

2016

Standing Committee Meetings –
Policy and Planning



MONTO

North Burnett Regional Council

03 August, 2016

Attendees	Agenda Item 1	Attendees	
Welcome	Agenda Item 2	Welcome / Housekeeping	
Apologies	Agenda Item 3	Apologies	
	3.1	Mayor, Cr RL Chambers	
	3.2	Cr PW Lobegeier	
Declaration	Agenda Item 4	Declaration of Interest	
Deputations	Agenda Item 5	Deputations/Petitions	
	5.1	Mrs Delores Fowler – Monto	
	5.2	Presentation on a preliminary feasibility study for a biogas project – Fiona Waterhouse CEO, Andrew Aitken, Project Manager – Utilitas Pty Ltd	
Governance	Agenda Item 6	Governance Report	
	6.1	2016 ALGA National General Assembly of Local Government	003-005
	6.2	North Burnett Cemetery Process Information Report	006-015
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	6.4	State Government Library Grant Opportunities	025-028
	6.5	Celebrating Multicultural Queensland Grants Program	029-031
General Business	Agenda Item 7	General Business	
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File: 14.7.01
Officer: Mark Pitt

The purpose of this report is to update Council on attendance at the 2016 ALGA National General Assembly of Local Government. The 2016 National General Assembly was held in Canberra from Sunday 19 June to Wednesday 22 June. The theme for the 2016 NGA is *Partners in an Innovative and Prosperous Australia*.

The program was focused on debating and discussing the role that local government plays in boosting productivity and showcasing innovation and best-practice. The NGA brings our sector together providing a platform for thought provoking discussion and serious consideration of the development of policies on issues of national significance.

Local government is a pragmatic and hands-on level of government. Our focus is the provision of services, infrastructure, planning and coordination at the local level.

At the General Meeting of 20 April 2016 the following resolution was adopted:

*170-04-2016 National General Assembly Report:
Cr PW Lobegeier moved and Cr WJ Bowen seconded: That North Burnett Regional Council nominate the Mayor, Deputy Mayor and Chief Executive Officer to attend 2016 National General Assembly of Local Government (NGA) being held in Canberra from 19-22 June 2016 and include that the Government continue to maintain the NDRRA funding amount as a National General Assembly motion. CARRIED 7/0*

Corporate Plan:

5.8 Regional Representation – Improved opportunities and quality of life;
5.8.2 Collaborate with corporate and key regional and community stakeholders to ensure a unified and strengthened approach to national, state and regional advocacy.

The General Assembly:

This was again a very successful General Assembly with over 700 participants, addresses from the Federal Minister for Major Projects, Territories and Local Government, the Hon Paul Fletcher MP, and the Shadow Minister for Regional Development and Local Government, the Hon Julie Collins MP, as well as the presentations from expert speakers and panelists

LGAQ briefing

- Senator Ian McDonald & Senator Doug Cameron
- Greg Hoffman - Briefing on the motions; 56 Councils submitted 78 Strategic motions + a number of associated and reserve motions, 110 in total. 7 Qld Councils submitted 21 motions out of this total.
- Special section in the agenda for newly amalgamated Councils in NSW

Keynote Speakers:

A number of the presentations have been posted on the ALGA website and are publically available on the link below:

- The Hon Paul Fletcher MP
- The Hon Julie Collins MP

<http://alga.asn.au/?ID=14468&Menu=36,303>

Resolutions:

Council was extremely successful in the having resolutions place on this year's agenda with three of four motions being lead motions. Three motions were debated and adopted. With the fourth motion on Financial Assistant Grants being an associated motion to the strategic motion which was adopted. The following are the final form of the motions and the outcome:

Resolution 2

Lake Macquarie City Council NSW

That the National General Assembly call on the Australian Government to review the quantum and method of indexing Financial Assistance Grants to ensure that funding is commensurate with increases in the costs of efficient local government service delivery. ***Carried***

Associated Resolution 204

North Burnett Regional Council, QLD

Resolution

That this National Assembly calls for the Australian Government to call a summit with Local Government Representatives to review the Financial Assistance Grant and local government tax sharing arrangements criteria to maintain minimum local government funding levels – ***not debated as Resolution 2 adopted***

Resolution 18

North Burnett Regional Council QLD

That this National Assembly calls upon the Federal Government to make funding for the Roads to Recovery Program permanent and to continue allocation of funding as a minimum at current levels. ***Carried***

Resolution 61

North Burnett Regional Council QLD

That this National General Assembly call on the Australian Government to maintain the current funding levels and percentage ratios for Natural Disaster events. *Carried*

Resolution 62

North Burnett Regional Council QLD

That this National General Assembly calls on the Federal Government to engage directly with local government in developing an upfront recovery funding model, including full assessment of its merits prior to introduction. *Carried*

Of interest and one of the largest debates at the Congress was the following resolution:

Resolution 50

City of Darwin NT

That this National General Assembly call on the Federal Government and the Federal Parliament to treat with dignity and respect all members of the community regardless of gender or sexuality by supporting changes to the Marriage Act to achieve marriage equality for same sex couples. *Carried*

Trade Exhibition:

A number of trade exhibits were again at the conference with a range of information gathered.

Finally, I would like to thank Council for the opportunity to attend this assembly.

RECOMMENDATION

That the CEO report on attendance at the 2016 ALGA National General Assembly of Local Government be received for information and the contents of the report noted.

**NORTH BURNETT CEMETERY PROCESS
INFORMATION ONLY**

Responsible Officer:
Report prepared by:

David Wiskar – Deputy Chief Executive Officer
Tracie Myles – Stream Leader Customer Service and Libraries

1 PURPOSE OF REPORT

In the Community and Corporate Services Portfolio meeting Council identified the management of cemeteries as a key activity area.

The purpose of this report is to;

1. Provide Council with information regarding recent business improvements of cemetery processes and public registers.
2. Seek Council input into future suggested enhancements for cemetery management.

2 INTRODUCTION/BACKGROUND

Council's Cemetery Officer function, until recently, was dispersed throughout the organisation. (eg finance, IT etc).

This approach led to an inconsistency of business processes which in turn adversely affected customer service outcomes.

With the aim of continuous improvement Council reviewed the customer work flow and as a result of finding that the customer initiation point is with the Customer Service Team, the Cemeteries Administration function was moved to Customer Service.

