



**Policy & Strategy
Standing Committee
Meeting Agenda**

**05 March 2013
Monto**

Attendees	Agenda Item 1	Attendees	
Welcome	Agenda Item 2	Welcome / Housekeeping	
Apologies	Agenda Item 3	Apologies	
Declaration	Agenda Item 4	Declaration of Interest	
Deputations	Agenda Item 5	Deputations	
Governance Report	Agenda Item 6	Governance Report	
	6.1	2013 National Assembly of Local Government Call for Motions	003-020
	6.2	Natural Disaster Relief and Recovery Arrangements – Project Management.	.
	6.3	General Policy – Health and Safety Committee Constitution
	6.4	General Policy – Work Health and Safety Constitution
Infrastructure Report	Agenda Item 7	Infrastructure Report	
	7.1	Policy 239 – Building Near Local Government Sewer, Storm Water and Water Infrastructure	0 -0 6
	7.2	Gates and Grids on Local Roads	0 -0
	7.3	Asset Management Policy	0 -0
Economic Report	Agenda Item 8	Economic Report	
	8.1	Development Statistics November 2012	0 -0
	8.2	Development Statistics December 2012	0 -0
	8.3	Development Statistics January 2013	
Social Report	Agenda Item 9	Social Report	
	9.1	Arts and Cultural Development – RADF Annual Bid Request 2013-2014	
	9.2	Arts and Cultural Development – RADF Out of Rounds Recommendation	107-109
	9.3	Confidential Report	
Closure of Meeting	Agenda Item 10	Closure of Meeting	

GOV 01 2013 NATIONAL ASSEMBLY OF LOCAL GOVERNMENT CALL FOR MOTIONS

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

1 PURPOSE OF REPORT

Councils are encouraged to submit motions for the 2013 National General Assembly (NGA) which will be held at the National Convention Centre in Canberra 16-19 June 2013.

2 INTRODUCTION/BACKGROUND

As the mayor event on the annual local government events calendar, the NGA typically attracts more than 850 mayors, councillors and senior officers from councils across Australia. This is Council's opportunity to contribute to the development of national local government.

3 CORPORATE PLAN

In accordance with Outcome 3 Organisational Capability; Section 3.8 Regional Representation.

4 POLICY IMPLICATIONS

Not applicable.

5 STATUTORY REQUIREMENTS

Not applicable

6 FINANCIAL IMPLICATIONS

Not applicable

7 RISK MANAGEMENT

Considering opportunities for regional representation and advocacy.

8 CONSULTATION

Not applicable.

9 OPTIONS FOR COUNCIL TO CONSIDER

That Council consider the report content and resolve to submit resolutions to the National General Assembly of Local Government.

10 OFFICER'S COMMENTS/CONCLUSION

To be eligible for inclusion in the National General Assembly Business Papers motions must:

1. Fall under the NGA theme – 'Foundations for the Future - Twenty 13';
2. Be relevant to the work of local government nationally; and
3. Complement or build on the policy objectives of state or territory association.

11 ATTACHMENTS

National General Assembly for Local Government Program and Registration Brochure.

RECOMMENDATION

That North Burnett Regional Council resolves to submit the following resolutions to the National General Assembly of Local Government:

PROGRAM AND REGISTRATION

REGISTER ONLINE

www.alga.asn.au

Foundations for the Future TWENTY13

NGA13

National General
Assembly of Local
Government

16-19 JUNE 2013

National Convention Centre | Canberra



AUSTRALIAN LOCAL
GOVERNMENT ASSOCIATION

PRESIDENT'S WELCOME

Colleagues,

I invite you to attend this year's National General Assembly of Local Government (NGA) in Canberra from 16-19 June.

The NGA is the premier local government event bringing together more than 700 mayors, councillors and senior officers from councils across Australia to develop local government policy ideas, meet with key federal politicians and hear from renowned experts on the key issues affecting local government in Australia.

This year there will be a federal election on 14 September. The election provides an important opportunity to seek commitments from all federal political parties about the way in which they will work with and support councils in meeting community needs.

I have invited the Prime Minister, Minister for Regional Australia, Regional Development and Local Government, the Leader of the Opposition, Shadow Minister for Regional Development, Local Government and Water, the Leader of the Nationals and the Leader of the Australian Greens to address the NGA and to engage directly with you.

The theme for this year's NGA is *Foundations for the Future: Twenty 13*. The theme and the political climate this year focuses our attention on our future as a nation. At a political level it will be a year that determines who will govern Australia for the next term of parliament. At a local level we need to build the resources and capacity to strengthen our communities and position our communities into the future. The ALGA Board recently called for Notices of Motions for the NGA and these will set out the framework for debate. I would encourage you and your council to think

through ideas or initiatives you would like to see debated at the NGA and to submit these as motions for the NGA.

I am pleased to inform you that the keynote speakers at this year's NGA are well known and highly respected Australians Fred Chaney AO, Geraldine Doogue AO and Peter FitzSimons AM. These speakers will join a number of other subject matter experts in steering the discussions at the NGA.

As you know, we are currently in the middle of a major campaign to gain financial recognition for local government in the Australian Constitution. Many councils have provided submissions to the current Joint Select Committee (JSC) on the Constitutional Recognition of Local Government. By the time we meet in Canberra at the NGA the JSC will have finished and the Government will have responded to the Committee's report. We may well be on the road to a referendum at the end of the year. This year's NGA will include a comprehensive report on the status of constitutional recognition.

The NGA is your opportunity to make sure that your council's view is reflected in the national priorities identified for local government. I invite you to be part of this important event by joining your colleagues in Canberra from 16-19 June 2013.

I look forward to seeing you in Canberra.



Mayor Felicity-ann Lewis

ALGA PRESIDENT

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	8	Motions for debate		Venue + dress code		
		Voting procedures				

PROGRAM

SUNDAY 16 JUNE

5:00–7:00 pm Welcome Reception

MONDAY 17 JUNE

9:00 am OPENING CEREMONY

9:20 am ALGA President's Welcome
9:50 am Prime Minister
The Hon Julia Gillard MP (invited)

10:30 am MORNING TEA

11:00 am Keynote Speaker: **Geraldine Doogue AO**
11:45 am Election Priorities—Twenty 13

12:30 pm LUNCH

1:30 pm The Debate—The Big Issues

3:00 pm AFTERNOON TEA

3:30 pm Debate on Motions
4:30 pm Leader of the Opposition
The Hon Tony Abbott MP (invited)

5:00 pm CLOSE
7:00 pm BUFFET DINNER

TUESDAY 18 JUNE

9:00 am Keynote Speaker: **Fred Chaney AO**
9:45 am Debate on Motions

10:30 am MORNING TEA

11:00 am Leader of the Australian Greens,
Senator Christine Milne
11:30 am National Awards for Local Government
12:00 noon Leader of the Nationals
The Hon Warren Truss MP

12:30 pm LUNCH

1:30 pm National Awards for Local Government
2:00 pm Financial Assistance Grants Review—
Commonwealth Grants Commission

3:00 pm AFTERNOON TEA

3:30 pm Debate on Motions
4:30 pm Shadow Minister for Local Government,
Senator Barnaby Joyce

5:00 pm CLOSE
7:00 pm OFFICIAL DINNER, PARLIAMENT HOUSE

WEDNESDAY 19 JUNE

9:00 am Keynote Speaker: **Peter FitzSimons AM**
9:45 am Debate on Motions

10:30 am MORNING TEA

11:00 am Debate on Motions
12:00 noon Minister for Regional Australia, Regional
Development and Local Government
The Hon Simon Crean MP (invited)

12:30 pm PRESIDENT'S CLOSE
1:00 pm CLOSE

KEY DATES

Submission of
Motions for Debate

FRIDAY 26 APRIL 2013

Early Bird Registration
on or before

MONDAY 22 APRIL 2013

Standard Registration
on or before

FRIDAY 31 MAY 2013

Late Registration
after

FRIDAY 31 MAY 2013

THEME OVERVIEW

Foundations for the Future

T W E N T Y 1 3

NGA 13

National General Assembly of Local Government

The National General Assembly (NGA) is a significant opportunity for local government to meet and discuss the issues facing local government and to develop agreed positions which can inform the development of ALGA's policies in the coming year. Through the NGA, local government representatives can engage directly with key federal politicians, move and debate motions, hear from a range of subject matter experts, and network with local government colleagues from around Australia.

This year's NGA is themed *Foundations for the Future: Twenty 13*. The theme has been selected because it looks forward and captures the opportunities of the federal election to be held on 14 September 2013.

Local government plays a critical role in Australia's democratic system of government. It represents local communities and plays a key role in planning, coordinating, facilitating and providing services, infrastructure and programs that meet community and regional needs.

While councils can do a lot themselves, many local governments are constrained by lack of resources, expertise and adequate support from other levels of government (and the private sector) to meet all of their communities needs. There has never been a more important time to fight for our local communities and the capacity of local government to serve them. This year's election will determine the Government for the next three years, and set the nation's direction for the future. It is essential that Australia has a strong national economy, an adequate social safety net and appropriate national support systems and that it plays an active role in the international community. But it is also vitally important that the Australian Government also creates the environment for regions and local communities to prosper.

The lead up to the federal election is an opportunity to seek commitments from all federal political parties about the way in which they will work with and support councils in meeting community needs. ALGA actively advocates on behalf of the

sector in the lead up to every election. ALGA does this by engaging directly with all the major political parties, documenting local government initiatives and communicating these to federal politicians. In doing this ALGA draws heavily on the discussions and outcomes of the NGA and on initiatives contained in the NGA Resolutions.

Local government is a richly diverse, highly responsive, accountable and dynamic level of government. Local government's national significance is underlined by the fact that it employs around 195,000 Australians (just over 10 per cent of the total public sector work force), owns and manages non-financial assets worth over \$250 billion, raises around 3.5 per cent of Australia's total taxation revenue per annum and has an annual expenditure of around \$29 billion (2010–11) —just under 6 per cent of total public sector spending.

Most of local government's expenditure is directed towards the provision of local services, which include: housing and community amenities; transport and communications; recreation and culture; and social security and welfare.

At an aggregate level local government undertakes its work while being more than 80 per cent self-funded. However, many rural and regional communities have limited financial capacity which means those councils are much more reliant on external funding sources. Higher grant levels are absolutely critical to these councils to equalise services and infrastructure availability across the communities. Considerable local government funds are spent on vital additional work that relates to broad national issues.

As the level of government closest to Australians, local government is aware of and understands the myriad of challenges faced by local and regional communities as they live, work and interact in an increasingly complex domestic and global environment. Local and regional communities require support to respond and adapt to factors they cannot control, such as climate change, drought, natural disasters and economic upheavals.



Financing Local Government

In 2006 ALGA commissioned PricewaterhouseCoopers (PWC) to undertake a national study into the Financial Sustainability of Local Government. This study built upon a number of studies that were conducted by state and territory local government associations. The PWC Report was a vital body of research that underpinned a rigorous assessment of the financial sustainability of councils across Australia. The Report found that up to 30 per cent of councils were facing financial sustainability challenges and recommended a twin track approach (of internal reforms and changes to intergovernmental funding) to addressing some of these problems.

Financial Assistance Grants

On 9 December 2012 the Commonwealth Treasurer provided Terms of Reference to the Commonwealth Grants Commission for a Review on Improving the Impact of the Financial Assistance Grants on Local Government Financial Sustainability. The Terms of Reference require the Commission to provide a report to the Australian Government by 31 December 2013 on issues such as identifying tangible measures for improving the impact of the Local Government Financial Assistance Grants on the effectiveness of local governments and their ability to provide services to their residents within the current funding envelope, the appropriateness and impacts of FAGs, and identifying any enhancements to the effectiveness of local government through changes to the FAGs distribution process.

Expenditure Priorities

Over the past 30 years the roles and functions of local government have changed significantly.

In 2001 the Commonwealth Grants Commission (CGC), in a Review of the Operation of the *Local government (Financial Assistance) Act 1995*, observed that the composition of services provided by local government had changed markedly over the last 30 to 35 years. The CGC noted there had been substantial changes such as a move away from property-based services to human services, a decline in the relative importance of roads, an increase in the relative importance of recreation and culture, and housing and community amenities and an expansion of education, health, welfare and public safety services.

These trends reflect changes in local communities, growing demand and councils' willingness to meet the emerging challenges of their local municipality. The trend was also encouraged by the Commonwealth and State Governments who, over the period, increasingly offered programs to local communities e.g. aged care and children's services, on the

condition of matched funds or limited growth funds. As a consequence, by accepting additional responsibilities without significant new funding for these services, councils were required to change existing priorities and shift funding between existing programs. The trend has been confirmed by the state local government associations which also report that the costs of increased service provision have been met by delaying maintenance and replacement infrastructure activities.

Constitutional Recognition of Local Government

Since the appointment of a Joint Select Committee on the Constitutional Recognition of Local Government in November 2012, the pace of developments has increased dramatically. ALGA lodged a detailed submission with the committee in December 2012 and a supplementary submission on 31 January 2013 in response to issues raised at a parliamentary committee hearing on 16 January 2013.

The ALGA Board is meeting regularly to determine and drive the agenda. ALGA welcomed the Parliamentary Committee's preliminary report on 24 January 2013 which recommended that the Commonwealth begin all necessary preparatory activities to ensure a successful referendum in 2013. ALGA has indicated strong support for constitutional change as soon as possible to secure continued direct funding. However, we have reiterated our concern about the lack of progress on the preconditions identified for a successful referendum and the short timeframe available for a campaign in 2013.

ALGA wants to make sure that the referendum proceeds when the chances for success are at their best, although we stand ready once the government announces a referendum. The Committee's final report is due in March 2013 and the Government has indicated that it will wait until that time before giving its response on the referendum. ALGA is concerned that the delays and moving timeframes have hampered efforts to finalise arrangements for a referendum and ALGA has redoubled its efforts to seek commitments from both the Government and the Opposition to support the referendum.

Constitutional Recognition remains a priority for the ALGA Board. Given the pace of developments and an expected announcement of the Government's intentions in March/April 2012, we are not seeking council motions on constitutional recognition for this year's NGA. A comprehensive update will be given to delegates at the NGA, based on the responses of the Government, the Opposition and State Premiers to the Committee's final report.

SPEAKER PROFILES



GERALDINE DOOGUE AO

Whilst originally planning a career as a schoolteacher after completing her Arts degree, in 1972 Geraldine applied on an impulse for a journalism cadetship with *The West Australian* instead. Since then she has thrived on that impulsive decision.

Within the first ten years of her career, Geraldine had carved out a reputation in print, television and radio, including two years at the London Bureau working for the Murdoch group's Australian papers.

Her entrance into television was unexpected. Whilst covering a story for *The Australian*, an ABC Television reporter interviewed her for a *Four Corners* program. When the head office executives saw the interview, they were so impressed with her on-camera presence that they offered Geraldine the Perth compere's position for ABC Television's then new program *Nationwide*.

In 1992 Geraldine began presenting *Life Matters*, a new ABC Radio National program which set out to cover the full gamut of social issues in everyday life. In 1998, she also became host of ABC TV's *Compass* program, which looks at issues of spirituality, philosophy and belief every Sunday evening. After 11 years with *Life Matters*, she moved to Saturday mornings to host a program focusing on international politics, Australia's role on the world stage, and business, called *Saturday Extra*.

In 2000 Geraldine was awarded a Churchill Fellowship for social and cultural reporting. In 2003, she was recognised with an Officer in the Order of Australia for services to the community and media. In March 2011, she was awarded an Honorary Doctorate of Letters by her alma mater, the University of Western Australia.

FRED CHANEY AO

Fred Chaney was born in Perth in 1941. He practised law in New Guinea and Western Australia, including time in-house with the Hancock-Wright prospecting partnership, and subsequent private practice with emphasis on mining related work until he entered the Senate in 1974.

Fred was involved in the Aboriginal Legal Service in a voluntary capacity in the early 1970's. He was a Senator for Western Australia from 1974 to 1990 and was Leader of the Opposition in the Senate from 1983 to 1990. He was Member for Pearce in the House of Representatives from 1990 to 1993. Among his Ministerial appointments were Aboriginal Affairs, Social Security and Minister Assisting the Minister for National Development and Energy.

After leaving Parliament he undertook research into Aboriginal Affairs policy and administration as a Research Fellow with the Graduate School of Management at the University of Western Australia from 1993 to 1995. He was appointed Chancellor of Murdoch University in 1995 and continued in that capacity until 2003.

In 1994 Fred was appointed as a part-time Member of the National Native Title Tribunal, a full-time Member in April 1995 and was Deputy President from 2000 to 2007. In January 1997 he was appointed an Officer of the Order of Australia.

He served as Co-Chair of Reconciliation Australia Ltd from 2000 to 2005 and continues as a Director on the Board. In 2005 he was appointed chairman of Desert Knowledge Australia. In 2007 he chaired the Consultation Committee on a Human Rights Act for Western Australia and in 2011 was a member of the Expert Panel on Constitutional Recognition of Indigenous Australians.

PETER FITZSIMONS AM

Peter FitzSimons is a well respected columnist for *The Sydney Morning Herald* and *Sun-Herald*, television presenter on *Fox Sports*, speaks four languages, has played rugby for Australia, co-hosted radio shows with Mike Carlton and Doug Mulray, interviewed famous people around the globe from George Bush to Diego Maradona and written eighteen best-selling books. He is the biographer not only of World Cup winning Wallaby captains, Nick Farr-Jones and John Eales, but also former Opposition Leader Kim Beazley, war heroine Nancy Wake and magazine queen, Nene King. In 2001 he was Australia's biggest selling non-fiction author, and duplicated that feat in 2004, with his book on Kokoda.

Born on a farm in Peat's Ridge, Peter went to Knox Grammar School, before accepting an American Field Service Scholarship to go to Ohio for a year. He returned to complete an Arts degree at Sydney University majoring in government and political science. In 1984 he broke into the Wallabies under the coaching of Alan Jones, then lived in France and Italy playing rugby for the next five years whilst learning both languages as well as Spanish. Upon his return to Australia he again played for the Wallabies, under Bob Dwyer, going on to play seven tests.

In 1989 he joined *The Sydney Morning Herald* full-time, and has been one of their most popular columnists since. Andrew Denton has called him "Australia's finest sports journalist."

Peter boasts an impressive list of interview credits including ex-president George Bush, Sir Edmund Hillary, Jodie Foster, Nicki Lauda, Joe Montana and Carl Lewis as well as all the major Australian sporting figures from Shane Gould to Lionel Rose and Allan Border. He has interviewed every Australian Prime Minister from Gough Whitlam through to Kevin Rudd.



INVITED

The Hon Julia Gillard MP

The Hon Tony Abbott MP

THE HON SIMON CREAN MP

Federal Minister for Regional Australia, Regional Development, Local Government; Federal Minister for the Arts

Simon Crean is Minister for Regional Australia, Regional Development, Local Government and Minister for the Arts.

Prior to his appointment to these portfolios in September 2010, Mr Crean was Minister for Education, Employment and Workplace Relations from June 2010 to September 2010 and Minister for Trade from December 2007 to June 2010.

Mr Crean has also held a range of Shadow Ministerial positions and was Leader of the Opposition from November 2001 to December 2003.

Following his election to Federal Parliament in March 1990, Mr Crean went to the front bench as Minister for Science and Technology in the Hawke Labor Government and later served as Minister for Primary Industries and Energy and Minister for Employment, Education and Training in the Keating Government.

SENATOR BARNABY JOYCE

Shadow Minister for Regional Development, Local Government and Water; Leader of the Nationals in the Senate

Barnaby is one of a family of eight from a cattle and sheep business in southern New England. After graduating with a degree in accountancy, Barnaby spent three years with a chartered accountancy firm then a short period with an American multinational in cost accounting before completing five years with a major regional bank.

With a choice between a senior role in banking or starting his own business Barnaby chose the latter and owned and operated Barnaby Joyce and Co for ten years. His role in the National Party had concurrently taken him to Acting Treasurer of the Queensland Nationals. In 2004 he was elected to head of the National Senate team and won back the previously lost Senate seat.

He is the Shadow Minister for Regional Development, Local Government and Water. In that role he developed a policy to provide tax concessions to major infrastructure projects, to help unlock the \$1.4 trillion Australians have invested in superannuation. Barnaby has also developed a policy to revamp Australia's zonal taxation system to provide real incentives for Australians to move to the remote, undeveloped parts of our nation.

SENATOR CHRISTINE MILNE

Senator for Tasmania, Leader of the Australian Greens

Christine Milne, Senator for Tasmania and Leader of the Australian Greens, is one of Australia's most experienced and respected environmental and community activists with a career spanning 30 years. After leading the successful campaign to protect farming land and fisheries from the Wesley Vale Pulp Mill, Christine was elected to the Tasmanian Parliament in 1989, and became the first woman to lead a political party in Tasmania in 1993. She was elected to the Senate in 2004 and to the Leadership in 2012 following the retirement of Senator Bob Brown.

Christine's vision to address climate change and her unparalleled experience with power-sharing minority governments led to the establishment of the Multi-Party Climate Change Committee and its successful negotiations to design the Clean Energy Future package. The package has placed innovation, opportunity and clean energy at the forefront of the transformation of the Australian economy for the 21st century.

THE HON WARREN TRUSS MP

Leader of the Nationals, Federal Member for Wide Bay, Shadow Minister for Infrastructure and Transport

Warren Truss is a third generation farmer from the Kumbia District near Kingaroy, Queensland. He entered Federal Parliament in March 1990 as a National Party member representing the electorate of Wide Bay.

Following the Coalition Government's election defeat in 2007, he was elected Federal Parliamentary Leader of The Nationals. He is also Shadow Minister for Infrastructure and Transport.

Mr Truss was a Minister in the Howard Coalition Government for 10 years.

He was appointed Minister for Customs and Consumer Affairs in October 1997, and a year later, Minister for Community Services. In July 1999 he assumed the position of Minister for Agriculture, Fisheries and Forestry, where he served for six years. He became Minister for Transport and Regional Services in July 2005 and in September 2006 Minister for Trade.

MOTIONS FOR DEBATE

- **The NGA is your opportunity to contribute to the development of national local government policy.**

The ALGA Board is calling for motions for the 2013 NGA under the theme *Foundations for the Future: Twenty 13*. To assist Councils in preparing motions a Discussion Paper has been prepared and is available at www.alga.asn.au.

To be eligible for inclusion in the NGA Business Papers motions must follow the principles:

1. Fall under the NGA theme;
2. Be relevant to the work of local government nationally; and
3. Complement or build on the policy objectives of state and territory associations.

Motions should be submitted electronically via the online form on the website www.alga.asn.au and should be received by ALGA no later than 26 April 2013.

Motions submitted will be reviewed by a committee of the ALGA Board as well as by State and Territory Local Government Associations to determine their eligibility for inclusion in the NGA Business Papers. When reviewing motions, the Committee considers the importance and relevance of the issue to local government.

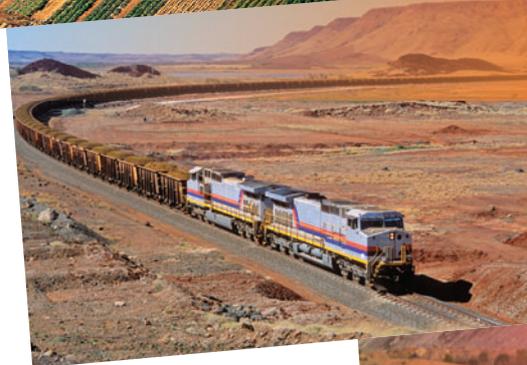
Please note that motions should not be prescriptive in directing how the matter should be pursued. Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state/territory local government association, and will not be included in the Business Papers.

Motions that are agreed to at the National General Assembly become Resolutions. These Resolutions are then considered by the ALGA Board when setting national local government policy and when the Board is making representations to the Federal Government at Ministerial Councils, during meetings and in ALGA publications. The ALGA Board is not bound by any resolutions passed at the NGA.

