



SOUTH BURNETT

REGIONAL COUNCIL

Agenda

of the

General Meeting

Held in the Warren Truss Chamber 45 Glendon Street Kingaroy

on Wednesday, 18 July 2018

Commencing at 9.00 am

Chief Executive Officer: Mark Pitt

Our Vision

"Individual communities building a strong and vibrant region."

Our Values

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



SOUTH BURNETT REGIONAL COUNCIL AGENDA

Wednesday, 18 July 2018

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1. Leave Of Absence

Nil.

2. (a) Prayers

A representative of the Kingaroy District Ministers Association, Pastor Lyle Slinger offered prayers for Council and for the conduct of the Council meeting.

2. (b) Receipt of Petitions

2. (b).1 PET - 2519839 - Forwarding a Petition by various signatories supporting the valuable asset to the community that is the Wondai Memorial Pool

Document Information

ECM ID 2519839

Author Executive Assistant

**Endorsed
By Chief Executive Officer**

Date 5 July 2018

Précis

Forwarding a Petition by various signatories supporting the valuable asset to the community that is the Wondai Memorial Pool

Summary

A petition has been received supporting the Wondai Memorial Pool

Officer's Recommendation

That the petition be received and referred to staff for consideration and relevant action.

Financial and Resource Implications

N/A

Link to Corporate/Operational Plan

N/A

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

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 , Warren Truss Chamber, 45 Glendon Street Kingaroy.

Officer's Recommendation

That the minutes of the previous meeting held on Wednesday 13 June 2018 as recorded be confirmed.

3.2 South Burnett Regional Council Special Budget Meeting Minutes

Précis

Confirmation of Minutes of the Special Budget meeting of the South Burnett Regional Council held in the Warren Truss Chamber , 45 Glendon Street Kingaroy.

Officer's Recommendation

That the minutes of the Special Budget meeting held on Monday 25 June 2018 as recorded be confirmed.

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

See Business Function Headings

4. Portfolio - Economic Development, Governance and Communications

4.1 Economic Development, Governance and Communications Portfolio Report

Document Information

ECM ID 2520196

Author Mayor, South Burnett Regional Council

Date 13 July 2018

Précis

Economic Development, Governance and Communications Portfolio Report

Summary

Mayor Campbell presented his Economic Development, Governance and Communications Portfolio Report to Council.

Officer's Recommendation

That Mayor Campbell's Economic Development, Governance and Communications Portfolio Report to Council be received.

4.2 Governance (G)

Officer's Report

4.2.1 G - 2520316 - Minutes of the Audit Committee Meeting held on Tuesday 15 May 2018

Document Information

ECM ID 2520316

Author Internal Auditor

Endorsed By Manager Social & Corporate Performance
Chief Executive Officer

Date 6 July 2018

Précis

Minutes of the Audit Committee Meeting held on Tuesday 15 May 2018.

Summary

The minutes of the Audit Committee Meeting held in the Council Committee Room, Kingaroy of the South Burnett Regional Council on Tuesday 15 May 2018 are provided for Council to note and consider.

Officer's Recommendation

That Council endorse the attached minutes and recommendations of the Audit Committee held on Tuesday 15 May 2018.



SOUTH BURNETT
REGIONAL COUNCIL

Minutes

Of the

Audit Committee

**Held in Committee Meeting Room
South Burnett Regional Council Office, Kingaroy**

15 May 2018

Commenced at 1:02 p.m.



South Burnett Regional Council Audit Committee Minutes

ORDER OF BUSINESS:

Minutes of the meeting of the South Burnett Regional Council Audit Committee, held in the South Burnett Regional Council Committee Room, Glendon Street, Kingaroy on Tuesday 15 May 2018 at 1:02 pm.

1. Opening & Attendance

Meeting opened at 1.02 pm

Attendance: Audit Committee Members

Mayor Keith Campbell – Chairperson

Councillor Ros Heit – Portfolio Councillor Finance, ICT & Human Resources

Ms Melissa Schroffel - Independent Member (attended via Skype)

Attendance: Permanent Attendees

Gary Wall (Chief Executive Officer)

Peter O'May (General Manager, Corporate Services)

Lester Schumacher (General Manager, Finance)

James D'Arcy (Acting General Manager, Infrastructure)

Sanju Augustine (Internal Auditor)

Attendance: Invited Attendees

Jillian Richards (Audit Partner, KPMG) - attended via Skype

Michael Keane (Senior Manager, QAO) - attended via Skype

Angus Peterson (Audit Manager, KPMG) - attended via Skype

Tracey Lee (Financial Accountant)

2. Apologies

2.1 Apologies Received

Carolyn Knudsen (Manager, Social and Corporate Performance)

Aaron Meehan (General Manager, Infrastructure)

3. Confirmation of the minutes of the previous meeting held on 20th February 2018

That the minutes of the meeting held on 20th February 2018 be confirmed.

Moved by Cr Ros Heit

Seconded by Melissa Schroffel

Carried 2/0

4. Business arising from the minutes of previous meetings

NIL

5. New Business

5.1 Update from Finance

- a) Lester Schumacher stated that the valuation for Council's Infrastructure assets undertaken by Shepherd Services Pty Ltd, for the 2017-18 financial year reporting purposes was complete, and that a valuation report has been received.
- b) Lester drew the member's attention to the results of the desktop valuation outcome in the valuation report (circulated earlier), and summarised the key results from the valuation report. Jillian representing KPMG, who are also Council's external auditors queried if indexation rates were applied in the valuation undertaken by Shepherd Services, and remarked that it was important to review the indexation rates applied for the various asset classes.
- c) Tracey Lee informed the Committee that the shell set of financial statements, were complete, with the exception of Note-20. Jillian advised that the focus areas for the current financial year's year-end audit, will be the application of the Australian Accounting Standards AASB 9, AASB 13 and AASB 16. Jillian and Angus representing KPMG, expressed the view that it was important to quantify the impact of these Standards based on Best Practices.

Action: Lester informed the Committee, that the shell set of financial statements were complete and it will be sent off to the external auditors.

- d) Lester presented the Investment Portfolio Report for the Quarter ended 31 March 2018. (Annexure A)

5.2 Internal Audit Update

- a) Sanju Augustine informed the Committee that since the last audit Committee meeting no audits were completed, and that he had only recently taken over the role from Arun Varghese. Sanju informed the Committee that a discussion Paper has been prepared for the audits undertaken on Investment Management and Councillor Expenses, with the findings and recommendations discussed with the auditees. Sanju stated that he was awaiting a response from the Management to the findings and recommendations. In response to this, Gary Wall commented that he would be providing a response shortly to the findings from the Councillor Expenses audit.

Sanju also informed the Committee that the field work for the audit of the Grants and Subsidies received was in progress. Melissa Schroffel queried on what the planned action was with the remaining audits listed on the Internal Audit Plan for the current financial year. Sanju stated that he had discussed this matter with his Manager, and the planned action was to undertake an audit on the management of Council's portable and attractive assets and to drop the other two audits listed on the Audit Plan. Both Lester and Gary expressed the view that inventory management and other receivables (sundry debtors) were not high priority audit areas.

That the Committee concur with the planned action to drop inventory management and other receivables (sundry debtors) currently listed on the 2017-18 Internal Audit Plan:

Moved by Melissa Schroffel

Seconded by Cr Ros Heit Carried 2/0

- b) Outstanding Recommendations follow-up:

A summary of the status of the implementation of the internal audit recommendations was presented. Sanju informed the Committee that one recommendation relating to the complaints management audit, has been fully implemented, with Council having developed an employee complaint and grievance procedure document.

- c) Review the 3-year Internal Audit Plan for the period from 2018-19 to 2020-21:
Sanju explained the process that was used to prepare the 3-year Internal Audit Plan and also presented the 3-year Internal Audit Plan for the Committee's endorsement.

5.3 Fraud and Corruption Prevention Management (F&CPM) Update

- a) Committee structure within F&CPM Framework:
Peter O'May outlined the two-tier structure Council has created with-in the Fraud and Corruption Prevention framework. Peter explained that the Council has created a Working group that reports to the Steering Group. The Chairperson then queried Peter on the composition of the two Groups, the frequency of their meeting and the method of capturing information on the risks and the treatments plans that have been identified. In response to this query, Peter explained that the primary objective of the Working Group was to provide inputs to the Steering group, on improving current practices, processes and identifying fraud risks. He informed the Committee about the composition of the Steering Group (senior executive team, human resources manager, fraud & corruption coordinator, internal auditor) and stated that the group composition for the Working group had also been identified. He explained that the Steering Group along with the Working Risk Group prepared the Fraud & Corruption Risk Register and Treatment Plan, and also informed the Committee that the members for both the Groups intend to meet on a quarterly basis.
- b) F&CPM Risk Register and Treatment Plan:
Peter presented the Fraud and Corruption Risk Register and Treatment Plan document. He informed the Committee that the document was the primary method of capturing and documenting all fraud risks, and that the document also details the treatment plan for the identified risks. Peter explained to the Committee, the key components of the Risk Register and also informed the Committee that the Risk Register was prepared after evaluating existing internal controls.

6. General Section/Any Other Business

The Chairperson invited Michael Keane, representing the Queensland Audit Office to provide an update.

QAO and KPMG - Update

Michael drew the member's attention to the 'Audit Briefing' note that was circulated before the meeting. Michael briefed the Committee on the key sections of the Audit Briefing note and explained to the Committee the focus areas and learnings from the perspective of the Queensland Audit Office. Michael also drew the member's attention, to the Crime and Corruption Commission's Fraud and Corruption Control Best Practice Guide. In relation to the fraud and corruption prevention efforts, he commented that Council staff should have confidence with the systems and processes to report fraud. Jillian representing KPMG, briefed the Committee on the interim audit that was undertaken by KPMG. Jillian informed the Committee that the focus of the audit was understanding existing internal controls and performing walkthroughs, and stated that there will be another visit. Angus representing KPMG, informed the Committee that this visit to complete the interim audit will be in June.

6.1 Remuneration - Independent Member of the Audit Committee

- a) Sanju suggested that the Committee consider increasing the remuneration paid to the Independent Member of the Audit Committee from \$350(exclusive of GST) to \$400 for each meeting attended by the Member. Peter pointed out that as there was an earlier increment provided, it should be under the condition that there will be no further increments till the end of the 2018-19 financial year. The Committee endorsed the proposal to increment the remuneration to \$400, effective from the next Audit Committee meeting.

