

2017

Standing Committee Meetings –
Policy and Planning



Mt Perry

North Burnett Regional Council

01 February 2017

Attendees	Agenda Item 1	Attendees	
Welcome	Agenda Item 2	Welcome / Housekeeping	
Apologies	Agenda Item 3	Apologies	
	3.1	Chief Executive Officer, MJP Pitt and Deputy Chief Executive Officer, D Wiskar	
Declaration	Agenda Item 4	Declaration of Interest	
Deputations	Agenda Item 5	Deputations/Petitions	
Social	Agenda Item 6	Social Report	
	6.1	Community Events Package	003-026
Economic	Agenda Item 7	Economic Report	
	7.1	Request for Waiver of Charges – Warton Street Gayndah	027-031
General Business	Agenda Item 8	General Business	
Closure of Meeting	Agenda Item 9	Closure of Meeting	

**ENGINEERING AND ENVIRONMENTAL SERVICES
COMMUNITY EVENT PACKAGE**

Responsible Officer: *Brendan Pearce – General Manager Engineering and Environmental Services*
Report prepared by: *Rachael Duncan – Cadet Environmental Health Officer*

1 PURPOSE OF REPORT

The purpose of this report is present the “Community Event Package” to Council

2 INTRODUCTION/BACKGROUND

The “Community Event Package” has been developed to provide a “one stop shop” to assist the community when preparing for an event.

3 CORPORATE/OPERATIONAL PLAN

In accordance with
Outcome 1: Infrastructure
Outcome 2: Community
Outcome 3: Economic
Outcome 4: Environmental
Outcome 5: Governance

4 POLICY IMPLICATIONS

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

5 STATUTORY REQUIREMENTS

There are no statutory requirements for this document, but the package identifies relevant legislative requirements when holding an event, eg. food licensing, road safety, fireworks, liquor licensing.

6 FINANCIAL IMPLICATIONS

The concept of the community events package is to provide a single application form and a workflow to streamline the process when an event is being organised. For this reason, it is anticipated that the application process should be more efficient and provide information and requirements in a timely manner.

7 RISK MANAGEMENT

Limited risk

8 CONSULTATION

There has been consultation within Council and various community groups over the past 12 months.

Community consultation is proposed for the introduction of the package.

9 OPTIONS FOR COUNCIL TO CONSIDER

This report is presented for information and discussion purposes only.

10 OFFICER'S COMMENTS/CONCLUSION

This is a whole of Council approach to provide a more efficient approach and an improved service to the community.

11 ATTACHMENTS

- Community Event Package
- Community Event Application Form
- Community Event Risk Assessment

RECOMMENDATION

It is recommended that this report as presented be received as information only.



COMMUNITY EVENT PACKAGE



Community events are an essential part of growing our region. These events help us foster a culture of unity and exhibit our naturally beautiful environment, our friendly people and our incredible produce.

This Community Event Package has been prepared to assist organisations and individuals when planning an event. Especially with a large event, it can be overwhelming when approaching the list of things that need to be organised to ensure that the necessary health and safety and environmental issues are addressed.

We want to make sure that planning events in the North Burnett is as easy as possible while still ensuring the legislative requirements are taken care of. We have put all the information involving Council requirements in one place so that the process is as streamlined as possible.

I hope that this document helps and encourages the planning of events in our region. If you have any questions about Council's requirements for organising an event, please contact Council on 1300 696 272 or email admin@northburnett.qld.gov.au.

Rachel Chambers

Mayor

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Council Community Grants – for the North Burnett Region.....

Council’s Amenities.....

Council’s Mobile Food Van

Fee Waivers.....

The North Burnett Regional Council supports Not-For-Profit Organisations within the North Burnett Region. *Fee Waiver* options for not-for-profit clubs and groups to use equipment, amenities and facilities at a discounted or waived rate may be available for your event. Photocopying and hall hire can be charged at a heavily discounted rate and some hire fees like the mobile toilet are waived upon individual approval. Please make sure to secure the available financial assistance in time for upcoming sport, community or regional events within the North Burnett. Contact your Council office today to find out what waiver options are currently available to you and complete the official Council waiver form to initiate your request.....

Introduction

The North Burnett Region is well-known for its enthusiastic and community minded spirit. It also has many wonderful natural assets that are distributed throughout the region for residents and travellers to enjoy.

The North Burnett is located in Queensland, approximately four hours drive north of Brisbane and one hour west of Bundaberg. The region encompasses six main townships - Biggenden, Eidsvold, Gayndah, Monto, Mt Perry and Mundubbera which service around twenty-five villages and farming catchments. This region is based on an agricultural economy, and every form of farming enterprise exists. With the twin citrus capitals of Gayndah and Mundubbera, to some of the best beef studs in the country right through to dairying, pork production and small crops, we cater for all needs.

North Burnett Regional Council welcomes you to host your event in the North Burnett and encourages you to read the Community Event Package. The Community Event Package has been designed to provide event organisers with information required to hold an event. Please note some event planning considerations that may be required by State Government legislation are not addressed in this Community Event Package and it is recommended you contact the Queensland Government on 137 468.

To ensure Council has adequate time to review your submission, request further information if required and process any permits or licences, applications for events with less than 3000 people attending must be submitted at least 2 weeks prior to the event. Applications for events with more than 3000 people attending are to be submitted at least 1 month prior to the event.

Fees may apply to the permits or licences discussed in this kit.

For a full list of Council’s Fees and Charges please refer to www.northburnett.qld.gov.au For further information please contact Council by email admin@northburnett.qld.gov.au or visit your local Council Office.