VOTING PROCEDURES



Each council is entitled to one voting delegate in the debating session. Councils will need to determine who their voting delegate will be. Voting cards can be collected at the Assembly. Councils do not need to advise ALGA of the name of the voting delegate prior to collecting voting cards.



REGIONAL COOPERATION
AND DEVELOPMENT FORUM

**REGIONAL DEVELOPMENT:
IT'S TIME TO INNOVATE**

Sunday 16 June 2013 • National Convention Centre • Canberra



Includes the launch of the:
2013-14 State of the Regions Report

2013 presents significant opportunities for Australia's regions and the local government authorities governing those regions

According to the 2012-13 State of the Regions Report—commissioned by the Australian Local Government Association (ALGA) and prepared by National Economics—a new approach to regional development is required in order to address inequality across Australian regions exacerbated by the mining boom and patchwork economy. Local governments need to be involved in decisions concerning Commonwealth investment in regional infrastructure and development.

This year's Regional Cooperation and Development Forum will present the policy findings that build on the work commenced by National Economics in 2012 rethinking regional development. This work will incorporate the latest Census data and also examine the implications of how Australia is dealing with the ever growing threats arising from climate change and natural disasters.

The Forum will continue to allow the sharing of ideas and opportunities through both a mix of academic and practitioner insights, as well as hearing the latest positions from Commonwealth politicians and senior officials, including the Regional Australia Institute.

PROVISIONAL PROGRAM

9:30 am	Welcome: ALGA President, Mayor Felicity-ann Lewis
9:35 am	Minister for Regional Australia, Regional Development and Local Government, The Hon Simon Crean MP (invited)
10:00 am	Keynote address: Professor John Martin , Centre for Sustainable Regional Communities, La Trobe University. <i>Local Governance and Sustainable Rural Community Development: A Comparative Study of Canadian and Australian Experiences</i>
10:30 am	MORNING TEA
11:00 pm	State of the Regions Launch: <i>Regional Development: It's Time to Innovate</i>
11:30 pm	Regional Development Australia Update
12:00 pm	LUNCH
1:00 pm	Panel Discussion: <i>Regional implications of managing natural disasters</i>
2:30 pm	AFTERNOON TEA
3:00 pm	Shadow Minister for Regional Development, Local Government and Water, Senator Barnaby Joyce (invited)
3:30 pm	Questions and wrap-up
4:00 pm	CLOSE

▶ **Regional Forum Registration is \$395** (INC GST) or **\$195** when you also register to attend the **National General Assembly**

ASSOCIATED EVENTS

BREAKFAST

ICLEI OCEANIA BRIEFING BREAKFAST: 'PATHWAYS TO THRIVING NEIGHBOURHOODS'

▶ MONDAY 17 JUNE 2013
7.15AM - 8.30AM

Many local governments have been implementing sustainability projects for some years. So what can Australian local governments use that is practical and useful, but also works within the broader sector to develop a joint approach to local sustainability?

Local governments are the sum of their neighbourhoods—and we want them to be thriving! What does a thriving neighbourhood look like? What examples are there, here and around the world? What are the policy and operational steps that we can take to enable our neighbourhoods to thrive?

Bookings are essential on: (03) 9639 8688
or oceania@iclei.org

For further information contact:
Martin Brennan martin.brennan@iclei.org



BREAKFAST

AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION INC

▶ MONDAY 17 JUNE 2013
7.30 - 8.30 AM

National Convention Centre, Canberra

Following the overwhelming success of the ALGWA 60th anniversary celebrations in 2011, the ALGWA National President Darriea Turley, invites you to breakfast this year as part of the National General Assembly.

Members, friends and colleges will be warmly welcomed. Seating is limited, so please book early. Register your interest at www.algwa.net.au



REGISTRATION DETAILS

General Assembly Registration Fees

REGISTRATION FEES EARLY BIRD	\$899.00
<i>Payment received by Monday 22 April 2013</i>	
REGISTRATION FEES STANDARD	\$999.00
<i>Payment received on or before Friday 31 May 2013</i>	
REGISTRATION FEES LATE	\$1,200.00
<i>Payment received after Friday 31 May 2013</i>	

GENERAL ASSEMBLY REGISTRATION INCLUDES

- Attendance at all General Assembly sessions
- Morning tea, lunch and afternoon tea as per the General Assembly program
- One ticket to the Welcome Drinks, Sunday
- General Assembly satchel and materials

DAY REGISTRATION FEES

MONDAY 17 JUNE 2013	\$470.00
TUESDAY 18 JUNE 2013	\$470.00
WEDNESDAY 19 JUNE 2013	\$260.00

DAY REGISTRATION INCLUDES

- Attendance at all General Assembly sessions on the day of registration
- Morning tea, lunch and afternoon tea as per the General Assembly program on that day
- General Assembly satchel and materials

Accompanying Partners Registration Fees

ACCOMPANYING PARTNERS REGISTRATION FEE	\$240.00
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ACCOMPANYING PARTNERS REGISTRATION INCLUDES

- 1 ticket to the Welcome Reception, Sunday 16 June
- Day tour Monday 17 June
- Day tour Tuesday 18 June
- Lunch with General Assembly Delegates on Wednesday 19 June

Sunday Regional Development Forum SUNDAY 16 JUNE 2013

FORUM ONLY	\$395.00
NGA DELEGATE	\$195.00

Payment Procedures

Payment can be made by:

- Credit card – MasterCard, Visa and American Express
- Cheque made payable to ALGA
- Electronic Funds Transfer: Bank: Commonwealth Branch: Curtin BSB No: 062905 Account No: 10097760. Note if paying via EFT you must quote your transaction reference number on the registration form.

Cancellation Policy

All alterations or cancellations to your registration must be made in writing and will be acknowledged by post, facsimile or email. Notification should be sent to:

Conference Co-ordinators
PO Box 139, CALWELL ACT 2905
Facsimile (02) 6292 9002
Email conference@confco.com.au

An administration charge of \$110.00 will be made to any participant cancelling before Monday 22 April 2013. Cancellations received after Monday 22 April 2013 will be required to pay full registration fees. However, if you are unable to attend, substitutes are welcome at no additional cost.

By submitting your registration you agree to the terms of the cancellation policy.

Privacy Disclosure

ALGA collects your personal contact information in its role as a peak body for local government. ALGA may disclose your personal contact information to the sponsors of the event for the purposes of commercial business opportunities. If you consent to ALGA using and disclosing your personal contact information in this way, please tick the appropriate box on the registration form.

Importantly, your name may also be included in the General Assembly List of Participants. You must tick the appropriate box on the registration form if you wish your name to appear in this list.

SOCIAL FUNCTIONS

Welcome Reception and Exhibition Opening

SUNDAY 16 JUNE 2013

National Convention Centre

5:00–7:00 pm

\$44.00 per person for day delegates and guests

No charge for full registered delegates

No charge for registered accompanying partners

DRESS CODE smart casual

Buffet Dinner

MONDAY 17 JUNE 2013

The Ballroom, National Convention Centre

7:00–11:00 pm

\$100.00 per person

DRESS CODE smart casual

Coaches will depart Assembly hotels (Except Crowne Plaza) at approximately 6:45 pm with return shuttles commencing from 10:15 pm.

General Assembly Dinner

TUESDAY 18 JUNE 2013

The Great Hall, Parliament House

7:00–11:00 pm

\$130 per person

DRESS CODE lounge suit/collar and tie for men and cocktail style for women

Tickets to the prestigious General Assembly Annual Dinner at Parliament House are always highly sought after. Due to the size of the Great Hall places are limited and therefore booking early is highly recommended to ensure your place.

Coaches will depart all Assembly hotels at approximately 6:45pm with return shuttles commencing from 10:30pm.

Note: Bookings are accepted in order of receipt.

CANBERRA WEATHER IN JUNE



Winter days in Canberra are characterised by clear sunny skies but the days are cool at around 12–15°C and temperatures do drop to 1°C on average in the evenings, so be sure to bring a warm jacket. Mornings can be foggy so keep this in mind when booking flights. It is best to avoid early arrivals or departures in case of delays due to fog.

VENUE + DRESS CODE

Exhibition Opening and Welcome Reception

VENUE National Convention Centre, Constitution Ave, Canberra City

DRESS CODE Smart casual

General Assembly Business Sessions

VENUE National Convention Centre, Constitution Ave, Canberra City

All plenary sessions will be held in the Royal Theatre at the National Convention Centre

DRESS CODE Smart casual

Exhibition

VENUE National Convention Centre, Constitution Ave, Canberra City

The exhibition is being held in the Exhibition Hall of the National Convention Centre.

DRESS CODE Smart casual

Buffet Dinner

VENUE The dinner is being held in the Ballroom at the National Convention Centre.

DRESS CODE Smart casual

General Assembly Dinner

VENUE Parliament House

The General Assembly Dinner is being held in the Great Hall.

DRESS CODE Lounge suit/collar and tie for men and cocktail style for women



DINNER ENTERTAINMENT

Melbourne based a cappella group, **Suade**, will entertain and delight delegates

Suade has performed extensively around Australia at festivals, concerts, workshops and masterclasses, and has represented the country regularly overseas. Suade first started back in 1998 as a group of high school buddies singing barbershop tunes and over the next decade and a half, the group has developed into Australia's undisputed #1 male a cappella group, with a huge vocal sound, an energetic stage performance and a downright wicked sense of humour.

PARTNER'S PROGRAM

DAY 1 MANNING CLARK HOUSE AND 'TURNER FROM THE TATE'

MANNING CLARK HOUSE

Manning Clark House is one of Canberra's most historically significant homes. The roof-top study is where the six volumes of "A History of Australia" and his other works were written.

Designed by Robin Boyd in 1952, the house is where Manning and Dymphna Clark lived and worked from 1953 until their deaths in 1991 and 2000 respectively. Inside Manning Clark's unique library of 10,000 volumes lines many of the walls. Dymphna Clark's collection of texts in many European languages reminds us of her scholarly translations and linguistic interests.

The piano Manning Clark played stands in a corner of the sitting room, and his records and player line a wall of the dining room dominated by the 1972 portrait of Manning Clark by Arthur Boyd.

Outside, the tall trees and the lawns designed for bat and ball, tell us of some of the family's interests. All this remains as it has for nearly fifty years, the scene of so much significant personal and professional scholarship and activity.

'TURNER FROM THE TATE'

The Turner Exhibition at the National Gallery is one of the most important exhibitions to visit Australia in 2013. J. M. W. Turner (1775-1851) is one of Britain's greatest artists and a key figure of the Romantic generation. 'Turner from the Tate' includes many of the artist's most famous paintings. It provides a comprehensive overview of Turner's monumental landscapes and atmospheric, light-filled seascapes, while offering extraordinary insights into his working life and practices.

DAY 2 FROM GARDENS AND FLOWERS TO ENDANGERED FORESTS

THE EMBASSY PRECINCT

Canberra is home to nearly 100 embassies and high commissions. The most established and stunning diplomatic residences are in Yarralumla. This morning's tour will take you on a leisurely drive to view the traditional gardens and modern architecture of the most significant diplomatic posts. You'll pass the spectacular traditional design of the Chinese Embassy and the long-house style of the High Commission of Papua New Guinea. You'll view the Mexican Embassy's giant shingle roof and the United States Embassy built in a modified Georgian style. The traditional Cape Dutch style architecture of the South Africa High Commission contrasts with the striking design of the Thai Embassy Royal. A tour to one of the Embassies will also be included.

NATIONAL ARBORETUM CANBERRA

From there you will travel to Australia's newest national iconic attraction, the \$70m National Arboretum Canberra. Home to 100 of the world's most endangered and significant trees, the 250 hectare site also boasts one of the most striking visitors centre's in the country. It is here you will enjoy a superb luncheon whilst appreciating the breathtaking views of Australia's national capital.

ACCOMMODATION

- ▶ To book your accommodation at the rates listed below complete the appropriate section of the registration form. Bookings are subject to availability and should be made prior to Friday 17 May 2013.

All cancellations or amendments must be made in writing to Conference Co-ordinators and will be acknowledged by facsimile or email.

Please note your credit card details are required to guarantee your room. Neither Conference Co-ordinators nor the hotel will make any charges against your credit card unless you fail to give 21 days notice in writing of your cancellation. Full payment of your account will be required at the time of your departure.

CROWNE PLAZA

1 Binara Street, Canberra

Renovated in 2007 the Crowne Plaza is adjacent to the Convention Centre and only a short walk from restaurants, bars and the main shopping district. Featuring a contemporary design, the Crowne Plaza provides guests with an outdoor pool, sauna, health/fitness centre, 24-hour reception, Concierge, undercover parking and onsite dining at the RedSalt Restaurant. All rooms are non-smoking and include iron/ironing board, tea/coffee making facilities, hairdryer and Room Service is available.

Superior King Room: **\$295** per night single/twin/double

Deluxe King Room: **\$345** per night single/twin/double

WALDORF

2 Akuna Street, Canberra

Located in the heart of Canberra's CBD, the Waldorf is only a four minute walk from the National Convention Centre. This hotel has 24-hour reception and provides guests with a gymnasium, indoor heated lap pool and onsite dining at the Waldorf London Restaurant. All rooms have kitchen and laundry facilities, in room safe, dining table and chairs, complimentary cable TV, pay per view movies, high speed internet service (for a fee) and Room Service is available. One bedroom apartments also offer a separate lounge/dining area.

Studio Room: **\$210** per night single

Studio Room: **\$225** per night twin/double

One Bedroom apartment: **\$230** per night single

One Bedroom apartment: **\$245** per night twin/double

DIAMANT

15 Edinburgh Place, Canberra

Opened in June 2008 this boutique 80 room hotel is located at the intersection of Marcus Clarke and Edinburgh Ave, 15-20 minutes walk from the Convention Centre. The Diamant Hotel features 24-hour reception, a restaurant and a bar. The rooms have a mini bar, tea/coffee making facilities, plasma TV, CD and DVD players, broadband (for a fee), and in-room safe.

Standard Room: **\$270** per night single/twin/double

ACCOMMODATION CONTINUES OVER THE PAGE

HOTEL REALM

18 National Circuit, Barton

Hotel Realm is one of Canberra's 5-star hotels and is located walking distance from the popular shopping and restaurant villages of Kingston and Manuka. Hotel Realm has two restaurants and a bar, a Day Spa, Hairdresser and Health Club located on-site. The rooms are modern and have king sized beds, high speed internet (for a fee) LCD TV, pay movie channel, Foxtel and 24-hour room service.

Standard Room: **\$265** per night single/twin/double

MANTRA

84 Northbourne Avenue, Canberra

Mantra on Northbourne (formerly the Saville) offers stylish accommodation centrally located approximately a ten minute walk from the National Convention Centre. The hotel features a heated indoor pool, sauna, fully-equipped gymnasium and the Zipp restaurant bar on site. All rooms offer voice mail, individually controlled air-conditioning, pay per view movies, mini bar, tea/coffee making facilities, hairdryer and complimentary toiletries. One and two bedroom apartments also offer a separate lounge and dining area, fully-equipped kitchen and a laundry with washing machine, dryer, iron and ironing board.

Hotel Room: **\$209** per night single/twin/double

One bedroom apartment: **\$249** per night single/twin/double

MEDINA EXECUTIVE JAMES COURT

74 Northbourne Avenue, Canberra

The Medina Executive James Court is approximately a seven minute walk from the National Convention Centre and is close to cafes, restaurants, gyms and shopping. The hotel offers reception, undercover parking, outdoor heated swimming pool, sauna, gymnasium and a restaurant delivery service. All rooms feature private balconies, climate controlled air conditioning, separate lounge/dining areas, broadband access (for a fee), spa bath, mini bar, fully equipped kitchen facilities and an in-room safe.

Note: Reception operates between the hours of 6.30 am and 11.30 pm.

One bedroom apartment: **\$200** per night single/twin/double

Two bedroom apartment: **\$250** per night single/twin/double

RYDGES LAKESIDE

1 London Circuit, Canberra

Over the last two years the area surrounding Rydges Lakeside has undergone major changes with office developments, apartments, bars and restaurants opening. Rydges Lakeside is a 15-20 minute walk to the National Convention Centre. This property has 24-hour reception, room service and two on site restaurants. All rooms have balconies and offer high speed internet (for a fee), pay per view movies, mini bar, hairdryer, iron and ironing board.

Note: This hotel has an absolute no-smoking policy.

Standard Room: **\$249** per night single/twin/double

CLIFTON SUITES

100 Northbourne Avenue

Quality Clifton Suites is approximately a 30 minute walk from the Convention Centre and is located on Northbourne Avenue. The property has an onsite pool, gymnasium and restaurant. All the rooms have reverse cycle heating and air conditioning, fully equipped kitchen, movies on demand, washing machine, dryer and a private balcony.

One bedroom apartment: **\$240** per night single/twin/double

COACH TRANSFERS

Welcome Reception and Exhibition Opening Sunday 16 June 2013

Coaches will collect delegates from all General Assembly hotels (except Crowne Plaza Canberra) at approximately 4:45 pm. The return coaches will depart at 7:00 pm.

Daily Shuttles to and from the National Convention Centre

A shuttle service between all General Assembly hotels (except Crowne Plaza Canberra) and the National Convention Centre will operate between 8:00 am and 8:30 am. Return shuttles will depart the National Convention Centre at 5:30 pm.

Buffet Dinner • National Convention Centre Monday 17 June 2013

Coaches will collect delegates from all General Assembly hotels (except Crowne Plaza Canberra) at approximately 6:45 pm. A return shuttle service will commence at 10:15 pm.

General Assembly Annual Dinner Parliament House • Tuesday 18 June 2013

Coaches will collect delegates from all General Assembly hotels (INCLUDING Crowne Plaza Canberra) at approximately 6:45 pm. A return shuttle service will operate between 10:30 pm and 11:45 pm.

CAR PARKING

Parking for delegates is available underneath the National Convention Centre for a cost of approximately \$16.00 per day. Alternatively, voucher public parking is available across the road at a cost of approximately \$13.00 per day. The voucher machines are coin operated.

Registration Form

REGISTER ONLINE www.alga.asn.au

Multiple delegates > photocopy form
Register online www.alga.asn.au
or download PDF or return this form to:
Conference Co-ordinators
PO Box 139 CALWELL ACT 2905
Phone (02) 6292 9000
Fax (02) 6292 9002
Email conference@confco.com.au
By submitting your registration you agree to the terms and conditions of the cancellation policy

PERSONAL DETAILS

TITLE NAME SURNAME

(Cr/Ald/Mayor/Other)

POSITION

COUNCIL/ORGANISATION

ADDRESS

SUBURB

STATE

POSTCODE

PHONE

MOBILE

FAX

EMAIL

NAME FOR BADGE

HOW DID YOU FIND OUT ABOUT THE GENERAL ASSEMBLY? ALGA STATE/TERRITORY ASSOCIATION COUNCIL OTHER:

(Please Specify)

PRIVACY DISCLOSURE

- I DO consent to my name appearing in the 2013 General Assembly List of Participants booklet (name, organisation & state only disclosed) as outlined in the privacy disclosure on page 11.
 I DO consent to ALGA disclosing my personal contact information as outlined in the privacy disclosure on page 11.

REGISTRATION FEES

GENERAL ASSEMBLY REGISTRATION FEES

PLEASE NOTE registration does NOT include attendance at the Regional Cooperation and Development Forum

EARLY BIRD Registration Fees (payment received on or before 22 April 2013)		\$899.00	<input type="checkbox"/>
STANDARD Registration Fees (payment received on or before 31 May 2013)		\$999.00	<input type="checkbox"/>
LATE Registration Fees (payment received after 31 May 2013)		\$1,200.00	<input type="checkbox"/>
DAY Registration Fees	Monday 17 June \$470.00 <input type="checkbox"/>	Tuesday 18 June \$470.00 <input type="checkbox"/>	Wednesday 19 June \$260.00 <input type="checkbox"/>

REGIONAL CO-OPERATION AND DEVELOPMENT FORUM REGISTRATION FEES

REGIONAL DEVELOPMENT FORUM ONLY Registration Fee	\$395.00	<input type="checkbox"/>
GENERAL ASSEMBLY DELEGATE Registration Fee	\$195.00	<input type="checkbox"/>
STATE OF THE REGIONS REPORT 2013-14 (Single licence)	\$250.00	<input type="checkbox"/>
STATE OF THE REGIONS REPORT 2013-14 (Organisational licence)	\$700.00	<input type="checkbox"/>

ACCOMPANYING PARTNERS REGISTRATION FEES

REGISTERED ACCOMPANYING PARTNER'S name for lapel badge: _____ \$240.00

SOCIAL FUNCTIONS INCLUDED IN FEES

One ticket to each of the following functions is included in the full General Assembly registration and/or accompanying partners registration fee. Please confirm if you will be attending by placing a tick in the appropriate boxes. To purchase additional tickets to any of the following functions please indicate the number required and complete the total amount payable.

REGISTERED DELEGATES AND PARTNERS

WELCOME RECEPTION AND EXHIBITION OPENING (Sunday 16 June 2013)

I/we will attend: Delegate Partner Number of additional tickets @ \$44.00 each Total \$

REGISTERED PARTNERS

DAY 1 • MANNING CLARK HOUSE AND 'TURNER FROM THE TATE' (Monday 17 June 2013)

I will attend: Partner Number of additional tickets @ \$100.00 each Total \$

DAY 2 • FROM GARDENS AND FLOWERS TO ENDANGERED FORESTS (Tuesday 18 June 2013)

I will attend: Partner Number of additional tickets @ \$100.00 each Total \$

Registration form continues over the page

GOV 2 PROJECT MANAGEMENT GROUP - NDRRA TROPICAL CYCLONE OSWALD EVENT

Responsible Officer: Mark Pitt – CEO

Report prepared by: Mark Pitt – CEO

1 PURPOSE OF REPORT

Council is requested to support an the creation of a Advisory Committee under the Local Government Act to oversee the reconstruction and NDRRA process for Tropical Cyclone Oswald Australia Day 2013 natural disaster.

2 INTRODUCTION/BACKGROUND

The project management committee will oversee the delivery of essential public assets that were damaged through the January 2013 flooding. It is recommended that the project management group be appointed as a formal advisory committee to Council for the duration of the restoration works with the minutes of the committee to be formally presented and adopted by a general meeting of Council.

3 CORPORATE PLAN

In accordance with Outcome 1: Community Infrastructure and Disaster Management

4 POLICY IMPLICATIONS

Restoration of Essential Public Assets (REPA)

5 STATUTORY REQUIREMENTS

Local Government Act 2009; Local Government Regulation 2012;

6 FINANCIAL IMPLICATIONS

Estimated cost of the event in restoration works approx. \$50 million. Still to be fully determined as not all damaged areas have been able to assessed.

7 RISK MANAGEMENT

Key risks in delivering NDRRA works are:

- Financial;
- Weather – future rain event to delay works;
- Procurement.

8 CONSULTATION

Has been undertaken with South Burnett Regional Council to investigate their process for the development and conduct of a Project Management Group. Other external consultations have been undertaken with QTC; LGIS; QRA and State Government.

9 OPTIONS FOR COUNCIL TO CONSIDER

Consider this report and note the information

Consider this report and resolve support the development of the committee.

10 ATTACHMENTS

- NDRRA Activation;
- NBRC Flood Restoration Programme Charter

10 OFFICER'S COMMENTS/CONCLUSION

The Minister for Police and Community Safety has approved the amended activation of the Natural Disaster Relief and Recovery Arrangements (NDRRA). The area defined for receipt of NDRRA relief measures is *"Communities within the defined areas of northwest Queensland and the far north to south east coast of Queensland affected by Tropical Cyclone Oswald and associated rainfall and flooding, 21-29 January 2013"*.

North Burnett Regional Council has undertaken the following actions:

- Submission for 3 Bridges and 4 water structures as signed and agreed by council as well as the Humphrey Binjour Road as exists in the portal have been approved by QRA VFM –Total Submission Value: \$8,711,374. Further discussion to Engineering Fit for Purpose to take place after final QRA approval through compliance section – submitted 15/02/2013 – awaiting final determination at the time of writing this report;
- Investigations and logging of other road defects affected by flood event of 26/27 February 2013.

