



Agenda

of the

General Meeting

Held in the Council Chambers, 45 Glendon Street Kingaroy

on Wednesday, 17 April 2013

Commencing at 9.00 am

Chief Executive Officer: Ken McLoughlin



SOUTH BURNETT REGIONAL COUNCIL AGENDA

Wednesday, 17 April 2013

ORDER OF BUSINESS:

1. LEAVE OF ABSENCE	1
2. PRAYERS	1
3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING	1
3.1 South Burnett Regional Council Minutes	1
4. MAYORAL REPORT	2
4.1 MR - 1155554 - Mayor's Report	2
5. PLANNING & ENVIRONMENT	4
5.1 ENVIRONMENTAL SERVICES.....	4
5.1.1 ES - 1146342 - Approved Systematic Inspection Program Animal Management (Cats and Dogs) Act 2008	4
5.2 NATURAL RESOURCE MANAGEMENT (NRM) & PARKS	6
5.3 NRM, PARKS AND ENVIRONMENT PORTFOLIO REPORT	6
5.3.1 NRMP&E - 1155553 - NRM Parks & Environment Portfolio Report.....	6
6. PLANNING, LAND MANAGEMENT AND WASTE	7
6.1 PLANNING AND LAND MANAGEMENT	7
6.1.1 P&LM - 1147030 - Forwarding Application for Grants & Donations for Building of New Units for waiver of fees for Building Application & Plumbing Fees for \$3911.00	7
6.1.2 P&LM - 1195969 - Keith E & Lynda R Crawford - Crawford's Sand & Gravel Supplies - Forwarding IDAS Application for Material Change of Use to Quarry in a water course at 915 Hodges Dip Road Kingaroy and environmentally relevant activity - Lot 39 BO150.....	9
6.1.3 P&LM - 1147031 - Forwarding Application for Grants & Donations for Upgrade Shower/ Toilet Facilities at Wondai Showground - waiver of fees for \$2084.00.....	13
6.1.4 P&LM - 1142958 - Forwarding Application for Operational Work for Placement of Advertisement Device upon land at 2 Cooper Street Murgon - Lot 76 RP102216	15
6.2 WASTE	18
6.3 PLANNING & LAND MANAGEMENT & WASTE PORTFOLIO REPORT	18
7. COMMUNITY & CULTURAL SERVICES	18
7.1 COMMUNITY & CULTURAL SERVICES.....	18
7.1.1 C&CS - 1153552 - Community Recovery Flexible Funding Program - 'Nanango Men's Shed'	18
7.1.2 C&CS - 1155210 - Minutes of the Healthy Communities Management Advisory Committee meeting held on 26 March 2013.....	20
7.2 COMMUNITY & CULTURAL SERVICES PORTFOLIO REPORT.....	45
8. ECONOMIC & TOURISM DEVELOPMENT	45
8.1 ECONOMIC & TOURISM DEVELOPMENT	45
8.2 ECONOMIC & TOURISM DEVELOPMENT PORTFOLIO REPORT.....	45
9. OPERATIONS AND TECHNICAL SERVICES.....	45
9.1 OPERATIONS.....	45
9.1.1 O - 1154493 - Minutes of the Traffic Advisory Committee Meeting held on Thursday 26 March 2013.....	45
9.2 TECHNICAL SERVICES	54

9.2.1	TS - 1109571 - Request to name an existing road reserve	54
9.3	ROADS PORTFOLIO REPORT	57
10.	WATER & WASTEWATER	57
10.1	WATER & WASTEWATER	57
10.1.1	W&WW - 1150415 - Kingaroy Waste Water Treatment Plant Upgrade - Response to Enforcement Advice and Treatment Option Selection	57
10.1.2	W&WW - 1154440 - Tender 12/13-013 Relining of Sewer Mains and Household Junctions in Nanango, Kingaroy, Wondai and Murgon	61
10.2	WATER & WASTEWATER PORTFOLIO REPORT	63
11.	FINANCE & INFORMATION SERVICES.....	63
11.1	INFORMATION SERVICES	63
11.2	FINANCIAL OPERATIONS	63
11.2.1	FO - 1154324 - Community Loan Application Nanango Historical Society	63
11.3	FINANCIAL PLANNING	65
11.3.1	FP - 1155153 - 2013 Budget Revision	65
11.4	FINANCIAL AND INFORMATION SERVICES PORTFOLIO REPORT.....	80
11.4.1	F&IS - 1155551 - Financial and Information Services Portfolio Report.....	80
12.	EXECUTIVE SERVICES.....	81
12.1	EXECUTIVE	81
12.1.1	E - 1155844 - Change of General Meeting Date	81
12.2	HUMAN RESOURCES.....	83
12.3	GOVERNANCE	83
12.3.1	G - 1155331 - Councillor Discretionary Fund Policy	83
12.3.2	G - 1155238 - Risk Management Policy	88
12.3.3	G - 1155209 - Audit Committee Policy	94
12.3.4	G - 1155215 - Internal Audit Policy	98
12.3.5	G - 1151686 - Kingaroy Community Consultative Committee Membership	103
12.4	STRATEGIC PROJECTS & GRANTS.....	105
12.5	GOVERNANCE PORTFOLIO REPORT.....	105
13.	INFORMATION SECTION.....	105
13.1	IS - 1155836 - Reports for the Information of Council	105
14.	GENERAL SECTION.....	106
15.	CONFIDENTIAL SECTION	106
15.1	CONF - 1154723 - Fee Proposal for preparation of Priority Infrastructure Plan (PIP) and Adopted Infrastructure Charges Resolution (AICR) for the South Burnett Region	106
15.2	CONF - 1155800 - Private Hospital Facility, Markwell Street Kingaroy	107
15.3	CONF - 1156702 - South Burnett Regional Council Organisational Structure.....	108
15.4	CONF - 1156701 - Senior Executive Employee Appointment Panel.....	109

1. Leave Of Absence

Cr Damien Tessmann has a leave of absence from the meeting.

2. Prayers

A representative of the Ministers Fraternal, Caption Carolyn Kerr from the Salvation Army 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

Précis

Confirmation of Minutes of meeting of the South Burnett Regional Council held in the Council Chambers, 45 Glendon Street Kingaroy.

Officer's Recommendation

That the minutes of the previous meeting held on Wednesday 20 March 2013 as recorded be confirmed

4. Mayoral Report

4.1 MR - 1155554 - Mayor's Report

Document Information

IR No 1155554

Author Mayor, South Burnett Regional Council

Date 10 April 2013

Précis

Mayoral Report

Summary

Mayoral Report to council for the period 12 March 2013 to 10 April 2013.

Officer's Recommendation

That the Mayoral Report to council for the period 12 March 2013 to 10 April 2013 be received.

Report

With a view of ensuring open communication it gives me great pleasure to present my Mayoral Report for the period 12 March 2013 to 10 April 2013.

Events and meetings attended during this time included:-

March

- 12 - Attended Community Recovery Information Gathering - Hivesville
Attended Kingaroy Private Hospital Special Board Meeting
- 13 - Attended Community Recovery Information Gathering - Kumbia
Attended PCG Flood Restoration Program Meeting
- 18 - Met with SBRC CEO & Mary-Clare from Southern Qld Country Tourism
- 18 - Revised Capital Works Program Briefing meeting
- 19 - Delegation to Brisbane to see Minister Scott Emerson & Deb Frecklington MP re Roads funding
- 20 - Attended Strategic Workshop - Roads
- 20 - Attended SBRC Rural Fire Brigade Finance Committee meeting
- 21 - Attended NaTDA Meeting
- 22 - Attended PCG Flood Restoration Program Meeting

April

- 2 - Attended CSO's Working Committee Meeting
Attended Monthly Meeting with Tarong
 - 3 - Attended Water Capex & Sunwater Contract Pricing Workshop
 - 3 - Attended Tourism Direction Meeting with Phil Harding, Economic Development Officer
 - 3 - Meeting with Minister Lawrence Springborg re Hospital operations
 - 4 - Attended South Burnett Directions Steering Committee Meeting
 - 5 - Met with Peter McNamara re FIFO
-

- 8-9 - Attended 2nd Local Government Finance Summit
- 10 - Attended ROC Assembly in Brisbane

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

See Business Function Headings

5. Planning & Environment

5.1 Environmental Services

5.1.1 ES - 1146342 - Approved Systematic Inspection Program Animal Management (Cats and Dogs) Act 2008

Document Information

IR No 1146342

Author Manager of Environmental Health

Endorsed By General Manager Planning and Environment

Date 13 March 2013

Précis

Approved Systematic Inspection Program in accordance with the *Animal Management (Cats and Dogs) Act 2008*.

Summary

The *Animal Management (Cats and Dogs) Act 2008* provides for Council to approve a Systematic Inspection Program in order for staff to proactively investigate compliance with the abovementioned legislation.

Officer's Recommendation

That Council:

1. Approve a systematic inspection program of properties to investigate compliance with dog and cat registration within the South Burnett Regional Council's jurisdiction in accordance with *Section 113* of the *Animal Management (Cats and Dogs) Act 2008*.
2. Compliance staff investigate the designated town areas for animal management purposes of the township of Kingaroy, Kumbia, Crawford, Memerambi, Taabinga, Wooroolin, Nanango, Blackbutt, Wondai, Preston, Tingoora, Mondure, Hivesville and Murgon in order to monitor compliance with the Act.

Financial and Resource Implications

Existing Council compliance staff will be utilised to carry out the Systematic Inspection Program.

Additional revenue will be realised from this process.

Link to Corporate/Operational Plan

The applicable Corporate Strategy is:

Enhancing our Communities - Building vibrant, healthy, supportive & inclusive communities

The applicable Goal & Strategies are:

- EC2 An active, safe and healthy community
- EC2.2 Advocate and support community initiatives that promote healthy lifestyles
- EC2.3 Manage identified public health and environmental issues in accordance with relevant legislation
- EC2.4 Partner, investigate and implement plans to increase community safety in public areas

Communication/Consultation (Internal/External)

There will be notification to the public via a newspaper advertisement to be placed in the South Burnett Times on 26th April 2013. The notification will also be placed on Council's website.

Legal Implications (Statutory Basis, Legal Risks)

All cats and dogs over the age of three (3) months are obliged to be registered with the local authority, in which the animal resides, as required by the state's Animal Management legislation. This systematic inspection program seeks to proactively check to see if animal owners are complying with their obligations.

Policy/Local Law/Delegation Implications

Council has the ability to undertake these house to house inspections in order to ascertain compliance with the legislation. The *Animal Management (Cats and Dogs) Act 2008* provides the necessary head of power to carry out the registration checking activities.

Asset Management Implications

N/A

Report

That Council undertake an approved Systematic Inspection Program of properties within the South Burnett Regional Council's jurisdiction in accordance with section 113 of the *Animal Management (Cats and Dogs) Act 2008*.

The properties to be included in the Systematic Inspection Program are to be within the designated town areas for animal management purposes of the townships of Kingaroy, Kumbia, Crawford, Memerambi, Taabinga, Wooroolin Nanango, Blackbutt, Wondai, Preston, Tingoora, Mondure, Hivesville and Murgon in order to monitor compliance with the requirements of the *Animal Management (Cats and Dogs) Act 2008*, more specifically cat and dog registration.

The Systematic Inspection Program will be conducted between the hours of 9.00am and 5.00pm on weekdays only, commencing on Monday 13 May 2013 and concluding on Friday 11 October 2013.

5.2 Natural Resource Management (NRM) & Parks

Nil.

5.3 NRM, Parks and Environment Portfolio Report

5.3.1 NRMP&E - 1155553 - NRM Parks & Environment Portfolio Report

Document Information

IR No 1155553

Author Cr Kathy Duff

Date 5 April 2013

Précis

NRM & Environment Portfolio Report

Summary

NRM & Environment Portfolio Report to council for the period 12 March 2013 to 5 April 2013

Officer's Recommendation

That the NRM Parks & Environment Portfolio Report to council for the period 12 March 2013 to 5 April 2013 be received.

Report

The following is a summary for the NRM Parks & Environment Portfolio for the period 12 March 2013 to 5 April 2013:-

- Update on Partnership Program with the Department of Justice and Council Parks
- Upcoming Wild Dog Baiting Program to be held in May

6. Planning, Land Management and Waste

6.1 Planning and Land Management

6.1.1 P&LM - 1147030 - Forwarding Application for Grants & Donations for Building of New Units for waiver of fees for Building Application & Plumbing Fees for \$3911.00

Document Information

IR No 1147030

Author Technical Officer - Planning

Endorsed By Manager - Planning & Land Management
General Manager - Planning & Environment

Date 2 April 2013

Précis

Forwarding Application for Grants & Donations for Building of New Units for waiver of fees for Building Application & Plumbing Fees for \$3911.00

Summary

Council received a written request from the Wondai & District Independent Living Units for the Aged Inc for the 100% waiver of building and plumbing applications fees for the building of two new units located at 33 Bramston Street, Wondai (Lot 1 on W53536).

Officer's Recommendation

That Council

1. **refuse** the waiver of the water and sewer connection fees (\$1,709)
2. **approve** 100% waiver of the building application fees (\$1,268.00) less the document lodgement fee (\$161.00) and plumbing application fees (\$954.00) having regard to the community nature of the organisation.

Financial and Resource Implications

Financial implication - reduced revenue - Building Application Fees - \$1,107.00 (retaining \$161 document lodgement fee) & Plumbing Application Fees - \$954.00

Link to Corporate/Operational Plan

- GO3 Balanced development that preserves and enhances our region.
GO3.3 Implement policies and plans that support appropriate planning and development for business, industry and community needs.
-

Communication/Consultation (Internal/External)

Not relevant

Legal Implications (Statutory Basis, Legal Risks)

No implication can be identified

Policy/Local Law/Delegation Implications

Consideration of Applications for Reduction in Council's Fees & Charges – Building & Development Applications Policy

Asset Management Implications

No implication can be identified

6.1.2 P&LM - 1195969 - Keith E & Lynda R Crawford - Crawford's Sand & Gravel Supplies - Forwarding IDAS Application for Material Change of Use to Quarry in a water course at 915 Hodges Dip Road Kingaroy and environmentally relevant activity - Lot 39 BO150

Document Information

IR No 1195969

Author Senior Planning Officer

Endorsed By Manager - Planning & Land Management
General Manager - Planning & Environment

Date 9 April 2013

Précis

Forwarding IDAS Application for Material Change of Use to Quarry in a water course at 915 Hodges Dip Road Kingaroy and environmentally relevant activity - Lot 39 BO150 Applicant: Crawford's Sand and Gravel Supplies

Summary

- Application for Development Permit for Material Change of Use (Extractive Industry) to increase the scale of the existing approved use
- Subject site included within the Rural Zone under the Kingaroy Shire IPA Planning Scheme
- The Department of Environment and Resource Management (DERM) are a Concurrence Agency due to the proposed use involving an Environmentally Relevant Activity (ERA) - the Department advised on 14 December 2012 that conditions were to be incorporated into any development approval issued by Council
- No submissions received during the public notification period
- Application recommended for approval subject to reasonable and relevant conditions

Officer's Recommendation

That Council *approve* the applicants request for a Development Permit for Material Change of Use (Extractive Industry) on Lot 39 on BO150 located at 915 Hodges Dip Road, Kingaroy subject to the following conditions;

General

GEN1. The subject site is to be developed generally in accordance with application material prepared by Crawford's Sand and Gravel Supplies, received by Council on 19 October 2012 and subject to the following requirements:

- The total amount of material extracted is limited to 10,000 cubic meters in any 12 month period as specified by the Department of Environment and Heritage Protection (DEHP)

GEN2. The applicant is required to maintain the site in a clean and orderly state at all times.

- GEN3. Dust prevention measures are to be undertaken to ensure that dust does not cause a nuisance to occupiers of adjacent premises during extraction operations.

Compliance Assessment

- GEN4. 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.

Waste Storage

- MCU1. Provision must be made for the storage and removal of refuse in accordance with the *Environmental Protection (Waste Management) Regulation 2000*.

Hours of Operation

- MCU2. Hours of operation for the approved use (excluding maintenance) are between 7am to 5pm Monday to Friday and 8am to 1pm on Saturday.

- MCU3. No operations are to be conducted on a Sunday or on public holidays.

Roads and Access

- ENG1. A contribution towards future road works and maintenance of Wattlegrove Road for the full length of the transport route shall be paid prior to the Compliance Certificate being issued. The current contribution is \$17,280 and this will be quarterly indexed as per the Consumer Price Index - Brisbane (CPI).

Stormwater Drainage

- ENG2. The stormwater drainage system serving the site is to be design 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. All engineering designs submitted to Council for engineering approval are to be certified by a Registered Professional Engineer of Queensland (RPEQ).

Environmental Protection

- ENG3. Submit detailed silt management procedures, engineering drawings and an environmental management plan for approval prior to the commencement of works. All engineering designs submitted to Council for engineering approval are to be certified by a Registered Professional Engineer of Queensland (RPEQ).

Construction

- ENG4. During the construction phase, install and maintain silt management facilities until the building works and operational works are completed and the site is turfed and landscaped.

Earthworks

- ENG5. Any proposed earthworks shall be in accordance with Council's Planning Scheme Rural Locality Code - 020 - S20.1. Any proposed earthworks shall be undertaken in accordance with the Rural Locality Code, Element (g) within the Kingaroy Shire IPA Planning Scheme unless approved separately under a Development Permit for Operational Works.

Fencing

- ENG6. Fencing, landscaping and letterboxes are not to impede sight lines for vehicles exiting the site.

Operational Works

ENG7. A separate Development Permit for Operational Works is to be obtained prior to the commencement of construction works:

- Stormwater layout plan and design details; and
- Environmental management works

Advice

ADV1. Section 341(1)(a) 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. 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.

ADV3. 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.

Financial and Resource Implications

No implication can be identified.

Link to Corporate/Operational Plan

GO3 Balanced development that preserves and enhances our region.

GO3.3 Implement policies and plans that support appropriate planning and development for business, industry and community needs.

Communication/Consultation (Internal/External)

Council's Infrastructure Department (Internal). Refer to Section 4.1 of this Report.

Department of Environment and Heritage Protection (External). Refer to Section 4.2 of this Report.

Legal Implications (Statutory Basis, Legal Risks)

No implication can be identified.

Policy/Local Law/Delegation Implications

No implication can be identified.

Asset Management Implications

No implication can be identified.

6.1.3 P&LM - 1147031 - Forwarding Application for Grants & Donations for Upgrade Shower/ Toilet Facilities at Wondai Showground - waiver of fees for \$2084.00

Document Information

IR No 1147031

Author Senior Planning Officer

Endorsed

By Manager - Planning & Land Management
General Manager - Planning & Environment

Date 2 April 2013

Précis

Forwarding Application for Grants & Donations for Upgrade Shower/ Toilet Facilities at Wondai Showground - waiver of fees for \$2084.00

Summary

Council received a written request from the Wondai Agricultural, Pastoral and Industrial Society Inc for the 100% waiver of building and plumbing application fees for the construction of shower and toilet facilities at the Wondai Showgrounds located at 14064 Bunya Highway, Wondai (and described as Lot 156 on FY809991).

Officer's Recommendation

That Council *approve* 100% waiver of the building and plumbing application fees (\$1,923) less document lodgement (\$161), having regard to the community nature of the Wondai Agricultural, Pastoral and Industrial Society Inc and the recreational use of the Wondai Showgrounds by a number of community organisations.

Financial and Resource Implications

Financial implication - reduced revenue - Building Application Fees - \$667.00 (document lodgement fee of \$161 retained) and Plumbing Application fees - \$1,256.00

Link to Corporate/Operational Plan

No implication can be identified.

Communication/Consultation (Internal/External)

Not relevant

Legal Implications (Statutory Basis, Legal Risks)

No implication can be identified.

Policy/Local Law/Delegation Implications

Consideration of Applications for Reduction in Council's Fees & Charges – Building & Development Applications Policy

Asset Management Implications

No implication can be identified.

6.1.4 P&LM - 1142958 - Forwarding Application for Operational Work for Placement of Advertisement Device upon land at 2 Cooper Street Murgon - Lot 76 RP102216

Document Information

IR No 1142958

Author Technical Officer - Planning

Endorsed By Manager - Planning & Land Management
General Manager - Planning & Environment

Date 14 March 2013

Précis

Forwarding Application for Operational Work for Placement of Advertisement Device upon land at 2 Cooper Street Murgon - Lot 76 RP102216

Summary

Key Point Summary

- Application for a Development Permit for Operational Works (Advertisement Device) not associated with a Material Change of Use
- The Sign is an On-premises sign for the Southern Cross Care – Aged Care Facility
- The placement of an Advertisement Device is Code Assessable in all circumstances and is also inconsistent development as the property is zoned Residential
- Assessable against the Urban Locality Code – Elements (c)(vi), (d) and (g)
- The proposed Advertising Device is defined under the Local Laws as a Boundary Fence Sign
- Application is recommended for approval subject to reasonable and relevant conditions.

Officer's Recommendation

That Council *approve* a Development Permit for Operational Works (Advertising Device) at 2 Cooper Street, Murgon (and described as Lot 76 on RP102216) subject to the following conditions:

General

- GEN1. The sign is to be located in accordance with the plans and information submitted with the application unless otherwise amended by the following conditions:
- Figure 3: Aerial Photograph of the Site
 - Figure 4: Design of proposed Advertising Panel
 - Entry Gate Plan and Elevation, Design – NG Sanders, Date 13 Feb 2013, Drawing No 09031/SK10.17 (A)
 - Proposed 60 Beds Aged Care Facility For Southern Cross Care at Castra Retirement Village, Design – NGS, Date 22/01/13, Drawing No 09031/ WD 10.12
- 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.
-

GEN3. The sign is not to exceed 2.710m in height above the natural ground level.

GEN4. The Advertising Sign (Boundary Fence Sign) must be maintained in a safe, clean and tidy condition at all times.

Advice

ADV1. Section 341(3) 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. 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.

ADV3. 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.

Financial and Resource Implications

No implication can be identified

Link to Corporate/Operational Plan

GO3. Balanced development that preserves and enhances our region.