To facilitate improved customer service outcomes, Council undertook a cemetery review project over a 6 month period with the follow objectives:

1. Investigate what each location currently utilised in terms of mapping and data entry for cemetery administration;
2. Review of existing Cemetery Policy and present amendments to Council;
3. Develop a best practice process for Cemetery administration (abstracts included in Attachment 2);
4. Ensure that all cemetery interment data was entered and cleansed in preparation for the new business system implementation;
5. Collate any physical documentation (registers and maps) and have them digitised; and
6. Deliver a series of training sessions with Customer Service Staff to ensure that the process is consistent across the region.

Action items completed to date include:

- ✓ Full cemetery administration\process review completed;
- ✓ Consultation with staff and funeral service providers completed;
- ✓ Physical registers and maps digitised and saved on Council's server;
- ✓ New Cemetery Administration process completed;
- ✓ Staff Training delivered; and
- ✓ Data entry and cleansing completed.

Council Officers are now focussing on implementing the following projects in relation to publically accessible Cemetery Registers:

- Continuation of the www.northburnett.qld.gov.au Cemetery Records Search functionality – tool currently available to the public to access Council's Cemetery Records (Attachment 3); and
- Investigate the option of physical Cemetery Register copies at each of Council's main cemeteries (as requested by portfolio Councillors).

3 CORPORATE/OPERATIONAL PLAN

Corporate Plan Outcome 1 – Infrastructure:
Section 1.9 - Cemeteries

4 POLICY IMPLICATIONS

General Policy 252 - Cemeteries

5 STATUTORY REQUIREMENTS

Nil

6 FINANCIAL IMPLICATIONS

The Cemetery project was funded through the 2015-16 Operational Budget.

7 RISK MANAGEMENT

- Risk management strategies were implemented to ensure that any old, fragile burial records were preserved.
- Digitisation of old physical records were set as a priority to ensure information integrity.
- WHS precautions were observed during cemetery visitations.

8 CONSULTATION

Consultation was conducted with:

- Previous Council Cemetery Officers;
- Customer Service Staff;
- Funeral Service Providers.

9 OPTIONS FOR COUNCIL TO CONSIDER

- Consider this report as information and endorse.
- Consider this report and request further information.

10 OFFICER'S COMMENTS/CONCLUSION

With the review and digitisation of old physical records, Council now has a reliable digitised process to ensure that records are maintained and easily accessible into the future.

The next phase of the project, to make records publically available, will address the growing interest in family history research and history tourism potential.

11 ATTACHMENTS

Attachment 1 – Project Lead Update

Attachment 2 – Cemetery Admin Procedure Quick Link Guide and sample of workflow

Attachment 2 – Sample of online Cemeteries Records Search via website

RECOMMENDATION

It is recommended that the North Burnett Cemetery Process report be endorsed and that Councillors provide feedback on their future priorities for this work program.

❖ Purpose of change

To develop a region wide approach for the Cemeteries role and service to community, taking into account the difference of facilities, resources and processes in each location. A major priority for the project was a move away from the tasks being attached to a specific staff member or group of staff and a move toward these tasks being attached to the role of customer service in each location.

❖ Our consultation process with Staff;

November 2015 – Project Plan developed in consultation with project lead, Customer Service Stream Leader and Manager Corporate and Community Services. Project Plan involved setting out general objectives for the project, targeted timeframes and some industry research to inform the objectives of the plan. Project lead engaged with previous cemeteries officers throughout the region in an information audit stage around location specific facilities, resources and processes.

December 2015 to January 2016 – Location visits to each office and cemetery to better understand and document the regions different facilities, resources and processes. Issues or concerns for each location were discussed or identified during this visit and documented.

❖ Review of current practices and development of new process;

February to March 2016 – The completion of audit stage. All data compiled from each location and used to assist in the development of updated Cemeteries policy and new region wide processes. Cemetery Package Development commenced and included: New and updated Application forms incorporating the needs of all locations; New region wide procedure; Regional Workflow reference charts; Cemetery Help and Support Page for the Public; Regional Specifications information to assist customer service staff with plaque supply; and training checklist for handover of cemetery role.

❖ Staff Training;

April to May 2016 - Training and draft cemetery package rolled out in each location. The training session incorporated sessions provided by project lead and a facilitated handover between previous cemetery officers and customer service staff. Stages of training involved an introduction to the cemetery role, consideration for mental health and safety of staff and the public, staff introduction, introduction to the cemetery package, use of cemeteries workspace and familiarisation with location specific cemetery resources. Handover session with previous cemeteries officer involved identification of any issues for each location and a discussion around resolving those issues gradually in each location.

❖ **Road testing of new process;**

May to June 2016 – Support and gradual handover phase

- Project lead available to all customer service staff; training and support provided by phone and email. Enquiries and training logged to identify any areas that further training may be required
- Previous cemeteries officer available to customer service for location specific knowledge and hands on training for cemetery tasks on as needs basis
- External staff contact available to customer service staff in usual capacity
- Draft Cemetery Package available for use and open to review or suggestions for improvement
- Cemetery tasks assigned to customer service from 1 June with previous cemetery officers being informed to act as backup to customer service only
- August 2016 the target date for Cemetery package completion and publishing to InfoXpert as complete document. Funeral Service Providers to be advised in writing of new applications, procedures and changes to adopted fees and charges for Cemeteries.

❖ **Digitisation of records; and**

Council Cemetery Records were forwarded to Avantix Strategic Engagements in Murarrie for digitisation in early June 2016. The project took three weeks to complete and all physical records have now been returned to each location to remain as a hard copy. The digital copy of cemetery maps has been uploaded to Council's electronic Document Records Management System (InfoXpert). The remaining files which include records such as Burial/Reserve Indexes and Registers will also be uploaded to InfoXpert. At this stage the records are available for viewing by staff only.

The availability of these records in digital format will offer number of positive outcomes and opportunities across the region, these include:

- Quicker and more efficient access to historical burial and reserve information
- Quicker and more efficient access to cemetery maps region wide
- Increased opportunity going forward for location specific enquiries to be completed at any customer service point throughout the region
- A backup of burial and reserve information, some of which data may not have previously existed in Council's Current Business System (PCS). The availability of this data in a digital format increases opportunities for future updating of PCS records
- A backup of working maps to 1st June 2016
- The uploading of maps to InfoXpert sets a precedent for future biannual update of working maps to InfoXpert
- Reduced to zero need to access cumbersome physical records

- The physical state of old records will no longer be compromised due to continued use
- The digitising of current Cemetery records provides an opportunity for Council to consider future processes in regard to the need for continued use of paper based burial registers

❖ **Updating of PCS records**

The task of updating Councils PCS records has been a difficult and overwhelming project. Going forward the ease of digital files will make the data update task much easier to pick up momentarily and from any location.