NBRC EVENTS CALENDAR

When planning your event it is essential to consider what other events are planned for that date and location. Refer to the North Burnett Regional Council website and click on the ‘Events Calendar’ section to view all future events.



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Checklist

Review the items below and determine if they are relevant to your event. If yes, go to next column.	Tick Box	What action is required?	For more information contact
1. What's On Calendar	<input type="checkbox"/>	Register your event at www.northburnett.qld.gov.au	Council on 1300 696 272 or email admin@northburnett.qld.gov.au
2. Temporary Entertainment Event Permit	<input type="checkbox"/>	Complete Temporary Entertainment Event Form and submit to Council Provide Council with a copy of your Event Management Plan. Provide Council with a copy of your Emergency Management Plan. Provide Council with a copy of the Site Plan.	Council on 1300 696 272 or email admin@northburnett.qld.gov.au
3. Public Spaces/Park Bookings	<input type="checkbox"/>	Please complete the Temporary Entertainment Form and submit to Council	Council on 1300 696 272 or email admin@northburnett.qld.gov.au
4. Public Liability Insurance	<input type="checkbox"/>	Please complete the Temporary Entertainment Form and submit to Council	Council on 1300 696 272 or email admin@northburnett.qld.gov.au
5. Risk Management	<input type="checkbox"/>	Conduct a risk Assessment of your Event, to assess identified risks and complete the Risk Assessment Template	Council on 1300 696 272 or email admin@northburnett.qld.gov.au
6. Traffic Management	<input type="checkbox"/>	Provide Council with a Traffic Management Plan and/or Parking and Pedestrian Management Plan developed by an accredited Traffic Control Provider. If you require signage from Council Please complete the Temporary Entertainment Form and submit to Council	Council on 1300 696 272 or email admin@northburnett.qld.gov.au
7. Community Awareness	<input type="checkbox"/>	If your event will affect the amenity of the surrounding neighbourhood notify the community of the event in advance.	Council on 1300 696 272 or email admin@northburnett.qld.gov.au
8. Community Safety and Security	<input type="checkbox"/>	Consider this as part of your Risk Assessment and address community safety and security measures in the Event Management Plan you submit to Council.	Council on 1300 696 272 or email admin@northburnett.qld.gov.au

9. First Aid	<input type="checkbox"/>	Refer to the table listed earlier in the kit to determine the level of first aid services you will need to provide and include this in the Event Management Plan you submit to Council.	Council on 1300 696 272 or email admin@northburnett.qld.gov.au
10. Electrical Safety	<input type="checkbox"/>	Address electrical safety including the use of generators in your Risk Assessment.	Council on 1300 696 272 or email admin@northburnett.qld.gov.au
11. Gas Safety	<input type="checkbox"/>	Mobile food vendors are required to have a copy of their Gas System Compliance Certificate available for inspection by Council officers at the event.	Council on 1300 696 272 or email admin@northburnett.qld.gov.au
12. Food	<input type="checkbox"/>	Each food business seeking a licence should complete the Temporary Entertainment Form and submit to Council.	Council on 1300 696 272 or email admin@northburnett.qld.gov.au
13. Liquor	<input type="checkbox"/>	Provide a copy of your liquor permit to Council as part of your Event Management Plan.	Office of Liquor and Gaming Regulation on 137 468 or visit www.olgr.qld.gov.au
14. Fireworks	<input type="checkbox"/>	Provide a copy of the following documents to Council: <ul style="list-style-type: none"> • Fireworks display notification form. • Firework insurance policy. • Fireworks contractor licence • Fireworks operator licence 	Department of Natural Resources and Mines on 137 468 or visit www.dnrm.qld.gov.au
15. Amusement operators	<input type="checkbox"/>	Provide Council with copies of certificates of registrable plant for all amusement rides.	Council on 1300 696 272 or email admin@northburnett.qld.gov.au
16. Environmental Management	<input type="checkbox"/>	Consider and manage potential environmental impacts in your Risk Assessment e.g. spills, dust, noise. You are required to address waste management and consider sustainable waste management options. (e.g. Garbage Bins) Please complete the Temporary Entertainment Form and submit to Council	Council on 1300 696 272 or email admin@northburnett.qld.gov.au
17. Animal Management	<input type="checkbox"/>	Consider effective control of animals in your Risk Assessment.	Council on 1300 696 272 or email admin@northburnett.qld.gov.au

18. Do I need a Food Licence?	<input type="checkbox"/>	Complete the appropriate form	Council on 1300 696 272 or email admin@northburnett.qld.gov.au
19. Amenities	<input type="checkbox"/>	Provide amenities in accordance with the tables listed earlier in this Community Event Package. Please complete the Temporary Entertainment Form and the Mobile Toilet Agreement	Council on 1300 696 272 or email admin@northburnett.qld.gov.au
20. Mobile Kitchen	<input type="checkbox"/>	If you are wishing to hire the Mobile Kitchen please complete the Temporary Entertainment Form and submit to Council	Council on 1300 696 272 or email admin@northburnett.qld.gov.au
21. Grants	<input type="checkbox"/>	Please complete the applicable form relating to community or regional events.	Council on 1300 696 272 or email admin@northburnett.qld.gov.au

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Temporary Entertainment Event Permit

Council regulates Temporary Entertainment Events to ensure that they are carried out in a safe manner for patrons, whilst preventing nuisances to the surrounding environment. Event organisers are required to apply by submitting a Temporary Entertainment Event Form. You will also need to provide a detailed Event Management Plan, Emergency Management Plan and Site Plan with your Temporary Entertainment Event Form.