The Chairperson and the Mayor of South Burnett Regional Council, acknowledged and thanked Gary Wall for his contributions to the Audit Committee over many years, first as the Chief Executive Officer of the Council and previously as the General Manager, Finance.

7. Closure

Meeting closed at 2.14 pm

Annexure A

Investment Portfolio Report

As at 31 March 2018

| Financial Institution | Opening Investment Balance 1 July 2017 | Interest Rate | Deposits | Redemptions | Balance | Interest Income | Admin Charge | Net Interest Income | Ending Investment Balance 30 June 2018 | % to Portfolio | Short Term Rating | Individual Counter-Party Limit | Maximum Funds Limit | Comments |
|---|--|---------------|------------|-------------|------------|-----------------|--------------|---------------------|--|----------------|-------------------|--------------------------------|---------------------|--|
| Queensland Treasury Corporation | 34,076,118 | 2.28% | 14,000,000 | 18,000,000 | 30,076,118 | 991,534 | 35,816 | 555,718 | 30,651,836 | 0.78 | A1+ | 100% | No Limit | Investment parameters as stipulated in the Investment Policy are complied |
| National Australia Bank Professional Funds | 2,038,681 | 1.75% | 40,055,969 | 42,777,774 | 43,124 | 43,190 | 43,190 | 43,190 | 66 | 0.00 | A1+ | 25% to 35% | \$20M | Investment parameters as stipulated in the Investment Policy are complied - Interest income based on average daily balance |
| Commonwealth Bank Australia General Operating Account | 14,402 | 2.00% | 30,943,315 | 22,224,943 | 8,773,463 | 9,540 | 9,540 | 9,540 | 8,782,703 | 0.22 | A1+ | 25% to 35% | \$20M | Investment parameters as stipulated in the Investment Policy are complied - Interest income based on average daily balance |
| | 36,129,401 | | 85,679,284 | 83,002,728 | 38,896,157 | 644,764 | 35,816 | 608,447 | 39,434,604 | | | | | |

Financial and Resource Implications

Section 210 Audit Committee Composition

In accordance with the requirements of Section 210 of the Local Government Regulation 2012, South Burnett Regional Council has established an Audit Advisory Committee (the Committee) comprising of 3 voting members.

As stated in the Audit Advisory Committee Terms of Reference document, Council has appointed 2 Councillors as members, one of whom has been appointed as the Audit Advisory Committee Chairperson.

The other member of the Committee is external and independent to Council. The independent member has been appointed based on personal qualities and skills, and is expected to possess significant financial experience and expertise.

There is financial implication of engaging an independent member. Council currently pays the independent member a remuneration of \$350 for each meeting attended by the member. The Committee has endorsed the proposal to increase the remuneration to \$400 for the independent member, effective from the next Audit Committee meeting.

Link to Corporate/Operational Plan

EXC1.1 - Ensure Council's financial management planning is based on realistic, sustainable, equitable policies and practices

EXC2.1 - Deliver governance that provides sound organisational management and complies with relevant legislation

EXC2.2 - Appropriately resource the organisation to deliver Council's strategic objectives

Communication/Consultation (Internal/External)

The Audit Committee liaises on a regular basis with the Senior Management and Executive leadership, Council's external auditor, Queensland Audit Office, the internal auditor and the risk management coordinator in carrying out its responsibilities.

Legal Implications (Statutory Basis, Legal Risks)

Local Government Regulation 2012

Section 211 Audit Committee meetings

The audit committee of a local government must –

- (a) meet at least twice each financial year; and
- (b) review each of the following matters –
 - (i) the internal audit plan for the internal audit for the current financial year;
 - (ii) 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;
 - (iii) a draft of the local government's financial statements for the preceding financial year before the statements are certified and given to the auditor-general under section 212;
 - (iv) the auditor-general's audit report and auditor-general's observation report about the local government's financial statements for the preceding financial year; and
- (c) as soon as practicable after a meeting of the committee, give the local government a written report about the matters reviewed at the meeting and the committee's recommendations about the matters.

To meet the requirements of Section 105 of the Local Government Act 2009 regarding the establishment of an Audit Committee, Council has formulated an Audit Advisory Committee Policy and an Audit Advisory Committee Terms of Reference document. The Audit Advisory Committee Policy provides a framework in which the Audit Advisory Committee would operate.

The Audit Advisory Committee Terms of Reference document specifies the role, responsibilities and authority of the Committee, sets out the specific responsibilities delegated by Council to the Audit Advisory Committee and details the manner in which the Committee will operate.

The main purpose of the Committee is to provide advisory services to Council in the effective performance of its responsibilities related to internal audit and risk management as prescribed under the Local Government Act 2009, the Local Government Regulation 2012 and other relevant legislation, standards and requirements.

The Committee has an oversight function and therefore exercises a monitoring and assessment role.

Policy/Local Law/Delegation Implications

Audit Advisory Committee Policy
Audit Advisory Committee Terms of Reference
Internal Audit Policy
Internal Audit Terms of Reference
Risk Management Policy
Risk Management Committee Terms of Reference

Asset Management Implications

It is the responsibility of the Audit Committee to review and endorse the scoping document prior to the commencement of the annual valuation process of Council's assets.
It is also the Committee's responsibility to review and endorse the results of asset valuation reports prior to approval by Council, after considering the assumptions that was used in preparing the valuation reports.

Report

The South Burnett Regional Council's Audit Committee met on Tuesday 12 May 2018 and considered a number of items. The minutes of the meeting are provided for Council to note and consider.

4.2.2 G - 2520429 - Annual Operational Plan 2017/18 Progress Report up to 30 June including the April - June Quarter.

Document Information

ECM ID 2520429

Author Manager – Social & Corporate Performance

**Endorsed
By General Manager – Corporate Services**

Date 6 July 2018

Précis

Annual Operational Plan 2017/18 Progress Report up to 30 June including the April - June Quarter.

Summary

The Annual Operational Plan details the projects, services and initiatives that Council planned to deliver for the 2017/18 financial year. Pursuant to section 174(3) of the *Local Government Regulation 2012* a report must be presented to Council at regular intervals detailing the progress towards the implementation of the Annual Operational Plan.

Officer's Recommendation

That the final progress report for the Annual Operational Plan 2017/18 be adopted.



Executive Services Operational Plan 2017/18

Mission: To effectively plan, manage and deliver Council services and regulatory responsibilities to and on behalf of the organisation

Officer Responsible: Chief Executive Officer

Responsibilities: Executive Services, Strategy Planning, Council Operations Management, Human Resource Management, Workplace Health and Safety, Economic Development, Tourism and oversight of organisational operational matters.



DEPARTMENT: EXECUTIVE SERVICES

Mission: To effectively plan, manage and deliver Council services and regulatory responsibilities to and on behalf of the organisation

| Significant activities | | | |
|--|--|----------------------------------|------------------------------|
| Key Performance Indicator | Link to Corporate Plan | Customers | Engagement Level |
| Strengthen, maintain and actively contribute to the Wide Bay Burnett Regional Organisations of Council advocating Council's strategic and operational position on key issues Meeting with Ministers half yearly as part of WBBROC | Effective advocacy and strategic partnerships | Internal & External Stakeholders | Inform Consult Involve |
| <p>Progress as at 30 June: Mayor & CEO attended the WBBROC meeting held in Biggenden on 1 March 2018 and Brisbane on 17 May 2018. SBRC Mayor along with other Wide Bay Mayors took opportunity to present delegations to various Ministers during a meeting held in Brisbane. Due to State Election WWRROC did not meet in Brisbane in November and consequently did not have our half yearly representations with relevant Ministers. This meeting was deferred and held in May 2018.</p> | | | |
| Develop a strategic human resource management plan by 30 December 2018. | A skilled and sustainable workforce | Internal & External Stakeholders | Inform Consult Involve |
| <p>Progress as at 30 June: Preliminary work commenced, Human Resource Policy and Procedure is under constant review to contribute to the redevelopment of Council's HR Management plan 2018/19. Changes to the Queensland Industrial Relations Act 2016 are currently under review for inclusion in Council's Plan. Presentation of a draft plan is proposed by September 2018.</p> | | | |
| New safety management system implemented and first review undertaken by 30 June 2018 Delivery of the Enforceable Undertaking to comply with the regulators timeframes as described | Continue to promote a 'safety first' environment | Internal & External Stakeholders | Inform Consult Involve |
| <p>Progress as at 30 June: Zero Harm Strategic Plan has been implemented. SET has agreed to the principles of the Plan, initiatives such as Supervisor/Management Safety Handbooks are distributed on a 3 monthly basis to disseminate safety information and practices to all employees. Contractor compliance has been addressed through the introduction of the Beakon Safety Control System, as part of that implementation all employees have undertaken online safety induction refresher. Further, with the implementation of the Felix procurement system data is being download from Beakon Contractor Management to the Felix system, this should be completed mid-July for the rollout. Beakon will not be used after the download has occurred. All deliverables have been met within the required timeframes, final audits for the EU are completed and identified non-compliance and corrective actions are to be addressed by 30 March 2018. Further audits using the National Assessment Tool will be conducted following the March 2018 cut-off date to assess the safety system measurement against national standards. Final reporting to the regulator has been completed as 26 June 2018 council is awaiting acceptance from the Regulator to acquit the EU.</p> | | | |

