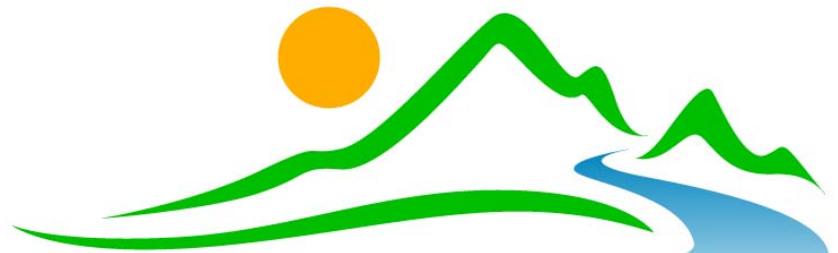


2014

Standing Committee Meetings –
Policy and Planning



NORTH BURNETT
REGIONAL COUNCIL

Biggenden

North Burnett Regional Council

August 05, 2014

| | | | |
|--------------------|-----------------------|--|----------------|
| Attendees | Agenda Item 1 | Attendees | |
| Welcome | Agenda Item 2 | Welcome / Housekeeping | |
| Apologies | Agenda Item 3 | Apologies | |
| Declaration | Agenda Item 4 | Declaration of Interest | |
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| Governance | Agenda Item 6 | Governance Report | |
| | 6.1 | Competitive Neutrality Complaint | 003-010 |
| | 6.2 | General Policy – Rates – Concession for Community Not-for-Profit Organisations | 011-014 |
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| | 6.4 | Funded Community Housing Policy | 021-035 |
| | 6.5 | Fees and Charges Change – Libraries | 036-038 |
| Economic | Agenda Item 7 | Economic Report | |
| | 7.1 | Development Statistics | 039-042 |
| | 7.2 | Request to Waiver Adopted Infrastructure Charges Notice | 043-048 |
| Social | Agenda Item 8 | Social Report | |
| | 8.1 | ‘Shop In’ Local Buy Campaign | 049-069 |
| | 8.2 | Department of Social Services Grant Applications | 070-072 |
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| Environmental | Agenda Item 9 | Environment Report | |
| | 9.1 | Natural Resources Management Team Report | 075-081 |
| Confidential | Agenda Item 10 | Confidential Reports | |
| General Business | Agenda Item 10 | General Business | |
| Closure of Meeting | Agenda Item 11 | Closure of Meeting | |

Responsible Officer: Mark Pitt – CEO

1 PURPOSE OF REPORT

The purpose of this referee report is to provide Council with details of the investigation and the recommendations by the referee concerning a complaint made under Policy 115 about the provision of free camping at various locations within the region.

2 INTRODUCTION/BACKGROUND

The referee has prepared the attached referee report of the investigation of the complaint for the purpose of Council to respond to the referee's recommendations contained in the report.

3 CORPORATE PLAN

Outcome 5 – Governance 5.5 – Transparency and Performance; 5.5.1 – Review and Implement levels of transparency and accountability

4 POLICY IMPLICATIONS

How Council will deal with issues associated with camping and compliance issues within the region. Policy 115 Code of Competitive Conduct Complaints.

5 STATUTORY REQUIREMENTS

Council is required to comply with the *Local Government Act 2009* and *Local Government Regulation 2012*.

6 FINANCIAL IMPLICATIONS

Council's obligations to comply with Competitive Neutrality issues..

7 RISK MANAGEMENT

Compliance with relevant legislation.

8 CONSULTATION

As detailed in the referee report

9 OPTIONS FOR COUNCIL TO CONSIDER

Consider this report and resolve to accept or not to accept the recommendations and to provide reasons for decision.

10 OFFICER'S COMMENTS/CONCLUSION

The attached report details the complaint and the outcome.

10 ATTACHMENTS

Referee Report – Competitive Neutrality Complaint

RECOMMENDATION

1. That Council receives the referee report concerning the complaint made about the provision of free camping at various locations within the region.
2. That Council accepts the recommendations made by the referee in the referee report that :
 - (a) no action be taken arising out of the complaint; and
 - (b) that the complainant be notified that the activity of permitting camping on various Council-controlled land, free of charge, does not constitute a “business activity” as defined by the *Local Government Act 2009* for the purposes of a competitive neutrality complaint.

Referee Report
Complaint Tom Marinucci Manda Inn Motel and Caravan Park

- *Executive Summary*

Mr Marinucci has claimed that North Burnett Regional Council has participated in anti-competitive behaviour by the provision of free camping at various locations within the region. The Council has disputed this. Subsequently Mr Marinucci has made a formal complaint to Council under Council Policy 115 Code of Competitive Conduct Complaints to which this report addresses the concerns and makes recommendation in regards to the validity or otherwise of the complaint.

- *Introduction/background and any relevant background material*

Following on from earlier complaints to Council and the Ombudsman and Council in regards to camping at the Gayndah Showgrounds, in email correspondence dated 23 December 2013, Mr Marinucci (the complainant) makes a complaint regarding “free camping” at various locations through out the region.

- *Assessment of the complaint and issues selected for review*

Mr Marinucci’s original complaint has been followed by several other emails dated 14 January 2014 (Council reply 16 January), 1 February, 20 February, 7 April (Council reply 16 April) and 11 June (Council acknowledgement 17 June 2014). The Chief Executive Officer also met with Mr Marinucci on 7 March 2014 to discuss the correspondence and issues raised.

Mr Marinucci’s complaint was clarified in the email of 1 February 2014 (copy attached). Succinctly, Mr Marinucci argues that his establishment is unable to compete with Council provided ratepayer subsidised free camping areas. Mr Marinucci requested that Council consider imposing a fee on these sites/facilities that represent the usual compliance and running costs for the areas. It is argued that the provision of the free sites hampers the growth of the local market and cheapens the town brand. Further Mr Marinucci goes on to state that it is his understanding that free camping is only permissible that is a specified distance from an accommodation provider.

- *An outline of the investigation process, including persons interviewed or otherwise consulted, and the process followed to give natural justice, if necessary including relevant information obtained during any interviews and consultations, and other evidence gathered and considered*

A meeting was held on 7 March 2014 between Council officers and the complainant. The Department of Main Roads was canvassed for their policy on road side rest areas.

Council has sought its own legal advice on the matter.

Records including diary notes, correspondence, emails reviewed.

- *Relevant facts established*

Rest areas nominated by the complainant are Zonhoven Park, Claude Wharton Weir, Ban Ban Springs, Biggenden and Mundubbera.

The following is the tenure of the sites in question (Areas in italics added by the author of the report):

| | |
|--|--|
| Zonhoven Park | Reserve for Camping, Water and Recreation; |
| Claude Wharton Weir | Weir Park Reserve for Recreation; |
| Ban Ban Springs | Reserve for Camping and Scenic Reserve |
| Biggenden – (<i>Unsure of site</i>) | Unknown |
| Mundubbera – (<i>Black Stump Park</i>) | Freehold |

Other sites at which camping may occur within the region not referenced in the complaint include the following sites:

| | |
|-------------------------|-------------------------------------|
| Binjour Range Rest Area | Road Reserve – Dept. of Main Roads; |
| Ceratodus Rest Area | Road Reserve – Dept. of Main Roads |
| Cominglah | Road Reserve – Dept. of Main Roads |

Zonhoven Park: It can be clearly established through Gayndah Shire Council minutes that at least as early as 1994, Zonhoven Park was an overnight camping/rest area. [Note, Zonhoven Park is a reserve for camping, water and recreation.] It was further noted in the minutes that at the site “*overnight camping has always been permitted in this park*”.

In 2007 the then Gayndah Shire Council was subject to an Ombudsman complaint in relation to caravan parking, free camping around Gayndah Shire and related matters. Through that investigation the Ombudsman noted that there was no evidence of maladministration by the Council and that the Council had acted lawfully and reasonably in relation to caravan parking and camping. It was noted in the Ombudsman advice to the Gayndah Shire that the issue of free or discounted parking on public land was a State wide issue even at this time.

Claude Wharton Weir: In regards to Claude Wharton Weir, the primary purpose is for day recreational use. Effectively as of 10 April 2014, Council closed this site through administrative action to all overnight stays due to the level of vandalism and anti-social behaviour at the site.

Cominglah, Ceratodus, Binjour and Ban Ban Spring rest areas: Council maintains and cleans the facilities at Cominglah, Ceratodus, Binjour and Ban Ban Spring rest areas on behalf of the Department of Main Roads. We are contractually committed to Main Roads to keep these sites clean, tidy and maintained. In regard to the collection of fees from travellers, Council receives no payment in either cash or by exchange of goods or services for the use of these facilities.

Mundubbera Black Stump rest area: The Mundubbera Black Stump rest area has a driver reviver site and also is cleaned and maintained on a contractual arrangement with the Department of Main Roads in the same arrangement as mentioned previously.

Council does not otherwise control or manage the use of the Cominglah, Ceratodus, Binjour Range rest areas.

Council operates the Council-controlled areas in accordance with adopted *North Burnett Regional Council Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads)* and *Subordinate Local Law No. 4* Schedule 1 – Section 5 and Schedule 2 - Section 1.

Also there are numerous sport, recreational, park and show grounds across the region which Council enforces no general camping and where permitted camping may be conducted ancillary to the use of the reserve.

Camping on Show Grounds has been the subjects of other reports and will not be addressed with this complaint.

All enforcement activities are subject to Council’s available resources.

North Burnett Regional Council does not receive any payment in cash or in-kind for use of the rest areas (whether for camping or other recreational uses) and does not discriminate for usage between the travelling public or local residents for use.

The *Local Government Act*, schedule 4 (Dictionary), defines **business activity**, of a local government, to mean trading in goods and services by the local government. “Trading in” requires goods or services to be provided to another legal entity in exchange for valuable consideration (whether cash or in-kind).

- *Laws, policies, standards and any relevant research dealing with the complaint issues*
 - *Local Government Act 2009* – Division 2 Business reform, including competitive neutrality;
 - *Local Government Regulation 2012*;
 - Department of Local Government, Community Recovery and Resilience Bulletin 01/14: National Competition Policy - New threshold amounts for significant business activities and the Competitive Code of Conduct for 2014-15
 - North Burnett Regional Council Local Law No. 4 and Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011;
 - North Burnett Regional Council Policy 115 “Code of Competitive Conduct Complaints”;
 - Queensland Camping Options Toolkit (March 2014);
 - Statewide Directions Paper – Review of Council Recreational Vehicle Overnight Camping Services – Tasmanian State Government (May 2012)
- *Whether the complaint is sustained or not sustained, in whole or in part, and the reasons for that finding*

The complaint is not sustained, as the activity the subject of the complaint (namely, permitting camping on various Council-controlled land free of charge) does not constitute a “business activity” as defined by the *Local Government Act 2009* for the purposes of a competitive neutrality complaint.

- *Actions undertaken or recommended:*

It is recommended that:

- (a) no action be taken arising out of the complaint; and

- (b) that the complainant be notified that the activity of permitting camping on various Council-controlled land, free of charge, does not constitute a “business activity” as defined by the *Local Government Act 2009* for the purposes of a competitive neutrality complaint.

Natalie Zillman

From: Tommaso Mandainn <tommaso.mandainn@gmail.com>
Sent: Saturday, 1 February 2014 2:54 PM
To: North Burnett Regional Council
Subject: Competitive Neutrality complaint Attn mark Pitt CEO

Dear Mark,

Thank you for your letter on 16 Jan 2014, and thank you also for the assistance with regards to the clarity of our complaint. We hope you find that the following is suitable for the purposes of making this complaint official. We would like to point out that the attachment to your letter Appendix A, the last paragraph, "*Grounds for complaint*" concerning section 47 of The Local Government Act 2009 does not apply in this circumstance as this complaint does not concern building certification or roads activity. Section 44 paragraph 3 "*Full cost pricing*" and section 46 "*Assessing Public Benefit*" may be of some relevance however.

Regarding the North Burnett Regional Councils provision of caravan and camp sites free of charge to the traveling public in the North Burnett regional Council area, particularly, but not only, at Zonhoeven Park and Claude Wharton Weir. As you are well aware we operate a caravan park and campground in Gayndah and as such have compliance and running costs and our accommodation rates reflect that. We have very reasonable rates as we have to compete with other parks in this and other towns for business. We cannot compete with the council provided ratepayer subsidised free facilities provided at the above mentioned sites. Indeed we cannot compete with any of the free sites provided by the NBRC throughout the region. We are not bludgers, we do not feel we are entitled to a free ride and I do not ask the council to stop providing camping facilities. All I ask is that the NBRC impose a cost that reflects the value that these facilities represent and the usual compliance and running costs that such a facility would normally have to charge to remain afloat, in other words all I ask for is a level playing field so that our business is not unfairly disadvantaged as it has been since we arrived in Gayndah.

Many times, too many to mention but enough for it to be a habit, we have seen caravans passing or calling in for fuel and leaving. The park remains empty of travelers. Jumping in the car and doing our rounds of the free spots we find that they are crowded with travelers. We do not blame the travelers, who can pass up free accommodation. Being ratepayers, it sticks in our craw that *our* rate money is being used to discriminate against *our* business. The practice of providing free accommodation hamstring the growth of the local market, cheapens the brand of the town and attracts a larger proportion of freeloaders.