In regard to staffing, an NDRRA team will need to be established and at least two full time Council positions back filled to conduct the programme. A programme director is being sought to oversee the flood restorations work and will be contracted for the duration of the works period. The aim is to have all works associated with the programme completed by 30 June 2014. It is recommended that the project management group consist of the following:

Mayor NBRC
Councillor _____
CEO (Chair)
Directors
Programme Director
Manager Financial Services
LGIS Senior Advisor to NBRC
Qld Treasury Senior Advisor to NBRC
QRA CEO

RECOMMENDATION

That North Burnett Regional Council in accordance with *Sections 264 and 265* of the *Local Government Regulation 2012* for the “*NBRC Flood Restoration Project Management Committee*” and appoint the following members to this committee:

- Mayor NBRC
- Councillor _____
- CEO (Chair)
- Director Technical Services
- Director Corporate Services
- Director Community and Cultural Services
- Director of Development and Environment
- Programme Director – Flood Restoration Works
- LGIS Senior Advisor to NBRC
- Qld Treasury Senior Advisor to NBRC
- QRA CEO

Further that the committee be administratively support by:

- Flood Programme Administration Officer

That the NBRC Flood Restoration Project Management Committee hold its inaugural meeting on Friday 8 March 2013.

Event and Timing –

Strong winds, heavy rainfall and flooding in Northwest Queensland and the far north to south east coast of Queensland associated with Ex-Tropical Cyclone Oswald, which crossed the coast between Pormpuraaw and Kowanyama as a Category 1 cyclone on 21 January 2013 and continued to move inland and down the coast.

Assistance Activated –

The Minister for Police and Community Safety, The Honourable Jack Dempsey MP activated the Commonwealth/ State Natural Disaster Relief and Recovery Arrangements (NDRRA).

The Prime Minister, The Honourable Julia Gillard MP, has approved Category C Grants under the Commonwealth/ State Natural Disaster Relief and Recovery Arrangements (NDRRA).

NDRRA Relief Measures Activated

- Category A – Counter Disaster Operations
- Category A – Personal Hardship Assistance Scheme
- Category B – Essential Services Safety & Reconnection Scheme
- Category B – Freight Subsidies for Primary Producers
- Category B – Natural Disaster Assistance (Concessional Loans) for Primary Producers
- Category B – Natural Disaster Assistance (Concessional Loans) for Small Business
- Category B – Restoration of Essential Public Assets
- Category C – Special Disaster Assistance (Clean-Up and Recovery Grants) for Non-Profit Organisations
- Category C – Special Disaster Assistance (Clean-Up and Recovery Grants) for Primary Producers
- Category C – Special Disaster Assistance (Clean-Up and Recovery Grants) for Small Businesses

Area formally defined (by the Minister for Police and Community Safety, The Honourable Jack Dempsey MP) for receipt of NDRRA Relief measures –

“Communities within the defined areas of northwest Queensland and the far north to south east coast of Queensland affected by Tropical Cyclone Oswald and associated rainfall and flooding, 21-29 January 2013”.

LGA	Counter Disaster Operations	Personal Hardship Assistance Scheme	Essential Services Safety & Reconnection Scheme	Freight Subsidies for Primary Producers	Natural Disaster Assistance (Concessional Loans) for Primary Producers	Natural Disaster Assistance (Concessional Loans) for Small Business	Restoration of Essential Public Assets	Special Disaster Assistance (Clean-Up and Recovery Grants) for Non-Profit Organisations	Special Disaster Assistance (Clean-Up and Recovery Grants) for Primary Producers	Special Disaster Assistance (Clean-Up and Recovery Grants) for Small Businesses
Aurukun Shire Council	✓ Activated 22/01/13						✓ Activated 24/01/13			
Banana Shire Council	✓ Activated 25/01/13	✓ Activated 27/01/13	✓ Activated 27/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 29/01/13		✓ Activated 11/02/13 ²	
Brisbane City Council	✓ Activated 29/01/13	✓ Activated 28/01/13	✓ Activated 28/01/13			✓ Activated 30/01/13	✓ Activated 07/02/13			
Bundaberg Regional Council	✓ Activated 27/01/13	✓ Activated 27/01/13	✓ Activated 27/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 01/02/13	✓ Activated 04/02/13	✓ Activated 04/02/13	✓ Activated 04/02/13
Burdekin Shire Council	✓ Activated 25/01/13						✓ Activated 25/01/13			
Burke Shire Council	✓ Activated 22/01/13						✓ Activated 22/01/13			
Cairns Regional Council	✓ Activated 22/01/13									
Carpentaria Shire Council	✓ Activated 22/01/13						✓ Activated 22/01/13			
Cassowary Coast Regional Council	✓ Activated 24/01/13						✓ Activated 31/01/13			
Central Highlands Regional Council	✓ Activated 27/01/13			✓ Activated 01/02/13	✓ Activated 01/02/13	✓ Activated 01/02/13	✓ Activated 27/01/13			
Cherbourg Aboriginal Shire Council	✓ Activated 30/01/13	✓ Activated 01/02/13	✓ Activated 01/02/13				✓ Activated 30/01/13			
Cloncurry Shire Council							✓ Activated 30/01/13			
Cook Shire Council	✓ Activated 22/01/13						✓ Activated 24/01/13			
Doomadgee Aboriginal Shire Council							✓ Activated 22/01/13			

LGA	Counter Disaster Operations	Personal Hardship Assistance Scheme	Essential Services Safety & Reconnection Scheme	Freight Subsidies for Primary Producers	Natural Disaster Assistance (Concessional Loans) for Primary Producers	Natural Disaster Assistance (Concessional Loans) for Small Business	Restoration of Essential Public Assets	Special Disaster Assistance (Clean-Up and Recovery Grants) for Non-Profit Organisations	Special Disaster Assistance (Clean-Up and Recovery Grants) for Primary Producers	Special Disaster Assistance (Clean-Up and Recovery Grants) for Small Businesses
Etheridge Shire Council	✓ Activated 31/01/13						✓ Activated 31/01/13			
Fraser Coast Regional Council	✓ Activated 29/01/13	✓ Activated 27/01/13	✓ Activated 27/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 04/02/13	✓ Activated 04/02/13	✓ Activated 04/02/13
Gladstone Regional Council	✓ Activated 25/01/13	✓ Activated 27/01/13	✓ Activated 27/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 27/01/13	✓ Activated 11/02/13 ³	✓ Activated 11/02/13	✓ Activated 11/02/13 ³
Gold Coast City Council	✓ Activated 31/01/13	✓ Activated 28/01/13	✓ Activated 28/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 31/01/13			
Goondiwindi Regional Council	✓ Activated 31/01/13	✓ Activated 29/01/13	✓ Activated 29/01/13	✓ Activated 01/02/13	✓ Activated 01/02/13	✓ Activated 01/02/13	✓ Activated 31/01/13		✓ Activated 11/02/13 ⁴	
Gympie Regional Council	✓ Activated 28/01/13	✓ Activated 27/01/13	✓ Activated 27/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 29/01/13	✓ Activated 04/02/13	✓ Activated 04/02/13	✓ Activated 04/02/13
Hinchinbrook Shire Council	✓ Activated 24/01/13						✓ Activated 25/01/13			
Hope Vale Aboriginal Shire Council							✓ Activated 24/01/13			
Ipswich City Council	✓ Activated 29/01/13	✓ Activated 28/01/13	✓ Activated 28/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 31/01/13		✓ Activated 11/02/13 ⁵	
Isaac Regional Council	✓ Activated 27/01/13						✓ Activated 06/02/13			
Kowanyama Aboriginal Shire Council	✓ Activated 22/01/13						✓ Activated 24/01/13			
Lockhart River Aboriginal Shire Council	✓ Activated 25/01/13						✓ Activated 25/01/13			
Lockyer Valley Regional Council	✓ Activated 28/01/13	✓ Activated 28/01/13	✓ Activated 28/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 28/01/13	✓ Activated 04/02/13	✓ Activated 04/02/13	✓ Activated 04/02/13
Logan City Council	✓ Activated 29/01/13	✓ Activated 28/01/13	✓ Activated 28/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 05/02/13			
Mackay Regional Council	✓ Activated 27/01/13						✓ Activated 07/02/13			

LGA	Counter Disaster Operations	Personal Hardship Assistance Scheme	Essential Services Safety & Reconnection Scheme	Freight Subsidies for Primary Producers	Natural Disaster Assistance (Concessional Loans) for Primary Producers	Natural Disaster Assistance (Concessional Loans) for Small Business	Restoration of Essential Public Assets	Special Disaster Assistance (Clean-Up and Recovery Grants) for Non-Profit Organisations	Special Disaster Assistance (Clean-Up and Recovery Grants) for Primary Producers	Special Disaster Assistance (Clean-Up and Recovery Grants) for Small Businesses
Mapoon Aboriginal Shire Council	✓ Activated 22/01/13						✓ Activated 24/01/13			
McKinlay Shire Council							✓ Activated 29/01/13			
Moreton Bay Regional Council	✓ Activated 28/01/13	✓ Activated 27/01/13	✓ Activated 27/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 06/02/13			
Mornington Shire Council							✓ Activated 22/01/13			
Napranum Aboriginal Shire Council	✓ Activated 22/01/13						✓ Activated 24/01/13			
Northern Peninsula Area Regional Council							✓ Activated 01/02/13			
North Burnett Regional Council	✓ Activated 30/01/13	✓ Activated 27/01/13	✓ Activated 27/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 04/02/13	✓ Activated 04/02/13	✓ Activated 04/02/13
Palm Island Aboriginal Shire Council	✓ Activated 24/01/13						✓ Activated 24/01/13			
Pompuraaw Aboriginal Shire Council	✓ Activated 22/01/13						✓ Activated 05/02/13			
Redland City Council	✓ Activated 29/01/13	✓ Activated 28/01/13	✓ Activated 28/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 07/02/13			
Rockhampton Regional Council	✓ Activated 25/01/13	✓ Activated 25/01/13 ¹	✓ Activated 25/01/13 ¹	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 27/01/13			
Scenic Rim Regional Council	✓ Activated 29/01/13	✓ Activated 28/01/13	✓ Activated 28/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 29/01/13		✓ Activated 11/02/13	
Somerset Regional Council	✓ Activated 29/01/13	✓ Activated 28/01/13	✓ Activated 28/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 29/01/13		✓ Activated 11/02/13 ⁶	
South Burnett Regional Council	✓ Activated 28/01/13	✓ Activated 28/01/13	✓ Activated 28/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 28/01/13		✓ Activated 11/02/13	
Southern Downs Regional Council	✓ Activated 29/01/13	✓ Activated 28/01/13	✓ Activated 28/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 29/01/13	✓ Activated 11/02/13 ⁷	✓ Activated 11/02/13 ⁷	✓ Activated 11/02/13 ⁷

LGA	Counter Disaster Operations	Personal Hardship Assistance Scheme	Essential Services Safety & Reconnection Scheme	Freight Subsidies for Primary Producers	Natural Disaster Assistance (Concessional Loans) for Primary Producers	Natural Disaster Assistance (Concessional Loans) for Small Business	Restoration of Essential Public Assets	Special Disaster Assistance (Clean-Up and Recovery Grants) for Non-Profit Organisations	Special Disaster Assistance (Clean-Up and Recovery Grants) for Primary Producers	Special Disaster Assistance (Clean-Up and Recovery Grants) for Small Businesses
Sunshine Coast Regional Council	✓ Activated 28/01/13	✓ Activated 27/01/13	✓ Activated 27/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 06/02/13			
Tablelands Regional Council	✓ Activated 22/01/13						✓ Activated 07/02/13			
Toowoomba Regional Council	✓ Activated 29/01/13	✓ Activated 28/01/13	✓ Activated 28/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 29/01/13		✓ Activated 11/02/13 ⁸	
Torres Shire Council	✓ Activated 22/01/13									
Torres Strait Island Regional Council	✓ Activated 22/01/13						✓ Activated 25/01/13			
Western Downs Regional Council	✓ Activated 28/01/13	✓ Activated 28/01/13	✓ Activated 28/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13	✓ Activated 30/01/13			
Whitsunday Regional Council	✓ Activated 27/01/13						✓ Activated 07/02/13			
Woorabinda Aboriginal Shire Council							✓ Activated 15/02/13			
Wujal Wujal Aboriginal Shire Council							✓ Activated 24/01/13			
Yarrabah Aboriginal Shire Council							✓ Activated 01/02/13			

¹ Personal Hardship Assistance Scheme (PHAS) and Essential Services Safety and Reconnection Scheme (ESSR) activation is limited to the town of Rockhampton and the areas immediately surrounding Rockhampton.

² Special Disaster Assistance (Clean-Up and Recovery Grants) for Primary Producers activation is limited to the portion of the Banana Shire Council that is:

- West of the Callide and Auburn Ranges; and
- East of the Banana and Cooper ranges and then east of the Baralaba-Rannes Road.

³ Special Disaster Assistance (Clean-Up and Recovery Grants) for Non-Profit Organisations and Special Disaster Assistance (Clean-Up and Recovery Grants) for Small Businesses activation is limited to the Boyne and Baffle Creek catchments of Gladstone Regional Council.

⁴ Special Disaster Assistance (Clean-Up and Recovery Grants) for Primary Producers activation is limited to the portion of the Goondiwindi Regional Council that is:

- West of the Yelarbon-Keetah Rd, Merton Rd, Kelmans Rd, Wyaga Rd, the Gore Highway, Yagaburne-Boondandilla Rd, and the eastern boundary of lots 4 and 5 on PG97; and

- *East of the Lapgate Rd, Bungunya-Alton Rd, North Aranyi Rd, the eastern boundary of lot 12 on CVN221, North Talwood Rd, Talwood-Mungindi Rd.*

⁵ *Special Disaster Assistance (Clean-Up and Recovery Grants) for Primary Producers activation is limited to the portion of the Ipswich City Council defined as Division 10, as identified by the Electoral Commission Queensland.*

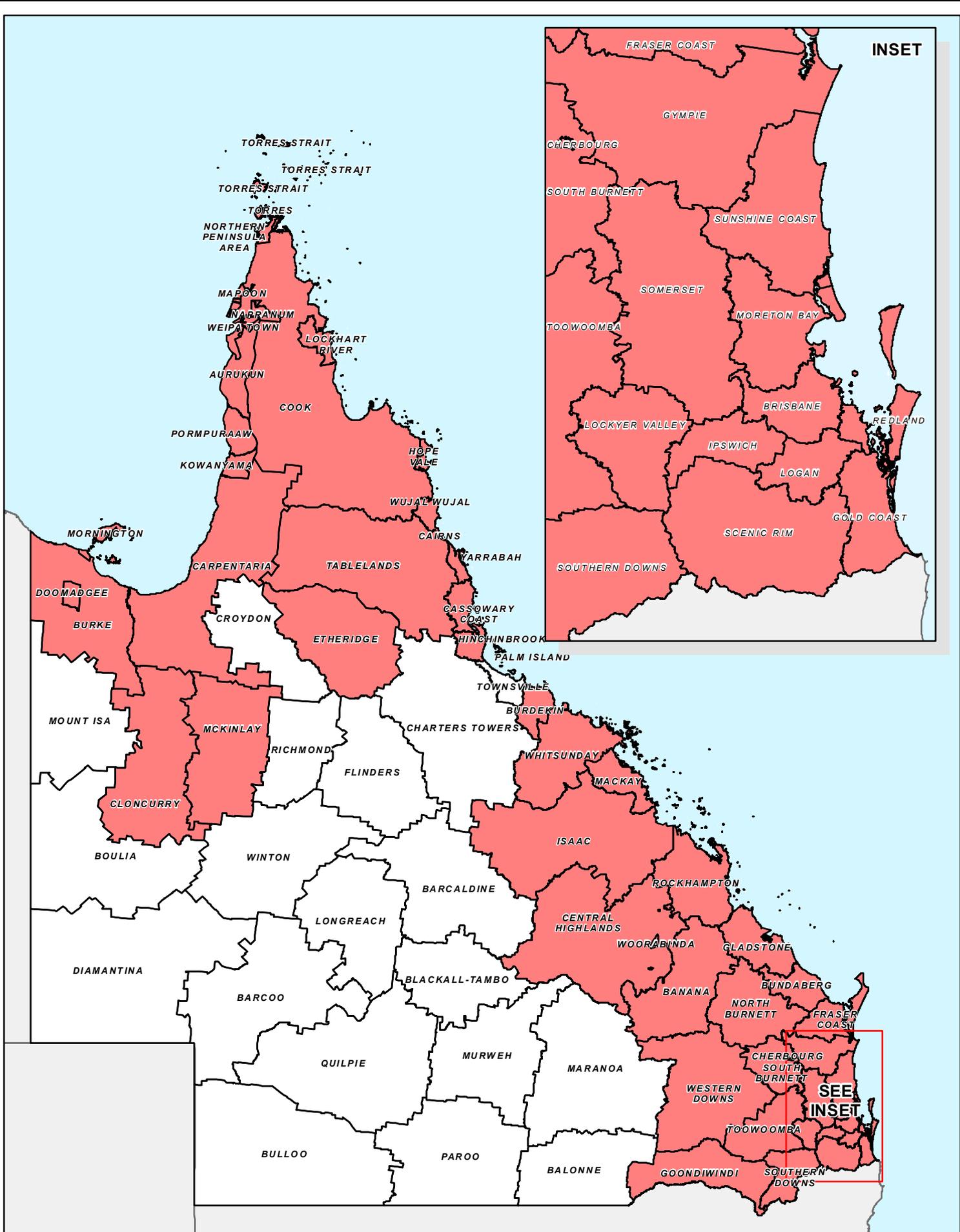
⁶ *Special Disaster Assistance (Clean-Up and Recovery Grants) for Primary Producers activation is limited to the portion of the Somerset Regional Council south of the D'Aguilar Highway.*

⁷ *Special Disaster Assistance (Clean-Up and Recovery Grants) for Non-Profit Organisations, Special Disaster Assistance (Clean-Up and Recovery Grants) for Primary Producers and Special Disaster Assistance (Clean-Up and Recovery Grants) for Small Businesses activation is limited to the portion of the Southern Downs Regional Council that is:*

- *East of Keoghs Rd, Old Stanthorpe Rd and the New England Highway to where it joins the Cunningham Highway; and*
- *North of the Cunningham Highway and east of the Warwick Pratton Rd.*

⁸ *Special Disaster Assistance (Clean-Up and Recovery Grants) for Primary Producers activation is limited to the portion of the Toowoomba Regional Council that is:*

- *The area south and east of the Gatton-Clifton Rd, the Greenmount-Hirstville Rd, the Nobby Connection Rd, the New England Highway, the Felton-Clifton Rd, the Back Plains Rd, the Doolan Rd, and the Clifton-Pittsworth Rd.*

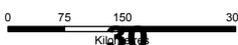


NDRA Activations as at 1500hrs, 15 February 2013
Tropical Cyclone Oswald and Associated Rainfall and Flooding,
21-29 January 2013

Disclaimer
This data has been prepared for Dept. of Community Safety. Other users must satisfy themselves it is accurate and suitable for their purpose. DCS doesn't accept any liability for any loss or damage that may arise from the use of or reliance on this data.
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Based on the State Digital Road Network (SDRN) provided with the permission of MapInfo Australia Pty Ltd (2013) and the Reduced Object Spatial Dataset (ROSD) provided with the permission of Public Sector Mapping Authority Australia Pty Ltd (2013).

Local Government Area
 NDRA Activated Local Government Area

Scale at A4: 1:10,000,000



Note: Grid co-ordinates are shown as decimal degrees.



Map Produced: 15/02/2013
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NBRC FLOOD RESTORATION PROGRAM

2013 Program Charter

Background

The North Burnett Regional Council (NBRC) was activated on 28 January 2013 under the Natural Disaster Relief and Recovery Arrangements (NDRRA) for natural disaster ex-Tropical Cyclone Oswald and associated rainfall and flooding.(2013 Event). Council's infrastructure was severely impaired by the 2013 event

Council's Flood Restoration Program (FRP) will deliver the restoration of essential public Infrastructure for the following sub-programs by the deadlines

- 2013 Emergent Works – 28 March 2013
- 2013 Restoration Works – 30 June 2014

The program aims to deliver resilient engineering solutions for restoration works for the community as efficiently as possible while controlling Council's financial exposure.

Delivery Strategy

Council has approved, by resolution, the establishment of a governance structure to deliver the restoration of essential public infrastructure.

Funding

NDRRA funding is provided by the Federal Government (75%), the Queensland State Government (25%) and NBRC \$48,248(trigger point). The Queensland Reconstruction Authority (QRA) administers funding submissions under a comprehensive approval and audit process to ensure eligibility and VFM requirements are met.

Scope

The scope of the restoration works for the 2013 event is

Deliver 2013 Restoration Works

- Inspect, assess, validate and document all 2013 damage
- Determine change of scope to re-damaged 2011 sites (i.e. if > 10%)
- Recommend engineered solutions and design options considering the extensive re-damage to "like for like" construction on 2011 site
- Prepare Form 4 submissions to the QRA for NDRRA funding
- Prepare a Local Government Value for Money Model application to allow NBRC day labour to complete 2013 restoration works
- Liaise and clarify with QRA restoration standards, eligibility and programming
- Contract administration of restoration works by contractors

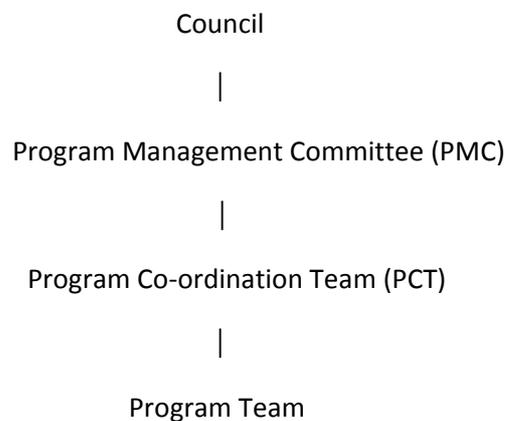
- Identify the delivery of NBRC approved complementary works
- Prepare progress Form 9 claims for actual costs
- Finalise projects and handover completed assets to NBRC asset owners

The following are not included in the scope of this program

- The delivery of the 2011 restoration works, not impacted by the 2013 event
- The collecting and collating of flood data and flood mapping
- The lodgement of insurance claims for council assets

Governance Structure

The governance structure adopted for the delivery of the 2013 works, provide effective and efficient control and monitoring by Council.



The general roles and responsibilities of the governance groups are listed below. Definite roles and responsibilities will be developed progressively for each key position within the various teams.

The PMC is the peak decision making body and is responsible for

- monitoring the progress of the program
- approving the program
- approving the strategies for funding and procurement
- approving program resourcing
- approving complementary works programs and budgets

The PMC members are: Mayor, Councillor, CEO, Directors, Program Director – Flood Restoration Works, LGIS Senior Advisor, QTC Senior Advisor and QRA CEO.

The PCT is responsible for co-ordinating the delivery of NDRRA programs, and NBRC’s maintenance and capital program.

The PCT members are: Director Technical Services, Assistant Director Technical Services, Program Director, District Supervisors, Project Engineer and Finance Manager.

The PT is responsible for the daily delivery of the program of NDRRA works and consists of: Program Director, LGIS Senior Advisor, QA Officer, Finance Manager Contractors and Consultants.

Project Plan

A master plan outlining the sequencing of each of the various sub-programs and milestones will be developed. Preliminary planning is aiming for a completion date of 30 June 2014 (the NDRRA deadline is 30 June 2015).

The detailed planning of resources, schedules, budgets, risks and issues will be developed in the 2013 Program Management Plan.

