the SBRC Planning Scheme Definition of 'Air Services' in that:
 - Conducts arrival/departure of aircraft.
 - Is part of an aviation facility.
 - Retains activities that are ancillary to the Air Service (Clubhouse/Dormitory for Club meetings).
- On this basis it was advised that use of Air Service (placement of a new dormitory) is subject to the following under the SBRC Planning Scheme:
 - Accepted development where complying with all Acceptable Outcomes cited in table 6.2.10. or
 - Code Assessable where not complying with all Acceptable Outcomes cited in table 6.2.10.

Note it was generally agreed between Council and the customers town planner Liam Donald (DTS town planners) that this matter could potentially be dealt with via accepted development notwithstanding the following matters.
- It was generally agreed that a town planning letter or minor report discussing compliance with acceptable outcomes would suffice where further detailed assessment was undertaken.
- Customer was advised that further detailed assessment and information would be needed before Council could further consider.
- In terms of next actions, it was resolved that Council and the applicant should meet again further refine the town planning aspects (it was agreed that no development application would be the preference).

5)

Heritage Place – it was noted that Tim Hood referred to the current Soaring Club (at the airport) as retaining formal heritage value. This matter was further explored after the prelodgement meeting to determine implications. The following was noted:

- a. The Kingaroy airport is heritage listed on state and local registers (but not referred to in the SBRC Planning Scheme.
- b. The Soaring Club dormitory is one of several remaining buildings that were in service during in WW2 (was a hospital).

Implications -

- c. Discussions about potential demolition is perhaps the wrong conversation to have depending on what the priorities are for rehousing the Soaring Club into a new dormitory. Any demolition consideration will add significant time to the process.
- d. Further to point (c) it is illegal to remove a heritage place without the proper approvals (process of removal/demolition from a heritage site is understood to require substantial reporting, justification, and specialist consultant input).

- e. The SBRC Planning Scheme has no trigger for assessable development on a heritage site, however, the ***Planning Regulation 2017 (Schedule 10 Part 8, div 1 & 2)*** triggers code assessable development on a Heritage Site (local or state).
- f. Accordingly a properly made application will be required for lodgement with SBRC as the Assessment manager pursuant to the Planning Act 2016.
- g. As the heritage aspects apply to the 'site'

Summary

- Soaring Club's use of Kingaroy Airport Land is consistent with SBRC planning scheme's definition of 'Air Services' hence a new accommodation dormitory is in principle also consistent as an ancillary use.
- Continuation of Soaring Club's Air Services activity (as a use) could be justified as Accepted development or akin to (depending on a more detailed assessment).
- Notwithstanding the Air Services being Accepted Development, a Code Assessable Development application will be required to deal with procedural matters arising from the Kingaroy Airport's Local & State Heritage listing.
- Assessment of heritage aspects associated with the development application will require specialist heritage consultant inputs.

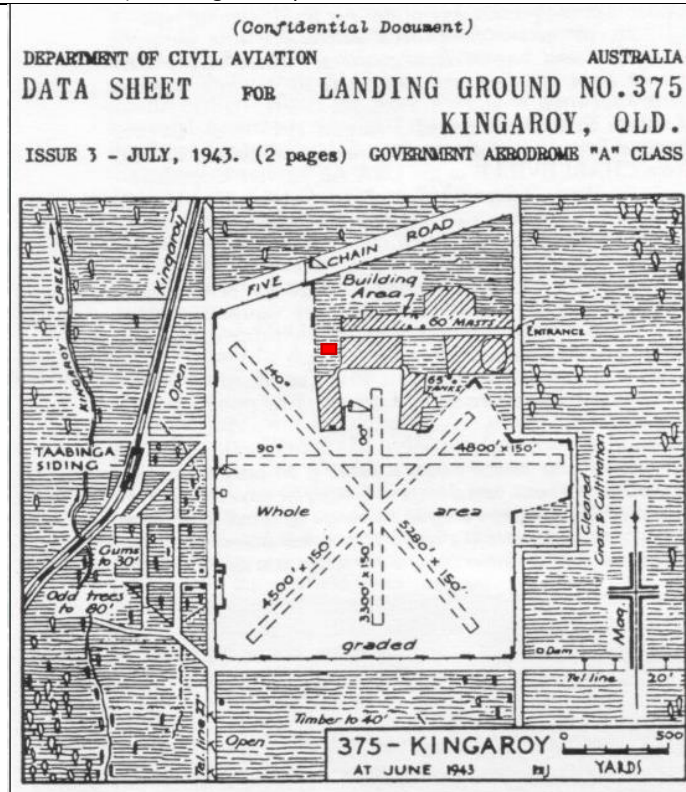
Recommendations

- Carefully consider options regarding demolition/removal of existing buildings on the site (this may not yield a timely result).
- Consider relocating the Soaring Clubs lease area or amending in such a way as to avoid delays/issues associated with assessable demolition of heritage structures. Allocation of lease area for Soaring Club is not a planning issue but such decision may attract planning implications.
- Escalate the matter:
 - Prioritise subsequent meetings with the Soaring Club asap to ensure proper process is understood for what a planning application will need to demonstrate.
 - Resolve the matter of lease area to enable resolution of the planning issues (implications of location and its effects).
- Notify the applicable SBRC personnel (incl Jennifer Pointon & Michael Hunter)

Additional comments on heritage aspects – below is a comparison of Kingaroy Airport buildings today and in 1940's. Soaring clubs previously preferred location is shown in context of now and the WW2 period to which heritage is cited. It may be that areas such as those preferred by the Soaring club have less implications in the desired location.



The below is a building placement diagram apparently from WW2. Soaring Clubs preferred building location may not be within areas of the site that have clear historical significance (this may present less of an issue in terms of heritage assessment however proper assessment would still need to be undertaken). Soaring Clubs preferred location believed to be as hatched below.



19 April 2023 Amendment

- Spoke with Liam Donald (DTS) @ 11:20am advised on the matter of heritage and the triggers for assessment under the Planning Regulation 2017 (potentially code assessable). Liam advised that DTS are looking at possibility of Heritage Exemption for the new dormitory.
- At this stage it is uncertain as to how demolition of the existing structure is to be undertaken, Liam inferred that the structure in question may be substantially altered (i.e. integral components that would otherwise contribute to heritage may not exist (detailed assessment probably required before making a determination here)).

Cathy Jackson

From: David Hursthouse
Sent: Tuesday, 30 May 2023 11:25 AM
To: Cathy Jackson
Cc: Madelyn Stewart
Subject: FW: Request for minutes/note planning advice for Kingaroy Soaring Club
Attachments: Kingaroy Soaring Club - Licence Area 3 - Bunkhouse (accommodation) & caravan park.pdf; DILAPIDATION INSPECTION REPORT (002).docx; Internal photos of Bunkhouse - 17 March 2023.docx; local-heritage-placecards.pdf

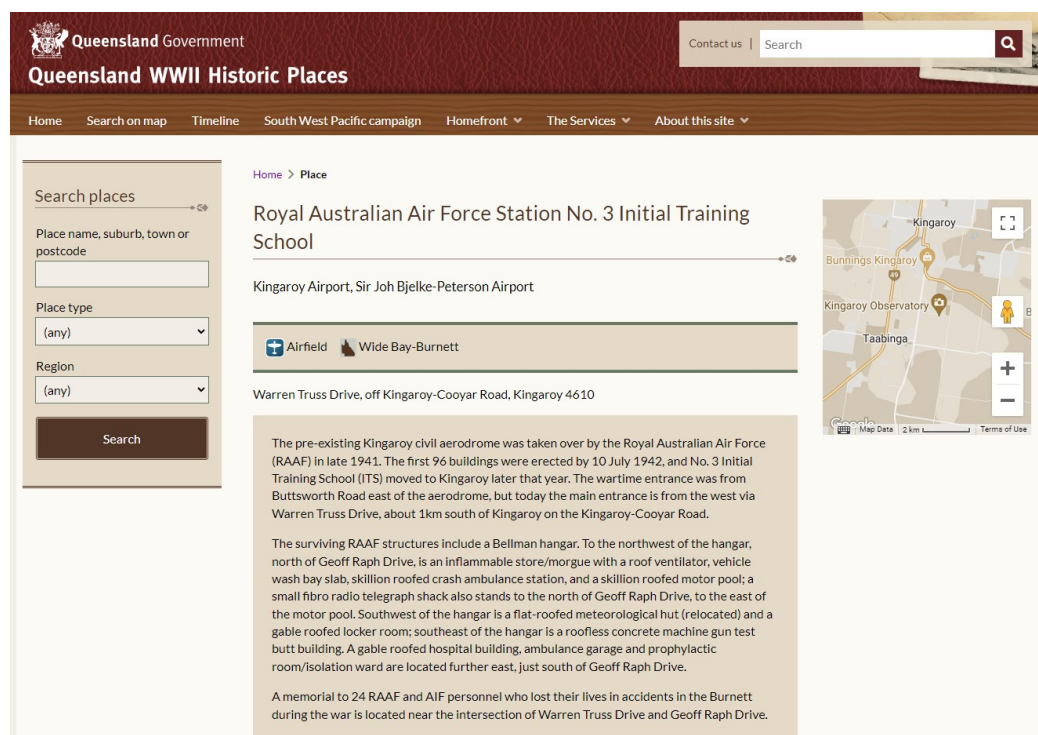
Hi Cathy

Thank you for your email, in reply please be advised that Development Services have sought, obtained and reviewed advice from Council's consultant Planner on your enquiry.

Responses to your questions are in **blue** font as follows:

The Kingaroy Soaring Club occupy multiple sites at the airport, their current licence area for the accommodation building and caravan park is located on Area 3, just off Geoff Ralph Drive. I understand the Kingaroy Aerodrome/Sir Joh Bjelke-Petersen Airport is listed on the Local Heritage Register although searches through the Queensland Heritage Register show that it is not listed, there is reference to the site being a heritage reported place WW2, although the reference 602321 does not exist on the state register.

It would appear you have reviewed similar State Government resources, as while the site is referred to as a 'reported place' per QLD Heritage Register, it is confirmed that we could not locate 602321. However, we did identify a reference/citation to Kingaroy Aerodrome/Sir Joh Bjelke-Petersen Airport via a QLD Govt website called 'QLD WWII Historic Places' (per the link and insert below) <https://www.ww2places.qld.gov.au/place?id=839>. Therefore, it appears that there is/was an intent to afford the Kingaroy Aerodrome/Sir Joh Bjelke-Petersen Airport State Heritage significance. However, we are not sure of the legalities/relevance/process in terms of the outcome. It is recommended that not to interfere with the subject building without first clearing this matter up with duly qualified advice and/or written advice from the State wrt the inconsistency.



The accommodation building known as the bunkhouse or old hospital building has been left in a state of disrepair for many years and it at an end of it's useful life, the dilapidation report references the exterior although an internal inspection was undertaken showing the majority of the frame work being rotten and eaten away by termites.

Information is noted and we have reviewed the Dilapidation Report. We not sure of the specifics in terms of how, or if a heritage building's state of repair justifies its removal or mandatory remediation. It's our understanding that state of repair/structural integrity can play a role if a building is subject to 'demolition control' under a planning scheme, but do not believe that it's as simple/straightforward for a heritage site.

Can you please clarify:

- That the Kingaroy Aerodrome/Sir Joh Bjelke-Petersen Airport is not on the Queensland Heritage Register?

Notwithstanding the 'reported place' and corresponding ID number, we have not identified that the Kingaroy Aerodrome/Sir Joh Bjelke-Petersen Airport is on the QLD Heritage register. However, this is unusual and we are not sure how to interpret (refer to recommendation above).

- The Kingaroy Aerodrome/Sir Joh Bjelke-Petersen Airport is on the Local Heritage Register?

Yes, the Kingaroy Aerodrome/Sir Joh Bjelke-Petersen Airport is on the Local Heritage Register (place card 25 of 114 as attached). Therefore, on this basis we believe removal of the structure in question is assessable against the SBRC Planning Scheme Section 5.3.1(4) which refers to triggers for assessable heritage sites pursuant to 'Schedule 10 of the Planning Regulation 2017'.

- What steps the club would need to take to apply to remove the Bunkhouse from the local register?

To the best of our knowledge SBRC does not appear to have a policy process for removing a place/building from a Local Heritage Register (i.e. SBRC's Heritage Register sits to the side of the Planning Scheme). Based on examples from other Council's (who do have a policy) it would appear that removing a heritage place/building from a site requires addressing of both cultural and building aspects.

It is suggested the next steps should be to:

- determine conclusively if the site is State Heritage Listed; and

- seek qualified assistance regarding the matter of removal/demolition of a heritage building (i.e. heritage consultant) as they will most familiar with addressing key aspects of the processes involved.

I trust this clarifies your questions.

Regards

David



David Hursthouse

Coordinator Development Services

P 07 4189 9100

PO Box 336 Kingaroy QLD 4610

www.southburnett.qld.gov.au



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From: Cathy Jackson <cathy.jackson@sbrc.qld.gov.au>

Sent: Thursday, 25 May 2023 1:02 PM

To: Planning <Planning@SBRC.qld.gov.au>

Cc: David Hursthouse <david.hursthouse@sbrc.qld.gov.au>

Subject: RE: Request for minutes/note planning advice for Kingaroy Soaring Club

Good afternoon,

Thank you for providing this advice so quickly. I just wanted to have some questions clarified from the advice provided.

The Kingaroy Soaring Club occupy multiple sites at the airport, their current licence area for the accommodation building and caravan park is located on Area 3, just off Geoff Ralph Drive. I understand the Kingaroy Aerodrome/Sir Joh Bjelke-Petersen Airport is listed on the Local Heritage Register although searches through the Queensland Heritage Register show that it is not listed, there is reference to the site being a heritage reported place WW2, although the reference 602321 does not exist on the state register. The accommodation building known as the bunkhouse or old hospital building has been left in a state of disrepair for many years and it at an end of it's useful

life, the dilapidation report references the exterior although an internal inspection was undertaken showing the majority of the frame work being rotten and eaten away by termites.

