



# South Burnett

## Regional Council

### Minutes

Of The

## General Council Meeting

Held in the Warren Truss Chamber, 45 Glendon Street Kingaroy

On Wednesday 20 April 2016

Chief Executive Officer: Gary Wall

#### Our Vision

*"Individual communities building a strong and vibrant region."*

#### Our Values

- |          |                           |   |
|----------|---------------------------|---|
| <b>A</b> | <b>Accountability:</b>    | <i>We accept responsibility for our actions and decisions in managing the regions resources.</i>      |
| <b>C</b> | <b>Community:</b>         | <i>Building partnerships and delivering quality customer service.</i>                                 |
| <b>H</b> | <b>Harmony:</b>           | <i>Our people working cooperatively to achieve common goals in a supportive and safe environment.</i> |
| <b>I</b> | <b>Innovation:</b>        | <i>Encouraging an innovative and resourceful workplace.</i>   |
| <b>E</b> | <b>Ethical Behaviour:</b> | <i>We behave fairly with open, honest and accountable behaviour and consistent decision-making.</i>   |
| <b>V</b> | <b>Vision:</b>            | <i>This is the driving force behind our actions and responsibilities.</i>                             |
| <b>E</b> | <b>Excellence:</b>        | <i>Striving to deliver excellent environmental, social and economic outcomes.</i>                     |

# SOUTH BURNETT REGIONAL COUNCIL MINUTES

Wednesday, 20 April 2016

## ORDER OF BUSINESS:

<b>1.</b>	<b>LEAVE OF ABSENCE</b> .....	<b>1</b>
<b>2.</b>	<b>PRAYERS</b> .....	<b>1</b>
<b>3.</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETING</b> .....	<b>1</b>
3.1	South Burnett Regional Council Minutes .....	1
3.2	South Burnett Regional Council Minutes - Post Election Meeting .....	2
3.3	South Burnett Regional Council Minutes - Special Meeting .....	2
<b>4.</b>	<b>PORTFOLIO - ECONOMIC DEVELOPMENT, GOVERNANCE AND COMMUNICATIONS</b> .....	<b>2</b>
4.1	Economic Development, Governance and Communications Portfolio Report.....	2
<b>4.2</b>	<b>GOVERNANCE (G)</b> .....	<b>5</b>
4.2.1	G - 1595053 - Operational Plan 2015/16 Progress Report for January - March Quarter .....	5
<b>4.3</b>	<b>ECONOMIC DEVELOPMENT (ED)</b> .....	<b>107</b>
4.3.1	ED - 1595366 - South Burnett Community Hospital Foundation Limited Board Membership .....	107
<b>5.</b>	<b>PORTFOLIO - ROADS &amp; DRAINAGE</b> .....	<b>108</b>
5.1	Roads & Drainage Portfolio Report .....	108
<b>5.2</b>	<b>ROADS &amp; DRAINAGE (R&amp;D)</b> .....	<b>111</b>
<b>5.3</b>	<b>DESIGN &amp; TECHNICAL SERVICES (D&amp;TS)</b> .....	<b>111</b>
5.3.1	D&TS - 1594823 - Minutes of the Traffic advisory Committee Meeting held on Tuesday 15 March 2016 .....	111
<b>6.</b>	<b>PORTFOLIO - COMMUNITY &amp; HEALTH SERVICES &amp; THE ARTS</b> .....	<b>119</b>
6.1	Community and Health Services and the Arts Portfolio Report.....	119
<b>7.</b>	<b>PORTFOLIO - PLANNING &amp; PROPERTY</b> .....	<b>122</b>
7.1	Planning and Property Portfolio Report .....	122
<b>7.2</b>	<b>PLANNING (P&amp;LM)</b> .....	<b>123</b>
7.2.1	P&LM - 1573524 - Forwarding Negotiated Decision Notice for Development Approval - Fixed Wireless Facility at Nanango Brooklands Road Nanango - Lot 254 FY443 .....	123
7.2.2	P&LM - 1573551 - Forwarding a Request to Change an Existing Approval - Wondai Caravan and Cabin Village - Extension to Development Approval at 9 Hodge Street North Wondai - Lot 24 SP160794 .....	125
7.2.3	P&LM - 1581125 - Forwarding Material Change of Use (Additional 2 multiple dwelling units) at 33 Bramston Street Wondai - Lot 1 W53536 - Applicant: Martin Building Design - MCUC2016/0002 .....	127
7.2.4	P&LM - 1588993 - Requesting Negotiated Decision - Reconfiguration of a Lot (1 lot into 4 lots) at 45-53 Logan Street Kingaroy - Lot 5 RP909634 - Applicant: O'Reilly Nunn Favier - ROLI2015/0002 .....	133
7.2.5	P&LM - 1564659 - Forwarding an Application for Grants and Donations requesting waiver of fees for a building application for a shipping container to 6 Cornish Street Kingaroy - Lot 5 SP106946 .....	139

7.2.6	P&LM - 1581074 - Forwarding an Application for Grants and Donations requesting waiver of fees for a building application for Indoor Shooting and Training Building at Redmans Road Kingaroy - Lot 1 RP124382 .....	140
7.2.7	P&LM - 1562286 - Requesting Council consider reimbursement of the plumbing fee of \$972.00 for the new clubhouse at the Kumbia Cricket Club - Gordon Street Kumbia - Lot 195 K62310 .....	140
<b>8.</b>	<b>PORTFOLIO - WATER, WASTE WATER, WASTE MANAGEMENT, SPORT &amp; RECREATION .....</b>	<b>141</b>
8.1	Water, Waste Water, Waste Management, Sport & Recreation Portfolio Report .....	141
<b>8.2</b>	<b>WATER, WASTE WATER &amp; WASTE MANAGEMENT (W&amp;WW) .....</b>	<b>142</b>
8.2.1	W&WW - 1595079 - Construction of a recycle water pipeline to deliver Class A water to Kingaroy sporting fields.....	142
8.2.2	W&WW - 1595080 - Application for funding to provide Class A Recycled Water facilities at Blackbutt, Nanango, Wondai and Murgon. ....	143
<b>9.</b>	<b>PORTFOLIO - NATURAL RESOURCE MANAGEMENT, PARKS AND INDIGENOUS AFFAIRS .....</b>	<b>145</b>
9.1	Natural Resource Management, Parks and Indigenous Affairs Portfolio Report .....	145
<b>10.</b>	<b>PORTFOLIO - FINANCE, ICT &amp; HUMAN RESOURCES.....</b>	<b>146</b>
10.1	Finance, ICT and Human Resources Portfolio Report .....	146
<b>10.2</b>	<b>FINANCE (F).....</b>	<b>147</b>
10.2.1	F - 1595009 - Monthly Financial Statements.....	147
10.2.2	F - 1595275 - Operating Budget Review - 15 March 2016 .....	151
<b>11.</b>	<b>CONSIDERATION OF NOTICES OF MOTION .....</b>	<b>154</b>
<b>12.</b>	<b>INFORMATION SECTION (IS) .....</b>	<b>154</b>
12.1	IS - 1595054 - Reports for the Information of Council.....	154
<b>13.</b>	<b>CONFIDENTIAL SECTION .....</b>	<b>155</b>
13.1	CONF - 1594842 - Tender SBRC 15/16-12 Timber Bridge Rehabilitation Program ...	155

Minutes of the meeting of the South Burnett Regional Council, held in the Warren Truss Chamber, 45 Glendon Street Kingaroy on 20 April 2016 at 9.00am

**PRESENT:**

**Councillors:**

Cr KM Campbell (Mayor), Cr RJ Frohloff, Cr GA Jones, Cr DA Potter, Cr TW Fleischfresser, Cr KA Duff

**Council Officers:**

Gary Wall (Chief Executive Officer), Lester Schumacher (General Manager Finance), Peter O'May (General Manager Corporate Services), Russell Hood (General Manager Infrastructure)

**ABSENT:**

Cr RLA Heit

**1. Leave Of Absence**

**Motion:**

*Moved Cr TW Fleischfresser, seconded Cr RJ Frohloff.*

*That Cr Heit be granted leave of absence from the meeting.*

*Carried 6/0  
FOR VOTE - Councillors voted unanimously  
ABSENT. DID NOT VOTE - Cr RLA Heit*

**2. Prayers**

A representative of the Kingaroy District Ministers Association, Reverend Bill Lutton offered prayers for Council and for the conduct of the Council meeting.

**3. Confirmation of Minutes of Previous Meeting**

**3.1 South Burnett Regional Council Minutes**

**Officer's Recommendation**

That the minutes of the previous meeting held on Wednesday 16 March 2016 as recorded be confirmed.

**Resolution:**

*Moved Cr KA Duff, seconded Cr TW Fleischfresser.*

*That the minutes of the previous meeting held on Wednesday 16 March 2016 as recorded be confirmed.*

*Carried 6/0  
FOR VOTE - Councillors voted unanimously  
ABSENT. DID NOT VOTE - Cr RLA Heit*

### **3.2 South Burnett Regional Council Minutes - Post Election Meeting**

#### **Officer's Recommendation**

That the minutes of the Post Election meeting held on Thursday 7 April 2016 as recorded be confirmed.

#### **Resolution:**

*Moved Cr DA Potter, seconded Cr RJ Frohloff.*

*That the minutes of the Post Election meeting held on Thursday 7 April 2016 as recorded be confirmed.*

*Carried 6/0  
FOR VOTE - Councillors voted unanimously  
ABSENT. DID NOT VOTE - Cr RLA Heit*

### **3.3 South Burnett Regional Council Minutes - Special Meeting**

#### **Officer's Recommendation**

That the minutes of the Special meeting held on Thursday 7 April 2016 as recorded be confirmed.

#### **Resolution:**

*Moved Cr GA Jones, seconded Cr DA Potter.*

*That the minutes of the Special meeting held on Thursday 7 April 2016 as recorded be confirmed.*

*Carried 6/0  
FOR VOTE - Councillors voted unanimously  
ABSENT. DID NOT VOTE - Cr RLA Heit*

#### **CONSIDERATION OF BUSINESS SECTIONS INCLUDING BUSINESS ARISING OUT OF MINUTES OF PREVIOUS MEETINGS**

See Business Function Headings

### **4. Portfolio - Economic Development, Governance and Communications**

#### **4.1 Economic Development, Governance and Communications Portfolio Report**

#### **Summary**

Economic Development, Governance and Communications Portfolio Report to Council.

#### **Officer's Recommendation**

That the Economic Development, Governance and Communications Portfolio Report to Council be received.

## **Resolution:**

*Moved Cr KM Campbell, seconded Cr KA Duff.*

*That the Economic Development, Governance and Communications Portfolio Report to Council be received.*

## **Economic Development**

### **Business Development & Growth**

- *A 'Shop Local Campaign' is being developed to commence in the second half of 2016 throughout the South Burnett.*
- *Local businesses recently participated in a Mentoring for Growth panel session on 18 February 2016. The businesses found value in these sessions and were grateful for the opportunity.*
- *The first Customer & Visitor Experience Program was held at Nanango on 22 March 2016. It was a productive session with good feedback received.*

### **Tourism Development**

- *Tourism website: Planning is well advanced to establish a South Burnett Tourism website by July 2016.*
- *A successful application for Tourism Industry Capability Program 2015-16 will see the delivery of three (3) workshops during April 2016. An 'Event Bootcamp' and a combined Domestic Ready/Bundling Workshop will be facilitated.*
- *A record attendance of 832 participants was experienced at this year's Yellowbelly competition at Lake Boondooma held in February. Bjelke-Petersen Dam was featured in Freshwater Fishing Queensland's Top 6 Dams for Golden Perch.*
- *The setup of a mini Visitor Information Centre (VIC) has been completed at Yallakool Park on Bjelke-Petersen Dam. Focusing on providing local information, engaging the visitors where they are condensed and aiming to extend visitor stay and broaden their South Burnett experiences.*
- *Planning for the Regional Flavours 2016 event is well underway. Chef Jason Ford has once again been engaged to assist promotion of the South Burnett region via onstage presence and showcase of local product.*
- *Engagement of photographer Cory Rossiter will deliver a regional image library over the coming months.*
- *The 'Sense of Wonder' local exhibition by artists Robyn Dower and writer / poet Kay Gorring is taking a road trip with the assistance of Regional Arts Development funding. The exhibition will visit Biloela, Bundaberg, Gympie, Chinchilla and Tambo.*

### **Employment Pathways**

- *Discussions with Central Queensland University continue to progress the establishment of a study hub in the South Burnett.*

### **Leadership**

- *A very well attended Agricultural Reference Group meeting was held on 22 February highlighting water as a priority for future growth together with enhancing supply chains.*

### **Infrastructure**

- *An application for additional telecommunication sites is being prepared for Round Two (2) of the Federal Black Spot Program to improve mobile and broadband coverage.*

## **Governance**

### **Operational Plan 2015-16**

*Council is now three quarters through the current financial year 2015-16 with the quarterly review report tabled for Council adoption at this meeting. I would like to take this opportunity to highlight some of the significant achievements to date. Council have:*

- *Taken a business approach to successfully mitigate the enterprise risk in relation to the service provision from the Lady Bjelke-Petersen Community Hospital.*
- *Implemented an apprenticeship and trainee employment program through the Queensland Government's 'First Start Program' to support our youth.*
- *Offer a substantial and varied array of library programs across our 6 libraries.*
- *Produced the 135 page comprehensive annual report for 2014-15 of Council's projects and financial operations.*
- *Provided over \$60,000 in grants through Communities and Events.*
- *Delivered 100% of services in accordance with Centrelink, Queensland Government Agency Program and Electricity Credit Union agreements.*
- *Developed a draft new planning scheme for the South Burnett region currently with the Minister for review.*
- *Delivered, ahead of schedule, the restoration of Legacy Landfills being implemented in accordance with the adopted timetable in the Council's Waste Management Plan.*
- *Delivered multi-million dollar capital works and maintenance programs for Roads, Water, Waste Water, Property and Parks.*

### **Operational Plan 2016-17**

*The operational plan 2016-17 is currently in draft ready for discussion with Council. The operational plan implements the strategic direction from the Corporate Plan 2014-18 and informs the budget process. Over the coming months Council will undertake a number of budget workshops to ensure that we make informed effective sustainable decisions planning for 2016-17.*

### **Planning for the future of our Community**

*The Councillors and I, last week completed an intensive induction program lead by our Chief Executive Officer, Gary Wall. The program provided our newly elected Council as a whole, with an understanding of the diverse operations of the Council as well as our roles and responsibilities in leading the region to a sustainable more prosperous future.*

*Council captured the issues raised by our community throughout the election process strategising how to prioritise the needs and wants of our community. There were a number of individual issues identified however the top five focus points were confirmed as roads, communication/ engagement, economic development, value for money and water security.*

*Carried 6/0  
FOR VOTE - Councillors voted unanimously  
ABSENT. DID NOT VOTE - Cr RLA Heit*

**4.2 Governance (G)**

***Officer's Report***

**4.2.1 G - 1595053 - Operational Plan 2015/16 Progress Report for January - March Quarter**

**Summary**

The Annual Operational Plan details the projects, services and initiatives that Council has planned to deliver for the 2015/16 financial year. Pursuant to section 174(3) of the *Local Government Regulation 2012* a report must be presented to Council at regular intervals detailing the progress towards the implementation of the Annual Operational Plan.

**Officer's Recommendation**

That the Operational Plan 2015/16 Progress Report for the January - March Quarter be adopted.



## **Executive Services Operational Plan 2015/16**

**Mission:** To provide effective executive services to and on behalf of the organisation  
**Officer Responsible:** Chief Executive Officer  
**Responsibilities:** Executive Services, Strategy Planning and Council Operations



<b>SECTION EXECUTIVE SERVICES</b>		<b>Significant activities and services</b>				<b>Performance Measurement</b>	
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>3rd Quarter Review</b>	
Promote and support good governance activities.	To provide management and administration support to promote and support governance branch activities.	Internal and External Stakeholders Community	EXC4	Inform Consult Involve	100% delivery of Council meeting administration compliant with legislation	100% compliant - Ongoing	
Relevant legislative requirements	Compliance with relevant legislative requirements	Internal and External Stakeholders	EXC2 EXC4	Inform Consult Involve Collaborate	100% coordination of the review and update of Council's Policy and Procedures by December 31	Review policy register by 31 December Review Policies by 30 June 2016	
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	2015/16 Annual Budget Completed Monthly Reports reviewed September Quarterly Budget Review completed	

**Mission:** To promote and support good governance in the organisation's performance compliant with relevant legislation



## **Economic Development Operational Plan 2015/16**

**Mission:** To provide effective economic development services to and on behalf of the organisation  
**Officer Responsible:** Manager Economic Development  
**Responsibilities:** Economic Development.



<b>SECTION</b>		<b>ECONOMIC DEVELOPMENT</b>			
<b>Mission:</b> Create a Prosperous Region					
<b>Significant activities and services</b>					
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>		
<b>Performance Measurement</b>					
		<b>Key Performance Indicator</b>	<b>Third Quarterly Review</b>		
South Burnett Directions most effective organisation structure	Establish effective governance, operating and reporting structure that will enhance the delivery of long term economic development for the region.	Internal Stakeholders Business Community Wide Bay Burnett Regional Organisation of Councils	GO1	Structure developed through South Burnett Directions adopted by Council by December 31	Recommendation to be presented to the newly appointed Council
Reporting and communicating to the business community	Present an economic performance scorecard for the South Burnett to business leaders.	Internal Stakeholders Business Community	GO1	Annual business forum held by June 30	Presentation to business leaders held in January 2016
Economic development priorities recognised in the South Burnett Planning Scheme	The South Burnett Planning Scheme provides the pathway for the delivery of projects of regional significance.	Internal Stakeholders Business Community	GO2	Substantiated economic development input to the new Town Plan ongoing 2015-16	Waiting release of draft town planning scheme

<b>SECTION ECONOMIC DEVELOPMENT</b>						
<b>Mission:</b> Create a Prosperous Region						
<b>Significant activities and services</b>				<b>Performance Measurement</b>		
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>Third Quarterly Review</b>
Business growth through forums and workshops	Hold business networking sessions, business development workshops, mentoring for growth and other programs that assist business to grow and provide employment.	Internal Stakeholders Business Community	GO1	Inform Consult Involve Collaborate	Develop and deliver a program of business development activities ongoing 2015-16	Three tourism workshops and mentoring sessions are scheduled for delivery by June 30. Customer Service training is being delivered during March and May.
Health Services	Grow health services that support the local community and increase employment opportunities	Community	EC3	Inform Consult Involve Collaborate	Identify, scope and plan new health services ongoing 2015-16	Developing a proposal for the reopening of the Private Hospital By September 2016
Transport	Business transport efficiency	Business Community	GO1	Inform Consult Involve Collaborate	Identify weaknesses that can be improved and generate more efficient business transport ongoing 2015-16	On going
Tertiary Education	Grow employment opportunities through education pathways	Business Community Students	GO1	Inform Consult Involve Collaborate	Facilitate conversations with universities and TAFE to identify and implement education programs ongoing 2015-16	In dialogue with Central Queensland University regarding the establishment of a study hub in the South Burnett

<b>SECTION ECONOMIC DEVELOPMENT</b>		<b>Significant activities and services</b>				<b>Performance Measurement</b>	
<b>Mission:</b> Create a Prosperous Region							
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>Third Quarterly Review</b>	
Employment Opportunities	Encourage businesses to source employment locally and as needed from outside the region and the country i.e. backpackers	Business Community	GO1	Inform Consult Involve Collaborate	Identify employment sources by June 30	On going	
Precinct Planning	Ensure business input to planning	Business Community	GO1	Inform Consult Involve Collaborate	Share town streetscape development with business leaders and seek their input ongoing 2015-16	Project yet to be commenced	
Recognise business excellence	Together with business leaders seek nominations from local business to achieve recognition for business improvement and success together with supporting business excellence through business improvement workshops	Internal Stakeholders Business Community	GO1	Inform Consult Involve Collaborate	Hold an annual regional Business Excellence Awards by June 30	An intensive buy local campaign will be run during the second half of 2016 in place of the BEA which will next be held in 2017.	

<b>SECTION ECONOMIC DEVELOPMENT</b>						
<b>Mission:</b> Create a Prosperous Region						
<b>Significant activities and services</b>				<b>Performance Measurement</b>		
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>Third Quarterly Review</b>
New Infrastructure	Identify capacity building opportunity through new infrastructure.	Internal Stakeholders Business Community	INF1	Inform Consult Involve Collaborate	Identify key infrastructure projects to be delivered along with planning and implementation by June 30	On going
Tourism Development	Through a tourism reference group comprising of Tourism operator leaders identify and implement tourism growth projects	Business Community	GO3	Inform Consult Involve Collaborate	Produce a tourism strategy and implementation plan by June 30 Produce an events strategy that encourages more visitors to the region by June 30	Tourisms strategy has been adopted by Council and implementation has commenced. Event Strategy will be held over for the newly appointed Council to consider.
Agriculture development	Seek opportunities for increasing export sales	Business Community	GO1	Inform Consult Involve Collaborate	Organise and run a business and investment delegation to an overseas region that demonstrates business export opportunity for South Burnett businesses	Reference Group established and 2 meetings have been held.
Local business income growth	Develop a program that produces additional income flow through local businesses	Business Community	GO1	Inform Consult Involve Collaborate	Implement a buy local campaign with measurable outcomes	A campaign us currently being developed for implementation during the 2 <sup>nd</sup> half of 2016

**SECTION ECONOMIC DEVELOPMENT**

**Mission:** Create a Prosperous Region

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Third Quarterly Review
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	Ongoing
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure	Ongoing



## Human Resources Branch Operational Plan 2015/16

**Mission:** To provide human resource services and promote a safety first environment across the organisation.  
**Officer Responsible:** Manager Human Resources  
**Responsibilities:** Employee Administration and Support Services, Workplace Health & Safety, Workplace Relations, Payroll and Organisational Development.



**SECTION HUMAN RESOURCE ADMINISTRATION**

**Mission:** To provide human resource services, consultancy and support by working in partnership with the organisation, to engage, value and retain our people.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Completed Ongoing Ongoing

**SECTION EMPLOYEE ADMINISTRATION AND SUPPORT SERVICES**

**Mission:** To provide human resource services, consultancy and support by working in partnership with the organisation, to engage, value and retain our people.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
Learning & Development	Learning and development support, coordination and delivery in line with Learning and Development Plan and budget allocation.	Internal Stakeholders	EXC3	Inform Consult Involve Collaborate	100% of Learning and Development requests processed within 14 days of receiving	Maintaining KPI
Trainees & Apprentices	Manage traineeship and apprenticeship contracts and ensure trainees and apprentices are skilled to seek permanent employment on completion.	Internal Stakeholders	EXC3	Inform Consult	100% successful completion of Apprentice and Trainees employment contracts within required timeframes	Maintaining KPI
Employee recruitment, selection and retention services	Implement the recruitment, selection and retention policy.	Internal Stakeholders	EXC3	Inform Consult Involve Collaborate	100% of advertised positions have candidate appointed or status of selection reported. Convenors of all panels accredited in R&S by June 2016	Maintaining KPI

**SECTION EMPLOYEE ADMINISTRATION AND SUPPORT SERVICES**

**Mission:** To provide human resource services, consultancy and support by working in partnership with the organisation, to engage, value and retain our people.

Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
Human resources systems, support and administration services	An information system to develop, analyse and report on human resource measures that will assist and support effective management of labour resources.	Internal Stakeholders	EXC3	Inform Consult Involve Collaborate	100% of the identified metrics rolled out by 30 June 2016 (number of reports currently reduced against proposed) Human Resource Policy and Procedures Manual to be developed by June 30 Human Resource Management Standards review by June 30 Workforce Planning Framework to be developed by June 30	30% of reporting developed  Ongoing Completed Ongoing and monitored

**SECTION WORKPLACE HEALTH & SAFETY**

**Mission:** To achieve a 'zero harm' workplace supported by appropriate Workplace Health and Safety (WH&S) and rehabilitation advice, systems, processes and procedures.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
WH&S Training	Training delivered in line with Council's Safety System; including external providers.	Internal Stakeholders Training Providers	EXC3	Inform Consult Involve	100% of all new employees' to attend Corporate WH&S Induction within one month of commencement 100% of new employees to have site specific induction at time of commencement. 100% coverage of GM's and Managers to receive their role and responsibilities for WH&S.	100% compliance  100% compliance  Compliant
WH&S System	Effective support, advice, policies, procedures and assistance in meeting all legislative requirements in relation to WH&S.	Internal Stakeholders	EXC3	Inform Consult Involve Collaborate	Internal: Compliance with Safeplan system - Audit 80% Compliance at any point Audits are conducted as per EU requirements Implement the Health & Safety Strategic Plan by June 2016 as per EU requirements	Interim Desktop Audit as per EU 80% compliance  Under review

**SECTION WORKPLACE HEALTH & SAFETY**

**Mission:** To achieve a 'zero harm' workplace supported by appropriate Workplace Health and Safety (WH&S) and rehabilitation advice, systems, processes and procedures.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
Rehabilitation System	Effective consultancy, support, policies, procedures and assistance in meeting all legislative requirements in relation to Rehabilitation / Return to Work.	Internal Stakeholders	EXC3	Inform Consult Involve Collaborate	100% compliance with legislative standards	100% compliance

**SECTION EMPLOYEE RELATIONS**

**Mission:** To provide employee relations, advice and support services.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
Employee relations, advice and support	Employee / industrial relations support.	Internal Stakeholders Unions	EXC3	Inform Consult Involve Collaborate	100% compliance with Council's dispute resolution procedure. Planning for Enterprise Bargaining Agreement	100% Compliant  Subject to QRIC outcomes on Single modern Award

**SECTION PAYROLL**

**Mission:** To provide employees with payroll services and benefits and entitlements in accordance with legislation, relevant awards and Councils enterprise bargaining agreements (i.e. Certified Agreement Field Staff 2011 and Certified Agreement Officers 2011).