PCS data updates are being completed by customer service staff with assisted training and support provided by previous cemeteries officers. In turn it is recognised that the task of auditing and updating data forms part of a bigger plan which would be better tackled as the customer service staff become more familiar with the role of cemeteries itself boasting better developed skills in the different components of the role such as data entry, working with burial registers and indexes and auditing cemetery data and maps.

The data that exists within PCS is updated to Council's website on a daily basis and is available for viewing by the general public. We note that Lawn and Columbarium data is generally very reliable and consistent across the region however it is the data from Councils Monumental Sections that is lacking in validity, consistency and volume as not all data was uploaded to PCS during amalgamation in 2008.

❖ **New Business System and the Cemeteries Application**

With the integration of Councils new business system scheduled for later in 2016 we recommend holding back monumental data momentarily in order to improve the overall validity of all data prior to uploading to the new business system. We further recommend that prior to the rollover of cemetery data into the new business system that data cleansing be commenced in stages beginning with columbarium first, followed by lawn data and finally monumental data. The focus for data cleansing in stages ensures that customer service staff are better placed to achieve full completion of data cleansing for particular sections of each cemetery before commencing the next stage of data cleansing. The task of auditing and updating data as mentioned earlier has been proven quite an overwhelming task, requiring extreme attention to detail and commitment to the task at hand. The recommendation for data cleansing in stages will ensure that staff are better able to achieve the outcomes and help to build confidence, skills and experience as the complexity and intensity of the task also builds.

ATTACHEMENT 2

CEMETERIES – QUICK LINK GUIDE

This guide is for internal staff use only

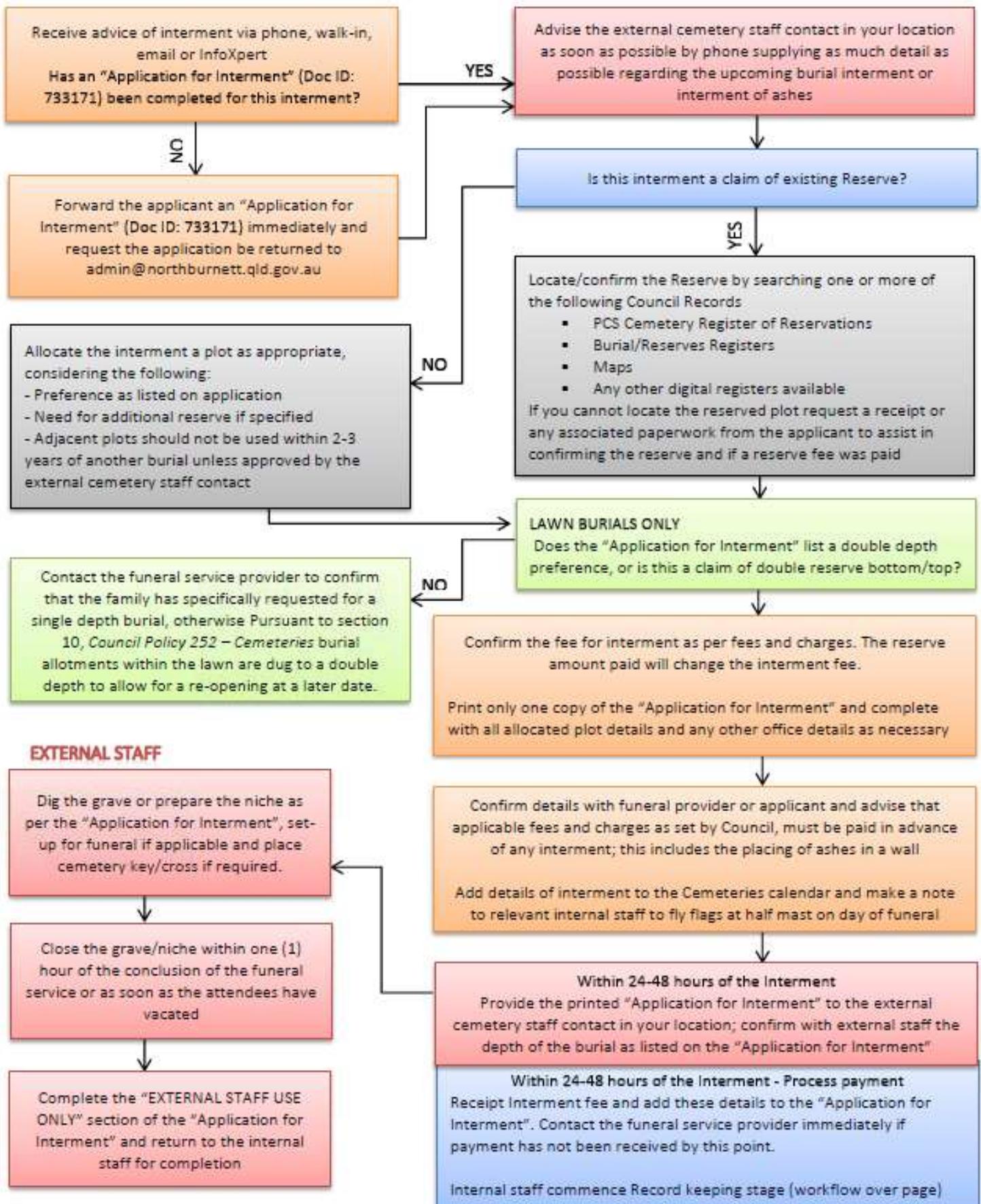
The aim of this resource is for Customer Service staff to easily locate Cemetery forms, workflows, procedures and general information. This resource is currently being developed so if you have problems finding anything or have any suggestions to improve its effectiveness, please contact me katrina.beddows@northburnett.qld.gov.au or phone Ext. 811