DEPARTMENT: EXECUTIVE SERVICES

Mission: To effectively plan, manage and deliver Council services and regulatory responsibilities to and on behalf of the organisation

| Significant activities | | | |
|--|--|----------------------------------|------------------------------|
| Key Performance Indicator | Link to Corporate Plan | Customers | Engagement Level |
| Implement the South Burnett Economic Development Strategy | Continue to implement the Economic Development Strategy | Internal & External Stakeholders | Inform Consult Involve |
| <p>Progress as at 30 June: Revised 2020 South Burnett Economic Development Strategy adopted by Council at Ordinary Meeting held 16 August 2017. 2020 South Burnett Economic Development Strategy presented to business groups and local residents through 2017 Roadshow. Economic Development Quarterly Activity Report published by Council. Business South Burnett brand launched in June 2018 to focus resources and activities relevant to Business Growth activity. Programs in partnership with BIEDO, 'Danger Close' filming, Brisbane Marketing and regional business representative groups highlighted through media. Highlights include Meet the Buyer events in Brisbane attended by regional businesses and an intensive incubator program focused on product development facilitated by Brisbane Marketing attended by Kingsley Grove owners, Simon and Jo Barry.</p> | | | |
| Implement the South Burnett Tourism Strategy | Continue to promote the South Burnett as a premier tourist destination | Internal & External Stakeholders | Inform Consult Involve |
| <p>Progress as at 30 June: Facilitated Tourism Workshop, attracting more than 50 tourism operators, held 20 July 2017. Report from workshop circulated to all attendees. Attended Gold Coast, Wide Bay and Sunshine Coast Caravan, Camping & Travel Shows under brand 'South Burnett' 2020 South Burnett Economic Development Strategy incorporates Visitor Economy. Visitor Economy Action Plan presented to Council Portfolio on 26 September 2017. Implementation of Visitor Economy Action Plan reflected through changes to promotional and marketing materials reflecting target markets, publishing forward marketing material in the Economic Development Activity Report and successful execution of a quarterly industry networking function, South Burnett Unpacked. Attracting higher attendance at each event, South Burnett Unpacked has visited BP Dam, Bunya Mountains and Kingaroy. Kingaroy's event was different in format from the first two events, with operators from across the region invited to showcase and share their experiences. A refresh of the South Burnett Touring Guide has been completed in cooperation with South Burnett Times for printing and distribution in 2018. 'Lets Go' destination marketing insert under development as part of the Destination Marketing package approved by Council. Also included in this package is attendance by South Burnett at the Sunshine Coast Caravan and Camping Expo and PR activity facilitating double page spread in the April/May RACQ Road Ahead magazine, 1 page story in QWeekend (Saturday Courier Mail), Best Bites Guide in Courier Mail 'Tasie' and an extended itinerary of activities across the South Burnett completed by Brisbane Kids (Over 320,000 online followers plus numerous social media channels). Direct oversight of media families and associated itineraries has provided a much better outcome for region and the experience of guests of Discover South Burnett and associated attractions has been overwhelmingly positive. Growth continues in social media channels and use of #discoversouthburnett.</p> | | | |

DEPARTMENT: EXECUTIVE SERVICES

Mission: To effectively plan, manage and deliver Council services and regulatory responsibilities to and on behalf of the organisation

| Significant activities | | | |
|--|---|----------------------------------|------------------------------|
| Key Performance Indicator | Link to Corporate Plan | Customers | Engagement Level |
| Continuation of the hospital board foundation fundraising and ongoing monitoring of the operations related to the South Burnett Day Hospital completing the existing contract | Provide & maintain appropriate infrastructure to meet community needs | Internal & External Stakeholders | Inform Consult Involve |
| <p>Progress as at 30 June: The board continues to function within the parameters of the foundation and Chief Executive Officer is the nominated secretary for the foundation monitoring the operations.</p> | | | |



Corporate Services Operational Plan 2017/18

Mission: To support Council achieve sound governance, implement appropriate planning & regulatory controls and provide community services & facilities to meet the community's needs.

Officer Responsible: General Manager Corporate Services

Responsibilities: Department Management, Environment and Waste, Libraries, Natural Resource Management and Parks and Gardens, Planning and Land Management, Social and Corporate Performance.



DEPARTMENT: CORPORATE SERVICES

Mission: To support Council achieve sound governance, implement appropriate planning & regulatory controls and provide community services & facilities to meet the community's needs.

| Significant activities | | | |
|--|---|------------------------------------|------------------------------|
| Key Performance Indicator | Link to Corporate Plan | Customers | Engagement Level |
| Development of the Corporate Plan 2018-2022 by 30 June 2018 | An informed and engaged community | Internal and External Stakeholders | Inform Consult Involve |
| <p>Progress as at 30 June:</p> <p>A project schedule has been developed and approved by the CEO. Council and the Senior Management Team have been briefed on the schedule. Mead Perry Group has been appointed to assist Council with the development of the Plan and facilitated a workshop in October with Councillors and the Senior Management Team. A scan was conducted of Council's strategies, plans and reports to inform the process. Additionally, a survey of the community was conducted prior to the workshop. From the workshop a draft corporate plan was developed and circulated to Councillors and Senior Management Team. An internal steering group was formed with 4 Councillors and 5 staff representatives to consider feedback and revise the draft plan. The revised draft plan was circulated to Councillors and the Senior Management Team for feedback. The corporate design of the draft plan has been completed and has been sent out for reviewed by Councillors and the Senior Management Team.</p> <p>The draft Corporate Plan 2018/19 to 2022/23 was adopted at the Ordinary Meeting of Council in January prior to community consultation.</p> <p>Community consultation was conducted from 1 to 28 February with face to face sessions in Blackbutt (8th), Nanango (8th), Kingaroy (15th), Wondai (15th) and Murgon (15th). The draft plan was available from Council's Customer Service Centres / Libraries in Blackbutt, Nanango, Kingaroy Proston, Wondai and Murgon.</p> <p>Feedback was considered by the internal steering group with the final draft plan circulated and tabled for discussion at Portfolio meeting in March 2018.</p> <p>The final draft plan was adopted at the Ordinary Meeting of Council in March 2018.</p> <p>Implementation of the Corporate Plan 2018/219 to 2022/23 will formally commence July 2018/19 however the plan has underpinned the development of the 2018/19 budget.</p> | | | |
| Grants, capital works and maintenance programs 2017/18 delivered on time and within budget by 30 June 2018 | Infrastructure that meets the communities needs | Internal and External Stakeholders | Inform Consult |
| <p>Progress as at 30 June:</p> <p>An additional round of State Government funded "Works for Queensland" projects were added to Council's works' program during this financial year. This resulted in a small number of Capital Projects being carried forward from 2017/18 to the 2018/19 financial year</p> | | | |

DEPARTMENT: CORPORATE SERVICES

Mission: To support Council achieve sound governance, implement appropriate planning & regulatory controls and provide community services & facilities to meet the community's needs.

| Significant activities | | | |
|---|--|------------------------------------|------------------------------|
| Key Performance Indicator | Link to Corporate Plan | Customers | Engagement Level |
| Operational Plan 2017/18 quarterly reviews adopted by Council Delivery of the Annual Report 2016/17 by 30 November 2017 | Ethical, accountable and transparent decision making | Internal and External Stakeholders | Inform Consult Involve |
| <p>Progress as at 30 June:</p> <p>Operational Plan 2017/18 1st Quarter Review was adopted at the Ordinary Meeting of Council in October as scheduled.</p> <p>Operational Plan 2017/18 2nd Quarter Review adopted at the Ordinary Meeting of Council in January 2018.</p> <p>Operational Plan 2017/18 3rd Quarter Review adopted at the Ordinary Meeting of Council in April 2018.</p> <p>Operational Plan 2017/18 4th Quarter Review to be adopted at the Ordinary Meeting of Council in July 2018.</p> <p>Annual Report 2016/17 was prepared in draft with the Senior Management Team providing content and reviewing branch information in August and September. The draft report was prepared on schedule as required by the External Auditors and was available through the Finance Department to the External Auditors in September. The report was provided to the Audit Committee, Councilors and the Senior Management Team for review. The report was adopted by Council within 30 days of the financials being certified as legislative required – adopted at the Special Meeting of Council on 26 October 2017. Printed copies of the Report are available for purchase from Council's Customer Service Centres or available for download / viewing via Council's website http://www.southburnett.qld.gov.au/annual-report</p> <p>Operational Risk Registers and Treatment Plans developed by 31 October 2017</p> <p>Operational Risk Registers and Treatment Plans reviewed 6 monthly on schedule as at 30 June 2018</p> <p>Fraud and Corruption Prevention Management Framework managed and compliant as at 30 June 2018</p> <p>Internal Audit Plan activities and management of internal audit requirements completed as per schedule for 2017/18 by 30 June 2018</p> | | | |
| | Effective financial and business management | Internal and External Stakeholders | Inform Consult Involve |

DEPARTMENT: CORPORATE SERVICES

Mission: To support Council achieve sound governance, implement appropriate planning & regulatory controls and provide community services & facilities to meet the community's needs.

| Significant activities | | | |
|--|---|------------------------------------|------------------------------|
| Key Performance Indicator | Link to Corporate Plan | Customers | Engagement Level |
| <p>Progress as at 30 June:</p> <p>Meetings conducted with each Department, Corporate Risk Registers and Treatment Plans prepared and signed off by CEO. High and Extreme rated corporate risks and associated treatment plans presented to Senior Management Team and Audit Committee. Review undertaken in January 2018. The reviewed /updated Register and Plan was presented to the CEO for. The Register and Plan was presented to the Audit Committee at the meeting in February 2018.</p> <p>Fraud and Corruption Prevention Management Plan 2016-2019 reviewed and updated by the Fraud and Corruption Prevention Management Steering Group. Revised Plan signed by CEO and presented to the Audit Committee in the 1st quarter of 2017/18. Further to this review the Fraud and Corruption Prevention Management Steering Group is progressing the actions within the plan. The Framework has been developed and authorised by the Chief Executive Officer. The framework has been formally defined and authorised by the Chief Executive Officer having been presented to the Audit Committee. A flow chart for the processing for Fraud and Corruption complaints has been finalised. The framework and flowchart has been circulated to all staff and Councilors and published on Council's website. The new committee structure is a Working Group of Coordinators and key staff who have the greater exposure to and operational influence on prevention initiatives reports through to the Steering Group who oversees the framework. The working group is finalising the action plans for each risk identified.</p> <p>Audit Committee met on 10 October to receive the signed financial statements of Council for the FY 2016-17. KPMG, Council's new external auditor, delivered the external audit plan for 2017-18 in the meeting on 20 February 2018. At the committee meeting on 15 May 2018, the reviewed the 3-year audit plan for 2018/19 to 2020/21. This plan, formed after review of corporate risk registers and consultation with the Senior Management Team, has been subsequently authorised for implementation. A new officer was appointed to the Internal Auditor position in March 2018.</p> | | | |
| Develop organisational customer service standard | Quality customer service | Internal and External Stakeholders | Inform Consult Involve |
| <p>Progress as at 30 June:</p> <p>Draft organisational customer service standard being developed. This item has been postponed to 2018/19 due to competing priorities within the organisation.</p> | | | |
| Deliver library services to the region pursuant to the Queensland State Library agreement | Building vibrant, healthy, supportive and inclusive communities | Internal and External Stakeholders | Inform Consult Involve |