Event Management Plan

An Event Management Plan is a document that comprehensively describes all the issues that have been addressed in planning the event. Event Management Plans need to address: public liability, risk management, traffic management, community safety and security, first aid, electrical safety, gas safety, environmental management, amenities, temporary structures, service of food or liquor, amusement operator requirements and signage/advertising. For further information on how to write an Event Management Plan phone the Office of Liquor and Gaming Regulation on 1137 468 for a copy of their *A Planning Guide for Event Managers* or visit www.olgr.qld.gov.au

Emergency Management Plan

An Emergency Management Plan is a document that outlines how emergencies will be handled during the event. Emergency Management Plans need to: identify who is responsible for responding to incidents; procedures to be followed for a number of situations, e.g. medical emergency or fire; include contact list for event stakeholders and emergency services; detail evacuation procedures and identify emergency exits/assembly points on site maps. Ensure access to fire safety installations and emergency exits are maintained. Provide copies of the Emergency Management Plan to all event stakeholders: staff/volunteers, all stall holders/suppliers, emergency services and local/State Government agencies.

Site Plan

A Site Plan is an aerial drawing of the event location that details the layout of all the activities, buildings and facilities at your event. It must include the location of roads, car parking, emergency vehicle access, fire fighting equipment, emergency exits, emergency assembly areas, pedestrian walkways, first aid, each stall and its name, each amusement operator and their name, amenities, bins and audio equipment (e.g. speakers).

PUBLIC SPACES

Council has many beautiful parks and facilities you can access for your event. If you would like to use a Council venue you need to identify the name and address of the Council venue on the Temporary Entertainment Event Form. Please note: bookings do not guarantee exclusive use of the venue. In some instances, fees and charges and/or a bond may apply. Please contact Council on 1300 696 272 for booking inquiries.

Public Liability Insurance

It is important to note that only event managed and controlled by Council are covered under its public liability insurance policy and the policy indemnifies Council and no other party. All other event organisers are required to provide a certificate of currency for \$20 million that covers the duration and scope of the event and notes North Burnett Regional Council as an interested party. You should also ensure that any other party or provider associated with your event has public liability cover and that evidence of this cover is provided to you prior to the event.



Risk Management

Council is committed to event safety and takes risk management seriously. Risk management is an important component of your planning and it is your responsibility to complete a Risk Assessment prior to the scheduled event. The Risk Assessment should identify, assess and control risks relevant to the event. Council has provided a number of tools to assist you with this. Please refer to the Risk Calculator to access identified risks and complete the Risk Assessment Template. A sample of a completed Risk Assessment is provided for your assistance.



Disclaimer: The risk management material contained in this kit is only general information and is not intended to be an exhaustive process for identifying and managing risk. The material provided by North Burnett Regional Council does not constitute formal advice of any kind in respect to your specific event, nor is it an endorsement of any event planner's application. Council strongly advises you to seek independent advice for your own risk assessment. While the information included here is provided in good faith, no representation is made as to its accuracy, completeness or suitability for your specific event.

Major Event or Festivals in Council Parks

The North Burnett Regional Council welcomes the community to use North Burnett parks for special gatherings such as wedding ceremonies, parties and events. Some of these uses may require approval, relevant permits and have appropriate fees/charges applied. This booking process is in place to prevent conflicts.

Lodging Your Application

Please ensure you have completed the appropriate sections of the *Temporary Entertainment Event Form* at least six weeks prior to the event if a Council Park is being utilised.

Council will contact you by phone or in writing to confirm the park booking date, cost and conditions of use. An invoice will be sent with payment due before the event.

Standard Conditions

Taking care of the park

1. The area is to be maintained and left in a clean and tidy condition and all litter removed from the area. If the park surface is damaged, you must pay for it to be restored to its original condition.
2. You must ensure that participants involved in the event or festival do not trample or walk over the garden beds or shrubs within the park.
3. All fixtures or other items brought into the park are to be removed within 24 hours from completion of the event.

Taking care of your patrons

1. All beverages must be in containers other than glass. The consumption of alcohol in a public place is prohibited under State Government legislation.
2. Ensure facilities such as toilets and waste bins are capable of catering for the needs of the function. You may be held responsible for cleaning and servicing toilets and waste bins.

Taking care of your neighbours

1. Noise is to be controlled so it does not disturb the general public and complies with North Burnett Regional Council local laws.
2. You must adhere to start and end times for functions and activities shown on your permits.
3. For designated site bookings, the site must be vacated by the approved booking time.

Licensing requirement

1. You may be required to lodge a security deposit with Council prior to the function. If you don't lodge this deposit your booking will be invalid. If Council decides there is damage to the park or it is not cleaned properly, Council is entitled to claim this security deposit and/or an additional fee to cover the costs for Council to fix the damage and/or clean the area.
2. No vehicles are to enter the park, except on designated roads or in car parks unless permission is obtained.
3. Additional special conditions may be advised as part of the booking approval. These special conditions must be complied with.
4. Fireworks in parklands are only allowed with the appropriate licence from the Department of Mines and Energy. You are responsible for the supervision and control of the fireworks display. You must advise Fire Communications at the Queensland Fire and Rescue Authority.

Traffic Management

A Traffic Management Plan is required when any control is necessary to direct traffic in a way that is different to that dictated by road rules or existing signage.

This will include speed reductions which may be necessary to deal with venues where there is the potential for interaction of vehicle and pedestrian traffic. A Traffic Management Plan is also required in any situation where significant numbers of vehicles will be entering or exiting off-road parking facilities.