GOV 03 GENERAL POLICY – HEALTH & SAFETY COMMITTEE CONSTITUTION

File: 04.18.03
Responsible Officer: Les Hotz – Director of Corporate Services
Report prepared by: Les Hotz – Director of Corporate Services

1 PURPOSE OF REPORT

The purpose of this report is to consider the adoption of General Policy – Health & Safety Committee Constitution.

2 INTRODUCTION/BACKGROUND

This is a new Policy and is presented for consideration by Council.

3 CORPORATE/OPERATIONAL PLAN

In accordance with Outcome 3 – Organisation Capability, Section 3.2 Organisational Systems.

4 POLICY IMPLICATIONS

Nil.

5 STATUTORY REQUIREMENTS

Nil.

6 FINANCIAL IMPLICATIONS

Nil.

7 RISK MANAGEMENT

Nil.

8 CONSULTATION

Nil.

9 OPTIONS FOR COUNCIL TO CONSIDER

- Consider this report and accept, reject or amend recommendations.

10 OFFICER'S COMMENTS/CONCLUSION

Presented for consideration by Council.

11 ATTACHMENTS

General Policy – Health & Safety Committee Constitution.

RECOMMENDATION

That General Policy – Health & Safety Committee Constitution as presented, be adopted.

Policy Title: Health & Safety Committee Constitution

Policy No:

Policy Subject: Work Health & Safety

Directorate: Corporate Services

Department: Work Health & Safety

Responsible Officer: Director of Corporate Services

Authorised by: North Burnett Regional Council

Adopted Date:

Review Date:

Authorities: *Work Health and Safety Act 2011*

Work Health and Safety Regulation 2011

INTRODUCTION

It is the policy of the North Burnett Regional Council to establish a Health & Safety (H&S) Committee according to the requirements of the *Work Health and Safety Act 2011*.

The title of the committee shall be North Burnett Regional Council Health and Safety Committee.

OBJECTIVES

The functions, aims and objectives of the Health and Safety Committee are to:

1. facilitate cooperation between North Burnett Regional Council and workers in instigating, developing and carrying out measures designed to ensure the workers' health and safety at work; and
2. assist in developing standards, rules and procedures relating to health and safety that are to be followed or complied with at the workplace; and
3. carry out any other functions prescribed under a regulation or agreed between North Burnett Regional Council and the committee.

This may be achieved by:

- a) Act in an advisory capacity on health and safety matters to management.
- b) Recommend actions for the implementation of SafePlan and monitor the progress of SafePlan.
- c) Consider all matters related to employee health and safety and help in the resolution of those matters.
- d) Encouraging and maintaining an active interest in workplace health and safety throughout the workplaces and assist in reducing work injuries and illness.
- e) Considering measures for training and educating persons at the workplace about workplace health and safety;
- f) Telling workers about control measures (policies, procedures, inspection, audits, etc.) for workplace health and safety;
- g) Reviewing the circumstances surrounding workplace incidents injuries, illness, accidents and dangerous occurrences.
- h) Advising the employer or principal contractor of the results of the review and making recommendations.
- i) Discuss and make recommendations on the management of hazards and risks at the workplaces.
- j) Helping in the resolution of issues about workplace health and safety at the workplace.
- k) Review statistics and performance indicators to monitor and advise on the safety performance of the organisation.
- l) Keep records of the meeting including any recommendations made.
- m) Conducting a formal review of the Health and Safety Committee operations to actually identify if the committee is working effectively.

SCOPE OF THE COMMITTEE

The scope of the committee will be contained to health and safety issues and concerns. Other matters including industrial relations and human resource issues are deemed to be outside the scope of the committee.

Establishment of the Health and Safety Committee does not relieve other persons of their duties and responsibilities.

Thus, management retains the overall responsibility for workplace health and safety, Supervisors retain responsibility for the staff and work areas under their supervision and workers are responsible for working in a healthy and safe manner by not placing themselves or others at risk.

DECISION MAKING PROCESS

The Chairperson is empowered by the Chief Executive Officer to initiate actions that are of a routine nature, which arises from the committee recommendations.

Any contentious issues must be approved by the Chief Executive Officer before actions is taken. Such actions or recommendations are to be decided by a majority of votes of the members present.

MEMBERSHIP

Equal representation (as deemed possible) from management and workers.

Employer Representatives

The following persons have been elected by management to a position on the Health and Safety Advisory Committee.

- Chairperson – Delegated Chief Executive Officer, Director or Manager
- Secretary – Work Health & Safety Administration Assistant
- Safety Advisor(s)
- Representative(s) for Management

Employee Representatives

The Health and Safety Committee shall comprise of the following:

Chief Executive Officer

Director of Corporate Services

Work Health and Safety Officer

Work Health and Safety Administration Officer

1 x Health and Safety Representative from each community.

Nomination of Candidates for Election

Candidates for election as an employee representative may submit their own nominations or be nominated by another worker. (To instigate this committee the existing employee representatives may be asked to continue in this role)

Rights of Employee Representatives

An elected employee representative may communicate with the workers represented prior to the meeting on agenda items and after the meeting, on the events that were discussed and recommended at the meeting.

TERM OF APPOINTMENT

A member of the committee when appointed, nominated or voted into office, holds that office for a term of not longer than three (3) years. An existing member may if re-nominated continue in that office for a further term.

A member of the committee may at any time resign the office by signing a written letter of resignation to the Chairperson, or in the absence of the Chairperson the Chief Executive Officer.

A committee member shall be taken to have vacated the member's office:

1. In the event of the member's resignation; or
2. In the event of the members absence without notifying the committee for 3 consecutive meetings; or
3. The member is not in a position of performing duties of a member.

MEETINGS

Frequency of Meetings

The committee shall meet at least once every three (3) months. At the conclusion of each meeting the date of the next meeting will be noted in the minutes.

Time of Meetings

Meetings are to be held in normal working hours at a time, which is mutually acceptable to the majority of the committee's work commitments.

Duration of Meetings

The Committee should endeavour to limit the time spend in meetings and for the purpose of this meeting an hours duration should be maximum.

Quorum

At least one-half of the committee members shall be deemed as an acceptable quorum to conduct the meeting.

Method of Notification

The Work Health and Safety Administration Officer is to remind members at least three (3) weeks in advance of every quarterly meeting.

Voting - Motions

Motions of meetings will be by asking for a Mover, Seconder, and a raise of hands in favour of 'Yes' or 'No'.

Agendas

All committee members are to provide items for the agenda by their own initiatives or by discussing issues with the workers they represent. Such items should be forwarded to the Secretary in sufficient time for the agendas to be prepared and distributed to committee members.

MINUTES

Minutes of each meeting are to be taken by the secretary and these minutes are to be kept.

Distribution of Minutes

After authorisation from the Chief Executive Officer the minutes will be distributed to each committee member within ten (10) working days of the meeting. Minutes are to be displayed on noticeboards in relevant areas.

RIGHTS OF MEMBERS

Committee members have right of access to the workers they represent; however the relevant Managers or Supervisors are to be consulted so that work duties are not disrupted.

INSPECTION OF WORKPLACES

Workplace inspections are an important component of the accident prevention program. The Health and Safety Representatives or the Safety Advisor will normally carry out inspections, however, where no Health and Safety Representatives have been officially elected and appointed, interim committee members, Supervisors, managers or delegated workers may be called up to conduct these inspections.

Frequency of Inspections

Workplace inspections may be conducted at intervals to be determined by the Safety Advisor, The Health and Safety Committee or other intervals agreed upon between management and workers.

OBSERVERS AND GUESTS

These may include other management, workers, union officials, or representatives of safety organisations.

The Chairperson must be notified prior to the meeting in order for time to be allocated for them to address the meeting.

Observers and guests have no right to debate or vote on committee issues.

REVIEW

The committee shall review its constitution and rules at least annually. 80% of Members are required to attend to affect change.

**GENERAL POLICY –
WORK HEALTH & SAFETY – CONSULTATION**

File: 04.18.03
Responsible Officer: Les Hotz – Director of Corporate Services
Report prepared by: Les Hotz – Director of Corporate Services

1 PURPOSE OF REPORT

The purpose of this report is to consider the adoption of General Policy – Work Health & Safety – Consultation.

2 INTRODUCTION/BACKGROUND

This is a new Policy and is presented for consideration by Council.

3 CORPORATE/OPERATIONAL PLAN

In accordance with Outcome 3 – Organisation Capability, Section 3.2 Organisational Systems.

4 POLICY IMPLICATIONS

Nil.

5 STATUTORY REQUIREMENTS

Nil.

6 FINANCIAL IMPLICATIONS

Nil.

7 RISK MANAGEMENT

Nil.

8 CONSULTATION

Nil.

9 OPTIONS FOR COUNCIL TO CONSIDER

- Consider this report and accept, reject or amend recommendations.

10 OFFICER'S COMMENTS/CONCLUSION

Presented for consideration by Council.

11 ATTACHMENTS

General Policy Work Health & Safety – Consultation.

RECOMMENDATION

That General Policy – Work Health & Safety – Consultation as presented, be adopted.

Policy Title: Work Health & Safety – Consultation

Policy No:

Policy Subject: Work Health & Safety

Directorate: Corporate Services

Department: Work Health & Safety

Responsible Officer: Director of Corporate Services

Authorised by: North Burnett Regional Council

Adopted Date:

Review Date:

Authorities: *Work Health and Safety Act 2011*

Work Health and Safety Regulation 2011

INTRODUCTION

This policy applies to all workers and other persons at North Burnett Regional Council including volunteers, work experience students, trainees and contractors.

OBJECTIVES

The purpose of this procedure is to provide guidelines and information for Work Health and Safety (WH&S) consultative arrangements.

RESPONSIBILITIES

It is the responsibility of all workers to adopt Work Health & Safety consultation. Specific responsibilities for consultation are delegated to relevant Managers, Supervisors, Safety Advisor(s), Health and Safety Representatives, Health and Safety Committee members and selected staff as identified.

DEFINITIONS

Qualified Person – a person who through training, knowledge, experience and qualification is competent to provide Work Health and Safety advice and guidance.

Qualified Health and Safety Representative (HSR) – is a worker who is elected as a Health and Safety Representative by the fellow co-workers in that workers workgroup, at the workplace and has completed a training course approved by the regulator that includes training in the giving of provisional improvement notices.

Supervisor – a person in control of a workplace, e.g. supervisor, ganger, leading hand or team leader.

Safety Advisor (WHSO) – a person who:

1. Through training, knowledge, experience and qualification is competent to provide work health and safety advice and guidance;
2. Is appointed as a Safety Advisor(WHSO) by:
 - a) An employer for the employer’s workplace; or
 - b) A Person Conducting a Business or Undertaking.

Health and Safety Representative (HSR) – a worker at a workplace who is elected as a Health and Safety Representative by the worker’s co-workers in that workers workgroup, at the workplace.

ASSOCIATED DOCUMENTS

- WHS-FORM-03.01 Register of Work Health and Safety Personnel
- WHS-WP-03.01 Work Health and Safety Committee Constitution
- WHS-FORM-03.01 Workplace Health and Safety Committee Agenda
- WHS-FORM-03.01 Workplace Health and Safety Committee Minutes
- WHS-WP-03.01 Provisional Improvement Notices (PINs)
- WHS-FORM-03.01 Provisional Improvement Notice (PIN)
- WHS-FORM-03.01 Register of Provisional Improvement Notices (PINs)
- Form 42 Request for a provisional improvement notice enquiry
- Form 17 Application for review of a decision
- Document Review and Consultation Record WHS-FORM-03.01.5
- Work Health & Safety Document Consultation and Review Register WHS-FORM-03.01.6
- WHS-WP-06.03 Record and Document Control

PRINCIPLES:

The *Work Health and Safety Act 2011 and Work Health and Safety Regulation 2011* proscribes consultative arrangements in the workplace between the employer and workers. This is partly achieved through the appointment of Safety Advisor(s), election of Health and Safety Representatives and the establishment of Health and Safety Committee(s).

Safety Advisor (WHSO)

Appointment of Safety Advisor

1. As part of its' commitment to work health and safety, North Burnett Regional Council appoints Safety Advisor(s)
2. The North Burnett Regional Council can appoint as many Safety Advisors (WHSOs) as desired;
3. The identity of the Safety Advisor (WHSO) is to be displayed in one or more conspicuous positions at the workplace;
4. A person conducting a business or undertaking may appoint a Safety Advisor for more than one workplace if the person can reasonably perform the person's functions as a Safety Advisor for each workplace.

Functions of a Safety Advisor (WHSO)

1. Provide advice to Management, Supervisors and employees in relation to Work Health and Safety Act, Regulations and Codes of Practice.
2. Conduct and / or arrange work health and safety related training activities including Safety Inductions and tool box talks.
3. Implementation and maintenance of Work Health and Safety Management System.
4. Conduct and / or arrange regular workplace inspections to identify hazards, risks and unsafe conditions and practices.
5. Report to Management any hazards, risks and unsafe conditions and practices and provide advice on control measures.
6. Ensure all workplace incidents are investigated and reported.

Employer to Assist Safety Advisor (WHSO)

The North Burnett Regional Council as part of its commitment to health and safety at the workplace should:

1. Provide information about risks to the work health and safety of workers and other persons from workplaces, relevant workplace areas, workplace activities, or plant or substances for use at a relevant place to the Safety Advisor;
2. Include the Safety Advisor at any interview about work health and safety between the employer and a worker, if the worker agrees;
3. Consult the Safety Advisor on any proposed change to the workplace that affects, or may affect, health and safety at the workplace;
4. Help the Safety Advisor to seek appropriate advice on issues that affect, or may affect work health and safety at the workplace;
5. Allow the Safety Advisor to conduct workplace inspections and assessments during normal working hours;
6. Provide resources to the Safety Advisor to allow them to properly exercise their functions.
7. Take appropriate action to rectify any identified unsafe work health and safety conditions and practices;
8. Take all reasonable steps to ensure the Safety Advisor performs their duties and functions;

The North Burnett Regional Council may:

1. Instruct the Safety Advisor on action to be taken to ensure work health and safety at the workplace.
2. Provide duty statements to the Safety Advisor outlining their responsibilities within the Council.

Health and Safety Representatives (HSRs)

The workers at a workplace are entitled to elect one Health and Safety Representative to represent their workgroup in the workplace, but may, as a result of negotiations with their employer, elect more than one representative.

North Burnett Regional Council in negotiation with its' workers will determine workgroups within the workplace to be represented by elected Health and Safety Representatives (HSRs) and notify the workers of the Workgroups determined.

Election of Health and Safety Representatives

1. Eligibility to be elected

A worker is eligible to be elected as a Health and Safety Representative for a work group only if he or she is a member of that work group; and he or she is not disqualified under the act from being a Health and Safety Representative.

2. Procedure for election of Health and Safety Representatives

- a) The workers in a work group may determine how an election of a Health and Safety Representative for the work group is to be conducted.
- b) An election must comply with procedures (if any) prescribed under a regulation.
- c) If a majority of the workers in a work group so determine, the election may be conducted with the assistance of a union or other person or organisation.
- d) The person conducting the business or undertaking to which the work group relates must provide any resources, facilities and assistance that are reasonably necessary or are prescribed under a regulation to enable elections to be conducted.

3. Eligibility to vote

- a) A Health and Safety Representative for a work group is to be elected by members of that work group.
- b) All workers in a work group are entitled to vote for the election of a Health and Safety Representative for that work group.

4. When election not required

If the number of candidates for election as a Health and Safety Representative for a work group equals the number of vacancies, the election need not be conducted and each candidate is to be taken to have been elected as a Health and Safety Representative for the work group.

5. Term of office of Health and Safety Representative

- a) A Health and Safety Representative for a work group holds office for 3 years.
- b) However a person ceases to hold office as a Health and Safety Representative for a work group if—
 - i) The person resigns as a Health and Safety Representative
 - ii) for the work group by written notice given to the person conducting the relevant business or undertaking; or
 - iii) The person ceases to be a worker in the work group for which he or she was elected as a Health and Safety Representative; or
 - iv) The person is disqualified under section 65 from acting as a Health and Safety Representative; or
 - v) The person is removed from that position by a majority of the members of the work group under a regulation.
- c) A Health and Safety Representative is eligible for re-election.

6. Disqualification of Health and Safety Representatives

- a) Application may be made to disqualify a Health and Safety Representative on the ground that the representative has—
 - i) Exercised a power or performed a function as a Health and Safety Representative for an improper purpose; or
 - ii) Used or disclosed any information he or she acquired as a Health and Safety Representative for a purpose other than in connection with the role of Health and Safety Representative.

7. Immunity of Health and Safety Representatives

A Health and Safety Representative is not personally liable for anything done or omitted to be done in good faith—

- 1. In exercising a power or performing a function under the Act; or
- 2. In the reasonable belief that the thing was done or omitted to be done in the exercise of a power or the performance of a function under the Act.

8. Powers and functions of Health and Safety Representatives

The powers and functions of a Health and Safety Representative for a work group are—

- a) To represent the workers in the work group in matters relating to work health and safety; and
- b) To monitor the measures taken by the person conducting the relevant business or undertaking or that person's representative in compliance with the *Work Health and Safety Act* in relation to workers in the work group; and
- c) To investigate complaints from members of the work group relating to work health and safety; and

- d) To inquire into anything that appears to be a risk to the health or safety of workers in the work group, arising from the conduct of the business or undertaking. In exercising a power or performing a function, the Health and Safety Representative may—
- i) Inspect the workplace or any part of the workplace at which a worker in the work group works
 - ✓ At any time after giving reasonable notice to the person conducting the business or undertaking at that workplace; and
 - ✓ At any time, without notice, in the event of an incident, or any situation involving a serious risk to the health or safety of a person emanating from an immediate or imminent exposure to a hazard; and
 - ii) Accompany an inspector during an inspection of the workplace or part of the workplace at which a worker in the work group works; and
 - iii) With the consent of a worker that the Health and Safety Representative represents, be present at an interview concerning work health and safety between the worker and—
 - ✓ An inspector; or
 - ✓ The person conducting the business or undertaking at that workplace or the person's representative; and
 - iv) With the consent of one (1) or more workers that the Health and Safety Representative represents, be present at an interview concerning work health and safety between a group of workers, which includes the workers who gave the consent, and—
 - ✓ An inspector; or
 - ✓ The person conducting the business or undertaking at that workplace or the person's representative; and
 - v) Request the establishment of a health and safety committee; and
 - vi) Receive information concerning the work health and safety of workers in the work group; and
 - vii) Whenever necessary, request the assistance of any person. A Health and Safety Representative is not entitled to have access to any personal or medical information concerning a worker without the worker's consent unless the information is in a form that—
 - ✓ Does not identify the worker; and
 - ✓ Could not reasonably be expected to lead to the identification of the worker.

Nothing in the *Work Health and Safety Act* imposes or is taken to impose a duty on a Health and Safety Representative in that capacity. A trained Health and Safety Representative has a power to direct work to cease in certain circumstances and to issue provisional improvement notices (PINs).

9. Powers and functions generally limited to the particular work group.

A Health and Safety Representative for a work group may exercise powers and perform functions of a Health and Safety Representative only in relation to matters that affect, or may affect, workers in that group, unless there is a serious risk to health or safety emanating from an immediate or imminent exposure to a hazard that affects or may affect a member of another work group; or

A member of another work group at North Burnett Regional Council asks for the representative's assistance; and the Health and Safety Representative for that other work group is found, after reasonable inquiry, to be unavailable.

10. Obligations to Health and Safety Representatives

North Burnett Regional Council will –

- a) Consult, so far as is reasonably practicable, on work health and safety matters with any Health and Safety Representative for a work group of workers carrying out work for the business or undertaking; and
- b) Confer with a Health and Safety Representative for a work group, whenever reasonably requested by the representative, for the purpose of ensuring the health and safety of the workers in the work group; and
- c) Allow any Health and Safety Representative for the work group to have access to information that the person has relating to:
 - i) Hazards (including associated risks) at the workplace affecting workers in the work group; and
 - ii) The health and safety of the workers in the work group; and
- d) With the consent of a worker that the Health and Safety Representative represents, allow the Health and Safety Representative to be present at an interview concerning work health and safety between the worker and—
 - i) An inspector; or
 - ii) The person conducting the business or undertaking at that workplace or the person's representative; and
- e) With the consent of one (1) or more workers that the Health and Safety Representative represents, allow the Health and Safety Representative to be present at an interview concerning work health and safety between a group of workers, which includes the workers who gave the consent, and—
 - i) An inspector; or
 - ii) The person conducting the business or undertaking at that workplace or the person's representative; and
- f) Provide any resources, facilities and assistance to a Health and Safety Representative for the work group that are reasonably necessary or prescribed under a regulation to enable the representative to exercise his or her powers or perform his or her functions; and
- g) Allow a person assisting a Health and Safety Representative for the work group to have access to the workplace if that is necessary to enable the assistance to be provided; and
- h) Permit a Health and Safety Representative for the work group to accompany an inspector during an inspection of any part of the workplace where a worker in the work group works; and

- i) Provide any other assistance to the Health and Safety Representative for the work group that may be required under a regulation.

North Burnett Regional Council will allow a Health and Safety Representative to spend the time reasonably necessary to exercise his or her powers and perform his or her functions.

Any time that a Health and Safety Representative spends for the purposes of exercising his or her powers or performing his or her functions must be with the pay that he or she would otherwise be entitled to receive for performing his or her normal duties during that period.

11. Obligation to train Health and Safety Representatives

North Burnett Regional Council will, if requested by a Health and Safety Representative for a work group for that business or undertaking, allow the Health and Safety Representative to attend a course of training in work health and safety that is –

- a) Approved by the regulator; and
- b) A course the Health and Safety Representative is entitled under a regulation to attend;
 - ✓ An initial course of training of five (5) days;
 - ✓ One day's refresher training each year, with the entitlement to the first refresher training commencing one (1) year after the initial training.

North Burnett Regional Council will –

- a) As soon as practicable within the period of 3 months after the request is made, allow the Health and Safety Representative time off work to attend the course of training; and
- b) Pay the course fees and any other reasonable cost associated with the Health and Safety Representative's attendance at the course of training.
- c) Any time that a Health and Safety Representative is given off work to attend the course of training must be with the pay that he or she would otherwise be entitled to receive for performing his or her normal duties during that period.

12. List of Health and Safety Representatives

North Burnett Regional Council will ensure that –

- a) A list of each Health and Safety Representative for each work group of workers carrying out work for the business or undertaking is prepared and kept up to date; and
- b) A copy of the up-to-date list is displayed at each depot and office in a way that is readily accessible to workers in the relevant work group or work groups.

North Burnett Regional Council will provide a copy of the up-to-date list of Health and Safety Representatives to the regulator as soon as practicable after it is prepared.

13. Health and Safety Committee(s)

- a) North Burnett Regional Council may establish a Health and Safety Committee.
- b) The employer, a person conducting a business or undertaking, or principal contractor must establish a Health and Safety Committee for a workplace if a Health and Safety Representative for the workplace asks to establish a committee;
- c) More than one committee can be established for a workplace;
- d) The H&S Committee for a workplace Will include;
 - i) The Safety Advisor and Health and Safety Representative(s) for the workplace; and
 - ii) Other members negotiated by the employer, any principal contractor, and workers at the workplace;
- e) A committee member must be an employer, principal contractor, or worker at the workplace;
- f) At least half of the committee must be workers who are not nominated by North Burnett Regional Council, the employer or principal contractor;
- g) A constitution or terms of reference is to be developed for the Health and Safety Committee outlining the methodology for their operation;
- h) A committee meeting is to be held during normal working hours;
- i) The Health and Safety Committee must meet at least once every three months;
- j) Committee members are to consult with their respective work groups before a proposed meeting to ascertain if the workers have any issues to be taken to the Health and Safety Committee meeting;
- k) Health and Safety Committee minutes are to be kept and distributed around the workplace or displayed on noticeboards;
- l) The identity of the Health and Safety Committee members should be displayed at the workplace;
- m) Relevant training should be provided to the Health and Safety Committee members;
- n) Duty statements are to be distributed to each of the Health and Safety Committee members outlining their responsibilities within Council;
- o) The Health and Safety Committee is to set itself goals and should review these goals at twelve (12) monthly intervals.