Can you please clarify:

- That the Kingaroy Aerodrome/Sir Joh Bjelke-Petersen Airport is not on the Queensland Heritage Register?
- The Kingaroy Aerodrome/Sir Joh Bjelke-Petersen Airport is on the Local Heritage Register?
- What steps the club would need to take to apply to remove the Bunkhouse from the local register?

If you could please clarify by Tuesday 30/05/2023 or sooner, happy to discuss further.

Kind regards,



Cathy Jackson
Lease Officer

P 07 4189 9100
PO Box 336 Kingaroy QLD 4610
www.southburnett.qld.gov.au



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From: Planning <Planning@SBRC.qld.gov.au>
Sent: Wednesday, 24 May 2023 3:40 PM
To: Cathy Jackson <cathy.jackson@sbrc.qld.gov.au>
Cc: David Hursthouse <david.hursthouse@sbrc.qld.gov.au>
Subject: RE: Request for minutes/note planning advice for Kingaroy Soaring Club

Afternoon Cathy,

Please see attached memo/minute notes from our Planning Consultant who attended the meeting on Council's behalf.

Kind Regards



Planning

P 07 4189 9100

PO Box 336 Kingaroy QLD 4610

www.southburnett.qld.gov.au



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From: Cathy Jackson <cathy.jackson@sbrc.qld.gov.au>

Sent: Wednesday, 24 May 2023 1:59 PM

To: Planning <Planning@SBRC.qld.gov.au>

Subject: Request for minutes/note planning advice for Kingaroy Soaring Club

Importance: High

Good afternoon,

Can I please request a copy of the minutes/notes from the planning advice provided to the Kingaroy Soaring Club on the 6 April 2023.

I require this for a report to Council regarding the condition of their current accommodation/request to build new accommodation at the Kingaroy Aerodrome.

If I could get a copy on or before 1 June 2023 that would be great.

Any concerns please let me know.


Kind regards,



Cathy Jackson

Lease Officer**P** 07 4189 9100

PO Box 336 Kingaroy QLD 4610

www.southburnett.qld.gov.au [southburnettregion](https://www.facebook.com/southburnettregion)

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12 PORTFOLIO - TOURISM & VISITOR INFORMATION CENTRES, SPORT & RECREATION AND COMMERCIAL ENTERPRISES

12.1 TOURISM & VIC'S, SPORT & RECREATION AND COMMERCIAL ENTERPRISES PORTFOLIO REPORT

File Number: 14-06-2023

Author: Division 1 Councillor

Authoriser: Chief Executive Officer

PRECIS

Tourism & VIC's, Sport & Recreation and Commercial Enterprises Portfolio Report

SUMMARY

Cr Erkens presented her Tourism & VIC's, Sport & Recreation and Commercial Enterprises Portfolio Report.

OFFICER'S RECOMMENDATION

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

Tourism & VIC's:

Winter time is certainly well and truly here with below zero temperatures across the region bringing frosty mornings. With the winter weather comes the great migration of southern tourists through our region to the warmer weather in North Qld. As portfolio holder of Tourism one of my goals is to encourage these tourist to stop and explore some of the fabulous attractions we have in our region. Working with Visit South Burnett Inc. who are Councils partners in tourism I am hoping to encourage local tourism operator's to become involved in the Councils information centres which give a great opportunity for them to promote the region to these visitors. I certainly encourage tourism operators to connect with the volunteers.

Across the region we have lots of events which bring visitors every weekend from fishing competitions at the local dams.

Sport and Recreation:

Sporting events in the area are also a great source of income to the region. Nanango Junior Soccer hosted the Heritage Nanango Panthers MiniRoos Carnival the first weekend in June where 50 teams to attend their Carnival. Nanango Junior Rugby League hosted the junior South Burnett games and this event also attracted a great number of players and their families to the town. This is a great boost to small towns within our region.

Nanango Golf Club are celebrating their 100 year anniversary and there is a great display of their history on display at the Clubhouse. I recommend a visit to see what can be achieved with good community support.

South Burnett Rugby League President Greg Pomfret said their organisation were hopeful that a submission to host the 47th Battalion Rugby League Competition next year in the May Long Weekend will be successful. This would be a great boost to not only commercial enterprises but also Community Groups who would be called on to assist with catering and could attract up to 3,500 people to our great region.

From sporting to Arts in Kingaroy you can celebrate your passion for arts and show support to our incredible local artists! A two-month-long extravaganza of creativity, where you'll witness the magic of handmade crafts, mesmerizing artworks, and innovative designs. Whether you're an art enthusiast or simply curious, this festival promises an unforgettable experience for everyone and is attracting a number of visitors to the region.

Markets are popular at all times of the year and winter is no exception with most weekends seeing bargain hunters out checking markets. These events also bring a large influx of visitors to the region on a regular basis.

These events could not happen without the support of our volunteers. From Mums and Dads, Club Officials and general public who give up their time to ensure our lifestyle is enriched with sporting, art and cultural events as well as those volunteers who staff our Information Centres throughout the South Burnett. They travelled outside of our region promoting what we have while on a ride on the Gympie Rattler. I was very pleased to hear they had a great time as we really are grateful for the service they provide.



Pic 1. The Army Cadets held an exercise recently with visitors from South East Qld attending.



Pic 2 The Qld Jaguar Club took time out to visit Historic Ringsfield while in the region.



Pic 3 Good crowd attended the Soccer Club Mini Roo Competition.



Pic 4 South Burnett Information Centre Volunteers on their recent Outing.

South Burnett Visitor Information Centres:

The Volunteers at the Kingaroy VIC showcased three local suppliers for the month of May – Stonelands Skin, Richard's Country Kitchen and Simply Cards by Leanne. These displays are changed for each month or for special holiday season which the volunteers are always enthusiastic and passionate about.

Statistics on where our visitors to our VIC's are coming from are below. These figures are total numbers from January to May 2023.

Kingaroy	Nanango	Wondai	Murgon	Total
4,292	1903	2,525	922	9,642

	2023	2022
Brisbane	25.24%	31.3%
Gold Coast	4.02%	7.5%
Toowoomba/Golden West	3.47%	3.6%
Southern Downs	0.87%	1.2%
Sunshine Coast	9.18%	10.6%
South Burnett	27.81%	26.4%
Fraser Coast	4.15%	2.6%
Bundaberg	2.78%	2.5%
Gladstone	0.83%	0.6%
Capricorn	1.34%	1.1%
Outback	0.30%	0.9%

Mackay	1.17%	0.8%
Whitsundays	0.17%	0.1%
Townsville	0.78%	0.8%
Tropical North Queensland	1.09%	0.8%
NSW	8.71%	5.2%
Victoria	2.30%	0.6%
Other States	3.51%	1.2%
Overseas	2.28%	0.4%

The PCYC in Murgon held the first Volunteer Expo at the Murgon Town Hall which we had a stall/display. There were a number of other organisations in attendance. It was a very good day for networking and finding that all the other organisations are all looking for more Volunteers.

We have been fortunate to have three new volunteers during the month. One for the Kingaroy Heritage Museum and two for Wondai VIC.

Famil – We have had the second Famil for the year. This was held in May, and we arranged for the Famil to be outside the South Burnett, as per our Accreditation. We took our wonderful volunteers to the Mary Valley Rattler in Gympie. It was a wonderful day and the Volunteers thoroughly enjoyed themselves. For Blackbutt it was a very long day, as they were the first to be picked up and the last to be dropped off.

As we move forward through the year, we are in the planning stage for the Forum in July which will have speakers from some of our largest companies in the South Burnett – Swickers, Plenty, Crumptions and The Rail Trail, we will also have a talk from our WPH&S. This will be followed by a Famil in September and another in November/December to finish off the year.

The Wondai Heritage Museum are in the process of planning an Open Day and Dedication to Kevin Dixon in August. Kevin was a Volunteer who created a Diorama for the Museum, but unfortunately before he could finish, he passed away and his family completed the Diorama. Council received a grant to have the Diorama covered for protection, and to complete the process was agreed to have a plaque and dedication arranged.

Commercial Enterprises

Saleyards:

The Saleyards continue to be busy with the completion of the Capital works project as part of Council's upgrade program and high yarding of cattle due to the continuation of a dry start to winter with Fat & Store Sale held on Tuesday 23 May 2023 and a Weaner show & sale to be held on Thursday 15 June 2023.

The Fat & Store Sale held on Tuesday 23 May was brought forward from Thursday 25 May with a yarding of 625 head between agents Aussie Land & Livestock & Grant Daniel Long. The sale commenced from 12:30pm after the Murgon Cattle sale concluded and Council's Commercial Enterprise staff demonstrated great teamwork to run their first sale in the scales and bottom office without the assistance from the agent's support staff.

A Weaner Show & Sale will be held on Thursday 15 June with 1500 head cap introduced and the awards commencing at 7.30am and sale at 8.00am. Council's Commercial Enterprise Staff will continue to provide support in the scales and bottom office to the agents, vendors, and buyers.

The capital works project to replace a section of the old wooden yards with new steel cattle yards is now completed. The quality workmanship from the Contractor has enhanced the look and safety of

this section of the complex. Council is seeking specs & quotes from contractor for further works to improve the catwalks.

Progress photo:



Dams:

The carpports are continuing to be constructed at Bjelke-Petersen Dam and project is expected to conclude by 22 June, weather permitting.

The Festival of the Dams fishing competition was held at Bjelke-Petersen Dam on the weekend of the 20-21 of May. Congratulations to Fishing Freshwater, Council, dam managers & their support staff for another successful comp & job well done.

'A Day at The Dam' Music Festival preparations for 28 October 2023 are continuing to progress & well under way with all artists locked in. Featuring artists are The Wolfe Brothers, Casey Barnes, Taylor Moss and Will Day.



Next committee meeting will be held on Wednesday 14 June in Murgon meeting room with invited Emergency services sections - Qld Ambulance Service, Qld Police, Qld Fire and South Burnett Security to discuss logistics.

A Public media release has been issued on Council's website announcing the music festival with entertainment to be provided by local bands from 2pm with the main event kicking off at 5pm. Ticket sales are expected to go on sale during the month of June. The concert will finish at 10pm and will be fully licensed. Bus transport will be available for community members from Nanango, Kingaroy, Wondai and Murgon.

This event will provide a platform for local service providers, disaster recovery and employment agencies to showcase their products and share resources to the attendees, through trade displays and a mini job fair.

BACKGROUND

Nil

ATTACHMENTS

Nil

13 TOURISM & VISITOR INFORMATION CENTRES

13.1 MURGON VISITOR INFORMATION CENTRE COMMUNITY ENGAGEMENT

File Number: 14-06-2023

Author: Tourism Service Officer

Authoriser: Chief Executive Officer

PRECIS

The Murgon Visitor Information Centre is no longer accredited, a community survey has been undertaken.

SUMMARY

The Murgon Visitor Information Centre is currently open for 20 hours per week, Council has engaged with community to seek their views on the opportunity co-location with another community group.

OFFICER'S RECOMMENDATION

That the Committee recommend to Council that:

1. An expression of interest is released to the South Burnett not-for profit community to co-locate at the Murgon Visitor Information Centre.
2. The community engagement feedback is received and noted

FINANCIAL AND RESOURCE IMPLICATIONS

The proposed Expression of Interest process will be undertaken within current staff and resources. Community groups wishing to co-locate would be responsible for any fit-out or refurbishment of the building to meet their needs.

LINK TO CORPORATE/OPERATIONAL PLAN

OPL/23 Explore partnership opportunities to support local volunteer groups.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The Tourism, VICs and Arts team provided an online community survey from 5 April 2023 to 5 May 2023. Officers visited and distributed flyers to the Murgon business community, targeting businesses located in the CBD that were most likely to be affected by any changes to the purpose and services at the VIC.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Any proposed agreement for a not-for-profit to utilise the space will be provided to Council for final consideration under exception in *Local Government Regulation 2012 section 236 (1)(b)(ii)*.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Expressions of Interest received from groups will be assessed against Council's Lease Policy.

ASSET MANAGEMENT IMPLICATIONS

NIL

REPORT

As per Council resolution, staff designed and released a community survey on Survey Monkey and the results are as follows:

40 people responded to the survey

1). Would you like to see the Centre used as a Community Space? For example, a not for profit?

Yes 60%

No 40%

2). Would you like to see the Centre used for a commercial entity?

Yes 22.5%

No 77.5%

3). Should the Visitor Information Centre remain in this space?

Yes 86.49%

No 13.51%

4). Have you volunteered in one of the South Burnett Visitor Information Centres?

Yes 12.2%

No 87.8%

17.1 MURGON VISITOR INFORMATION CENTRE

RESOLUTION 2023/483

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That South Burnett Regional Council consults with the Murgon Business & Development Association Inc. and community groups prior to considering any changes to the Visitor Information Centre in Murgon and a report be brought back to the June Liveability, Governance and Finance Standing Committee Meeting.

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

Against: Nil

CARRIED 7/0

ATTACHMENTS

Nil

14 PORTFOLIO - REGIONAL DEVELOPMENT, DEVELOPMENT SERVICES, COMMUNITY & SOCIAL HOUSING

14.1 REGIONAL DEVELOPMENT, DEVELOPMENT SERVICES AND COMMUNITY & SOCIAL HOUSING PORTFOLIO REPORT

File Number: 14-06-2023

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

During the month of May, the Building Team received 74 customer requests and 62 building applications as follows:

- 36 – Council Applications; and
- 26 – Privately Certified Lodgements.

The number of building applications projected to be received by Council for the current financial year is 407. This projected figure compares to 441 for the previous financial year and 364 applications for the 2019/2020 financial year.

The number of privately certified applications projected to be received by Council for the current financial year is 248. This projected figure compares to 257 for the previous financial year and 195 applications for the 2019/2020 financial year.

Planning

During the month, the Planning Team received 80 customer requests, 18 planning applications and attended 1 pre-lodgement meeting. The breakdown of applications are as follows:

- 3 – Material Change of Use (MCU);
- 2 – Reconfiguration of a Lot (RAL);
- 2 – Operational Work (OPW);
- 7 – Plan of Sealing (POS);
- 1 – Exemption Certificate (EXC); and
- 3 – Development Incentive Scheme.