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
Payroll services	Provide an efficient fortnightly payroll to Council employees and Councillors. Process all leave requests and timesheets.	Internal Stakeholders	EXC3	Inform Consult Involve	Accuracy of payments processed measured against the data provided to payroll. Maximum 5% error rate. 100% Payments made into employees accounts on pay Wednesdays.	Compliant with KPI  Compliant with KPI



## Corporate Services Department - Libraries Operational Plan 2015/16

**Mission:**  
**Officer Responsible:**  
**Responsibilities:**

To support balanced development that preserves and enhances our region.  
General Manager Corporate Services  
Environment and Waste Branch, Natural Resource Management and Parks and Gardens Branch, Planning and Land Management Branch, Social and Corporate Performance Branch, Libraries.



**SECTION LIBRARIES**

**Mission:** To enhance and promote the quality of life of our community and the unique environment of our area through leadership and engagement

Activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
Library Services, Collection and Facilities	Libraries providing library services and collection across the region to meet community needs	External Stakeholders	EC1 EXC2 EXC5 EXC6	Inform Consult Involve	Identify target groups (including outreach) and implement relevant programs throughout 2015-16	<p><b>Digital Literacy</b>, Group computer classes - Kingaroy 7, One-on-one internet classes - Nanango 32 &amp; Proston 1</p> <p><b>Early Literacy</b>, Story Time &amp; Rhyme Time sessions – Blackbutt 2, Kingaroy 23, Murgon 2, Nanango 13, Proston 4, Wondai 2</p> <p>School/Kindergarten visits – Kingaroy 3, Murgon 2, Nanango 2</p> <p><b>Family Literacy</b>, Holiday activity sessions – Blackbutt 2, Kingaroy 4, Murgon 2, Nanango 3, Proston 1, Wondai 1</p> <p><b>Adult Literacy</b>, Author and Information talks – Blackbutt 2, Kingaroy 5, Nanango 1, Proston 2</p> <p><b>Outreach</b>, Kingaroy 1 careers market &amp; 1 Orana visit, Nanango 12 Home Library Service visits, Proston 1 school visit</p> <p>Meeting requirements</p>
			EXC5 EXC4		100% compliance with the management system for the library collection throughout 2015-16	

<b>SECTION LIBRARIES</b>						
<b>Mission:</b> To enhance and promote the quality of life of our community and the unique environment of our area through leadership and engagement						
<b>Activities and services</b>				<b>Performance Measurement</b>		
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>3rd Quarter Review</b>
State Library of Queensland (SLQ) Service Level Agreement	Management of the SLQ service level agreement and annual book grant	External Stakeholders	EXC4 EXC5	Inform Consult	Delivery and administration of externally funded programs as at 30 June  100% compliance with the SLQ service level agreement and annual book grant as at 30 June	Meeting requirements  Annual acquittal has been submitted August 2015
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	INF1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	No program in place at this stage
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Training provided Meeting budget allocation  Book grant allocation was reviewed and additional funds to be reallocated in first review to equate with the new State Government allocation for 2015-2016 Operational budget to be adjusted to cover courier services for the library



## Social & Corporate Performance Operational Plan 2015/16

**Mission:** To provide effective social, corporate and administrative services to and on behalf of the organisation  
**Manager Social Corporate Performance**  
**Officer Responsible:** Branch Administration, Mayor and Councillors, Strategic Planning and Performance, Legal Services, Media,  
**Responsibilities:** Communications, Community Engagement, Marketing, Promotions, Civic Receptions, Corporate Events, Customer Contact, Arts, Community and Sports Development.



**SECTION CORPORATE GOVERNANCE**

**Mission:** To promote and support good governance in the organisation's performance compliant with relevant legislation

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
Promote and support good governance activities.	To provide management and administration support to promote and support governance branch activities.	Internal /External Stakeholders Community	EXC4	Inform Consult Involve Collaborate	100% compliance with the relevant legislation for the administration of governance functions as at June 30	On target – on going
Organisational performance	To assist Council in planning the future direction of the organisation and in monitoring organisational performance against plan outcomes, outputs and actions.	Internal / External Stakeholders Community	EXC4	Inform Consult Involve Collaborate	Development and adoption of the Corporate Plan 2014-18 by August 30 Development and adoption of the operational plan 2016-17 by June 30 Quarterly review Council reports for Operational Plan 2015-16 by June 30 Development and adoption of the Annual Report 2014-15 by November 30	Completed Commenced On target Completed
Relevant legislative requirements and legal services	Compliance with relevant legislative requirements and coordinate legal services within budget allocations	Internal / External Stakeholders Community	EXC4	Inform Consult Involve Collaborate	100% review and update of Register of Delegations by September 30 100% review and update of Local Laws by June 30	Completed Commenced – Steering committee established and stage 1 commenced – Planning Land Management to progress Local Laws Review as insufficient capacity with Governance for 2015-16 on a priority basis.

**SECTION CORPORATE GOVERNANCE**

**Mission:** To promote and support good governance in the organisation's performance compliant with relevant legislation

		Significant activities and services				Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review	
Communication	To deliver quality media, communication, community engagement, marketing, promotions, to and on behalf of Council	Internal / External Stakeholders Community	EC1	Inform Consult Involve Collaborate	Develop and implement a Council organisational-wide communication strategy with supporting policy, procedures and tools by June 30	Draft Social Media policy and procedures developed Community Engagement policy reviewed in draft. Strategy will be postponed to 2016-17 for new Council to review and adopt.	
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Deliver advertising as per advertising schedule within budget by June 30  Develop and implement a media protocol by September 30	Delivery as per advertising schedule – within budget – on target  Media protocol in draft – completion postponed to review and adoption by new Council post-election	

<b>SECTION</b>		<b>INTERNAL AUDIT</b>	
<b>Mission:</b> To assist Council in continuous improvement and internal control			
<b>Significant activities and services</b>			
<b>Performance Measurement</b>			
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>
<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>3rd Quarter Review</b>	
Internal audit engagements for significant strategic and operational risk.	To assist Council in continuous improvement by conducting internal audit engagements for significant strategic and operational risk	Internal/ External Stakeholders	EXC4
Internal control and risk management functions	To assist Council in obtaining assurance that internal control and risk management functions are operating effectively by reviewing the integrity of financial documents, monitoring internal audit and risk management functions and overseeing the effectiveness and objectivity of internal audit and risk management	Internal/ External Stakeholders Internal Audit Committee	EXC4
		100% Audit Plan activities completed as per schedule for 2015-16 as at June 30	Finalised Deferred Audit from 14-15 Procurement Management. 15-16 001 Cash Receipt handling Audit completed 15-16 002 Saleyards Audit completed 15-16 003 Infrastructure Charges Audit in progress
		Audit Plan 2015-18 meets organisational requirements – Internal Audit Committee review and approval completed by June 30 Auditor General's report reviewed to meet statutory requirement of adopting Annual Report 2014-15 by 31 December 2015 Administration of the Internal Audit Committee as per Management Advisory Committee Guidelines as at June 30	3 Year Audit plan reviewed and approved by Audit Committee.  Special Committee meeting held to adopt financial statements for 14-15.  Meeting regularly as per schedule – on target

**SECTION RISK MANAGEMENT**

**Mission:** To assist Council in continuous improvement and risk management

		Significant activities and services			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
Enterprise Risk Management	To assist Council in the implementation and management of Enterprise Risk Management through the identification, assessment and treatment of Council's strategic, operational and new project risks.	Internal / External Stakeholders	EXC4	Inform Consult Involve Collaborate	Risk Register developed for Operational Plan 2015-16 by October 2015  Risk Register developed for Corporate Plan 2014-18 by December 2015	Meetings with responsible Managers scheduled to update risk registers starting 16 October to finish mid-November – completed  Risk Register in place – High and Extreme risks identified and managed by Leadership Management Team with review and sign off by CEO quarterly  Workshop to identify risks with Corporate plan held - Risk Register being developed.

**SECTION MAYOR AND COUNCILLORS**

**Mission:** To provide resources and support to the Mayor and Councillors to enable them to fulfil their responsibilities.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
Quality advise and support services	To provide quality advise and support services to the Mayor and Councillors	Mayor and Councillors	EXC4	Inform Consult Involve Collaborate	Develop and implement an assessment tool to measure quality of administrative support provided by June 30.  Develop and deliver an comprehensive induction post 2016 Election for all elected representatives by May 31	Protocol Document draft developed and provided to C&SP supervisors for feedback. Revision undertaken based on feedback and draft prepared for internal consultation.  On target

**SECTION COMMUNITY AND SPORT DEVELOPMENT**

**Mission:** To facilitate and support community and sport development in conjunction with the delivery of civic receptions and corporate events.

Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
Facilitate and support community development	To facilitate and support community development through effective delivery of the grants and donation program	Community	EC2 EC3	Inform Consult Involve Collaborate	<p>Mayors Community Benefit Fund administered \$30,000 in grants complying with policy and procedures by June 30</p> <p>SBRC Grants and Donations program – two (2) rounds administered complying with policy and procedures within budget by June 30</p>	<p>MCBF round 5 (3/8/15 to 31/8/15) applications were assessed on the 8/9/15 funding of \$15,455 was allocated.</p> <p>Community assistance annualised recipients have received payments as adopted in budget at community presentation 16/9/15. Round 1 (3/8/15 to 31/8/15) applications were assessed on 9/9/15 funding of \$14,000 was granted. 11 Elite Performance applications have been approved to date totalling of \$5,200.</p> <p>Community Assistance Round 2 opens 1 February 2016 and closes 29 February 2016. 4 Elite performance applications were received and processed.</p>

<b>SECTION COMMUNITY AND SPORT DEVELOPMENT</b>						
<b>Mission:</b> To facilitate and support community and sport development in conjunction with the delivery of civic receptions and corporate events.						
<b>Significant activities and services</b>				<b>Performance Measurement</b>		
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>3rd Quarter Review</b>
Facilitate and support sport development	To provide facilitate and support sport development	Community	EC3	Inform Consult Involve	Regional Arts Development Fund – three (3) rounds administered complying with policy and procedures, within budget by June 30  Two (2) information / education sessions delivered to the sports community in partnership with agencies by June 30  Action plan developed addressing the recommendations from the Sports club survey 2014-15 by October 2015  Representation at 75% of the Wide Bay Burnett Regional Recreation and Sport Steering Committee meetings providing regional update by June 30	Council has received \$21,000 from Arts Qld for 2015-16. Council's contribution of \$14,000 plus 2014-15 surplus \$4,422. Total 2015-16 budget \$39,422. 3 applications were received for Round 1 totalling \$19,965. 1 application was approved for \$14,980. 1 Quick response application was received and approved to the value of \$2,067.  2 applications were received for Round 2 totalling \$7970 and assessed 24 November 2015.  RADF committee planning workshop (Forms, guidelines etc)  State Government (Sport & Rec) in partnership with Council offered a free workshop "Developing your budget for South Burnett sporting organisations" in November, due to lack of participation this workshop was cancelled.  On-going 8 October 2015 Hervey Bay

SECTION COMMUNITY AND SPORT DEVELOPMENT						
Mission: To facilitate and support community and sport development in conjunction with the delivery of civic receptions and corporate events.						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
Quality civic receptions and corporate events	To deliver quality civic receptions and corporate events, to and behalf of Council	Community Internal Stakeholders	EC1 EC2 EC3	Inform Consult Involve	100% successful delivery of the SBRC Community and Corporate Events Calendar by June 30 Delivery of arts culture events as supported by the Art Culture Heritage Advisory Committee and within the allocation for the 2015-16 budget.	24 July - #Save our Hospital campaign breakfast 21 August - Mayors Breakfast 11 September - MCBF Golf Day 16 September - Community Assistance Presentation 17 September - 25yrs recognition Police Consultative Committee 7 October Safer Families, better community campaign LGAQ 17 October Murgon Swimming Pool Upgrade Opening 27 October MCBF Round 5 presentation Dr Ellen Kent Forecourt Kingaroy 30 October Naming of Dalton Place Wooroolin 17 November Mayors Breakfast Kumbia 30 November Blackbutt Food/Wind & Art night. 4 December Mayors Charity Golf Day 11 December Mayors Community Christmas Luncheon

**SECTION COMMUNITY AND SPORT DEVELOPMENT**

**Mission:** To facilitate and support community and sport development in conjunction with the delivery of civic receptions and corporate events.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
						18 December SBRC Staff Xmas Break-up

**SECTION CUSTOMER CONTACT**

**Mission:** To provide a high standard of front line customer service over the counter of the Customer Service Centres and through the Call Centre.

		Significant activities and services			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
Quality front line customer service	To provide quality front line customer service at the Customer Service Centres and through the Call Centre.	Community External and Internal Stakeholders	EXC6	Inform Consult Involve	80% of calls answered by Customer Contact and less than 3% of unanswered calls are abandoned annually as at June 30 100% compliance with the maintenance schedule for the Customer Contact Information database (HARRY) by June 30	Calls Answered July – 98% August 96% September 98% October – 96% November 86% December - 96% January 95% February 94% March 95% HARRY updated on regular basis 55% Draft Completed for Charter
Self service facilities and agents functions	To provide the community with self service facilities and agents functions for Centrelink, QGAP and ECU at the Blackburn Customer Service Centre.	Community External Stakeholders	EXC6	Inform Consult	Develop a Customer Contact Charter and internal service level agreement by June 30 100% of services delivered in accordance with Centrelink agent agreement by June 30 100% of services delivered in accordance with QGAP agent agreement by June 30 100% of services delivered in accordance with ECU agent agreement by June 30	100% Service Delivery  100% Service Delivery  100% Service Delivery



## **Planning and Land Management Branch Operational Plan 2015/16**

**Mission:** To support balanced development that preserves and enhances our region.  
**Officer Responsible:** Manager Planning and Land Management  
**Responsibilities:** Planning, Building and Plumbing Services



<b>SECTION</b>		<b>PLANNING SERVICES</b>	
<b>Mission:</b> To assess development applications in a timely manner in accordance with the legislation in order to achieve long term sustainable development for the South Burnett region.			
<b>Operating activities and services</b>			
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>
Development Applications	To manage the assessment of development applications across the South Burnett area	Internal/ External Stakeholders	GO2
Planning Enforcement	Investigate possible breaches of Planning Scheme	Internal/ External Stakeholders	GO2
New Planning Scheme for the South Burnett region.	Finalisation of the new Planning Scheme for the South Burnett region.	Internal/ External Stakeholders	EC1, GO1, GO2
<b>Performance Measurement</b>			<b>3rd Quarter Review</b>
	<b>Key Performance Indicator</b>	90% of development applications are to be assessed within the statutory timeframes	88% of applications processed within timeframe
	<b>Community Engagement Level</b>	Inform Consult	100% of request responded to within 10 business days
	<b>Community Engagement Level</b>	Inform Consult	Response to State Interest Review forwarded and awaiting Ministerial approval to proceed with Public Notification
	<b>Community Engagement Level</b>	Inform Consult	Receive Ministerial approval to proceed with Public Notification by July 2015 Complete public notification by October 2015 Adoption of Scheme by December 2015 Monitor implementation of new Planning Scheme to correct administrative errors and other omissions.

**SECTION PLANNING SERVICES**

**Mission:** To assess development applications in a timely manner in accordance with the legislation in order to achieve long term sustainable development for the South Burnett region.

Operating activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Community Engagement Level	Key Performance Indicator	3rd Quarter Review	
Local Heritage Register	Preparation and adoption of local Heritage Register	Internal/ External Stakeholders	GO2, GO3	Inform Consult	Review of current heritage list completed by end August 2015 Draft report and place cards completed by end October 2015 Local Heritage Register adopted by January 2016	Draft heritage Register including place cards completed awaiting election to proceed with public notification.	
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Quarterly budget review completed.	

**SECTION BUILDING SERVICES**

**Mission:** To provide building regulatory services to meet legislative requirements.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
Provide Council's Building Certification Service	Applications processed for new structures, additions, alterations and undertake compliance inspections	Internal/ External Stakeholders	GO2	Inform Consult	90% of development applications processed within statutory timeframes	98% of applications processed within statutory timeframe
Building Searches	Process search requests	Internal/ External Stakeholders	GO2, EXC6	Inform Consult	95% of buildings searches completed within 10 business days	98% of building searches completed within timeframe
Building Enforcement	Undertake enforcement activities when potential breaches are identified	Internal/ External Stakeholders	GO2	Inform	Respond to 90% of requests within 10 business days	Responded to 100% of request
Pool Safety Compliance	Provide pool safety inspection service as per the requirements of the QDC and QBCC	Internal/ External Stakeholders	GO2	Inform	100% of pool safety certificates and/or non-conformity notice issued as required by the QBCC Respond to complaints and immersion incidents within the statutory requirements	No request for certificates received No immersion incidents investigated

**SECTION PLUMBING AND DRAINAGE SERVICES**

**Mission:** To provide plumbing and drainage regulatory services to meet legislative requirements..

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
Compliance permits and certificates for plumbing and drainage works	Assessment of plumbing and drainage application Undertake plumbing installation inspections	Internal/ External Stakeholders	GO2	Inform Consult	90% of assessment of plumbing and drainage applications within statutory timeframes Undertake inspections in accordance with statutory timeframes by June 30	95% of applications assessed within statutory timeframe
Plumbing Enforcement	Undertake enforcement activities when potential breaches are identified	Internal/ External Stakeholders	GO2	Inform Consult	Respond to 90% of requests within 10 business days	No requests for enforcement undertaken
Audit of notifiable work	Undertake inspections based on available resources	Internal/ External Stakeholders	GO2	Inform	5% of notifiable works inspected for compliance based on list provided by State – Plumbing Application Service (PAS) and available resources	No notifiable work request received.
Administer register for HSTP and backflow prevention devices	Maintain register, forward notices and review of annual inspection reports by private plumbers	Internal/ External Stakeholders	GO2, ENV1	Inform	Undertake Annual Inspection Program by June 30	Inspection program completed. Reminder notices forwarded to land owners to rectify system faults
Comprehensive trade waste audit program	Provide resource support to Infrastructure Department to conduct a comprehensive trade waste audit program	Internal Stakeholders	GO2, ENV1	Inform Consult Involve Collaborate	Provide resource support to Infrastructure Department to conduct a comprehensive trade waste audit program by June 30	Continued support provided but with resignation of plumbing inspector audit programme has ceased



## **Environment and Waste Branch Operational Plan 2015/16**

**Mission:** To serve the community through the provision of services which protect and enhance public and environmental health  
**Officer Responsible:** Manager Environment and Waste  
**Responsibilities:** Public Health, Compliance, Environmental Protection and Waste Management.



**SECTION PUBLIC HEALTH**

**Mission:** To ensure public health issues are effectively managed in accordance with the relevant legislation.

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	3rd Quarter Review	
Public Health Licence applications and Routine inspections of licensed premises	<p>A Licence is required for certain activities as prescribed by the:</p> <ul style="list-style-type: none"> <li>• Food Act 2006</li> <li>• Public Health (Infection Control for Personal Appearance Services) Act 2003 - Higher Risk Personal Appearance Services</li> <li>• Residential Services (Accreditation) Act 2002</li> </ul>	External Stakeholders Community	EC3	Inform	<p>90% of applications are to be assessed within 30 business days (as per legislative timeframes).</p> <p>90% of licensed premises inspected/audited at least once per financial year</p>	<p><b>First Quarter</b> 11 Annual Food licence &amp; 21 Temporary Food Licence Applications were received. 75% of those applications received were approved within the 30 business days. Annual food Inspections to be undertaken in Sept–Oct 15.</p> <p><b>Second Quarter</b> 9 Annual Food Licence &amp; 19 Temporary Food Licence applications were received. 16 Water Sample applications received and undertaken. 85% of food inspections have been completed up to the end of this Qtr with the rest scheduled for completion during the 3rd Qtr.</p> <p><b>Third Quarter</b> 5 Annual Food Licence &amp; 24 Temporary Food Licence</p>	

<b>SECTION PUBLIC HEALTH</b>	
<b>Mission:</b> To ensure public health issues are effectively managed in accordance with the relevant legislation.	
<b>Significant activities and services</b>	
<b>Performance Measurement</b>	
Public Health Complaint Management	<p>applications were received. 6 Water Sample applications received and undertaken. 95% of food inspections have been completed.</p> <p><b>First Quarter</b> 16 CRMs raised during the period only 80% actioned within the six working days target. <b>Second Quarter</b> 11 CRMs raised during the period. These were actioned within the timeframe. <b>Third Quarter</b> 28 CRMs raised during the period. 90% of these were actioned within the timeframe.</p>
Investigation in response to customer service request being generated.	<p>90% of Customer Service Requests (CRs) actioned within six (6) working days 90% of urgent Customer Service Requests (CRs) actioned within forty-eight (48) hours</p>
Internal / External Stakeholders Community	Consult
EC3	

SECTION PUBLIC HEALTH	
<p><b>Mission:</b> To ensure public health issues are effectively managed in accordance with the relevant legislation.</p>	
Significant activities and services	Performance Measurement
<p>School Based Immunisation Clinics</p> <p>Provision of School Based Immunisation Clinics in partnership with Queensland Health</p> <p>External Stakeholders</p> <p>EC3</p> <p>Consult</p>	<p><b>First Quarter</b> No School Immunisation Clinics took place during this Quarter.</p> <p><b>Second Quarter</b> The final school immunisation clinics were conducted during this quarter. A total of 158 students received the HPV vaccine. 100% of vaccines were administered to those students who presented. Qld Health has now engaged one service provider for the entire Darling Downs region and so Council will no longer be providing school based immunisations.</p> <p><b>Third Quarter</b> There will be no further reporting on this measure as Council is no longer the service provider for the School Immunisation program.</p>

**SECTION COMPLIANCE (Local Laws)**

**Mission:** To provide regulation of Council's Local Laws and other relevant legislation

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	3rd Quarter Review
Certain Activities within the Local Government area requires an a Permit/Licence	A Permit/Licence is required under the Local Government Act 2009 – Council Local Laws: Commercial Use of Footpaths Keeping of Animals Caravan Parks Kennels	External Stakeholders Community	EC3	Inform	90% of applications assessed within 20 business days 90% of all Permitted/Licensed Activities to be inspected/audited at least once annually.	<p><b>First Quarter</b> No new applications have been submitted during this Quarter. 100% of Footpath Permits in the towns of Nanango, Kingaroy, &amp; Wondai were audited/inspected. No inspections conducted for Caravan Parks during this period.</p> <p>No Inspections undertaken for the Keeping of Animals (as no third dog permit applications were received for this period). 1 Kennel inspection undertaken.</p> <p><b>Second Quarter</b> 17 new applications have been submitted during this Quarter. No inspections conducted for Caravan Parks during this period. 1 Inspection undertaken for the Keeping of Animals. 1 Kennel inspection undertaken.</p>

SECTION COMPLIANCE (Local Laws)						
Mission: To provide regulation of Council's Local Laws and other relevant legislation						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	3rd Quarter Review
Compliance Complaint management	Investigation in response to customer service request being generated.	Internal / External Stakeholders Community	EC3	Consult	90% of Customer Service Requests (CRs) actioned within six (6) working days 90% of urgent Customer Service Requests (CRs) [e.g. Dog Attacks] are actioned within forty-eight (48) hours	<p><b>Third Quarter</b></p> <p>13 new applications have been submitted during this Quarter. 1 inspection was conducted for Caravan Parks during this period. 0 Inspection undertaken for the Keeping of Animals. 0 Kennel inspection undertaken.</p> <p><b>First Quarter</b></p> <p>The following CRMs were received in this quarter. 268 Animal 17 Local Laws 45 Overgrown 4 Signage 19 Dog Attack Over 90% of non-urgent CRMs were actioned within the timeframe. 100% of all urgent CRMs were actioned within target.</p> <p><b>Second Quarter</b></p>

<b>SECTION COMPLIANCE (Local Laws)</b>						
<b>Mission:</b> To provide regulation of Council's Local Laws and other relevant legislation						
<b>Significant activities and services</b>				<b>Performance Measurement</b>		
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Corporate Plan Linkages</b>	<b>Engagement Level</b>	<b>Key performance Indicator</b>	<b>3rd Quarter Review</b>
						The following CRMs were received in this quarter. 244 Animal 13 Local Laws 75 Overgrown 1 Signage 18 Dog Attack on Person 18 Dog Attack on Animal Over 90% of non-urgent CRMs were actioned within the timeframe. 100% of all urgent CRMs were actioned within target. <b>Third Quarter</b> The following CRMs were received in this quarter. 237 Animal 15 Local Laws 145 Overgrown 5 Signage 10 Dog Attack on Person 18 Dog Attack on Animal Over 90% of non-urgent CRMs

**SECTION COMPLIANCE (Local Laws)**

**Mission:** To provide regulation of Council's Local Laws and other relevant legislation

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	3rd Quarter Review	
Animal Management Education/Public Awareness	To raise the level of awareness of the Animal Management legislation and how to be a Responsible Pet Owner.	External Stakeholders Community	EC3	Inform	75% of presentations on the Animal Management Laws provided to students of participating schools or other interested community groups per financial year.	<p>were actioned within the timeframe. 100% of all urgent CRMs were actioned within target.</p> <p><b>First Quarter</b> 100% of education sessions as requested where held during the period at Kingaroy and Tanduridge schools. A total of 4 presentations were made in this Quarter. <b>Second Quarter</b> 0 Education sessions were undertaken during this Quarter <b>Third Quarter</b> 0 Education sessions were undertaken during this Quarter</p> <p><b>First Quarter</b> 13 CRMs were raised during this period. 100% of these CRMs were actioned within the required timeframes. <b>Second Quarter</b></p>	
Abandoned Vehicles	Impound abandoned vehicles, where necessary, under the Transport Operations (Road Use Management) Act 1995	External Stakeholders Community	EC3	Inform	90% of identified abandoned vehicles to be removed/impound within 10 business days		

**SECTION COMPLIANCE (Local Laws)**

**Mission:** To provide regulation of Council's Local Laws and other relevant legislation

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	3rd Quarter Review	
Impoundment of wandering cats and dogs	Hold impounded animals for the prescribed timeframe.	External Stakeholders Community	EC3	Inform	100% of Animals held for the prescribed impound period, namely: For registered animals or the owner is known – impound for 5 days For unregistered or unknown owner – impound for 3 days	<p>1 CRM was raised during this period. This CRM was actioned within the timeframes. <b>Third Quarter</b></p> <p>4 CRM was raised during this period. This CRM was actioned within the timeframes.</p>	<p><b>First Quarter</b> 188 animals were impounded during this first Quarter of this period. 100% of all impounded animals were held for the prescribed impound period. 180 new animals were registered during this Quarter. <b>Second Quarter</b> 179 animals were impounded during the second Quarter of this period. 100% of all impounded animals were held for the prescribed impound period. <b>Third Quarter</b></p>

**SECTION COMPLIANCE (Local Laws)**

**Mission:** To provide regulation of Council's Local Laws and other relevant legislation

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	3rd Quarter Review
						138 animals were impounded during the third Quarter of this period. 100% of all impounded animals were held for the prescribed impound period.

