



**SOUTH BURNETT  
REGIONAL COUNCIL**

# **Agenda**

of the

## **General Meeting**

**Held in the Council Chambers, 45 Glendon Street Kingaroy**

on Wednesday, 18 September 2013

Commencing at 9.00 am

**Chief Executive Officer: Ken McLoughlin**



# **SOUTH BURNETT REGIONAL COUNCIL AGENDA**

**Wednesday, 18 September 2013**

## **ORDER OF BUSINESS:**

<b>1. LEAVE OF ABSENCE .....</b>	<b>1</b>
<b>2. (A) PRAYERS .....</b>	<b>1</b>
<b>3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING .....</b>	<b>1</b>
3.1    South Burnett Regional Council Minutes .....	1
<b>4. MAYORAL REPORT .....</b>	<b>2</b>
4.1    MR - 1215278 - Mayor's Report .....	2
<b>5. PLANNING, COMMUNITIES &amp; ENVIRONMENT.....</b>	<b>4</b>
<b>5.1    PLANNING &amp; LAND MANAGEMENT (P&amp;LM).....</b>	<b>4</b>
(A) <i>OFFICER'S REPORTS.....</i>	4
5.1.1    P&LM - 1139079 - Forwarding SeDA Reconfiguration of a Lot (1 lot into 2 lots) for property at 8713 Bunya Highway Kumbia - Lot 1 SP208970 - Applicant: O'Reilly Nunn Favier Owner : M Schmocke .....	4
5.1.2    P&LM - 1214653 - Adopted Infrastructure Charges Resolution (No. 1) 2013 .....	7
5.1.3    P&LM - 1215337 - Forwarding a report for the naming of 'Railway Park' in Proston (Lot 5 on RP904174, Lot 96 on BO60, Lot 58 on BO356 and Lot 83 on BO591).....	27
5.1.4    P&LM - 1200222 - Forwarding SeDA Material Change of Use (Medical centre) - 219A Haly Street Kingaroy - Lot 2 RP188777 - Applicant: J & K Schmidt & R Dolzan C/- Blueprint Drafting Services .....	29
5.1.5    P&LM - 1175814 - Forwarding information on acquisition of Native Title Rights and Interests - Lot 10 N2327 - Community Residential Facility for people with a disability.....	35
(B) <i>PORTFOLIO REPORT .....</i>	38
5.2    ENVIRONMENTAL SERVICES (ES) .....	38
(A) <i>OFFICER'S REPORTS.....</i>	38
5.2.1    ES - 1215084 - Letter of Objection to the Cost of Food Business Licence - Passchendaele Farm Holidays/Minmore Farm Stay/Taabinga Homestead.....	38
5.2.2    ES - 1214515 - Application to keep more than the permitted number of animals - 1 Palace Lane Nanango .....	40
(B) <i>PORTFOLIO REPORT .....</i>	42
5.3    WASTE (W).....	42
(A) <i>OFFICER'S REPORTS.....</i>	42
(B) <i>PORTFOLIO REPORT .....</i>	42
<b>5.4    NATURAL RESOURCE MANAGEMENT (NRM) &amp; PARKS (NRM&amp;P).....</b>	<b>42</b>
(A) <i>OFFICER'S REPORTS.....</i>	42
(B) <i>PORTFOLIO REPORT .....</i>	42
5.4.1    NRM&P - 1215306 - Natural Resource Management & Parks Portfolio Report.....	42
<b>5.5    COMMUNITY (C) .....</b>	<b>44</b>
(A) <i>OFFICER'S REPORTS.....</i>	44
5.5.1    C - 1214698 - Minutes of the Healthy Communities Management Advisory Committee meetings held on 23 July and 27 August 2013.....	44
5.5.2    C - 1214723 - Minutes of the Boondooma Homestead Management Advisory Committee meeting held on 10 September 2013 .....	91

<b>(B) PORTFOLIO REPORTS .....</b>	<b>97</b>
<b>6. ECONOMIC DEVELOPMENT &amp; TOURISM .....</b>	<b>97</b>
<b>6.1 ECONOMIC DEVELOPMENT (ED).....</b>	<b>97</b>
<b>(A) OFFICER'S REPORTS.....</b>	<b>97</b>
<b>(B) PORTFOLIO REPORT .....</b>	<b>97</b>
6.1.1 ED - 1216491 - Economic Development Portfolio Report.....	97
<b>6.2 TOURISM (T) .....</b>	<b>99</b>
<b>(A) OFFICER'S REPORTS.....</b>	<b>99</b>
<b>(B) PORTFOLIO REPORT .....</b>	<b>99</b>
<b>7. INFRASTRUCTURE SERVICES .....</b>	<b>99</b>
<b>7.1 ROADS &amp; DRAINAGE (R&amp;D).....</b>	<b>99</b>
<b>(A) OFFICER'S REPORTS.....</b>	<b>99</b>
7.1.1 R&D - 1215101 - Minutes of the Traffic Advisory Committee Meeting held on Tuesday 13 August 2013 .....	99
<b>(B) PORTFOLIO REPORT .....</b>	<b>107</b>
<b>7.2 DESIGN &amp; TECHNICAL SERVICES (D&amp;TS).....</b>	<b>107</b>
<b>(A) OFFICER'S REPORTS.....</b>	<b>107</b>
7.2.1 D&TS - 1215252 - LGAQ Annual Conference Motion - Bridges to Recovery .....	107
<b>7.3 WATER &amp; WASTEWATER (W&amp;W).....</b>	<b>109</b>
<b>(A) OFFICER'S REPORTS.....</b>	<b>109</b>
<b>(B) PORTFOLIO REPORT .....</b>	<b>109</b>
7.3.1 W&WW - 1215766 - Water & Wastewater Portfolio Report .....	109
<b>8. FINANCE, PROPERTY &amp; INFORMATION TECHNOLOGY .....</b>	<b>111</b>
<b>8.1 FINANCE (F).....</b>	<b>111</b>
<b>(A) OFFICER'S REPORTS.....</b>	<b>111</b>
8.1.1 F - 1214762 - Monthly Financial Statements.....	111
8.1.2 F - 1203455 - South Burnett Regional Council Monthly Capital Works.....	131
8.1.3 F - 1214544 - Revised Operational & Capital Budget.....	133
8.1.4 F- 1207796 - Requesting Lots 3,5 & 7 BUP5505 for 49 Drayton Street, Nanango - Assessment No. 20580-00000-000, 20582-0000-000 & 20584-00000-000 be amalgamated for rating purposes .....	136
8.1.5 F - 1207795 - Requesting Lots 4 & 6 BUP5505 for 49 Drayton Street, Nanango - Assessment No. 20581-00000-000 & 20583-00000-000 be amalgamated for rating purposes - RD & JS Morgan.....	138
<b>(B) PORTFOLIO REPORT .....</b>	<b>140</b>
<b>8.2 PROPERTY (P) .....</b>	<b>140</b>
<b>(A) OFFICER'S REPORTS.....</b>	<b>140</b>
<b>(B) PORTFOLIO REPORT .....</b>	<b>140</b>
<b>8.3 INFORMATION TECHNOLOGY (IT).....</b>	<b>140</b>
<b>(A) OFFICER'S REPORTS.....</b>	<b>140</b>
<b>(B) PORTFOLIO REPORT .....</b>	<b>140</b>
<b>9. EXECUTIVE SERVICES .....</b>	<b>140</b>
<b>9.1 HUMAN RESOURCES (HR) .....</b>	<b>140</b>
<b>(A) OFFICER'S REPORTS.....</b>	<b>140</b>
<b>(B) PORTFOLIO REPORT .....</b>	<b>140</b>
<b>9.2 GOVERNANCE (G) .....</b>	<b>141</b>

---

<b>(A) OFFICER'S REPORTS.....</b>	<b>141</b>
9.2.1    G - 1214683 - Delegation of Powers to the Chief Executive Officer - Environmental Protection Regulation 2008.....	141
9.2.2    G - 1214826 - Delegation of Powers to the Chief Executive Officer - Environmental Protection Act 1994.....	150
9.2.3    G - 1214703 - Delegation of Powers to the Chief Executive Officer - Public Health Act 2005	184
9.2.4    G - 1213897 - Adoption of the Public Interest Disclosure Policy and Associated Procedure.....	192
9.2.5    G - 1208428 - Adoption of the Undetected Water Leaks Policy.....	203
9.2.6    G - 1215176 - Operational Plan Progress Report.....	212
9.2.7    G - 1215466 - Mayor's Community Benefit Fund .....	324
<b>(B) PORTFOLIO REPORT .....</b>	<b>328</b>
<b>10. INFORMATION SECTION (IS) .....</b>	<b>328</b>
10.1    IS - 1215541 - Reports for the Information of Council.....	328
<b>11. GENERAL SECTION.....</b>	<b>329</b>
<b>12. CONFIDENTIAL SECTION .....</b>	<b>329</b>
12.1    CONF - 1201014 - Consideration of possible legal proceedings for alleged breaches of Local Laws.....	329
12.2    CONF - 1215711 - Tenders for Preferred Suppliers for Wet and Dry Hire of Plant and Equipment and Trade and General Services.....	330

## 1. Leave Of Absence

### **Motion:**

*Moved <Right Click> Councillor Name, seconded <Right Click> Councillor Name.*

*That leave of absence be granted for Cr Debra Palmer.*

.....

## 2. (a) Prayers

A representative of the Ministers Fraternal, Pastor Mary Rub from the Highway Christian Church offered prayers for Council and for the conduct of the Council meeting.

### (b) Receipt of Petitions

- i. A petition was received from ratepayers and residents of Blackbutt regarding the recent rate increases.
- ii. A petition was received from ratepayers and residents objecting to the demolition of toilet facilities in Muller Park Blackbutt.

## 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 21 August 2013 as recorded be confirmed.

## **4. Mayoral Report**

### **4.1 MR - 1215278 - Mayor's Report**

#### **Document Information**

**IR No 1215278**

**Author Mayor, South Burnett Regional Council**

**Date 10 September 2013**

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#### **Précis**

Mayoral Report

#### **Summary**

Mayoral Report to council for the period 14 August 2013 to 10 September 2013.

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

That the Mayoral Report to Council for the period 14 August 2013 to 10 September 2013 be received.

#### **Report**

With a view of ensuring open communication it gives me great pleasure to present my Mayoral Report for the period 14 August 2013 to 10 September 2013.

Events and meetings attended during this time included:-

#### **August**

- 14-15 First Regional Round Table held in Townsville
- 18 Vietnam Veteran's Day - Memorial Park, Kingaroy
- 19 Worked from the Wondai Office - meet with local residents
- 20 Worked from the Nanango Office - meet with local residents
- 20 Kingaroy Private Hospital Board meeting held in Kingaroy
- 22 Southern Queensland Country Tourism (SQCT) Board meeting held in Brisbane
- 22 Arts Queensland Regional Arts and Culture Awards 2013 - Articulate Conference Dinner in Rockhampton
- 27-28 Destination Q Forum held at the Gold Coast
- 29 NaTDA meeting held in Nanango to discuss Nanango Streetscape
- 30 Regional Development Australia (RDA) funding for Rail Trail - Gayndah
- 31 Wondai Show luncheon

#### **September**

- 1 Rededication of Apex Park
- 2 Met with Department of Transport General Manager for Rail and Ports to discuss the Rail Trail

- 2 South Burnett Directions Meeting
- 3 Monthly Meeting with Stanwell
- 4 30th Queensland Wine Awards Presentation Dinner in Brisbane
- 9 Worked from the Wondai Office - meet with local residents

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

See Business Function Headings

**5. Planning, Communities & Environment**

**5.1 Planning & Land Management (P&LM)**

**(a) Officer's Reports**

5.1.1 P&LM - 1139079 - Forwarding SeDA Reconfiguration of a Lot (1 lot into 2 lots) for property at 8713 Bunya Highway Kumbia - Lot 1 SP208970 - Applicant: O'Reilly Nunn Favier Owner : M Schmocker

**Document Information**

**IR No** 1139079

**Author** Senior Planning Officer

**Endorsed**

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

**Date** 9 September 2013

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**Précis**

Forwarding SeDA Reconfiguration of a Lot (1 lot into 2 lots) for property at 8713 Bunya Highway Kumbia - Lot 1 SP208970 - Applicant: O'Reilly Nunn Favier Owner: M Schmocker

**Summary**

- Application for Development Permit for Reconfiguration of a Lot (1 Lot into 2 Lots)
- Subject site included within the Rural Zone under the Kingaroy IPA Planning Scheme
- Proposed reconfiguration does not meet the minimum 200ha allotment size specified within the Rural Locality Code under the Kingaroy Shire IPA Planning Scheme for Class A Good Quality Agricultural Land
- Proposed allotments are 50.7ha and 15.7ha in area
- The applicant indicated that the proposed reconfiguration is for bona fide reasons to '*formalise ownership of the respective businesses*' (Avocado Farm and Belvedere Farm Tours)"
- Based on the size of proposed Lot 11 (15.7ha) it could reasonably be assumed that this allotment can be used in future for productive rural uses like intensive animal husbandry provide sufficient water supply is available
- Application recommended for approval based on the grounds that despite the inconsistency with the Planning Scheme requirements the proposal support "bona fide" agricultural activities

## **Officer's Recommendation**

That Council approve the applicants request for a Development Permit for Reconfiguration of a Lot (1 Lot into 2 Lots) on Lot 1 on SP208970 located at 8713 Bunya Highway, Kumbia subject to the following conditions:

### **General**

GEN1. The subject site is to be developed generally in accordance with the plans and information submitted with the application unless otherwise amended by the following conditions:

- Drawing No: 4954 P1, Sheet No 1 of 1 (Proposed Subdivision), Drawn by: O'Reilly Nunn Favier and dated 6 February 2013

GEN2. All works, including the repair or relocation of services (Telstra, lighting) is to be completed at no cost to Council.

GEN3. The applicant is required to maintain the site in a clean and orderly state at all times, clearing declared weeds and feral animals.

### **Compliance Assessment**

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.

### **Survey Marks**

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

### **Natural Resources Valuation Fees**

RAL2. Payment of Department of Natural Resources and Mines valuation fees that will result from the issue of split valuations prior to Council sealing the Plan of Survey. The contribution is currently assessed at \$90.00 (2 x \$45.00); however, the actual amount payable will be based on Council's Register of Regulatory & Cost-Recovery Fees and the rate applicable at the time of payment.

### **Property Access**

RAL3. A single property access is to be provided to each lot in accordance with IPWEAQ Standard Drawing R-056 and Table S2.7 - Design and Construction Standards of the Kingaroy Shire IPA Planning Scheme with the location of each access in accordance with the approved Proposal Plan.

### **Advice**

ADV1. Section 341(2)(a) of the *Sustainable Planning Act 2009* provides that, if this approval is not acted upon within the period of two (2) years the approval will lapse. Note that in accordance with section 341(7) a related approval may extend the relevant (currency) period.

ADV2. 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.

## 5.1.2 P&LM - 1214653 - Adopted Infrastructure Charges Resolution (No. 1) 2013

### Document Information

**IR No** **1214516**

**Author** **Kylie Grimley – Integrated Infrastructure Planning/ Manager - Planning & Land Management**

**Endorsed**

**By** **General Manager - Planning & Environment**  
**General Manager - Infrastructure**

**Date** **2 September 2013**

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### Précis

The purpose of this report is to adopt an Adopted Infrastructure Charges Resolution (No.1) 2013.

### Summary

- This report provides Council with the information to inform decisions on an adopted infrastructure charges regime made necessary by the State Planning Regulatory Provision (adopted charges) (July 2012) ("SPRP")
- The Adopted Infrastructure Charges Resolution (AICR) must:
  - Determine the Priority Infrastructure Area for the Council area
  - Set the level of the charge to be applied to the different development types
  - Set the policy position for offsets, credits and exemptions
  - Determine the apportionment of the charges to each network
  - Determine the date the resolution is to take effect
- The proposed charges were workshopped with Councillors and senior staff on 31 July 2013 and 7 August 2013
- To smooth in the transition to a new charging regime it was agreed at the above mentioned workshops to adopt a different charge for each of the four former Council areas due to the difference in the current charge under the planning scheme policy
- The agreed charge is based on the current charge with an initial 10% increase and an agreed position to a price path over five years to standardise the charge across the Council area and to move closer to a cost recovery position for all infrastructure networks

### Officer's Recommendation

That Council:

1. Adopts the South Burnett Regional Council Adopted Infrastructure Charges Resolution (No.1), 2013;
2. Advise of the date the South Burnett Regional Council Adopted Infrastructure Charges Resolution (No.1), 2013 is taken to have effect on 1 November 2013;
3. Delegate authority to the Chief Executive Officer to forward South Burnett Regional Council Adopted Infrastructure Charges Resolution (No.1), 2013 to the Minister for inclusion in the State planning regulatory provision (adopted charges);

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4. Publicly advertise by way of a newspaper advertisement the details required by State legislation, including the date the resolution has effect.



## **South Burnett Regional Council**

### **Adopted Infrastructure Charges Resolution (No. 1) 2013**

## South Burnett Regional Council Adopted Infrastructure Charges Resolution (No. 1) 2013

### Contents

		Page
<b>Part 1</b>	<b>Introduction .....</b>	<b>3</b>
<b>1.</b>	<b>Preliminary .....</b>	<b>3</b>
	1.1 <b>Short title</b>	3
	1.2 <b>Sustainable Planning Act 2009</b>	3
	1.3 <b>Effect</b>	3
	1.4 <b>Purpose of the resolution</b>	3
	1.5 <b>Interpretation</b>	3
	1.6 <b>Application to the local government area</b>	4
	1.7 <b>Application to particular development</b>	4
	1.8 <b>Priority infrastructure area</b>	5
<b>2.</b>	<b>Adopted infrastructure charge .....</b>	<b>6</b>
	2.1 <b>Purpose</b>	6
	2.2 <b>Calculation of adopted infrastructure charge</b>	6
	2.3 <b>Adopted charge</b>	6
	2.4 <b>Discount</b>	8
<b>3.</b>	<b>Administration of adopted infrastructure charge .....</b>	<b>8</b>
	3.1 <b>Purpose</b>	8
	3.2 <b>Development subject to adopted infrastructure charge</b>	8
	3.3 <b>Subsidy for an adopted infrastructure charge</b>	8
	3.4 <b>Time of payment of an adopted infrastructure charge</b>	9
	3.5 <b>Alternatives to paying an adopted infrastructure charge</b>	9
<b>4.</b>	<b>Allocation of adopted infrastructure charge to trunk infrastructure networks.....</b>	<b>9</b>
	4.1 <b>Purpose</b>	9
	4.2 <b>Allocation of adopted infrastructure charge</b>	9
<b>Schedule 1</b>	<b>Dictionary .....</b>	<b>11</b>
<b>Schedule 2</b>	<b>Maps.....</b>	<b>12</b>



**South Burnett Regional Council  
Adopted Infrastructure Charges Resolution (No. 1) 2013**

## Part 1 Introduction

## 1. Preliminary

## 1.1 Short title

The adopted infrastructure charges resolution may be cited as  
*Adopted Infrastructure Charges Resolution (No. 1) 2013.*

## 1.2 Sustainable Planning Act 2009

- (1) The resolution is made pursuant to the *Sustainable Planning Act 2009*.<sup>1</sup>
- (2) The resolution is to be read in conjunction with the following:
  - (a) the infrastructure State planning regulatory provision;
  - (b) the applicable local planning instruments.
- (3) The resolution is attached to but does not form part of the applicable local planning instruments.

### 1.3 Effect

(1) The resolution has effect 1 November, 2013.

#### 1.4 Purpose of the resolution

(1) The purpose of the resolution is to assist with the implementation of the applicable local planning instruments by stating the following:

- (a) an adopted infrastructure charge for the following trunk infrastructure networks:
  - (i) water network;
  - (ii) sewerage network;
  - (iii) parks network.
- (b) other matters relevant to the adopted infrastructure charge.

## 1.5 Interpretation

(1) The dictionary in Schedule 1 (Dictionary) of this resolution defines particular words used in this resolution.

<sup>1</sup> See section 648D(1) (Local government may decide matters about charges for infrastructure under State planning regulatory provision) and section 881(1) (Effect of local government resolution made before commencement of amending Act) of the *Sustainable Planning Act 2009*.

- (2) A term defined in the *Sustainable Planning Act 2009* which is used in the resolution has the meaning given in the *Sustainable Planning Act 2009*.
- (3) If a term is not defined in the resolution or the *Sustainable Planning Act 2009* the term is to, subject to section 14A (Interpretation best achieving Act's purpose) of the *Acts Interpretation Act 1954*, have the meaning assigned to it by the edition of the Macquarie Dictionary that is current at the date the resolution takes effect.<sup>2</sup>

**1.6 Application to the local government area**

- (1) The adopted infrastructure charge applies to the whole of the local government area.

**1.7 Application to particular development**

- (1) The adopted infrastructure charge applies to all development classes listed in the State planning regulatory provision (adopted charges) and associated uses under the applicable local planning instruments.
- (2) The development under an applicable local planning instrument as stated in column 1 of Table 1.1 (Development classes and particular development) is included within the development class stated in column 2 of Table 1.1 (Development classes and particular development).
- (3) The local government is to allocate development not otherwise stated in column 1 of Table 1.1 (Development classes and particular development) to an applicable development class based on an assessment of use and demand.

**Table 1.1 Development classes and particular development**

<b>Column 1 Development under an applicable local planning instrument</b>	<b>Column 2 Development class</b>	<b>Column 3 Unit of measurement for adopted infrastructure charge</b>
Dwelling House, Caretakers Residence, Relatives Unit, Annexed Unit, Multiple Dwelling Unit	Residential	Per dwelling unit
Accommodation Building, Caravan Park, Motel, Bed and Breakfast, Small-scale tourist facilities	Accommodation (Short Term)	Per dwelling unit
Correctional Facility, Retirement Village	Accommodation (Long Term)	Per dwelling unit
Community Facility, Funeral Parlour, Outdoor Recreation, Outdoor Sport and Entertainment, Passive Recreation, Place of Worship	Places of Assembly	Per m <sup>2</sup> of GFA
Retail Warehouse, Sales or hire premises, Car Park,	Commercial (Bulk goods)	Per m <sup>2</sup> of GFA

<sup>2</sup> Section 14A(1) (Interpretation best achieving Act's purpose) of the *Acts Interpretation Act 1954* provides that in the interpretation of a provision of the Act the interpretation that will best achieve the purpose of the Act is to be preferred to any other interpretation.

<b>Column 1 Development under an applicable local planning instrument</b>	<b>Column 2 Development class</b>	<b>Column 3 Unit of measurement for adopted infrastructure charge</b>
Garden Centre, Plant Nursery, Produce Store		
Brothel, Car washing station, Industrial retailer, Service Station, Major Shopping Development, Restaurant and/or Take-away food store, Shop, Shop (integrated shop), Shop (General store or Neighbourhood shopping), Shopping Centre, Market, Vet Clinic	Commercial (Retail)	Per m <sup>2</sup> of GFA
Office, Medical Centre, Estate office	Commercial (Office)	Per m <sup>2</sup> of GFA
Educational Establishment, Child-care centre	Education Facility	Per m <sup>2</sup> of GFA
Hotel (non-residential component), Theatre, Nightclub, Major Tourist Facility	Entertainment	Per m <sup>2</sup> of GFA
Indoor entertainment, Indoor Sports facility	Indoor Sport and Recreational Facility	Per m <sup>2</sup> of courts plus Per m <sup>2</sup> of GFA
General Industry, Landscaping Supplies, Light Industry, Storage Premises, Transport Station, Rural service industry	Industry	Per m <sup>2</sup> of GFA
High Impact Industry, Borrow Pit, Extractive Industry	High Impact Industry	Per m <sup>2</sup> of GFA
Animal Keeping, Farming, Farming (including on-farm processing), Animal Husbandry	Low Impact Rural	Nil Charge
Intensive Animal Husbandry, Forestry business, Wholesale nursery	High Impact Rural	Per m <sup>2</sup> of GFA
Local Utility, Telecommunications Facility, Major Utility	Essential Services	Per m <sup>2</sup> of GFA
Advertising Billboard, Home Based Business, Minor Building Work, Park, Residential Outbuildings, Roadside Stall	Minor Uses	Not applicable

#### 1.8 Priority infrastructure area

- (1) The priority infrastructure area is the priority infrastructure area identified in the State planning regulatory provision which is reproduced for convenience on Maps 1 to 6, Priority Infrastructure Area in Schedule 2 (Maps).
- (2) The impact of development outside the Priority Infrastructure Area will be determined at the time of application.

## **2. Adopted infrastructure charge**

### **2.1 Purpose**

(1) Section 2 states the calculation of the adopted infrastructure charge to be levied by the local government under section 648F (Adopted infrastructure charges notices) of the Sustainable Planning Act 2009 for the water, sewerage and parks networks.

### **2.2 Calculation of adopted infrastructure charge**

(1) An adopted infrastructure charge is calculated as follows:

$$AIC = AC - D$$

Where:

AIC is the adopted infrastructure charge that may be levied for development.

AC is the adopted charge for the trunk infrastructure networks to service the development stated in section 2.3 (Adopted charge).

D is the discount for the trunk infrastructure networks servicing the premises stated in section 2.4 (Discount).

(2) For the purpose of calculating the adopted infrastructure charge under subsection (1):

(a) where development is not to be connected to a trunk infrastructure network, the adopted charge for the development is to be reduced by the relevant proportion of the adopted infrastructure charge allocated to that trunk infrastructure network as stated in section 4 (Allocation of adopted infrastructure charge); and

(b) where the premises is not connected to a trunk infrastructure network, the discount for the development is to be reduced by the relevant proportion of the adopted infrastructure charge allocated to that trunk infrastructure network as stated in section 4 (Allocation of adopted infrastructure charge).

### **2.3 Adopted charge**

(1) The adopted charge is stated in Table 2.1 (Adopted charge).

**Table 2.1      Adopted charge**

Column 1  Development class	Column 2  Unit of measurement for adopted infrastructure charge	Column 3  Kingaroy PIA area	Column 4  Nanango PIA area	Column 5  Blackbutt PIA area	Column 6  Wondai PIA area	Column 7  Murgon PIA area
Reconfiguring a lot and credit for vacant land	Per new lot	8,385	4,817	6,582	3,561	1,925
Residential (1 or 2 bedrooms)	Per dwelling unit	8,385	4,817	6,582	3,561	1,925
Residential (3 or more bedrooms)	Per dwelling unit	10,733	6,166	8,425	4,558	2,465
Accommodation (Short Term)	Per 1 or 2 tent site/1 or 2 bedroom hotel room/1 or 2 bedroom cabin/suite	5,366	3,083	4,213	2,279	1,232
Accommodation (Short Term)	Per 3 tent site/3 or more bedroom hotel room/3 or more bedroom cabin/suite	5,366	3,083	4,213	2,279	1,232
Accommodation (Long Term)	Per 1 or 2 bedroom suite	8,050	4,625	6,319	3,419	1,848
Accommodation (Long Term)	Per 3 or more bedroom suite	10,733	6,166	8,425	4,558	2,465
Places of Assembly	Per m <sup>2</sup> of GFA	17	10	13	7	4
Commercial (Bulk goods)	Per m <sup>2</sup> of GFA	25	14	20	11	6
Commercial (Retail)	Per m <sup>2</sup> of GFA	40	23	31	17	9
Commercial (Office)	Per m <sup>2</sup> of GFA	42	24	33	18	10
Education Facility	Per m <sup>2</sup> of GFA	17	10	13	7	4
Entertainment	Per m <sup>2</sup> of GFA	50	29	39	21	12
Indoor Sport and Recreational Facility	Per m <sup>2</sup> of GFA	17	10	13	7	4
Industry	Per m <sup>2</sup> of GFA	25	14	20	11	6
High Impact Industry	Per m <sup>2</sup> of GFA	25	14	20	11	6
Low Impact Rural	Nil Charge	0	0	0	0	0
High Impact Rural	Per m <sup>2</sup> of GFA	0	0	0	0	0
Essential Services	Per m <sup>2</sup> of GFA	0	0	0	0	0
Minor Uses	Nil Charge	0	0	0	0	0
Other specialised uses	Per m <sup>2</sup> of GFA	As determined at the time of application by assessment of the impact to the infrastructure networks				

(2) The adopted charge for a material change of use for:

- (a) residential development, is stated in Table 2.1 (Adopted charge);
- (b) non-residential development other than a specialised use, is stated in Table 2.1 (Adopted charge);
- (c) non-residential development being a specialised use or other development not otherwise identified in paragraphs (a) or (b), is to be

determined by the local government based on an assessment of use and demand.

#### **2.4 Discount**

- (1) The discount for the premises is an amount which is the greater of the following:
  - (a) the amount of a previous adopted infrastructure charge paid for the development of the premises;
  - (b) where an applicant can provide evidence of a previous financial contribution paid for trunk infrastructure for the premises, the amount of the financial contribution paid;
  - (c) where the premises is not subject to an existing lawful use, the amount stated for an adopted charge in Table 2.1 (Adopted charge) for Reconfiguring a lot and credit for vacant land for each existing lot within the premises;
  - (d) where the premises is subject to an existing lawful use, the amount stated for an adopted charge for the lawful use, being:
    - (i) for residential development, the amount stated in Table 2.1 (Adopted charge);
    - (ii) for non-residential development, the amount stated in Table 2.1 (Adopted charge).
- (2) However the discount calculated in accordance with subsection (1) is not to exceed the adopted charge.
- (3) For the avoidance of doubt where a discount exceeds the value of an adopted charge no refund is to be paid by the local government.

### **3. Administration of adopted infrastructure charge**

#### **3.1 Purpose**

Section 3 states how an adopted infrastructure charge levied by the local government is to be administered.

#### **3.2 Development subject to adopted infrastructure charge**

The local government may levy an adopted infrastructure charge on the following development:

- (a) a reconfiguring a lot (including compliance assessment);
- (b) a material change of use of premises.

#### **3.3 Subsidy for an adopted infrastructure charge**

The local government may identify a subsidy for an adopted infrastructure charge for a certain lot or use or type of lot or use in accordance with the "Subsidies for Adopted Infrastructure Charges Policy".

### **3.4 Time of payment of an adopted infrastructure charge**

An adopted infrastructure charge is payable at the following time:

- (a) if the charge applies to reconfiguring a lot that is assessable development or development requiring compliance assessment— then before the local government endorses the plan of subdivision for the reconfiguration;<sup>3</sup> or
- (b) if the charge applies to a material change of use— then before the change of use happens; or
- (c) if paragraphs (a) and (b) do not apply— on the day stated in the adopted infrastructure charges notice or negotiated adopted infrastructure charges notice<sup>4</sup>

### **3.5 Alternatives to paying an adopted infrastructure charge**

- (1) The local government may enter into an infrastructure agreement involving an alternative to the way a payment is to be made or an infrastructure contribution provided in a form other than paying an adopted infrastructure charge.<sup>5</sup>
- (2) The local government may, for development infrastructure that is land, give a notice in addition to or instead of an adopted infrastructure charges notice requiring the land to be given to the local government in fee simple (*land dedication notice*).<sup>6</sup>

## **4. Allocation of adopted infrastructure charge to trunk infrastructure networks**

### **4.1 Purpose**

Section 4 states how the adopted infrastructure charge is to be allocated to a trunk infrastructure network for the following purposes:

- (a) calculating the adopted charge for development;
- (b) calculating the discount for development;
- (c) determining an offset and refund.

### **4.2 Allocation of adopted infrastructure charge**

The adopted infrastructure charge is to be allocated to a trunk infrastructure network for as stated in Table 4.1 (Allocation of adopted infrastructure charge to trunk infrastructure networks).

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<sup>3</sup> See section 648H(a) (When adopted infrastructure charges are payable) of the *Sustainable Planning Act 2009*.

<sup>4</sup> See section 648H(d) (When adopted infrastructure charges are payable) of the *Sustainable Planning Act 2009*.

<sup>5</sup> See section 648K (Agreements about, and alternatives to, paying an adopted infrastructure charge) of the *Sustainable Planning Act 2009*.

<sup>6</sup> See section 648K (Agreements about, and alternatives to, paying an adopted infrastructure charge) of the *Sustainable Planning Act 2009*.

**Table 4.1 Allocation of adopted infrastructure charge to trunk infrastructure networks**

<b>Column 1 Trunk infrastructure network</b>	<b>Column 2 Allocation of adopted infrastructure charge (%)</b>
Water network	45
Sewerage network	45
Parks network	10

## Schedule 1 Dictionary

In this resolution:

**adopted charge** means the charge to be applied for the purpose of calculating an adopted infrastructure charge as stated in section 2.3 (Adopted charge).

**applicable local planning instruments** means the following:

- (a) Nanango Shire Council IPA Planning Scheme;
- (b) Kingaroy Shire Council IPA Planning Scheme;
- (c) Murgon Shire Council IPA Planning Scheme;
- (d) Wondai Shire Council IPA Planning Scheme.

**bedroom** means an area of a building or structure which:

- (a) is used, designed or intended for use for sleeping but excludes a lounge room, dining room, living room, kitchen, water closet, bathroom, laundry, garage or plant room; or
- (b) can be used for sleeping such as a den, study, loft, media or home entertainment room, library, sewing, family or rumpus room or other similar space.

**discount** means the amount to be applied for the purpose of calculating an adopted infrastructure charge which takes into account the existing usage of the trunk infrastructure networks by the premises on or in relation to which development is carried out as stated in section 2.4 (Discount).

**dwelling unit** means a single dwelling within a premises which is self contained.

**gross floor area (GFA)** means the total floor area of all storeys of a building (measured from the outside of the external walls or the centre of a common wall), other than areas used for the following:

- (a) building services, plant and equipment;
- (b) access between levels;
- (c) ground floor public lobby;
- (d) a mall;
- (e) the parking, loading and manoeuvring of motor vehicles;
- (f) unenclosed private balconies whether roofed or not.

**infrastructure State planning regulatory provision** means the State planning regulatory provision (adopted charges) made under the *Sustainable Planning Act 2009*.

**lawful use** see Schedule 3 (Dictionary) of the *Sustainable Planning Act 2009*.

**priority infrastructure area** see section 1.8 (Priority infrastructure area).

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## Schedule 2        Maps

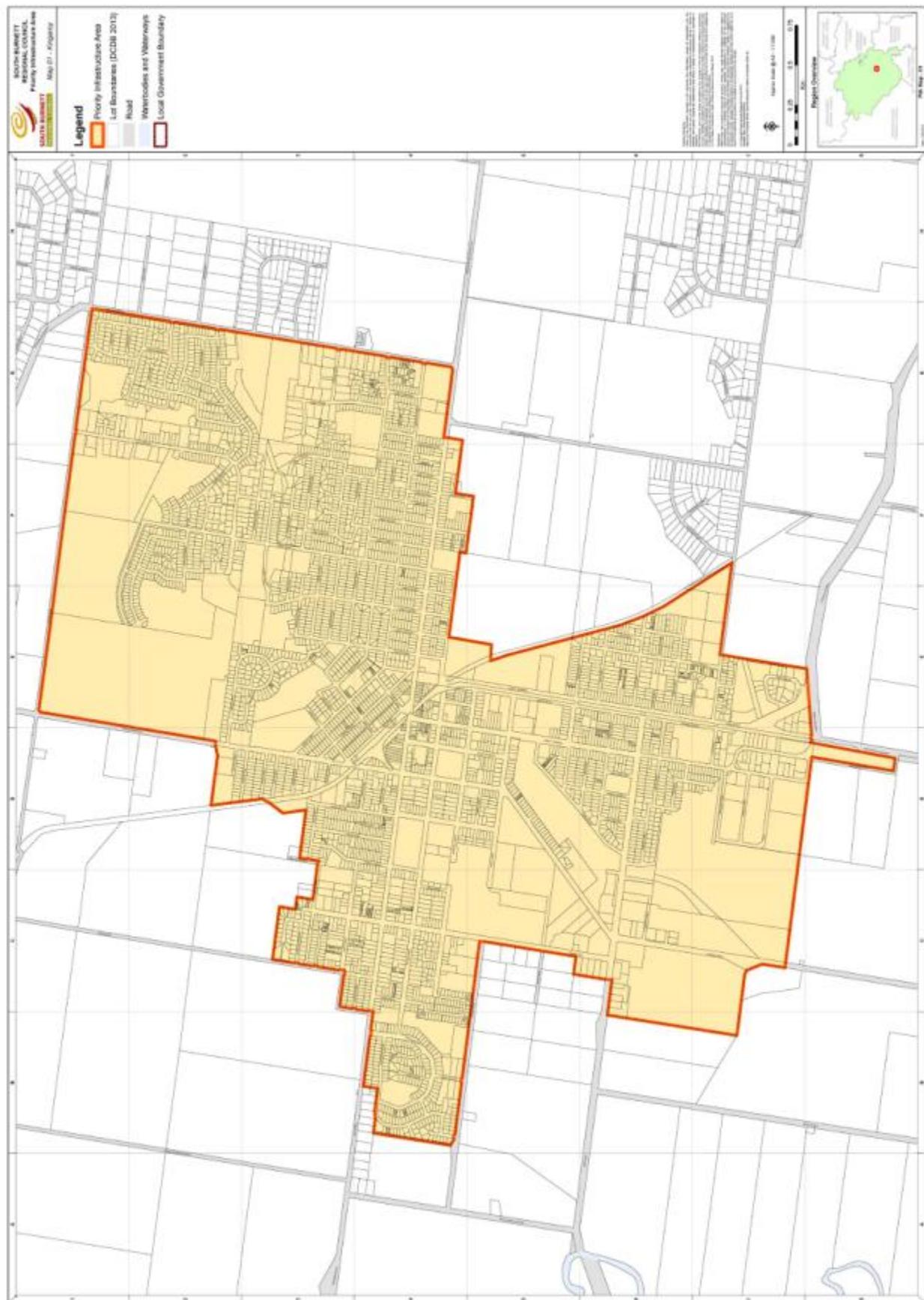
Map 1 Priority Infrastructure Area - Kingaroy

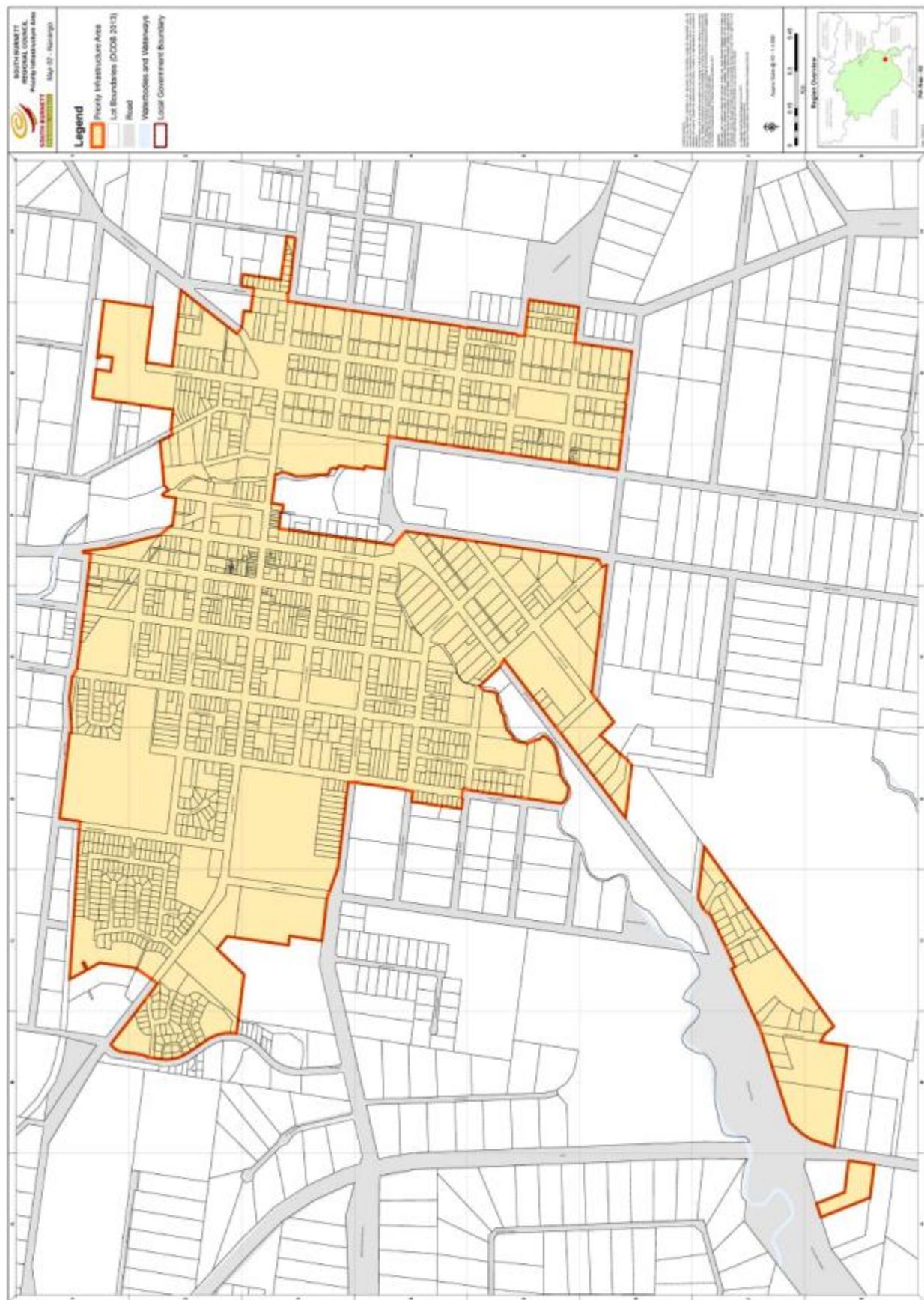
Map 2 Priority Infrastructure Area - Nanango

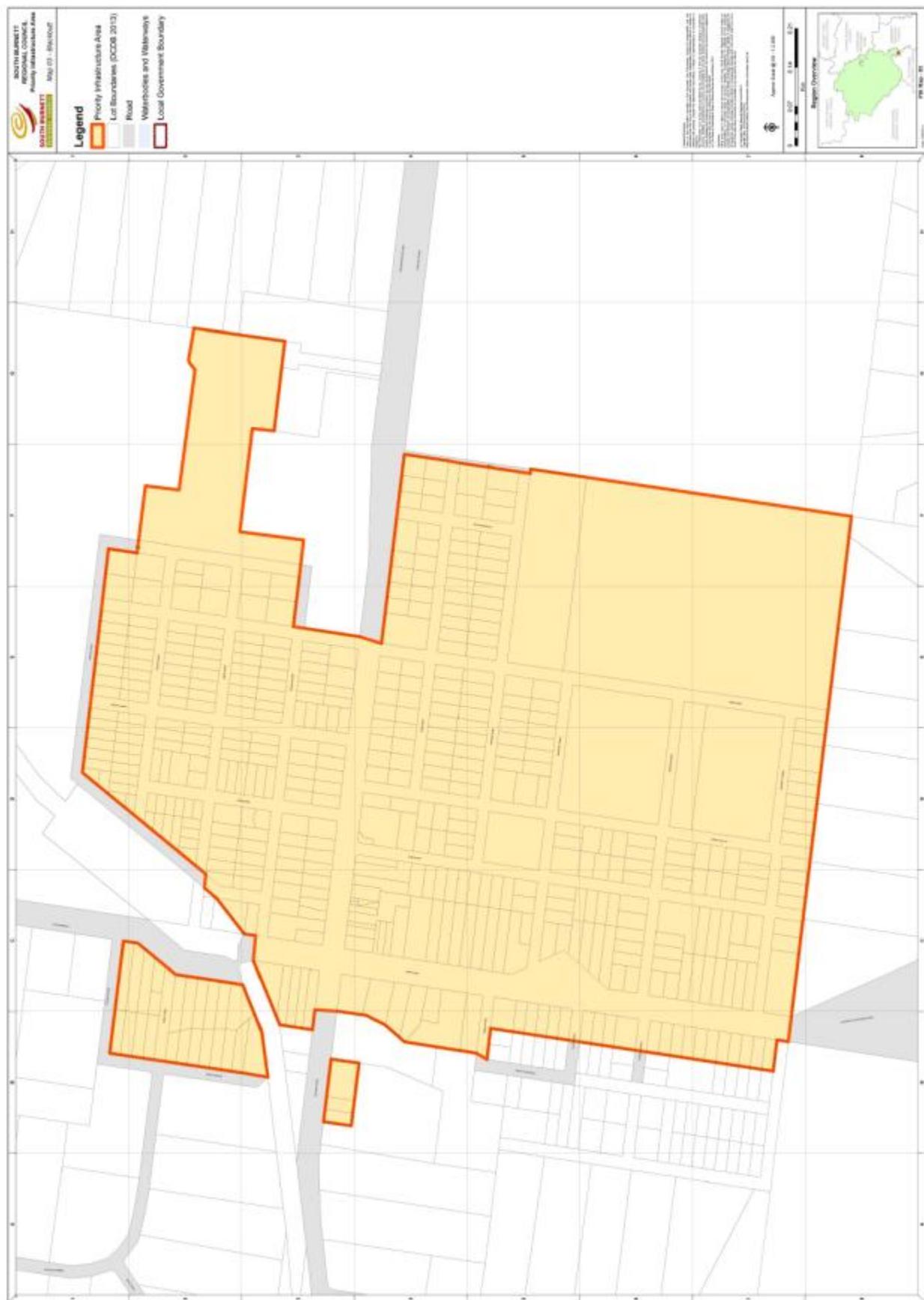
Map 3 Priority Infrastructure Area - Blackbutt

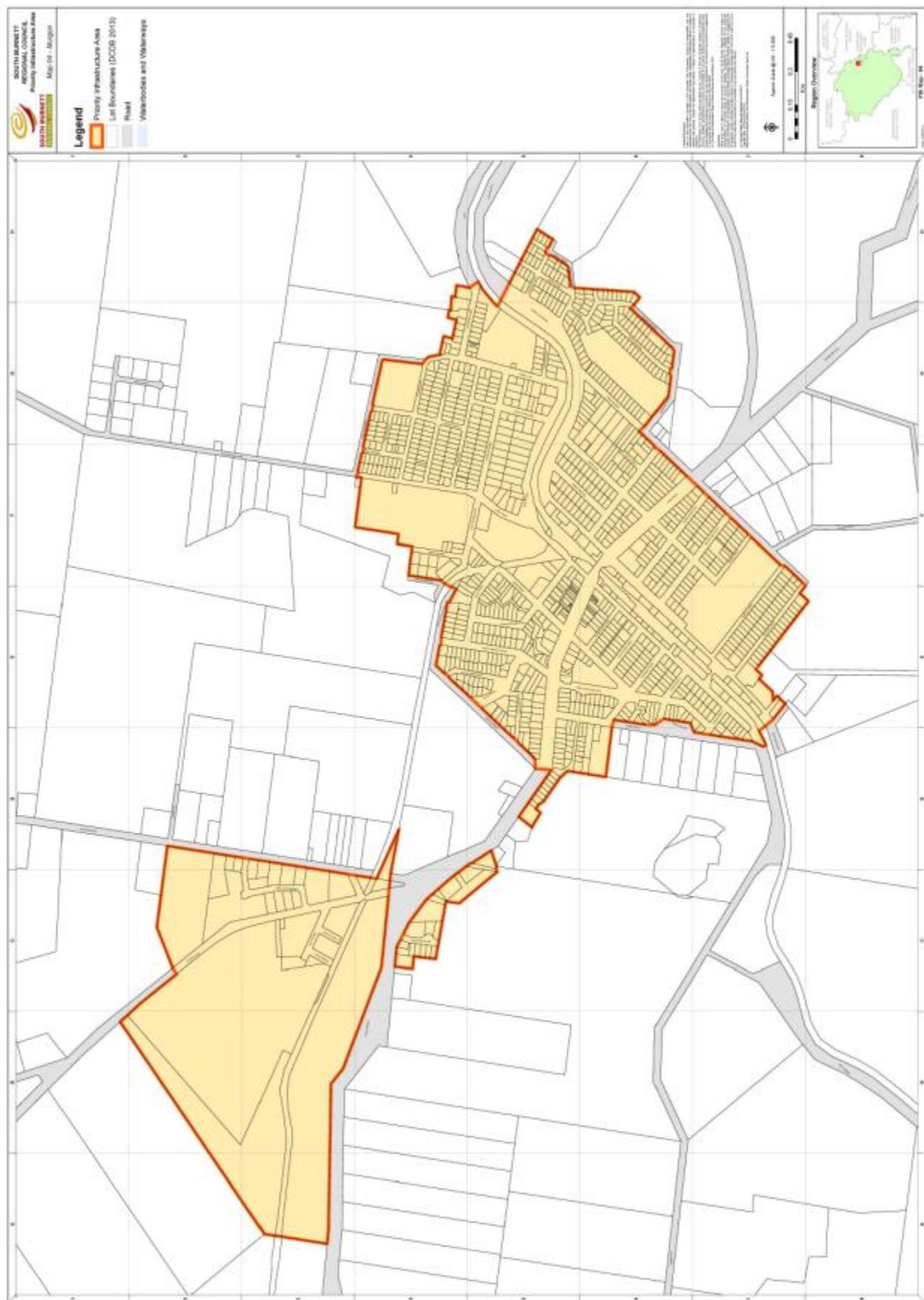
Map 4 Priority Infrastructure Area - Murgon

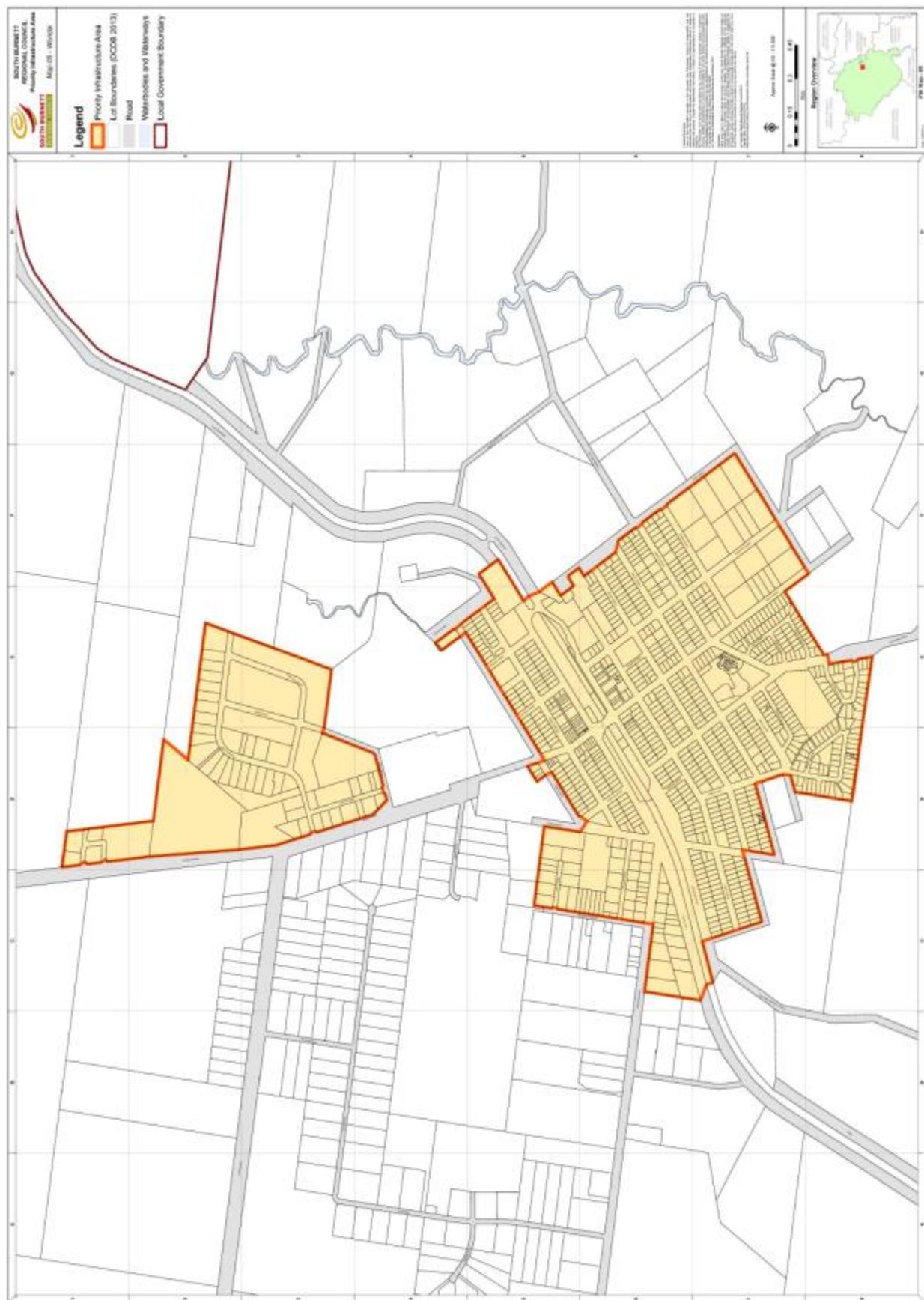
Map 5 Priority Infrastructure Area - Wondai











## **Financial and Resource Implications**

A rise in the level of required developer contributions is likely to increase the funds available for the construction of trunk infrastructure.

## **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)

## **Legal Implications (Statutory Basis, Legal Risks)**

The SPRP has been effect since 1 July, 2012. It is timely that Council adopts a resolution that is consistent with the existing State legislation for charges.

## **Policy/Local Law/Delegation Implications**

Adoption of the South Burnett Regional Council Adopted Infrastructure Charges Resolution (No.1), 2013 would supersede the planning scheme policies for developer contributions in the current IPA planning schemes, including:

- Nanango Shire Council IPA Planning Scheme: Planning Scheme Policy 7 (Infrastructure);
- Kingaroy Shire Council IPA Planning Scheme: Planning Scheme Policy 7 (Infrastructure);
- Murgon Shire Council IPA Planning Scheme: Planning Scheme Policy 7 (Infrastructure);
- Wondai Shire Council IPA Planning Scheme: Planning Scheme Policy 7 (Infrastructure).

Council may consider amending the existing Council policy “Consideration of Applications for reduction in Council's Fees & Charges - Building & Development Applications” policy to include developer contributions.

## **Asset Management Implications**

Nil.

**5.1.3 P&LM - 1215337 - Forwarding a report for the naming of 'Railway Park' in Proston (Lot 5 on RP904174, Lot 96 on BO60, Lot 58 on BO356 and Lot 83 on BO591)**

## Document Information

**IR No** 1215337

**Author** Senior Planning Officer

**Endorsed**

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

**Date** 10 September 2013

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## Précis

Forwarding a report for the naming of 'Railway Park' in Proston (Lot 5 on RP904174, Lot 96 on BO60, Lot 58 on BO356 and Lot 83 on BO591)

## Summary

- Application for naming of Council Parkland
- Parkland is comprised of five (5) properties owned by Council within Proston
- Public consultation undertaken by Council within the Proston area
- No objection was received from the local community
- Recommendation that the five (5) properties be named 'Railway Park'

## Officer's Recommendation

That Council approve the name 'Railway Park' for Lot 5 on SP904174 (31-35 Rodney Street, Proston), Lot 96 on BO60 (59 Collingwood Street, Proston), Lot 58 on BO356 (Rodney Street, Proston) and Lot 83 on BO591 (Rodney Street, Proston).

## Financial and Resource Implications

No implication can be identified.

## Link to Corporate/Operational Plan

GO3 Balanced development that preserves and enhances our region.

GO3.1 Support the region's growth through integrated, planned and timely delivery of infrastructure

## Communication/Consultation (Internal/External)

Council undertook public consultation with the Proston community in relation to the name of the Park.

## Legal Implications (Statutory Basis, Legal Risks)

No implication can be identified.

## **Policy/Local Law/Delegation Implications**

Nil.

## **Asset Management Implications**

No implication can be identified.

**5.1.4 P&LM - 1200222 - Forwarding SeDA Material Change of Use (Medical centre) - 219A Haly Street Kingaroy - Lot 2 RP188777 - Applicant: J & K Schmidt & R Dolzan C/- Blueprint Drafting Services**

## Document Information

**IR No** **1200222**

**Author** **Technical Officer - Planning**

**Endorsed**

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

**Date** **6 September 2013**

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## Précis

Forwarding SeDA Material Change of Use (Medical centre) - 219A Haly Street Kingaroy - Lot 2 RP188777 - Applicant: J & K Schmidt & R Dolzan C/- Blueprint Drafting Services

## Summary

### Key Point Summary

- Application for a Medical Centre which falls within the Commercial Use Class under the Planning Scheme;
- Proposed location is vacant residential land;
- Subject site is Residential with Preferred Land Use Area of Residential B;
- Application is Code “Inconsistent” within the Residential Zone of the Kingaroy Shire IPA Planning Scheme;
- The proposed Medical Centre is a low scale use of the vacant lot within an area of mixed residential and non-residential land uses and is considered an appropriate use located within 100m of the CBD; and
- Application is recommended for approval subject to reasonable and relevant conditions.