Traffic management Plans must be prepared by an accredited Traffic Control provider in accordance with the *Transport Operations (Road Use Management) Act 1995* and the *Manual of Uniform Traffic Control Devices* and include:

- Approval from Council to close or alter traffic conditions on a road;
- Legible maps and/or diagrams of the event area and sites;
- Appropriate signage, barricading and traffic control to be installed;
- Diagrammatic details of what type of traffic management devices will be used and in what positions;
- Confirmation that all persons involved in directing vehicle movements are adequately qualified. This must be a Police Officer or an accredited Traffic Control Officer;
- Complete and accurate details of what road closures are being sought and for what periods those roads will be closed;
- Details of at least one effective diversionary route for traffic affected by each road closure;
- Distinctly identified emergency vehicle accesses.

A Parking and Pedestrian Management Plan also needs to be submitted with your Traffic Management Plan which identifies the entry and exit points for off-street parking along

with the route pedestrians are expected to follow. It should also show the places where marshals are required for the safe and efficient use of parking and the direction of pedestrians. It will also need to include the placement of temporary fencing that may be needed to either delineate traffic movement or separate vehicles and pedestrians. If you are unsure if a Traffic Management Plan and/or Parking and Pedestrian Management Plan is required or what should be included please contact Council on 1300 696 272.



Car Parking

As the event organiser, you must ensure that there is adequate parking for attendees (including disabled parking), that does not interfere with the usual parking provisions for residents and or businesses. Please be aware that parking on nature strips, areas of open space and parkland is not permitted without a permit from Council. If you believe illegal parking may be an issue at the event, Council recommends that you put marshals in place to ensure parking infringements do not occur.

Temporary Road Closures

Where the event requires temporary road/car park closures you are required to:

- Apply to the Queensland Police Service – www.police.qld.gov.au
- Apply to the Department of Transport and Main Roads if the event is on a State controlled road – www.tmr.qld.gov.au
- Provide written advice to Queensland Ambulance Service and Queensland Fire and Rescue Service at least one month prior to the event date.
- Publish a public notice advising of the road closure at least one week prior to the event. Prior to publication, provide Council a copy of the public notice advertisement.
- Advise any affected public transport providers at least one month prior to the event date.

To ensure safe and proper traffic flow on the day, it is recommended that you conduct a pre-event meeting with all persons involved in the directing of vehicle movements. For all cycle events that are in live traffic, it is also a requirement that you have Department of Transport and Main Roads approved event signage.

Community Awareness

The level of impact an event has on the surrounding community can vary. Consider if your event will affect the amenity of the surrounding neighbourhood e.g. loud noise from audio systems or fireworks, or increased car parking on residential streets. Council recommends you notify the community in advance and provide them with a person to contact if they have any queries. This might be in the form of advertising or a letterbox drop. If you require further information please

contact Council on 1300 696 272 or email admin@northburnett.qld.gov.au

Community Safety and Security

Community safety and security at events is essential. Different types, scale and scope of events require different levels of security and should be determined as part of the risk assessment for example crowd control, cash and equipment protection.

An area for lost property should be clearly signed and staffed accordingly.

If event infrastructure remains at the event site overnight, you must engage appropriate security.

It is vital that all areas of your site, especially access paths and emergency exits are clearly illuminated. This may require you to provide additional lighting at your own expense.

Dependent on the type, scale and scope of the event, Council and/or the Queensland Police Service may require you to engage police officers on special duties, security guards and/or crowd control, at your expense. Please contact Queensland Police Service on 131 444 to determine their requirements or visit www.police.qld.gov.au

ELECTRICAL SAFETY

You must comply with the provisions of the Electrical Safety Act 2002 and Electrical Safety Regulation 2002 which apply to electrical equipment.



This includes but is not restricted to:

- All electrical equipment, including extension leads, to be tested and tagged in accordance with *AS/NZS3760:2010 In-service safety inspection and testing of electrical equipment*;
- Extension leads are to be tagged with the owner's name;
- Portable electrical equipment is to be double insulated or earth-leakage protected;
- All flexible and extension leads must be supported at least 2 metres above the ground if this is not practicable in small specific areas subject to foot traffic, extension and flexible leads are to be laid out so as to ensure they do not pose a trip hazard or an obstruction that denies safe access to the area. As such, leads on the ground are to be kept clear of moisture wherever possible and are to be covered with adhesive duct tape or ground mats to remove potential trip hazards;
- No piggy back plugs or double adaptors are permitted. Power boards are to be used where there is more than one electrical device in use.

It is recommended that portable residual current devices i.e. portable safety switches be connected into the main power supply as a safety precaution in addition to the residual current devices installed at the main power outlet.

Use of Council controlled electrical facilities

Some of Council's parks and facilities have power for event use. If you would like to access power supplies on Council land you will be required to apply to council and pay a connection fee where applicable. For more information about whether a venue has access to power please contact Council on 1300 696 272.

Use of Generators

If existing Council controlled electrical facilities are not sufficient for the event, you may need to use generators. Always follow the manufacturer's instructions in the operator's manual. The hazards of incorrect generator use are poisoning from toxic engine exhaust, electric shock, electrocution, fire and contact with hot surfaces. Please consider the following and address them in your Risk Assessment:

- Location of generators – always use outdoors, only in dry weather, minimum of one metre spacing on all sides and prevent access by the general public e.g. barriers.
- Storage of fuel – store fuel in labelled containers away from any fuel burning appliance;
- Hot generator refuelling – never add fuel while generator is running, wait for the motor to cool;
- Electrical hazards – ensure hands are dry before touching the generator and do not allow it to get wet;
- Fire hazards – ensure suitable fire extinguishers are immediately accessible;
- Potential noise nuisance.