The number of planning applications projected to be received by Council for the current financial year is 123. The projected figure compares to 109 for the previous financial year and 64 applications for the 2019/2020 financial year.

Plumbing

During the month of May, the Plumbing Team received 17 customer requests and 26 plumbing and drainage applications as follows:

- 17 – Class 1/10a – Domestic No Sewer;
- 5 – Class 1/10a – Domestic Sewer; and
- 4 – Class 2-9 – Other Building (Commercial).

The number of plumbing applications projected to be received by Council for the current financial year is 236. This projected figure compares to 299 for the previous financial year and 248 applications for the 2019/2020 financial year.

Major Planning Scheme Amendment

A revised version of the proposed major amendment (version 2.1) was submitted to the Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) on 22 March 2023. The States timeframes for its review expired in May without receiving a response. Our consultant advises that such delay is a consistent local government experience and continues to follow up DSDILGP about Council's request. As of 6 June 2023, Council's request remains within the internal approval processes of DSDILGP and/or with the Minister. The next process step is for the Minister to give Council notice of:

- the outcome of the State interest review;
- whether Council may proceed to publicly consult the proposed major amendment of the planning scheme; and
- the communications strategy that Council must implement when proceeding to public consultation.

Resourcing

There is a heavy reliance on utilising consultants to provide the planning functions and service due to the Senior Planner being on extended leave and Planning Officer position being recruited. Interviews were held for the vacant Planning Officer position and the preferred candidate is undertaking final pre-employment checks prior to a formal job offer being made.

Inspection Program

Planning has commenced to implement an 'approved inspection program' under s133 of the *Local Government Act 2009*. The purpose of the proposed the proposed program is to monitor compliance with building and plumbing requirements in Hivesville. A further report will be presented to Council in the near future.

Legal Matters

The Planning team has two (2) current appeals in progress, the details of which are as follows:

2922/22 VB 1884 Pty Ltd -V- South Burnett Regional Council

This is an appeal against Council's decision to issue a development approval for a Preliminary Approval for MCU Service Station (Service Station including ancillary food and drink outlet & shop) at 81 Haley Street, Wondai. The latest action in the matter is that a Court Ordered conference (mediation) was chaired by the ADR Registrar on 5 June 2023. This matter is scheduled to be reviewed by the Court on 23 June 2023.

828/23 Amplitel Pty Ltd -V- South Burnett Regional Council

This is an appeal against Council's decision to refuse a development application for a Development Permit for a Material Change of Use (Telecommunications Facility) at Redman's Road, Kingaroy.

The latest action in the matter is that a 'without prejudice' meeting is being scheduled for 21 June 2023 ahead of the directions hearing is scheduled for 23 June 2023.

ATTACHMENTS

Nil

14.2 PLANNING AND LAND MANAGEMENT OPERATIONAL UPDATE**File Number:** 14-06-2023**Author:** Manager Environment and Planning**Authoriser:** Chief Executive Officer**PRECIS**

Planning and Land Management Operational Update.

SUMMARYPlanning and Land Management Operational Update.

OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. May 2023 Planning & Land Management Operational Update [↓](#) 

LIVEABILITY – PLANNING & LAND MANAGEMENT OPERATIONAL UPDATE

Darryl Brooks
Manager Environment & Planning

Private Certification YTD Report on Subcategories
 Period 01-Jul-2022 to 31-May-2023

Application Type	Total
AltPoolFnc	0
BudgetAcc	0
CAP	0
Class1&10a	23
Class1&10b	2
Class10a	101
Class10a&b	1
Class10b	4
Class1a	76
Class1b	1
Class2	0
Class3	1
Class4	0
Class5	1
Class6	4
Class7	2
Class8	0
Class9	1
Class9a	0
Class9b	1
Class9c	0
FarmShed	1
IssChgClas	1
Remove	3
Restump	0
RetainWall	0
SACouncilP	0
SASStatePro	0
SignSatDsh	0
SpecStruct	0
SwimPool	4
TempStruct	0
Total	227

Planning Applications YTD Report on Subcategories
 Period 01-Jul-2022 to 31-May-2023

Application Type	Total
QEXC	1
QMCU	31
QOPW	17
QPOS	32
QRAL	29
QSPS	0
LLTempHome	3
Total	113

Plumbing Applications YTD Report on Subcategories
 Period 01-Jul-2022 to 31-May-2023

Application Type	Total
DomNoSewer	143
DomSewer	38
OtherBuild	35
Total	216

Building Applications YTD Report on Subcategories
 Period 01-Jul-2022 to 31-May-2023

Application Type	Total
AltPoolFnc	0
BldMatters	0
BudgetAcc	0
CAP_Bld	1
Class1&10a	9
Class1&10b	0
Class10a	183
Class10a&b	0
Class1a	77
Class1b	2
Class2	0
Class3	0
Class4	0
Class5	2
Class6	7
Class7	9
Class8	8
Class9	2
DesignSite	31
DwellReloc	18
FarmShed	2
FireSafety	0
IssChgClas	0
Remove	5
ReRoof	1
ResService	0
Restump	1
RetainWall	0
SACouncilP	0
SASStatePro	0
SignSatDsh	1
SpecStruct	0
SwimPool	14
TempStruct	0
Total	373

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
Comparison of Development Applications 2019/2020, 2020/2021, 2021/2022 and 2022/2023													
Period 01-Jul-2022 to 31-May-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	0	113
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	0	373
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	0	227
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	0	216

15 DEVELOPMENT SERVICES - (PLANNING, BUILDING, PLUMBING)**15.1 MCU22/0022 - 17 FORK HILL DRIVE, MOFFATDALE****File Number:** 14.06.2023**Author:** General Manager Liveability**Authoriser:** Chief Executive Officer**PRECIS**

Update on Development Application

SUMMARY**COMMITTEE RESOLUTION 2023/247**

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the information report be noted for Council's information and a further report be brought back to the June Liveability, Governance & Finance Standing Committee Meeting.

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

Against: Nil

CARRIED 6/0

OFFICER'S RECOMMENDATION

That the report be noted

BACKGROUND

Discussions have been held with the applicant's planning consultant and advice provided on making a change application to allow assessment of the additional short term accommodation buildings the applicant is requesting.

An offer has also been made to waive the application fees for the new/change application, given the disjointed process surrounding the original application.

Currently awaiting response/application.

ATTACHMENTS**Nil**

15.2 DELEGATED AUTHORITY REPORTS (1 MAY 2023 TO 31 MAY 2023)**File Number:** 14-06-2023**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 May 2023 until the 31 May 2023.





OFFICER'S RECOMMENDATION

That the Delegated Authority report be received.

BACKGROUND

N/A

ATTACHMENTS

1. RAL22/0028 - Reconfiguration of a Lot - Subdivision (1 Lot into 2 Lots) at 1304 Wattlegrove Road WATTLE GROVE [↓](#) 
2. RAL23/0003 - Reconfiguration of a Lot (Access Easement) at Knight Street KINGAROY [↓](#) 
3. OPW23/0005 - Operational Works (Filling or Excavation) at Proston Boondooma PROSTON [↓](#) 
4. OPW23/0010 - Operational Works (Signage) at 18 Main Street MAIDENWELL [↓](#) 

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0.0 RECONFIGURATION OF A LOT - SUBDIVISION (1 LOT INTO 2 LOTS) AT 1304 WATTLEGROVE ROAD, WATTLE GROVE (AND DESCRIBED AS LOT 459 ON FY1925). APPLICANT: K E CRAWFORD C/- ONF SURVEYORS

File Number: RAL22/0028

Author: Planning Consultant

Authoriser: Chief Executive Officer

PRECIS

Reconfiguration of a Lot – Subdivision (1 Lot into 2 Lots) at 1304 Wattlegrove Road, Wattle Grove (and described as Lot 459 on FY1925). Applicant: K E Crawford C/- ONF Surveyors.

SIGNATURE	DATE
<i>coordinator development services</i> MANAGER	03/05/23
GM	3/5/23
CEO	4/5/23

SUMMARY

- Application for Reconfiguration of a Lot – Subdivision (1 Lot into 2 Lots);
- Subject site located in the zone under the South Burnett Regional Council Planning Scheme;
- Proposal triggered Code Assessment;
- The subject site contains an existing quarrying activity, and the balance of remaining land is currently used for grazing;
- The development application is assessed against the relevant code of the South Burnett Regional Council Planning Scheme. Relevant codes including:
 - The Rural Zone Code;
 - Reconfiguring a Lot Code; and
 - Services and Works Code.
- Council issued an information request and further matters letter which required the applicant to amend the original MCU application before this RAL could be decided;
- The application has been assessed and the proposal generally meets the requirement 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;
- Application recommended for approval subject to reasonable and relevant conditions.

OFFICER'S RECOMMENDATION

The application is recommended for approval subject to conditions below.

GENERAL

- GEN1. The development must be completed and maintained in accordance with the approved plans and documents and conditions to this development approval:

Drawing Title	Prepared By	Ref.	Rev.
Proposed Subdivision	ONF Surveyors	10602P/1	A

DEVELOPMENT PERIOD – RAL

- GEN2. The currency period for this development approval for reconfiguring a lot is four (4) years after the development approval starts to have effect. The development approval will lapse unless the survey plan for all works and stages required to be given to Council for approval is provided within this period.

RAL GENERAL

- RAL1. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.
- RAL2. All conditions of this approval are to be satisfied prior to Council endorsing the Survey Plan, and it is the applicant's responsibility to notify Council to inspect compliance with conditions.

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A fee will be charged, with payment required prior to Council's approval of the associated documentation requiring assessment.

- RAL3. Prior to sealing the Plan of Survey the applicant is required to pay the Council all rates and charges or any expenses being charged over the subject land under any Act in accordance with Schedule 18 Section 69 of the *Planning Act 2017*.
- RAL4. Prior to the sealing of the Plan of Survey the applicant is to provide a certificate signed by a licensed surveyor stating that after the completion of all works associated with the reconfiguration, survey marks were reinstated where necessary and all survey marks are in their correct position in accordance with the Plan of Survey.

VALUATION FEES

- RAL5. Payment of Department of Natural Resources, Mines and Energy valuation fees that will result from the issue of split valuations prior to Council sealing the Plan of Survey. The contribution is currently \$50.00 per lot however, the actual amount payable will be based on Council's Register of Fees & Charges and the rate applicable at the time of payment.

ENGINEERING WORKS

- ENG1. Complete all works approved and works required by conditions of this development approval and/or any related approvals at no cost to Council, prior to Council's endorsement of the Survey Plan unless stated otherwise.
- ENG2. Undertake Engineering designs and construction in accordance with the Planning Scheme, Standard Drawings, relevant Australian Standards, Codes of Practice, WBBROC Regional Standards Manual and relevant design manuals.
- ENG3. Be responsible for any alteration necessary to electricity, telephone, water mains, sewer mains, stormwater drainage systems or easements and/or other public utility installations resulting from the development or from road and drainage works required in connection with the development.

LOCATION, PROTECTION AND REPAIR OF DAMAGE TO COUNCIL AND PUBLIC UTILITY SERVICES INFRASTRUCTURE AND ASSETS

- ENG4. Be responsible for the location and protection of any Council and public utility services infrastructure and assets that may be impacted on during construction of the development.
- ENG5. Repair all damages incurred to Council and public utility services infrastructure and assets, as a result of the proposed development immediately should hazards exist for public health and safety or vehicular safety. Otherwise, repair all damages immediately upon completion of works associated with the development.

STORMWATER MANAGEMENT

- ENG6. Provide overland flow paths that do not adversely alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.
- ENG7. Adjoining properties and roadways to the development are to be protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.

VEHICLE ACCESS

- ENG8. Design and construct an access to proposed Lot 1 in accordance with Council's Standard Drawing No. 00049.

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TELECOMMUNICATION

ENG9. Provide telecommunications to all lots within the development.

ELECTRICITY

ENG10. Prior to Council sealing the Survey Plan the applicant is to provide each lot with an electricity supply or alternatively provide evidence that an alternate electricity supply can be made available to each lot.

ENG11. The standards of service nominated by the electricity supply authority with reticulated electricity to be made available at the property boundary, should the applicant choose to provide reticulated electricity supply.

EROSION AND SEDIMENT CONTROL – GENERAL

ENG12. 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.

ADVICE

ADV1. Council is offering a reduction in infrastructure charges payable through the development incentive scheme which is available between 1 December 2020 and 31 December 2023. Eligible development under this scheme is required to be completed by 31 December 2023.

For further information or application form please refer to the rules and procedures available on Council's website.

ADV2. 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.

ADV3. Attached for your information is a copy of Chapter 6 of the *Planning Act 2016* as regards Appeal Rights.

ADV4. Infrastructure charges are now levied by way of an infrastructure charges notice pursuant to section 119 of the *Planning Act 2016*.

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FINANCIAL AND RESOURCE IMPLICATIONS

No implication can be identified.

LINK TO CORPORATE/OPERATIONAL PLAN

Growing our Region's Economy and Prosperity

- GR8 Support and advocate for appropriate growth and development with responsive planning schemes, process, customer service and other initiatives.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Refer to CONSULTATION in this report.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

No implication identified.

POLICY/LOCAL LAW/DELEGATION IMPLICATIONS

No implication can be identified.

ASSET MANAGEMENT IMPLICATIONS

No implication can be identified.