DEPARTMENT: CORPORATE SERVICES

Mission: To support Council achieve sound governance, implement appropriate planning & regulatory controls and provide community services & facilities to meet the community's needs.

| Significant activities | | | |
|---|---|------------------------------------|------------------------------|
| Key Performance Indicator | Link to Corporate Plan | Customers | Engagement Level |
| <p>Progress as at 3rd Quarter: Library statistics for the 2017/2018 financial year: Combined loans of physical items and eResources totalled 151,782. Returns totalled 220,464. 13,371 customer reservations were satisfied with 42,331 OPAC searches for the year. Visitation across the service was 173,159. A total of 226 adult programs such as author/information talks, writers workshop and mental health events where held with 737 attendees. The number of Group meetings across the libraries was 269 with 2,274 attending. 138 Story Time sessions with 1,630 participants and 150 Rhyme Time sessions with 1,680 participants have been held. In addition to this, 35 children's programs such as holiday activities and school/kindergarten visits to the library have been hosted, with 1,587 attendees. Outreach programs including partnerships with Child Health, visits to schools and pop up libraries that have been delivered since the start of financial year total 77 sessions with 1,757 attendees. A purge of 2,000 inactive members was undertaken as per State Library requirements. First 5 Forever grant acquittal submitted February 2018. The final year grant instalment was received in March 2018. The State Government has announced the extension of the First 5 Forever initiative has been for another 4 years, exact funding amounts have not been disclosed at this stage.</p> | | | |
| Facilitate and support community development through effective implementation and delivery of the Community Grants Program | Encourage and support community organisations to enhance their sustainability | Internal and External Stakeholders | Inform Consult Involve |
| <p>Progress as at 30 June: Round One (1) successfully conducted for the Community Events Sponsorship, Community Regionally Significant Events Sponsorship, Healthy Communities Sponsorship and Community Hall Public Liability Grant. Councillor Discretionary Funds, In-kind Sponsorship and Elite Performance Youth Grants are being administered ongoing. The Elite Performance Youth Grant has had unprecedented level of interest in the first 3 months of the program. Council supported the alteration to the budget from within the Community Grants Program allocation whereby Elite Performance Youth Grant is increased by \$5,000 from Project/Program One-off Sponsorship and \$1,000 from the Council allocation from RADF given that Arts Queensland approved the reduced funding.</p> | | | |

DEPARTMENT: CORPORATE SERVICES

Mission: To support Council achieve sound governance, implement appropriate planning & regulatory controls and provide community services & facilities to meet the community's needs.

| Significant activities | | | | | | |
|---|--|---|--|-----------------------------|---|------------------|
| Key Performance Indicator | | | Link to Corporate Plan | | Customers | Engagement Level |
| Since July, Council has approved and funded the following applications for In-Kind Sponsorship: | | | | | | |
| Applicant | Activity/Event | Provided | Applicant | Activity/Event | Provided | |
| South Burnett Suicide Prevention Working Group | Winter Warmers | 100 Chairs Delivered & Picked Up | Wondai Senior Citizens Club | Seniors Week Day 2017 | Set up of tables and chairs in Wondai Town Hall | |
| Wondai Garden Expo | September Garden Expo | 100 Chairs | C&K Kindy Blackbutt | Kindy Fete | Road Closed Barriers, Orange Mesh & Signage | |
| Saint Paul's Lutheran Church Murgon | Health Talk | 80 Chairs supplied | Nanango Funfest (mardi gras) | Mardi Gras | 10 Wheelie Bins, Open & Clean Toilets, Open Gates, unlock lights and power to stage | |
| Nanango Netball Association | Central Burnett Challenge Netball Carnival | 8-10 Wheelie Bins delivered | Relay for Life - Captains Dinner Committee | Captains Dinner | Set up, Clean up and skip bin | |
| Wondai AP&I Society | Wondai 100th Show | Supply of Chairs, Wheelie Bins & Gazebo | Murgon Rotary | Skate Park Opening | Chairs delivered and set up | |
| Barambah Bowhunters & Field Archers Assoc Inc. | ABA State Final | 10 x Wheelie & 2 x Skip Bin | Wondai Junior Rugby League | Grand Final | Supply of Mesh, Wheelie Bins and Toilet Clean | |
| Blackbutt Singers Inc. | Gala Regional Concert - Blackbutt Hall | 60 x Chairs supplied | Preston Car Rally Club Inc. | Rally Car Race | 12 x Wheelie Bins | |
| Rotary Club of Murgon | Murgon Music Muster | 10 x Wheelie bins supplied with 20 Wheelie bins to be emptied Mon, Wed, Fri | Kingaroy Christmas Carnival Committee | Kingaroy Christmas Carnival | TMP & Implementation, Chairs, Signage | |
| Wondai AP&I Society | Wondai Christmas Eve Fair | TMP & Implementation, Chairs, Signage | Murgon Business & Dev Assoc | Murgon Christmas Carnival | Implementation of TMP & Wheelie Bins | |
| Wondai Baptist Church | Combined Church Services | 50 x Chairs | Maidenwell Community Group | Lifeflight Fundraiser | 1 x Marquee | |

Council has been advised that the 2017/2018 bid to Arts Queensland for RADF funds have been decided - Arts Queensland \$7,500 (60%), Council \$5,000 (40%) = Total 2017/2018 \$12,500. Council requested - Arts Queensland \$9,000, Council \$6,000 = Total 2017/2018 \$15,000. The budget has been adjusted according to the funding allocated by Arts Queensland.

RADF Round Two (2) opened for applications during April 2018. Council approved funding in Round Two (2) for:

- South Burnett Musical Comedy Society delivering "Skills in design, construction and implementation of theatrical arts" = \$3,369
- Blackbutt Art Gallery "2 Day Dichroic Glass Workshop" = \$1,560

RADF Bid for 2018/19 as requested by Arts Queensland has been submitted requesting a total funding budget of \$25,000 (Council contribution \$10,000).

Previous Operational Plan 2017/18 Quarter Updates provided a list of the funding approved through Round One (1) and Round Two (2) of the Community Grants program (excluding RADF).

DEPARTMENT: CORPORATE SERVICES

Mission: To support Council achieve sound governance, implement appropriate planning & regulatory controls and provide community services & facilities to meet the community's needs.

| Significant activities | | | | | | |
|---|---|------------|------------------------|----------------------------------|------------------|--|
| Key Performance Indicator | | | Link to Corporate Plan | Customers | Engagement Level | |
| Elite Youth Performance funding supported a number of local 'stars' during 2017/18: | | | | | | |
| Participant | Activity | Amount \$ | Participant | Activity | Amount \$ | |
| Paige O'Connor | Australian Cross Country Championships | \$500.00 | Noah Thompson | ISKA World Cup in Sydney | \$200.00 | |
| Luke Beutel | National Youth Championships | \$500.00 | Ruby Thompson | ISKA World Cup in Sydney | \$200.00 | |
| Nicholas Reidy | WMO World Championships | \$1,000.00 | Russell Tomlinson | ISKA World Cup in Sydney | \$200.00 | |
| Richard Bridges | National School Boys Cross Country | \$500.00 | Thomas Hardy | ISKA World Cup in Sydney | \$200.00 | |
| Darryl Bridges | National School Boys Cross Country | \$500.00 | Zak Hartman | ISKA World Cup in Sydney | \$200.00 | |
| Eihany Gates Hubber (Wahab) | ISKA World Cup in Sydney | \$200.00 | Jakeb Dugdel | 2017 BMZ UCI World Championships | \$1,000.00 | |
| Isaac Thompson | ISKA World Cup in Sydney | \$200.00 | Jayde Novak | PCAQ Nationals | \$500.00 | |
| Jordyn Douglass | ISKA World Cup in Sydney | \$200.00 | Hannah Lee | Brazil Futsal Tour | \$1,000.00 | |
| Kyle Josai | ISKA World Cup in Sydney | \$200.00 | Bree Pogany | Australian Junior Championships | \$500.00 | |
| Mark Tomlinson | ISKA World Cup in Sydney | \$200.00 | Jericho Pogany | Australian Junior Championships | \$500.00 | |
| Abbey May Kapernick | Australian Junior Championships | \$500.00 | | | | |
| Councillors Discretionary Fund supported a number of ad hoc activities and projects during 2017/18: | | | | | | |
| Mayor Keith Campbell | | | | | | |
| Organisation | Activities/ Project / Event | Amount | | | | |
| Butt Arts Gallery | Wine & cheese night | \$300.00 | | | | |
| Relay for Life Captains Dinner | Hall hire | \$200.00 | | | | |
| Breast & Prostate Cancer Association of Queensland Inc | Donation towards Blackbutt Charity Golf Day | \$250.00 | | | | |
| Maidenwell Community Group Inc. | Donation towards the Life Flight Fundraiser | \$450.00 | | | | |

DEPARTMENT: CORPORATE SERVICES

Mission: To support Council achieve sound governance, implement appropriate planning & regulatory controls and provide community services & facilities to meet the community's needs.