14. Functions of the Health and Safety Committee

The functions of the health and safety committee are—

- a) to facilitate cooperation between North Burnett Regional Council and workers in instigating, developing and carrying out measures designed to ensure the workers' health and safety at work; and
- b) to assist in developing standards, rules and procedures relating to health and safety that are to be followed or complied with at the workplace; and
- c) any other functions prescribed under a regulation or agreed between North Burnett Regional Council and the committee.

This may be achieved by:

- a) Encouraging and maintaining an active interest in workplace health and safety;
- b) Considering measures for training and educating persons at the workplace about workplace health and safety;
- c) Telling workers about control measures (policies, procedures, inspection, audits, etc.) for workplace health and safety;
- d) Reviewing the circumstances surrounding workplace incidents;
- e) Advising the employer or principal contractor of the results of the review and making recommendations;
- f) Helping in the resolution of issues about workplace health and safety at the workplace;
- g) Conducting a formal review of the Health and Safety Committee operations to actually identify if the committee is working effectively.

15. Document Implementation and review consultation

As part of the document development and review process draft versions should be provided to relevant workers for comment and review.

- a) Comments and suggested changes may be recorded on the draft versions provided.
- b) This will be recorded on 'Document Review and Consultation Record' WHS-FORM-03.01.5
- c) 'Document Review and Consultation Record' and Draft versions of documents will be returned to Safety Advisor or Work Health and Safety Administration Officer.
- d) Document Review and Consultation will be recorded on 'WHS Document Consultation and Review Register' WHS-FORM-03.01.6

General

- a) A register of Health and Safety Personnel is to be developed and maintained (WHS-FORM-03.01 Register of WH&S Personnel).
- b) Staff are to be advised of the consultative arrangements through the conduct of a toolbox talk and issuing WHS-T5-03.01 Consultation.
- c) Staff are required to undertake the Take 5 Paper and Quiz, complete and sign the quiz and the records are to be maintained.
- d) The North Burnett Regional Council must keep all workplace health and safety related documentation in accordance with WHS-WP-06.03 Record and Document Control.

Responsible Officer: Ken Palmer – Director Technical Services

Report prepared by: Trevor Harvey- Assistant Director Technical Services

1 PURPOSE OF REPORT

The purpose of this report is to propose the re-adoption of Policy 239.

2 INTRODUCTION / BACKGROUND

Policy 239 outlines the Council required conditions for building near sewer, water and storm water infrastructure. The policy which ensures the long term protection of Council reticulation infrastructure requires re-adoption to remain current.

3 COMMUNITY / CORPORATE / OPERATIONAL PLAN

Policy 239 relates to the Community Plan Infrastructure Water section, the Corporate Plan Outcome 1 section 1.3 Infrastructure Delivery.

4 POLICY IMPLICATIONS

Re-adoption of Policy 239 is required to give Council authority to set development conditions which will protect the underground infrastructure.

5 STATUTORY REQUIREMENTS

Relevant sections of the Environment Protection Act 1994 and the Water Supply (Safety & Reliability) Act 2008

6 FINANCIAL IMPLICATIONS

The financial implications of adoption of this policy are not quantifiable.

7 RISK MANAGEMENT

The risks associated without having the enforceable development conditions outlined in the Policy are possible damage to Council buried infrastructure and associated liquid release to the environment.

8 CONSULTATION

Nil.

9 OPTIONS FOR COUNCIL TO CONSIDER

Council has the option to either adopt or reject the proposed Policy

10 OFFICER'S COMMENTS

The proposed Policy may be superseded within 12 months with a State Government revision of the Building Code Queensland (BCQ). The revised BCQ will incorporate the conditions for building near Local Government buried infrastructure. At this point the NBRC Policy will become redundant.

11 ATTACHMENTS

Proposed Policy 239

12 RECOMMENDATION

The Policy is re-adopted.

Policy Title:	Building near Local Government Sewer, Storm water & Water Infrastructure
Policy No:	239
Policy Subject:	Water & Sewerage
Directorate:	Technical Services
Department:	Water & Sewerage
Responsible Officer:	Director Technical Services
Authorised by:	North Burnett Regional Council
Adopted Date:	Technical Services Standing Committee 07/02/2013
Review Date:	07/02/2015
Authorities:	

INTRODUCTION:

This policy aims to:

- (a) Ensure protection is provided against structural damage to existing underground infrastructure services from construction works or imposed loads;
- (b) Ensure access is available for future maintenance of the services;
- (c) Prevent consequential damage to the owner's structures.
- (d) Maintain the amenity (functional use) of the property and allow the occupant use of the property without unnecessary constraints. (WSAA)

This policy identifies objectives that will assist Council to achieve the purpose (section 5). The "Building over Water Infrastructure: Technical Guidelines" provide further advice on acceptable actions to achieve the purpose and objectives.

OBJECTIVES:

This policy and associated technical guidelines applies to all buildings and structures on private property that contain Council's water infrastructure. For the purpose of this policy, Council's water infrastructure includes all sewer, stormwater and water mains (other than the associated house drainage and water supply pipes) and associated infrastructure, such as access holes, connections points between household and Council services.

PRINCIPLES:

Property owners and developers occasionally want to build new buildings or structures near to, or over, existing under- or in-ground infrastructure associated with Council's services, including water supply, sewer and stormwater services. Council wishes to ensure such developments can proceed without impeding Council's current and future ability to offer services and without causing unnecessary risk of damage to both Council's and privately-owner infrastructure.

Council's policy to managing the issue of building over or near council water infrastructure is guided by the following principles.

- (i) Where possible, locate council infrastructure on public land.
- (ii) Where (i) is not possible, acquire easements over council's infrastructure on private land (see note 2).
- (iii) Where (i)-(ii) are not possible, require/request building/structure be located elsewhere on the property (see note 3).
- (iv) Where (i)-(iii) are not possible, relocate service to road reserve (or other agency property) (see note 4).
- (v) Where (i)-(iv) are not possible, and If the hydraulic integrity of agency services (as a whole) may be degraded* by relocating the service, and an inspection shows the structural condition of the infrastructure suitable to building over, or it can be improved (e.g. by relining), then Permit building over infrastructure with conditions, using a Council policy to guide decisions (see note 5).
- (vi) Where (i) - (iv) are not possible, and if the hydraulic integrity of agency services (as a whole) will not be degraded by relocating the service around the building/structure Relocate infrastructure around new building/structure (see note 6).

PERFORMANCE CRITERIA:

The following four performance criteria (modified from the Queensland Development Code NM 1.4) identify the specific objectives Council aims to achieve, in order to achieve the purpose of this policy (refer section 3).

1. The carrying out of building work near or over a sewer, stormwater drain or water main or associated structure must not:
 - (a) interfere with or adversely affect the function of the service; or
 - (b) place any additional load on the service.
2. Adequate access must be provided to the sewer or stormwater drain or water main for future maintenance.
3. Adequate access must be provided to any access covers associated with a sewer or stormwater drain or water main.
4. Access must be maintained to a sewer connection point at all times.

LEGISLATIVE BASIS AND SUPPORTING DOCUMENTS

The legislative basis for the implementation of the policy is given under the following acts and regulations:

- *Water Act 2000 (sections 387, 823)*
- *Building Regulation 2006 (section 56)*

There are associated requirements under:

- *Plumbing and Drainage Act 2002*
- *Workplace Health & Safety Act 1995*

This policy also draws upon the:

The Queensland Development Code 2008 (Non mandatory Part 1.4: Excavation and Piling near Sewers Stormwater Drains and Water Mains).

The implementation of this policy is assisted by the “*Building near water infrastructure: Technical Guidelines*” (herein referred to as the *Technical Guidelines*).

1. Technical guidelines

Council technical guidelines (“Building near local government water (sewer, stormwater and water) infrastructure”) have been developed for this policy and help ensure decisions are consistent and in line with policy intent. The guidelines may be amended from time to time. They are intended only to clarify certain conditions and do not overrule the Chief Executive Officer’s authority, whose decision is final.

2. Application and approval process

Council uses a standard application and approvals process to manage applications to build over or adjacent to Council’s water infrastructure.

Broadly this process involves:

- submission of an application by the applicant
- assessment by Council
- issuance of a “Construction permit” (conditional approval to construct)
- construction works by the applicant
- inspections (if required) by Council
- issuance of “Building Over Water Infrastructure Permit” on completion of works

This process is outlined in Appendix 1 and identifies both the Council’s responsibilities and the applicant’s responsibilities. The application form is included at Appendix 2.

3. Installation and construction

A certified engineer may be required for the design and/or approvals of the proposed building or structure. The supporting guidelines identify when this is required.

Works to, such as relocation or relining of, any council water infrastructure must be conducted by Council or by a Council approved contractor.

4. Certification of works

Preconstruction inspections

Council may require the condition of sewer or stormwater pipes to be inspected prior to approval or any application to build over council infrastructure (such as identified in the Supporting Guidelines). The applicant is to liaise with Council regarding the type of inspection to be conducted (for example, but not limited to, CCTV, open trench). The costs of any such inspections are the responsibility of the applicant.

Construction inspections

Council must be given the option to conduct inspections at the following stages of construction:

- (a) All footing systems located within 2 metres of any of Council's water infrastructure shall be inspected and certified by the Building Certifier or a Qualified Engineer during construction.
- (b) All exposed sewer, stormwater and water mains - prior to backfilling Council shall first be given the option of inspecting the sewer. A minimum 24 hours notification of inspection is required.
- (c) All replaced / relocated sewers, stormwater and water mains must be inspected and approved by Council, at the applicant's expense, prior to backfilling. A minimum of 24 hours notification of inspection is required.
- (d) Access holes that are newly installed or moved - Council shall first be given the option of inspecting the sewer. A minimum 24 hours notification of inspection is required.

Permits

After completion of works and inspections and when Council is satisfied the works were conducted as instructed in the Construction permit and any remedial works have been completed to Council's satisfaction, Council will issue a Building Over Water Infrastructure (BOWI) permit, which will remain in perpetuity as long as no modifications are made to either the building or structure or relevant Council water infrastructure.

Enforcement

Should the applicant or property owner fail to correctly apply this policy or comply with the associated conditions for the relevant development category, then the approval of Council to build over or adjacent to Council's water infrastructure shall be taken to not have been obtained. In which case the owner will be in breach of the Water Act 2000 and shall be subject to prosecution under the Water Act 2000 unless the breach is rectified immediately.

Existing unauthorised building work located over or adjacent to the sewerage system shall also be bound by the provisions of this policy unless otherwise approved by Council.

5. Construction methods

Site works

The approximate location and depth of Council's water infrastructure may be obtained from council plans relevant to the building site. The applicant/builder is to locate all of Council's water infrastructure on site prior to the commencement of any earthworks or construction.

Adequate measures shall be taken to ensure Council's water infrastructure is protected from damage at all times. In particular, heavy earthmoving equipment and driven piles shall not be used near council's water infrastructure, and earth or other materials shall not be piled in the zone of influence of Council's water infrastructure. In the event that Council's water infrastructure is damaged, Council must be notified immediately.

Trenchless technologies:

Council reserves to right to negotiate and or require the use of trenchless technology as appropriate to install, maintain, inspect, rehabilitate and renew pipelines without disturbing the natural surface or existing structures.

6. Remedial and other works

Council may require remedial or other works to Council's infrastructure prior to or during construction works.

Where preconstruction inspections and/or assessments have identified that the structural condition of infrastructure is inadequate to support the proposed building/structure, then Council may require remedial or other works to the relevant infrastructure. The applicant shall liaise with Council to determine the further actions that are needed, which may include relining the existing pipes with a material and contractor approved by Council, or relocating the proposed building/structure or relocating the infrastructure.

Where Council requires the sewer or stormwater drainage to be relined, it will be relined in its entirety from the existing upstream and downstream manhole at the applicant's cost subject to the schedule below at section 7.

A manhole may be required as directed by the Council within the applicant's property immediately downstream and/or upstream but adequately clear of the structure. Where approved by the Director Engineering Services a manhole may be constructed in the floor of a structure and such manhole shall have a bolt-down cast iron cover.

7. Costs for works

All costs associated with the construction of the proposed building/structure are the sole responsibility of the applicant. This includes, but is not limited to: materials and labour for the building, engineering designs, inspections by engineers, Council or other agents of the Council, relocation of an existing service.

Repairs/damage:

In the event that Council's water infrastructure is damaged prior to, during or after construction, Council must be notified immediately. All costs associated with rectification of damage to Council assets will be recovered from the applicant.

7. Costs for works (continued)

In some circumstances, cost-sharing arrangements may be negotiated between Council and the applicant. For example, when Council requires the sewer to be relined, the cost of the required relining will be borne by the applicant as follows:

1. sewer less than 41 years - 100% applicants cost;
2. sewer between 41 and 46 years - 75% applicants cost
3. sewer between 46 and 51 years - 50% applicants cost
4. greater than 51 years - 25% applicants cost

Bonds and deposits

As a condition of the approval Council may require the lodgement of a cash bond or unconditional bank guarantee prior to any construction or associated works. Bonds/Bank Guarantees will be refunded/released 3 months after the issue of the "Building Over Water Infrastructure Permit" and Council is satisfied there has been no damage to Council's water infrastructure, or if damage is detected, Bonds/Bank Guarantees will be refunded/released 3 months after all remedial action has been completed and Council is satisfied there has been no damage to Council's water infrastructure. The *Technical Guidelines* identifies situations where a bond or guarantee may be required.

Ownership

Regardless of whether the applicant has contributed to the costs of Council water infrastructure (such as relining, relocating, installing maintenance holes and shafts etc), all Council infrastructure associated with rising mains, sewers, stormwater drains or water mains will remain the property of Council.

Access and maintenance

Council may require access to its water infrastructure to performance maintenance or remedial works. Council accepts no responsibility or liability for damage caused to a building or structure moved, relocated or dismantled, in order to access Council's water infrastructure for maintenance purposes whether the damage arose as a result of the negligence of Council or otherwise. Relocation of any buildings or structures required to gain access will be undertaken at the owner's expense.

Indemnity

Council accepts no responsibility or liability for any damage caused to a building or structure due to the location of the footings over a sewer either at the date of Council's permission or at any time thereafter whether the damage arose as a result of the negligence of Council or otherwise.

The applicant shall provide a written indemnity, on the approved form (see appendix 2), to Council prior to the commencement of building work. The owner must not dispose of the owners' interest in the land without obtaining from the transferee an identical indemnity in favour of Council.

Council accepts no responsibility or liability for damage caused to a building or structure moved, relocated or dismantled, in order to access the sewer for maintenance purposes whether the damage arose as a result of the negligence of Council or otherwise.

7. Costs for works (continued)

Indemnity (continued)

Any relocation of structures will be undertaken at the owner's expense. Council may require this work to be undertaken to allow it to perform maintenance or emergency works on the sewerage system.

Applicants are required to submit a signed indemnity form (refer Appendix 3) with their application to build over Council's water infrastructure.

Notes:

1. New council infrastructure should be located on public land, road reserves, etc. where ever possible. Existing infrastructure may be relocated during replacement schedules or as part of conditions associated with an approval to build over/adjacent to water infrastructure.
2. The advantages of obtaining an easement include that it is registered on the title and runs with the land. The easement terms will invariably confer a much broader power of entry than that conferred under section 1070. The easement may also contain agreed terms and conditions governing matters such as the respective responsibilities of the parties in relation to damage or disturbance to the land when Council exercises its rights. In this respect, an easement will generally provide that there is no compensation payable for Council carrying out work within the easement provided that any disturbance to the land is reinstated as near as is practicable to its previous sate. Finally, an easement will address the issue of compensation (for the loss, if any, to the value of the land) on a once and for all basis.
3. The property owner is required to investigate alternative locations for the building or structure before making an application to build over or adjacent to the Council's water infrastructure. If an application is lodged, Council may discuss this requirement with the applicant to confirm all alternative options have been explored.
4. If not cost prohibitive, or the present costs can be offset against future costs associated with the alternative options below, this will provide a long term solution to managing building over infrastructure. This may be particularly relevant where much of the agency's infrastructure currently runs through private lands and in areas where many adjacent or close properties are, or are likely to, develop buildings/structures on their properties.
5. The application approval will detail conditions, such as those outlined in the Supporting guidelines, associated with an approval to build over or near Council water infrastructure.
6. Although relocating services within the boundaries of a property to avoid building over them may be appropriate on a case-by-case assessment, it may result in reduced performance of the whole water service. For example, where this option is implemented for several adjacent properties, in particular for services that rely upon pressurised systems to operate effectively, diverting the system around new buildings will probably increase the number of bends and access points required – this will decrease the performance of the whole service.

Definitions

Associated structure:

Sewer manholes, access holes, connection points, water meter

Building:

As defined in the Building Act 1975. See also “structure”.

Sewer :

Includes sanitary drain jump-ups and capped slope junctions and manholes.

Service:

For the purpose of this policy and associated technical guidelines includes sewers, stormwater drains and water mains.

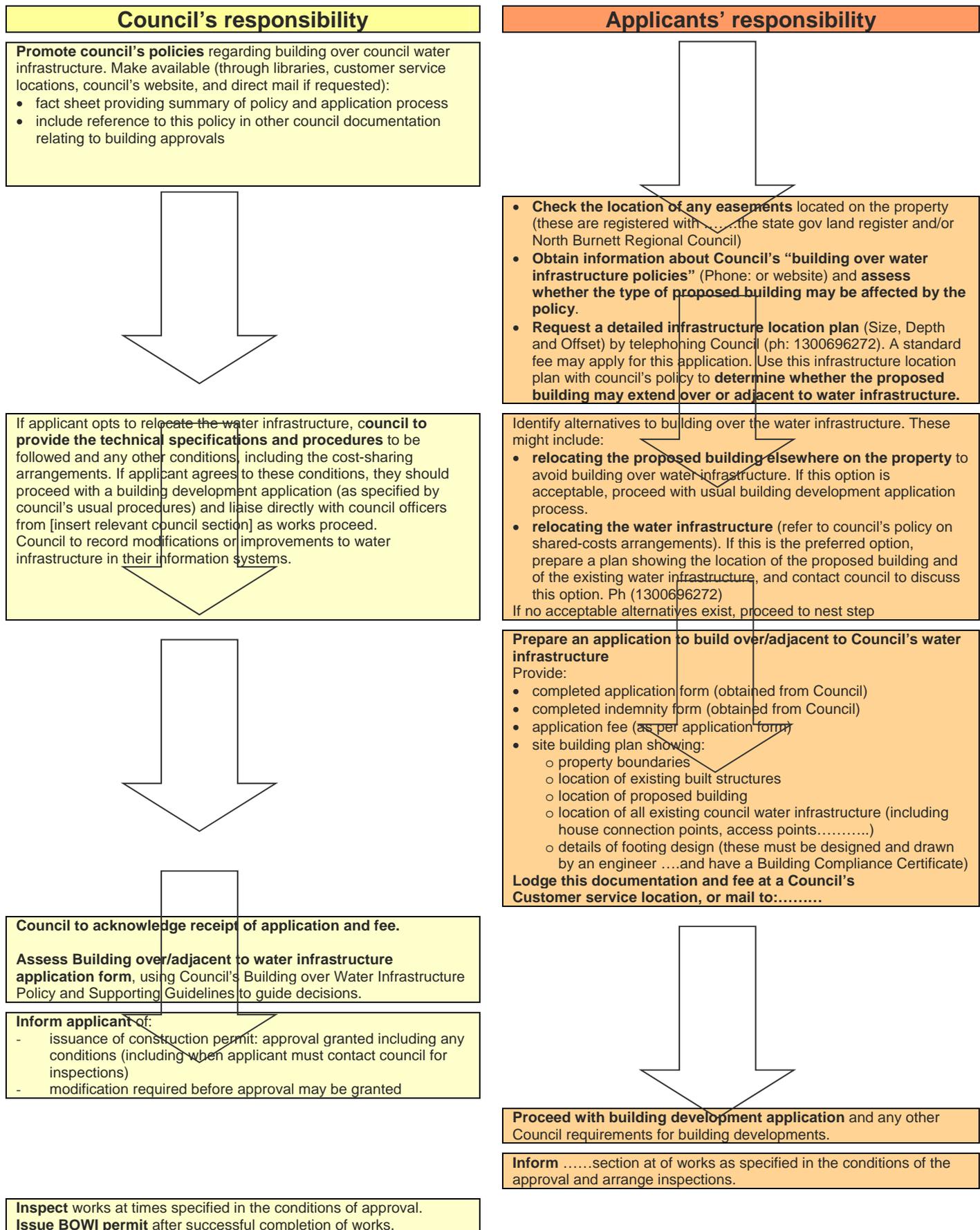
Structure:

For the purpose of this standard includes a masonry fence, deck, pergola, swimming and spa pool, satellite dish and water storage tank.

Water infrastructure:

For the purpose of this policy and associated technical guidelines includes sewers, stormwater drains and water mains and associated structures.

Appendix 1: Application and approvals process



Appendix 2: Application form

1. APPLICANTS NAME:

2. APPLICANTS POSTAL ADDRESS:

3. OWNER'S NAME

4. OWNER'S ADDRESS

5. SITE ADDRESS WHERE WORK IS TO BE CARRIED OUT

6. PROPERTY DESCRIPTION WHERE WORK IS TO BE CARRIED OUT:

7. NEW DWELLING / EXISTING DWELLING / OTHER: _____

8. DESCRIPTION OF PROPOSED WORKS TO BE CARRIED OUT (attach a separate description if more space is required)

9. PLEASE ATTACH A SITE PLAN WITH IDENTIFYING:

1. property boundaries
2. location of existing built structures
3. location of proposed building
4. location of all existing council water infrastructure (including house connection points, access points)
5. details of footing design (these must be designed and drawn by an engineer)

10. APPLICATION FEE

Please attach a cheque for the \$XXX application fee, made to : COUNCIL ACCT NAME

Note: That there will be no refund of the Application Fee once the application has been received.

11. AUTHORITIES

SIGNATURE OF OWNER: _____ DATE: / /

SIGNATURE OF APPLICANT: _____ DATE: / /

CONTACT PHONE NO: _____

FOR COUNCIL USE ONLY

Date Received _____ Receipt No. _____ Amount Paid _____ Initials _____

PERMIT NO: _____ DATE ISSUED: / /

ASSESSING OFFICER: _____

Appendix 3: Standard Consent & Indemnity Form



TO: NORTH BURNETT REGIONAL COUNCIL

BY THIS DEED.....(Owner's Name) being the Owner of Property located at.....(Street Address) more properly described as.....(RPD) HEREBY (JOINTLY and SEVERALLY if more than one)

1. INDEMNIFY and agree to keep the Council and its servants and agents indemnified at all times against any and all loss damage claim cost suit action proceeding demand expense or obligation direct or indirect which the Council has now or may at any time hereafter suffer incur or sustain resulting from, arising from or by reference to the existence of the Structure on the Property alone or in conjunction with other circumstances and whether or not brought or claimed by or on behalf of the Owner its servants agents employees independent contractors or sub-contractors or any other person corporation or other entity or their or any of their servants, agents, employees, independent contractors or sub-contractors and notwithstanding that any such loss damage cost suit action proceeding demand expense or obligation directly or indirectly arises from or is connected with or related to or is occasioned by the negligent act or omission by or on behalf of the Council or its employees or agents or the negligent or wilful act or omission by the Council's independent contractors or sub-contractors and including all and every loss damage cost suit demand action proceeding incapacity, damage or loss to property, loss damage or expense (liquidated or unliquidated) claimed under or pursuant to any contract (whether wholly or partly written), loss damage or expense (liquidated or unliquidated) claimed under or pursuant to or by virtue of any statutory enactment (whether Commonwealth, State or municipal).
2. COVENANT that if the Owner sells the Owner's interest in the Property to any person persons or corporation then the Owner will obtain from such purchaser or transferee an Indemnity in favour of the Council in identical form to this indemnity and that in the event of such purchaser or transferee further selling or disposing of its interest in the Property to any other person persons or corporation then such purchaser or transferee shall obtain from such subsequent purchaser or transferee an Indemnity in favour of the Council in identical form to this indemnity. Upon delivery by the Owner to the Council of the said Indemnity, duly signed, the Owner named herein shall be and be deemed to be released and discharged from all liability then or thereafter arising out of any failure of that purchaser or transferee contained in the indemnity, it being the intention of the parties hereto that the rights of the Council shall be exercisable against the owner only for the time being who is or is entitled to be the owner of the Property.
3. AGREE that
 - (a) In this instrument – "Structure" shall mean and include the(Description of Structure); "Council" includes the Council of the North Burnett and its successors and its servants and agents; references to statutory enactments include all subordinate instruments and all amendments thereto or re-enactments thereof.
 - (b) This indemnity binds not only the Owner but their and each of their executors administrators and successors (as the case may be).
 - (c) The lapse or avoidance of Council's Permission shall not invalidate or render ineffective in any manner the liability of the Owner under this Indemnity; the Owner does not have the right to discontinue this Indemnity so long as the Structure remains in place.