## Officer's Recommendation

That Council approve the Development Application for a Material Change of Use (Medical Centre) located at 219A Haly Street, Kingaroy (and described as Lot 2 on RP188777), subject to the following conditions:

### General

GEN1. The subject site is to be developed generally in accordance with the plans and information submitted with the application unless otherwise amended by the following conditions:

- Ref. Nos: Project No. 13-1773-SPY, Sheet 1 – Site Plan;
- Ref. Nos: Project No. 13-1773-SPY, Sheet 2 – Floor Plan;
- Ref. Nos: Project No. 13-1773-SPY, Sheet 3 & 4 – Elevations;
- Ref. Nos: Project No. 13-1773-SPY, Sheet 5, 6 & 7 – 3D Views;
- Ref. Nos: Project No. 13-1773-SPY, Sheet 8, 9 & 10 – Turning Movement Carpark 1, 6 and Ambulance Bay;

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; and
- Development Permit for Plumbing and Drainage Work.

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

GEN4. Dust prevention measures must be undertaken to ensure that dust does not cause a nuisance to occupiers of adjacent properties.

GEN5. Maintain the site in a clean and orderly state at all times.

GEN6. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.

### **Compliance Assessment**

GEN7. 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.

### **Approved Use**

GEN8. This approval is for a Medical Centre with a total area of 264.9m<sup>2</sup> and does not imply approval for other similar uses. The subject site is not to be used for any other purpose unless in the opinion of Council is subservient to the predominant use of the site for a Medical Centre.

### **Fencing**

MCU1. Fence construction along the western, eastern and southern property boundary is to be of solid screen fencing to a height not exceeding 1.8m from natural ground level.

MCU2. Fences or walls over 1.2 metres in height are tapered to 1.2 metres in height over a length of 4 metres toward any road frontage.

### **Refuse Storage Collection**

MCU3. Provision must be made for the storage and removal of refuse in accordance with the *Environmental Protection (Waste Management) Regulation 2000*.

MCU4. Any areas that are dedicated for the collection and/or storage of solid waste on the premises are to be:

- a) level;
- b) provided with impervious hard stand and drained; and
- c) if facing either the street frontage or adjoining properties, screened by a 1.8m high fence around the full perimeter.

MCU5. Refuse bin areas are to be provided for the washing out of the refuse bins and in connection with this:

- a) all tap outlets must be fitted with backflow prevention devices;
- b) the floor areas are to be drained to sewer; and
- c) areas are to be covered and drainage designed such that water not associated with the washing out process (e.g. rainfall) does not enter the sewer.

MCU6. Medical Waste – Cytotoxic and infectious disease waste is not to be disposed of through the general waste stream. Cytotoxic and infectious disease waste must be disposed of via a regulated waste transporter/disposal operator.

### **Landscaping**

MCU7. The site is to be landscaped in accordance with Planning Scheme Policy No. 5 – Landscaping prior to commencement of the use. A detailed landscaping plan prepared in accordance with Planning Scheme Policy No.5—Landscaping is to be submitted to Council for Compliance Assessment prior to any work commencing on site.

MCU8. Landscaped planting is to be established as per the following requirements:-

- 2m wide strip along the Haly Street road frontage (excluding vehicle manoeuvring areas) as indicated on the site plan;
- 2m wide strip along the eastern boundary as indicated on the site plan to the proposed carparking area as indicated on site plan;
- 1m wide strip along the eastern boundary as indicated on the site plan adjacent to the carparking area to the front property boundary;
- 1m wide strip along the western boundary as indicated on the site plan.

Plant species may be selected from Council's Branching Out – Your Hand Guide to Tree Planting in the South Burnett (refer to booklet provided).

### **Car Parking**

MCU9. Provide a minimum of nine (9) off street car parking spaces and an Ambulance Bay.

### **Mechanical Plant**

MCU10. Mechanical plant (air conditioning, refrigeration equipment and pumps) must comply with the *Environmental Protection Act 1994*.

Air conditioning and refrigeration equipment must achieve no more than 3dB(A) above the background level from 10pm to 7am and no more than 5dB(A) above the background level from 7am to 10pm when measured at an affected building.

Pumps (including heat pumps) must not be audible from 10pm to 7am, no more than 5dB(A) above the background level from 7am to 7pm and no more than 3dB(A) above the background level from 7pm to 10pm when measured at an affected building.

### **Advertising Devices**

MCU11. Any proposed signage associated with the proposed development must meet the requirements in Schedule 4 of the Kingaroy Shire IPA Planning Scheme.

### **Footpaths**

ENG1. Construct a concrete footpath along the entire frontage of the site to Haly Street. The footpath must located to match the alignment of the footpath outside 213 Haly Street, Kingaroy and must be generally designed and constructed in accordance with the standards set out in the Kingaroy Shire IPA Planning Scheme Schedule 2 Table 2.6 and the IPWEAQ standard drawing R- 065. All works shall be certified by a Registered Professional Engineer of Queensland (RPEQ).

Alternatively the applicant may pay a contribution to Council towards completion of the works equal to the value of the works to provide the footpath. The amount of the contribution shall be certified by Council prior to payment.

For further details contact Council's Infrastructure Department on 4189 9100.

### **Car Parking and Manoeuvrability**

ENG2. Vehicle parking is to be provided on-site in accordance with Schedule 1 Table S2.1 of the Kingaroy Shire IPA Planning Scheme. All internal driveways and turning radii to be designed in accordance with AS/NZS 2890.1:2004.

ENG3. Car parking spaces and ambulance parking space line marked or otherwise delineated in accordance with Kingaroy Shire IPA Planning Scheme and AS/NZS 2890.1:2004.

ENG4. The car parking area and internal driveway is to be constructed, drained and surfaced with either asphaltic concrete, bitumen or concrete so as to minimise dust emissions, erosion and sediment run-off. The construction and design is to be to the satisfaction of South Burnett Regional Council.

ENG5. All parking areas and internal driveways are to be designed and maintained in accordance with Schedule 1 – Parking and On-site Movement (Ratios, Design and Construction Standards) of the Kingaroy Shire IPA Planning Scheme, including-

- Car parking spaces are to be not less than 5.5m long and 2.6m wide and be designed such as to allow cars to enter and leave the premises in a forward gear. Such spaces are to be line marked and signed to Council's satisfaction.

ENG6. Directional pavement markings must be provided at the northern property access to allow for two-way traffic movement.

### **Property Access**

ENG7. Property access shall be in accordance with IPWEA Standard Drawing – Road/Street R-0050 and table S2.7 – Design and Construction Standards of the Kingaroy Shire Council IPA Planning Scheme.

ENG8. Remove all disused vehicle entrances and reinstate kerbing consistent with the adjacent kerb profile.

### **Lighting**

ENG9. Design all external lighting in accordance with AS4282-1997 “*Control of the Obtrusive Effects of Outdoor Lighting*”.

Artificial illumination is not to cause a nuisance to occupants of nearby premises and any passing traffic. Direct security and flood lighting away from adjacent premises to minimise the protrusion of light outside the street.

### **Water Supply**

ENG10. The proposed development shall connect to Council's reticulated water supply system in accordance with Schedule 2, Division 3.2 – Design and Construction Standards, Table S2.10 of the Kingaroy Shire IPA Planning Scheme at no cost to Council.

ENG11. Design Nominal Main Sizes are to be constructed in accordance with the “Guidelines for Planning and Design of Urban Water Supply Schemes” and “Technical Bulletins & WSA02” published by the Department of Natural Resources and Water.

### **Sewer Reticulation**

ENG12. The proposed development shall connect to Council's sewerage reticulation system in accordance with Schedule 2, Division 3.2 – Design and Construction Standards, Table S2.10 of the Kingaroy Shire IPA Planning Scheme at no cost to Council.

### **Earthworks/Lot Filling**

ENG13. Any proposed earthworks if not self-assessable against Council's Kingaroy Shire IPA Planning Scheme shall be in accordance with Council's Planning Scheme Urban Locality Code - 020 – S20.1 and shall be undertaken under a separate Development Permit for Operational Works.

### **Stormwater Drainage**

ENG14. Stormwater from all impervious surfaces including the rain water tanks shall be directed to kerb in Haly Street via connection using galvanised kerb adaptors. The design of this system shall be in accordance with the Queensland Urban Drainage Manual (QUDM).

ENG15. The stormwater drainage system serving the site is to be designed 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.

### **Advice**

ADV1. With the introduction of the *Sustainable Planning (Housing Affordability and Infrastructure Charges Reform) Amendment Act 2011*, an applicant's obligations with respect to infrastructure contributions/charges is now contained in a separate adopted infrastructure charges notice rather than in this development approval.

ADV2. Section 341(1) of the *Sustainable Planning Act 2009* provides that, if this approval is not acted upon within the period of four (4) years the approval will lapse. Note that in accordance with section 341(7) a related approval may extend the relevant (currency) period.

ADV3. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding. A search can be arranged by visiting <http://www.datsima.qld.gov.au> and filling out the Aboriginal and Torres Strait Islander Cultural Heritage Search Request Form

ADV4. Attached for your information is a copy of Division 8 of the Sustainable Planning Act 2009 as regards Rights of Appeal. With respect to Appeal Rights of Applicants, the following is drawn to your attention—  
a) the applicant's Appeal Period commences upon receipt of this advice and expires twenty (20) business days thereafter.  
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**

G03 Balanced development that preserves and enhances our region.

G03.3 Implement policies and plans that support appropriate planning and development for business, industry and community needs.

## **Communication/Consultation (Internal/External)**

Refer to Section 4.0 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.

**5.1.5 P&LM - 1175814 - Forwarding information on acquisition of Native Title Rights and Interests - Lot 10 N2327 - Community Residential Facility for people with a disability.**

## **Document Information**

**IR No** **1175814**

**Author** **General Manager Planning and Environment**

**Endorsed**  
**By** **Chief Executive Officer**

**Date** **6 September 2013**

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## **Précis**

Forwarding information on acquisition of Native Title Rights and Interests - Lot 10 N2327 - Community Residential Facility for people with a disability.

## **Summary**

Council made application to the Department of Natural Resources and Mines to purchase unallocated State Land described as Lot 10 N2327, Nanango, to be developed by the Community Training Centre (CTC) for the purpose of a community residential facility for people with a disability.

By letter dated November 2013, the Department of Natural Resources and Mines advised that approval had been granted to offer Council sale of the unallocated State Land subject to the terms and conditions set out in an agreement to offer a Deed of Grant.

Council has accepted the deed of offer. However, native title must be satisfactorily addressed as a claim by the Wakka Wakka People #5 has been registered, of which the subject site is a part.

Council at its meeting of 12 June 2013 resolved pursuant to the provision of the *Acquisition of Land Act 1967*, the *Local Government Act 2009*, the *Native Title Act 1993 (Cth)* and the *Native Title (Queensland) Act 1993*, its intention to acquire all existing native title rights and interests (if any) over the subject land.

Pursuant to the above, Council service a Notice of Intention to Acquire, to which no objections were received.

As Council's intention is to still acquire the land for the purpose outlined above, it remains necessary for Council to proceed with the acquisition in order to secure the land required for that purpose.

It is recommended that Council proceed with the compulsory acquisition of Lot 10 on Crown Plan N2327 and that the Chief Executive Officer be authorised to prepare and forward the required application and supporting documentation to the Department of Natural Resources and Mines.

## **Officer's Recommendation**

That Council:

1. Adopt the proposal to acquire all existing native title rights and interests (if any) in the land described as Lot 10 on Crown Plan N2327 County of Fitzroy Parish of Nanango containing an area of 5,430m<sup>2</sup> for people with a disability purposes;
2. Proceed with the compulsory acquisition of all existing native title rights and interests (if any) in the land described as Lot 10 on Crown Plan N2327 County of Fitzroy Parish of Nanango containing an area of 5,430m<sup>2</sup> for community residential facility for people with a disability purposes; and
3. Request the Chief Executive Officer to prepare and execute the necessary application for compulsory acquisition and forward the application and all required supporting documentation to the Department of Natural Resources and Mines in accordance with the requirements of the *Acquisition of Land Act 1967* and native title legislation.

## **Financial and Resource Implications**

Depending on the outcome of the native title process, monetary compensation could be an outcome of the process. Council's solicitor has advised whilst there is no case law in the issue, it is generally accepted that the value of compensation payable to the holders of native title rights and interests should not exceed the unimproved value of the land. Currently the unimproved value of the land is \$0 being vacant Crown Land. In addition, additional legal fees will be realised.

## **Link to Corporate/Operational Plan**

Not relevant.

## **Communication/Consultation (Internal/External)**

At Council's previous meeting of 12 June 2013 it was resolved to serve Notice of Intention to Acquire, which was sent to both Queensland South Native Title Services Ltd as representative Aboriginal body in relation to the land as well as the applicants in the Wakka Wakka People #5 Claimant Application to the Federal Court.

The Notice of Intention to Acquire was sent on 24 June 2013 to the abovementioned advising that any objection to be lodged with Council on or before 26 July 2013 and if any objector seeks to be heard on the matter, 2 August 2013 at 9.00 am had been set aside for the process.

Council has not received any objections to the Notice of Intention to Acquire native title rights and interests for the purpose using the land for a community residential facility for people with a disability.

## **Legal Implications (Statutory Basis, Legal Risks)**

No relevant issues subject to the appropriate steps being undertaken to extinguish native title rights and interests.

## **Policy/Local Law/Delegation Implications**

No implications can be indentified.

## **Asset Management Implications**

No implications can be identified.

**(b) Portfolio Report**

Planning & Land Management Portfolio Report

No Report.

**5.2 Environmental Services (ES)**

**(a) Officer's Reports**

**5.2.1 ES - 1215084 - Letter of Objection to the Cost of Food Business Licence - Passchendaele Farm Holidays/Minmore Farm Stay/Taabinga Homestead**

**Document Information**

**IR No** **1215084**

**Author** **Manager Environmental and Waste Services**

**Endorsed**  
**By** **Director Built & Natural Environment**

**Date** **12 September 2013**

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**Précis**

Letter of objection to the cost of a Food Business Licences

**Summary**

Council is in receipt of a letter of request from the Passchendaele Farm Holidays, Taabinga Homestead, and Minmore Farm Stay for Council to either waive the food business licence fee or substantially decrease the fee for farm stay premises. They suggest that the fee structure for Food Businesses should be on a tiered scale to reflect the types of businesses operating.

**Officer's Recommendation**

That Council:

1. advise that fees for 2013/14 are set in the budget at \$266.00;
2. review the existing fee structure for Food Businesses and consider developing a tiered level of licence fees based upon risk while still ensuring that full cost recovery is being met for 2014/2015 onward; and
3. write to all of the identified farm stays advising of Council's decision.

**Financial and Resource Implications**

If Council decides a fee waiver then this would equate to a reduction in \$780 of budgeted income. The Home Based Market Food businesses will then want a fee waiver, closely followed by Food Businesses generally.

It is granted that the current fees were calculated on the costs for an average inspection, across all the different food business types. The Food Business Licence does not necessarily take into

consideration the specific cost recovery differences between a Bed and Breakfast (B&B) which may take only 20mins to inspect, while a Takeaway may be 1 hour up to a Manufacturing Business which may take up to 2 hrs. The travel time to all of these is also different in that travel time to a takeaway or a manufacturing business may be minimal while travel to a B&B may take 30min up to an hour one way.

### **Link to Corporate/Operational Plan**

The linkage to the Corporate Plan is EC2 An active, safe and healthy community; while The linkage to the Operational Plan is: EC2.3 Manage public health and environmental issues in accordance with relevant legislation.

### **Communication/Consultation (Internal/External)**

No other internal departments are stakeholders. No external consultation has been undertaken.

### **Legal Implications (Statutory Basis, Legal Risks)**

All Food Businesses must be licensed in accordance with the Qld Food Act 2006.

### **Policy/Local Law/Delegation Implications**

No fee waiver exemption policy/resolution presently exists for food business licences.

### **Asset Management Implications**

N/a

**5.2.2 ES - 1214515 - Application to keep more than the permitted number of animals - 1 Palace Lane Nanango**

**Document Information**

**IR No** **1214515**

**Author** **Senior Compliance Officer**

**Endorsed**  
**By** **Manager Environment and Waste Services**

**Date** **2 September 2013**

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**Précis**

Application to keep more than the permitted number of animals – 1 Palace Lane, Nanango.

**Summary**

The occupant at this address requests Council approve a permit to keep a third dog based on the circumstances detailed in the report.

**Officer's Recommendation**

That Council approve the issuing of a three (3) dog permit subject to:

- No further additional dogs may be introduced or kept at the property.
- That the number of dogs being kept be reduced to the permitted maximum through the natural attrition of the existing animals.
- That each of the animals being kept is registered with Council and the registration is renewed each year.
- This permit may be reviewed or rescinded should a complaint or nuisance be received by Council which is associated with the keeping of this excess number of animals.

**Financial and Resource Implications**

No significant impacts expected on costs to Council.

**Link to Corporate/Operational Plan**

The links to the Corporate Plan are:

- EC 2.3 Manage identified public health and environmental issues in accordance with relevant legislation.

**Communication/Consultation (Internal/External)**

N/A.

## **Legal Implications (Statutory Basis, Legal Risks)**

### Local Law No. 2 (Animal Management) 2011, Section 6 (1):

#### **Requirement for approval**

Subject to subsections (3) and (4), the local government may, by subordinate local law, require an approval for keeping an animal or animals in prescribed circumstances.

### **Subordinate Local Law No. 2 (Animal Management) 2011, Section 6:**

#### ***Circumstances in which keeping animals requires approval – Authorising local law, s 6(1)***

*For section 6 (1) of the authorising local law, keeping an animal or animals of the species or breed mentioned in column 1 of schedule 2 requires approval in circumstances described in column 2 of schedule 2.*

### **Subordinate Local Law No. 2 (Animal Management) 2011, Schedule 2:**

#### **Column 1      Column 2**

<b>Species or breed of animal</b>	<b>Circumstances in which the keeping of animal or animals requires approval</b>
Dog	<p>(a) 3 dogs over the age of 3 months on an allotment in a designated town area.</p> <p>(b) 2 dogs over the age of 3 months on multi-residential premises.</p> <p>(c) 3 dogs over the age of 3 months on an allotment which:</p> <p>(i) has an area less than 20,200m<sup>2</sup>; and</p> <p>(ii) is not in a designated town area.</p>

### **Policy/Local Law/Delegation Implications**

Council's Local Law presently provides for a three (3) dog permit to be issued. Council normally issues these subject to the standard conditions attached in the recommendation.

### **Asset Management Implications**

N/A

**(b) Portfolio Report**

Environmental Services Portfolio Report

No Report.

**5.3 Waste (W)**

**(a) Officer's Reports**

No Report.

**(b) Portfolio Report**

Waste Portfolio Report

No Report

**5.4 Natural Resource Management (NRM) & Parks (NRM&P)**

**(a) Officer's Reports**

No Report.

**(b) Portfolio Report**

**5.4.1 NRM&P - 1215306 - Natural Resource Management & Parks Portfolio Report**

**Document Information**

**IR No** 1215301

**Author** Cr Kathy Duff

**Date** 13 August 2013

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**Précis**

Natural Resource Management & Parks Portfolio Report

**Summary**

Natural Resource Management & Parks Portfolio Report to Council for the period 13 August 2013 to 9 September 2013.

**Officer's Recommendation**

That the Natural Resource Management & Parks Portfolio Report to Council for the period 13 August 2013 to 9 September 2013 be received.

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## **Report**

The following is a summary for the Natural Resource Management & Parks Portfolio for the period 13 August 2013 to 9 September 2013:-

- Establishment of a Pest Advisory Committee to better facilitate issues of importance to landholders in their individual areas.
- Capital Works projects including installation of playground equipment, fencing and amenities blocks.
- CTC flood assistance to landholders finishing with presentation of certificates to 45 participants who helped over 20 farmers.
- Submission to State Government paper on levee banks

**5.5      Community (C)**

**(a) *Officer's Reports***

**5.5.1      C - 1214698 - Minutes of the Healthy Communities Management Advisory Committee meetings held on 23 July and 27 August 2013**

**Document Information**

**IR No      1214698**

**Author      Manager Planning & Land Management**

**Endorsed  
By      General Manager - Planning & Environment**

**Date      9 September 2013**

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**Précis**

Minutes of the Healthy Communities Management Advisory Committee meetings held on Tuesday, 23 July and 27 August 2013.

**Summary**

Providing a copy of the Minutes of the Healthy Communities Management Advisory Committee Meetings held on Tuesday, 23 July and 27 August 2013.

**Officer's Recommendation**

That Council endorse the attached minutes and recommendations of the Healthy Communities Management Advisory Committee held on Tuesday, 23 July and 27 August 2013.



Directorate- Planning &amp; Environment

**Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting**  
**Tuesday, 23 July 2013 @ 2.00pm**

**Present:** Cr Keith Campbell (SBRC), Cr Barry Green (SBRC), Chris Du Plessis (SBRC), Kerr Oldfield (SBRC), Caitlin Isaac (RHealth), Louise Judge (SBCDP), Nicole O'Brien (BIEDO), Tamara Kelly (BIEDO), Margie Harris (DDWNO ML), Jane Fitzgerald (DDWNO ML), Richard Henshaw (Qld Health) and Kristen Firman (CTC)

**Apologies:** Greg Griffiths (SBRC), Scott Hawkins (Active After School Program), Michael Eadie (PCYC), Kerrie Zeller (QRME), Belinda Pennel (Deb Frecklington's Office), Linda Silburn (BIEDO), Nicole Connolly (SC), Judith Skinner (DDWNO ML), Sue Crossley (Qld Health), Matthew Kenny (CTC), Prue Bauer (CTC), Rosemary Braithwaite (Graham House), Janine Pay (Q Sport & Rec), Amy Frame (Qld Health), Juliette McAleer (Disability Services), Nina Temperton (CTC), Mark White (Qld Health) and Nina Temperton (CTC)

**Chair:** Cr Keith Campbell      **Minutes:** Wendy Kruger

Agenda Item	Action Summary	Responsible Officer	Due Date
<b>Welcome</b>	Cr Keith Campbell welcomed everybody to the meeting		
<b>Minutes from Previous Meeting</b>	<p><i>Resolution: That the minutes of the previous Committee Meeting held on Tuesday, 25 June and 28 May 2013 as recorded be confirmed.</i></p> <p>Moved: Caitlin Isaacs    Seconded: Kerr Oldfield    Carried</p>		
<b>Correspondence</b>			
• Nil			
<b>Business Arising from Previous Meeting</b>	<ul style="list-style-type: none"> <li>BIEDO Assistance to Council - Nicole O'Brien</li> </ul> <p>Council's Manager of Planning and Land Management, Chris Du Plessis advised the Committee that Nicole O'Brien will be assisting Council with sourcing funding and developing a Sports and</p>		



Directorate- Planning &amp; Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
Tuesday, 23 July 2013 @ 2.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
	<p>Recreation Brief for the South Burnett. She will also be working with Council's Manager of NRM and Parks, Greg Griffith in developing the Open Space, Sport and Recreation Strategy and also with Cr Barry Green in creating a sport and recreation profile within the region.</p> <p><b>Resolution:</b> <b>Healthy Communities Committee together with BIEO seek avenues for funding to support the development of the Open Space, Sport and Recreation Strategy.</b></p> <p>Moved: Cr Barry Green Seconded: Nicole O'Brien</p> <p><i>Carried</i></p>	Kerry Oldfield	27 August 2014
<ul style="list-style-type: none"> <li>Update on invitation to Rotary Kingaroy</li> <li>Review of Healthy Communities Workshop</li> </ul>	<p>Kerry advised that she has sent a letter to Rotary Kingaroy but to date she has not received a response.</p> <p>Chris advised the committee that Council are in the process of collating all the comments from the workshop held on 25 June. Council will also be including our portions to identify what is in the plan and what has not been actioned. These may be included in future meetings which will allow the Committee to provide an update on the progress and implementation of those items within the plan. A hard copy of the review document will be forwarded to Committee members once it has been finalised.</p>	Chris Du Plessis/Kerry Oldfield	27 August 2014
<b>Business for Discussion</b>	<ul style="list-style-type: none"> <li>AEDI Working Group – C&amp;K Blackbutt Community Kindergarten</li> </ul>	<p>Kerry Oldfield advised that Council had received an email from the C&amp;K Blackbutt Community Kindergarten who is looking for organisations to join an Australian Early Development Index (AEDI)</p>	

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
Tuesday, 23 July 2013 @ 2.00pm



Agenda Item	Action Summary	Responsible Officer	Due Date
	<p>working group. The AEDI measures five areas, or domains, of early childhood development. These five domains are closely linked to the predictors of good adult health, education and social outcomes. Teachers complete AEDI Checklists for children in their first year of formal full-time school across these five domains. Funding Grants are available from \$5,000 to \$20,000 and the total budget available under this program is up to \$220,000.</p> <p>Kerry asked if there is anybody interested in assisting this group to please contact Kary Gibson or the Blackbutt Kindergarten direct. They are looking for assistance that may be able to value add to their working group. Kerry will forward a copy of the email to all committee members for their information.</p>	Kerry Oldfield	
• Update from the Healthy Communities Coordinator - Kerry Oldfield	<p>Kerry provided an update on the Healthy communities programs that she is currently running. She advised the committee that she is in the final 1/2 month stage of her contract and she was trying to progress as many of the programs as possible over the coming 12 months.</p> <p>The current "Lift for Life" and "Heart Moves" programs are continuing as per normal.</p> <p>She has a new "Lift for Life" program starting in Nanango and it is operating from the Nanango Blue Light Disco Building. The providers are from Yarraman and the program is being run on Tuesday and Thursday. The flyer has been forwarded to all committee Members.</p> <p>There are no new Heart Moves programs.</p> <p>Kerry advised that she will be contacting the Heatnmove's and Lift for Life providers to confirm the number of programs they will be able to provide over the final year of the Healthy Communities Project.</p> <p>She will be re-commencing Adult Swimming programs in Term 4 and</p>		



Directorate- Planning &amp; Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
Tuesday, 23 July 2013 @ 2.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
	<p>at it's all in the planning stage at the moment. Subsidised membership program is still ongoing. They are about to roll out the second round of subsidised memberships with Kingaroy Fitness. Heart Foundation Walking groups still ongoing. However again Kerry asked if anyone is interested in starting up another walking group, to contact her.</p> <p>Under the Active Healthy Families, which is a very broad program they are looking to holding one off events. They want to engage both parents and children to promote a healthier lifestyle. R-Health have suggested hosting a Health Expo on Saturday, 19 October to be held in the Kingaroy Town Hall Forecourt. They are looking for local providers and health providers to have stalls and activities. It was suggested there could be group fitness activities for children and families. There would be no cost to have a stall at the Expo. If Committee members would be interested in having a stall, to be involved, to please contact R-Health. Information will be forwarded to the Committee members involving their organisations to get involved.</p> <p>Kerry updated the committee on the following upcoming events. She is still working with Murgon PCYC &amp; the Blackbutt Kindergarten in arranging a Rail Trail bike ride and scavenger hunt in conjunction with the Bloomin Beautiful Blackbutt Festival on 7-8 September 2013. The Cycling Queensland event is happening this weekend in Kumbia and Kingaroy on Saturday, 27 July and Sunday, 28 July respectively. Anyone interested in participating in the Community Ride can register on-line. The <b>Queensland Road Teams Series - Round 4</b> is being held in Kumbia on Saturday and Kingaroy on Sunday.</p>		

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
Tuesday, 23 July 2013 @ 2.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
	<p>The Community Kitchens are progressing well in Benarkin, Nanango, Kingaroy, Wondai, Proston and Murgon. Kerry advised the Committee that South Burnett Centacare have advised they will assist the Kingaroy Community Kitchen to continue after the Healthy Community funding assistance ceases. Kerry provided an update on behalf of Bernice Hilly - R Health. The "Good Food choice" run by R Health is progressing. They currently have seven (7) businesses engaged so far and they are not just businesses in Kingaroy. However there has been no interest from businesses in the Wondai and Murgon areas yet.</p> <p>The Kingaroy Community Gardens is currently being reviewed as they have very low attendance and are looking at feasibility of continuing the gardens. Kerry has been contacted by SB Care and we may be able to utilise them to assist in running the Community Gardens. If members of the committee may be able to provide some suggestions on how to increase the attendance to keep the programs running to please contact her. It was suggested that we continue to utilise organised groups linked to community organisations and asked to contact either herself or Tamara Kelly from BLEO.</p>	Chris Du Plessis	27 August 2014
	<p>Cr Keith Campbell asked Council if there was funding available to continue Kerry's role beyond the current contract.</p> <p>Chris Du Plessis suggested that Council may look at an expanded role that may be council funded however it would require a business case to go to Council. He advised that he would initiate discussions with the General Manager Built &amp; Natural Environment and the Portfolio Councillors to discuss how to move it forward. Council would endeavour to commence an action plan before the next</p>	Chris Du Plessis	27 August 2014





Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
Tuesday, 23 July 2013 @ 2.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
	<p>meeting.</p> <p>Kirstin Firman from CTC advised that Council need to consider that Kerry's work is involving a range of areas outside the traditional areas and look at the impact on low socio economic groups as well.</p> <p>Louise Judge raised concerns that if Kerry's role be expanded too broadly we would lose the impact on the community. She felt Council needed to be realistic in their expectations of only having one person in that role.</p> <p><b>Resolution:</b> <b>That Council's Manager of Planning and Land Management, Chris Du Pless is to initiate discussions with the General Manager Built &amp; Natural Environment and Portfolio Councillors to continue Kerry Oldfield's role within Council, and present a business case and an action plan.</b></p> <p>Moved: Cr Barry Green Seconded: Louise Judge</p>	Carmed	
General Section			
Update from Members			
Caitlin Isaacs - RHealth	<p>Business as usual. The Healthy Workers project is starting within the next week. She will also be assisting Berneice Hilly with the Health Expo in October and assisting in any events in a promotional capacity.</p>		
Kirstin Firman - CTC Services	<p>They have had a loss of funding which has meant a lot of their programs on the ground have been reduced and have needed to</p>		



Directorate- Planning &amp; Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
Tuesday, 23 July 2013 @ 2.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
	<p>focus more directly on key target groups. The Youth Support Coordinator Programs closes down at the end of the year. PHAMS (Personal Helpers and Mentor Service) starts on 5 August and will be based in Murgon, Nanango and Mundubbera – providing support to adults with a mental illness to access assistance and be an active part of their community.</p> <p>Their Young Mothers program is still running, and has found it's a success in providing support for young mothers in the region.</p>		
<b>Richard Henshaw - Qld Health</b>	<p>Richard advised that they have received \$20,000 towards programs in the Cherbourg area and he envisages these will be starting soon. He is based out of Toowoomba but once there are more programs being run in the South Burnett he will be around the area more often.</p>		
<b>Jane Fitzgerald - DDDNQ ML</b>	<p>Jane introduced herself as the Chronic Disease Coordinator for DDDNQ ML and is still finding her feet in her new role. She will be able to give us a brief overview of her role at the next Healthy Communities MAC Meeting.</p>		
<b>Nicole O'Brien</b>	<p>Nicole advised that she is currently working with five (5) Sporting Clubs assisting them with creating strategic plans and marketing. The clubs she is working with are Nanango Cricket Club, Proston Golf Club, Nanango Golf Club, Goomen Golf Club, and Manumbar Campdraft. They are all designated in the South Burnett zone for the funding however Goomen Golf Club and Manumbar Campdraft are in the Gympie Council Region. She is also currently working with Cr Barry Green and they are creating a questionnaire for Clubs in the South Burnett.</p>		
<b>Tamara Kelly</b>	<p>Tamara advised that it's business as usual for her. They have two</p>		

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
Tuesday, 23 July 2013 @ 2.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
	<p>new gardens commencing and she is working with Kerri to sort out the problems with the running of the Pound Street Community Garden. They are looking at using local community organisations to drive it.</p> <p>She also advised the committee they have accumulated a collection of resources for setting up gardens. They are in the process of sorting out what they have, so if the committee members are aware of groups that may wish to start a community garden, they may be able to help.</p>		
Louise Judge	<p>Louise advised that they are now a Community Centre, however to date they have not got a name.</p> <p>Mental Health week is in October this year.</p> <p>RU Ok day is on Thursday, 12 September. They are looking to repeat the format from last year. It is planned to host it at the Kingaroy Town Hall Forecourt and Louise asked Kerri Oldfield if Council could organise the same group to provide a healthy breakfast for those who attend.</p> <p>Louise also advised that the follow up Community Recovery Meetings are being held at the following venues:</p> <ul style="list-style-type: none"> <li>- Ironpot Hall Tuesday 30 July 6.30pm-9.00pm</li> <li>- Nanango Cultural Centre Wednesday 31 July 6.30pm-9.00pm</li> <li>- Mundure Hall Thursday 1 August 6.30pm-9.00pm</li> </ul> <p>There is a new "Partners in Recovery" program which is to start the first week in October. Once Louise has more information it will be forwarded to the Committee members.</p> <p>Public meeting – Club House – at RSL – 12 August</p>		





Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
Tuesday, 23 July 2013 @ 2.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
Cr Barry Green	<p>South Burnett Health Consultative Committee is currently looking at various health issues, amongst them is teen pregnancies. There are also to be some upgrade to maternity services at the Kingaroy General Hospital.</p> <p>Cr Green advised the committee that at a meeting yesterday it was decided to reactivate a Sport Committee to meet once a month before the Healthy Communities meeting. This group would comprise of Tony Gregor, Janine Pay, Scott Hawkins, Nicole O'Brien, Paula Nunan and himself. Their priority is to create a questionnaire to help highlight issues concerning volunteering, membership and financial concerns of sporting groups and clubs in the region. Chris Du Plessis suggested that this group should be modelled on the Boondooma Homestead Building Sub Committee and become a sub-committee of the MAC.</p> <p>It was also suggested that Council re-establish Active South Burnett but on a smaller scale and use elements from the existing terms of reference as they are to develop a strategic plan to assist sports and recreation in the South Burnett.</p>	Cr Barry Green & Nicole O'Brien	<p><b>Resolution:</b> The Committee endorse the establishment and formation of the Sports Action Reference Group, to meet on a monthly basis. The Sports Action Reference Group is a Sub Committee of the Healthy Communities Management Advisory Committee. The Committee members are as follows:</p> <ul style="list-style-type: none"> <li>• Cr Barry Green (South Burnett Regional Council)</li> </ul>



Directorate- Planning &amp; Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
Tuesday, 23 July 2013 @ 2.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
	<ul style="list-style-type: none"> <li>• Nicole O'Brien (BIEDO)</li> <li>• Paula Nunan (PCYC),</li> <li>• Janine Pay (Q Sport &amp; Rec)</li> <li>• Scott Hawkins (Active After School Program)</li> <li>• Scott Gregor (Active After School Program)</li> </ul> <p>Moved: Cr Barry Green Seconded: Kerry Oldfield</p> <p><i>Cameo'd</i></p>		
Margie Hams	<p>Darling Downs South West Queensland Medicare Local (DDSWQ ML) is currently working in conjunction with the Toowoomba Hospital Foundation in bringing "It's a Bloke Thing" to the South Burnett. It's being held in the Trade section of Sunshine Mire 10, on Rogers Drive Kingaroy on 28 August 2013 starting at 6.00pm. They will be covering a variety of health issues for men, there will be a BBQ, light beers and it's an opportunity to meet NRL Personality, Collin Scott. The Flyer is attached to the minutes.</p>		
<b>Meeting closed at 3:20 pm</b>	<p>The Sports Action Reference Group Meeting will be on Tuesday, 27 August 2013 starting at 1.00pm The Healthy Communities MAC meeting will be on Tuesday, 27 August 2013 starting at 2.00pm Both meetings will be at the Council Chambers in Kingaroy.</p>	<p>Wendy Kruger to book the room</p>	

## Attachments

Item	HC MAC 23/7/2301	266 Participants On Database
1	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)	Lift for Life programs continuing in Kingaroy, Wondai, Murgon  (This goal has been changed to fit in with the National Program Guidelines) SBRC Healthy Communities Plan - 3.3.1 (j - o)
2	Engage local fitness leaders to conduct Lift for Life or Heart Moves programs for adults. (dependent on identified community needs)	New Lift for Life program starting in Nanango - 30 Jul  Heartmoves programs continuing in Nanango, Kingaroy, Wondai, Murgon and Boondooma  No new Heartmoves programs currently Planning out final Lift for Life and Heartmoves programs in the final year of the Healthy Communities project
3	Engage local fitness leaders to conduct <del>Heart</del> <del>More in pools</del> 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)	Starting to contact pool managers for Term 4 Adult swimming programs - aiming to launch an adult class at each pool from week 1 or Term 4

<p>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.</p>	<p>Soon to roll out more subsidised memberships with Kingaroy Fitness (post Lift for life and Diabetes Prevention Program)</p> <p>Benefit of PCYC Subsidised membership - can be taken to another PCYC if a participant moves away from the region</p> <p>Reminder - Walk organiser training can be done with Kerry if community members are interested in starting a new walking group</p> <p><b>Walking groups continuing as normal - Nanango, Kingaroy, Wondai, Murgon, Proston, Hivesville</b></p>
<p>5 In conjunction with Heart Foundation Walking, work to establish a sustainable walking program across the region by:</p> <ul style="list-style-type: none"> <li>Ø Improving promotion of existing walking groups in Kingaroy, Wondai and Blackbutt</li> <li>Ø Establishing new walking groups in all towns, with priority locations being:</li> </ul> <ul style="list-style-type: none"> <li>o Nanango</li> <li>o Murgon</li> <li>o Proston</li> <li>o Kumbia and</li> <li>o Maidewill</li> </ul> <ul style="list-style-type: none"> <li>Ø Once established, continue to expand walking groups and increase the number of available groups</li> <li>Ø Ensure walking groups provide for a range of target groups, with a key focus on:</li> </ul> <ul style="list-style-type: none"> <li>o Men</li> <li>o Mums with strollers</li> <li>o Older adults</li> </ul> <p>SBRC Healthy Communities Plan - 3.3.1 (d)</p>	<p>SBRC Healthy Communities Plan - 3.3.2 (c)</p> <p>In conjunction with Heart Foundation Walking, work to establish a sustainable walking program across the region by:</p> <ul style="list-style-type: none"> <li>Ø Improving promotion of existing walking groups in Kingaroy, Wondai and Blackbutt</li> <li>Ø Establishing new walking groups in all towns, with priority locations being:</li> </ul> <ul style="list-style-type: none"> <li>o Nanango</li> <li>o Murgon</li> <li>o Proston</li> <li>o Kumbia and</li> <li>o Maidewill</li> </ul> <ul style="list-style-type: none"> <li>Ø Once established, continue to expand walking groups and increase the number of available groups</li> <li>Ø Ensure walking groups provide for a range of target groups, with a key focus on:</li> </ul> <ul style="list-style-type: none"> <li>o Men</li> <li>o Mums with strollers</li> <li>o Older adults</li> </ul> <p>SBRC Healthy Communities Plan - 3.3.1 (d)</p>

6	Undertake the Healthy Food Access Basket survey as highlighted in the Healthy Communities Plan and original tender brief.	Work in progress
7	Undertake a Ausdrisk Health Promotion and Health assessment pitstops and local program advertising and marketing, (Australian Diabetes Risk Assessment Tool) at community events SBRC Healthy Communities Plan - 3.6.3	Events required have been completed as per Implementation Plan
8	Active local parks by running an annual Active Parks program across the region Ø Target mothers, 45-59 year olds and older adults Ø Concentrate on destination parks and ensure provision across the region in Kingaroy, Nanango, Wondai and Murgon Ø Seek Expression of Interest from local person/s to coordinate the program SBRC Healthy Communities Plan - 3.3.1 (a)	No activity to report
9	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: Ø Obstacle / fitness circuits	Healthy Communities event - 19 Oct - Lifestyle / Health Expo: joint RHealth and Council event - Would HC MAC members like to be involved in organisation/ have a stall etc? Sept holidays - aiming to coordinate school holiday activities with Libraries for stay at home parents and their children
10	Develop a regular community event such as a 'Mt Woordolin Race' that inspires people to get fit. The event could:  Blackbutt Festival BVRT Walk/Ride event - Planning ongoing	

<p>Ø Include several classes</p> <p>Ø Be incorporated with an overall Healthy Lifestyle Expo or another festival</p> <p>Partner with employment groups to help run the program</p> <p>SBRC Healthy Communities Plan - 3.3.1 (f)</p>	<p><u>Cycling Qld - Community Ride Event</u> posters and booklets emailed to members and distributed across region. <b>HC MAC Members to share stall space on Sun 28th in Kingaroy?</b> Please contact Kerry. Dates and Times:</p> <p>Sat 27th Tour de Kumbia Qld Road Team Series Stage 1 (RACE)</p> <p>Sat 28th Ride the SB Community Ride - 3 ride options, first ride starts at 8am. Start Point: CTC Youth Services. Register online <a href="http://www.qld.cycling.org.au/ridetheregions">www.qld.cycling.org.au/ridetheregions</a></p> <p>Sat 28th Tour de Kingaroy Qld Road Team Series Stage 2 (RACE)</p> <p>BBQ with the Mayor from 8am</p>
<p>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 &amp; 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 &amp; Healthy South Burnett' program brochure (monthly stakeholders' meetings)</p> <p>SBRC Healthy Communities Plan - 3.4.1 (b)</p>	<p>12 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</p> <p>SBRC Healthy Communities Plan - 3.4.1 (d)</p>
<p>13 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 Councils website and the Active South Burnett website.</p> <p>SBRC Healthy Communities Plan - 3.4.1 (g)</p>	<p>Preparing content and commenced map collection - ongoing</p>

14	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)	Ongoing for all programs as needed
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
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	SBRC Healthy Communities Plan - 3.4.1 (h)  Completing evaluation with parents who participated the Food Safety Supervisor training. There is more funding available for more training - another option for B'butt State School parents: Swim Coach training.
17	Partner with other agencies to promote healthy eating e.g.  Ø Engage directly with supermarket chains to run demonstration classes in supermarkets (eg food budgeting, shopping, healthy food preparation)	SBRC Healthy Communities Plan - 3.4.2 (a)  Community Kitchens - ongoing. Participant no's 5-10 per town, programs running in 6 towns (Benarkin, Nanango, Kingaroy, Wondai, Murgon, Proston)  Kingaroy - 5 more funded sessions available - this group will continue post-Healthy Communities funding with assistance from Centacare

	<ul style="list-style-type: none"> <li>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</li> <li>Ø Assist local residents to access locally grown fruit and vegetables via markets, roadside stalls etc</li> <li>Ø Community Kitchen cooking skills startup program</li> </ul> <p>SBRC Healthy Communities Plan - 3.5.2 (a)</p>	Benarkin and Wondai - only 1-2 funded sessions remaining - discussing with participants if they'd like to continue. Wondai may move to the Art Gallery kitchen post-funding sessions and continue meeting there.
18	<p>Provide incentives to restaurants, cafes, take away food outlets to provide healthy eating choices possibly via:</p> <ul style="list-style-type: none"> <li>Ø Reduced licensing fees</li> <li>Ø Promotion in 'healthy eating' guides</li> <li>Ø Use of venues as preferred caterers for corporate events</li> </ul> <p>SBRC Healthy Communities Plan - 3.5.2 (a)</p>	No activity to report
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> <ul style="list-style-type: none"> <li>Ø Potential to resource through Council's existing EHO responsibilities</li> <li>Ø Once mobile, develop a database of 'preferred suppliers' for use at Council functions</li> </ul> <p>SBRC Healthy Communities Plan - 3.5.2 ©</p>	RHealth to implement this program across the SB over the next 6 months with Healthy Communities funding support. Berneice Hilly will deliver the program. Approximately 7 businesses engaged so far.
20	<p>Work with local residents to establish, revitalise or continue community gardens.</p> <p>SBRC Healthy Communities Plan - 3.5.2 (d)</p>	Kingaroy Community Garden - minimal attendance over school holidays. Kerry will be handing over management of the garden and members to BIEOO so she can focus on other Healthy Communities events and programs. SB Care and playgroups are interested in having plots that they will tend to throughout the week.

21	Liaise with RHealth and Qld Health to promote the 'Lighten up' program in all main towns SBRC Healthy Communities Plan - 3.5.2 (f)	No activity to report
22	Establish mechanisms to ensure planning for active and healthy communities is embedded into and considered across all Council departments, particularly Health, Planning, Parks, Transport and Human Resources. This could be achieved by including an 'Active & Healthy' component on the agendas of existing inter-departmental meetings (eg Managers meetings) or by creating an internal 'Healthy Communities Working Group' involving the relevant staff positions. SBRC Healthy Communities Plan - 3.6.1 (c)	Ongoing
23	Clearly define the relationship between the Healthy Communities Management Advisory Committee, the Active South Burnett group and local physical activity providers and establish clear communication channels SBRC Healthy Communities Plan - 3.6.2 (a)	Ongoing
24	Audit Fees	No activity to report



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Department of National Parks, Recreation, Sport and Racing

## Building Active Communities Workshops

### Disaster Management

*Critical decisions in critical times*

When: Wednesday 16 October 2013 from 6.00-9.00pm  
Where: Nanango Golf Club, D'Aguilar Highway, Nanango

In recent years Queensland has been hit by a number of major natural disasters involving high winds, floodwaters and fires. No matter where your club is located, it is vital that you are well prepared. This workshop will examine the issues surrounding natural and man-made hazards focusing specifically on 'PPRR' – Prevention, Preparedness, Response and Recovery. Topics include writing an effective disaster management plan for the future; best communication tools for a disaster; insurance – what is covered and what isn't; effects of a disaster on the club's future financial health and membership; how to achieve a quick recovery effort and working through the maze of help and support potentially available.

[REGISTER NOW](#) 

#### Leisa Donlan - Committee

Leisa Donlan holds a Bachelor of Applied Science (Psychology) and is a Fellow of the Australian Society of Association Executives with 15 years experience in the non-profit sector. In 1999 Leisa was awarded the Australian Association Executive of the Year.



Leisa has been involved in every possible type of committee role on over 110 different committees and non profit organisations including community sporting clubs, trade and industry groups and philanthropic organisations.

With a wealth of 'real world' experience in clubs and committees Leisa has been sharing solutions to common club issues with thousands of committee members ranging from sports clubs, community groups, industry, indigenous communities to Government.

#### [Register online](#)

**Registrations close:** Wednesday 9 October 2013

Further Information: **Phone** 07 4125 9352  
**Email** [sqccentralqld@nprsr.qld.gov.au](mailto:sqccentralqld@nprsr.qld.gov.au)

Sport and Recreation Services  
Ph: 1300 656 191

Great state. Great opportunity.





## Fact Sheet

### What is Get Playing?

Get Playing is one of three funding programs that comprise the Queensland Government's *Get in the Game* initiative to support sport and recreation at the grassroots level.

Get Playing aims to assist local sport and recreation organisations with facility development so more Queenslanders are encouraged to become involved in the sport and recreation activity of their choice.

### What funding is available?

Organisations are eligible for funding up to a maximum of \$100,000 (GST exclusive).

Applicants will need to contribute a minimum of 20 per cent to the total eligible project costs (which may include in-kind contributions).

### Important dates

The following dates relate to the second round of the program:

15 Aug 2013	Funding round opens
15 Oct 2013	Funding round closes
Dec 2013	Announcement of successful projects

### Who can apply?

Organisations eligible to apply are:

- Queensland not-for-profit sport and recreation organisations and not-for-profit community organisations (whose primary objective is sport or recreation) incorporated under the:
  - Associations Incorporation Act 1981 (Qld)
  - Corporations Act 2001 (Cwth)
  - Cooperatives Act 2002 (Cwth)
- incorporated university sports clubs.

Organisations must also:

- be compliant with the Office of Fair Trading
- have met any contractual obligations of projects currently funded by the department.

If your organisation provides sport and recreation activities to children and young people from the age of five and under the age of 18 it must be registered for the companion program *Get Started* (see separate fact sheet).

### What projects are eligible?

Projects eligible for funding must be a new or upgraded facility development that supports participation in sport and recreation activities.

Eligible organisations can only apply for ONE project.

Eligible projects must also have the following items confirmed to be considered:

- land tenure documentation
- current right to occupy/lease arrangements for a minimum of three years
- land owner's permission-to-build
- sketch design and site plan developed
- contributions (financial and in-kind) confirmed
- project costs estimated
- scope of works determined.

A project planning checklist is available on the website to assist your organisation in deciding whether a project is ready to proceed.

### Need further information?

For further information on the funding program, contact your local Sport and Recreation Services advisor on 1300 656 191.

The funding information package and application forms are available at the Sport and Recreation website at [www.nprs.qld.gov.au/getinthegame](http://www.nprs.qld.gov.au/getinthegame).



## Fact Sheet

### What is Get Going?

Get Going is one of three funding programs that comprise the Queensland Government's *Get in the Game* initiative to support sport and recreation at the grassroots level.

Get Going provides funding to support not-for-profit local sport and recreation organisations with one-off grants towards projects that create opportunities for more Queenslanders to become members of sport and recreation organisations.

### What funding is available?

Organisations are eligible for funding up to a maximum of \$10,000 (GST exclusive).

### Important dates

The following dates relate to the second round of the program:

15 Aug 2013	Funding round opens
15 Oct 2013	Funding round closes
Dec 2013	Announcement of successful projects

### Who can apply?

Organisations eligible to apply are:

- Queensland local not-for-profit sport and recreation organisations and not-for-profit local community organisations (whose primary objective is sport or recreation) incorporated under the:
  - Associations Incorporation Act 1981 (Qld)
  - Corporations Act 2001 (Cwlth)
  - Cooperatives Act 2002 (Cwlth)
- incorporated university sports clubs.

Organisations must also:

- be compliant with the Office of Fair Trading
- have met all obligations for projects currently funded by the department.

If your organisation provides sport and recreation activities to children and young people from the age of five and under the age of 18 it must be separately registered for the companion program *Get Started* (see separate fact sheet).

### What projects are eligible?

Projects eligible for funding must be activities or items that will:

- improve sport and recreation delivered by the organisation
- assist an organisation with attracting members.

Eligible organisations can only apply for ONE project.

Activities and items that are considered eligible include (but are not restricted to) the following:

- development of young volunteers
- training and accreditation courses
- sport and recreation equipment
- membership drives
- promotional strategies.

### Need further information?

For further information on the funding program, contact a local Sport and Recreation Services advisor on 1300 656 191.

The funding information package and application forms are available at the Sport and Recreation website at [www.nprsr.qld.gov.au/getinthegame](http://www.nprsr.qld.gov.au/getinthegame).



Directorate- Planning &amp; Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
Tuesday, 27 August 2013 @ 2.00pm

**Present:** Cr Barry Green (SBRC), Chris Du Plessis (SBRC), Kerry Oldfield (SBRC), Caitlin Isaac (RHealth), Louise Judge (SBCCDP), Scott Hawkins (Active After School Program), Nicole O'Brien (BIEDO), Margie Hams (DDMNO ML), Kristen Firman (CTC), Melinda Bradford (CTC) and Janine Pay (SRS)

**Apologies:** Cr Keith Campbell (SBRC), Greg Griffiths (SBRC), Bernice Hilly (RHealth), Nicole Connolly (SC), Michael Eadie (PCYC), Nina Temperton (CTC), Kerrie Zeller (QRME), Belinda Pennel (Deb Frecklington's Office), Linda Silburn (BIEDO), Judith Skinner (DDMNO ML), Richard Henshaw (Qld Health), Amy Frame (Qld Health), Juliette McAleer (Disability Services) and Tamara Kelly (BIEDO), Matthew Kenny (CTC), Prue Bauer (CTC), Rosemary Braithwaite (Graham House), Sue Crossley (Qld Health), and Mark White (Qld Health)

**Chair:** Cr Barry Green  
**Minutes:** Wendy Kruger

Agenda Item	Action Summary	Responsible Officer	Due Date
Welcome	Cr Barry Green welcomed everybody to the meeting.		
Minutes from Previous Meeting	<i>That the minutes of the previous Committee Meeting held on Tuesday, 23 July 2013 as recorded be confirmed.</i>		
	Moved Seconded Kristen Firman Margie Hams	Carried 9/0	
Correspondence	<ul style="list-style-type: none"> <li>Deb Frecklington MP – Member for Nanango - FW Email - Junk Food</li> </ul>	Kerry Oldfield	
	Cr Barry Green provided an overview of correspondence received and invited Kerry Oldfield to update the Committee. Kerry advised that this email was really was just an information only to the committee and that the correspondence has been responded to by Deb Frecklington's office.		