I am not against free camping and advocate the practice, within the law, which states, if I am not wrong, that it is permissible to camp for free anywhere on public land that is a specified distance or more from an accommodation provider or something of that nature. Camping in such a situation should be free, the facilities are scant. In town we have access to hospitals, emergency services, Infrastructure (water and power), entertainment etc. all of the things that ratepayers and taxpayers pay rates and taxes for. This is why caravan parks and campgrounds tend to be in or next to towns, with the proliferation of the "*free spot*" the number of caravan parks and camp grounds are static or diminishing as the business opportunities are hijacked. We came to this region with the intention of growing our business and we find that instead we are having to rationalise, less staff, longer hours, more work ourselves, enlisting family members to help out.

I have broached the subject of the free campsites on numerous occasions and been dismissed out of hand with the CMCA's (Caravan and Motorhome Club of Australia) standard, though completely unsubstantiated, woolly motherhood statement that "*it is good for business*", Whose business? and, how good? if at all?

It certainly does measurable damage to our business. We have no argument with ratepayers money being used to further the number of visitors to our region. Giving into the entitlement mentality of a minority of vocal travelers, at the expense of local businesses (there is another private caravan park in Gayndah, and there was a proposal for a third), is bereft of common sense, and, hardly surprisingly, a breach of the competition law when it comes to competitive neutrality.

We trust the North Burnett Regional Council will make haste with regards to rectifying this embarrassing lapse. Should you wish to discuss further any of the points herein or any other issues surrounding this feel free to get in touch and we will make ourselves available.

Regards
Tommaso Marinucci
for the proprietors
The Manda Inn

GOV 02 GENERAL POLICY - RATES - CONCESSION FOR COMMUNITY NOT FOR PROFIT ORGANISATIONS

File: 12 – Financial Management
Responsible Officer: David Wiskar – General Manager Corporate & Community Services
Report prepared by: Lisa Benham – Manager Financial Services

1 PURPOSE OF REPORT

The purpose of this report is to present to council Proposed Policy Rates – Concession for Community Not for Profit Organisations

2 INTRODUCTION/BACKGROUND

This policy is to establish a framework to provide rates based financial assistance to not for profit community organisation.

3 CORPORATE/OPERATIONAL PLAN

In accordance with Outcome 3 – Organisation Ability, Section:

- 3.2 Organisational Systems
- 3.4 Transparency and Performance

4 POLICY IMPLICATIONS

This policy supersedes all other policy's and Council resolutions in relation to Community not for profit general rates rebates/concessions including resolutions made by the previous un-amalgamated councils.

5 STATUTORY REQUIREMENTS

Any decision made by Council needs to be in accordance with the Local Government Act and or the Local Government Regulation.

Council is required to comply with the Local Government Regulations 2012. The relevant section of the Regulation being Part 10 – Concessions.

6 FINANCIAL IMPLICATIONS

There will be a reduction in rates collected from the rating code, however this was budgeted in the 2014-15 budget

7 RISK MANAGEMENT

Nil

8 CONSULTATION

Consultation with managers and relevant staff has been undertaken in relation to this Policy. Discussions in relation to this policy have been undertaken with Councillors.

9 OPTIONS FOR COUNCIL TO CONSIDER

Consider this report and accept recommendations

10 OFFICER'S COMMENTS/CONCLUSION

Previous to this policy the old Councils had various resolutions and policy's that covered Community Not for profit organisations and how the general rates was applied. This will standardise the process of rates concessions for community organisations plus provide council with information as to how much support Council provides in the way of rates concessions.

11 ATTACHMENTS

Attachment 1 – Policy - Rates – Concession for Community Not for Profit Organisations

RECOMMENDATION

That Council rescind all previous resolutions and policy's in relation to community groups/organisations rates concessions/discount and Council adopt a new policy called Rates – Concession for Community Not for Profit Organisations

| | |
|----------------------|---|
| Policy Title: | Rates – Concession for Community Not for Profit Organisations |
| Policy No: | |
| Policy Subject: | Financial Operations |
| Department: | Community & Corporate Services |
| Section: | Finance |
| Responsible Officer: | Manager Finance |
| Authorised by: | North Burnett Regional Council |
| Adopted Date: | |
| Review Date: | 1 May (each year prior to Budget) |
| Authorities: | <i>Local Government Act 2009</i> <i>Local Government Regulation 2012 (LGR)</i> |

INTRODUCTION:

This Policy allows for the provision of a concession of the rates and charges to Community Not For Profit Organisations in accordance with the Local Government Regulation 2012, Chapter 4, Part 10 Concessions.

POLICY

Council will provide for rates and charges based financial assistance to not for profit community organisations by way of a full concession on general rates in accordance with the following principles. Additionally community halls are provided an additional concession of 100% of the Environmental Levy and Local Disaster Levy.

ADMINISTRATION APPROACH:

1. Application for this concession are not necessary;
2. Eligibility of organisation for this concession will be determined prior to the adoption of the budget each year;
3. A list of eligible organisations for these concessions will be approved by Council for the budget year.

PRINCIPLES

To be eligible for a general rates concession under this policy the organisation must:

- be categorised in Council's Differential Rate Category 13 – Commercial Non-Profit. The criteria for Council's Differential Rate Category 13 is set out in the Revenue Statement as *All Land, which is not otherwise categorised, to which the following primary land use codes apply or should apply: 48-59 (excluding 49 – Caravan Park); and*
 - Be Identified by Council as not for profit organisation which exists primarily to undertake community service activities and relies mainly on volunteer labour; or

- Be a not for profit organisation which has a high level of paid labour and a low level of volunteer labour however a substantial community benefit is provided; or
- Be a not for profit recreation and sporting organisation which undertakes sporting or recreational activities.
- not hold a liquor licence; and
- not derive income from Gaming Machines
- not involved in other significant commercial revenue generating activities that could be deemed to be commercial or commercial like in nature

When an organisation is identified as meeting the criteria set out above Council will allow a concession of the total amount of the General Rate Payable for this property by way of credit applied directly to the organisations rate card.

To be eligible for a concession on the Environmental Levy & Local Disaster Management Levy under this policy the organisation must be a community public hall and used for this purpose.

POLICY APPEALS

Community organisations will have a right to appeal to be included on the list of organisations to receive concessions.

- Between Budget Processes, the CEO will be delegated authority to review and approve appeals.
- Appeals will be accessed by reviewing the above eligibility criteria.
- The decision of the CEO will be defined as complete and absolute. However, all appeals will be included for review by Council in the following budget process.

This policy supersedes all other policy's and Council resolutions in relation to Community not for profit general rates rebates/concessions including resolutions made by the previous un-amalgamated councils.

GOV 0'

APPOINTMENT OF SPECIAL/PUBLIC HOLIDAY 2015

File:

Responsible Officer: Mark Pitt – Chief Executive Officer

Report prepared by: Natalie Zillman – Administration Assistant

1 PURPOSE OF REPORT

The purpose of this report is to seek Council endorsement for the request to the Attorney-General and Minister for Justice, The Hon Jarrod Bleijie MP for Special Holidays in 2015 within the Region.

2 INTRODUCTION/BACKGROUND

Council has received a correspondence from the Attorney-General and the Minister for Justice, The Hon Jarrod Bleijie MP for the submission of a request for Special Holidays in 2015 within the Region. Holidays of this nature are usually appointed in respect of an annual agricultural, horticultural or industrial show or other event which would be of significance to a particular district.

Request for the appointment of a special holiday for 2015 must be submitted no later than Friday, 05 September 2014.

This matter was considered by Council at its General Meeting held on 30 July 2013 in Gayndah and the following resolution was made:

Cr KS Wendt OAM BEM moved and Cr PW Francis seconded: That Chief Executive Officer, MJP Pitt advise Attorney General and Minister for Justice, Hon Jarrod Bleijie MP that Council requests the appointment of the following Special Holidays for 2014 within the North Burnett Region:

Annual Show Holiday:

Friday 9 May 2014, Mundubbera.

Monday 11 August 2014, Biggenden, Eidsvold, Gayndah Monto and Mt Perry.

CARRIED 7/0

3 CORPORATE/OPERATIONAL PLAN

5.8 Regional Representation

5.8.1 Advocate to all tiers of government and relevant industry organisations for the provision and enhancement of appropriate services and infrastructure within their jurisdictions.

4 POLICY IMPLICATIONS

Consistent with Council's previous decisions.

5 STATUTORY REQUIREMENTS

Holidays Act 1983.

6 FINANCIAL IMPLICATIONS

Nil.

7 RISK MANAGEMENT

Assessed with regards to conflicting dates.

8 CONSULTATION

Information has been sought from the Queensland Country Show's Association that the 2015 North Burnett Shows will be held on the following dates:

- Gayndah 11 April 2015
- Mt Perry 18 April 2015
- Eidsvold 03 May 2015
- Mundubbera 08-09 May 2015
- Monto 26-27 April 2015
- Biggenden 16-17 May 2015

9 OPTIONS FOR COUNCIL TO CONSIDER

Biggenden, Eidsvold, Gayndah, Mt Perry and Monto have previously taken the Brisbane Exhibition Public Holiday as the appointed Special Holiday.

Monto Show Society have requested the Monday 27 April 2015 to allow for the appropriate tributes associated with ANZAC Day on the 25 April 2015 as per previous correspondence and report to Council.

The 2015 Brisbane Exhibition Public Holiday will be held on Wednesday 12 August 2015.

10 OFFICER'S COMMENTS/CONCLUSION

Information is provided for Council consideration.

11 ATTACHMENTS

- Correspondence – Attorney General and Minister of Justice
- Correspondence – Request for Monto Show Holiday 2015

RECOMMENDATION

That Council advise Attorney General and Minister for Justice, Hon Jarrod Bleijie MP that Council requests the appointment of the following Special Holidays for 2015 within the North Burnett Region:

Annual Show Holiday:

- Friday 08 May 2015 – Mundubbera
- Monday 10 August 2015 – Biggenden, Eidsvold, Gayndah and Mt Perry
- Monday 27 April 2015 – Monto (previously requested)



The Hon Jarrod Bleijie MP
Attorney-General and Minister for Justice

In reply please quote: 519306/16, 2557995

03 JUL 2014

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

Level 18 State Law Building
50 Ann Street Brisbane 4000
GPO Box 149 Brisbane
Queensland 4001 Australia
Telephone +61 7 3247 9068
Facsimile +61 7 3221 4352
Email attorney@ministerial.qld.gov.au

Dear Mr Pitt

As Minister responsible for the administration of the *Holidays Act 1983* (the Act), I am empowered to appoint, upon request by the Chief Executive Officer of the local government for the district concerned, a special holiday within a district, whether it be a day, or the forenoon or afternoon of a day.

Holidays of this nature are usually appointed in respect of an annual agricultural, horticultural or industrial show or other event which would be of significance to a particular district.

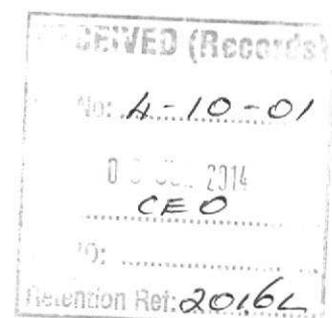
Under section 4 of the Act, a holiday shall not be appointed in respect of a district unless the Minister has received, by a specified date, a notice signed by the Chief Executive Officer of the local government for the area in which the district is situated, requesting that the holiday be appointed. Such a holiday shall be a bank holiday in the district specified in the notification, except where the holiday is in respect of an annual agricultural, horticultural or industrial show (show day) in which case it shall also be a public holiday.

Should your local government wish to request a special holiday for 2015, it is necessary for you to provide the following details:

- day and date of requested holiday;
- name of event; and
- nature of event.

Requests for special holidays for 2015 should be forwarded by the Chief Executive Officer to:

Ms Alissa Adriaansen
Executive Officer
Fair and Safe Work Queensland
Department of Justice and Attorney-General
GPO Box 69
BRISBANE QLD 4001



(2)

Requests for the appointment of a special holiday for 2015 must be submitted no later than Friday, 5 September 2014. Requests received after this date may not receive approval.

Notification of the appointment of the holidays will be published in the Queensland Gazette. A copy of the gazettal notice will also be forwarded to you.

Should you require further information regarding this process, please contact Ms Adriaansen, on (07) 3225 2069, or email at: alissa.adriaansen@justice.qld.gov.au.

Yours sincerely



JARROD BLEIJIE MP
Attorney-General and Minister for Justice



Mailing Address: PO Box 390, Gayndah Qld 4625
Street Address: 34-36 Capper Street, Gayndah Qld 4625
Telephone: 1300 696 272
Facsimile: (07) 4161 1425
Email: admin@northburnett.qld.gov.au
Web: northburnett.qld.gov.au
ABN: 23 439 388 197

29 July 2013

Reference: 617582

Ms Alissa Adriaansen
Executive Officer
Fair and Safe Work Queensland
Department of Justice and Attorney-General
GPO Box 69
BRISBANE QLD 4001

Dear Ms Adriaansen,

REQUEST FOR SPECIAL HOLIDAYS FOR 2015

I write in reference to the above and acknowledge receipt of your letter dated 03 July 2014.

Council requests that the following day be appointed a Show Holiday for the North Burnett town of Monto as per the below resolution which was adopted on 10 June 2014 at its Policy and Planning Meeting:

Cr PW Francis moved and Cr WJ Bowen seconded: That Council send a request to the Attorney General and Minister for Justice. Hon Jarrod Bleijie MP asking that the 2015 Monto Show Holiday is changed from the 10 August 2015 to the 27 April 2015.

7/0 CARRIED

Regional Show Committees have been contacted and are agreeable to the above date being appointed.