| Significant activities | | | |
|---|---|-----------|------------------|
| Key Performance Indicator | Link to Corporate Plan | Customers | Engagement Level |
| Kingaroy Senior Citizens Club | Donation towards Kingaroy Senior Citizens Club 40th Anniversary luncheon | | \$500.00 |
| Nanango Tourism and Development Association (NaTDA) | Art Competition prize money donation | | \$250.00 |
| Kingaroy State High School P&C | SBRC Cultural Bursary and SBRC Leadership Bursary | | \$500.00 |
| Kingaroy Concerned Citizens Group | Donation to hire Town Common Hall for Annual General Meeting | | \$150.00 |
| Kingaroy Kindergarten Association Inc | Donation towards repairs to old building | | \$500.00 |
| National Council of Women of Queensland Inc (NCWQ) | NCWQ Bursary | | \$1,000.00 |
| Boondooma Dam Fish Stocking & Management Association Inc. | Donation towards future stocking of fish fingerlings and prizes at Boondooma Dam Fishing Competition | | \$300.00 |
| South Burnett Woodcrafters Inc | Donation towards delivery of mulch to new Clubhouse site at old Q-Rail Depot | | \$185.00 |
| Endeavour Foundation | Sponsorship of car 35 the Flying Peanut in the Great Endeavour Rally | | \$250.00 |
| Kingaroy Senior Citizens Club | Donation towards Senior Citizens Day | | \$300.00 |
| SB Mountain Bike Club | Donation towards a counter to record usage on the bike trails | | \$858.00 |
| Nanango State High School P&C | Donation towards send 8 female students to the QRRRWN Women's Conference | | \$500.00 |
| Crow FM | Captains Dinner 2018 | | \$150.00 |
| SB Saints Football Club | Lights for Junior football games on Friday nights | | 4165.00 |
| SE Qld Special Children's Christmas Carnival | Donation towards the Special Children's Christmas Party | | \$300.00 |
| Sistas in Sync | Donation towards restoring dignity and hope in a sexualised culture forum | | \$500.00 |
| Wondai Hospital Auxiliary Inc | Donation towards items for the comfort of residents at Forest View Retirement Aged Care Facility | | \$100.00 |
| Scout Association of Australia Queensland Branch 1st Kingaroy Troop Group Committee | Donation towards the purchase of materials to allow the Scouts to build racking for their water craft | | \$200.00 |
| Agricultural Shows of the South Burnett | 2018 Sub Chamber Finals Dinner | | \$154.00 |

DEPARTMENT: CORPORATE SERVICES

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| Significant activities | | | | |
|---|---|------------------------|-----------|------------------|
| Key Performance Indicator | | Link to Corporate Plan | Customers | Engagement Level |
| Cr Roz Frohloff (Division 1) | | | | |
| Organisation | Activities/ Project / Event | | | Amount |
| Nanango Sporting Association Inc. | For two directional signs (\$350 each excl GST) | | | \$770.00 |
| Nanango Indoor Bowls Club | Donation towards hall hire at the Nanango Cultural Centre | | | \$242.00 |
| South Burnett Women | Donation towards International Women's Day 2018 Roar Art Exhibition Award | | | \$250.00 |
| Boots'n Bulldust Inc. | Donation towards Christmas with Friends Function | | | \$500.00 |
| Nanango Wesley Methodist Church | Donation to assist with renewal of food licence | | | \$288.00 |
| Nanango Indoor Bowls Club | Donation towards hall hire at the Nanango Cultural Centre | | | \$250.00 |
| Nanango Senior Citizens | Donation towards hall hire at the Nanango Cultural Centre | | | \$250.00 |
| Boocie Hall & Recreation Reserve Assoc | New Committee Funding | | | \$500.00 |
| Nanango Wesleyan Methodist Church | Assistance towards repairs to church Toyota hiace | | | \$250.00 |
| Crow FM | Captains Dinner 2018 | | | \$150.00 |
| SB Saints Football Club | Lights for Junior football games on Friday nights | | | \$165.00 |
| Agricultural Shows of the South Burnett | 2018 Sub Chamber Finals Dinner | | | \$346.00 |

DEPARTMENT: CORPORATE SERVICES

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| Significant activities | | | | |
|--|--|------------------------|-----------|------------------|
| Key Performance Indicator | | Link to Corporate Plan | Customers | Engagement Level |
| Councillor Gavin Jones (Division 2) | | | | |
| Organisation | Activities/ Project / Event | | | Amount |
| Bloomin Beautiful Blackbutt Avocado Festival | Donation towards kids activities throughout Bloomin' Beautiful Blackbutt Avocado Festival | | | \$500.00 |
| Benarkin State School P&C Association | Donation towards costs associated with holding Benarkin Car Rally | | | \$350.00 |
| Nanango Tourism and Development Association (NaTDA) | Art Competition prize money donation | | | \$250.00 |
| Helping Hands Blackbutt | Donation towards food items and food vouchers | | | \$500.00 |
| Blackbutt Benarkin Lions Club | Donation Towards 17th Annual Community Christmas Festival Free Over 60's Lunch | | | \$300.00 |
| Blackbutt & District Tourism & Heritage Association Inc. | Donation towards ticket printing costs for Blackbutt Gala Event | | | \$100.00 |
| Butt Arts Gallery Inc | Donation towards entertainment and purchase of cheese platters at Wine & Cheese Night | | | \$300.00 |
| Brisbane Valley Heritage Trails Inc | Donation towards Easter raffle fundraiser | | | \$300.00 |
| Blackbutt Benarkin Garden Club | Orchid & Foliage Show | | | \$100.00 |
| Helping Hands Blackbutt | Assistance towards pharmacy bills for clients | | | \$100.00 |
| Blackbutt District Community Organisation | Assistance for set up of water | | | \$400.00 |
| Blackbutt Show Society | Contribution towards 2018 Blackbutt Show | | | \$300.00 |
| Barambah Bowhunters & Field Archers Association | Donation towards food, beverages and other supplies for the annual Traditional Archery Shoot in May 2018 | | | \$500.00 |
| Councillor Danita Potter (Division 3) | | | | |
| Organisation | Activities/ Project / Event | | | Amount |
| South Burnett Sing Australia | Donation towards promotional banner and songbooks | | | \$589.00 |
| Karma's Place | Donation towards Wheelbarrow raffle donation | | | \$200.00 |

DEPARTMENT: CORPORATE SERVICES

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| Significant activities | | | |
|--|--|-----------|------------------|
| Key Performance Indicator | Link to Corporate Plan | Customers | Engagement Level |
| Kingaroy RSPCA | Donation towards movie night fundraiser | | \$400.00 |
| South Burnett Suicide Prevention Working Group | Donation towards RU OK Day breakfast | | \$350.00 |
| Kingaroy Senior Citizens Club | Donation towards Kingaroy Senior Citizens Club 40th Anniversary luncheon | | \$250.00 |
| Rural and Remote Mental Health (SB Partners in Recovery) | Donation towards purchase of five children's books | | \$75.00 |
| South Burnett Women | Donation towards International Women's Day 2018 Roar Art Exhibition Award | | \$250.00 |
| Kingaroy Arts Team | Donation towards Kingaroy Christmas Carnival Art Competition | | \$300.00 |
| SB Peace of Mind Association Incorporated | Donation towards supplies for Metal Health Arts Program | | \$215.65 |
| Kingaroy Blue Light Association | Donation towards hall hire for blue light discos | | \$500.00 |
| Kingaroy Senior Citizens Club | Donation towards Kingaroy town hall hire for Seniors Week | | \$200.00 |
| Kingaroy-Memramitl Sub-Branch Inc | Donation towards Anzac Day Service Breakfast event | | 4670.00 |
| Councillor Terry Fleischfresser (Div 4) | | | |
| Organisation | Activities/ Project / Event | Amount | |
| Kingaroy Senior Citizens Club | Donation towards Kingaroy Senior Citizens Club 40th Anniversary luncheon | \$250.00 | |
| Coorinda Craft Group | Donation to cover 2018-19 Insurance | \$474.65 | |
| Crow FM | Captains Dinner 2018 | \$150.00 | |
| Kingaroy Lions Club | Refurbish Lions tourist signs at the Lions Park, Kingaroy | \$886.37 | |
| Kingaroy State School P&C | Assist with purchase of drones as part of Kingaroy State School STEM program | \$500.00 | |
| St Mary's Catholic College P&F | Assist in sending the netball team to Townsville | \$500.00 | |
| St John's Lutheran School P&F | Donation towards playground equipment | \$500.00 | |
| SB Saints Football Club | Lights for Junior football games on Friday nights | \$170.00 | |

DEPARTMENT: CORPORATE SERVICES

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| Significant activities | | | |
|--|---|-----------|------------------|
| Key Performance Indicator | Link to Corporate Plan | Customers | Engagement Level |
| Taatinga State School P&C | Donation towards expanding their early childhood and engagement network | | \$500.00 |
| Councillor Kathy Duff (Div 5) | | | |
| Organisation | Activities/ Project / Event | Amount | |
| Murgon Judo Club Inc | Murgon Hall Hire | \$150.00 | |
| Nanango Tourism and Development Association (NaTDA) | Art Competition prize money donation | \$250.00 | |
| Murgon State High School P&C | Sponsorship for MSHS awards night | \$250.00 | |
| Burnett Inland Economic Development Organisation (BIEDO) | Donation towards transportation to SafeWorth Month Event | \$154.00 | |
| South Burnett Women | Donation towards International Women's Day 2018 Roar Art Exhibition Award | \$250.00 | |
| Proston PA & H Society Inc | build a wall around the sink in the catering area at Boondooma Dam | \$356.00 | |
| CrowFm | Donation towards 2018 Captains Dinner collecting on behalf SB Relay for Life | \$150.00 | |
| Proston Men's Shed | Donation towards purchase of lockable community notice board for Proston CBD | \$450.00 | |
| SB Care | Donation towards 2018 Seniors Week Day | \$250.00 | |
| Proston State School P&C | Donation towards year 6 Canberra Trip | \$892.36 | |
| Lions Club of Murgon | Donation towards Lions club of Murgon Family Fun Day | \$495.00 | |
| Orana Aged Care | Donation towards signage for Orana | \$350.00 | |
| Councillor Ros Heit (Div 6) | | | |
| Organisation | Activities/ Project / Event | Amount | |
| Wondai Senior Citizens | Donation towards Wondai Town Hall Hire for Senior Citizens Day 17 August 2017 | \$150.00 | |
| Proston QCWA | Donation towards Wondai Hall Hire for 'Shed the Light' fundraiser | \$22.00 | |