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
Tuesday, 27 August 2013 @ 2.00pm



Agenda Item	Action Summary	Responsible Officer	Due Date
<b>Business Arising from Previous Meeting</b>			
<ul style="list-style-type: none"> <li>Update on invitation to Rotary Kingaroy</li> <li>Review of Healthy Communities Workshop</li> </ul>	<p>Kerry advised that she to date has not received a response. However she has verbally spoken to Damien Tessmann and they may possibly have someone who is interested in joining the committee.</p> <p>Kerry advised that the Healthy Communities Plan will be included in the upcoming review of the Corporate Plan. Chris and Kerry will be following up with the relevant Council Officers to ensure they are aware of the actions and goals that are relevant to their areas. Kerry also highlighted a number of actions from the Plan that could be ongoing Agenda items. These may result in sub-committee being created and driven by committee members. The ongoing Agenda items are:</p> <ul style="list-style-type: none"> <li>• Advocating for healthy workplaces</li> <li>• Family Fun Days at the Pools</li> <li>• Survey of Physical activity providers</li> <li>• Mental Health</li> </ul> <p>Chris Du Plessis provided a further update to this item. There are a lot of opportunities and funding possibilities to carry out these items. As the meetings progress more items may be identified.</p> <p>If any committee members have a particular interest in these items and wish to meet outside of the Healthy Communities Committee and provide updates at each meeting can contact <b>Kerry Oldfield</b>.</p> <p>Scott Hawkins from Active After School Communities advised that there may be a swimming program that may be able to be included. He will contact Tony Gregor to see if they can help out with a</p>	<p>Kerry Oldfield</p> <p>Chris Du Plessis/Kerry Oldfield</p>	

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
Tuesday, 27 August 2013 @ 2.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
	<p>program.</p> <p>Cr Green advised that there are a number of pools in the region and they may be able to be better utilised by these programs.</p> <p>Janine advised that she has been unable to contact the Managers at the Kingaroy Aquatic Centre and the Nanango Swimming Pool. Louise Judge offered to contact Joe Dangerfield for their contact details. Nicole O'Brien to contact the Nanango Swimming Club for their details. This information will be forwarded to Janine Pay.</p>	Chris Du Plessis	24 September 2013
• Update on Kerry Oldfield's Role	<p>Chris advised that he hasn't been able to make contact with the General Manager Built &amp; Natural Environment to follow up on this item.</p> <p>It was noted that at a recent risk assessment meeting, it was highlighted if that Kerry were to leave Council, currently there is no contingency plan in place. Council will investigate obtaining further funding to ensure that her 'legacy' is carried on and able to become part of Council's Corporate Plan.</p> <p>Cr Green requested that this matter be taken to an upcoming General Council Meeting to ensure that Kerry's role is continued after July 2014.</p> <p>Janine Pay noted that Nicole O'Brien and Paula Nunan's roles have only 18 months to go. It's a wait and see situation as these roles are dependent on funding from State and Federal Government.</p> <p>Cr Green advised that there seems to be a declining focus on sport in the schools due to the new curriculum and it's becoming more important to highlight the need for sport being available outside the school environments.</p>	Chris Du Plessis	24 September 2013





Directorate- Planning &amp; Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
Tuesday, 27 August 2013 @ 2.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
<b>Business for Discussion</b>	Chris Du Plessis is to follow up with the General Manager Built & Natural Environment.		
• Sports Action Reference Group	<p>Cr Green advised that the Sport Action Reference Group did not meet prior to this meeting due to miscommunication however he will be arranging a meeting prior to the next Healthy Communities Management Advisory Committee Meeting.</p> <p>Cr Green to send out a meeting invitations to the necessary attendants to the inaugural Sport Action Reference Group meeting on 24 September 2013.</p>	Cr Barry Green	Next Meeting
• Update from the Healthy Communities Officer	<p>Kerry provided an update on the following projects:</p> <ul style="list-style-type: none"> <li>Lift for Life</li> <li>Heart moves</li> <li>Adult Swimming Programs</li> <li>Subsidised memberships</li> <li>Heart Foundation walking</li> <li>Active Healthy Families Program</li> <li>Events – Bloomin Beautiful Blackbutt Festival</li> <li>Community Ride – Kingaroy &amp; Kumbia</li> <li>Community Kitchens</li> <li>Good Food Choices – 13 Businesses</li> <li>Kingaroy Community Gardens</li> </ul>	Kerry Okfield	
• Healthy Communities Risk Assessment	Kerry advised that Healthy Communities had a risk assessment	Kerry Okfield	



Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
Tuesday, 27 August 2013 @ 2.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
	<p>Carried out and a number of areas were looked at. Some of the risks highlighted were Kerry leaving her role, Council being unable to deliver the Healthy Communities Plan due to lack of resources, funding and support, and the Healthy Communities Plan's Actions and Goals become outdated.</p> <p>She asked that the Committee need to bear it in mind that contingencies needed to be put in place if she was not able to carry on with her role. There needs to be full review of the HC Plan to ensure we aren't working on outdated concerns/items.</p>	Kerry Oldfield/Caitlin Isaacs	
• Health & Lifestyle Expo	<p>Caitlin advised that the Health and Lifestyle Expo is being held on 19 October 2013. It's a joint event being hosted by RHealth and Council's Healthy Community Co-ordinator. This is specifically for groups, organisations, businesses and sporting groups within the South Burnett and it's to provide exposure for these groups to the Community. They currently have eleven (11) businesses, providers and organisations signed up. Jason Ford is going to be doing a cooking demonstration as well.</p> <p>Caitlin invited all the committee members to attend. There is a flyer coming out soon and it will be forwarded to all committee members when it's available as well as other promotions coming up. If you are interested in helping out or attending to contact Caitlin.</p> <p>Cr Green advised that he has had a number of queries regarding this Expo and he asked that the promotions commence as soon as possible. The promotions will be via Council's Facebook page, all local radio stations, and newspapers.</p>	Kerry Oldfield	
• The Hillbilly Haul	<p>Kerry provided an update on the Hillbilly Haul which is a bike ride in conjunction with the Bloomin Beautiful Blackbutt Festival. A copy of</p>	Kerry Oldfield	

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
Tuesday, 27 August 2013 @ 2.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
	<p>the poster is attached. You can register online via the PCYC website.</p> <p>Kerry advised that she is also organising a Rail Trail Scavenger Hunt for children and families. It is a fundraiser for the Blackbutt Kindergarten</p> <p>Cr Barry Green raised a concern that PCYC have not been in contact with Toowoomba Regional Council regarding the bike ride from Blackbutt to Yarraman. The South Burnett Regional Council Rail Trail stops at Nukku. From Nukku to Yarraman, the rail trail comes under the Toowoomba Regional Council. Kerry to follow up with Michael Eadie at Murgon PCYC.</p>		
• RU Ok Day	<p>Louise advised that this year's RU Ok Day is on 12 September 2013 at the Dr Ellen Kent Hughes Fare court and there is a live breakfast radio broadcast and at BBQ starting from 6:00 am. There are some coffee shops who will also be promoting the RU Ok day. She asked if the Healthy Communities Committee would be able to financially assist to the value of \$500 towards the Barbeque breakfast. The proposed menu is Fruit Salad, Vegetable Slice, Ham &amp; Vegetable Slice, Gluten free and preservative free sausages and Toad in the Hole.</p> <p>Council's Manager of Planning, Chris Du Plessis is to look at the Budget.</p> <p><b>Resolution:</b> <i>That Council's Manager of Planning, Chris Du Plessis look at the Healthy Communities Budget and if funds are available, to make arrangements to donate \$500 towards the cost of the Barbeque Breakfast being held on 12 September 2013.</i></p>	Louise Judge	





Directorate- Planning &amp; Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
Tuesday, 27 August 2013 @ 2.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
	<i>Moved: Louise Judge Seconded: Janine Pay</i>	<i>Carried (9/0)</i>	
• Mental Health Week	<p>Louise advised that Mental Health Week is being held during the first week in October. The Mental Health Unit at the Kingaroy General Hospital has organised an Art Show that is being hosted at the Kingaroy Art Gallery for the month of October.</p> <p>Hump Day will be held during that week for service providers and there will be a Dressed Cake Shop happening at a venue to be announced closer to the time.</p>	Louise Judge	
• E-Health Records	<p>Louise advised that Manjeet Singh, the E-health Records manager at Darling Downs South West Queensland (DDSWQ) Medicare Local is employed until middle of next week to explain what E-health records are and how they can be used. They are looking for community organisations to update on how to use this new system. If any of the committee members are aware of Groups or Organisations that may be able to benefit from this to contact Marge Hams or Manjeet in Toowoomba to arrange a talk.</p>	Louise Judge	
• Anti-Poverty Week	<p>Anti-Poverty week is being held in October this year. The South Burnett will be doing a couple of activities and they are looking for volunteers to assist. Information will be forwarded out soon.</p>	Louise Judge	
<b>General Section</b>			
<b>Update from Members</b>	Update from Committee members on recent activities.		
Janine Pay	<ul style="list-style-type: none"> <li>• Get Started Vouchers open 15 July. \$150 vouchers for children</li> </ul>		



Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
Tuesday, 27 August 2013 @ 2.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
	<p>whose parents hold health care cards towards sporting fees. Referrals can be made by Councillors, teachers, youth workers, police etc – still vouchers available under this program. Closes 15 October or when all vouchers are gone. 12,000 vouchers available. Children in care are eligible so long as they have a health care card and are between the age of 5-18.</p> <ul style="list-style-type: none"> <li>The Get In the Game funding programs are open, close 15 October. This funding is only available for sporting clubs, however clubs can construct on school land if they have a community use agreement in place. Holding funding info session at Murgon on Tuesday 27th August 5-6pm prior to the sports strapping workshop.</li> <li>Get Going – up to \$10,000 for programs and equipment</li> <li>Get Playing – up to \$100,000 for infrastructure <ul style="list-style-type: none"> <li>Clubs that have indicated an interest in the infrastructure funding Murgon cricket, Burnett Softball, Murgon Golf, Kingaroy Netball. These clients will be referred to Council's Planning Department</li> </ul> </li> <li>Met with some clubs today in Murgon, will be in Nanango next week and back again 24 Sept and available to meet with clubs</li> <li>YAAP – Young Athlete Assistance Program still running WORKSHOPS</li> </ul> <ul style="list-style-type: none"> <li>27 August</li> <li>Murgon Workshop – Beginners Sports Strapping – Murgon Golf Club- registrations closed at 37 due to being full</li> <li>16 October</li> <li>Nanango – Disaster Management</li> </ul>		



Directorate- Planning &amp; Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
Tuesday, 27 August 2013 @ 2.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
	<ul style="list-style-type: none"> <li>GAQAP – Get Active QLD Accreditation Program - 21 October Gympie This is available to all teachers free of charge. Wide Bay School Sports Board pays for bus travel for teachers to attend this. The venue is rotated each year and was held in Kingaroy 2 years ago.</li> </ul>		
<b>Margie Hams</b>	Margie advised the Committee that the Darling Downs South West Queensland (DDSWQ) Medicare Local Board meeting is being held on 16 September and invited everyone to a meet and greet at the Carrolllee Hotel on 16 September 2013.		
<b>Scott Hawkins</b>	The Australian Sports Commission's Community Coach Training Program is being held on 2 November. It's a free course and it's to help educate coaches within our program. Focusing on our region.		
<b>Cr Barry Green</b>	Advised there is going to a Men's Shed that will be opening in Nanango soon.		
<b>Louise Judge</b>	Advised that CTC & Graham House are running Personal Helpers & Mentor's Service (PHAMS). Referrals are available through Graham House... Partners in Recovery – mid September.		
<b>Meeting Closed at 3.00pm</b>			



**South Burnett**  
Regional Council

Chromatography - HPLC and LC-MS

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
Tuesday, 27 August 2013 @ 2.00pm

WEC MAC 277683011 (No participants on database as - 271)

Term	<p>1 Allocate resources (human and financial) towards on-the-ground implementation of this plan. Seek funding (such as CDAG, Healthy Communities funding or similar) to fund a Healthy Communities Co-ordinator position. SBRIC Healthy Communities Plan - 3.6.1 (b)</p> <p>2 Engage local fitness leaders to conduct LfH for Life or Heart Moves programs for adults. (dependent on identified community needs)</p>	<p>(This goal has been changed to fit in with the National Program Guidelines)</p> <p>SBRIC Healthy Communities Plan - 3.3.1 (i - o)</p>	<p>3 Engage local fitness leaders to conduct <u>adults</u> <u>swim</u> <u>fitness</u> programs - aiming to adult learn to swim/ water fitness where these are pool facilities available.</p> <p>(This goal has been changed to fit in with the National Program Guidelines)</p> <p>SBRIC Healthy Communities Plan - 3.3.1 (i - o)</p>
Term			<p>Starting to contact pool managers for Term 4 Adult swimming programs - aiming to launch an adult class at each pool from week 1 of Term 4</p>



Directorate- Watering &amp; Environment

## Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting

Tuesday, 27 August 2013 @ 2.00pm

<p>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.</p>	<p>5 In conjunction with Heart Foundation Walking, work to establish a sustainable walking program across the region by:</p> <ul style="list-style-type: none"> <li>¶ Improving promotion of existing walking groups in Kingaroy, Wondai and Blackbutt</li> <li>¶ Establishing new walking groups in all towns, with priority locations being:           <ul style="list-style-type: none"> <li>o Nanango</li> <li>o Maroochydore</li> <li>o Preston</li> <li>o Kumbia and</li> <li>o Maderwell</li> </ul> </li> <li>¶ Once established, continue to expand walking groups and increase the number of available groups</li> <li>¶ Ensure walking groups provide for a range of target groups, with a key focus on:           <ul style="list-style-type: none"> <li>o Men</li> <li>o Mums with strollers</li> <li>o Older adults</li> </ul> </li> </ul>
	<p>6 South Burnett Healthy Communities Plan - 3.3.2 (e)</p> <p>Reminder - Walk organiser training can be done with Jerry if community members are interested in starting a new walking group</p> <p>Walking groups continuing as normal - Nanango, Kingaroy, Wondai, Maroochydore, Maderwell</p> <p>7 South Burnett Healthy Communities Plan - 3.3.1 (d)</p>



Directorate- Watering &amp; Environment

**Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting**  
**Tuesday, 27 August 2013 @ 2.00pm**

6	Undertake the Healthy Food Access Baseline survey as highlighted in the Healthy Communities Plan and original tender brief.	Work in progress
7	Undertake a Australian Health Promotion and Health assessment pilot(s) and local program advertising and marketing, (Australian Diabetes Risk Assessment Tool) at community events	Events required have been completed as per Implementation Plan
8	SERC Healthy Communities Plan - 3.6.3  Active local parks by running an annual Active Parks program across the Region <ul style="list-style-type: none"> <li>Ø Target mothers, 45-59 year olds, and older adults</li> <li>Ø Concentrate on destination parks and ensure provision across the region in Kargarey, Nanango, Wondai and Murgon</li> </ul> Ø Seek Expression of Interest from local partners/ to coordinate the program	No activity to report
9	SERC Healthy Communities Plan - 3.3.1 (a)  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:  Ø Obstacle / fitness circuits  Ø Treasure hunts	19 Oct 2013 Sum-Jem - Obstacle / Health Expo (joint Health and Council event - drawing for over 20 stall holders. Promo materials to be provided when ready.  Activities include Crime and try fitness classes and cooking demos.
		WA 2 Sept holidays - aiming to coordinate an "amazing race" style obstacle course with Libraries for stay at home parents and their children. Activities will be indoors (library focus) and outdoors (physical activity focus). Details available below, more info to be provided via email closer to date.
		28/09/2013 Saturday 10am-12pm Ky 30/09/2013 Monday 10am-12pm Marn 1/10/2013 Tuesday 10am-12pm Wels 2/10/2013 Wednesday 11am-12pm Mjo, 2pm-4pm Beaufort 3/10/2013 Thursday 2pm-4pm Preston



Directorate- Watering &amp; Environment

## Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting Tuesday, 27 August 2013 @ 2.00pm

<p>⑥ Cooking workshops ⑦ Gardening workshops (utilising community gardens)</p> <p>SERC Healthy Communities Plan - 3.3.1 (b)</p> <p>10. Develop a regular community event such as a 'M' Woorebin Race' that inspires people to get fit. The event could: ⑧ include several classes</p>	<p>Blackburn Festival BURT Walk/Ride event Separate agenda item</p> <p>Cycling Qld - Community Ride Event: 117 participants in community ride in Kingaroy. Best attended Community Ride so far for Cycle Qld. Video and article links have been presented at the last Council meeting.</p>	<p>⑨ Be incorporated with an overall Healthy Lifestyle Expo or another festival Partner with employment groups to help run the program</p>	<p>SERC Healthy Communities Plan - 3.3.1 (f)</p> <p>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 &amp; 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 &amp; Healthy South Burnett' program brochure (monthly stakeholders meeting(s))</p>	<p>SERC Healthy Communities Plan - 3.4.1 (b)</p> <p>12. 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</p> <p>SERC Healthy Communities Plan - 3.4.1 (d)</p> <p>Minor updates to website for new programs starting. Good Food Choices updates</p>
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**Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting**  
**Tuesday, 27 August 2013 @ 2.00pm**

		Preparing content and commenced map collection - ongoing
13	Develop 'active and healthy' maps and brochures showing all walk / cycle paths and key sports and recreation facilities throughout the region. Publish hard copies and include on Councils website and the Active South Burnett website.	
14	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)	Ongoing for all programs as required
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
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	Completing evaluation with parents who participated the food safety supervisor training. There is some funding available for more training - another option for infant school parents: Swim Coach training.
		SBRC Healthy Communities Plan - 3.4.2 (a)



Directorate- Watering &amp; Environment

## Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting

Tuesday, 27 August 2013 @ 2.00pm

<p>17 Partner with other agencies to promote healthy eating eg:</p> <ul style="list-style-type: none"> <li>g Engage directly with supermarket chains to run demonstration classes in supermarkets (eg food budgeting, shopping, healthy food preparation)</li> <li>g 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</li> <li>g Assist local residents to access locally grown fruit and vegetables via markets, roadside stalls etc.</li> <li>g Community Kitchen cooking skills startup program</li> </ul> <p>SERC Healthy Communities Plan - 3.5.2 (b)</p>	<p>Community Kitchens - ongoing. Participant no's 5/10 per town, programs running in 5 towns (Manango, Kingaroy, Wondai, Murgon, Proston)</p> <p>Beulah Community Kitchen - past 2 sessions have been poorly attended despite extensive follow up with participants. Final session to be cancelled if no interest from participants.</p> <p>Evaluations upcoming for - Kingaroy, Manango, Wondai.</p>
<p>18 Provide incentives to restaurants, cafes, take away food outlets to provide healthy eating choices possibly via:</p> <ul style="list-style-type: none"> <li>g Reduced licensing fees</li> <li>g Promotion in 'Healthy eating' guides</li> <li>g Use of venues as preferred caterers for corporate events</li> </ul> <p>SERC Healthy Communities Plan - 3.5.2 (b)</p>	<p>No activity to report</p>
<p>19 Support and partner with iHealth in the development and implementation of a 'Healthy Food Choice' program aimed at 'accrediting' local food outlets</p> <ul style="list-style-type: none"> <li>g Potential to resource through Council's existing EHO responsibilities</li> </ul>	<p>g Health to implement this program across the Shire. 6 months with Healthy Communities funding support. Service 100 will deliver the program.</p> <p>Accredited Businesses - Copper Country Motor Inn, Lee's Kitchen, Wild Infusion, Lisbeth's Cafe, Woodcutters of Blackbutt, Taste South Burnett, Asian Gourmet Kitchen, Burra Nut Cafe, Austria's Pizza Cafe, Whirlwind Cafe, Capitano's Patisserie, Kingaroy Seafood and Takeaway.</p> <p>g Once mobile, develop a database of</p>



Directorate- Watering &amp; Environment

## Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting Tuesday, 27 August 2013 @ 2.00pm

'preferred supplier's' for use at Council functions SBRC Healthy Communities Plan - 3.5.2 (d)	
170 Work with local residents to establish, revitalise or continue community gardens.	Kingsroy Community Garden - Saturday meetings cancelled due to lack of attendance. All members have been invited to access the garden in their own time. SB Care have recently received 2 workshops with BIEOO's Local Garden Angel. BIEOO's Regional Garden Coordinator investigating other community organisations and groups that can be invited to use the gardens for meetings and clients.
SBRC Healthy Communities Plan - 3.5.2 (f)	
21 Liaise with Health and Old Health to promote the 'lighten up' program in all main towns	No activity to report
SBRC Healthy Communities Plan - 3.5.2 (f)	
22 Establish mechanisms to ensure planning for active and healthy communities is embedded into and considered across all Council departments, particularly Health, Planning, Parks, Transport and Human Resources. This could be achieved by including an 'Active & Healthy' component on the agenda of existing inter-departmental meetings (eg Managers' meetings) or by creating an internal Healthy Community Working Group involving the relevant staff positions	SBRC Healthy Communities Plan - 3.6.1 (c)
SBRC Healthy Communities Plan - 3.6.1 (c)	
23 Clearly define the relationship between the Healthy Communities Management Advisory Committee, the Active South Burnett group and local physical activity providers and establish clear communication channels	SBRC Healthy Communities Plan - 3.6.2 (a)
24 Audit Fees	Preparing information for auditors



Minutes of the Healthy Communities Management Advisory Committee (MAC)  
Meeting  
Tuesday, 27 August 2013 @ 2.00pm

**From:** Nanango Electorate Office [mailto:NANANGO@parliament.qld.gov.au]  
**Sent:** Wednesday, 31 July 2013 12:37 PM  
**To:** Kerry Oldfield  
**Subject:** Nanango Electorate Office - FW: Junk Food

Dear Kerry,  
Deb recently received the following email from a visitor to our region.  
On her behalf, we are forwarding her correspondence to the Healthy Communities Committee for your information.  
We have also responded to let her know that Deb does shop in the Kingaroy IGA most weekends and is aware of the shop layout.  
Kind regards  
Belinda

Belinda Pennell  
Electorate Officer for  
**Deb Frecklington MP – Member for Nanango**  
T: 07 4162 1381 Freecall: 1800 818 261 Fax: 4162 4774  
Email: [nanango@parliament.qld.gov.au](mailto:nanango@parliament.qld.gov.au)



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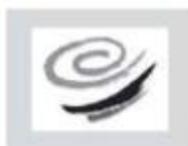
**From:** Sandra Beynon [mailto:sandrabeynon26@gmail.com]  
**Sent:** Monday, 29 July 2013 3:30 PM  
**To:** Nanango Electorate Office  
**Subject:** Junk Food

Attn: Deb Frecklington  
Member for Kingaroy

Via Email

Dear Mrs Frecklington

Below is a letter I am today posting to the Manager, IGA, Kingaroy. As a visitor to your town recently, I was shocked and quite simply appalled that this complete disregard for the health of your constituents is allowed to occur in the face of alarming obesity rates, particularly in lower socio-economic, country and regional areas across the nation.



Minutes of the Healthy Communities Management Advisory Committee (MAC)  
Meeting  
Tuesday, 27 August 2013 @ 2.00pm

I am hoping that there is some way this matter can be formally brought to the attention of the proprietor of this IGA supermarket that, whilst the government spends millions a year on preventative health education, we have business-people clearly working against it.

Whilst legislatively, there is nothing stopping a store from selling any junk food, nor should there be, I believe that morally there should be a code of conduct applied to the sale of such items. Blame is often directed at fast-food outlets such as McDonalds etc, and they have been stymied in their marketing on children's television etc. However, as children regularly accompany their parents on shopping expeditions, it is also worth considering the impact that their exposure to high volume marketing of junk food at supermarket level. I would invite you to visit the IGA Kingaroy and see for yourself the conditions I describe below.

Yours sincerely

Sandra Beynon

.....

Dear Manager

I was a visitor to your town a few weekends ago and called in to your shop, wherein I was appalled at the staggering volume of junk food on prominent display in your store.

**Australia is today ranked as one of the fattest nations in the developed world. The prevalence of obesity in Australia has more than doubled in the past 20 years.**  
A recent study conducted by Dept of Human Services in Victoria reveals that the obesity epidemic is predicted to continue to increase for both males and females and across the age span. This would result in around one third of 5-19 year olds being overweight and/or obese by 2025 as well as 83% of males and 75% of females aged 20 years and over. For Australia, this would represent 16.9 million people and for Victoria, 4.2 million.

In the face of epidemic obesity rates both in adults, and more particularly, rising in the statistics of children, I find your store policy on the display of junk food disgraceful.

More particularly:

- Almost the entire length of your delicatessen area is stocked at floor-level (toddler-height) with five-high rows of clear-plastic lolly containers.
- At the end of each aisle at the front end of the store are enormous displays of chocolates, soft drinks, chips and biscuits.

There is simply no escaping junk food in your store and it is displayed in the most over-the-top, in-your-face manner so as to make it impossible for mother's to conduct their shopping without encountering junk food at every turn.

This country now boasts adult obesity rates well over 50%, and child obesity rates at 70%. Does your conscience sit well with the way you stock your supermarket?

There is no way we can prevent people from gorging themselves on junk food, however, your store is actively PROMOTING the sale of junk food, rather than it being just one part of its range of goods.



Minutes of the Healthy Communities Management Advisory Committee (MAC)  
Meeting  
Tuesday, 27 August 2013 @ 2.00pm

A supermarket, last I heard, is somewhere you can purchase an entire range of food items. Your store, upon entering, resembles a veritable heaven for over-eaters' and junkfood junkies. In the city of Brisbane where I live, there is no supermarket which stocks junk food items in quite the staggering, blatant extent as in your store.

Despite the amount of publicity given to the obesity problem in this country, it is a well-known fact that those people in the lower-socio-economic areas suffer more from lack of education in this regard. Your store is sitting well within the demographic for people who lack role models or education in healthy eating, and you are simply contributing to the excess consumption by these people of food which is seriously detrimental to their health.

I am not a nutritionist, however, in conjunction with medical experts, I have authored a book called "Homecooked food for babies and toddlers: a simple guide" - in order to educate new mothers in the perils of sugar and refined foods.

I felt so appalled when I left your store that I have copied your local member, Ms Deb Frecklington, in on this correspondence.

I believe we must all take responsibility collectively as a society and community for our health and the health of our fellow citizens. Your store's policy of appealing to the basic eating habits of a significant portion of your market is nothing short of unscrupulous and disgusting.

Good parenting is difficult and challenging, and more so to certain sectors of the the community. You are making it nigh on impossible for young, inexperienced parents, in particular, to conduct their shopping in a normal manner (i.e. avoiding the confectionary or soft drink or chip aisle). I feel sorry for those people that enter your store and have to contend with whingeing children whose eyes are popping out at the immense volume, colour and appeal of junk food marketing.

Yours sincerely

Sandra Beynon

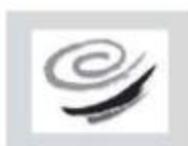
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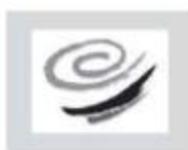
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Minutes of the Healthy Communities Management Advisory Committee (MAC)  
Meeting  
Tuesday, 27 August 2013 @ 2.00pm

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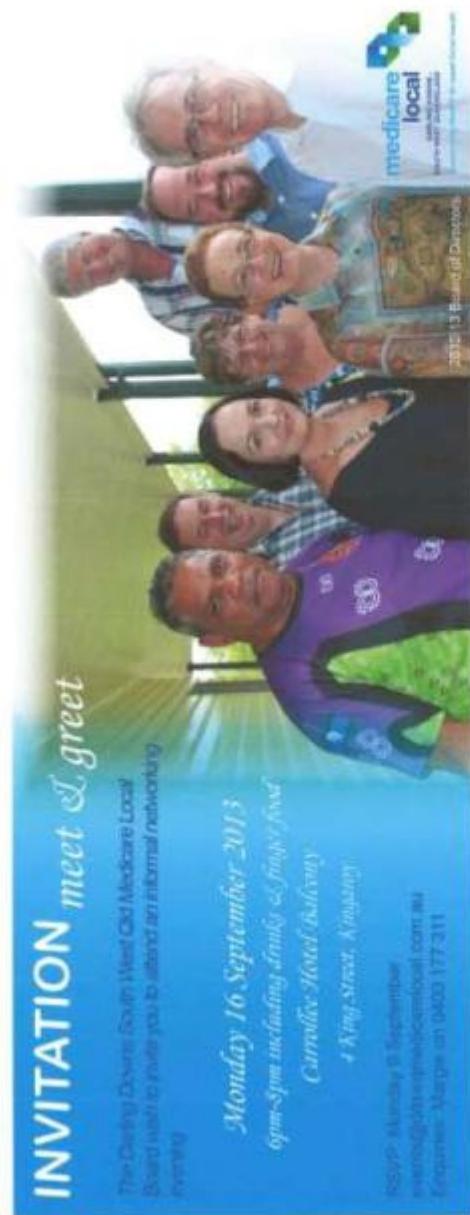
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**South Burnett**  
Regional Council

Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC)  
Meeting  
Tuesday, 27 August 2013 @ 2.00pm





Minutes of the Healthy Communities Management Advisory Committee (MAC)  
Meeting  
Tuesday, 27 August 2013 @ 2.00pm

**IT'S A BLOKE THING**

As men we tend to not discuss our health openly...

It's time to take control of your health no matter what your age. Bring your mate, dad or brother for a free feed and information session on issues facing men today.

**Come along for your chance to meet an Origin Great, Colin Scott**

**FREE BBQ!**

**Kingaroy**  
**28 August 2013**  
**6:00pm-7.45pm**  
**Mitre 10 Trade Centre, 10 Rogers Drive**

**FOR MORE INFORMATION**  
Call (07) 4688 2000  
Visit [ddswqmedicarelocal.com.au/blokes](http://ddswqmedicarelocal.com.au/blokes)  
Email [events@ddswqmedicarelocal.com.au](mailto:events@ddswqmedicarelocal.com.au)

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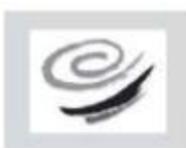
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SOUTHERN BURNETT  
SOUTHWEST QLD  
Connecting Health to your Local Community

Proudly supporting men's health initiatives across Darling Downs, South Burnett and South West Qld.

**THE CHRONICLE**

**ARTHUR REEDSON**

**WIN**



Minutes of the Healthy Communities Management Advisory Committee (MAC)  
Meeting  
Tuesday, 27 August 2013 @ 2.00pm

**Hillbilly Haul**



**7th and 8th of September, 2013**  
Bloomin' Beautiful Blackbutt Festival

**Saturday, 7th September** – ride from Blackbutt to Yarraman and return 40km  
9:00 a.m. registration for 9:00 am start at Rail Trail Head  
Entry fee \$20.00

**Sunday, 8th September** – Blackbutt to Lenville and return (Way Ride) 55 km  
7:00 a.m. registration for 8:00 am start at Rail Trail Head  
Entry fee \$40.00 for complete ride or \$20.00 with \$5.00 inc ride back from Lenville

**1st Prize**  
First Prize for Sunday Ride from Blackbutt to Lenville and back  
Accommodation for 2 people for 2 nights  
at Crane Wines Estate  
including continental breakfast, a bottle of wine,  
gourmet cheese platter  
and a barbecue pack.  
Package Value \$350.00

and Lucky Draw Prizes to be won  
Lucky Draw prizes for all bike ride participants (Saturday and Sunday ride)  
Prize 1 Yarraman Caravan Park accommodation package for 2 people for 2 nights  
Prize 2 A carton of local wine

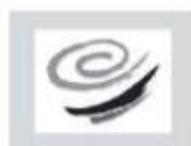
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or  
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This National Partnership Agreement on Preventative Health Initiative  
was funded by the Australian Government

**PCYC**  
South Burnett

**Queensland Health**

**SOUTH BURNETT**  
REGIONAL COUNCIL



Minutes of the Healthy Communities Management Advisory Committee (MAC)  
Meeting  
Tuesday, 27 August 2013 @ 2.00pm



## Rail Trail Scavenger Hunt

**Date:** Saturday 7 September 2013

**Time:** Registrations from 8.00am for a 10.00am start. Finish by 11.30am.

**Where:** Blackbutt Rail Head, Hart Street.

### Activities and Details

- Track: Brisbane Valley Rail Trail from Blackbutt to Benarkin and return.
- Cost: Gold coin donation supporting C&K Blackbutt Community Kindergarten
- For all fitness levels
- Be prepared with sun protection, water, comfortable clothing & enclosed shoes.
- Children under the age of 13 must be accompanied by a parent or guardian.

Presented by South Burnett Regional Council  
Healthy Communities & C&K Blackbutt  
Community Kindergarten.

For more information:

Phone: 4163 0553  
Email: [blackbutt@candk.qld.gov.au](mailto:blackbutt@candk.qld.gov.au)  
[www.candk.qld.gov.au/blackbutt](http://www.candk.qld.gov.au/blackbutt)



The National Partnership Agreement on Preventive Health Initiative was funded by the Australian Government



*Where children come first*

## Financial and Resource Implications

The works and activities to be undertaken are within the Healthy Communities budget allocation for 2013-14.

## **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**

**5.5.2 C - 1214723 - Minutes of the Boondooma Homestead Management Advisory Committee meeting held on 10 September 2013**

**Document Information**

**IR No** **1203631**

**Author** **Cultural Services Coordinator**

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

**Date** **10 September 2013**

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**Précis**

Minutes of the Boondooma Homestead Management Advisory Committee meeting held on 10 September 2013.

**Summary**

The Boondooma Homestead Management Advisory Committee held a meeting on 10 September 2013 and submits the following minutes to be tabled at the next Council Meeting for discussion.

**Officer's Recommendation**

That Council endorses the recommendations and minutes of the Boondooma Homestead Management Advisory Committee meeting held on 10 September 2013.



Briantone- Community and Economic Development

Minutes of the Boondooma Homestead Management Advisory Committee  
Tuesday, 10 September 2013 @ 10.00am

**Present:** Cr Kathy Duff, Buddy Thomson, Mavis Metzroth, Bruce Metzroth, Lynne Bennett, , Bob Somerset, Marion Alford and Pattie Brown

**Apologies:** Cr Keith Campbell, Richard Grimes and Judy Brandt

**Observers:** Michael Hunter

**Chair:** Cr Kathy Duff

**Minutes:** Wendy Kruger

Agenda Item	Action Summary	Responsible Officer	Due Date
Welcome	Cr Kathy Duff welcomed everyone to the meeting		
Minutes from Previous Meeting	<p><i>Resolution: That the minutes of the previous Committee Meeting held on Tuesday, 13 August 2013 as record be confirmed.</i></p> <p>Moved: Pattie Brown Seconded: Mavis Metzroth</p>		
Correspondence	<ul style="list-style-type: none"> <li>Department of State Development, Infrastructure and Planning</li> </ul>	<p>Material Change of Use for Caravan Park in relation to development approval for 826/2 Mundubbera Durong Road, Boondooma. Michael advised that Chris Du Plessis was unable to attend the meeting and he advised that the Department were happy with the application. However the Department has requested that an accurate site plan indicating the location of all buildings be undertaken. The Boondooma Museum &amp; Heritage Assoc. Inc, believe that the site plan held by the Heritage Council of Queensland should be accurate enough to be used to demonstrate where buildings are located on</p>	<p>Michael Hunter</p>



Briantone- Community and Economic Development

Minutes of the Boondooma Homestead Management Advisory Committee  
Tuesday, 10 September 2013 @ 10.00am

Agenda Item	Action Summary	Responsible Officer	Due Date
	<p>Chns suggested that the Committee get a quote for a detailed/survey plan from O'Reilly Nunn &amp; Favier to settle this matter.</p> <p><b>Resolution:</b> <b>Council to obtain a quote from O'Reilly Nunn &amp; Favier to carry out a detailed site survey plan and Buddy Thomson to obtain a copy of the Site Plan issued by the Heritage Council of Queensland and send the plan through to Council to be forwarded to the State Development, Infrastructure and Planning.</b></p> <p>Moved: Bob Somerset Seconded: Buddy Thomson</p> <p>Carried 9/0</p> <p>Concerns were raised by the conditions to be imposed by the Department of State Development, Infrastructure and Planning ie closure of northern access (Attachment No. 1, Condition No. 2a). The Committee are seeking permission from Department of Transport &amp; Main Roads to be able to use the northern access for service vehicles eg Waste Disposal and Food Delivery Trucks. This is due to the unavailability of using the main access because of vehicle congestion during main events.</p> <p>There were concerns regarding Attachment No. 1 Condition No. 4 states that the northern access is located 58m from the boundary. This should be 580m not 58m as stated.</p> <p><b>Resolution:</b> <b>The committee request that Council write to Department of State Development, Infrastructure and Planning to allow the northern access to be utilised for service vehicles as access through</b></p>		



Briantone- Community and Economic Development

Minutes of the Boondooma Homestead Management Advisory Committee  
Tuesday, 10 September 2013 @ 10.00am

Agenda Item	Action Summary	Responsible Officer	Due Date
	<b>the main entrance is not feasible during main events</b> Moved: Leslie Somerset Seconded: Lynne Bennett Carried 9/0		
<b>Business Arising from Previous Meeting - 13 August 2013</b>			
• Clarification Lawson's Broadcreek Road	Cr Kathy Duff advised that she has spoken to Cr Damien Tessmann and that Council are looking to changing some roads due to emergency services concerns. Cr Duff advised that the road name could be changed but the concern was what it be changed to. <b>Resolution:</b> <b>The committee request that Cr Duff approach Council to change the name back to Lawsons Broadcreek Road.</b> Moved: Buddy Thomson Seconded: Marion Alford Carried 9/0	Cr Kathy Duff	
• Update on Cabins - Final Building Inspection	Held over until next Building Sub Committee	Russell Springall	
• Faulty Light - Caretakers Cottage	Michael advised that the Properties Department have advised that the light has been fixed.	Michael Hunter	
<b>General Business</b>			
• Budget Update	Michael updated the committee on the 2013-2014 budget.	Michael Hunter	



Briantone- Community and Economic Development

Minutes of the Boondooma Homestead Management Advisory Committee  
Tuesday, 10 September 2013 @ 10.00am

Agenda Item	Action Summary	Responsible Officer	Due Date
• 2013 Volunteer Christmas Party	Michael advised that at the next Community Team Leaders meeting, they will be discussing the end of year Christmas Party. This year the event may be held at the Bunya Mountains and it is to be held on 16 or 17 December. This is for all volunteers for the South Burnett Regional Council. This will also include a Family Trip at the same time.		
<b>Agenda Items - New Business</b>			
Council Vehicles – Tractor & Ride-on-mower	Buddy advised that a Council Employee from the Murgon Workshop came out to verify what Council vehicles were being utilised at the Homestead. There is the Tractor and ride-on-mower. He has arranged for the Tractor to be serviced at the Murgon Workshop before the 'mowing season' starts and is waiting for the date to be confirmed	Buddy Thomson	
Meeting closed at 11.13 am.			

## Financial and Resource Implications

The works and activities to be undertaken are within the Boondooma Homestead budget allocation for 2013-14.

## **Link to Corporate/Operational Plan**

### *Link to Operational Plan:*

Continue to support Boondooma Homestead through the Management Advisory Committee.

EC1 A community with the capacity to develop the area of arts, culture and heritage  
(Corporate Plan Goal)

EC1.2 Build the capacity of our arts, heritage and library facilities to become vibrant community centres (Corporate Plan Strategy)

Continue to coordinate the MAC through the VIC and Heritage Team Leader position  
(Key Performance Indicator)

## **Communication/Consultation (Internal/External)**

Membership of the Boondooma Homestead Management Advisory Committee.

## **Legal Implications (Statutory Basis, Legal Risks)**

Nil

## **Policy/Local Law/Delegation Implications**

Nil

## **Asset Management Implications**

Improved asset management of the Boondooma Homestead facility.

***(b) Portfolio Reports***

Community Portfolio Report

No Report.

Arts, Culture and Heritage Portfolio Report

No Report.

Sport and Recreation Portfolio Report

No Report.

Indigenous Affairs Portfolio Report

No Report.

**6. Economic Development & Tourism**

**6.1 Economic Development (ED)**

***(a) Officer's Reports***

No Report.

***(b) Portfolio Report***

**6.1.1 ED - 1216491 - Economic Development Portfolio Report**

**Document Information**

**IR No** **1216491**

**Author** **Mayor Wayne Kratzmann**

**Date** **10 September 2013**

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**Précis**

Economic Development Portfolio Report

**Summary**

Economic Development Portfolio Report to Council for the period 13 August 2013 to 9 September 2013.

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## **Officer's Recommendation**

That the Economic Development Portfolio Report to Council for the period 13 August 2013 to 9 September 2013 be received.

## **Report**

The following is a summary for the Economic Development Portfolio for the period 13 August 2013 to 9 September 2013:-

- South Burnett Directions
- Kingaroy Aerodrome
- South Burnett Private Hospital
- DestinationQ
- South Burnett Touring Guide

**6.2 Tourism (T)**

**(a) Officer's Reports**

No Report.

**(b) Portfolio Report**

Tourism Portfolio Report

No Report.

**7. Infrastructure Services**

**7.1 Roads & Drainage (R&D)**

**(a) Officer's Reports**

7.1.1 R&D - 1215101 - Minutes of the Traffic Advisory Committee Meeting held on Tuesday 13 August 2013

**Document Information**

**IR No** 1215101

**Author** General Manager Infrastructure

**Date** 9 September 2013

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**Précis**

Minutes of the Traffic Advisory Committee held on Tuesday 13 August 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 13 August 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 13 August 2013.
2. Adopts the recommendations of the Committee in relation to:

**Bunya Hwy and Taylors Rd intersection, Kingaroy:**

That the General Manager Infrastructure write to TMR Regional Director, Doug Wass advising that:

- (1) a discussion had taken place at the 13 August 2013 TAC meeting and request that a road safety audit be conducted at the intersection of the Bunya Hwy and Taylors Rd due to increased right turn movements.
- (2) seek to have that intersection upgraded and include additional information and Police reports.
- (3) reference the amount of money South Burnett Regional Council has from development contributions for that intersection.



# UNCONFIRMED MINUTES

## Traffic Advisory Committee

**Purpose:** Meeting of Traffic Advisory Committee (TAC)

**Venue:** Kingaroy Office

**Date:** 13 August 2013

**Attendance:** Cr Wayne Kraitzmann (Mayor), Chairperson, Cr Damien Tessmann, Cr Kathy Duff, Russell Hood (General Manager, Infrastructure), Jeff Stephan (Manager Roads & Drainage), James D'Arcy (Manager Design Technical Services), Peter Van Eysden (Principal Engineer, TMR Bundaberg), Russell Rogers (Snr Advisor Traffic & Road Safety, TMR Bundaberg), Maree Shepherd (Road Safety Officer, TMR Bundaberg), Snr Sgt Duane Frank and Sgt Brent Gerber (QPS Kingaroy), Snr Sgt Lance Guttridge (QPS Murgon), Sgt Jason Newton (QPS Nanango), Sgt Paul McDonnell (QPS Yarraman), Sgt Alan Gerrard (QPS Blackbutt), Kay Dove (Infrastructure Support Officer).

**Apologies:** Judi Johnson (Regional Manager RACQ)

AGENDA ITEM	OUTCOME
<b>OPENING</b>	Cr Kraitzmann welcomed all in attendance and opened the meeting at 10:40am. Cr Kraitzmann asked Cr Tessmann to chair the meeting.
<b>CONFIRMATION OF PREVIOUS MINUTES</b>	Moved by Cr Duff, seconded Maree Shepherd, that the minutes of the previous Traffic Advisory Committee held 28 May 2013 as recorded be confirmed. Carried
<b>BUSINESS ARISING FROM MINUTES</b>	<p>James D'Arcy reported that Council funding has been approved for the upgrade being managed by TMR (funded through Safer Roads Sooner) Concept design should be completed in next few weeks. SBRC has complimentary works so request TMR keeping Council informed. Design should be finished by beginning October Tender process will take 3 months and the appointment of contractor before Christmas. Construction should commence by the end of January 2014 and completed by end of financial year.</p> <p>James D'Arcy met with the Principal, Cr Tessmann, Maree Shepherd (TMR), and SBRC to bring the pedestrian crossing down from Booth St intersection to main intersection of the new estate. Job to be costed and included in Capital Works Program. ITEM CLOSED</p> <p>James D'Arcy met with Boral on site and they were receptive to discussions. D&amp;TS took several matters into consideration, including dust and noise impact on a neighbour (adjacent entrance), as well as a significant cost to Boral should the entrance be moved, the recommendation is that the entrance remain unchanged as it is adequately signed. ITEM CLOSED</p>
(a) Markwell/Kingaroy Traffic lights	
(b) Taabinga SS	
(c) Boral Quarry - (formerly Fortress)	

<p>(d) Road name changes across the region (update on Report to Council e.g Okeden Road / Okeden Byyanda Road)</p>	<p>Peter Van Eysden advised that Mike Chambers (TMR Gympie) have been investigating Okeden Byyanda Rd under DNRM is listed as Okeden Rd. Any changes need to be noted on the DNRM mapping system. Russell Rogers gave a verbal report as to current status on behalf of Mike Chambers TMR.</p> <p>TMR suggested that the road be signed as Boondooma Dam Rd and locally known as Okeden Rd. Russell Hood said there are only two residents that would be affected by a name change and SBRC want to change it to Okeden Rd.</p> <p><b>Action:</b> GM Infrastructure and TMR's Mike Chambers to work together to change Boondooma Dam Rd formally to Okeden Rd.</p>	<p><b>Action:</b> GM Infrastructure advised Council will be meeting with BGA and this should allay issues with KCC entrance.</p>	<p><b>(a) Fisher &amp; Haly St:</b> Request for Right arrow. Peter Van Eysden has been in contact with Marion advising this is not possible at this intersection.</p>	<p><b>(b) Fisher &amp; Moore Sts:</b> Alterations to the existing intersection configuration (drawing presented) will be completed by Council under maintenance.</p>	<p>Meeting with the Mayor, Cr Duff and TMR after this meeting.</p>	<p>Jeff Stephan reported that Council will install 'B' size Give Way signage with target board at the back plus improved line marking. Trees have been removed.</p>	<p>TMR investigated and also spoke to Mr Beard and have arranged for re-linemarking and changed to signage where necessary.</p>	<p>Coral Street is a low speed, low volume environment. The request was for centre road line marking and any other signage to assist walkers. Design &amp; Technical Services (James D'Aicy) presented their proposal for signage.</p>	<p><b>Action:</b> SBRC will write to John Box with this outcome. <b>ITEM CLOSED</b></p>
			<p>(e) Kingaroy Cricket Club (KCC) entrance</p>	<p>(f) Report on a request from Marion Petersen</p>	<p>(g) Durong State School re parking signage (Cr Duff)</p>	<p>(h) Jason Ford letter re recent accident at Albert and Kent Sts intersection.</p>	<p>(i) Correspondence from Snr Sgt Frank re Graeme Beard re Bunya Hwy &amp; Taylors Rd intersection</p>	<p>(j) Correspondence from John Box via Cr Kratzmann re suggestion to construct a path for the safety of walkers in the area of Coral St Kingaroy</p>	

<p><b>GENERAL BUSINESS</b></p>	<p>(a) Briefing Note – Regional Road Safety Strategy</p> <p>(b) Request for flashing lights at Blackbutt (Cr Palmer)</p> <p>(c) Trucks parking on Bunya Hwy (Cnr Edward St)</p>	<p>Jeff Stephan is Council's Technical Representative for the Regional Road Group (RRG) and wanted to make the TAC aware of the work of the RRG via this Briefing Note. Workshops are to be conducted for the Wide Bay Burnett and it is hoped that TAC members and other road user groups will be included in these.</p> <p>Blackbutt has volunteer crossing supervisor on the Highway. This is not a school zone.</p> <p><b>Action:</b> Russell Hood suggested that the current 50 kph signage be moved out 50 mts from the crossing. This is to be actioned by TMR. <b>ITEM CLOSED</b></p> <p>Russell Hood also noted that he has seen an increase in trucks / trailers parking in Kingaroy town streets in general as well at this section of the Bunya Hwy.</p> <p>Peter Van Eysden reminded the meeting that any no standing or no parking signs will affect local residents as well. MUTCD state that vehicles over 7.5 metres can only park for 1 hour at a time.</p> <p>Russell Rogers suggested that TMR erect an official looking (non-standard) sign but it wouldn't have any enforcement capacity. Police are in favour of this.</p> <p><b>Action:</b> SBRC's Design &amp; Technical Services will design the signage and arrange for it to be erected. <b>ITEM CLOSED</b></p> <p>TMR do not have any funding for this lighting. The Mayor will take this to other Ministers in Townsville over the next two days. Solar lighting was also discussed. <b>ITEM CLOSED</b></p> <p>All B-Double applications go to TMR. If change of route involves a Council road, TMR will seek Council's comments. Operators need to apply directly to TMR for any variation. <b>ITEM CLOSED</b></p> <p>Unsealed road (Regent St to First Av) - request for speed signage to reduce to 40kph to attempt to reduce dust problem. James D'Arcy advised that this area is residential at northern end of Logan Street and rural on the southern end and that he couldn't see any further development in the near future. There are buffers in place for Council's Waste Water treatment plant which must be maintained.</p> <p>Russell Hood advised Council would not adjust signage lower than 50 kph. Snr Sgt Frank agreed that 50 kph would be minimum speed but currently see this as a 60 kph zone.</p> <p><b>Action:</b> James D'Arcy to arrange a review of speed signage and adjust accordingly.</p>
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<p>(a) Bunya Hwy and Taylors Rd intersection, Kingaroy</p>	<p>The Mayor raised Taylors Rd speed issue again. His main concern was traffic turning right at the Bunya Hwy and Taylors Rd intersection (100 km zone). He also suggested that if Taylors Rd was reduced to 80 kph this would also reduce the traffic using Taylors Rd.</p> <p>James D'Arcy reported that his officers had carried out an assessment and found current speed signage to be appropriate based on the 85<sup>th</sup> percentile speed.</p> <p>TMR's view was that an 80 KPH zone wouldn't help as this would just create frustration and that reported traffic crashes are low. According to TMR this is a Priority 5 and as such is lowest priority. Peter Van Eysden also noted that their only source of funding would be via 'Safer Roads Sooner'.</p> <p>Snr Sgt Frank commented that a safety buffer needs to be in place and agreed with the proposal of a turning lane. He also suggested people may go into town via Taylors Rd but could return home a different route.</p> <p>James D'Arcy noted that SBRC had received some contribution from developers but not enough for the upgrade warranted.</p> <p>Russell Hood asked if TMR had conducted a survey on the number of right hand turns recently due to high traffic movements turning right (new developments). This was not the case.</p> <p>Jeff Stephan suggested that a Road Safety audit be conducted.</p> <p><b>Action:</b> Russell Hood suggested that SBRC write to TMR Regional Director, Doug Wass advising that:</p> <ol style="list-style-type: none"> <li>(1) a discussion had taken place at the TAC meeting and request that a road safety audit be conducted at the intersection of the Bunya Hwy and Taylors Rd due to increased right turn movements.</li> <li>(2) seek to have that intersection upgraded and include additional information and Police reports.</li> <li>(3) reference the amount of money SBRC has from development contributions for that intersection.</li> </ol>
	<p><b>REPORTS</b></p> <p>Kingaroy Police</p> <p>Ongoing issue for Kingaroy Police is the Taabinga School zone and asked that this group revisit this issue at the next meeting. High volume of traffic has increased along the D'Aguilar Hwy into the school zone.</p> <p>TMRs Maree Shepherd noted that the current application for flashing lights asks for the street that the school frontage is on. In the case of Taabinga this is Railway Terrace and not the D'Aguilar Hwy. Maree has asked about how Taabinga can be prioritised, however no feedback as yet.</p>

<p>Snr Sgt Frank asked if it was possible to utilise local funding to provide flashing lights. TMR have no issue with this as long as it complies with TMR standards.</p> <p><b>Action:</b> Police asked for this to go on the Agenda for next meeting.</p> <p><b>Action:</b> TMR provide updated traffic count information from Harris Rd count site.</p> <p><b>Action:</b> TMR's Maree Shepherd to add additional information regarding Taabinga SS frontage to the D'Aguilar Highway to prioritise for flashing lights and report to next meeting.</p> <p>Nanango Police reported a slight increase in traffic accidents with all bring driver related.</p> <p>Changed Police boundaries and Yarraman now comes under Toowoomba district.</p> <p>Nanango (Sgt Jason Newton)</p> <p>Yarraman (Sgt Paul McDonnell)</p> <p>Blackbutt (Sgt Alan Gerrard)</p>	<p>Two requests from Blackbutt Police:</p> <p>(1) When driving into Blackbutt from Moore - the 60 kph starts at the crest of the hill. Request to move signage. (This is at entrance to a rural residential estate on a main road.)</p> <p><b>Action:</b> Sgt Gerrard to send email to TMR's Russell Rogers and he will check crashes statistics prior to making recommendation.</p> <p>(2) Tourist information Centre sign indicates traffic should turn right around monument. This signage is confusing.</p> <p>Jeff Stephan advised this work has been planned regarding a change to this signage.</p> <p><b>Action:</b> TMR to do a full check of signage and line marking on the D'Aguilar Highway through Blackbutt.</p> <p>The new Murgon Skate Park is causing an increase of kids with scooters in the CBD area of Murgon. Snr Sgt Guteridge asked if signage can be erected in the CBD. <b>"NO BIKES OR SCOOTERS IN THIS AREA".</b> Police will campaign schools to promote kids to get off their bike or scooters in the CBD area. Skate park opening on 23 August – PCYC will also address the kids on safety etc.</p> <p><b>Action:</b> James D'Arcy to investigate installation of new signage and cost same.</p>
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<b>Main Roads</b> (a) Speed Limit Review (TMR)	<p>Peter Van Eysden gave a rundown on the current Speed limit Review which requires information to be entered into a web page with a request for a review to either lower or increase a speed limit.</p> <p>He also noted that the website does not distinguish between State controlled or council roads. The Mayor advised that a request had been received by Council to try to identify roads. Peter advised that <b>some funding is available</b> to review speed limits on local roads.</p> <p>Peter Van Eysden reported that funding has been secured for widening the shoulder by about one metre between Redmans Rd to Rogers Dve and if funding permits it could be extended by one km.</p> <p>TMR has also funding for clear zones for the Bunya Hwy i.e. clearing trees, safety fencing, guard railing etc.</p> <p>Maree Shepherd asked that school zone signage at Cloyne and Windera be fixed as signage currently shows (8 am to 9 am) and Windera (7.30 am to 9 am). Times need to be changed to be consistent within the Region.</p> <p><b>Action:</b> James D'Arcy to arrange an inspection and changes to signage.</p> <p>Maree advised that Road Safety Community Grants of up to \$25,000 are available to PCYC, P&amp;Cs, however Government bodies cannot apply (first round applications close 23 August).</p> <p>James suggested Taabinga SS may wish to apply.</p> <p><b>Action:</b> Kay to write a letter of support for Murgon P&amp;C for funding.</p>
<b>Qld Transport</b>	<p>Next meeting</p> <p>12 November 2013</p> <p><b>Meeting closed at 12.45 pm</b></p>

**(b) Portfolio Report**

Roads & Drainage Portfolio Report

No Report.

**7.2 Design & Technical Services (D&TS)**

**(a) Officer's Reports**

**7.2.1 D&TS - 1215252 - LGAQ Annual Conference Motion - Bridges to Recovery**

**Document Information**

**IR No** 1215252

**Author** General Manager Infrastructure

**Date** 10 September 2013

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**Précis**

This report recommends the approval of a motion to the LGAQ Annual Conference seeking the establishment of a Bridges to Recovery fund similar to Roads to Recovery.

**Summary**

The LGAQ was seeking motions from Council's for the LGAQ Annual Conference and these were required to be submitted by Friday 30 August 2013. This subsequently requires resolution by Council to approve the submission of the motion to the Annual Conference. The motion was prepared seeking a new funding program titled Bridges to Recovery that is targeted at accelerating the replacement of timber bridges by Council's on Local Government controlled roads.

**Officer's Recommendation**

That Council approve the submission of the motion titled "Bridges to Recovery" to the LGAQ Annual Conference.

Submitting Council / Organisation <small>(required)</small>	South Burnett Regional Council
LGAQ Policy Executive District <small>(required)</small>	
Date of Council Resolution <small>(required)*</small>	
Title of Motion <small>(required)</small>	Bridges to Recovery
Motion <small>(required)</small>	That the Federal Government be lobbied to create a new funding program for Bridges to Recovery that is specific to the replacement of timber bridges on Local Government controlled roads.

Background (required)	South Burnett Regional Council has sixteen (16) timber bridges which have either load limits or restrictions to single lane only due to a poor condition rating. To restore an efficient transport network across the Region, Council has programmed the replacement of all these bridges in the ten (10) year capital works program, however funding of this is currently proposed wholly by loan funds as preliminary estimates indicate in excess of \$10M in capital expenditure is necessary.
What are the impacts (positive or negative) on Local Government? (required)	A funding program similar to Roads to Recovery that is specific to timber bridge replacement would allow an accelerated replacement program and reduce the need for future rate increases that would be required to fund the repayments and interest associated with loans. Historically, Council's have not funded depreciation of these bridges and as such, no bridge replacement funds or reserves exist.
What is the desired outcome sought? (required)	A funded program that allows Local Governments to accelerate the replacement program of timber bridges to restore the levels of service on the transport network.
LGAQ Comment	

## Financial and Resource Implications

The program sought could provide a funding source for timber bridge replacement which Council currently has funded by loans.

## Link to Corporate/Operational Plan

This project links with Strategies SD2.1.

## Communication/Consultation (Internal/External)

Internal consultation with the Mayor and CEO

## Legal Implications (Statutory Basis, Legal Risks)

N/A

## Policy/Local Law/Delegation Implications

N/A

## 7.3 Water & Wastewater (W&W)

### **(a) Officer's Reports**

No Report.

### **(b) Portfolio Report**

#### 7.3.1 W&WW - 1215766 - Water & Wastewater Portfolio Report

##### **Document Information**

**IR No** 1215766

**Author** Cr Barry Green

**Date** 10 September 2013

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##### **Précis**

Water & Wastewater Portfolio Report

##### **Summary**

Water & Wastewater Portfolio Report to Council for the period 13 August 2013 to 9 September 2013.

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

That the Water & Wastewater Portfolio Report to Council for the period 13 August 2013 to 9 September 2013 be received.

##### **Report**

The following is a summary for the Water & Wastewater Portfolio for the period 13 August 2013 to 9 September 2013:-

- Water main replacements:
  - Cooper Street, Murgon is complete
  - McCord Street, Murgon has commenced
  - Chester Street, Nanango is 90% complete with all new pipe installed and service crossings in progress
  - Arthur Street West, Nanango commenced 9 September 2013
- Design of water main replacements is complete for John Street, Blackbutt and is in-progress for Collins Street and Fairdale Road, Proston area and Edwards Street, Wondai
- Sewer main relining:
  - All Kingaroy area has been completed
  - Nanango area is 50% complete

- Wondai and Murgon will commence when Nanango is complete
- A recycled tank stand has been installed at the Drive-in reservoir site for the new poly tanks
- A replacement bore pump in Nanango has been ordered and will be installed this month

## **8. Finance, Property & Information Technology**

### **8.1 Finance (F)**

#### **(a) Officer's Reports**

##### **8.1.1 F - 1214762 - Monthly Financial Statements**

#### **Document Information**

**IR No** **1214762**

**Author** **Finance Officer (Financial Reporting)**

**Endorsed**  
**By** **General Manager Finance, Property & Information Technology**

**Date** **9 September 2013**

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#### **Précis**

Report on the Financial Position of South Burnett Regional Council as at 9 September 2013

#### **Summary**

The following information provides a snapshot of Council's Financial Position as at 9 September 2013.

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

That the Monthly Financial Report as at 9 September 2013 be received and noted.

#### **Financial and Resource Implications**

N/A

#### **Link to Corporate/Operational Plan**

EC1.1 Development and implement long term financial plans and indicators to achieve optimum use of resources and alignment to strategic priorities.