Should you require further information, please do not hesitate to contact Executive Services via email, executive.support@northburnett.qld.gov.au or alternatively call 1300 696 272.

Yours faithfully

M.P. Pitt
Chief Executive Officer

COMMUNITY HOUSING POLICY REPORT

Responsible Officer: David Wiskar – General Manger Corporate & Community Services
Report by: Pascal Kellenberg – Community Development Project Officer

1 PURPOSE OF REPORT

The purpose of this report is for Council to review the presented new General Policy for Funded Community Housing.

2 INTRODUCTION/BACKGROUND

The new “Funded Community Housing Policy” has been created specifically to meet the requirements of a Tier 3 registration under the *National Regulatory System for Community Housing* with a view to enable Council to successfully complete the registration process which is expected to start in the last quarter of 2014 by invitation of the registrar.

As a Local Government entity we enjoy the advantage of being able to refer to an existing policy framework in the areas of Asset Management, Governance, Probity, Management and Financial Viability with the presented policy expanding on Tenancy Management Practices and the required Business Goals.

Depreciation issue overcome: A main concern was whether Council will be allowed to register using an unfunded depreciation model. According to the Office of the Registrar this is possible: It is recognised that local governments do not fund deprecation of all its assets (including owned community housing) and that there is no physical accumulation of money waiting to be used for that purpose. In general, local governments (like other community housing providers) will have to demonstrate that they have:

- good asset management plans in place that clearly identify their asset portfolio stock and condition as well as strategies to manage this stock to meet existing and future demand (e.g. maintenance and upgrade plans to keep them in good order, records of condition audits, growth or exit plans etc);
- decide on the best depreciation method to adopt for accounting /reporting purposes.

3 CORPORATE/OPERATIONAL PLAN

Refer to Outcome 6.4 of Council's Corporate Plan – Community Housing

4 POLICY IMPLICATIONS

Creation of a Community Housing Policy

5 STATUTORY REQUIREMENTS

NIL

6 FINANCIAL IMPLICATIONS

The implementation of this Policy will have operational impacts increasing the workload of the housing officer in order to comply in all areas, therefore resulting in increased expenditure for Council.

7 RISK MANAGEMENT

NIL

8 CONSULTATION

Consultation is ongoing with various representatives of the Department of Communities, Regional Housing Ltd, the office of the Queensland Registrar and the Local Government Association.

9 OPTIONS FOR COUNCIL TO CONSIDER

- Accept this report and adopt the Funded Community Housing Policy as presented;
- Reject this report and identify areas of further policy development or clarification

10 OFFICER'S COMMENTS/CONCLUSION

NIL

11 ATTACHMENTS

- Draft Policy for Funded Community Housing

12 RECOMMENDATION

For Council to review and adopt the presented Policy for Funded Community Housing.

| | |
|----------------------|---|
| Policy Title: | Funded Community Housing |
| Policy No: | NEW |
| Policy Subject: | Community Housing |
| Directorate: | Corporate and Community Services |
| Department: | Community Services |
| Responsible Officer: | Chief Executive Officer |
| Authorised by: | North Burnett Regional Council |
| Adopted Date: | Policy & Strategy Meeting – Not Adopted |
| Review Date: | XX/XX/XXXX |
| Authorities: | <i>National Regulatory System for Community Housing 2014</i> <i>The State Housing Act 2003</i> <i>Community Housing Rent Policy of the Queensland Government 2013</i> |

INTRODUCTION:

The **NORTH BURNETT REGIONAL COUNCIL** is party to Capital Funding Agreements with the Queensland Housing Commission (established under the State Housing Act and acting through the Department of Housing) to provide Community Housing in the North Burnett.

The policy goal is to assure Council owned, State Government funded Community Housing is operated in accordance with social housing policies and to the maximum benefit of the North Burnett Community.

POLICY STATEMENT

This policy has been formulated to meet the requirements of Tier 3 obligations under the *National Regulatory System for Community Housing 2014*, *the State Housing Act 2003* and *the Community Housing Rent Policy of the Queensland Government 2013* regarding the provisioning of Funded Community Housing services by the North Burnett Regional Council.

SCOPE:

The policy applies to all Council provided, State funded Community Housing. It applies to Council's elected members, Committee members, employees and external representatives in their duties of provisioning Funded Community Housing Services.

OBJECTIVES:

Through the implementation of this policy, the North Burnett Regional Council aims to achieve standards for all Funded Community Housing in the following areas –

1. Tenancy Management Practices;
2. Asset Management Practices;
3. Community Engagement;
4. Governance;
5. Probity;
6. Management;
7. Financial Viability;

PRINCIPLES:

1 Tenancy Management Practices

All tenancy management practices follow the current Community Housing Rent Policy issued by Housing Services, Department of Housing and Public Works for the government of Queensland. The policy is applied so all tenants and applicants are treated fairly and transparently.

1.1 Housing Assistance Eligibility

For a tenant to successfully apply for available Community Housing the tenant needs to be eligible for housing assistance. The entire process of determining eligibility for housing assistance is handled by the Department of Housing and Public Works. Council offers assistance with the completion of the required paperwork upon demand of individual applicants.

Only upon confirmation of eligibility by the Department is Council in a position to offer a tenancy to an applicant. Council retains the final decision on any applicant and evaluates the suitability of the tenant(s) against the following criteria assessed during a joint visit to the available Unit:

1. Are the tenants needs met in the unassisted living environment offered
2. Are there any health and safety concerns to the tenant in regards to the offered unit
3. Does the tenant have a local support network
4. Is the tenant aware of the local public transport options and access to medical services

The North Burnett Regional Council reviews the Housing Assistance Eligibility for all current tenants once a year in the process of determining the yearly rent increases if applicable. Cases of tenants becoming in-eligible due to changed circumstances are approached in coordination with the Department of Communities identifying the most appropriate course of action under the supervision of the funding body.

1.2 Determining and Managing Rent

All rent charged is calculated using the Community Housing Electronic Rent Calculation Tool (ERCT) which effectively sets the rent at a maximum of 25% of the household income capped by the market rent which is assessed by a Real Estate agent for Council on an annual basis and endorsed by Council resolution.

All rent is reviewed annually upon completion of the market rent assessment providing tenants with the required 2 months notice of any applicable changes in individual rent communicated to all tenants. Rent increases will be realised as per the 1st of July or the beginning of the new financial year.

1.3 Tenancy Contracts

All tenancy contracts issued use the up to date General Tenancy Agreement Form issued by the Residential Tenancies Authority (RTA) with the rental contracts offered being a 'periodic agreement' with a 4 weeks bond being collected.

1.4 Complaints & Appeals

Beyond the formal legal complaints and appeal processes available through the Residential Tenancies Act the North Burnett Regional Council customer request processes and escalation procedures (used for all Council provided services) are the interaction platform for all tenants of Funded Community Housing provided by Council. A tenant can initiate any complaint or appeal in written or verbal form through Council customer Service during business hours or by mail. The housing officer is the first escalation point of contact for any enquiries which cannot be satisfied through standard maintenance request processes.

Complaints which cannot be addressed through standard processes are escalated to the Chief Executive Officer for review.

1.5 Termination of Tenancy

Termination of a tenancy needs to be in written form. If the eviction of a tenant should become necessary the processes and regulations under the Residential Tenancies Authority apply.

1.6 Tenant Information and Newsletter

Every year, three months prior to the beginning of the new financial year (in April) tenants receive a Council issued annual Tenant Information and Newsletter on Council provided Community Housing. The Tenant Information and Newsletter addresses changes in rent charges, procedural changes and relevant information about their tenancy (for example maintenance processes) to assure the tenants ability to understand decisions made by the provider, provide transparency and the opportunity for feedback by engaging tenants with a simple survey addressing significant change and gauging overall satisfaction of the service provided.

1.7 Community Housing Information Brochure

A flyer / brochure providing basic information about Council provided Community Housing is made available at all Council offices covering application process, standard operating procedures, operating hours and expected service standards.

2 Asset Management Practices

All asset management in relation to North Burnett Regional Council owned Community Housing is handled in accordance with Council's Strategic Asset Management Policy No 256 within Council's adopted Asset Management Framework.

2.1 Planning for housing needs

Asset acquisitions, disposals and reconfigurations are handled through Council's Strategic Asset Management Plan.

2.2 Property Condition standards

Property Condition standards are planned for through the Asset Maintenance Plan of Council. Immediate Maintenance needs are addressed by and documented through standard North Burnett Regional Council customer request processes initiated either by tenants, carers or Council employees and captured through Council's information management platform InfoXpert. Entry and Exit condition reports of each tenancy ensure the maintenance or restoration of property standards between tenancies.

2.3 Cyclical and life cycle maintenance

The North Burnett Regional Council maintains an asset maintenance plan for a 10-year rolling period with budget forecasts. Tenants are kept informed about major maintenance plans as well as processes in relation to their individual maintenance requests using the Tenant Information and Newsletter released annually (See point 1.6) or as required.

2.4 Asset Development

Any new asset development will be approached within Council's adopted Asset Management Framework, include Financial Planning, Forecasting and Risk Management Planning with a view to ensuring development projects are delivered effectively and efficiently.

3 Community Engagement

3.1 Promoting Community Housing Services

The North Burnett Regional Council engages the local Community with a view to promoting available Community Housing Services to prospective tenants. As required Council engages the community via Council Newsletter (to all households in the North Burnett); the North Burnett Community Services Network (Service provider network); and / or through media releases and other advertising avenues.

4 Governance

The governing body consists of the elected members of Council and meets on a monthly basis. The administrative practices affecting both the delivery of Funded Community Housing as well as all other service provisioning by the North Burnett Regional Council are governed mainly by the Local Government Act 2009 and Local Government Regulation 2012. The North Burnett Regional Council maintains and continually develops a series of Governance related Statutory and General Policies.

4.1 Strategic Financial and Risk Planning

The Corporate plan is Council's Strategic Business Plan. It translates the community's needs and expectations into actions. These commitments are identified every year through the Operational Plan which identifies priority actions to achieve the strategies of the Corporate Plan. Following the adoption of the annual Operational Plan and budget, regular assessments are undertaken every three months of Council's performance in delivering against the Operational Plan.

4.2 Transparency and Accountability

All planning and assessments as per point 4.1 are freely available to the community. Regular assessments of the annual budget are also undertaken to ensure good financial management practices are adhered to. At the end of every calendar year Council reflects on its achievements over the past 12 months and publishes an annual report.

5 Probity

5.1 Code of Conduct

The North Burnett Regional Council maintains a Code of Conduct as well as policies and procedures designed to ensure it maintains high standards of probity including but not limited to:

- Conflict of interest
- Gifts and hospitality
- Procurement
- Employment and appointment checks
- Good practice

Policies and procedures in relation to Probity continue to evolve and develop addressing not only Funded Community Housing but all aspects of Council business. The most up to date policies as published on North Burnett Regional Council's website apply to the provisioning of Funded Community Housing Services.

5.2 Maintaining the reputation of the Community Housing Sector

The North Burnett Regional Council is committed to maintaining the reputation of the community housing sector and under its obligations it notifies the primary Registrar of any incident related to its operations (and its response) that damages or has the potential to damage the reputation of the community housing sector. Notifications are made consistent with the NRS notification guidelines and National Law.

6 Management

6.1 Meeting Business Goals

The North Burnett Regional Council will endeavour to meet the Business Goals as defined through Tier 3 requirements under the National Regulatory System for Community Housing 2014. In case of effective or projected non-compliance Council will seek a path to compliance with the Funding body and / or NRSCH authorities as required. The stipulated Tier 3 business goals are:

Operating cash adequacy:

Tier3 >1.00times

Rent Arrears:

Tier 3 <4%

Rental bad debt management: <1%

Employee cost: <30%

Occupancy rate 97%* >=97% green light; <97% amber light

Following thresholds for relet times:

- <14 days <=14 days green light; >14 <29 days amber light; 29+ days red light
- <21 days for those with third party tenant allocation - e.g. is dependent upon nominations or selection by another agency

Tenancy Turnaround (if un-tenantable)

- <28 days <=28 days green light; 29 - 35 days amber light; >=36 days red light
- <42 days for those with third party maintenance allocation - e.g. is dependent upon nominations or selection by another agency.

Tenant rent foregone (vacant tenantable) as a percentage of total potential rent income*:

5% <=5% green light; >5% red light

Total rent outstanding from current and ex tenants as a percentage of total potential rent income*: 2.5% <=2.5% green light; >2.5% red light

7 Financial Viability

7.1 Managing Financial Risk Exposure

The North Burnett Regional Council monitors and manages its financial risk exposure to protect its financial interest and the interests of investors being the State Government Funding body. Council maintains financial management policies and procedures applicable to but not limited to the provisioning of Funded Community Housing.

8 RESPONSIBILITIES

The responsibility for implementing and upholding the principles around the provisioning of Funded Community Housing by North Burnett Regional Council rests with management and employees, particularly the officers responsible for the provisioning of Housing Services. All employees of the North Burnett Regional Council regardless of employment terms or conditions are responsible for adhering to the policies and guidelines.

9 Policy related Documentation and Processes

- An annual report / newsletter to all tenants (addressing changes in rent charges, tenant complaint management, procedural changes and other relevant information)
 - The newsletter is delivered in the form of an A4 factsheet delivering both news and reinforcing existing information
- All Feedback, complaints, appeals and support data is handled and documented in InfoXpert the Council's information management system
- Council Policy 256: Strategic Asset Management
- Asset Maintenance Plan for a 10-year rolling period

10 Policy related Attachments

Policy related working and process documentation used by Council in the provisioning of Funded Community Housing:

- Attachment 1 - Community Housing Information Brochure
- Attachment 2 - Entry and Exit Condition report

Community Housing

Community Housing in the North Burnett Region – is it for me?