GO3.3. Implement policies and plans that support appropriate planning and development for business, industry and community needs.

Communication/Consultation (Internal/External)

No consultation with internal and external agencies.

Legal Implications (Statutory Basis, Legal Risks)

Application processed within IDAS time frames under the *Sustainable Planning Act 2009*.

Policy/Local Law/Delegation Implications

No implication can be identified

Asset Management Implications

No implication can be identified

6.2 Waste

Nil.

6.3 Planning & Land Management & Waste Portfolio Report

Nil.

7. Community & Cultural Services

7.1 Community & Cultural Services

7.1.1 C&CS - 1153552 - Community Recovery Flexible Funding Program - 'Nanango Men's Shed'

Document Information

IR No 1153552

Author Communities Support Officer

Endorsed By Manager Community & Cultural Services
General Manager Communities

Date 08 April 2013

Précis

Providing the recommendation from the Flexible Funding Review Committee for the amount of funding to be provided to Nanango State High School P & C, who have applied for funding under the Community Recovery Flexible Funding Grant.

Summary

After the devastating floods in 2011, Council was granted \$250,000 to assist with the local community's recovery efforts. These funds were to be provided to community groups to help them assist with the human and social recovery of the community and also to contribute to the community's disaster preparedness. An application has been submitted by the Nanango State High School P & C, requesting \$3,700 to assist in the establishment of the Nanango Men's Shed.

Officer's Recommendation

That Council approve the recommendation from the Flexible Funding Review Committee to grant funding of \$3,700 to Nanango State High School P & C to assist in the establishment of the Nanango Men's Shed.

Financial and Resource Implications

Flexible Funding Grant as per application budget

Link to Corporate/Operational Plan

EC3. A community with the ability to manage natural and man-made disasters

Communication/Consultation (Internal/External)

The Flexible Funding Review Committee reviewed the application.

The applications was sent to the Department of Local Government and Planning for their input. The insurance component of the application is not supported as this is considered an ongoing operational expense. The balance of funds requested has been supported by the Flexible Funding Review Committee and the Department of Local Government.

Legal Implications (Statutory Basis, Legal Risks)

Not Applicable

Policy/Local Law/Delegation Implications

Not Applicable

Asset Management Implications

Not Applicable

Report

As a result of the 2011 floods, Council was granted \$250,000 from the State and Federal Governments to assist with the implementation of programs or events that support the human and social recovery and disaster preparedness of the local community.

Expressions of Interest were called from local community groups, with no closing date for submission.

Nanango State High School P & C Committee submitted an application in previous rounds, but were unsuccessful as the guidelines did not allow for equipment purchases. However, following discussions with the Department of Communities about the interpretation of the guidelines and the flexibility since the change of Government, the Nanango State High School P & C Committee were asked to resubmit the application for further consideration.

Nanango State High School P & C Committee resubmitted the application on behalf of the Nanango Action group, requesting \$3,700 to assist in the establishment of the Nanango Men's Shed.

The Nanango Men's Shed will provide a place for local men to gather, socialise, receive support and share experiences while gaining skills through project development. Similar programs are currently being run in Kingaroy and Murgon, successfully helping men to reach out for support.

The insurance component of the application is not supported (based on input from the Department) as this is considered an ongoing operational expense. The balance of funds requested has been supported by the Flexible Funding Review Committee and the Department of Local Government.

7.1.2 C&CS - 1155210 - Minutes of the Healthy Communities Management Advisory Committee meeting held on 26 March 2013

Document Information

IR No 1110594

Author Manager Community & Cultural Services

**Endorsed
By General Manager Communities**

Date 9 April 2013

Précis

Minutes of the Healthy Communities Management Advisory Committee meeting held on Tuesday, 26 March 2013.

Summary

Providing a copy of the Minutes of the Healthy Communities Management Advisory Committee Meeting held on Tuesday, 26 March 2013.

Officer's Recommendation

That Council endorse the attached minutes and recommendations of the Healthy Communities Management Advisory Committee held on Tuesday, 26 March 2013.



South Burnett
Regional Council

Directorate- Community and Economic Development

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda Tuesday, 26 March 2013 @ 2.00pm

Present:

Carolyn Knudsen & Kerry Oldfield (SBRC), Caitlin Isaac (RHealth), Louise Judge (SBCDP), Nicole Connolly (SC), Janine Pay (SRS), Michael Eadie (PCYC), Kerrie Zeller (QRME), Prue Bauer (CTC), Judith Skinner (DDWNQ ML), Louise Sanderson (DDWNQ ML) and Elizabeth Davis (DDWNQ ML)

Apologies:

Belinda Pennel (Deb Frecklington's Office), Cr Deb Palmer (SBRC), Cr Keith Campbell (SBRC), Eleanor Sharpe (SBRC), Nicole O'Brien (BIEDO), Sue Crossley (Qld Health), Amy Frame (Qld Health), Elaine Thompson, Colleen Gunn, Greg Griffiths (SBRC), Jasmine Gasson, Juliette McAleer, Karen Baron, Mark White, Matthew Kenny, Nina Temperton (CTC), Scott Hawkins (Active After School Program), Rob Lange (Qld Health) and Rosemary Braithwaite

Chair:

Carolyn Knudsen

Minutes:

Wendy Kruger

Agenda Item	Action Summary	Responsible Officer	Due Date
Welcome			
Minutes from Previous Meeting	<p>Resolution: <i>That the minutes of the previous Committee Meeting held on Tuesday, 22 January 2013 as record be confirmed.</i></p> <p>Moved Louise Judge Seconded Nicole Connolly</p> <p>Carried 10/0</p>		
Agenda Items			
Darling Downs South West Qld Medicare Local (DDSWQ ML) CEO Presentation	<p>Carolyn introduced Louise Sanderson, Judith Skinner and Elizabeth Davey from DDSWQ ML and invited them to speak to the committee on the Primary Care Program Summary.</p> <p>Louise Sanderson provided an overview of their roles with DDSWQ Medicare Local.</p> <p>She provided a handout of the range of programs they run and then</p>	-Louise Sanderson/Judy Skinner/Elizabeth Davey	



South Burnett
Regional Council

Directorate- Community and Economic Development

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda Tuesday, 26 March 2013 @ 2.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
	<p>invited both Judith Skinner and Elizabeth Davey to speak on the programs they run.</p> <p>Elizabeth advised that Medicare Local has advertised for a Chronic Disease Care Coordinator for Aboriginal & Torres Strait Islander patients. This role will be based in the Kingaroy area and will cover an area from Cherbourg through to Tara. They will work with local GP's and their clients will be referred by a GP.</p> <p>A concern was raised with the lack of GP's in the South Burnett area who don't have open books (it was highlighted that there is only one GP with an open book). Elizabeth advised that as part of their role, they will work with the GP's to help open their books. The question was raised if the discussion being held was enough to get the ball rolling to remove that barrier. The committee was advised that they had noted this concern and will endeavour to assist in finding a solution to this concern.</p> <p>The committee was advised of the Healthy Workplaces Program, which has started through Medicare Local. The program is being highlighted in the weekly newsletter at this stage. They are looking to expand and advised the Committee that if they are able to provide feedback to please contact them.</p> <p>All the information provided is available on their website and if we wish to subscribe to their Connect newsletter, to register via the website.</p> <p>www.ddswgmedicarelocal.com.au</p> <p>Judy advised that they have employed Margie Hams as the Regional Promotions Officer. Margie will be based at Orana in Kingaroy and she will commence the week of 2 April 2013. Margie's role will be to</p>		



South Burnett
Regional Council

Directorate- Community and Economic Development

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda Tuesday, 26 March 2013 @ 2.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
	<p>engage with GP's and all health providers in the South Burnett. She will also be running programs as well.</p> <p>It was suggested that the Healthy Communities MAC invite Margie Hams to attend the meetings</p> <p>Louise advised of the upcoming courses that are occurring in the region. These courses are available on line via their newsletter.</p> <ul style="list-style-type: none"> • Chronic Disease Management, – Funding Facilitator Training to be held on 16-19 April – 4 day course • Education Program for Professional Medical staff on 11-12 May – information available on the newsletters. <p>The committee was advised that a tender process just closed, which is calling for interest in the transportation and escort services for people who through their chronic health issues are unable to access normal public transport. This may mean providing taxi vouchers, bus tickets or someone to meet the clients and to take them to their Specialists. This would be via a referral from their GP and would have a Care Plan. It may also include accommodation. Medicare Local will be advertising next week who was successful and the term will be until June 2014.</p> <p>The Healthy Community MAC Committee to discuss this further at a future meeting due to the opportunities that may arise.</p>	Kerry Oldfield	23 April 2013
Correspondence			
<ul style="list-style-type: none"> • Email from Rose-Anne Tracey 	<p>Rose-Ann Tracey is the Senior Mental Health Clinician for the Recovery and Resilience Team at Darling Downs Hospital & Health Service.</p>	Louise Judge	



South Burnett
Regional Council

Directorate- Community and Economic Development

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda Tuesday, 26 March 2013 @ 2.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
	<ul style="list-style-type: none"> What they would like from us in terms of support and capacity and resilience building. What are the areas they see as having the most need? What services are they aware of in their area where people can access mental health support <p>This finishes at the end of June. There is two (2) lots of training available "Stress Less" and "Individual and Community Recovery and Resilience". Space is limited for this training. Louise advised it is a type of train the trainer training and it's not for community members but for services providers and businesses. Council to circulate the handouts.</p>		
Business Arising from Previous Meeting <ul style="list-style-type: none"> Update on Membership 	<p>Kerry provided an update on contact list. She had made contact with committee members who hadn't been able to attend meetings and a few were looking to opt out of being committee members but wished to be kept up to date on information available.</p> <p>Rosemary Braithwaite from Graham House will be endeavouring to attend future meetings.</p> <p>Colleen Gunn from Go Getta Girls Inc has asked that she be withdrawn from the Committee due to her other commitments.</p>	Kerry Oldfield	
	<p>Resolution: <i>That Kerry Oldfield and Wendy Kruger update the Healthy Communities Management Advisory Committee members list and create a separate Communication List which enables people who</i></p>	Kerry Oldfield/Wendy Kruger	



South Burnett
Regional Council

Directorate- Community and Economic Development

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda Tuesday, 26 March 2013 @ 2.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
	<p><i>are unable to attend up to date.</i></p> <p>Moved Michael Eadie Seconded Caitlin Isaacs</p> <p>Carried 10/0</p>		
<ul style="list-style-type: none"> Update on Stanwell Financial Incentives Employee Program 	<p>Nicole provided an update on the Stanwell Financial Incentives Employee Program. The feedback from staff and businesses this has affected has been supportive as staff are utilising the program and this is flowing back into businesses in the community.</p>	Nicole Connolly	
<ul style="list-style-type: none"> Update from the Healthy Communities Officer - Kerry Oldfield 	<p>Kerry provided an update</p> <p>New Heart Moves and Lift for Life programs are running in Murgon and Boondooma. Recent evaluations have been made of programs and the programs are continuing.</p> <p>A new Lift for Life trainee will complete training in May</p> <p>The pool programs recently finished and they had a very good attendance and she is keen to restart this program next season.</p> <p>Subsidised membership - twenty (20) participants received subsidised memberships following on from Heart Moves and Lift Life. There has been a lot of support for this.</p> <p>Heart foundation walking is still going and feedback so far is good.</p> <p>Healthy Weight Weeks events were well attended in each town.</p> <p>Twenty (20) new registrations were received. It has flowed through to other programs (ie Community kitchen in Benarkin etc).</p> <p>Been attending Bloomin Beautiful Blackbutt Festival meetings for the rail trail walk with Michael Eadie – Michael is currently is working on logo for shirts.</p>		



South Burnett
Regional Council

Directorate- Community and Economic Development

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda Tuesday, 26 March 2013 @ 2.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
<ul style="list-style-type: none"> Queensland Road Teams Series 	<p>Currently underway is the Parent Volunteer Program in Blackbutt State School. This program 'trains' parents to help with volunteering and becoming involved (ie tuckshop at schools).</p> <p>Kerry provided an update on the Queensland Road Team Series in our community. The Queensland Road Team are hoping to have the race in either Kingaroy or Maidenwell towards the end of July 2013 and were asking for sponsorship. They will be having a community ride as well as the ride for the professionals. The Healthy Communities initiative budget has given them \$5,000 and they have also received sponsorship from Stanwell. She is waiting on the contract and will also be looking at providing some in-kind assistance to help them.</p> <p>Kerrie advised that the Queensland Road Team are looking as well as value adding to the community and they would be willing to come to the schools and maybe having workshops, however details are to be finalised. They are also willing to share data from participants with Council.</p> <p>Kerry put out a request for assistance from committee members on the day. Kerrie Zeller, Louise Judge, Caitlin Isaac and Prue Bauer offered to assist.</p>	Kerry Oldfield	
Business for Discussion <ul style="list-style-type: none"> Flood Recovery Update 	<p>Carolyn provided an update on the Flood Recovery Meetings. It was noted that approximately 500 people attended the Flood Information Gatherings and it has been deemed to be very successful.</p> <p>The next meeting is on 2 April 2013 and they will be discussing</p>		



South Burnett
Regional Council

Directorate- Community and Economic Development

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda Tuesday, 26 March 2013 @ 2.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
<ul style="list-style-type: none"> Community Concert & Sponsorship 	<p>training for volunteers and community organisations. It was commented that the training "Stress Less" would be useful for people who run the evacuation centres.</p> <p>Louise Judge provided an update on the Concert to be held on 26 May. There will be buses from all surrounding towns available. They have received sponsorship/support from Stanwell. The request was made if the Healthy Communities would be able to assist with Sponsorship.</p> <p>Resolution: Committee allocate \$1,000 cash and value add (ie hall hire etc) to the Community Concert</p> <p>Moved: <i>Caitlin Isaac</i> Seconded: <i>Kerrie Zeller</i> Carried: 9/0</p> <p>This is to be flagged as an Agenda Item for the Disaster Recover Meeting.</p>	Carolyn Knudsen	
	<p>Louise also briefly advised that John Schuman has offered to come up and host a breakfast. An invitation was made to the Mayor and Council to support this as well as it will appeal to a different demographic. The breakfast to be discussed in further detail at the next Healthy Communities MAC Meeting.</p> <p>Kerry Oldfield offered to have a stall on the morning and Caitlin Isaacs offered to assist.</p>	Louise Judge Kerry Oldfield	
<ul style="list-style-type: none"> Update on the Healthy Eating Guideline 	<p>Kerry provided an update on the Healthy Eating Guidelines. Hard copies were available at the meeting however she will email copies to the Committee members asking for feedback. Feedback is to be</p>	Kerry Oldfield	9 April 2013



South Burnett
Regional Council

Directorate- Community and Economic Development

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda Tuesday, 26 March 2013 @ 2.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
General Section			
Update from Members Janine Pay - SRC	<p>provided back to Kerry Oldfield by 9 April. These comments and feedback will be assessed along with the comments and feedback from Council's General Managers and Managers. Kerry will work with RHealth to make the necessary amendments and it will then be presented to the Healthy Communities Committee meeting in April.</p> <p>The Hervey Bay office has relocated. She has a temporary office assistant and hopefully will be able to extend her contract. Janine provided an overview of funding available and funding that has been approved. A copy of the funding available and funding that has been approved is attached.</p> <p>The Get Started Voucher was to be open until May but has closed due to being oversubscribed. Will open again in July and this will be ongoing for 3 years. People are only eligible for one voucher per year.</p> <p>There is going to be a workshop in Kingaroy on 18 June and the topic at this stage will be around Volunteers. (ie Recruiting and Retaining). It will be held at the Enterprise Centre.</p> <p>"Get going and get playing" is open and it will be same as previous years. She advised that this is funding for indigenous children to encourage them to play a sport.</p> <p>Advised that the Diabetes Prevention Program (which is a revised version of the Lighten Up program) finishes in Murgon this week. All applicants are attending throughout the program. Nanango starts on</p>		
Caitlin Isaac- Rhealth			



South Burnett
Regional Council

Directorate- Community and Economic Development

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda Tuesday, 26 March 2013 @ 2.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
Michael Eadie - PCYC	<p>16 April and has already reached the minimum number needed (50% of program max). The feedback has been very positive.</p> <p>Caitlin advised that 30 June 2013 is her finishing date with RHealth as Healthy Lifestyles Officer. However RHealth has received a federal contract to assist research healthy eating for truck drivers so hopefully she will be continuing in this role at RHealth</p> <p>The number of programs is increasing. PCYC are looking at building another facility for their gymnastics program. They have received funding for refurbish of squash courts which will allow them to better utilise this area.</p> <p>They now have a Mobile skate park which will be built by the end of holidays.</p> <p>They are looking to start another childcares service in Murgon at the Primary School.</p> <p>They are also in discussions to get funding and approval to extend their existing Gym by 9m wide and 8m long.</p>		
Louise Judge - SBCEP	<p>The Women's Wellbeing day will be happening but has been delayed due to the flood events. They should have the new dates soon.</p> <p>There is a Men's Health week in June 2013 and it will be at the Kingaroy RSL club with speakers.</p> <p>There is a new health service – Exercise Physiologist – which requires a referral from your GP and it's carried out by Rapid Fitness.</p> <p>Advised they are a major sponsor for the Go Getta Girls Mother's Day Classic.</p>		
Nicole Connolly - Stanwell Corporation			
Kerri Zellar - QRME	Brief overview on her new role. Kerrie advised of new teaching facility		



South Burnett
Regional Council

Directorate- Community and Economic Development

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda Tuesday, 26 March 2013 @ 2.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
<p>Prue Bauer - CTC</p>	<p>that has been built at the Kingaroy General Hospital. This will also be available for Community Groups to access as well. It has all been supported by Griffith University.</p> <p>She also advised that the Medical Students available in the area for 12 months not the previous 6 weeks and they may be available for health checks at the community functions.</p> <p>Provided an update on upcoming events leading up to the school holidays. They are getting ready for a Girls Camp and later the boys will be doing a skate camp.</p> <p>They are also running a program for Young Mums and they are utilising Facebook to get the word out there as they noticed how successful Council's Facebook page was in getting information out during the flood events.</p> <p>Meeting closed at 3.36pm</p>		



South Burnett
Regional Council

Directorate- Community and Economic Development

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda Thursday, 13 December 2012 @ 1.00pm

System of Health

Recovery and Resilience Teams

Recovery support and resilience building

Fact sheet

What are Recovery and Resilience Teams?

Recovery and Resilience Teams (RRT) provide clinical community outreach services to help individuals and local communities recover from the social and emotional impacts from the floods and cyclones.

Recovery and Resilience Teams:

- work with individuals to assess their need and the level of support required to help them in their recovery
- provide support and clinical care to people in their local communities and in a setting of their choice (e.g. their own homes, community clinics, general practice)
- work with other agencies to support the recovery and building of resilience in local communities
- place an emphasis on assertive therapeutic outreach and holistic care involving families, carers, primary care, private practitioners and organisations across the community sector.

What is recovery?

Recovery refers to the way in which individuals regain their strength, composure and balance after losing something or someone, and are able to live, work, learn and participate fully in their communities.

What is resilience?

Resilience is a quality that enables individuals and communities to rebound from adversity, trauma, tragedy, threats, or other stresses - and to go on with life with a sense of mastery, competence, and hope.

What services are provided by RRT?

The RRT delivers community outreach assessments and interventions to people who experienced trauma or were impacted by the disasters.

They also:

- facilitate access to the most appropriate care for individuals or groups exposed to disaster related trauma
- involve families, carers, significant others in care
- assist with resilience building for individuals presenting with trauma related concerns
- provide information and clinical advice.



Who will deliver these services?

RRT are multidisciplinary teams operating out of a variety of community settings. The teams are made up of a mixture of staff which may include:

- Nurses
- Occupational Therapists
- Psychologists
- Social Workers
- Psychiatrists
- Culturally and Linguistically Diverse (CALD) workers
- Aboriginal and Torres Strait Islander workers
- Administration Officers.

What does the service cost?

The service is free for community members who were affected by the floods or cyclones.

How can I contact the Recovery and Resilience Teams?

There are numerous ways you can contact RRT.

These include:

- contacting your local RRT directly on (07) 4699 8952
- calling 13 HEALTH (13 43 25 84)
- speaking to your local primary care provider (e.g. your doctor)
- contacting your local Mental Health Service.

The Centre for Trauma, Loss and Disaster Recovery Version: 30 January 2012 (Standing Down)



We get up again



Queensland Government



South Burnett
Regional Council

Directorate- Community and Economic Development

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda Thursday, 13 December 2012 @ 1.00pm



Darling Downs South West Queensland Medicare Local Primary Care Program Summary, March 2013

Services

- After Hours Program - to provide all Australians, regardless of locality with accessible and effective after hours primary care services
- Care Coordination and Supplementary Services - provide Indigenous patients diagnosed with a chronic condition with access to coordinated and multi-disciplinary care
- Improving Indigenous Access to Mainstream Primary Care to contribute to closing the gap in life expectancy by improving access to culturally sensitive primary care services
- Diabetes Care Project - to test new ways of providing more flexible, better coordinated care, to improve the management of care for people with diabetes and improve practitioner experience

Community Focused

- Regionally Tailored Primary Health Care Initiative – make it easier for all Australians to access the right health care at the right time, through the provision of funding to improve the availability, appropriateness, coordination and integration of primary health care in the community
- Preventative Health Initiative - to build the capacity of remote and very remote communities to improve management of health risk factors
- Substance Misuse Service Delivery Grant – offer multi-disciplinary services targeting alcohol and substance abuse in the community

Stakeholder Support

- Regionally Tailored Primary Health Care Initiative – make it easier for all Australians to access the right health care at the right time, through the provision of funding to improve the availability, appropriateness, coordination and integration of primary health care in the community
- National Prescribing Service - promote quality use of medicines to general practitioners and health professionals

Health Technology Enablers

- eHealth Program – support consumer and provider adoption of the eHealth record system
- Telehealth Support – increase awareness of the Government's telehealth initiative, and build confidence and capability of health practitioners and their practice staff in using a range of technology solutions to provide telehealth services

Further Information:

Louise Sanderson
Executive, Primary Care Programs
Ph: 07 4688 2000
Email: lsanderson@ddswqmedicarelocal.com.au



South Burnett
Regional Council

Directorate- Community and Economic Development

Healthy Communities Management Advisory Committee (MAC) Meeting
Agenda
Thursday, 13 December 2012 @ 1.00pm



Darling Downs Hospital & Health Service and
Darling Downs South West Queensland Medicare Local



Chronic Disease Self Management Stanford Model | Leaders Training 2013

Kingaroy
16 -19 April

Toowoomba
29 - 30 April & 1 -2 May

Roma
18 – 21 June

- **Cost:** Funding is being provided by Darling Downs South West Medicare Local
- Training is **free** to those working in services within the Darling Downs South West Queensland Medicare Local region
- For more information contact **Ruth McGuire** on 4616 6831 or visit www.ddswqmedicarelocal.com.au

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Great state. Great opportunity.