DEPARTMENT: CORPORATE SERVICES

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| Significant activities | | | |
|---|--|------------------------------------|------------------|
| Key Performance Indicator | Link to Corporate Plan | Customers | Engagement Level |
| Nanango Tourism and Development Association (NaTDA) | Art Competition prize money donation | | \$250.00 |
| QCWA Wooroodin Branch | Donation towards catering for International Women's Day in Wooroodin | | \$150.00 |
| South Burnett Women | Donation towards International Women's Day 2018 Roar Art Exhibition Award | | \$250.00 |
| Coverly Creek Community Development and Social Club Inc | Donation towards prizes being supplied at Proston Regatta in the Park | | \$250.00 |
| South Burnett Relay for Life (Cancer Council Queensland) | Donation towards costs associated with securing guest speaker for Relay for Life Launch | | \$500.00 |
| SB Care | Donation towards Senior Citizens Day | | \$250.00 |
| Kumbia Kindergarten | Donation towards Family Fun Cricket Day | | \$250.00 |
| South Burnett Mountain Bike Club | Donation towards the purchase of 1 x Tracker Counts | | \$600.00 |
| Crow FM | Captains Dinner | | \$150.00 |
| Wondai QCWA | Donation towards purchase of 2 x signs for the entrance of Wondai | | \$198.00 |
| Wondai Town Band | Donation towards purchase of 2 x signs for the entrances of Wondai | | \$198.00 |
| Lions Club of Wooroodin | Donation towards purchase of paint for relocation of the Wooroodin Railway Station Project | | \$618.00 |
| Kumbia Tai Chi C/- Kumbia Race Club | Donation towards purchase of equipment | | \$200.00 |
| Compliance with Council's Environmental Authority for Waste Disposal Provision of cost effective and environmentally responsible waste management services and facilities Collaboration with neighbouring regions in the Implementation of the Regional Waste Management Strategy | Environmentally responsible and efficient waste management | Internal and External Stakeholders | Inform Consult |

DEPARTMENT: CORPORATE SERVICES

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| Significant activities | | | |
|--|--|------------------------------------|------------------|
| Key Performance Indicator | Link to Corporate Plan | Customers | Engagement Level |
| <p>Progress as at 30 June: The Waste Collection Contractor continues to comply with the Key Performance Indicators (KPIs) established in the Waste Collection Contract. That is, JJ Richards is meeting the criteria for a limited number of missed bins, delivering new bins within the specified time period, repairing and/or replacing damaged bins within the prescribed timeframe and minimising contractor specific servicing complaints. There have been 595 Waste Collection complaints recorded year to date, with 715,234 waste collection services being "conducted".</p> | | Internal and External Stakeholders | Inform Consult |
| <p>Public health licence applications, routine inspections of licensed premises and complaint investigation management effectively managed and actioned</p> | Manage identified public health and environmental issues in accordance with relevant legislation | Internal and External Stakeholders | Inform Consult |
| <p>Progress as at 30 June: The year to date figures for public health applications are as follows: 41 New Food Business Licence Applications; 40 Temporary Food Applications; 66 Non-Profit Temporary Food Applications; and 11 Private Water Samples Applications. There were also a total of 85 Environmental Health Customer requests received year to date. The break up being 16 Food; 52 Public Health; 17 Immunisation Record enquiries</p> | | Internal and External Stakeholders | Inform Consult |
| <p>Effectively manage environmental authority registration applications, routine inspections of registered activities and environmental protection complaints</p> | Our region's environment assets are promoted, protected and enhanced | Internal and External Stakeholders | Inform Consult |
| <p>Progress as at 30 June: No new Environmental Authority Applications have been received year to date. 127 Environmental Complaints received year to date.</p> | | Internal and External Stakeholders | Inform Consult |
| <p>Regulation of Council's local laws</p> | An active, safe and healthy community | Internal and External Stakeholders | Inform Consult |

DEPARTMENT: CORPORATE SERVICES

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| Significant activities | | | |
|--|---|------------------------------------|------------------------------|
| Key Performance Indicator | Link to Corporate Plan | Customers | Engagement Level |
| <p>Progress as at 30 June: The following Customer Requests/Complaints were received year to date: 1478 Animal management; 133 Animal attack; 13 drumMUSTER requests to receive; 570 Overgrown allotments; 8 Waste bin hire enquiries; 93 General Local Law; 38 Abandoned vehicles; and 16 illegal parking The following Local Law applications were received year to date: 14 Excess animal applications; 16 Regulated dog applications; 39 Footpath applications; and 681 new Animal registrations. There was also 644 Animals impounded and 499 properties were issued Compliance Notices for Overgrown allotments</p> | | | |
| <p>Local Laws reviewed as per local law review schedule 2018/20</p> | Ethical, accountable and transparent decision-making | Internal and External Stakeholders | Inform Consult Involve |
| <p>Progress as at 30 June: A full review of Council's Local Laws has been postponed to future years due to competing priorities within the organisation The State Government had established sunset expiry clauses for Section 7 of the Waste Reduction and Recycling Regulation 2011 and Chapter 5A of the Environmental Protection Regulation 2008 with these provisions due to expire 1 July 2018. In order for Council to keep these essential provisions Council prepared and adopted a Waste Management Local Law incorporating these provisions. Local Law No.6 (Waste Management) 2018 was enacted during May 2018.</p> | | | |
| <p>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</p> | Balanced development that preserves and enhances our region | Internal and External Stakeholders | Inform Consult |

DEPARTMENT: CORPORATE SERVICES

Mission: To support Council achieve sound governance, implement appropriate planning & regulatory controls and provide community services & facilities to meet the community's needs.

| Significant activities | | | | | | | | | | | | | | | | | | | | | | | |
|--|---------------------------------------|------------------------------------|------------------|---------------------|--|----------------|--------|---------------|-----|---------------|-----|------------------------|----|---------------------|----|---------------------|----|-------------------|----|----------------------------|---|-----------------------------|-----|
| Key Performance Indicator | Link to Corporate Plan | Customers | Engagement Level | | | | | | | | | | | | | | | | | | | | |
| <p>Progress as at 30 June: Council adopted the South Burnett Regional Council Planning Scheme 2017 that commenced on 2 October 2017. This document provides amended provisions that should reduce trigger for applications and facilitate land development. Council completed proposed alignment amendments to the Planning Scheme to comply with the requirements of the <i>Planning Act 2016</i>. It is anticipated that the amendments will be adopted at the start of the next quarter. Council adopted the alignment amendments at the meeting of 21 February 2018 and the amendments commenced on 5 March 2018. Council commenced with the preparation of the Local Government Infrastructure Plan (LGIP). Documentation and third party review is being undertaken concurrently and about 80% complete. It is anticipated that all the outstanding information can be provided by the end of the quarter and the first Council workshop scheduled within the first quarter of 2018/19. It is anticipated that the third party review of the draft plan will be completed by the end of the next quarter and public notification and adoption completed by the end of the 2nd quarter of the 18/19 FY.</p> | | | | | | | | | | | | | | | | | | | | | | | |
| Provide building, plumbing and drainage regulatory services to meet legislative requirements | An active, safe and healthy community | Internal and External Stakeholders | Inform Consult | | | | | | | | | | | | | | | | | | | | |
| <p>Progress as at 30 June: Council issued the following planning, plumbing and building permits during the year. Council also received a total of 251 development permits from private building certifiers for record keeping under the Building Act 1975.</p> <table border="1"> <thead> <tr> <th colspan="2">Development Permits</th> </tr> <tr> <th>Type of Permit</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td>Plumbing Work</td> <td>213</td> </tr> <tr> <td>Building Work</td> <td>296</td> </tr> <tr> <td>Material Change of Use</td> <td>25</td> </tr> <tr> <td>Reconfiguring a Lot</td> <td>33</td> </tr> <tr> <td>Sealing Survey Plan</td> <td>20</td> </tr> <tr> <td>Operational Works</td> <td>30</td> </tr> <tr> <td>Superseded Planning Scheme</td> <td>1</td> </tr> <tr> <td>Private Building Certifiers</td> <td>251</td> </tr> </tbody> </table> | | | | Development Permits | | Type of Permit | Number | Plumbing Work | 213 | Building Work | 296 | Material Change of Use | 25 | Reconfiguring a Lot | 33 | Sealing Survey Plan | 20 | Operational Works | 30 | Superseded Planning Scheme | 1 | Private Building Certifiers | 251 |
| Development Permits | | | | | | | | | | | | | | | | | | | | | | | |
| Type of Permit | Number | | | | | | | | | | | | | | | | | | | | | | |
| Plumbing Work | 213 | | | | | | | | | | | | | | | | | | | | | | |
| Building Work | 296 | | | | | | | | | | | | | | | | | | | | | | |
| Material Change of Use | 25 | | | | | | | | | | | | | | | | | | | | | | |
| Reconfiguring a Lot | 33 | | | | | | | | | | | | | | | | | | | | | | |
| Sealing Survey Plan | 20 | | | | | | | | | | | | | | | | | | | | | | |
| Operational Works | 30 | | | | | | | | | | | | | | | | | | | | | | |
| Superseded Planning Scheme | 1 | | | | | | | | | | | | | | | | | | | | | | |
| Private Building Certifiers | 251 | | | | | | | | | | | | | | | | | | | | | | |

DEPARTMENT: CORPORATE SERVICES

Mission: To support Council achieve sound governance, implement appropriate planning & regulatory controls and provide community services & facilities to meet the community's needs.