IN WITNESS WHEREOF the Owner has executed this indemnity with effect from the date of Council's Permission.

SIGNED SEALED AND DELIVERED (By the Owner)

Owner's Signature _____

IN THE PRESENCE OF (A Justice of the Peace/Solicitor/ Commissioner for Declarations)

Witness' Signature _____

ON THE _____

Date signed and witnessed

DEVELOPMENT AND USE OF THESE TECHNICAL GUIDELINES

The purpose of these Supporting Technical Guidelines is to assist Council to implement its Building over Water Infrastructure Policy (Policy No. XXXXX). This policy specifies for performance criteria that have guided these technical specifications. These performance criteria are:

- (1) The carrying out of building work near or over a sewer, stormwater drain or water main or associated structure must not:
 - (a) Interfere with or adversely affect the function of the service; or
 - (b) Place any additional load on the service.
 - (c) Adequate access must be provided to the sewer or stormwater drain or water main for future maintenance.
 - (d) Adequate access must be provided to any access covers associated with a sewer or stormwater drain or water main.
 - (e) Access must be maintained to a sewer connection point at all times.

These guidelines provide details of situations that allow all four of these performance criteria to be achieved. They may however be alternative options to achieve these criteria, and Council's are advised to use their discretion when assessing alternative options.

These guidelines were developed by drawing upon current industry practices, the Queensland Development Code (NM1.4 "Excavation and Piling near Sewers Stormwater Drains and Water Mains"), and the WSAA "Best Practice Guidelines Build over (or adjacent to) buried sewers up to and including DN 225". The structure has been designed for ease of use by Council officer's assessing applications to build near to or over Council's water infrastructure. However, should a Council determine that some of the specifications contained here are not suitable to their circumstances, they may easily be modified and the structure of these guidelines maintained.

These guidelines will enable two specific tasks: to:

1. Assist Council offers to assess applications to build near Council's water infrastructure and make the following determinations:
 - (a) Approve an application to construct as proposed (and possibly with additional conditions specified in the construction approval),
 - (b) Approve an application to construct, but with modifications to the proposed construction (and possibly with additional conditions specified in the construction approval),
 - (c) Request modifications to the application in order to comply with council's policy and guidelines;
2. Provide applicants and advising engineers with details of requirements to satisfy council's policy on building near water infrastructure (it is advised that a separate communication product containing relevant information extracted from these guidelines be prepared for distribution to the public).

The guidelines are structured to assist in assessing applications (rather than the second task listed above). Assessing officers/engineers can work through the guidelines using the information contained in an application and produce an approvals certificate/letter containing any additional conditions or requirements.

These requirements apply to all buildings or structures, including buildings class 1-10 (As defined in the Building Code of Australia). However, Council may impose alternative requirements for large commercial or multi-level buildings.

Allowances or alternatives to some requirements exist for minor structures – where these exist they are identified in the guidelines.

Minor structures may include structures or activities such as:

- buildings class 10 (except in ground swimming pools) e.g. carports, garden sheds, above ground swimming pools, tennis courts
- fill/excavation and landscaping (not plants)
- others as determined by Council.

Non- or near-to-non load-bearing minor structures might include timber/steel fences, garden sheds on unconsolidated ground and open carports.

With respect Council's water infrastructure these guidelines apply to sewer mains and stormwater drains up to and including 225mm in diameter and water mains up to 150mm diameter.

These are a guide – they provide some solutions to complying with the performance criteria. But Council engineers may require additional or alternative conditions on the approval to construct, which may include the lodgement of a bond.

To use these guidelines, start at the top of the table following the italicised instructions and the yes or no options. An option for easy use and recording of assessments is to make a copy of these technical guidelines for every assessment and to highlight the requirements that should have been or were met, and retain this with the copy of the application.

Definitions

Associated structure:

Sewer manholes, access holes, connection points, water meter.

Building:

As defined in the *Building Act 1975*. See also "*structure*".

Connection point:

As defined in the *Standard Plumbing and Drainage Regulation 2003*.

Horizontal distance:

The minimum distance between the outermost edge of the walls, slab, footing, driven pile, bored pile and any integral parts of the building and the outside face of the service or associated structure.

Invert level:

The bottom, inside of the pipe, drain, etc.

Sewer:

Includes sanitary drain jump-ups and capped slope junctions and manholes.

Service:

For the purpose of this standard includes *sewers*, stormwater drains and water mains.

Definitions (continued)

Structure:

For the purpose of this standard includes a masonry fence, deck, pergola, swimming and spa pool, satellite dish and water storage tank.

Interference:

Means dig up, expose or damage.

Zone of influence:

The zone of influence is that area of strata likely to be affected by superimposed building loads. The boundary of the zone of influence is nominally defined as a line projected at a 45° angle from the invert of the sewer to the natural surface. The boundary of the zone of influence may be affected by factors including for example, groundwater and soil type and must be calculated by a Registered Professional Engineer of Queensland (RPEQ). Figure 1 provides an illustration of the approximate Zone of influence.

TECHNICAL REQUIREMENTS FOR BUILDING NEAR LOCAL GOVERNMENT WATER (SEWER, STORMWATER AND WATER) INFRASTRUCTURE

Alternatives to building near Council's water infrastructure:

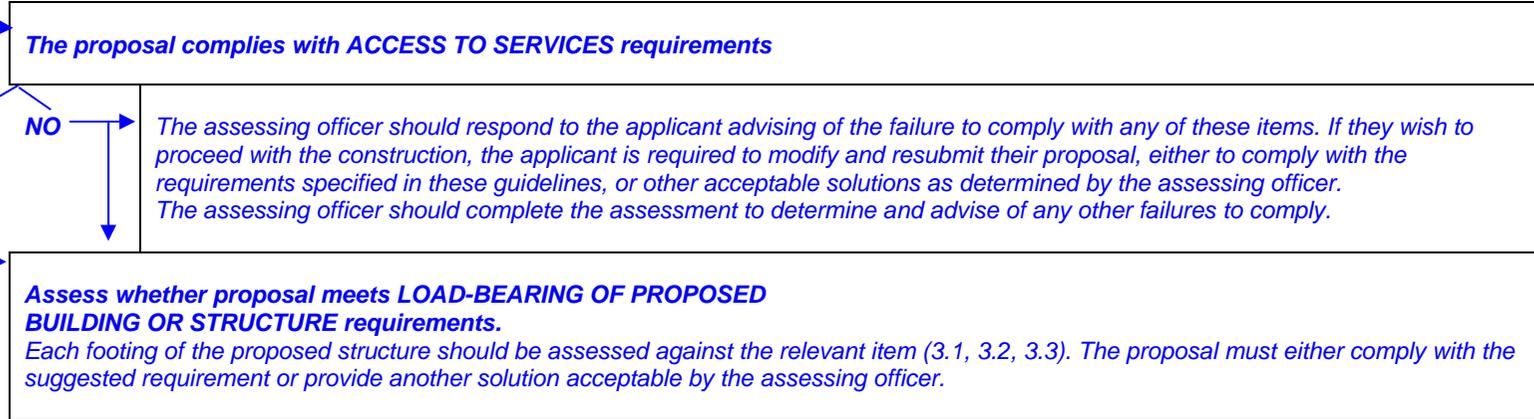
The applicant has provided evidence that alternatives have been self-assessed and are not feasible.

Advise the applicant to examine ALTERNATIVES TO BUILDING NEAR COUNCIL'S INFRASTRUCTURE (such as those listed at 1.2, 1.2 below)

YES NO →

1	ALTERNATIVES TO BUILDING NEAR COUNCIL'S INFRASTRUCTURE	REQUIREMENTS (ALL PROPOSED BUILDINGS OR STRUCTURES)	
1.1	Relocate proposed building/structure	1.1.1 Any footing of the proposed building or structure is relocated to at least 2m clear of a sewer, stormwater drain or water main	
1.2	Relocate Council's infrastructure	1.2.1 Any of Council's infrastructure is relocated to at least 2m clear (measured horizontally) of any building or structure, provided the Council Inspector deems that the hydraulic integrity of the Council's services will not be compromised, and relocation of any of Council's infrastructure must comply with the Council requirements (see note 6).	
<p><i>Assess whether proposal meets ACCESS TO SERVICES requirements.</i></p> <p><i>All items (2.1, 2.2, 2.3, 2.4) must be satisfied either by the suggested requirement or another solution acceptable by the assessing officer.</i></p>			
2	ACCESS TO SERVICES	REQUIREMENTS (ALL PROPOSED BUILDINGS OR STRUCTURES)	ALTERNATIVES OR ALLOWANCES FOR MINOR BUILDINGS OR STRUCTURES (see note 5)
2.1	Access to services between proposed building or structure and existing buildings or property boundary	2.1.1 The horizontal distance between any wall, footing or floor of the proposed building or structure and existing buildings or the property boundary is at least 3 m	Discretionary allowances may exist for some minor structures (e.g. carports and class 10 structures with a flooring of gravel or other removable material) - contact Council
2.2	Access to manholes and access covers	2.2.1. Access covers must: (a) not have fill placed over it; and (b) have a clear area maintained around it of 1 m horizontal distance in any direction from the edge off the access cover; and (c) have a minimum unobstructed vertical clearance of 2.4 m; and (d) be a minimum of 50mm above the surrounding finished surface level (where fill is to be placed adjacent to access covers)	Discretionary allowances may exist for some minor structures where the access cover can be moved to be 50mm above the finished surface
2.3	Access to connection points (Council infrastructure with household infrastructure)	2.3.1 Sewer connection points and jump ups and slope downs must have: (a) a clear area of at least 1m horizontal in any direction above ground from the connection point; and (b) a minimum unobstructed vertical clearance of 2.4m directly above the connection point.	Requirements as for major buildings or structures

2.4	Access to pipes under proposed building or structure	2.4.1 If Council approves building over (see note 1) the proposed building or structure, and if the span of pipe to be built over is less than 10m (a) one access hole must be installed between 1-3m of the outside of the proposed building or structure, and (b) the design of access holes is to be provided by a qualified engineer and approved by Council engineers, and (c) the cost of the construction of the access holes will be the responsibility of the applicant.	Discretionary allowances may exist for some minor structures (e.g. carports and class 10 structures with a flooring of gravel or other removable material) - contact Council
		2.4.2 If Council approves building over (see note 1) the proposed building or structure, and if the span of the pipe to be built over is greater than 10m (a) two access holes must be installed between 1-3m of the outside of the proposed building or structure, one at either side of the building spanning the pipe, and (b) the design of access holes is to be provided by a qualified engineer and approved by Council engineers, and (c) the cost of the construction of the access holes will be the responsibility of the applicant	Discretionary allowances may exist for some minor structures (e.g. carports and class 10 structures with a flooring of gravel or other removable material) - contact Council



3	LOAD-BEARING OF PROPOSED BUILDING OR STRUCTURE		REQUIREMENTS (ALL PROPOSED BUILDINGS OR STRUCTURES)		ALTERNATIVES OR ALLOWANCES FOR MINOR BUILDINGS OR STRUCTURES (see note 5)	
			Sewer & stormwater mains pipes	Water mains pipes	Sewer & stormwater mains pipes	Water mains pipes
3.1	If horizontal distance between proposed footings and Council's infrastructure is greater than 2m	3.1.1 If pipes will be underneath proposed building or structure	(a) there must be a vertical clearance of a minimum of 600 mm between the top of the pipes and the underside of the proposed building or structure	Construction of major buildings or structures is not permitted near to or over water mains	If Council deems the proposed building or structure to be suitably less load-bearing than a major structure, then (a) there must be a vertical clearance of a minimum of 300 mm between the top of the pipes and the underside of the proposed building or structure (b) the base of footings must be outside the zone of influence (see note 4)	If Council deems the proposed building or structure to be suitably less load-bearing than a major structure, and the risk of damage to the proposed building or structure or water mains is low, then, (a) there must be a vertical clearance of a minimum of 600 mm between the top of the pipes and the underside of the proposed building or structure (b) the base of footings must extend 300 mm below the zone of influence (see note 4)
		3.1.2 If pipes are external to the proposed building or structure (note 2)	No additional load-bearing requirements		No additional load-bearing requirements	

3	(CONT) LOAD-BEARING OF PROPOSED BUILDING OR STRUCTURE		REQUIREMENTS (ALL PROPOSED BUILDINGS OR STRUCTURES)		ALTERNATIVES OR ALLOWANCES FOR MINOR BUILDINGS OR STRUCTURES (see note 5)	
			Sewer & stormwater mains	Water mains	Sewer & stormwater mains	Water mains
3.2	If horizontal distance between proposed footings and Council's infrastructure is 1 - 2m	3.2.1 If pipes will be underneath proposed building or structure	<p>(a) There must be a vertical clearance of a minimum of 600 mm between the top of the pipes and the underside of the proposed building or structure, and</p> <p>(b) The base of the footing must extend >300mm below the zone of influence (see note 4), and</p> <p>(c) Footings are designed by a qualified engineer (see note 3), who certifies that the proposed building or structure will not impose any additional load onto Council's infrastructure (provided with application), and</p> <p>(d) A cash bond or unconditional bank guarantee to a value of 10% of the estimated replacement cost of Council's infrastructure, or \$5000, whichever is greater, is lodged by the applicant prior to construction.</p>	Construction of major buildings or structures is not permitted near to or over water mains	<p>If Council deems the proposed building or structure to be suitably less load-bearing than a major structure, then</p> <p>(a) There must be a vertical clearance of a minimum of 300 mm between the top of the pipes and the underside of the proposed building or structure, and</p> <p>(b) The base of footings must be outside the zone of influence (see note 4), and</p> <p>(c) A cash bond or unconditional bank guarantee to a value of 10% of the estimated replacement cost of Council's infrastructure, or \$5000, whichever is greater, is lodged by the applicant prior to construction.</p>	<p>If Council deems the proposed building or structure to be suitably less load-bearing than a major structure, and the risk of damage to the proposed building or structure or water mains is low, then, then</p> <p>(a) there must be a vertical clearance of a minimum of 600 mm between the top of the pipes and the underside of the proposed building or structure, and</p> <p>(b) the base of footings must extend 300 mm below the zone of influence (see note 4)</p>
		3.2.2 If pipes are external to the proposed building or structure	<p>(a) the base of the footing must extend >300mm below the zone of influence (see note 4)</p> <p>(b) Footings are designed by a qualified engineer (see note 3), who certifies that the proposed building or structure will not impose any additional load onto Council's infrastructure (provided with application)</p>		<p>(a) The base of the footing must be outside the zone of influence (see note 4)</p>	As for major structures

3 (CONT.) LOAD-BEARING OF PROPOSED BUILDING OR STRUCTURE		REQUIREMENTS (ALL PROPOSED BUILDINGS OR STRUCTURES)		ALTERNATIVES OR ALLOWANCES FOR MINOR BUILDINGS OR STRUCTURES (see note 5)		
			Sewer and stormwater mains pipes	Water mains pipes	Sewer and stormwater mains pipes	Water mains pipes
3.3	If horizontal distance between proposed footings and Council's infrastructure is less than 1m	3.3.1 If pipes will be underneath proposed building or structure	(a) There must be a vertical clearance of a minimum of 600 mm between the top of the pipes and the underside of the proposed building or structure, and (b) Council's pipes must be covered with a compressible material and 75mm compacted sand, and (c) Footings must be supported on bored piers/piles that are >1m horizontal distance from Council's pipes and that extend 300mm below the invert of the pipe, or other solutions designed by an engineer and approved by council, and (d) Footings are designed by a qualified engineer (see note 3), who certifies that the proposed building or structure will not impose any additional load onto Council's infrastructure (provided with application), and (e) A cash bond or unconditional bank guarantee to a value of 10% of the estimated replacement cost of Council's infrastructure, or \$5000, whichever is greater, is lodged by the applicant prior to construction.	Construction of major buildings or structures is not permitted near to or over water mains	If Council deems the proposed building or structure to be suitably less load-bearing than a major structure, then (a) the footings must extend 300mm below the zone of influence of Council's pipes (see note 4), and (b) the footings are designed by a qualified engineer, who certifies that the proposed building or structure will not impose any additional load onto Council's infrastructure (provided with application), and (c) there is a minimum 300mm vertical clearance between the underside of the proposed building or structure and the pipes, which have either been replaced (see 5.3 requirements for replacing pipes) or a condition assessment of the pipes by Council (or its agent) has indicated their condition is suitable to build the proposed building or structure over.	Construction not permitted

		3.3.2 If pipes are external to the proposed building or structure,	<p>(a) Council's pipes must be covered with a compressible material and 75mm compacted sand, and</p> <p>(b) the base of the footing must extend >300mm below the zone of influence (see note 4), and</p> <p>(c) the footings are designed by a qualified engineer (see note 3), who certifies that the proposed building or structure will not impose any additional load onto Council's infrastructure (provided with application)</p>	Construction of major buildings or structures is not permitted near to or over water mains	<p>If Council deems the proposed building or structure to be suitably less load-bearing than a major structure, then</p> <p>(a) the footings must extend 300mm below the zone of influence of Council's pipes (see note 4), and</p> <p>(b) the footings are designed by a qualified engineer, who certifies that the proposed building or structure will not impose any additional load onto Council's infrastructure (provided with application), and</p> <p>(c) there is a minimum 300mm vertical clearance between the final ground surface of the proposed building or structure and the pipes, which have either been replaced (see 5.3 requirements for replacing pipes) or a condition assessment of the pipes by Council (or its agent) has indicated their condition is suitable to build the proposed building or structure over.</p>	Construction not permitted
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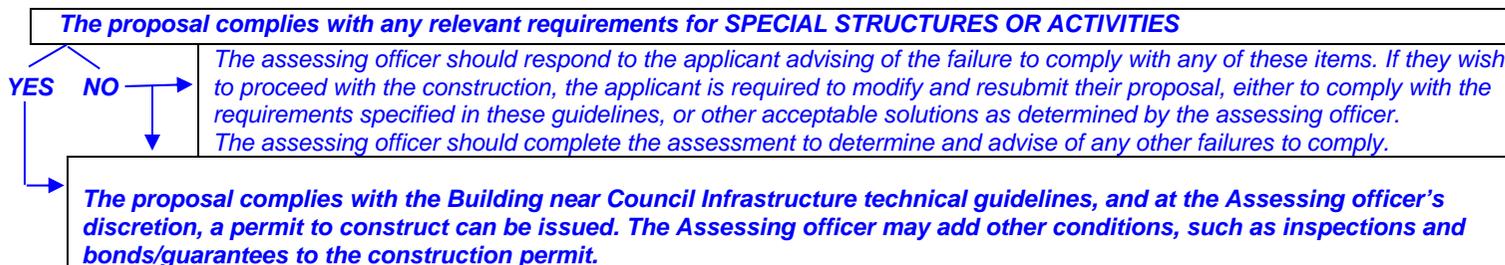
The proposal complies with the LOAD BEARING requirements

YES **NO** → *The assessing officer should respond to the applicant advising of the failure to comply with any of these items. If they wish to proceed with the construction, the applicant is required to modify and resubmit their proposal, either to comply with the requirements specified in these guidelines, or other acceptable solutions as determined by the assessing officer. The assessing officer should complete the assessment to determine and advise of any other failures to comply.*

If the proposal involves a special structure or activity (listed at 4.1, 4.2, 4.3, 4.4, 4.5), assess whether the proposal meets the respective requirements.

4	SPECIAL STRUCTURES, BUILDINGS OR ACTIVITIES			
4.1	Inground swimming pools	4.1.1 In addition to requirements relating to access (item 2),	(a) the horizontal distance between the edge of the pool and Council's infrastructure must be a minimum of 1m	(b) pools are not permitted to be constructed over council's infrastructure

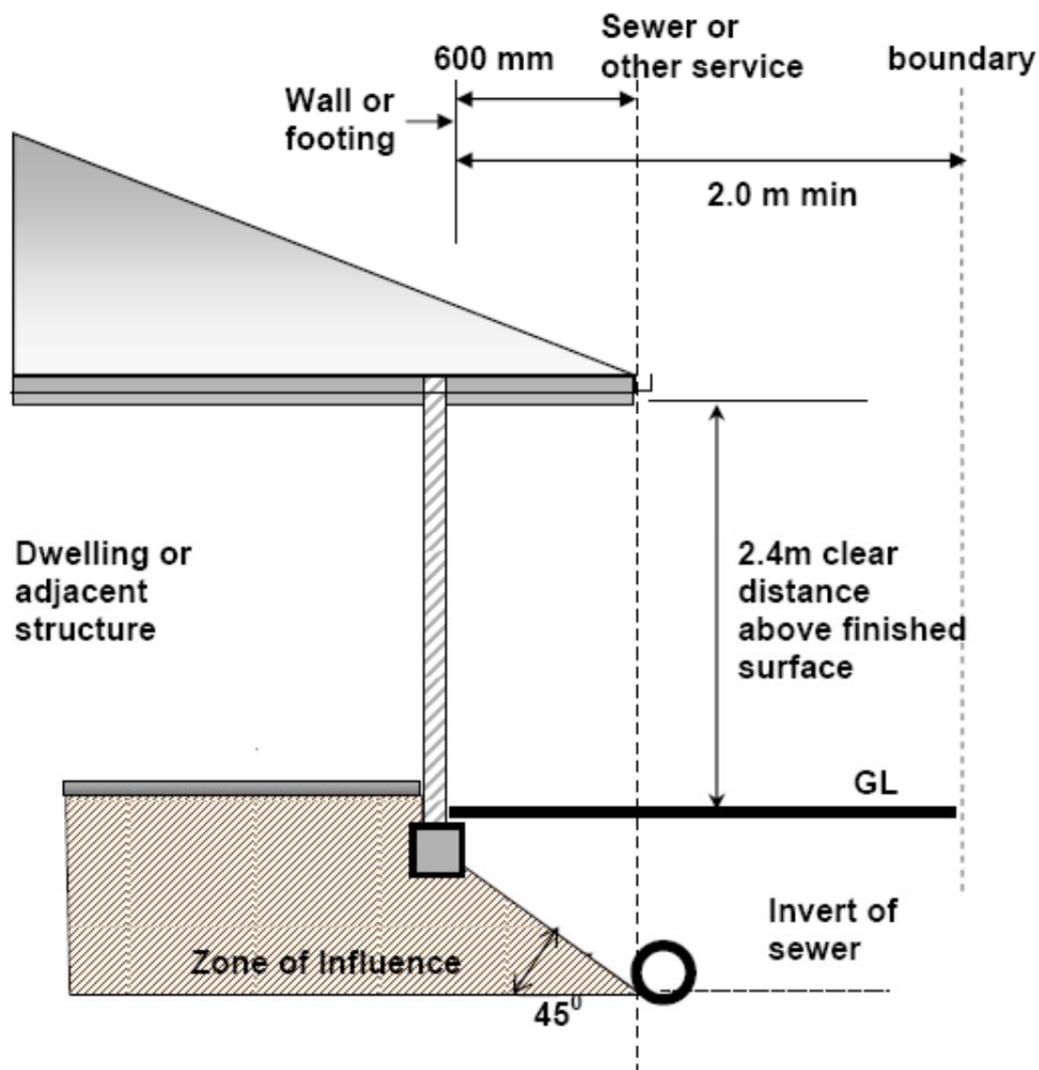
4.2	Utilities (Gas, electricity, telecommunications)	4.2.1 Proposed utilities (a) traversing Council's infrastructure must traverse at 90o (+- 15°) and maintain a vertical clearance of 150mm between the service and the outside edge Council's infrastructure, except for electrical conduits and cables which must be 225 mm clear, and (b) parallel to Council's infrastructure must maintain a minimum horizontal clearance of 300 mm between the service and the outside edge Council's infrastructure, except for electrical conduits and cables which must be 500 mm clear, and (c) must be protected, and (d) place no additional load on Council's services, and (e) comply with the access requirements specified at item 2.
4.3	Property sewers	4.3.1 Proposed property sewer, stormwater and water supply pipes (a) traversing Council's infrastructure must traverse at 90o (+- 15°) and maintain a vertical clearance of 150mm between the service and the outside edge Council's infrastructure, and (b) parallel to Council's infrastructure must maintain a minimum horizontal clearance of 300 mm between the service and the outside edge Council's infrastructure, and (d) place no additional load on Council's services, and (e) comply with the access requirements specified at item 2.
4.4	Driven piles	4.4.1 Driven piles are not permitted within 6m of any of Council's water infrastructure
4.5	Earth moving equipment	4.5.1. Earth moving equipment must not traverse Council sewer or stormwater mains



NOTES

1. Building over = building directly over or within 1m (horizontal distance) of Council's infrastructure
2. For structures such as fences, retaining walls, pipes are considered to be external
3. Qualified engineer = RPEQ (Civil)
4. Zone of influence: refer to figure 1 for an approximate definition, but this shall be exactly determined by a qualified engineer.
5. These do not automatically apply. Council must first approve the proposed building or structure as minor
6. Relocating Council's water (sewer, stormwater, water) pipes: must be conducted by Council officers or a qualified plumber nominated by Council. The design, materials and construction methods must be approved by Council. Council will inspect all open trenches prior to backfilling.