Table of Contents

	Doc ID
Legislative and Policy Context	
- Council Policy 252 Cemeteries	732 894
- Subordinate Local Law No.1 (Administration) 2011 (Schedule 14)	Website Link Only
Cemetery Templates	
- Application for Interment	733 171
- Application for Reservation	733 451
- Application for Private Property Burial	734 072
- Application to Erect Monument/Carry out Repairs	743 523
- Application for Plaque	733 907
General Information	
- Procedure 10 – Cemeteries	747 431
- Cemeteries Help and Support Page	737 263
- Cemetery Calendar Guide	Not yet developed
Interment/Reserve Workflows & Procedures	
- Regional Workflow for Interments	743 991
- Regional Workflow for Reservations	749 939
Plaque Workflows & Procedures	
- Regional Workflow for Plaque Supply	744 019
- NBRC Cemetery Plaque and Allotment Specifications	743 267
- Plaque Options Book for Worssell & Co Pty Ltd	752 198

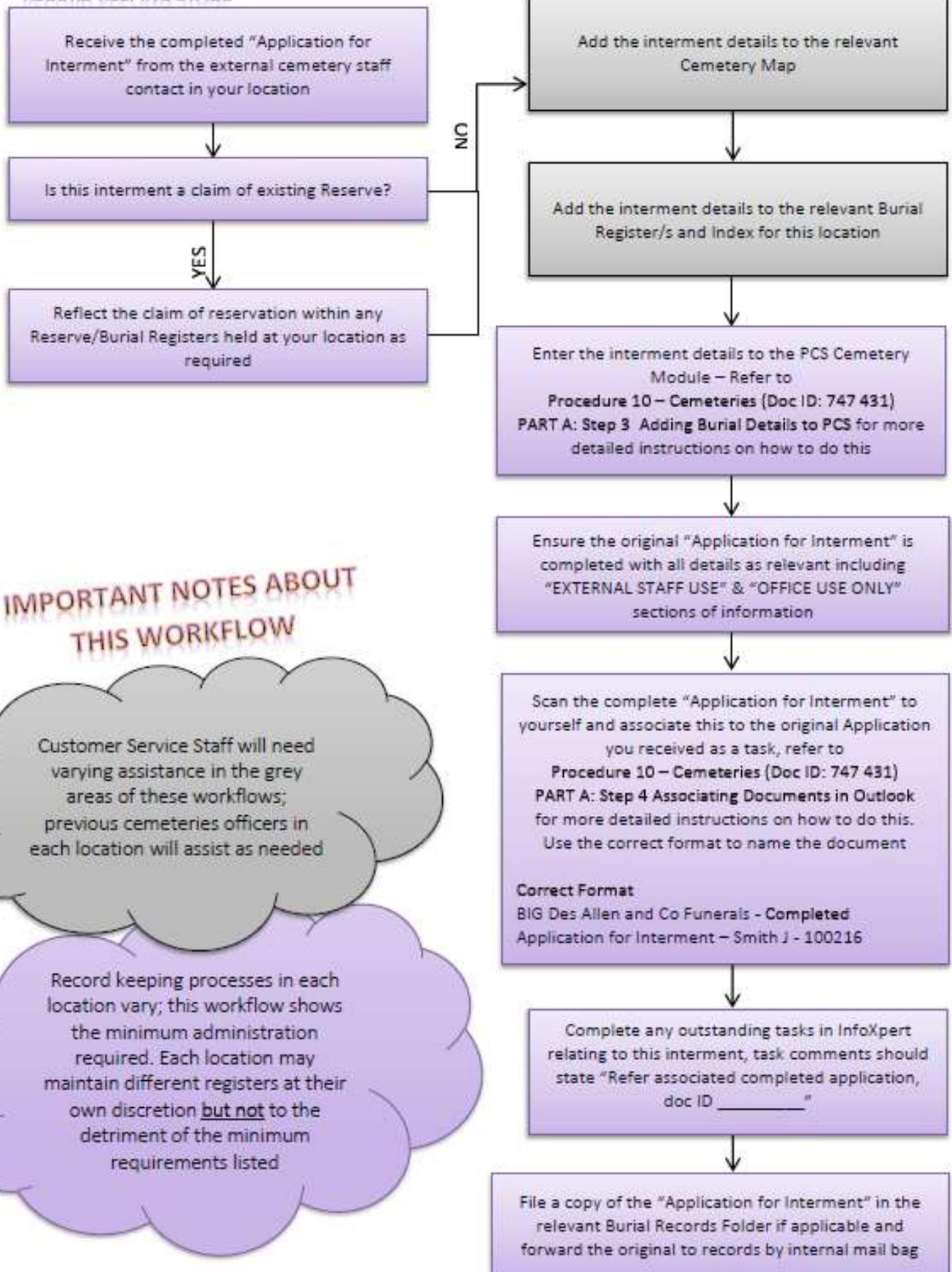
PART A: INTERMENT PROCEDURE

Step 1: General Workflow for processing an Application for Interment



Step 2: Record keeping stage for Interments

RECORD KEEPING STAGE



GOV 03

NBRC SUBORDINATE LOCAL LAWS 1, SCHEDULE 8 AMENDMENT

Responsible Officer: Lex Webster – Manager Development Services

Report prepared by: Phill Easterbrook - Compliance (Local Laws) - Stream Leader

1 PURPOSE OF REPORT

The purpose of this report is for Council to consider the amendment of Schedule 8, Establishment or occupation of a temporary home, to enable a clearer definition of this local law and to obtain consistency with other Councils in the region.

2 INTRODUCTION/BACKGROUND

Current North Burnett Regional Council Subordinate Local Laws allow the establishment or occupation of a temporary home on a persons land upon meeting set requirements and upon a building application being approved.

Council has on numerous occasions been informed of people residing on properties in caravans or similar for extended periods of time, however Council has had limited powers allowing the actioning or removal of these vans if so desired.

There are some conditions upon which a person occupies land in which a permit or approval in that circumstance would not be required. Currently the North Burnett Regional Council Subordinate Local Law No.1 (administration) 2011 does not list these conditions, refer below:-

*NBRC Subordinate Local Law No.1 (administration) 2011
Schedule 8 Occupation of a temporary home*

- 2. Activities that do not require approval under the authorising local laws*
Not applicable

3 CORPORATE/OPERATIONAL PLAN

4.5 Compliance - Ensure compliance with Council's policies, procedures, and local laws, and other legislative requirements.