**SECTION ENVIRONMENTAL PROTECTION**

**Mission:** To ensure that activities which could affect the environment are effectively managed in accordance with the relevant legislation.

Significant activities and services						Performance Measurement			
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	3rd Quarter Review			
Environmental Authority Registration applications and Routine inspections of registered activities	A Registration Certificate is required for certain Environmentally Relevant Activities (ERAs) as prescribed by the Environmental Protection Act 1994	Environmentally Relevant Activity Registrars Holders	EC3	Inform	90% of applications are to be assessed within 20 business days. 90% of registered activities inspected/audited at least once per financial year.	<b>First Quarter</b> 0 applications were received this period. <b>Second Quarter</b> 0 applications were received in this period. <b>Third Quarter</b> 0 applications were received in this period.			
Environmental Protection Complaint management	Investigation in response to customer service request being generated.	Internal / External Stakeholders	EC3	Consult	90% of Customer Service Requests (CRs) actioned within six (6) working days 90% of urgent Customer Service Requests (CRs) actioned within forty-eight (48) hours	<b>First Quarter</b> 27 non-urgent CRMs were raised during this period. 80% of these applications were actioned within the timeframes. <b>Second Quarter</b> 24 non-urgent CRMs were raised during this period. 92% of these CRM's were actioned within the timeframe. <b>Third Quarter</b> 38 non-urgent CRMs were			



**SECTION WASTE MANAGEMENT**

**Mission:** To provide effective Waste Management Services

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	3rd Quarter Review
Waste Collection Services	Provision of regular waste collection services	External Stakeholders Community	ENV2	Inform	99.5% of general refuse wheelie bins serviced at least once weekly	<p><b>First Quarter</b> Greater than 99.5% of all general refuse wheelie bins were serviced at least once per week during this Quarter.</p> <p><b>Second Quarter</b> Greater than 99.5% of all general refuse wheelie bins were serviced at least once per week during this Quarter.</p> <p><b>Third Quarter</b> The contractor serviced greater than 99.5% of all wheelie bins at least once a week in this period.</p>

**SECTION WASTE MANAGEMENT**

**Mission:** To provide effective Waste Management Services

Significant activities and services					Performance Measurement	
Environmental Compliance	Compliance with DEHP's registration conditions for Council's licensable Waste Facilities.	External Stakeholders	ENV2	Consult	<p><b>First Quarter</b> Internal Audit Program still to be developed.</p> <p><b>Second Quarter</b> Internal Audit Program tool in the process of being developed.</p> <p><b>Third Quarter</b> Work on developing the internal audit tool continued this period.</p>	
Legacy Landfills	Restore and monitor condition of Legacy Landfills	External Stakeholders	ENV2	Consult	<p><b>First Quarter</b> The restoration of Legacy Landfills is being implemented in accordance with the adopted timetable in the Council's Waste Management Plan. Conduct 90% of all Legacy Landfill audits at least biannually.</p> <p><b>Second Quarter</b> Restoration of legacy landfills continues to be ahead of schedule.</p> <p><b>Third Quarter</b> Restoration of legacy landfills continues to be ahead of schedule.</p>	

<b>SECTION WASTE MANAGEMENT</b>	
<b>Mission: To provide effective Waste Management Services</b>	
<b>Significant activities and services</b>	
<b>Performance Measurement</b>	
<p>Capital Works Planning</p>	<p>Detailed 10 year forward capital works requirements</p> <p>Internal Stakeholders</p> <p>ENV2</p> <p>Inform Consult Involve</p> <p>10 Year Capital Works Plan prepared for future budget considerations by January annually</p> <p><b>First Quarter</b> Being developed. <b>Second Quarter</b> Draft, but some additional items to be included for the 2016/2017 budget considerations. <b>Third Quarter</b> Some additional items still to be included for the 2016/2017 draft capital works budget.</p>
<p>Budget Management</p>	<p>Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)</p> <p>Internal Stakeholders</p> <p>EXC1</p> <p>Inform Consult Involve</p> <p>Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews</p> <p><b>First Quarter</b> 2016/2017 Budget preparations in progress. 1st Quarterly budget review still to be completed. <b>Second Quarter</b> 2nd Quarter Budget review completed. Preliminary work on the 2016/2017 Budget progressing. <b>Third Quarter</b> 3rd Quarter Budget review completed.</p>



## **NRM and Parks Branch Operational Plan 2015/16**

**Mission:** To preserve, promote and protect the natural and cultural resources under the management of the South Burnett, with the provision of well-maintained and appropriate recreational and service infrastructure for a diverse range of environmental experience, education, opportunity and lifestyle choices.

**Officer Responsible:** Manager NRM and Parks  
**Responsibilities:** Branch Administration, Natural Resources Management, Parks and Gardens and Cemeteries, Commercial facilities



**SECTION COMMERCIAL FACILITIES**

**Mission:** To provide maintained airports to assist with Regional Growth and contribute to Public Transport network.

		Initiatives/Special Projects			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
Airports	To provide maintained Airports	External Stakeholders Community	INF1 INF1.1 EXC1 EXC1.2	Inform Consult Involve	Participate and implement recommendations from CASA safety audit by June 30 Provide usage figures to Stakeholders as per reporting schedule ongoing to June 30	Technical Inspection undertaken 16/11/15, Action Plan to rectify the 10 rectifications has been drafted and will be completed by 1 March 2016. Between 5000 – 5500 glider movements alone, ability to measure additional Aircraft movements will be in place by December 30 <sup>th</sup> .
Recreational Dam Facilities	To provide facilities that meet the demand of the target group users of the facilities	Internal / External Stakeholders Community	EC3 EC3.1 GO3 GO3.1 EXC1 EXC1.2 INF1 INF1.1	Inform Consult Involve	Provide usage figures to Stakeholders as per quarterly going to June 30 Manage operational contract for onsite Managers ongoing to June 30	18,580 overnight persons from 28/09/15 to 31/12/15 at Lake Boondooma. 12,872 overnight persons from 28/09/15 to 31/12/15 at Yallakool Operational contract/Managers – operating effectively (no creditable complaints received for quarter) <b>* Undertake changes to reporting system to show comparative figures from same timeframe of previous year in 3<sup>rd</sup> quarter.</b>

**SECTION COMMERCIAL FACILITIES**

**Mission:** To provide maintained airports to assist with Regional Growth and contribute to Public Transport network.

		Initiatives/Special Projects				Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review	
Saleyards	To provide facilities that meet the demand of the target group users of the facilities	Internal / External Stakeholders Community	EXC1 EXC1.2 INF1 INF1.1	Inform Consult Involve	Provide usage and sale figures to Stakeholders as per reporting quarterly ongoing to June 30	Only a percentage of income has been invoiced as at end of December quarter. Revenue from Dip activities \$11,358.00 Revenue from Sale F&C \$9,728.00	

**SECTION PARKS AND RECREATION**

**Mission:** Foster participation in social and physical activity by providing well planned recreational facilities, open space and parkland.

Initiatives/Special Projects						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review	
Open Space Plan	Actively plan for appropriate open space within the region	Internal / External Stakeholders Community	EXC1 EXC1.1 EC1 EC1.1 EC1.2	Inform Consult Involve	Maintain/update 10 year capital plan ongoing to June 30	10 year capital plan up to date	
Parks and Open Space network	Service and develop Parks and Open Space network and recreation facilities to meet community expectations and enhance community wellbeing	Internal / External Stakeholders Community	EC3 EC3.1 EC3.2 INF1 INF1.1	Inform Consult Involve	Implement service schedules ongoing to June 30  Provide maintained playground to the appropriate Australian standard ongoing to June 30	All service schedules implemented, nil complaints for quarter regarding level of service.  Completed all action items identified in the 2015 August Playground Safety Audit.	
Rail Trail networks	Service and maintain Rail Trail networks	Internal / External Stakeholders Community	EC3 EC3.1 EC3.2 INF1 INF1.1	Inform Consult Involve	Undertake annual inspection and schedule maintenance to address needs identified ongoing to June 30  Develop and implement Rail Trail between Murgon to Kingaroy ongoing to June 30	Completed inspection of BBRT in October 2015.  Completed first milestone report as part of funding agreement with DSIP. Construction of 2 pedestrian bridges, weed removal, tree plantings, completed during this quarter. Partnership with CTC for a Youth Skills program for 10 participants underway.	

**SECTION CEMETERIES**

**Mission:** To provide well maintained cemeteries across the region

Initiatives/Special Projects		Performance Measurement				
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
Regional cemetery and associated services	Deliver regional cemetery and associated services that meet current and future burial and remembrance needs.	External Stakeholders Community	EXC1 EXC1.1 INF1 INF1.1	Inform Consult	Maintain/update 10 year capital plan ongoing to June 30	75% completed an audit of Cemetery records, new maps currently being produced.  10 year capital plan up to date.

**SECTION NRM & PARKS ADMINISTRATION**

**Mission:** To provide quality administration.

		Initiatives/Special Projects			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1 EXC1.1 EXC1.2	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	2015-16 Operations and Capital Budget on track.
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1 EXC1.1 EXC1.2	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	Review of 10 year capital budget scheduled 4 <sup>th</sup> quarter.



## **Finance Department – Plant & Fleet/Business System Management Operational Plan 2015/16**

**Mission:** To provide excellent financial services and professional advice to enable our organisation to achieve its goals  
**Officer Responsible:** General Manager Finance  
**Responsibilities:** Branch Administration, Property and Rating, Procurement and Stores, Financial Planning and Sustainability, Asset Management, Plant and Fleet Management.



**SECTION PLANT AND FLEET MANAGEMENT**

**Mission:** To provide functional and cost effective plant and fleet services to the organisation.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
Workshops	Maintenance of Council Plant & Fleet	Internal Stakeholders	EXC1, EXC6	Inform Consult Involve	Council fleet serviced within reasonable time of receiving plant given priority requirements of plant and fleet as at June 30	All plant repaired internally where possible, parts sourced within time constraints of suppliers, repairs for minor plant and executive vehicles outsourced.
Plant & Fleet	Management of Council's fleet including purchases and disposals. Ensure that surplus plant and fleet are forwarded to auction for sale	Internal Stakeholders	EXC1	Inform Consult Involve	Adhere to and monitor the fleet replacement program throughout 2015-16  Report on surplus fleet items sold at auction ongoing to June 30  Annual Plant and Fleet purchases as per operational requirements to June 30	Plant and Fleet Capital Replacement Program has been developed in consultation with internal users. The capital purchase program is on track. Optimal sale price is achieved through auction.  All plant and fleet purchases are fit for purpose and to user specifications.
Plant & Fleet Hire Rates	Hire rates updated annually	Internal Stakeholders, Private Works Contracts	EXC1	Inform Consult Involve	Review 2015-16 hire rates by 30 June	Hire rates reviewed for 2016 Financial Year.
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually.	10 year plan developed - determined based on age, usage and future service requirements.

**SECTION PLANT AND FLEET MANAGEMENT**

**Mission:** To provide functional and cost effective plant and fleet services to the organisation.

Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations  Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Fleet Operations budget prepared and adopted as part of the overall operational and capital budget Budgets monitored regularly including plant and fleet utilisation. 3 <sup>rd</sup> Quarter review underway.

**SECTION BUSINESS SYSTEM MANAGEMENT**

**Mission:** To ensure Council's business systems are compliant with the relevant legalisation and meet the needs of the organisations.

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
System Management	To ensure Council's business systems are compliant with the relevant legalisation and meet the needs of the organisations.	Internal / External Stakeholders Community	EXC2, EXC5	Inform Consult Engage	100% compliant with <b>Public Records Act</b> -continuous to 30 June 2015 Tech One business system modules developed and integrated as per schedule by June 30	Working toward compliance with Information Standard 31 and 40. Good results achieved to date. Ongoing development of modules in conjunction with T1 Users. SAM, Grants, ECR, Ci anywhere and Mobility modules being worked on.
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders		Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	2016 Budget prepared. Budgets monitored at minimum quarterly. Capex budget monitored as required. 3 <sup>rd</sup> quarter review underway. 2017 Financial Year budget being developed.



## Finance Branch Operational Plan 2015/16

**Mission:** To provide excellent financial services and professional advice to enable our organisation to achieve its goals.  
**Officer Responsible:** Manager Finance  
**Responsibilities:** Branch Administration, Rates, Finance Operations, Procurement, Financial Planning/Reporting, Asset Management



**SECTION BRANCH ADMINISTRATION**

**Mission:** To provide management and administration support to the branch.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
Cash Management	Effectively manage Council's Cash Assets and Debt portfolio by maximising returns and minimising financial risk	Internal Stakeholders	EXC1	Inform Consult	Cash managed in accordance with 2015-16 investment Policy including Debt portfolio in accordance with 2015-16 Debt Policy to be able to secure long term financial funding Annual debt service payment is made by 15 September 2015	Completed - Investment Policy and Debt Policy 2016 adopted by Council -29 June Budget Meeting Completed - Annual debt service amounting to \$4.1M settled 15 September
Trust Fund Management	Effectively manage monies held in trust	Internal / External Stakeholders	EXC1	Inform Consult	Monies held in trust reconciled to general ledger on a quarterly basis	Trust Fund Reconciliation on going; Trust- bank reconciliation completed on a monthly basis
Regulatory Returns	Preparation of various statutory returns. Some examples include Annual FBT, Monthly BAS Returns, Payroll Tax and ASIC Returns	External Stakeholders	EXC5	Inform Consult	Completed in accordance with following statutory timeframes Annual 2015-16 FBT – April 2016 Monthly BAS Returns – every 21st day of the month for the 2015-16 financial year Payroll Tax 7th day of the month for the 2015-16 financial year ASIC returns lodged for the 2014-15 financial year by 31 December 2015 Castra and KPH return lodged for the 2014-15 financial year by 31 Oct 2015	BAS Returns for July, August, September, October, November, December 2015; January 2016 completed; February 2016 return to be completed 21st March  Payroll tax settled for July, August, September, October, November, December 2015; January 2017  Castra and KPH financial audit completed and ASIC returns lodged by external auditors

**SECTION BRANCH ADMINISTRATION**

**Mission:** To provide management and administration support to the branch.

Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
Maintain Finance Registers	Investment Register Bonds and Guarantees Register Expressions of Interest, Quotes and Tenders Register Fees and Charges Register		EXC5	Inform Consult	Investment Register – completed within 7 days of investing surplus funds Bonds and Guarantees Register – completed within 7 days of a bond or guarantee being released or received Expressions of Interest, Quotes and Tenders Register – updated monthly Fees and Charges Register – adopted by 1 July 2015  Contracts Register updated on Council's website within 7 days of contracts being let	Investment /Bond Register still to be implemented  EO/Quotes and Tender Register updated regularly Completed - Fees and Charges adopted by Council last 29 June- Budget meeting, Fees & Charges for 2017 distributed for review  Contracts register updated as of 15 January 2016

<b>SECTION RATES</b>						
<b>Mission:</b> To levy rates in accordance with Council policy.						
<b>Significant activities and services</b>						
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Performance Measurement</b>	
					<b>Key Performance Indicator</b>	<b>3rd Quarter Review</b>
Rates Notices	Rates notices levied quarterly by Council	External Stakeholders	EXC1; EXC2	Inform	Rates (including supplementary rates) and associated charges levied on a quarterly basis	1st Quarter Rates Notice released on 29 July with discount period until 02 September; 2nd Quarter Rates Notice released on 27 October with discount period until 01 December 3rd Quarter Rates Notice released on 27 January with discount period until 01 March
Accounts Receivable	Management of accounts receivable, and control of the effective recovery of outstanding debts	Internal Stakeholders	EXC2	Inform Consult	Review aging schedule of rates debtors outstanding and general ledger reconciliation on a quarterly basis	Rates register reconciliation finalised in September 2015; Rates register for 2015-16 reconciled on a monthly basis
Rescue & Evacuation / Rural Fire Levy	Distribute funds received for the purpose of sponsoring South Burnett region: - airborne emergency rescue & evacuation transport providers - the rural fire service providers	External Stakeholders Community	EXC5	Inform Consult	Funds collected are distributed to sponsor the airborne emergency rescue & evacuation transport providers on a quarterly basis	Fire Levy remittances are up to date

<b>SECTION FINANCE OPERATIONS</b>						
<b>Mission:</b> To ensure timely and accurate disbursements and provide monitoring support for cash transactions.						
<b>Significant activities and services</b>				<b>Performance Measurement</b>		
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>3rd Quarter Review</b>
Accounts Payable	Management of accounts payable	Internal/ External Stakeholders	EXC2	Inform Consult Involve Collaborate	90% of invoices paid within payment terms Creditors reconciled with general ledger on a monthly basis	2014-2015 Creditors are reconciled as of 30 August 2015; 2015-2016 Creditors are reconciled on a monthly basis; Invoices are paid within payment terms
Sundry Debtors	Management of sundry debtors, and control of the effective recovery of outstanding debts	Internal/ External Stakeholders	EXC2	Inform Consult Involve Collaborate	Review of overdue sundry debtors, which are greater than 90 days on a quarterly basis Reconciliation of sundry debtors with general ledger on a monthly basis	Aging and reconciliation of sundry debtors in process Reconciliation of sundry debtors with general ledger finalised in August 2015 and monthly reconciliation done
Bank Reconciliation	Monitoring of cash receipts and disbursements	Internal Stakeholders	EXC2	Inform Consult Involve Collaborate	Daily matching of cash receipts and disbursements vs bank deposits and payments Reconciliation of cash – general ledger balance vs bank statement balance on a monthly basis	2015-2016 Bank reconciliation for July, August, September, October, November, December 2015 and January 2016 are completed. Matching of cash receipts and disbursements vs bank deposits and payments done on a daily basis

**SECTION FINANCE OPERATIONS**

**Mission:** To ensure timely and accurate disbursements and provide monitoring support for cash transactions.

		Significant activities and services			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
Insurance services	Annual insurance renewal and management of claims	Internal/ External Stakeholders	EXC5	Inform Consult Involve Collaborate	Ensure that the brokers are appointed by June 2015. Appropriate levels of insurance by 1 July 2015. 80% of claims actioned and referred to internal departments.	Completed - Insurance for council assets are in place and completed June 2015; Preparation for insurance renewal for 2016-17 on going

<b>SECTION</b>		<b>PROCUREMENT</b>	
<b>Mission:</b> To maintain efficient stores operations to meet organisational needs and ensure Council's procurement practices comply with Local Government Act and Regulation.			
<b>Significant activities and services</b>			
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>
Procurement	Coordinate tendering processes Monitor procurement transactions	Internal/ External Stakeholders	EXC4
Stores	To provide inventory items which have been efficiently procured and ensuring items are available as required. Purchasing arrangements ensure that best value for money is obtained.	Internal Stakeholders	EXC2
<b>Performance Measurement</b>		<b>Engagement Level</b>	<b>Key Performance Indicator</b>
		Inform Consult Involve Collaborate	Report completed tenders on a quarterly basis Report non-compliant procurement transactions on a quarterly basis
		Inform Consult Involve Collaborate	Completed tenders reflected on the tender register published in Council's website Exception reports currently being developed
		Inform Consult Involve Collaborate	Standard stock items are available Monitoring report still to be developed in consultation with Business System Officer Stores personnel are conducting review of stock items and monitoring obsolescence
<b>3<sup>rd</sup> Quarter Review</b>			

**SECTION FINANCIAL PLANNING/REPORTING**

**Mission:** To provide excellent financial services and professional advice to enable our organisation to achieve its goals.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3 <sup>rd</sup> Quarter Review
Budget Planning	Budget 2015- 2016 finalised within statutory timeframes	Internal Stakeholders Community.	EXC1	Inform Consult Involve Collaborate Empower	2015-16 Budget prepared and adopted by Council within statutory and organisational timeframes	Completed - 15/16 Budget adopted by Council on 29 June
Budget Management	Ongoing monitoring of operational and capital budgets	Internal Stakeholders Community	EXC1	Inform Consult Involve Collaborate Empower	Regular periodic (current – 3 weekly) reporting to Council  Budget reviewed and revised on a quarterly basis	July, August, September, October, November and December 2015; January, February 2016 Periodic reports to Council completed  1 <sup>st</sup> Quarter Operating Budget Review and Capital Budget Review completed and adopted by Council  2 <sup>nd</sup> Quarter Budget review for adoption by Council 13 January general meeting  3 <sup>rd</sup> Quarter Budget review on-going
Long Term Financial Forecast	Long Term Financial Forecast 2015-16 as per LG Regulation 2012	Internal Stakeholders Community	EXC1	Inform Consult Involve Collaborate	Long Term Financial Forecast 2015-16 adopted by Council within statutory timeframes	Completed – Long term financial forecast adopted by Council on 29 June

<b>SECTION FINANCIAL PLANNING/REPORTING</b>		<b>Significant activities and services</b>				<b>Performance Measurement</b>	
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>3<sup>rd</sup> Quarter Review</b>	
Financial Statements for 2014 - 2015	Annual Financial Statements for 2014-15 prepared, with unqualified audit report by Queensland Audit Office	Internal/ External Stakeholders	EXC1; EXC2; EXC4; EXC5	Inform Consult Involve Collaborate	Unqualified Audit Certificate from Queensland Audit Office	Completed. SBRC Financial Statements for 2014-15 were certified by Queensland Audit Office (QAO) on the 30 October. Council was able to meet the statutory deadline for QAO certification. Received an unqualified audit certificate for the FY 2014-15 transactions.	
External Audit	Ensure adequate planning and coordination of, and timely finalisation of the external audit	Internal/ External Stakeholders	EXC1; EXC2; EXC4; EXC5	Inform Consult Involve Collaborate	2014/15 Statements presented to QAO by 31 October 2015	Completed. SBRC Financial Statements for 2014-15 were certified by Queensland Audit Office (QAO) on 30 October. Council was able to meet the statutory deadline for QAO certification. Received an unqualified audit certificate for the FY 2014-15 transactions.	
Financial Assistance Grant Return	Financial Assistance Grant Return completed and forwarded to Queensland Local Government Grants Commission	Internal/ External Stakeholders	EXC5	Inform Consult Involve Collaborate	FAG Return accurately completed by 21 November 2015	Completed. FAG Return submitted on 12 November	

**Mission:** To provide excellent financial services and professional advice to enable our organisation to achieve its goals.