South Burnett
Regional Council

Directorate- Community and Economic Development

Healthy Communities Management Advisory Committee (MAC) Meeting
Agenda
Thursday, 13 December 2012 @ 1.00pm

STRESS LESS

*Training provided by Darling Downs South West Queensland
Recovery & Resilience Team*

This interactive program looks at common physiological and psychological stress reactions and provides practical strategies for identifying and managing stress & enhancing emotional and psychological well-being.

The program has broad use for individuals from adolescents to older adults. The Recovery and Resilience Team will provide this training to community organisations and then give them the program to deliver to individuals and groups within their own community

Venue: QRME
(map will be provided by email upon request)

Date: Monday 29th April 2013

Time: 10:00 am till 2:30 pm
Lunch provided \$16.50 (GST Inclusive)

Please advise any dietary requirements eg. gluten free, vegetarian etc

To book contact Centacare South Burnett
Phone: 4162 5349 or Email: sbcdp@bigpond.net.au

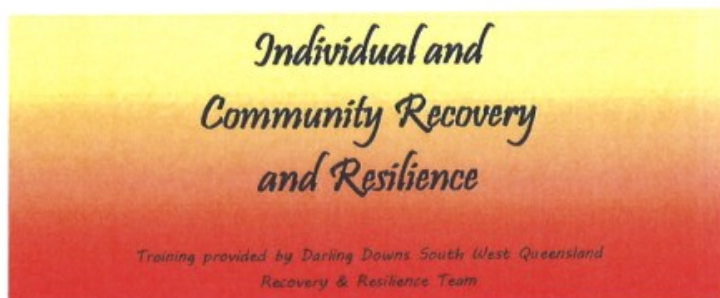
Training supported by Centacare South Burnett &
Queensland Rural Medical Education



South Burnett
Regional Council

Directorate- Community and Economic Development

Healthy Communities Management Advisory Committee (MAC) Meeting
Agenda
Thursday, 13 December 2012 @ 1.00pm



This workshop is aimed towards services providers and interested community agencies to assist them in providing psychological recovery services to individuals and communities affected by adversity.

The workshop focuses on the

- *development of resilience & psychological recovery at the individual level*
- *on the principles of community recovery & building community resilience*

It is an interactive workshop designed to facilitate ideas towards developing resilience building activities in participant's communities at both the individual and community level

Venue: QRME
(map will be provided by email upon request)

Date: Wednesday 1st May 2013

Time: 10:00 am till 2:30 pm
Lunch provided \$16.50 (GST Inclusive)

Please advise any dietary requirements eg. gluten free, vegetarian etc

To book contact Centacare South Burnett
Phone: 4162 5349 or Email: sbcdp@bigpond.net.au

Training supported by Centacare South Burnett &
Queensland Rural Medical Education



South Burnett
Regional Council

Directorate- Community and Economic Development

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda Thursday, 13 December 2012 @ 1.00pm

Sources of Financial Assistance for Athletes

Young Athlete Assistance Program

<http://www.npsr.qld.gov.au/funding/overview/young-athlete.html>

Get Started

<http://www.npsr.qld.gov.au/funding/getinthegame/getstarted.html>

Australian Sports Commission

http://ausport.gov.au/supporting/funding/grants_and_scholarships

Future State Greats - Queensland

<http://www.futurestategreat.com.au/>

Fraser Coast Regional Council

<http://www.frasercoast.qld.gov.au/web/quest/grants>

Sunshine Coast Regional Council

<http://www.sunshinecoast.qld.gov.au/sitePage.cfm?code=ind-dev-grants>

South Burnett Regional Council

<http://www.southburnett.qld.gov.au/web/quest/grants-and-assistance-for-community-organisations>

Bendigo Bank

<http://www.bendigobank.com.au/public/Community/index.asp>

Commonwealth Bank

<http://www.commbank.com.au/about-us/in-the-community/community-partnerships/apply-for-funding.aspx>

National Australia Bank

https://www.nab.com.au/wps/wcm/connect/nab/nab/home/about_us/5/5/1?WT.seq_1=SEBB&WT.seq_2=SEBB

This flyer has been provided as a guide only. Athletes are asked that they view each individual program for the criteria associated with that funding program. It is advised that this is done prior to the sporting event as some funding needs to be applied for prior to event happening.

C:\Documents and Settings\wendy.kruger\Local Settings\Temporary Internet Files\Content.Outlook\20RFQ13W\Sources of Financial Support for Athletes.docx



South Burnett
Regional Council

Directorate- Community and Economic Development

Healthy Communities Management Advisory Committee (MAC) Meeting
Agenda
Thursday, 13 December 2012 @ 1.00pm

HCC Meet 26/3/13

Item	
1	<p>Allocate resources (human and financial) towards on-the-ground implementation of the Plan. Seek funding (such as COAG Healthy Communities funding or similar) to fund a Healthy Communities Co-ordinator position. SBRC Healthy Communities Plan - 3.6.1 (b)</p> <p>Engage local fitness leaders to conduct Lift for Life or Heart Moves programs for adults. (dependant on identified community needs)</p> <p>(This goal has been changed to fit in with the National Program Guidelines)</p> <p>SBRC Healthy Communities Plan - 3.3.1 (j - o)</p>
2	<p>New Heartmoves and Lift for Life - PCYC, Castra, Boondooma</p> <p>Ngo Heartmoves - Introducing 1 session per month in pool</p> <p>Recent evaluations done with all providers - positive health and lifestyle outcomes (eg mental health, depression, social connections, physical activity/walking is easier, waist reduction etc), good engagement and sustained participation</p> <p>6mth evaluation - Heartmoves Wondai, Ngo, Boondooma. Lift for Life Kry Program 1. 2mth evaluation - Lift for Life Kry Program 2. Heartmoves Programs that have reached 6mth mark will all continue as a regular Heartmoves class at each gym/fitness centre - both participants and providers are happy to continue however more promotion will be done to encourage new participants to join</p> <p>New L4L trainee from Kingaroy Fitness - to be trained early May</p> <p>Provider update - PCYC fitness instructor completed fitness certificates - Jack McDowell</p> <p>Provider update - Fran Hutton to go overseas in Apr but will continue when she gets back</p> <p>Provider update - Prue Collard completed Cert 4 in Fitness and will run L4L on her own without Fran Hutton as mentor</p>



South Burnett
Regional Council

Directorate- Community and Economic Development

Healthy Communities Management Advisory Committee (MAC) Meeting
Agenda
Thursday, 13 December 2012 @ 1.00pm

3	Engage local fitness leaders to conduct Heart Moves in pools or adult learn to swim/ water fitness where there are pool facilities available. (This goal has been changed to fit in with the National Program Guidelines) SBRC Healthy Communities Plan - 3.3.1 (j - o)	B'butt, Kry and Wondai programs completed - participant attendance has been good over recent weeks despite poor weather. Coaches state social connections a major benefit and definite improvement in swimming skills and fitness. Some participants are coming to the pool in their own time to fit in more swimming. Participants are keen to start up next season.
4	Partner with physical activity providers such as South Burnett Aquatic Centre, PCYC, commercial gyms to provide reduced memberships as part of a recognition program. The program to be two-fold with one stream focusing on the unemployed (holding a concession card) and the other stream to focus on volunteers. This is to help with the sustainability of the Lift for Life program (work with businesses to support down time) Eligibility to be determined. SBRC Healthy Communities Plan - 3.3.2 (c)	Subsidised memberships implemented at Kingaroy Fitness, Rapid Fitness and Boondooma (18 in total). Memberships still to be confirmed with PCYC and Fran Hutton.
5	In conjunction with Heart Foundation Walking, work to establish a sustainable walking program across the region by: Ø Improving promotion of existing walking groups in Kingaroy, Wondai and Blackbutt	New Nanango Walking group (started at Rapid Fitness) has officially signed up to HF Walking More T-shirt orders for new groups in Nanango and Murgon Promotion of existing groups to Heartmoves participants (Ngo, Wdai)



South Burnett
Regional Council

Directorate- Community and Economic Development

Healthy Communities Management Advisory Committee (MAC) Meeting
Agenda
Thursday, 13 December 2012 @ 1.00pm

<p>Ø Establishing new walking groups in all towns, with priority locations being:</p> <ul style="list-style-type: none"> o Nanango o Murgon o Proston o Kumbia and Maidenwell <p>Ø Once established, continue to expand walking groups and increase the number of available groups</p> <p>Ø Ensure walking groups provide for a range of target groups, with a key focus on:</p> <ul style="list-style-type: none"> o Men o Mums with strollers o Older adults <p>SBRC Healthy Communities Plan - 3.3.1 (d)</p>	<p>Ongoing</p> <p>Healthy Weight Week with Rheath - 25-35 people per town stopped at the stall, 10-15 new registrations, touched base with existing participants, received feedback about timing of current programs and were able to make changes (CK in Benarkin)</p> <p>Good support from Community Health and QRME Medical students</p> <p>Recent events - Kumbia Kindy International Women's Day Luncheon, Close the Gap at Graham House - Health promo stall with Rheath</p> <p>No activity to report</p>
<p>6</p> <p>Undertake the Healthy Food Access Basket survey as highlighted in the Healthy Communities Plan and original tender brief.</p>	<p>Ongoing</p> <p>Healthy Weight Week with Rheath - 25-35 people per town stopped at the stall, 10-15 new registrations, touched base with existing participants, received feedback about timing of current programs and were able to make changes (CK in Benarkin)</p> <p>Good support from Community Health and QRME Medical students</p> <p>Recent events - Kumbia Kindy International Women's Day Luncheon, Close the Gap at Graham House - Health promo stall with Rheath</p> <p>No activity to report</p>
<p>7</p> <p>Undertake a Ausdrisk Health Promotion and Health assessment pitstop and local program advertising and marketing. (Australian Diabetes Risk Assessment Tool) at community events</p> <p>SBRC Healthy Communities Plan - 3.6.3</p>	<p>Ongoing</p> <p>Healthy Weight Week with Rheath - 25-35 people per town stopped at the stall, 10-15 new registrations, touched base with existing participants, received feedback about timing of current programs and were able to make changes (CK in Benarkin)</p> <p>Good support from Community Health and QRME Medical students</p> <p>Recent events - Kumbia Kindy International Women's Day Luncheon, Close the Gap at Graham House - Health promo stall with Rheath</p> <p>No activity to report</p>
<p>8</p> <p>Active local parks by running an annual Active Parks program across the region</p> <p>Ø Target mothers, 45-59 year olds and older adults</p>	<p>Ongoing</p> <p>Healthy Weight Week with Rheath - 25-35 people per town stopped at the stall, 10-15 new registrations, touched base with existing participants, received feedback about timing of current programs and were able to make changes (CK in Benarkin)</p> <p>Good support from Community Health and QRME Medical students</p> <p>Recent events - Kumbia Kindy International Women's Day Luncheon, Close the Gap at Graham House - Health promo stall with Rheath</p> <p>No activity to report</p>



South Burnett
Regional Council

Directorate- Community and Economic Development

Healthy Communities Management Advisory Committee (MAC) Meeting
Agenda
Thursday, 13 December 2012 @ 1.00pm

<p>Ø Concentrate on destination parks and ensure provision across the region in Kingaroy, Nanango, Wondai and Murgon</p> <p>Ø Seek Expression of Interest from local person/s to coordinate the program</p> <p>SBRC Healthy Communities Plan - 3.3.1 (a)</p>	<p>In planning stages with assistance from Council Promotions Officer</p>	
<p>9</p> <p>Establish an 'Active and Healthy Families' program aimed at providing a range of free or low-cost activities across the region for families with a specific focus on mothers out of the workforce. Activities could include:</p> <ul style="list-style-type: none"> Ø Obstacle / fitness circuits Ø Treasure hunts Ø Cooking workshops Ø Gardening workshops (utilising community gardens) <p>SBRC Healthy Communities Plan - 3.3.1 (b)</p>		<p>Further meetings with BBBF committee and PCYC to plan BVRT Walk/Ride Event</p> <p>Cycle Old event - contract to be mailed – 5K sponsorship towards community ride</p>
<p>10</p> <p>Develop a regular community event such as a 'Mt Wooroolin Race' that inspires people to get fit. The event could:</p> <ul style="list-style-type: none"> Ø Include several classes Ø Be incorporated with an overall Healthy Lifestyle Expo or another festival <p>Partner with employment groups to help run the program</p> <p>SBRC Healthy Communities Plan - 3.3.1 (f)</p>		



South Burnett
Regional Council

Directorate- Community and Economic Development

Healthy Communities Management Advisory Committee (MAC) Meeting
Agenda
Thursday, 13 December 2012 @ 1.00pm

11	Conduct a 'program planning day' at least once or twice per year, to determine a suite of programs to be run under an 'Active & Healthy South Burnett' banner and work together to confirm funding arrangements, dates, venues and contact details for the programs so that they may be incorporated into an 'Active & Healthy South Burnett' program brochure (monthly stakeholders meetings)	No activity to report
12	SBRC Healthy Communities Plan - 3.4.1 (b) Develop a permanent 'Healthy Communities' link on the home page of Council's website providing an active and healthy tip and linking to the Active South Burnett website	Minor program updates
13	SBRC Healthy Communities Plan - 3.4.1 (d) Develop 'active and healthy' maps and brochures showing all walk / cycle paths and key sport and recreation facilities throughout the region. Publish hard copies and include on Council's website and the Active South Burnett website.	Preparing content and commenced map collection
14	SBRC Healthy Communities Plan - 3.4.1 (g) In addition to a combined program brochure develop individual promotional flyers for all physical activity and healthy eating programs and distribute through local networks such as school newsletters, letter-box drops and newspaper inserts. (including launch material for COAG funded program)	General Promo - assistance from SBRC Promo Officer - improved adverts which has led to more phone calls queries and HC application forms
	SBRC Healthy Communities Plan - 3.4.1 (i)	



South Burnett
Regional Council

Directorate- Community and Economic Development

Healthy Communities Management Advisory Committee (MAC) Meeting
Agenda
Thursday, 13 December 2012 @ 1.00pm

15	Seek permission to incorporate the logos of the Federal Government's 'Measure Up' campaign and State Government's 'Go for 2 and 5' campaign on all promotional material associated with Healthy Communities	Completed
	programs to reinforce social marketing messages SBRC Healthy Communities Plan - 3.4.1 (h)	
16	Work with primary schools to identify the skills and interests of parents and establish a community volunteerism program encouraging and providing training for local parents to become involved in physical activity and nutrition programs as leaders/helpers. This initiative may be piloted in one township initially to determine its effectiveness and later extended to other areas in the region	7-8 Parents to undergo Food Safety Supervisor training with Nutrition Australia Qld. Training includes menu planning component. Dates to be decided between NAQ and B'butt SS. NAQ to travel to region and provide a number of services over visit (within Food Smart Schools Program). Cost of regional visit to be shared with B'butt SS funding and HCL funding.
17	SBRC Healthy Communities Plan - 3.4.2 (a) Partner with other agencies to promote healthy eating eg. Ø Engage directly with supermarket chains to run demonstration classes in supermarkets (eg food budgeting, shopping, healthy food preparation) Ø Conduct workshops on nutrition-related topics (eg food budgeting, shopping, food preparation, home growing fruit and vegetables) at community events such as markets, festivals, shows etc Ø Assist local residents to access locally grown fruit and vegetables via markets, roadside stalls etc Ø Community Kitchen cooking skills startup program	CK - ongoing in each town - Benarkin, Kingaroy, Wondai, Murgon, Proston Nutrition graduate to sign up as Council volunteer and assist Caitlin Improved numbers in Benarkin due to HWW event Kingaroy program is full Wondai and Murgon programs - spaces still available
18	SBRC Healthy Communities Plan - 3.5.2 (a) Provide incentives to restaurants, cafes, take away food outlets to provide healthy eating choices possibly via:	Good Food Choices will be shelved



South Burnett
Regional Council

Directorate- Community and Economic Development

Healthy Communities Management Advisory Committee (MAC) Meeting
Agenda
Thursday, 13 December 2012 @ 1.00pm

	<p>Ø Reduced licensing fees</p> <p>Ø Promotion in 'healthy eating' guides</p> <p>Ø Use of venues as preferred caterers for corporate events</p> <p>SBRC Healthy Communities Plan - 3.5.2 (b)</p>	
19	<p>Support and partner with RHealth in the development and implementation of a 'Healthy Food Choice' program aimed at 'accrediting' local food outlets</p> <p>Ø Potential to resource through Council's existing EHO responsibilities</p> <p>Ø Once mobile, develop a database of 'preferred suppliers' for use at Council functions</p> <p>SBRC Healthy Communities Plan - 3.5.2 (c)</p>	<p>Kingaroy Community Garden - weekly permaculture education sessions led by key member (plus a guest speaker - local Biologist), continuing fortnightly meetings at Pound Street.</p>
20	<p>Work with local residents to establish, revitalize or continue community gardens.</p> <p>SBRC Healthy Communities Plan - 3.5.2 (d)</p>	<p>Good support at 2013 meetings so far and new members have joined. Connections made with SB Permaculture Group for cross promotion opportunities.</p> <p>HCC starting to step back. BIEDO to assist lead volunteers with a Business Plan. Members asked to contribute as active members - since then 3 members have come forward wanting to help with newsletters, talks and activities at Garden.</p> <p>DPP started in Kingaroy and Murgon. Ngo to start soon at CTC Community Hub</p>
21	<p>Liaise with RHealth and Qld Health to promote the 'Lighten up' program in all main towns</p> <p>SBRC Healthy Communities Plan - 3.5.2 (f)</p>	<p>Other info - Cycle Qld follow up, HC MAC Member follow up and communication list vs member list. Mums and bubs session at B'butt Library, attended Under 4s reference group - follow up re potential Early childhood expo Aug and Sept.</p>

No participants on HC dbase

238

Financial and Resource Implications

The works and activities to be undertaken are within the Healthy Communities budget allocation for 2012-13.

Link to Corporate/Operational Plan

Link to Operational Plan:

EC2.2 Advocate and support community initiatives that promote healthy lifestyles.

Communication/Consultation (Internal/External)

Internal through Healthy Communities Committee representatives.

Legal Implications (Statutory Basis, Legal Risks)

Nil

Policy/Local Law/Delegation Implications

Nil

Asset Management Implications

7.2 Community & Cultural Services Portfolio Report

Nil.

8. Economic & Tourism Development

8.1 Economic & Tourism Development

Nil.

8.2 Economic & Tourism Development Portfolio Report

Nil.

9. Operations and Technical Services

9.1 Operations

9.1.1 O - 1154493 - Minutes of the Traffic Advisory Committee Meeting held on Thursday 26 March 2013

Document Information

IR No 1154493

Author General Manager Infrastructure

Date 05 April 2013

Précis

Minutes of the Traffic Advisory Committee held on Tuesday 26 March 2013.

Summary

The Minutes of the Traffic Advisory Committee Meeting held in the Committee Room of South Burnett Regional Council's Kingaroy office on Tuesday 26 March 2013 are provided for Council to note and consider.

Officer's Recommendation

That Council:

1. Endorses the attached Minutes of the Traffic Advisory Committee held on Tuesday 26 March 2013.
 2. Adopts the recommendations of the Committee to support the extension of the 80 kph speed zone on the D'Aguilar Highway to south of the Nanango Maidenwell Road intersection.
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Purpose: Meeting of Traffic Advisory Committee (TAC)

Venue: Kingaroy Office

Date: 26 March 2013

Attendance: Chairperson, Cr Keith Campbell (Deputy Mayor SBRC), John Kersnovski (General Manager, Infrastructure), James D'Arcy (Manager Technical Services SBRC), Jeff Stephan (Manager Operations SBRC), Cr Damien Tessmann, Cr Kathy Duff, Maree Shepherd (DTMR Bundaberg), Cindy Mills (DTMR), Derek Yarrow, (Snr Technical Officer SBRC), Kay Dove (SBRC), Sgt Ken Slater, Peter Van Eysden (DTMR),

Apologies: Cr Wayne Kratzmann (Mayor), Snr Sgt Duane Frank (Kingaroy Police), Judi Johnson (Regional Manager RACQ), Sgt Ben Neville (Kumbia Police), Snr Sgt Lance Guteridge (Murgon Police), Russell Rogers (TMR Gympie)

AGENDA ITEM	ACTION
OPENING	Cr Keith Campbell welcomed all in attendance and opened the meeting at 10.40am.
CONFIRMATION OF MINUTES	Moved by Cr Duff, Cr Tessmann seconded, that the Minutes of the Traffic Advisory Committee held at Wondai on 27 November 2012. Carried
BUSINESS ARISING FROM MINUTES	
(a) Markwell/Kingaroy Street lights	James D'Arcy reported that this project will be funded under the Blackspot and will be funded by TDMR under the SRS program. SBRC is waiting for a Ministerial announcement and we are unable to make comment until that is done.
(b) Taabinga SS	SBRC are aware of what needs to be done at Taabinga SS. There needs to be further consultation with the school with funding of the relocation and linemarking to be included in future budgets (south of Knight Street is a Council asset).
	Cr Tessmann noted there was no park zone or clearway near the school which made it a bottleneck.
	John Kersnovski advised that when the pedestrian crossing is relocated to the new intersection, parking on the western side of the street may be prevented during school times.
	Action: James D'Arcy to arrange consultation with the school and include this project in a future budget.