#### **Communication/Consultation (Internal/External)**

N/A

#### **Legal Implications (Statutory Basis, Legal Risks)**

N/A

## **Policy/Local Law/Delegation Implications**

N/A

## **Asset Management Implications**

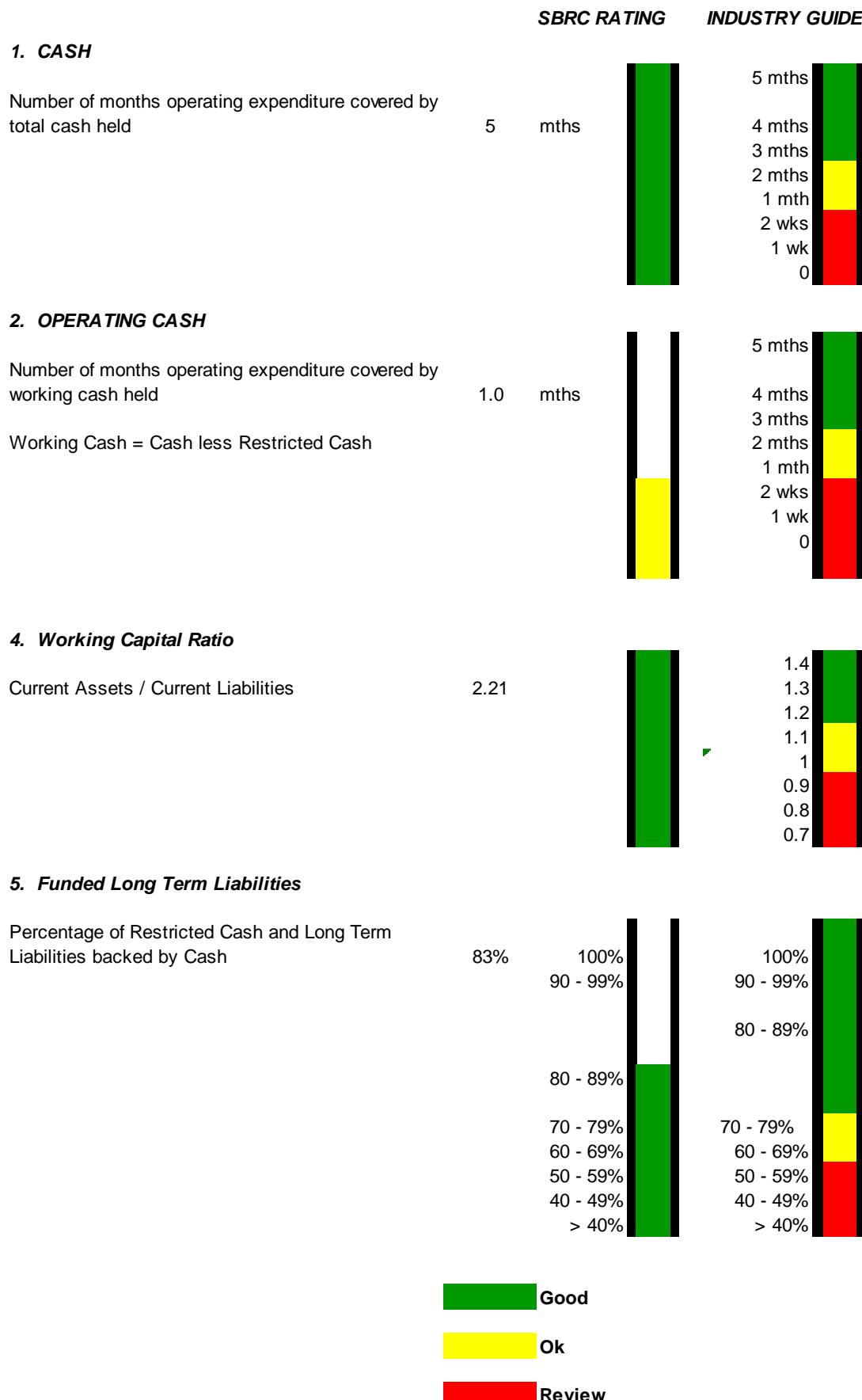
N/A

## **Report**

Attached are the Financial Reports of the South Burnett Regional Council as at 9 September 2013.

## **Attachments**

1. Current Position
2. Statement of Comprehensive Income
3. Statement of Financial Position
4. Statement of Revenue & Expenditure - (Excluding Capital Works)

**1 Key Financial Ratios****SOUTH BURNETT REGIONAL COUNCIL****FINANCIAL SCORECARD**

**Attachment 2 - Statement of Comprehensive Income****STATEMENT OF COMPREHENSIVE INCOME****As at 31 August 2013****17% of Year Complete**

	2013 / 2014 ACTUAL	2013 / 2014 ORIG. BUDGET	%
<b>REVENUE</b>			
<b>Recurrent Revenue</b>			
Rates, Levies and Charges	10,946,495	38,737,034	28%
Fees and Charges	452,887	3,536,576	13%
Rental Income	129,786	631,901	21%
Interest Received	109,916	1,351,760	8%
Sales Revenue	946,316	5,537,824	17%
Profits from Investment			
Other Income	156,620	764,199	20%
Grants, Subsidies, Contributions and Donations	2,518,353	49,213,393	5%
Internal Transfer			
<b>Total Recurrent Revenue</b>	<b>15,260,372.39</b>	<b>99,772,687.00</b>	15%
<b>Capital Revenue</b>			
Grants, Subsidies, Contributions and Donations	175,303	3,309,034	5%
<b>Total Revenue</b>	<b>15,435,675.65</b>	<b>103,081,721.00</b>	15%
<b>Capital Income</b>	-	-	
<b>Gain on Restructure of Local Government</b>			
Assets and Liabilities Transferred from Abolished Councils	-	-	
Adjustments due to Accounting Policy Alignment	-	-	
<b>Total Capital Income</b>	-	-	
<b>TOTAL INCOME</b>	<b>15,435,675.65</b>	<b>103,081,721.00</b>	15%
<b>EXPENSES</b>			
<b>Recurrent Expenses</b>			
Employee Benefits	-	3,638,631	(20,186,336) 18%
Materials and Services	-	5,899,063	(64,710,795) 9%
Donations			(267,200) 0%
Finance Costs	-	4,987	(917,449) 1%
Depreciation and Amortisation	-	2,029,180	(12,175,075) 17%
<b>Total Recurrent Expenses</b>	<b>- 11,571,861</b>	<b>(98,256,855)</b>	12%
Capital Expenses	-	0	
	-	0	
<b>TOTAL EXPENSES</b>	<b>- 11,571,860.77</b>	<b>- 98,256,855.00</b>	12%
<b>Net Operating Surplus</b>	<b>3,863,814.88</b>	<b>4,824,866.00</b>	
<b>Other Comprehensive Income</b>			
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 Transfers			
<b>Total Other Comprehensive Income for the Year</b>	<b>-</b>	<b>-</b>	
<b>TOTAL COMPREHENSIVE INCOME FOR THE YEAR</b>	<b>3,863,814.88</b>	<b>4,824,866.00</b>	

**Attachment 3 - Statement of Financial Position****STATEMENT OF FINANCIAL POSITION****As at 31 August 2013****17% Year Complete**

	2013 / 2014 ACTUAL	2013 / 2014 ORIG. BUDGET
<b>Current Assets</b>		
Cash and Cash Equivalents	28,585,045	34,353,852
Trade and Other Receivables	14,966,247	10,864,437
Inventories	544,658	1,095,853
Loans to Community Organisations		
Other Financial Assets		
Investments	10,000	10,000
		<b>46,324,142</b>
Non-current assets classified as held for sale		
<b>Total Current Assets</b>	<b>44,105,951</b>	<b>46,324,142</b>
<b>Non-Current Assets</b>		
Property, Plant and Equipment	491,369,746	501,913,512
Investment Property	6,340,008	6,446,000
Trade and other receivables	21,545	24,379
Intangible Assets	6,234,639	6,234,639
<b>Total Non-Current Assets</b>	<b>503,965,938</b>	<b>514,618,530</b>
<b>TOTAL ASSETS</b>	<b>548,071,889</b>	<b>560,942,672</b>
<b>Current Liabilities</b>		
Trade and other payables	5,425,449	18,868,010
Borrowings	808,896	1,548,064
Other	30,333	
Provisions	3,404,369	2,596,090
<b>Total Current Liabilities</b>	<b>9,669,047</b>	<b>23,012,164</b>
<b>Non-Current Liabilities</b>		
Trade and other payables		500,000
Provisions	5,870,673	5,843,603
Borrowings	11,703,300	18,677,908
<b>Total Non-Current Liabilities</b>	<b>17,573,974</b>	<b>25,021,511</b>
<b>TOTAL LIABILITIES</b>	<b>27,243,020</b>	<b>48,033,675</b>
<b>NET COMMUNITY ASSETS</b>	<b>520,828,868</b>	<b>512,908,997</b>
<b>Community Equity</b>		
Retained surplus/(deficiency)	401,295,773	385,810,121
Asset Revaluation Reserve	119,533,095	127,098,876
<b>TOTAL COMMUNITY EQUITY</b>	<b>520,828,868</b>	<b>512,908,997</b>

**Attachment 4 - Statement of Revenue & Expenditure - (Excluding Capital Works)**

Statement of Revenue (ex Capital Works) 2013/2014					
17% of Year Complete				BLUE	
General Operations		REVENUE		RED	
		ORIGINAL BUDGET	ACTUALS AS AT 31/8/13	Percentage of Current Budget Received to date	COMMENTS
0100-0001	EXECUTIVE SERVICES				
0105-0002	ELECTED MEMBERS	0	0		
0106-0002	Mayor's Breakfast	13,000	0	0%	
0107-0002	MAYOR'S CHARITY BALL	0	300		
0108-0002	MAYOR'S FLOOD APPEAL	0	0		
0110-0002	OFFICE OF THE CEO	850	45	5%	
0115-0002	CIVIC RECEPTIONS	0	0		
0120-0002	STRATEGIC PROJECTS	0	0		
0100-0001	EXECUTIVE SERVICES TOTAL	13,850	255		
0200-0001	COMMUNITY & CORPORATE GOVERNANCE				
0205-0002	C&CG-CORPORATE GOVERNANCE				
0205-0003	GOVERNANCE	1,400	62	4%	
0207-0003	CUSTOMER CONTACT ADMINISTRATION	1,000	146	15%	
0208-0003	BLACKBUTT ADMINISTRATION	39,958	2,613	7%	
0209-0003	KINGAROY ADMINISTRATION	0	0		
0210-0003	MURDON ADMINISTRATION	0	0		
0211-0003	WANANGO ADMINISTRATION	0	0		
0212-0003	WONDAI ADMINISTRATION	0	0		
0213-0003	HR/FINANCE ADMIN OFFICE	0	0		
0205-0002	C&CG-CORPORATE GOVERNANCE TOTAL	42,358	2,821		
0214-0002	INFORMATION SERVICES				
0214-0003	INFORMATION & COMMUNICATION TECHNOLOGY	0	0		
0216-0003	C&CG-IT-FIRMS/GIS	0	0		
0214-0002	INFORMATION SERVICES TOTAL	0	0		
0200-0001	COMMUNITY & CORPORATE GOVERNANCE TOTAL	42,358	2,821		
0219-0001	HUMAN RESOURCES				
0219-0002	HR-WORKPLACE HEALTH & SAFETY	52,000	1,730	3%	
0230-0002	HUMAN RESOURCE MANAGEMENT				
0230-0003	HRM - GENERAL	1,030	70	7%	
0231-0003	HRM - LEAVE	0	0		
0232-0003	EMPLOYEE BENEFITS	0	0		
0233-0003	EMPLOYEE RELATIONS	0	0		
0234-0003	LEARNING AND DEVELOPMENT	0	0		
0235-0003	EDUCATIONAL ASSISTANCE	0	0		
0236-0003	EXEC SERVICES-HRM-TRAINING	0	0		
0237-0003	CONFERENCES	0	0		
0238-0003	RECRUITMENT, SELECTION & RETENTION	0	0		
0239-0003	GOVERNANCE-TRAINES AND APPRENTICES	0	69,891		
0240-0003	HR - CONTRACT ENTITLEMENTS	0	0		
0230-0002	HUMAN RESOURCE MANAGEMENT TOTAL	1,030	69,761		
0219-0001	HUMAN RESOURCES TOTAL	53,030	71,491		
0300-0001	FINANCE & BUSINESS				
0310-0002	FINANCE & BUSINESS - ADMINISTRATION	0	0		
0310-0002	FIN&INFO SVCS - INFORMATION SERVICES	0	0		
0320-0002	FIN&INFO SVCS - FINANCIAL OPERATIONS				
0331-0003	INSURANCE	8,500	0	0%	
0332-0003	FINANCE	6,606,978	91,041	1%	
0333-0003	PROPERTY AND RATING	20,845,769	5,628,242	27%	
0334-0003	PROCUREMENT AND STORES	0	48,073		
0320-0002	FIN&INFO SVCS - FINANCIAL OPERATIONS TOTAL	27,461,247	5,767,355		
0335-0002	BUSINESS & ECONOMIC DEVELOPMENT				
0335-0003	B&EC DEV. ADMINISTRATION	0	0		
0340-0003	B & EC DEV. - ENTERPRISE ACTIVITIES				
0341-0004	LAND DEVELOPMENT	96,575	5,677	6%	
0342-0004	ENTERPRISE ACT. - MURDON SHOPS	52,221	9,047	17%	
0343-0004	ENTERPRISE ACT. - HOUSES	280,875	36,611	13%	
0344-0004	ENTERPRISE ACT. - WONDAI SHOPS	0	300		

0340-0003	B&EC DEV - ENTERPRISE ACTIVITIES TOTAL	425,671	53,634	
0350-0003	B&EC DEV - BUSINESS UNITS			
0351-0004	BUS. UNITS - PLANT	127,300	24,732	19%
0352-0004	BUS. UNITS - SOIL LAB	123,600	21,906	18%
0353-0004	BUS. UNITS - AIRPORT	192,200	14,740	8%
0354-0004	BUS. UNITS - DPS	88,100	15,834	18%
0355-0004	BUS. UNITS - SALEYARDS	124,595	9,201	7%
0350-0003	B&EC DEV - BUSINESS UNITS TOTAL	555,795	86,412	
0360-0003	B&EC DEV - POOLS			
0361-0004	MURGON POOL	20,000	0	0%
0362-0004	WONDAI POOL	0	108	0%
0363-0004	KINGAROY POOL	89,250	1,413	2%
0364-0004	WANANGO POOL	55,000	6,112	11%
0365-0004	BLACKBUTT POOL	5,250	0	0%
0366-0004	PROSTON POOL	5,250	0	0%
0360-0003	B&EC DEV - POOLS TOTAL	174,750	7,852	
0370-0003	B&EC DEV - TOURIST FACILITIES			
0371-0004	FIOKS CROSSING	0	0	
0372-0004	YALIYAKOOI PARK ON SP DAM	746,200	57,021	8%
0373-0004	TOURIST FACILITIES - LAKE BOONDOOMA	803,850	53,537	6%
0374-0004	CARAVAN PARKS	68,899	14,689	21%
0370-0003	B&EC DEV - TOURIST FACILITIES TOTAL	1,618,949	123,248	
0375-0003	CONTROLLED ENTITIES	60,030	60,114	100%
0376-0003	COMMUNITY DEVELOPMENT	0	1,733	
0377-0003	SKILLS DEVELOPMENT	0	0	
0335-0002	BUSINESS & ECONOMIC DEVELOPMENT TOTAL	2,936,195	330,774	
0395-0002	FINANCIAL PLANNING			
0396-0003	FINANCIAL PLANNING ADMINISTRATION	0	0	
0397-0003	ASSET MANAGEMENT	0	0	
0398-0003	APPROPRIATION ACCOUNTS	0	0	
0399-0003	FINANCIAL MANAGEMENT	20,200	263	1%
0395-0002	FINANCIAL PLANNING TOTAL	20,200	263	
0390-0001	FINANCE & BUSINESS TOTAL	30,620,642	6,098,392	
0400-0001	INFRASTRUCTURE			
0400-0002	INFRASTRUCTURE OPERATIONS			
0401-0003	INFRASTRUCTURE - ADMINISTRATION	27,581	2,206	8%
0405-0003	ROADS INFRASTRUCTURE MAINTENANCE	7,481,223	877,998	12%
0406-0003	INFRA OPS - CONTRACT WORKS			
0407-0004	CONTRACTS - MAIN ROADS	1,577,117	610,781	39%
0408-0004	CONTRACTS - REGIONAL ROADS GROUP	0	0	
0405-0003	INFRA OPS - CONTRACT WORKS TOTAL	1,577,117	610,781	
0409-0003	INFRA OPS-STREET LIGHTING&COMM SAFET			
0409-0004	CS-STREET LIGHTING	77,000	11,616	15%
0410-0004	CS-COMMUNITY SAFETY	0	0	
0409-0003	INFRA OPS-STREET LIGHTING&COMM SAFET TOTAL	77,000	11,616	
0411-0003	INFRA OPS-QRAL (MRC) PROJECTS	3,834,000	300,000	8%
0412-0003	INFRA-FLOOD DAMAGE WORKS	0	0	
0415-0003	INFRA OPS- TRANSPORT FACILITIES	0	0	
0430-0003	INFRA OPS-STORM WATER DRAINAGE	0	0	
0400-0002	INFRASTRUCTURE OPERATIONS TOTAL	17,996,921	1,802,602	
0450-0002	INFRASTRUCTURE DESIGN SERVICES	0	0	
0400-0001	INFRASTRUCTURE TOTAL	17,996,921	1,802,602	
0500-0001	BUILT & NATURAL ENVIRONMENT			
0500-0002	B&NE - GENERAL ADMINISTRATION	0	0	
0501-0002	B&NE-PLANNING & LAND MANAGEMENT			

0501-0003	B&NE-F&LM-COMPLIANCE SERVICES					
0501-0004	BUILDING ASSESSMENT & INSPECTION	180,000	33,982	18%		
0502-0004	PLUMBING ASSESSMENT & INSPECTION	186,500	33,239	18%		
<b>0501-0003</b>	<b>B&amp;NE-F&amp;LM-COMPLIANCE SERVICES TOTAL</b>	<b>376,500</b>	<b>67,221</b>			
<b>0503-0003</b>	<b>B&amp;NE-STATUTORY PLANNING</b>					
0503-0004	DEVELOPMENT ASSESSMENT & COMPLIANCE	181,500	28,120	15%		
<b>0503-0003</b>	<b>B&amp;NE-STATUTORY PLANNING TOTAL</b>	<b>181,500</b>	<b>28,120</b>			
0504-0003	STRATEGIC LAND USE PLANNING	0	0			
0505-0003	INFRASTRUCTURE CHARGES	0	0			
<b>0501-0002</b>	<b>B&amp;NE-PLANNING &amp; LAND MANAGEMENT TOTAL</b>	<b>558,000</b>	<b>95,341</b>			
0508-0002	SUNNYVALE LINK ROAD PROJECT	0	0			
0510-0002	B&NE-ENVIRONMENTAL SERVICES					
0511-0003	B&NE-ES-OTHER HEALTH SERVICES	12,135	1,965	16%		
0512-0003	B&NE-ENVIRONMENTAL PROTECTION ACT	0	0			
0513-0003	B&NE-ES-NUISANCE & ANIMAL CONTROL	187,000	2,522	1%		
0515-0003	B&NE-ES-LOCAL LAWS	22,815	11,581	51%		
0516-0003	B&NE-ES-FOOD ACT	49,670	48,656	98%		
0517-0003	B&NE-ES-RECYCLING & DRUMMUSTER	12,000	0	0%		
0518-0003	B&NE-ES-IMMUNISATIONS	30,000	0	0%		
<b>0510-0002</b>	<b>B&amp;NE-ENVIRONMENTAL SERVICES TOTAL</b>	<b>313,520</b>	<b>64,724</b>			
<b>0530-0002</b>	<b>B&amp;NE-RURAL SERVICES &amp; PARKS</b>					
0530-0003	RURAL SERVICES - ADMINISTRATION	0	0			
0531-0003	RURAL SERVICES-STOCK ROUTE MANAGEMENT	2,186	0	0%		
0532-0003	RURAL SERVICES-PEST MANAGEMENT	5,495	238	4%		
0534-0003	Pest Management - DMR	53,172	0	0%		
0545-0003	RURAL SERVICES-ENVIRONMENTAL GRANTS	255,559	232,326	91%		
0551-0003	RURAL SERVICES-ENVIRONMENTAL LEVY					
0551-0004	RS-Environment Levy Income	440,700	110,258	25%		
0552-0004	BIODIVERSITY PROGRAM	0	0			
0553-0004	FIRE MANAGEMENT PROGRAM	0	0			
0556-0004	EROSION CONTROL	0	0			
0557-0004	SIGNIFICANT ENVIRONMENTAL AREAS	0	0			
0558-0004	CLIMATE CHANGE	0	0			
<b>0551-0003</b>	<b>RURAL SERVICES-ENVIRONMENTAL LEVY TOTAL</b>	<b>440,700</b>	<b>110,258</b>			
<b>0530-0002</b>	<b>B&amp;NE-RURAL SERVICES &amp; PARKS TOTAL</b>	<b>797,112</b>	<b>542,823</b>			
<b>0560-0002</b>	<b>DISASTER MANAGEMENT</b>					
0560-0003	DISASTER MANAGEMENT - GENERAL	27,916	0	0%		
0561-0003	BLACKBUTT SES	0	0			
0562-0003	KINGAROY SES	0	0			
0563-0003	MURDON SES	0	0			
0564-0003	NANANGO SES	0	0			
0565-0003	WONDAB SES	0	0			
0566-0003	FROSTON SES	0	0			
<b>0560-0002</b>	<b>DISASTER MANAGEMENT TOTAL</b>	<b>27,916</b>	<b>0</b>			
0570-0002	ROAD SERVICES	0	0			
<b>0500-0001</b>	<b>BUILT &amp; NATURAL ENVIRONMENT TOTAL</b>	<b>1,656,648</b>	<b>502,888</b>			
<b>0600-0001</b>	<b>COMMUNITIES</b>					
0600-0002	L&C - GENERAL ADMINISTRATION	0	5,000			
0601-0002	C&CG-C&CS-COMMUNITY ASSISTANCE	54,000	13,231	25%		
0602-0002	C&CG-C&CS-REGIONAL LIBRARIES					
0602-0003	C&CS-KINGAROY LIBRARY	0	0			
0603-0003	L&C - MURDON LIBRARY	0	0			
0604-0003	L&C - NANANGO LIBRARY	0	0			
0605-0003	L&C - WONDAB LIBRARY	0	0			
0606-0003	L&C - FROSTON LIBRARY	1,700	432	25%		
0607-0003	L&C - BLACKBUTT LIBRARY	0	0			
0608-0003	L&C - MAYERWELL LIBRARY	0	0			
0609-0003	L&C - REGIONAL LIBRARIES	165,269	3,403	2%		
<b>0602-0002</b>	<b>C&amp;CG-C&amp;CS-REGIONAL LIBRARIES TOTAL</b>	<b>166,969</b>	<b>3,835</b>			
0610-0002	C&CS-COMMUNITY EVENT MANAGEMENT	0	0			
0611-0002	L&C - REGIONAL TOURISM	2,500	0	0%		

0615-002	COMMUNITY & CULTURAL SERVICES ADMIN				
0615-003	COMMUNITY & CULTURAL ADMIN.	0	34		
<b>0615-002</b>	<b>COMMUNITY &amp; CULTURAL SERVICES ADMIN TOTAL</b>	<b>0</b>	<b>34</b>		
<b>0618-002</b>	<b>L&amp;C - FACILITIES</b>				
0618-003	C&CS-VISITOR INFORMATION CENTRES				
0618-004	L&C-VIC-KINGAROY VISITOR INFORMATION	64,518	11,847	18%	
0617-004	L&C-VIC-MURGON VISITOR INFORMATION	10,707	1,106	10%	
0618-004	L&C-VIC-NANANGO VISITOR INFORMATION	12,104	2,147	18%	
0619-004	L&C-VIC-WONDAI VISITOR INFORMATION	38,813	5,941	15%	
0620-004	L&C-VIC-BLACKBUTT VISITOR INFORMATION	1,035	386	37%	
0621-004	L&C-VIC-PROSTON VISITOR INFORMATION	0	0		
<b>0618-003</b>	<b>C&amp;CS-VISITOR INFORMATION CENTRES TOTAL</b>	<b>127,177</b>	<b>22,427</b>		
0631-003	Kingaroy Museum	2,035	255	13%	
0632-003	South Burnett Energy Centre	0	0		
0633-003	Ringsfield House	0	0		
0634-003	Wondai Museum	650	50	8%	
0635-003	L&C - MUSEUMS - REGIONAL MUSEUMS	0	0		
0637-003	Kingaroy Art Gallery	15,000	3,191	25%	
0638-003	Wondai Art Gallery	0	0		
<b>0618-002</b>	<b>L&amp;C - FACILITIES TOTAL</b>	<b>127,862</b>	<b>24,822</b>		
<b>0640-002</b>	<b>L&amp;C - ARTS &amp; CULTURE</b>				
0640-003	A&C - Arts Culture Heritage	12,877	304	2%	
0641-003	W&D&F	41,500	0	0%	
0642-003	Tractor Tattoo	0	0		
<b>0640-002</b>	<b>L&amp;C - ARTS &amp; CULTURE TOTAL</b>	<b>54,377</b>	<b>304</b>		
<b>0643-002</b>	<b>C&amp;CS-REGIONAL TOURIST FACILITIES</b>				
0643-003	B&D-BOONDOOMA HOMESTEAD FACILITIES	0	0		
0644-003	DUMP POINTS	0	0		
<b>0643-002</b>	<b>C&amp;CS-REGIONAL TOURIST FACILITIES TOTAL</b>	<b>0</b>	<b>0</b>		
<b>0645-002</b>	<b>C&amp;CS-REGIONAL RAIL TRAILS</b>				
0645-003	L&C - RAIL CORRIDORS	52,486	0	0%	
<b>0645-002</b>	<b>C&amp;CS-REGIONAL RAIL TRAILS TOTAL</b>	<b>52,486</b>	<b>0</b>		
<b>0680-002</b>	<b>L&amp;C - RECREATION AND SPORT</b>				
0680-003	L&C-SPORT & REC - GENERAL	2,110	0	0%	
0681-003	C&CS-HEALTHY COMMUNITIES PROJECT	135,685	0	0%	
0685-003	L&C - RECREATION AND SPORT				
0685-004	L&C-SPORTS & REC-THE PLATE	0	0		
0686-004	L&C-SPORTS&REC-KINGAROY SPORTS FAC	0	0		
0687-004	L&C-SPORT & REC-MURGOON FACILITIES	0	157		
0688-004	L&C-SPORT&REC-NANANGO FACILITIES	0	0		
0689-004	L&C-SPORT&REC-WONDAI FACILITIES	0	0		
0690-004	L&C-SPORT & REC-REGIONAL SHOWGROUNDS	0	4		
0695-004	L&C-SPORT&REC-REGIONAL TENNIS COURT	2,500	0	0%	
<b>0685-003</b>	<b>L&amp;C - RECREATION AND SPORT TOTAL</b>	<b>2,500</b>	<b>165</b>		
<b>0680-002</b>	<b>L&amp;C - RECREATION AND SPORT TOTAL</b>	<b>140,265</b>	<b>163</b>		
<b>0620-001</b>	<b>COMMUNITIES TOTAL</b>	<b>613,489</b>	<b>47,486</b>		
<b>0700-001</b>	<b>LIFESTYLE AND CULTURE</b>				
0700-002	L&C - COMMUNITY SERVICES ADMIN	0	0		
<b>0703-002</b>	<b>L&amp;C - COMMUNITY HALLS</b>				
0703-003	L&C - COMMUNITY HALLS - KINGAROY	25,875	4,725	18%	
0704-003	L&C-COMMUNITY HALLS-TOWN COMMON HALL	12,420	1,346	11%	
0705-003	L&C-COMMUNITY HALLS-MURGOON TOWN HALL	10,350	572	6%	
0706-003	L&C-COMMUNITY HALLS-CLOYNA HALL	0	0		
0707-003	L&C-COMM HALLS-NANANGO CULTURAL CENT	10,350	1,023	10%	
0708-003	L&C-COMMUNITY HALLS-BLACKBUTT HALL	0	0		
0709-003	L&C-COMMUNITY HALLS-MAIDENWELL HALL	1,500	112	7%	
0710-003	L&C-COMMUNITY HALLS-WONDAI HALL	6,180	952	15%	
0711-003	L&C-COMMUNITY HALLS-PROSTON HALLS	4,000	503	13%	
0715-003	L&C-Other Community Halls	0	0		
<b>0703-002</b>	<b>L&amp;C - COMMUNITY HALLS TOTAL</b>	<b>70,675</b>	<b>9,282</b>		

0720-002	L&C-PARKS, GARDENS & RESERVES				
0720-003	L&C-BECKE-PETERSEN DAM PARK AREA	10,000	0	0%	
<b>0720-002</b>	<b>L&amp;C-PARKS, GARDENS &amp; RESERVES TOTAL</b>	<b>10,000</b>	<b>0</b>		
0721-002	L&C-REGIONAL PARKS & GARDENS	1,500	10,504	20%	
0730-002	L&C - RECREATION	0	0		
<b>0735-002</b>	<b>L&amp;C - REGIONAL REST AREAS</b>				
0735-003	L&C - REST AREAS - WINDERA PARK	0	0		
0736-003	L&C - REST AREAS - KAPERNICK PARK	0	0		
0737-003	L&C - REST AREAS - MOUNT WOODRUFF/N	0	0		
0738-003	L&C - REST AREAS - KUMBIA	5,000	1,642	33%	
0739-003	L&C - REST AREAS - STAGGULAR HIGHWAY	0	0		
0740-003	L&C - REST AREAS - STUART RIVER	0	0		
0741-003	L&C-REST AREAS-WOORoolin VILLAGE	1,900	805	42%	
<b>0735-002</b>	<b>L&amp;C - REGIONAL REST AREAS TOTAL</b>	<b>6,900</b>	<b>2,448</b>		
<b>0750-002</b>	<b>L&amp;C - COMMUNITY AMENITIES</b>				
0750-003	L&C - REGIONAL PUBLIC CONVENiences	4,350	413	9%	
0751-003	L&C - MAIDENWELL PUBLIC CONVENiences	2,500	260	10%	
0760-003	L&C COMM AMMEN-REGIONAL CEMETERIES	318,091	44,753	14%	
<b>0750-002</b>	<b>L&amp;C - COMMUNITY AMENITIES TOTAL</b>	<b>324,941</b>	<b>45,426</b>		
<b>0790-001</b>	<b>LIFESTYLE AND CULTURE TOTAL</b>	<b>414,916</b>	<b>67,810</b>		
1000-001	SBRC GENERAL WATER				
1010-002	GENERAL OPERATIONS	0	0		
1020-002	CAPITAL WORKS	0	0		
<b>1000-001</b>	<b>SBRC GENERAL WATER TOTAL</b>	<b>0</b>	<b>0</b>		
1100-001	BLACKBUTT WATER SUPPLY				
1125-002	GENERAL ADMINISTRATION	283,805	98,115	35%	
1130-002	BULK	0	0		
1120-002	RETIOULATION	117,000	1,391	1%	
1150-002	BLACKBUTT WATER CAPITAL WORKS	0	0		
<b>1100-001</b>	<b>BLACKBUTT WATER SUPPLY TOTAL</b>	<b>400,805</b>	<b>100,506</b>		
1200-001	BOONDOOMA WATER SUPPLY				
1225-002	GENERAL ADMINISTRATION	0	208		
1220-002	RETIOULATION	0	0		
<b>1200-001</b>	<b>BOONDOOMA WATER SUPPLY TOTAL</b>	<b>0</b>	<b>208</b>		
1300-001	KINGAROY WATER SUPPLY				
1325-002	GENERAL ADMINISTRATION	3,952,340	1,068,901	27%	
1330-002	BULK	0	400		
1320-002	RETIOULATION	45,000	53,733	119%	
1350-002	KINGAROY WATER CAPITAL WORKS	0	0		
<b>1300-001</b>	<b>KINGAROY WATER SUPPLY TOTAL</b>	<b>3,997,340</b>	<b>1,123,034</b>		
1400-001	KUMBIA WATER SUPPLY				
1425-002	GENERAL ADMINISTRATION	54,550	18,179	33%	
1430-002	BULK	0	0		
1420-002	RETIOULATION	0	0		
1450-002	KUMBIA WATER CAPITAL WORKS	0	0		
<b>1400-001</b>	<b>KUMBIA WATER SUPPLY TOTAL</b>	<b>54,550</b>	<b>18,179</b>		
1500-001	MURDON WATER SUPPLY				
1525-002	GENERAL ADMINISTRATION	901,445	360,283	40%	
1530-002	BULK	0	0		
1520-002	RETIOULATION	15,000	3,542	24%	
1550-002	MURDON WATER CAPITAL WORKS	0	0		
<b>1500-001</b>	<b>MURDON WATER SUPPLY TOTAL</b>	<b>916,445</b>	<b>363,825</b>		
1600-001	NANANGO WATER SUPPLY				
1625-002	GENERAL ADMINISTRATION	901,215	323,759	40%	
1630-002	BULK	0	0		

1620-002	RETICULATION	17,000	7,601	45%	
1650-002	NANANGO WATER CAPITAL WORKS	0	0		
<b>1600-003</b>	<b>NANANGO WATER SUPPLY TOTAL</b>	<b>818,215</b>	<b>331,359</b>		
<b>1700-003</b>	<b>PROSTON WATER SUPPLY</b>				
1705-002	GENERAL ADMINISTRATION	145,880	50,544	35%	
1710-002	BULK	0	0		
1720-002	RETICULATION	0	0		
1750-002	PROSTON WATER CAPITAL WORKS	0	0		
<b>1700-003</b>	<b>PROSTON WATER SUPPLY TOTAL</b>	<b>145,880</b>	<b>50,544</b>		
<b>1800-003</b>	<b>PROSTON RURAL WATER SUPPLY</b>				
1805-002	GENERAL ADMINISTRATION	454,365	208,621	46%	
1810-002	BULK	0	0		
1820-002	RETICULATION	0	0		
1850-002	PROSTON RURAL WATER CAPITAL WORKS	0	0		
<b>1800-003</b>	<b>PROSTON RURAL WATER SUPPLY TOTAL</b>	<b>454,365</b>	<b>208,621</b>		
<b>1900-003</b>	<b>TINGDORA WATER SUPPLY</b>				
1905-002	GENERAL ADMINISTRATION	0	24,431		
1910-002	BULK	0	0		
1920-002	RETICULATION	0	923		
1950-002	CAPITAL WORKS	0	0		
<b>1900-003</b>	<b>TINGDORA WATER SUPPLY TOTAL</b>	<b>0</b>	<b>25,354</b>		
<b>2000-003</b>	<b>WONDAM WATER SUPPLY</b>				
2005-002	GENERAL ADMINISTRATION	697,185	247,083	35%	
2010-002	BULK	0	0		
2020-002	RETICULATION	5,000	923	18%	
2050-002	WONDAM/TINGDORA WATER CAPITAL WORKS	0	0		
<b>2000-003</b>	<b>WONDAM WATER SUPPLY TOTAL</b>	<b>702,185</b>	<b>248,006</b>		
<b>2100-003</b>	<b>WOOROOLIN WATER SUPPLY</b>				
2105-002	GENERAL ADMINISTRATION	35,065	11,221	32%	
2110-002	BULK	0	0		
2120-002	RETICULATION	0	0		
2150-002	WOOROOLIN WATER CAPITAL WORKS	0	0		
<b>2100-003</b>	<b>WOOROOLIN WATER SUPPLY TOTAL</b>	<b>35,065</b>	<b>11,221</b>		
<b>3000-003</b>	<b>SBWC GENERAL WASTEWATER</b>				
3010-002	GENERAL OPERATIONS	3,300	667	20%	
<b>3000-003</b>	<b>SBWC GENERAL WASTEWATER TOTAL</b>	<b>3,300</b>	<b>667</b>		
<b>3100-003</b>	<b>BLACKBUTT WASTEWATER</b>				
3105-002	GENERAL ADMINISTRATION	168,775	43,907	26%	
3110-002	BULK TREATMENT	0	0		
3120-002	RETICULATION	0	0		
3150-002	BLACKBUTT WASTEWATER CAPITAL WORKS	0	0		
<b>3100-003</b>	<b>BLACKBUTT WASTEWATER TOTAL</b>	<b>168,775</b>	<b>43,907</b>		
<b>3200-003</b>	<b>BOONDOOMA WASTEWATER</b>				
3205-002	GENERAL ADMINISTRATION	0	251		
3220-002	Reticulation System	0	0		
<b>3200-003</b>	<b>BOONDOOMA WASTEWATER TOTAL</b>	<b>0</b>	<b>251</b>		
<b>3300-003</b>	<b>KINGAROY WASTEWATER</b>				
3305-002	GENERAL ADMINISTRATION	1,804,730	477,536	26%	
3310-002	BULK TREATMENT	0	1,864		
3320-002	RETICULATION	30,000	51,253	171%	
3350-002	KINGAROY WASTEWATER CAPITAL WORKS	0	0		
<b>3300-003</b>	<b>KINGAROY WASTEWATER TOTAL</b>	<b>1,834,730</b>	<b>530,653</b>		
<b>3400-003</b>	<b>MURRON WASTEWATER</b>				
3405-002	GENERAL ADMINISTRATION	497,705	132,451	27%	
3410-002	BULK TREATMENT	0	0		
3420-002	RETICULATION	1,050	1,010	96%	

3450-002	MURGON WASTEWATER CAPITAL WORKS	0	0	
<b>3400-001</b>	<b>MURGON WASTEWATER TOTAL</b>	<b>498,755</b>	<b>133,463</b>	
3500-002	NANANGO WASTEWATER			
3525-002	GENERAL ADMINISTRATION	568,150	150,661	27%
3510-002	BULK TREATMENT	0	0	
3520-002	RETIOULATION	1,050	505	48%
3550-002	NANANGO WASTEWATER CAPITAL WORKS	0	0	
<b>3500-001</b>	<b>NANANGO WASTEWATER TOTAL</b>	<b>569,200</b>	<b>151,166</b>	
3600-001	PROSTON CED SERVICES			
3605-002	GENERAL ADMINISTRATION	46,710	12,271	26%
3610-002	BULK TREATMENT	0	0	
3620-002	RETIOULATION	0	0	
3650-002	INFRA W&WW-PROSTON CED CAPITAL WORKS	0	0	
<b>3600-001</b>	<b>PROSTON CED SERVICES TOTAL</b>	<b>46,710</b>	<b>12,271</b>	
3700-001	WONDAM WASTEWATER			
3705-002	GENERAL ADMINISTRATION	358,395	94,375	26%
3710-002	BULK TREATMENT	0	0	
3720-002	RETIOULATION	1,050	505	48%
3750-002	WONDAM WASTEWATER CAPITAL WORKS	0	0	
<b>3700-001</b>	<b>WONDAM WASTEWATER TOTAL</b>	<b>359,445</b>	<b>94,880</b>	
5000-001	REGIONAL WASTE MANAGEMENT			
5000-002	REGIONAL WASTE MANAGEMENT ADMIN	2,072,545	517,502	25%
5100-002	KINGAROY WASTE MANAGEMENT			
5125-003	KWM - ADMINISTRATION	0	0	
<b>5100-002</b>	<b>KINGAROY WASTE MANAGEMENT TOTAL</b>	<b>1,494,595</b>	<b>367,520</b>	
5150-002	RWM-RURAL TIPS & TRANSFER STATIONS	0	0	
5200-002	NANANGO WASTE MANAGEMENT	601,580	130,448	22%
5225-002	BLACKBUTT WASTE MANAGEMENT	153,400	41,510	27%
5250-002	BUNYA MOUNTAINS WASTE MANAGEMENT	35,660	6,439	18%
5350-002	MURGON WASTE MANAGEMENT	252,105	67,313	27%
5400-002	WONDAM WASTE MANAGEMENT	189,050	66,745	35%
5450-002	PROSTON WASTE MANAGEMENT	52,275	0	0%
<b>5000-001</b>	<b>REGIONAL WASTE MANAGEMENT TOTAL</b>	<b>4,851,210</b>	<b>1,197,477</b>	
6000-001	FLOOD DAMAGE AND RECOVERY			
6000-002	2011 Weather Event	2,313,792	55,244	2%
6002-002	2013 Weather Event	36,200,000	0	0%
6003-002	March 2013 - Weather Event	2,000,000	2,143,804	107%
<b>6000-001</b>	<b>FLOOD DAMAGE AND RECOVERY TOTAL</b>	<b>41,013,792</b>	<b>2,197,047</b>	
	<b>TOTAL REVENUE AND EXPENDITURE</b>	<b>103,081,721</b>	<b>15,435,876</b>	<b>15%</b>

Statement of Expenditure (ex Capital Works) 2013/2014				
17% of Year Complete			RED	OVER BUDGET - Too Much Spent
General Operations		EXPENDITURE	BLUE	UNDER BUDGET - Not Enough Spent
		ORIGINAL BUDGET	ACTUALS AS AT 31/8/13	Percentage of Current Budget Expended to date
				COMMENTS
0100-0001	EXECUTIVE SERVICES			
0105-0002	ELECTED MEMBERS	670,077	63,289	9%
0106-0002	Mayor's Breakfast	13,000	820	6%
0107-0002	MAYOR'S CHARITY BALL	0	1,040	
0108-0002	MAYOR'S FLOOD APPEAL	0	19,545	
0110-0002	OFFICE OF THE CEO	490,740	68,051	14%
0115-0002	CIVIC RECEPTIONS	30,000	293	1%
0123-0002	STRATEGIC PROJECTS	842,600	92,015	11%
0100-0001	EXECUTIVE SERVICES TOTAL	2,046,417	245,034	
0200-0001	COMMUNITY & CORPORATE GOVERNANCE			
0205-0002	C&CG-CORPORATE GOVERNANCE			
0205-0003	GOVERNANCE	888,287	241,739	27%
0207-0003	CUSTOMER CONTACT ADMINISTRATION	750,083	108,696	14%
0208-0003	BLACKBUTT ADMINISTRATION	19,431	2,890	15%
0209-0003	KINGAROY ADMINISTRATION	430,091	70,896	16%
0210-0003	MURGON ADMINISTRATION	43,557	9,629	22%
0211-0003	NANANGO ADMINISTRATION	120,863	16,854	14%
0212-0003	WONDAI ADMINISTRATION	32,852	5,684	17%
0213-0003	HR/FINANCE ADMIN OFFICE	13,112	2,638	20%
0205-0002	C&CG-CORPORATE GOVERNANCE TOTAL	2,298,276	459,005	
0214-0002	INFORMATION SERVICES			
0214-0003	INFORMATION & COMMUNICATION TECHNOLOGY	1,132,732	58,893	5%
0216-0003	C&CG-IT-FORMS/GIS	596,339	73,629	12%
0214-0002	INFORMATION SERVICES TOTAL	1,729,071	132,522	
0200-0001	COMMUNITY & CORPORATE GOVERNANCE TOTAL	4,027,347	591,526	
0219-0001	HUMAN RESOURCES			
0219-0002	HR-WORKPLACE HEALTH & SAFETY	60,168	499,896	831%
0230-0002	HUMAN RESOURCE MANAGEMENT			
0230-0003	HRM - GENERAL	617,530	99,899	16%
0231-0003	HRM - LEAVE	99,806	124,880	125%
0232-0003	EMPLOYEE BENEFITS	136,617	92,127	67%
0233-0003	EMPLOYEE RELATIONS	22,776	8,493	37%
0234-0003	LEARNING AND DEVELOPMENT	61,589	13,347	22%
0235-0003	EDUCATIONAL ASSISTANCE	14,480	1,729	12%
0236-0003	EXEC SERVICES-HRM-TRAINING	49,113	32,796	67%
0237-0003	CONFERENCES	36,000	1,154	3%
0238-0003	RECRUITMENT, SELECTION & RETENTION	103,850	26,145	25%
0239-0003	GOVERNANCE-TRAINEE'S AND APPRENTICES	80,000	153	0%
0240-0003	HR - CONTRACT ENTITLEMENTS	65,000	5,697	9%
0230-0002	HUMAN RESOURCE MANAGEMENT TOTAL	717,661	297,143	
0219-0001	HUMAN RESOURCES TOTAL	657,493	797,039	
0300-0001	FINANCE & BUSINESS			
0300-0002	FINANCE & BUSINESS - ADMINISTRATION	1,113,445	195,759	18%
0310-0002	FIN&INFO SVCS - INFORMATION SERVICES	0	0	
0320-0002	FIN&INFO SVCS - FINANCIAL OPERATIONS			
0331-0003	INSURANCE	696,400	434,931	62%
0332-0003	FINANCE	2,227,448	313,866	14%
0333-0003	PROPERTY AND RATING	430,000	176,081	41%
0334-0003	PROCUREMENT AND STORES	386,973	68,756	18%
0320-0002	FIN&INFO SVCS - FINANCIAL OPERATIONS TOTAL	3,740,821	993,603	
0335-0002	BUSINESS & ECONOMIC DEVELOPMENT			
0335-0003	BS&EC DEV. ADMINISTRATION	362,735	57,337	16%

0340-0003	B & EC DEV. - ENTERPRISE ACTIVITIES				
0341-0004	LAND DEVELOPMENT	40,098	1,832	5%	
0342-0004	ENTERPRISE ACT. - MURGON SHOPS	17,669	799	5%	
0343-0004	ENTERPRISE ACT. - HOUSES	66,778	8,218	12%	
0344-0004	ENTERPRISE ACT. - WONDAI SHOPS	1,553	390	25%	
0340-0003	<b>B &amp; EC DEV. - ENTERPRISE ACTIVITIES TOTAL</b>	<b>126,098</b>	<b>11,240</b>		
0350-0003	<b>B&amp;EC DEV - BUSINESS UNITS</b>				
0351-0004	BUS. UNITS - PLANT	2,511,062	434,436	17%	
0352-0004	BUS UNITS - SOIL LAB	122,255	26,118	21%	
0353-0004	BUS UNITS - AIRPORT	277,516	20,358	7%	
0354-0004	BUS UNITS - DIPS	12,536	2,361	19%	
0355-0004	BUS UNITS - SALEYARDS	143,671	24,547	17%	
0350-0003	<b>B&amp;EC DEV - BUSINESS UNITS TOTAL</b>	<b>2,955,074</b>	<b>361,052</b>		
0360-0003	<b>B&amp;EC DEV - POOLS</b>				
0361-0004	MURGON POOL	173,100	10,486	6%	
0362-0004	WONDAI POOL	83,068	1,109	1%	
0363-0004	KINGARDY POOL	238,831	14,685	6%	
0364-0004	NANANGO POOL	307,777	15,691	5%	
0365-0004	BLACKBUTT POOL	35,190	2,874	8%	
0366-0004	PROSTON POOL	53,616	3,733	7%	
0360-0003	<b>B&amp;EC DEV - POOLS TOTAL</b>	<b>891,582</b>	<b>48,578</b>		
0370-0003	<b>B&amp;EC DEV - TOURIST FACILITIES</b>				
0371-0004	PICKS CROSSING	10,400	461	4%	
0372-0004	YALLAKODI PARK ON SP DAM	338,364	55,154	16%	
0373-0004	TOURIST FACILITIES - LAKE BOONDOOMA	415,557	43,032	10%	
0374-0004	CARAVAN PARKS	29,500	7,921	27%	
0370-0003	<b>B&amp;EC DEV - TOURIST FACILITIES TOTAL</b>	<b>793,801</b>	<b>106,568</b>		
0375-0003	CONTROLLED ENTITIES	11,936	19,445	163%	
0376-0003	COMMUNITY DEVELOPMENT	0	924		
0377-0003	SKILLS DEVELOPMENT	0	0		
0335-0002	<b>BUSINESS &amp; ECONOMIC DEVELOPMENT TOTAL</b>	<b>231,078</b>	<b>-116,961</b>		
0395-0002	<b>FINANCIAL PLANNING</b>				
0396-0003	FINANCIAL PLANNING ADMINISTRATION	517,315	86,334	17%	
0397-0003	ASSET MANAGEMENT	72,000	0	0%	
0398-0003	APPROPRIATION ACCOUNTS	0	0		
0399-0003	FINANCIAL MANAGEMENT	4,800,000	800,006	17%	
0395-0002	<b>FINANCIAL PLANNING TOTAL</b>	<b>5,389,315</b>	<b>886,342</b>		
0360-0001	<b>FINANCE &amp; BUSINESS TOTAL</b>	<b>8,247,769</b>	<b>1,567,225</b>		
0400-0001	<b>INFRASTRUCTURE</b>				
0400-0002	INFRASTRUCTURE OPERATIONS				
0401-0003	INFRASTRUCTURE - ADMINISTRATION	1,675,188	326,622	19%	
0405-0003	ROADS INFRASTRUCTURE MAINTENANCE	9,823,323	1,442,552	15%	
0406-0003	INFRA OPS - CONTRACT WORKS				
0407-0004	CONTRACTS - MAIN ROADS	1,577,117	323,770	21%	
0408-0004	CONTRACTS-REGIONAL ROADS GROUP	350	0	0%	
0406-0003	<b>INFRA OPS - CONTRACT WORKS TOTAL</b>	<b>1,577,467</b>	<b>323,770</b>		
0409-0003	<b>INFRA OPS-STREET LIGHTING&amp;COMM SAFET</b>				
0409-0004	CS-STREET LIGHTING	490,000	89,315	18%	
0410-0004	CS-COMMUNITY SAFETY	0	0		
0409-0003	<b>INFRA OPS-STREET LIGHTING&amp;COMM SAFET TOTAL</b>	<b>490,000</b>	<b>89,315</b>		
0411-0003	INFRA OPS-QRAIL (MRD) PROJECTS	3,212,100	160,562	5%	
0412-0003	INFRA-FLOOD DAMAGE WORKS	0	0		
0415-0003	INFRA OPS-TRANSPORT FACILITIES	20,000	0	0%	
0430-0003	INFRA OPS-STORM WATER DRAINAGE	29,700	462	2%	
0400-0002	<b>INFRASTRUCTURE OPERATIONS TOTAL</b>	<b>16,818,778</b>	<b>1,343,283</b>		

0450-0002	INFRASTRUCTURE DESIGN SERVICES	0	0	
<b>0400-0001</b>	<b>INFRASTRUCTURE TOTAL</b>	<b>16,818,778</b>	<b>2,343,283</b>	
0500-0001	<b>BUILT &amp; NATURAL ENVIRONMENT</b>			
0500-0002	B&NE - GENERAL ADMINISTRATION	292,260	42,447	15%
0501-0002	B&NE-PLANNING & LAND MANAGEMENT			
0501-0003	B&NE-P&LM-COMPLIANCE SERVICES			
0501-0004	BUILDING ASSESSMENT & INSPECTION	275,776	40,342	15%
0502-0004	PLUMBING ASSESSMENT & INSPECTION	324,662	44,693	14%
<b>0501-0003</b>	<b>B&amp;NE-P&amp;LM-COMPLIANCE SERVICES TOTAL</b>	<b>600,438</b>	<b>85,035</b>	
0503-0003	<b>B&amp;NE-STATUTORY PLANNING</b>			
0503-0004	DEVELOPMENT ASSESSMENT & COMPLIANCE	449,920	65,774	15%
<b>0503-0003</b>	<b>B&amp;NE-STATUTORY PLANNING TOTAL</b>	<b>449,920</b>	<b>65,774</b>	
0504-0003	STRATEGIC LAND USE PLANNING	156,400	19,715	13%
0505-0003	INFRASTRUCTURE CHARGES	0	0	
<b>0501-0002</b>	<b>B&amp;NE-PLANNING &amp; LAND MANAGEMENT TOTAL</b>	<b>1,206,758</b>	<b>170,524</b>	
0508-0002	SUNNYVALE LINK ROAD PROJECT	0	0	
0510-0002	B&NE-ENVIRONMENTAL SERVICES			
0511-0003	B&NE-ES-OTHER HEALTH SERVICES	698,510	120,686	17%
0512-0003	B&NE-ENVIRONMENTAL PROTECTION ACT	0	0	
0513-0003	B&NE-ES-NUISANCE & ANIMAL CONTROL	364,275	46,607	13%
0515-0003	B&NE-ES-LOCAL LAWS	16,150	1,552	10%
0516-0003	B&NE-ES-FOOD ACT	0	0	
0517-0003	B&NE-ES-RECYCLING & DRUMMUSTER	12,000	5,355	45%
0518-0003	B&NE-ES-IMMUNISATIONS	25,000	50	0%
<b>0510-0002</b>	<b>B&amp;NE-ENVIRONMENTAL SERVICES TOTAL</b>	<b>1,115,935</b>	<b>174,249</b>	
0530-0002	<b>B&amp;NE-RURAL SERVICES &amp; PARKS</b>			
0530-0003	RURAL SERVICES - ADMINISTRATION	466,008	78,023	17%
0531-0003	RURAL SERVICES-STOCK ROUTE MANAGEMENT	18,663	0	0%
0532-0003	RURAL SERVICES-PEST MANAGEMENT	530,895	89,075	17%
0534-0003	Pest Management - DMR	53,172	7,420	14%
0545-0003	RURAL SERVICES-ENVIRONMENTAL GRANTS	255,559	26,111	9%
0551-0003	RURAL SERVICES-ENVIRONMENTAL LEVY			
0551-0004	RS-Environment, Levy Income	180,827	16,820	9%
0552-0004	BIODIVERSITY PROGRAM	443,042	8	0%
0553-0004	Fire Management Program	17,367	7,182	41%
0556-0006	EROSION CONTROL	0	0	
0557-0004	SIGNIFICANT ENVIRONMENTAL AREAS	11,696	0	0%
0558-0004	CLIMATE CHANGE	0	0	
<b>0551-0003</b>	<b>RURAL SERVICES-ENVIRONMENTAL LEVY TOTAL</b>	<b>652,932</b>	<b>24,010</b>	
<b>0530-0002</b>	<b>B&amp;NE-RURAL SERVICES &amp; PARKS TOTAL</b>	<b>1,977,229</b>	<b>222,638</b>	
0560-0002	<b>DISASTER MANAGEMENT</b>			
0560-0003	DISASTER MANAGEMENT - GENERAL	13,500	50	0%
0561-0003	BLACKBUTT SES	7,452	373	5%
0562-0003	KINGARDY SES	12,110	1,399	12%
0563-0003	MURGON SES	18,631	968	5%
0564-0003	NANANGO SES	13,508	1,142	8%
0565-0003	WONDAI SES	11,644	155	1%
0566-0003	PROSTON SES	4,193	0	0%
<b>0560-0002</b>	<b>DISASTER MANAGEMENT TOTAL</b>	<b>81,038</b>	<b>3,988</b>	
0570-0002	ROAD SERVICES	0	0	
<b>0500-0001</b>	<b>BUILT &amp; NATURAL ENVIRONMENT TOTAL</b>	<b>4,675,200</b>	<b>615,847</b>	
0600-0001	<b>COMMUNITIES</b>			
0600-0002	L&C - GENERAL ADMINISTRATION	321,975	36,591	11%

0601-0002	C&CG-C&CS-COMMUNITY ASSISTANCE	109,710	119	0%	
0602-0002	C&CS-C&CS-REGIONAL LIBRARIES				
0602-0003	C&CS-KINGAROY LIBRARY	397,610	55,837	14%	
0603-0003	L&C - MURGON LIBRARY	55,249	8,772	16%	
0604-0003	L&C - NANANGO LIBRARY	227,031	30,335	13%	
0605-0003	L&C - WONDALI LIBRARY	110,929	15,897	14%	
0606-0003	L&C - PROSTON LIBRARY	74,760	10,495	14%	
0607-0003	L&C - BLACKBUTT LIBRARY	53,640	8,724	16%	
0608-0003	L&C - MADDENWELL LIBRARY	0	1,000		
0609-0003	L&C - REGIONAL LIBRARIES	305,215	42,111	16%	
0602-0002	<b>C&amp;CS-C&amp;CS-REGIONAL LIBRARIES TOTAL</b>	<b>1,224,434</b>	<b>175,081</b>		
0610-0002	C&CS-COMMUNITY EVENT MANAGEMENT	25,500	0	0%	
0611-0002	L&C - REGIONAL TOURISM	129,446	48,499	37%	
0615-0002	COMMUNITY & CULTURAL SERVICES ADMIN				
0615-0003	COMMUNITY & CULTURAL ADMIN.	276,470	24,362	9%	
0615-0002	<b>COMMUNITY &amp; CULTURAL SERVICES ADMIN TOTAL</b>	<b>276,470</b>	<b>24,362</b>		
0616-0002	<b>L&amp;C - FACILITIES</b>				
0616-0003	C&CS-VISITOR INFORMATION CENTRES				
0616-0004	L&C-VIC-KINGAROY VISITOR INFORMATION	267,578	35,362	13%	
0617-0004	L&C-VIC-MURGON VISITOR INFORMATION	71,705	6,341	9%	
0618-0004	L&C-VIC-NANANGO VISITOR INFORMATION	86,789	12,758	15%	
0619-0004	L&C-VIC-WONDALI VISITOR INFORMATION	100,843	9,952	10%	
0620-0004	L&C-VIC-BLACKBUTT VISITOR INFORMATION	9,770	2,694	28%	
0621-0004	L&C-VIC-PROSTON VISITOR INFORMATION	207	0	0%	
0616-0003	<b>C&amp;CS-VISITOR INFORMATION CENTRES TOTAL</b>	<b>536,892</b>	<b>67,107</b>		
0631-0003	Kingaroy Museum	82,266	11,046	13%	
0632-0003	South Burnett Energy Centre	0	0		
0633-0003	Ringsfield House	6,900	363	5%	
0634-0003	Wondal Museum	3,500	355	10%	
0635-0003	L&C - MUSEUMS - REGIONAL MUSEUMS	0	0		
0637-0003	Kingaroy Art Gallery	54,210	1,439	3%	
0638-0003	Wondal Art Gallery	14,718	1,131	8%	
0616-0002	<b>L&amp;C - FACILITIES TOTAL</b>	<b>698,486</b>	<b>81,421</b>		
0640-0002	<b>L&amp;C - ARTS &amp; CULTURE</b>				
0640-0003	ACH - Arts Culture Heritage	42,689	4,002	9%	
0641-0003	R&D#	95,000	3,847	4%	
0642-0003	Tractor Tattoo	0	0		
0640-0002	<b>L&amp;C - ARTS &amp; CULTURE TOTAL</b>	<b>137,689</b>	<b>7,849</b>		
0643-0002	<b>C&amp;CS-REGIONAL TOURIST FACILITIES</b>				
0643-0003	B&ED-BOONDOOMA HOMESTEAD FACILITIES	14,309	854	6%	
0644-0003	DUMP POINTS	0	0		
0643-0002	<b>C&amp;CS-REGIONAL TOURIST FACILITIES TOTAL</b>	<b>14,309</b>	<b>854</b>		
0645-0002	<b>C&amp;CS-REGIONAL RAIL TRAILS</b>				
0645-0003	L&C - RAIL CORRIDORS	39,000	5,000	13%	
0645-0002	<b>C&amp;CS-REGIONAL RAIL TRAILS TOTAL</b>	<b>39,000</b>	<b>5,000</b>		
0680-0002	<b>L&amp;C - RECREATION AND SPORT</b>				
0680-0003	L&C SPORT & REC - GENERAL	8,000	0	0%	
0681-0003	C&OS-HEALTHY COMMUNITIES PROJECT	415,993	42,163	10%	
0685-0003	L&C - RECREATION AND SPORT				
0685-0004	L&C SPORTS & REC-THE PULSE	0	56		
0686-0004	L&C SPORT&REC-KINGAROY SPORTS FAC	518	0	0%	
0687-0004	L&C SPORT & REC-MURGON FACILITIES	0	0		
0688-0004	L&C SPORT&REC-NANANGO FACILITIES	518	602	116%	
0689-0004	L&C SPORT&REC-WONDALI FACILITIES	7,972	131	2%	
0690-0004	L&C SPORT & REC-REGIONAL SHOWGROUNDS	0	9,092		
0695-0004	L&C SPORTS&REC-REGIONAL TENNIS COURT	5,256	95	2%	
0685-0003	<b>L&amp;C - RECREATION AND SPORT TOTAL</b>	<b>14,214</b>	<b>10,206</b>		