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REPORT

1. APPLICATION DETAILS

Site address	1304 Wattlegrove Road, Wattle Grove		
Real property description	Lot 459 on FY1925		
Easements or encumbrances on title	NIL		
Area of Site	1214.0570 ha		
Current Use	Extractive Industry (Extracting not more than 100,000 tonnes per annum)		
Environmental Management Register or Contaminated Land Register	Unknown		
Applicant's name	K E Crawford C/- ONF Surveyors		
Zone	Rural		
Applicable Overlays	OM2 Bushfire Overlay OM3 Flood Hazard Overlay OM5 Biodiversity Overlay OM8 Agricultural Overlay		
Details of proposal	Reconfiguring a Lot (RALs)		
	• Number of existing lots	1	
	• Easements or leases proposed	NIL	
	• Number of proposed lots	2	
	• Lot areas	Proposed Lot 1 – 1,083ha (containing the quarry activity) Proposed Lot 2 – 130ha (balance rural area)	
	• Access	Access to Proposed Lot 2 from the south via Wattlegrove Road will be retained and whilst access to Proposed Lot 1 will be via an existing access via Minmore/Half Mile Creek Roads	
Application type	Aspects of Development	Type of Approval Requested	
		Preliminary Approval	Development Permit
	Material Change of Use (MCU)		
	Reconfiguration of a Lot (RAL)		X
	Building Work (BW)		
	Operational Work (OPW)		
Level of Assessment	Code Assessment		

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Pre-lodgement Consultation history	- N/A - A minor change to the previous existing approval was required to be made as a consequence of assessing this application. The minor change had to be decided before a decision on this application could be made.	
Key planning issues e.g. vegetation, waterway corridors, overland flow	- As above	
Referral agencies	Agency	Concurrence/ Advice
	NA	NA
Public notification	No	
Planning Regulation 2017	Yes – natural hazards risk and resilience	

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

Crawford's Sand and Gravel Supply is established an operational over the subject site. Whilst extractive activities are undertaken on scattered pockets over the land area, other areas are utilised for cattle grazing. There are approximately 18 stock dams over the property for the primary purpose of cattle use; however, on occasion water may also be sourced for extraction purposes.

Parts of the subject lot is mapped as subject to the High Potential Bushfire Hazard, Medium Potential Bushfire Hazard and Potential Impact Buffer on the SBRC Bushfire Hazard Overlay Map OM 02. The western part of the subject site adjacent to Reedy Creek and Half Mile Creek is mapped as Waterway Corridors and High ecological value water on the SBRC Biodiversity Areas Overlay Map OM 05. The areas adjacent to these watercourses and the Two Mile Creek are further mapped as subject to the Flood Hazard Area on the SBRC Flood Hazard Overlay Map OM3.

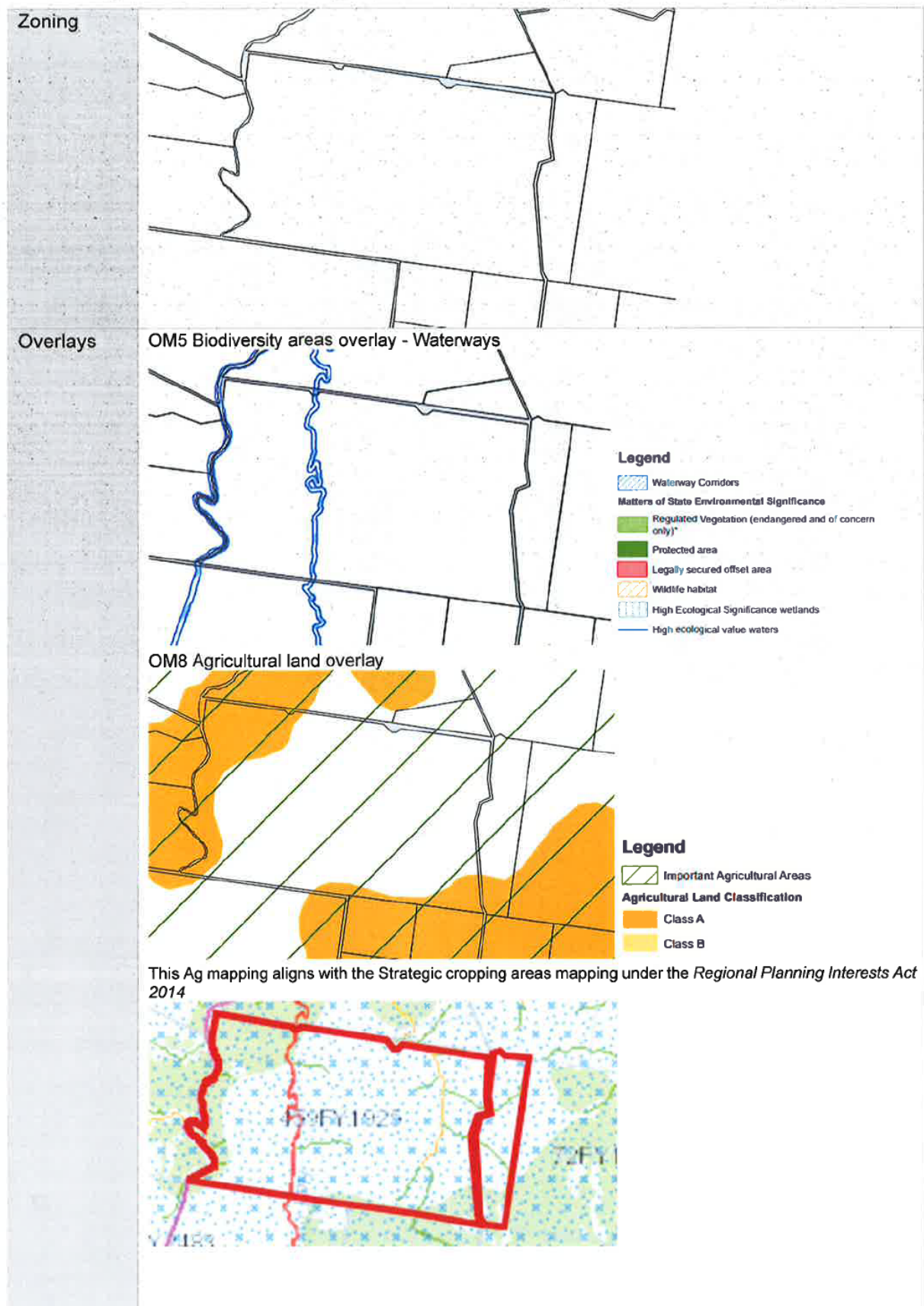
Part of the subject lot is mapped as Class A Agricultural land on the SBRC Agricultural Overlay Map OM8. However, the area mapped as agricultural land is constrained by regulated vegetation and associated mapped bushfire hazard. The area of regulated vegetation mapped over relatively small areas of the subject site will be retained.

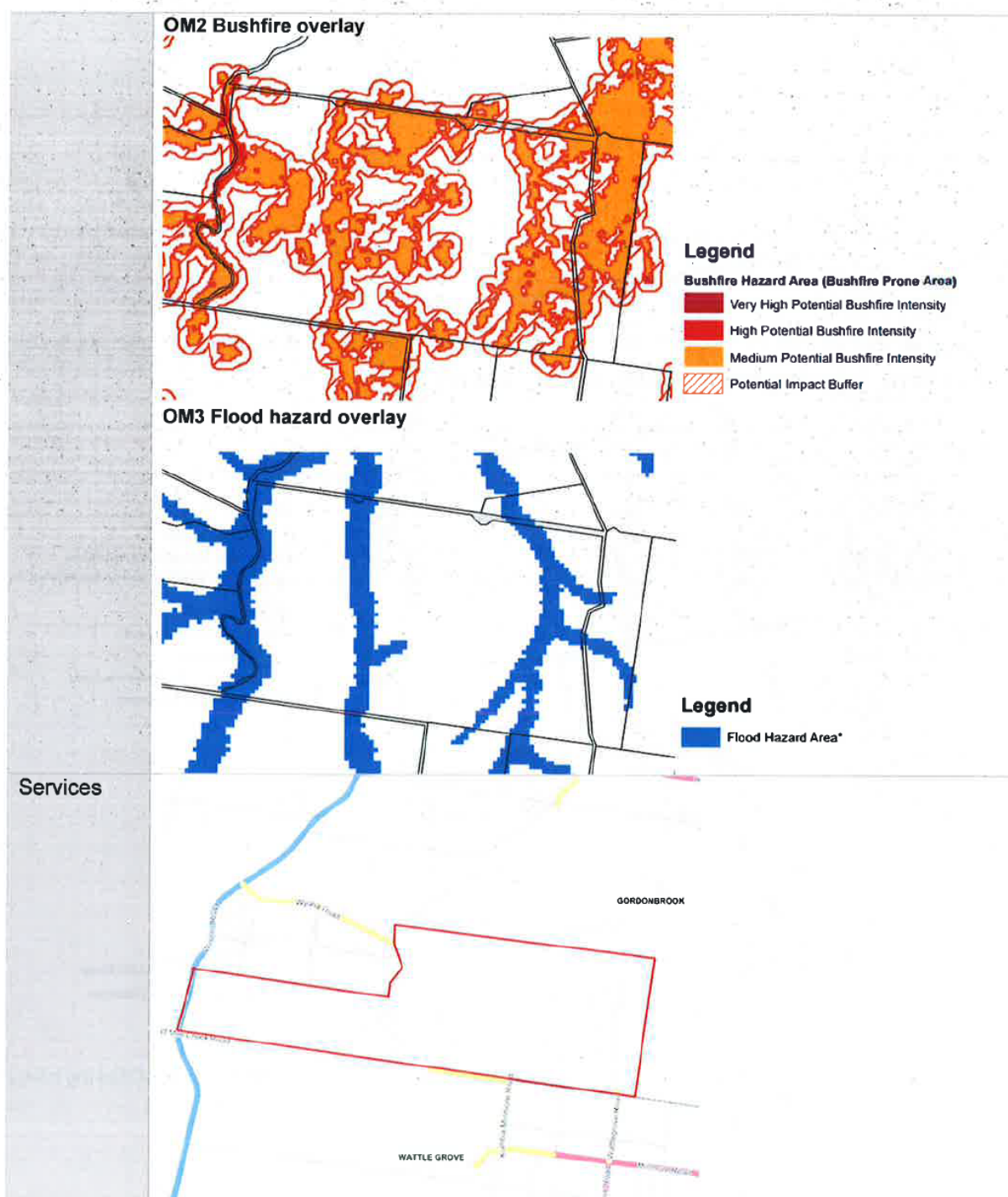
Table 1 – Maps & Descriptions

Site	
	

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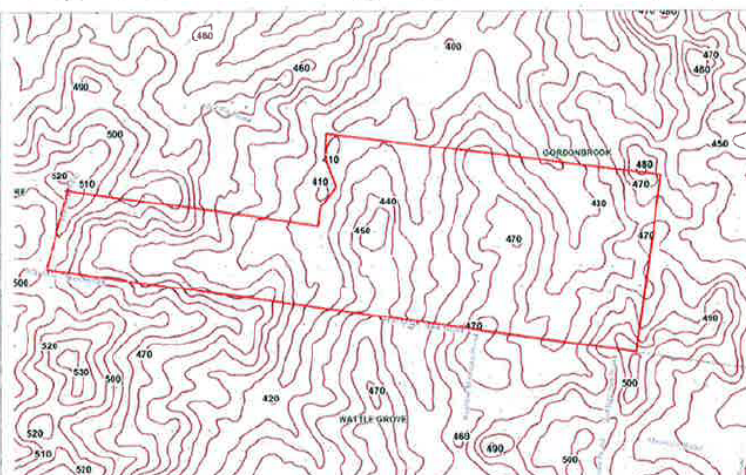




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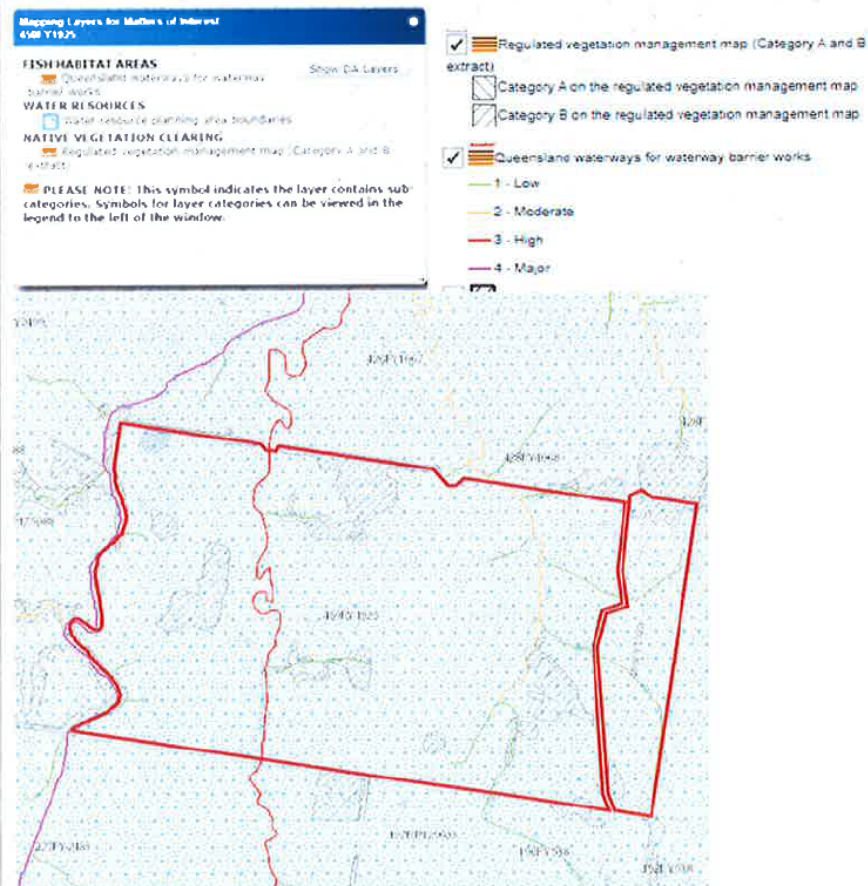
Topography