The Department of Housing and Public Works provides social housing assistance to clients with the greatest need. The North Burnett Regional Council is one of the local providers of Community Housing which is available through the Department of Public Works.

How can I apply?

All Applications will need to be submitted to your nearest Housing Service Centre of the Department of Communities. You need to fill in “Form 7 – Application for Housing Assistance”. These forms are available online, at your local North Burnett Regional Council Office or a Housing Service Centre.

Am I eligible?

- You must be a Queensland resident
- You must be an Australian Citizen or permanent resident
- You must meet the assets limit test (details in your application Form 7)
- You must not own property

Eligibility criteria are subject to change

I need help

Ask for the Housing Officer at your North Burnett Regional Council office and receive support in person or over the phone.





Condition Report

| | |
|--------------------------------|--|
| Address of the premises | |
| Name of Tenant | |
| Report Type | <input type="checkbox"/> Entry <input type="checkbox"/> Exit |

| Lessor | | Clean | Undamaged | Working | Items | Tenant |
|-------------------------|--|--------------------------|--------------------------|--------------------------|------------------------|-------------------------|
| Other items or comments | | | | | | Other items or comments |
| Entry | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Doors/walls | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Windows/screens | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Blinds/Curtains | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ceiling/light fittings | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor/floor coverings | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Power points | |
| Lounge Room | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Doors/walls | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Windows/screens | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Blinds/Curtains | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ceiling/light fittings | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor/floor coverings | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | TV/Power points | |
| Dining Room | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Doors/walls | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Windows/screens | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Blinds/Curtains | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ceiling/light fittings | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor/floor coverings | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | TV/Power points | |

Lessor/ NBRC
 Representative signature:- _____

Lessee/Tenant signature:- _____

| Lessor | | Clean | Undamaged | Working | Items | Tenant |
|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------|
| Other items or comments | | | | | | Other items or comments |
| Kitchen/Meals | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Doors/walls | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Windows/screens | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Blinds/Curtains | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ceiling/light fittings | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor/floor coverings | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Cupboards/drawers | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Bench tops/tiling | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sink/disposal unit/taps | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Stove top/grill | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Oven | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exhaust fan/rangehood | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Dishwasher | |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Power points | | |
| Family Room | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Doors/walls | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Windows/screens | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Blinds/Curtains | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ceiling/light fittings | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor/floor coverings | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Power points | |
| Bedroom 1 | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Doors/walls | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Windows/screens | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wardrobe/drawers/shelves | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Blinds/Curtains | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ceiling/light fittings | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor/floor coverings | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Power points | |

Lessor/ NBRC

Representative signature:- _____

Lessee/Tenant signature:- _____

| Lessor | | Clean | Undamaged | Working | Items | Tenant |
|-------------------------|--|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------|
| Other Items or comments | | | | | | Other Items or comments |
| Bedroom 2 | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Doors/walls | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wardrobe/drawers/shelves | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Windows/screens | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Blinds/Curtains | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ceiling/light fittings | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor/floor coverings | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Power points | |
| Bedroom 3 | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Doors/walls | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wardrobe/drawers/shelves | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Windows/screens | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Blinds/Curtains | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ceiling/light fittings | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor/floor coverings | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Power points | |

Lessor/NBRC Representative signature:-

Lessee/Tenant signature:- _____

| Lessor | | Clean | Undamaged | Working | Items | Tenant |
|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------|
| Other Items or comments | | | | | | Other Items or comments |
| Bedroom 4 | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Doors/walls | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wardrobe/drawers/shelves | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Windows/screens | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Blinds/Curtains | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ceiling/light fittings | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor/floor coverings | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Power points | |
| Bathroom | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Doors/walls/tiling | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Windows/screens | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Blinds/Curtains | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ceiling/light fittings | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor/floor coverings | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Bath | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Shower/shower screen | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wash basin/vanity | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Mirror/cabinet | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Towel rails | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Toilet | |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Power points | | |
| Laundry | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Doors/walls | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Windows/screens | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Blinds/Curtains | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ceiling/light fittings | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor/floor coverings | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wash Tubs | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Washing Machine/Dryer | |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Power points | | |

Lessor/NBRC Representative signature:- _____

Lessee/Tenant signature:- _____

| Lessor | | Clean | Undamaged | Working | Items | Tenant |
|-------------------------|--|--------------------------|--------------------------|--------------------------|---------------------------|-------------------------|
| Other Items or comments | | | | | | Other Items or comments |
| General | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Smoke Alarms | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Security Devices | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Balcony/Porch/Deck | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Garage/Car port/Storeroom | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Gates/Fences | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Grounds/Garden | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Staircases/Railings | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Street Number/Letter box | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Paving/Pergola | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hot Water System | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Keys/Locks/Remotes | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wheelie & Recycle Bins | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Garden Shed | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Air condition/fans | |

Additional Comments/information
(supporting documentation can be attached)

North Burnett Regional Council Representative
Name and signature

Date:-/...../.....

Tenant/Lessee
Name and signature

Date:-/...../.....

Electrical Safety Switches

Is there a safety switch on the premises?

Yes No

For more information on electrical safety switches: www.dir.qld.gov.au
or call 1300 650 662

FEES & CHARGES CHANGE - LIBRARIES

File: 12 – Financial Management
Responsible Officer: David Wiskar – General Manager Corporate and Community Services
Report prepared by: Trisha Hansen – Manager Corporate and Community Services

1 PURPOSE OF REPORT

The purpose of this report is to present the proposed change in Fees and Charges for Internet use in our Public Libraries.

2 INTRODUCTION/BACKGROUND

Council adopted an original operational and capital budget and fees and charges at its meeting on 8th July 2014.

Council's Library Services are conducted as part of a partnership and funding agreement through the State Library of Queensland's Regional Access and Public Library Services. Each year, Council receives financial, support and advisory contributions from the program to assist with the running and programming of Council's Libraries.

Council has recently signed the Service Level Agreement for Public Library Service Provision 2014-17.

Key conditions within the agreement require Council to publicly acknowledge State Government funding and provide a minimum of the following services free of charge to receive the Public Library Grant:

- Entrance to the library
- Assistance to use the library
- Lending, reference and information services
- Access to an Online Public Access Catalogue for Rural Libraries Queensland
- Access to electronic resources and library and information services over the internet
- Free access to the Internet via in-library computers or devices, or via Wi-fi for customers using their own devices
- Services and programs that promote literacy, social inclusion and diversity
- Inter library loan arrangements with other Queensland public libraries
- Free reciprocal borrowing across Queensland; and
- Support library staff to participate regularly in training opportunities provided by the State Library to develop the library's capacity

3 CORPORATE/OPERATIONAL PLAN

In accordance with Outcome 5 – Governance, Section:

5.5 Transparency in Performance

4 POLICY IMPLICATIONS

Nil

5 STATUTORY REQUIREMENTS

Council is required under the Local Government Act 2009 to have an adopted budget in place for each financial year and by resolution can amend the budget for a financial year at any time before the end of the financial year.

6 FINANCIAL IMPLICATIONS

Below shows Council's current adopted Fees and Charges for internet use provided through Council's Library Services. It also reflects the proposed changes to the fees and charges.

| Description | Per | Current Fee Amount Inc GST | Proposed Fee Amount Inc GST | GST Status | Reason for Change |
|--|------|----------------------------|-----------------------------|-------------|-----------------------------|
| <u>Library Internet</u> | | | | | |
| Internet Use – Library computer Max 1 hour | ¼ hr | \$1.20 | Free | Recoverable | Funding Agreement Condition |
| Internet Use – Wireless Connection (own laptop) not time limit | ¼ hr | \$1.20 | Free | Recoverable | Funding Agreement Condition |

7 RISK MANAGEMENT

Nil

8 CONSULTATION

- State Library of Queensland
- Council Librarians

9 OPTIONS FOR COUNCIL TO CONSIDER

- Consider this report as information and adopt

10 OFFICER'S COMMENTS/CONCLUSION

In order for Council to comply with the signed agreement with State Library of Queensland, Council will need to amend the adopted fees and charges.

11 ATTACHMENTS

Nil

RECOMMENDATION

That North Burnett Regional Council amends the adopted fees and charges as per below:

| Description | Per | Current Fee Amount Inc GST | Proposed Fee Amount Inc GST | GST Status |
|--|------------|-----------------------------------|------------------------------------|-------------------|
| <u>Library Internet</u> | | | | |
| Internet Use – Library computer Max 1 hour | ¼ hr | \$1.20 | Free | Recoverable |
| Internet Use – Wireless Connection (own laptop) not time limit | ¼ hr | \$1.20 | Free | Recoverable |

ECON 01 Development Statistics

Responsible Officer: Lex Webster – Manager of Development & Compliance

Report prepared by: Sue-Ann Jensen – Administration Officer (Development and Environment)

1 PURPOSE OF REPORT

The purpose of this report is to provide Council with information on the number and type of development applications received for the month identified.

2 INTRODUCTION/BACKGROUND

The attached report details Building, Planning and Plumbing Statistics

| | NUMBER OF APPLICATIONS RECEIVED - June 2014 | | | | | | |
|----------------------------------|---|----------|----------|----------|------------|----------|-----------|
| | Biggenden | Eidsvold | Gayndah | Monto | Mundubbera | Perry | TOTAL |
| PLANNING | | | | | | | |
| * MCU | | | | 2 | | | 2 |
| * ROL | | | | 1 | | | 1 |
| * Other | | | | | | | 0 |
| Sub - Total Planning | 0 | 0 | 0 | 3 | 0 | 0 | 3 |
| BUILDING | | | | | | | |
| * Domestic (Dlwg/Shed/pools etc) | 2 | 1 | 2 | 2 | 5 | 1 | 13 |
| \$ value of work | \$17,450 | \$49,631 | \$11,175 | \$68,747 | \$203,735 | \$38,248 | \$388,986 |
| * Commercial/Industrial | | | | | 1 | | 1 |
| \$ value of work | | | | | \$75,000 | | 75,000 |
| Sub - Total Building | 2 | 1 | 2 | 2 | 6 | 1 | 14 |
| PLUMBING | | | | | | | |
| * Domestic (Dwg/Shed) | 1 | | 1 | 2 | | | 4 |
| * Commercial/Industrial | | | | | | | 0 |
| Sub - Total Plumbing | 1 | 0 | 1 | 2 | 0 | 0 | 4 |
| TOTAL | 3 | 1 | 3 | 7 | 6 | 1 | 21 |

MONTHLY COMPARISON

| TYPE OF APPLICATION | Jun-13 | Jul-13 | Aug-13 | Sep-13 | Oct-13 | Nov-13 | Dec-13 | Jan-14 | Feb-14 | Mar-14 | Apr-14 | May-14 | Jun-14 | Total (13 Months) |
|---------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------------|
| Planning | 5 | 6 | 5 | 2 | 2 | 5 | 3 | 1 | 2 | 2 | 4 | 1 | 3 | 41 |
| Building | 17 | 19 | 20 | 14 | 23 | 15 | 11 | 16 | 8 | 14 | 7 | 16 | 14 | 194 |
| Plumbing | 11 | 3 | 6 | 4 | 5 | 8 | 3 | 2 | 3 | 2 | 5 | 1 | 4 | 57 |
| TOTAL | 33 | 28 | 31 | 20 | 30 | 28 | 17 | 19 | 13 | 18 | 16 | 18 | 21 | 292 |

Note

- The number of Building Applications is the combined total of all those received by Council and Private Certifiers.
- The total projected figures are for the calendar year not financial year.
- The total value of building work may not be accurate. The values are extracted from the information provided on the application forms and in some cases they are absent or understated.
- The applications noted above are those received for the month, some may not yet be approved.

3 CORPORATE/OPERATIONAL PLAN

In accordance with Outcome 2 Economic Development and Tourism with particular relevance to section 2.4 Land Use Planning.

4 POLICY IMPLICATIONS

Not applicable

5 STATUTORY REQUIREMENTS

Integrated Planning Act 1997, Sustainable Planning Act 2009, Plumbing and Drainage Act 2002, Building Act 1975.

6 FINANCIAL IMPLICATIONS

Not applicable.

7 RISK MANAGEMENT

Not applicable.

8 CONSULTATION

Council's 'in house' Staff (Planning, Building, Engineering and Environmental Health), Council's Consultants (Town Planners, Plumbing Inspector, Engineers etc.) and Government Departments if and when required as Referral Agencies.

9 OPTIONS FOR COUNCIL TO CONSIDER

Information only.