0680-0002	L&C - RECREATION AND SPORT TOTAL	438,207	52,170	
0600-0001	COMMUNITIES TOTAL	3,415,226	429,945	
0700-0001	LIFESTYLE AND CULTURE			
0700-0002	L&C - COMMUNITY SERVICES ADMIN	0	0	
0703-0002	L&C - COMMUNITY HALLS			
0703-0003	L&C - COMMUNITY HALLS - KINGAROY	31,704	10,219	32%
0704-0003	L&C COMMUNITY HALLS-TOWN COMMON HALL	34,917	3,983	11%
0705-0003	L&C COMMUNITY HALLS-MURGON TOWN HALL	20,013	4,607	23%
0706-0009	L&C COMMUNITY HALLS-CLOYNA HALL	0	0	
0707-0003	L&C COMM HALLS-NANANGO CULTURAL CENT	43,202	3,366	8%
0708-0003	L&C COMMUNITY HALLS-BLACKBUTT HALL	0	0	
0709-0003	L&C COMMUNITY HALLS-MAIDENWELL HALL	5,305	898	17%
0710-0003	L&C COMMUNITY HALLS-WONDOW HALL	37,147	1,483	4%
0711-0008	L&C COMMUNITY HALLS-PROSTON HALLS	15,498	958	6%
0715-0003	L&C Other Community Halls	4,954	316	6%
0703-0002	L&C - COMMUNITY HALLS TOTAL	192,740	25,831	
0720-0002	L&C-PARKS, GARDENS & RESERVES			
0720-0003	L&C-BIEULE-KIEPERSOEN DAM PARK AREA	10,000	2,563	26%
0720-0002	L&C-PARKS, GARDENS & RESERVES TOTAL	10,000	2,563	
0721-0002	L&C REGIONAL PARKS & GARDENS	1,664,674	284,038	17%
0730-0002	L&C - RECREATION	15,525	1,209	8%
0735-0002	L&C - REGIONAL REST AREAS			
0735-0003	L&C - REST AREAS - WINDERA PARK	1,553	0	0%
0736-0003	L&C - REST AREAS - KAPERNICK PARK	2,339	0	0%
0737-0003	L&C - REST AREAS - MOUNT WOOROOLUN	2,070	508	25%
0738-0003	L&C - REST AREAS - KUMBIA	5,235	317	6%
0739-0003	L&C - REST AREAS - D'AGUILAR HIGHWAY	9,447	2,716	29%
0740-0003	L&C - REST AREAS - STUART RIVER	1,035	0	0%
0741-0003	L&C REST AREAS-WOOROOLUN VILLAGE	0	0	
0735-0002	L&C - REGIONAL REST AREAS TOTAL	21,679	3,541	
0750-0002	L&C - COMMUNITY AMENITIES			
0750-0003	L&C - REGIONAL PUBLIC CONVENiences	422,970	62,828	15%
0751-0003	L&C - MAIDENWELL PUBLIC CONVENiences	6,433	691	11%
0760-0003	L&C-COMM AMMEN-REGIONAL CEMETERIES	290,835	35,395	12%
0750-0002	L&C - COMMUNITY AMENITIES TOTAL	720,238	98,914	
0700-0001	LIFESTYLE AND CULTURE TOTAL	2,624,856	416,095	
1000-0001	SBRC GENERAL WATER			
1010-0002	GENERAL OPERATIONS	580,600	88,384	15%
1050-0002	CAPITAL WORKS	0	0	
1000-0001	SBRC GENERAL WATER TOTAL	580,600	88,384	
1100-0001	BLACKBUTT WATER SUPPLY			
1105-0002	GENERAL ADMINISTRATION	406,695	67,782	17%
1110-0002	BULK	312,000	12,955	4%
1120-0002	RETICULATION	50,245	725	1%
1150-0002	BLACKBUTT WATER CAPITAL WORKS	0	0	
1100-0001	BLACKBUTT WATER SUPPLY TOTAL	768,940	81,461	
1200-0001	BOONDOOMA WATER SUPPLY			
1205-0002	GENERAL ADMINISTRATION	0	0	
1220-0002	RETICULATION	0	0	
1200-0001	BOONDOOMA WATER SUPPLY TOTAL	0	0	
1300-0001	KINGAROY WATER SUPPLY			
1305-0002	GENERAL ADMINISTRATION	1,010,005	168,334	17%

1310-0002	BULK	710,000	66,328	9%	
1320-0002	RETICULATION	962,210	66,193	7%	
1350-0002	KINGAROY WATER CAPITAL WORKS	0	0		
<b>1300-0001</b>	<b>KINGAROY WATER SUPPLY TOTAL</b>	<b>2,682,215</b>	<b>300,764</b>		
<b>1400-0001</b>	<b>KUMBIA WATER SUPPLY</b>				
1405-0002	GENERAL ADMINISTRATION	26,525	4,420	17%	
1410-0002	BULK	7,500	139	2%	
1420-0002	RETICULATION	9,100	365	4%	
1450-0002	KUMBIA WATER CAPITAL WORKS	0	0		
<b>1400-0001</b>	<b>KUMBIA WATER SUPPLY TOTAL</b>	<b>43,125</b>	<b>4,924</b>		
<b>1500-0001</b>	<b>MURGON WATER SUPPLY</b>				
1505-0002	GENERAL ADMINISTRATION	386,080	62,680	16%	
1510-0002	BULK	345,000	27,980	8%	
1520-0002	RETICULATION	125,000	8,837	7%	
1550-0002	MURGON WATER CAPITAL WORKS	0	0		
<b>1500-0001</b>	<b>MURGON WATER SUPPLY TOTAL</b>	<b>856,080</b>	<b>99,497</b>		
<b>1600-0001</b>	<b>NANANGO WATER SUPPLY</b>				
1605-0002	GENERAL ADMINISTRATION	240,035	40,006	17%	
1610-0002	BULK	102,000	5,827	6%	
1620-0002	RETICULATION	196,000	17,572	9%	
1650-0002	NANANGO WATER CAPITAL WORKS	0	0		
<b>1600-0001</b>	<b>NANANGO WATER SUPPLY TOTAL</b>	<b>538,035</b>	<b>63,405</b>		
<b>1700-0001</b>	<b>PROSTON WATER SUPPLY</b>				
1705-0002	GENERAL ADMINISTRATION	95,835	15,973	17%	
1710-0002	BULK	48,000	13,600	29%	
1720-0002	RETICULATION	29,000	6,571	23%	
1750-0002	PROSTON WATER CAPITAL WORKS	0	0		
<b>1700-0001</b>	<b>PROSTON WATER SUPPLY TOTAL</b>	<b>172,835</b>	<b>36,235</b>		
<b>1800-0001</b>	<b>PROSTON RURAL WATER SUPPLY</b>				
1805-0002	GENERAL ADMINISTRATION	124,000	20,666	17%	
1810-0002	BULK	90,000	0	0%	
1820-0002	RETICULATION	174,510	25,273	14%	
1850-0002	PROSTON RURAL WATER CAPITAL WORKS	0	0		
<b>1800-0001</b>	<b>PROSTON RURAL WATER SUPPLY TOTAL</b>	<b>388,510</b>	<b>45,939</b>		
<b>1900-0001</b>	<b>TINGOORA WATER SUPPLY</b>				
1905-0002	GENERAL ADMINISTRATION	0	0		
1910-0002	BULK	0	0		
1920-0002	RETICULATION	0	0		
1950-0002	CAPITAL WORKS	0	0		
<b>1900-0001</b>	<b>TINGOORA WATER SUPPLY TOTAL</b>	<b>0</b>	<b>0</b>		
<b>2000-0001</b>	<b>WONDAI WATER SUPPLY</b>				
2005-0002	GENERAL ADMINISTRATION	275,000	44,166	16%	
2010-0002	BULK	232,000	18,416	8%	
2020-0002	RETICULATION	181,210	18,278	10%	
2050-0002	WONDAI/TINGOORA WATER CAPITAL WORKS	0	0		
<b>2000-0001</b>	<b>WONDAI WATER SUPPLY TOTAL</b>	<b>688,210</b>	<b>80,860</b>		
<b>2100-0001</b>	<b>WOOROOLIN WATER SUPPLY</b>				
2105-0002	GENERAL ADMINISTRATION	16,160	2,694	17%	
2110-0002	BULK	5,000	0	0%	
2120-0002	RETICULATION	19,110	3,650	19%	
2150-0002	WOOROOLIN WATER CAPITAL WORKS	0	0		
<b>2100-0001</b>	<b>WOOROOLIN WATER SUPPLY TOTAL</b>	<b>40,270</b>	<b>6,344</b>		
<b>3000-0001</b>	<b>SBRC GENERAL WASTEWATER</b>				

3010-0002	GENERAL OPERATIONS	554,600	55,702	10%	
<b>3000-0001</b>	<b>SBRC GENERAL WASTEWATER TOTAL</b>	<b>554,600</b>	<b>55,702</b>		
3100-0001	<b>BLACKBUTT WASTEWATER</b>				
3105-0002	GENERAL ADMINISTRATION	94,355	13,702	15%	
3110-0002	BULK TREATMENT	62,000	7,528	12%	
3120-0002	RETICULATION	16,000	120	1%	
3150-0002	BLACKBUTT WASTEWATER CAPITAL WORKS	0	0		
<b>3100-0001</b>	<b>BLACKBUTT WASTEWATER TOTAL</b>	<b>172,355</b>	<b>21,350</b>		
3200-0001	<b>BOONDOOMA WASTEWATER</b>				
3205-0002	GENERAL ADMINISTRATION	0	0		
3220-0002	Reticulation System	0	0		
<b>3200-0001</b>	<b>BOONDOOMA WASTEWATER TOTAL</b>	<b>0</b>	<b>0</b>		
3300-0001	<b>KINGAROY WASTEWATER</b>				
3305-0002	GENERAL ADMINISTRATION	784,325	130,105	17%	
3310-0002	BULK TREATMENT	172,000	23,448	14%	
3320-0002	RETICULATION	155,000	8,744	6%	
3350-0002	KINGAROY WASTEWATER CAPITAL WORKS	0	0		
<b>3300-0001</b>	<b>KINGAROY WASTEWATER TOTAL</b>	<b>1,111,325</b>	<b>162,297</b>		
3400-0001	<b>MURGON WASTEWATER</b>				
3405-0002	GENERAL ADMINISTRATION	248,205	38,702	16%	
3410-0002	BULK TREATMENT	78,000	10,354	13%	
3420-0002	RETICULATION	120,000	12,341	10%	
3450-0002	MURGON WASTEWATER CAPITAL WORKS	0	0		
<b>3400-0001</b>	<b>MURGON WASTEWATER TOTAL</b>	<b>446,205</b>	<b>61,396</b>		
3500-0001	<b>NANANGO WASTEWATER</b>				
3505-0002	GENERAL ADMINISTRATION	301,400	46,734	16%	
3510-0002	BULK TREATMENT	142,500	22,741	16%	
3520-0002	RETICULATION	85,000	10,067	12%	
3550-0002	NANANGO WASTEWATER CAPITAL WORKS	0	0		
<b>3500-0001</b>	<b>NANANGO WASTEWATER TOTAL</b>	<b>528,900</b>	<b>79,542</b>		
3600-0001	<b>PROSTON CED SERVICES</b>				
3605-0002	GENERAL ADMINISTRATION	31,325	5,221	17%	
3610-0002	BULK TREATMENT	8,000	78	1%	
3620-0002	RETICULATION	7,500	407	5%	
3650-0002	INFRA-W&WW-PROSTON CED CAPITAL WORKS	0	0		
<b>3600-0001</b>	<b>PROSTON CED SERVICES TOTAL</b>	<b>46,825</b>	<b>5,706</b>		
3700-0001	<b>WONDAI WASTEWATER</b>				
3705-0002	GENERAL ADMINISTRATION	234,510	34,087	15%	
3710-0002	BULK TREATMENT	100,000	16,995	17%	
3720-0002	RETICULATION	83,000	9,069	11%	
3750-0002	WONDAI WASTEWATER CAPITAL WORKS	0	0		
<b>3700-0001</b>	<b>WONDAI WASTEWATER TOTAL</b>	<b>417,510</b>	<b>60,151</b>		
5000-0001	<b>REGIONAL WASTE MANAGEMENT</b>				
5000-0002	REGIONAL WASTE MANAGEMENT ADMIN	485,120	27,465	6%	
5100-0002	<b>KINGAROY WASTE MANAGEMENT</b>				
5125-0003	KWM - ADMINISTRATION	0	0		
<b>5100-0002</b>	<b>KINGAROY WASTE MANAGEMENT TOTAL</b>	<b>1,651,466</b>	<b>215,637</b>		
5150-0002	RWM-RURAL TIPS & TRANSFER STATIONS	265,000	40,432	15%	
5200-0002	NANANGO WASTE MANAGEMENT	1,054,460	98,142	9%	
5225-0002	BLACKBUTT WASTE MANAGEMENT	241,945	28,296	12%	
5250-0002	BUNYA MOUNTAINS WASTE MANAGEMENT	50,445	4,252	8%	
5350-0002	MURGON WASTE MANAGEMENT	451,010	33,228	7%	

5400-0002	WONDAI WASTE MANAGEMENT	413,535	48,170	12%	
5450-0002	PROSTON WASTE MANAGEMENT	82,455	13,751	17%	
5000-0001	<b>REGIONAL WASTE MANAGEMENT TOTAL</b>	<b>4,695,436</b>	<b>509,372</b>		
6000-0001	<b>FLOOD DAMAGE AND RECOVERY</b>				
6000-0002	2011 Weather Event	2,313,792	1,874,611	81%	
6002-0002	2013 Weather Event	36,700,001	953,458	3%	
6003-0002	March 2013 - Weather Event	2,000,000	23,533	-1%	
6000-0001	<b>FLOOD DAMAGE AND RECOVERY TOTAL</b>	<b>41,013,793</b>	<b>2,804,536</b>		
	<b>TOTAL REVENUE AND EXPENDITURE</b>	<b>98,256,855</b>	<b>21,571,861</b>	<b>12%</b>	

## **8.1.2 F - 1203455 - South Burnett Regional Council Monthly Capital Works**

### **Document Information**

**IR No** **1203455**

**Author** **Financial Accountant (Asset Management)**

**Endorsed**  
**By** **General Manager Finance & Information Services**

**Date** **13 August 2013**

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### **Précis**

Report of the Capital Works of South Burnett Regional Council as at 6 September 2013.

### **Summary**

The following information provides a snapshot of Council's Capital Works as at 6 September 2013.

### **Officer's Recommendation**

That the South Burnett Regional Council's Monthly Capital Works Report as at 6 September 2013 be received and noted.

### **Financial and Resource Implications**

N/A

### **Link to Corporate/Operational Plan**

EC1.1 Development and Implement long term financial plans and indicators to achieve optimum use of resources and alignment to strategic priorities.

### **Communication/Consultation (Internal/External)**

Ongoing budget monitoring and review undertaken by all departments

### **Legal Implications (Statutory Basis, Legal Risks)**

Works are part of normal operations

### **Policy/Local Law/Delegation Implications**

Works undertaken have been approved as part of 2012-2013 Budget

## **Asset Management Implications**

Asset registers will be updated on completion of projects

## **Report**

Attached are the Capital Works of the South Burnett Regional Council as at 6 September 2013.

### 8.1.3 F - 1214544 - Revised Operational & Capital Budget

#### Document Information

IR No 1214544

Author Finance Officer (Financial Reporting)

Endorsed

By General Manager Finance, Property & Information Technology

Date 9 September 2013

#### Précis

Advising of proposed changes to be made to the 2013/2014 Budget

#### Summary

In accordance with Section 170(3) of Local Government Regulation 2012:

*“The local government may by resolution amend the budget for a financial year at any time before the end of the financial year”*

It is proposed to undertake the formal process to review a budget required under Section 170 of Local Government Regulation 2012 on a quarterly basis. In the interim period, information will be brought to Council of any proposed changes as they are identified.

#### Officer's Recommendation

That the following changes be made to Council's 2013/2014 budget at the next quarterly review:

Code	Amendment	Revised Budget	Comment
<b>Operational Budget</b>			
332-1200-1	-\$305,360	\$5,074,738	Reduction in grants commission general purpose Financial Assistance Grant
405-1200-6	+\$113,012	\$2,103,101	Increase in grants commission Identified Road Grant
401-1101-0005	-\$1,680	0	Income for street banners moved from infrastructure to parks section of budget
721-1101	+\$1,680	0	
<b>Total Revenue</b>	<b>-\$192,348</b>		
200-0009	+\$8,447	\$10,000	Cost to redesign Councils Webpage
302-0004	-\$5,695	0	Transfer of budget funds provided in IT budget for webpage design
120-0040	-\$100,000	\$100,000	Clean up of Council depots, work areas required under Work Place, Health & safety Audit
351-2100-0002	-\$11,560	\$3,388,440	Adjustment to budgets for Council staff involved in the clean-up of
405-2100-0003	-\$38,175	\$3,877,240	

672-0010-0001	-\$615	\$249,950	depots required under the Work Place Health & Safety Audit
674-0020-0001	-\$1,505	\$162,970	
1010-0002	-\$2,015	\$12,985	
3010-0001	-\$2,275	\$22,725	
405-2100-0012	-\$7,500	0	Expenditure for erecting street banners moved from infrastructure to parks section of budget
721-2102	+\$7,500	0	
<b>Total Expenditure</b>	<b>+\$46,637</b>		
<b>Net Operational Result</b>	<b>+\$239,985</b>		

<b>Capital Budget</b>			
710-4003	+\$5,000	\$5,000	Cabin Upgrades at Yallakool Tourist park not included in original budget
710-4005	+\$5,000	\$5,000	Amenity Block Improvements at Yallakool Tourist park not included in original budget
720-4401	+\$9,000	\$9,000	Cabin Upgrades at Boondooma Dam not included in original budget
720-4404	+\$9,000	\$9,000	Amenity block improvements at Boondooma Dam not included in original budget
720-4405	+\$12,000	\$12,000	Camp kitchen at Boondooma Dam not included in original budget
580-4404	-\$40,000	\$40,000	Budget provided for upgrades at Coolabunia saleyards reduced to offset improvements at Yallakool and Boondooma
216-4403	-\$15,000	\$20,000	Replace Air-Con unit at Private Hospital
216-4408	+\$15,000	\$15,000	Replace hot water systems at private hospital
303-0013	-\$30,000	\$25,000	Sophos Internal Firewall security Device
303-0014	+\$30,000	\$85,000	Quotations received to provide IT connectivity to Blackbutt Office greater than budget provided
0025-6620	+\$75,000	\$275,000	TH Burns Road – TIDS funds carried over from 2012/2013 budget
0045-4002	-\$63,000	\$2,000	Project completed – balance SafeSt funds allocated to TH Burns Road (TIDS project)
46-0060	+\$1,500	\$1,500	Crownthorpe/Kapernick Bridge – Project completed
<b>Total Capital Exp.</b>	<b>\$+13,500</b>		

## Financial and Resource Implications

As a result of the above changes and those adopted at the August 2013 meeting the overall impact has been a reduction of \$472,503 to the projected operational surplus included in the budget. The majority of the change occurs within general operations with a predicted deficit of \$1,419,790 to be funded from restricted cash.

## **Link to Corporate/Operational Plan**

EC1.1 Development and implement long term financial plans and indicators to achieve optimum use of resources and alignment to strategic priorities.

## **Communication/Consultation (Internal/External)**

Budget reports are forwarded to the various Departments to monitor and review.

## **Legal Implications (Statutory Basis, Legal Risks)**

Budget can only be revised in accordance with Section 170(3) of the 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 completion of capital projects. The Asset Registers for all Asset Classes will be adjusted as required to account for the Capital Expenditure.

**8.1.4 F- 1207796 - Requesting Lots 3,5 & 7 BUP5505 for 49 Drayton Street, Nanango - Assessment No. 20580-00000-000, 20582-0000-000 & 20584-00000-000 be amalgamated for rating purposes**

### **Document Information**

**IR No 1207796**

**Author Rates Team Leader**

**Endorsed**

**By General Manager Finance, Property & Information Technology**

**Date 5 September 2013**

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### **Précis**

Requesting Council approve the amalgamation of Assessment No's 20580-00000-000, 20582-00000-000 & 20584-00000-000 for rating purposes for property situated at 49 Drayton Street, Nanango.

### **Summary**

A request has been received from Rod Morgan to allow the amalgamation for rating purposes of a number of community title scheme rate assessments situated at 49 Drayton Street, Nanango.

It is recommended that Council approve the amalgamation of rate assessment 20580-00000-000, 20582-00000-000 & 20584-00000-000 for rating purposes effective from 1 July 2013.

### **Officer's Recommendation**

That Council agree to approve the amalgamation of rate assessment 20580-00000-000, 20582-00000-000 & 20584-00000-000 for rating purposes effective from 1 July 2013.

### **Financial and Resource Implications**

Reduction in Council's Revenue

### **Link to Corporate/Operational Plan**

EXC1.2 Optimise Council's revenue, based on realistic and equitable policies and practices.

### **Communication/Consultation (Internal/External)**

Nil required – this is a specific request from a ratepayer

### **Legal Implications (Statutory Basis, Legal Risks)**

Nil

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## **Policy/Local Law/Delegation Implications**

Undetected Water Leaks Policy.

## **Asset Management Implications**

Nil

8.1.5 **F - 1207795 - Requesting Lots 4 & 6 BUP5505 for 49 Drayton Street, Nanango - Assessment No. 20581-00000-000 & 20583-00000-000 be amalgamated for rating purposes - RD & JS Morgan**

### **Document Information**

**IR No** **1207795**

**Author** **Rates Team Leader**

**Endorsed**  
**By** **General Manager - Finance & Information Services**

**Date** **5 September 2013**

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### **Précis**

Requesting Council approve the amalgamation of Assessment No's 20581-00000-000 & 20583-00000-000 for rating purposes for property situated at 49 Drayton Street, Nanango.

### **Summary**

A request has been received from Rod Morgan to allow the amalgamation for rating purposes of a number of community title scheme rate assessments situated at 49 Drayton Street, Nanango.

It is recommended that Council approve the amalgamation of rate assessment 20581-00000-000 & 20583-00000-000 for rating purposes effective from 1 July 2013.

### **Officer's Recommendation**

That Council agree to approve the amalgamation of rate assessment 20581-00000-000 and 20583-00000-000 for rating purposes effective from 1 July 2013.

### **Financial and Resource Implications**

Reduction in Council's Revenue

### **Link to Corporate/Operational Plan**

EXC1.2 Optimise Council's revenue, based on realistic and equitable policies and practices.

### **Communication/Consultation (Internal/External)**

Nil required – this is a specific request from a ratepayer

### **Legal Implications (Statutory Basis, Legal Risks)**

Nil

### **Policy/Local Law/Delegation Implications**

Undetected Water Leaks Policy.

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## **Asset Management Implications**

Nil

***(b) Portfolio Report***

Finance Portfolio Report

No Report.

**8.2 Property (P)**

***(a) Officer's Reports***

No Report.

***(b) Portfolio Report***

Property Portfolio Report

No Report.

**8.3 Information Technology (IT)**

***(a) Officer's Reports***

No Report.

***(b) Portfolio Report***

Information Technology Portfolio Report

No Report.

**9. Executive Services**

**9.1 Human Resources (HR)**

***(a) Officer's Reports***

No Report.

***(b) Portfolio Report***

Human Resources Portfolio Report

No Report.

## 9.2 Governance (G)

### (a) *Officer's Reports*

#### 9.2.1 G - 1214683 - Delegation of Powers to the Chief Executive Officer - Environmental Protection Regulation 2008

#### Document Information

IR No 1214683

Author Manager Governance

Endorsed  
By Chief Executive Officer

Date 5 September 2013

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#### Précis

The purpose of this report is to review and update Council's delegation of powers to the Chief Executive Officer (CEO) in relation to the *Environmental Protection Regulation 2008*.

#### Summary

Pursuant to section 257(4)(1) of the *Local Government Act 2009* a delegation to the Chief Executive Officer under subsection (1) must be reviewed annually by the Council.

Council is a subscriber to a delegations update service provided by Council's solicitors, MacDonnells Law. They have advised that the *Environmental Protection Regulation 2008* has been reviewed due to amendments to the regulation.

The *Environment Protection Regulation 2008* has been amended by the *Environmental Protection and Other Legislation Amendment Regulation (No. 1) 2013* ('EPOLAR'). The EPOLAR introduces further initiatives to reduce 'green tape' for business by removing the requirements for an environmental licence for low risk activities (such as motor vehicle workshops, cabinet makers and printers), reducing annual fees for small sewage treatment plants, and separating the considerations to be made for environmental authority decisions, and the considerations for making a development permit decisions.

As a result of the above, there have been a number of changes to Councils' delegable powers under the *Environment Protection Regulation 2008*, namely:

- The insertion of section 19C which describes the matters that must be considered by the assessment manager or concurrence agency in making a code assessment decision.
- The omission and replacement of section 51. The amendments to section 51 removed several requirements which will now be part of the assessment against environmental objectives in the new schedule 5, or will be specified in guidance material where appropriate.
- Amendment of section 52 to ensure that the administering authority considers whether to impose conditions about achieving the environmental objectives.
- The omission of sections 55, 56, 57, 59, 60, 61, 62, 64, 64A and 64C as the

considerations specified in these sections will now be contained in new schedule 5 and in supporting guidelines where appropriate.

Therefore the delegations under the *Environmental Protection Regulation 2008* are to be updated.

### **Officer's Recommendation**

That pursuant to section 257 of the *Local Government Act 2009* Council resolves:

1. To delegate to the Chief Executive Officer the exercise of its powers under the *Environmental Protection Regulation 2008* in the terms of the Instrument of Delegation contained in Appendix 1 to this report. These powers must be exercised subject to any limitations and conditions contained in Schedule 2 of the Instrument of Delegation.
2. That all prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

## INSTRUMENT OF DELEGATION

### ***South Burnett Regional Council - Environmental Protection Regulation 2008***

Under Section 518(1)(b) of the *Environmental Protection Act 1994* **SOUTH BURNETT REGIONAL COUNCIL**, resolves to delegate the exercise of the powers contained in Schedule 1 to the Chief Executive Officer.

These powers must be exercised subject to the limitations and conditions contained in Schedule 2.

All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

## Schedule 1

***Environmental Protection Regulation 2008 ("EPR")***

**Powers Conferred upon Chief Executive Officer: under s.518(1)(b) of the *Environmental Protection Act 1994***

**CHAPTER 3 – ENVIRONMENTALLY RELEVANT ACTIVITIES****Part 1 – Environmentally Relevant Activities – General Matters****Division 3A – Development Application relating to concurrence ERAs**

Entity Power Given To	Section of EPR	Description
Local government	19C	<p>In assessing the application, power to consider the following matters as a code for IDAS under the Planning Act:</p> <ul style="list-style-type: none"> <li>a) an environmental objective assessment (to be carried out in accordance with Schedule 5, Part2) against the environmental objectives and performance outcomes mentioned in schedule 5, part 3, table 2;</li> <li>b) the standard criteria.</li> </ul>

**CHAPTER 4 - REGULATORY REQUIREMENTS****Part 2 - Regulatory Requirements for all Environmental Management Decisions**

Entity Power Given To	Section of EPR	Description
Administering Authority	51(1)	<p>When making an environmental management decision relating to an activity, other than a prescribed ERA, power to:</p> <ul style="list-style-type: none"> <li>a) carry out an environmental objective assessment (to be carried out in accordance with Schedule 5, Part2) against the environmental objective and performance outcomes mentioned in schedule 5, part 3, tables 1 and 2; and</li> <li>b) consider the specified matters.</li> </ul>

## Schedule 1

Entity Power Given To	Section of EPR	Description
Administering Authority	51(2)	For an environmental management decision relating to a prescribed ERA, power to: <ul style="list-style-type: none"> <li>a) carry out an environmental objective assessment (to be carried out in accordance with Schedule 5, Part2) against the environmental objective and performance outcomes mentioned in schedule 5, part 3, table 1; and</li> <li>b) consider the matters mentioned in subsection (1)(b) and (c).</li> </ul>
Administering Authority	52(1)	When making an environmental management decision relating to an activity, power to consider imposing conditions about the specified matters.
Administering Authority	53(1)	When making an environmental management decision relating to an activity, power to consider whether to impose conditions about the release of contaminants from the activity on the receiving environment.
Administering Authority	53(2)	Power to consider the specified matters when considering whether to impose a monitoring condition.

**Part 3 - Additional Regulatory Requirements for Particular Environmental Management Decisions**

Entity Power Given To	Section of EPWP	Description
Administering Authority	58(2)	When making an environmental management decision relating to an activity that involves, or may involve the release of water or waste to a referable wetland or a significant coastal wetland for treatment, power to refuse to grant the application after considering the specified matters.
Administering Authority	63(2)	When making an environmental management decision relating to an activity that involves, or may involve, the release of waste directly to groundwater, power to refuse to grant the application after consideration of the specified matters.

## Schedule 1

**CHAPTER 8 - FEES****Part 3 - Annual Fees****Division 2 - Reduced Annual Fees in Particular circumstances*****Subdivision 3 - Offences and Record Keeping***

Entity Power Given To	Section of EPR	Description
Administering Authority	133	Power to require the holder of a relevant authority to pay the authority the difference between the annual fee and the reduced annual fee.

**CHAPTER 9 - REPEAL, TRANSITIONAL AND SAVINGS PROVISIONS****Part 2 - Transitional and Savings Provisions****Division 2 - Transitional Provisions about Environmentally Relevant Activities*****Subdivision 1 - General***

Entity Power Given To	Section of EPR	Description
Administering Authority	150(3)	<p>In the specified circumstances, as soon as practicable after commencement, power to:</p> <ul style="list-style-type: none"> <li>(a) give the holder of the registration certificate a notice stating that, under this regulation, the activity is no longer an environmentally relevant activity; and</li> <li>(b) from the anniversary day of the registration certificate, the holder no longer needs a registration certificate to carry out the activity.</li> </ul>
Administering Authority	151(2)	<p>In the specified circumstances, as soon as practicable after commencement, power to give the holder of a relevant authority a notice stating that:</p> <ul style="list-style-type: none"> <li>(a) under this regulation, the activity is still an environmentally relevant activity;</li> <li>(b) the provision of schedule 2 applicable to the holder's activity;</li> <li>(c) from the anniversary day of the relevant authority, the holder is taken to have a relevant authority to carry out the activity mentioned in the provision of schedule 2 applicable to the holder's activity.</li> </ul>

Schedule 1

Entity Power Given To	Section of EPR	Description
Administering Authority	153(2)	<p>In the specified circumstances, as soon as practicable after commencement, power to give the holder of an environmental authority a notice stating that:</p> <ul style="list-style-type: none"><li>(a) under this regulation, the activity is still an environmentally relevant activity;</li><li>(b) the provision of schedule 5 or 6 applicable to the holder's activity;</li><li>(c) from the anniversary day of the former environmental authority, the holder is taken to have an environmental authority to carry out the activity mentioned in the provision of schedule 5 or 6 applicable to the holder's activity.</li></ul>

## Schedule 2

### **Limitations and Conditions to the Exercise of Power**

1. The Chief Executive Officer may sub-delegate the powers contained in Schedule 1 to an appropriately qualified entity.
2. Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, the delegate in exercising delegated power in relation to that matter, will only commit the Council to reasonably foreseeable expenditure up to the amount allocated.
3. The delegate will not exercise any delegated power in relation to a matter which, to the delegate's knowledge adversely affects, or is likely to adversely affect, the Council's relations with the public at large.
4. The delegate will not exercise any delegated power in relation to a matter which has already been the subject of a resolution or other decision of the Council (including a policy decision relating to the matter).
5. The delegate will not exercise any delegated power in a manner, or which has the foreseeable affect, of being contrary to an adopted Council policy or procedure.
6. The delegate will only exercise a delegated power under this resolution in a manner which complies with the requirements of Council's Planning Scheme and any exercise of power which involves a departure from or variation of those requirements will only be undertaken by Council.
7. The delegate will not exercise any power which cannot lawfully be the subject of delegation by Council.

## **Financial and Resource Implications**

Given the vast number of decisions which need to be made and the operational activities which need to be undertaken on a daily basis, Council could simply not function if a separate resolution was required every time. The delegation of some powers to the Chief Executive Officer will facilitate a more efficient and streamlined operation of Council's decision making processes.

## **Link to Corporate/Operational Plan**

Corporate Plan: EXC4 Ethical, accountable and transparent decision making.

## **Communication/Consultation (Internal/External)**

The Chief Executive Officer, General Managers and Managers have been consulted in regards to the delegation of powers under the amended *Environmental Protection Regulation 2008*.

## **Legal Implications (Statutory Basis, Legal Risks)**

No direct legal implications arise from this report.

## **Policy/Local Law/Delegation Implications**

Pursuant to Section 257(1) of the *Local Government Act 2009* (the Act) Council may by resolution delegate a power under the Act or another Act, to the Chief Executive Officer.

## **Asset Management Implications**

No direct asset management implications arise from this report.

**9.2.2 G - 1214826 - Delegation of Powers to the Chief Executive Officer - Environmental Protection Act 1994**

**Document Information**

**IR No** **1214826**

**Author** **Manager Governance**

**Endorsed**  
**By** **Chief Executive Officer**

**Date** **5 September 2013**

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**Précis**

The purpose of this report is to review and update Council's delegation of powers to the Chief Executive Officer (CEO) in relation to the *Environmental Protection Act 1994*.

**Summary**

MacDonnells Law has advised that the *Environmental Protection Act 1994* ('EPA') has been amended by the *Environmental Protection (Greentape Reduction) and Other Legislation Amendment Act 2012*, the *Economic Development Act 2012*, the *Waste Reduction and Recycling and Other Legislation Amendment Act 2013* and the *Mining and Other Legislation Amendment Act 2013*. They have completed a review of the EPA and have identified a number of powers held by:

- Council, both in its own right and as an administering authority; and
- the Chief Executive Officer ('CEO'), both in his or her own right and as an administering executive.

MacDonnells Law have not considered Council's powers as an applicant for environmentally relevant activities as we do not anticipate that this is something that will arise regularly.

**Council as an Administering Authority**

Under the EPA, the local government is an administering authority for matters for which the administration and enforcement has been devolved to a local government under section 514 of the EPA.

Section 514 provides for local governments to be given autonomous responsibility for the administration and enforcement of various aspects of the Act. These matters are set out in sections 98 to 101 of the *Environmental Protection Regulation 2008* ('EPR') and relate to:

- environmental nuisance offences under sections 440 and 443 of the EPA;
- offences against noise standards under s 440Q and chapter 8, part 3B, division 3 of the EPA;
- waterway contamination offences under chapter 8, part 3C of the EPA; and
- specified environmentally relevant activities ('ERAs') under s 101 of the EPA.

It is important to note that there are qualifications in relation to the matters devolved as set out in sections 103 to 108 of the EPR. The main restriction is that administration of activities by Council itself are not devolved.

## **Officer's Recommendation**

That pursuant to section 257 of the *Local Government Act 2009* Council resolves:

1. To delegate to the Chief Executive Officer the exercise of its powers under the *Environmental Protection Act 1994* in the terms of the Instrument of Delegation. These powers must be exercised subject to any limitations and conditions contained in Schedule 2 of the Instrument of Delegation.
2. That all prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

## INSTRUMENT OF DELEGATION

### **SOUTH BURNETT REGIONAL COUNCIL - *Environmental Protection Act 1994***

Under Section 518(1)(b) of the *Environmental Protection Act 1994*, **SOUTH BURNETT REGIONAL COUNCIL**, resolves to delegate the exercise of the powers contained in Schedule 1 to the Chief Executive Officer.

These powers must be exercised subject to the limitations and conditions contained in Schedule 2.

All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

## Schedule 1

***Environmental Protection Act 1994 ("EPA")*****CHAPTER 5 – ENVIRONMENTAL AUTHORITIES FOR ENVIRONMENTALLY RELEVANT ACTIVITIES****Part 2 – Application Stage****Division 4 – Notices about not properly made applications**

Entity Power Given To	Section of EPA	Description
Administering authority	128(2)	In certain circumstances, the power to give the applicant a notice.
Administering authority	129(2)	In certain circumstances, the power to agree to a further period with the applicant.

**Division 5 – Joint applicants**

Entity Power Given To	Section of EPA	Description
Administering authority	130(3)	In certain circumstances, the power to: <ul style="list-style-type: none"> <li>(a) give a notice or other document relating to the application to all the applicants, by giving it to the principal applicant nominated in the application; or</li> <li>(b) make a requirement under this chapter relating to the application of all the applicants, by making it of the principal applicant nominated in the application.</li> </ul>

**Division 6 – Changing applications****Subdivision 1 – Preliminary**

Entity Power Given To	Section of EPA	Description
Administering authority	131(d)	In certain circumstances, power to be satisfied that a change would not adversely affect the ability of the authority to assess the changed application.

**Subdivision 3 – Changed applications – effect on assessment process**

Entity Power Given To	Section of EPA	Description
Administering authority	133(1)(b)	Power to agree in writing to the change.

## Schedule 1

Entity Power Given To	Section of <i>EPA</i>	Description
Administering authority	134(4)	In certain circumstances, the power to be satisfied that the change would not be likely to attract a submission objecting to the thing the subject of the change, if the notification stage were to apply to the change.

**Part 3 – Information Stage****Division 2 – Information requests**

Entity Power Given To	Section of <i>EPA</i>	Description
Administering authority	140(1)	Power to ask the applicant, by written request (an <i>information request</i> ), to give further information needed to assess the application.
Administering authority	143(2)	In certain circumstances, the power to include in an <i>information request</i> a requirement that the applicant provide an EIS for the application.
Administering authority	145(1)	Power to, by written notice given to the applicant and without the applicant's agreement, extend the information request period by not more than 10 business days.
Administering authority	145(3)	Power to request a further extension of the information request period.
Administering authority	147(3)	Power to, within 5 business days after receiving the request: <ul style="list-style-type: none"> <li>(a) decide whether to agree to the extension; and</li> <li>(b) give an information notice of the decision.</li> </ul>

**Part 4 – Notification Stage****Division 1 – Preliminary**

Entity Power Given To	Section of <i>EPA</i>	Description
Administering authority	150(1)(c)	In certain circumstances, the power to be satisfied that the change would not be likely to attract a submission objecting to the thing the subject of the change, if the notification stage were to apply to the change.

## Schedule 1

## Division 2 – Public notice

Entity Power Given To	Section of EPA	Description
Administering authority	152(3)	Power to: <ul style="list-style-type: none"> <li>(a) Give the applicant an information notice about the decision before the application notice is given; and</li> <li>(b) decide an additional or substituted way to give or publish the application notice.</li> </ul>
Administering authority	159(2)	In certain circumstances, power to decide whether to allow the application to proceed under this part as if the noncompliance had not happened.
Administering authority	159(3)	In certain circumstances, power to be satisfied that there has been substantial compliance with the public notice requirements.
Administering authority	159(4)	In certain circumstances, power to within 10 business days after the decision is made, give the applicant written notice of the decision.
Administering authority	159(5)(b)(i)	In certain circumstances, power to: <ul style="list-style-type: none"> <li>(a) fix a substituted way to give or publish the application notice; and</li> <li>(b) give the applicant written notice of the substituted way.</li> </ul>
Administering authority	159(5)(b)(ii)	In certain circumstances, power to: <ul style="list-style-type: none"> <li>(a) fix a new submission period for the application; and</li> <li>(b) give the applicant written notice of the period.</li> </ul>
Administering authority	159(5)(b)(iii)	In certain circumstances, power to give the applicant an information notice about the decision.

## Division 3 – Submissions about applications

Entity Power Given To	Section of EPA	Description
An entity	160	Power to, within the submission period, make a submission to the administering authority about the application.
Administering authority	161(3)	Power to accept a written submission even if it is not a properly made submission.
An entity	162(1)	In certain circumstances, power to, by written notice, amend or replace a submission.

## Schedule 1

**Part 5 – Decision Stage****Division 2 – Deciding an application*****Subdivision 1 – Decision period***

Entity Power Given To	Section of EPA	Description
Administering authority	168(2)	In certain circumstances, the power to, by written notice given to the applicant and without the applicant's agreement, extend the period mentioned in subsection 168(1) by not more than 20 business days.
Administering authority	168(4)	Power to request a further extension of the decision period.

***Subdivision 2 – Decision***

Entity Power Given To	Section of EPA	Description
Administering authority	170(2)(a)	In certain circumstances, the power to decide that the application be approved subject to the standard conditions for the relevant activity or authority.
Administering authority	170(2)(b)	In certain circumstances, the power to decide that the applicant be issued an environmental authority on conditions that are different to the standard conditions for the activity or authority.
Administering authority	171(2)(a)	In certain circumstances, the power to decide that the application be approved subject to conditions that are different to the standard conditions for the activity or authority.
Administering authority	171(2)(b)	In certain circumstances, the power to decide that the applicant be issued an environmental authority subject to the standard conditions for the activity or authority.
Administering authority	172(2)	In certain circumstances, the power to decide that the application: <ul style="list-style-type: none"> <li>(a) be approved subject to conditions; or</li> <li>(b) be refused.</li> </ul>
Administering authority	173(1)	Power to refuse an application if: <ul style="list-style-type: none"> <li>(a) the applicant is not a registered suitable operator; and</li> <li>(b) an application for registration made by the applicant under section 318F is refused.</li> </ul>
Administering authority	173(3)	Power to refuse an application for an environmental authority.

## Schedule 1

Entity Power Given To	Section of <i>EPA</i>	Description
Administering authority	174(3)	In certain circumstances, the power to be satisfied that there is no viable location for the activity outside the wild river high preservation area.

**Division 4 – Steps after deciding application**

Entity Power Given To	Section of <i>EPA</i>	Description
Administering authority	195	In certain circumstances, power to issue an environmental authority to the applicant.
Administering authority	198(2)	In certain circumstances, power to give the application an information notice about the decision.
Administering authority	198(4)	In certain circumstances, power to give any submitter for the application an information notice about the decision.

**Division 6 – Conditions**

Entity Power Given To	Section of <i>EPA</i>	Description
Administering authority	203(1)	Power to impose a condition on an environmental authority or draft environmental authority if: <ul style="list-style-type: none"> <li>(a) it considers the condition is necessary or desirable; and</li> <li>(b) if the authority is for an application to which section 115 applies - the condition relates to the carrying out of the relevant prescribed ERA.</li> </ul>
Administering authority	203(2)	In certain circumstances, power to impose a condition on an environmental authority or draft environmental authority.
Administering authority	204(2)	In certain circumstances, power to impose on the authority a condition requiring the holder of the authority to take all reasonable steps to ensure the relevant activity complies with the eligibility criteria for the activity.
Administering authority	209(4)	Power to enter into an agreement to establish obligations, or secure the performance, of a party to the agreement about a condition.

## Schedule 1

**Part 6 – Amending Environmental Authorities by Administering Authority****Division 1 – Amendments**

Entity Power Given To	Section of <i>EPA</i>	Description
Administering authority	211	In certain circumstances, power to amend an environmental authority to correct a clerical or formal error.
Administering authority	212(2)	Power to amend the environmental authority to ensure compliance with conditions included in a determination made by the NNTT under the Commonwealth Native Title Act, section 38(1)(c).
Administering authority	212(3)	Power to give written notice of the amendment to the environmental authority holder.
Administering authority	213(2)	In certain circumstances, power to amend the existing authority to replace the existing standard conditions with the new standard conditions.
Administering authority	213(3)	In certain circumstances, power to give written notice of the amendment to the environmental authority holder.
Administering authority	214(2)	In certain circumstances, power to amend the environmental authority.
Administering authority	214(3)	In certain circumstances, power to give: <ul style="list-style-type: none"> <li>(a) an information notice about the amendment to the holder of the environmental authority; and</li> <li>(b) written notice of the amendment to the assessment manager for the development application.</li> </ul>
Administering authority	215(1)	In certain circumstances, power to amend an environmental authority.
Administering authority	215(1)(a)	Power to consider the amendment is necessary or desirable because of a matter mentioned in subsection (2) and the procedure under division 2 is followed.

**Division 2 – Procedure for particular amendments**

Entity Power Given To	Section of <i>EPA</i>	Description
Administering authority	216	Power to propose to amend an environmental authority
Administering authority	217	Power to give the environmental authority holder a written notice (the <b><i>proposed amendment notice</i></b> ).
Administering authority	218	Power to consider any written representation made within the period stated in the proposed amendment notice by the holder of the environmental authority.

## Schedule 1

Entity Power Given To	Section of <i>EPA</i>	Description
Administering authority	219(1)	In certain circumstances, power to believe a ground exists to make the proposed amendment, and to make the amendment.
Administering authority	219(3)	Power to give the holder written notice of the decision.
Administering authority	220	Power to give the environmental authority holder an information notice about the decision.

**Division 3 – Steps for amendments**

Entity Power Given To	Section of <i>EPA</i>	Description
Administering authority	221(2)(b)	In certain circumstances, power to issue the amended environmental authority to the holder.

**Part 7 – Amendment of Environmental Authorities by Application****Division 3 – Assessment level decisions**

Entity Power Given To	Section of <i>EPA</i>	Description
Administering authority	228	Power to decide whether the proposed amendment is a major or minor amendment.
Administering authority	229	Power to give the applicant a written notice.
Administering authority	230(2)	In certain circumstances, power to be satisfied that: <ul style="list-style-type: none"> <li>(a) there is likely to be a substantial increase in the risk of environmental harm under the amended environmental authority; and</li> <li>(b) the risk is the result of a substantial change in:               <ul style="list-style-type: none"> <li>(i) the quantity or quality of contaminant permitted to be released into the environment; or</li> <li>(ii) the results of the release of a quantity or quality of contaminant permitted to be released into the environment.</li> </ul> </li> </ul>

## Schedule 1

**Division 4 – Process if proposed amendment is a major amendment**

Entity Power Given To	Section of EPA	Description
Administering authority	233(3)	In certain circumstances, power to: <ul style="list-style-type: none"> <li>(a) decide another way of publishing the notice for subsection (2)(b)(ii); and</li> <li>(b) give the applicant an information notice about the decision before the notice is published.</li> </ul>
Administering authority	237(1)(b)	Power to agree in writing to the change.
Administering authority	238(3)(a)	In certain circumstances, power to within 10 business days after notice of the change is received, ask the applicant to give further information needed to assess the application
Administering authority	238(7)	In certain circumstances, power to be satisfied the change would not be likely to attract a submission objecting to the thing the subject of the change, if the notification stage were to apply to the change.

**Division 5 – Process if proposed amendment is minor amendment**

Entity Power Given To	Section of EPA	Description
Administering authority	240(1)	Power to, within 10 business days after notice of the assessment level decision is given, decide either to approve or refuse the application.
Administering authority	240(2)	Power to be satisfied the proposed amendment is necessary or desirable.
Administering authority	240(3)	In certain circumstances, power to make any other amendments to the conditions of the environmental authority it considers: <ul style="list-style-type: none"> <li>(a) relate to the subject matter of the proposed amendment; and</li> <li>(b) are necessary or desirable.</li> </ul>

**Division 6 – Steps after deciding amendment application**

Entity Power Given To	Section of EPA	Description
Administering authority	242(1)(b)	In certain circumstances, power to issue the amended environmental authority to the applicant.
Administering authority	242(3)	Power to within 10 business days after the decision is made, give the applicant an information notice about the decision.

## Schedule 1

**Part 8 – Amalgamating Environmental Authorities****Division 2 – Deciding amalgamation application**

Entity Power Given To	Section of EPA	Description
Administering authority	247(1)	Power to, within 20 business days after the day the amalgamation application is received, decide to: <ul style="list-style-type: none"> <li>(a) approve the application; or</li> <li>(b) if the application is for an amalgamated local government authority or amalgamated project authority—refuse the application.</li> </ul>
Administering authority	247(2)(c)	Power to be satisfied there is an appropriate degree of integration between the activities.
Administering authority	247(3)	Power to be satisfied the relevant activities for the existing environmental authorities are being carried out as a single integrated operation.

**Division 3 – Miscellaneous provisions**

Entity Power Given To	Section of EPA	Description
Administering authority	248(b)	In certain circumstances, power to issue to the applicant: <ul style="list-style-type: none"> <li>(a) if the application is for an amalgamated corporate authority – an amalgamated corporate authority; or</li> <li>(b) if the application is for an amalgamated local government authority – an amalgamated local government authority; or</li> <li>(c) if the application is for an amalgamated project authority – an amalgamated project authority.</li> </ul>
Administering authority	249	Power to, within 10 business days after refusing an amalgamation application, give the applicant an information notice about the decision.

**Part 9 – Transferring Environmental Authorities for Prescribed ERAs**

Entity Power Given To	Section of EPA	Description
Administering authority	254(1)	Power to consider each transfer application and decide to: <ul style="list-style-type: none"> <li>(a) approve the transfer; or</li> <li>(b) refuse the transfer.</li> </ul>
Administering authority	255(1)(b)	In certain circumstances, power to issue the amended environmental authority (the <b>transferred environmental authority</b> ) to each holder.

## Schedule 1

Entity Power Given To	Section of <i>EPA</i>	Description
Administering authority	255(2)	In certain circumstances, power to, within 10 business days after the decision is made, give the existing holder and the proposed holder written notice of the decision.

**Part 10 – Surrender of Environmental Authorities****Division 1 – Preliminary**

Entity Power Given To	Section of <i>EPA</i>	Description
Administering authority	258(2)	In certain circumstances, power to by written notice (a <b>surrender notice</b> ), require the holder of the environmental authority to make a surrender application.
Administering authority	261(2)	In certain circumstances, power to approve a surrender application for part of the environmental authority.

**Division 3 – Final rehabilitation reports**

Entity Power Given To	Section of <i>EPA</i>	Description
Administering authority	264(2)(a)	Power to agree to a methodology.

**Division 4 – Requests for Information**

Entity Power Given To	Section of <i>EPA</i>	Description
Administering authority	265	Power to ask the applicant, by written request, to give further information needed to assess the surrender application.

**Division 5 – Deciding surrender applications**

Entity Power Given To	Section of <i>EPA</i>	Description
Administering authority	266(1)	Power to decide to: (a) approve the surrender application; or (b) refuse the surrender application.
Administering authority	269(a)	Power to be satisfied the conditions of the environmental authority have been complied with.
Administering authority	269(b)(i)	Power to be satisfied the land on which each relevant activity for the environmental authority has been carried out has been satisfactorily rehabilitated.

## Schedule 1

Entity Power Given To	Section of <i>EPA</i>	Description
Administering authority	269(b)(ii)	Power to be satisfied the land will be satisfactorily rehabilitated under a transitional environmental program.
Administering authority	269(c)	Power to be satisfied of another circumstance prescribed by regulation.

**Division 8 – Miscellaneous provisions**

Entity Power Given To	Section of <i>EPA</i>	Description
Administering authority	275(a)(ii)	In certain circumstances, power to give the applicant written notice of the decision.
Administering authority	275(b)	In certain circumstances, power to give the applicant an information notice about the decision.

**Part 11 – Cancellation or Suspension of Environmental Authorities****Division 1 – Preliminary**

Entity Power Given To	Section of <i>EPA</i>	Description
Administering authority	278(1)	In certain circumstances, power to cancel or suspend an environmental authority .

**Division 2 – Procedure for cancellation or suspension by administering authority**

Entity Power Given To	Section of <i>EPA</i>	Description
Administering authority	280(1)	Power to give the environmental authority holder a written notice.
Administering authority	281	Power to consider any written representation made within the stated period by the environmental authority holder.
Administering authority	282(1)	In certain circumstances, power to believe a ground exists to take the proposed action.
Administering authority	282(1)(a)	In certain circumstances, power to suspend the environmental authority for no longer than the proposed suspension period.
Administering authority	282(1)(b)	In certain circumstances, power to either cancel the environmental authority or suspend it for a fixed period.
Administering authority	282(3)	Power to decide not to take the proposed action and, if so, give the environmental authority holder written notice of the decision.

## Schedule 1

Entity Power Given To	Section of EPA	Description
Administering authority	283(1)	Power to give the environmental authority holder an information notice about the decision.
Administering authority	283(2)	In certain circumstances, power to give written notice of the decision to the chief executive administering the resource legislation.

**Part 11A – General Provisions****Division 3 – Deciding suspension applications**

Entity Power Given To	Section of EPA	Description
Administering authority	284C	Power to decide whether to approve the application or refuse the application.
Administering authority	284F(1)(a)(ii)	In certain circumstances, power to give the holder of the environmental authority written notice of the decision.
Administering authority	284F(1)(b)	In certain circumstances, power to give the holder an information notice about the decision.

**Part 12 – General Provisions****Division 1 – Plan of operations for environmental authority relating to mining lease or petroleum lease**

Entity Power Given To	Section of EPA	Description
Administering authority	287	Power to agree with the holder in writing to a shorter period.

**Division 2 – Financial assurance*****Subdivision 1 – Requiring financial assurance***

Entity Power Given To	Section of EPA	Description
Administering authority	292(1)	Power to, by condition of an environmental authority, require the holder of the environmental authority to give the administering authority financial assurance.
Administering authority	292(2)	Power to be satisfied the condition is justified.
Administering authority	292(3)	Power to require a financial assurance to remain in force until satisfied no claim is likely to be made on the assurance.

## Schedule 1

***Subdivision 2 – Amount and form of financial assurance***

<b>Entity Power Given To</b>	<b>Section of EPA</b>	<b>Description</b>
Administering authority	295(1)	Power to decide the amount and form of financial assurance required under a condition of an environmental authority.
Administering authority	295(2)(c)	Power to agree with the holder of the environmental authority to a further period.
Administering authority	295(4)	Power to form an opinion as to the amount that represents the total of likely costs and expenses that may be incurred taking action to rehabilitate or restore and protect the environment because of environmental harm that may be caused by the activity.
Administering authority	296	Power to, within 5 business days after making a decision under section 295(1), give an information notice about the decision to the holder of the environmental authority.

***Subdivision 3 – Claiming or realising financial assurance***

<b>Entity Power Given To</b>	<b>Section of EPA</b>	<b>Description</b>
Administering authority	299(2)	Power to must give written notice to the entity who gave the financial assurance.
Administering authority	300	Power to consider any written representations made within the stated period by the entity who gave the financial assurance.
Administering authority	301(1)	Power to decide whether to make a claim on or realise the financial assurance.
Administering authority	301(2)	In certain circumstances, power to give the entity an information notice about the decision.

***Subdivision 4 – Amending or discharging financial assurance***

<b>Entity Power Given To</b>	<b>Section of EPA</b>	<b>Description</b>
Administering authority	304(1)	Power to, by written notice, require the applicant to give it a compliance statement for the financial assurance before deciding the application.
Administering authority	305(1)(a)	Power to approve or refuse the application.
Administering authority	305(1)(b)	In certain circumstances, power to give the applicant an information notice about the decision.