DAMS

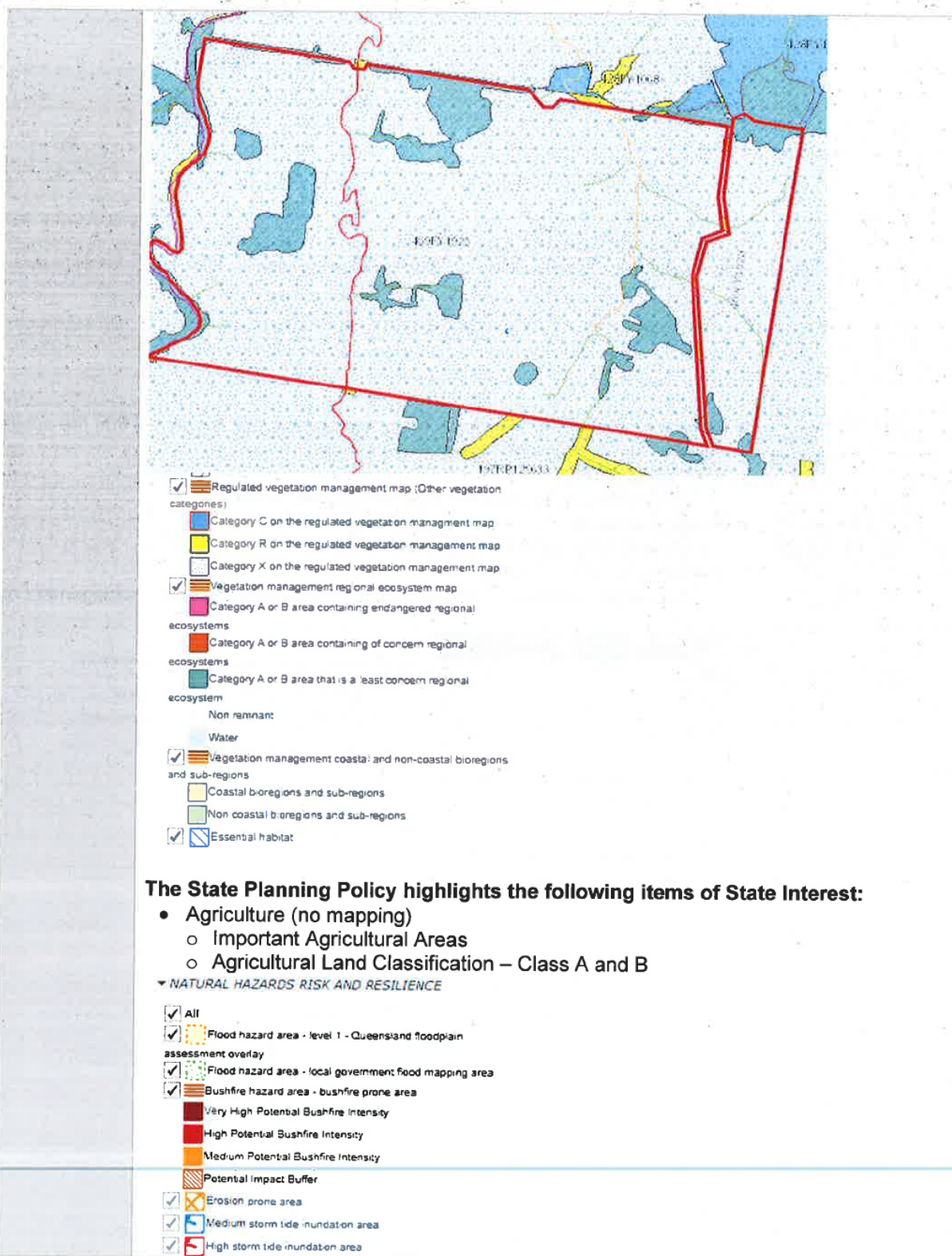
Following a review of the SARA DA Mapping System, it is confirmed that the subject lot is subject to the following Matters of State Interest:

- Fish Habitat Areas
 - Queensland waterways for waterway barrier works
- Water Resource
 - Water Resource Planning Area boundaries
- Native Vegetation Clearing
 - Regulated vegetation – Category B on regulated vegetation management map



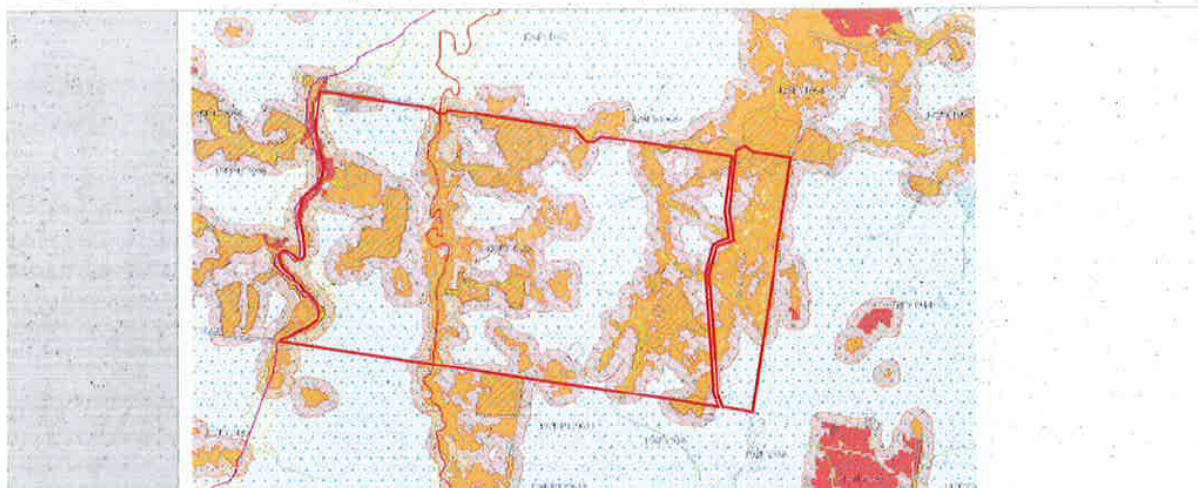
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Surrounding Land Uses
 North: Rural
 East: Rural
 South: Rural
 West: Rural

2.2. DEVELOPMENT HISTORY OF THE SITE

Application	Description
Original Application MCUI2017/0003	
Minor Change 1. Removal of Lot 425 on FY2482; 2. Reduction in use areas associated with the Extractive Industry; 3. A revised site layout plan with Use Areas identified for the Extractive Industry; and 4. The resultant changes to SARA's referral agency conditions, as per SARA's changed referral response	<p>Annual extraction is limited to no more than 100,000 tonnes of material per year.</p> <p>Heavy vehicles as defined in the Transport Operations (Road Use Management) Act 1995 associated with the proposed development are only to use the route identified in Appendix A of the Traffic Impact Report – Crawford Sand & Gravel Supplies prepared by Kevin Chambers (One Eng), dated 10 August 2017, version 1.2, as amended in red by SARA on 20 December 2022, as the haul route.</p>

3. PROPOSAL DETAILS

The proposal plans as set out in [Table 1](#) below are included in.

Reconfiguring a Lot Proposal	<p>The lot boundaries of proposed Lot 2 will include the area currently leased by the operator of the extractive industry, Kingaroy Quarry Supplies, and include a 200m buffer distance between the working area and the new lot boundaries. Proposed Lot 2 will be severed by the Wattlegrove Road, road reserve and will have a total area of 130ha. The balance area, proposed Lot 1, will be retained by the current landowner and used for rural pursuits.</p> <p>The size of the balance lot will be 1,083ha. Access to Proposed Lot 2 from the south via Wattlegrove Road will be retained and whilst access to Proposed Lot 1 will be via an existing access via Minmore/Half Mile Creek Roads. The proposed dividing lot boundary will avoid the mapped waterway corridors and high ecological value water mapped on site.</p>
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4. ASSESSMENT OF ASSESSMENT BENCHMARKS

- 4.2.1. Rural Zone Code Criteria for Assessment Assessable Development – the development proposal is compliant with all applicable acceptable outcomes and no performance outcomes are sought.
- 4.2.2. Reconfiguring a Lot Code Criteria for Assessment Assessable Development – the development proposal is compliant with all applicable acceptable outcomes and no performance outcomes are sought.
- 4.2.3. Services and Works Code Criterial for Assessment Assessable Development – the development proposal is compliant with all applicable acceptable outcomes and no performance outcomes are sought.

Framework for Assessment

Categorising Instruments for Statutory Assessment

For the *Planning Act 2016*, the following Categorising Instruments may contain Assessment Benchmarks applicable to development applications:

- the *Planning Regulation 2017*
- the Planning Scheme for the local government area
- any Temporary Local Planning Instrument
- any Variation Approval

Of these, the planning instruments relevant to this application are discussed in this report.

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.

Section 30 – Assessment Benchmarks generally

- (1) For section 45(5)(i) of the Act, the impact 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 impact 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

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- (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 development is not in a local government area-any local planning instrument for a local government area that may be materially affected by the development;
- (c) if the local government is an infrastructure provider—the local government's LGIP.
- (3) However, an assessment manager may, in assessing development requiring impact 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:	NIL
WBB Regional Plan Designation:	The site is located within the Regional Landscape and Rural Production Area (RLRPA) of the Wide Bay Burnett Regional Plan and Rural zone of the SBRC Planning Scheme. The development requires 'Code Assessment' in accordance with Part 5 – Tables of Assessment, Section 5.6 Categorising of development and assessment as it proposes to create new lots that are larger than the 100ha minimum lot size.
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 Planning Regulation 2017:</p> <ul style="list-style-type: none"> 4.1.1 Part 8B, Division 3 – Development that requires code assessment; 4.1.2 Schedule 6, Part 2, Section 7A – Particular material change of use involving an existing building, and 4.1.3 Schedule 6, Part 2, Section 7B – Material change of use for home-based business in particular zones. <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.

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 (PR 2017) states the assessment must be carried out against the assessment benchmarks stated in Part E of the State Planning Policy to the extent Part E is not appropriately integrated into the planning scheme.

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In accordance with section (8)(4)(a) of the Act, the State Planning Policy applies to the extent of any inconsistency with the Planning Scheme.

State Planning Policy Part E	
Liveable communities and housing	No applicable assessment benchmarks
Economic growth <ul style="list-style-type: none"> • Agriculture. • Development and construction. • Mining and extractive resources. • Tourism. 	No applicable assessment benchmarks
Planning for the environment and heritage. <ul style="list-style-type: none"> • Biodiversity. • Coastal environment. • Cultural heritage. • Water quality 	No applicable assessment benchmarks
Safety and resilience to hazards <ul style="list-style-type: none"> • Emissions and hazardous activities. • Natural hazards, risk, and resilience. 	Natural hazards, risks and resilience. The site is mapped by State Policy mapping as bushfire hazard area. The RAL is not considered to necessitate a bushfire hazard impact assessment in this case as the RAL relates to lots used for grazing and quarrying activities only.
Infrastructure <ul style="list-style-type: none"> • Energy and water supply. • Infrastructure integration. • Transport infrastructure. • Strategic airports and aviation facilities. • Strategic ports. 	No applicable assessment benchmarks

5. CONSULTATION

Referral Agencies

Agency/Concurrence/Advice	Referral Trigger and Response Outcome
State Assessment and Referral Agency (SARA)	Referral Triggers: <ul style="list-style-type: none"> ▪ Schedule 10, Part 9, Division 4, Subdivision 1, Table 1, Item 1 – Development impacting on State transport infrastructure
	This RAL does not trigger referral as there is no new access proposed to state controlled roads.
	Historical or associated referrals: <ul style="list-style-type: none"> ▪ Date of original response: 19 March 2018 ▪ Original Reference: SDA-0218-041529 ▪ Changed referral agency response 2211-32174 SPD dated 22 December 2022 Attachment 1 – Changed conditions to be imposed

Council Referrals

INTERNAL REFERRAL SPECIALIST	REFERRAL / RESPONSE
Development Engineer	Council's Development Engineer provided comments in relation to Infrastructure Charges and engineering conditions.

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Infrastructure Charges Unit	<p>Council adopted the LGIP on 24 June 2019 which commenced on 1 July 2019.</p> <p>The types of developments that may trigger the issuing of a infrastructure charges notice are:</p> <ul style="list-style-type: none"> (a) Reconfiguring a Lot; (b) Making a Material Change of Use; (c) Carrying out Building Work. <p>The property is within the Transport Network and is therefore subject to relevant adopted charges.</p> <p>Refer to Attachment B for the Infrastructure Charges Notice.</p>
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6. RECOMMENDATION

The proposed development will include the existing extractive industry on the subject site within a separate lot and maintain sufficient separation buffers around the extractive industry. The proposal exceeds the 100ha minimum lot size of the Rural zone and will not result in the additional fragmentation or alienation of agricultural land.

The position of the proposed new lot boundaries are clear of significant overlay areas and no adverse impacts on the achievement of the purpose and overall outcomes of the Rural zone are anticipated as a result of the proposal.

The proposed development permit for Reconfiguration of a Lot – Subdivision (1 Lot into 2 Lots) over land at 1304 Wattlegrove Road, Wattle Grove (and described as Lot 459 on FY1925) is recommended for approval subject to conditions herein. Infrastructure charges are applicable to this development permit.

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:	K E Crawford C/- ONF Surveyors
Application No:	RAL22/0028
Proposal:	Reconfiguring a Lot – Subdivision (1 Lot into 2 Lots)
Street Address:	1304 Wattlegrove Road, Wattle Grove
RP Description:	Lot 459 on FY1925
Assessment Type:	Code Assessable
Number of Submissions	N/A

On 26 April 2023 the above development was recommended for:

- ☒ Approval
☐ Refusal

1. Reasons for the Decision

The reasons for this decision are:

- The proposed complies with the code assessment benchmarks applicable including the acceptable outcomes of the rural zone code, reconfiguring a lot code and services and works code of the SBRC Planning Scheme 2017 and therefore must be approved;
- Reasonable and relevant conditions can be imposed and are included to ensure development compliance with the provisions of the Planning Scheme 2017

2. Assessment Benchmarks

The following are the benchmarks apply to this development:

- Rural Zone Code
- Reconfiguring a Lot Code
- 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: KE Crawford
C/- O'Reilly Nunn Favier - ONF Surveyors
PO Box 896
KINGAROY QLD 4610

APPLICATION: Reconfiguring of a Lot 1 lot into 2 lots

DATE: 03/05/2023

FILE REFERENCE: RAL22/0028

AMOUNT OF THE LEVIED CHARGE: **\$4,419.00** **Total**
(Details of how these charges were calculated are shown overleaf)

\$0.00	Water Supply Network
\$0.00	Sewerage Network
\$4,419.00	Transport Network
\$0.00	Parks and Land for Community Facilities Network
\$0.00	Stormwater Network

AUTOMATIC INCREASE OF LEVIED CHARGE: The amount of the levied charge is subject to an automatic increase. Refer to the Information Notice attached to this notice for more information on how the increase is worked out.