**SECTION ASSET MANAGEMENT**

**Mission:** To implement a program for improving Council's operational effectiveness and efficiency in terms of asset management.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
Asset Management Plans	Develop asset management plans	Internal Stakeholders	EXC1	Inform Consult Involve Collaborate Empower	Asset Management Plans reviewed and communicated to the organisation by 30 June 2016	Asset Management Coordinator commenced 14 September. Review of AMP to commence upon completion of financial audit Presented to the Leadership Team the Scoping and Implementation plan for Asset GIS project Asset Management Working Group to be reconvened in January 2016 AMWG structure presented to Leadership Team in February 2016
Annual Asset Valuations	Undertake a review of asset values in all asset classes	Internal Stakeholders	EXC1	Inform Consult Involve Collaborate	Valuations in place by 31 July 2015	Completed – asset valuations provided by APV and recognised in the financial statements 2014/15 - Valuations for 2015/16 still for review prior to APV finalisation
Asset Register	Ongoing maintenance of asset register including depreciation, WIP, asset take up, sales and revaluations.	Internal Stakeholders	EXC1; EXC2	Inform Consult Involve Collaborate Empower	Asset Register up to date at 30 June 2016	Asset Management Coordinator commenced 14 September. Asset GIS Officer commenced 28 September, Asset Management Accountant commenced 06 October. The Asset Team is tasked to ensure the accuracy and correctness of the Asset Register and Currently undertaking review and

SECTION ASSET MANAGEMENT						
Mission: To implement a program for improving Council's operational effectiveness and efficiency in terms of asset management.						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
Annual CapEx Budget	Capital works budget 2015-16 developed for budget planning	Internal Stakeholders	EXC1	Inform Consult Involve Collaborate Empower	CapEx Budget 2015-16 prepared and adopted by Council within statutory and organisational timeframes	updating of the asset register WIP Capitalisation on going. As of 25 February – estimated capitalisation for Roads = \$6M Completed – Capex Budget 15/16 adopted by Council on 29 June
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Periodic Capex report presented to Council in September ; October, November, December 1 <sup>st</sup> Quarterly Capex Budget Review completed and adopted by Council 2 <sup>nd</sup> Quarter Capex Budget review for Council adoption – 13 January 2016 general meeting 3 <sup>rd</sup> Quarter Capex Budget review on-going



## Information Services Branch Operational Plan 2015/16

**Mission:** To provide, develop and deliver information management business improvements services to the organisation and customers.

**Officer Responsible:** Manager Information Services

**Responsibilities:** Information and Communication Technology and Geographic Information Systems (GIS).



**SECTION INFORMATION & COMMUNICATION TECHNOLOGY**

**Mission:** To provide, develop and deliver information and communication technology improvements to the organisation and customers.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
ICT Support Services	Helpdesk - provide monitoring and resolution of ICT system related problems	Internal Stakeholders	EXC2	Inform Consult	Support requests are dealt with within acceptable timeframes	New Helpdesk application improving request response times allowing for file attachments
Computer systems replacement and allocation	Provision of computer hardware and software – User level	Internal Stakeholders	EXC2	Inform Consult	Hardware meets minimum software requirements	Further tablet development and testing in progress to meet both the SOE and techone requirements.
Communications	Mobile phones Internet VoIP Phone system Email	Internal Stakeholders	EXC2	Inform Consult Involve	Handsets provided are functional and compliant with Mobile device Management Software 4hr maximum downtime on council controllable faults Email outages resolved ASAP with no more than 4hr outage on council controllable faults	Ongoing and compliant  Storm causing power outage to network resources. Emergency genset started and monitored to keep phone system and basic services running
IT Infrastructure Network	Wan network switches, routing and firewall	Internal Stakeholders	EXC6	Inform Consult	4hr maximum downtime on council controllable faults	No faults reorder that has impacted on operations in excess of 4 hrs – Emergency genset initiated and a seamless transition to alternative power occurred during power outage

**SECTION INFORMATION & COMMUNICATION TECHNOLOGY**

**Mission:** To provide, develop and deliver information and communication technology improvements to the organisation and customers.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
Infrastructure Server Storage	Updates, upgrades, lifetime cycles and capacities	Internal Stakeholders	EXC6	Inform	4hr maximum downtime on council controllable faults	No faults recorded that has impacted on operations in excess of 4 hrs
External Security	Antivirus, firewall security threats	Internal Stakeholders	EXC2	Inform	Security threats addressed immediately and devices removed from SBRC corporate network that are classed as high threat.	Complied to No high importance items occurrence for this quarter.
Corporate application support and licensing	System uptime, fault recovery and monitoring Application Licensing	Internal Stakeholders	EXC1	Inform	License agreement criteria complied with. True up values addressed at each renewal cycle and license amounts are not exceeded.	Completed and true up figures submitted to Microsoft. A list of additional license requirement being maintained for next FY
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	Created and capital items being accounted for
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Completed Budget spend and project planning progress in line with FY.

**SECTION GEOTECHNICAL INFORMATION SYSTEMS (GIS)**

**Mission:** To ensure record keeping is compliant with the Public Records Act 2002 and effectively captures all incoming correspondence for the organisation.  
 To ensure Geotechnical Information Systems (GIS) meet the needs of the organisations.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
GIS Support desk	Helpdesk	Internal Stakeholders	EXC6	Inform Consult	Support requests are dealt with within acceptable timeframes	Ongoing
Development of GIS solutions for data accumulation and usability	GBM mobile, custom forms and investigation of mobile solutions.	Internal Stakeholders	EXC6	Inform Consult	Suitable solution that effectively accumulates new information	Technical component and hardware platform confirmed. Tablet development and testing is place
Web presence and development	Intramaps public – SBRC GIS data available to the public.	Community Internal Stakeholders	EXC6	Inform Consult	Software investigated by December 2015 Software purchased and deployment scheduled by March 2016	Pricing sourced – budget unavailable Postponed until next financial year



## **Property Operational Plan 2015/16**

**Mission:** To provide effective management and maintenance of Councils property and buildings for community and Council use.  
**Manager Property**  
**Officer Responsible:** Property and Building Maintenance, Building Capital Projects, Leases, Contract Management, Land and Equipment Sales  
**Responsibilities:** and Management of Community Facilities i.e. Halls, Swimming Pools



**SECTION PROPERTY ADMINISTRATION**

**Mission:** To deliver scheduled and reactive maintenance on Council owned buildings and property.

Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Ongoing
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	Ongoing

**SECTION BUILDING AND PROPERTY MAINTENANCE**

**Mission:** To deliver scheduled and reactive maintenance on Council owned buildings and property.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
Building and Property Maintenance	Scheduled Maintenance	Internal / External Stakeholders	INF1	Inform Consult Involve	100% Scheduled maintenance programs implemented within budget by June 30	On target
Building and Property Maintenance	Reactive Maintenance	Internal / External Stakeholders	INF1	Inform Consult Involve	100% Building maintenance urgent WHS requests met within 8 hours, other WHS requests met within reasonable timeframe by June 30	Urgent WHS requests completed on time. Rectification WHS maintenance requests are on target.

**SECTION BUILDING CAPITAL WORKS PROGRAM**

**Mission:** To deliver Councils Building Capital Works program in align with Councils Asset Management Plan and Budgets

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
Building Capital Works Program	Building projects	Internal / External Stakeholders	INF1	Inform Consult Involve Collaborate	100% Projects implemented within budget by June 30	Murgon Swimming Pool's new kiosk and amenities on target to be completed for 17 October 2015. Kingaroy Swimming Pool on target to be completed by November 2015. Murgon Swimming Pool's new kiosk and amenities completed and operating under maintenance period. Kingaroy Swimming Pool completed and operating under warranty period.

**SECTION BUILDING ASSET MANAGEMENT PLAN**

**Mission:** To assist Council in planning and developing a Building Asset Management Plan

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
Asset Management Plan	Planning Asset Management Plan	Internal / External Stakeholders	INF1	Inform Consult Involve	100% Identification of Building Assets utilising available data by June 30 100% identification of Building Condition principles utilising available data by June 30 100% identification of an Building Asset data collection process, management and storage of data by June 30	Updating asset list as new assets are identified.
Asset Management Plan	Developing Asset Management Plan	Internal / External Stakeholders	INF1	Inform Consult Involve	Collection of data to commence on priority assets by June 30	Asset Management Team appointed, Property Team Leader position appointed. Asset management assessment and prioritisation to commence.

**SECTION LEASE AND CONTRACT REGISTER**

**Mission:** To develop and implement Councils Lease and Contract Register.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
Lease and Contract Register	Develop Lease and Contract Register	Internal Stakeholders	EC3	Inform Consult Involve	Lease Register designed in Tech One utilising available data by June 30	In progress
Lease and Contract Register	Implement Lease and Contract Register	Internal Stakeholders	EC3	Inform Consult Involve	Leases since 2014 and any new leases moved into Lease Register utilising available data by June 30	Lease database is maintained and ready to move across into testing.

**SECTION LAND AND EQUIPMENT SALES**

**Mission:** To legally dispose of Councils surplus land and equipment assets.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
Land and Equipment Sales	Dispose of Councils surplus land	Internal / External Stakeholders	INF1 EXC1	Inform Consult Involve	Tender the disposal of surplus Council owned land as determined by June 30 List land for sale with Councils Exclusive Agent as determined by June 30	Land has been tendered for disposal. Council successful in the sale of 3 lots through the tender process. Land listed with Exclusive Agents.
Land and Equipment Sales	Dispose of Councils surplus Buildings	Internal / External Stakeholders	INF1 EXC1	Inform Consult Involve	Tender the disposal of surplus buildings as determined by June 30 List buildings for sale with Exclusive Agent as determined by June 30	Investigations have commenced on the option to dispose surplus building.
Land and Equipment Sales	Dispose of surplus Equipment	Internal / External Stakeholders	INF1 EXC1	Inform Consult Involve	Tender or Auction the disposal of Councils surplus equipment as determined by June 30	Surplus equipment has been tagged out of Council operations and catalogued ready for the next auction.

**SECTION COMMUNITY FACILITIES**

**Mission:** To effectively manage Community facilities (i.e. Halls, Swimming Pools) to maximise community use and meet community needs.

Significant activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
Community Facilities	Manage Community Facilities	Internal/ External Stakeholders Community	EC3 INF1	Inform Consult Involve	Facilities to be opened and operational for community use ongoing to June 30	Wondai and Blackbutt Swimming Pools opened on 19 September. South Burnett Aquatic Centre has remained opened all year with little disruption with the appointment of new Managers.  Wondai Swimming Pool is under new management.  Murgon and Proston Swimming Pools opened on 12 October and Kingaroy Swimming Pool opened 24 October.

<b>SECTION</b>		<b>COMMUNITY FACILITIES</b>	
<b>Mission:</b> To effectively manage Community facilities (i.e. Halls, Swimming Pools) to maximise community use and meet community needs.			
<b>Significant activities and services</b>			
<b>Title</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>
Community Facilities	Utilisation by Community Groups	Internal / External Stakeholders Community	EC3
<b>Performance Measurement</b>		<b>Key Performance Indicator</b>	<b>3rd Quarter Review</b>
		Facilities utilised by community groups ongoing to June 30	All facilities used by the community groups are all operational. Maidenwell Caravan Dump Point is installed. Maidenwell Sportsground water pipe due to be commissioned by end of March. Murgon Sportsground Association is working in partnership with Council to finalise an Irrigation Management Plan. Murgon Grandstand repairs and painting is completed. Murgon PCYC roof over Main Stadium and Squash courts has been replaced.
<b>Engagement Level</b>	Inform Consult Involve		



## Infrastructure Department Operational Plan 2015/16

**Mission:** To effectively plan, manage and deliver the region's infrastructure to provide the adopted levels of service to the community  
**Officer Responsible:** General Manager Infrastructure  
**Responsibilities:** Department Management, Roads & Drainage, Design & Technical Services, Water & Wastewater



**SECTION DEPARTMENT MANAGEMENT**

**Mission:** To provide strategic management and administration support to facilitate the branch activities of the department

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review	
Organisational Structure for Infrastructure Department	Maintain organisational structure to meet current and future needs	Internal Stakeholders	EXC3	Inform Consult	Structure reviewed quarterly to ensure effective and efficient and >95% of positions within the approved structure are resourced to maintain service delivery	Achieved	
Quality Management System	Documented department procedures and standards	Internal Stakeholders	EXC2 INF1	Inform Consult	Department procedures and standards documented as part of Quality Management System and ISO9001 certification maintained	External audit completed in December 2015 and certification maintained.	
Asset Management Plans	Maintain Asset Management Plans for all infrastructure assets	Internal Stakeholders	INF1	Inform Consult	Asset Management Plans provide budgeting and decision making process for asset renewal, replacement and new works	Basic plans only; these require review and further advancement. Data collection for road assets complete for this year. Planning for stormwater commenced.	
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1 INF1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	Complete and ready for adoption as part of 16/17 budget.	
Infrastructure Funding	Sustainability of existing assets maintained	Internal Stakeholders	EXC1 INF1	Inform Consult	>80% of funding budgeted annually for asset renewals and replacements as per AMP's	Well over target at present due to backlog of infrastructure renewals.	

**SECTION DEPARTMENT MANAGEMENT**

**Mission:** To provide strategic management and administration support to facilitate the branch activities of the department

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
Project Management	Maintain Project Management Framework	Internal Stakeholders	EXC2 INF1	Inform Consult	Project management plans, controls and reporting implemented and reviewed every 6 weeks by Project Control Group	Achieved
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1 INF1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Complete Undertaken at least monthly by Managers and Coordinators. Third quarter review complete.

**SECTION DISASTER MANAGEMENT**

**Mission:** To maintain an effective and coordinated response framework to disaster events and to facilitate structured and timely community recovery

		Significant activities and services			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
Disaster Management	Maintain an effective Disaster Management framework	Internal Stakeholders, Qld Fire and Emergency Services	EC4	Inform Consult	Quarterly Local Disaster Management Group Meetings Annual exercise with all agencies DM plan and sub-plans maintained	First meeting 15/3/2016 for year Desktop exercise with Cherbourg planned for April 2016
State Emergency Service	Assistance with the provision of operational resources	SES Groups, Qld Fire and Emergency Services	EC4	Inform Consult	State Emergency Service groups across the region are adequately operational within budget allocations	Regular assistance provided to maintain preparedness.



## **Water & Wastewater Operational Plan 2015/16**

**Mission:** To deliver quality and reliable water and wastewater services that meet the customer service standards  
**Officer Responsible:** Manager Water and Wastewater  
**Responsibilities:** Water & Wastewater Administration, Reticulation, Treatment & Quality



**SECTION WATER & WASTEWATER ADMINISTRATION**

**Mission:** To provide management and administration support services to promote the activities of the branch

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review	
Customer Service	Responses to customer requests	Customers and Council	EXC6	Inform	Responses to enquiries and requests for service within Customer Service Standards	On track to meet overall CSS for the year.	
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve Collaborate	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Operational budget is on track and budgets are reviewed at least monthly.	
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Departments	EXC1 INF1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	Complete	
Program Planning & Coordination	Continuous planning and coordination of works programs to align resources	Internal Stakeholders	INF1	Inform Consult	Works programs developed within one month of budget adoption to ensure effective utilisation of resources and delivery of budget	Complete. Capital works program is progressing	
Branch Meetings	Regular Coordinator and Supervisor meetings	Internal Stakeholders	EXC2	Inform Consult Involve	Coordinators/Engineer monthly Coordinators and Supervisors quarterly Branch 6 monthly	Completed to date	

**SECTION WATER & WASTEWATER ADMINISTRATION**

**Mission:** To provide management and administration support services to promote the activities of the branch

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
Asset Management	Asset Management Plan implementation	Internal Stakeholders	INF1	Inform Consult	Asset Management Plans implemented into infrastructure operations and management	Progressing
Infrastructure Planning	Planning to determine future needs of water and wastewater systems	Internal Stakeholders	EXC1 INF1	Inform Consult	Future works and needs determined and budgeted for in long term financial plans	Progressing. Will require input of new Council

**SECTION RETICULATION**

**Mission:** To provide water and wastewater networks which meet customer service standards through a planned and proactive approach

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review	
Programmed Maintenance	Delivery of programmed maintenance in accordance with budget	Internal Stakeholders	INF1	Inform Consult	Decrease in reactive maintenance costs	Reactive maintenance has decreased by approximately 10% in reticulation	
Reactive Maintenance	Service sewer blockages and water main breaks	Internal Stakeholders	INF1	Inform Consult	Customer Service Standards met – 95% compliance	On track for compliance for 15/16	
Capital Works	Completion of Capital Works Program	Internal Stakeholders	INF1	Inform Consult	Capital works program completed as scheduled and within budget	On track for completion for 15/16	
Program Planning, Design and Coordination	Construction Design	Internal Stakeholders	INF1	Inform Consult	Construction program developed within one month of budget adoption Designs completed 3 months in advance of project commencement	Capital works program list developed and in progress by D&TS.	
New Connections	Service delivery of new connections	Applicants	EXC6	Inform Consult	All connections in accordance with Customer Service Standards timeframes	Achieved	

**SECTION TREATMENT & QUALITY**

**Mission:** To maximise and optimise the performance of treatment plant systems through proactive improvements and preventative maintenance

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review	
Capital Works Program	Completion of Capital Works Program	Internal Stakeholders	INF1	Inform Consult	Capital works program completed as scheduled and within budget	On track	
Legislative Compliance and Monitoring	Statutory reports of results and compliance	Queensland Government and Federal Government	ENV1 INF1	Inform	Statutory timeframes for reporting achieved	SWIMS, DEHP annual return and DWQMP amendment all delivered on time and approved by Regulator	
Treatment Plants, Reservoirs and Chlorination	Operate and manage facilities	Internal Stakeholders	EXC2 INF1	Inform Consult	Compliance with licence conditions 95% Water quality targets met	Not complying with all licence conditions for STPs due to aging infrastructure. Water quality on track	
Dams and Weirs	Operate and manage dam and weir facilities within regulations	Queensland Government and Council	EXC2 INF1	Inform Consult	Compliance with Dam Safety Regulations	On track. EAP review complete.	
Recycled Water	Supply of recycled water to community and sporting groups	Community and sporting groups and Council	INF1	Inform Consult	Recycled water available within climatic restraints and licence conditions	Recycled water from STPs currently utilised in Wondai, Murgon and Kingaroy. Indirectly utilised in Nanango.	
Water Quality	Maintain water quality in accordance with relevant guidelines	Community and Council	EXC6 INF1	Inform	Compliance with public health requirements and requests responded to within Customer Service Standards timeframes	Achieved	



## Design & Technical Services Operational Plan 2015/16

**Mission:** To provide efficient infrastructure planning and design services and technical support to the Infrastructure Department  
**Officer Responsible:** Manager Design & Technical Services  
**Responsibilities:** Infrastructure Planning, Design Services and Materials Laboratory



**SECTION INFRASTRUCTURE PLANNING & DESIGN SERVICES**

**Mission:** To provide efficient infrastructure planning and design services to the Infrastructure Department

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
Infrastructure Planning	Assist with strategic planning for future infrastructure	Internal Stakeholders	INF1	Inform Consult	Concept planning, preliminary design and cost estimates provided in advance of project prioritisation and budgeting	Complete for 2016/17 considerations.
Design	Provision of design services for the Infrastructure Department	Internal Stakeholders	INF1	Inform Consult	Detail design services completed >3 months prior to programmed timing of construction delivery	Commencing designs for 16/17 projects.
Surveying	Provision of surveying services for the Infrastructure Department	Internal Departments	INF1	Inform Consult	Surveying services completed to meet programmed timing of works	Meeting service levels required.
Development application assessment and advice	Advice regarding infrastructure requirements for development applications	Applicants, Internal Stakeholders	GO2 INF1	Inform	Timely and professional engineering advice on development applications and operational works within SPA timeframes	Meeting service levels required.
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1 INF1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	Complete and ready for adoption as part of 16/17 budget.
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC2 INF1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Complete for 16/17 Reviewed at least monthly internally by Manager. Third quarter review complete.

**SECTION MATERIALS LABORATORY**

**Mission:** To provide timely and efficient materials laboratory services to internal departments and external customers

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
NATA Certification	Maintain NATA certification for materials laboratory functions	NATA	EXC2	Inform Consult	NATA audits completed successfully and certification maintained	External audit in December 2015 and certification maintained. Responses to improvements sent to NATA.
Materials Testing	Tests undertaken for Council operations	Internal Stakeholders	INF1	Inform	Tests analysed and reports provided to project Supervisors promptly	Meeting service levels required.
Private Works	Tests undertaken for client purposes	Customers	EXC2	Inform	Tests analysed and reports provided to customers promptly	Continuing to provide services to various external companies.



## Roads & Drainage Operational Plan 2015/16

**Mission:** To provide safe, adequate, effective and efficient road and drainage network  
**Officer Responsible:** Manager Roads & Drainage  
**Responsibilities:** Roads & Drainage Administration, Construction, Maintenance, Contracts



**SECTION ROADS & DRAINAGE ADMINISTRATION**

**Mission:** To provide management and administration support services to the roads and drainage branch

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review	
Customer Service	Responses to customer requests	Community and Internal Stakeholders	EXC6	Inform	Responses to enquiries and requests for service within Customer Service Standards	Feedback continues to be provided to customers when requests received.	
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Expenditure is reviewed monthly for all capital projects and operational programs.	
Program Planning & Coordination	Continuous planning and coordination of works programs to align resources	Internal Stakeholders	INF1	Inform Consult	Works programs developed within one month of budget adoption to ensure effective utilisation of resources and delivery of budget	All capital projects are programmed and the capital program is reviewed monthly.	
Branch Meetings	Regular Coordinator and Supervisor meetings	Internal Stakeholders	EXC2	Inform Consult Involve	Coordinators and Supervisors monthly Branch 6 monthly	Meetings have been held with all capital and maintenance supervisors and all R&D technical and administrative staff.	
Asset Management	Asset Management Plan implementation	Internal Stakeholders	INF1	Inform Consult Involve	Asset Management Plans implemented into infrastructure operations and management	The scheduled bitumen reseals are complete. Gravel sheeting is continuing and pavement rehab has commenced.	

<b>SECTION CONSTRUCTION</b>		<b>Significant activities and services</b>					<b>Performance Measurement</b>	
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>3rd Quarter Review</b>		
<b>Mission:</b> To deliver a construction program of new works, upgrading and renewals across the road and drainage networks								
Transport Infrastructure Development Scheme and R4R	Completion of Capital Works Program jointly funded by the Council and TMR	External / Internal Stakeholders	INF1	Inform Consult Involve	Capital works program completed as scheduled and within budget	TIDS projects designed and commenced construction. R4R project has been designed and offer submitted to DTMR		
Roads to Recovery Program	Completion of Capital Works Program funded by the Australian Government Roads to Recovery Program	External / Internal Stakeholders	INF1	Inform Consult Involve	Capital works program completed as scheduled and within budget	Program has been developed and project construction is continuing.		
Road and Drainage Program	Completion of Capital Works funded by General Revenue	Internal Stakeholders	INF1	Inform Consult Involve	Capital works program completed as scheduled and within budget	The capital program is progressing as scheduled		
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1 INF1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	Complete and ready for adoption as part of 16/17 budget.		

**SECTION MAINTENANCE**

**Mission:** To maintain safe, adequate and effective road and drainage networks

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	3rd Quarter Review
General Maintenance Program	Deliver general maintenance program across the region	Internal Stakeholders	INF1	Inform Consult Involve	Delivery of the general maintenance program through efficient and effective use of materials and resources	Work continuing and expenditure on target.
Heavy Maintenance Program	Deliver heavy maintenance program across the region	Internal Stakeholders	INF1	Inform Consult Involve	Delivery of the heavy maintenance program through efficient and effective use of materials and resources	Work continuing and expenditure on target.

<b>SECTION CONTRACTS</b>						
<b>Mission:</b> To provide services across the State controlled road network on behalf of the Department of Transport and Main Roads						
<b>Significant activities and services</b>			<b>Performance Measurement</b>			
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>3rd Quarter Review</b>
Road Maintenance Performance Contract (RMPC)	Undertake maintenance activities on the State road network for the Queensland Government Department of Transport and Main Roads	External Stakeholders	INF1	Inform Consult Involve	Completion of works to specification and in accordance with the RMPC contract	Contract value substantially expended with only routine items occurring such as slashing and safety requirements.
Queensland Transport and Roads Investment Program (QTRIP)	Completion of capital works funded by the Queensland Government Department of Transport and Main Roads	External Stakeholders	INF1	Inform Consult Involve	Completion of works to specification and in accordance with contracts	The current Proston Boondooma Road project, which is the last of the QRail project will be finished by June 2016.

## **Resolution:**

*Moved Cr DA Potter, seconded Cr RJ Frohloff.*

*That the Officer's Recommendation be adopted.*

*Carried 6/0  
FOR VOTE - Councillors voted unanimously  
ABSENT. DID NOT VOTE - Cr RLA Heit*

## **4.3 Economic Development (ED)**

### ***Officer's Report***

#### **4.3.1 ED - 1595366 - South Burnett Community Hospital Foundation Limited Board Membership**

### **Summary**

Council resolved at a Special Meeting on 7 April 2016 to change the make-up and number of Board representatives to:

- 3 Council Representatives - 2 Elected Members and 1 Council Officer to also act as Company Secretary
- 3 Medical Professionals
- 2 Community Representatives
- 1 Senior Representative from the Hospital Operator.

The constitution states that each year Board members positions be declared vacant and existing Board members are entitled to renominate for positions on the new Board. All current Board positions are declared vacant.

The South Burnett Regional Council Mayor and Chief Executive Officer have observer status at Board Meetings.

### **Officer's Recommendation**

That Council appoint the following people to the Board of the South Burnett Community Hospital Foundation:

- Council Representatives:
  - Cr Ros Heit
  - Cr Danita Potter
  - Mr Phil Harding – also to act as Company Secretary
- Medical Professionals:
  - Dr Debra Tellam
  - Dr Robyn Ogle
  - Dr Graham McAllister
- Community Representatives:
  - Mr Scott McLennan
  - Mr Wayne Kratzmann
- Hospital Operator:
  - Dr Mark HD Radford

**Resolution:**

*Moved Cr TW Fleischfresser, seconded Cr KA Duff.*

*That the Officer's Recommendation be adopted.*

*Carried 6/0  
FOR VOTE - Councillors voted unanimously  
ABSENT. DID NOT VOTE - Cr RLA Heit*

**5. Portfolio - Roads & Drainage**

**5.1 Roads & Drainage Portfolio Report**

**Summary**

Roads & Drainage Portfolio Report to Council.