## Schedule 1

Entity Power Given To	Section of <i>EPA</i>	Description
Administering authority	305(3)	Power to be satisfied no claim is likely to be made on the assurance.
Administering authority	305(5)	Power to withhold making a decision under subsection (1).
Administering authority	306(1)	In certain circumstances, power to, at any time, require the holder of an environmental authority or small scale mining tenure for which financial assurance has been given to change the amount of the financial assurance.
Administering authority	306(3)	Power to give written notice to the holder of the environmental authority or small scale mining tenure.
Administering authority	306(6)	In certain circumstances, power to consider any written submissions made by the holder within the stated period.

**Division 3 – Annual fees and returns*****Subdivision 1 – Annual notices***

Entity Power Given To	Section of <i>EPA</i>	Description
Administering authority	308(2)	In certain circumstances, power to give the environmental authority holder a written notice complying with subsection (3) (an <i>annual notice</i> ).

***Subdivision 1 – Annual notices***

Entity Power Given To	Section of <i>EPA</i>	Description
Administering authority	310(1)	In certain circumstances, power to change the anniversary day, for an environmental authority for which an annual fee is prescribed under a regulation, to another day (the <i>new day</i> ).
Administering authority	311	Power to decide whether or not to change the anniversary day to the new day.
Administering authority	312	Power to give the holder: <ul style="list-style-type: none"> <li>(a) if the decision is to change the day – written notice of the decision; or</li> <li>(b) if the decision is not to change the day – an information notice about the decision.</li> </ul>

## Schedule 1

**Division 4 – Non-compliance with eligibility criteria**

Entity Power Given To	Section of EPA	Description
Administering authority	314(2)	In certain circumstances, power to require the holder of the environmental authority to: <ul style="list-style-type: none"> <li>(a) make a site-specific application for a new environmental authority under part 2; or</li> <li>(b) make an amendment application for the authority under part 7.</li> </ul>
Administering authority	314(3)	Power to give written notice of the proposed requirement to the holder of the environmental authority.
Administering authority	314(5)	Power consider any representations made by the holder within the stated period.

**Division 5 – Miscellaneous provisions**

Entity Power Given To	Section of EPA	Description
Administering authority	315(1)	Power to ask any entity for advice, comment or information about an application made under this chapter at any time.

**CHAPTER 7 – ENVIRONMENTAL MANAGEMENT****Part 2 – Environmental Evaluations****Division 2 – Environmental audits*****Subdivision 1 – Audit requirements***

Entity Power Given To	Section of EPA	Description
Administering Authority	322(1)	In certain circumstances, power to, by written notice, require the holder of an environmental authority to: <ul style="list-style-type: none"> <li>(a) conduct or commission an audit (an <b>environmental audit</b>) about a stated matter concerning a relevant activity; and</li> <li>(b) give the administering authority an environmental report on the audit.</li> </ul>
Administering Authority	322(2)	Power to be reasonably satisfied the audit is necessary or desirable.

## Schedule 1

Entity Power Given To	Section of <i>EPA</i>	Description
Administering Authority	323(1)	<p>Power to be satisfied that:</p> <p>(a) a person is, or has been, contravening a regulation, an environmental protection policy or a transitional environmental program; or</p> <p>(b) a person is, or has been, contravening any of the following provisions:</p> <p>(i) section 363E;</p> <p>(ii) section 440Q;</p> <p>(iii) section 440ZG;</p> <p>(iv) a provision of chapter 8, part 3D, 3E or 3F.</p>
Administering Authority	323(2)	<p>Power to, by written notice (also an <b><i>audit notice</i></b>), require the person to:</p> <p>(a) conduct or commission an audit (also an <b><i>environmental audit</i></b>) about the matter; and</p> <p>(b) give the administering authority an environmental report about the audit.</p>

## Division 3 – Environmental investigations

Entity Power Given To	Section of <i>EPA</i>	Description
Administering Authority	326B(1)	<p>Power to be satisfied on reasonable grounds that:</p> <p>(a) an event has happened causing environmental harm while an activity was being carried out; or</p> <p>(b) an activity or proposed activity is causing, or is likely to cause environmental harm.</p>
Administering Authority	326B(2)	<p>Power to, by written notice (an <b><i>investigation notice</i></b>), require the person who has carried out, is carrying out or is proposing to carry out the activity to:</p> <p>(a) conduct or commission an investigation (an <b><i>environmental investigation</i></b>) about the event or activity; and</p> <p>(b) submit an environmental report about the investigation to the authority.</p>

## Division 5 – Steps after receiving environmental reports

Entity Power Given To	Section of <i>EPA</i>	Description
Administering Authority	326F(2)	Power to, by written notice, ask the recipient to give further information needed to decide whether to approve the environmental report.

## Schedule 1

Entity Power Given To	Section of EPA	Description
Administering Authority	326G(4)	Power to decide to accept the report or to refuse to accept the report.
Administering Authority	326G(5)	Power to be satisfied that the report does not adequately address the relevant matters for the environmental investigation to which the report relates.
Administering Authority	326G(7)	In certain circumstances, power to extend the period mentioned in subsection (6) for making the decision.
Administering Authority	326G(7)(a)	Power to be satisfied that there are special circumstances for extending the time.
Administering Authority	326G(8)	Power to give the recipient written notice of the decision within 5 business days after making the decision.
Administering Authority	326H	Power to do one or more of the following: <ul style="list-style-type: none"> <li>(a) require the recipient to prepare and submit a transitional environmental program to it;</li> <li>(b) if the recipient is the holder of an environmental authority – amend the conditions of the authority;</li> <li>(c) serve an environmental protection order on the recipient; or</li> <li>(d) take any other action it considers appropriate.</li> </ul>
Administering Authority	326I(2)	Power to require the recipient to conduct or commission another environmental investigation and submit a report on the investigation to it.
Administering Authority	326I(3)	Power to give written notice to the recipient.

**Part 3 - Transitional Environmental Programs****Division 2 - Submission and approval of transitional environmental programs**

Entity Power Given To	Section of EPA	Description
Administering Authority	332(1)	Power to require a person or public authority to prepare and submit for approval a draft transitional environmental program: <ul style="list-style-type: none"> <li>(a) as a condition of an environmental authority; or</li> <li>(b) as a development condition of a development approval.</li> </ul>
Administering Authority	332(2)	In the specified circumstances, the power to require a person or public authority to prepare and submit for approval a draft transitional environmental program.

## Schedule 1

Entity Power Given To	Section of <i>EPA</i>	Description
Administering Authority	334A(1)	Power to, by written notice, ask the person or public authority that submitted the draft transitional environmental program to give further information needed to decide whether to approve the draft program.
Administering Authority	336(1)	Power to invite a person or public authority that has submitted a draft transitional environmental program and another person who has made a submission under section 335 of the <i>Environmental Protection Act 1994</i> about the transitional environmental program, to a conference to help in deciding whether or not to approve the program.
Administering Authority	336(2)	Power to give written notice to all persons invited to attend a conference of when and where the conference is to be held.
Administering Authority	336(3)	If its considered impracticable to give notice to all persons invited to attend a conference, the power to give notice of the conference by publishing a notice in the newspapers you decide.
Administering Authority	336(4)	In the specified circumstances, the power to appoint an independent person to mediate a conference.
Administering Authority	336A(1)	Power to ask any person for advice, comment or information about a submission for approval of a transitional environmental program at any time.
Administering Authority	337(1)	In the specified circumstances, the power to decide whether to approve a draft transitional environmental program within the specified time period.
Administering Authority	337(2)	In certain circumstances, power to extend the period mentioned in subsection (1) for making the decision.
Administering Authority	337(2)	Power to give an information notice about the decision to extend to the person or public authority that submitted the program and any submitters.
Administering Authority	338(1)	In deciding whether to approve or refuse to approve a draft program or the conditions (if any) of the approval, the power to: <ul style="list-style-type: none"> <li>(a) comply with any relevant regulatory requirement; and</li> <li>(b) subject to paragraph (a), consider the specified criteria.</li> </ul>

## Schedule 1

Entity Power Given To	Section of <i>EPA</i>	Description
Administering Authority	339(1)	<p>Power to:</p> <p>(a) approve a draft transitional environment program:</p> <p>(i) as submitted; or</p> <p>(ii) as amended at the request, or with the agreement, of the administering authority; or</p> <p>(b) refuse to approve a draft transitional environmental program.</p>
Administering Authority	339(2)	<p>Power to impose on an approval of a draft transitional environmental program:</p> <p>(a) any conditions the authority must impose under a regulatory requirement;</p> <p>(b) a condition requiring the holder of the approval to give an amount of financial assurance as security for compliance with the transitional environmental program and any conditions of the program; and</p> <p>(c) any other conditions the administering authority considers appropriate.</p>
Administering Authority	340(1)	<p>Power to, within 8 business days after making a decision under section 339, give the person or public authority that submitted the program a written notice about the decision.</p>
Administering Authority	340(2)(b)	If the program is approved, power to state any conditions imposed on the approval by the administering authority.
Administering Authority	340(2)(c)	If the program is approved, power to state the day the approval ends.
Administering Authority	340(3)	If the program is refused, or approved with conditions, power to give an information notice.
Administering Authority	342(2)	In the specified circumstances, the power to consider and decide whether to approve a draft transitional environmental program if satisfied there has been substantial compliance with the <i>Environmental Protection Act 1994</i> .
Administering Authority	343A(2)(B)	In certain circumstances, power to give the holder of the environmental authority a copy of the environmental authority including the note.

## Schedule 1

**Division 3A – Financial assurances**

Entity Power Given To	Section of EPA	Description
Administering Authority	344(3)	In the specified circumstances, the power to approve an amendment of an approval for a transitional environmental program for an environmentally relevant activity.
Administering Authority	344(4)	Without limiting the matters to be considered in deciding an application, the power to have regard to the specified criteria.
Administering Authority	344A(2)	Power to may recover the reasonable costs or expenses of taking the action by making a claim on or realising the financial assurance or part of it.
Administering Authority	344A(3)	Power to give written notice to the person who gave the financial assurance.
Administering Authority	344B	Power to consider any written representations made within the stated period by the person who gave the financial assurance.
Administering Authority	344C(1)	Power to, within 10 business days after the end of the stated period, decide whether to make a claim on or realise the financial assurance.
Administering Authority	344C(2)	Power to, within 5 business days after making the decision, give the person an information notice about the decision.

**Part 4 – Special Provisions about Voluntary Submission of Transitional Environmental Programs**

Entity Power Given To	Section of EPA	Description
Administering Authority	352(1)	In the specified circumstances, the power to give written notice to a person of: <ul style="list-style-type: none"> <li>(a) receiving a program notice; and</li> <li>(b) the day by which a draft transitional environmental program dealing with the activity must be submitted for approval.</li> </ul>
Administering Authority	355(1)	In certain circumstances, power to apply to the Court for an order that section 353(1) does not apply to the person for any continuation of the original offence.

## Schedule 1

**Part 4A – Temporary emissions licences**

Entity Power Given To	Section of EPA	Description
Administering Authority	357E(1)	<p>Power to:</p> <p>(a) grant the application for a temporary emissions licence:</p> <p>(i) as submitted;</p> <p>(ii) on different terms than have been requested in the application; or</p> <p>(b) refuse to grant the application for a temporary emissions licence.</p>
Administering Authority	357E(2)	Power to impose conditions on the temporary emissions licence it considers are necessary or desirable.
Administering Authority	357F	<p>Power to give the applicant an information notice about the decision if the decision is to:</p> <p>(a) grant the application on different terms than have been requested in the application; or</p> <p>(b) refuse the application.</p>
Administering Authority	357J	In certain circumstances, power to end, cancel or suspend a temporary emissions licence.

**Part 5 – Environmental Protection Orders**

Entity Power Given To	Section of EPA	Description
Administering Authority	358	In the specified circumstances, the power to issue an order (an <i>environmental protection order</i> ) to a person.
Administering Authority	359	Before deciding to issue an environmental protection order, the power to consider the standard criteria.

**Part 8 – Contaminated land Environmental Evaluations****Division 2 – Environmental audits**

Entity Power Given To	Section of EPA	Description
Local Government	372(1)	In certain circumstances, power to give notice to the administering authority in the approved form.
Local Government	372(2)	In certain circumstances, power to give notice under the subsection to the administering authority in the approved form.

## Schedule 1

**Division 3 – Investigation of land on environmental register**

Entity Power Given To	Section of EPA	Description
Local Government	376(2)	In certain circumstances, power to conduct or commission a site investigation.
Local Government (as the recipient of a written notice to conduct or commission a site investigation)	378(1)	Power to apply to the administering authority for it to waive the requirement for the recipient to conduct or commission a site investigation.
Local Government (as the recipient of a written notice to conduct or commission a site investigation)	385(1) and 385(2)(a)	Power to conduct or commission another site investigation and submit a report on the investigation to the administering authority, or to provide further information to the administering authority

**Division 5 – Site Management Plans*****Subdivision 2 – Procedure for approval of site management plan***

Entity Power Given To	Section of EPA	Description
Administering Authority	405(2)(b)	Power to require a draft site management plan to be prepared or commissioned, and submitted for approval
Administering Authority	405(3)	In certain circumstances, power require a local government to prepare or commission a draft site management plan.
Administering Authority	406(2)	Power to give a copy of a notice to the owner

***Subdivision 4 – Amendment of site management plan***

Entity Power Given To	Section of EPA	Description
Local Government	419(2)	In certain circumstances, power to prepare and submit a draft amendment of a site management plan to the administering authority.

## Schedule 1

**Part 8 – Contaminated Land****Division 5 – Site management plans*****Subdivision 1 – Residual risk requirement***

Entity Power Given To	Section of EPA	Description
Administering Authority	419A(2)	Power to, by written notice, require the person who submitted the draft site management plan or draft amendment of a site management plan to pay it a stated amount within a stated reasonable period for the residual risks of the area the subject of the plan or amendment.
Administering Authority	419B	Power to be satisfied the requirement is justified.
Administering Authority	419C(1)	Power to decide the form of the payment required.

**CHAPTER 9 – INVESTIGATION AND ENFORCEMENT****Part 1 – Administration Generally**

Entity Power Given To	Section of EPA	Description
As delegate of the Chief Executive of the Environmental Protection Agency: 516(1)(b) and 517	445(1)(c)	In the specified circumstances, the power to appoint an authorised person.
Chief Executive Officer	445(2)	Power to appoint an employee of a local government to be an authorised person
As delegate of the Chief Executive of the Environmental Protection Agency: 516(1)(b) & 517.	448	In the specified circumstances, the power to issue an identity card to each authorised person appointed.
Administering Authority	451(1)	In the specified circumstances, the power to give a notice under section 451 of the <i>Environmental Protection Act 1994</i> to a person requiring the person to give information

## Schedule 1

Entity Power Given To	Section of <i>EPA</i>	Description
		relevant to the administration and enforcement of the <i>Environmental Protection Act 1994</i> .

**Part 2 - Powers of Authorised Persons for Places and Vehicles**

Entity Power Given To	Section of <i>EPA</i>	Description
Administering Authority	454(1)	Power to believe on reasonable grounds land is contaminated land
Administering Authority	454(3)(b)	Power to give written notice to the owner and occupier.
Administering Authority	458(2)	In the specified circumstances, the power to give written notice of an application made under section 458(1) of the <i>Environmental Protection Act 1994</i> to: <ul style="list-style-type: none"> <li>(a) the owner of the land; and</li> <li>(b) if the owner is not the occupier of the land - the occupier; and</li> <li>(c) if the application is for an order to carry out work mentioned in section 458(1)(a) of the <i>Environmental Protection Act 1994</i>:               <ul style="list-style-type: none"> <li>(i) the environmental authority holder; or</li> <li>(ii) transitional environmental program approval holder; or</li> <li>(iii) the registered operator.</li> </ul> </li> <li>(d) if the application is for an order to take actions required under a clean-up notice – the recipient of the notice.</li> </ul>
Administering Executive	463(2)	In the specified circumstances, the power to direct the destruction or disposal of a forfeited thing.
As delegate of the Chief Executive of the Environmental Protection Agency: 516(1)(b) and 517.	490	In the specified circumstances, the power to issue a certificate.

**CHAPTER 10 – LEGAL PROCEEDINGS****Part 3 - Legal Proceedings**

Entity Power Given To	Section of <i>EPA</i>	Description
Instrument of Delegation <i>Environmental Protection Act 1994</i>		Current as at 1 July 2013

## Schedule 1

Entity Power Given To	Section of <i>EPA</i>	Description
Administering Authority	502A(2)	Power to carry out work or take any other action reasonably necessary to fulfil the requirements of an order made against a person under section 502.

**Part 4 - Restraint orders**

Entity Power Given To	Section of <i>EPA</i>	Description
CEO (both as CEO and as administering executive)	517(2)	Power to delegate their powers under this Act to an appropriately qualified employee of the local government.

**CHAPTER 11 – ADMINISTRATION****Part 2 – Review of Decisions and Appeals**

Entity Power Given To	Section of <i>EPA</i>	Description
Administering Authority	521(2)(a)(ii)	In the specified circumstances, the power to allow a longer period within which an application for a review of an original decision must be made.

**Part 3 – Review of Decisions and Appeals****Division 2 – Internal Review of Decisions**

Entity Power Given To	Section of <i>EPA</i>	Description
Administering Authority	521(2)(a)(ii)	In the specified circumstances, the power to allow a longer period within which an application for a review of an original decision must be made.
Administering Authority	521(5)	In the specified circumstances, the power to, within the decision period for a review of an original decision: <ul style="list-style-type: none"> <li>(a) review the original decision; and</li> <li>(b) consider any submissions properly made by a recipient of a review notice; and</li> <li>(c) make a decision (the <b>review decision</b>) to:               <ul style="list-style-type: none"> <li>(i) confirm or revoke the original decision; or</li> <li>(ii) vary the original decision in a way considered appropriate.</li> </ul> </li> </ul>

## Schedule 1

Entity Power Given To	Section of <i>EPA</i>	Description
Administering Authority	521(8)	Within 10 business days after making a review decision, the power to give written notice of the review decision to the applicant and persons who were given notice of the original decision.

**Part 4 – General**

Entity Power Given To	Section of <i>EPA</i>	Description
Administering Executive	544(1)	Power to approve forms.

**CHAPTER 13 – SAVINGS, TRANSITIONAL AND RELATED PROVISIONS****Part 5 – Transitional provisions for *Environmental Protection Legislation Amendment Act 2003***

Entity Power Given To	Section of <i>EPA</i>	Description
Administering Authority	620(2)	In the specified circumstances, the power to change or cancel a condition of a environmental authority.
Administering Authority	620(5)(b)	In the specified circumstances, if a condition has changed or cancelled, the power to, within the specified time period, give the registered operator: <ul style="list-style-type: none"> <li>(i) a copy of the development conditions as applying after the change or cancellation; and</li> <li>(ii) a registration certificate.</li> </ul>
Administering Authority	621(1)	Power to, for an activity being carried out under an environmental authority mentioned in section 619(1) of the <i>Environmental Protection Act 1994</i> , give to the person carrying out the activity: <ul style="list-style-type: none"> <li>(a) if the activity was carried out at 1 location - a development approval for the location; or</li> <li>(b) if the activity was carried at more than 1 location and is not a mobile and temporary environmentally relevant activity - a development approval for each location; or</li> <li>(c) if the activity is a mobile and temporary environmentally relevant activity - a development approval for a mobile and temporary environmentally relevant activity.</li> </ul>

## Schedule 1

Entity Power Given To	Section of <i>EPA</i>	Description
Administering Authority	621(2)	If the person carrying out the activity does not have a registration certificate for the activity, the power to also give the person a registration certificate for the activity.
Administering Authority	621(4)	If you act under section 621(1) or (2) of the <i>Environmental Protection Act 1994</i> , the power to give the person carrying out the activity an information notice about your decision to give the approval or approval and certificate.
Administering Authority	623(2)	In the specified circumstances, the power to give a registered operator a notice stating that you are satisfied that the risk of environmental harm from carrying out the activity is no longer insignificant.
Administering Authority	626(3)(a)	In the specified circumstances, the power to, by written notice, ask an applicant to give a stated document or information relevant to an application.

**Part 6 - Transitional Provisions for *Petroleum and Other Legislation Amendment Act 2004***

Entity Power Given To	Section of <i>EPA</i>	Description
Administering Authority	634(1)	In the specified circumstances, the power to amend a condition about financial assurance imposed under Part 7, Chapter 13 of the <i>Environmental Protection Act 1994</i> to require the giving of replacement financial assurance, in a form and amount decided by you.

**Part 17 - Transitional provisions for the Environmental Protection and Other Legislation Amendment Act 2011**

Entity Power Given To	Section of <i>EPA</i>	Description
Administering authority	671(2)	Power to consider, or continue to consider, the draft transitional environment program and decide whether to approve an existing draft transitional environment program under the unamended Act.

**Part 18 - Transitional provisions for Environmental Protection (Greentape Reduction) and Other Legislation Amendment Act 2012****Division 5 –Transitional authorities for environmentally relevant activities**

Entity Power Given To	Section of <i>EPA</i>	Description
Administering authority	697(1)	Power to decide whether to approve the application or refuse the application.

## Schedule 1

Entity Power Given To	Section of <i>EPA</i>	Description
Administering authority	698(1)	In certain circumstances, power to: <ul style="list-style-type: none"> <li>(a) amend the environmental authority to give effect to the conversion; and</li> <li>(b) issue the amended environmental authority to the applicant.</li> </ul>
Administering authority	698(2)	In certain circumstances, power to give the applicant an information notice about the decision.

**Division 5A –Transitional authorities for environmentally relevant activities**

Entity Power Given To	Section of <i>EPA</i>	Description
Administering authority	698B	Power to approve an application to convert the surrendered registration certificate to an environmental authority that has been suspended under chapter 5, part 11A (a <b>conversion application</b> ).

**Division 8 – Provisions about environmental management plans**

Entity Power Given To	Section of <i>EPA</i>	Description
Administering authority	701(2)	Power to amend the new authority to impose conditions consistent with the environmental management plan.

## Schedule 2

### Limitations and Conditions to the Exercise of Power

- 1) The Chief Executive Officer may sub-delegate the powers:
  - a) conferred on the Administering Authority contained in Schedule 1 to an appropriately qualified entity; and
  - b) conferred on the Local Government contained in Schedule 1.
- 2) Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, the delegate in exercising delegated power in relation to that matter, will only commit the Council to reasonably foreseeable expenditure up to the amount allocated.
- 3) The delegate will not exercise any delegated power in relation to a matter which, to the delegate's knowledge adversely affects, or is likely to adversely affect, the Council's relations with the public at large.
- 4) The delegate will not exercise any delegated power in relation to a matter which has already been the subject of a resolution or other decision of the Council (including a policy decision relating to the matter).
- 5) The delegate will not exercise any delegated power in a manner, or which has the foreseeable affect, of being contrary to an adopted Council policy or procedure.
- 6) The delegate will only exercise a delegated power under this resolution in a manner which complies with the requirements of Council's Planning Scheme and any exercise of power which involves a departure from or variation of those requirements will only be undertaken by Council.
- 7) The delegate will not exercise any power which cannot lawfully be the subject of delegation by Council.
- 8) The powers conferred under section 445(1)(c) is subject to the following limitations as per the instrument of delegation of the Chief Executive of the Environmental Protection Agency dated 7 February 2008 (copy attached).
  - 1) The only powers under the *Environmental Protection Act 1994* the authorised person who is appointed by the Local Govt is to exercise are:
    - a) Sections 440J, 452, 453, 455, 456, 457, 459, 460, 461, 462, 463A, 463, 464, 465 and 466 of the *Environmental Protection Act 1994*; and
    - b) Only to be used in relation to those matters referred to in s.440D of the *Environmental Protection Act 1994* and s.68 of the *Environmental Protection (Waste Management) Regulation 2000*; and
  - 2) The certificates issued pursuant to s.490 of the *Environmental Protection Act 1994* are only used in respect of Court proceedings in relation to those matters referred to in s.440D of the *Environmental Protection Act 1994* and s.68 of the *Environmental Protection (Waste Management) Regulation 2000*.

## Schedule 2

- 9) The powers conferred under section 448 is subject to the following limitations as per the instrument of delegation of the Chief Executive of the Environmental Protection Agency dated 7 February 2008 (copy attached).
  - 1) The only powers under the *Environmental Protection Act* 1994 the authorised person who is appointed by the Local Govt is to exercise are:
    - a) Sections 440J, 452, 453, 455, 456, 457, 459, 460, 461, 462, 463A, 463, 464, 465 and 466 of the *Environmental Protection Act* 1994; and
    - b) Only to be used in relation to those matters referred to in s.440D of the *Environmental Protection Act* 1994 and s.68 of the *Environmental Protection (Waste Management) Regulation 2000*; and
  - 2) That the certificates issued pursuant to s.490 of the *Environmental Protection Act* 1994 are only used in respect of Court proceedings in relation to those matters referred to in s.440D of the *Environmental Protection Act* 1994 and s.68 of the *Environmental Protection (Waste Management) Regulation 2000*.

## **Financial and Resource Implications**

Given the vast number of decisions which need to be made and the operational activities which need to be undertaken on a daily basis, Council could simply not function if a separate resolution was required every time. The delegation of some powers to the Chief Executive Officer will facilitate a more efficient and streamlined operation of Council's decision making processes.

## **Link to Corporate/Operational Plan**

Corporate Plan: EXC4 Ethical, accountable and transparent decision making.

## **Communication/Consultation (Internal/External)**

The Chief Executive Officer, General Managers and Managers have been consulted in regards to the delegation of powers under the amended *Environmental Protection Act 1994*.

## **Legal Implications (Statutory Basis, Legal Risks)**

No direct legal implications arise from this report.

## **Policy/Local Law/Delegation Implications**

Pursuant to Section 257(1) of the *Local Government Act 2009* (the Act) Council may by resolution delegate a power under the Act or another Act, to the Chief Executive Officer.

## **Asset Management Implications**

No direct asset management implications arise from this report.

**9.2.3 G - 1214703 - Delegation of Powers to the Chief Executive Officer - Public Health Act 2005**

**Document Information**

**IR No** **1214703**

**Author** **Manager Governance**

**Endorsed**  
**By** **Chief Executive Officer**

**Date** **5 September 2013**

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**Précis**

The purpose of this report is to review and update Council's delegation of powers to the Chief Executive Officer (CEO) in relation to the *Public Health Act 2005*.

**Summary**

Pursuant to section 257(4)(1) of the *Local Government Act 2009* a delegation to the Chief Executive Officer under subsection (1) must be reviewed annually by the Council.

Council is a subscriber to a delegations update service provided by Council's solicitors, MacDonnells Law. They have advised that the *Public Health Act 2005* has been revised as part of their commitment to ongoing improvement to the Delegation Update Service. Therefore the delegations under the *Public Health Act 2005* are to be updated.

**Officer's Recommendation**

That pursuant to section 257 of the *Local Government Act 2009* Council resolves:

1. To delegate to the Chief Executive Officer the exercise of its powers under the *Public Health Act 2005* in the terms of the Instrument of Delegation contained in Appendix 1 to this report. These powers must be exercised subject to any limitations and conditions contained in Schedule 2 of the Instrument of Delegation.
2. That all prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

## INSTRUMENT OF DELEGATION

### *South Burnett Regional Council - Public Health Act 2005*

Under Section 257 of the *Local Government Act 2009*, **SOUTH BURNETT REGIONAL COUNCIL**, resolves to delegate the exercise of the powers contained in Schedule 1 to the Chief Executive Officer.

These powers must be exercised subject to the limitations and conditions contained in Schedule 2.

All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

## Schedule 1

***Public Health Act 2005 ("PHA")*****CHAPTER 2 – ENVIRONMENTAL HEALTH****Part 2 – Roles of the State and Local Governments for Public Health Risks**

Entity Power Given to	Section of PHA	Description
Chief Executive Officer ('CEO')	14(1)	<p>Power to agree with the chief executive that:</p> <ul style="list-style-type: none"> <li>a) the State do a thing in the administration or enforcement of this Act for a matter mentioned in section 13(1); or</li> <li>b) the local government do a thing in the administration or enforcement of the Act for a matter mentioned in section 12(1).</li> </ul>
CEO	14(3)	Power to perform functions and exercise powers for this Act for a matter mentioned in section 12(1), including appointing authorised persons.

**Part 3 – Public Health Orders****Division 1 – Preliminary**

Entity Power Given to	Section of PHA	Description
CEO	22(2)	Power to consult the chief executive of the department in which the relevant one of those Acts is administered.

**Division 3 – Enforcement of Public Health Orders**

Entity Power Given to	Section of PHA	Description
Issuing authority	24(1)	Power to consider whether a person has contravened a public health order.
Issuing authority	24(2)	Power to apply to a magistrate for an order enforcing the public health order (an <b>Enforcement Order</b> ).
Issuing authority	25(1)	Power to give a notice of hearing of an application.

## Schedule 1

## Division 3 – Taking Steps Under Enforcement Order

Entity Power Given to	Section of PHA	Description
CEO	32(4)	Power to sign certificate stating there is a charge over the land under section 32.

## Part 4 – Authorised Prevention and Control Programs

Entity Power Given to	Section of PHA	Description
Local government	36(5)	In the specified circumstances power to consult with the chief executive.
CEO	39(1)(a)	In certain circumstances, the power to agree.
CEO	39(1)(c)	In certain circumstances, the power to agree.

## CHAPTER 3 – NOTIFIABLE CONDITIONS

## Part 3 – Contact Tracing

## Division 1 – Contact Tracing Officers

Entity Power Given to	Section of PHA	Description
CEO	90(4)(a)	Power to agree to the appointment of an emergency officer (general) for declared public health emergencies under section 333 (1)(c).

## CHAPTER 8 – PUBLIC HEALTH EMERGENCIES

## Part 5 – Appointment of emergency officers

Entity Power Given to	Section of PHA	Description
CEO	333(3)	Power to agree to the appointment of a contact tracing officer for a notifiable condition under section 90(2).

## Schedule 1

**CHAPTER 9 – MONITORING AND ENFORCEMENT****Part 1 – Authorised Persons**

Entity Power Given to	Section of PHA	Description
CEO	377(2)	Power to appoint an authorised person.
Administering executive	380(1)	Power to issue an identity card to each authorised person.

**Part 2 – Powers of Authorised Persons****Division 1 – Entry of places**

Entity Power Given to	Section of PHA	Description
Issuing authority by its employees or agents	388(2)	In the specified circumstances power to at reasonable times, enter the place to take the steps stated in the order.

**Division 2 – Procedure for entry**

Entity Power Given to	Section of PHA	Description
Issuing authority	393(2)	In the specified circumstances power to give the occupier and owner of the place reasonable notice that the issuing authority, by its employees or agents, intend to enter the place to take the steps required under the public health order.

**Division 7 – Recovery of costs and expenses**

Entity Power Given to	Section of PHA	Description
CEO	407(4)	Power to sign certificate stating there is a charge over the land under section 407.

**Part 4 – Approved Inspection Programs**

Entity Power Given to	Section of PHA	Description
CEO	427(1)	Power to approve a program (an <b>approved inspection program</b> ).

Schedule 1

**CHAPTER 11 – MISCELLANEOUS**

**Part 2 – Other provisions**

Entity Power Given to	Section of PHA	Description
CEO	458(2)	Power to approve forms for use by the local government under this Act.

## Schedule 2

### **Limitations and Conditions to the Exercise of Power**

1. The Chief Executive Officer may sub-delegate the powers contained in Schedule 1.
2. Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, the delegate in exercising delegated power in relation to that matter, will only commit the Council to reasonably foreseeable expenditure up to the amount allocated.
3. The delegate will not exercise any delegated power in relation to a matter which, to the delegate's knowledge adversely affects, or is likely to adversely affect, the Council's relations with the public at large.
4. The delegate will not exercise any delegated power in relation to a matter which has already been the subject of a resolution or other decision of the Council (including a policy decision relating to the matter).
5. The delegate will not exercise any delegated power in a manner, or which has the foreseeable affect, of being contrary to an adopted Council policy or procedure.
6. The delegate will only exercise a delegated power under this resolution in a manner which complies with the requirements of Council's Planning Scheme and any exercise of power which involves a departure from or variation of those requirements will only be undertaken by Council.
7. The delegate will not exercise any power which cannot lawfully be the subject of delegation by Council.

## **Financial and Resource Implications**

Given the vast number of decisions which need to be made and the operational activities which need to be undertaken on a daily basis, Council could simply not function if a separate resolution was required every time. The delegation of some powers to the Chief Executive Officer will facilitate a more efficient and streamlined operation of Council's decision making processes.

## **Link to Corporate/Operational Plan**

Corporate Plan: EXC4 Ethical, accountable and transparent decision making.

## **Communication/Consultation (Internal/External)**

The Chief Executive Officer, General Managers and Managers have been consulted in regards to the delegation of powers under the amended *Public Health Act 2005*.

## **Legal Implications (Statutory Basis, Legal Risks)**

No direct legal implications arise from this report.

## **Policy/Local Law/Delegation Implications**

Pursuant to Section 257(1) of the *Local Government Act 2009* (the Act) Council may by resolution delegate a power under the Act or another Act, to the Chief Executive Officer.

## **Asset Management Implications**

No direct asset management implications arise from this report.

**9.2.4      G - 1213897 - Adoption of the Public Interest Disclosure Policy and Associated Procedure**

**Document Information**

**IR No      1213897**

**Author      Manager Governance**

**Endorsed**  
**By      Chief Executive Officer**

**Date      4 September 2013**

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**Précis**

Adoption of the Public Interest Disclosure Policy and associated Procedure

**Summary**

A Public Interest Disclosure (PID) is a report of a suspected wrongdoing or danger. For the report to be considered as a PID and attract the protections under the ***Public Interest Disclosure Act 2010 (PID Act)***, it must be an appropriate disclosure about public interest information made to a proper authority.

The objective of this Public Interest Disclosure Policy is to establish reasonable procedures to ensure the CEO's compliance with section 28 of the Public Interest Disclosure Act 2010.

**Officer's Recommendation**

That the Public Interest Disclosure Policy and Procedure be adopted.



## Public Interest Disclosure Policy

### *Table of Contents*

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

### **1. LEGISLATIVE AUTHORITY**

*Public Interest Disclosure Act 2010*

### **2. BACKGROUND AND/OR PRINCIPLES**

Nil

### **3. GENERAL INFORMATION**

A Public Interest Disclosure (PID) is a report of a suspected wrongdoing or danger. For the report to be considered as a PID and attract the protections under the *Public Interest Disclosure Act 2010* (PID Act), it must be an appropriate disclosure about public interest information made to a proper authority.

### **4. POLICY STATEMENT**

The Chief Executive Officer will comply with s28 of the *Public Interest Disclosure Act 2010* by establishing reasonable procedures to ensure that:

- (a) public officers of the entity who make public interest disclosures are given appropriate support; and
- (b) public interest disclosures made to the entity are properly assessed and, when appropriate, properly investigated and dealt with; and
- (c) appropriate action is taken in relation to any wrongdoing that is the subject of a public interest disclosure made to the entity; and
- (d) a management program for public interest disclosures made to the entity, consistent with any standard made under section 60, is developed and implemented; and
- (e) public officers of the entity are offered protection from reprisals by the entity or other public officers of the entity.

### **5. SCOPE**

This policy applies to Councillors and employees and any person making a Public Interest Disclosure with respect to Council or its Councillors or employees.

## **6. POLICY OBJECTIVES**

The objective of this policy is to establish reasonable procedures to ensure the CEO's compliance with section 28 of the *Public Interest Disclosure Act 2010*.

## **7. ASSOCIATED POLICY PROCEDURES**

*Public Interest Disclosure Procedure*

## **8. DEFINITIONS**

**Discloser** - is a person who makes a Public Interest Disclosure in accordance with the Act.

**Proper Authority** - means a public sector entity which includes local government.

**Public Interest Disclosure** - is a disclosure of information to a proper authority in accordance with the Act, and includes all information and help given by the discloser to the proper authority.

The *Public Interest Disclosure Act 2010* distinguishes between disclosures made by:

- a public officer and
- anyone else.

PIDs made by public officers must concern:

- (a) the conduct of another person that could, if proved, be -
  - (i) official misconduct; or
  - (ii) maladministration that adversely affects a person's interests in a substantial and specific way; or
- (b) a substantial misuse of public resources (other than an alleged misuse based on mere disagreement over policy that may properly be adopted about amounts, purposes or priorities of expenditure); or
- (c) a substantial and specific danger to public health or safety; or
- (d) a substantial and specific danger to the environment.

PIDs made by any person must concern:

- A substantial and specific danger to the health or safety of a person with a 'disability' as defined in the *Disability Services Act 1992*.
- A substantial and specific danger to the environment.
- A reprisal taken against anybody as a result of a PID.

A person has information about the conduct of another person or another matter if either:

- the person honestly believes on reasonable grounds that the information tends to show the conduct or other matter (subjective test) or;
- the information tends to show the conduct or other matter regardless of whether the person honestly believes the information tends to show the conduct or other matter (objective test).

The disclosure is still a PID and covered by the *Public Interest Disclosure Act 2010* even if it proves not to contain this type of information.

Some disclosures are not protected by the *Public Interest Disclosure Act 2010*, including disclosures made to the media (except in special circumstances outlined in Part 4 section 20); those made frivolously or vexatiously; those which primarily question the relative merits of government or agency policy; and those that are made substantially to avoid disciplinary action.

Disclosures that are wilfully false constitute an offence under the *Public Interest Disclosure Act 2010*.

The disclosure cannot be based on a mere disagreement over policy that may properly be adopted about amounts, purposes and priorities of expenditure.

**Public Health Or Safety** - includes health and safety of persons:

- (a) under lawful care and control; or
- (b) using community facilities or services provided by the public or private sector; or
- (c) in employment places.

**Reprisal** - is where a person causes, or attempts, or conspires to cause, detriment to another person because, or in the belief that-

- (a) the other person or someone else has made, or intends to make, a public interest disclosure; or
- (b) the other person or someone else is, has been, or intends to be, involved in a proceeding under the Act against any person.

**Wrongdoing** - is behaviour or an action that fails to conform to the standards of law.

## **9. RELATED POLICIES**

*Code of Conduct for Employees*  
Councillor Code of Conduct

## **10. DATE REVIEWED**

July 2013

## **11. NEXT REVIEW**

July 2015



## Public Interest Disclosure Procedure

### Table of Contents

1. PURPOSE .....	1
2. SCOPE .....	1
3. REFERENCES .....	2
4. DEFINITIONS .....	2
5. RESPONSIBILITY .....	4
6. PROCEDURE .....	4
7. DOCUMENTS .....	6

### 1. PURPOSE

*South Burnett Regional Council (SBRC) is committed to facilitate the disclosure, in the public interest, of information about wrongdoing in the public sector and to provide protection for those who make disclosures.*

This process has been developed to:

- (a) promote the public interest by facilitating public interest disclosures of wrongdoing in the public sector; and
- (b) ensure that public interest disclosures are properly assessed and when appropriate, properly investigated and dealt with; and
- (c) ensure that appropriate consideration is given to the interests of persons who are the subject of a public interest disclosure; and
- (d) afford protection to persons making public interest disclosures, in accordance with the *Public Interest Disclosure Act 2010* (the Act).

### 2. SCOPE

This process applies to any public interest disclosure (PID) made about Council operations.

A public interest disclosure is defined by reference to:

- the person who makes the disclosure;
- the type of information disclosed; and
- the entity to which the disclosure is made

A PID can be made by *any person (whether or not the person is a public officer) to a proper authority* about:

- (a) a substantial and specific danger to the health or safety of a person with a disability; or
- (b) the commission of an offence against a provision mentioned in Schedule 2 of the Act, if the commission of the offence is or would be a substantial and specific danger to the environment; or
- (c) a contravention of a condition imposed under a provision mentioned in Schedule 2 of the Act, if the contravention is or would be a substantial and specific danger to the environment; or
- (d) the conduct of another person that could, if proved, be a reprisal.

Furthermore, a PID can be made by a *public officer to a proper authority* about:

- (a) the conduct of another person that could, if proved, be—

- (i) official misconduct; or
- (ii) maladministration that adversely affects a person's interests in a substantial and specific way; or
- (b) a substantial misuse of public resources (other than an alleged misuse based on mere disagreement over policy that may properly be adopted about amounts, purposes or priorities of expenditure); or
- (c) a substantial and specific danger to public health or safety; or
- (d) a substantial and specific danger to the environment.

To determine that a disclosure is a PID, the disclosure must also satisfy either:

- The person making the disclosure honestly believes, on reasonable grounds, that the information tends to show the conduct or other matter is wrongdoing; or
- The information tends to show the conduct or other matter is wrongdoing, regardless of whether the person making the complaint honestly believes the information.

### **3. REFERENCES**

*Public Interest Disclosure Act 2010*  
Public Interest Disclosure Policy

### **4. DEFINITIONS**

**Discloser** - is a person who makes a Public Interest Disclosure in accordance with the Act.

**Maladministration** - is administrative action that –

- a) was taken contrary to law; or
- b) was unreasonable, unjust, oppressive, or improperly discriminatory; or
- c) was in accordance with a rule of law or a provision of an Act or a practice that is or may be unreasonable, unjust, oppressive, or improperly discriminatory in the particular circumstances; or
- d) was taken for an improper purpose; or
- e) was taken on irrelevant grounds; or
- f) was taken having regard to irrelevant considerations; or
- g) was an action for which reasons should have been given, but were not given; or
- h) was based wholly or partly on a mistake of law or fact; or
- i) was wrong.

**Official Misconduct by a public sector employee** - is conduct that constitutes or could constitute a criminal offence, or a disciplinary breach that provides reasonable grounds for the termination of an employee's employment and can involve:

- (a) performance of duties in a dishonest way or a way which lacks impartiality; or
- (b) a breach of the community's trust; or
- (c) the improper dissemination of information.

**Proper Authority** - means a public sector entity or a member of the Legislative Assembly.

**Public Interest Disclosure** - is a disclosure of information to a proper authority in accordance with the Act, and includes all information and help given by the discloser to the proper authority.

The *Public Interest Disclosure Act 2010* distinguishes between disclosures made by:

- a public officer and
- anyone else.

PIDs made by public officers must concern:

- (a) the conduct of another person that could, if proved, be -
  - (i) official misconduct; or
  - (ii) maladministration that adversely affects a person's interests in a substantial and specific way; or
- (b) a substantial misuse of public resources (other than an alleged misuse based on mere disagreement over policy that may properly be adopted about amounts, purposes or priorities of expenditure); or
- (c) a substantial and specific danger to public health or safety; or
- (d) a substantial and specific danger to the environment.

PIDs made by any person must concern:

- A substantial and specific danger to the health or safety of a person with a 'disability' as defined in the *Disability Services Act 1992*.
- A substantial and specific danger to the environment.
- A reprisal taken against anybody as a result of a PID.

A person has information about the conduct of another person or other matter if either:

- the person honestly believes on reasonable grounds that the information tends to show the conduct or other matter (subjective test) or;
- the information tends to show the conduct or other matter regardless of whether the person honestly believes the information tends to show the conduct or other matter (objective test).

**Public officer**, of a public sector entity, is an employee, member or officer of the entity.

**Reprisal** - is where a person causes, or attempts, or conspires to cause, detriment to another person because, or in the belief that-

- (a) the other person or someone else has made, or intends to make, a public interest disclosure; or
- (b) the other person or someone else is, has been, or intends to be, involved in a proceeding under the Act against any person.

**Schedule Two** – of the *Public Interest Disclosure Act 2010* outlines offences or contraventions endangering the environment. The Schedule lists a range of legislation that must be considered when determining if a disclosure is a PID.

**Wrongdoing** - is behaviour or an action that fails to conform to the standards of law.

## **5. RESPONSIBILITY**

*The Chief Executive Officer is responsible for establishing reasonable procedures for making a public interest disclosure in compliance with s28 of the Public Interest Disclosure Act 2010.*

## **6. PROCEDURE for making a PID by any Person**

### **Statement of Organisational Commitment**

In the case of receiving a PID, Council commits to:

- acknowledging PIDs and supporting disclosers
- undertaking a risk assessment and offering protection from reprisals
- taking action to investigate and remedy
- responding to reprisals
- keeping disclosers informed and providing feedback
- keeping personal information private and confidential
- protecting the rights of the subject officers
- maintaining an adequate record of PIDs
- reporting all disclosures to the oversight agency.

#### **6.1 Making a PID**

A PID can be made by *any person (whether or not the person is a public officer) to a proper authority.*

#### **6.2 Who to Disclose to?**

Any person can make a disclosure to the Chief Executive Officer (CEO). Disclosures can be made in any way, including:

- in person
- in writing (by letter, fax, or email)
- by telephone.

A disclosure can also be made to an agency external to Council. While persons are encouraged to raise matters directly with Council, disclosures may also be made to an appropriate external agency.

#### **6.3 Disclosing Anonymously**

A person may make a disclosure to a proper authority in any way, including anonymously.

#### **6.4 Keeping disclosers informed**

Council will provide the following advice in writing (where possible):

- confirmation the disclosure has been received
- a description of the action proposed to be taken
- if action has been taken, a description of the results of the action.

When disclosures are made, Council will inform the discloser of:

- the likely timeframes for processing the PID;

- their required involvement in the investigation process;
- the importance of maintaining confidentiality;
- the protections under the Act that will apply;
- Council's requirement to keep the information disclosed, including the discloser's identity confidential, except as allowed under the Act;
- how they will be advised of progress and outcomes; and
- who to contact if they want further information or are concerned about reprisals.

#### **6.5 Protecting Disclosers**

As soon as possible after receiving a PID, Council must determine the level of protection and support appropriate for a discloser by conducting a risk assessment of a reprisal to the discloser and others associated with the discloser (including those who may wrongly be suspected of being a discloser).

Council will ensure protective measures are in place which will be proportionate to the risk of reprisal and the potential consequences of a reprisal. If the risk is assessed as sufficiently high, Council will prepare a protection plan to protect the discloser. Where feasible, this should be developed in consultation with the discloser and other relevant stakeholders.

#### **6.6 Taking Action on a PID**

After receiving a PID, Council will make a decision on how to best deal with the disclosure. In some cases Council may decide not take any action (under s30 of the Act) or Council's action may be to refer the disclosure to another agency (under s31 of the Act). Council may decide not to investigate or deal with a public interest disclosure if:-

- a) the substance of the disclosure has already been investigated or dealt with by another appropriate process; or
- b) Council reasonably considers that the disclosure should be dealt with by another appropriate process; or
- c) the age of the information the subject of the disclosure makes it impracticable to investigate; or
- d) Council reasonably considers that the disclosure is too trivial to warrant investigation and that dealing with the disclosure would substantially and unreasonably divert the use of Council's resources; or
- e) another entity that has jurisdiction to investigate the disclosure has notified Council that investigation of the disclosure is not warranted.

If Council decides not to investigate or deal with a public interest disclosure, Council must give written reasons for its decision to the person making the disclosure.

#### **6.7 Responding to reprisals**

Council is committed to ensuring that no adverse action, including reprisals, occurs as a result of a disclosure. Under s40 of the Act, "*A person must not cause, or attempt or conspire to cause, detriment to another person because, or in the belief that—*

- (a) *the other person or someone else has made, or intends to make, a public interest disclosure; or*
- (b) *the other person or someone else is, has been, or intends to be, involved in a proceeding under the Act against any person.*"

Disclosers should not suffer any form of detrimental action as a result of making a disclosure, including:

- unfair treatment
- harassment
- intimidation
- victimisation
- unlawful discrimination.

#### **6.8 Privacy and Confidentiality**

Maintaining confidentiality is very important in the handling of a disclosure. Confidentiality not only protects the discloser against reprisals, but any other people affected by the disclosure. Confidential information includes:

- the fact a disclosure has been made
- any information that may identify the discloser or any person who may be the subject of a disclosure
- the actual information that has been disclosed
- information relating to the disclosure that, if known, may cause detriment.

While every attempt to protect confidentiality will be made, there will be occasions when revealing the identity of the discloser is necessary. These include:

- providing information to a referral or oversight agency
- responding to a court order or legal directive (eg subpoena, notice to produce, direction by a parliamentary committee)
- court proceedings.

#### **6.9 Protecting the Rights of Subject Officer(s)**

All PIDs are to be assessed and managed impartially, fairly and reasonably. The rules of natural justice apply to any subject officer under investigation in respect of an allegation raised against them. Accordingly, subject officers are to be advised of the nature of allegations against them at the appropriate time and are to be afforded an opportunity to respond.

#### **6.10 Recordkeeping and Reporting**

The Act requires Council to keep an adequate record of PIDs, including details of the discloser (where known), the nature of the information disclosed and action taken by Council, even where the disclosure is investigated and found to be incorrect.

#### **6.11 Disclosing False or Misleading Information**

Disclosures are not to be made if the information is known to be malicious, false, misleading or vexatious. Disclosers need to be prepared to demonstrate reasonable grounds for their suspicions. It is an offence, to which significant penalties apply, if a person makes a statement intending that it be acted upon as a PID and the person intentionally provides false or misleading information.

### **7. DOCUMENTS**

*Flowchart*

## **Financial and Resource Implications**

No direct financial or resource implications arise from this report.

## **Link to Corporate/Operational Plan**

Corporate Plan: EXC4.1 A governance framework that delivers good organisational management.

## **Communication/Consultation (Internal/External)**

Policy and procedures development included internal consultation with Councillors, General Managers and Managers.

## **Legal Implications (Statutory Basis, Legal Risks)**

Pursuant to Section 28 of the Public Interest Disclosure Act 2010 the Chief Executive Officer has a statutory obligation to establish reasonable procedures to ensure that:

- (a) public officers of the entity who make public interest disclosures are given appropriate support; and
- (b) public interest disclosures made to the entity are properly assessed and, when appropriate, properly investigated and dealt with; and
- (c) appropriate action is taken in relation to any wrongdoing that is the subject of a public interest disclosure made to the entity; and
- (d) a management program for public interest disclosures made to the entity, consistent with any standard made under section 60, is developed and implemented; and
- (e) public officers of the entity are offered protection from reprisals by the entity or other public officers of the entity.

## **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.

## 9.2.5 G - 1208428 - Adoption of the Undetected Water Leaks Policy

### Document Information

**IR No** 1208428

**Author** Chief Executive Officer

**Date** 23 August 2013

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### Précis

Adoption of the Undetected Water Leaks Policy

### Summary

Council has a policy to deal with cases where a water leak in internal supply pipes is concealed and the occupant could not reasonably be expected to know of its existence.

The reviewed Undetected Water Leak Policy provides clearer policy intent for the claimant and to Council officers when processing, assessing and granting remissions. The policy also balances financial relief with the responsibility of owners for monitoring water consumption and maintaining private water service assets.

In addition, the policy provides a standard approach for dealing with requests for financial relief where a water leak in internal supply pipes in a metered property is concealed and the occupant could not reasonably be expected to know of its existence.

### Officer's Recommendation

That the Undetected Water Leaks Policy be adopted



## Undetected Water Leaks Policy

### *Table of Contents*

1.	LEGISLATIVE AUTHORITY .....	1
2.	DEFINITIONS.....	1
3.	BACKGROUND AND/OR PRINCIPLES .....	2
4.	GENERAL INFORMATION .....	2
5.	ELIGIBILITY .....	2
6.	GENERAL CONDITIONS .....	3
7.	TIPS ABOUT PROPERTY MAINTENANCE & MONITORING WATER CONSUMPTION....	3
8.	POLICY STATEMENT .....	4
9.	AUTHORISATION OF CLAIMS .....	5
10.	SCOPE.....	6

### **1. LEGISLATIVE AUTHORITY**

Chapter 4 Part 7 Section 102(3) Local Government Regulation 2012

Plumbing and Drainage Act 2002 (Section 87)

Standard Plumbing and Drainage Regulation 2003 Section 7 Part 1.

### **2. DEFINITIONS**

“Concealed Leak” means a water leak within a property’s internal water infrastructure which is hidden from view, be it underground, underneath a building or within concrete or a wall cavity, and where there are no visible signs of dampness or soaking and where an occupant could not reasonably be expected to know of its existence, as determined by Council.

“Customer” means a property owner who has a direct billing relationship with Council.

“Exceptional Circumstances” means rare and severe events that are outside those that a property owner could normally be expected to manage using responsible strategies as determined by Council.

“Financial Adjustment” means a sum of money that is credited to a customer’s account as relief for loss of water due to a concealed leak.

“Financial Hardship” means demonstrable difficulty in paying off the debt over a period of less than two (2) years.

“Internal Water Infrastructure” means water supply pipes and any plumbing installation on the customer’s side of the water meter for the purpose of carrying water from the water meter to the premises and/or property.

“Water” means water supplied by Council.



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## Undetected Water Leaks Policy

### **3. BACKGROUND AND/OR PRINCIPLES**

Council has adopted the principles of a Two Part Water Tariff system which allows for all property owners to be levied for all water consumption recorded by the water meter installed at their property.

The responsibility rests with the property owner for all charges for water passing through the water meter and for the maintenance and repair of the internal water infrastructure (i.e. on the property owners side of the water meter). A case may exist for a remission of water usage charges in the event of undetected water leaks where exceptional circumstances can be demonstrated.

### **4. GENERAL INFORMATION**

The purpose of this policy is to provide a basis for remission of water usage charges while preserving the property owner's responsibility for maintenance of the internal water infrastructure.

Specific exclusions to this Policy include:-

- leaks in internal water fittings and appliances including taps, toilets, hot water systems and leaks in any other water appliances;
- leaks in water tanks that are plumbed to the potable water supply;
- leaks in sprinklers and irrigation systems;
- leaks in swimming pools, spas and other water features and fittings or associated pipe work supplying them;
- leaks caused due to construction, excavation, building, renovation or other similar activity on the property;
- leaks in hoses, hose pipes, external taps and fittings;
- leaks in solar panels or the pipe work supplying them;
- leaks or water lost due to vandalism; and
- leaks in private Off Line Mains (OLM).

### **5. ELIGIBILITY**

All of the following criteria **must** be met for a claim for a financial adjustment to be considered due to a concealed water leak.

1. For the water leak to be considered concealed it must be difficult to locate and there must be no visual evidence of the leak and the leak must be in the pipe work servicing the property.
2. The property on which the leak has occurred must not have been subject to development excavation, construction, or suchlike within the previous six (6) months.



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## Undetected Water Leaks Policy

3. The leak must not be within a dwelling or building on the property; if the leak is in a wall cavity within a dwelling or building, there must not be any visible sign of the leak including soaking or dampness.
4. The leak must be fixed within 48 working hours of identification/notification of the leak.
5. An application must be made in writing by the property owner within one (1) month of identification/notification of the leak.
6. Original documented evidence such as a plumber's invoice or report (Statutory Declaration) showing that the leak has been fixed must be provided from a licensed plumber and accompany the request. Council will not be responsible for any costs incurred by the owner of the property engaging a private plumber for this purpose.
7. The owner of the property must not have received a financial adjustment on an account for that property due to a concealed leak within the last three (3) years.
8. Where a non-residential customer requests a financial adjustment due to a concealed leak on the basis that they are a 'not-for-profit' organisation, evidence of the 'not-for-profit' status is required.

### **6. GENERAL CONDITIONS**

Following the granting of an adjustment for a concealed leak, Council will expect that customers will initiate regular monitoring of consumption to ensure that any future leaks are detected early.

Where a financial adjustment is requested and provided, the customer is responsible for paying the balance of the amount owing for the account.

Where a financial adjustment is requested and declined, the customer is responsible for paying the amount owing on the account.

Where a financial adjustment is requested and approved, the customer must pay any outstanding debt, of longer than two billing periods, on their water and wastewater (sewerage) account for the property where the concealed leak occurred before any financial adjustment will be processed.

### **7. TIPS ABOUT PROPERTY MAINTENANCE & MONITORING WATER CONSUMPTION**

#### **7.1 Responsibility of Council**

- Council is responsible for the water infrastructure including pipes and water meter up to the property connection point.
- If a leak is detected in these pipes, it is Councils' responsibility to fix it and Council requests that customers contact Council immediately.



## Undetected Water Leaks Policy

### 7.2 Responsibility of the property owner

- Property owners are responsible for the installation, repair, maintenance and replacement of all the pipes, fixtures, fittings, and mains connected water tanks on their property (that is from the Council water meter).
- If a leak is detected in this private infrastructure, it is the property owner's responsibility to fix it.
- Customers are responsible for monitoring their water meter on a regular basis. (This will assist in early identification of any leaks on the property.)

### 8. POLICY STATEMENT

In cases where a water leak in internal supply pipes in a metered property is concealed and the occupant could not reasonably be expected to know of its existence and the leak is repaired with 48 hours, following detection, then remission of part of the water usage or consumption charge in respect of the estimated quantity of water lost through the leak may be allowed, subject to the eligibility criteria in heading 5 being met.