Gas Safety

The Queensland Petroleum and Gas Inspectorate advise that mobile food vendors (caravans, mobile food vans etc.) attending events in the North Burnett Region are required to have a current Gas System Compliance Certificate (AS/NZS 5601:2:2010 Gas Installations). This certificate is a requirement under the *Petroleum and Gas (Production and Safety) Regulation 2004 s105E* which states:

The owner of a commercial vehicle or vessel must ensure the gas system in the vehicle or vessel is inspected, and has a as compliance certificate or an interstate gas compliance certificate issued in relation to it, at least once every 1 year period.

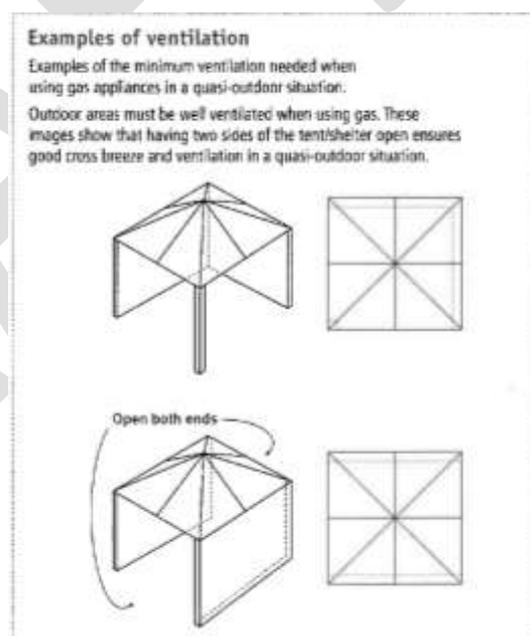
You will need to have a copy of your Gas System Compliance Certificate available for viewing by Council Officers during the event.

Gas appliances should be checked regularly by a qualified person. This ensures that they continue to operate safely and effectively. Always use a licensed gasfitter to install, repair, service or remove gas appliances.

Portable recreation LPG cylinders (barbecue, camping) need particular care. These cylinders usually contain nine kilograms of LPG and can be refilled or exchanged at most service stations. All cylinders must have a valid 10-year stamp to be refilled. Gas refilling stations are

obliged to check the date of every cylinder to be refilled. If the cylinder is not “in test” then it should not be filled.

Keep LPG cylinders secure during transport and don't carry them in the passenger compartment. Nine kilogram LPG cylinders can only be transported in enclosed vehicles for the purpose of getting the cylinder refilled (or exchanged). In addition, no more than two LPG cylinders may be transported at the one time.



When you do have to transport a LPG cylinder make sure it is stored securely in an upright position (so it cannot fall over or become a projectile), is placed in a boot/tray rather than a cabin, and in a way that avoids excess exposure to sunlight or heat. Also check that:

- The service valve is turned off;
- The safety relief valve is positioned so that any gas release will not impinge on another LPG cylinder;
- The LPG cylinder has a current test date (no more than 10 years);
- There is a screw plug in the cylinder outlet when not in use.

Use and store your LPG cylinder in a well-ventilated area and store away from excess heat and possible sources of ignition. No ignition sources should be used within 500mm from the tank as shown in the Checklist for Outdoor Events, available on the Petroleum and Gas Inspectorate's website.

For more information on the safe transportation of LPG cylinders visit the Petroleum and Gas Inspectorate's website.



Hazardous area

No ignition sources are to be used within these hazardous areas of an exchange cylinder. Do not use an ignition source within these distances around an exchange cylinder.





FIREWORKS

Carefully consider the appropriateness of the event site for a fireworks display, taking into account any potential environmental and social impacts. Some sites are unsuitable for fireworks displays.

If you include a fireworks display in the event, you must engage a licensed pyrotechnician to carry out the display in accordance with the *Queensland Code of Practice – Control of Outdoor Fireworks Displays*.

Please supply a copy of the following to Council:

- Fireworks display notification form (submitted to the Department of Natural Resources and Mines visit www.dnrm.qld.gov.au)
- Fireworks insurance policy;
- Fireworks contractor licence; and
- Fireworks operator's licence (conducting the show).

Ensure you notify the local fire station about the fireworks at least seven days in advance.

In accordance with the *Explosives Regulation 2003*, licensed fireworks operators must have a safety management system. Event organisers should obtain a copy of their site specific safety management plan. The plan will include the details of the exclusion zone for safety purposes. Event organisers are responsible for the security of the exclusion zone around the fireworks during the display. The use of metal equipment is prohibited (mortars, tubes, frames, pickets and stands).

Council recommends advising residents prior to a fireworks event, as domestic animals including horses may be affected.

LIQUOR

If alcohol is to be sold or served at the event, an application may need to be made to the Office of Liquor and Gaming Regulation for a permit. Please note that if the event is to be held at a Council venue some liquor permits will require Council's non-objection endorsement on the original prior to its submission. For application forms and assistance, please phone the Office of Liquor and Gaming Regulation or visit www.olgr.qld.gov.au



Environmental Management

In conducting the event, you must take all reasonable and practical measures to minimise environmental impacts. These include:

- Preventing the release of any material that may cause environmental harm to land, water or waterways via the stormwater system;
- Ensuring that liquid spills are cleaned up immediately using sawdust and other absorbent materials and bagged and disposed of accordingly;
- Preventing the release of materials into the air such as dust, fumes and smoke.

Noise

You must take all reasonable and practical measures to minimise noise nuisance. Give consideration to the placement of your stage area to assist with this (including directing speakers away from residents and businesses). We recommend you use sound level monitoring equipment throughout the duration of the event. Any amplified sound must comply with the *Environmental Protection Act 1994*. Penalties may apply if noise levels are exceeded. Please note that if the event holds a liquor permit alternate noise criteria will apply.