10 OFFICER'S COMMENTS/CONCLUSION

For Council's consideration

11 ATTACHMENTS

Planning, Building and Plumbing applications for the month of June
North Burnett Regional Council Approvals Report

| Application Number | Property Address | Description | Assessment Number | Value |
|----------------------|--|---|-------------------|-----------|
| [RazorCivilCon/2014] | BOONDOOMA ROAD, BOYNEWOOD QLD 4626 | | 60544-00000-000 | \$9,327 |
| 0082/14 | 510 CEDAR CREEK ROAD, MOONFORD QLD 4630 | PLUMBING - Dwelling | 41415-50000-000 | \$0 |
| 0083/14 | 28 WALSH STREET, BIGGENDEN QLD 4621 | BUILDING - Shed | 10284-00000-000 | \$16,450 |
| 0086/14 | 1464 OLD RAWBELLE ROAD, RAWBELLE QLD 4630 | PLANNING - Material Change of Use | 41063-10000-000 | \$0 |
| 0087/14 | COOEE, LOAM CREEK ROAD, MOUNT PERRY QLD 4671 | BUILDING - Farm Shed | 50326-50000-000 | \$38,248 |
| 0088/14 | 31000 GAYNDAH-MONTO ROAD, THREE MOON QLD 4630 | PLANNING - Realignment of Boundary (? into ?) | 40942-80000-000 | \$0 |
| 0089/14 | 26 LEICHHARDT STREET, MUNDUBBERA QLD 4626 | BUILDING - Renew Lapsed Building Permit for an Existing Dwelling | 60443-50000-000 | \$0 |
| 0090/14 | 7 KILLALA DRIVE, MUNDUBBERA QLD 4626 | BUILDING - Storage Shed | 60344-93000-000 | \$75,000 |
| 0091/14 | 425 BYRNESTOWN - WETHERON ROAD, WETHERON QLD 4625 | BUILDING - Carport | 31313-90000-000 | \$5,500 |
| 0092/14 | BOYD ROAD, GAYNDAH QLD 4625 | PLUMBING - Dwelling | 30566-51600-000 | \$0 |
| 0093/14 | 534 ABERFELDIE ROAD, GLENLEIGH QLD 4630 | PLUMBING - Dwelling | 41763-00000-000 | \$0 |
| 0094/14 | SPRING GULLY ROAD, EIDSVOLD QLD 4627 | BUILDING - Toilet Block | 20540-00000-000 | \$49,631 |
| 0095/14 | BOWEN STREET, MUNDUBBERA QLD 4626 | BUILDING - Shade Shelter | 60487-00000-000 | \$8,380 |
| 0097/14 | 367-385 AIRPORT ROAD, THREE MOON QLD 4630 | PLANNING - Material Change of Use | 40933-00000-000 | \$0 |
| 0096/14 | 688 BIGGENDEN-GOOROOLBA ROAD, DEGILBO QLD 4621 | PLUMBING - Dwelling | 10484-30000-000 | \$0 |
| 0098/14 | 520 GLENRAE DIP ROAD, GLENRAE QLD 4626 | BUILDING - Dwelling | 60539-00000-000 | \$175,000 |
| 0099/14 | 4 ALFRED STREET, BIGGENDEN QLD 4621 | BUILDING - Carport | 10148-00000-000 | \$1,000 |

| | | | | |
|---------|---|--|-----------------|------------------|
| 0100/14 | 36 BAUER STREET, MUNDUBBERA QLD 4626 | BUILDING - Carport | 60364-00000-000 | \$11,028 |
| 0102/14 | 25 MILL ROAD, MONTO QLD 4630 | BUILDING - Alterations & Additions to Existing Dwelling | 40961-08000-000 | \$41,747 |
| 0105/14 | ROTHS ROAD, MOONFORD QLD 4630 | BUILDING - Shed | 41375-10000-000 | \$27,000 |
| 0107/14 | 10 STATION STREET, GAYNDAH QLD 4625 | BUILDING - Carport | 30660-55000-000 | \$5,675 |
| | | | | \$463,986 |

ECON 02

REQUEST TO WAIVER ADOPTED INFRASTRUCTURE CHARGES NOTICE - MASON AND DANN

File: 39-14
Responsible Officer: Lex Webster – Manager Development and Compliance
Report prepared by: Connie Dyke – IDAS Coordinator / Admin Officer

1 PURPOSE OF REPORT

The purpose of this report is to seek Council's direction in deciding a request to waive infrastructure charges on an approved development application for Mark and Pamila Mason and Elizabeth Dann, Eureka Road, Dallarnil.

2 INTRODUCTION/BACKGROUND

Council approved a development application on 14 May 2014 for the reconfiguration of a lot (1 into 4) on land located at Eureka Road, Dallarnil being Lot 40 CK848. The approval included an Adopted Infrastructure Charges Notice for \$4,500 (three additional allotments at the adopted infrastructure charge of \$1,500 per lot).

Mr Mason has written to Council requesting that the infrastructure charges be waived due to works that have been undertaken on Eureka Road in the past by the applicant. The work completed was for minor vegetation clearing along a section of Eureka Road during Council's extension of such. The work was approved by a former Council Foreman.

North Burnett Regional Council adopted the current infrastructure charging framework on 17 December 2013 and levies the charge as part of the development assessment process. These charges apply when the development generates additional demand on trunk infrastructure networks (reconfiguring a lot; material change of use of a premises or a combination of both). The monies collected contribute to the provision of Council's essential trunk infrastructure, and to assist in offsetting the cost of future upgrades to infrastructure in general.

Discussions between Development Services and Technical Services staff in regard to the waiver of the infrastructure charges have determined that it is not in Council's best interests to waive the charge as the development will generate additional traffic along Eureka Road, and future upgrades of the road will be required.

Further, Mr Mason has advised that he will need to perform additional works on Eureka Road to realign a road cutting excavated by Council and its contractors when undertaking recent roadworks. The cutting now lies within their property boundary as a result of Council quarrying materials on the road verge to supply material for the roadworks. Mr Mason intends to fence the

boundary along this section and requests that Council assist financially in the construction of the fence. Mr Mason also states that during the roadworks trees were felled by Council crews across the existing boundary fencing.

In regard to the road realignment and fencing contribution, this is considered a matter to be dealt with through Technical Services staff and the correspondence has been forwarded to them for their action.

3 CORPORATE/OPERATIONAL PLAN

In accordance with Operational Plan - Outcome 1 – Community Infrastructure and Disaster Management, Section 1.3 – Infrastructure Delivery.

In accordance with Corporate Plan - Outcome 3 - Economic, Section 3.5 Land Use.

4 POLICY IMPLICATIONS

The charging for infrastructure is based on and in accordance with the North Burnett Regional Council's Resolution, made on 17 December 2013 at Council's General Meeting held in Biggenden.

5 STATUTORY REQUIREMENTS

Infrastructure Charges are regulated through Chapter 8, Part 1, Division 5A of the *Sustainable Planning Act 2009* (the SPA) and the *Local Government Act 2009*, in conjunction with the State Planning Regulatory Provision (SPRP) and the Biggenden Planning Scheme.

6 FINANCIAL IMPLICATIONS

To waive the charge will mean that Council will need to reappropriate budget funds to meet maintenance costs of additional traffic on Eureka Road.

7 RISK MANAGEMENT

N/A

8 CONSULTATION

N/A

9 OPTIONS FOR COUNCIL TO CONSIDER

- Consider this report and approve the request to waiver the infrastructure charges.
- Consider this report and reject the request to waiver the infrastructure charges.

10 OFFICER'S COMMENTS/CONCLUSION

Report presented for discussion and direction.

11 ATTACHMENTS

InfoXpert Doc ID 628418 - Mark Mason – Request to waiver infrastructure charges

EJ Dann, MJ Mason, PM Mason
177 Tantitha Road
Bundaberg QLD 4670
ABN 16 560 398 564

17th July, 2014
CEO
North Burnett Regional Council
Mark.Pitt@northburnett.qld.gov.au

Dear Sir,

This letter is to request that infrastructure charges to be paid in relation to our Eureka Road property boundary realignment (file reference 39-14) be waived due to works and assistance on Eureka Road that has been done in the past and will be ongoing from us.

Please find attached letters of support in relation to this matter from a Council Roadworks Foreman and current neighbouring property owner.

This matter has also been discussed in detail with our Divisional Councillor, Lofty Wendt.

Further to this, earthworks will need to be performed by us to reconfigure a road cutting excavated by council and its contractors when carrying out roadworks in recent years. The cutting now finishes inside our property as a result of council quarrying materials on the road verge to supply the roadworks. A boundary fence will now have to be built along this cutting. Would council be willing to assist us financially in the construction of the fence keeping in common with the grazing use in this area?

At the time of these roadworks, trees were also fallen by the road crew over our existing boundary fencing. This created a large issue of roaming stock in the area and took considerable time and resources to rectify by ourselves.

If you require any further information regarding this matter please don't hesitate to contact me.

Regards



Mark Mason
Ph 0417 611 496

25th June, 2014

CEO

North Burnett Regional Council

Mark.Pitt@northburnett.qld.gov.au

We, Jasmine Curran and Dennis Cockayne, of Eureka Road, Golden Fleece, hereby state that over the last number of years, our neighbour Mark Mason, has performed a large amount of road maintenance to Eureka Road when required, free of charge. This maintenance has consisted of repairing washouts and road corrugations, especially during the last 3 years when Council expenditure and resources have been strained due to our regions impact from flooding, the clearing and burning of timber heaps left by Council and its' contractors during recent roadworks and regular slashing of regrowth and vegetation on the road verge where it is a safety issue and restricts vision on corners and crests.

Regards

Jasmine Curran



Dennis Cockayne



25th June, 2014

CEO

North Burnett Regional Council

Mark.Pitt@northburnett.qld.gov.au

I was Foreman In Charge of Biggenden Shire Council when Graham & Mark Mason performed a large amount of clearing on 4.5km of Eureka Road, Golden Fleece, south of the first cattle grid on Eureka Road, Golden Fleece. This would have equated to approximately \$12,000 to \$14,000 worth of works undertaken by the Mason's free of charge. The work was done to enable all weather and heavy vehicle access upon the road and for safety reasons. The council at the time did not have the resources to undertake the 4.5kms of clearing and an agreement was made between the Mason's, myself and council that if they were able to do the clearing needed the council would be able to form the road. The Mason's were happy to complete the needed work as it would allow better access to their property at the end of Eureka Road, along with neighbouring properties, allowing for more sustainable businesses to operate.

Regards



Kerry Rae

SOCIAL 01

SHOP IN NORTH BURNETT REGION CAMPAIGN

File:

Responsible Officer: David Wiskar – General Manager Corporate & Community Services

Report prepared by: Tracie Myles – Call Centre Manager

1 PURPOSE OF REPORT

The purpose of this report is to inform Council of the ‘Shop In’ the North Burnett Campaign proposed to be run from September to October 2014.

2 INTRODUCTION/BACKGROUND

In 2011 Council initiated a “North Burnett Local Buy” campaign for a three month period from September to December 2011. The campaign was extremely popular with in excess of 135,000 tickets being returned to Council for the draw.

To drive economic development in the region in 2014 (September and October) A “Shop In” the North Burnett Campaign will be conducted as a practical effort to promote sales and tourism within the region. To be eligible to enter the competition, local residents and tourists will need to fill in an entry form and attach a docket (of \$10 or more) from a North Burnett business.

A small car will be purchased as the major prize for the competition. Town based draws will occur with minor prizes provided and all town based winners will gain a key to go into the regional competition.

3 CORPORATE/OPERATIONAL PLAN

Outcome 3 Economic – Section 3.6 Business Development, Effective engagement with the private sector.

4 POLICY IMPLICATIONS

5 STATUTORY REQUIREMENTS

6 FINANCIAL IMPLICATIONS

| Item | Budget |
|--------------------------------------|-----------------|
| Car Purchase | \$14,000 |
| Signs for the outskirts of each town | \$3,000 |
| Competition Web Site | \$1,000 |
| Printing of Posters and Forms | \$6,000 |
| Advertising Local | \$4,000 |
| Advertising Regional | \$5,000 |
| Launch Costs | \$500 |
| Contingency | \$1,500 |
| Total | \$35,000 |

7 RISK MANAGEMENT

Legal risks are managed both through sponsorship agreements prepared for both sponsors as well as participation agreements to be signed by participating retailers.

8 CONSULTATION

Letters have been forwarded to several contractors that Council have engaged to assist with the flood restoration works, seeking consideration of a \$5,000 sponsorship towards to campaign.

9 OPTIONS FOR COUNCIL TO CONSIDER

Report is for information and discussion purposes.

10 OFFICER'S COMMENTS/CONCLUSION

11 ATTACHMENTS

- "Shop In" the North Burnett Campaign discussion paper
- Letters to various contractors requesting sponsorship

RECOMMENDATION

That the report regarding the "Shop In" the North Burnett Region Campaign be received as information.