<p>(c) Bunya Highway/Alexander Street rail crossing Wooroolin</p>	<p>John Kersnovski advised that to the best of his knowledge the removal of railway line will be undertaken in October or November 2013.</p> <p>Jeff Stephan reminded all that this was a State controlled road and any work had to be approved by DTMR Gympie. Item Closed</p> <p>James D'Arcy reported that in accordance with a recent State rollout regarding split campuses and LED flashing school zone signs, SBRC have been advised by TMR Brisbane that this project can be undertaken in this financial year.</p> <p>James also noted that TMR have reassessed the scope of this implementation i.e. targeting primary schools plus the frontage on those schools; high schools were not included. Consequently Nanango SHS has been removed from this program as school already has crossings. Heritage Building Society is considering funding Nanango SHS signage in 2014.</p> <p>Kumbia SS will be rolled out at the same time as Nanango.</p> <p>Peter Van Eysden advised DTMR needs to be informed if new signage is erected as they are responsible for its maintenance.</p> <p>Action: This item needs to be reviewed at the next TAC meeting given the reviewed scope and financial commitment associated with this.</p>
<p>(e) Murgon Primary school parking</p>	<p>Cr Duff advised that the cost for this project is \$16,192.00 and the problem was flagged with her 4 years ago. It was noted that there is no longer SAFEST funding available for these projects. Maree Shepherd also noted that SWAPP funding has been totally allocated for this financial year.</p> <p>Sgt Ken Slatter's advice was that teachers park their vehicles in the school yard as this could accommodate at least 10 cars.</p> <p>Cr Duff said this had been previously raised with the school but the school felt it was too dangerous.</p> <p>Action:</p> <p>(1) Cr Duff with the assistance of Sgt Slatter will go back to the school and suggest a trial of teachers parking in the school grounds at least until funding can be sourced.</p> <p>(2) Maree Shepherd to update on funding situation at next meeting.</p> <p>The suggestion is that Boral move their access at the crest of the hill. No action taken on this as yet.</p>

<p>(f) Boral Quarry - (formerly Fortress)</p> <p>(g) Bridgman Parade / Taylors Road, Kingaroy (Cr Kratzmann)</p> <p>(h) Boondooma Dam sign (Bunya Highway) (Cr Kratzmann)</p> <p>(i) Home Creek No 2 invert (Cr Dalton)</p> <p>(j) Wheatlands school zone signage (Wondai police)</p>	<p>Action: SBRC's Technical Services to organise a meeting with Boral Quarry before the next meeting. It has been suggested that the speed on Taylors Road from Moore Street intersection to Bunya Highway be dropped back to 80 kph. Speed trials have been carried out.</p> <p>John Kersnovski concurred that SBRC would be more inclined to look at the 80 kph zone, from the Moore Street / Tessmans Road intersection.</p> <p>Action:</p> <p>(1) James D'Arcy to discuss with Snr Sgt Duane Frank and bring back to next meeting.</p> <p>(2) Investigate the advance warning 80 kph sign in Moore Street on the approach to Moore Street / Taylors Road intersection to ensure it is correctly located.</p> <p>James D'Arcy said the Council owned cream-coloured tourist signage on the Bunya Highway highlighting the turn to Boondooma Dam via Proston Road. The Mayor asked for this to be relocated into the road reserve rather than back from the road on private property. DTMR's Mike Chambers was to look at a number of options regarding its repositioning.</p> <p>Peter van Eysden advised this type of sign should not be in a reserve area.</p> <p>Action: Peter Van Eysden will instigate a meeting on site with Mayor and Cr Duff.</p> <p>A request had been received to upgrade the invert to reduce the safety issues that occur during wet weather. DTMR advised that some minor works, including reseat has been planned. Jeff Stephan advised this issue has been partially addressed.</p> <p>Action: Jeff Stephan will have more discussions with DTMR regarding the upgrade of the invert i.e. full reconstruction of the floodway.</p> <p>Peter Van Eysden advised that speed can be dropped if there is conflict between school buses or vehicles on that road.</p> <p>Sgt Slatter advised this area was well known to police. Speed needs to be reduced on a small section of the road at Wheatlands, especially during school bus time.</p> <p>Maree Shepherd noted there were some very close calls with buses and cars when she had visited the site and. Qld Transport would support a speed reduction in the school zone.</p>
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<p>(k) Road name changes across the region (update on Report to Council e.g Okeden Road / Okeden Byanda Road)</p> <p>(l) Kingaroy Cricket Club (KCC) entrance</p>	<p>Action:</p> <p>(1) DTMR are still considering this request and will report back to the next meeting.</p> <p>(2) Meeting resolved that there was no need to wait until next meeting to implement any changes if approved by DTMR i.e. Stay a 100 kph zone but during school times reduce to 60 kph instead of the current 80 kph limit.</p> <p>Cr Duff says there could still be an accident regardless of what the road name is as people are not familiar with road names. When people call emergency services they are asked to indicate where they are calling from.</p> <p>State register refers to Okeden Rd. DTMR suggested change to Okeden Rd and have a sign to Boondooma Dam Road.</p> <p>A Resolution from December 2012 meeting supported changing the name back to Okeden/Byanda Road and SBRC are to approach DTMR re this.</p> <p>Action: Peter Van Eysden will progress through DTMR and report to next meeting.</p> <p>Cr Tessmann noted there are a lot of roads around this region with similar problems. It is worth trying to get this sorted out? John Kersnovski noted this would effectively mean renaming almost half the roads in the region.</p> <p>James D'Arcy reminded everyone that there was a report to Council placed on the table last August and Councilors are still considering the matter.</p> <p>Action: Cr Tessmann to progress this report however he would not be in attendance at the 17 April 2013 Council meeting due to a leave of absence.</p> <p>John Kersnovski advised this also involves BGA and that a meeting is to be held with BGA regarding their entrance and this will address issues with the Kingaroy Cricket Club entrance.</p> <p>Action: CEO, General Manager Communities and General Manager Infrastructure, to conduct meeting with BGA and outcome to be reported to next meeting.</p>
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<p>GENERAL BUSINESS</p> <p>(a) Request from David Muller via Cr Tessmann</p> <p>(b) Request from Marion Petersen via Cr Tessmann</p> <p>1. <i>Request to change from Stop on Fisher St / Moore St, Kingaroy intersection to a Give Way sign.</i></p> <p>2. <i>Request for turning arrows to be installed in the signals for traffic turning from Fisher St onto Haly St, Kingaroy.</i></p> <p>3. <i>An additional issue with that intersection was raised by James D'Arcy who believes there is not enough green time on that intersection.</i></p> <p>(c) Requests from Cr Duff</p> <p>1. <i>Durong State School is requesting parking signage for the School bus and reduced speed past the school.</i></p> <p>2. <i>Request for the 80 kph speed limit coming out of Murgon towards Wondai to be lengthened out to 100 metres past the Bye Bye turnoff.</i></p>	<p>Request to consider the following roads / streets be approved for B Double use: Via King Street to access Swickers and the Peanut Silos for trucks travelling from the North. Via Somerset Street to access Swickers and the Peanut Silos for the truck from the South. Via River Road for trucks heading North, South or West.</p> <p>James D'Arcy reported that Somerset Street is a permitted route not 'as of right' route and that River Road has some permit routes but this needs to be investigated and report to next meeting.</p> <p>Action: Technical Services will report back to next meeting.</p> <p>Action: Kay to send a letter to Mr Muller advising he or his company can seek approval from DTMR as there is no need to come through TAC.</p> <p>1. Action: Technical Services will investigate further and report to next meeting.</p> <p>DTMR need to have a certain volume of traffic to make these changes and it could also mean a total rebuild of that intersection to allow it to comply. There is no money in the budget.</p> <p>2. Action: (1) DTMR to investigate and respond to Mrs Petersen. Kay to forward email to Peter Van Eysden.</p> <p>3. Action: DTMR will have a look at this as well</p> <p>1. Cr Duff tabled a letter from Durong SS along with photos. Currently this is a bitumen sealed area but there are no markings. The suggestion of reducing the speed limit to 40 kph.</p> <p>Action: DTMR to investigate and report back to next meeting</p> <p>2. There are 7 entrances that come off Bunya Highway. Sgt Slatter reported that this was south of the former meatworks site. Speed zones were changed a few years ago after a fatality and there has been another fatality recently. Road side grass very overgrown around driveways.</p>
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<p>12 md: Cr Campbell left the meeting and Cr Tessmann took over as Chair.</p> <p>(d) Recent accident at Albert and Kent Street intersection.</p>	<p>Sgt Slatter agreed with a reduction in speed in that area down to the Bye turnoff. Road has curvature and therefore cars will be slowed down by the time they get to Murgon township.</p> <p>DTMR's Peter Van Eysden commented that this was a rural area and felt it was difficult to achieve an 80 kph as it is approximately a 1 km stretch. He also felt this could create a false sense of security for residents.</p> <p>Action: DTMR to undertake a speed trial for speed data and report back to next meeting.</p> <p>Acting Snr Sgt Jason Newton advised that the speed limit was 50 kph on both roads. Police accident statistics show an average of 1 crash a year, with 9 in the last 10 years and 7 of those were non-injuries.</p> <p>Police do not think there are visibility issues however the intersection could benefit from a Stop Sign.</p> <p>Action: Technical Services will do a further investigation and do an independent assessment and take into consideration the Police view and James D'Arcy will report to the next meeting.</p>
<p>REPORTS</p> <p>Kingaroy & Nanango Police</p> <p>Kumbia Police</p> <p>Matters referred to next meeting from November 2012 meeting</p>	<p>Acting Snr Sgt Jason Newton (from Nanango Police) was relieving in Kingaroy at present – no issues that he was aware of however he had only been in seat 2 days. All quiet in Nanango.</p> <p>Snr Sgt Frank presented a list of items on behalf of Sgt Ben Neville.</p> <p>The following items were discussed:</p> <ul style="list-style-type: none"> • Reduction of speed limit in Bell Street, Kumbia (60 to 50 kph) • Increased signage at the 40 kph school zone <p>Snr Sgt Frank felt that speed should be left as is for now given what is happening at the school i.e. school zone lights and the possibility of another school zone sign.</p> <ul style="list-style-type: none"> • Repositioning 100 kph sign on the Kingaroy side of Kumbia <p>Action: Meeting agreed for this to be done and TMR will follow-up.</p> <ul style="list-style-type: none"> • School bus signs on Parker Road, Ellesmere (near Pauls Parade). •

<p>Murgon</p>	<p>Jeff Stephan (SBRC) advised that the major work has been completed and this should be a temporary situation. Jeff acknowledged that Parker Road is an 'S' bend and is currently in a bad condition.</p> <p>Action: Snr Sgt Frank will follow up with relevant players i.e. any trucks on that bus route.</p> <p>Sgt Ken Slatter raised the issue of using fixed road closure barriers during flood periods. He suggested swinging road closure gates that could be locked open when the road wasn't closed. Sgt Slatter used the example of the bus that travelled in a very roundabout way to get to their destination and ended up stranded at Moffatdale.</p> <p>Jeff Stephan said he could see the advantage with fixed barriers and felt it was worth investigating. Many instances of people going around barriers were noted in recent events. Thinks it could work in areas that flood regularly.</p> <p>As a matter of practice SBRC will put Road Closed ahead including on side roads.</p> <p>Action: DTMR will investigate and report to next meeting.</p> <p>Cr Duff noted that Proston/Boondooma and Munduberra / Durong people are completely isolated in floods and there is not road signage available for this area. Cr Duff and SBRC staff placed whatever signs they could find.</p> <p>Action: Jeff Stephan to talk to his staff about this matter.</p>
<p>Main Roads</p> <p>D'Aguilar Highway / Maidenwell turnoff on the southern side of Nanango</p>	<p>DTMR have received a request to extend the 80 kph zone southwards beyond the intersection. This will highlight the activities the activities occurring in the area and the approach to Nanango. Both are State controlled roads.</p> <p>Snr Sgt Jason Newton reported that Police issue notices to a lot of people in this area and they would be agreeable.</p> <p>Action: DTMR's Peter Van Eysden moved seconded A/Snr Sgt Newton seconded that this be supported. Carried</p> <p>Maree Shepherd reported that two Driver Reviver places in the South Burnett i.e. Yarraman and Wondai are in place for the Easter holidays. Maree also noted that the parking area at the back of the driver reviver building at Dingo Creek needs attention. Jeff Stephan will see that this is attended to.</p>
<p>Old Transport</p>	

SBRC <i>Jeff Stephan - Manager Operations</i>	<p>Maree is currently training a Road Safety staff member in Kingaroy and that person will eventually be looking after SBRC issues and will attend TAC meetings. This is due to staff reductions within Qld Transport. They now have 3 field workers, a senior advisor and a manager.</p> <p>Jeff advised the meeting that the Regional Road Group (RRG) have a traffic safety education group underway and the South Burnett area will be involved in next stage of public consultation.</p>
Proposed meeting dates for 2013	<p>16 May (later changed to Tuesday 28 May), 8 August and 7 November.</p> <p>Meeting closed at 12.30 pm</p>

9.2 Technical Services

9.2.1 TS - 1109571 - Request to name an existing road reserve

Document Information

IR No 1109571

Author Manager Technical Services

Endorsed By General Manager Infrastructure

Date 4 April 2013

Précis

A request has been received to name an existing unformed road reserve in Barker Creek Flat.

Summary

A request has been received to name an existing unformed road reserve, off Heights Road, in Barker Creek Flat.

The name requested is Bradford Road in recognition of the long term family ownership of property in the area.

The family property, Lot 103 on Plan Fy.624, is less than one kilometre from the un-named road reserve and Survey Plan Fy.624, dated 1910, shows that the Bradford family owned Lot 103 at that time.

Council records show Lot 103 is currently held by A and H Bradford.

The requested name of Bradford Road is not currently in use in South Burnett Regional Council area.

Officer's Recommendation

It is recommended that Council:

1. Approve the road name 'Bradford Road' for the section of road reserve as shown on attached sketch.
 2. Advise the customer that Council:
 - (a) approves the name Bradford Road as requested.
 - (b) will not erect a road name sign due to the road being unformed.
 - (c) will not program any improvements to the road in the foreseeable future.
 3. Advise Department of Natural Resource Management of these changes for updating their database.
 4. Amend Council's Road Name Register accordingly.
-



Financial and Resource Implications

As Council is not committing to erect a road name sign or to carrying out any improvements in the foreseeable future there are no financial or resource implications of adopting this report.

Link to Corporate/Operational Plan

SD2 - Infrastructure that meets our communities needs.

SD2.1 - Partnering to provide a transportation network that allows safe and efficient access to residential, employment and recreational destinations

Communication/Consultation (Internal/External)

Divisional Councillor has been consulted in the preparation of this report.

Due to the minimal impact on adjacent properties, no further consultation is considered necessary.

Legal Implications (Statutory Basis, Legal Risks)

Council has a statutory obligation to name roads and record those names in an asset register.

Policy/Local Law/Delegation Implications

There are no policy implications in adopting this report.

Asset Management Implications

Council's Road Name Register will need to be updated following adoption of the recommended changes.

9.3 Roads Portfolio Report

Nil.

10. Water & Wastewater

10.1 Water & Wastewater

10.1.1 W&WW - 1150415 - Kingaroy Waste Water Treatment Plant Upgrade - Response to Enforcement Advice and Treatment Option Selection

Document Information

IR No 1150415

Author Manager Water and Wastewater

Endorsed By General Manager Infrastructure

Date 4 April 2013

Précis

Warning letter received in relation to the requirements of Development Approval and requesting Material Change of Use for the Upgrade of the Kingaroy Sewerage Treatment Plant during June 2013. Report summarising proposed actions to respond to the Department of Environment and Heritage in relation to the non compliance with conditions at the Kingaroy Waste Water Treatment Plant and the process options considered for the WWTP upgrade recommending the preferred process option for detailed design and development application submission.

Summary

Council has received two (2) letters of warning from the Department of Environment and Heritage Protection in the past 3 months, advising Council of likely enforcement action for non-compliance with conditions, should Council not proceed with the upgrade of the Kingaroy WWTP and submit a Development Application by June 2013. To comply with this timing requirement, Hunter Water Australia (HWA) have undertaken a detailed options analysis for the upgrade of the Kingaroy WWTP in accordance with the engagement under contract SBRC 12/13-07 – Design and Document Kingaroy Wastewater Treatment Plant. This represents Stage 2 of the engagement which required the consultants to consider a range of options and recommend, in consultation with Council, a preferred option to proceed to detailed design. The selection of a preferred process option will allow Concept Designs to be undertaken and a Development Application made to Council and DEHP.

Officer's Recommendation

That Council adopt the following:

1. The upgrade of the Kingaroy Wastewater Treatment Plant be based on an oxidation ditch treatment process with aerobic digestion;
 2. Council and Hunter Water Australia prepare a Development Application including a Review of Environmental Factors to confirm the water quality, noise and odour requirements with the
-

Department of Environment and Heritage Protection; and

3. The Chief Executive Officer be authorised to submit said Development Application to Council and the Department of Environment and Heritage for the upgrade by 28 June 2013.

Financial and Resource Implications

The adoption of the preferred option is in accordance with the engagement for HWA under contract SBRC 12/13-07 and has been budgeted in the 2012/13 financial year. The engagement followed a competitive tender process and was approved by Council in November 2012.

The selection of the preferred option does not commit Council formally to the project but is the next step in the project delivery phase and significantly affects the future ability to amend process design options. It is a critical step and has been recommended having consideration for the capital cost and whole of life cost as well as many non-cost factors.

The estimated Capital cost for the treatment process options varies between \$21.5M and \$22.8M, with additional costs of around \$4.86M for other works and upgrades. Whole of life operating costs, above current operating and maintenance costs for the three options are included in the MCA analysis and range from \$2.8M - \$5.4M. The General Manager, Finance and Information Services has undertaken rate modelling for various scenarios which will be presented to Council at a future rating workshop. Any of the short listed options selected will have similar impacts on the future rating structure.

Link to Corporate/Operational Plan

SD 2.2 Planning and providing water and wastewater systems that meet the economic, environmental and social requirements of the community

ENV 1.4 Implement strategies to improve the environmental water quality of our region's rivers and water storage facilities

GO 3.1 Support the region's growth through integrated, planned and timely delivery of infrastructure

EC2.3 Manage identified public health and environmental issues in accordance with relevant legislation

Communication/Consultation (Internal/External)

Internal consultation included Councillors, GM Infrastructure, GM Finance and Information Services, the Project Management Team within Water and Wastewater, and the Manager Environmental Services.

External consultation has been quite broad and includes Department of Environment and Heritage – Matt Karle, Department of Science, Information Technology, Innovation and the Arts (DSITIA) – Dr Ian Ramsay, Hunter Water Australia, Zemek Environmental and Terry Fagg – Western Downs Regional Council.

Additionally a number of inspections of other facilities in the region have been undertaken, including

- Wide Bay Water – Nikenbah (Eli South) MBR Plant
- Gympie Regional Council – Gympie WWTP - Oxidation Ditch

Legal Implications (Statutory Basis, Legal Risks)

Council has now received two (2) letters of warning (both attached) in regard to non compliance with conditions at the Kingaroy WWTP, the latest of which threatens enforcement action if Council do not proceed to prepare a Development Application by June 2013. For the submission of a development application a firm decision on a process option is required as different processes will have differing environmental factors (noise, odour, discharge quality etc). To prepare a concept design and REF (Review of Environmental Factors) a single process is required.

The Environmental Protection Act 1994 requires compliance with the conditions of any environmental authority and the proposed upgrade will ensure compliance with the conditions that are anticipated to be imposed, based on discussions with EHP to date.

Previous Council Considerations / Resolutions

At the 19 December 2012 General Meeting, Council considered a letter from DEHP (attached) regarding the current WWTP and matters of non-compliance and resolved as follows:

“That Council request the Chief Executive Officer to prepare a response to the Department of Environment and Heritage Protection advising of Council’s actions and that Council has commenced the detailed planning and design for the upgrade of the Kingaroy Wastewater Treatment Plant which is to take place with an allocation of \$10.1M over the next three (3) financial years.”

A response to DEHP dated 21 December (attached) detailed Council’s current position and commitment to the delivery of the project over coming years in line with the above resolution.

Council resolved to appoint Hunter Water Australia under contract SBRC 2012/13-007 - Design and Document Kingaroy Wastewater Treatment Plant to undertake the Options Analysis, Detailed Design and Documentation and Tendering for the upgrade in November 2013 as follows:

“That Council:

- 1. Award Tender 12/13 – 007 Design and Document Kingaroy Waste Water Treatment Plant to Hunter Water Australia Pty Ltd for a total price of \$547,460 ex GST as per the Tender Submission;*
- 2. Authorise the Chief Executive Officer to execute contracts in relation to this tender; and*
- 3. Advise the unsuccessful tenderers accordingly.”*

Policy/Local Law/Delegation Implications

The approval of the preferred option is within the scope of the original engagement of HWA, and has no direct impacts on other policies or local laws.

The selection of the upgrade option whilst not specifically related to Trade Waste Management is directly affected by Trade Wastes and as previously indicated in the Council workshop will require Council to adopt the Trade Waste Management Policy and implement a strong regulatory approach.

Asset Management Implications

The selection of the preferred option does not have an immediate affect on Asset Management but will have significant long term impacts on the overall asset base for Council. The selection has been made using good asset management principles and has considered Whole of Life Costs. The general principles of the “International Infrastructure Management Manual” have been implemented in arriving at this stage including assessment of:

- Capital Costs
- Life Cycle Costs
- Non Cost Factors
- Risk Assessment
- Operational Functionality / Robustness
- Environmental Factors
- Multi Criteria Assessment

10.1.2 W&WW - 1154440 - Tender 12/13-013 Relining of Sewer Mains and Household Junctions in Nanango, Kingaroy, Wondai and Murgon

Document Information

IR No 1154440

Author Manager Water and Wastewater

Endorsed By General Manager Infrastructure

Date 4 April 2013

Précis

Report summarising the tender submissions received to decide the awarding of a Tender for the relining of existing sewer mains in Nanango, Kingaroy, Wondai and Murgon.