4 POLICY IMPLICATIONS

Not Applicable

5 STATUTORY REQUIREMENTS

North Burnett Regional Council Subordinate Local Law No. 1 (Administration) 2011, Schedule 8, number 2

Local Government Act 2009 and Local Government Regulation 2012

6 FINANCIAL IMPLICATIONS

Nil

7 RISK MANAGEMENT

Compliance with Relevant Legislation for this area

8 CONSULTATION

References made to similar policies in other Council Areas

9 OPTIONS FOR COUNCIL TO CONSIDER

The inclusion, amending or rejection of the following sections to North Burnett Regional Council Subordinate Local Law No. 1 (Administration) 2011, Schedule 8, number 2

1. *An approval under the authorising local law is not required for the establishment or occupation of a temporary home-*
 - (a) *The owner of the land upon which the temporary home is established, proves to the satisfaction of an authorised person that the temporary home*
 - (i) *Is merely being stored on the land; and*
 - (ii) *Is not being used as a permanent place of residence.*
 - (b) *The temporary home is occupied for less than two weeks in any fifty-two week period and if the temporary home is established on a vacant allotment that no temporary accommodation permit relates to.*
 - (c) *The temporary home is occupied for less than four weeks in a fifty-two week period if-*
 - (i) *The temporary home is sited on an allotment occupied by an existing dwelling house; and*
 - (ii) *The temporary home is located to the rear of the existing or another location that it is not clearly visible to the road and does not impact the visual amenity of the streetscapes.*
2. *However, subsection (1) applies only if-*
 - (a) *No waste materials, including grey water, are deposited on site during occupation or left on site after departure; and*
 - (b) *The temporary home is not a Class 10a building or structure.*

(Temporary home for the purpose of section 1 may include (caravans, motor homes, camper trailer, slide on trailer, trailerable devices, tents or any other item not a Class 10a building or structure.)

10 OFFICER'S COMMENTS/CONCLUSION

The inclusion of this Section into the North Burnett Regional Council's current local laws will allow effective compliance action to be taken involving complaints in which a person is residing permanently on a property in some structures or buildings not authorised under local law and not clearly defined under the Building Act 1975.

An example being such as a caravan or similar wheeled / trailerable accommodation placed on a persons land being used for permanent occupancy, a caravan or similar is not deemed as a Class 10a building and as such cannot be effectively dealt with under the Building Act 1975.

However this section will stipulate that a caravan may only be used as a long term temporary dwelling for an authorised period of time following the submission of an application that is received and meets the additional criteria for the granting of approval for the establishment or occupation of a temporary home by Council.

The addition of these sections will allow for the temporary accommodation of a caravan on a property with or without a dwelling for the purpose of short term use only, examples being such as family visiting relatives, short term accommodation for the purposes of clearing property etc.

11 ATTACHMENTS

- Proposed Guidelines
- Schedule 8 Establishment or occupation of a temporary home

RECOMMENDATION

The officer's opinion in this instance is that this section or wording similar be included to further clarify temporary accommodation matters.

Recommend to obtain legal opinion form LGAQ / King and Co to validate this amendment.

NBRC SUBORDINATE LOCAL LAWS 1, SCHEDULE 8 AMENDMENT

1 PROPOSED GUIDELINES

- a) Permit to occupy a temporary home for the purpose of an owner / Builder may be issued for a 12 month period from the date of approval with the option to extend after the 12month expiry period.
- Approval based on requirements met as per North Burnett Regional Council Subordinate Local Law 1 (administration) 2011, Schedule 8, section 3.

Current Permit Fees (Compliance)

- *Initial application fee \$208.00*
- *Application to extend (first extension) \$281.00*
- *Application to extend (subsequent extension) \$344.00*

- b) Permit to occupy a temporary home for the purpose of a temporary boarder (e.g. Seasonal Backpacker) may be issued for a 3 month period from the date of approval, with one (1) additional option to extend after the initial 3month expiry period.
- Approval based on ability to meet conditions set in section 2, of proposed amendment to schedule 8.
 - Permitted boarder approval maximum 6 months in any 12 month period per property.
 - Approval permitted for 1 vehicle only per property at any one time.

Current Permit Fees (Compliance)

- *Initial application fee \$208.00*
- *Application to extend (first extension) \$281.00*

- c) Application made for the purposes of family members / relatives in instances of visiting / emergent reasons / financial difficulties will be limited to time frames as per temporary border (b). Application of fees & charges may not apply in some instances.
- d) Permit to occupy temporary home not applicable to larger applications such as farm stays, hostels, seasonal workers accommodation, bed and breakfasts etc.
- This requirement and application is made under the North Burnett Regional Planning scheme and application is to be made to Council for a Material Change of Use (MCU).
 - Application costs as per Planning fees and charges and dependent on application type.

Requirements upon application – provided to Council in writing

The following documents and materials must accompany an application for Approval—

1. a drawing / picture showing the design and dimensions of the proposed temporary home
2. details of the materials out of which the temporary home is (or is to be) constructed and other structural details of the temporary home
3. details of the location of the temporary home within property
4. if the applicant is not the owner of the land on which the temporary Home is (or is to be) located—the written consent of the owner
5. details of the names of the persons who are to occupy the temporary home
6. details or plans, where relevant, for—
 - (a) Wastewater;
 - (b) Sewerage;
 - (c) Water supply;
 - (d) Painting;
 - (e) Engineering;
 - (f) Structural approval.

Requirements upon approval – provided in writing

You are advised that a Temporary Accommodation Permit is hereby granted subject to your compliance with the following conditions and North Burnett Regional Council's Subordinate Local Law No. 1 (Administration) 2011.

1. The Permit expires on **12months from application date, (3months for non builder / occupier)**. Any requests for an extension must be in writing stating the reasons why an extension should be granted.
2. The Temporary accommodation facility is not to be occupied once the permanent dwelling has been completed and occupied.
3. Provision of an adequate source of water, including portable water, is to be available at all times and reticulated to the temporary accommodation unit.
4. The temporary accommodation unit is to be fitted with approved type smoke alarm (s). Type is to be suitable for its locations. The smoke alarm (s) is to be positioned between the kitchen and the sleeping areas.
5. Adequate means of waste disposal is to be implemented as from site occupancy e.g. Waste Disposal wheelie bin or other approved method.
6. A sign indicating premises is a temporary occupation, authorised by North Burnett Regional Council, should be erected at the main road entry to the property. Please contact the North Burnett Regional Council for sign requirements.
7. Failure to comply with the terms of this permit may result in Council cancelling this permit at any time.
8. Any additional requirements that the Council may impose.

You are required to give Councils Compliance Department seventy-two (72) hours prior notice when a final inspection of the permanent dwelling has been requested.