There may be cases where more than one ratepayer is affected by an undetected leak and responsibility for payment of water usage charges and cost of repairs may be unclear. An example of this situation would be a Community Title Scheme or Strata Title Scheme development where common property is involved. Another example would be a group of ratepayers who have an agreement with Council to provide a private water supply line, with the group of ratepayers agreeing to finance the ongoing maintenance and repair of the private water line.

In these cases, depending on the location of the undetected water leak, the responsibility for payment of repairs and water usage charges associated with the leak, will rest collectively with either the Body Corporate in the case of a Community Title Scheme development, or the collective parties connected to the private water supply line.

To be clear, if a leak occurs on Common property within a Community Title Scheme development, or a leak occurs in internal supply pipes within a Community Title Scheme development where the water usage is only recorded on the Master Meter and not individual meters connected to individual lots, then responsibility for payment of repairs and water usage charges associated with the leak, will rest with either the Body Corporate or all ratepayers within the Community Title Scheme development.

Further, if a leak occurs along a private water line and the water usage is only recorded on the Master Meter and not individual meters connected to the private water line, then responsibility for payment of repairs and water usage charges associated with the leak, will rest with all parties connected to the private water supply line.

A remission of the water usage charge may be given to the owner and will be calculated using an estimated amount of usage based on the average of the past three (3) years water usage. This average amount will then be converted to the current reading period – generally six (6) months.

If the current owner has not owned the property for a period of three (3) years, an average usage will be calculated based on the period of time the current owner has owned the property.



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## Undetected Water Leaks Policy

Council may provide a maximum remission of up to 50% of the difference between the charged water usage and the estimated water usage. The estimated usage must be calculated up to the date of repair, not just the current reading date. This is necessary so that any water usage recorded on the meter, (as a result of the leak) but not yet billed, can be included in the one claim.

### **9. AUTHORISATION OF CLAIMS**

The amount of the claim will determine the level of authorisation required.

Value of Claim	Authorised by
Up to \$250	Rates Team Leader
Greater than \$250	Chief Executive Officer



## Undetected Water Leaks Policy

### 10. SCOPE

After a remission has been allowed for a particular property, no consideration will be given to further requests of remissions, unless satisfactory evidence is provided to establish that the internal water service has been replaced or repaired.

Name(s) of Owner(s) in full	
Address of Property (where the leak occurred)	<b>Sample Form</b>
Address of owner(s) if different from above	
Property is used for (e.g. dwelling, farming)	
Describe the location of the water leak (attach photographic evidence)	
What was the cause of the leak?	
How was the leak detected?	
On what date: -	
<ol style="list-style-type: none"> <li>1. Did you first become aware of the unusually high water consumption?</li> <li>2. Did you contact the plumber?</li> <li>3. Date the repairs were completed?</li> </ol>	
What was the water meter reading on the day the repairs were completed?	



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## Undetected Water Leaks Policy

I/We certify that in my/our opinion, the reason for the unusually high water consumption was due to a concealed undetected leak.

- I/We attach a licensed Plumbers account substantiating the fact that the subject repairs were carried out, together with a statement from the Plumber that the usage was, in the plumbers opinion, due to a concealed undetected leak.
- I/We attach a Statutory Declaration stating that the subject repairs were carried out by my/our self due to an undetected leak and were undertaken as soon as practical after the leak was detected.

I/We the above named applicant/s, hereby declare that the information set forth in the above application has been truthfully and correctly supplied by me/us.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Financial and Resource Implications**

It is not known how many applications for financial relief will be forthcoming however; the proposed Policy, while offering financial relief in some circumstances, it does reaffirm that financial responsibility for water consumption charges rests solely with the owner.

## **Link to Corporate/Operational Plan**

- EXC1.2 Optimise Council's revenue, based on realistic and equitable policies and practices.
- EXC4.1 Develop and implement a governance framework that delivers good organisational management

## **Communication/Consultation (Internal/External)**

Policy review included internal consultation on proposed changes involving Councillors, General Managers and Managers.

## **Legal Implications (Statutory Basis, Legal Risks)**

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

## **9.2.6 G - 1215176 - Operational Plan Progress Report**

### **Document Information**

**IR No** **1215176**

**Author** **Manager Governance**

**Endorsed**  
**By** **Chief Executive Officer**

**Date** **4 September 2013**

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### **Précis**

Operational Plan Progress Report for June 2013 Quarter

### **Summary**

The Annual Operational Plan details the projects, services and initiatives that Council has planned to deliver for the 2012/13 financial year. Pursuant to section 174(3) of the *Local Government Regulation 2012* a report must be presented to Council detailing the progress towards the implementation of the Annual Operational Plan.

### **Officer's Recommendation**

That the Operational Plan Progress Report for the June 2013 Quarter be adopted.

<b>DEPARTMENT</b>	<b>PLANNING AND ENVIRONMENT</b>
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**Mission:** To ensure the regulatory, planning and land management and environmental management functions are co-ordinated and delivered in a sustainable manner.

<b>ACTIVITY</b>	<b>PLANNING &amp; ENVIRONMENT GENERAL ADMINISTRATION</b>
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**Mission:** To work with the Managers and support staff to achieve the intent of the Corporate and Operational Plans.

<b>Initiatives/Special Projects</b>	<b>Link to Corporate Plan</b>	<b>Link to associated Plans and Strategies</b>	<b>Community Engagement Level</b>	<b>Completion Date</b>	<b>June Quarter Progress</b>
Taromeo Cemetery Restoration Project	EC1.1,		Engage	October 2012	Completed
Towns Transformation Project	SD2, GO3.3	Community Plan 1.4.2(a)	Engage	5 year plan	Ongoing
Community Consultation - Planning for Streetscaping Project	SD2, GO3.3	Community Plan 1.4.2(a)	Engage	June 2013	Murgon & Wondai Completed

<b>Operating activities and services</b>				<b>Performance Measurement</b>		
<b>Title</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Community Engagement Level</b>	<b>Key Performance Indicator</b>	<b>June Quarter Progress</b>
Disaster Recovery Flexible Funding Program	Coordinate funding program	Community	Corporate Plan EC3 Community Plan 1.3.2(a)	Engage	Disaster Recovery programs held. Programs completed by June 2013	Approximately \$170,000 committed to date

RAIL TRAILS ACTIVITY

Operating activities and services						
Initiatives/Special Projects				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date
Brisbane Valley Rail Trail (BVRT)	Continued partnerships with key stakeholders to promote BVRT	Community, Key Stakeholders, BVRT	GO1.1	Community Plan 4.4.1(a)	Inform	June 2013
Nukku to Linville section of Rail Trail	Work with Brisbane Valley Rail Trail Steering committee to develop and maintain trail	Community, Brisbane Valley Rail Trail Steering Committee, Key Stakeholders	GO1.1		Inform	Draft study completed

ACTIVITY		HEALTHY COMMUNITIES			
Operating activities and services				Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Community Engagement Level	Key Performance Indicator
Healthy Communities Management Advisory Committee	Community, Healthy Communities Management Advisory Committee	Corporate Plan EC2.2 Community Plan 1.1.2(c)	Engage	Coordination of health relative activities in region to decrease in obesity related illness in target groups	Continued monthly meetings. Supported event: "It'll be alright in the long run Community Concert" 26/5/13 Committee reviewed the Healthy Communities Plan in June
South Burnett Healthy Communities Plan	Work towards achieving objectives of the South Burnett Healthy Communities Plan and priorities identified through the planning process.	Community, Government Agencies	EC2.1	Engage	Reading bug program implemented in conjunction with Nanango SS and the library. Active parks programs delivered. Implementation of the Plan

**Mission:**  
An active and healthy South Burnett community.

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Community Engagement Level	Key Performance Indicator	June Quarter Progress
COAG Healthy Communities Funding	Undertake programs funded under the Federal Government healthy communities initiative	South Burnett residents not in full time employment	EC2.2	Engage	Milestones detailed in implementation plan are met	Healthy Communities at community events
Active South Burnett Committee	Continue to participate on Active South Burnett Committee	Community, Active South Burnett Committee	EC1.1	Engage	Attendance at committee meeting	Committee reviewed the Healthy Communities Plan in June

## ACTIVITY DISASTER MANAGEMENT

**Mission:** To provide the South Burnett community with an effective and coordinated response in the event of a disaster event, and to facilitate a speedy return to a safe and secure environment as soon as possible after that event.

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Community Engagement Level	Key Performance Indicator	June Quarter Progress
Disaster Management	An effective Disaster Management Framework for the	Community, South Burnett Local Disaster Management	EC3		Quarterly South Burnett Local Disaster Management Group Meeting to maintain disaster management readiness in	No meeting in June due to workload. Meeting to be held in September 2012 to consider Draft Disaster

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Community Engagement Level	Key Performance Indicator	June Quarter Progress
South Burnett Community	Group, Emergency Management Queensland (EMQ)			accordance with the responsibilities of the Group as detailed in the Disaster Management Plan	Review and Update the relevant subplans as advised by EMQ	Recovery Plan, Exercises etc
SES	Provision of SES operations and equipment maintenance	Community, SES Groups, Emergency Management Queensland (EMQ)	EC3	Conduct one scenario session in conjunction with key stakeholders	State Emergency Services across region operational within budget allocations	All units operated within Budget allocations for FY12/13

SECTION	CUSTOMER CONTACT
ACTIVITY	SERVICE CENTRES AND CALL CENTRE
<b>Mission:</b>	To provide a high standard of customer service at the counter and call centre, that meets the expectations of the organisation and our community.
<b>Mission:</b>	To provide efficient point of contact service delivery across five Customer Service Centres to the community and the organisation.
Initiatives/Special Projects	
Investigate potential for a Customer Service Centre incorporated into Proston Library	<p>Link to Corporate Plan</p> <p>SD1</p> <p>Inform</p> <p>Internal</p>
Customer Contact Knowledgebase (HARRY) Development	<p>Link to associated Plans and Strategies</p> <p>SD1</p> <p>March 2013</p> <p>June 2013</p>
Automated Call Distribution Software	<p>Engagement Level</p> <p>SD1</p> <p>March 2013</p> <p>June 2013</p>
Establish Performance Monitoring Function	<p>Completion Date</p> <p>SD1</p> <p>Dec 2012</p> <p>June 2013</p>
	<p>June Quarter Progress</p> <p>Paypoint Terminal to be installed with new business system in FY13/14</p> <p>Development and implementation of HARRY Knowledgebase completed. Further develop of HARRY is ongoing.</p> <p>Automated Call Distribution Software has been purchased. Implementation in progress</p> <p>Work in progress</p>

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress	Will be incorporated into new business software implementation
Investigate availability for online services - payments, lodging customer requests and other Bpay payment options ie Dog Registrations	SD1		Inform	June 2013		Will be incorporated into new business software implementation
Kingaroy Customer Service Centre – Kingaroy Meeting Room Communication	SD2		Inform	June 2013	Completed – Property Branch	
IT Building Improvements	SD2		Internal	June 2013	Completed	
Comm & ED Office	SD2		Inform	June 2013	Completed – Economic Development	

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Customer Contact Training	Adequate training for team	Customer Contact Team	SD1	N/A	100% of permanent customer service employees complete required training	Due to staffing levels limited training conducted
Call Centre	Council's general incoming calls answered	Community, Internal Departments, Councillors	SD1	N/A	80% of calls resolved by Customer Contact Less than 3% calls abandoned	Ongoing progress Abandoned Calls 5.4%
Customer Requests	Correctly profile customer concerns and requests for council services	Community, Internal Departments	SD1	N/A	Customer requests resolved or forward to correct officer	95% completed on time
Receiving	Processing of payments to Council	Community, Internal Departments	SD1	N/A	Cashier accuracy when processing payments to Council	Monitored weekly. Formal KPI's to be developed
Information for the Public	Information regarding Council operations/service communicated to customers.	Community, Internal Departments	SD1	Inform	Timely and accurate communication of information	Introduction of the HARRY Knowledgebase – improved knowledge base/resource for Customer Contact staff
Inter-Office Mail Coordination	Coordination of inter office mail collection and delivery between centres	Internal Departments,	SD1	N/A	Timely delivery of inter office mail between customer service centre	Inter-office mail collection and delivery by external contractor very successful. Has been in place now for 18 months.
Outgoing mail coordination	Coordination of outgoing mail from five service centres	Internal Departments, Community	SD1	N/A	Coordination of outgoing mail daily from five customer service centres	Outgoing mail to Aust Post daily from all five Customer Service Centres
Support services to Libraries	Support services provided to Libraries at Blackbutt and Murgon customer service centres	Community	EC1.2	N/A		Blackbutt continuing Murgon under review
Support services	Provide support	Internal	SD1	N/A		Lower staff levels and

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
to internal departments	services where capacity permits	Departments				increased customer contact has led to less capacity/availability to assist internal departments

ACTIVITY		QGAP		
<b>Mission:</b> To provide a broad cross-section of government services, including processing transactions and providing information through the Queensland Government Agent Program (QGAP) at the Blackbutt Customer Service Centre.				

Initiatives/Special Projects		Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
QGAP Community Engagement – Funded Program – Promotion of QGAP Services	SD1			Inform	June'2013	Met requirements

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
QGAP Shared Services Agreement	Provision of other government services	Community, State Government	SD1	N/A	Services delivered in accordance with Service Agreement	Transactions and Enquiry statistics show increase from 11/12 to 12/13 FY
Business and Marketing Plan	Funding as per QGAP Lead Agency Subsidy Agreement	Community, State Government	SD1	N/A	Funding expended in accordance with the Business and Marketing Plan as approved by Smart Service Qld	Funding expended in accordance with BAMP

<b>ACTIVITY</b>	<b>CENTRELINK AGENT</b>
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**Mission:** To provide the community with self service facilities and agent functions for Centrelink at the Blackbutt Customer Service Centre.

<b>Operating activities and services</b>				<b>Performance Measurement</b>		
<b>Title</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>June Quarter Progress</b>
Centrelink Agent Agreement	Provision of self service centre and agency functions	Community, Federal Government	SD1	N/A	Agency agreement requirements	Completed

## ACTIVITY LIBRARIES

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

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Family and Early Literacy Program			Inform	June 2013	Completed
Outreach Program –Nanango and Kingaroy to conduct at lease on outreach program			Inform	June 2013	Completed
Internal Strategic Workshop	EXC1,1, EXC4,1, EXC4,2		Internal	June 2013	Completed

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Kingaroy Library – Self Checking Out Hardware			Inform	June 2013	Almost completed
Kingaroy Library – Air Conditioning to Rear Offices			inform	June 2013	Completed
Nanango Library – Replace Air Conditioners			inform	June 2013	Completed
Proston Library – Front Awning			Inform	June 2013	Completed

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Library Services and Facilities	Six libraries providing library services across the region to meet community needs	Community/Visitors		Inform	Focus on target groups identified in the defined 'Points of Difference'	In progress/Ongoing

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Library Collections	Library Collections developed to meet community needs	Community/Visitors		Inform	Increased membership & loans	Ongoing
Annual Book Grant	Management and acquittal of the State Library of Queensland (SLQ) annual book grant to Council for the purchase Library stock.	SLQ, Council, Employees, Library Members and Visitors			State Library of Queensland (SLQ) Service Level Agreement (SLA) compliance Performance assessed and reported to SLQ annually	Completed
Family and Early Literacy Program	Resource family and early literacy programs across South Burnett Libraries	Community/Visitors		Inform	Early and family literacy collections developed. One Partnership program conducted with a community organisation.	Building Literacy Collection Storytime conducted at Kingaroy, Nanango, Blackbutt and Proston Libraries during year
Outreach Program	Conduct one partnership program with a community group	Community			Writers Group at Wondai Library	Reading Bug Program with libraries, schools and community groups
Reports and Surveys	Providing community groups access to library facilities	SLQ, Council		Inform	Kingaroy and Nanango Libraries to provide at least one outreach program	Orana visits to the library Endeavour - weekly visits Kindergarten and school visits ongoing
	Management and completion of reports required by SLQ			Internal	State Library of Queensland (SLQ) Service Level Agreement (SLA) compliance. Performance assessed and reported to SLQ as requested	In progress

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Self Check Out Machine	Self serve technology enabling customers to issue their own loans and other transactions	Library members		Inform	Commence recording number of transactions using self check out; encourage increased usage over time	Installation planned for 18 July 2013, including staff training
Technical Services	Procurement and processing of collections	Community/Visitors		Internal	Procurement and processing within budget allocation	Processing of new books into collection has been delayed due to staffing levels
Staff Development	Develop library staff expertise to enhance customer service	Library staff	EC1.2	Internal	Training for staff in Readers' Advisory Services completed. Training for staff in the Advanced Use of Library Management System	Most library staff have completed training In progress – continual learning
Information Technology Services	Computer access provided to community	Community	EC1.2	Inform	Computer access provided to community at all library facilities	Limited access due to recall of public assess computers

<b>BRANCH</b>	<b>ENVIRONMENTAL SERVICES</b>
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**Mission:** To serve the community by the provision of services which protect and enhance public and environmental health.

<b>ACTIVITY</b>	<b>PUBLIC HEALTH</b>
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**Mission:** To ensure public health issues are effectively managed in accordance with the relevant legislation.

**Officer Responsible:** Environmental Health Officer

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Meet all statutory requirements imposed by health related legislation	EC2.3		Internal	June 2013	Completed

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	June Quarter Progress

Operating activities and services		Performance Measurement	
Licence applications approved under relevant legislation	<p>Licenses and Approvals under:</p> <ul style="list-style-type: none"> <li>• Food Act 2006</li> <li>• Local Laws</li> <li>• Higher Risk Personal Appearance Services</li> <li>• Residential Services</li> <li>• Accommodation Act</li> </ul>	<p>Food shop proprietors, Accommodation Premise Operators, Higher Risk Personal Appearance Service Operators, General public</p> <p>EC2.3</p>	<p>95% of applications approved within 20 business days</p> <p>Not all applications were approved within the required timeframe of 30 days, due to resources.</p> <p>Seven (7) new food applications, two (2) changes of licensee applications and twelve (12) temporary food stall applications and three (3) Health Searches were received during the period.</p> <p>No other public health applications were received</p>
Routine inspections of licensed premises	<p>Inspections of premises as per inspection program</p>	<p>Food shop proprietors, Accommodation Premises Operators, Higher Risk Personal Appearance Service Operators</p> <p>EC2.3, EC2.4</p>	<p>95% of licensed premises inspected/audited at least once per financial year.</p> <p>98% of all the licensed premise inspections have been undertaken in the 2012 Calendar year period. This was only possible by engaging an external EHO consultant.</p> <p>Follow up &amp; Compliance Inspections have not been completed within the time frames since Oct 2012 due to an increase in work demands in the Waste, Tech One &amp; mosquito areas.</p>

Operating activities and services			Performance Measurement	
Complaints management	Inspections and visits in response to Complainants/customer service requests	General public Councillors	EC2.3, EC2.4	85% of CSR's actioned within six (6) working days 85% of urgent CSRs actioned within forty-eight (48) hours  Not all Customer requests where actioned within the required time frames this period. This was due to a reduction in staff resources which is also coinciding in increased workloads, particularly from waste, mosquito control & Tech One Implementation.
Education	Workshops for community to explain and educate in relation to legislative responsibility eg food safety/hygiene training	Community, Private Enterprise / Industry Councillors, Council Staff, Schools		100% of all requests for educational sessions are conducted  No educational sessions where held during the reporting period.
School based immunisation clinics	Partnership program with Queensland Health	Community, Queensland Health	EC2.2	Number of vaccinations administered 100% vaccination rate of those who present for immunisation at school based clinics  There were 694 vaccinations administered during this last quarter of the financial year. Vaccines given were: Booster 25 HepB 43 HPV 438 Varicella 188  100% of students who presented were given their applicable vaccine(s). There was 437 students who presented to receive vaccine(s).

<b>ACTIVITY</b>	<b>LOCAL LAWS COMPLIANCE</b>
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**Mission:** To provide regulation of Council's Local Laws and relevant legislation

**Officer Responsible:** Senior Compliance Officer

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Kingaroy Animal Shelter - Upgrade Plumbing	EC2.4		Consult	June 2013	100% completed
Dog off leash area Kingaroy	EC2.2, EC2.4		Inform	June 2013	Not completed

Operating activities and services				Performance Measurement	
Title	Description	Customer(s)	Corporate Plan Linkages	Key performance Indicator	June Quarter Progress

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	June Quarter Progress
Approvals/Permits/Licences)	Commercial Use of Footpaths Keeping of Animals Animal Management Caravan Parks	Community, Business / Industry	EC2		95% applications approved within 20 business days 95% inspection programs conducted annually for each category	One (1) Annual/ Permanent Footpath application was received and forty (40) Short Term Footpath Permits where processed within the given timeframes.  95% of Footpath Inspections were carried out during the reporting period.  No inspections for Caravan Parks and Kennels/Catteries have been carried out during the reporting period due to resourcing restraints.

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	June Quarter Progress
Complaint management	Complaints and inspections to be actioned in required time frame	Community, Business / Industry	SD1		85% of CSR's actioned within six (6) working days 85% of urgent CSR's actioned within forty-eight (48) hours	Less than 85% of non-urgent CSR's were actioned within 6 working days due to resourcing limitations – staff concentrated on those which involved public safety risks and animal welfare issues at the expense of some visual amenity/ regulatory compliance tasks.
Education/Public Awareness	To educate community including schools relating to all local laws legislative responsibilities	Community, Residents, Schools	EC2.3, EC2.4	Inform	PerPEP presentations on responsible pet ownership provided to all schools (and students) that permit and/or request Council to attend.	One (1) presentation was requested, booked and completed for the period.
Abandoned Vehicles	Impound abandoned vehicles where necessary	Community	EC2.4		Impound or find owner of all abandoned vehicles. Abandoned vehicles removed within 10 business days	All vehicles impounded have been actioned in accordance with Council's Impounded Vehicles Procedure & within the allotted timeframes.

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	June Quarter Progress
Pound operations	Maintain and operate animal housing facilities for impounded animals	Community, Residents	EC2.3		<p>Animals held for the prescribed impound period</p> <p>For registered animals or the owner is known – impound for 5 days</p> <p>For unregistered or non known owner – impound for 3 days</p>	<p>All animals where held within the prescribed impound period, and some over the time due to issues with owners, and re-homing with RSPCA or other Recognised Shelters.</p> <p>During the reporting period there were 236 impounded animals across SBRC, (RSPCA 159 animals &amp; Council 77 animals)</p>

## ACTIVITY

## WASTE MANAGEMENT

**Mission:** To provide cost effective, efficient and sustainable Waste Management Services

**Officer Responsible:** Waste Management Coordinator

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Develop a Regional Waste Management Plan	ENV2.1		Engage	June 2013	40% completed
Implement the State Government's Waste Levy Strategy	ENV2.2		Inform	June 2013	100% completed
Participate in the drumMUSTER program					A total of 393 drumMUSTER drums were collected during this last quarter period.
April 2013 Total Drums: 149 May 2013 Total Drums: 244 June 2013 Total Drums: Nil	ENV2.2		Inform	June 2013	
Participate in the mobileMUSTER program	ENV2.2		Inform	June 2013	No mobile phones were sent off to be recycled during this period.

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Kingaroy Waste Disposal Facility – Complete Weightbridge	ENV2.1		Inform	June 2013	100% completed
Kingaroy Waste Disposal Facility – Roadworks	ENV2.1		Inform	June 2013	100% completed
Kingaroy Waste Disposal Facility – 1 x 27M3 Skip Bin	ENV2.1		Inform	June 2013	100% completed
Kumbia Transfer Station	ENV2.1		Inform	June 2013	100% completed
Memerambi Transfer Station – Surveillance Cameras	ENV2.1		Inform	June 2013	Not completed.

Capital Projects					
	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Memerambi Transfer Station – Resurface Hardstand Area	ENV2.1		Inform	June 2013	100% completed.
Hivesville Transfer Station – Purchase 2 x 10M3 Skip Bins	ENV2.1		Inform	June 2013	100% completed
Blackbutt Waste Disposal Facility – Improve Drainage, Bury Asbestos, Recover Existing Landfill	ENV2.1		Inform	June 2013	67% completed

Operating activities and services					
Title	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator
Environmental Licence Compliance	Compliance with DERM's licence conditions for Council's licensable facilities (e.g. Eras)	DERM, Council	ENV2.2		Nil prosecutions from DERM (Department of Environment and Resource Management) for environmental compliance breaches.
Waste Collection Services	Provision of regular and efficient waste collection services	Customers	ENV2.2	Inform	99% domestic wheelie bins serviced at least once weekly
Waste Disposal Facility Operations	Facility operations	Facility	ENV2.2	Inform	99% all facilities are opened at All of Council's waste

	managed in accordance with contracts.	contractors, community, business and industry	the advertised times Contract compliance	disposal facilities have been open at the advertised times during this period.
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## ACTIVITY

### ENVIRONMENTAL PROTECTION

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

**Officer Responsible:** Manager Environmental Services

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	June Quarter Progress
Environmental Licence Compliance	Compliance with DERM's licence conditions for Council's licensable facilities (e.g. Era's)	DERM, Council	Env1		Nil prosecutions from DERM (Department of Environment and Resource Management) for environmental compliance breaches.	No legal proceedings instigated and no prosecutions awarded against the Council during this quarter.
Environmentally Relevant Activities (ERAs)	Environmental impacts from licensed Environmentally Relevant Activities (ERAs) are effectively managed in accordance with the relevant legislation	DERM, Council	Env1		95% of ERA's inspected/audited for the financial year and appropriate action instigated as required	All ERA's except for two (2) will no longer be required to be Licensed due to the Greenape Reduction initiative from the State Government from 31 Mar 13

<b>BRANCH</b>	<b>NRM &amp; PARKS</b>
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**Mission:** To preserve, promote and protect the natural and cultural resources under the management of the South Burnett, with the provision of well maintained and appropriate recreational and service infrastructure for a diverse range of environmental experience, education, opportunity and lifestyle choices.

**Officer Responsible:** Manager NRM & Parks

<b>ACTIVITY</b>	<b>BRANCH ADMINISTRATION</b>
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**Mission:** To provide management and administration support to promote the activities of the branch.

**Officer Responsible:** Manager NRM & Parks

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Participate in Towns Transformation Project	SD2, GO3.3	Community Plan 1.4.2(a)	Engage	5 year plan	Ongoing
Participate inTech One – New Business System Implementation	EXC2.1		Internal	June 2013	Ongoing

Operating activities and services				Performance Measurement		June Quarter Progress
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	On track, nil complaints
Wandering Livestock	Management of public safety on roads due to wandering livestock	Community, Landholders	EC2		Attend to situations within 24 hrs on weekdays and 48 hrs on weekends within budget allocation	
	Assess landscape plans associated	Developers, Internal	GO3.3		Assessments completed within specified timeframes	Completed

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
	with development applications	Departments, Community				
Landscape Design Services		Internal Departments	GO3.3	Internal	Comment on plans and return to customer within timeframes	Completed – met timeframes

## ACTIVITY

### NATURAL RESOURCE MANAGEMENT

**Mission:** To implement programs which focus on the restoration and protection of natural landscapes by involving and engaging landowners, community and government agencies.

**Officer Responsible:** Coordinator NRM

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Biodiversity Strategy	ENV1.1, ENV1.2, ENV1.7, GO2.1, GO3.3		Engage	June 2013	Deferred to 13/14 FY
Climate Change Strategy	ENV1.1, ENV1.2, ENV1.7, GO2.1, GO3.3		Engage	June 2013	Deferred to 13/14 FY
Biodiversity & Carbon Management Grant – Stage One/Six	ENV1.1, ENV1.2, ENV1.3, ENV1.7, GO2.1, GO3.3		Engage	June 2013	Milestones on track
Work with Fire and Biodiversity Consortium in developing carbon reduction methodologies through fire management (funded by grant)	ENV1.3		Engage	June 2014	Program continuing
Carbon Management Plan	ENV1.3		Engage	June 2013	Program continuing

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Pest Plant Management	Ensure landholders comply with legislation	Landholders	ENV1.2, ENV1.6	Inform	Conduct quarterly inspections of Class 1 & 2 pests	Completed
Pest Plant Management	Undertake pest weed eradication programs on Council controlled land and reserves for Class 1 (Manage Class 2)	Council, Internal Departments, Community	ENV1.2, ENV1.6	Inform	Expenditure on eradication programs on Council controlled land within budget allocations	100% completed
Pest Plant Management	Partner with landholders to eradicate pest weeds	Landholders	ENV1.2, ENV1.6, ENV1.7	Engage	Expenditure on Partnership Programs within budget allocation	Program completed.
Pest Plant Management	Field Workshops	Landholders	ENV1.2, ENV1.6, ENV1.7	Engage	Minimum 2 per year	Two workshops conducted, November 2012 and March 2013
Pest Animal Management	Management of declared pest	Landholders			Coordinated a minimum 2 wild dog baiting programs per annum	Baiting programs conducted in September 2012 and May 2013
Fire Management	Undertake controlled burns as per planned burns operation (depending on weather conditions)	Landholders, Council	ENV1.2	Inform	Report on number of controlled burns per quarter-	Six controlled burns undertaken during the year.
Fire Management	Manage preapproval system and assess special permits	Landholders	ENV1.2	Inform	Maintain database	Ten (10) additional permits issued
Stock route maintenance	Manage stock route facilities, weeds, permits and assets	Community	ENV1.2, ENV1.6		Expenditure on maintenance within budget	On track with budget allocation

## ACTIVITY

### PARKS & GARDENS

**Mission:** To provide and maintain public parks, amenities and open spaces that meets the community's needs within resource allocations.

**Officer Responsible:** Coordinator Parks & Gardens

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Recreation Strategy	EC2.1		Engage	June 2013	Deferred
Internal Strategic Workshop	EXC4.1		Internal	June 2013	Completed
Undertake an assessment of Stock Route Assets (including condition assessments)			Internal	June 2014	On going

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Memorial Park, Kingaroy New Toilet	EC2.1, SD2		Inform	June 2013	Completed
Apex Park, Kingaroy Upgrade Toilet Block	EC2.1, SD2		Inform	June 2013	Completed
Memorial Park, Kingaroy Master Plan Stage 2 Works	EC2.1, SD2,		Inform	June 2013	Completed
Pioneer Park, Nanango Master Plan Stage 2 Works	EC2.1, SD2		Inform	June 2013	Completed
Les Miller Park	EC2.1, SD2		Inform	June 2013	Deferred
Blackbutt Park Disabled Access	EC2.1, SD2		Inform	June 2013	Deferred
Murgon Town Improvements	EC2.1, SD2		Inform	June 2013	Completed
Wooroolin Park Fencing	EC2.1, SD2		Inform	June 2013	Completed

Operating activities and services	Performance Measurement
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Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Parks & Open Spaces	Maintain parks and open spaces to a standard that reflects public usage	Community, Visitors	SD1.1		Expenditure on park maintenance within budget	Annual maintenance program completed
Parks & Open Spaces	Mowing of parks and open spaces	Community, Visitors	SD1.1		90% of grass in high profile areas maintained at 150mm intervention level	On track, no complaints received
Public Amenities	Public amenities kept clean and to a high standard of hygiene	Community, Visitors	SD1.1		Less than 5 complaints per quarter per work area	On track, no complaints received
Landscaping Maintenance	Annual Plant Planting Program	Community, Visitors	SD1.1		One program per work unit per annum within budget allocations	Plant replacement completed
Landscaping Maintenance	Pruning of amenity trees to Australian Standard AS4373.2:2007	Community, Visitors	SD1.1		Pruning's conducted annually	Pruning program completed
Playground Equipment Safety	Compliance with AS/NZS4360:2004	Community, Visitors	SD1.1		One inspection program annually	Completed
Playgrounds & Playground Equipment Maintenance	Maintained in accordance with AS/NZS4486.1:1997	Community, Visitors	SD1.1		One audit conducted per annum	Four (4) audits completed
Vandalism	Rectify vandalism as soon as reasonably possible after reporting	Community, Visitors	SD1.1		Report vandalism to proper authorities with 24 hours of notification	Rectification on track, vandalism reported to QPS and damage report completed
Park Furniture	Undertake minor repairs on park furniture as required	Community, Visitors	SD1.1		Maintenance to be undertaken as required to maintain park furniture at an acceptable level	On track, no complaint received for park furniture maintenance

## ACTIVITY CEMETERIES

**Mission:** To provide a dignified, efficient and safe burial service to the community

**Officer Responsible:** Manager NRM & Parks

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Connect power to shed at Taabinga Cemetery	EC2.3		Inform	June 2013	Deferred – awaiting Ergon Energy Approval
Internal Carpark at Taabinga Cemetery as per concept plan	EC2.3		Inform	June 2013	Completed
Construct Columbarium Wall at Memerambi Cemetery	EC2.3		Inform	June 2013	Completed
Taromeo Cemetery – Stone Wall Reconstruction	EC2.3		Engage	October 2012	Completed

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Cemetery Services	Provision of services - interment in grave or columbarium wall.	Community, Funeral Directors	EC2.3	Inform	Completed booking applications processed within 2 working days.	On track – no complaints re bookings
Burial Data	Management of cemeteries database and provision of data as required	Community, Funeral Directors	EC2.3	Inform	Records kept up to date	On track – data collected and maintained.
Cemetery grounds maintenance	Cemetery areas are well-kept and maintained to a high standard	Community, Funeral Directors	EC2.3		Less than 5 complaints per year	Met KPI - less than 5 complaints for 2012/13 FY

BRANCH	PLANNING & LAND MANAGEMENT
<b>Mission:</b>	To support balanced development that preserves and enhances our region.
<b>Officer Responsible:</b>	Manager, Planning & Land Management
ACTIVITY	PLANNING SERVICES
<b>Mission:</b>	To assess development applications in a timely manner in accordance with the legislation in order to achieve long term sustainable development for the South Burnett region.
<b>Officer Responsible:</b>	Manager Planning and Land Management
New Initiatives	
Link to Corporate Plan	Link to associated Plans and Strategies
Corporate Plan: GO3.3, EXC1.1, EXC4.1	Community Plan Goal 4.1.1 & 4.4.1 Consult
	Draft strategic framework presented to Council by May 2013
	Draft strategic framework presented at Council workshop 15 May 2013, draft scheme by end July 2013
Priority Infrastructure Plan (amendment to current Planning Schemes)	Community Plan Goal 4.1.1 & 4.4.1 Inform
	Completed and adopted by June 2014
Community Engagement Level	Completion Date
	June Quarter Update

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan Level	Community Engagement	Key performance Indicator	June Quarter Update
Development Applications (MCU & ROL)	To manage the assessment of development applications across the South Burnett area	Developers, building industry, commercial operators, ratepayers	Corporate Plan: GO3.3	N/A	100 per cent of delegated applications processed within statutory timeframes	Ongoing
Planning Compliance	Undertake compliance inspections	Developers, building industry, commercial operators, ratepayers	Corporate Plan: GO3.3	N/A	Compliance investigations completed in a reasonable timeframe Written responses to customers within 10 business days	Ongoing Written response to one complaint provided.
Infrastructure Charges	Keep infrastructure charges register	Developers, building industry, commercial operators, ratepayers			Issue invoices for charges payable due to completion of developments	Review all development listed on register and issued invoices for completed developments.

ACTIVITY		BUILDING SERVICES				
<b>Mission:</b>		To provide building regulatory services to meet legislative requirements.				
<b>Officer Responsible:</b>		Manager Planning and Land Management				
<b>Initiatives/Special Projects</b>						
Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Update		
Boondooma Homestead Building Sub Committee – Advisory Role	GO3.3, EC1.2	Inform	Ongoing	Attended subcommittee meetings as required. Drafted planning application for caravan park at homestead.		
<b>Operating activities and services</b>						
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key performance Indicator	June Quarter Update
Development permits for building works	Applications processed for new structures, additions, alterations and undertake compliance inspections	Building industry, commercial operators, ratepayers	GO3.3	N/A	100% applications processed within statutory time frames	Ongoing
Building Searches	Process search requests	Community, building public and other government agencies	GO3.3	N/A	100% applications processed within statutory time frames	Ongoing

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key performance Indicator	June Quarter Update
Building Compliance	Undertake compliance activities when potential breaches are identified	Building industry, commercial operators, ratepayers	GO3.3	N/A	Compliance investigations completed in a reasonable timeframe	Ongoing
Pool Safety	Swimming pool safety certificates	Building industry, commercial operators, ratepayers	GO3.3	N/A	100% applications process within statutory timeframes	Ongoing

**ACTIVITY**  **PLUMBING AND DRAINAGE SERVICES**
**Mission:** To provide plumbing and drainage regulatory services to meet legislative requirements.

**Officer Responsible:** Manager Planning & Land Management

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Update
Compliance permits and certificates for plumbing and drainage works	Assessment of application, issue of permits and certificates and undertake compliance inspections	Building Industry, ratepayers	EC2.3, GO3.3	N/A	100% applications processed within statutory time frames	Ongoing
Plumbing Compliance	Undertake compliance activities when potential breaches are identified	Building Industry, ratepayers	EC2.3, GO3.3	N/A	Compliance investigations completed in a reasonable timeframe	Ongoing
Audit of notifiable minor works	Undertake audit program to check compliance of notified minor works	Building Industry, ratepayers	EC2.3, GO3.3	N/A	50% of notifiable minor works inspected for compliance	Undertook five audits
Administer register for HSTP and backflow prevention devices	Maintain register, forward notices and review of annual inspection reports by private plumbers	Building Industry, ratepayers	EC2.3, GO3.3	N/A	Annual Inspection Program Completed	Audits due in next quarter.

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Update
HSTP and backflow prevention devices	Undertake compliance activities when potential breaches are identified	Building Industry, ratepayers	EC2.3, GO3.3	N/A	Compliance investigations completed in a reasonable timeframe	Register updated, no breaches.

## ACTIVITY COMMUNITIES

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

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Investigate ability for online booking and payment system for Community and Cultural Facilities	EXC2.1		Inform	June 2013	
Develop a website map for the Community Url to promote Council Community and Cultural Facilities	SD1.1		N/A	June 2013	

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Volunteer Retention Program	Volunteer Retention Program undertaken for each Council Community and Cultural facility (including Code of Conduct Induction Training, Skills Development, and Volunteer Recognition)	Volunteers	EC1.2	Engage/ Inform	Volunteer Retention Program undertaken Adequate volunteer numbers	Volunteer Forum held in April. Customer service training included in Forum.

## ACTIVITY

### COMMUNITY GRANTS & DONATION PROGRAM

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

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Community Grants and Donations Policy Review	EC1.1		Inform Community of outcome of review	September 2012	Completed

Operating activities and services				Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator
Annual Community Grants & Donations Program	Provide assistance to not-for-profit organisations that meet cultural, community, educational, sporting or recreational needs through the provision of events or projects that benefit the South Burnett community	Not for profit community organisations	EC1.1	Engage	Donations made in accordance with Policy and budget allocation Budget targets were met.

## ACTIVITY

### HERITAGE AND MUSEUMS

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

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Local Heritage Register	EC1.2	Planning Scheme	Engage	June 2013	Progressing, dependant on direction of Planning Scheme
Investigate the options for combining the South Burnett Heritage Collection Records electronically	EC1.2		Inform	May 2013	SB Regional Librarian appointed and will commence investigation.
Internal Strategic Workshop	EXC1.1, EXC4.1,EXC4.2		Internal	June 2013	Not scheduled at this time
Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Kingaroy Museum – Interactive Modernisation of Displays	EC1.2, SD2.4		Inform	June 2013	Completed.
Kingaroy Museum – Install Safety Switch to Museum Office	EC1.2, SD2.4		Inform	June 2013	Funds not required for safety switch used for storage, project completed.
Ringsfield House – WIP Building	EC1.2, SD2.4		Inform	June 2013	Ring road asphalt completed
Ringsfield House – Reinstatement of Church	EC1.2, SD2.4		Inform	June 2013	Completed.

Ringsfield House – Various other improvements	EC1.2, SD2.4	Inform	June 2013	Completed.
Boondooma Homestead – Restoration Materials	EC1.2, SD2.4	Inform	June 2013	Completed.

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Museum Services	New initiatives, displays and stock lines to support the identified point difference	Community / Visitors	EXC1.2	Inform	Individual points of difference further enhanced for each Museum Service	No new initiatives and stocklines in this quarter.
Exhibitions	Rotation of displays to enhance the visitor experience	Community / Visitors	EXC1.2	Inform	Facility enhancement through changes in displays from existing South Burnett collection. One new display every 3 months with existing South Burnett collection	Changes of displays ongoing but no rotation between museums undertaken
Boondooma Homestead	Continue support through Management Advisory Committee	Boondooma Homestead Management Advisory Committee, Community, Councillors, Internal Departments	EXC1.2	Consult	Boondooma Homestead maintained	MAC meetings monthly and Building Subcommittee bi-monthly. Ongoing communication. Application for caravan park drafted.
Heritage Collections	Record, rotate and dispose of collection in accordance with out collection policy	Community / Visitor	EXC1.2	Inform	All items included on Mosaic and rotated on a regular basis	Ongoing.

<b>ACTIVITY</b>	<b>VISITOR INFORMATION CENTRES</b>
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**Mission:** To enhance and promote the quality of life of our community and the unique environment of our area through leadership and engagement.

<b>Initiatives/Special Projects</b>	<b>Link to Corporate Plan</b>	<b>Link to associated Plans and Strategies</b>	<b>Engagement Level</b>	<b>Completion Date</b>	<b>June Quarter Progress</b>
Internal Strategic Workshop	EXC1.1, EXC4.1,EXC4.2		Internal	June 2013	Not scheduled at this time.

<b>Capital Projects</b>	<b>Link to Corporate Plan</b>	<b>Link to associated Plans and Strategies</b>	<b>Engagement Level</b>	<b>Completion Date</b>	<b>June Quarter Progress</b>
Kingaroy VIC – Repair Trip Hazard	SD2.4		Inform	June 2013	Completed.
Kingaroy VIC – Mesh Covers over Lights in Woodcrafters Workshop	SD2.4		Inform	June 2013	Completed.

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Visitor Information Centre (VIC) services & facilities	VIC's providing information services to community and visitors	Community / Visitors	SD1.1, GO1.1, GO1.2	Inform	Continue to increase accumulation and awareness of relevant and accurate information	Ongoing. Visitor numbers report due in next quarter July 12 – June 13.
Visitor Information Centre (VIC) services & facilities	New initiatives, displays and stock lines to support the identified point difference	Community / Visitors	SD1.1, GO1.1, GO1.2	Inform	Further enhance VIC service delivery based on the individual 'points of difference'.	Pilot for online booking system to commence Sept 13.

## ACTIVITY

### ARTS

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

Operating activities and services						Performance Measurement			
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress			
Regional Arts Development Fund (RADF) Program	Continue support for RADF Program	Community, Community Organisations	EX06.2	Inform	Annual bid completed for 13-14 Annual Report for 11-12 lodged	Annual Bid accepted			
Kingaroy Art Gallery – Sanding & Preservation of Floors	SD2.4			Inform	June 2013	Properties Section to facilitate			
Capital Projects						Performance Measurement			
Kingaroy Art Gallery – Sanding & Preservation of Floors	SD2.4			Inform	June 2013	Properties Section to facilitate			
Initiatives/Special Projects						Performance Measurement			
Public Art Strategy	EC1.2		Consult	June 2013	Not undertaken, no internal resources to support project with loss of Arts Officer position 12-13	Completed Arts Qld award			
Tractor Tattoo 2012 Arts Development Project	EC1.1, EC1.2		Engage	October 2012	Completed – all funding acquitted	Completed Arts Qld award			
Tractor Tattoo Funding Administration	EC1.1, EC1.2		Inform	December 2012	Project needs clarification.	Completed Arts Qld award			
“Hand Made in Country” Project	EC1.2		Engage	Ongoing		Completed Arts Qld award			

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress	
RADF Administration	Administration of art funding in accordance with RADF guidelines	Community, Community Organisations, Government Agencies	EC1.1, EXC6.2	Engage	RADF funded programs delivered	All programs funded.	
Kingaroy Regional Art Gallery	Maintain varied and inclusive exhibition program	Community, Artists	EC1.2	Inform	Minimum 10 exhibitions per year	On target	
Art Displays	Select art works from the Council collection on display in other council facilities	Internal Departments	EC1.2	Engage	Art works on display in two other council facilities	On target.	
Wondai Regional Art Gallery	Financial support for the operations of the Wondai Regional Art Gallery (WRAG) in accordance with the Memorandum of Understanding with the WRAG Association	Wondai Regional Art Gallery Association Committee, Community	EC1.1	Inform	Financial support provided to committee to support the operations of the Wondai Regional Art Gallery	Ongoing	
Wondai Regional Art Gallery (WRAG)	Review of the Memorandum of Understanding with the WRAG Association	Wondai Regional Art Gallery Association Committee	EC1.1	Engage	Memorandum of Understanding reviewed and renewed	Request received to renew – on hold until further discussion held with key stakeholders in community.	

BRANCH	FINANCE PLANNING
<b>Mission:</b> To provide excellent financial services and professional advice to enable our organisation to achieve its goals.	
<b>Officer Responsible:</b> Manager Finance Planning	
ACTIVITY	FINANCIAL PLANNING, COMPLIANCE AND SUSTAINABILITY
<b>Mission:</b> To provide excellent financial services and professional advice to enable our organisation to achieve its goals.	
<b>Officer Responsible:</b> Manager Finance	
Initiatives/Special Projects	Link to Corporate Plan Link to associated Plans and Strategies Engagement Level Completion Date June Quarter Progress
Participate inTech One – New Business System Implementation	EXC2.1 N/A May 2013 Ongoing to 21 October 2013
Borrowing Capacity Modelling – Queensland Treasury Corporation	EXC1.1 N/A June 2013 Model completed September 2013
Business Planning – Introduce use of business cases for projects/initiatives to improve planning processes for long term sustainability.	EXC1.1 Community Plan 4.4.1(b) Inform June 2013 Template developed and presented to LMT

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Budget Planning	Budget 2013 - 2014 finalised by 30 June 2013 – including relevant financial sustainability measures	Councillors, General Managers, Managers, Council branches and Community.	EXC1.1	Inform	Budget prepared and adopted by Council within statutory and organisational timeframes	Budget and associated documentation completed and adopted by Council on 3 July 2013
Budget Management	Ongoing monitoring of operational and capital budgets	Councillors, General Managers, Managers, Council branches and Community	EXC1.1	Inform	Budget monitored and organisation operates within approved budget	Quarterly reviews undertaken in September, December and March with June review forming the Statement of Financial Position.
10 Year Financial Plan	10 year financial plan as per LG (Finance Plans & Reporting) Regulation 2010	Councillors, General Managers, Managers, Council branches and Community	EXC1.1	Inform	Plans developed and adopted with Budget 2012 -2013	Plans developed and adopted by Council as part of each budget.
Long Term Financial Forecast	Long Term Financial Forecast as per Section 104 LG (Finance Plans & Reporting) Regulation 2010 Section 171 of LG Regulation 2012.	Councillors, General Managers, Managers, Council branches and Community	EXC1.1	Inform	Long Term Financial Forecast adopted by Council	Forecast developed and adopted by Council as part of each budget.
Financial reports and information	Standard monthly and financial reports.	Councillors, General Managers, Managers and Council branches	EXC1.1	Inform	Reporting deadlines are adhered to	Monthly reporting provided on time each month.

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Financial Statements for 2011 - 2012	Annual Financial Statements for 2011-12 prepared, with unqualified audit report by Queensland Audit Office	Council, Audit Committee, QAO, Department of Local Government	EXC1.1	Inform	Unqualified Audit Certificate from Queensland Audit Office	Unqualified Statements for 2011 – 2012 with preliminary audit undertaken for 2012 – 2013.
External Audit	Ensure adequate planning and coordination of and timely finalisation of the external audit	Council, Audit Committee, QAO, Department of Local Government	EXC1.1	Internal - Inform	Statements presented by 30 November 2012	Statements presented on time.
Annual Return on Financial Management (Sustainability)	Annual Return on Financial Management (Sustainability) completed for DLG	Council, Audit Committee, QAO, Department of Local Government	EXC1.1	N/A	Annual Return completed and lodged within timeframes	Not required.
Financial Assistance Grant Return	Financial Assistance Grant Return completed and forwarded to Queensland Local Government Grants Commission	Council, Audit Committee, QAO, Department of Local Government, Queensland Local Government Grants Commission	EXC1.1	Internal	FAG Return accurately completed to secure funding for next financial year	FAG Return completed on time.

ACTIVITY				
ASSET MANAGEMENT				

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

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Asset Management Plans Finalise	SD2.4, EXC1.1	Community Plan 4.4.1(a)	N/A	July 2012	Completed July 2012
Annual Asset Valuations	SD2.4, EXC1.1		N/A	June 2013	Asset valuations completed for Land and Building Assets, Infrastructure assets yet to be completed
Participate in Building and Property Special Project	SD2.4, SD2.3, EXC1.1		N/A	June 2013	N/A
Participate in NDRRA Flood Restoration Program Project	SD2.4, SD2.1	Community Plan 4.3.2(c)	Inform	June 2013	Attending PCT and PCG Meetings
Participate in Tech One – New Business System Implementation	EXC2.1		N/A	May 2013	Ongoing to 21 October conversion
Strategic Asset Management Planning	SD2.4, SD2.3, EXC1.1	Community Plan 4.4.1(a)	N/A	June 2013	Asset Management Group commenced

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Asset Management Plans	Implement adopted plans	Councillors, General Managers, Managers, Council branches	SD2.4, EXC1.1	Internal	Asset Management Plans implemented into Council operations and management	Asset Management Plans developed and implemented. Plans need further development
Asset Register	Ongoing maintenance of asset register including depreciation, WIP, asset take up, sales and revaluations.	Councillors, General Managers, Managers, Council branches	SD2.4, EXC1.1	Internal	Asset Register up to date at EOY	Asset registers up to date.
Annual CapEx Budget	Capital works budget developed for budget planning	Councillors, General Managers, Managers, Council branches	SD2.4, EXC1.1	Inform	CapEx Budget prepared and adopted by Council within organisational timeframes	Capex budget developed within time.
Annual Return on the Status of Asset Management	Annual Return on the Status of Asset Management completed for DLG	Council Audit Committee, QAO, Department of Local Government	EXC1.1	N/A	Annual Return completed and lodged within required timeframe	N/A

BRANCH		INFORMATION SERVICES			
ACTIVITY		INFORMATION & COMMUNICATION TECHNOLOGY			
Mission:	To provide, develop and deliver information management business improvements services to the organisation and customers.	Mission:	To provide, develop and deliver information and communication technology improvements to the organisation and customers.	Mission:	To provide, develop and deliver information and communication Services
Officer Responsible:	Manager Information Services	Officer Responsible:	Manager Information Services	Officer Responsible:	Manager Information Services
Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Extend the Council corporate network to Proston coolabunia and Council buildings currently not connected or classed as remote	EXC2.1			June 2013	Completed
Implement Disaster recovery plan to ensure councils RTO and RPO are met	EXC2.1			June 2013	Budget restrictions preventing completion. Will complete upon software purchase from this fin years budget
Deploy new GIS software applications	EXC2.1		Internal Engagement	June 2013	Completed
Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
IP Wan Network	EXC2.1		Internal	June 2013	Completed
Computer Infrastructure & Upgrades	EXC2.1		Internal	June 2013	Completed
Install Cisco Switches	EXC2.1		Internal	June 2013	Completed

Tech One – New Business System	EXC2.1		Internal	June 2013	Ongoing
Emergency Power Backup	EXC2.1		Internal	June 2013	Completed
Phone Base Stations	EXC2.1		Internal	June 2013	Completed

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
ICT Support Services	Helpdesk - provide monitoring and resolution of ICT system related problems	Internal Departments	EXC2.1	Internal	Support requests are dealt with within acceptable timeframes	Ongoing
Computer systems replacement and allocation	Provision of computer hardware and software – User level	Internal Departments	EXC2.1	Internal	User experience at a suitable level	Completed
Web Presence – Internal and External	Intranet and council website	Community, Internal Departments	EXC2.1	Internal	Information is current and presented professionally	Ongoing
Communications	Mobile phones Internet Desktop handsets VoIP Phone system Email	Internal Departments	EXC2.1	Internal	User experience at a suitable level Acceptable fault level	Ongoing
IT Infrastructure Network	Wan network switches, routing and firewall	Internal Departments	EXC2.1	Internal	Uptime, seamless operation	Completed replacements for the financial year

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Infrastructure Server Storage	Updates, upgrades, lifetime cycles and capacities	Internal Departments	EXC2.1	Internal	Uptime, seamless operation	Completed replacements for the financial year
External Security	Antivirus, firewall security threats	Internal Departments	EXC2.1	Internal	Security threats recognised and prevented	Completed
Corporate application support and licensing	System uptime, fault recovery and monitoring Application Licensing	Internal Departments	EXC2.1	Internal	Uptime and license agreements are complied to	Ongoing but currently compliant

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

**Officer Responsible:** Coordinator GIS & EDRMS

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Transfer Records to new Off Site Storage Facility	EXC2.2		N/A	September 2012	25%
Upgrade to Queensland Disposal Authority Schedule	EXC2.2		Internal	August 2012	Incomplete
Upgrade Dataworks to version 4.02 in preparation for New Business System	EXC2.2		Internal	September 2012	Completed
Electronically scan sewerage drainage and building plans and link to GIS mapping system	EXC2.2		External	June 2013	Completed budget allocation for 12/13– new allocation 13/14 to finalise

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Record Keeping	Ensure council inward correspondence is recorded into Council electronic data management system	Community, Government agencies, Internal Departments	EXC2.2	N/A	Compliant with Public Records Act for the Record Keeping – IS40	Ongoing
Incoming Mail	Incoming mail opened, sorted, scanned and distributed via Dataworks	Community, Government agencies, Internal Departments	EXC2.2	N/A	Incoming mail is opened and distributed via tasks in Dataworks to the organisation within 30 hours turn around	Ongoing
Email correspondence	Register and distributed email correspondence via Dataworks to the organisation	Community, Government agencies, Internal Departments	EXC2.2	N/A	Email correspondence distributed within 3 working days	Ongoing
Storage & archival management	Ensure council storage and archival management practices meet business and legislative requirements	Community, Government agencies, Internal Departments	EXC2.2	N/A	Management practices in compliance with Public Records Act for the Retention and disposal - IS31	Current / ongoing
Continue to develop and enhance the current GIS datasets	Data accuracy and integrity. Layer creation and development.	Internal Departments	EXC2.2	N/A	Current inaccuracies identified and addressed	Ongoing
GIS Support desk	Helpdesk	Internal Departments	EXC2.1	N/A	Support requests are dealt with within acceptable timeframes	Ongoing

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Development of GIS solutions for data accumulation and usability	GBM mobile, custom forms and investigation of mobile solutions.	Internal Departments	EXC2.1	N/A	Suitable solution that effectively accumulates new information	Ongoing
Web presence and development	Stratus – SBRC GIS data available to the public.	Community, Internal Departments	SD1.1, EXC2.1		Data accuracy and maintenance	Ongoing
Enhanced Software usability and upgrades	Exponare, MapInfo Suite.	Internal Departments	EXC2.1	N/A	Easily accessed information and acceptable end user experience	Ongoing

ANCH	OPERATIONS
<b>Mission:</b> To provide safe, adequate, effective and efficient road network across the South Burnett.	
ACTIVITY	BRANCH ADMINISTRATION
<b>Mission:</b> To provide leadership, administration and support services to the infrastructure operations branch.	
Initiatives/Special Projects	Link to Corporate Plan Link to associated Plans and Strategies Engagement Level Completion Date June Quarter Progress
Develop and Implement Standard Maintenance and Construction Practices for (80% completed - highest priority)	SD2 CP4.1.1(g) Internal Consultation June 2013 Maintenance Practices 100% Construction Practices 25%
Strategic Workshops – As Requested	
Rolling 6 months Program for Maintenance Activities	SD2 CP4.1.1(g) Inform June 2013 Awaiting Unsealed roads flood restoration schedule
Introduce "Open Projects" software to coordinate works programs	SD2 Internal June 2013 Coordinators and Supervisors have been updated to MS Project – training underway

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator Result Target	June Quarter Progress	
Customer Service	Responses to customer enquires	Community, Internal Departments, Councillors	SD1.1	Inform	Customer Request Response System (CRRS) implemented and operational 80% requests acknowledged in 10 days 80% requests received formal response as per the CRRS	The system is generally meeting targets	
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Department	EXC1.1	Internal	Annual Budget Preparation Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Ongoing process and we are meeting our targets	
Program Planning & Coordination	Continuous planning and coordination of works programs to align resources	Community, Internal Departments, Council	SD2.2	Community, Internal Departments, Council	Works programs developed to ensure effective utilisation of resources	Ongoing – Annual capital program on the intranet	
Quality Assurance	Ongoing quality assurance of infrastructure operations	Internal Departments, Council, DMR and other external agencies and clients	EXC4.1	Internal	Infrastructure operations meet legislative requirements, standards	A fundamental system of hold points, inspection and test plans and improvement notices has been implemented	
Branch Meetings	Regular branch and coordinator meetings	Team Members	SD2.2, EXC5.1, EXC3, EXC3.2, EXC3.3, EXC3.4	Internal - Engage	Coordinators 6 weekly Branch 6 monthly	Coordinator meeting held quarterly and Supervisor level meetings held monthly	

<b>ACTIVITY</b>	<b>CONSTRUCTION PROGRAM</b>
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**Mission:** To provide safe, adequate, effective and efficient road network across the South Burnett.