“Shop In” the North Burnett Campaign



| Project; | “Shop In” the North Burnett Campaign | | | | | | | | | | | | | | | | | | | | |
|--------------------------------------|--|------|--------|--------------|----------|--------------------------------------|---------|----------------------|---------|-------------------------------|---------|-------------------|---------|----------------------|---------|--------------|-------|-------------|---------|--------------|-----------------|
| Project Owner | <ul style="list-style-type: none"> David Wiskar – General Manager Community and Corporate Services | | | | | | | | | | | | | | | | | | | | |
| Project Manager | <ul style="list-style-type: none"> Karla Benecke – Tourism Administration Officer | | | | | | | | | | | | | | | | | | | | |
| Project Team | <ul style="list-style-type: none"> Karla Benecke – Tourism Administration Officer David Wiskar – General Manager Community and Corporate Services Trisha Hansen – Manager – Corporate and Community Service Melinda Jones – Community Development Officer Suzie Keune – Community Development Officer | | | | | | | | | | | | | | | | | | | | |
| Objectives: | <ul style="list-style-type: none"> To encourage local residents to spend their money in the local community rather than shopping in other areas. To attract tourists to visit the attractions of the region and at the same time spend their money in local shops, cafes, restaurants, motels, stores etc. To engage more RV visitors in the region utilising key tourist sites (eg Wuruma) to support the local community by shopping at local businesses To build capability in local industry to attract visitors to shop in the North Burnett. | | | | | | | | | | | | | | | | | | | | |
| Target Audience: | <ul style="list-style-type: none"> Local Retailers Regional Communities Biloela, Gin Gin, Bundaberg, Maryborough, Gladstone Visitors to the North Burnett Region in particular at Free Camping sites throughout the region. | | | | | | | | | | | | | | | | | | | | |
| Promotional Concept | <ul style="list-style-type: none"> To purchase a 4 cylinder car as the prize for a competition. Any purchase over \$10 gives people eligibility to enter the competition. All Promotional Entry Forms also have information on; 5 key things you must do in Monto, 5 key things you shouldn’t miss in Mt Perry etc. (This would be done for each of the towns in the North Burnett) or alternatively, asking the resident to list the top 3 things to do in the North Burnett. | | | | | | | | | | | | | | | | | | | | |
| Budget: | <p>The budget for the project will be achieved by leveraging sponsorship from key companies involved in the flood recovery process.</p> <p>Each of the key contractors will be asked to contribute \$5,000. Sponsoring organisations will be promoted throughout the initiative. Letters have been written and it is anticipated that this will realise between \$30-35K in funds</p> <p>Project Expenditure Budget</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Item</th> <th style="text-align: center;">Budget</th> </tr> </thead> <tbody> <tr> <td>Car Purchase</td> <td style="text-align: right;">\$14,000</td> </tr> <tr> <td>Signs for the outskirts of each town</td> <td style="text-align: right;">\$3,000</td> </tr> <tr> <td>Competition Web Site</td> <td style="text-align: right;">\$1,000</td> </tr> <tr> <td>Printing of Posters and Forms</td> <td style="text-align: right;">\$6,000</td> </tr> <tr> <td>Advertising Local</td> <td style="text-align: right;">\$4,000</td> </tr> <tr> <td>Advertising Regional</td> <td style="text-align: right;">\$4,000</td> </tr> <tr> <td>Launch Costs</td> <td style="text-align: right;">\$500</td> </tr> <tr> <td>Contingency</td> <td style="text-align: right;">\$1,500</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$35,000</td> </tr> </tbody> </table> | Item | Budget | Car Purchase | \$14,000 | Signs for the outskirts of each town | \$3,000 | Competition Web Site | \$1,000 | Printing of Posters and Forms | \$6,000 | Advertising Local | \$4,000 | Advertising Regional | \$4,000 | Launch Costs | \$500 | Contingency | \$1,500 | Total | \$35,000 |
| Item | Budget | | | | | | | | | | | | | | | | | | | | |
| Car Purchase | \$14,000 | | | | | | | | | | | | | | | | | | | | |
| Signs for the outskirts of each town | \$3,000 | | | | | | | | | | | | | | | | | | | | |
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| Launch Costs | \$500 | | | | | | | | | | | | | | | | | | | | |
| Contingency | \$1,500 | | | | | | | | | | | | | | | | | | | | |
| Total | \$35,000 | | | | | | | | | | | | | | | | | | | | |

| | | | |
|--|--|---|---|
| Promotional\ Campaign Activities: | To achieve the project objectives the following are proposed; | | |
| | Activity | Description | Who is responsible and timing |
| | Sponsorship | Securing Sponsorship from flood contractors | <ul style="list-style-type: none"> David Wiskar – Project Owner Timing; by August 10th |
| | Prize purchase | Purchase of car and other prizes for competition | <ul style="list-style-type: none"> David Wiskar – Project Owner Timing; by August 20th |
| | Media material prepared | Media material for the campaign will be prepared at the outset of the project | <ul style="list-style-type: none"> Tracey Wilson – Media Manager Target date; End of August |
| | Promotional Material Preparation | Material to be prepared is; <ul style="list-style-type: none"> Entry Forms – will promote the competition and every entry form will have lists of 5 good things to do in each of the towns. (proposed print run 20,000) Posters – the posters will be suitable for use at Council and in all retail (Proposed print run 400) Media advertisements for Local and Regional Media Competition Web Site | <ul style="list-style-type: none"> Karla Benecke – Project Manager Target Date; 20 th of August |
| | Signage in NBRC Communities | The concept here is to use signage to make local residents think about where they are spending their money. For e.g. As you leave Gayndah signs which say; shop in Gayndah – win a car – you can't win a car by shopping in Bundaberg, shop in Gayndah support your community etc. These signs would be erected in all communities including smaller places eg. Mulgildie etc. | <ul style="list-style-type: none"> Karla Benecke – Project Manager Technical Services Team Target Date; Signs erected just before the launch. |
| | Distribution of Promotional material | Material distributed to shops and outlets throughout the North Burnett | <ul style="list-style-type: none"> Karla Benecke – Project Manager Community Development Team Target Date; 20 th of August |
| | Project Launch | <ul style="list-style-type: none"> Conduct media launch with an event in Monto and Gayndah. Aim is to gain media coverage. Local Retailers invited to attend. Sponsors attending | <ul style="list-style-type: none"> Karla Benecke – Project Manager Target Date; 1 st week September |
| | Local Media Advertising | <ul style="list-style-type: none"> Partnership established with Local Media. | <ul style="list-style-type: none"> David Wiskar; Project Owner Target Date; By Beginning of August |
| Local Media Advertising | <ul style="list-style-type: none"> Adverts and features booked. | <ul style="list-style-type: none"> Karla Benecke – Project Manager Target Date; By end of August | |
| Local Media | <ul style="list-style-type: none"> Media advertising throughout the | <ul style="list-style-type: none"> Karla Benecke – | |

| | | | |
|--|-------------------------------------|--|--|
| | Advertising | campaign. <ul style="list-style-type: none"> • Peak at the beginning and at the end. | Project Manager Target Date; September and October |
| | Regional Advertising (Press and TV) | <ul style="list-style-type: none"> • Using cheeky advertising styles in areas such as Gin Gin, Biloela etc. to attract people to visit the North Burnett and shop. <i>E.g. In Biloela when you shop you can't win a car – come to Monto – visit Cania Gorge and win a car.</i> | <ul style="list-style-type: none"> • Karla Benecke – Project Manager • David Wiskar – Project Owner Target Date; September and October |
| | Retirement Village Bus Tours | <ul style="list-style-type: none"> • Bus itineraries for a low cost 1 day tour will be developed in conjunction with local operators. • These tours will be promoted by letter and in person by the Tourism Development Officer to retirement groups in; <ul style="list-style-type: none"> ○ Bundaberg, ○ Biloela ○ Maryborough ○ Gympie | <ul style="list-style-type: none"> • Karla Benecke – Project Manager Target Date; throughout the campaign and ongoing. |
| | Promotion Finalisation | <ul style="list-style-type: none"> • To build the drama of the completion the Winners draw will be held in two stages; <ul style="list-style-type: none"> ○ Stage 1 – Each community will have a winner who will be provided a key. A draw will be held in Late October to decide each town winner. Events will be held in the main retail location in each town. ○ Stage 2 – The 6 community winners will come to a central point for the opening of the car and the declaration of the winner. • Both of these events will be heavily promoted through the media. • Sponsors, community leaders and local businesses will be invited to attend these events. | <ul style="list-style-type: none"> • Karla Benecke – Project Manager • Target Date; End of October. |

29 July 2014

Your Reference:
Our Reference: 629280

Cardno Qld Pty Ltd
PO Box 359
HERVEY BAY QLD 4655

Via Email: phil.bambrick@cardno.com.au
Attention: Phil Bambrick

Dear Phil

Over the coming weeks, the Flood Reconstruction activities in North Burnett will start to draw to a close. Council would like to thank-you for the work and effort that your company have put into rebuilding our community and our way of life in the North Burnett.

Through the program we have successfully delivered more than \$100M of infrastructure to our community including a number of significant areas where we have made things materially better and created stronger infrastructure and resilience than before the event. This work would not have been possible without the support, expertise and hard work of your company and your people.

With the completion of the flood infrastructure works, Council would like to celebrate the work that has been completed and with the support of your company leave a legacy for our community.

This letter is to ask for your support and sponsorship to assist with the implementation of an important program of activities.

North Burnett Regional Council would like to ask your company to provide \$5000 in sponsorship towards a legacy initiative.

Following consultation with our community the preferred legacy activity is a practical effort to promote retail sales and tourism in the region. This activity is preferred by our community due to concerns expressed by local businesses following the removal of the economic stimulus provided by flood reconstruction and due to the drought difficulties being faced by the rural community.

The legacy initiative that we would like to undertake is;

- A shop in the North Burnett Economic Development Activity.

The plan is to use sponsorship provided by the flood recovery partners to;

- Run a two month promotion – Shop in the North Burnett Promotion for September and October 2014.
- To attract shoppers (both local and tourist) to spend money in the North Burnett, a small car will be purchased as a prize.
- To be eligible to enter the competition people will need to fill in an entry form and attach a docket (of \$10 or more) from a North Burnett business.

- The competition and regional tourism opportunities will be promoted through;
 - A media launch
 - Media advertising in regional papers including Gympie, Hervey Bay and Bundaberg
 - Win Television advertising
 - Signage and entry forms in Council offices and business through the region.
 - Through out the large number of North Burnett community groups.
 - A draw event which will be run in conjunction with the local media.

Phil, your company's sponsorship of this project will be recognised through the inclusion of your logo on all of the promotional material used and by inviting senior representatives of your company to attend functions throughout the activity.

It is the firm hope of the Mayor, Councillors and Senior staff that your company will be able to support us with this initiative. It is a living legacy project which will continue the revitalisation of our community – you have already worked with us to rebuild the infrastructure, but as I am sure you are aware communities are much more than roads, bridges and water supply. This initiative aims to re-build the spirit and the economic lifeblood of our community.

If you have any queries please don't hesitate to call me on 0498 669 940.

Yours faithfully

David Wiskar
General Manager
Corporate & Community Services
on behalf of MJP Pitt
Chief Executive Officer



29 July 2014

Your Reference:
Our Reference: 629280

ProBuild Civil Pty Ltd
PO Box 231
ALBION QLD 4010

Via Email: pwibowo@probuildcivil.com.au
Attention: Purwo Wibowo

Dear Purwo

Over the coming weeks, the Flood Reconstruction activities in North Burnett will start to draw to a close. Council would like to thank-you for the work and effort that your company have put into rebuilding our community and our way of life in the North Burnett.

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If you have any queries please don't hesitate to call me on 0498 669 940.

Yours faithfully

David Wiskar
General Manager
Corporate & Community Services
on behalf of MJP Pitt
Chief Executive Officer



29 July 2014

Your Reference:
Our Reference: 629280

Ark Construction Group Pty Ltd
PO Box 592
COOLUM BEACH QLD 4573

Via Email: rob@arkgroup.net.au
Attention: Rob Mouatt

Dear Rob

Over the coming weeks, the Flood Reconstruction activities in North Burnett will start to draw to a close. Council would like to thank-you for the work and effort that your company have put into rebuilding our community and our way of life in the North Burnett.

Through the program we have successfully delivered more than \$100M of infrastructure to our community including a number of significant areas where we have made things materially better and created stronger infrastructure and resilience than before the event. This work would not have been possible without the support, expertise and hard work of your company and your people.

With the completion of the flood infrastructure works, Council would like to celebrate the work that has been completed and with the support of your company leave a legacy for our community.

This letter is to ask for your support and sponsorship to assist with the implementation of an important program of activities.

North Burnett Regional Council would like to ask your company to provide \$5000 in sponsorship towards a legacy initiative.

Following consultation with our community the preferred legacy activity is a practical effort to promote retail sales and tourism in the region. This activity is preferred by our community due to concerns expressed by local businesses following the removal of the economic stimulus provided by flood reconstruction and due to the drought difficulties being faced by the rural community.

The legacy initiative that we would like to undertake is;

- A shop in the North Burnett Economic Development Activity.

The plan is to use sponsorship provided by the flood recovery partners to;

- Run a two month promotion – Shop in the North Burnett Promotion for September and October 2014.
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- The competition and regional tourism opportunities will be promoted through;
 - A media launch
 - Media advertising in regional papers including Gympie, Hervey Bay and Bundaberg
 - Win Television advertising
 - Signage and entry forms in Council offices and business through the region.
 - Through out the large number of North Burnett community groups.
 - A draw event which will be run in conjunction with the local media.

Rob, your company's sponsorship of this project will be recognised through the inclusion of your logo on all of the promotional material used and by inviting senior representatives of your company to attend functions throughout the activity.

It is the firm hope of the Mayor, Councillors and Senior staff that your company will be able to support us with this initiative. It is a living legacy project which will continue the revitalisation of our community – you have already worked with us to rebuild the infrastructure, but as I am sure you are aware communities are much more than roads, bridges and water supply. This initiative aims to re-build the spirit and the economic lifeblood of our community.

If you have any queries please don't hesitate to call me on 0498 669 940.

Yours faithfully

David Wiskar
General Manager
Corporate & Community Services
on behalf of MJP Pitt
Chief Executive Officer



29 July 2014

Your Reference:
Our Reference: 629280

RPMS Construction Group Pty Ltd
PO Box 1273
GOONDWINDI QLD 4390

Via Email: bruce.cameron@rpmsengineering.com.au
Attention: Bruce Cameron

Dear Bruce

Over the coming weeks, the Flood Reconstruction activities in North Burnett will start to draw to a close. Council would like to thank-you for the work and effort that your company have put into rebuilding our community and our way of life in the North Burnett.