Schedule 8 Establishment or occupation of a temporary home

Section 11

1. Prescribed activity

Establishment or occupation of a temporary home

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

Not Applicable

3. Documents and materials that must accompany applications for approval

The following documents and materials must accompany an application for approval—

- (1) A drawing showing the design and dimensions of the proposed temporary home; and
- (2) Details of the materials out of which the temporary home is (or is to be) constructed and other structural details of the temporary home; and
- (3) Details of the location of the temporary home; and
- (4) If the applicant is not the owner of the land on which the temporary home is (or is to be) located—the written consent of the owner; and
- (5) Details of the names of the persons who are to occupy the temporary home; and
- (6) Details or plans, where relevant, for—
 - (a) Wastewater;
 - (b) Sewerage;
 - (c) Water supply;
 - (d) Painting;
 - (e) Engineering;
 - (f) Structural approval.
- (7) Any other supporting documentation and materials requested on the approved application form.

4. Additional criteria for the granting of approval

The following criteria are criteria that must be considered for the granting of approval

- (1) That
 - (a) The temporary home is not intended to be used as a permanent or indefinite place of habitation; and,
 - (b) There is a current development approval to erect a dwelling on the relevant land which dwelling (or part of which dwelling) will be used as a permanent or indefinite of habitation; and
 - (i) The temporary home has in the opinion of an authorized person a sufficient source of water supply and sufficient means of disposal of effluent and refuse to ensure that minimum standards of health and hygiene for safe human habitation can be established and maintained.

(ii) That reasonable ground exist to justify the need to establish and occupy a temporary home, including special consideration where a natural disaster or emergency situation has the existing dwelling house unsuitable for habitation.

5. Conditions that must be imposed on approvals

The following conditions are conditions that must be imposed on approvals—

1) The approval must state—

(a) The date by which substantial progress must be made towards the completion of the dwelling to be constructed on the land ; and

(b) The date by which the temporary home must be dismantled and removed; and

(c) The construction materials and methods of construction of the temporary home or any part thereof; and

(d) The dimensions of the temporary home or any part thereof; and

(e) Painting and other external treatment of the temporary home or any part thereof, either at the stage of construction or at any later time; and

(f) Ablution, toilet and laundry facilities which must be provided as part of the temporary home; and

(g) The method by which water is to be supplied to the temporary home; and

(h) The method by which waste water and refuse are to be disposed of from the temporary home.

(i) A sign indicating premises is a temporary occupation, authorized by North Burnett Regional Council, should be erected at the main road entry to the property. Please contact the North Burnett Regional Council for sign requirements. A sign (450mm x 600mm) shall include expiry date and be erected at the main road entry to the property.

6. Conditions that will ordinarily be imposed on approvals

Not applicable.

7. Term of approval

An approval commences on the date of issue and terminates on:

(a) The date specified in the approval, being a date determined by the local government but being not more than 12 months after the date of issue; or

(b) The date on which a dwelling on the relevant land is substantially completed, whichever is sooner.

8. Term of renewal of approval

The term of any renewal is the same term as the original approval subject to compliance with all conditions stated on the approval

STATE GOVT - LIBRARY GRANT OPPORTUNITIES

File: 14.4.19
Responsible Officer: Mark Pitt – Chief Executive Officer
Report prepared by: Tracey Wilson – Media / Grants Officer

1 PURPOSE OF REPORT

The purpose of this report is to provide an update on grant funding opportunities available to Council libraries through the Queensland State Government.

2 INTRODUCTION/BACKGROUND

The Queensland State Government has advised that three grant funding opportunities are available to Council libraries for the 2016-2017 Financial Year:

- *Vision 2017 for Queensland Public Libraries* vision statement to support library services to increase their social and cultural capital, as well as their economic and social benefits to the community
- Online Public Access in Public Libraries grants, which will enable public libraries to accelerate the transition to digital modes of delivery to make content, services and programs accessible to everyone, and
- Online Public Access in Public Libraries funding will support partner projects between State Library and public libraries which promote the development of information-rich communities.

\$5 Million has also been provided by the State Government to support the continued delivery of the four year *First 5 Forever* universal family literacy program aimed at creating stronger language and literacy environments for 0-5 year old children before they start kindergarten and school.

SLQ will continue to work with partner organisations and other Government Departments to pursue additional funding to support programs such as *Tech Savvy Seniors*.

For further information regarding grants available to Council in the 2016-2017 financial year, please contact Michelle Hughes, Coordinator Public Library Services via email michelle.hughes@slq.qld.gov.au or telephone (07) 3842 9049.

3 CORPORATE/OPERATIONAL PLAN

In accordance with Corporate Plan 2013-18

- Outcome 2 – Social Wellbeing – 2.12 Libraries – “Build and enhance on the role of Libraries...”.
- Outcome 5 Governance - 5.3 External Funding – Enhancement of Council Operation and Services – Investigate and apply for external funding to promote council objectives and activities.

4 POLICY IMPLICATIONS

Nil

5 STATUTORY REQUIREMENTS

Nil

6 FINANCIAL IMPLICATIONS

To be advised – dependant on grant submissions.

7 RISK MANAGEMENT

Nil

8 CONSULTATION

Nil

9 OPTIONS FOR COUNCIL TO CONSIDER

Consider this report and accept, reject or amend recommendations.

10 OFFICER'S COMMENTS/CONCLUSION

Nil

11 ATTACHMENTS

Doc ID 769974 – State Library of Queensland - Public Library Grant allocation
- Attachment – Financial Support Available

RECOMMENDATION

1. That the State Government – Library Grant Opportunities Report as presented be received.
2. That Manager Corporate and Community Services liaise with Council's Library Unit Leader and Coordinator Public Library Services to identify projects eligible under the 2016-17 Queensland State Government 2016-17 grant opportunities for libraries, and further, present a report on proposed projects for consideration by Council at a future Council Meeting.

Public Library Grant 2016-17

OVERVIEW

Under the Public Library Grant, approximately \$23.837 million is available in 2016–17 to support the operation of library services across Queensland.