**Officer's Recommendation**

That the Roads & Drainage Portfolio Report to Council be received.

**Resolution:**

*Moved Cr GA Jones, seconded Cr RJ Frohloff.*

*That the Roads & Drainage Portfolio Report to Council be received.*

**Council Capital Works**

- *The extension of the Angel Avenue carpark opposite the Murgon Primary School is progressing well with kerb and channelling works, further gravelling and sealing yet to be completed over the next few weeks.*
- *A contractor has recently commenced reconstruction of another deformed section of the Tingoorra Chelmsford Road near Redhill Road. This work involves re-trimming the existing formation and drains, gravel overlaying and sealing works.*
- *The work to straighten a sharp corner on Tingoorra Chelmsford Road near Tingoorra has commenced with clearing, earthworks and drainage being completed. The remaining works include installing gravel pavement and sealing. The section is currently closed to traffic with detours in place.*
- *Reconstruction of the Tingoorra School carpark is nearly complete with sealing expected this week weather permitting. The crew involved worked considerable overtime including on a Saturday to get as much work done as possible during the two week school holiday. This limited disruption to the school operation last week when school recommenced.*
- *We have commenced work to widen two sharp crests on Weens Road between Mount Wooroolin and Trouts Roads. These crests only have single lane seal at this time so motorists are driving on the unsealed shoulder to avoid head on collisions. The final works will have two lanes of seal and a suitable taper length at the approaches. We will also be*

*undertaking sealed pavement reconstruction of a deformed section of road between the crests. This work will involve formation reshaping, gravel overlay and sealing works. We can undertake the work under traffic with only minimal disruption to the work and motorists.*

- *A crew has started on reconstructing the Fisher and Moore Streets intersection at Kingaroy to create a roundabout. The current intersection is an offset cross junction on a sloping surface and a roundabout should significantly improve safety. We found that we needed to close the intersection to through traffic during the works to guarantee safety of motorists and our own staff. There are alternate streets available for a detour. Local traffic at the western end of Moore Street can be accommodated. Works will involve reconstruction of the road surface, new concrete kerbing on the corners and construction of a central roundabout island and should take a few months to complete.*
- *The Glendon Street carpark (Circular Place) was asphalt surfaced this weekend and the remaining works consists of constructing small islands, linemarking, playground construction and landscaping.*
- *The stormwater drainage in Coulson Street, Blackbutt is currently underway on the southern side of the street near the Hotel. Works consist of installing stormwater drains generally using a drag box for staff protection (when trenching deeper than 1.5m depth), access chambers and kerbside gully inlets.*
- *Reconstruction and widening of Blackbutt Crows Nest Road from near Haynes Kite Millar Road and extending past Ogilvie Road corner has commenced. The existing single lane sealed surface is inadequate for the volume of traffic involved which causes excessive shoulder maintenance and road safety risks.*

### **Council Maintenance**

- *Grader crews are operating in the area east of Maidenwell and in the Boobie Areas.*

### **TMR Works**

- *The final stage of Proston Boondooma Project is nearing completion with sealing expected within the next few weeks. That crew will then commence the Council portion of the Clark Swendson Road Project.*
- *Grading works are underway on the shoulder drop offs on the Burnett Highway north of Memerambi Barkers Creek Road and on the unsealed section of Memerambi Gordonbrook Road.*

### **Survey & Design**

*Survey and design for the following projects has either commenced or is in the process of being completed and on the program for construction:*

- *William St, Kingaroy – The water main is currently being designed for the section between Haly St and Queen St.*
- *Queen St, Kingaroy – The water main is currently being designed for the section between William St and the Bunya Hway.*

- *Mt Wooroolin Rising Main, Kingaroy – This project involves the upgrading of the main between the Mt Wooroolin reservoir and the Haly St pump station.*
- *Stonelands Rd Bridge, Stonelands – This project involves the replacement of the timber bridge with twin large box culverts (3600x3600). This has been designed and is currently being reviewed for the crossing just to the north of the intersection with Webber Bridge Rd.*
- *Mundubbera Durong Rd, Durong – This design involves the creation of carparking, formalised bus setdown area and turnaround facility adjacent to the Durong School.*
- *Tessmanns Rd North, Kingaroy – The design is currently being reviewed for works associated with the northern side of the Taylors Rd intersection in the unformed road reserve.*
- *Weens Rd, Crawford – The design is to widen the sealed road over a couple of crests that are located to the west of the Siefert Rd intersection.*
- *Kumbia Rd, Kumbia – This design is a road widening project that extends from the western side of the Stuart River Bridge back towards Kumbia.*
- *Alford St, Kingaroy - The large culvert structure is currently being surveyed for the installation of a new structure in addition to a complimentary footpath/cycleway adjacent to Memorial Park and the Kingaroy State School.*

### **Bridges**

- *15/16 Bridge Replacements – The bridge status at all site differs as follows:*
  - *Campbells Rd – Backfilling has been completed on each approach and blinding layers poured for the forming up and placement of steel in the relieving slabs.*
  - *Mondure Rd – Relieving slabs have been formed and poured along with the commencement of batter protection works. The road has been boxed out for installation of the pavement on each approach.*
  - *Weens Rd – Backfilling of the road approaches has been completed along with the completion of the relieving slabs and installation of the kerb units. This site will be stationary whilst pavement works and batter works are completed at the other 2 bridges, as this site has works that will intercept the existing sidetrack.*
- *Timber Bridge Rehabilitation – The tenders have been received for this project, for works at the following structures:*
  - *Webbers Bridge Road*
  - *Manar Road*
  - *Stumckes Road*
  - *Gayndah Hivesville Road (Horse Gully)*

*A successful contractor will be determined from today's Council meeting.*

- *Geotechnical Investigations - With the announcement of Marshlands Bridge, Silverleaf being co contributed to by the Federal Government under the Bridges Renewal Programme, Council have engaged Douglas Partners to undertake geotechnical investigations at this site, as well*

as at Kings Bridge East, north of Nanango to assist with the delivery of the 2016/17 programme of works. They have commenced operations on Marshlands Bridge this week and envisage that they will transfer over to Kings Bridge East in the coming days.

### **Projects of Interest**

- *Memerambi Subdivision - Works have commenced onsite with earthmoving plant in operation. The contractor, Newlands Civil Construction, will be undertaking roads and drainage works internal to site as well as externally, along the Bunya Highway road corridor.*
- *Clark & Swendson/Kingaroy Barkers Creek Intersection, Kingaroy – This project has been reviewed by TMR and Council and will upgrade the intersection to accommodate B-Double operations. There will be kerb and channel extension on both the northern and southern sides of Kingaroy Barkers Creek Rd as well as drainage infrastructure installed. A floodway is proposed to be installed just south of the intersection with widening and overlay of the pavement extending south to a new access into Swickers. Other works that have occurred or will be undertaken in the coming weeks include well capping, tank removal & associated structure, land resumption, fencing, Telstra realignment, water main realignment, sewer rising main realignment and open channel construction in advance of the roadworks crews commencing.*

### **Materials Laboratory**

The Materials Laboratory officers are currently undertaking construction materials testing for the following projects/clients:

- *Downer EDI – SD27 Dam project at Tarong Mine*
- *Newlands Civil Construction – Memerambi Subdivision*

*Carried 6/0  
FOR VOTE - Councillors voted unanimously  
ABSENT. DID NOT VOTE - Cr RLA Heit*

## **5.2 Roads & Drainage (R&D)**

### ***Officer's Reports***

No Report.

## **5.3 Design & Technical Services (D&TS)**

### ***Officer's Reports***

#### **5.3.1 D&TS - 1594823 - Minutes of the Traffic advisory Committee Meeting held on Tuesday 15 March 2016**

### **Summary**

The Minutes of the Traffic Advisory Committee Meeting held in the Nanango Boardroom of South Burnett Regional Council on Tuesday 15 March 2016 are provided for Council to note and consider.

## **Officer's Recommendation**

That Council:

- Endorse the attached Minutes of the Traffic Advisory Committee held on Tuesday 15 March 2016.

 <p><b>South Burnett</b> Regional Council</p>	<p><b>MINUTES</b></p> <p>Traffic Advisory Committee</p>
--	---

**Purpose:** Meeting of Traffic Advisory Committee (TAC)  
**Venue:** Boardroom, South Burnett Regional Council Nanango Office  
**Date:** 15 March 2016  
**Attendance:** Cr Damien Tessmann, Russell Hood (SBRC General Manager Infrastructure), James D'Arcy (SBRC Manager Design & Technical Services), Colleen Brownsey (OIC Nanango QAS), Snr Sgt Duane Frank (OIC QPS Kingaroy), Sgt Mark Voitowitz (OIC Dalby Road Policing Unit), Snr Constable Adam Entwistle (QPS Kumbia), Snr Constable Jade Miller (QPS Kingaroy), Vince Green (A/Principal Engineer DTMR Bundaberg), Maree Shepherd (Safety Officer, TMR Bundaberg), Russell Rogers (Snr Advisor Traffic & Road Safety DTMR Bundaberg), Tony Partridge (Translink), Angela Roy (A/Senior Operations Officer, DTMR Maryborough), Colin Goodsel (RACQ), Ramesh Mantena (SBRC Snr Technical Officer), Kay Dove (Infrastructure Support Officer), Snr Sgt Lance Guteridge (arriv. 10.20 am), Cr Keith Campbell (arriv. 11.30 am).  
**Apologies:** Cr Wayne Kratzmann (SBRC Mayor), Cr Kathy Duff, Travis Cramb (OIC Kingaroy QAS), Michael Formica (OIC Murgon QAS), Sgt Alan Gerrard (QPS Blackbutt), Sgt Jason Newton (QPS Nanango), Peter Van Eysden (DTMR Bundaberg).

AGENDA ITEM	OUTCOME
<p><b>OPENING</b></p>	<p>Cr Tessmann chaired the meeting and welcomed those present. In particular Sgt Mark Voitowitz and Angela Roy who were attending their first TAC meeting in the South Burnett.</p>
<p><b>CONFIRMATION OF PREVIOUS MINUTES</b></p>	<p>Moved by Snr Sgt Frank seconded Maree Shepherd that the Minutes of the previous Traffic Advisory Committee meeting held 8 December 2015 as recorded are confirmed.</p>
<p><b>BUSINESS ARISING FROM 8 Dec 2015</b></p> <p>(a) Murgon Police request investigation of advisory signage at Krebs St &amp; Bunya Hwy, Murgon intersection.</p>	<p>SBRC has changed the line marking including the removal of one parking bay west of Krebs Street. Russell Rogers noted that it was not approved by DTMR and indicated that to achieve the required sight distance, six bays should be removed however could be reduced to remove four as a compromise. James D'Arcy confirmed that after public consultation, the business operators were only agreeable to lose one parking bay.</p> <p><b>ACTION:</b> SBRC to liaise further with DTMR about further changes that may be required at this intersection to satisfy DTMR requirements.</p>

<p>(b) Due to Nanango Streetscape upgrade volume of traffic, it is proposed to reduce the speed in Drayton St from 50 to 40 kph i.e. from Gipps St to Henry St, Nanango</p>	<p>From Burnett Hwy (traffic lights) to the roundabout at Fitzroy St does not meet the minimum length required for the establishment of a 40 kph zone and the section from Fitzroy to Gipps Street does not have the same speed environment normally applicable of a 40kph zone. SBRC requested TMR to formally decide the matter and advise whether a compromise to the standards would be permitted.</p> <p><b>ACTION:</b> TMR will formally decide the proposed speed reduction and include conditions if necessary e.g. constructing an additional set of islands on both sides of Drayton Street west of the Gipps Street intersection to create an additional traffic calming effect on the western approach.</p>
<p>(c) Lighting Audit to be carried out from Kingaroy Hotel Corner to Commonwealth Bank, Haly St, Kingaroy and in Kingaroy Street from Haly to Avoca Street</p>	<p>Vince Green reported that TMR's electrical engineer looked at the lighting plans through that area and found the pole locations and distance apart was adequate. It was however found that the zebra crossing at the corner of Haly St and Glendon St was below the standard and requires additional lighting.</p> <p><b>ACTION:</b> (1) TMR will investigate installing additional lighting on the zebra crossing (2) TMR will also investigate at night to ensure all lighting is working</p>
<p>(d) Community Shelter Murgon</p>	<p>Russell Rogers advised assessment has been conducted and QPS have provided a report (Sgt Slater). He said that whilst the shelter itself meets TMR guidelines, QPS believe it is safety issue because of the pedestrian traffic the shelter is creating and TMR needs to take this into account. He also noted there were no footpaths leading to the shelter on either side of the road.</p> <p>Snr Sgt Guteridge would like to see improvements to footpaths from Cheribourg into Murgon for use of pedestrians and bike riders. Cr Tessmann said this has been applied for previously but not approved. He said QPS were making a recommendation however it was up to the Committee to decide.</p> <p>Cr Tessmann reminded the meeting of previous discussions between Mayor Kratzmann and Mayor Bone and neither had any interest in moving the shelter.</p> <p>Tony Partridge said community road safety grants are not currently being taken up however Russell Hood believed these grants do not fund infrastructure.</p> <p>Sgt Entwistle suggested an alternative approach be considered – perhaps a mini bus doing continuous trips.</p> <p><b>ACTION:</b> Russell Rogers will complete his report on findings along with the application for RCP submitted by SBRC and this will go to the District Director to make the final decision.</p>

<p>(e) Email from Cr Tessmann re the installation of speed signs on Kingaroy Burrandowan Rd west of the Bunya Hwy (origin of request from Mr Ian Kranz)</p> <p>(f) Email from Cr Tessmann re intersection of Wellers Rd and Bunya Hwy</p> <p>(g) Entrance to Murgon Golf Club on Bunya Hwy (Cr Kratzmann)</p> <p>(h) B-doubles using Cloyna Rd Email from Snr Sgt Lance Guteridge. Held over from last meeting</p> <p>(i) Request from Kingaroy Police for changes to the traffic light phasing at Haly and Fisher Streets, Kingaroy due to congestion at times.</p> <p><b>Cr Keith Campbell arrived 11.30 am</b></p>	<p>Russell Rogers did inspection in two stages and found it did not warrant an 80 kph zone, however found signage needs improvement including removal of a crossroad sign that should not be there. Also an old green and white directional sign with lettering that does not meet the standard and is also in the shade a big part of the day could be improved.</p> <p><b>ACTION:</b> DTMR to arrange the installation of improved advanced warning signage and directional signage if required.</p> <p>Vince Green inspected and is concerned how an overtaking lane was constructed to end just before an intersection. Solar light installed a few years ago could be shifted diagonally opposite behind the existing kerb. Vince will also investigate to see if a longer outreach for the light is available. The merge section of the overtaking lane will also be shortened by approximately 100m.</p> <p><b>ACTION:</b> TMR designers will prepare the necessary changes to line marking and lighting.</p> <p><i>Cr Kratzmann raised a traffic issue - where two lanes reduce to one at entrance of Murgon Golf Club</i></p> <p><b>ACTION:</b> TMR Designers will reduce the merge location and will improve signage.</p> <p>It was noted that Cloyna Rd is not an approved route for B-doubles yet some trucks are taking a shortcut to Murgon Gayndah Rd to get to the Smithfield Feedlot. Snr Sgt Guteridge spoke with Smithfield Feedlot about this matter directly.</p> <p><b>ACTION:</b> Russell Hood advised SBRC would bring this up with NHVR's stakeholder engagement officers to liaise with Smithfield also.</p> <p><i>From last meeting: Raised by Snr Sgt Frank</i></p> <p><b>ACTION:</b> TMR to do an intersection count and check the streams system and report to next meeting.</p>
---	--

<p><b>GENERAL BUSINESS</b></p> <p>(a) Email from Snr Sgt Duane Frank re two vehicle crash 14/12/15 at the intersection of Bunya Hwy and Stuart Valley Drive.</p> <p>(b) Traffic Management Plans - the process involved when planning for events (SBRC)</p> <p>(c) Email from Cr Tessmann re Intersection of Link Rd and Bunya Hwy (James D'Arcy)</p>	<p>Following Police request for change in signage from Give Way to Stop sign. SBRC advised sight board has been installed at the intersection with TMR approval. <b>CLOSED</b></p> <p>SBRC has noticed inconsistencies with advice concerning the requirement for TMPs for Community events. SBRC as managers for local roads require a TMP and TGS to be done and approved where there is a change in the normal route of traffic. Clarification was provided by QPS that this is accepted practice and that SES personnel can assist with traffic guidance for community events under the direction of QPS Officers.</p> <p>James explained that as the infrastructure stands now it doesn't warrant a 60 kph zone however if the proposed Link Rd goes ahead, the designers will need to take this into account. Developer's consultant has previously lodged correspondence with TMR.</p> <p>Current advice to SBRC is that TMR Development Assessment team is seeking feedback from SBRC through the Speed Review Committee (part of the TAC) and advised they would support a 60 kph through that area.</p> <p><b>ACTION:</b> Russell Hood asked that TMR liaise with fellow TMR Officer Adam Williams as he is well aware of this design proposal. TMR to report to next meeting.</p> <p>(a) Snr Sgt Frank advised that on the 20<sup>th</sup> and 21<sup>st</sup> April the Rotary Youth Driver Awareness (RYDA) program would be held on Geritz Road adjacent to the TAFE College in Kingaroy. This program is in its 6<sup>th</sup> year targeting Yr 11 students from South Burnett High Schools. Snr Sgt Frank acknowledged support of SBRC with road closures for this program.</p> <p>Russell Hood asked if this initiative could be expanded however Sgt Frank advised it is limited to Yr 11.</p> <p>(b) Sgt Jade Millar QPS requested that consideration be given to extending the 60 zone by approximately 200m on the Bunya Hwy through Tingoorra due to the short distance of that zone.</p> <p><b>ACTION:</b> TMR to investigate and report back to the next meeting.</p>
<p><b>REPORTS</b></p> <p>Kingaroy Police</p>	

<p><b>Kumbia Police</b></p> <p><b>QAS - OIC Nanango, Colleen Brownsey</b></p> <p><b>Department of Transport &amp; Main Roads</b></p> <p>Maree Shepherd</p> <p>Angela Roys</p> <p>Vince Green</p> <p>Russell Rogers</p>	<p>Snr Const Adam Entwistle raised an issue at the intersection of Hancock Rd &amp; Bunya Hwy. There is concern with the gravel approach on Hancock Rd right up to the Bunya Hwy shoulder which makes it difficult for stationary vehicles to accelerate quickly.</p> <p><b>ACTION:</b> SBRC will investigate and report to next meeting.</p> <p><b>Burrandowan Rd:</b> Snr Const Entwistle met with locals and confirmed that the road surface is currently in poor condition.</p> <p>Russell Hood advised that Burrandowan Rd is always graded prior to the races in May and that this has been a long-standing arrangement. As such, grading would be commencing in April.</p> <p>Cr Tessmann also noted that the RMPC funding to grade this unsealed roads is limited.</p> <p>QAS are currently planning joint emergency service crash scenarios with Yrs 11 &amp; 12.</p> <p>Encouraged applications for the latest round of Road Safety Grants and reminded all about Fatality Free Friday at the end of May</p> <p>Angela asked if Council has money in budget to maintain bus stops.</p> <p><b>ACTION:</b> Kay to provide Angela contacts to submit a Customer Request as needed. <b>CLOSED</b></p> <p><b>D'Aguliar Hwy and Brown St - TMR</b> received a complaint re sight distance from a parked truck which was obscuring vision. Russell Hood said trucks are leaving trailers where they can in this area as there is no formal area designated for this. There is funding available for Heavy Vehicle Stopping Areas that DTMR could investigate for the provision of formal areas.</p> <p>No action for this Committee. <b>CLOSED</b></p> <p>(a) Same issue from previous TAC: No right turn sign to stop turning traffic into Ryke Fuel (Bunya Hwy, Kingaroy) has been removed and it was noted that some vehicles continue to turn into the service station off the Bunya Hwy.</p> <p>Russell Hood advised there seemed to have been a misunderstanding of this request i.e. not realising that there were two locations in this area where no right turn signage is required.</p> <p><b>ACTION:</b> SBRC will install the second No Right Turn sign as per DTMR direction.</p>
--	---

<p><b>RACQ (Colin Goodsell)</b></p>	<p>(b) McDonalds (Cnr Bunya Hwy and Haly St) - Russell Rogers questioned the line marking on the road after one car parking bay was removed advising that it is irregular with dashed lines.</p> <p>Russell Hood advised that this is a Local Government managed road and SBRC will manage it. He suggested that Russell Rogers take up the discussion after meeting for further clarification.</p> <p>(c) Signage issue in Murgon – Russell Rogers to discuss with SBRC's Shane Weber.</p> <p>RACQ does work in cooperation with QAS and QPS to run Docudrama for Yr 11 and 12. Colin suggested those present to view this at <a href="https://www.youtube.com/watch?v=6GZtwkS3OCE">https://www.youtube.com/watch?v=6GZtwkS3OCE</a></p> <p><b>Meeting Closed: 12.20 pm</b>                      <b>Next Meeting: 14 June 2016</b></p>
-------------------------------------	--

**Resolution:**

*Moved Cr GA Jones, seconded Cr DA Potter.*

*That the Officer's Recommendation be adopted.*

*Carried 6/0  
FOR VOTE - Councillors voted unanimously  
ABSENT. DID NOT VOTE - Cr RLA Heit*

**6. Portfolio - Community & Health Services & The Arts**

**6.1 Community and Health Services and the Arts Portfolio Report**

**Summary**

Community and Health Services and the Arts Portfolio Report to Council.

**Officer's Recommendation**

That the Community and Health Services and the Arts Portfolio Report to Council be received.

**Resolution:**

*Moved Cr DA Potter, seconded Cr KA Duff.*

*That the Community and Health Services and the Arts Portfolio Report to Council be received.*

**Community Services, the Arts**

**Regional Arts Development Fund (RADF) round open**

*The RADF round 4 opened on Monday the 11<sup>th</sup> of April with applications closing Friday the 13<sup>th</sup> of May. Community members who have an interest in learning more about a particular art form can contact Council to find out how they can access the funding.*

**Heritage Bank Nanango Film Festival on again in May**

*This year Council is partnering with Heritage Bank Nanango through their Heritage Nanango Community Funding to deliver a weekend of films and fun. The festival will be held in Nanango from Friday the 27<sup>th</sup> to Sunday the 29<sup>th</sup> of May. There is always a lot of excitement and anticipation surrounding the announcement of the program of films as well as who will be the guest film star for the opening night and this year will be no different.*

**Skate Park Day Murgon**

*The recent Skate Park Day in Murgon was an overwhelming success with the young and not so young enjoying the day's events. This event was an initiative through the healthy communities committee to launch youth week in partnership with CTC and PCYC.*

**Mayor's Community Breakfast**

*The first Mayor's Community breakfast, since the recent elections, will be held on Friday the 29<sup>th</sup> of April at the Town Common Hall starting at 6.30am. I am looking forward to meeting special guest speaker Tracey Wickham, who you may remember won gold in both the 400m and 800m events at the 1978 and 1982 Commonwealth Games. The breakfast will launch the iconic South Burnett Relay for Life 2016 event. I would like to encourage the community to get behind Relay for Life by*

coming along to the breakfast. For catering purposes bookings are essential so please contact Council.

## **Libraries**

### **Life Size Monopoly**

South Burnett Libraries continued to be a place for fun and learning over the last few weeks with a variety of activities and events taking place. Life size monopoly featured in several of the libraries, drawing in community members who may otherwise not visit the library. During these games, children participated as the actual monopoly pieces used for the playing board. Local flair was brought into the game with utilities, such as Tarong Power Station, featuring as properties on the board. A total of 49 children took part in the sessions which ran in Blackbutt, Kingaroy, Murgon and Nanango Libraries with an additional 16 people visiting the library just to spectate. On the 31<sup>st</sup> March an additional session at Kingaroy Library was held for the local community organisation PCYC with 14 children playing. Overall participants had a wonderful experience playing Monopoly in a way they never have before.

### **First 5 Forever**

First 5 Forever programs are continuing across the South Burnett libraries with Rhyme Time and Story Time sessions being well attended.

At the recent Future Libraries program hosted at the State Library of Queensland, figures following the first year of the state wide First 5 Forever initiative were announced. The state wide comparison between 2014 and 2015 shows:

- 4,090 more sessions delivered to 0-5 year olds and their families representing a 28% increase;
- 65,529 more attendees representing a 16% increase.

Specific figures for the South Burnett show how we have contributed to this growth. Across the six libraries in the South Burnett, comparison between 2014 and 2015 shows:

- 103 sessions delivered in 2014 increased to 187 sessions delivered in 2015;
- 413 more participants representing a 38.5% increase.

The word is getting out there with a recent Family Day Care Carer attending a Nanango Rhyme Time session giving fantastic feedback. She is planning on sharing the Library's First 5 Forever program timetable within the Family Day Care community to encourage attendance. The regions first outreach session was conducted with a Pop-Up Library being held at the Proston Show in March. Many community members and show goers commented on how impressed they were to see the library being represented in this way.