Summary

Council has \$1.071M allocated in the current year for renewal of existing sewer mains across the region. Tenders were sought from a panel of five (5) pre-qualified contractors under Localbuy Contract BUS 218-0911 with four (4) submissions being received. The lowest tender is recommended and the process of relining offered by this company has been determined as the preferred method.

Officer's Recommendation

That Council award Tender 12/13 – 013 for the Relining of Sewer Mains and Household Junctions in Nanango, Kingaroy, Wondai and Murgon to Kembla Watertech Pty Ltd for a total price of \$598,852 ex GST.

Financial and Resource Implications

The budget in the 2012/13 financial year for the project across the four towns is \$1,071,000. This budget was prepared on initial advice that the relining works planned would cost in the order of \$80 per metre. The cost of the tender proposed for acceptance is less than \$60 per metre.

Link to Corporate/Operational Plan

SD 2.2 Planning and providing water and wastewater systems that meet the economic, environmental and social requirements of the community

Communication/Consultation (Internal/External)

Flyers will be prepared for issue to all affected property owners where contractors will be working. The process does not require excavation, but contractors will need to access properties where sewer manholes are located and residents will be asked to minimise certain activities for short periods while junctions are reinstated.

Legal Implications (Statutory Basis, Legal Risks)

Nil

Policy/Local Law/Delegation Implications

Nil

Asset Management Implications

This work is renewal of existing sewer mains, significantly extending the useful life without having to undertake excavation in private property.

10.2 Water & Wastewater Portfolio Report

Nil.

11. Finance & Information Services

11.1 Information Services

Nil.

11.2 Financial Operations

11.2.1 FO - 1154324 - Community Loan Application Nanango Historical Society

Document Information

IR No 1154324

Author Manager Financial Operations

Endorsed By Director Finance and Information Services

Date 5 April 2013

Précis

Nanango Historical Society Inc has made application for a \$30,000 Community Loan from Council.

Summary

Nanango Historical Society Inc has made application for a \$30,000 Community Loan from Council to assist with the asphaltting of the driveway at Ringsfield House.

Officer's Recommendation

That Council provide a \$30,000 Community Loan to the Nanango Historical Society Inc with the following conditions:

- The loan will be repaid in full within 3 Years.
- Provision of bank guarantees to the value of the loan.
- The loan will be Interest free if paid in full within 12 months.
- Interest rate equal to the current debt pool rate set by Queensland Treasury, from the commencement of the loan, for any loans not repaid within 12 months.
- Payments will be made on a quarterly basis.
- Two missed payments - show cause why guarantees should not be recalled.
- Three missed payments – guarantees will be recalled.

Financial and Resource Implications

Increase in the community loan current asset section of the balance sheet.

Link to Corporate/Operational Plan

EC1.1 Work in partnership With Community Organizations.

Communication/Consultation (Internal/External)

Consultation with Nanango Historical Society Inc
Manager Community & Cultural Services

Legal Implications (Statutory Basis, Legal Risks)

Minor risk of loan default.

Policy/Local Law/Delegation Implications

Loans to Community Organisations Procedure

Asset Management Implications

N/A

11.3 Financial Planning**11.3.1 FP - 1155153 - 2013 Budget Revision****Document Information****IR No 1155153****Author Manager Finance Planning****Endorsed
By General Manager Finance and Information****Date 5 April 2013**

Précis

Review of Council's 2013 Budget for the third quarter ending 31 March 2013.

Summary

A review of the 2013 Budget has been undertaken as at 31 March 2013. The Operational Budget for the third quarter forecasts an overall deficit of \$6,527,236 compared to the projected half year result of \$6,792,650. However, once the impact of flood damage restoration works are removed and carried forward funds from 2011/12 are taken into account; the net operating result is predicted to be a surplus of around \$113,000. This is an improvement since the last review but is significantly down from the original forecast of a surplus of \$1,773.178.

The Capital Budget Estimates have been reduced by \$821,700 from the December review. \$612,000 of this change relates to the timing of the receipt of the Daf Plant funding.

The tables below show the projected changes compared to original budget for each of relevant functions of Council for both Operational and Capital.

Operational Budget

Program	Original Budget Surplus \$	First Quarter Result \$	Half Year Result	Third Quarter Result
General (incl. Carry over funds)	1,346,040	1,268,759	(464,498)	(220784)
Plant & Fleet	164,484	164,484	318,770	318,770
Water	144,137	137,674	(399,898)	(119,898)
Waste Water	15,324	15,324	35,624	35,624
Waste	103,193	103,193	100,053	100,053
Operating Surplus/Deficit	\$1,773,178	\$1,689,434	(\$409,949)	\$113,765

Officer's Recommendation

That in accordance with Section 170(3) of the Local Government Regulation 2012 the revised Budget to 30 June 2013 be adopted.

STATEMENT OF COMPREHENSIVE INCOME**Revised Budget 31 March 2013 Review**

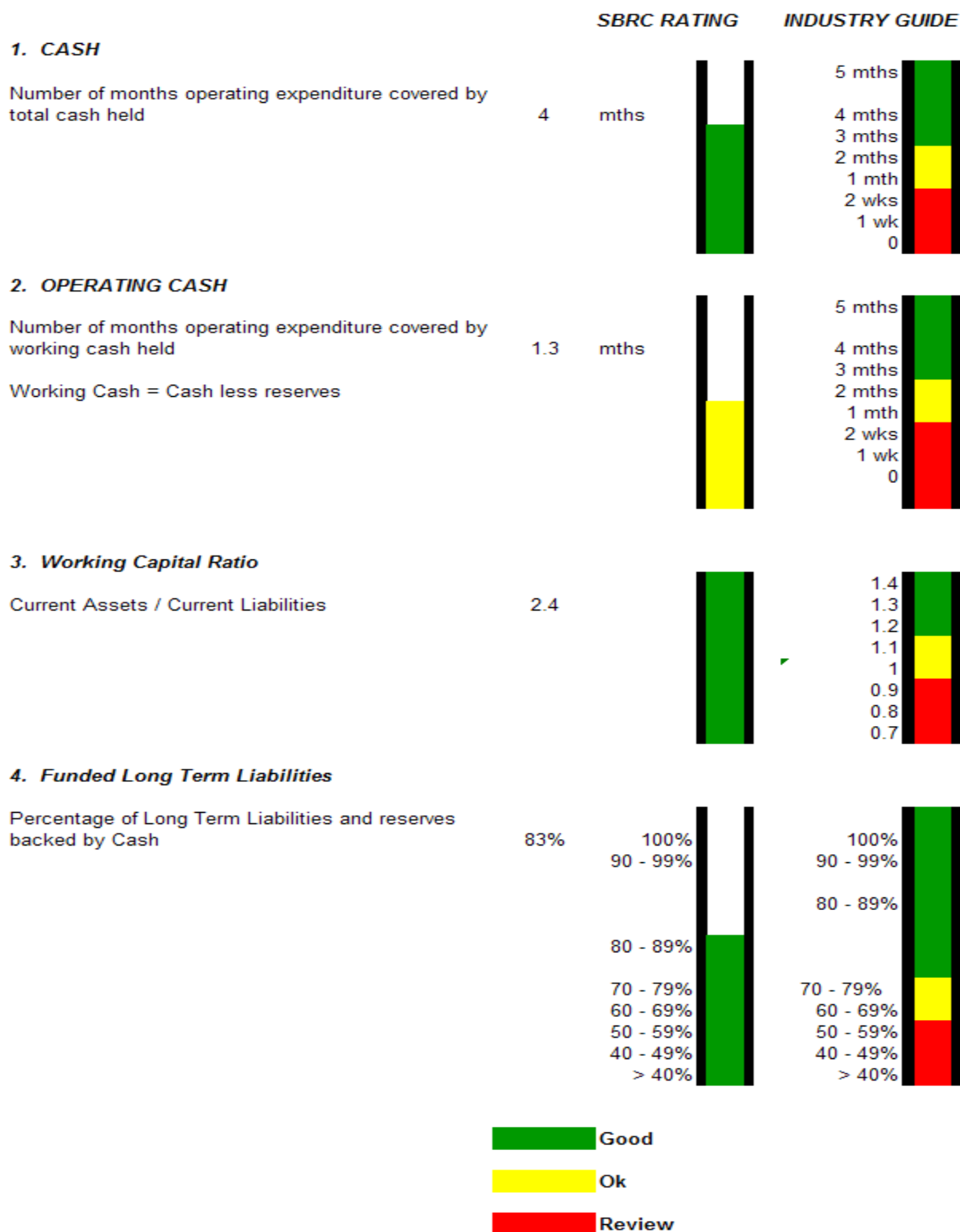
	2012 / 2013 ORIGINAL BUDGET	2ND AMENDED BUDGET	2012 / 2013 PROPOSED BUDGET	31-03-13 ACTUALS
REVENUE				
Recurrent Revenue				
Rates, Levies and Charges	33,212,083	33,241,517	33,241,517	25,734,098
Fees and Charges	3,693,947	3,516,284	3,394,289	2,558,924
Rental Income	639,900	639,800	724,991	564,975
Interest Received	1,720,643	1,680,343	1,470,343	1,052,187
Sales Revenue	4,480,987	4,484,757	5,070,903	3,546,374
Profits from Investment	-	-	-	-
Other Income	817,604	719,104	844,474	640,056
Grants, Subsidies, Contributions and Donations	8,966,675	22,740,344	22,758,530	14,482,105
Total Recurrent Revenue	53,531,839.00	67,022,149.00	67,505,047.00	48,578,718.43
Capital Revenue				
Grants, Subsidies, Contributions and Donations	32,405,958	4,365,857	3,712,157	1,744,218
Total Revenue	85,937,797.00	71,388,006.00	71,217,204.00	50,322,936.48
Capital Income	-	-	-	-
TOTAL INCOME	85,937,797.00	71,388,006.00	71,217,204.00	50,322,936.48
EXPENSES				
Recurrent Expenses				
Employee Benefits	(20,003,707)	(37,636,985)	(20,003,707)	(16,326,030)
Materials and Services	(21,210,312)	(39,173,189)	(57,023,951)	(51,386,777)
Donations	(165,000)	(289,000)	(289,000)	-
Finance Costs	(859,620)	(856,362)	(856,362)	(362,004)
Depreciation and Amortisation	(10,798,449)	(11,741,735)	(11,741,735)	(8,901,912)
Total Recurrent Expenses	(53,037,088)	(89,697,271)	(89,914,755)	(76,976,723)
Capital Expenses	-	-	-	-
TOTAL EXPENSES	- 53,037,088.00	- 89,697,271.00	- 89,914,755.00	- 76,976,723.36
Net Operating Surplus	32,900,709.00	- 18,309,265.00	- 18,697,551.00	- 26,653,786.88
Other Comprehensive Income				
Increase/(Decrease) in Asset Revaluation Surplus				
Available-for-sale Financial Assets				
Current Year Gains/(Losses)				
Reclassification to Profit or Loss				
Cash Flow Hedging				
Current Year Gains/(Losses)				
Reclassification to Profit or Loss				
Share of Comprehensive Income of Associates				
Internal Transfer	1,278,427	15,882,472	15,882,472	12,197,894
Total Other Comprehensive Income for the Year	1,278,427	15,882,472	15,882,472	12,197,894
TOTAL COMPREHENSIVE INCOME FOR THE YEAR	34,179,136.00	- 2,426,793.00	- 2,815,079.00	- 14,455,892.88

STATEMENT OF FINANCIAL POSITION**Revised Budget 31 March 2013 Review**

	2012 / 2013 ORIGINAL BUDGET	2ND AMENDED BUDGET	PROPOSED BUDGET	31-03-13 ACTUALS
Current Assets				
Cash and Cash Equivalents	29,612,445	24,151,157	24,689,394	31,253,590
Trade and Other Receivables	2,279,362	2,831,362	2,831,362	5,883,908
Inventories	1,095,853	1,095,853	1,095,853	1,188,116
Loans to Community Organisations				
Other Financial Assets	590,000			-
Investments	10,000	10,000	10,000	10,000
	33,587,660	28,088,372	28,626,609	38,335,614
Non-current assets classified as held for sale				
Total Current Assets	33,587,660	28,088,372	28,626,609	38,335,614
Non-Current Assets				
Property, Plant and Equipment	600,141,192	495,903,000	495,903,000	488,806,697
Investment Property	4,000,568	6,446,000	6,446,000	6,290,486
Trade and other receivables	21,732	21,732	21,732	8,835
Intangible Assets	6,234,639	6,234,639	6,234,639	6,234,639
Total Non-Current Assets	610,398,131	508,605,371	508,605,371	501,340,657
TOTAL ASSETS	643,985,791	536,693,743	537,231,980	539,676,270
Current Liabilities				
Trade and other payables	7,282,051	4,333,644	4,333,644	4,420,332
Borrowings	902,602	902,602	902,602	578,743
Other				21,991
Provisions		2,596,090	2,596,090	2,456,275
Total Current Liabilities	8,184,653	7,832,336	7,832,336	7,477,341
Non-Current Liabilities				
Trade and other payables	2,874,656	500,000	500,000	-
Provisions	-	5,763,042	5,763,042	5,865,801
Borrowings	11,818,957	11,818,957	11,818,957	11,599,103
Total Non-Current Liabilities	14,693,613	18,081,999	18,081,999	17,464,904
TOTAL LIABILITIES	22,878,266	25,914,335	25,914,335	24,942,245
NET COMMUNITY ASSETS	621,107,525	510,779,408	511,317,645	514,734,026
Community Equity				
Retained surplus/(deficiency)	418,652,737	366,704,455	366,316,169	374,691,526
Asset Revaluation Reserve	188,038,467	127,098,876	127,098,876	119,695,473
Other Reserves	14,416,321	16,976,077	17,902,600	20,352,026
TOTAL COMMUNITY EQUITY	621,107,525	510,779,408	511,317,645	514,739,026

SOUTH BURNETT REGIONAL COUNCIL

FINANCIAL SCORECARD



GENERAL OPERATIONS							
		AMENDED BUDGET	REVENUE PROPOSED BUDGET	ACTUALS 41,364	AMENDED BUDGET	EXPENDITURE PROPOSED BUDGET	ACTUALS 41,364
0100-0001	EXECUTIVE SERVICES						
0105-0002	ELECTED MEMBERS	-	55	53	644,270	644,270	399,230
0106-0002	Mayor's Breakfast	13,000	13,000	9,879	13,000	13,000	4,420
0107-0002	MAYOR'S CHARITY BALL	-	81,200	81,200	-	81,200	8,702
0108-0002	MAYOR'S FLOOD APPEAL	-	28,580	25,034	-	28,580	-
0110-0002	OFFICE OF THE CEO	850	850	830	474,995	474,995	517,920
0115-0002	CIVIC RECEPTIONS	-	285	285	31,700	31,700	16,359
0120-0002	STRATEGIC PROJECTS	-	3,523	3,523	220,065	221,404	17,322
0100-0001	EXECUTIVE SERVICES TOTAL	13,850	127,493	120,804	1,384,030	1,495,149	963,953
0200-0001	COMMUNITY & CORPORATE GOVERNANCE						
0205-0002	C&CG-CORPORATE GOVERNANCE						
0205-0003	GOVERNANCE	1,400	1,400	1,362	870,690	870,690	453,206
0207-0003	CUSTOMER CONTACT ADMINISTRATION	250	1,200	1,134	667,000	667,000	487,187
0208-0003	BLACKBUTT ADMINISTRATION	40,405	40,405	35,602	21,498	21,498	16,572
0209-0003	KINGAROY ADMINISTRATION	-	-	-	487,340	487,340	336,341
0210-0003	MURGON ADMINISTRATION	-	-	-	72,133	72,133	41,074
0211-0003	NANANGO ADMINISTRATION	-	-	-	132,952	132,952	117,979
0212-0003	WONDAL ADMINISTRATION	-	-	-	53,837	53,837	36,910
0213-0003	HR/FINANCE ADMIN OFFICE	-	-	-	17,862	17,862	10,997
0205-0002	C&CG-CORPORATE GOVERNANCE TOTAL	42,055	43,005	38,098	2,323,312	2,323,312	1,500,266
0214-0002	INFORMATION SERVICES						
0214-0003	INFORMATION & COMMUNICATION TECHNOLOGY	-	-	-	992,380	992,380	840,711
0216-0003	C&CG-IF EDRMS/GIS	-	-	-	685,445	685,445	402,673
0214-0002	INFORMATION SERVICES TOTAL	-	-	-	1,677,825	1,677,825	1,243,384
0200-0001	COMMUNITY & CORPORATE GOVERNANCE TOTAL	42,055	43,005	38,098	4,001,137	4,001,137	2,743,650
0219-0001	HUMAN RESOURCES						
0219-0002	HR-WORKPLACE HEALTH & SAFETY	50,000	50,000	28,237	129,447	139,447	49,179
0230-0002	HUMAN RESOURCE MANAGEMENT						
0230-0003	HRM - GENERAL	1,000	1,000	585	680,561	670,561	465,261
0231-0003	HRM - LEAVE	5,000	5,000	2,426	-	19,610	506,278
0232-0003	EMPLOYEE BENEFITS	-	-	-	445,865	453,865	93,984
0233-0003	EMPLOYEE RELATIONS	-	-	-	5,000	5,000	37,967
0234-0003	LEARNING AND DEVELOPMENT	-	-	-	65,000	65,000	60,819
0235-0003	EDUCATIONAL ASSISTANCE	-	-	-	5,000	5,000	4,396
0236-0003	EXEC SERVICES HRM-TRAINING	-	-	-	113,500	113,500	108,183
0237-0003	CONFERENCES	-	-	-	30,000	30,000	7,160
0238-0003	RECRUITMENT, SELECTION & RETENTION	-	-	-	207,000	207,000	125,492
0239-0003	GOVERNANCE-TRAINEES AND APPRENTICES	15,000	15,000	10,273	80,000	40,000	22,055
0240-0003	HR - CONTRACT ENTITLEMENTS	-	-	-	54,000	54,000	35,516
0230-0002	HUMAN RESOURCE MANAGEMENT TOTAL	21,000	21,000	13,283	417,196	339,586	1,044,382
0219-0001	HUMAN RESOURCES TOTAL	71,000	71,000	41,520	546,643	479,033	1,093,561
0300-0001	FINANCE & BUSINESS						
0300-0002	FINANCE & BUSINESS - ADMINISTRATION	-	-	-	979,812	979,812	734,117
0310-0002	FIN&INFO SVCS - INFORMATION SERVICES	-	-	-	-	-	-
0320-0002	FIN&INFO SVCS - FINANCIAL OPERATIONS						
0331-0003	INSURANCE	42,050	45,060	16,794	676,480	676,480	622,567
0332-0003	FINANCE	5,297,904	5,087,904	2,539,232	1,608,666	1,626,041	1,170,353
0333-0003	PROPERTY AND RATING	19,686,769	19,686,769	14,851,969	395,000	395,000	295,895
0334-0003	PROCUREMENT AND STORES	350	350	291	359,095	359,095	272,472
0320-0002	FIN&INFO SVCS - FINANCIAL OPERATIONS TOTAL	25,027,073	24,820,083	17,408,285	3,036,241	3,056,616	2,361,288
0335-0002	BUSINESS & ECONOMIC DEVELOPMENT						
0335-0003	B&EC DEV. ADMINISTRATION	-	-	-	338,312	338,312	281,373
0340-0003	B & EC DEV. - ENTERPRISE ACTIVITIES						
0341-0004	LAND DEVELOPMENT	45,000	45,000	38,484	61,800	61,800	40,499
0342-0004	ENTERPRISE ACT. - MURGON SHOPS	50,700	50,700	40,359	19,600	19,600	6,521
0343-0004	ENTERPRISE ACT. - HOUSES	337,500	337,500	229,978	146,200	146,200	76,399
0344-0004	ENTERPRISE ACT. - WONDAL SHOPS	-	1,065	1,064	1,500	1,500	-
0340-0003	B & EC DEV. - ENTERPRISE ACTIVITIES TOTAL	AL 433,200.00	434,265	309,886	229,100	229,100	123,419
0350-0003	B&EC DEV - BUSINESS UNITS						