Waste

As the event organiser, you are responsible for supplying **additional bins** specifically for rubbish generated at the event site and surrounding areas. Council recommends the minimum number of bins for attendee use (not to include existing bin infrastructure), as follows:

- 1 x 240L bin per 100 attendees – if no food or drinks served or sold.
- 2 x 240L bins per 100 attendees – if food or drinks served or sold.
- 1 x 3m front load skip bin for greater than 1000 attendees.

Bins can be obtained by contacting North Burnett Regional Council on 1300 696 272.

Waste Management

A sustainable event takes measures to minimise its environmental impact by adopting best management practice in recycling and waste, purchasing and packaging options and clean-up regime. This can be achieved by:

- Providing a bin infrastructure system that is clearly signed and strategically placed to make it easy for people to do the right thing.;
- Providing a bin servicing and litter collection regime that encourages everyone to keep the site clean;
- Allocating designated smoking only areas with 'butt out' facilities and infrastructure to assist smokers to butt it, then bit it;
- Working with stallholders and food vendors to achieve recyclable and biodegradable packaging.

Amusement Operators

Ensure all amusement ride operators provide Council with copies of their certificate of Registrable Plant. Animal contact amusement operators e.g. animal farms or petting zoos are required to operate within the *Infection Control Guidelines for Animal Contact*. For a copy of these guidelines phone Queensland Health on 137468 or visit www.health.qld.gov.au

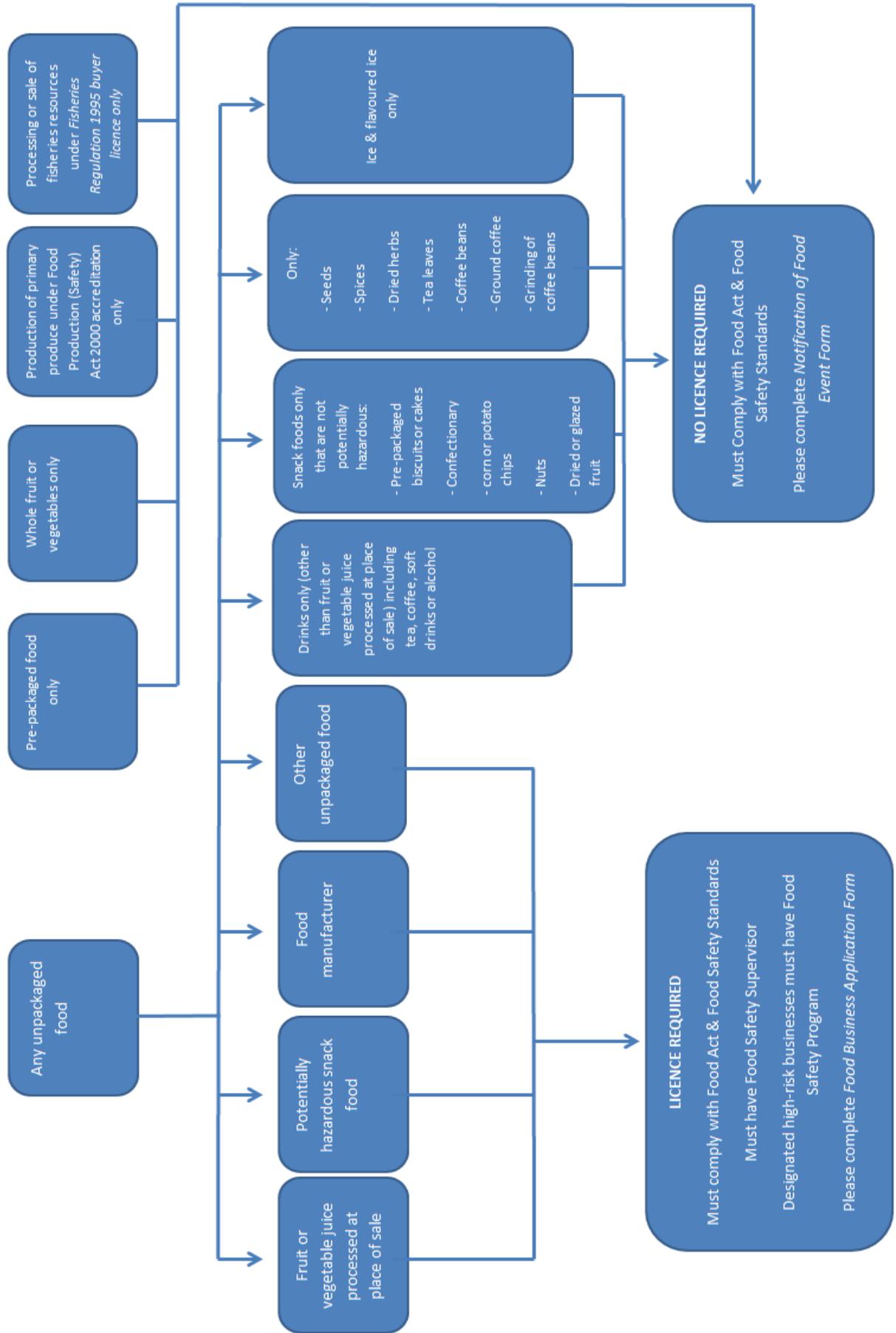


Animal Management

If the event includes domestic animals, *Local Law No. 2 (Animal Management)* requires that all animals be under effective control or contained within an appropriate enclosure. Further, as the event organiser and in charge of the animals please ensure you clean up after them. Protecting the community against risk of injury and damage is paramount while ensuring the animals do not create a nuisance.



Do I need a Food Licence?