The structure of the Public Library Grant is (rounded to nearest 1000):

	<i>Amount</i>
STRATEGIC PRIORITIES	
Vision 2017 Implementation	\$250,000
OPAL – Online Public Access in Libraries	\$600,000
Indigenous Library Services	\$1,358,000
IKC Co-ordinators Wage Subsidy	\$336,000
Rural Libraries Queensland – Service Delivery	\$121,000
Rural Libraries Queensland – Resource/Equipment Grant	\$43,000
Centralised Services	\$1,053,000
<i>Total Strategic Priorities</i>	\$3,761,000
PUBLIC LIBRARY GRANT - LOCAL GOVERNMENT ALLOCATION	
Independent Library Services	\$19,382,000
Rural Libraries Queensland	\$693,000
<i>Total to local</i>	\$20,075,000
TOTAL PUBLIC LIBRARY GRANT	\$23,837,000

STRATEGIC PRIORITIES

VISION 2017 Implementation

Funding is allocated from the Public Library Grant to support the implementation of *The Next Horizon: VISION 2017 for Queensland public libraries*, the strategic blueprint for the development of public library services in Queensland. The strategy seeks to position public libraries as:

- creative community spaces
- connectors – physical and virtual
- technology trendsetters
- incubators of ideas, learning and innovation.

The funding delivers state-wide projects, research or advocacy for public libraries, or provides cash grants to public libraries under a competitive grant program to accelerate the development of library services which deliver on the four key themes.

Funding is fixed at \$250,000 per annum.

Online Public Access in Libraries (OPAL)

The Online Public Access in Libraries (OPAL) program provides funding towards a program of work which supports online access to information and resources for Queenslanders in or through public libraries. Under the program, State Library works with public libraries to accelerate the transition to digital modes of delivery to make content, services and programs accessible to everyone. This includes addressing barriers to access including digital literacy skills.

Funding is fixed at \$600,000 per annum.

Indigenous Library Services

The Public Library Grant funds the operation of an Indigenous Library Services Unit located in Cairns, which supports the network of Indigenous Knowledge Centres (IKCs) in remote and regional communities across Cape York, the Northern Peninsula area, the islands of the Torres Strait, Central and South East Queensland. IKCs provide traditional library services (including information and communication technologies) as well as a means and a place to capture and preserve local history and traditions. While the IKCs are owned, managed and staffed by local Aboriginal and Torres Strait Islander councils, State Library provides set-up materials (books, magazines, audio-visual materials and computers), a library management system, staff training, and recreational literacy programs to Indigenous communities.

As part of the government's commitment to Reconciliation, funding for Indigenous library services from the Public Library Grant was base-lined in 2000, and is subject to annual growth funding. The funding is added to State Library's base operating budget and directly supports the delivery of Indigenous library services across Queensland.

IKC Coordinators Wage Subsidy

Funding of \$14,600 is provided annually to each Aboriginal Torres Strait Islander council community that operates an IKC for a minimum of 24 hours per week throughout the financial year. The funds are a contribution towards the salary cost of IKC Coordinators, employed by the Aboriginal Torres Strait Islander councils, who manage and operate the Indigenous Knowledge Centre's. Funding is administered under a Service Level Agreement between the Library Board of Queensland and each Aboriginal Torres Strait Islander council.

Rural Libraries Queensland – Service Delivery

Rural Libraries Queensland (RLQ) represents collaboration between local governments and the State Library of Queensland to provide high quality public library services to rural and remote Queensland. Regional councils with populations under 15,000 are eligible to join RLQ. Libraries are staffed and operated by the local council, with library collections supplied from central collection and managed by State Library and regular collection rotation across all RLQ library service points.

Funding is provided to support the delivery of library services to RLQ libraries, particularly to support the freight costs to circulate the collection to member libraries.

Funding is currently calculated as \$1 per head of population in RLQ local government areas (\$121,000 in 2015-16).

Rural Libraries Queensland – Resource/Equipment Grant

RLQ library branches which operate for 6 hours or more per week receive a small cash grant to purchase local resources or equipment for the library.

Funding is fixed at \$43,000 per annum (shared across 65 branches in 2016–17)

Centralised Services

Centralised Services funds the development of a central collection which contains specialist material which may be accessed by all Queensland public libraries through loan arrangements. The collection includes:

- disability resources - including talking books
- languages other than English – library materials in languages other than English for non-English speaking communities across Queensland

- adult literacy resources – resources for English speakers and for learners of English as a second language including teaching theory and practice books and videos; grammar, spelling and comprehension workbooks for students; taped book kits; and resources for numeracy.

Centralised Services also includes a wide range of electronic publications, which may be loaned to any Queensland public library member or accessed by the community online in any public library location. The ecollection includes:

- databases of journal articles, newspapers, company and industry data, music scores, sound recordings and standards
- ejournals, which are scholarly journals in a wide range of subject areas published online
- online reference material such as encyclopedias and directories.

The quantum of funding for Centralised Services is adjusted annually in line with Queensland population growth.

PUBLIC LIBRARY GRANT – LOCAL GOVERNMENT ALLOCATIONS

Once funding for Strategic Priorities has been deducted from the Public Library Grant, the balance of the Public Library Grant is distributed to local governments according to the following formula:

- 66% of available grant distributed as an equal per capita component
 - 30% of available grant distributed on weightings reflecting population growth rate, proportion of people aged 55 years and over and proportion of people aged 0-14 years
 - 4% of available grant distributed relative to proportion of the Indigenous population
- This total is then weighted based on a location index (derived from Local Government Grants Commission) and a dispersion index derived from the number of separate library services (including mobiles) and the population density.

For Independent Library Services:

- funding is distributed as a cash grant to councils
- the grant is tied to the development of library collections to ensure the library services provide high quality collections which represent the widest possible coverage of subjects, formats and genres to cater for the diverse needs of the whole community
- up to 50% of the grant may be used on non-collection priority projects to reshape and improve library services aligned to the VISION 2017 key themes, subject to approval by State Library.

For Rural Libraries Queensland:

- funding is notionally allocated to councils operating Rural Libraries Queensland libraries according to the population formula; however, this notional allocation is retained by State Library in a pooled fund, which it uses to develop a combined RLQ collection, thus providing improved purchasing power, collection diversity and economies of scale.

Funding for collections is indexed annually in line with Queensland population growth.



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Mark Pitt
Chief Executive Officer
North Burnett Regional Council
PO Box 390
GAYNDAH QLD 4625

Dear Mark

I am writing to provide you with information regarding the financial support to be offered to your Council for the operation of library services as a result of the Queensland Government's tabling of the State Budget in Parliament on 14 June 2016.

The State Budget contained several mechanisms that have been adopted to enhance the financial support available to council to operate library services.