### **Blackbutt Library**

Blackbutt library continued to be the hub of the local community, hosting a number of community meetings which ranged from the Baby Health Clinic and Jobmatch panels to Bloomin Beautiful Blackbutt Festival and infrastructure meetings.

### **Kingaroy Library**

The Kingaroy Library hosted a visit from the entire Wooroolin School with a total of 42 children and 4 adults treated to a VIP tour of the library, including the back workroom. Currently, the school is focusing on the importance of reading and the purpose of this visit was to introduce students to what is available at the library. The library also welcomed a year 11 work experience student from St Mary's College, who gained insight into the numerous processes and programs that make up the library service.

Regular computer classes and workshops based on improving digital literacy, continue to be well attended at the Kingaroy Library. Weekly Tech Savvy sessions, which are based on a series of

---

lessons developed by the State Library of Queensland in partnership with Telstra, have attracted members of the community wanting to learn the skills needed to partake in the digital world. These sessions are complimented by monthly computer classes that cover the more advanced topics such as online security, online shopping and how to complete tax online. Continued attendance was evident at the monthly Family History Workshops with 13 participants learning the skills needed to navigate a variety of databases. In addition to these workshops, individual sessions to help community members with one of the more popular family history research databases, *ancestry.com*, are now held weekly.

### **Wondai Library**

Wondai Conversations group came together on the 31<sup>st</sup> March. Attendees were approached to assist a colleague who is presenting a talk at a U.S.Q workshop during a 2 day seminar involving writing historical fiction. Their task will be to critique his presentation by acting as a test audience.

### **Nanango Library**

Nanango library hosted a talk with local author Graham C. Braddock on the 21<sup>st</sup> March. During the event Graham spoke about his novel "Operation Gravelrash" and he described some of the things that happened which inspired him to write his book. After the talk Graham assisted other budding writers by answering many questions including how to get past writers block and how to get your work published.

As part of the school holiday program, two sessions of Easter egg decorating were held. In total 22 children decorated their eggs in many ways, some opting for colourful patterns while others tried to make their favourite superhero into an egg. A minion was even spotted amongst its egg companions.

Artists within the community have the opportunity to display their artwork within the Nanango Library. The space is booked for a month at a time with April being dedicated to the artwork of Gary Wilson. Gary's artworks consists of painted portraits of local characters and a variety of landscapes.

## **Health Services**

### **Mosquito Control**

Queensland Health notified the South Burnett Regional Council of an imported Dengue Fever case in the Murgon and Kingaroy area just before Easter 2016.

This was of great concern given that the *Aedes aegypti* mosquito which is responsible for the transmission of Dengue Fever had been found to be present in the Murgon Township a couple of years ago. Since initially finding the mosquito two years ago Council instigated a regular surveillance and monitoring program to track how far the infestation had occurred. This information was crucial in providing an effective response to this case.

Environmental Services undertook inspections at the specific houses where the affected individual had stayed at Murgon and Kingaroy. Inspections of neighbouring properties at both locations were also carried out. The Murgon Hospital property was also inspected as the person concerned had presented to the hospital when unwell.

Thankfully no breeding of *Aedes aegypti* mosquitoes was found at the time of inspection.

Treatment of potential breeding sites, which were identified during the inspection, was undertaken as a preventative protection measure.

The person who had contracted Dengue Fever was provided information on what to do in order to protect others within the community from the potential of transmission. The affected person was co-operative with the measures requested of them.

*The dengue virus is spread through a human-to-mosquito-to-human cycle of transmission. Typically, four days after being bit by an infected Aedes aegypti mosquito, a person will develop a high level of the dengue virus in the blood, with levels remaining high for approximately five days, but possibly as long as twelve days.*

*Given the period for concern over the potential for transmission has passed, Council has resumed its regular surveillance and monitoring program around the South Burnett, albeit it with a heightened focus given the recent circumstances.*

*Carried 6/0  
FOR VOTE - Councillors voted unanimously  
ABSENT. DID NOT VOTE - Cr RLA Heit*

## **7. Portfolio - Planning & Property**

### **7.1 Planning and Property Portfolio Report**

#### **Summary**

Planning and Property Portfolio Report to Council.

#### **Officer's Recommendation**

That the Planning and Property Portfolio Report to Council be received.

#### **Resolution:**

*Moved Cr TW Fleischfresser, seconded Cr GA Jones.*

*That the Planning and Property Portfolio Report to Council be received.*

#### **Planning**

##### **SBRC Draft Planning Scheme**

*The Draft Planning Scheme was forwarded to the Minister for approval to proceed with public notification late December 2015. To date Council has not yet received approval from the Minister. Once approval is received Council propose to commence with a three month consultation period that includes notices in the local paper, displays at the libraries in the region and presentations to focus groups and one-on-one meetings with individuals upon request.*

##### **SBRC Local Heritage Register**

*The draft Register was finalised late December 2015 and Council propose to proceed with the public consultation within the next two weeks. Private land owners should receive a letter confirming the proposed listing of the property and details regarding how to meet with Council to discuss the listing and make a submission if required. All submissions will be considered at the end of the 60 day consultation period prior to adoption of the Register by Council.*

#### **Property**

*The Capital works project to secure water for the Maidenwell sportsground and park amenities has recently been completed. The large rock boulders, Telstra cable weaving along the Telstra easement, private driveways, crossing Main Roads and local streets had been challenging for this project. However, the pipe has been laid and a solar pump installed to pump water from the bore to the sportsground. The water will operate the caravan dump point, provide water to the amenities in*

*the park which is very popular for travellers, alternative water supply for the Rural Bush Fire Brigade in an emergency, and water for the sportsground amenities. The water infrastructure is part of a larger project which has been supported and partly funded by Stanwell, Maidenwell Community Committee and Local Businesses.*

*Council has completed the demolition of the old Nanango SES shed. This area will be maintained as open space as the site was previously Council Depot land and is very close to the Sandy Creek. The Nanango SES will continue to operate from their office until further funding can be sourced to build a new office next to their new shed located in Grey St, Nanango.*

*Council Administration office kitchen refurbishment has been completed on time. This allows staff to have smoko and lunch breaks in a clean and friendly environment.*

*The Get Out and Get Active Program has been targeting inactive women and girls during the summer months to participate in a swimming or water exercise program in one of the 6 South Burnett pools. Over 300 lessons have been attended by local participants. Lessons have included adult learn to swim, stroke correction, water aerobics, water walking and deep water running programs. The South Burnett Aquatic Centre will continue to run programs during the winter months through to September when the funding is to run out. Some programs have been very successful and the pool managers will be looking at running classes next season as part of their swimming and exercise programs.*

*Council continues to dispose of vacant land through their land sales program, with a further 4 properties currently under contract.*

*Council is currently carrying out rental inspections across all Council owned houses and units. This is to provide Council with an up to date maintenance schedule for 2016/17 and to assist with preparation of next year's budget.*

*Carried 6/0  
FOR VOTE - Councillors voted unanimously  
ABSENT. DID NOT VOTE - Cr RLA Heit*

## **7.2 Planning (P&LM)**

### ***Officer's Reports***

#### **7.2.1 P&LM - 1573524 - Forwarding Negotiated Decision Notice for Development Approval - Fixed Wireless Facility at Nanango Brooklands Road Nanango - Lot 254 FY443**

### **Summary**

#### **Key Point Summary**

1. Applicant has requested a Negotiated Decision Notice in relation to Roads and Property Access - Conditions ENG1 and ENG2 and Stormwater Conditions ENG6, ENG7 and ENG8 (wrongly numbered in applicant's representations) as contained with Council's Decision Notice dated 15 January 2016
2. Applicant forwarded written representations on 17 February 2016 as a result of numerous negotiations with Council's Infrastructure Department regarding the requirement to form a road to Council standards and stormwater provisions
3. The representations from the applicant regarding Roads and Property Access are considered reasonable, given the informal nature of the vehicle access and limited vehicle

- movements (two to three times a year) to service and maintain the telecommunications facility
4. The representations from the applicant regarding Stormwater are not able to be considered until the earthworks are complete. Infrastructure will assess the stormwater conditions at the Compliance stage
  5. The applicant was sent a Draft copy of the conditions of the perusal and they considered them satisfactory, apart from the Stormwater component
  6. Recommendation that Council approve the written representations regarding Roads and Property Access as per the Officer's Recommendation below and amend the relevant conditions accordingly to reflect the new requirements:

### Officer's Recommendation

1. Amend condition ENG 1. to read as follows (*new text in bold & deleted text in strikethrough*):

#### ~~Roads and Property Access~~

~~ENG 1. An access track complying with Council's *Construction of Unmade Roads* policy must be built to the proposed site of the access driveway to enter Lot 254 FY 443 along road reserve from Nanango Brooklands Road. (Amended)~~

#### Roads and Property Access

**ENG 1. The existing property access from the Nanango-Brooklands Road near the western boundary of Lot 1 SP 138391 (No. 489 Nanango-Brooklands Road) into Lot 254 FY443 is upgraded to be in accordance with the details in Table S2.7 – *Design and Construction Standards of the Nanango Shire IPA Planning Scheme; and Council's standard Drawing No. SBRC 00049 Rural Access.***

2. Delete condition ENG 2. as follows (new text in bold & deleted text in strikethrough):

~~ENG 2. Design drawings shall be submitted providing full details of how the proposed road will connect to Nanango Brooklands Road under a separate Development Application for Operational Works. (Deleted)~~

3. Delete condition ENG 3. as follows (new text in bold & deleted text in strikethrough):

~~ENG 3. Property access from the road reserve into Lot 254 FY443 must be provided in accordance with the details in Table S2.7 – *Design and Construction Standards of the Nanango Shire IPA Planning Scheme; and Council's standard Drawing No. SBRC 00049 Rural Access.* (Deleted)~~

4. Condition ENG 4. will remain **unchanged**.

ENG 4. The property access shall conform to the requirements of the Nanango Shire *Rural Locality Code* section 3.2.2(2), (e) *Vehicular parking, access and movement*, part 013.

5. Amend condition ENG 5. To read as follows (new text in bold & deleted text in strikethrough):

ENG 5. Only one access to Lot 254 FY 443 will be permitted, **which shall be via the existing direct access to No. 489 Nanango Brooklands Road.**

6. Condition ENG 6. will remain **unchanged**.

ENG 6. Road works and the property entrance shall be constructed so as to:

- (a) permit vehicles to enter and leave the property in a forward gear;
- (b) avoid a trip hazard to pedestrians;
- (c) ensure that low-clearance vehicles can enter and leave the property;

- (d) ensure that fencing, landscaping and letterboxes do not impede sight lines for vehicles entering or leaving the property or travelling along the public road.
- (e) remove all disused vehicle entrances and reinstate the verge consistent with the adjacent road profile.

7. This is a new condition.

**ENG 7. Vehicles may only enter or leave the driveway access in a “left in - left out” manoeuvre and “No right turn” signs R2-6B must be placed on the northern side of Nanango-Brooklands Road:**

- (a) one sign opposite the driveway on the northern side of the road, visible to drivers leaving the driveway to enter Nanango-Brooklands Road; and**
- (b) one sign opposite the driveway on the northern side of the road; visible to drivers approaching from the west along Nanango-Brooklands Road.**

All other conditions of development approval are to be retained as per Council's Decision Notice dated 15 January 2016.

**Resolution:**

*Moved Cr TW Fleischfresser, seconded Cr KA Duff.*

*That the Officer's Recommendation be adopted.*

*Carried 6/0  
FOR VOTE - Councillors voted unanimously  
ABSENT. DID NOT VOTE - Cr RLA Heit*

**7.2.2 P&LM - 1573551 - Forwarding a Request to Change an Existing Approval - Wondai Caravan and Cabin Village - Extension to Development Approval at 9 Hodge Street North Wondai - Lot 24 SP160794**

**Summary**

**KEY POINT SUMMARY**

- Applicant has requested an extension to the existing Development Approval by a further twelve months;
- Requested change complies with Permissible Change requirements of the *Sustainable Planning Act 2009*;
- Subject site is within the Residential Zone under the Wondai Shire IPA Planning Scheme;
- Given the length of time which has transpired since the original Material Change of Use (MCU) approval was granted (1 November 2004 by the former Wondai Shire Council), the substantial change in Council's current approach to development means that it is unlikely to support a further extension to the MCU approval but rather require the separate lodgement of a new Material Change of Use application;
- The Applicant cites an additional twelve months is needed for development construction and condition compliance however, the Material Change of Use (MCU) approval, as mentioned above, has been in place since November 2004;
- Approval of the application requires the infrastructure charges to be updated to reflect current charge amount under the Adopted Infrastructure Charges Resolution;
- An update site plan is referenced to reflect the existing development on site that generally accords with the existing approval:

- Recommendation that the approval period for the Material Change of Use be extended for a further twelve months until 23 February 2017.

## Officer's Recommendation

That Council:

1. Grants an extension to the *relevant period* from the date of this decision until 23 February 2017; and
2. Delete Condition p) and include an Infrastructure Charges Notice (deleted text in strikethrough):

~~The applicant is to pay, prior to the commencement of use, a contribution toward water supply in accordance with Planning Scheme Policy No. 7 - Infrastructure.~~

### Stage 1

~~The contribution for Stage 1 is currently assessed at \$14,372,74; however the actual amount payable will be based on Council's Policy and the rate applicable at the time of payment.~~

~~The above amount has been calculated as follows: Caravan Park (13 sites x 2.0EP per site and 2 Caretakers Residences @ 2.0EP per site) = \$14,372.74.~~

### Stage 2

~~The contribution for Stage 2 is currently assessed at \$41,836.86; however the actual amount payable will be based on Council's Policy and the rate applicable at the time of payment.~~

~~The above amount has been calculated as follows: Caravan Park (29 sites x 2.0EP per site, 8 one bedroom accommodation buildings @ 2.0EP per building and 2 two bedroom accommodation buildings @ 2.0EP per building) = \$41,836.86.~~

3. Amend Condition v) as below (deleted text in strikethrough and new text in bold):

The subject site is to be developed ~~and staged~~ generally in accordance with the following plans prepared by ~~Southern Cross Design & Drafting~~:

- Site Plan Drawing Number 135792-04-01(B)
- ~~Sheet Number A102 (Site Plan - Stage 1) dated 27 July 2013~~
- ~~Sheet Number A103 (Site Plan - Stage 2) dated 25 July 2013~~
- Sheet Number A104 (Amenities) dated 25 July 2013
- Sheet Number A108 (Caretakers Residence Plan) dated 25 July 2013
- Sheet Number A109 (Cabin - Typical) dated 25 July 2013
- Sheet Number A110 (Accommodation Building) dated 25 July 2013

## Advice

**ADV1. The applicant is advised that it is unlikely Council will support further extensions to the currency period due to the timeframe since the original development permit was issued on 1 November 2004.**

**ADV2. With the introduction of the *Sustainable Planning (Housing Affordability and Infrastructure Charges Reform) Amendment Act 2011*, an applicant's obligations with respect to infrastructure contributions/charges is now contained in a separate adopted infrastructure charges notice rather than in this development approval.**

The Development Approval will lapse on 23 February 2017.

All other conditions attached to the Decision Notice (Reference IR1198948 Dated 22 October 2013) shall be complied with.

**Resolution:**

*Moved Cr TW Fleischfresser, seconded Cr RJ Frohloff.*

*That the Officer's Recommendation be adopted.*

*Carried 6/0  
FOR VOTE - Councillors voted unanimously  
ABSENT. DID NOT VOTE - Cr RLA Heit*

**7.2.3 P&LM - 1581125 - Forwarding Material Change of Use (Additional 2 multiple dwelling units) at 33 Bramston Street Wondai - Lot 1 W53536 - Applicant: Martin Building Design - MCUC2016/0002**

**Summary**

- Application for Development Permit for Material Change of Use (Multiple Dwelling Units) to construct two additional one bedroom units at “The Laurels” in Wondai;
- Subject site is included within the Residential Zone;
- The application is Code Assessable and meets the outcomes of the Urban Locality Code and Multiple Dwelling Unit and Accommodation Building Code of the Wondai Shire IPA Planning Scheme; and
- Application is recommended for approval subject to reasonable and relevant conditions.

**Officer's Recommendation**

That Council *approve* the Applicants request for a Material Change of Use (Additional 2 multiple dwelling units) at 33 Bramston Street Wondai - Lot 1 W53536, subject to the following conditions:

**General**

- GEN1. The subject site is to be developed generally in accordance with the plans and information submitted with the application unless otherwise amended by the following conditions:
- Proposed Site Plan (Proposed Duplex Units), Job No. 00144/15 Issue E Sheet 2 of 4;
  - Vehicle Turning Paths (Proposed Duplex Units), Job No. 00144/15 Issue E Sheet 2A of 4;
  - Vehicle Turning Paths (Proposed Duplex Units), Job No. 00144/15 Issue E Sheet 2B of 4;
  - Vehicle Turning Paths (Proposed Duplex Units), Job No. 00144/15 Issue E Sheet 2C of 4;
  - Floor Plan (Proposed Duplex Units), Job No. 00144/15 Issue E Sheet 3 of 4;
  - Elevations (Proposed Duplex Units), Job No. 00144/15 Issue E Sheet 4 of 4;
- GEN2. The development herein approved may not start until the following development permits have been issued and complied with as required:
- Development Permit for Building Works;
  - Development Permit for Plumbing and Drainage Work;

GEN3. All works, including the repair or relocation of services (Telstra, lighting) is to be completed at no cost to Council.

GEN4. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.

### **Compliance Assessment**

GEN5. All conditions of this approval are to be satisfied prior to Council issuing a Compliance Certificate for the commencement of the use, and it is the applicant's responsibility to notify Council to inspect compliance with conditions.

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

### **Landscaping**

MCU1. Landscaping is to be established and maintained in accordance with the approved plan.

### **Satellite Dishes**

MCU2. A maximum of one satellite dish is permitted per dwelling unit with a maximum diameter of 1.2m with a maximum height of 10.5m above ground level.

### **Letterboxes and Unit Identification**

MCU3. Letterboxes shall be provided for each habitable unit, including the body corporate if appropriate. Each box shall be distinguished by a number corresponding to the unit number.

MCU4. Each dwelling unit is to be readily identified by number.

### **Electricity/Telecommunications**

MCU5. Each dwelling unit is to be supplied with reticulated electricity and telecommunication services.

### **Property Access**

ENG1. Modify the existing property access from Bramston Street to be in accordance with the details in Table S2.7 – *Design and Construction Standards* of the Wondai Shire IPA Planning Scheme; and IPWEAQ standard Drawing No. RS-051 *Driveways Heavy Duty Vehicle Crossing Type A*, with dimension W1 being the greater of:  
a) 6.0m; and  
b) the minimum value necessary to meet the swept path requirements of the Small Rigid Vehicle (SRV) as defined in AS/NZS 2890.2.

ENG2. No new access to the site will be permitted.

ENG3. The entrance shall be constructed so as to:  
a) permit access to and egress from the site in a forward gear;  
b) avoid a trip hazard to pedestrians;  
c) ensure that low-clearance vehicles can clear the cross-over pavement upon entering and leaving the property; and  
d) ensure that fencing, landscaping and letterboxes do not to impede sight lines for vehicles entering or leaving the site.

### **Car Parking & Manoeuvrability**

ENG4. In all respects, the driveway including the Bramston Street entrance cross-over, vehicle manoeuvring areas and turning radii shall be designed and constructed or its construction modified in accordance with the requirements of the current version of

AS/NZS 2890.1 for a B99 vehicle, except that design and construction shall comply with the requirements of the current version of AS/NZS 2890.2 for the turning radii and areas used by the SRV including the driveway, parking and manoeuvring areas.

- ENG5. Provide 13 additional car parking spaces as shown on the approved plan of development for B99 vehicles including one (1) disabled bay; and one parking space to suit a SRV, in accordance with the requirements of Schedule 1 and Table S1.1 of the Wondai Shire IPA Planning Scheme and in compliance with the requirements of the current version of AS/NZS 2890.
- ENG6. The disabled car park shall be designed and constructed in accordance with the requirements of the current version of AS/NZS 2890.6.
- ENG7. Provide for Compliance Assessment by Council's General Manager of Infrastructure .DWG format drawings demonstrating the turning templates required to both enter and leave:
- a) the property at the Bramston Street cross-over in a forward direction for both B99 vehicles and a SRV;
  - b) all proposed B99 vehicle parking bays using a B99 class vehicle; and
  - c) the proposed SRV parking bay for this vehicle -
- as specified in Australian Standard AS/NZS 2890, including a clearance of 300mm to both sides of the turning path as required by clause B3.2 of AS/NZS 2890.1.
- ENG8. Kerbing associated with the car parking bays shall be low enough to provide for clearance under vehicles as the B99 swept vehicle path intrudes over them.
- ENG9. Extensions to the car parking areas and internal driveways shall be constructed, drained and surfaced with a two-coat bitumen seal. The construction and design shall be in accordance with the current version of AS/NZS 2890.1 and the requirements of Table S2.7 – *Design and Construction Standards* of the Wondai Shire IPA Planning Scheme.
- ENG10. Provide a Signage and Linemarking Plan for the approval of Council's General Manager of Infrastructure and install the traffic management devices required in accordance with the *Manual of Uniform Traffic Control Devices* (MUTCD); ensuring that the plan provides for the use of vehicles, pedestrians and mobility aids for disabled access. Driveways and car parking areas shall be adequately sign-posted indicating combined usage by pedestrians and vehicles.

#### **Kerb and Channel**

- ENG11. Damage to existing kerb & channel shall be repaired or replaced to a profile matching the existing profile in Bramston Street, if required by Council's General Manager of Infrastructure along the full road frontage of the property.

#### **Stormwater**

- ENG12. The Applicant must provide a minimum 5 kL on-site detention tank with a 50mm low flow orifice to capture rainwater from the roof of the proposed duplex for up to Q100 flows and submit drawings for Compliance Assessment by Council's General Manager of Infrastructure, indicating the tank, roofwater drainage including guttering and downpipes to Q100 capacity and stormwater discharge pipeline to the kerb in Garrick Street or to another acceptable lawful point of discharge.
- ENG13. A stormwater drainage system, including all surface, underground and roof water components, shall be installed to serve the site and:
- a) effectively drain all stormwater falling onto the proposed development to the street, Council's stormwater system, rain water tanks or other lawful point of discharge; and

b) be designed in accordance with the provisions of the *Queensland Urban Drainage Manual* (QUDM), so that the post-development flows at the point of discharge to all downstream properties including road reserves remains consistent with the pre-developed case.

ENG14. Stormwater drainage shall be designed such that no restriction to existing or developed stormwater flow from upstream properties or ponding of stormwater within upstream properties occurs as a result of the development.

ENG15. Heavy duty galvanized steel roof water kerb adaptors (Kacey or similar), shall be installed in the kerb and channelling during construction in all locations where inter-allotment drainage systems are not required, in accordance with South Burnett Regional Council requirements and to the satisfaction of Council. Stormwater socket reducers may be required to accommodate these, depending on the pipe diameters proposed.

ENG16. Any new earthworks, landscaping, pavements or structures shall not concentrate or impede the natural flow of water across property boundaries and onto any other lots.

### **Water Supply**

ENG17. The proposed development shall connect to Council's reticulated water supply system in accordance with Schedule 2, Division 3.2 – *Design and Construction Standards*, Table S2.10 of the Wondai Shire IPA Planning Scheme at no cost to Council.

ENG18. Provide survey-accurate engineering drawings showing how the proposed duplex will comply with the requirements of the Queensland Development Code MP1.4 *Building over or near relevant infrastructure* in relation to water mains, for compliance assessment by Council's General Manager of Infrastructure.

### **Sewerage**

ENG19. The proposed development shall connect to Council's sewerage system in accordance with Schedule 2, Division 3.2 – *Design and Construction Standards*, Table S2.10 of the Wondai Shire IPA Planning Scheme at no cost to Council.

ENG20. Provide survey-accurate engineering drawings showing how the proposed duplex will comply with the requirements of the Queensland Development Code MP1.4 *Building over or near relevant infrastructure* in relation to sewers, for compliance assessment by Council's General Manager of Infrastructure.

### **Earthworks**

ENG21. Any proposed earthworks shall be undertaken in accordance with the *Urban Locality Code*, Element (g) within the Wondai Shire IPA Planning Scheme unless approved separately under a Development Permit for Operational Works.

### **Advice**

ADV1. *Section 341(1)* of the *Sustainable Planning Act 2009* provides that, if this approval is not acted upon within the period of four (4) years the approval will lapse. Note that in accordance with *Section 341(7)* a related approval may extend the relevant (currency) period.

ADV2. With the introduction of the *Sustainable Planning (Housing Affordability and Infrastructure Charges Reform) Amendment Act 2011*, an applicant's obligations with respect to infrastructure contributions/charges is now contained in a separate adopted infrastructure charges notice rather than in this development approval.