Figure 1. Technical requirements when footings are between 1-2m from Council water, stormwater or sewer pipes



*Other requirements exist when the horizontal distance between footings and the water infrastructure is not 1 m – 2 m. Please refer to the technical guidelines for details.

Responsible Officer: Ken Palmer - Director Technical Services

Report prepared by: Ken Palmer - Director Technical Services

1 PURPOSE OF REPORT

The purpose of the report is to propose the adoption of policy to manage the construction and maintenance of grids on Council's roads.

2 INTRODUCTION / BACKGROUND

Council is responsible for the management, maintenance and operation of all local roads in the North Burnett Region.

Council has the capacity to take all necessary steps for the construction, maintenance and improvements of roads for the safety of all road users and to regulate the use of the roads.

Council must therefore ensure that all existing and future grids do not prejudice the safety of all road users.

3 CORPORATE / OPERATIONAL PLAN

Community Infrastructure and Disaster Management

"1.3 Infrastructure Delivery":

Strategically plan, provide or facilitate community infrastructure and facilities that will meet community needs.

4 POLICY IMPLICATIONS

This policy is required to give Council the authority to manage the installation and on-going standards of grids on Council's roads.

5 STATUTORY REQUIREMENTS

This policy is in accordance with the Local Government Act 2009 and Council's Local Laws.

6 FINANCIAL IMPLICATIONS

The financial implications for Council on adopting the policy is not quantifiable but will include the time to inspect and report on existing grids plus any follow-up administrative costs.

7 RISK MANAGEMENT

There are grids on the majority of Council roads. The conditions of these grids vary from being well maintained and in good condition to grids that need to be replaced.

The risk to the travelling public of poorly maintained grids is high.

The policy puts in place an inspection regime that will identify grids that are at risk to the travelling public and request the owner of the grid, to repair within a defined time frame.

8 CONSULTATION

The Acting District Supervisor's and Asset Manager were consulted.

Draft policy was presented at MEG on 11 December 2012

9 OPTIONS FOR COUNCIL TO CONSIDER

Council can adopt the recommendation, amend the recommendation, or, reject the new policy

10 OFFICER'S COMMENTS / CONCLUSION

The new policy provides Council staff with a clear direction on the management of grids either installed, or proposed to be installed by property owners.

11 ATTACHMENTS

Gates and Grids on Local Roads Policy document.

12 RECOMMENDATION

That the new policy titled "Gates and Grids on Local Roads" be adopted.

Policy Title: Gates and Grids on Local Roads
Policy No: TBA
Policy Subject: Construction and maintenance of grids on public roads.

Directorate: Technical Services
Department: Human Resources

Responsible Officer: District Supervisors
Authorised by: Director of Technical Services

Adopted Date:
Review Date:

Authorities: *Local Government Act 2009*
Local Law No: 2 Section 14 Control of Animals 2011
Local Law No: 4 Subordinate Table 2(Gates and Grids) 2011
Queensland Transport – Manual of Uniform Traffic Control Devices Part 2
Queensland Transport – Roads Planning and Design Manual

Introduction:

North Burnett Regional Council is responsible for management, maintenance and operation of all local roads in the North Burnett Region. Council has the capacity to take all necessary steps for the construction, maintenance and improvement of roads and to regulate the use of the roads. As such, Council must ensure that all existing and future grid structures do not prejudice the safety of vehicular and pedestrian traffic.

Objectives:

1. Provide a policy to landholders about the construction and maintenance of grids on public roads;
2. Provide the basis for Council to assess the condition of existing grids; and
3. Establish guidelines and timeframes for landholders to comply with the requirements of the policy.

Principles:

1. Council recognises its legal obligation to maintain all roads under its control to a standard that allows for the safe and unimpeded movement of all traffic.
2. A grid solely provides the benefits to the adjoining landholder.
3. Approvals for new gates will not be given for installation on Council roads.
4. It is Council's aim to encourage landowners to fence out and promote a reduction in the number of gates and grids on public roads.
5. All grids must be constructed and maintained to the Council approved standard.
6. All new grids are to be submitted to Council on the "Grid Application" form to allow assessment of safety.
7. A grid application fee as set out in the "NBRC Fees and Charges" is to be charged to cover the costs of processing the application and inspection of the site.
8. An annual grid licence fee as set out in the "NBRC Fees and Charges" is to be included with the rates notices to recover costs of annual inspections and associated activities.
9. Width of the grid is to be determined by Road Classification and to be confirmed by onsite inspections.
10. The installation of grid signage to the required standard, as detailed in this policy, (Attachment A) is at the owner's cost.
11. Council will remove a grid at no cost to the owner, provided that the request is received from the grid owner within 60 days of them being advised of the condition rating. All costs associated with an application for the removal of a grid received after that time will be the responsibility of the grid owner.
12. Council staff will remove or repair any grid that is found to be defective, if ownership of the grid can not be established. The preferred option is removal.

New Grid Installations:

All new grids are to comply with the Grid Construction Standard
New grids installed on category 3 & 4 sealed roads are to be double grids irrespective of existing seal width.
New grids installed on Category 5 sealed roads are to be single grids unless the existing grid is greater than 3.6m, then a double grid is required.

Existing Grid Upgrades:

Existing grids are to have the components upgraded to the current standard at the time the component is deemed needing replacement as per the condition assessment.

Responsibilities:

Requirement	Responsibility
A) Public gates and associated fencing are to be maintained in a safe and serviceable condition.	Landholder
B) Grids are to be maintained in a safe and serviceable condition	Landholder
C) On Unsealed Roads the approaches to the grid, are to be maintained free of defects to Council's standards for a distance of 5m from the grid edge.	Landholder
D) On Sealed Roads the approaches to the grid, are to be maintained free of defects to Council's standards	Council
E) Grids are to be inspected at least once every year and records in relation to the inspection are to be kept for a period of three (3) years from the date of inspection.	Council/District Supervisor or delegate
F) A register of all gates and grids is to be maintained.	Council/Technical Officer -Assets
G) Grids installed after the date of operation of this policy must comply with requirements of the standard grid design as detailed in this policy.	Landholder
H) All grids, regardless of installation date, must have signage complying with the Queensland Transport - Manual of Uniform Traffic Control Devices Part 2	Landholder

Application Fee:

Refer to Fees and Charges

Application Fee for 2012/2013 is \$95 including GST

Assessing Considerations:

The sites of all new grids are to be assessed on site by the District Supervisor before approval is given for the installation.

Onsite considerations:-

1. Distance to a curve – Horizontal alignment
2. Distance to a crest – Vertical alignment
3. Road Category
4. Road Surface
5. Sight distance must not be less than:
 - a. 170m in a 100km zone
 - b. 115m in a 80km zoneas per Chapter 9 of MR Planning and Design Manual.

These will determine if:

- a. A Single grid is approved at the site.
- b. A Double grid is required at the site.
- c. A grid is not approved at the site.

Implementation:

1. An inspection of each grid is to be undertaken in April/May each year by the District Supervisor or Depot Foremen.
2. Each grid is to be given a condition rating in accordance with Table 1.
3. All condition assessments are to be forwarded to Technical Officer –Assets.
4. Any defect reports will be sent to the Grid owner for action.
5. If any grid maintenance issues arise as a result of routine road inspections, Council will contact the grid owner and issue a report as per Tables 1 & 2.
6. If works of an emergent nature are identified, Council reserves the right to affect such repairs as deemed necessary for public safety with all costs incurred being met by the grid owner.
7. Council will undertake repairs to grids if requested by the grid owner under a private works arrangement.
8. Council will establish ownership of defective grids by sending a letter to all adjacent landowners indicating that Council may remove the grid if an owner is not found.
9. Council may consider financial assistance in terms of a deferred payment program upon receipt of a written request.

Element	Assessment Criteria	Score
Signage	Some missing	4
	All present	1
Rail	Replace	5
	Poor	4
	Average	3
	Good	2
	New	1
Bearer	Replace	5
	Poor	4
	Average	3
	Good	2
	New	1
Abutment	Replace	5
	Poor	4
	Average	3
	Good	2
	New	1

Table 2: Grid Removal/Replacement/Repair Action of each Component		
Condition Rating	Remedial Action	Due Date
5	Replace or remove component in accordance with Attachment A	1 month from date of letter
4	Replace or remove component in accordance with Attachment A	3 months from date of letter
3	Monitor component	No action required
2	No action required	No action required
1	No action required	No action required

Construction Standards:

Single Grid

Constructed to Australian Standard AS5100 Bridge Design

Minimum width across road 4m

Minimum Length down road 1.8m

Example of a commercially available and abutment is the Aprilla grid – Model S13HOE

Double Grid

Constructed to Australian Standard AS5100 Bridge Design

Double span Minimum width across road 7m

Minimum length down road 1.8m

Example of a commercially available and abutment is the Aprilla grid – Model S22HOE

The Grid Condition Assessment Form:

The Grid Condition Assessment Form is ideally to be completed on a PDA but can be completed in paper format.

Grid Condition Assessment Form			
Road Name:		Chainage:	
Element	Assessment Criteria	Score	Tick Condition
Signage	Some missing	4	
	All present	1	
Rail	Replace	5	
	Poor	4	
	Average	3	
	Good	2	
	New	1	
Bearer	Replace	5	
	Poor	4	
	Average	3	
	Good	2	
	New	1	
Abutment	Replace	5	
	Poor	4	
	Average	3	
	Good	2	
	New	1	
Notes			

Inspected by: _____ Date: _____

Processed by: _____ Date: _____

Action: _____

Responsible Officer: Ken Palmer - Director Technical Services

Report prepared by: Ken Palmer - Director Technical Services

1 PURPOSE OF REPORT

The purpose of the report is to propose the adoption of policy on Asset Management.

2 INTRODUCTION / BACKGROUND

Council has prepared and adopted a number of asset management plans without having a formal Asset Management Policy.

A record search, a draft Asset Management Policy has previously been prepared, but never formally adopted by the Council.

The draft policy has been completely re-written to separate policy from strategy.

The policy provides a framework for a consistent and appropriate Asset Management procedures, processes and systems throughout the North Burnett region.

Council must manage its assets to ensure whole of life sustainability, while delivering services to the community at an appropriate level of service, within the context of reducing funding base, low affordability, ageing infrastructure and declining population.

Apart from these four issues, Council also has the added problem of distance between our six service centres

3 CORPORATE / OPERATIONAL PLAN

Community Infrastructure and Disaster Management

“1.1 Asset Management”

Develop comprehensive asset management plans for all classes of Council’s assets (including the water network) and individual asset management plans to support them.

4 POLICY IMPLICATIONS

The policy establishes a framework for the implementation of Asset Management within Council.

5 STATUTORY REQUIREMENTS

Nil

6 FINANCIAL IMPLICATIONS

Effective asset management impacts on all Council services. Asset management should define Council’s maintenance programs and capital works projects.

Before Council commits to a new asset, Council should know the whole of life cost of owning that asset and the underlying service that it provides.

7 RISK MANAGEMENT

There are significant risks to Council by not adopting sound asset management practices.

Examples – not having sufficient reserves to replace assets that have, or are very close to, the end of their useful lives. For example: swimming pools, and water and

sewerage treatment plants.

Re-active maintenance is a financial risk, as it is not very good use of resources.

8 CONSULTATION

The Acting District Supervisor's and Asset Manager were consulted.

A draft policy was presented to MEG on 13 November 2012.

9 OPTIONS FOR COUNCIL TO CONSIDER

Council can adopt with or without amendments, or, reject the new policy

10 OFFICER'S COMMENTS / CONCLUSION

The Asset Management policy is the first of a number of asset management documents that will come before Council in the next couple of months.

The policy establishes the framework. Additional documents will be Asset Management Strategy and Asset Management Plans.

13 ATTACHMENTS

Asset Management Policy document.

14 RECOMMENDATION

That the new policy titled "Asset Management" be adopted.

Policy Title: Asset Management
Policy No: TBA
Directorate: Technical Services
Authorised by: North Burnett Regional Council

Adopted Date:
Review Date:

References: Corporate Plan reference
1.0 Community Infrastructure and Disaster Management
1.1 Asset Management
1.2 Infrastructure Costing
1.3 Infrastructure Delivery
1.4 Infrastructure Funding

INTRODUCTION:

This policy provides a framework for consistent and appropriate Asset Management practices, processes and systems throughout North Burnett Regional Council.

OBJECTIVES:

Council will manage its assets to ensure whole of life sustainability while delivering services to the community at the appropriate level of service within the context of reducing funding base, low affordability, ageing infrastructure and declining population.

The aim of this policy is to give clear direction and to ensure the effective management of the Council's infrastructure in accordance with the adopted Asset Management Framework.

Council is committed to implementing Asset Management by

- Allocating resources for the development of Asset strategies, Asset Management Plans and Asset Management improvement programs
- Management of Council's assets is a systematic and sustainable way
- Implementation of a Corporate Asset Management System
- The development of core Asset Management Plans
- The capture of asset data to populate the core Asset Management Plan

- The development and implementation of an Asset Management Improvement Plan
- Regular communication with the community to determine appropriate service levels and asset requirements.

POLICY SCOPE

The policy applies to all infrastructure owned by Council. The elements of Asset Management applied by this policy are:

- Future maintenance, operational, renewal and capital works funding requirements
- Whole of life Asset Management approach
- Asset attribution, condition and the service outcomes
- Performance Management
- Existing and future levels of service
- Risk Management
- Asset Accounting
- Compliance
- Education and improvement practices

POLICY STATEMENT

Asset Management Framework

Council's Asset Management Framework includes the following:

- i. Asset Management Policy
 - Principles, requirements and responsibilities for Asset Management linked back to Council's Corporate Plan
- ii. Asset Management Strategy
 - Asset Management Objectives, Asset Management Practices, Gap Analysis, Audit and review processes
- iii. Asset Management Plans
 - Description, level of service, demand forecast, lifecycle costs and financial aspects

Asset Management Policy

This policy sets out Council's vision and goals, asset management, organizational roles and responsibilities for the management of Council's assets.

Asset Management Strategy

The strategy will set out actions, timeframes and resources required to obtain and improve asset management knowledge, to improve processes and practices, and to implement an asset management system in the context of Council's resources.

Asset Management Plans

Council will develop asset management plans in accordance with International Infrastructure Management Manual 2011(IIMM 2011).

The plans will apply to all assets and will include:

- Identify asset attribution, condition and performance
- Identify existing level of service and any potential gaps of service that may exist
- Provide information on existing and future maintenance, operation and capital works requirements
- Identify short and long term funding needs
- Provide the basis for long term financial planning for assets

Maintenance and Operational Plan

Council will develop maintenance and operational plans detailing the day to day activities required to provide the correct level of service.

Asset Planning (Capital Works)

- All assets will be managed from a whole of life perspective
- A three year rolling Capital Works program will be developed, reviewed and added to annually, as part of Council's budget development process
- Asset renewals will be met prior to any new assets being approved
- New assets will only be approved where there is clearly identifiable need, A Council commitment or a deficient level of service

Asset Accounting and Costing

- Council will keep and maintain an asset register for all assets owned by Council
- Assets will be revalued every three years
- Assets will be depreciated in accordance with current accounting regulations

Asset Management Improvement Program

- Develop and periodically review an Asset Management Improvement Plan

Roles and Responsibilities

Council

- Set Asset Management Policy
- Set levels of services and costs standards
- Approve and renew Asset Management Plans

TS Standing Committee

- Provides direction to senior staff
- Supports the implementation of the Asset Management Program
- Oversee the continued improvement process

MEG

- Review and monitor the Asset Management program
- Ensure the development of integrated Asset Management systems, processes and plans consistent with the corporate directive

Asset Manager (“Owner”)

The Asset Manager has the responsibility of the asset

- Manages the asset
- Strategic planning, preparation of life cycle costs, management of budget
- Data collection, maintaining asset registers
- Establishing agreed levels of service and service standards
- Monitoring asset condition and performance against approved maintenance and operational standards

Service Manager

The Service Manager has the responsibility of the service

- Community engagement
- Operational budget
- Developing the maintenance and operations management plan
- Provide services to agreed service standards and overall service performance

ECON 01 Development Statistics

Responsible Officer: Bob Savage – Director of Development & Environment

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

5 February, 2013 – Standing Committee

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 - NOVEMBER 2012						
	Biggenden	Eidsvold	Gayndah	Monto	Mundubbera	Perry	TOTAL
PLANNING							
* MCU			1	1		1	3
* ROL							0
* Other				1			1
Sub - Total Planning	0	0	1	2	0	1	4
BUILDING							
* Domestic (Dlwg/Shed/pools etc)	1	1	5	5	3		15
\$ value of work	\$2,500	\$0	65,476	\$125,343	\$220,636	\$0	\$413,955
* Commercial/Industrial	2						2
\$ value of work	291,700						291,700
Sub - Total Building	3	1	5	5	3	0	17
PLUMBING							
* Domestic (Dwg/Shed)					1		1
* Commercial/Industrial							0
Sub - Total Plumbing	0	0	0	0	1	0	1
TOTAL	3	1	6	7	4	1	22

MONTHLY COMPARISON

TYPE OF APPLICATION	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Total
Planning	1	1	3	5	3	6	6	4	9	2	2	4	46
Building	23	9	17	17	11	20	17	14	22	16	21	17	204
Plumbing	2	2	5	6	4	5	6	11	3	3	6	1	54
TOTAL	26	12	25	28	18	31	29	29	34	21	29	22	304

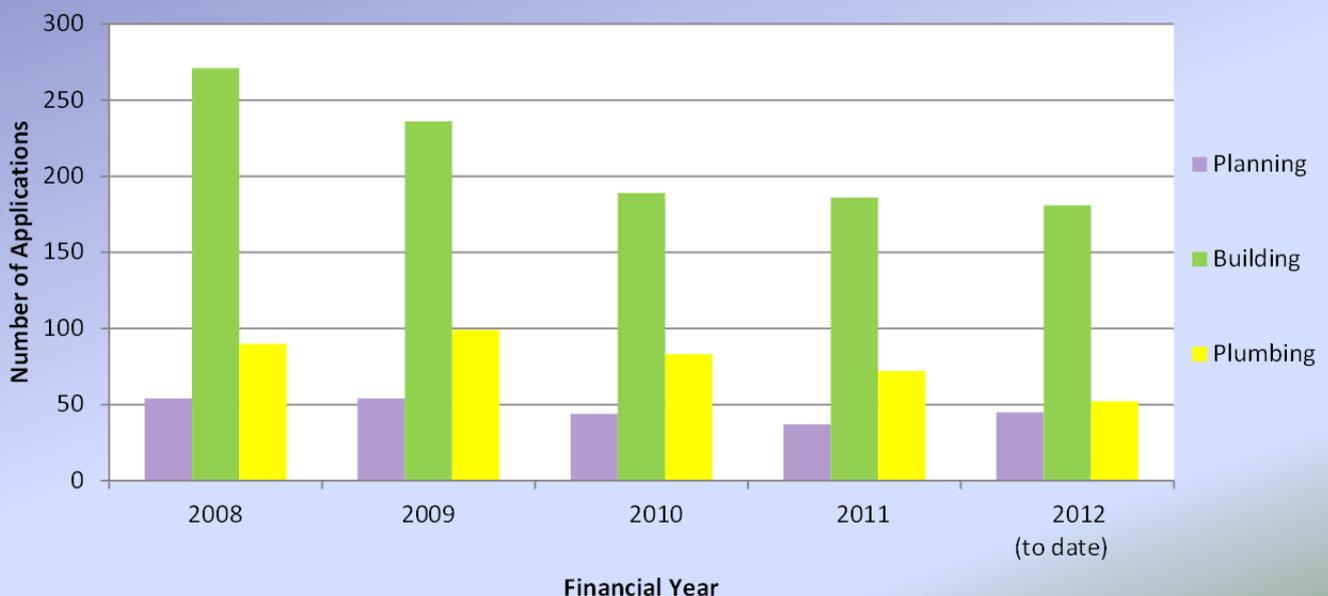
NUMBER OF APPLICATIONS THAT HAVE EXCEEDED THE ALLOWABLE ASSESSMENT TIME (SPA)

TYPE OF APPLICATION	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12
Planning												
Building												
Plumbing												
TOTAL	0											

Yearly Comparison - Number of Applications Received

TYPE OF APPLICATION	2008	2009	2010	2011	2012 (to date)	PROJECTED TOTAL 2012	PROJECTED % INCREASE/DECREASE FROM PREVIOUS YEAR
Planning	54	54	44	37	45	49	32%
Building	271	236	189	186	181	197	6%
Plumbing	90	99	83	72	52	57	-21%
TOTAL	415	389	316	295	278	303	Average 6%

Yearly Comparison of Applications Received up to the date of this Report



Note

- The number of Building Applications is the combined total of all those received by Council and Private Certifiers.
- 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 November.