The Public Library Grant

The Public Library Grant is allocated to Councils based on an approved methodology which takes into account many factors, including population, location and number of library branches amongst other things. Based on this methodology, North Burnett Regional Council will receive a notional allocation of \$54,397. Under the terms of the Service Level Agreement between Council and State Library of Queensland, Council has agreed to assign this notional grant allocation to State Library of Queensland to purchase library materials for the Rural Libraries Queensland (RLQ) library collection. As Council's library services form part of the RLQ network, Council is able to receive and exchange agreed proportions of stock at designated intervals throughout the year. This arrangement enables local library customers to borrow books from other RLQ locations and State Library of Queensland and have them delivered to their local library branch.

The Queensland Government, through the State Library has also made provisions to pay the cost of forwarding and return of library collection items between State Library and Council's nominated service point, as well as the freight costs for items circulated between the nominated service points of other Councils participating in the Rural Libraries Queensland service.

In addition, Council will also receive a one-off cash grant of \$3,972 (GST exempt) for the purpose of purchasing library resources (such as newspapers and magazines) for the community collection, or for the purchase of equipment (tablets, digital cameras) for the library.

Other grants available to Council

I can also confirm that the Queensland State Government has made provisions for three other opportunities for which Council is eligible to apply in the 2016-2017 Financial Year. These grant opportunities include:

- \$250,000 has been made available under the *Vision 2017 for Queensland Public Libraries* vision statement to support library services to increase their social and cultural capital, as well as their economic and social benefits to the community
- \$200,000 has been made available for the next round of Online Public Access in Public Libraries grants, which will enable public libraries to accelerate the transition to digital modes of delivery to make content, services and programs accessible to everyone, and
- A further \$300,000 worth of Online Public Access in Public Libraries funding will support partner projects between State Library and public libraries which promote the development of information-rich communities.

\$5 Million has also been provided by the State Government to support the continued delivery of the four year *First 5 Forever* universal family literacy program aimed at creating stronger language and literacy environments for 0-5 year old children before they start kindergarten and school.

SLQ will continue to work with partner organisations and other Government Departments to pursue additional funding to support programs such as Tech Savvy Seniors.

Funding to Councils operating libraries in rural Queensland allows for the provision of library services to approximately 120,000 people in 28 communities in rural and remote Queensland, including 24/7 access to online resources such as e-books, online learning, resources, family history services and e-magazines.

If you require further information about any of the grants available to Council in the 2016-2017 financial year, please contact Michelle Hughes, Coordinator Public Library Services via email michelle.hughes@slq.qld.gov.au or telephone (07) 3842 9049.

We look forward to working with your Council and library staff over the next year to support the ongoing development of public libraries across Queensland.

Yours sincerely



Sonia Cooper
State Librarian and CEO

22 / 07 / 2016

CELEBRATING MULTICULTURAL QUEENSLAND GRANTS PROGRAM

File: 14.3.07
 Responsible Officer: Mark Pitt – Chief Executive Officer
 Report prepared by: Tracey Wilson – Media / Grants Officer

1 PURPOSE OF REPORT

The purpose of this report is to inform Council about the Celebrating Multicultural Queensland grants program.

2 INTRODUCTION / BACKGROUND

The Celebrating Multicultural Queensland grants program funds initiatives that celebrate and promote Queensland's multicultural identity, increase community awareness of benefits of multiculturalism, foster community cohesion, and support equal access to opportunities by people from diverse cultural backgrounds.

In 2016–17, total funding of \$1 million will be allocated to diverse multicultural events and projects across Queensland through 2 separate grants rounds:

1. 30 June to 26 August 2016—grants round for multicultural events—NOW OPEN
2. Later in 2016—grants round for multicultural projects.

Under the 2016-17 grants round for multicultural events, funding will be allocated through 2 categories for events to be held in Queensland within the 2017 calendar year:

- A. '**Signature Events**' with maximum grant level of \$20,000 per event – please note – mandatory attendance figures to be 6,000 thus NBRC not eligible.
- B. '**Cultural Events**' with maximum grant level of \$10,000 per event.

B. Cultural Events - Multicultural events held on particular dates of cultural significance or celebrations of cultural heritage and/or diversity organised by established or small and emerging communities.

Funding amount - **Maximum grant – \$10,000 per event (excluding GST)**

Funding objective - Promote community cohesion and an increased understanding of the culture and heritage of established or small and emerging communities in Queensland by people from the wider community.

Funding criteria

Mandatory:

- Have a specific focus on a particular culture or religion, or a small multicultural celebration.

- Demonstrated practical measures to promote acceptance and understanding of a particular culture or religion by other cultural groups and by the wider community.

Desirable:

- Celebrations of significant/historic milestones achieved by an emerging community or established communities.
- Have measures in place to attract funding from different sources to increase sustainability.

Applications close Friday 26 August 2016.

Community groups, local councils and non-government incorporated organisations that involve or support migrants and refugees from culturally and linguistically diverse backgrounds are eligible to apply for funding.

Further information can be found on the Queensland Government website at <https://www.qld.gov.au/community/community-organisations-volunteering/funding-grants-resources/celebrating-multicultural-qld-grants-program/>

3 CORPORATE/OPERATIONAL PLAN

In accordance with Corporate Plan 2013-18:

- Outcome 2 – Social Wellbeing, Section 2.4 Community Services – Section 2.5 Education and Training – Section 2.8 Sport and Recreation - Section 2.11 Arts and Culture
- Outcome 5 – Governance, Section 5.3 External Funding - Section 5.6 Community Engagement – 5.10 Resource Sharing

4 POLICY IMPLICATIONS

Nil

5 STATUTORY REQUIREMENTS

Nil

FINANCIAL IMPLICATIONS

Desirable - Have measures in place to attract funding from different sources to increase sustainability.

7 RISK MANAGEMENT

Nil

8 CONSULTATION

Nil

9 OPTIONS FOR COUNCIL TO CONSIDER

Consider this report and accept, reject or amend recommendations.

10 OFFICER'S COMMENTS/CONCLUSION

Nil

11 ATTACHMENTS

Nil

RECOMMENDATION

That:

1. The Celebrating Multicultural Queensland Grants Program report as presented be received.
2. Manager Corporate and Community Services liaise with Community Development staff and Deputy Chief Executive Officer to discuss a suitable project and further, submit a Celebrating Multicultural Queensland Grants Program application prior to Friday, 26 August 2016.