- ADV3. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding.
- ADV4. Attached for your information is a copy of *Division 8* of the *Sustainable Planning Act 2009* as regards Rights of Appeal. With respect to Appeal Rights of Applicants, the following is drawn to your attention—
- a) the applicant's Appeal Period commences upon receipt of this advice and expires twenty (20) business days thereafter.
  - b) should the applicant notify the Assessment Manager (Council) in writing of acceptance of the conditions of approval and that it is not intended to make an appeal, the Applicant's Appeal Period is at an end.
- ADV5. All engineering designs submitted to Council for engineering approval must be certified by an appropriate Registered Professional Engineer of Queensland.
- ADV6. Any work over or adjacent to Council's water supply, sewerage and/or stormwater drainage infrastructure, including the construction/rebuilding/alteration of buildings, pavements, or other structures; and filling or excavation of material; is required to comply with the requirements of the Queensland Development Code MP1.4 *Building over or near relevant infrastructure*.
- ADV7. Guttering normally has only Q20 capacity and therefore will not achieve the Q100 requirement detailed in condition ENG12. For example, the following configuration would be acceptable:
- a) 5 downpipes each 100mm diameter;
  - b) Gutter width 145mm;
  - c) Gutter depth 75mm;
  - d) All downpipes directed into the on-site detention tank.

## Adopted Infrastructure Charges Notice

**To:** Martin Building Design  
42 North Street  
DALBY QLD 4405

**Date of Issue:** 23 March 2016

**Reference Number:** MCUC2016/0002

**Amount of the Charge:** \$ 11,114.00

**Land to which the charge applies:** 33 Bramston Street, Wondai (and described as Lot 1 on W53536)

**The person to whom the charge must be paid:** South Burnett Regional Council

**When the charge is payable:** **Material Change of Use:** Before the change happens (in accordance with Section 648H (c) of the *Sustainable Planning Act 2009*).

### Advisory Notes:

- The abovementioned charge may in the future be indexed;
- Enquiries regarding this adopted infrastructure charges notice can be made by contacting Council's Coordinator, Infrastructure and Planning on 4189 9100;
- The apportionment of infrastructure charges to the relevant networks is proposed as follows:

<b>ADOPTED INFRASTRUCTURE CHARGES</b>				
23/03/2016				
<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount</b>
(a)	existing & proposed retirement village 1-bed units	22	5557	\$122,254.00
(b)	Credit for existing retirement village 1-bed units	20	5557	\$111,140.00
	<b>TOTAL</b>			<b>\$11,114.00</b>

**Resolution:**

*Moved Cr TW Fleischfresser, seconded Cr DA Potter.*

*That the Officer's Recommendation be adopted.*

*Carried 6/0  
FOR VOTE - Councillors voted unanimously  
ABSENT. DID NOT VOTE - Cr RLA Heit*

**7.2.4 P&LM - 1588993 - Requesting Negotiated Decision - Reconfiguration of a Lot (1 lot into 4 lots) at 45-53 Logan Street Kingaroy - Lot 5 RP909634 - Applicant: O'Reilly Nunn Favier - ROLI2015/0002**

**Summary**

- Applicant submitted written representations on 24 March 2016 (Smart eDA) requesting a Negotiated Decision Notice in relation to developing the reconfiguration over two (2) stages;
- Application was approved at the General Council meeting held on Wednesday 24 February 2016 with a Decision Notice forwarded to the applicant on 25 February 2016;
- Stage 1 proposes to create Lot 102 and Lot 103 –
  - Lot 102 is intended to be used for the storage of the scrap metal currently located on Lot 5 RP909634; and
  - Lot 103 would become the new parent lot for Stage 2;
- Stage 2 would remain unchanged from the current approval, creating proposed Lot 7, Lot 100 & Lot 101;
- Condition GEN2., relating to the relocation of the scrap metal will remain a condition of Stage 1, facilitating the relocation as a priority outcome of the reconfiguration;
- It is recommended that Council approve the request to stage (two stages) the approval.

**Officer's Recommendation**

That Council *approve* the request for a Negotiated Decision and re-arrange the conditions of approval to reflect the appropriate stages (~~deleted text in strikethrough~~ & **new text in bold**):

**Stage 1**

**General**

- GEN1. The subject site is to be developed generally in accordance with the plans and information submitted with the application:
- ~~Proposed Subdivision 1 lot into 4 lots - Drawing no: 4761P/2, Sheet No. 1 of 1, Rev: D, prepared by: O'Reilly Nunn Favier and dated: 11/01/16; and~~
  - **Proposed Subdivision Stage 1 – 1 lot into 2 lots, Drawing No: 4761P/2, Sheet No: 1 of 1, Rev E**

Condition requiring the upgrade of the southern side of Logan Street is relevant to Stage 2 of the proposed development.

- GEN2. Prior to the sealing of the survey plan, the scrap metal product currently stored on Lot 5 RP909634 is to be relocated to the area that is to be the proposed Lot 102.

- GEN3. A note is to be placed on the rates notice for proposed ~~Lot 101 & 102~~ **Lot 102 & Lot 103** to indicate that the land is within the 400m buffer area to Council's waste water treatment facility.
- GEN4. All works, including the repair or relocation of services (Telstra, lighting) is to be completed at no cost to Council.
- GEN5. The applicant is required to maintain the site in a clean and orderly state at all times, clearing declared weeds and feral animals.

#### **Compliance Assessment**

- GEN6. All **Conditions relevant to Stage 1** of this approval are to be satisfied prior to Council issuing a Compliance Certificate for the sealing of the Survey Plan, and it is the applicant's responsibility to notify Council to inspect compliance with conditions.

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

#### **Survey Marks**

- RAL1. Prior to the submission of the Survey Plan to Council, the applicant is to reinstate survey marks and install new survey marks in their correct position in accordance with the Survey Plan, and the work is to be certified in writing by a Licensed Surveyor.

#### **Natural Resources Valuation Fees**

- RAL2. Payment of *Department of Natural Resources and Mines* valuation fee that will result from the issue of split valuations prior to Council sealing the Plan of Survey. The contribution is currently assessed at \$94.00 (2 x \$47.00); however, the actual amount payable will be based on Council's Register of Regulatory & Cost-Recovery Fees and the rate applicable at the time of payment.

#### **Electricity**

- RAL3. All lots are to be connected to reticulated electricity or an alternative energy source –
- Written confirmation from the electricity authority, that all matters relating to the reticulation of electricity including electrical civil works have been completed, is to be provided to Council prior to sealing the Survey Plan; or
  - Information detailing the alternative energy source is to be provided to Council prior to sealing the Survey Plan.

Should any lots not have connection to reticulated electricity, a note will be placed on the respective lots rates notice, indicating that this lot does not have an reticulated electricity connection.

- RAL4. Electricity is to be provided to the development in accordance with relevant Australian Standards.

#### **Stormwater Drainage**

- ENG1. Any new earthworks or structures may not concentrate or impede the natural flow of water across property boundaries and onto any other lots.

### Property Access

- ENG2. The applicant must construct access to each lot abutting the road carriageway in accordance with the requirements of Table S2.7 – Design and Construction Standards of the Kingaroy Shire IPA Planning Scheme and the details in:
- South Burnett Regional Council Drawing No. SBRC00049 *Rural Property Access*, for the proposed dual access to River Road to serve proposed ~~lots 101 and 102~~ **Lot 102 & Lot 103**; and
  - ~~South Burnett Regional Council Drawing No. SBRC00048 *Residential Property Access and Kerb Crossover* for the proposed accesses to proposed lots 7 and 100; and~~
  - ensuring that:
    - a) where a dual access serving two (2) abutting properties is proposed, the applicant shall liaise with Ergon Energy to ensure conflict will not occur with proposed electricity works and infrastructure.
    - b) Only one (1) access point is provided for each lot. Any other existing access points must be reinstated to the general surrounding road profile, including the existing table drain or the road as reconstructed;
    - c) the pipe culverts for the driveways serving proposed ~~lots 101 and 102~~ **Lot 102 & Lot 103** are appropriately sized for their stormwater catchment: for ARI 2;
    - d) Each entrance is constructed:
      - i. to allow vehicles to enter and leave each proposed lot in a forward gear;
      - ii. such that it does not cause a trip hazard to pedestrians;
      - iii. to ensure that low-clearance vehicles can enter and leave each proposed lot; and
      - iv. such that fencing, landscaping and letterboxes do not to impede sight lines for vehicles entering or leaving each proposed lot or driving along River Road ~~or Logan Street~~.

### Earthworks

- ENG3. Any proposed earthworks if not self-assessable against the Kingaroy Shire IPA Planning Scheme shall be done in accordance with Council's Planning Scheme Part 3.3.2 *Rural Residential Locality Code – 020 (g) Earthworks* and shall be undertaken under a separate Development Permit for Operational Works.

### Property Boundaries

- ENG4. All existing on-site structures, dams, sewage treatment facilities including transpiration and irrigation areas, fences and other infrastructure must be relocated so as not to cross any of the proposed property boundaries.

### Standard of Works

- ENG5. Works shall be constructed generally in accordance with the specification requirements outlined in Aus-Spec #1 and the IPWEAQ Standard Drawings unless otherwise agreed by Council's General Manager of Infrastructure.

### Sewerage

- ENG6. For proposed ~~lots 101 and 102~~ **Lot 102 & Lot 103**, provide a Q10 flood height and/or the highest known flood level to AHD on the proposed site plan, confirmed by a Registered Professional Engineer of Queensland; and demonstrate that an on-site waste water disposal facility can be sited above this level.

### Stage 2

- GEN1. The subject site is to be developed generally in accordance with the plans and information submitted with the application:
- ~~Proposed Subdivision 1 lot into 4 lots – Drawing no: 4761P/2, Sheet No. 1 of 1, Rev: D, prepared by: O'Reilly Nunn Favier and dated: 11/01/16; and~~
  - **Proposed Subdivision Stage 2 – 1 lot into 3 lots, Drawing No: 4761P/2, Sheet No: 1 of 1, Rev F**

Unless otherwise amended by the following conditions.

- GEN2. A note is to be placed on the rates notice for proposed Lot 101 to indicate that the land is within the 400m buffer area to Council's waste water treatment facility.
- GEN3. All works, including the repair or relocation of services (Telstra, lighting) is to be completed at no cost to Council.
- GEN4. The applicant is required to maintain the site in a clean and orderly state at all times, clearing declared weeds and feral animals.

### Compliance Assessment

- GEN5. All **Conditions relevant to Stage 2** of this approval are to be satisfied prior to Council issuing a Compliance Certificate for the sealing of the Survey Plan, and it is the applicant's responsibility to notify Council to inspect compliance with conditions.

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

### Survey Marks

- RAL1. Prior to the submission of the Survey Plan to Council, the applicant is to reinstate survey marks and install new survey marks in their correct position in accordance with the Survey Plan, and the work is to be certified in writing by a Licensed Surveyor.

### Natural Resources Valuation Fees

- RAL2. Payment of *Department of Natural Resources and Mines* valuation fee that will result from the issue of split valuations prior to Council sealing the Plan of Survey. The contribution is currently assessed at ~~\$94.00 (2 x \$47.00)~~ **\$141.00 (3 x \$47.00)**; however, the actual amount payable will be based on Council's Register of Regulatory & Cost-Recovery Fees and the rate applicable at the time of payment.

### Electricity

- RAL3. All lots are to be connected to reticulated electricity or an alternative energy source –
- Written confirmation from the electricity authority, that all matters relating to the reticulation of electricity including electrical civil works have been completed, is to be provided to Council prior to sealing the Survey Plan; or
  - Information detailing the alternative energy source is to be provided to Council prior to sealing the Survey Plan.

Should any lots not have connection to reticulated electricity, a note will be placed on the respective lots rates notice, indicating that this lot does not have an reticulated electricity connection.

- RAL4. Electricity is to be provided to the development in accordance with relevant Australian Standards.

### Stormwater Drainage

- ENG1. Any new earthworks or structures may not concentrate or impede the natural flow of water across property boundaries and onto any other lots.

### Property Access

- ENG2. The applicant must construct access to each lot abutting the road carriageway in accordance with the requirements of *Table S2.7 – Design and Construction Standards* of the *Kingaroy Shire IPA Planning Scheme* and the details in:

- ~~South Burnett Regional Council Drawing No. SBRC00049 *Rural Property Access*, for the proposed dual access to River Road to serve proposed lots 101 and 102;~~  
and
- South Burnett Regional Council Drawing No. SBRC00048 *Residential Property Access and Kerb Crossover* for the proposed accesses to proposed lots 7 and 100; and
- ensuring that:
  - a) where a dual access serving two (2) abutting properties is proposed, the applicant shall liaise with Ergon Energy to ensure conflict will not occur with proposed electricity works and infrastructure.
  - b) Only one (1) access point is provided for each lot. Any other existing access points must be reinstated to the general surrounding road profile, including the existing table drain or the road as reconstructed;
  - ~~c) the pipe culverts for the driveways serving proposed lots 101 and 102 are appropriately sized for their stormwater catchment; for ARI 2;~~
  - d) Each entrance is constructed:
    - i. to allow vehicles to enter and leave each proposed lot in a forward gear;
    - ii. such that it does not cause a trip hazard to pedestrians;
    - iii. to ensure that low-clearance vehicles can enter and leave each proposed lot; and
    - iv. such that fencing, landscaping and letterboxes do not to impede sight lines for vehicles entering or leaving each proposed lot or driving along ~~River Road~~ or Logan Street.

ENG3. The applicant must design and construct the southern side of Logan Street for the complete frontage of proposed lot 7 for a half road bitumen-sealed width of 5.00m from road crown in accordance with the requirements of the *Kingaroy Shire IPA Planning Scheme*.

#### **Earthworks**

ENG4. Any proposed earthworks if not self-assessable against the Kingaroy Shire IPA Planning Scheme shall be done in accordance with Council's Planning Scheme Part 3.3.2 *Rural Residential Locality Code – 020 (g) Earthworks* and shall be undertaken under a separate Development Permit for Operational Works.

#### **Property Boundaries**

ENG5. All existing on-site structures, dams, sewage treatment facilities including transpiration and irrigation areas, fences and other infrastructure must be relocated so as not to cross any of the proposed property boundaries.

#### **Standard of Works**

ENG6. Works shall be constructed generally in accordance with the specification requirements outlined in Aus-Spec #1 and the IPWEAQ Standard Drawings unless otherwise agreed by Council's General Manager of Infrastructure

#### **Sewerage**

ENG7. For ~~proposed lots 101 and 102~~ **Lot 101**, provide a Q10 flood height and/or the highest known flood level to AHD on the proposed site plan, confirmed by a Registered Professional Engineer of Queensland; and demonstrate that an on-site waste water disposal facility can be sited above this level.

#### **Maintenance Bond**

ENG8. A Maintenance Bond, equal to 5% of the total cost of construction of the civil works, including landscaping where applicable, must be lodged with the Council for a period of twelve (12) months from the date of practical completion of the works.

**Advice (applicable to all stages)**

- ADV1. *Section 341(2)(a) of the Sustainable Planning Act 2009 provides that, if this approval is not acted upon within the period of two (2) years the approval will lapse. Note that in accordance with section 341(7) a related approval may extend the relevant (currency) period.*
- ADV2. *A Material Change of Use application is required over proposed Lot 102, prior to commencement of commercial scrap metal operations.*
- ADV3. *Telecommunication connections can be arranged by emailing F1103721@team.telstra.com providing the following information:*
- Full name;
  - Address of property including state & postcode;
  - Lot No's and Plan No's: and
  - What the development is (units, subdivision, shop, etc)
- ADV4. *The applicant is encouraged to discuss the development with Ergon Energy upon receipt of this approval to facilitate the timely supply of electricity to the development. Connection of electricity can take up to eight (8) months from the date of application to Ergon Energy.*
- ADV5. *This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the Aboriginal Cultural Heritage Act 2003 you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding.*
- ADV6. *Attached for your information is a copy of Division 8 of the Sustainable Planning Act 2009 as regards Rights of Appeal. With respect to Appeal Rights of Applicants, the following is drawn to your attention—*
- a) *the applicant's Appeal Period commences upon receipt of this advice and expires twenty (20) business days thereafter.*
  - b) *should the applicant notify the Assessment Manager (Council) in writing of acceptance of the conditions of approval and that it is not intended to make an appeal, the Applicant's Appeal Period is at an end.*

**Resolution:**

*Moved Cr TW Fleischfresser, seconded Cr RJ Frohloff.*

*That the Officer's Recommendation be adopted.*

*Carried 6/0  
FOR VOTE - Councillors voted unanimously  
ABSENT. DID NOT VOTE - Cr RLA Heit*

**7.2.5 P&LM - 1564659 - Forwarding an Application for Grants and Donations requesting waiver of fees for a building application for a shipping container to 6 Cornish Street Kingaroy - Lot 5 SP106946**

**Summary**

Council received a written request from the South Burnett Musical Comedy Society Inc for a 100% waiver of the Building Application fee (BLD2016/0016) for a Shipping Container to be utilised for the purpose of storing costumes and props at 6 Cornish Street, Kingaroy (and described as Lot 5 on SP106946) The details are as follows:

- The South Burnett Musical Comedy Society have an existing shed which they use for rehearsing their productions and also storing previously used props and costumes
- The Society propose to obtain a shipping container to store the props and costumes, thus creating a safe work and rehearsal environment in the existing shed
- The Society have lodged the Building Application (BLD2016/0016) and have only paid the document lodgement fee of \$168.
- The shipping container dimensions are 6m in length x 3m in width and the preferred location of the container is approximately 2m from the existing shed on the site
- The South Burnett Musical Comedy Society Inc is a not-for-profit community group who sub-lease the site from the South Burnett Regional Council

**Officer's Recommendation**

That Council *approves* the 100% waiver of the total Building Application fee (\$405.00) taking into consideration the community nature of the South Burnett Musical Comedy Society Inc.

Based on previous decisions by Council in these matters, it is considered appropriate to retain the document lodgement fee (\$168.00) associated with the Building Work application.

**Resolution:**

*Moved Cr TW Fleischfresser, seconded Cr DA Potter.*

*That the Officer's Recommendation be adopted.*

*Carried 6/0  
FOR VOTE - Councillors voted unanimously  
ABSENT. DID NOT VOTE - Cr RLA Heit*

**7.2.6 P&LM - 1581074 - Forwarding an Application for Grants and Donations requesting waiver of fees for a building application for Indoor Shooting and Training Building at Redmans Road Kingaroy - Lot 1 RP124382**

**Summary**

Council received a written request from the South Burnett Pistol Club Inc for a 100% waiver of the Building Application fee (BLD2016/0043) for a shed to be utilised for the purpose of indoor shooting and training at Redmans Road, Booie (and described as Lot 1 on RP124382) The details are as follows:

- South Burnett Pistol Club has recently obtaining planning approval for an indoor pistol range;
- South Burnett Pistol Club has a very active junior and women’s participation training program;
- South Burnett Pistol Club Inc is a not-for-profit group.

**Officer's Recommendation**

That Council *approves* the 100% waiver of the total Building Application fee (\$1,200.00) taking into consideration the community nature of the South Burnett Pistol Club Inc.

Based on previous decisions by Council in these matters, it is considered appropriate to retain the document lodgement fee (\$168.00) associated with the Building Work application.

**Resolution:**

*Moved Cr TW Fleischfresser, seconded Cr KA Duff.*

*That the Officer's Recommendation be adopted.*

*Carried 6/0  
FOR VOTE - Councillors voted unanimously  
ABSENT. DID NOT VOTE - Cr RLA Heit*

**7.2.7 P&LM - 1562286 - Requesting Council consider reimbursement of the plumbing fee of \$972.00 for the new clubhouse at the Kumbia Cricket Club - Gordon Street Kumbia - Lot 195 K62310**

**Summary**

Council received an email request from the Kumbia Cricket Club for a 100% waiver of the Council Plumbing Application fee for a Commercial Building (Council Receipt No 2075711 - \$972.00 issued to Fiedler Brothers Plumbing) at Gordon Street, Kumbia (and described as Lot 195 on K62310). The details are as follows:

- The Kumbia Cricket Club are a not-for-profit organisation who are in the process of upgrading their facilities which include a new clubhouse and associated amenities.
- The Kumbia Cricket Club paid Fiedler Brothers Plumbing for the Council Plumbing fees amounting to \$972.00
- The Cricket Club hope to encourage other sporting teams and other community groups to use the new facility
- The Cricket Club lease the land from the South Burnett Regional Council

## **Officer's Recommendation**

That Council *approve* the 100% waiver of the Council Plumbing application fee (\$972.00) taking into consideration the community nature of the Kumbia Cricket Club.

### **Resolution:**

*Moved Cr TW Fleischfresser, seconded Cr DA Potter.*

*That the Officer's Recommendation be adopted.*

*Carried 6/0  
FOR VOTE - Councillors voted unanimously  
ABSENT. DID NOT VOTE - Cr RLA Heit*

## **8. Portfolio - Water, Waste Water, Waste Management, Sport & Recreation**

### **8.1 Water, Waste Water, Waste Management, Sport & Recreation Portfolio Report**

#### **Summary**

Water, Waste Water, Waste Management, Sport & Recreation Portfolio Report

#### **Officer's Recommendation**

That the Water, Waste Water, Waste Management, Sport & Recreation Portfolio Report to Council be received.

#### **Resolution:**

*Moved Cr RJ Frohloff, seconded Cr KA Duff.*

*That the Water, Waste Water, Waste Management, Sport & Recreation Portfolio Report to Council be received.*

#### **Water & Waste Water**

##### ***Kingaroy Waste Water Treatment Plant***

*The construction phase of the new Kingaroy Waste Water Treatment Plant is close to completion. The civil works are all close to completion with mechanical and electrical commissioning also underway. The roadworks inside the plant have also been completed. Practical completion should occur mid-May, when raw sewage cut over occurs and the new plant begins to operate. From then, Aquatec Maxcon will operate the plant completing all of the required commissioning work and training of the SBRC operators.*

##### ***Gordonbrook Water Treatment Plant upgrade***

*Stage 1 of the new Gordonbrook Water Treatment Plant is now operational. Kingaroy is now being supplied with water treated at the new plant. This is a major milestone for this project. Council operators have been producing water with the new plant and it is providing great quality water. Stage 2 of the project has now commenced which includes the old treatment plant being decommissioned, conversion of the existing clarifier into additional clear water storage and the commissioning of new clear water pumps to pump the treated water to the Mt Wooroolin reservoir.*

### **Murgon Water Treatment Plant**

M2O have commenced work onsite at the Murgon Water Treatment Plant. They are starting to clean the third filter train and to remove the old filter media. They will make the modifications within this train as well as installing backwash storage tanks and pumps, and other electrical modifications as the first stage of this project. Once the third filter is operational again, the remaining 2 filter trains will be taken offline for refurbishment with the town being supplied from the third train only, while these works are carried out. The project is on track for completion in July.

### **Sport & Recreation**

Grants Information Night will be held Kingaroy Town Common Hall on 30 June 2016 (6pm to 9pm) the invitation is open to all not-for-profit organisations (Speakers invited will be Sport & Rec, Stanwell, SBRC, Heritage, Bendigo & BIEDO). Clubs will also be asked to nominate a volunteer deserving of recognition and certificates will be presented by the Mayor. (Nibbles, Tea/Coffee and dessert will be served on the night)

Carried 6/0  
FOR VOTE - Councillors voted unanimously  
ABSENT. DID NOT VOTE - Cr RLA Heit

## **8.2 Water, Waste Water & Waste Management (W&WW)**

### **Officer's Reports**

#### **8.2.1 W&WW - 1595079 - Construction of a recycle water pipeline to deliver Class A water to Kingaroy sporting fields**

### **Summary**

A Class A recycled water facility is being constructed as part of the Kingaroy Waste Water Treatment Plant (KWWTP) upgrade. This plant will treat effluent water from the KWWTP to a high standard producing water to a Class A standard. This water will be suitable for multiple uses including the irrigation of sporting fields.

The KWWTP upgrade project has been successfully managed so that minimal variations have been required. As such, there is some flexibility within the overall budget of the project to accommodate the expenditure to install a pipeline to deliver this Class A water to the sporting fields in Kingaroy. The delivery of this water will benefit local Cricket, Rugby League, Soccer, AFL and other sports that utilise these grounds by providing valuable irrigation water. Improving the supply of water to these fields will also allow the clubs to improve the playing surfaces which will provide potential to attract additional carnivals, bringing greater visitors to the town and facilitating additional economic benefits more generally to the region.

It is estimated that the construction of this pipework will cost approximately \$150,000, which can be accommodated within the existing KWWTP project budget, providing greater community benefit from the project.

The Sports Grounds Irrigation Committee are supportive of this project and have committed to purchasing a minimum of 50ML of water per annum.

## **Officer's Recommendation**

That Council approve \$150,000 expenditure to construct a pipeline to deliver recycled water to the Kingaroy Sporting Fields as an additional part of the Kingaroy Waste Water Treatment Plant upgrade project.

### **Resolution:**

*Moved Cr RJ Frohloff, seconded Cr TW Fleischfresser.*

*That the Officer's Recommendation be adopted.*

*Carried 6/0  
FOR VOTE - Councillors voted unanimously  
ABSENT. DID NOT VOTE - Cr RLA Heit*

### **8.2.2 W&WW - 1595080 - Application for funding to provide Class A Recycled Water facilities at Blackbutt, Nanango, Wondai and Murgon.**

#### **Summary**

Varying qualities of effluent water is currently utilised from Wondai, Nanango and Murgon wastewater treatment plants to irrigate golf clubs, sporting fields and show grounds. Wondai is currently the only plant that has a filter and disinfection system in place. No other town has any additional treatment of the effluent before it is used for irrigation. Blackbutt currently has no facilities in place to reuse effluent water.