| Significant activities | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|------------------------------------|------------------------|-----------------------------|--|--|--|-------|-------------|-----------|--------|------------|------------|------------|--------|--------|---|---|----|--------------|---|---|-----|
| Key Performance Indicator | Link to Corporate Plan | Customers | Engagement Level | | | | | | | | | | | | | | | | | | | | |
| Provide and maintain Council owned saleyard and cattle dips as per legislative requirements and review future operational arrangements | Council commercial facilities that meet the communities needs | Internal and External Stakeholders | Inform Consult | | | | | | | | | | | | | | | | | | | | |
| <p>Progress as at 30 June:</p> <p>Following an Expression of Interest process tenders for the lease of the Coolabunia Saleyards and South Burnett Regional Council Dip Yards closed 17 November 2017. Three (3) responses were received and assessed by an evaluation panel, with a formal report to be presented for Council consideration 17 January 2018. AAM Investment Group was awarded the tender however a delay in finalisation of lease documentation will delay take-over of the facility until the first half of 2018/19FY.</p> <table border="1"> <thead> <tr> <th colspan="4">YTD – Sale/Dip Yard Figures</th> </tr> <tr> <th>Venue</th> <th>Yarded/Sold</th> <th>Inspected</th> <th>Dipped</th> </tr> </thead> <tbody> <tr> <td>Coolabunia</td> <td>8,875 head</td> <td>6,750 head</td> <td>10,338</td> </tr> <tr> <td>Wondai</td> <td>-</td> <td>-</td> <td>63</td> </tr> <tr> <td>East Nanango</td> <td>-</td> <td>-</td> <td>789</td> </tr> </tbody> </table> | | | | YTD – Sale/Dip Yard Figures | | | | Venue | Yarded/Sold | Inspected | Dipped | Coolabunia | 8,875 head | 6,750 head | 10,338 | Wondai | - | - | 63 | East Nanango | - | - | 789 |
| YTD – Sale/Dip Yard Figures | | | | | | | | | | | | | | | | | | | | | | | |
| Venue | Yarded/Sold | Inspected | Dipped | | | | | | | | | | | | | | | | | | | | |
| Coolabunia | 8,875 head | 6,750 head | 10,338 | | | | | | | | | | | | | | | | | | | | |
| Wondai | - | - | 63 | | | | | | | | | | | | | | | | | | | | |
| East Nanango | - | - | 789 | | | | | | | | | | | | | | | | | | | | |
| Provide and maintain Council owned aerodromes as per legislative requirements | Council commercial facilities that meet the communities needs | Internal and External Stakeholders | Inform Consult | | | | | | | | | | | | | | | | | | | | |
| <p>Progress as at 30 June:</p> <p>Weekly safety inspections at Kingaroy and Wondai airports have been conducted in accordance with CASA requirements. There have been no safety incidents reported or observed in this quarter.</p> <p>CASA undertook their biannual surveillance audit of Kingaroy Airport on 21 and 22 February 2018 with 5 recommendations to be undertaken as a result. These recommendations have now been completed and finalised. The emergency exercise was conducted at Kingaroy which simulated a crashed aircraft. There were excellent attendances from Queensland Police, Fire Brigade, Ambulance service, State Emergency Services and volunteer actors as crash patients.</p> <p>Nanango Airfield is currently closed while work is being carried out to ensure safety of the users. This is primarily in providing appropriate Take Off Distance Available (TODA), difficulty accessing neighbouring properties to firm trees is hindering Council's ability to resolve this issue and that the runways are within the maximum allowable longitudinal slope. Access to the neighbouring property still has not been obtained and the necessary work therefore not completed to date.</p> | | | | | | | | | | | | | | | | | | | | | | | |
| Provide well planned and maintained open space, parks and rail trails network compliant with asset inspection and maintenance schedule Develop a South Burnett Sport & Recreation Strategy | Our Region's environment assets are promoted, protected and enhanced | Internal and External Stakeholders | Inform Consult Involve | | | | | | | | | | | | | | | | | | | | |

DEPARTMENT: CORPORATE SERVICES

Mission: To support Council achieve sound governance, implement appropriate planning & regulatory controls and provide community services & facilities to meet the community's needs.

| Significant activities | | | | | | | | | | | | | | | | | | | | | | | |
|--|------------------------|--------------------------------------|---|----------------------|------------------|--------------------|----------------------|--------------|----------|---------------|---------------|----------|----------------------|------------------|----------|----------------------|---------------|------------|----------------------|----------------|------------|----------------------|-----------------------|
| Key Performance Indicator | Link to Corporate Plan | Customers | Engagement Level | | | | | | | | | | | | | | | | | | | | |
| <p>Progress as at 30 June: A draft Sport and Recreation Infrastructure Plan has been prepared by Ross Planning with community workshops being completed in the following towns Blackbutt, Nanango, Murgon, Proston, Kingaroy and Wondai with varying attendance. School visits (Principal chat and 'playshop/workshop' with students) completed. Community & Club Surveys closed on the 30 November with 195 Community responses and 37 Club responses received. Facility audit inspections have also been completed. A workshop was held on 1 November 2017 on key issues from consultation and facility inspections with SRBC Councillors focussed on strategic direction and policy. A draft plan was completed with a Councillor workshop held on 12 April 2018 regarding the findings prior to release for further public consultation. The Draft Sport and Recreation Infrastructure and Strategic Plan was made available for community feedback on from 30 April until 25 May 2018. One-on-one meeting opportunities to talk through the draft plan were held on the 20, 21 and 22 May 2018 in Kingaroy, Nanango, Murgon, Wondai, Blackbutt and Proston. Feedback that has been received is being compiled for consideration with the plan to be finalised in the 2018/19 financial year.</p> | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Tourist Dams YTD – Occupancy Figures</p> <table border="1"> <thead> <tr> <th>Venue</th> <th>Occupants</th> <th>Avg Length of Stay</th> </tr> </thead> <tbody> <tr> <td>Bjelke Petersen Dam</td> <td>9,760</td> <td>2.5 days</td> </tr> <tr> <td>Boondooma Dam</td> <td>14,514</td> <td>3.4 days</td> </tr> </tbody> </table> | | | | Venue | Occupants | Avg Length of Stay | Bjelke Petersen Dam | 9,760 | 2.5 days | Boondooma Dam | 14,514 | 3.4 days | | | | | | | | | | | |
| Venue | Occupants | Avg Length of Stay | | | | | | | | | | | | | | | | | | | | | |
| Bjelke Petersen Dam | 9,760 | 2.5 days | | | | | | | | | | | | | | | | | | | | | |
| Boondooma Dam | 14,514 | 3.4 days | | | | | | | | | | | | | | | | | | | | | |
| <p>Deliver regional cemetery and associated services that meet current and future burial and remembrance needs</p> | | <p>Effective business management</p> | <p>Internal and External Stakeholders</p> | | | | | | | | | | | | | | | | | | | | |
| <p>Progress as at 30 June: Cemeteries - Year to Date</p> <table border="1"> <thead> <tr> <th></th> <th>5 Burial</th> <th>4 Placement of Ashes</th> </tr> </thead> <tbody> <tr> <td>Blackbutt</td> <td>5 Burial</td> <td>4 Placement of Ashes</td> </tr> <tr> <td>Boole</td> <td>1 Burial</td> <td>Nil</td> </tr> <tr> <td>Kumbia</td> <td>2 Burial</td> <td>1 Placement of Ashes</td> </tr> <tr> <td>Memerambi</td> <td>2 Burial</td> <td>4 Placement of Ashes</td> </tr> <tr> <td>Murgon</td> <td>27 Burials</td> <td>3 Placement of Ashes</td> </tr> <tr> <td>Nanango</td> <td>37 Burials</td> <td>3 Placement of Ashes</td> </tr> </tbody> </table> | | | 5 Burial | 4 Placement of Ashes | Blackbutt | 5 Burial | 4 Placement of Ashes | Boole | 1 Burial | Nil | Kumbia | 2 Burial | 1 Placement of Ashes | Memerambi | 2 Burial | 4 Placement of Ashes | Murgon | 27 Burials | 3 Placement of Ashes | Nanango | 37 Burials | 3 Placement of Ashes | <p>Inform Consult</p> |
| | 5 Burial | 4 Placement of Ashes | | | | | | | | | | | | | | | | | | | | | |
| Blackbutt | 5 Burial | 4 Placement of Ashes | | | | | | | | | | | | | | | | | | | | | |
| Boole | 1 Burial | Nil | | | | | | | | | | | | | | | | | | | | | |
| Kumbia | 2 Burial | 1 Placement of Ashes | | | | | | | | | | | | | | | | | | | | | |
| Memerambi | 2 Burial | 4 Placement of Ashes | | | | | | | | | | | | | | | | | | | | | |
| Murgon | 27 Burials | 3 Placement of Ashes | | | | | | | | | | | | | | | | | | | | | |
| Nanango | 37 Burials | 3 Placement of Ashes | | | | | | | | | | | | | | | | | | | | | |

DEPARTMENT: CORPORATE SERVICES

Mission: To support Council achieve sound governance, implement appropriate planning & regulatory controls and provide community services & facilities to meet the community's needs.

| Significant activities | | | | |
|---------------------------|------------|------------------------|-----------|------------------|
| Key Performance Indicator | | Link to Corporate Plan | Customers | Engagement Level |
| Proston | 4 Burials | 2 Placement of Ashes | | |
| Taabinga | 53 Burials | 9 Placement of Ashes | | |
| Tingoora | Nil | Nil | | |
| Wheatlands | Nil | Nil | | |
| Wondai | 26 Burials | 6 Placement of Ashes | | |



Finance Operational Plan 2017/18

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

Officer Responsible: General Manager Finance

Responsibilities: Department Management, Property and Rating, Procurement and Stores, Financial Planning and Sustainability, Asset Management, Plant and Fleet Management.



DEPARTMENT: FINANCE

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

| Significant activities | | | |
|--|---|---|---|
| Key Performance Indicator | Link to Corporate Plan | Customers | Engagement Level |
| <p>2018/19 Annual budget is prepared and adopted by Council by 30 June 2018</p> <p>Quarterly budget reviews of 2017/18 budget are provided to Council no later than, October, February, April and June</p> <p>Unqualified Audit Certificate from Queensland Audit Office</p> <p>Maintain debt recovery processes</p> | <p>Effective financial management</p> | <p>Internal and External Stakeholders</p> | <p>Inform</p> <p>Consult</p> <p>Involve</p> |
| <p>Progress as at 30 June:</p> <p>SBRCs Operating and Capital Budget was adopted by Council on Monday 25 June 2018.</p> <p>Fourth quarter 2017/18 budget was presented to and adopted by Council at the General Meeting held on 13 June 2018.</p> <p>External Audit for the 2017/18 financial year to commenced with two visits – April and June 2018. KPMG will return on 13 August 2018.</p> <p>Internal debt recovery processes continuing. Specialist Debt Recovery firm is continuing.</p> <p>A further list of properties with greater than 3 years of outstanding rates has been prepared for Council.</p> | | | |
| <p>Develop a business continuity plan for the organisation by 30 December 2018</p> | <p>An organisation that is characterised by effective leadership, responsible management and quality service delivery</p> | <p>Internal Stakeholders</p> | <p>Inform</p> <p>Consult</p> <p>Involve</p> |
| <p>Progress as at 30 June:</p> <p>Business Continuity and Recovery Plan in place but needs to be tested. This plan has been utilised to assist in the relocation plan for staff while the Nanango Office is undergoing refurbishment. The Town Common Hall will have some improvements made to improve electricity supply and microwave connectivity to support up to 20 staff.</p> <p>Skype for Business now in operation with an improved add on scheduled for August to assist Customer Contact as well as statistical reporting. Meeting rooms throughout SBRC Customer Contact Centres now having fit outs to assist with remote conferencing.</p> <p>Duplication for the IT system still set to progress coincidentally with the refurbishment of the Nanango Office with this project to be completed during 2019.</p> | | | |