Weed Control

Effective weed control often requires a weed to be targeted in a variety of different ways at different points in its lifecycle, depending also on the extent of the weed.

What you can do

Minimise establishment of weeds

- Avoid importing fill or hay feed from external sources unless you are certain that it is weed-free.
- Ensure that machinery used for activities such as slashing is free of weed seeds.
- Make sure that you are aware of and can identify the main 'threatening' weed species spreading in your region.

Please contact Council one month prior to an event if you require further assistance with weed control.





Amenities

These toilet facilities must comply with *Environment Protection (Waste Management) Regulation 2000* and:

- Be accessible for people with disabilities;
- Be cleaned and re-stocked regularly (at your expense);
- Be located away from food service or food storage areas;
- Be weather protected;
- Provide sharps disposal;
- Be well lit so as not to become a security or safety risk.

It is the organiser’s responsibility to obtain a manufacturer’s statement of compliance for any portable toilets supplied at the event.

If the event is likely to attract families, consideration should also be given to providing baby change facilities. To ensure that there is a suitable number of toilets at an event the *Australian Emergency Manual* recommends the following as a guide:

(A) Toilet facilities for events where alcohol is NOT available.

ATTENDEES	MALES	FEMALES
<500	1 Toilet, 2 Urinals, 2 HB	6 Toilets, 2 HB
<1000	2 Toilets, 4 Urinals, 4 HB	9 Toilets, 4 HB
<2000	4 Toilets, 8 Urinals, 6 HB	12 Toilets, 6 HB
<3000	6 Toilets, 15 Urinals, 10 HB	18 Toilets, 10 HB
<5000	8 Toilets, 25 Urinals, 17 HB	30 Toilets, 17 HB

At least one (1) unisex disability access toilet is required. (HB = hand basins)

(B) Toilet facilities for events where alcohol is being consumed

ATTENDEES	MALES	FEMALES
<500	3 Toilets, 8 Urinals, 2 HB	13 Toilets, 2 HB
<1000	5 Toilets, 10 Urinals, 4 HB	16 Toilets, 4 HB
<2000	9 Toilets, 15 Urinals, 7 HB	18 Toilets, 7 HB
<3000	10 Toilets, 20 Urinals, 14 HB	22 Toilets, 14 HB
<5000	12 Toilets, 30 Urinals, 20 HB	40 Toilets, 20 HB

At least one (1) unisex disabled toilet is required (HB = hand basin)

PLEASE NOTE
 For events more than four hours duration, the number of toilets must be regularly serviced throughout the event to ensure that they are clean and that a continuous supply of water, soap, paper hand towel and toilet paper is provided. Where portable chemical type units or effluent holding tanks are used for events longer than four hours, they must be located so that they can be pumped out during the event.

Council's Amenities

North Burnett Regional Council's Mobile Toilet will be made available within the North Burnett Region for use to community groups, clubs, businesses and individuals provided they are able to comply with the Terms and Conditions relating to the use. Terms and Conditions are contained within the Use Agreement

Council's Mobile Food Van

North Burnett Regional Council's Mobile Kitchen will be made available within the North Burnett Region for use to community groups, clubs, businesses and individuals provided they are able to comply with the Terms and Conditions relating to the use. Address

Fee Waivers

The North Burnett Regional Council supports Not-For-Profit Organisations within the North Burnett Region. *Fee Waiver* options for not-for-profit clubs and groups to use equipment, amenities and facilities at a discounted or waived rate may be available for your event. Photocopying and hall hire can be charged at a heavily discounted rate and some hire fees like the mobile toilet are waived upon individual approval. Please make sure to secure the available financial assistance in time for upcoming sport, community or regional events within the North Burnett. Contact your Council office today to find out what waiver options are currently available to you and complete the official Council waiver form to initiate your request.

Council Community Grants – for the North Burnett Region

North Burnett Regional Council has a community grants program which may be relevant to your community event. The intention of the Grant Programme is to enable clubs, organisations, groups and families to:

- Provide events, services, activities and opportunities that would not otherwise be available in the North Burnett Region

Grant Policy Aims and Objectives

The Grants Programme aims to assist North Burnett communities to make positive contributions to cultural, sporting, community, educational or recreational needs – and opportunities. The Programme aims to generate widespread and inclusive community benefit - throughout each town and district, and through diverse groups and families.

Get in early – do it right

To make the most of the Grants program on offer – get in early and do prepare your submission the right way. Calculate with at least 3 months turn around to be on the safe side as you plan your event. The more your event relies on securing funding, the earlier you should seek approval.

The process requires every submission to be approved by the political Council which meets on a monthly basis.

Submissions need to be made using the official Council forms for Community Grants – available on Council's website or at your local office. Pick up your application form today! Pick up a Policy as well – it explains all you need to know.

Remember – asking Council for support in a letter format of your choice – will not succeed. You will be contacted and asked to complete the application process. To be fair to all applicants all applications need to follow the same submission standards.

If you need assistance submitting your Grant – contact your grant officer on 1300 696 272

WAIVER CHARGES - RECONFIGURING A LOT, ONE INTO FOUR, 36 WARTON STREET, GAYNDAH

Responsible Officer: Lex Webster, Manager Development Services

Report prepared by: Emily Goodwin, Development Services

1 PURPOSE OF REPORT

This report is to seek Council's direction in relation to a request by Graham Herbert Taylor to waive or reduce the charges that would be associated with a one into four lot subdivision.

2 BACKGROUND

Graham Herbert Taylor is proposing to subdivide 36 Warton Street, Gayndah into four. Development Services advised him by letter on the 5/1/17 that the infrastructure charges for such a proposal would be \$18,000.00.