LAND TO WHICH CHARGE APPLIES: Lot 459 FY1925

SITE ADDRESS: 1304 Wattlegrove Rd, Gordonbrook

PAYABLE TO: **South Burnett Regional Council**

WHEN PAYABLE: Reconfiguring a Lot – When South Burnett Regional Council approves the Plan of Subdivision.
(In accordance with the timing stated in Section 122 of the Planning Act 2016)

OFFSET OR REFUND: Not Applicable.

This charge is made in accordance with South Burnett Regional Council's **Charges Resolution (No. 3) 2019**

DETAILS OF CALCULATION

Water Supply

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Not Applicable	-	-	\$0.00	-	\$0.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not Applicable	-	-	\$0.00	-	\$0.00

Sewerage

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Not Applicable	-	-	\$0.00	-	\$0.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not Applicable	-	-	\$0.00	-	\$0.00

Transport

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Reconfiguring a Lot (1 into 2)	2	allotments	\$4,419.00	CR Table 2.3	\$8,838.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Reconfiguring a Lot (1 into 2)	1	allotments	\$4,419.00	CR Table 2.3	\$4,419.00

Parks and Land for Community Facilities

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Not Applicable	-	-	\$0.00	-	\$0.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not Applicable	-	-	\$0.00	-	\$0.00

Stormwater**Adopted Charges**

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Not Applicable	-	-	\$0.00	-	\$0.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not Applicable	-	-	\$0.00	-	\$0.00

Levied Charges

Development Description	Water Supply	Sewerage	Transport	Parks & Land for Community Facilities	Stormwater	Total
Reconfiguring a Lot (1 into 2)	\$0.00	\$0.00	\$4,419.00	\$0.00	\$0.00	\$4,419.00
Total	\$0.00	\$0.00	\$4,419.00	\$0.00	\$0.00	\$4,419.00

** In accordance with Section 3.3 of the Charges Resolution, the discount may not exceed the adopted charge. Any surplus discounts will not be refunded, except at South Burnett Regional Council's discretion.*

INFORMATION NOTICE

Authority and Reasons for Charge	This Infrastructure Charges Notice has been given in accordance with section 119 of the <i>Planning Act 2016</i> to support the Local government's long-term infrastructure planning and financial sustainability.
Appeals	Pursuant to section 229 and Schedule 1 of the <i>Planning Act 2016</i> a person may appeal an Infrastructure Charges Notice. Attached is an extract from the <i>Planning Act 2016</i> that details your appeal rights.
Automatic Increase Provision of charge rate (\$)	<p>An infrastructure charge levied by South Burnett Regional Council is to be increased by the difference between the Producer Price Index (PPI) applicable at the time the infrastructure charge was levied, and PPI applicable at the time of payment of the levied charge, adjusted by reference to the 3-yearly PPI average¹. If the levied charge is increased using the method described above, the charge payable is the amount equal to the sum of the charge as levied and the amount of the increase.</p> <p>However, the sum of the charge as levied and the amount of the increase is not to exceed the maximum adopted charge the Authority could have levied for the development at the time the charge is paid.</p>
GST	The Federal Government has determined that contributions made by developers to Government for infrastructure and services under the <i>Planning Act 2016</i> are GST exempt.
Making a Payment	<p>This Infrastructure Charges Notice cannot be used to pay your infrastructure charges.</p> <p>To pay the levied charge, you must request an Itemised Breakdown showing the total levied charge payable at the time of payment. An Itemised Breakdown must be presented at the time of payment.</p> <p>An Itemised Breakdown may be requested by emailing info@southburnett.qld.gov.au</p>

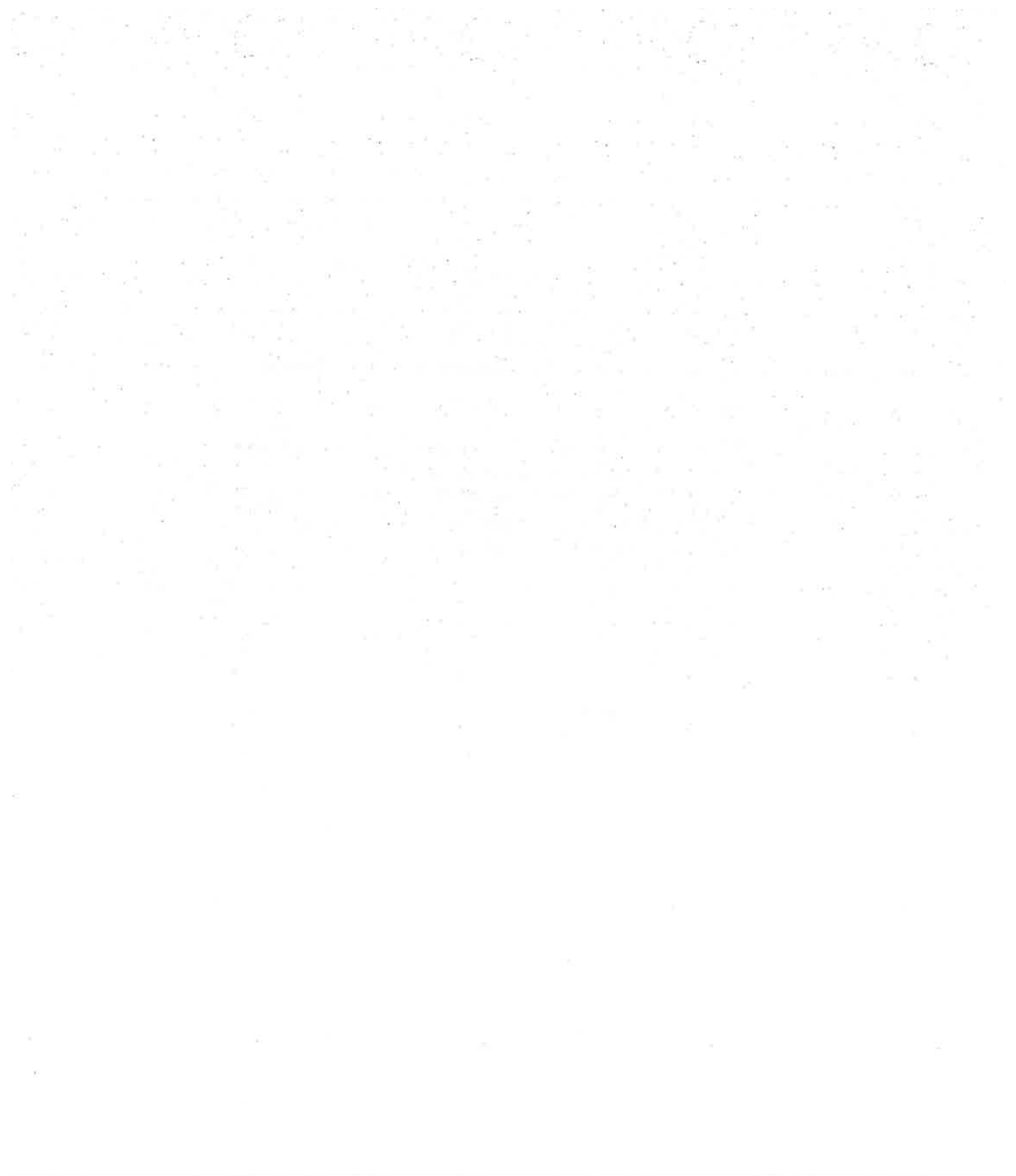
¹ 3-yearly PPI average is defined in section 114 of the *Planning Act 2016* and means the PPI adjusted according to the 3-year moving average quarterly percentage change between financial quarters. PPI Index is the producer price index for construction 6427.0 (ABS PPI) index number 3101 – Road and Bridge construction index for Queensland published by the Australian Bureau of Statistics.

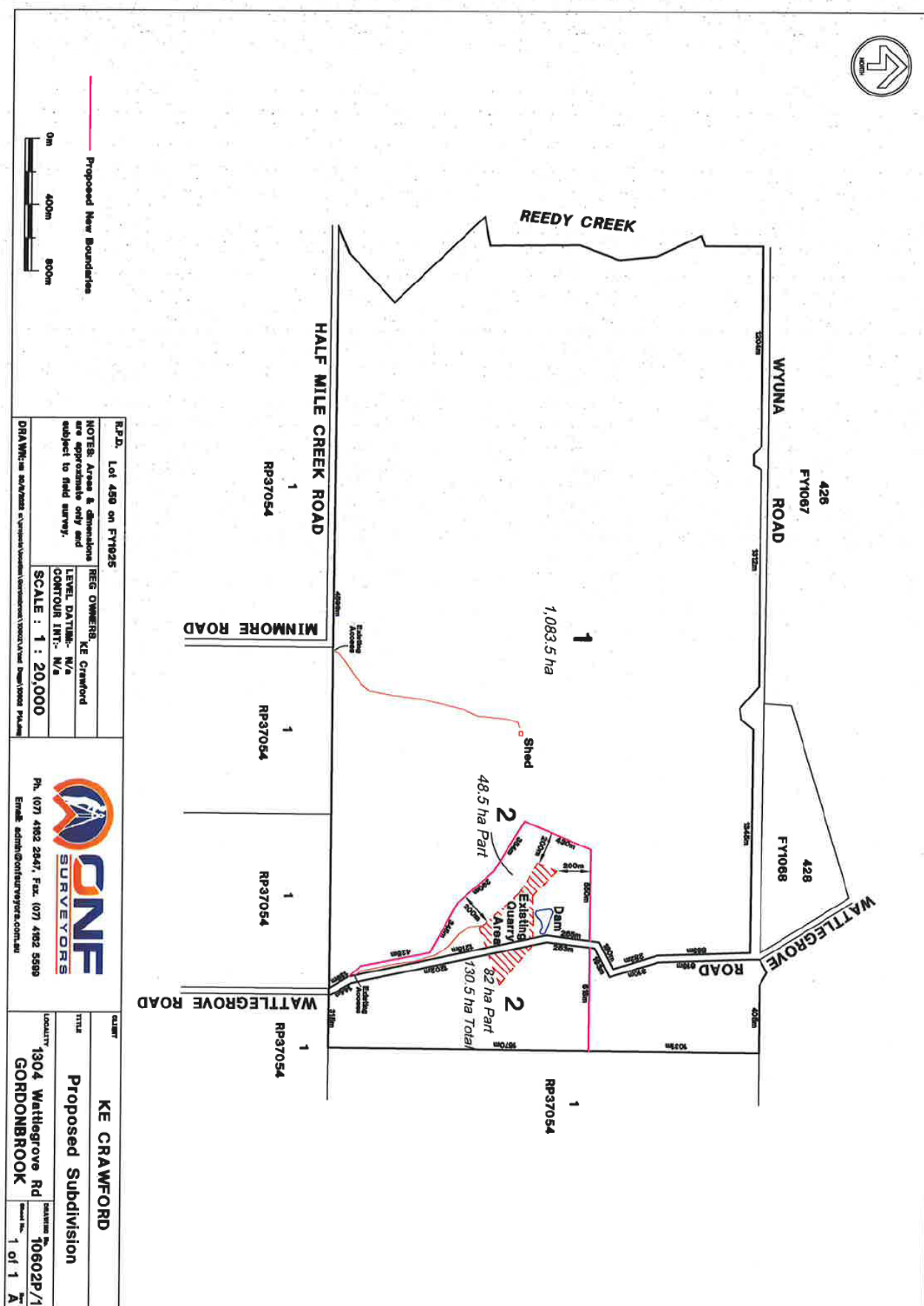
Payment can be made at any of the following South Burnett Regional Council Offices:

- 69 Hart Street, Blackbutt, 4314;
- 45 Glendon Street, Kingaroy, 4610;
- 42 Stephens Street West, Murgon, 4605;
- 48 Drayton Street, Nanango, 4615;
- McKenzie Street, Wondai, 4606; or
- via other methods identified on the Itemised Breakdown.

Enquiries

Enquiries regarding this Infrastructure Charges Notice should be directed to the SOUTH BURNETT REGIONAL COUNCIL, Department of Planning and Land Management, during office hours, Monday to Friday by phoning (07) 4189 9100 or email at info@southburnett.qld.gov.au





0.0 RECONFIGURATION OF A LOT - ACCESS EASEMENT AT KNIGHT STREET, KINGAROY (AND DESCRIBED AS LOT 1 ON RP98786 AND LOT 2 ON RP37026). APPLICANT: J CORRIE C/- ONF SURVEYORS

File Number: RAL23/0003

Author: Administration Officer

Authoriser: Chief Executive Officer

SIGNATURE	DATE
MANAGER	10/05/23
GM	22/5/23
CEO	

PRECIS

Reconfiguration of a Lot – Access Easement at Knight Street, Kingaroy (and described as Lot 1 on RP98786 and Lot 2 on RP37026). Applicant: J Corrie C/- ONF Surveyors.

SUMMARY

- Application for Reconfiguring a Lot – Development Permit (Access Easement);
- The proposal involves formalising an access easement over an existing driveway, providing legal access to a lot which is otherwise land locked.
- Subject site located in the Recreation and Open Space Zone (Lot 2) and the Emerging Community Zone (Lot 2) under the South Burnett Regional Council Planning Scheme;
- Proposal triggered Code assessment;
- The subject site is 19,530m² (Lot 2) and 40,577m² (Lot 1) in area;
- The development application is assessed against the relevant code of the South Burnett Regional Council Planning Scheme. Relevant codes including:
 - Recreation and Open Space Zone Code;
 - Emerging Community Zone Code;
 - Reconfiguring a Lot Code;
 - Services and Works Code
- There were no referrals triggered;
- Council did not issue an 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);
- The development did not trigger infrastructure charges;
- Application recommended for approval subject to reasonable and relevant conditions.

OFFICER'S RECOMMENDATION

That Council approve the development permit subject to conditions outlined below.