Through the program we have successfully delivered more than \$100M of infrastructure to our community including a number of significant areas where we have made things materially better and created stronger infrastructure and resilience than before the event. This work would not have been possible without the support, expertise and hard work of your company and your people.

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Bruce, your company's sponsorship of this project will be recognised through the inclusion of your logo on all of the promotional material used and by inviting senior representatives of your company to attend functions throughout the activity.

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Yours faithfully

David Wiskar
General Manager
Corporate & Community Services
on behalf of MJP Pitt
Chief Executive Officer



29 July 2014

Your Reference:
Our Reference: 629280

Abergeldie Constructions Pty Ltd
PO Box 135
BANYO QLD 4014

Via Email: bbirch@abergeldie.com
Attention: Brett Birch

Dear Brett

Over the coming weeks, the Flood Reconstruction activities in North Burnett will start to draw to a close. Council would like to thank-you for the work and effort that your company have put into rebuilding our community and our way of life in the North Burnett.

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Brett, your company's sponsorship of this project will be recognised through the inclusion of your logo on all of the promotional material used and by inviting senior representatives of your company to attend functions throughout the activity.

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Yours faithfully

David Wiskar
General Manager
Corporate & Community Services
on behalf of MJP Pitt
Chief Executive Officer



29 July 2014

Your Reference:
Our Reference: 629280

GHD
GPO Box 668
BRISBANE QLD 4001

Via Email: Kenneth.fox@ghd.com
Attention: Ken Fox

Dear Ken

Over the coming weeks, the Flood Reconstruction activities in North Burnett will start to draw to a close. Council would like to thank-you for the work and effort that your company have put into rebuilding our community and our way of life in the North Burnett.

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Ken, your company's sponsorship of this project will be recognised through the inclusion of your logo on all of the promotional material used and by inviting senior representatives of your company to attend functions throughout the activity.

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Yours faithfully

David Wiskar
General Manager
Corporate & Community Services
on behalf of MJP Pitt
Chief Executive Officer



29 July 2014

Your Reference:
Our Reference: 629280

Fulton Hogan Construction Pty Ltd
Garden City Office Park
Building 8, 2404 Logan Road
EIGHT MILE PLAINS QLD 4113

Via Email: peter.kelly@fultonhogan.com.au
Attention: Peter Kelly

Dear Peter

Over the coming weeks, the Flood Reconstruction activities in North Burnett will start to draw to a close. Council would like to thank-you for the work and effort that your company have put into rebuilding our community and our way of life in the North Burnett.

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Peter, your company's sponsorship of this project will be recognised through the inclusion of your logo on all of the promotional material used and by inviting senior representatives of your company to attend functions throughout the activity.

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If you have any queries please don't hesitate to call me on 0498 669 940.

Yours faithfully

David Wiskar
General Manager
Corporate & Community Services
on behalf of MJP Pitt
Chief Executive Officer



29 July 2014

Your Reference:
Our Reference: 629280

Civil Mining & Construction Pty Ltd
PO Box 1570
EAGLE FARM BC QLD 4009

Via Email: swalker@cmc.net.au
Attention: Scott Walker

Dear Scott

Over the coming weeks, the Flood Reconstruction activities in North Burnett will start to draw to a close. Council would like to thank-you for the work and effort that your company have put into rebuilding our community and our way of life in the North Burnett.

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Scott, your company's sponsorship of this project will be recognised through the inclusion of your logo on all of the promotional material used and by inviting senior representatives of your company to attend functions throughout the activity.

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Corporate & Community Services
on behalf of MJP Pitt
Chief Executive Officer



DSS GRANT APPLICATIONS REPORT

Responsible Officer: David Wiskar – General Manger Corporate&Community Services
Report by: Pascal Kellenberg – Community Development Project Officer

1 PURPOSE OF REPORT

The purpose of this report is to inform Council of the grant submissions submitted in the name of North Burnett Regional Council with the Department of Social Services (Federal) in the application round closing July 23rd 2014.

2 INTRODUCTION/BACKGROUND

DSS Grants were open for competitive submission throughout July 2014 and closed on July 23rd 2014. Based both on feedback from the Councillor information workshop / Social Services Workshop held in Mundubbera on June 20th as well as on evaluation of suitable, available grants Council Staff of Corporate & Community Services has applied for the following funding:

| Grant Name | Amount Applied For | Description | Length of project |
|----------------------------------|----------------------------------|--|-------------------|
| Volunteer Management | \$300,000 over 4 financial years | Riding the Grey Nomad Revolution to Build the North Burnett Region | Four Years |
| Diversity and Social Cohesion | \$300,000 over 4 financial years | Working and Living Together in the North Burnett | Four Years |
| Multicultural Arts and Festivals | \$5,000 one off | Multicultural Citrus Harvest Kick Off | One off Event |
| Community Capacity Building | \$300,000 over 3 financial years | Set up of coordinated Social Services approach | Three Years |

Application outcomes: Will be communicated in October with the Department of Social Services negotiating contracts starting on January 1st 2015.

Volunteer Management: The aim of this project is to use the unique opportunity presented by the large numbers of "Grey Nomads" which pass through the North Burnett each year, to create a culture of volunteering which allows these educated and empowered travellers to add value to the communities throughout the region. The aim is to build resilience, sustainability and growth into a number of Local Organizations. To drive the project and ensure the deliverables Council will appoint a Community Development officer who will be responsible for driving the project outcomes.

Strategy 1 - Via a partnership with the Caravan and Motor Home Association of Australia, North Burnett Regional Council will create a program (and a web Portal) which provides an avenue for Grey Nomads visiting the region to volunteer in the local community.

Strategy 2 - The creation of links and partnerships between key community and volunteering organizations in the North Burnett Region.

Diversity and Social Cohesion: Diversity & Social Cohesion Funding will contribute towards the cost of employing a Social Cohesion Officer who will deliver a series of programs which address social inequity. Working with local community groups & leaders, community development organisations & local industry, Council's Social Cohesion Officer will:

Consult & engage with local community to help with appropriate education about non-prejudicial behavior models;

1. Work with schools & their community to look at socially inclusive programs, & ways we can educate our future leaders in building a socially cohesive society;
2. Work with communities to help build capacity by building stronger relationships across a variety of cultures; &
3. Work with communities to develop long-term, sustainable community partnerships which are based on mutual respect & understanding.

Multicultural Arts and Festivals: The Multicultural Citrus Harvest Kick off provides an ideal activity for the Seasonal Workers and the host area to celebrate the start of the citrus season, welcome seasonal workers from diverse cultures to the area and build relationships through internationally recognized platforms, sport and entertainment.

Community Capacity Building: If funds are received it will be used to set up 6 neighborhood / family centers across the region. The grant applied for would secure the initial running costs for those centers until they become sustainable. It would further secure funds to employ a project officer working for Council implementing and driving the project for a 3 year period.

Secondly the proposal sees the project officer to work with service providers to define a coordinated services approach introducing the needed collaborative tools and overarching structures. Success would see the implementation of a partnership framework to improve integration of local Community Services, facilitate better access to services and support local services to achieve sustainability.

3 CORPORATE/OPERATIONAL PLAN

In accordance with Corporate Plan 2013-18 – 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.

In accordance with Operational Plan - Outcome 3 – Organisational Capability, Section 3.7 Sourcing External Funds.

4 POLICY IMPLICATIONS

NIL

5 STATUTORY REQUIREMENTS

NIL

6 FINANCIAL IMPLICATIONS

Projects to be implemented with external funding.

7 RISK MANAGEMENT

NIL

8 CONSULTATION

NIL

9 OPTIONS FOR COUNCIL TO CONSIDER

NIL

10 OFFICER'S COMMENTS/CONCLUSION

NIL

11 ATTACHMENTS

NIL

RECOMMENDATIONS

That the DSS Grant Applications Report as presented be received.

Responsible Officer: Mark Pitt – CEO
Report prepared by: Mark Pitt – CEO

1 PURPOSE OF SUBMISSION

The purpose of this submission is for Council to decide to prohibit the activity of camping at the Claude Wharton Weir.

2 INTRODUCTION/BACKGROUND

Claude Wharton Weir is a reserve for recreation under the *Land Act 1994*. The primary purpose of a reserve for recreation is for day recreational use. Effectively as of 10 April 2014, Council officers closed this site, through administrative action, to all overnight stays due to the level of vandalism and anti-social behaviour at the site.

3 CORPORATE PLAN

1.6 Community Facilities – The provision of well maintained and developed community facilities that support Council services.

4 POLICY IMPLICATIONS

Not applicable.

5 STATUTORY REQUIREMENTS

*Local Government Act 2009 and Local Government Regulation 2012
Land Act 1994.*

Adopted North Burnett Regional Council Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) and Subordinate Local Law No. 4 Schedule 1 – Section 5 and Schedule 2 - Section 1.

6 FINANCIAL IMPLICATIONS

Council's obligations to comply with relevant legislation..

7 RISK MANAGEMENT

Compliance with relevant legislation.

8 CONSULTATION

No public consultation to date. Advice forwarded to Camping publication to remove area from free camping lists. Compliance activities undertaken with campers using the area to advise area closed to camping. No camping signage erected on site.

9 OPTIONS FOR COUNCIL TO CONSIDER

Option 1: " Re-open the Claude Wharton Weir to camping

Option 2: Continue with the interim closure of camping activities at the Claude Wharton Weir

Option 3: Make permanent the interim closure of camping activities at the Claude Wharton Weir

10 OFFICER'S COMMENTS/CONCLUSION

Claude Wharton Weir is a reserve for recreation under the *Land Act 1994*.

The primary purpose of a reserve for recreation is for day recreational use.

Effectively as of 10 April 2014, Council officers closed this site, through administrative action, to all overnight stays due to the level of vandalism and anti-social behaviour at the Weir.

Having regard to the level of vandalism and anti-social behaviour at the Weir and Council's resources to deal with the damage caused by poor behaviour and the impact such damage has on other recreational uses at the Weir, the restriction of activities at the Weir to exclude overnight stays so that other recreational activities may continue unabated is consistent with the reserve's purpose and Council's power to maintain and manage the land.

Council does have the option to indicate that the area is 20 hour rest area.

Option 3 is recommended.

10 ATTACHMENTS

Nil

RECOMMENDATION

1. That Council decides that camping at the Claude Wharton Weir is unauthorised and is a prohibited activity.
2. Council ratifies the decision to install signage at the Claude Wharton Weir to make it a no camping area.

ENVIR 01 NATURAL RESOURCES MANAGEMENT REPORT

REPORTING PERIOD 27th JUNE 2014 - 18th JULY 2014

Responsible Officer: Brendan Pearce, GM Engineering and Environmental Services
Report prepared by: Natural Resource Management Staff

1 PURPOSE OF REPORT

To inform Council of major activities undertaken by the Natural Resource Management Staff in the reporting period.

2 INTRODUCTION/BACKGROUND

Detail any background information relevant to the report – e.g. has it been an issue previously dealt with by Council

3 CORPORATE/OPERATIONAL PLAN

Environment

4.1 Pest Management

Implementation of the Pest Management Plan to ensure effective and efficient pest control.

4.2 Stock Routes

Well maintained and managed stock routes.

4.6 Natural Resource Management

Protecting areas of high ecological significance areas managed effectively

4 POLICY IMPLICATIONS

All relevant NBRC policies are adhered to where applicable.

5 STATUTORY REQUIREMENTS

All relevant Standards and Codes are applied where required.

6 FINANCIAL IMPLICATIONS

Part of the 2014/2015 Operational budget, as approved.

7 RISK MANAGEMENT

Risk management is an integral part of the planning and implementation of NRM Services as delivered by the NRM Stream.

8 CONSULTATION

Internal consultation occurs monthly through NRM Stream meetings and Fortnightly meetings with the Environmental Services senior staff.

9 OPTIONS FOR COUNCIL TO CONSIDER

For Information Only.

10 OFFICER'S COMMENTS/CONCLUSION

No comments

11 ATTACHMENTS

The detailed report of operations is attached.

RECOMMENDATION

It is recommended that the report be received.

Natural Resource Management Report

27th June to 18th July 2014

On the 1st July 2014 the Land Protection Officers joined the NRM (Natural Resource Management) team. The NRM stream now covers;

- Declared weeds & pests
- Stock Route Grazing & Travel Permits for Council & State Roads
- Wandering Livestock
- Department of Transport and Main Roads (TMR) – Element 5- This is a contract with TMR to control Declared Weeds and Pests on State Roads e.g. the Burnett Highway reserve.
- Vegetation control on transport infrastructure
- Vegetation Management
- Nature Conservation
- EHP & other state permits
- Other NRM issues as they arise

Graphs are presented in this report with numbers of grazing permit applications and wandering livestock complaints.

Feral Pigs and Wild Dog breeding increased during this time due to conditions and funding from BMRG (Burnett Mary Regional Group) has allowed us and our partners (Landcare & BCCA) to provide increased efforts in Controlling flood weeds and feral animals. (Parthenium, Giant Rats Tail Grass, Cat's Claw Creeper, Rubber vine, Hymenachne and Madeira vine).

Declared Weeds & Pests are a major priority with two major floods spreading weed seeds throughout the catchment.

BCCA, North Burnett Landcare & council have developed a good coordinated effort in providing support to Landholders with flood weeds.

When Council receives enquiries from a landholder whom has any flood weeds (and was flooded) Council refers them onto BCCA & Landcare. In return BCCA provides NBRC with data on properties where they have provided assistance. The Information Privacy Act does restrict information that can be provided but we have worked out a coordinated approach that ensures we are sharing information & efforts. To date much of the weed control has focused on chemical treatment and bio-control with some education. We are now looking into other options of Intergrated Weed Management for the flood weeds.