0351-0004	BUS. UNITS - PLANT	127,190	127,190	112,725	-	1,975,119	-	1,975,119	-	2,104,939
0352-0004	BUS UNITS - SOIL LAB	120,000	120,000	69,667	-	117,000	-	117,000	-	69,601
0353-0004	BUS UNITS - AIRPORT	185,000	211,500	181,815	-	316,355	-	316,355	-	197,681
0354-0004	BUS UNITS - DIPS	89,500	89,500	53,808	-	16,200	-	16,200	-	10,540
0355-0004	BUS UNITS - SALEYARDS	123,800	94,210	57,711	-	144,210	-	144,210	-	109,544
0350-0003	B&EC DEV - BUSINESS UNITS TOTAL	645,490	642,400	475,726	-	1,381,354	-	1,371,554	-	1,717,573
0360-0003	B&EC DEV - POOLS									
0361-0004	MURGON POOL	20,000	13,005	12,618	-	128,700	-	128,700	-	87,574
0362-0004	WONDAL POOL	-	-	327	-	82,000	-	82,000	-	44,091
0363-0004	KINGAROOY POOL	85,000	83,000	81,871	-	237,578	-	237,578	-	173,207
0364-0004	NANANGO POOL	55,000	55,000	36,350	-	304,800	-	304,800	-	207,744
0365-0004	BLACKBUTT POOL	5,000	4,500	4,188	-	34,000	-	34,000	-	17,683
0366-0004	PROSTON POOL	5,000	3,250	3,201	-	51,300	-	51,300	-	41,797
0360-0003	B&EC DEV - POOLS TOTAL	170,000	158,755	138,554	-	838,378	-	838,378	-	572,097
0370-0003	B&EC DEV - TOURIST FACILITIES									
0371-0004	FICKS CROSSING	-	935	932	-	9,800	-	15,368	-	11,342
0372-0004	YALLAKOOL PARK ON BP DAM	753,000	543,300	399,936	-	341,465	-	341,465	-	244,947
0373-0004	TOURIST FACILITIES - LAKE BOONDOOMA	765,000	765,000	495,054	-	429,800	-	429,800	-	309,148
0374-0004	CARAVAN PARKS	66,569	70,000	57,712	-	58,100	-	66,100	-	48,404
0370-0003	B&EC DEV - TOURIST FACILITIES TOTAL	1,584,569	1,379,235	953,635	-	839,165	-	852,733	-	613,842
0375-0003	CONTROLLED ENTITIES	73,000	73,691	58,691	-	101,200	-	101,200	-	17,843
0376-0003	COMMUNITY DEVELOPMENT	21,600	21,600	15,597	-	19,678	-	19,678	-	15,066
0377-0003	SKILLS DEVELOPMENT	35,000	35,000	26,000	-	20,000	-	-	-	-
0335-0002	BUSINESS & ECONOMIC DEVELOPMENT TOTAL	2,962,859	2,744,946	1,978,089	-	1,004,479	-	1,007,847	-	93,933
0395-0002	FINANCIAL PLANNING									
0396-0003	FINANCIAL PLANING ADMINISTRATION	-	-	-	-	489,725	-	489,725	-	353,782
0397-0003	ASSET MANAGEMENT	-	-	-	-	140,000	-	120,000	-	84,290
0398-0003	APPROPRIATION ACCOUNTS	-	-	-	-	-	-	-	-	-
0399-0003	FINANCIAL MANAGEMENT	20,200	20,200	6,079	-	4,188,000	-	4,188,000	-	3,214,944
0395-0002	FINANCIAL PLANNING TOTAL	20,200	20,200	6,079	-	4,817,725	-	4,797,725	-	3,653,017
0300-0001	FINANCE & BUSINESS TOTAL	28,010,132	27,585,229	19,392,454	-	7,878,633	-	7,882,376	-	5,186,255
0400-0001	INFRASTRUCTURE									
0400-0002	INFRASTRUCTURE OPERATIONS									
0401-0003	INFRASTRUCTURE - ADMINISTRATION	51,400	51,400	72,692	-	1,940,285	-	1,678,770	-	936,074
0405-0003	ROADS INFRASTRUCTURE MAINTENANCE	3,442,312	3,442,312	1,842,740	-	8,147,922	-	8,106,872	-	5,561,332
0406-0003	INFRA OPS - CONTRACT WORKS									
0407-0004	CONTRACTS - MAIN ROADS	2,645,000	3,230,916	3,407,942	-	2,410,000	-	3,230,916	-	2,666,523
0408-0004	CONTRACTS-REGIONAL ROADS GROUP	-	-	-	-	10,000	-	10,000	-	-
0406-0003	INFRA OPS - CONTRACT WORKS TOTAL	2,645,000	3,230,916	3,407,942	-	2,420,000	-	3,240,916	-	2,666,523
0409-0003	INFRA OPS-STREET LIGHTING&COMM SAFET									
0409-0004	CS-STREET LIGHTING	70,000	70,000	38,403	-	480,000	-	480,000	-	286,817
0410-0004	CS-COMMUNITY SAFETY	-	-	-	-	-	-	-	-	-
0409-0003	INFRA OPS-STREET LIGHTING&COMM SAFET TOTAL	70,000	70,000	38,403	-	480,000	-	480,000	-	286,817
0411-0003	INFRA OPS-ORAIL (MRD) PROJECTS	2,561,000	2,741,000	-	-	1,490,000	-	1,310,000	-	802,354
0412-0003	INFRA-FLOOD DAMAGE WORKS	-	-	-	-	-	-	17,022	-	17,023
0415-0003	INFRA OPS-TRANSPORT FACILITIES	-	201	201	-	-	-	-	-	586
0430-0003	INFRA OPS-STORM WATER DRAINAGE	-	-	-	-	20,000	-	20,000	-	744
0400-0002	INFRASTRUCTURE OPERATIONS TOTAL	8,769,712	9,535,829	5,361,979	-	14,498,207	-	14,853,580	-	10,271,453
0450-0002	INFRASTRUCTURE DESIGN SERVICES	105,000	105,000	-	-	-	-	-	-	-
0400-0001	INFRASTRUCTURE TOTAL	8,874,712	9,640,829	5,361,979	-	14,498,207	-	14,853,580	-	10,271,453
0500-0001	BUILT & NATURAL ENVIRONMENT									
0500-0002	B&NE - GENERAL ADMINISTRATION	-	35	32	-	290,595	-	290,595	-	430,848
0501-0002	B&NE-PLANNING & LAND MANAGEMENT									
0501-0003	B&NE-P&LM-COMPLIANCE SERVICES									
0501-0004	BUILDING ASSESSMENT & INSPECTION	194,919	184,919	140,015	-	373,685	-	373,685	-	166,056
0502-0004	PLUMBING ASSESSMENT & INSPECTION	218,000	188,000	134,885	-	297,488	-	297,488	-	187,990
0501-0003	B&NE-P&LM-COMPLIANCE SERVICES TOTAL	412,919	372,919	274,900	-	671,173	-	671,173	-	354,046
0503-0003	B&NE-STATUTORY PLANNING									
0503-0004	DEVELOPMENT ASSESSMENT & COMPLIANCE	181,893	181,893	136,131	-	414,829	-	414,829	-	270,901

0503-0003	B&NE-STATUTORY PLANNING TOTAL	181,893	181,893	136,131	414,829	414,829	270,901
0504-0003	STRATEGIC LAND USE PLANNING	-	-	-	120,000	120,000	90,579
0505-0003	INFRASTRUCTURE CHARGES	-	-	-	-	-	-
0501-0002	B&NE-PLANNING & LAND MANAGEMENT TOTAL	594,812	554,812	411,031	1,206,002	1,206,002	715,526
0508-0002	SUNNYVALE LINK ROAD PROJECT	-	-	-	-	-	97,688
0510-0002	B&NE-ENVIRONMENTAL SERVICES						
0511-0003	B&NE-ES-OTHER HEALTH SERVICES	23,250	11,250	5,355	658,709	658,709	423,969
0512-0003	B&NE-ENVIRONMENTAL PROTECTION ACT	17,000	17,000	17,041	30,000	30,000	-
0513-0003	B&NE-ES-NUISANCE&ANIMAL CONTROL	209,100	209,100	150,214	370,314	373,314	331,574
0515-0003	B&NE-ES-LOCAL LAWS	12,000	19,685	17,601	12,850	12,850	7,838
0516-0003	B&NE-ES-FOOD ACT	48,000	49,265	49,265	-	-	-
0517-0003	B&NE-ES-RECYCLING&DRUM/MUSTER	-	12,000	11,254	12,000	12,000	-
0518-0003	B&NE-ES-IMMUNISATIONS	30,000	30,000	15,487	-	-	14,289
0510-0002	B&NE-ENVIRONMENTAL SERVICES TOTAL	339,350	348,300	266,217	1,083,873	1,086,873	777,670
0530-0002	B&NE-RURAL SERVICES & PARKS						
0530-0003	RURAL SERVICES - ADMINISTRATION	-	-	-	426,043	426,043	313,426
0531-0003	RURAL SERVICES-STOCK ROUTE MANAGEME	2,000	2,693	1,964	17,950	17,950	14,677
0532-0003	RURAL SERVICES-PEST MANAGEMENT	5,029	5,029	1,106	553,496	553,496	398,763
0534-0003	Pest Management - DMR	51,127	51,127	7,515	-	-	47,936
0545-0003	RURAL SERVICES-ENVIRONMENTAL GRANTS	-	-	-	328,000	328,000	79,218
0551-0003	RURAL SERVICES-ENVIRONMENTAL LEVY						
0551-0004	RS-Environment Levy Income	440,700	440,700	331,385	179,749	179,749	92,398
0552-0004	BIODIVERSITY PROGRAM	65,000	65,000	40,000	543,060	543,060	189,793
0553-0004	FIRE MANAGEMENT PROGRAM	-	-	-	16,780	16,780	3,824
0556-0004	EROSION CONTROL	-	-	-	70,000	70,000	1,392
0557-0004	SIGNIFICANT ENVIRONMENTAL AREAS	-	-	-	11,300	11,300	1,118
0558-0004	CLIMATE CHANGE	-	-	-	-	-	-
0551-0003	RURAL SERVICES-ENVIRONMENTAL LEVY TOTAL	505,700	505,700	371,385	820,889	820,889	288,524
0530-0002	B&NE-RURAL SERVICES & PARKS TOTAL	563,856	564,549	381,970	2,146,378	2,146,378	1,142,544
0560-0002	DISASTER MANAGEMENT						
0560-0003	DISASTER MANAGEMENT - GENERAL	14,500	27,916	27,607	22,500	22,500	9,575
0561-0003	BLACKBUTT SES	-	-	-	9,000	9,000	5,065
0562-0003	KINGAROY SES	-	-	-	16,500	16,500	10,173
0563-0003	MURGON SES	-	-	-	21,000	21,000	14,312
0564-0003	NANANGO SES	-	-	-	17,000	17,000	6,895
0565-0003	WONDAL SES	-	-	-	14,500	14,500	2,591
0566-0003	PROSTON SES	-	-	-	5,000	5,000	2,347
0560-0002	DISASTER MANAGEMENT TOTAL	14,500	27,916	27,607	105,500	105,500	50,958
0570-0002	ROAD SERVICES	-	-	-	-	-	1,619
0500-0001	BUILT & NATURAL ENVIRONMENT TOTAL	1,512,518	1,495,612	1,086,857	4,832,348	4,835,348	3,216,851
0600-0001	COMMUNITIES						
0600-0002	L&C - GENERAL ADMINISTRATION	125,000	125,000	113,636	571,451	571,451	301,327
0601-0002	C&CG-C&CS-COMMUNITY ASSISTANCE	35,000	35,000	26,536	106,000	106,000	99,718
0602-0002	C&CG-C&CS-REGIONAL LIBRARIES						
0602-0003	C&CS-KINGROY LIBRARY	-	-	-	379,389	379,389	295,576
0603-0003	L&C - MURGON LIBRARY	-	-	-	51,893	51,893	34,388
0604-0003	L&C - NANANGO LIBRARY	-	-	-	287,388	287,388	179,319
0605-0003	L&C - WONDAL LIBRARY	-	-	-	100,761	100,761	62,319
0606-0003	L&C - PROSTON LIBRARY	1,500	1,500	1,291	66,252	66,252	45,420
0607-0003	L&C - BLACKBUTT LIBRARY	-	-	-	54,858	54,858	40,358
0608-0003	L&C - MAIDENWELL LIBRARY	-	-	-	3,000	3,000	2,286
0609-0003	L&C - REGIONAL LIBRARIES	168,442	168,442	132,740	294,956	294,956	175,917
0602-0002	C&CG-C&CS-REGIONAL LIBRARIES TOTAL	169,942	169,942	134,031	1,238,497	1,238,497	835,582
0610-0002	C&CS-COMMUNITY EVENT MANAGEMENT	-	-	-	12,500	12,500	3,800
0611-0002	L&C - REGIONAL TOURISM	3,000	3,170	3,166	130,650	130,650	55,426
0615-0002	COMMUNITY & CULTURAL SERVICES ADMIN						
0615-0003	COMMUNITY & CULTURAL ADMIN.	-	-	-	340,104	340,104	227,458
0615-0002	COMMUNITY & CULTURAL SERVICES ADMIN TOTAL	-	-	-	340,104	340,104	227,458
0616-0002	L&C - FACILITIES						
0616-0003	C&CS-VISITOR INFORMATION CENTRES						
0616-0004	L&C-VIC-KINGAROY VISITOR INFORMATION	64,500	50,500	35,342	304,942	304,942	170,055
0617-0004	L&C-VIC-MURGON VISITOR INFORMATION	11,800	11,800	6,245	70,866	70,866	44,020
0618-0004	L&C-VIC-NANANGO VISITOR INFORMATION	11,100	11,100	7,386	156,502	156,502	92,288
0619-0004	L&C-VIC-WONDAL VISITOR INFORMATION	37,500	37,500	22,467	118,419	118,419	60,394
0620-0004	L&C-VIC-B'UTT VISITOR INFORMATION	1,000	1,000	637	13,050	13,050	7,389

0621-0004	L&C-VIC-PROSTON VISITOR INFORMATION	-	-	-	1,000	1,000	-
0616-0003	C&CS-VISITOR INFORMATION CENTRES TOTAL	125,900	111,900	72,077	664,779	664,779	374,146
0631-0003	Kingaroy Museum	2,500	2,500	1,036	73,263	73,263	48,661
0632-0003	South Burnett Energy Centre	-	-	4	-	-	-
0633-0003	Ringsfield House	-	-	-	11,900	11,900	6,215
0634-0003	Wondai Museum	950	950	400	8,400	8,400	7,188
0635-0003	L&C - MUSEUMS - REGIONAL MUSEUMS	-	-	-	-	-	-
0637-0003	Kingaroy Art Gallery	19,092	19,092	15,388	40,672	40,672	21,956
0638-0003	Wondai Art Gallery	-	-	-	14,340	14,340	13,490
0616-0002	L&C - FACILITIES TOTAL	148,442	134,442	88,905	813,354	813,354	471,656
0640-0002	L&C - ARTS & CULTURE						
0640-0003	ACH - Arts Culture Heritage	27,150	37,522	33,689	54,640	54,640	14,706
0641-0003	RADF	36,000	44,034	44,034	91,000	91,000	10,814
0642-0003	Tractor Tattoo	-	951	951	-	-	-
0640-0002	L&C - ARTS & CULTURE TOTAL	63,150	82,507	78,675	145,640	145,640	25,521
0643-0002	C&CS-REGIONAL TOURIST FACILITIES						
0643-0003	B&ED-BOONDOOMA HOMESTEAD FACILITIES	-	230	227	19,000	19,230	14,418
0644-0003	DUMP POINTS	-	-	-	-	-	-
0643-0002	C&CS-REGIONAL TOURIST FACILITIES TOTAL	-	230	227	19,000	19,230	14,418
0645-0002	C&CS-REGIONAL RAIL TRAILS						
0645-0003	L&C - RAIL CORRIDORS	27,079	27,079	26,687	53,079	53,079	26,439
0645-0002	C&CS-REGIONAL RAIL TRAILS TOTAL	27,079	27,079	26,687	53,079	53,079	26,439
0680-0002	L&C - RECREATION AND SPORT						
0680-0003	L&C-SPORT & REC - GENERAL	-	2,110	2,107	16,889	16,889	2,211
0681-0003	C&CG-HEALTHY COMMUNITIES PROJECT	-	80	49,924	287,397	298,826	114,892
0685-0003	L&C - RECREATION AND SPORT	-	-	-	-	-	-
0685-0004	L&C-SPORTS & REC-THE PULSE	-	-	-	10,000	10,000	4,595
0686-0004	L&C-SPORT&REC-KINGAROY SPORTS FAC	-	-	-	500	500	317
0687-0004	L&C-SPORT & REC-MURGON FACILITIES	1,300	1,300	677	-	-	-
0688-0004	L&C-SPORT&REC-NANANGO FACILITIES	-	-	-	3,500	5,400	5,327
0689-0004	L&C-SPORT&REC-WONDAL FACILITIES	-	-	-	20,600	20,600	12,974
0690-0004	L&C-SPORT & REC-REGIONAL SHOWGROUNDS	5	5	4	49,500	49,500	21,696
0695-0004	L&C-SPORTS&REC-REGIONAL TENNIS COURT	2,500	2,500	1,643	6,200	6,200	3,245
0685-0003	L&C - RECREATION AND SPORT TOTAL	3,805	3,805	2,324	90,300	92,200	48,153
0680-0002	L&C - RECREATION AND SPORT TOTAL	3,805	5,995	45,492	394,586	407,915	165,256
0600-0001	COMMUNITIES TOTAL	575,418	583,365	426,372	3,824,861	3,838,420	2,226,602
0700-0001	LIFESTYLE AND CULTURE						
0700-0002	L&C - COMMUNITY SERVICES ADMIN	-	-	-	-	-	5,131
0703-0002	L&C - COMMUNITY HALLS	-	-	-	-	-	-
0703-0003	L&C - COMMUNITY HALLS - KINGAROY	25,000	25,000	17,772	117,925	117,925	84,940
0704-0003	L&C-COMMUNITYHALLS-TOWN COMMON HALL	12,000	12,000	8,285	37,815	37,815	19,712
0705-0003	L&C-COMMUNITY HALLS-MURGON TOWN HALL	10,000	10,000	8,430	26,214	26,214	24,264
0706-0003	L&C-COMMUNITY HALLS-CLOYNA HALL	-	-	-	2,000	2,000	168
0707-0003	L&C-COMM HALLS-NANANGO CULTURAL CENT	6,000	6,000	2,682	46,019	46,019	29,117
0708-0003	L&C-COMMUNITY HALLS-BLACKBUTT HALL	130	130	130	9,550	9,550	9,236
0709-0003	L&C-COMMUNITYHALLS-MAIDENWELL HALL	1,500	1,500	1,051	10,000	10,000	8,919
0710-0003	L&C-COMMUNITY HALLS-WONDAL HALL	6,000	6,000	3,085	39,250	39,250	26,712
0711-0003	L&C-COMMUNITY HALLS-PROSTON HALLS	4,000	4,000	2,245	20,000	20,000	15,306
0715-0003	L&C-Other Community Halls	300	300	-	17,250	17,250	7,060
0703-0002	L&C - COMMUNITY HALLS TOTAL	64,930	64,930	43,679	326,023	326,023	225,433
0720-0002	L&C-PARKS, GARDENS & RESERVES						
0720-0003	L&C-BJELKE-PETERSEN DAM PARK AREA	-	5,850	5,846	-	-	10,729
0720-0002	L&C-PARKS, GARDENS & RESERVES TOTAL	-	5,850	5,846	-	-	10,729
0721-0002	L&C-REGIONAL PARKS & GARDENS	109,500	109,500	105,388	1,610,369	1,610,369	1,415,895
0730-0002	L&C - RECREATION	-	-	-	15,000	15,000	4,559
0735-0002	L&C - REGIONAL REST AREAS	-	-	-	-	-	-
0735-0003	L&C - REST AREAS - WINDERA PARK	-	-	-	1,500	1,500	1,440
0736-0003	L&C - REST AREAS - KAPERINICK PARK	-	-	-	2,260	2,260	0
0737-0003	L&C - REST AREAS - MOUNT WOOROLIN	-	-	-	2,000	2,000	553
0738-0003	L&C - REST AREAS - KUMBIA	5,000	5,000	4,743	5,859	5,859	4,507
0739-0003	L&C - REST AREAS - D'AGUILAR HIGHWAY	-	-	-	12,128	12,128	10,768
0740-0003	L&C - REST AREAS - STUART RIVER	-	-	-	1,000	1,000	-
0741-0003	L&C-REST AREAS-WOOROLIN VILLAGE	1,400	1,900	1,894	-	-	-
0735-0002	L&C - REGIONAL REST AREAS TOTAL	6,400	6,900	6,637	24,747	24,747	17,268

0750-0002	L&C - COMMUNITY AMENITIES						
0750-0003	L&C - REGIONAL PUBLIC CONVENIENCES	5,500	5,500	4,256	423,169	423,169	303,322
0751-0003	L&C - MAIDENWELL PUBLIC CONVENIENCES	2,500	2,500	1,527	6,215	6,215	3,748
0760-0003	L&C COMM AMMEN-REGIONAL CEMETERIES	380,818	380,818	275,316	296,000	296,000	251,925
0750-0002	L&C - COMMUNITY AMENITIES TOTAL	388,818	388,818	281,099	725,384	725,384	558,995
0700-0001	LIFESTYLE AND CULTURE TOTAL	569,648	575,998	442,650	2,701,523	2,701,523	2,238,009
		39,669,333	40,122,531	26,910,732	39,667,382	40,086,566	27,940,334
6000-0001	FLOOD DAMAGE AND RECOVERY	16,911,082	16,911,082	11,657,933	35,491,677	35,491,677	38,807,602
	TOTAL REVENUE AND EXPENDITURE	56,580,415	57,033,613	38,568,665	75,159,059	75,578,243	66,747,936