GENERAL

- GEN1. The approved development must be completed and maintained generally in accordance with the approved plans and documents, except where amended by the conditions of this permit:

Drawing Title	Prepared by	Ref No.	Rev.	Date
Proposed Access Easement	ONF Surveyors	11193P/1	-	15/2/2023

Timing: At all times.

- GEN2. All works, including the repair or relocation of services is to be completed at no cost to Council.

COMPLIANCE

- GEN3. All conditions of this approval are to be satisfied prior to Council endorsing the Survey Plan, and it is the applicant's responsibility to notify Council to inspect compliance with conditions.

A fee will be charged, with payment required prior to Council's approval of the associated documentation requiring assessment.

OUTSTANDING FEES

- GEN4. Prior to sealing of Survey Plan the applicant is required to pay the Council all rates and charges or any expenses being charged over the subject land under any Act in accordance with Schedule 18 Section 69 of the Planning Regulation 2017.

SURVEY MARKS

- RAL1. Prior to the submission of the Survey Plan to Council, the applicant is to reinstate survey marks and install new survey marks in their correct position in accordance with the Survey Plan, and the work is to be certified in writing by a Licensed Surveyor.

VALUATION FEES

- RAL2. Payment of Department of Natural Resources and Mines valuation fee that will result from the issue of split valuations prior to Council sealing the Survey Plan. The contribution is currently assessed at \$96.00 (2 x \$48.00); however, the actual amount payable will be based on Council's Register of Regulatory & Cost-Recovery Fees and the rate applicable at the time of payment.

PLANNING

- RAL3. All development involving the emission of noise, odour and dust from ongoing uses, building and/or construction activities, must ensure that the emissions are in accordance with the requirements of the Environmental Protection Act 1994.

Timing: As indicated.

PROPERTY BOUNDARIES

- RAL4. All existing on-site structure, dams and sewerage treatment facilities including transpiration and irrigation areas are to be relocated so as not to cross the proposed property boundary.

ENGINEERING WORKS

- ENG1. Complete all works approved and works required by conditions of this development approval and/or any related approvals at no cost to Council, prior to Council's endorsement of the Survey Plan unless stated otherwise.
- ENG2. Undertake Engineering designs and construction in accordance with the Planning Scheme, Council Standards, relevant Australian Standards, and relevant design manuals.
- ENG3. Be responsible for any alteration necessary to electricity, telephone, water mains, sewer mains, stormwater drainage systems or easements and/or other public utility installations resulting from the development or from road and drainage works required in connection with the development.

LOCATION, PROTECTION AND REPAIR OF DAMAGE TO COUNCIL AND PUBLIC UTILITY SERVICES INFRASTRUCTURE AND ASSETS

- ENG1. 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.
- ENG2. 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.

ACCESS

- ENG3. Provide a 100mm deep gravel access with a minimum width of 4m from the Knight St kerb and channel to the boundary of Lot 1 RP98786. The access shall not impede or redirect any stormwater flows.

STORMWATER MANAGEMENT

- ENG4. Design and construct stormwater drainage to ensure that the development will achieve "no worsening" as described in the Queensland Urban Drainage Manual (QUDM) to all downstream properties including road reserves and the like for design storms of ARI2, ARI5, ARI10, ARI20, ARI50 and ARI100.
- 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. Adjoining properties and roadways to the development are to be protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.

EROSION AND SEDIMENT CONTROL – GENERAL

- ENG7. 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.

STANDARD ADVICE

- ADV1. Section 85(1)(a) of the *Planning Act 2016* provides that, if this approval is not acted upon within a period of four (4) years the approval will lapse.
- ADV2. 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.
- ADV3. Attached for your information is a copy of Chapter 6 of the Planning Act 2016 as regards Appeal Rights.

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	Knight Street KINGAROY		
Real property description	Lot 1 on RP98786 and Lot 2 on RP37026		
Easements or encumbrances on title	N/A		
Area of Site	19,530m ² (Lot 2) and 40,577m ² (Lot 1)		
Current Use	Vacant (Lot 2) & Dwelling House (Lot 1)		
Environmental Management Register or Contaminated Land Register	No known listing		
Applicant's name	J Corrie C/- ONF Surveyors		
Zone	Recreation and Open Space (Lot 2) and Emerging Communities (Lot 1)		
Applicable Overlays	<ul style="list-style-type: none"> Airport Environs Overlay <ul style="list-style-type: none"> Distance from Airport – 3km Bushfire Hazard Overlay <ul style="list-style-type: none"> Medium Potential Bushfire Intensity Potential Impact Buffer Regional Infrastructure Overlay <ul style="list-style-type: none"> Rail Trail Agricultural Land Overlay <ul style="list-style-type: none"> Important Agricultural Overlay Class A 		
Proposed use as defined	Access Easement		
Details of proposal	Reconfiguring a Lot (RALs)		
	• Number of existing lots	N/A	
	• Easements or leases proposed	10m width easement across Lot 2 on RP37026	
	• Number of proposed lots	N/A	
	• Lot areas	N/A	
	• Access	Proposed easement	
Application type	Aspects of Development	Type of Approval Requested	
		Preliminary Approval	Development Permit
	Material Change of Use (MCU)		
	Reconfiguration of a Lot (RAL)		X
	Building Work (BW)		
Level of Assessment	Code Assessment		
Pre-lodgement Consultation history	/ N/A		

Key planning issues e.g. vegetation, waterway corridors, overland flow	N/A	
Referral agencies	Agency	Concurrence/ Advice
	NA	NA
Public notification	NA	
Planning Regulation 2017	NA	

2. THE SITE

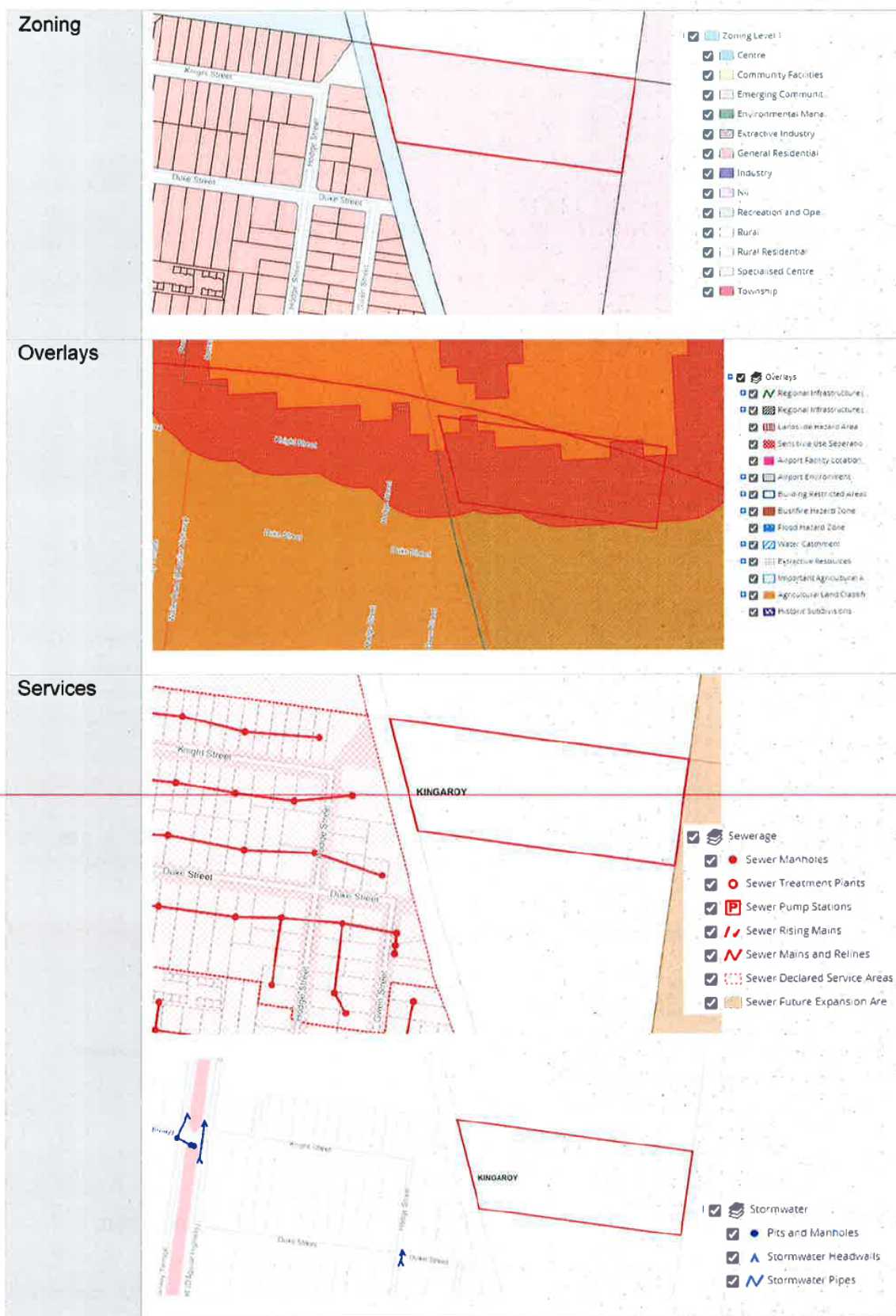
This section of the report provides a description of the site, details about the existing use and notable characteristics of the site, the standard of servicing, and the form of development in the immediately locality.

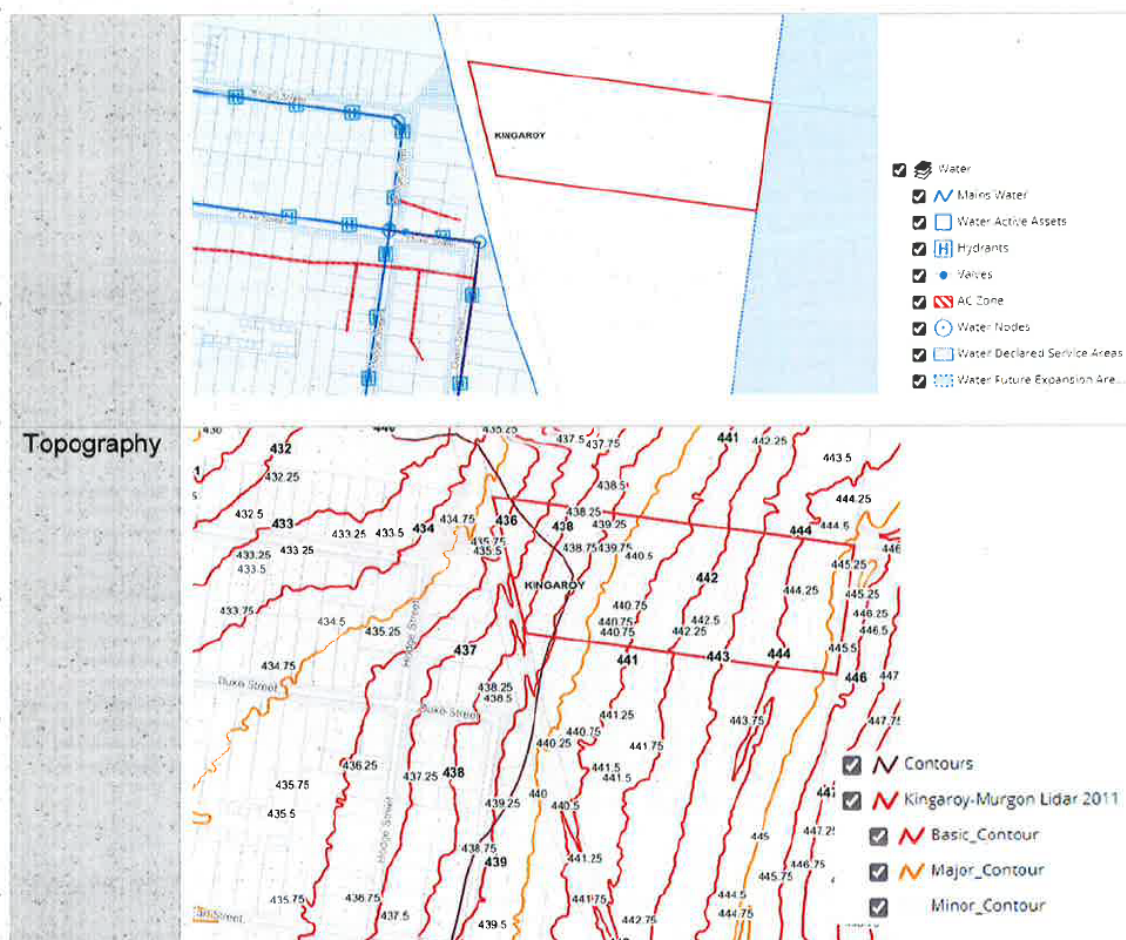
2.1. SITE DESCRIPTION & EXISTING USE

Lot 2 is owned by Council and was previously used as a railway corridor. There is no known use over Lot 2 in proximity to the proposed access easement and it effectively serves as a recreation/open space buffer (having regard to its zoning). Lot 1 is currently (and has historically) been used for a single residential dwelling. A largely unsealed driveway provides access across Lot 2. In proximity to the proposed access easement (which follows the existing access track) there is no development or features of significance. Scattered trees and vegetation exist on both lots.

Table 1 – Maps & Descriptions (Source: Intramaps)

Site	 
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3. PROPOSAL DETAILS

The proposal involves the establishment of a 10m wide access easement across Lot 2, in order to provide legal access to Lot 1. The access easement is proposed to be 10m wide and follows an existing (largely unsealed) access track.

4. ASSESSMENT OF ASSESSMENT BENCHMARKS

Framework for Assessment Categorising Instruments for Statutory Assessment

For the *Planning Act 2016*, the following Categorising Instruments may contain Assessment Benchmarks applicable to development applications:

- the *Planning Regulation 2017*
- the Planning Scheme for the local government area
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Of these, the planning instruments relevant to this application are discussed in this report.

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- (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.