Application Number	Property Address	Description	Assessment Type	Value
0256/12	13003 GLADSTONE-MONTO ROAD, MONTO QLD 4630	BUILDING - Second Shed	40974-20000-000	\$20,613
0257/12	8 LISTER STREET, MONTO QLD 4630	PLANNING - Veterinary Surgery (Material Change of Use)	40095-00000-000	\$0
0258/12	SIMON STREET, GAYNDAH QLD 4625	BUILDING - Demolition of existing Control Room - Lift Well & Provide New Control Room	30042-00000-000	\$0
0259/12	21 RUTHERFORD STREET, MONTO QLD 4630	BUILDING - Shed	40399-00000-000	\$38,716
0260/12	9 STUART-RUSSELL STREET, MUNDUBBERA QLD 4626	BUILDING - Shed	60126-00000-000	\$21,529
0261/12	24 MESON STREET, GAYNDAH QLD 4625	BUILDING - Garage	30162-20000-000	\$42,776
0262/12	8 RIFLE RANGE ROAD, GAYNDAH QLD 4625	PLANNING - Bulk Fuel Storage Depot	30697-00000-000	\$0
0263/12	26 EDWARD STREET, BIGGENDEN QLD 4621	BUILDING - 2 x Commercial Buildings (Shops)	10012-00000-000	\$291,700
0264/12	26 EDWARD STREET, BIGGENDEN QLD 4621	Building Work Against The Planning Scheme - Commercial Shop	10012-00000-000	\$0
0265/12	ROSEVALE, 26895 BURNETT HIGHWAY, ABERCORN QLD 4627	BUILDING - Verandah	20364-00000-000	\$0
0266/12	5 KELVIN STREET, MONTO QLD 4630	BUILDING - Alterations to Dwelling	40299-00000-000	\$51,547
0267/12	508 REDVALE ROAD, BINJOUR QLD 4625	BUILDING - Garage	30943-10000-000	\$10,500
0268/12	6 HORTON STREET, BIGGENDEN QLD 4621	BUILDING - Carport	10351-08000-000	\$2,500
0269/12	605 BOONDOOMA ROAD, GLENRAE QLD 4626	BUILDING - Detached Part of Existing Dwelling for Relatives Accommodation	60528-00000-000	\$176,414
0270/12	64 BARROW STREET, GAYNDAH QLD 4625	BUILDING - Deck	30301-00000-000	\$9,000
0271/12	LONG DRIVE, MONTO QLD 4630	BUILDING - Awning on the shed	40555-60006-000	\$5,467
0272/12	73 BURNETT STREET, MUNDUBBERA QLD 4626	BUILDING - Garage	60003-00000-000	\$22,693
0273/12	12 STONES AVENUE, MOUNT PERRY QLD 4671	Multi-unit accomodation	50207-95000-000	\$0

Application Number	Property Address	Description	Assessment Type	Value
0274/12	LONG DRIVE, MONTO QLD 4630	PLANNING - Shed and Awning - Building Work not associated with MCU	40555-60006-000	\$0
0275/12	21 PINE STREET, KALPOWAR QLD 4630	BUILDING - Double Garage	40045-40000-000	\$9,000
0276/12	STANMORE ROAD, COONAMBULA QLD 4626	PLUMBING - Shed Ametities	60950-85000-000	\$0
0277/12	73 FIELDING STREET, GAYNDAH QLD 4625	BUILDING - Deck	30328-00000-000	\$3,200
			TOTAL	\$705,655

ECON 02 Development Statistics

Responsible Officer: Bob Savage – Director of Development & Environment

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

5 February, 2013 – General Meeting

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 - DECEMBER 2012						TOTAL
	Biggenden	Eidsvold	Gayndah	Monto	Mundubbera	Perry	
PLANNING							
* MCU			1				1
* ROL			1				1
* Other							0
Sub - Total Planning	0	0	2	0	0	0	2
BUILDING							
* Domestic (Dwg/Shed/pools etc)	1			1	2	2	6
\$ value of work	\$55,000	\$0	\$0	\$260,708	\$6,700	\$760,000	\$1,082,408
* Commercial/Industrial						2	2
\$ value of work							0
Sub - Total Building	1	0	0	1	2	4	8
PLUMBING							
* Domestic (Dwg/Shed)	1			1		5	7
* Commercial/Industrial							0
Sub - Total Plumbing	1	0	0	1	0	5	7
TOTAL	2	0	2	2	2	9	17

MONTHLY COMPARISON

TYPE OF APPLICATION	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Total (13 Months)
Planning	1	1	3	5	3	6	6	4	9	2	2	4	2	48
Building	23	9	17	17	11	20	17	14	22	16	21	17	8	212
Plumbing	2	2	5	6	4	5	6	11	3	3	6	1	7	61
TOTAL	26	12	25	28	18	31	29	29	34	21	29	22	17	321

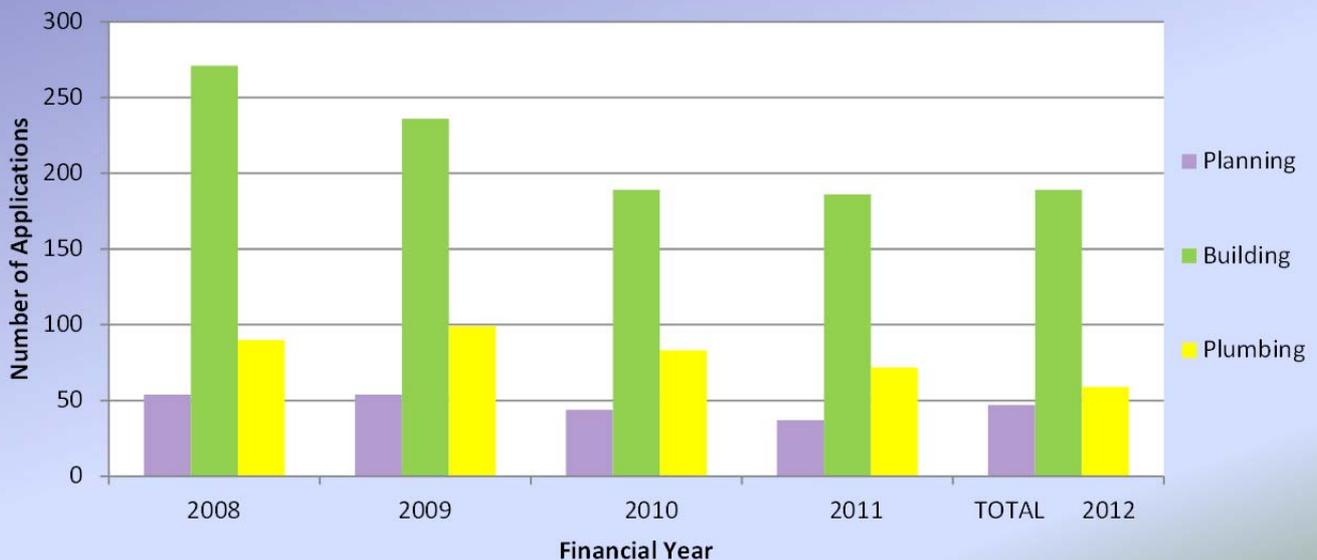
NUMBER OF APPLICATIONS THAT HAVE EXCEEDED THE ALLOWABLE ASSESSMENT TIME (SPA)

TYPE OF APPLICATION	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov12	Dec12
Planning												
Building												
Plumbing												
TOTAL	0											

Yearly Comparison - Number of Applications Received

TYPE OF APPLICATION	2008	2009	2010	2011	TOTAL 2012	PROJECTED % INCREASE/DECREASE FROM PREVIOUS YEAR
Planning	54	54	44	37	47	27%
Building	271	236	189	186	189	2%
Plumbing	90	99	83	72	59	-18%
TOTAL	415	389	316	295	295	Average 11%

Yearly Comparison of Applications Received up to the date of this Report



Note

- The number of Building Applications is the combined total of all those received by Council and Private Certifiers.
- 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 December.

Application Number	Property Address	Description	Assessment Number	Value
0281/12	2 GLENVIEW STREET, COALSTOUN LAKES QLD 4621	BUILDING - Additions to Dwelling and Verandahs	10375-00000-000	55000
0291/12	QUEEN STREET, DALLARNIL QLD 4621	PLUMBING - Dwelling	10425-50000-000	0
0279/12	23 WARTON STREET, GAYNDAH QLD 4625	Meterical Change of Use - Dwelling within the Commercial Zone	30349-00000-000	0
0292/12	100 BOYD ROAD, GAYNDAH QLD 4625	Realignment of Boundaries	31640-60000-000	0
0283/12	144 DOWNIES ROAD, THREE MOON QLD 4630	PLUMBING - Dwelling	40905-10000-000	0
0293/12	144 DOWNIES ROAD, THREE MOON QLD 4630	BUILDING - Dwelling and Carport	40905-10000-000	260708
0285/12	MALLET STREET, MOUNT PERRY QLD 4671	BUILDING - Transportable Dwelling (4 BDR) & Carport	50207-00000-000	200000
0286/12	MALLET STREET, MOUNT PERRY QLD 4671	PLUMBING - Transportable Dwelling (4 BDR)	50207-00000-000	0
0287/12	MALLET STREET, MOUNT PERRY QLD 4671	BUILDING - Transportable Dwelling (4 BDR) & Carport	50207-00000-000	200000
0288/12	MALLET STREET, MOUNT PERRY QLD 4671	PLUMBING - Transportable Dwelling (4 Bdr)	50207-00000-000	0
0282/12	MOONTA STREET, MOUNT PERRY QLD 4671	PLUMBING - Dwelling	50276-00000-000	120000
0284/12	MOONTA STREET, MOUNT PERRY QLD 4671	BUILDING - Transportable Dwelling (2 BDR) & Carport	50276-00000-000	120000
0289/12	MOONTA STREET, MOUNT PERRY QLD 4671	BUILDING - Transportable Dwelling (2 Bdr) & Carport	50276-00000-000	120000
0290/12	MOONTA STREET, MOUNT PERRY QLD 4671	PLUMBING - Transportable Dwelling (2 Bdr)	50276-00000-000	0
0280/12	262 HARPURS HILL ROAD, MOUNT PERRY QLD 4671	PLUMBING - Cabin	50471-00000-000	0
0278/12	20 DIANA STREET, MUNDUBBERA QLD 4626	BUILDING - Carport	60262-14000-000	5500
0294/12	18 FLINDERS STREET, MUNDUBBERA QLD 4626	BUILDING - Extension to Deck	60462-00000-000	1200
			TOTAL	\$1,082,408.00

ECON 03 Development Statistics

Responsible Officer: Bob Savage – Director of Development & Environment

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

5 Mar, 2013 – General Meeting

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 - JANUARY 2013						TOTAL
	Biggenden	Eidsvold	Gayndah	Monto	Mundubbera	Perry	
PLANNING							
* MCU			1				1
* ROL					1		1
* Other							0
Sub - Total Planning	0	0	1	0	1	0	2
BUILDING							
* Domestic (Dwg/Shed/pools etc)		2	3	2	1		8
\$ value of work	\$0	\$27,159	\$387,885	\$15,400	\$23,800	\$0	\$454,244
* Commercial/Industrial				1		1	2
\$ value of work				3,000			3,000
Sub - Total Building	0	2	3	3	1	1	10
PLUMBING							
* Domestic (Dwg/Shed)	1		1			1	3
* Commercial/Industrial							0
Sub - Total Plumbing	1	0	1	0	0	1	3
TOTAL	1	2	5	3	2	2	15

MONTHLY COMPARISON

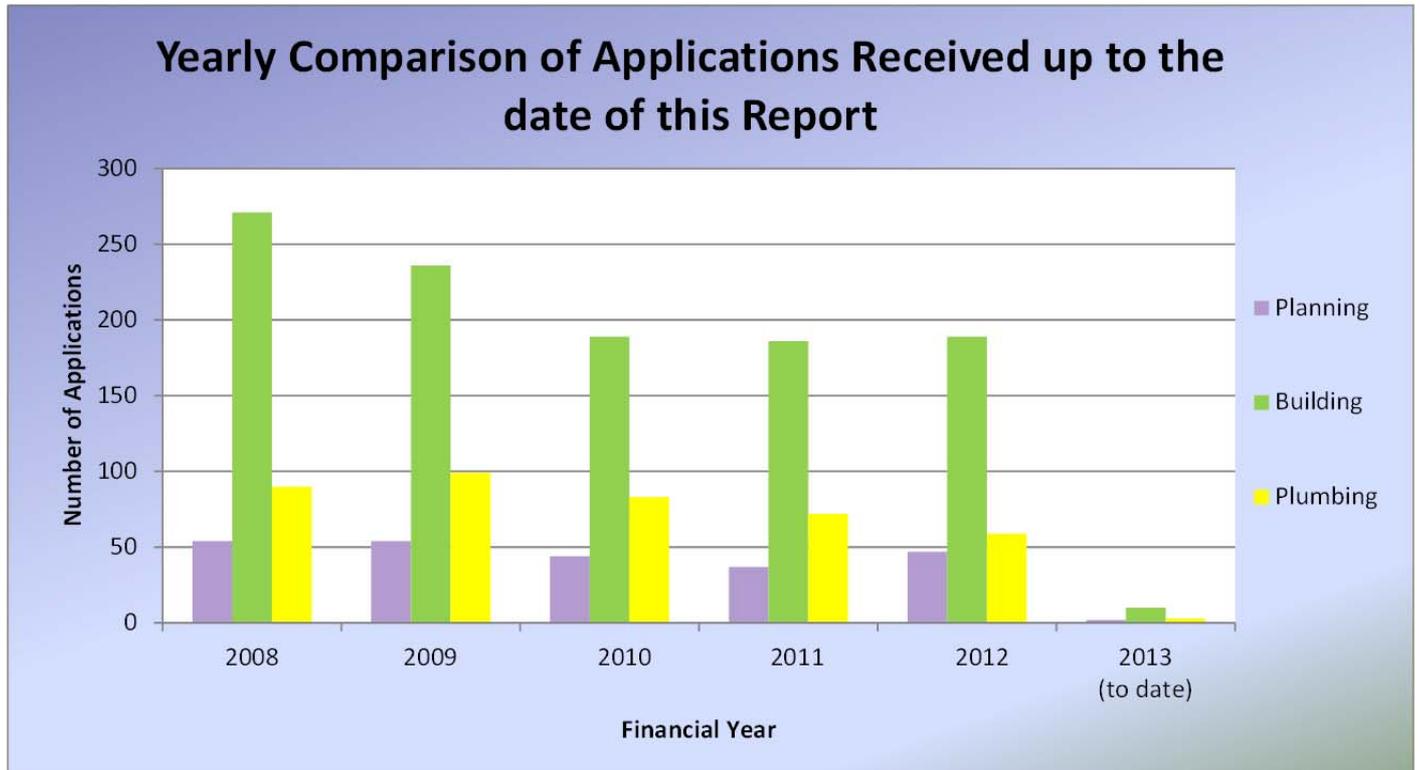
TYPE OF APPLICATION	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Total (13 Months)
Planning	1	3	5	3	6	6	4	9	2	2	4	2	2	49
Building	9	17	17	11	20	17	14	22	16	21	17	8	10	199
Plumbing	2	5	6	4	5	6	11	3	3	6	1	7	3	62
TOTAL	12	25	28	18	31	29	29	34	21	29	22	17	15	310

NUMBER OF APPLICATIONS THAT HAVE EXCEEDED THE ALLOWABLE ASSESSMENT TIME (SPA)

TYPE OF APPLICATION	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13
Planning												
Building												
Plumbing												
TOTAL	0		0									

Yearly Comparison - Number of Applications Received

TYPE OF APPLICATION	2008	2009	2010	2011	2012	2013 (to date)	PROJECTED TOTAL 2013	PROJECTED % INCREASE/DECREASE FROM PREVIOUS YEAR
Planning	54	54	44	37	47	2	24	-49%
Building	271	236	189	186	189	10	120	-37%
Plumbing	90	99	83	72	59	3	36	-39%
TOTAL	415	389	316	295	295	15	180	Average -41%



Note

- The number of Building Applications is the combined total of all those received by Council and Private Certifiers.

- 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 January.

Application Number	Property Address	Description	Assessment Number	Value
0002/13	26 EDWARD STREET, BIGGENDEN QLD 4621	PLUMBING - 2xShops	10012-00000-000	\$0.00
0032/13	444 ABERCORN ROAD, ABERCORN QLD 4627	BUILDING - Dwelling	20363-00000-000	\$0.00
0001/13	KERWEE ROAD, EIDSVOLD QLD 4627	BUILDING - Shed	20419-10000-000	\$27,159.00
0005/13	28 MAUD STREET, GAYNDAH QLD 4625	BUILDING - Shed with Skillon	30233-50000-000	\$30,249.00
0009/13	10 BRIDGE STREET, GAYNDAH QLD 4625	PLANNING - MCU - Multiple Dwelling Granny Flat	30548-00000-000	\$0.00
0004/13	BOYD ROAD, GAYNDAH QLD 4625	PLUMBING - Dwelling	30566-51500-000	\$0.00
0007/13	BOYD ROAD, GAYNDAH QLD 4625	BUILDING - Dwelling	30566-51500-000	\$257,636.00
0296/12	54 BYRNESTOWN - WETHERON ROAD, BYRNESTOWN QLD 4625	BUILDING - Dwelling	31316-11000-000	\$100,000.00
0034/13	8 LISTER STREET, MONTO QLD 4630	BUILDING - Reclassification	40095-00000-000	\$3,000.00
0297/12	LONG DRIVE, MONTO QLD 4630	BUILDING - Deck and Awning	40555-60006-000	\$9,400.00
0006/13	6-8 MONAL STREET, MULGILDIE QLD 4630	BUILDING - Carport	40707-00000-000	\$6,000.00
0295/12	35 DICKSON STREET, MOUNT PERRY QLD 4671	PLUMBING - Dwelling	50296-00000-000	\$0.00
0003/13	262 HARPURS HILL ROAD, MOUNT PERRY QLD 4671	BUILDING - Accomodation Building	50471-00000-000	\$0.00
0011/13	46 LEICHHARDT STREET, MUNDUBBERA QLD 4626	BUILDING - Restump of Dwelling	60143-00000-000	\$23,800.00
0008/13	AUGUSTINES ROAD, O BIL BIL QLD 4626	PLANNING - Boundary Realignment (2 into 2)	60764-00000-000	\$0.00
			TOTAL	\$457,244.00

SOCIAL 01
ARTS & CULTURAL DEVELOPMENT - RADF
ANNUAL BID REQUEST 2013-2014

03-2013

Responsible Officer: Mr Andrew Jackson – Director Community & Cultural Services
Report prepared by: Prue Leng – Community Development Administration Officer

1 PURPOSE OF REPORT

The purpose of this report is to gain commitment from North Burnett Regional Council for its financial contribution to the Regional Arts Development Fund (RADF) program for the 2013-2014 financial year.

2 INTRODUCTION/BACKGROUND

The Regional Arts Development Fund (RADF) is a highly successful State and local government partnership that supports professional and emerging professional artists and arts practitioners living in regional Queensland.

RADF is a Queensland Government through Arts Queensland and North Burnett Regional Council partnership to support local arts and culture.

The North Burnett RADF program has been running successfully for 22 years. Between 2009-2012, RADF has provided more than a quarter of a million dollars in funding to local arts workers for events, workshops, professional development and community arts projects to name a few.

RADF continues to be well-supported within the North Burnett community, with an average of 27 applications received each financial year (for the past four financial years).

3. RADF FINANCIAL REPORT

The following table shows the financial contribution made by Arts Queensland and NBRC for the past four financial years.

Financial Year	Arts Qld allocation	NBRC contribution	Total
2009-2010	\$72,265	\$41,789	\$114,054
2010-2011	\$72,265	\$41,789	\$114,054
2011-2012	\$80,990	\$76,010	\$157,000
2012-2013	\$78,333	\$45,000	\$123,333

Historically, all funds are allocated each financial year, with numerous enquiries from possible applicants.

4 CORPORATE/OPERATIONAL PLAN

Refer to Outcome 7 of Council's Corporate Plan:

7.1 Regional Arts Development. Further develop and support of the RADF to recognise and promote the region. News of successful projects continue to filter through the region, encouraging other individuals and groups to apply to the RADF program for support.

5 POLICY IMPLICATIONS

North Burnett Regional Council Arts & Cultural Strategy

The projects funded under the RADF program fall within the guidelines of Council's Arts and Cultural Policy and the Arts and Cultural Strategy.

6 STATUTORY REQUIREMENTS

Nil

7 FINANCIAL IMPLICATIONS

The RADF program requires a significant financial contribution from participating Councils. The following table indicates the amount of funding Arts Queensland will allocate to North Burnett Regional Council based on the amount of funding provided by Council.

Council	AQ	Total
\$45,000 (Current level of commitment)	\$78,333	\$123,333
\$50,000	\$80,476	\$130,476
\$60,000	\$90,476	\$150,476
\$70,000	\$100,476	\$170,476
\$80,000	\$110,476	\$190,476

8 OPTION FOR COUNCIL TO CONSIDER

Council can advise the level of financial commitment it will make to the RADF fund for the 2013-2014 financial year.

9 OFFICER'S COMMENTS/CONCLUSION

Given the recent flood event which has affected the community severely, in many cases for the second time in as many years, arts and cultural activities made possible by RADF will play an important role in the community recovery process, giving something back to the community rather than 'taking away' from them.

North Burnett Regional Council's RADF Liaison Officer is also working with the RADF Committee and Arts Queensland to deliver a community awareness program to promote RADF across the region, encouraging more people to participate in and benefit from RADF.

10 ATTACHMENTS
Nil

11 RECOMMENDATION

That Council continues to support the RADF program for 2013-2014 by committing the same financial contribution as previous financial year, being \$45,000.

SOCIAL 02
ARTS & CULTURAL DEVELOPMENT -
RADF OUT OF ROUNDS RECOMMENDATION

03-2013

Responsible Officer: Mr Andrew Jackson – Director Community & Cultural Services

Report prepared by: Prue Leng – Community Development Administration Officer

1 PURPOSE OF REPORT

The purpose of this report is to recommend an RADF Out of Rounds application to Council for ratification.

2 INTRODUCTION/BACKGROUND

The North Burnett Regional RADF Committee assessed the following application for approval for 2012-2013 Out of Rounds funding via email and telephone correspondence with RADF Liaison Officer Prue Leng.

2.1 Friends of RM Inc. – Leather and silver jewellery making workshops - \$3280 – Delivering a series of leather and silver jewellery making workshops at the RM Williams Australian Bush Learning Centre on April 27-28 2013.

The Committee moved the application be approved for recommendation to Council.

3 CORPORATE/OPERATIONAL PLAN

3.1 RADF Program

Refer to Outcome 7 of Council's Corporate Plan:

7.1 Regional Arts Development: *Further develop and support of the RADF to recognise and promote the region* News of successful projects continue to filter through the region, encouraging other individuals and groups to apply to the RADF program for support.

4 POLICY IMPLICATIONS

4.1 North Burnett Regional Council Arts & Cultural Strategy

The projects funded under the RADF program fall within the guidelines of Council's Arts and Cultural Policy and the Arts and Cultural Strategy.

5 STATUTORY REQUIREMENTS

Nil

6 FINANCIAL IMPLICATIONS

6.1 2012/2013 RADF Financial Report at 4 January 2013

Round	Description	Allocation	Expended	
Round 1	Public Funding	36,489	20,955	
Round 2	Public Funding	36,489	14,954.75	
<i>GST Refund</i>		299		
Round 3	Public Funding	36,489	0	
Quick Response/Out of Round	Public Funding	4,000	7,339	
Council Initiative 3	Committee RADF Training	9,865	1,283.33	
Totals		2012/2013	\$123,631	\$44,532.08

7 RISK MANAGEMENT

A comprehensive reporting workbook is administered by the RADF Liaison Officer, which highlights any outstanding outcome reports or overdue projects.

8 CONSULTATION

The NBRC Regional RADF Committee completed full assessment of the Round 2 Applications.

9 OPTIONS FOR COUNCIL TO CONSIDER

Council can either:

- a. Adopt the report as provided and ratify the recommendations made by the Regional RADF Committee;
- b. Adopt the report as provided and ratify the recommendations made by the Regional RADF Committee with conditions; or
- c. Not adopt the report as provided.

10 OFFICER'S COMMENTS/CONCLUSION

This application was initially submitted during Round 2 in 2012, but was deemed ineligible by the RADF Committee due to incomplete paperwork. The RADF Committee was very supportive of the proposed project as well as its tangible benefits for the community, and encouraged the applicant to resubmit.

Given the recent flood event which has affected the community severely, arts and cultural activities made possible by RADF will play an important role in the community recovery process, giving something back to the community rather than 'taking away' from them.

11 RECOMMENDATIONS

That Council adopts Arts and Cultural Development Out of Rounds RADF Recommendation report as provided.