Bio-control activity is increasing with numerous releases being completed by Monto Landcare, BCCA & Council for Parthenium & Cat's Claw Creeper.

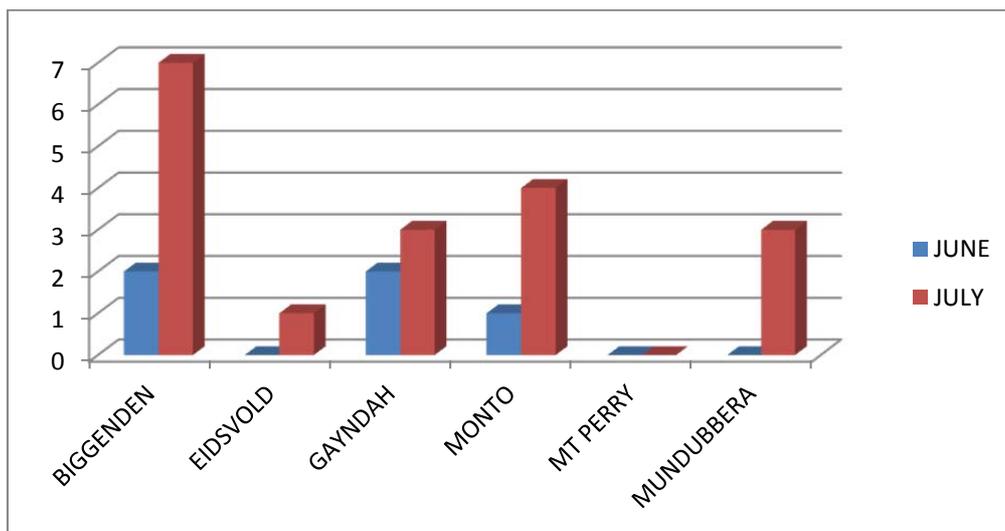
Monto Landcare, BCCA & Council meet approximately every 6 weeks. At the last meeting, in late June we agreed on actions including case studies on success stories, increasing awareness about using competition to prevent weed growth (grazing land management) and other proven weed control techniques. The three (3) organisations funding with assistance will roll these out over the next 6 to 12 months.

In June 2014, letters were sent to Landholders known to have Parthenium Weed on their properties. These courtesy letters reminded landholders of their responsibilities and provided information on the weed & control methods.

Some property owners were identified as not making any efforts in controlling Parthenium Weed, so these landholders were issued with a Pest Control Notice which required action within a set timeframe. One landholder in the Biggenden area was identified as still not taking action so an Entry Notice was issued. To issue an Entry Notice under Section 80 of *The Land Protection (Pest & Stock Route Management) Act 2002* is a lengthy process with statutory timeframes. A procedure is in place for this and this property has now been treated under the Entry Notice. To ensure transparency & recouping of costs, weed control contractors completed the work. This property along with all the others, Parthenium weed and other Declared Class 1 & 2 weeds will have further inspections for & compliance action undertaken if required.

Wandering Livestock Register – 1st June to 25th July 2014

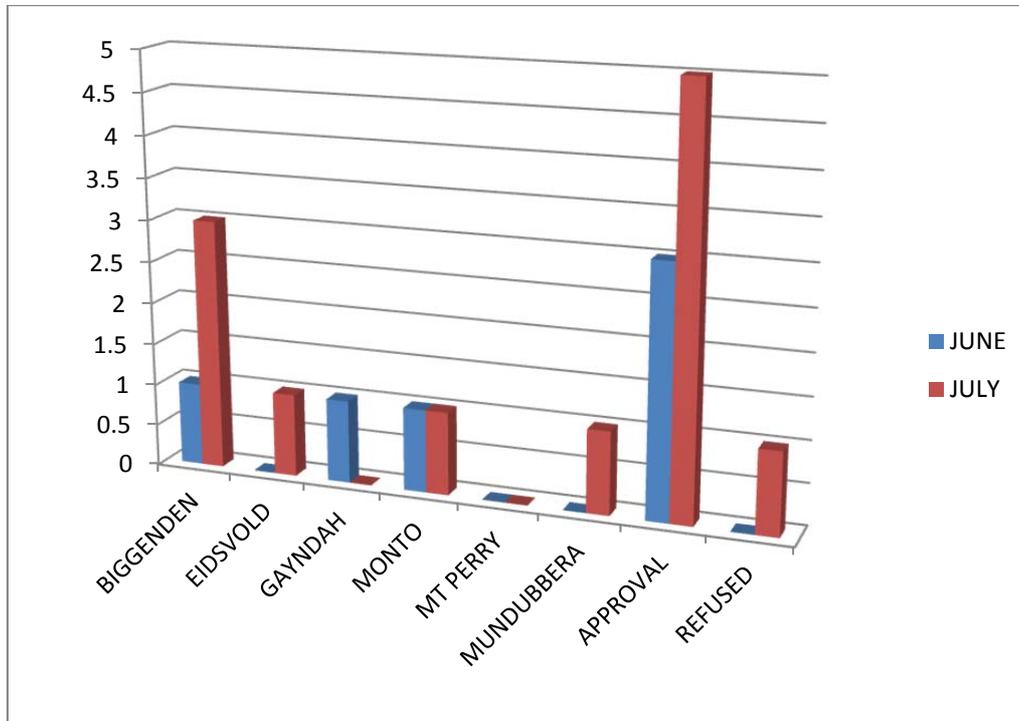
Please note the below information showcases the amount of Customer Service Requests pertaining to Wandering Livestock.



| TOWN | JUNE | JULY |
|------------|------|------|
| Biggenden | 2 | 7 |
| Eidsvold | - | 1 |
| Gayndah | 2 | 3 |
| Monto | 1 | 4 |
| Mt Perry | - | - |
| Mundubbera | - | 3 |

Stock Route Grazing Permit Applications 1st June – 25th July 2014

The graph below represents the total Stock Route Grazing Permit Applications received and generated. Also identifies the current amount of Approvals and Refusals.



Under *The Land Protection (Pest and Stock Route Management) Act 2002* each local government (including the North Burnett Regional Council) is responsible for administering the stock route network (SRN) in its management area by determining all applications for travel and grazing (agistment) on stock routes, reserves and local government-controlled roads.

To graze stock routes graziers need to submit an application to North Burnett Regional Council. The NRM team processes the application. The application is checked thoroughly by the Administration Officer (Natural Resources) to ensure all documentation and legal requirements are met. An applicant must have public liability insurance and be a property owner. Our Land Protection Officer conducts an inspection process on the stock route (usually a road reserve). This inspection must determine if the area is clean of Class 1, Class 2 and Class 3 pest plants and animals. It must also determine if the area in question can carry the proposed quantity of livestock for the duration of Stock Route Grazing (agistment) Permit of 28 days.

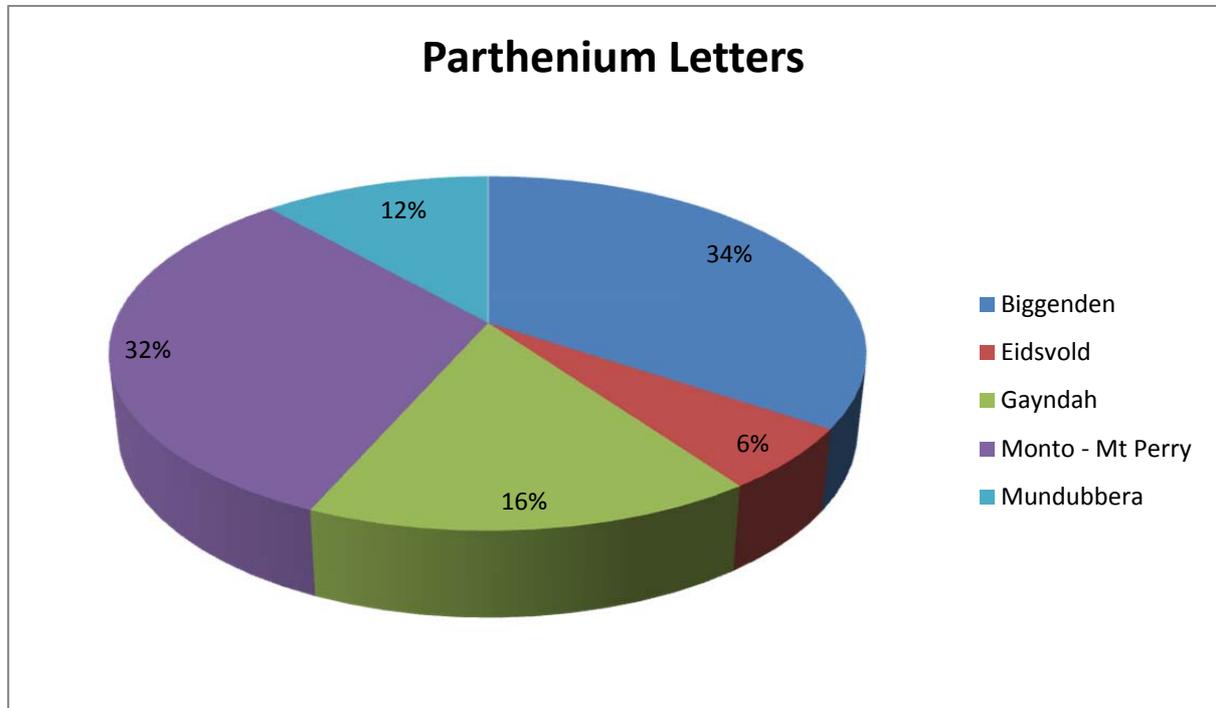
The applicant must ensure they leave pasture for future use. The applicant can apply for a second grazing permit on the same stock route if it is suitable. The stock route permit is subject to numerous conditions that the applicant must meet at all times.

Table of Works

| Plant Type | Comments |
|---|---|
| Giant Rats Tail Grass (<i>Sporobolus pyramidalis</i> and <i>S. natalensis</i>) Class 2 | Infestations located on Berries and Eureka Roads, Cherelly Orchard, Black Dump and at TV Tower, Biggenden. Found scattered GRT in the northern part of the Burnett River. |
| Grader Grass (<i>Themeda quadrivalvis</i>) | Infestations have been found on Mace Road, Biggenden where an application for Stock Route Grazing Permit has been submitted. This application has since been refused due to insignificant feed and the recent spraying of the plant. |
| Mother of Millions (<i>Byrophyllum delagoense</i>) Class 2 | Recently sprayed in locations throughout including; <ul style="list-style-type: none"> • Eidsvold – Race Course road and Railway Station, Hollywell and Abercorn roads. • Biggenden – Longatong, Hetherington and Cherelly Orchard roads. Golf course and under railway bridge. In total 28 roads have been sprayed for the infestations of Mother of Millions in this area. • Gayndah – Rifle Range & Boyd Roads, Mary Street and Airport. • Mt Perry – Coppermine Creek, Sandy Camp, Wetheron, Towns Creek and Elliotts Creek road. |
| Rubber vine (<i>Cryptostegia grandiflora</i>) Class 2 & Green Cestrum (<i>Cestrum parqui</i>) | Both plants have been located in Cherelly Creek and a small scattered area in the Burnett River which have been sprayed. |
| Groundsel Bush (<i>Baccharis halimifolia</i>) Class 2 | Recently sprayed on locations throughout including; <ul style="list-style-type: none"> • Mt Perry – Scrub and Swindon roads |
| Prickly Acacia (<i>Vachellia nilotica</i>) Class 2 | Discussion with local landholders about infestations on private lands. |
| Cat's Claw Creeper (<i>Macfadyena unguis-cati</i>) Class 3 | Photo's of the infestations found in the Burnett River have been sent onto Stacy Harris (Biosecurity Officer Qld) to compare with Dempster Road. Introduction of bio-control will take place in this area when we have acquired some. |
| Indian Myna Bird (<i>Acridotheres tristis</i>) | Traps have been set up at the Gayndah Refuse centre. |
| Galvanised Burr (<i>Sclerolaena birchii</i>) | Spraying has commenced on: <ul style="list-style-type: none"> • Monto – Dakiel, Bunns & Youlambie Roads. • Eidsvold – Telebang Road |
| Singapore Daisy (<i>Sphagneticola trilobata</i>) Class 3 | Infestation found and sprayed at below locations: <ul style="list-style-type: none"> • Biggenden – Railway Bridge (town area) and on Fairview Creek Road. |
| Parthenium weed (<i>Parthenium hysterophorus</i>) Class 2 | Courtesy letters for Parthenium Control were recently sent out to property owners throughout the North Burnett Region. Please find the final amounts below including a 3D graph: <ul style="list-style-type: none"> • Biggenden – 42 Courtesy Letters, 5 Compliance Letters, 1 Entry Notice and 1 Authorisation for Pest Controller. • Eidsvold – 7 Courtesy Letters • Gayndah – 20 Courtesy Letters • Monto – Mt Perry – 39 Courtesy Letters • Mundubbera – 14 Courtesy Letters |

Courtesy Letters – Parthenium weed

Please find the graph below showing the statistics of the recently generated letters:



FORWARD LIST OF WORKS

- Co-ordinated Feral Animal baiting program – September 2014
- Property Inspections under the 3 month Pest Survey Program
- Increased Stock Route Permit Applications & Wandering Livestock complaints are expected due to the dry conditions
- Education on Flood weeds to go out with rates notice in August
- Vegetation Control & guide post spraying for RMPC in August
- Normal Duties.