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- (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:	N/A
WBB Regional Plan Designation:	<p>Wide Bay Burnett Regional Plan 2011 – Urban Footprint</p> <p>The Urban Footprint identifies land that can meet the region's projected urban development needs to at least 2031.</p> <p>The Urban Footprint is a representation of:</p> <ul style="list-style-type: none"> • large urban communities, other communities recognised as being affected by growth pressures, and other areas recognised as the preferred locations for future growth; and, • lands surrounded by existing or proposed urban development, but which may not be an appropriate location for development (e.g. flood plains). <p>The Wide Bay Burnett Regional Plan 2011, currently being reviewed, identifies the township of Kingaroy as one of the key inland towns for the Wide Bay Burnett region, and together with Bundaberg, Gympie, Hervey Bay and Maryborough, is intended to provide a range of higher order services and functions for the urban communities and to support the region's rural activities. More particularly, the Regional Plan identifies Kingaroy as a Major Regional Activity Centre within the South Burnett Regional Council area.</p>
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> <ul style="list-style-type: none"> 4.1.1. Part 8B, Division 3 – Development that requires code assessment; 4.1.2. Schedule 6, Part 2, Section 7A – Particular material change of use involving an existing building, and 4.1.3. Schedule 6, Part 2, Section 7B – Material change of use for home-based business in particular zones. <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.

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
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
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 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

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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
10	Koala Habitat in SEQ region	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		
12A	Walkable Neighbourhoods – particular 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 - 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	N/A
15	SEQ Development Area	N/A		N/A	N/A	N/A
16	SEQ Regional Landscape and Rural Production Area and Rural Living Area: - Community Activity - Indoor Recreation - Residential Development - Urban Activity	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:	N/A N/A N/A		N/A	N/A	N/A

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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
	- Taking or interfering with water - Removing quarry material - Referral dams - Levees	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

Based on the findings in Table 2 it has been concluded that the application does not require referral to a Referral Agency in accordance with Schedule 10, Part 9, Division 4, Subdivision 2, Table 4 of the *Planning Regulation 2017*.

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 (PR 2017) states the assessment must be carried out against the assessment benchmarks stated in Part E of the State Planning Policy to the extent Part E is not appropriately integrated into the planning scheme.

In accordance with section (8)(4)(a) of the Act, the State Planning Policy applies to the extent of any inconsistency with the Planning Scheme.

State Planning Policy Part E	
Liveable communities and housing	No applicable assessment benchmarks
Economic growth <ul style="list-style-type: none"> • Agriculture. • Development and construction. • Mining and extractive resources. • Tourism. 	The site is identified as being in an important agricultural area. The proposed access easement facilitates access to the lot but does not otherwise propose any new land use so does not have any direct impact on the agricultural viability of the land.
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. 	Natural hazards, risk and resilience. The site is mapped by State Policy mapping as bushfire hazard area. The proposed access easement facilitates access to the lot but does not otherwise propose any new land use so does subject any uses to the hazard. In a minor way the proposed easement facilitates legal access to the lot and ensures a legal escape route remains available, therefore reducing risk.

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Infrastructure <ul style="list-style-type: none"> • Energy and water supply. • Infrastructure integration. • Transport infrastructure. • Strategic airports and aviation facilities. • Strategic ports. 	No applicable assessment benchmarks
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4.4. DEVELOPMENT CODE ASSESSMENTS

The proposed development is for the regularisation of the existing access arrangements for the site, by formalising the driveway with an easement across the Council land. The proposal meets the expectations of both the Recreation and Open Space code and the Emerging Communities code, as it does not compromise the future development of the area for urban purposes and the access is unimpeded by the constraints on the site. Furthermore, all overlays are contained within the zone codes under the Planning Scheme. The only aspect of note is PO2 and AO2.4 of the Recreation and Open Space code, outlined below:

Performance Outcomes	Requirements for accepted development and assessment benchmarks	Responses
Section 1 General		
PO2 Development for open space and recreation facilities contributes to the open space landscape character of the zone and avoids detrimental impact on the natural environment.	AO2.4 Any roads or driveways through the site have a maximum width of 7m.	Can Comply. The proposed development is for a 10m wide easement, however it covers an existing driveway of approximately 3m in width. If the width of the existing or future driveway is of concern, a condition may be required to ensure that the driveway is limited to 7m in width.

The proposed development has been assessed to comply with the Service and Works code, as it does not impact on any infrastructure or services in the area, and provides direct and clear access to the road network for an existing driveway.

The proposed development has been assessed to comply with the Reconfiguring a Lot Code, with PO8/AO8.1 being of relevance as outlined below:

Performance Outcomes	Requirements for accepted development and assessment benchmarks	Responses
Section 3 All other reconfiguration		
PO8 Lots have lawful, safe and practical access.	AO8.1 Access is provided via either: <ul style="list-style-type: none"> (a) Direct road frontage; (b) Access strip with a minimum width of 3.5m (for rear lots only); or (c) Access easement with a minimum width of 6m (where lots only have legal road frontage that does not provide safe or practical access to the existing street network). 	Complies with AO8.1. The proposed development complies with (c), with a 10m width easement providing a safe and practical access to Knight Street.

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5. CONSULTATION**Referral Agencies**

State Assessment and Referral Agency	N/A
Other	N/A

Council Referrals

<i>INTERNAL REFERRAL SPECIALIST</i>	<i>REFERRAL / RESPONSE</i>
Development Engineer	Council's Development Engineer provided standard engineering conditions.
Infrastructure Charges Unit	N/A

6. RECOMMENDATION

Grounds to support the development:

- The proposal facilitates appropriate access to the subject lot which is otherwise land locked.
- The proposed development complies with all relevant prescribed acceptable outcomes and/or performance outcomes and does not prejudice the future purposes of the land in the Emerging Community zone.
- The proposed access will not compromise the Recreation and Open Space land.

On this basis, we recommend Council approve the proposed development, subject to the conditions outlined within this report.

ATTACHMENTS

1. **Attachment A - Statement of Reasons**
2. **Attachment B - 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:	J Corrie C/- ONF Surveyors
Application No:	RAL23/0003
Proposal:	Reconfiguring a Lot – Access Easement
Street Address:	Knight Street, Kingaroy
RP Description:	Lot 1 on RP98786 and Lot 2 on RP37026
Assessment Type:	Code Assessable
Number of Submissions:	N/A

On 18 May 2023 the above development was recommended for:

- ☒ Approval
☐ Refusal

1. Reasons for the Decision

The reasons for this decision are:

- The proposal facilitates appropriate access to the subject lot which is otherwise land locked.
- The proposed development complies with all relevant prescribed acceptable outcomes and/or performance outcomes and does not prejudice the future purposes of the land in the Emerging Community zone.
- The proposed access will not compromise the Recreation and Open Space land.

2. Assessment Benchmarks

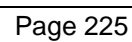
The following are the benchmarks apply to this development:

- Recreation and Open Space Zone Code;
- Emerging Community Zone Code;
- Reconfiguring a Lot Code;
- 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.


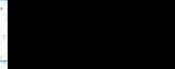
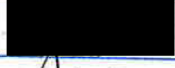


0.0 OPERATION WORKS (FILLING OR EXCAVATION) AT PROSTON BOONDOOMA ROAD, PROSTON (AND DESCRIBED AS LOT 35 ON BO565, LOT 36 ON BO814565 AND LOT 94 ON BO814574). APPLICANT: SMITHFIELD PROPERTY (PROSTON) PTY LTD C/- RDC ENGINEERS PTY LTD

File Number: OPW23/0005

Author: Engineering Contractor, Planning & Land Management

Authoriser: Chief Executive Officer

	SIGNATURE	DATE
MANAGER		23/5/23
GM		23/5/23
CEO		23/5/23

PRECIS

Development Application for Operational Work – Earthworks at 468 Proston Boondooma Rd, Proston – Lot 35 on BO565, Lot 36 on BO814565, and Lot 94 on BO814574 – OPW23/0005.

This report considers the proposed development, provides an assessment of the merits of the proposal and makes a recommendation to decide the development application.

SUMMARY

- Application for Operational Work for Earthworks, at 468 Proston Boondooma Rd, Proston – Lot 35 on BO565, Lot 36 on BO814565, and Lot 94 on BO814574;
- The earthworks comprise excavations from an internal gravel pit for use on internal roads, pens, and hardstand;
- The proposed Operational Work is approved with conditions.
- These conditions are seen to be in accordance with South Burnett Regional Council Planning Scheme 2017, development guidelines and best practices.

OFFICER'S RECOMMENDATION

It is recommended that Council approve the development application for Operational Work (Earthworks), subject to the following conditions:

GENERAL

- ENG1. Compliance with the plans submitted with Development Application OPW23/0005 approval conditions, and Council Planning Scheme Policies.
- ENG2. Undertake all approved works and works required by conditions of this development approval at no cost to Council.
- ENG3. Pay to Council, inspection fees based on Council's Register of Cost Recovery Fees and Commercial Charges current at the time of commencement of works and based on the estimated project cost as estimated or accepted by Council prior to the pre-start meeting.
- ENG4. Adhere to the following hours of construction unless otherwise approved in writing by Council:
- | | | |
|---|------------------|--------------------|
| a) Monday to Saturday: | 6.30am to 6.30pm | Noise permitted |
| b) Monday to Sunday: | 6.30pm to 6.30am | No noise permitted |
| c) Sunday and Public Holidays: | | No noise permitted |
| d) Do not conduct work or business that causes audible noise from or on the site outside the above hours. | | |
- ENG5. Be responsible to carry out Work Health and Safety legislative requirements.
- ENG6. Ensure all work sites are maintained in a clean, orderly state at all times.

ENG7. Be responsible for the location and protection of any Council and public utility services infrastructure and assets that may be impacted on during construction of the development.

ENG8. Repair all damages incurred to Council and public utility services infrastructure and assets, as a result of the proposed development, immediately should hazards exist for public health and safety or vehicular safety. Otherwise, repair all damage immediately upon completion of works associated with the development.

STORMWATER

ENG9. Ensure that earthworks and fill on the subject land do not lead to ponding of stormwater or actionable nuisance to any other property.

DEVELOPMENT WORKS

ENG10. Be responsible for protecting nearby property owners from dust pollution arising from construction and maintenance of the works required by this approval, and comply with any lawful instructions from the Assessment Manager if, in his opinion, a dust nuisance exists.

ENG11. Excavated material shall be internal to the site, and no material shall be exported from the site.

INSPECTIONS AND TESTING

ENG12. Submit to Council the pre-start meeting agenda at the confirmation of a date and time for the meeting.

ENG13. Provide Council with a minimum of two clear working days notice to undertake compulsory inspections and meetings at the following stages:

- (a) Pre-start meeting with Council, Contractor, Supervising Engineer and developer;

APPROVED PLANS

ENG14. The approval is subject to construction being undertaken in accordance with the Approved Plans prepared by RDC Engineers as listed below:

Drawing No./Revision/Sheet No.	Drawing/Plan Title	Date
E2-139-00-04 Rev B	Gravel Pit Plan	14/3/23

ADVICE NOTES

The applicant be advised that:

- (a) Prior to commencement of the use or endorsement of the survey plan as applicable, the applicant shall contact Council's Compliance Senior Officer to arrange a Development Compliance Inspection.
- (b) The applicant must ensure compliance with environmental conditions whether required to hold an Environmental Authority or not. These include, but are not limited to water quality, air quality, noise levels, waste waters, lighting and visual quality as a result of any activity or by-product or storage of materials within the confines of the building(s) and property boundaries.

Any amendment, alteration or addition to the development approval will require further consideration by Council in assessing any changes to the environmental conditions.

- (c) The *Aboriginal Cultural Heritage Act 2003* (ACHA) is administered by the Department of Aboriginal and Torres Strait Islander and Multicultural Affairs (DATSIMA). The ACHA establishes a duty of care to take all reasonable and practicable measures to ensure any activity does not harm Aboriginal cultural heritage. This duty of care:
 - (i) is not negated by the issuing of this development approval;

-
- (ii) applies on all land and water, including freehold land;
 - (iii) lies with the person or entity conducting an activity; and
 - (iv) if breached, is subject to criminal offence penalties.

Those proposing an activity involving surface disturbance beyond that which has already occurred at the proposed site must observe this duty of care. Details of how to fulfil this duty of care are outlined in the duty of care guidelines gazetted with the ACHA. The applicant should contact DATSIP's Cultural Heritage Co-ordination Unit on telephone (07) 3224 2070 for further information on the responsibilities of developers under the ACHA.

- (d) The **relevant period** for the development approval (Operational Work) shall be **two (2) years** starting the day the approval is granted or takes effect. In accordance with Section 85(1)(c) of the *Planning Act 2016* (PA), the development approval for Operational Work lapses if the development does not substantially start within the abovementioned **relevant period**.

An applicant may request Council to extend the **relevant period** provided that such request is made in accordance with Section 86 of PA and before the development approval lapses under Section 85 of the PA.

- (e) Council is to be indemnified against any claims arising from works carried out by the applicant on Council's property.

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	468 Proston Boondooma Rd, Proston		
Real property description	Lot 35 on BO565, Lot 36 on BO814565, and Lot 94 on BO814574		
Easements or encumbrances on title	F AP21858, E AP21857 – High Voltage Transmission Line C RP167605, A RP167602 – Tarong Pipeline		
Area of Site	976.469 ha		
Current Use	Rural (Feedlot)		
Environmental Management Register or Contaminated Land Register	-		
Applicant's name	Smithfield Property (Proston) Pty Ltd as trustee for the Smithfield Property Trust c/- RDC Engineers Pty Ltd		
Zone	Rural		
Applicable Overlays	Nil		
Proposed use as defined	Operational Work (Earthworks)		
Application type	Aspects of Development	Type of Approval Requested	
		Preliminary Approval	Development Permit
	Material Change of Use (MCU)		
	Reconfiguration of a Lot (RAL)		
	Building Work (BW)		
	Operational Work (OPW)		X
Level of Assessment	Code Assessment		
Pre-lodgement Consultation history	-		
Key planning issues e.g. vegetation, waterway corridors, overland flow	-		
Referral agencies	Agency	Concurrence/ Advice	
	NA	NA	
Public notification	No		

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

Table 1 – Maps & Descriptions (Source: Intramaps)