<b>Initiatives/Special Projects</b>	<b>Link to Corporate Plan</b>	<b>Link to associated Plans and Strategies</b>	<b>Engagement Level</b>	<b>Completion Date</b>	<b>June Quarter Progress</b>
Develop and Implement Standard Construction Practices	SD2.1		Internal	80% by June 2013	25%
Internal Strategic Workshops	SD2.1		Internal	As required	As requested
Rolling 10 Year Works Program (Develop and Implement)	SD2.1		Internal	Ongoing	The first 10 year program for 2013/14 was developed

<b>Capital Projects</b>	<b>Link to Corporate Plan</b>	<b>Link to associated Plans and Strategies</b>	<b>Engagement Level</b>	<b>Completion Date</b>	<b>June Quarter Progress</b>
Complete Capital Projects in accordance with Budget Allocations	GO3.1, SD2.1		Inform	June 2013	The 2012/13 capital program was deferred due to flooding

<b>ACTIVITY</b>	<b>MAINTENANCE PROGRAM</b>
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**Mission:** To provide safe, adequate, effective and efficient road network across the South Burnett.

<b>Initiatives/Special Projects</b>	<b>Link to Corporate Plan</b>	<b>Link to associated Plans and Strategies</b>	<b>Engagement Level</b>	<b>Completion Date</b>	<b>June Quarter Progress</b>
Develop and Implement Standard Maintenance Practices	SD2.1		Internal	80% - June 2013	100% completed
Rolling 6 Month Maintenance Program (Develop and Implement)	SD2.1		Internal	Ongoing	Awaiting Unsealed roads flood restoration schedule
Internal Strategic Workshops	SD2.1		Internal	As required	As required

<b>Operating activities and services</b>				<b>Performance Measurement</b>		
<b>Title</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator Result Target</b>	<b>June Quarter Progress</b>
General Maintenance Program	Deliver general maintenance program across Region	Community, Council, Internal Departments	SD2.1	Inform	Delivery of general maintenance program through efficient and effective use of resources	Ongoing continuous improvement
Heavy Maintenance Program	Deliver heavy maintenance program across Region	Community, Council, Internal Departments	SD2.1	Inform	Delivery of heavy maintenance program through efficient and effective use of resources	Ongoing continuous improvement

<b>ACTIVITY</b>	<b>CONTRACT WORKS</b>
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<b>Operating activities and services</b>					<b>Performance Measurement</b>	
<b>Title</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator Result Target</b>	<b>June Quarter Progress</b>
RMPC Contract	Department of Main Roads, Council, Community, Internal Departments	SD2.1	Inform	Completion of works to specification in accordance with the RMPC contract	Meeting contract requirement within budget	
QRail (MRD) Projects	QRail - Department of Main Roads, Council, Community, Internal Departments	SD2.1	Inform	Completion of works to specification in accordance with the QRail contract	Meeting contract requirement within budget	

<b>BRANCH</b>	<b>WATER AND WASTEWATER</b>
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**Mission:** To deliver quality and reliable water and wastewater services that meet the needs of our community through sound asset management planning that is focussed on preventative and proactive infrastructure.

<b>ACTIVITY</b>	<b>BRANCH ADMINISTRATION</b>
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**Mission:** To provide management and administration support to promote the activities of the branch and enable the water and wastewater sections to succeed.

<b>Initiatives/Special Projects</b>	<b>Link to Corporate Plan</b>	<b>Link to associated Plans and Strategies</b>	<b>Engagement Level</b>	<b>Completion Date</b>	<b>June Quarter Progress</b>
Drinking Water Quality Management Plan	SD2.2	CP2.3.1(b)	Internal Consultation, Sunwater and DERM, Inform Community	December 2012	Complete and approved by State Regulator
Strategic Asset Management Plans (SAMP)	SD2.2		Internal	June 2013	Removed from Legislation
Total Management Plan (TMP) Finalisation and Implementation (Ongoing Monitoring, Review and Development)	SD2.2		Internal	June 2013	Removed from Legislation
Communication Plan – Promote Services and Projects (Internal & External)	EXC5.1, SD2.2		Inform Internal/External	December 2012	Media releases on various projects

<b>Capital Projects</b>	<b>Link to Corporate Plan</b>	<b>Link to associated Plans and Strategies</b>	<b>Engagement Level</b>	<b>Completion Date</b>	<b>June Quarter Progress</b>
Water Project Designs	SD2.2		Internal	June 2013	Complete
Wastewater Project Designs	SD2.2		Internal	June 2013	Relining only – no design
New Shed and Depot Facility at Kingaroy for Storage and Services	SD2.2		Internal	June 2013	Removed from budget

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Upgrades and replacements to Telemetry across region (Citec Historian Server and Remote Access Computer)	SD2.2	Internal	Internal	June 2013	Telemetry System Management Plan prepared to guide future upgrading

Operating activities and services					
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator
Administration Support	Administration support services to water and wastewater branch	Customers, Team Members, Internal Departments	SD2.2, EXC5.1	Engage	Level of satisfaction with service
Asset Management	Total Management Plan (TMP) implementation	Community, Internal Departments, Council	SD2.4	Internal - Engagement	Asset Management Plans implemented into Water and Wastewater operations and management.
Budget Management	Ongoing monitoring and reviewing of budget (operational and capital expenditure)	Team Members, Internal Departments, Council	EXC1	Internal - Engage	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews
Branch Meetings	Regular branch and coordinator meetings	Team Members	SD2.2, EXC5.1, EXC3, EXC3.2, EXC3.3, EXC3.4	Internal - Engage	Coordinators 6 weekly Branch 6 monthly
Customer Service	Responses to enquiries and requests for service	Customers, Community, Internal Departments, Councillors	SD2.2, EXC5.1	Engage	Responses to enquiries and requests for service within Customer Service Standards for Water and Wastewater
Program Planning	Construction	Community, Internal	SD2.2	In partnership	Construction program developed
					Some major projects carried

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Design and Coordination	Design Coordination	Departments, Council	With all Water and Wastewater sections	within one month of budget adoption Designs completed 3 months in advance of project commencement Coordination - projects delivered in accordance with program and budget	over to 13/14 due to flood event	

## ACTIVITY

### WATER & WASTEWATER SERVICES AND PROJECTS

**Mission:** To provide water and wastewater networks which meet customer and Council expectations through a planned and proactive approach.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Maintenance Management Plan	SD2.2		Internal	June 2013	Oustanding
Establish consistent Record Keeping Practices	EXC2.2		Internal	June 2013	Achieved

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Water & Wastewater Services & Projects Capital Works Programs	SD2.2		Inform	June 2013	Some major projects carried over to 13/14 due to flood event

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Programmed Maintenance	Delivery of programmed maintenance in accordance with budget	Community, Internal Departments, Council	SD2.2	Inform	Decrease in reactive maintenance costs	Significant programmed maintenance completed and reactive costs up to 40% under budget
Reactive Maintenance	Service sewer blockages and water main breaks	Customers, Internal Departments	SD2.2	Inform	Customer Service Standards met – 95%	Achieved
Capital Works Program	Completion of Capital Works Program	Community, Internal Departments, Council	SD2.2	Inform	Capital works program completed as scheduled and within budget	Some major projects carried over to 13/14 due to flood event

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Program Planning, Design and Coordination	Construction Design Coordination	Community, Internal Departments, Council	SD2.2	Inform	Construction program developed within one month of budget adoption Designs completed 3 months in advance of project commencement Coordination - projects delivered in accordance with program and budget	Some major projects carried over to 13/14 due to flood event
Minor Works	Internal service support to Treatment and Quality section for minor works	W&WW Treatment and Quality Section	SD2.2	Internal Engagement	Coordination - projects delivered in accordance with program and budget	Achieved
New Connections	Service delivery of new connections	Customers	SD2.2	Consult	All connections in accordance with Customer Service Standards timeframes	Achieved
Water Quality Complaints	Respond to complaints on quality of water	Customers	SD2.2	Consult	All complaints responded to within Customer Service Standards timeframes	Achieved

## ACTIVITY

### WATER & WASTEWATER TREATMENT AND QUALITY

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

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Maintenance Management Plan	SD2.2		Internal	June 2013	Outstanding
Establish consistent Record Keeping Practices	EXC2.2		Internal	June 2013	Achieved

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Water & Wastewater Treatment & Quality Capital Works Program	SD2.2		Inform	June 2013	Some projects deferred due to scope change

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Legislative Compliance and Monitoring	Statutory reports of results and compliance	DERM (including EPA), SWIM, Bureau of Meteorology (BOM), Water Supply Regulators, Dam Safety Regulators, Fluoridation	SD2.2	Inform	Statutory timeframes met	Fluoridation ceased, Dam Safety 20 year review in progress, others achieved
Treatment Plants, Reservoirs and	Operate and manage facilities	Community, Internal Departments,	SD2.2		90% Compliance with licence conditions 95% Water quality targets met	Satisfactory compliance

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Chlorination Facilities		Council			Compliance with Dam Safety Regulations	Achieved except for Kingaroy STP
Dams and Weirs	Operate and manage dam and Weir facilities within Regulations	Community, Internal Departments, Council	SD2.2			
Water Fluoridation	Operating, monitoring and reporting	Community, Internal Departments, Council	SD2.2		Dosages within legislative ranges	Achieved up until cessation
Recycled Water	Supply of recycled water to community and sporting groups	Community and sporting groups, Council	SD2.2	Consult	Recycled water available within climatic restraints	Achieved

BRANCH	TECHNICAL SERVICES				
<b>Mission:</b>	To provide efficient infrastructure planning and design, and soil laboratory services to the organisation.				
ACTIVITY	INFRASTRUCTURE PLANNING AND DESIGN SERVICES				
<b>Mission:</b>	To provide efficient infrastructure planning and design services to the organisation.				
Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Traffic Count Program	SD2			3 Year Program	Nil, traffic management training has been undertaken and we can recommend program in October.
Stormwater Management Strategy – Wondai Complete Stage 3	SD2			June 2013	Minor amendments required in report have been addressed. Final review required prior to endorsement.
Stormwater Management Strategy – Nanango Complete Stage 2	SD2			June 2013	Error in model and report has only just been addressed. Final review required prior to

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Develop and review 10 year Rolling Works Program (referred from Operations Branch)	SD2	CP4.1.1(g)		June 2013	Project planning has been implemented into our method of project delivery and a draft document has been created for a 5 year capital works program.
Survey and Design	SD2			August 2013	Roads Levy projects have commenced and we are near completion for TIDS, R2R & Revenue projects. Should be completed by end of September quarter.

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Infrastructure Planning	Assist with strategic planning for future infrastructure	SD2			Concept planning, design and indicative costs	As per 10 Yr Rolling Works program.
Design Services	Provision of design services for Operations Branch	SD2			Designs services completed to meet Works programming timeframes	Finalising designs for Franks Rd, Wattycamp Rd, Stuart Valley Dr & Drayton St Bridge replacement for 2013/14. Roads Levy projects yet to be designed.
Surveying Services	Provision of surveying services for the organisation	SD2			Surveying services completed to meet programmed works	Commenced survey for Roads Levy projects for next financial year.
Quality Assurance	Ongoing quality assurance of infrastructure operations	Internal Departments, Council, DMR and other external agencies and clients	EXC4.1	Internal	Infrastructure operations meet legislative requirements, standards	Steadily progressing with the QA system for Infrastructure with time being spent analysing Operations work processes within Construction & Maintenance.
Development Application Assessment Advice	Advise of Council requirements in accordance with SPA	Community, Internal Departments	GO3.3, SD2		Timely and accurate advice on Development Applications	Advice provided to Town Planning with the engineering assessment of all MCL/RAL applications. Currently assessing one large Operational Works application.

<b>ACTIVITY</b>	<b>MATERIALS LABORATORY</b>
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**Mission:** To provide timely and efficient soil laboratory services to internal departments and external customers.

Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Assist in Traffic Count Program	SD2			3 Year Program	Nil, traffic management training has been undertaken and we can recommend program in October.

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Soil Lab Equipment	SD2			June 2013	CBR Machine was purchased utilising all available funding for this financial year.

Operating activities and services				Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator
Materials Testing	Tests undertaken for Council	Internal Departments	SD2	Internal	Tests analysed and reports provided to department/branch

Operating activities and services						Performance Measurement
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Private Works	Tests undertaken for client purposes	Customers	SD1	Inform	Tests analysed and reports provided to customer	Conformances noted due to a lack of service. Consistent service levels provided to the industry, with private works requests exceeding resources available meet this demand.

<b>BRANCH</b>	<b>FLOOD RESTORATION</b>
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**Mission:** To undertake a program of reconstruction works to repair infrastructure damaged by the declared rainfall and flooding disaster events in late 2010 and early 2011. From 28 Jan 2013 the program also includes the additional scope of work associated with the flood disaster events in January 2013 and Feb-Mar 2013. The program includes the reconstruction of roads, drainage, floodways, park facilities, bikeways, water supply assets, waste water assets and recreational rail-trail.

Management activities and services:		Performance Measurement		
Title	Description	Link to Corporate Plan	Key Performance Indicator	June Quarter Progress
Workplace Health and Safety	Maintain a safer and healthy workplace for all employees and other persons affected by Branch operations Ensure employees participate in completing SafePlan2 Ensure that workplaces and equipment under control are safe and that lost time due to workplace injury is kept below targets.	EXC3.2	Lost Time Injury Frequency Rate: Zero (LTIFR) (with a reduction to 12 LTIFR by June 2013)  Lost Days for the Year(LDFY): Zero days (with a reduction to 60 days LDFY by June 2013)  Lost Time Injuries for the Year(LTIY): Zero injuries (with a reduction to 7 LTIY by June 2013).	PMO staff - Zero  PMO staff -Zero  PMO staff- Zero
Financial Management	Branch budget performance	EXC1.1	Operating activities, capital works and the provision of services within budget, variances to be justified	Monthly PCG report 26 July 2013 shows program within budget as at 30 June. Report tracks progress of 2013 submissions, payments to contractors, acquittal of completed 2011 works, claims to QRA and payments received. Actual program expenditure is tracked against forecast cashflow and is reconciled with Councils PCS job cost and GL.

Management activities and services:		Performance Measurement		
Title	Description	Link to Corporate Plan	Key Performance Indicator	June Quarter Progress
Procurement Management	Branch procurement in accordance with applicable legislation, Council policies and procedures, financial delegations and budget allocations.	EXC4.1	Compliance with Council's Procurement Policy	All 2011 flood procurement activities completed. High priority 2013 restoration works have been ordered as variations against existing 2011 contracts as per the recommendations approved by the Program Control Group.
Records Management -	Comply with Council's Records Management System Policy and Procedures.	EXC2.2, EXC4.1	Compliance with Council's Record Management System Policies and Procedures	All corporate documents stored on ECM. All working documents are saved in accordance with the PMO record keeping procedure.
Legislative Compliance	Ensure that employees and key stakeholders are aware of the legislative requirements of the activities that they undertake for the Branch	EXC4.1	Compliance with legislative requirements	Compliant.
Customer Service	Create and maintain a customer service culture within the branch that ensures the delivery of consistent and quality customer focused services whereby customers are dealt with promptly, courteously, honestly and efficiently.	SD1	All requests and queries will receive an informative response in accordance with Council's Customer Service Charter	Investigation carried out and information provided to Infrastructure Operations for response to Customers.
Risk Management	Identify, analyse, evaluate and document all risks relevant to branch. Incorporate risk management into the operational planning process. Monitor Council's risk exposure related to major projects and contracts. Maintain an awareness of relevant issues and developments that may have an impact in the achievement of Council's objectives.	EXC4.2	Treatment strategies, controls and mitigation plans implemented within required timeframes.	Risk Management Plan in place and changes / emerging risks are reported against at monthly meeting.

Management activities and services:		Performance Measurement		
Title	Description	Link to Corporate Plan	Key Performance Indicator	June Quarter Progress
Employee Management	Confirmation of existing Human Resource Management Standards Monitor performance against HR Standards Performance Appraisal process	EXC3.4	Meet requirements of Human Resource Management Standards 2012	Requirements met.
Efficiency and Effectiveness	Ensure efficiency and effectiveness of Branch operations	EXC2	Ongoing review of efficiency and effectiveness of operating activities, services and works programs	Monthly review completed of issues and risks and performance against program deliverables. Completed
Strategic Planning and Performance	Contribute to the strategic planning and performance management of the branch	EXC4.1	Corporate Plan includes Branch directions. In relation to the individual Branch, completion of. Annual Operational Plan Operational Plan Quarterly Reviews Annual Performance Reporting	

## ACTIVITY FLOOD RESTORATION PROGRAM

**Mission:** To finalise all projects funded by the Restoration of Essential Public Assets (REPA) under the National Disaster Relief and Recovery Arrangements (NDRRA) and handover the completed assets to the SBRC departments responsible for the operation and maintenance of the assets.

The scope of the flood restoration program includes:

- the inspection, assessment, validation and documentation of damage to SBRC essential public assets;
- the preparation and approval of submissions to the QRA for NDRRA funding;
- the delivery of restoration works by contractors;
- the delivery of SBRC approved complementary works by contractors;
- the preparation of progress claims for actual costs; and
- the finalisation of all projects and the handover of completed assets to the SBRC, departments responsible for the operation and maintenance of the assets.

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Road, Drainage and Floodways Restoration Program	SD2		Inform	June 2013	95% complete
Parks and Gardens Assets Restoration Program	SD2		Inform	June 2013	95% complete*
Water and Wastewater Assets Restoration Program	SD2		Inform	June 2013	95% complete*
Community Assets Restoration Program	SD2		Inform	June 2013	95% complete*

\* Indicates some projects that have been rolled into NDRRA submissions for 2013 flood events

Performance Measurement					
Operating activities and services				Key Performance Indicator	June Quarter Progress
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	

Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
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Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Program Controls	Deliver to a prioritised works program that meets time expectations of the affected community, Council, and NDRA and caps SBRCC funding exposure to a maximum of \$5 M. (30%)	Councillors, CEO, LMT, Community, DLGP, Queensland Reconstruction Authority (QRA), Queensland Audit Office (QAO), Consultants, Local Suppliers, Contractors	SD2	Inform	Flood Restoration Program Delivered within required timeframes	On Track
Value for Money	Develop and deliver to a defined value-for-money framework that considers lifecycle costs, critical time, auditing and QRA Regulations, the 2013 deadline and competitive processes. (20%)	Councillors, CEO, LMT, Community, DLGP, Queensland Reconstruction Authority (QRA), Queensland Audit Office (QAO), Consultants, Local Suppliers, Contractors	SD2	Inform	Program Management Plan adopted and implemented.	Program Management Plan adopted and implemented.
Quality Management	Deliver appropriate and long term community solutions. (15%)	Councillors, CEO, LMT, Community, DLGP, Queensland Reconstruction Authority (QRA), Queensland Audit Office (QAO), Consultants, Local Suppliers, Contractors	SD2	Inform	Design solutions accepted by the key stakeholders.	All design solutions have been reviewed in conjunction with the SBRC asset owners and regular reporting and consultation in place during the delivery phase.

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Financial Strategy	Deliver to a financial strategy that balances achieving certainty of cost and lowest whole of life cost within Council's long-term Financial Plan. (15%)	Councillors, CEO, LMT, Community, DLGP, Queensland Reconstruction Authority (QRA), Queensland Audit Office (QAO), Consultants, Local Suppliers, Contractors	SD2	Inform	SBRC finance staff kept fully informed of financial progress.	Monthly Cash-flow and reconciliation reports reviewed with Finance staff.
Procurement Strategy	Develop and deliver effective and efficient procurement processes meeting Federal auditing requirements and in line with SBRC's procurement processes and that maximises the involvement of local businesses. (10%)	Councillors, CEO, LMT, Community, DLGP, Queensland Reconstruction Authority (QRA), Queensland Audit Office (QAO), Consultants, Local Suppliers, Contractors	SD2	Inform	Procurement program developed and available to key stakeholders.	Completed.
Governance Framework	Design and deliver an effective Governance Framework that will assist Council balance its time and VFM Objectives. (10%)	Councillors, CEO, LMT, Community, DLGP, Queensland Reconstruction Authority (QRA), Queensland Audit Office (QAO), Consultants, Local Suppliers, Contractors	SD2	Inform	Program Management Plan in place.	PMP accepted by the Program Control Group and updated regularly.

BRANCH GOVERNANCE		ACTIVITY BRANCH ADMINISTRATION		Operating activities and services			Performance Measurement		
Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress	Key Performance Indicator	June Quarter Progress		
Policy and Procedures Framework	EXC4.1		Internal	September 2012	Draft Framework completed in June and presented to CEO for consideration.				
Production of agendas and minutes	Preparation of agendas and minutes for Council meetings and other meetings as required	Councillors, Departments and the Community	EXC4.1	Inform	Publication of agenda and minutes within statutory timeframes	All agenda's and minutes for FY 2013-13 completed within statutory timeframes			

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Council minutes and resolution notifications	Completion of minutes and issuing of notices to staff regarding resolutions requiring action	GMs, Managers and branches	EXC4.1	Inform	Notices issued within 7days.	All notices for 2012-13 issued within 7 days.
Administrative Action Complaints	Coordination of administrative action complaint processing	CEO	EXC4.1		Processing in accordance with legislation	Ongoing
Register of Interests	Coordinate and maintain register of interests	Councils, Senior Staff, Community	EXC4.1	Inform	Councillor Register of Interests on website	Register of Interests for Councillors on SBRC website as per LG Regulation 2012
Corporate Registers	Maintenance of statutory registers	Council, Community	EXC4.1	Inform	Corporate registers maintained	Registers maintained as required by Local Government Act 2009

ACTIVITY		MAYOR AND COUNCILLORS	
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**Mission:** To provide resources and support to the Mayor and Councillors to enable them to fulfil their responsibilities.  
**Officer Responsible:** Manager Governance

Initiatives/Special Projects		Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Australian Institute of Company Directors - Local Government Specific	EXC3			Inform	December 2013	Completed

Operating activities and services						
Title			Description	Customer(s)	Link to Corporate Plan	Engagement Level
						Key Performance Indicator
Remuneration			Mayor and Councillors remuneration as per Remuneration Tribunal Levels	Mayor and Councillors	EXC4.1	Inform – Annual Report
Facilities and Resources			Facilities and resources provided as per policy	Mayor and Councillors	EXC4.1	Inform – Annual Report
Mayoral Administration Support Services			Level of administrative support to Mayor	Mayor and Councillors	EXC4.1	Mayor's satisfaction with level / quality of support provided.
Training & Development			Professional development provided to Councillors to support their role	Mayor and Councillors	EXC3	Internal
						Training and development delivered in accordance with training plan.

STRATEGIC PLANNING AND PERFORMANCE					
ACTIVITY					

**Mission:** To assist Council in planning the future direction of the organisation and in monitoring organisational performance against plan outcomes, outputs and actions.

**Officer Responsible:** Manager Governance

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Corporate Plan 2013-17				March 2012	Strategic Workshop with Councillors undertaken

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Long Term Community Plan	Undertake annual review of the implementation of the long-term community plan	Community	EXC4.1			Community Plan informing draft Planning Scheme and development of next Corporate Plan
Corporate Plan	To coordinate corporate plan annual progress report	External/internal	EXC4.1	Inform	Adopted by September 2012 Compliance with legislative requirements: Local Government Act and Regulations	Strategic Workshop with Councillors undertaken
Operational Plan	To coordinate the production of the Operational Plan every year.	External/internal	EXC4.1	Inform	Operational Plan adopted by 1 July 2013. Compliance with legislative requirements: Local Government Act and Regulations	Operational Plan Strategic Workshop presented in February 2013. Operational plan for FY2013-13 completed for adoption at budget meeting in July 2013

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Operational Plan	To coordinate organisational reporting on a quarterly basis.	External/internal	EXC4.1	Inform	Operational Plan quarterly reports	September, December & March Quarter Reviews completed
Annual Report	To manage organisational reporting on an annual basis.	External/internal	EXC4.1	Inform	Annual Organisational Reporting – Annual Report adopted by 30 November 2012	2012 Annual Report adopted in November 2012. This Annual Report received a Bronze award at the Australasian Reporting Awards

ACTIVITY		LEGAL SERVICES			
<b>Officer Responsible:</b> Manager Governance					

Initiatives/Special Projects		Link to Corporate Plan	Link to Associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Tender - Panel of Legal providers	EXC4.1			Inform	June 2013	Not completed
ID Cards issued to all volunteers	EXC4.1			Inform	March 2013	Project on hold

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Purchase of legal services	The buying of external legal services	External/Internal	EXC4.1	Internal	Services costs within budget	13% over budget
Responses to subpoenas, orders for non party disclosure	Provision of documents as required	External/Internal	EXC4.1	Internal	Information compliance by required or otherwise agreed date	YTD: Nil
Right to Information	Processing of Right to Information applications.	External/Internal	EXC4.1	Inform	Compliance with RTI Act Less than 5% of applications require extension of time	All completed within timeframes YTD applications: 9
Information Privacy Delegations	Compliance with privacy principles Delegations	External/Internal	EXC4.1	Inform	Less than 5 privacy complaints per annum	YTD: Nil Applications
	Internal	EXC4.1	Internal		Timely, appropriate and up-to-date delegations register	Review of delegations register progressing – 27 pieces of State legislation

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Authorised Persons Powers	Authorised persons instruments of appointments maintained	Internal	EXC4.1	Internal	Timely and up-to-date instruments of appointments	Instruments of appointments maintained and updated as required.
Identification Cards	ID cards issued to all staff and councillors	Internal	EXC4.1	Internal	New and replacement ID cards prepared and issued	New and replacement ID cards prepared and issued as required - ongoing

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress	
Audit Plan	3 Year Audit Plan	Internal Departments, Council, Audit Committee, External Auditors	EXC4.1	Internal Engagement – PreAudit Notices Issues, Discussion Paper and Exit Meeting	Audit activities completed as per the schedule. 100% complete for the financial year 2012-13 activities	6 out of the 8 planned audits were completed, the 2 planned audits for Rates Management and Procurement were deferred to FY 13-14 as requested by Finance due to new business system implementation; Additional investigations were conducted as per CEO directive	
Review Audit Plan	Annual review to ensure Audit Plan meets organisational requirements and addressing new and emerging risks.	Internal Departments, Council, Audit Committee, External Auditors	EXC4.1	Internal Engagement with CEO & GM's	Audit Plan meets organisational requirements Review completed by June 2013	Review of Internal Audit Plan completed by CEO, Manager Governance and Coordinator Risk and Internal Audit in April 2013	

**ACTIVITY**  
**MEDIA, COMMUNICATIONS, COMMUNITY ENGAGEMENT, MARKETING, PROMOTIONS AND CIVIC RECEPTIONS**

**Mission:** To deliver quality media, communication, community engagement, marketing, promotions and civic receptions, to and behalf of Council.  
**Officer Responsible:** Manager Governance

Initiatives/Special Projects	Link to Corporate Plan	Link to Associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Communication Plan 2013/14	EXC4.1		Internal	June 2013	Draft Communication plan progressing.
Style Manual Version 2	EXC4.1		Internal	June 2013	On hold

Operational activities and services				Performance Measurement		June Quarter Progress
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Media Releases FY 2012-13 183
Media Releases	Coordination, approval and release of proactive media releases	Community, Councillors, Internal Departments, CEO	EXC5.1	Inform	10% increase in number of proactive media releases	
Advertising	Coordination, booking and placement of classified and display advertising in print and radio	Community, Councillors, Internal Departments, CEO, Council Committees	EXC5.1	Inform	Delivery of advertising in accordance with budget	Regulatory advertising condensed to one weekly combined advertisement.

Operational activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Community Engagement Toolkit	Resources available for internal departments	Community, Councillors, Internal Departments, CEO, Council Committees	EXC5.1		Effectiveness of community engagement activities	No progress
Corporate Image	Monitor adherence to prescribed corporate style guidelines.	Internal Departments, CEO,	EXC5.1	Inform	Compliance with style guidelines and logo use.	Ongoing
Corporate Publications	Coordinate design and production of corporate publications including corporate Plan, Annual Report	Community, Councillors, Internal Departments, CEO, Council Committees	EXC5.1	Inform	Delivery of corporate publications on time and within budget	Annual Report Completed. South Burnett Directions Booklet
Staff Newsletter	Staff newsletter distributed to all staff	Employees, CEO	EXC3.4	Inform	Monthly staff newsletter distributed to all staff	Revised format for newsletter utilised. Monthly staff newsletter distributed
eNewsletter	eNewsletter distributed to community members on email list	Community	EXC5.1	Inform	eNewsletter distributed to community monthly	eNews distributed monthly
Australia Day Awards and celebrations	Deliver or partner in a range of events to celebrate Australia Day	Councillors, VIPs, dignitaries, invited guests, community, Council employees	EC1.1	Engage		Completed

Operational activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Anzac Day	Deliver or partner in a range of civic events including Australia Day Celebrations, Anzac Day and Citizenship Ceremonies	Councillors, VIPs, dignitaries, invited guests, community, Council employees	EC1.1	Engage		In kind support provided. Various locations around region
Citizenship Ceremonies	Deliver Citizenship Ceremonies	Councillors, VIPs, dignitaries, invited guests, community		Engage		Ongoing as required
Christmas Light Competition	Annual Christmas Light Competition	Community, Councillors		Engage		Christmas Light Competition Completed
Staff Service Award	Staff Service Recognition Award Night	Employees, CEO, Councillors	EXC3	Engage	Eligible staff acknowledged for their length of service.	Award night planned for 17 April 2013. Preparations underway
Flood Appeal (New item in response to Flooding events)	Mayors Red Earth South Burnett Flood Appeal Promotion	Business, community, Councillors				Mayors Red Earth South Burnett Flood Appeal raises \$83,079.
Mayors Gala Charity Ball	Mayors Gala Charity Ball	Councillors, VIPs, dignitaries, invited guests, community, Businesses/industry		Engage		Mayors Charity Gala Ball raised \$30,932

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress	
Audit Committee	Oversight function over internal audit and risk management. At least four meetings per year.	CEO, Councillors, Audit Committee	EXC4.1	Internal Engagement with Audit Committee	Self evaluation of Audit Committee Performance – Completion of appraisal/survey of committee members of satisfaction with meeting conduct and content. Target: 75% satisfaction	Completed the self evaluation of the Audit Committee with an overall assessment rating of 92%	
Internal Audit Plan Review	Review the internal audit for the current financial year.	CEO, Councillors, Audit Committee	EXC4.1	Internal Engagement with Audit Committee	Audit Plan reviewed and approved by Audit Committee. Completed by June 2013	Internal Audit Plan presented to and approved by the Audit Committee in May 2013	
Internal Audit Progress Review	Review the internal audit progress report for the internal audit for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate	CEO, Councillors, Audit Committee	EXC4.1	Internal Engagement with Audit Committee	Quarterly progress reports reviewed by Audit Committee	Internal Audit progress reports – summary of audit findings and recommendations are presented to the Audit Committee during the quarterly meetings – July 2012; Sept 2012; Feb 2013; May 2013	

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Draft Financial Statements reviewed by Audit Committee	Review draft Financial Statements prior to certification by Mayor and CEO under section 161(2) and given to the auditor-general for auditing.	Finance & Information Services Department, External Auditors (QAC), CEO, Council, Audit Committee	EXC4.1	Internal Engagement with Audit Committee	Financial Statements reviewed by September 2012 prior to certification by Mayor and CEO	Completed. Audit Committee reviewed the Financial Statement for 2011-2012 during the September 2012 meeting
Auditor General's report reviewed by Audit Committee	Review of Auditor General's report about the financial statements for 2011-12	Finance & Information Services Department, External Auditors (QAC), CEO, Council, Audit Committee	EXC4.1	Internal Engagement with Audit Committee	Auditor General's report reviewed in a timely manner to meet statutory requirement of adopting Annual Report by 30 November 2012	Completed. External auditors discussed with the Audit Committee the management report during the November 2012 special meeting
Minutes of Meeting	As soon as practicable after a meeting of the committee, give the Council a written report about the matters reviewed and the committee's recommendations about the matters.	CEO, Councillors, Audit Committee, External Auditors (QAC)	EXC4.1	Internal Engagement with Audit Committee	Report to Council including minutes of meeting in the monthly meeting immediately after the Audit Committee Meeting	Completed. Minutes of Audit Committee Meeting reported to Council on the following Council meetings: 19 Sep 2012; 19 Dec 2012, 20 March 2013; June 2013

ACTIVITY	RISK MANAGEMENT
<b>Mission:</b> To assist Council in the implementation and management of Enterprise Risk Management through the identification, assessment and treatment of Council's strategic, operational and new project risks.	
<b>Officer Responsible:</b> Risk & Internal Audit Coordinator	
Initiatives/Special Projects	
Link to Corporate Plan	Link to Associated Plans and Strategies
Engagement Level	Completion Date
June Quarter Progress	
Risk Register developed for Operational Plan 2012-13	EXC4.1
Risk Register developed for Corporate Plan 2013-18	EXC4.1
Investigate the potential to use a computer based Risk Management System	EXC4.1

Operating activities and services				Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator
Operational Risk Register Monitoring	Continuous updates on operational risk treatment plans. (including special projects)	Councillors, GM's, Managers, CEO and all Council employees		Internal Engagement – All branches	All branches update their risk treatment plans quarterly. Present to CEO.
Strategic Risk Register Monitoring	Continuous updates on strategic risk treatment plan	Councillors, GM's CEO		Internal Engagement – All departments	All departments update their risk treatment plans biannually. Present to Council.
Risk Register Tools	Review Consequences/Impact Matrix	Councillors, GM's, Managers, CEO and all Council employees		Internal Engagement – All departments	A revised Consequences/Impact Matrix completed by October 2012 and approved by the CEO
					No action to date
					Updates as of June 2013 completed and signed-off by the CEO

BRANCH	ECONOMIC DEVELOPMENT												
<b>Mission:</b> To promote and support the economic and tourism development of the South Burnett region. <b>Officer Responsible:</b> Manager Economic Development													
ACTIVITY	ECONOMIC DEVELOPMENT												
<b>Mission:</b> To promote and support the economic development of the South Burnett region. <b>Officer Responsible:</b> Manager Economic Development	<table border="1"> <thead> <tr> <th>Initiatives/Special Projects</th> <th>Link to Corporate Plan</th> <th>Link to associated Plans and Strategies</th> <th>Engagement Level</th> <th>Completion Date</th> <th>June Quarter Progress</th> </tr> </thead> <tbody> <tr> <td>Economic Development Strategy Finalisation</td> <td>GO2.1, GO2.2, EXC6.1</td> <td>Community Plan and Draft Economic Development Strategy</td> <td>Engage</td> <td>September 2012</td> <td>Presented to South Burnett Directions Steering Committee. Some fine tuning required before released for comment</td> </tr> </tbody> </table>	Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress	Economic Development Strategy Finalisation	GO2.1, GO2.2, EXC6.1	Community Plan and Draft Economic Development Strategy	Engage	September 2012	Presented to South Burnett Directions Steering Committee. Some fine tuning required before released for comment
Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress								
Economic Development Strategy Finalisation	GO2.1, GO2.2, EXC6.1	Community Plan and Draft Economic Development Strategy	Engage	September 2012	Presented to South Burnett Directions Steering Committee. Some fine tuning required before released for comment								

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Enhancing Passenger Transport Project – finalise project, outcomes and acquittal	Sustainable transport services	Community	EC4.1	Engage	Introduction of new services that demonstrate a capacity for longevity (or improved linking of existing services)	Council supporting the entire intra region passenger transport for the next 12 months. The Kingaroy to Gympie service will not be supported by Council from 1 July 2013.
Jobs Skills Development	Continuation of skills development projects	Eligible workers	GO2.2	Engage	Increased employment	Program concluded and funds acquitted
Regional Economic Development Advisory Committee	Work with community and business leaders to deliver key economic development projects	Business community	GO2.1, GO3.2, EXC6.2	Community Plan and Draft Economic Development Strategy	Identified key economic development projects delivered	Through South Burnett Directions 9 projects have been identified.
Develop a Supply Chain Model	Model completed for at least 2 major industry segments	Business community	GO2.1, GO2.2,	Community Plan and Draft Economic Development Strategy	Demonstrated local business engagement in opportunities and pathways identified. Identification of at least 2 business growth opportunities	Supply chain model investigations were undertaken with Kingaroy Kitchens, The Peanut Van, Kingaroy Gourmet Peanuts
New Business Attraction	Identify businesses that may relocate to the South Burnett	Business community	GO2.1		Identification of at least 2 business growth opportunities Establishment of at least 1 new SME in the South Burnett	Aviation precinct plan and attraction strategy was commenced

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Business Programs	In collaboration with DEEDI and local businesses provide the business community with business programs that support business growth and or improvement	Business community			Through business development/improvement programs at least one SME demonstrates expansion with additional employment or remains in business	Mentoring work shops were commenced through the business Heartache to Heaven. A 5 week Digital Economy Workshop was conducted in Kingaroy.
Precinct master planning for vibrant townships	Involvement in a working group to commence town plans for future liveability	Community	GO3.3		Establishment of a detailed long term plan including financial funding and resource commitment Concepts developed for future planning developed	Participated in Street scaping inter departmental working group.
South Burnett Exposed	Business products and services displayed work business improvement workshops	Business and local community			Plans established and businesses committed for the Expo to be held Spring 2013	Not addressed at this stage
Community Development – Blackbutt Doctors Premises	Provision of premises for medical centre in Blackbutt	Timberland Medical Practice			Blackbutt community has access to medical practitioner in town.	Supported new medical clinic building

ACTIVITY	TOURISM
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**Mission:** To enhance and promote the quality of life of our community and the unique environment of our area through leadership and engagement.  
**Officer Responsible:** Manager Economic Development

Initiatives/Special Projects		Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Support the development of a Memorandum of Understanding with the new Regional Tourism Organisation (to replace Toowoomba, Golden West, South Burnett and Southern Downs Tourism organisation)				Engage	June 2013	June 13
<b>Operating activities and services</b>						
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Bunya Mountains	Representation on Bunya Mountains Action Group	Bunya Mountains Action Group, Community, Councillors	EO1.2	Engage		Not addressed
Tourism Opportunities Plan – South East QLD Tourism Projects	Continued representation on the Project Management Committee	TOP Project Management Committee, Community, Tourism/Business Sector, Councillors	GO1.1	Engage	Tourism Opportunities Plan implemented	Tourism projects commenced through South Burnett Directions
Tourism Opportunities Plan – South Burnett	Continue to support the progression of South Burnett Opportunity Plan projects	TOP Project Management Committee, Community, Tourism/Business Sector, Councillors	GO1.1	Engage	South Burnett Tourism Opportunities Plan progressively implemented	On Going
Council Tourism Facilities Promotional Plan	Develop and manage Promotional Plan for Council Tourism Facilities	Community, Internal Departments, Councillors	GO1.1	Inform, engage	Promotional Plan implemented in accordance with budget allocation	N/A

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Regional Tourism Partnerships	Partner with key stakeholders to deliver on regional promotional and marketing campaigns	Community, Tourism Industry	GO1.1	Inform	Regional promotional and marketing campaigns undertaken	Working in conjunction with SQCT RTO
<sup>a</sup> Australia's Country Way <sup>®</sup> (ACW)	Continued support for drive tourism initiatives	Councils, Tourism Industry, visitors	GO1.1	Engage/inform	<sup>"Australia's Country Way"<sup>®</sup> (ACW) tourism initiatives undertaken</sup>	Participating with the ACW project group

ACTIVITY		BUSINESS UNITS	
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**Mission:** To provide airport, dip and saleyard facilities to the community.  
**Officer Responsible:** Manager Economic Development

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Aerodrome Master Plan and Prospectus – Kingaroy and Wondai Aerodromes				September 2012	Commenced

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Kingaroy Airport – Runway Resurfacing	SD2		Inform	October 2012	Planning
Wondai Airport – Fence & Other Improvements	SD2		Inform	October 2012	completed
Proston Cattle Dip WH&S Improvements	SD2		Inform	September 2012	Under Review
Nanango Cattle Dip WH&S Improvements	SD2		Inform	October 2012	Under Review
Wondai Cattle Dip WH&S Improvements	SD2		Inform	October 2012	completed
Coolabunia Saleyards – Yard Improvements	SD2		Inform	December 2012	completed
Coolabunia Saleyards – WHS Improvements - Dip	SD2		Inform	December 2012	completed
Coolabunia Saleyards – WHS Improvements to Saleyards	SD2		Inform	December 2012	completed

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Airports	Provision of airport facilities and runway safety	Aviation Community	SD2		Airport runway maintained to safety requirements	Ongoing
Dips	Provision of dip	Rural Cattle	SD2		Dip facilities adequately service	

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Saleyards facilities	Provision of saleyard	Community Rural Cattle Community	SD2, GO2.2	rural community	Saleyards adequately service rural community. Facilities provide satisfactory animal welfare	Ongoing

ACTIVITY	
TOURISM FACILITIES	
<b>Officer Responsible:</b> Manager Economic Development	

Initiatives/Special Projects		Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Future plans for Wondai, Murgon and Proston Caravan Parks		GO1.2			August 2012	N/A
Business Plans Yallakool Tourist Park		GO1.2			July 2014	To be actioned
Business Plan Boondooma Dam		GO1.2			July 2014	To be actioned
Capital Projects		Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Yallakool Tourist Park – Amenities Upgrades		GO1.2		Inform - Community Awareness	June 2014	Tender prepared
Yallakool Tourist Park – Cabin Upgrades		GO1.2		Inform - Community Awareness	June 2013	Completed
Yallakool Tourist Park – Road Signage		GO1.2		Inform - Community Awareness	June 2014	Ongoing
Lake Boondooma – Cabin Upgrades		GO1.2		Inform - Community Awareness	June 2013	Completed
Lake Boondooma – Drainage Terraced Powered Sites		GO1.2		Inform - Community Awareness	October 2012	Completed
Murgon Caravan Park – General Upgrades		GO1.2		Inform - Community Awareness	June 2013	N/A

Capital Projects		Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Wondai Caravan Park – Install Dump Point		GO1.2		Inform - Community Awareness	June 2013	N/A

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Ficks Crossing	Provision of clean and maintained facilities	Community and Education groups	GO1.2	Inform - Advertising	Improvement from previous year for patronage and return on investment	N/A
Yallakool Park	Provision of pristine competitive facilities	Tourists and locals	GO1.2	Inform - Advertising	Improvement from previous year for patronage and return on investment	Ongoing
Lake Boondooma	Provision of pristine competitive facilities	Tourists and locals	GO1.2	Inform - Advertising	Improvement from previous year for patronage and return on investment	Ongoing
Wondai Caravan Park	Provision of clean and maintained facilities	Tourists and locals	GO1.2	Inform - Advertising	Improvement from previous year for patronage and return on investment	Ongoing
Murgon Caravan Park	Provision of clean and maintained facilities	Tourists and locals	GO1.2	Inform - Advertising	Improvement from previous year for patronage and return on investment	Ongoing
Proston Caravan Park	Provision of clean and maintained facilities	Tourists and locals	GO1.2	Inform - Advertising	Improvement from previous year for patronage and return on investment	Ongoing

ACTIVITY	CONTROLLED ENTITIES
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**Officer Responsible:** Manager Economic Development

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
South Burnett Private Hospital – Front Office Renovation	SD2		Consult	December 2013	Ongoing
South Burnett Private Hospital – Replace Roof	SD2		Consult	June 2014	Ongoing

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Kingaroy Private Hospital	Maintain facility and representation on the Hospital Board	Pulse Health, Kingaroy Private Hospital Board			Provision of hospital facilities	Ongoing
Castra Retirement Home	Representation on the CASTRA Board	CASTRA Board			Finalisation of company by June 2013	Completed

<b>BRANCH</b>	<b>HUMAN RESOURCES</b>
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**Mission:** To provide human resource services and promote a safety first environment across the organisation.

**Officer Responsible:** Manager Human Resources

<b>ACTIVITY</b>	<b>EMPLOYEE ADMINISTRATION AND SUPPORT SERVICES</b>
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**Mission:** To provide human resource services, consultancy and support by working in partnership with the organisation, to engage, value and retain our people.

**Officer Responsible:** Manager Human Resources

<b>Initiatives/Special Projects</b>	<b>Link to Corporate Plan</b>	<b>Link to associated Plans and Strategies</b>	<b>Engagement Level</b>	<b>Completion Date</b>	<b>June Quarter Progress</b>
Workforce Planning Framework	EXC3.1		Internal	June 2013	Under Review
Human Resource Policy and Procedures Manual	EXC3.1		Internal	June 2013	Policies have been reviewed /procedures are being developed
Implement Human Resource Management Standards	EXC3.1		Internal	June 2013	Completed
Recognition of Staff Service Awards	EXC3.4		Internal	April 2013	Ongoing
Participate in TechOne – New Business System Implementation	EXC2.1		Internal	June 2013	Ready for implementation

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Learning & Development	Learning and development support, coordination and delivery in line with Learning and Development Plan and budget allocation.	General Managers, Branch Managers, Supervisors, and Employees	EXC3.4	Internal - Engage	100% of Learning & Development Plan Delivered	Plan is limited by budget restrictions, all essential training has been undertaken
Trainees & Apprentices	Manage traineeship and apprenticeship contracts and ensure trainees and apprentices are skilled to seek permanent employment on completion.	Trainees, Apprentices, Supervisors, Managers, General Managers	EXC3 EXC3.5		Completion of Apprentice and Trainees employment contracts within required timeframes	Ongoing
Employee recruitment, selection and retention services	Implement the recruitment, selection and retention policy.	General Managers, Branch Managers, Supervisors, and Employees	EXC3		100% of advertised positions have candidate appointed	100%
Human resources systems, support and administration services	An information system to develop, analyse and report on human resource measures that will assist and support effective management of labour resources.	General Managers, Branch Managers, Supervisors, and Employees	EXC4.1		Establish reporting system in new business system by June 2013	Ongoing with the view for systems implementation

<b>ACTIVITY</b>	<b>WORKPLACE HEALTH &amp; SAFETY</b>
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**Mission:** To achieve a 'zero harm' workplace supported by appropriate Workplace Health and Safety (WH&S) and rehabilitation advice, systems, processes and procedures.

**Officer Responsible:** Coordinator Workplace Health & Safety

<b>Initiatives/Special Projects</b>	<b>Link to Corporate Plan</b>	<b>Link to associated Plans and Strategies</b>	<b>Engagement Level</b>	<b>Completion Date</b>	<b>June Quarter Progress</b>
Integrate WHS Harmonisation Legislation into Council's WH&S reporting processes	EXC3.2	N/A	Internal - Inform	June 2013	100%
Implement the Health & Safety Strategic Plan	EXC3.2	N/A	Internal - Inform	June 2013	ongoing

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
WH&S Training	Training delivered in line with Council's Safety System; including external providers.	Employees, GM's, Managers, Councillors, Training Providers	EXC3.2	Internal	100% of all new employees to attend Corporate WH&S Induction.	100%
WH&S Reports	Reports on Workplace Health & Safety measures that will assist and support effective management of Safeplan within the organisation	GM's, Managers, WH&S Committee	EXC3.2	Internal	WH&S injury and incident measures: Lost Time Injury Frequency Rate 12 by June 2013 (LTIFR) Days Lost for the Year(LDFY) 60 for 2013/13 Lost Time Injuries for the Year(LTTY) 7 injuries	13.16 121 9

WH&S System	Effective support, advice, policies, procedures and assistance in meeting all legislative requirements in relation to WH&S.	Employees, Managers, GM's, Councillors	EXC3.2	Internal	Safeplan Compliance Management: Compliance with Safeplan system - Audit 80% Compliance	Ongoing
Rehabilitation System	Effective consultancy, support, policies, procedures and assistance in meeting all legislative requirements in relation to Rehabilitation / Return to Work.	Employees, Managers, GM's	EXC3.2	Internal	Compliance with WH&S QLD inspections- Audit 80% Compliance 100% compliance with legislative standards. Reduction in the number of days to return to work rate.	Ongoing 100% Tracking downwards

<b>ACTIVITY</b>	<b>EMPLOYEE RELATIONS</b>				
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**Mission:** To provide employee relations, advice and support services.

**Officer Responsible:** Manager Human Resources

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Planning for Enterprise Bargaining Agreement 2014	EXC3	N/A	Internal - Engage	November 2014	JCC meeting to discuss EBA TBH 5 August 2013

<b>Operating activities and services</b>					<b>Performance Measurement</b>	
<b>Title</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>June Quarter Progress</b>
Employee relations, advice and support	Employee / industrial relations support.	Employees, CEO, Unions	EXC3	N/A	Support provided as requested	100% of times

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

**Officer Responsible:** Manager Human Resources

Initiatives/Special Projects		Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Progress
Implement Human Resource Management Standards	EXC3	N/A		Inform Internally	June 2012	Completed

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Progress
Payroll services	Provide an efficient fortnightly payroll to Council employees and Councillors. Process all leave requests and timesheets.	Councillors, General Managers, Branch Managers, Supervisors, and Employees	EXC2		Accuracy of payments processed measured against the data provided to payroll.  Payments made consistently into accounts on pay Wednesdays.	Small number of errors detected those matters addressed as they arrive  100%

## **Financial and Resource Implications**

No direct financial or resource implications arise from this report.

## **Link to Corporate/Operational Plan**

Corporate Plan: EXC4.1 A governance framework that delivers good organisational management.

## **Communication/Consultation (Internal/External)**

General Managers and Managers have contributed to this report in respect of their relevant areas of responsibility.

## **Legal Implications (Statutory Basis, Legal Risks)**

Pursuant to Section 174(3) of the *Local Government Regulation 2012* the Chief Executive Officer has a statutory obligation to present a written assessment of the implementation of the Annual Operational Plan.

## **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.

### **9.2.7 G - 1215466 - Mayor's Community Benefit Fund**

#### **Document Information**

**IR No** **1215466**

**Author** **Manager Governance**

**Endorsed**  
**By** **Chief Executive Officer**

**Date** **10 September 2013**

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#### **Précis**

The purpose of this report is to establish a Mayor's Community Benefit Fund with an Advisory Committee to make recommendations to Council on the distribution of funds to eligible community organisations.

#### **Summary**

The Mayor's Community Benefit Fund will provide funds to eligible South Burnett community organisations. Each funding round may have specific eligibility criteria. It will be funded by South Burnett Regional Council fundraising activities and donations received from the community to the fund.

The Mayor's Community Benefit Fund is intended to build the capacity of South Burnett Community Organisations to deliver services, activities and programs for the benefit of the region.

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

That Council:

- 1) Establish a Mayor's Community Benefit Fund and hold funds for the Mayor's Community Benefit Fund in Council's General Operating Fund;
- 2) Allocate the net proceeds of the 2013 Mayor's Charity Gala Ball, totalling \$30,932 as the initial startup funds;
- 3) Adopt the Mayor's Community Benefit Fund Terms of Reference;
- 4) Appoint the following members to the Mayor's Community Fund Advisory Committee:
  - a. Cheryl Dalton(Chairperson)
  - b. Lesley Dennien
  - c. Marie Shaw
  - d. Emma Yates
  - e. Rod Morgan
  - f. Jim Young
  - g. Scott McLennan
  - h. Ross Heaney; and
- 5) Approve Round One of the 2013/14 Mayor's Community Benefit Fund Program with a total funding allocation of \$10,000 for Junior Sport in the South Burnett.



## Mayor's Community Fund Advisory Committee Terms of Reference

**Table of Contents**

1.	INTRODUCTION .....	1
2.	OBJECTIVE.....	1
3.	DUTIES AND RESPONSIBILITIES.....	1
4.	MEMBERSHIP.....	1
5.	MEETINGS.....	2
6.	ETHICAL CONDUCT.....	2
7.	COMMITTEE EVALUATION.....	2
8.	RELATED POLICIES.....	2
9.	REVIEW DATE .....	2

**1. INTRODUCTION**

Council has instituted the set up of an Advisory Committee (the Committee) to make recommendations on the allocation of funds from the Mayor's Community Benefit Fund to eligible community organisations.

**2. OBJECTIVE**

The main purpose of the Advisory Committee is to provide recommendations to Council on the allocation of funds to eligible community organisations.

**3. DUTIES AND RESPONSIBILITIES**

The Advisory Committee's primary duties are:

- Ensure the independence and objectivity in carrying out application assessments; and
- Assess and evaluate the applications received for each funding round for eligibility and the intention of the fund to build the capacity of South Burnett Community Organisations to deliver services, activities, programs for the benefit of the community; and
- Promote transparency, integrity and ethical conduct surrounding the recommendation of eligible community organisations.

**4. MEMBERSHIP**

The Committee will be composed of eight (8) voting members. Council will appoint the members, one of whom shall be appointed by Council as the Advisory Committee Chairperson. Council can at any time appoint a stand-in or replacement member to the Advisory Committee, however members cannot. The members will be appointed by Council on the basis of personal skills. Member terms and conditions shall be disclosed in the Letter of Appointment.

The Manager Governance and Manager Finance are required to attend meetings as permanent attendees with no voting rights.

The Committee may invite other Council Officers to attend meetings as necessary.

## **5. MEETINGS**

### Notice of meetings

- The Committee will meet for each funding round announced. The date, time and venue of the meeting will be set by the Manager Governance in consultation with the Committee Chairperson. The agenda will be prepared by the Manager Governance and circulated among members and attendees at least 5 working days before the meeting.

### Quorum

- A quorum shall consist of at least half of the members of the committee plus one.

### Report

- The Manager Governance shall provide secretarial functions and prepare a written report about the applications reviewed during the meeting and the recommendations to Council. This report will be provided to Council, Committee Members, permanent and invited attendees to the particular meeting within one week from the date of the meeting.
- The Manager Governance must present the report within two (2) months of the meeting date to Council.

## **6. ETHICAL CONDUCT**

Committee members must exercise transparency, integrity, honesty, objectivity and ethical conduct in the fulfilment of their duties and responsibilities. Members must ensure confidentiality, exercise prudence, care and due diligence in the handling of Council and personal information acquired in the course of their duties.

Members must immediately declare to the Chairperson any interest that may represent a real, potential or apparent conflict of interest related to their committee membership. In case of a conflict of interest involving the Chairperson, declaration to the Chief Executive Officer is required. The declaration must be made on appointment to the committee and in relation to specific agenda items at the outset of each committee meeting and be updated as necessary.

## **7. COMMITTEE EVALUATION**

The Committee will conduct an annual self assessment to evaluate its performance and ensure the efficient and effective achievement of objectives. The assessment will confirm that all duties and responsibilities indicated in these terms of reference have been performed. The Chairperson will take necessary action to ensure that enhancements and recommendations highlighted in the assessment are properly implemented.

## **8. RELATED POLICIES**

N/A

## **9. REVIEW DATE**

The Advisory Committee Terms of Reference will be reviewed October 2014.

## **Financial and Resource Implications**

The Mayor's Community Benefit Fund will be funded by South Burnett Regional Council fund raising activities and donations received from the community towards the fund.

## **Link to Corporate/Operational Plan**

Corporate Plan: EXC4      Ethical, accountable and transparent decision making.  
Corporate Plan: EC1.1      Work in partnership with community organisations.

## **Communication/Consultation (Internal/External)**

The Mayor and Councillors have each nominated one representative for the Advisory Committee.

## **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.

**(b) Portfolio Report**

Governance Portfolio Report

No Report.

**10. Information Section (IS)**

**10.1 IS - 1215541 - Reports for the Information of Council**

**Document Information**

**IR No** **1215541**

**Author** **Administration Section**

**Date** **11 September 2013**

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**Précis**

Reports received for the Information of Council.

**Summary**

Listing of correspondence pending completion of assessment report  
Roads Expenditure, Maintenance and Flood Restoration Report  
Minutes of the Audit Committee Meeting held on 5 August 2013

**Officer's Recommendation**

That the reports be received.

**11. General Section**

No Report.

**12. Confidential Section**

**12.1 CONF - 1201014 - Consideration of possible legal proceedings for alleged breaches of Local Laws.**

**Document Information**

**IR No** **1201014**

**Author** **Compliance Officer**

**Endorsed**

**By** **Manager Environment and Waste Services**  
**Director Environment and Planning**

**Date** **26 July 2013**

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**Reason for Confidentiality**

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

(f) starting or defending legal proceedings involving the local government.

**12.2 CONF - 1215711 - Tenders for Preferred Suppliers for Wet and Dry Hire of Plant and Equipment and Trade and General Services**

**Document Information**

**IR No** **1215711**

**Author** **Manager Finance**

**Endorsed**

**By** **General Manager Finance, Property & Information Technology**

**Date** **11 September 2013**

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**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