WATER							
		AMENDED BUDGET	REVENUE PROPOSED BUDGET	ACTUALS 31/03/2013	AMENDED BUDGET	EXPENDITURE PROPOSED BUDGET	ACTUALS 31/03/2013
1000-0001	SBRC GENERAL WATER						
1010-0002	GENERAL OPERATIONS	-	-	174,100	584,283	584,283	501,000
1050-0002	CAPITAL WORKS	-	-	-	-	-	-
1000-0001	SBRC GENERAL WATER TOTAL	-	-	174,100	584,283	584,283	501,000
1100-0001	BLACKBUTT WATER SUPPLY						
1105-0002	GENERAL ADMINISTRATION	262,309	262,309	223,250	693,319	693,319	519,991
1110-0002	BULK	-	-	-	272,500	272,500	174,975
1120-0002	RETICULATION	67,600	67,600	89,717	53,846	53,846	32,396
1150-0002	BLACKBUTT WATER CAPITAL WORKS	-	-	-	-	-	-
1100-0001	BLACKBUTT WATER SUPPLY TOTAL	329,909	329,909	312,967	1,019,665	1,019,665	727,362
1200-0001	BOONDOOMA WATER SUPPLY						
1205-0002	GENERAL ADMINISTRATION	714	714	526	-	-	-
1220-0002	RETICULATION	-	-	-	-	-	-
1200-0001	BOONDOOMA WATER SUPPLY TOTAL	714	714	526	-	-	-
1300-0001	KINGAROY WATER SUPPLY						
1305-0002	GENERAL ADMINISTRATION	3,864,561	3,252,561	2,768,791	897,841	897,841	673,659
1310-0002	BULK	-	-	50	605,000	605,000	464,932
1320-0002	RETICULATION	75,000	75,000	162,806	892,075	892,075	473,009
1350-0002	KINGAROY WATER CAPITAL WORKS	-	-	-	-	-	-
1300-0001	KINGAROY WATER SUPPLY TOTAL	3,939,561	3,327,561	2,931,647	2,394,916	2,394,916	1,611,600
1400-0001	KUMBIA WATER SUPPLY						
1405-0002	GENERAL ADMINISTRATION	50,622	50,622	40,252	25,620	25,620	19,216
1410-0002	BULK	-	-	-	10,700	10,700	4,167
1420-0002	RETICULATION	-	-	-	9,000	9,000	8,506
1450-0002	KUMBIA WATER CAPITAL WORKS	-	-	-	-	-	-
1400-0001	KUMBIA WATER SUPPLY TOTAL	50,622	50,622	40,252	45,320	45,320	31,889
1500-0001	MURGON WATER SUPPLY						
1505-0002	GENERAL ADMINISTRATION	834,813	834,813	723,958	339,967	339,967	258,000
1510-0002	BULK	-	-	-	360,000	337,000	229,973
1520-0002	RETICULATION	15,800	15,800	20,357	130,000	130,000	77,795
1550-0002	MURGON WATER CAPITAL WORKS	-	-	-	-	-	-
1500-0001	MURGON WATER SUPPLY TOTAL	850,613	850,613	744,315	829,967	806,967	565,769
1600-0001	NANANGO WATER SUPPLY						
1605-0002	GENERAL ADMINISTRATION	759,037	759,037	638,925	205,632	205,632	154,223
1610-0002	BULK	-	-	-	105,500	105,500	58,009
1620-0002	RETICULATION	24,000	24,000	13,719	206,000	206,000	169,987
1650-0002	NANANGO WATER CAPITAL WORKS	-	-	-	-	-	-
1600-0001	NANANGO WATER SUPPLY TOTAL	783,037	783,037	652,644	517,132	517,132	382,219
1700-0001	PROSTON WATER SUPPLY						
1705-0002	GENERAL ADMINISTRATION	132,300	132,300	113,832	112,573	112,573	84,427
1710-0002	BULK	-	-	-	45,000	68,000	40,359
1720-0002	RETICULATION	-	-	126	29,500	29,500	16,941
1750-0002	PROSTON WATER CAPITAL WORKS	-	-	-	-	-	-
1700-0001	PROSTON WATER SUPPLY TOTAL	132,300	132,300	113,958	187,073	210,073	141,727
1800-0001	PROSTON RURAL WATER SUPPLY						
1805-0002	GENERAL ADMINISTRATION	446,063	446,063	405,912	327,153	327,153	245,366
1810-0002	BULK	-	-	-	60,000	60,000	56,904
1820-0002	RETICULATION	-	-	-	167,560	167,560	142,546
1850-0002	PROSTON RURAL WATER CAPITAL WORKS	-	-	-	-	-	-
1800-0001	PROSTON RURAL WATER SUPPLY TOTAL	446,063	446,063	405,912	554,713	554,713	444,816
1900-0001	TINGOORA WATER SUPPLY						
1905-0002	GENERAL ADMINISTRATION	66,200	66,200	54,098	-	-	-
1910-0002	BULK	-	-	-	-	-	-
1920-0002	RETICULATION	1,000	1,000	960	-	-	-
1950-0002	CAPITAL WORKS	-	-	-	-	-	-
1900-0001	TINGOORA WATER SUPPLY TOTAL	67,200	67,200	55,058	-	-	-
2000-0001	WONDAI WATER SUPPLY						

2005-0002	GENERAL ADMINISTRATION	576,153	576,153	497,606	279,067	279,067	190,142
2010-0002	BULK	-	-	-	284,000	284,000	192,525
2020-0002	RETICULATION	9,000	9,000	6,589	181,565	181,565	130,636
2050-0002	WONDAI/TINGOCRA WATER CAPITAL WORKS	-	-	-	-	-	-
2000-0001	WONDAI WATER SUPPLY TOTAL	585,153	585,153	504,195	744,632	744,632	513,303
2100-0001	WOOROOLIN WATER SUPPLY						
2105-0002	GENERAL ADMINISTRATION	31,821	31,821	28,334	16,160	16,160	12,122
2110-0002	BULK	-	-	-	3,500	3,500	3,089
2120-0002	RETICULATION	-	-	-	18,230	18,230	16,113
2100-0001	WOOROOLIN WATER SUPPLY TOTAL	31,821	31,821	28,334	37,890	37,890	31,325
	TOTAL REVENUE AND EXPENDITURE	7,216,993	6,604,993	5,963,907	6,915,591	6,915,591	4,951,009

WASTE WATER							
		AMENDED BUDGET	REVENUE PROPOSED BUDGET	ACTUALS 31/03/2013	AMENDED BUDGET	EXPENDITURE PROPOSED BUDGET	ACTUALS 31/03/2013
3000-0001	SBRC GENERAL WASTEWATER						
3010-0002	GENERAL OPERATIONS	9,200	9,200	8,405	534,020	534,020	389,779
3000-0001	SBRC GENERAL WASTEWATER TOTAL	9,200	9,200	8,405	534,020	534,020	389,779
3100-0001	BLACKBUTT WASTEWATER						
3105-0002	GENERAL ADMINISTRATION	155,858	155,858	117,646	94,118	94,118	74,766
3110-0002	BULK TREATMENT	-	-	-	56,000	56,000	50,783
3120-0002	RETICULATION	900	900	42	18,000	18,000	3,656
3150-0002	BLACKBUTT WASTEWATER CAPITAL WORKS	-	-	-	-	-	-
3100-0001	BLACKBUTT WASTEWATER TOTAL	156,758	156,758	117,688	168,118	168,118	129,205
3200-0001	BOONDOOMA WASTEWATER						
3205-0002	GENERAL ADMINISTRATION	-	-	617	-	-	-
3220-0002	Reticulation System	-	-	-	-	-	-
3200-0001	BOONDOOMA WASTEWATER TOTAL	-	-	617	-	-	-
3300-0001	KINGAROY WASTEWATER						
3305-0002	GENERAL ADMINISTRATION	1,649,967	1,649,967	1,248,860	740,803	740,803	555,464
3310-0002	BULK TREATMENT	-	-	50	155,500	165,500	132,935
3320-0002	RETICULATION	37,600	37,600	37,822	168,634	158,634	82,069
3350-0002	KINGAROY WASTEWATER CAPITAL WORKS	-	-	-	-	-	-
3300-0001	KINGAROY WASTEWATER TOTAL	1,687,567	1,687,567	1,286,732	1,064,937	1,064,937	770,468
3400-0001	MURGON WASTEWATER						
3405-0002	GENERAL ADMINISTRATION	459,307	459,307	344,887	234,673	234,673	178,089
3410-0002	BULK TREATMENT	-	-	-	81,500	81,500	66,532
3420-0002	RETICULATION	1,000	1,000	990	115,000	115,000	84,559
3450-0002	MURGON WASTEWATER CAPITAL WORKS	-	-	-	-	-	-
3400-0001	MURGON WASTEWATER TOTAL	460,307	460,307	345,877	431,173	431,173	329,180
3500-0001	NANANGO WASTEWATER						
3505-0002	GENERAL ADMINISTRATION	525,544	525,544	394,142	285,277	285,277	219,246
3510-0002	BULK TREATMENT	-	-	-	122,500	122,500	107,972
3520-0002	RETICULATION	2,300	2,300	495	105,000	105,000	59,886
3550-0002	NANANGO WASTEWATER CAPITAL WORKS	-	-	-	-	-	-
3500-0001	NANANGO WASTEWATER TOTAL	527,844	527,844	394,637	512,777	512,777	387,104
3600-0001	PROSTON CED SERVICES						
3605-0002	GENERAL ADMINISTRATION	42,933	42,933	31,889	29,635	29,635	22,229
3610-0002	BULK TREATMENT	-	-	-	8,500	8,500	4,011
3620-0002	RETICULATION	-	-	-	5,000	5,000	5,693
3650-0002	INFRA-W&WW-PROSTON CED CAPITAL WORKS	-	-	-	-	-	-
3600-0001	PROSTON CED SERVICES TOTAL	42,933	42,933	31,889	43,135	43,135	31,932
3700-0001	WONDAI WASTEWATER						
3705-0002	GENERAL ADMINISTRATION	326,802	326,802	246,722	220,627	230,627	168,035
3710-0002	BULK TREATMENT	-	-	-	107,500	107,500	77,460
3720-0002	RETICULATION	1,000	1,000	1,980	91,000	81,000	46,409
3700-0001	WONDAI WASTEWATER TOTAL	327,802	327,802	248,702	419,127	419,127	291,904
	TOTAL REVENUE AND EXPENDITURE	3,212,411	3,212,411	2,434,548	3,173,287	3,173,287	2,329,572

WASTE							
		REVENUE			EXPENDITURE		
		AMENDED BUDGET	PROPOSED BUDGET	ACTUALS 31/03/2013	AMENDED BUDGET	PROPOSED BUDGET	ACTUALS 31/03/2013
5000-0001	REGIONAL WASTE MANAGEMENT						
5000-0002	REGIONAL WASTE MANAGEMENT ADMIN	1,623,236	1,623,236	1,229,563	240,425	240,425	33,024
5100-0002	KINGAROY WASTE MANAGEMENT						
5125-0003	KWM - ADMINISTRATION	-	-	-	-	-	-
5100-0002	KINGAROY WASTE MANAGEMENT TOTAL	1,477,149	1,477,149	1,139,247	1,461,474	1,461,474	1,098,760
5150-0002	RWM-RURAL TIPS & TRANSFER STATIONS	2,700	2,700	75	245,500	245,500	181,169
5200-0002	NANANGO WASTE MANAGEMENT	595,798	595,798	438,234	1,014,766	1,014,766	724,855
5225-0002	BLACKBUTT WASTE MANAGEMENT	150,370	150,370	120,434	249,040	249,040	163,514
5250-0002	BUNYA MOUNTAINS WASTE MANAGEMENT	23,740	23,740	25,942	47,604	47,604	33,290
5350-0002	MURGON WASTE MANAGEMENT	228,975	228,975	192,585	466,682	466,682	400,032
5400-0002	WONDAI WASTE MANAGEMENT	264,219	264,219	209,736	428,250	428,250	245,737
5450-0002	PROSTON WASTE MANAGEMENT	-	-	-	93,893	93,893	67,824
5000-0001	REGIONAL WASTE MANAGEMENT TOTAL	4,366,187	4,366,187	3,355,816	4,247,634	4,247,634	2,948,206
	TOTAL REVENUE AND EXPENDITURE	4,366,187	4,366,187	3,355,816	4,247,634	4,247,634	2,948,206

Financial and Resource Implications

The revised budget maintains the link with achieving the Operational Plan 2012/13 and is generally in line with the revenue and expenditure priorities of the Original Budget as adopted by Council on 11 July 2012. This budget review corrects variances where actual results to date are out of line with or projected to be out of line with the approved budget for both operational and capital expenditure.

Link to Corporate/Operational Plan

EXC1.1 Develop and implement long term financial plans and indicators to achieve optimum use of resources and alignment to strategic priorities

Communication/Consultation (Internal/External)

Budget variance reports were prepared following consultation with relevant officers. Budget reports are forwarded to the various Departments to monitor and review.

Legal Implications (Statutory Basis, Legal Risks)

The budget review has been undertaken in accordance with Section 170(3) of Local Government Regulation 2012.

Policy/Local Law/Delegation Implications

Budget reviews allows expenditure to be incurred by delegation or approval of Council.

Asset Management Implications

Depreciation is used as a source of funds to enable capital expenditure. The Asset Registers for all Asset Classes will be adjusted as required to account for the Capital Expenditure.

11.4 Financial and Information Services Portfolio Report

11.4.1 F&IS - 1155551 - Financial and Information Services Portfolio Report

Document Information

IR No 1155551

Author Cr Keith Campbell

Date 5 April 2013

Précis

Finance and Information Services Portfolio Report

Summary

Finance and Information Services Portfolio Report to Council for the period 12 March 2013 to 5 April 2013

Officer's Recommendation

That the Finance and Information Services Portfolio Report to Council for the period 12 March 2013 to 5 April 2013.

Report

The following is a summary for the Finance and Information Services Portfolio for the period 12 March 2013 to 5 April 2013 be received.

- Rate Collection 3rd Quarter

12. Executive Services

12.1 Executive

12.1.1 E - 1155844 - Change of General Meeting Date

Document Information

IR No 1155844

Author Executive Support Officer

Endorsed By Chief Executive Officer

Date 10 April 2013

Précis

Change of General Meeting Date

Summary

The Mayor and Chief Executive Officer will be attending the Australian Local Government Association National General Assembly of Local Government in Canberra from Sunday 16 June 2013 to Wednesday 19 June 2013. The date of the National General Assembly of Local Government coincides with council's General Meeting scheduled for Wednesday 19 June 2013. As a result the following is recommended:

1. Change the General Meeting date to Wednesday 12 June 2013.

Officer's Recommendation

That Council's General Meeting scheduled for Wednesday 19 June 2013 be changed to Wednesday 12 June 2013 due to the National General Assembly of Local Government being held 16 – 19 June 2013 and Council inform the community of the changes

Financial and Resource Implications

N/A

Link to Corporate/Operational Plan

EXC4.1 - A governance framework that delivers good organisational management

Communication/Consultation (Internal/External)

Ordinary meetings are open (unless otherwise resolved to be closed) and members of the public are welcome to attend to observe proceedings. Public notice of the dates, times and location of the ordinary meetings of Council are published in the local newspaper and on Council's website at www.southburnett.qld.gov.au and displayed at Council's public office in the Kingaroy Customer Service Centre.

Legal Implications (Statutory Basis, Legal Risks)

Public notice of the meetings is required pursuant to Section 277(1) of the Local Government Regulations 2012.

Policy/Local Law/Delegation Implications

No direct policy/local law/delegation implications arise from this report.

Asset Management Implications

No direct asset management implications arise from this report.

12.2 Human Resources

Nil.

12.3 Governance

12.3.1 G - 1155331 - Councillor Discretionary Fund Policy

Document Information

IR No 1155331

Author Manager Governance

Endorsed By Chief Executive Officer

Date 9 April 2013

Précis

Review of the Councillor Discretionary Fund Policy

Summary

The Councillor Discretionary Fund Policy has been reviewed as per recent amendments to the *Local Government Act 2009* and the new *Local Government Regulation 2012*. The purpose of the Councillor Discretionary Fund Policy is to ensure a fair, equitable and transparent process applies in relation to the allocation of monies from the Councillor's Discretionary Funds for events and projects that benefit the community of the South Burnett region in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*.

Officer's Recommendation

That the Councillor Discretionary Fund Policy be adopted.



Councillor Discretionary Fund Policy

Table of Contents

1. PURPOSE	1
2. SCOPE	1
3. POLICY STATEMENT	1
4. DEFINITIONS	3
5. LEGISLATIVE AUTHORITY	3
6. ASSOCIATED POLICY PROCEDURES	3
7. NEXT REVIEW	3

1. PURPOSE

The purpose of this policy is to ensure a fair, equitable and transparent framework applies in relation to the allocation of monies from the Councillor's Discretionary Funds for community purposes that benefit the community of the South Burnett region, in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*. The policy also details the annual reporting requirements for Councillor Discretionary Funds under Section 189 of the *Local Government Regulation 2012*.

2. SCOPE

Pursuant to section 202 of the *Local Government Regulation 2012*, a Councillor may use any councillor discretionary funds in the following ways:

- a) spend for a community purpose;
- b) allocate for capital works of the local government that are for a community purpose, but only with the approval of
 - (i) if the councillor is the mayor - the deputy mayor and the chief executive officer;
 - or
 - (ii) otherwise - the mayor and the chief executive officer;
- c) allocate to a community organisation for a community purpose.

3. POLICY STATEMENT

This Policy is to provide a framework for the allocation of funds from any Councillor Discretionary Fund pursuant to the *Local Government Act 2009* and the *Local Government Regulation 2012*.

3.1 Each year the Council may determine that funds shall be set aside in each new budget for the purpose of meeting requests for financial assistance from community organisations as decided upon by the Mayor and Divisional Councillors.

3.2 Separate expenditure accounts shall be established for the Mayor and each divisional Councillor within the Governance Branch budget for this purpose and funds will be allocated to each expenditure account in accordance with the Council's Annual Budget.

3.3 Section 202 of the *Local Government Regulation 2012* prescribes the requirements that Councils must follow in administering Councillors discretionary funds.

3.4 In accordance with Council's *Community Assistance Policy* and clause 3 of this policy, the Mayor and each divisional Councillor is authorised to recommend funding allocation not exceeding the annual allocation adopted by Council in its annual budget, subject to the eligibility criteria in paragraph 3.5.

3.5 The following eligibility criteria will apply to all requests:

- a) Funding must be allocated in accordance with the *Local Government Act 2009*, *Local Government Regulation 2012* and Council's *Community Assistance Policy*;
- b) Not-for-profit organisations must be community based and provide services and activities of benefit to the region and its communities in the South Burnett Regional Council geographical area;
- c) Not-for-profit organisations operating gaming machines will not be eligible for financial assistance;
- d) Political parties are ineligible for funding;
- e) Requests must be in writing setting out details of the request and its purpose where possible;
- f) State and Commonwealth government agencies will not be eligible for financial assistance with the exception of School Award Nights;
- g) Applicants shall have no outstanding debt with Council (including rates);
- h) Council's funding involvement and support must be appropriately acknowledged with opportunities provided for Council publicity and participation at key activities;
- i) Not-for-profit organisations who have not acquitted under the *Community Assistance Policy* or other Council funded programs are not eligible for further funding until the acquittal report is submitted and approved by Council; and
- j) Funding is available for one off projects.

3.6 Having satisfied themselves that a request complies with paragraph 3.5 above, the Mayor and divisional Councillors shall be authorised to recommend allocations from their individual Discretionary Fund as set out below:

- a) The Discretionary Fund requests shall be by way of a "Councillors Discretionary Fund Authority Form", completed by the Councillor and referred to the Manager Governance who will be responsible for:
 - (i) assessing the application against this policy and Council's *Community Assistance Policy*; and
 - (ii) where appropriate, authorising the processing of the Councillor recommended allocation.

3.7 In accordance with section 202 of the *Local Government Regulation 2012*, the Manager Governance will maintain a record of all allocations approved under the Mayor's and Councillors' Discretionary Fund and will publish on Council's website and display in Council's public office, the amount and purpose of any allocation and where an amount has been allocated to a community organisation, the name of that community organisation.

3.8 In accordance with section 189 of the *Local Government Regulation 2012*, the Manager Governance will keep a record of Grants to Community organisations under the Councillor

Discretionary Fund and ensure that the details of expenditure are included in Council's Annual Report.

4. DEFINITIONS

Community Organisation is defined as per the dictionary Schedule of the *Local Government Regulation 2012*:

community organisation means:

- (a) *an entity that carries on activities for a public purpose; or*
- (b) *another entity whose primary object is not directed at making a profit.*

Discretionary Funds is defined in Section 109 of the *Local Government Act 2009* as follows:

Are funds in the local government's operating fund that are budgeted for use by a Councillor at the Councillor's discretion.

5. LEGISLATIVE AUTHORITY

Local Government Act 2009

Local Government Regulation 2012

6. ASSOCIATED POLICY PROCEDURES

Community Assistance Policy

7. NEXT REVIEW

April 2015

Financial and Resource Implications

Council may allocate funds in the annual budget for Councillor Discretionary Funds.

Link to Corporate/Operational Plan

EXC4.1 A governance framework that delivers good organisational management

Communication/Consultation (Internal/External)

The Leadership Management Team and Councillors have been consulted for comments regarding the amendments to the Councillor Discretionary Fund Policy based on the amendments to the *Local Government Act 2009* and the new *Local Government Regulation 2012*.

Legal Implications (Statutory Basis, Legal Risks)

This policy will guide the allocation of Councillor Discretionary Funds to community purposes within the South Burnett Regional Council region in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*.

Policy/Local Law/Delegation Implications

No direct policy/local law/delegation implications arise from this report.

Asset Management Implications

No direct policy/local law/delegation implications arise from this report.

12.3.2 G - 1155238 - Risk Management Policy

Document Information

IR No 1155238

Author Manager Governance

**Endorsed
By** Chief Executive Officer

Date 9 April 2013

Précis

Review of the Risk Management Policy

Summary

The Risk Management Policy has been reviewed as per recent amendments to the *Local Government Act 2009* and the new *Local Government Regulation 2012*. The purpose of the Risk Management Policy is to establish an enterprise risk management that incorporates principles to ensure the effective and efficient assessment, evaluation and treatment of Council's operational and strategic risks.

Officer's Recommendation

That the Risk Management Policy be adopted.



Risk Management Policy

Table of Contents

1. POLICY STATEMENT	1
2. SCOPE	1
3. POLICY OBJECTIVES	1
4. BACKGROUND AND/OR PRINCIPLES	2
5. POLICY DETAILS	2
6. LEGISLATIVE AUTHORITY/STANDARDS	3
7. ASSOCIATED PROCEDURES AND RELATED POLICIES	3
8. NEXT REVIEW	3

1. POLICY STATEMENT

This policy is formulated to meet the requirements of *Chapter 5 Part 1 Section 164 (1) (a) and (b)* of *Local Government Regulation 2012* regarding the requirement to *keep a written record stating risks Council's operations are exposed to, to the extent they are relevant to financial management and the control measures adopted to manage the risks*. This policy also adheres to the *AS/NZS ISO 31000:2009 Risk management – Principles and guidelines* (refer to Annex A)

2. SCOPE

This policy applies to

- All Council activities, including entities over which Council has direct ownership, management, sponsorship or financial control
- All Council officers, contractors, the officers and Committee members of related entities, involved in and with responsibility for contributing towards the achievement of Council's objectives, asset management and reporting responsibilities.

3. POLICY OBJECTIVES

The objective of this policy is to establish an enterprise risk management that incorporates principles to ensure the effective and efficient assessment, evaluation and treatment of Council's operational and strategic risks. It also aims to establish the integration of risk management practices and procedures into all organisational processes. The policy intends to align risk management with future Corporate Plans following community consultation.