3 CORPORATE/OPERATIONAL PLAN

Outcome 3.5.1 Develop and implement NBRC Planning Scheme and provide effective and efficient planning services.

4 POLICY IMPLICATIONS

Infrastructure charges are levied by Council as part of the development assessment process. Infrastructure charges contribute to the provision of essential trunk infrastructure, for example roads, public parks and land for community facilities, water supply, sewerage and stormwater infrastructure, that service and supports development in the North Burnett Region.

Council's Infrastructure Charges Resolution was carried on 18 October 2011. This Resolution was amended on 17 December 2013 to allow developers to "*defer payment of their Infrastructure Charges Notice (ICN) until settlement for the sale of the first lot (subject to the reconfiguration) occurs*". The ICN for this development if this Subdivision application is approved.

The decision to waive, in part or full, the infrastructure charge amount can be at the discretion of Council.

5 STATUTORY REQUIREMENTS

Section 641 of the *Sustainable Planning Act 2009* - Submissions for infrastructure charges notice states that during the applicant's relevant appeal period, the recipient may make submissions to the local government about the original notice.

This request has been lodged prior to lodgement of the application because the applicant has advised that the result of this request may determine whether or not he proceeds with lodgement.

6 FINANCIAL IMPLICATIONS

The Infrastructure Charges (IC) will be \$18,000.00 for this development. Any variation to the amount currently charged will effect the funds available to Council to manage the impact of this development on Council's trunk Infrastructure e.g. water, sewerage, transport, stormwater management , public parks and land for community purposes.

7 RISK MANAGEMENT

Should Council choose to waiver the IC there is a risk of setting a precedent for future requests. There is also the question of fairness to those who have already paid their ICN.

8 CONSULTATION

Consultation has been undertaken between Council's Consultant Planners and Development Services Section.

9 OPTIONS FOR COUNCIL TO CONSIDER

Council has the option to retain, reduce or waiver the IC.

10 OFFICER'S COMMENTS/CONCLUSION

This request to waiver the IC is the third since 17/12/2013 when Council resolved to allow developers to defer payment of their ICN until settlement on the sale of the first lot occurs.

Council is aware that the purpose of infrastructure charges is to contribute towards the impact that development has on Council's existing trunk infrastructure in a Priority Infrastructure area (town area).

It is recognised that Council has indicated that it wishes to continue levying infrastructure charges. (Meeting held 5/5/2015 – resolution to make a local government infrastructure plan (LGIP) within its Planning Scheme, and a subsequent resolution to extend the deadline for its completion by 30/06/18).

If Council wishes not to levy infrastructure charges on developments such as Mr Taylor's ROL such a stance is contrary to the intention of the Resolution.

Notwithstanding this, it can be said that Council has made a commitment to encourage development, in particular subdivisions of land, by allowing deferred payments of ICN's to after the first subdivided lot is sold or transferred to another entity.

11 RECOMMENDATION

It is recommended that Council not amend the applicable \$18,000.00 infrastructure charge and that communications be made to Mr Taylor with advice reiterating that the ICN does not have to be paid until the first lot is sold.

12 ATTACHMENTS

- Request to waiver Infrastructure Charges letter

A

Mr Herb Taylor
36 Warton Street
Gayndah QLD 4625

3/1/2017

The Chief Executive Officer,
North Burnett Regional Council
Gayndah QLD 4615,

3-6-04
RECEIVED (records)
File No: 30229...
19 JAN 2017
To: CEO/LEX...
Doc ID: ...
Retention Ref: 2022K

GAYNDAH
18 JAN 2017
RECEIVED BY:
Kirsty

Dear Sir

RE: PROPOSED SUBDIVISION OF LAND DESCRIBED AT, 36 WARTON STREET, GAYNDAH DESCRIBED AS LOT 7, G15173

I am contemplating subdividing the above lot into four. Council's Development Services staff have advised that the Infrastructure Charges for such a proposal will be \$18,000.00 and that these do not have to be paid until one of the lots has been sold and or transferred out of my name.

The local Real Estate Agents have advised that the market value of these lots will range from about \$15,000 to \$25,000. This is not encouraging as it virtually equates to giving one of the lots to Council to pay for the infrastructure charge's.

Given that Gayndah's real estate market is severely depressed and that there appears to be nothing on the horizon to improve the situation, I request that Council, as an additional incentive to encourage development, drastically reduce the infrastructure charges amount.

Regards,

Herb Taylor

Mr G. H. Taylor
or Herb Taylor as per attorney for mums

B

To the Chief Executive Nth Burnett Council

Mass, This is in addition to the letter prepared by Lex and Emily.

To put "Chooka Run Operas" behind us is logical to the betterment of all the community perhaps to encourage confidence which would stimulate others to invest and create more permanent homes aimed at average Australian Returns as Homelase.

L.J. Hoobers and you would have on record recent prices reached after considerable time on market of land next to ours, It certainly shocked Lex also. only \$15,000 per block minus agent, lawyers, rates, surveyor drawlayer, plumbing costs = hard being worth a carton of Beer in near future unless halt to this spiral.

This is even affecting ground level employees of council who have told us of their concerns, afraid to voice opinions who can blame them. as prim we all hope that we are big enough to put "Chooka Run Operas" Behind and put energy into working together for benefit of everyone here

The weight will mainly be carried on my shoulders and after recent major heart rebuild, valves, rheumatic fever, making a bit ask for your consideration or infustration, handed at amalgamation to Nth Burnett Council, is BASIC with maintance minimal, we would achieve more working with you for ³¹ gayndahs Benefit stimulating confidence and working together instead of friction ^{begins} HERB LAYTON