The Queensland Government has opened Round 2 of funding applications to access funds from the Building our Regions funding program. This program is available for building new infrastructure within communities that supports jobs, fosters economic development and improves the liveability of regional communities.

The funding program requires Council's to provide 50% of the amount required to construct the project. There is currently \$600,000 included in the 16/17 financial year draft budget to provide facilities at Nanango and Murgon.

If this funding application is successful it will allow for the Wondai facility to be upgraded, and facilities to be provided at Murgon and Nanango. It may also provide sufficient funding to install a package plant facility at Blackbutt allowing for the golf club to then look at installing pipework to access the treated water for irrigation of the greens.

#### **Officer's Recommendation**

That Council:

- 1) approve the submission of a funding application to provide recycled water facilities at Wondai, Nanango, Murgon and Blackbutt wastewater treatment facilities under Round Two of the Queensland Government Building our Regions Infrastructure Fund; and
- 2) provide in-principle agreement to match the application funding up to \$600,000 as Council's balance 50% contribution for these projects, as per Council's draft 2016-17 capital budget.

**Resolution:**

*Moved Cr RJ Frohloff, seconded Cr KA Duff.*

*That the Officer's Recommendation be adopted.*

*Carried 6/0  
FOR VOTE - Councillors voted unanimously  
ABSENT. DID NOT VOTE - Cr RLA Heit*

**ADJOURNMENT:**

**Motion:**

*Moved Cr DA Potter, seconded Cr RJ Frohloff.*

*That the meeting adjourn for thirty (30) minutes.*

*Carried 6/0  
FOR VOTE - Councillors voted unanimously  
ABSENT. DID NOT VOTE - Cr RLA Heit*

**CITIZENSHIP CEREMONY:**

During the adjournment a citizenship ceremony was held for:

Mrs Fualaau Graham  
Mr Eric Munday  
Mrs Bimala Nagarkoti  
Mr Steven O'Brien  
Mr Ravinder Kumar  
Mr Darrin Wallace  
Mr David Butterfield

**RESUMPTION:**

**Motion:**

*Moved Cr TW Fleischfresser, seconded Cr RJ Frohloff.*

*That the meeting resume at 11.06am with attendance as previous to the adjournment*

*Carried 6/0  
FOR VOTE - Councillors voted unanimously  
ABSENT. DID NOT VOTE - Cr RLA Heit*

## **9. Portfolio - Natural Resource Management, Parks and Indigenous Affairs**

### **9.1 Natural Resource Management, Parks and Indigenous Affairs Portfolio Report**

#### **Summary**

Natural Resource Management, Parks and Indigenous Affairs Portfolio Report to Council.

#### **Officer's Recommendation**

That the Natural Resource Management, Parks and Indigenous Affairs Portfolio Report to Council be received.

#### **Resolution:**

*Moved Cr KA Duff, seconded Cr GA Jones.*

*That the Natural Resource Management, Parks and Indigenous Affairs Portfolio Report to Council be received.*

#### **Rail Trail Update**

*Kingaroy Rail Trail Walkway Bridge is now completed and Memerambi South Bridge has been completed. We have three bridges left for construction: – Memerambi North, Crawford South and the Murgon Bridge. The remaining fettler's sheds at Kingaroy and Wondai have been pressure cleaned, scraped, sanded and given a new paint job. Commencement of the Barambah Creek Crossing Bridge will begin soon. The community Work Skills Trainees through CTC have completed their 16 week Cert 1 training in construction which concluded with a Graduation Lunch and presentation of certificates on Thursday 24th March at the CTC office in Kingaroy. The Second round of CTC Work Skills Trainees are due to commence their 16 week Cert 1 training shortly. The Rail Trail surface construction has commenced and should be in full swing in the coming weeks.*

#### **Biodiversity Activities**

*There have been mixed species plantings along Dickensen's Lane in the Kumbia area and Ellesmere Rd, north of Dickensen's Lane. A large section of the Murgon end of the rail trail has had over 1000 trees planted between Annings Rd and Zerners Road over the last 3 weeks. Future activities after the Easter break will be further rail trail plantings around the Crawford district plus placing guards around many of the newly planted trees.*

#### **Dams & Airports Interesting Statistics**

*Kingaroy airport has had 306 aircraft movements between 24 March 2016 – 13 April 2016 (approx. 100 planes/week).*

*Yallakool from 1 April 14 – 31 March 2015 had total visitors of 11624 with average nights stay of 2.3 and the same period this year the total visitors were 13055 with average nights stay of 3.2. Boondooma Dam from 1 April 2014 – 31 March 15 had total visitors of 17222 with average nights stay of 2.7 and the same period this year the total visitors were 18652 with average nights stay of 3.28. This is a good news story as the numbers of visitors to both dams has increased significantly.*

#### **Indigenous Affairs**

*Cherbourg Aboriginal Council has a new Mayor, Cr Arnold Murray and the Council team is made up of Cr Alana Purcell, Cr James Saltner, Cr Elvie Sandow and Cr Tom Langton. I have spoken to Mayor Murray and their CEO Warren Collins and I am in the process of organising a meeting and luncheon with their new Council team and Senior staff to meet with our Council and discuss their recycling plant and any other matters that may be of mutual interest.*

*The Reconciliation Fun Run is on Sunday May 15<sup>th</sup>. The walk/run will start at the Murgon Showgrounds and finish with loads of activities at Cherbourg. Registrations are now open and can be done on line or by phoning the Ration Shed. The cost is \$20 for adults and \$2 for children. The proceeds of the event will go towards the upkeep of the Ration Shed Museum. There were around 400 participants last year who walk and ran in the name of friendship, hope and new possibilities. It is only 7 klms and I hope there will be strong representation from our Council for this year's event.*

*Carried 6/0  
FOR VOTE - Councillors voted unanimously  
ABSENT. DID NOT VOTE - Cr RLA Heit*

## **10. Portfolio - Finance, ICT & Human Resources**

### **10.1 Finance, ICT and Human Resources Portfolio Report**

#### **Summary**

Finance, ICT and Human Resources Portfolio Report to Council.

#### **Officer's Recommendation**

Finance, ICT and Human Resources Portfolio Report to Council be received.

#### **Resolution:**

*Moved Cr KM Campbell, seconded Cr DA Potter.*

*That the Finance, ICT and Human Resources Portfolio Report to Council be received.*

#### **Financial Report**

*The attached periodic financial statements are as at 31 March 2016.*

*The cash, operating cash, working capital and funded long term liabilities ratios are all within reasonable parameters.*

#### **With regard to the Comprehensive Income Statement:**

*75% of the total revenue budget has been achieved which, has it aligned with the percentage of the year expired.*

*In terms of operating expenses, 67% of the total budget is already expended. Costs incurred for employee benefits are on target with budget allocation. The expenditures under materials and services have been reviewed in a 3<sup>rd</sup> quarter operating budget revision which is proposed to be adopted at this meeting.*

#### **Capex Report**

*Capital expenditure to date amounts to \$34.2 Million equivalent to 60.5% of the \$56.5 Million revised 2015/16 Capital Expenditure (Capex) Budget.*

#### **Third Quarter Operational Budget Revision**

*A review of the 2015-2016 budget has been undertaken as at 15 March 2016. The amended Operational Budget results in an operating surplus of \$ 973,629. Compared to the 2<sup>nd</sup> Quarter Amended Budget, the 3<sup>rd</sup> Quarter budget review resulted in a decrease in the estimated Net Surplus of \$150,636. The adjustment is mainly due to the following but is better detailed in the documents provided to Council:*

	<b>Increase or (Decrease) in Operating Surplus</b>
<i>Decrease in Other Income</i>	<i>(\$321,151)</i>
<i>Decrease in Rates, Levies &amp; Charges</i>	<i>(\$ 82,889)</i>
<i>Increase in Sales Revenue (Roads &amp; Drainage Contracts)</i>	<i>\$ 126,460</i>
<i>Decrease in Finance Costs due to loan drawdown timing</i>	<i>\$ 259,940</i>
<i>Grants, Subsidies, Contributions &amp; Donations (Net Revenue Adjustment)</i>	<i>(\$ 134,917)</i>

**The main Grants Subsidies, Contributions and Donations adjustments are as follows:**

- *The transfer of \$1,400,000 of the Regional Rail Trail grant to CapEx, offset by matching reduction in expenditure.*
- *Decrease in Roads & Drainage Contract funding \$1.5M, offset by matching reduction in expenditure. This for the Royalties for Regions (R4R) funded, 'Swicker's Project' is to be carried over to the 2016/17 financial year.*

*This overall result in the operating surplus is a commendable outcome for Council. It has come from expenditure restraint and good budget management by the various budget managers.*

**Fourth Quarter Rate Notices**

*At the time of writing this briefing the rate notices were scheduled to be posted on Tuesday 19<sup>th</sup> April 2016 with the last day for discount being 24 May 2016.*

*Carried 6/0  
FOR VOTE - Councillors voted unanimously  
ABSENT. DID NOT VOTE - Cr RLA Heit*

**10.2 Finance (F)**

***Officer's Reports***

**10.2.1 F - 1595009 - Monthly Financial Statements**

**Summary**

The following information provides a snapshot of Council's Financial Position as at 31 March 2016.

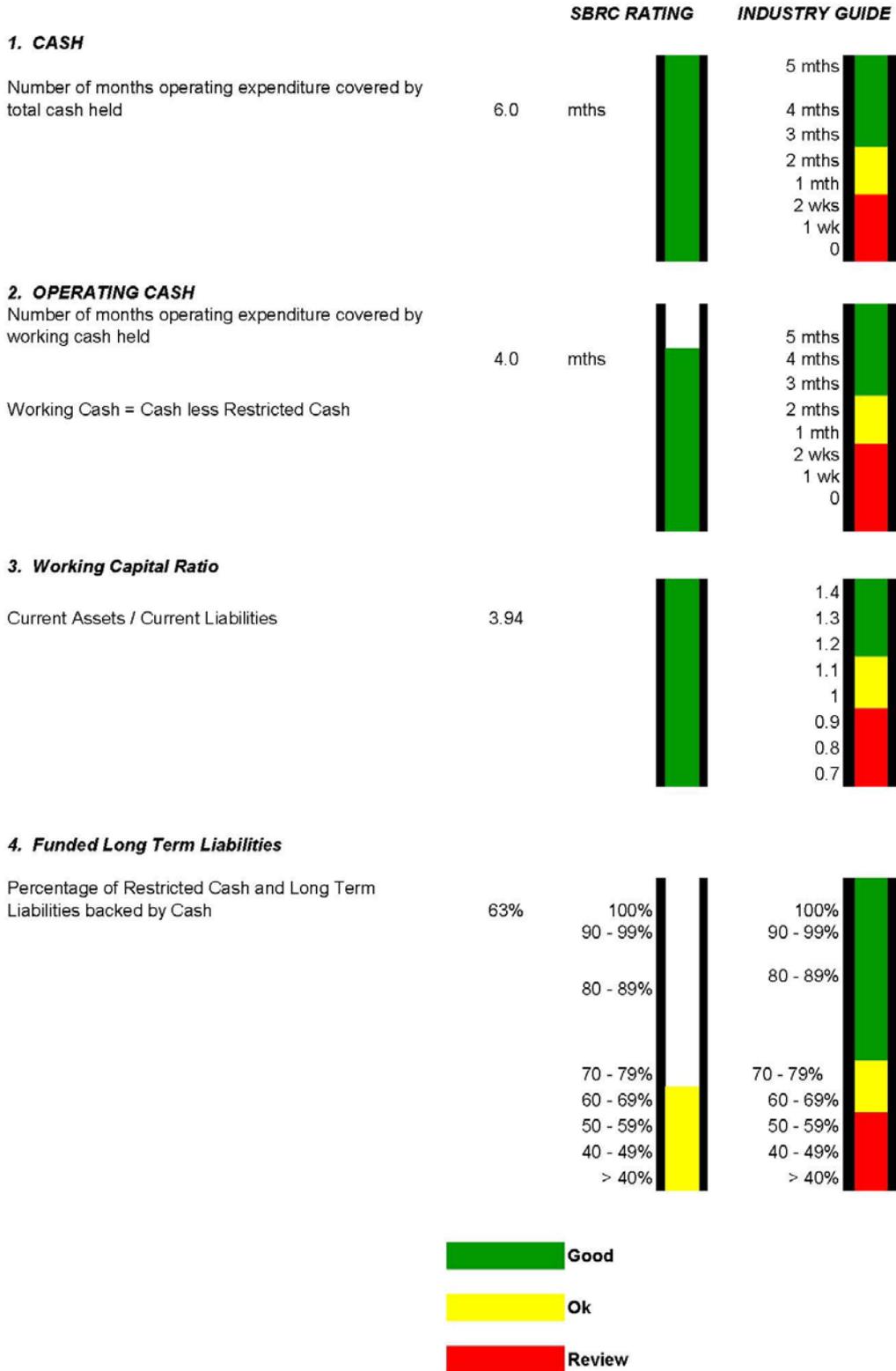
**Officer's Recommendation**

That the Monthly Financial Report as at 31 March 2016 be received and noted.

**Key Financial Ratios**

**SOUTH BURNETT REGIONAL COUNCIL**

**FINANCIAL SCORECARD**



**Statement of Comprehensive Income**

**Statement of Comprehensive Income**  
**As at 31 March 2016**  
**75% of Year Complete**

	2016	Amended Budget	Variance
	\$	\$	%
<b>Income</b>			
<b>Revenue</b>			
<b>Recurrent Revenue</b>			
Rates, levies and charges	30,959,268	42,456,132	73%
Fees and charges	3,274,981	4,456,330	73%
Rental Income	321,015	492,885	65%
Interest received	1,095,038	1,561,575	70%
Sales revenue	3,430,205	4,104,010	84%
Other Income	277,091	777,545	36%
Grants, Subsidies, Contributions & Donations	7,692,426	12,145,770	63%
	<u>47,050,024</u>	<u>65,994,247</u>	
<b>Capital Revenue</b>			
Grants, Subsidies, Contributions & Donations	8,106,870	7,480,151	108%
<b>Total Revenue</b>	<u>55,156,894</u>	<u>73,474,398</u>	
<b>Total Income</b>	<u>55,156,894</u>	<u>73,474,398</u>	
<b>Expenses</b>			
<b>Recurrent Expenses</b>			
Employee benefits	18,761,444	25,293,928	74%
Materials and services	13,163,247	23,987,497	55%
Finance costs	1,542,721	2,373,090	65%
Depreciation and amortisation	9,981,066	13,215,467	76%
	<u>43,448,478</u>	<u>64,869,982</u>	
<b>Capital Expenses</b>	(201,450)	(750,000)	27%
<b>Total Expense</b>	<u>43,247,028</u>	<u>64,119,982</u>	
<b>Net Result</b>	<u>11,909,866</u>	<u>9,354,416</u>	

**Statement of Financial Position****Statement of Financial Position****As at 31 March 2016**

	2016 \$	Original Budget \$
<b>Current Assets</b>		
Cash and Cash Equivalents	34,652,254	18,776,575
Trade and Other Receivables	7,707,051	6,348,249
Inventories	1,125,497	1,046,188
Investments	-	-
<b>Total Current Assets</b>	<b>43,484,802</b>	<b>26,171,012</b>
<b>Non-Current Assets</b>		
Trade and other receivables	1,500	-
Property, Plant and Equipment	871,551,367	909,874,578
Intangible Assets	8,709,580	7,643,981
<b>Total Non-Current Assets</b>	<b>880,262,447</b>	<b>917,518,559</b>
<b>TOTAL ASSETS</b>	<b>923,747,249</b>	<b>943,689,571</b>
<b>Current Liabilities</b>		
Trade and other payables	5,491,695	4,454,835
Borrowings	2,213,721	4,192,710
Provisions	3,327,645	3,264,734
<b>Total Current Liabilities</b>	<b>11,033,062</b>	<b>11,912,279</b>
<b>Non-Current Liabilities</b>		
Borrowings	40,010,463	47,222,598
Provisions	11,612,607	10,616,231
<b>Total Non-Current Liabilities</b>	<b>51,623,070</b>	<b>57,838,829</b>
<b>TOTAL LIABILITIES</b>	<b>62,656,131</b>	<b>69,751,108</b>
<b>NET COMMUNITY ASSETS</b>	<b>861,091,118</b>	<b>873,938,463</b>
<b>Community Equity</b>		
Asset Revaluation Surplus	430,783,167	432,824,725
Retained Surplus/(Deficiency)	430,307,951	441,113,738
<b>TOTAL COMMUNITY EQUITY</b>	<b>861,091,118</b>	<b>873,938,463</b>

**Resolution:**

*Moved Cr TW Fleischfresser, seconded Cr KA Duff.*

*That the Monthly Financial Report as at 31 March 2016 be received and noted.*

*Carried 6/0  
FOR VOTE - Councillors voted unanimously  
ABSENT. DID NOT VOTE - Cr RLA Heit*

**10.2.2 F - 1595275 - Operating Budget Review - 15 March 2016****Summary**

A review of the 2016 Budget has been undertaken as at 15 March 2016. The amended Operational Budget results in an operating surplus of \$ 973,629.

The table below shows the projected changes compared to the original and amended budgets:

**Operating Budget Net Result**

<b>Program</b>	<b>15/16 Original</b>	<b>15/16 First Quarter Amendment</b>	<b>15/16 Second Quarter Amendment</b>	<b>15/16 Third Quarter Proposed</b>
General Operations	(\$651,530)	\$199,522	\$81,835	(\$31,777)
Plant & Fleet	\$348,275	\$308,835	\$308,515	\$321,175
Water	\$258,338	\$609,654	\$609,405	\$556,775
Waste Water	\$93,383	\$146,420	\$113,928	\$73,058
Waste	\$10,826	\$10,826	\$10,582	\$54,398
<b>Net Result</b>	<b>\$59,292</b>	<b>\$1,275,257</b>	<b>\$1,124,265</b>	<b>\$973,629</b>

**Table of Main Changes**

The third quarter review indicates a reduction in the net result of \$150,636 mainly on account of the following;

<b>Type</b>	<b>Change Increase(Decrease)</b>
<b>Recurrent Revenue</b>	
Other Income	(\$321,151)
Rates, Levies & Charges	(\$82,889)
Sales Revenue	\$126,460
Grants, Subsidies, Contributions & Donations	(\$2,887,570)
<b>Recurrent Expenditure</b>	
Finance Costs	(\$259,940)
Materials & Services	(\$2,752,653)

### **Recurrent Revenue:**

- Other Income;
  - Decrease in Mayoral events income
  - Removal of Street lighting income
  - Decrease in waste management income
  - Decrease in agency transaction income
- Rates, Levies & Charges;
  - Removal of Memerambi Estate – Special Rate
- Sales Revenue;
  - Increase in Roads & Drainage Contract funding
- Grants, Subsidies, Contributions & Donations;
  - Increase in library grant
  - Transfer of \$1,400,000 of the Regional Rail Trail grant to CapEx, offset by matching reduction in expenditure.
  - Decrease in Roads & Drainage Contract funding \$1.5M, offset by matching reduction in expenditure. R4R (Swicker's) project to be carried over to the 2016/17 financial year.

### **Recurrent Expenditure:**

- Finance Costs – Reduction loan interest due to draw down timing
- Materials & Services;
  - Transfer of 70% of Regional Rail Trail project costs to CapEx
  - Decrease in Roads & Drainage Contract expenditure to reflect decrease in grant funding.

### **Capital Revenue:**

- Grants, Subsidies, Contributions & Donations;
  - Increase to reflect the grant funds for the Regional Rail Trail grant.
  - Increase in Water Supply grants.

### **Officer's Recommendation**

That in accordance with Section 170(3) of the Local Government Regulation 2012 the revised Budget be adopted.

## Comprehensive Income Statement

	15/16 YTD	Actuals	15/16 Original Budget	15/16 Amended Budget	15/16 Proposed Budget
<b>REVENUE</b>					
<b>Recurrent Revenue</b>					
Fees & Charges	-	3,075,016	- 4,501,830	- 4,456,330	- 4,459,261
Interest Received	-	996,356	- 1,561,575	- 1,561,575	- 1,561,565
Other Income	-	233,809	- 776,585	- 774,585	- 453,434
Rates, Levies & Charges	-	30,957,943	- 42,750,542	- 42,456,132	- 42,373,243
Rental Income	-	316,936	- 492,885	- 492,885	- 492,885
Sales Revenue	-	3,196,203	- 4,106,970	- 4,106,970	- 4,233,430
Grants, Subsidies, Contributions & Donations	-	7,645,816	- 9,292,105	- 12,145,770	- 9,258,200
<b>Total Recurrent Revenue</b>	-	<b>46,422,077</b>	- <b>63,482,492</b>	- <b>65,994,247</b>	- <b>62,832,018</b>
<b>Capital Revenue</b>					
Grants, Subsidies, Contributions & Donations	-	8,106,870	- 6,885,323	- 7,480,151	- 9,021,453
<b>Total Revenue</b>	-	<b>54,528,947</b>	- <b>70,367,815</b>	- <b>73,474,398</b>	- <b>71,853,471</b>
<b>Capital Income</b>					
Capital Income	-	257,286	- 750,000	- 750,000	- 750,000
<b>TOTAL INCOME</b>	-	<b>54,786,233</b>	- <b>71,117,815</b>	- <b>74,224,398</b>	- <b>72,603,471</b>
<b>EXPENSES</b>					
<b>Recurrent Expenses</b>					
Depreciation		9,634,484	13,673,160	13,215,467	13,215,467
Donations		409,713	621,490	509,202	510,202
Employee Benefits		17,420,232	25,323,000	25,293,928	25,293,928
Finance Costs		1,374,228	2,373,090	2,373,090	2,113,150
Materials & Services		12,086,219	21,432,460	23,478,295	20,725,642
<b>Total Recurrent Expenses</b>		<b>40,924,876</b>	<b>63,423,200</b>	<b>64,869,982</b>	<b>61,858,389</b>
<b>TOTAL EXPENSES</b>		<b>40,924,876</b>	<b>63,423,200</b>	<b>64,869,982</b>	<b>61,858,389</b>
<b>Net Operating Surplus</b>	-	<b>13,861,356</b>	- <b>7,694,615</b>	- <b>9,354,416</b>	- <b>10,745,082</b>

**Resolution:**

*Moved Cr RJ Frohloff, seconded Cr DA Potter.*

*That the Officer's Recommendation be adopted.*

*Carried 6/0  
FOR VOTE - Councillors voted unanimously  
ABSENT. DID NOT VOTE - Cr RLA Heit*

**11. Consideration of Notices of Motion**

No Report.

**12. Information Section (IS)**

**12.1 IS - 1595054 - Reports for the Information of Council**

**Summary**

List of correspondence pending completion of assessment report  
South Burnett Regional Council Monthly Capital Works Report  
Minutes of the Audit Committee Meeting held on Thursday 25 February 2016  
Road Maintenance Expenditure Report

**Officer's Recommendation**

That the reports be received.

**Resolution:**

*Moved Cr KA Duff, seconded Cr RJ Frohloff.*

*That the reports be received.*

*Carried 6/0  
FOR VOTE - Councillors voted unanimously  
ABSENT. DID NOT VOTE - Cr RLA Heit*

**CLOSED SESSION:**

**Motion:**

*Moved Cr GA Jones, seconded Cr DA Potter.*

*That the meeting be closed to the public for Council discussions in accordance with Section 275(1)(e) contracts proposed to be made by it, of the Local Government Regulation 2012.*

*Carried 6/0  
FOR VOTE - Councillors voted unanimously  
ABSENT. DID NOT VOTE - Cr RLA Heit*

**OPEN COUNCIL:**

**Motion:**

*Moved Cr RJ Frohloff, seconded Cr KA Duff.*

*That the meeting resume in Open Council.*

*Carried 6/0  
FOR VOTE - Councillors voted unanimously  
ABSENT. DID NOT VOTE - Cr RLA Heit*

**Report:**

The Mayor reported that whilst in Closed Session, in accordance with Section 275(1)(e) contracts proposed to be made by it, of the Local Government Regulation 2012, Council considered matters concerning Tender SBRC 15/16-12 Timber Bridge Rehabilitation.

**Motion:**

*Moved Cr TW Fleischfresser, seconded Cr DA Potter.*

*That the Mayor's report be received*

*Carried 6/0  
FOR VOTE - Councillors voted unanimously  
ABSENT. DID NOT VOTE - Cr RLA Heit*

**13. Confidential Section**

**13.1 CONF - 1594842 - Tender SBRC 15/16-12 Timber Bridge Rehabilitation Program**

**Reason for Confidentiality**

This report is **CONFIDENTIAL** in accordance with Section 275(1)(e) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to the following:

- (e) contracts proposed to be made by it

**Recommendation**

That Council accept the tender from Professional Bridge Services Pty Ltd for the sum of \$246,400.39 (excl GST) for the rehabilitation of the timber bridges on Webbers Bridge Rd, Manar Rd, Stumckes Rd and Gayndah Hivesville Rd.

**Resolution:**

*Moved Cr DA Potter, seconded Cr RJ Frohloff.*

*That the Officer's Recommendation be adopted.*

*Carried 6/0  
FOR VOTE - Councillors voted unanimously  
ABSENT. DID NOT VOTE - Cr RLA Heit*

There being no further business the meeting was declared closed at 11.47am.

Confirmed before me this ..... day of .....2016

..... **MAYOR**