An effective enterprise risk management will:

- Contribute to the achievement of strategic priorities as specified in Council's Corporate Plan
- Facilitate open and transparent communication and consultation between Councillors, the Executive Team, managers and employees in defining aspects related to the identification, analysis, evaluation and treatment of strategic and operational risks Council is exposed to
- Enhance corporate governance by promoting a structured and systematic approach to Council's decision making processes
- Promote a proactive and dynamic perspective in handling and monitoring emerging new risks
- Recognise the capabilities, perceptions and intentions of external and internal stakeholders that can facilitate or deter the achievement of organisational objectives

- Facilitate continual improvement of the organisation

4. BACKGROUND AND/OR PRINCIPLES

Council recognises the need for an enterprise wide risk management process that will embody the assessment and prudent management of strategic and operational risks. Council will undertake the implementation of a risk management policy that will provide reasonable assurance that strategic and operational objectives will be achieved within a tolerable degree of residual risk.

5. POLICY DETAILS

Commitment to enterprise wide risk management

Council and the Executive Team view enterprise wide risk management as an important and strategic initiative towards providing reasonable assurance that organisational objectives as indicated in the Corporate Plan will be achieved through the identification and efficient management of potential risks. A commitment to effective enterprise risk management will help Council attain long term sustainability and meet community expectations.

Good corporate governance will be promoted by encouraging a culture of prudent risk taking within the tolerable risk limits of the organisation in making informed decisions about opportunities.

Link between strategic priorities and risk management

The policy establishes the link between the achievement of Council's strategic priorities, goals and objectives by integrating risk management into all the organisational processes in a way that is relevant, effective and efficient. Enterprise risk management will be embedded into the policy development, business and strategic planning and review and change management processes.

Accountability and responsibility

Risk management is the responsibility of everyone in Council. Risk owners that have the accountability and authority to manage risks will be identified. Risk management responsibilities will be incorporated in employees' position descriptions.

A Risk Management Framework will be developed to indicate the specific accountabilities and responsibilities related to the enterprise risk management process.

Resources

Appropriate resources such as people, skills, competence, experience, documented procedures and processes, information and knowledge systems shall be made available for the managing of risks.

Communication and consultation

The policy and key components of the enterprise risk management framework and plan will be properly communicated and disseminated to all stakeholders through internal and external communication and reporting mechanisms. Continuous and effective consultation with stakeholders will be an integral element of the enterprise risk management plan.

Monitoring and review

The Risk Management Policy, Framework and Plan will be reviewed on an annual basis by the Audit Committee to evaluate and assess the progress of risk management efforts. This will ensure

that the policy, framework and plan are updated, aligned with the strategic priorities and appropriate to Council's internal and external context.

Quality assessment

Performance relating to the effectiveness and efficiency of the design and operation of the enterprise risk management process will be measured and reported through internal and/or external evaluations and assessments conducted through the authority of the Audit Committee.

6. LEGISLATIVE AUTHORITY/STANDARDS

Local Government Regulation 2012 (Section 164 (1) (a) and (b); Section 175 (b) (ii); Section 191 (2) (a) (ii); Section 207 (2) (a) to (c)

AS/NZS ISO 31000:2009 Risk management – Principles and guidelines

7. ASSOCIATED PROCEDURES AND RELATED POLICIES

Audit Committee Policy

Audit Committee Terms of Reference

Risk Management Framework

Risk Management Plan

8. REVIEW DATES

The policy was reviewed on 19 February 2013 for amendments to the LGA 2009 and provisions of the Local Government Regulation 2012

9. NEXT REVIEW

The policy will be reviewed September 2013

Approved by Council: 20 July 2011

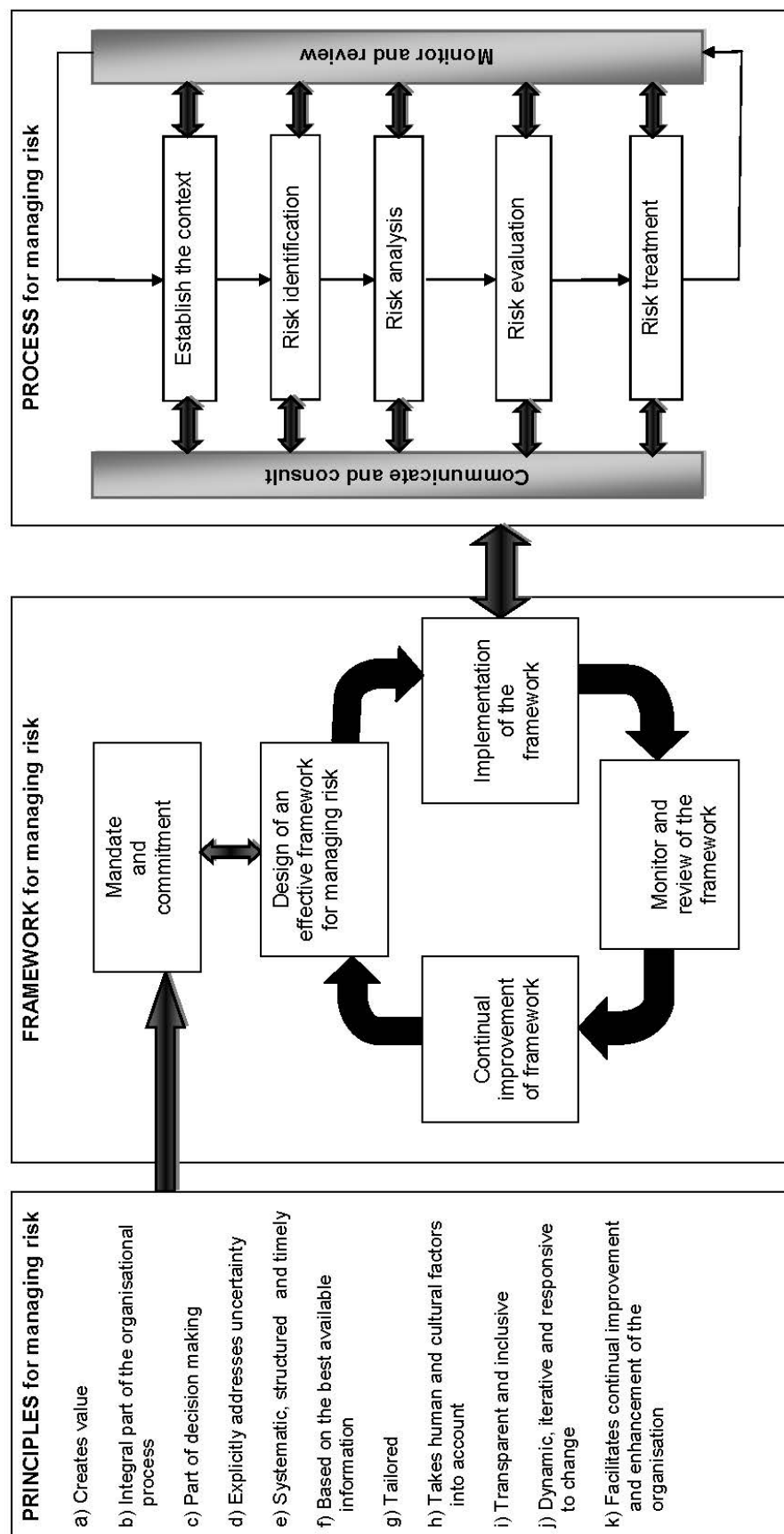


South Burnett
Regional Council

MINUTE NUMBER: [Minute Number]
ADOPTED ON: 20 July 2011

Risk Management Policy

Annex A – Risk Management Principles, Framework and Process (adopted from AS/NZS ISO 31000:2009)



Financial and Resource Implications

Resources for risk management activities are provided for in the annual budget.

Link to Corporate/Operational Plan

EXC4.1 - A governance framework that delivers good organisational management

Communication/Consultation (Internal/External)

Internal consultation was conducted through circulation of the proposed amendments to the Managers and General Managers

Legal Implications (Statutory Basis, Legal Risks)

This policy will guide the risk management activities in compliance with the *Local Government Act 2009* and the *Local Government Regulation 2012*.

Policy/Local Law/Delegation Implications

No direct policy/local law/delegation implications arise from this report.

Asset Management Implications

No direct asset management implications arise from this report.

12.3.3 G - 1155209 - Audit Committee Policy

Document Information

IR No 1155209

Author Manager Governance

**Endorsed
By** Chief Executive Officer

Date 9 April 2013

Précis

Review of the Audit Committee Policy

Summary

The Audit Committee Policy has been reviewed as per recent amendments to the *Local Government Act 2009* and the new *Local Government Regulation 2012*. The purpose of the Audit Committee Policy is to establish an Audit Committee that reviews the integrity of financial documents, monitors the internal audit and risk management functions and oversees the effectiveness and objectivity of internal audit and risk management.

Officer's Recommendation

That the Audit Committee Policy be adopted.



Audit Committee Policy

Table of Contents

1. POLICY STATEMENT	1
2. SCOPE	1
3. POLICY OBJECTIVES	1
4. BACKGROUND AND/OR PRINCIPLES	1
5. POLICY DETAILS.....	2
6. LEGISLATIVE AUTHORITY	2
7. ASSOCIATED PROCEDURES AND RELATED POLICIES.....	2
8. DATE REVIEWED	2
9. NEXT REVIEW	2

POLICY STATEMENT

This policy has been formulated to meet the requirements of *Section 105 of the Local Government Act 2009* regarding the establishment of an Audit Committee.

SCOPE

This policy and the attached *Audit Committee Terms of Reference* will apply to Council's elected members, employees and external representatives appointed to the Audit Advisory Committee.

The scope of responsibilities of the Committee includes an oversight function for the following aspects of Council's activities:

Internal controls and policies
Financial management and reporting
Internal audit
External audit
Governance processes
Risk management
Legislative compliance
Operational efficiency and performance

POLICY OBJECTIVES

The objectives of this policy are to:

- establish an Audit Committee that reviews the integrity of financial documents, monitors the internal audit and risk management functions and oversees the effectiveness and objectivity of internal audit and risk management
- provide a framework in which the Audit Committee would operate;
- demonstrate Council's commitment to open and accountable governance;
- comply with legislative requirements

BACKGROUND AND/OR PRINCIPLES

Council acknowledges and will abide by the requirement of *s105 of Local Government Act 2009* and the provisions of *s208 to 211 of the Local Government Regulation 2012* regarding the establishment of an Audit Committee that will assist Council in obtaining assurance that internal control and risk management functions are operating effectively and reliably.

POLICY DETAILS

Authority

The main responsibility for financial and risk reporting, governance, compliance with legislation, standards and ethical requirements within Council rest with management. The Committee has only an oversight function and therefore exercises a monitoring and assessment role. Close coordination with management is needed in carrying out the Committee's duties and responsibilities

The *Terms of Reference* set out the specific responsibilities delegated by Council to the Audit Committee and details the manner in which the Committee will operate.

Independence and access

The Audit Committee will closely coordinate with management, the external auditor, the internal auditor and risk management coordinator in carrying out its responsibilities. The primary responsibility for financial reporting, governance and control processes, compliance with legislation and ethics within Council rests with management. The Audit Committee only has a review and monitoring role over these functions.

The Audit Committee will have unrestricted access to all Council information, documents, assets and personnel for the purpose of conducting or authorising investigations within the scope of its responsibility and be provided with adequate resources in the fulfillment of its oversight function.

Due care and diligence

The Committee will assist Council in the performance of its 'due care and diligence' duties related to the efficient and effective delivery of Council services. The Committee may initiate special investigations as necessary or as directed by Council in relation to matters specified in this policy.

Reporting responsibility

The Audit Committee shall report to Council and provide recommendations regarding the improvement of internal control systems and risk management. It shall review the annual internal audit plan and the risk management policy and framework to ensure that control measures are in place to minimise material business risks.

LEGISLATIVE AUTHORITY

Local Government Act 2009

Local Government Regulation 2012

ASSOCIATED PROCEDURES AND RELATED POLICIES

Audit Committee Terms of Reference

Internal Audit Policy

Internal Audit Terms of Reference

Risk Management Policy

DATE REVIEWED

This policy was reviewed and revised April 2011

This supersedes Policy adopted 17 March 2010; Minute Number 2831

This policy was reviewed 11 September 2012 by the Audit Committee.

This policy was reviewed 19 February 2013 amendments to LGA 2009 and Local Government Regulation 2012

NEXT REVIEW

The policy is to be reviewed by September 2013

Financial and Resource Implications

No direct financial and resource implications.

Link to Corporate/Operational Plan

EXC4.1 - A governance framework that delivers good organisational management

Communication/Consultation (Internal/External)

Internal consultation was conducted through circulation of the proposed amendments to the Managers and General Managers

Legal Implications (Statutory Basis, Legal Risks)

This policy will guide the conduct of the Audit Committee in the performance of its oversight function in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*.

Policy/Local Law/Delegation Implications

No direct policy/local law/delegation implications arise from this report.

Asset Management Implications

No direct asset management implications arise from this report.

12.3.4 G - 1155215 - Internal Audit Policy

Document Information

IR No 1155215

Author Manager Governance

**Endorsed
By** Chief Executive Officer

Date 9 April 2013

Précis

Review of the Internal Audit Policy

Summary

The Internal Audit Committee Policy has been reviewed as per recent amendments to the *Local Government Act 2009* and the new *Local Government Regulation 2012*. The purpose of the Internal Audit Policy is to establish an effective and efficient internal audit function that will provide independent, objective assurance and consulting services to Council.

Officer's Recommendation

That the Internal Audit Policy be adopted.



Internal Audit Policy

Table of Contents

1. POLICY STATEMENT	1
2. SCOPE	1
3. POLICY OBJECTIVES	1
4. BACKGROUND AND/OR PRINCIPLES	1
5. POLICY DETAILS	2
6. LEGISLATIVE AUTHORITY/STANDARDS	2
7. ASSOCIATED PROCEDURES AND RELATED POLICIES	3
8. DEFINITIONS	3
9. DATE REVIEWED	3
10. NEXT REVIEW	3

1. POLICY STATEMENT

This policy has been formulated to meet the requirements of Section 105 of Local Government Act 2009 regarding the establishment of an efficient and effective internal audit function.

2. SCOPE

This policy and the attached *Terms of Reference* applies to

- all Council activities, including entities over which Council has direct ownership, management, sponsorship or financial control
- all Council officers, contractors, the officers and Committee members of related entities, involved in and with responsibility for contributing towards the achievement of Council's objectives, asset management and reporting responsibilities.

3. POLICY OBJECTIVES

The objective of this policy is to establish an effective and efficient internal audit function that will provide independent, objective assurance and consulting services designed to add value and improve the organisation's operations.

An effective internal audit function will:

- Assess and evaluate Council's processes, procedures and internal control environment to assist with the management of operational risks
- Appraise the relevance, reliability and integrity of management, business systems, financial and operating records and reports
- Provide assurance and assist the CEO and management in the effective discharge of their responsibilities, by providing them with analyses, appraisals, recommendations and information concerning the activities reviewed
- Review compliance with Council policies and procedures, legislative requirements and regulations
- Embed a culture of continuous improvement practices across Council

4. BACKGROUND AND/OR PRINCIPLES

Council recognises the relevance of strengthening governance and control systems through the

establishment of an efficient and effective internal audit function. In compliance with s207 of the *Local Government Act 2009*, Council will carry out an internal audit activity for each financial year that will cover the preparation, implementation and monitoring of an internal audit plan that focuses on the assessment and evaluation of control measures related to the organisation's operational risks.

5. POLICY DETAILS

Independence and objectivity

The internal audit function has to be independent, and objectivity must be exercised in the conduct of internal audit work. Internal audit engagements shall be performed with an unbiased and impartial attitude.

Internal audit shall not be involved in the day to day operations of Council and therefore shall have no managerial authorities or duties except those related to the management of the internal audit function.

Internal audit may be involved in steering Committees in an advisory or observer status for the purpose of providing consultative information with regard to system design and implementation.

Authority and access

Internal audit shall have direct and unrestricted access to Council and management. It is authorised to review all areas of Council and to have full, free and unrestricted access to Council's operations, data and records, assets and personnel within the scope of internal audit work as discussed with the respective General Manager/Manager.

Organisational independence

The internal audit activity shall be free from interference or influence in determining the scope of internal audit work, the frequency and timing of examinations and the communication of audit results.

Audit approach

A risk based internal audit approach shall be implemented each financial year. The internal audit plan will state the way in which the operational risks have been evaluated, the most significant operational risks identified from the evaluation and the control measures that Council has adopted, or is to adopt, to manage the most significant operational risks. Relevant accounting documents will also be considered in the preparation of the internal audit plan.

Reporting responsibility

The internal audit function will report to the CEO and the Audit Committee.

An internal audit progress report will be prepared and presented to the CEO and Audit Committee for each financial year. This report will state the control measures that Council has adopted that were assessed by internal audit; the method in which the internal audit was conducted; the observations and recommendations of internal audit and management's response to the audit recommendations.

6. LEGISLATIVE AUTHORITY/STANDARDS

Local Government Act 2009 (Section 105)

Local Government Regulation 2012 (Section 207)
International Standards for the Professional Practice of Internal Auditing

7. ASSOCIATED PROCEDURES AND RELATED POLICIES

Audit Committee Policy
Audit Committee Terms of Reference
Internal Audit Terms of Reference

8. DEFINITIONS

Assurance Services- involve the impartial evaluation of evidence to provide an independent opinion on governance, risk management and control processes of Council (adopted from the International Standards for the Professional Practice of Internal Auditing)

Consulting Services - are conducted upon request of a specific unit or audit client and are intended to add value to existing governance and risk policies and procedures without the internal auditor assuming management responsibility. (adopted from the International Standards for the Professional Practice of Internal Auditing)

Governance – the combination of processes and structures implemented by Council to inform, direct, manage and monitor the activities of the organisation toward the achievement of its objectives (adopted from the International Standards for the Professional Practice of Internal Auditing)

Independence – the freedom from conditions that threaten the ability of the internal audit activity to carry out internal audit responsibilities in an unbiased manner. (adopted from the International Standards for the Professional Practice of Internal Auditing)

Internal Audit – is the assessment and evaluation of the control measures that Council has adopted, or is to adopt, to manage the operational risks to which Council is exposed to. (adopted from the International Standards for the Professional Practice of Internal Auditing)

Objectivity – an unbiased mental attitude that allows internal auditors to perform engagements in such a manner that they believe in their work product and that no quality compromises are made. Objectivity requires that internal auditors do not subordinate their judgment on audit matters to others. (adopted from the International Standards for the Professional Practice of Internal Auditing)

Risk – effect of uncertainty on objectives (ISO Guide 73:2009, definition 1.1)

9. DATE REVIEWED –

This policy was reviewed and revised April 2011

This supersedes policy adopted 17 March 2010 Minute Number 2834

This policy was reviewed by the Audit Committee on 13 September 2012 and on

This policy was reviewed on 19 February 2013 for legislative amendments

10. NEXT REVIEW

The policy is to be reviewed by September 2013

Financial and Resource Implications

Resources for internal audit function are provided for in the annual budget.

Link to Corporate/Operational Plan

EXC4.1 - A governance framework that delivers good organisational management

Communication/Consultation (Internal/External)

Internal consultation was done through circulation of the proposed amendments to the Managers and General Managers

Legal Implications (Statutory Basis, Legal Risks)

This policy will guide the conduct of internal audit activities in compliance with the *Local Government Act 2009* and the *Local Government Regulation 2012*.

Policy/Local Law/Delegation Implications

No direct policy/local law/delegation implications arise from this report.

Asset Management Implications

No direct asset management implications arise from this report.

12.3.5 G - 1151686 - Kingaroy Community Consultative Committee Membership

Document Information

IR No 1151686

Author Manager Governance

Endorsed By Chief Executive Officer

Date 9 April 2013

Précis

Extending an invitation to Council to nominate a representative to become a member of the Kingaroy Community Consultative Committee

Summary

The Kingaroy Community Consultative Committee provides support to the ongoing operation and continued development of Kingaroy Health Service, Darling Downs Health Service District, Queensland Health. An invitation has been extended to South Burnett Regional Council to nominate a representative to become a member of this Committee.

Officer's Recommendation

That Mayor Wayne Kratzmann be nominated as the Council representative for the Kingaroy Community Consultative Committee.

Financial and Resource Implications

No direct financial implications arise from this report.

Link to Corporate/Operational Plan

EC2 An active, safe and healthy community.
EXC6 Effective Advocacy and strategic partnerships.

Communication/Consultation (Internal/External)

Alignment to Councillor Portfolios

Legal Implications (Statutory Basis, Legal Risks)

No direct legal implications arise from this report.

Policy/Local Law/Delegation Implications

No direct policy/local law/delegation implications arise from this report.

Asset Management Implications

No direct asset management implications arise from this report.

12.4 Strategic Projects & Grants

Nil.

12.5 Governance Portfolio Report

Nil.

13. Information Section

13.1 IS - 1155836 - Reports for the Information of Council

Document Information

IR No 1155836

Author Administration Section

Date 10 April 2013

Précis

Reports received for the Information of Council.

Summary

List of correspondence pending completion of assessment report
Delegated Authority Report

Officer's Recommendation

That the reports be received.

14. General Section

Nil.

15. Confidential Section

15.1 CONF - 1154723 - Fee Proposal for preparation of Priority Infrastructure Plan (PIP) and Adopted Infrastructure Charges Resolution (AICR) for the South Burnett Region

Document Information

IR No 1154723

Author Senior Planning Officer

Endorsed

**By Manager - Planning & Environment
General Manager - Planning & Land Management**

Date 4 April 2013

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.

15.2 CONF - 1155800 - Private Hospital Facility, Markwell Street Kingaroy

Document Information

IR No 1155800

Author Chief Executive Officer

Date 5 April 2013

Reason for Confidentiality

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

- (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage

15.3 CONF - 1156702 - South Burnett Regional Council Organisational Structure

Document Information

IR No 1156702

Author Chief Executive Officer

Date 5 April 2013

Reason for Confidentiality

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

- (a) the appointment, dismissal or discipline of employees

15.4 CONF - 1156701 - Senior Executive Employee Appointment Panel

Document Information

IR No <<Select field and type the File No>>

Author Chief Executive Officer

Date 5 April 2013

Reason for Confidentiality

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

- (a) the appointment, dismissal or discipline of employees