DEPARTMENT: FINANCE

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

| Significant activities | | | |
|---|--|---|---|
| Key Performance Indicator | Link to Corporate Plan | Customers | Engagement Level |
| <p>CapEx Budget 2017/18 prepared and adopted by Council within statutory and organisational timelrames Asset Management Plans, Register and Valuations up to date as 30 June 2018 10-year capital works plan prepared for future budget considerations by January annually.</p> <p>Progress as at 30 June: No fourth quarter review of the 2017/18 capex budget was undertaken. Carryover projects will be finalised by end of July 2018 and presented to the August Meeting of Council for inclusion in the 2018/19 Capex Budget. First draft of the Road and Drainage Asset Management Plan has been received from Shepherd Services. Plan yet to be reviewed. Racas data still being analysed for road segmentation purposes and to be used for a new Register for this asset class. Shepherd Services have identified that the next plan to review will be Building and Property. This plan is to be reviewed with the first draft coinciding with the completing of the property assets condition assessment project – May 2019. External audit has generally accepted the desktop review of all of the elements of the Asset Registers from Shepherds. KPMG have also generally accepted that Work in Progress take up has been completed for this financial year 2017/18 on the basis that the balance is mainly current projects. Preparation for the Building assets condition assessment quotation being finalised in terms of required output from the project. Drone technology to be used in this process. Milestone completion is June 2019. Capital Budget 2018/19 adopted at the Budget Meeting on 25 June 2019.</p> | <p>Infrastructure that meets our community needs</p> | | |
| <p>Grants, capital works and maintenance program 2017/18 delivered on time and within budget by 30 June 2018 Develop a scheduled asset maintenance plan for Properties Branch by 30 June 2018 Plant and Fleet maintenance schedules maintained to optimise utilisation</p> <p>Progress as at 30 June: Monthly and adhoc reporting made available to budget and project managers and Council to facilitate project monitoring. A major rework of the Works Ledger within Techone (T1) is to be implemented on 1 September 2018. This rework will improve reporting capability and set the foundation for the ongoing implementation of the Clanywhere platform within T1. Property and Plant capital expenditure programs being implemented along with the "Works for Queensland" projects round 2. Other Capital funded programs under regular review by SET and Council. Condition assessment will inform the development of a 10-year maintenance and renewal program for properties. Refining of the Fleet module within T1 is ongoing. Major advantages include, just in time purchasing for spare parts and the implementation of scheduled servicing. Project almost complete.</p> | <p>Infrastructure that meets our community needs</p> | <p>Internal and External Stakeholders</p> | <p>Inform Consult Involve</p> |



Infrastructure Operational Plan 2017/18

Mission: The provision of quality services and infrastructure for our growing community that is planned, provided and managed on sound asset management principles and adopted levels of service

Officer Responsible: General Manager Infrastructure

Responsibilities: Department Management, Design & Technical Services, Roads & Drainage Water & Wastewater



DEPARTMENT: INFRASTRUCTURE

Mission: The provision of quality services and infrastructure for our growing community that is planned, provided and managed on sound asset management principles and adopted levels of service.

| Significant activities | | | |
|---|--|------------------------------------|------------------|
| Key Performance Indicator | Link to Corporate Plan | Customers | Engagement Level |
| Quality Management System and ISO9001 certification maintained | Effective business management of infrastructure that meets our communities needs | Internal and External Stakeholders | Inform Consult |
| <p>Progress as at 30 June:</p> <ul style="list-style-type: none"> Quality Management System and associated certification has been maintained with continuous improvement being built into the system. New standard has a greater emphasis on risk management and identifying the relevant risk to an action to assist in determining an outcome. The relevant documentation in the system has started to incorporate a risk rating. | | | |
| Specific actions to be listed efficiency audits | Effective business management of infrastructure that meets our communities needs | Internal and External Stakeholders | Inform Consult |
| <p>Progress as at 30 June:</p> <ul style="list-style-type: none"> Council is in the process in establishing core elements of its asset management requirements including a revised asset register, condition profile of its assets and an advanced asset management model to allow a new capex and maintenance programs to be developed. Council is undertaking major review of its maintenance standards to develop consistent service level standards and forward programs that achieve routine and targeted maintenance. A fleet coordinator has been employed by Fleet to improve plant utilisation. Additional gravel resources to provide road maintenance material are being investigated Roadworks supervisors are being given management training through Human Resource's "Pot of Gold" package. Further efficiency reviews and detailed business analysis has commenced | | | |
| To deliver quality and reliable water and wastewater services that meet the customer service standards Compliance with treatment plant licence conditions, dam safety, public health requirements with statutory timeframes for reporting achieved | Effective business management of infrastructure that meets our communities needs | Internal and External Stakeholders | Inform Consult |

DEPARTMENT: INFRASTRUCTURE

Mission: The provision of quality services and infrastructure for our growing community that is planned, provided and managed on sound asset management principles and adopted levels of service.

| Significant activities | | | |
|--|--|---|-----------------------|
| Key Performance Indicator | Link to Corporate Plan | Customers | Engagement Level |
| <p>Progress as at 30 June:</p> <p>Statewide Water Information Management (SWIM) data currently being collated. Unable to assess success against CSS until regulator assesses the data submission. Will be able to report on that by December 2017.</p> <p>Updated Emergency Action Plan (EAP) for Gordonbrook Dam submitted within required timeframe and currently being assessed by regulator. Updated Drinking Water Quality Management Plan (DWQMP) also submitted on time and being assessed by Regulator.</p> <p>Have had an exceedance of TSS at Kingaroy Water Wastewater Treatment Plant (KWWTP) during August which was reported to Department of Environment & Heritage Protection (DEHP) as required.</p> <p>Grants, Capital works, General works and maintenance programs 2017/18 delivered on time and within budget by 30 June 2018</p> <p>Maintain asset management plans for all infrastructure assets</p> <p>State controlled road network on behalf of Department of Transport & Main Roads - Completion of works to specification and in accordance with the Road Maintenance Performance Contract and Transport Infrastructure Contracts</p> | <p>The provision of quality services and infrastructure for our growing community that is planned, provided and managed on sound asset management principles</p> | <p>Internal and External Stakeholders</p> | <p>Inform Consult</p> |
| <p>Progress as at 30 June:</p> <ul style="list-style-type: none"> Design and delivery of the capital works program is well advanced A SmartSheet software program is being developed to ensure that all projects are delivered by June 2018. The first step of developing an asset management plan for roads is to develop a reliable asset register which has commenced. Road Maintenance performance Works for Department of Transport & Main Roads (DTMR) are undertaken as required by DTMR's intervention standards. <p>National Association of Testing Authorities (NATA) certification maintained for the Materials Laboratory</p> <p>Commence NATA certification of physical water tests at Kingaroy Water Laboratory</p> <p>Compliance with DWQMP & EAs regarding sampling & analysis</p> | <p>Effective Business Management</p> | <p>Internal and External Stakeholders</p> | <p>Inform Consult</p> |
| <p>Progress as at 30 June:</p> <ul style="list-style-type: none"> NATA certification of the Materials Laboratory has been maintained with an audit being carried out at the end of FY 2016/17, with SBRC having a number of observations requiring action. This was completed within 20 business days and the accreditation certificate has been updated to remain valid. WWW laboratory – basic physical analysis commenced, procedures being developed, Equipment purchased. Gaining NATA accreditation will take a number of years. The team will start with 6 months of data for basic physicals and gain accreditation for that and then continue moving forward through the other tests. Levels of service are being drafted to determine materials testing timeframes for public and private works within the region | | | |

DEPARTMENT: INFRASTRUCTURE

Mission: The provision of quality services and infrastructure for our growing community that is planned, provided and managed on sound asset management principles and adopted levels of service.

| Significant activities | | | |
|--|---|------------------------------------|------------------------------|
| Key Performance Indicator | Link to Corporate Plan | Customers | Engagement Level |
| Coordinate Local Disaster Management and Recovery as required by legislation and local plans within the resources available providing the Local Disaster Coordinator from within the team | Work towards a community being prepared and resilient to natural and man-made disasters | Internal and External Stakeholders | Inform Consult Involve |
| <p>Progress as at 30 June:</p> <ul style="list-style-type: none"> The Local Disaster Management Group (LDMG) has been meeting quarterly with the most recent meeting occurring in early September. The Local Disaster Management Plan has been updated and is currently with the group for review prior to being forwarded to Council for endorsement. Associated sub-plans are currently being administered and will also be forwarded to the group for review prior to the next meeting in December. Emergency Action Plans (EAP) have been reviewed for Stanwell's re-ferable dams acknowledging the change in legislation in July whereby the LDMG will support Stanwell with downstream landowner notification, should the EAP be triggered by an event. Council's Gordonbrook Dam has also had its EAP reviewed, updated and subsequently forwarded to the State Government for consideration. The Local Disaster Recovery Group has also been meeting quarterly to advance the respective sub groups in Human & Social Recovery, Environment, Economic & Infrastructure. Council's Business Continuity Plan has also been drafted and reviewed internally with it being forwarded to Council for endorsement. | | | |

Financial and Resource Implications

No direct financial or resource implications arise from this report other than what was addressed in Council's operating budget for 2017/18.

Link to Corporate/Operational Plan

The Operational Plan details direct linkages to the Corporate Plan such as:

- EC1 An informed and engaged community
- EXC2 Effective business management
- EXC4 Ethical, accountable and transparent decision-making
- EXC5 Effective advocacy and strategic partnerships
- EXC6 Quality customer service
- INF1 Infrastructure that meets our communities needs

Communication/Consultation (Internal/External)

Chief Executive Officer, General Managers and Managers have contributed to the Annual Operational Plan 2017/18 Progress Report in respect of their relevant areas of responsibility. The Annual Operational Plan 2017/18 Progress Report was tabled at the Portfolio Meeting in July for Councillor awareness and consideration.

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 other than what was addressed in Council's operating budget for 2017/18.

4.2.3 G - 2520681 - Delegation of Powers to the Chief Executive Officer

Document Information

ECM ID 2520681

Author Manager Social & Corporate Performance

**Endorsed
By** Chief Executive Officer

Date 10 July 2018

Précis

Review and update Council's delegation of powers to the Chief Executive Officer (CEO) in relation to the *Local Government Act 2009*.

Summary

Council subscribes to a delegations update service provided by MacDonnells Law. They have advised that the *Local Government Act 2009* has been revised and delegations under this Act are to be updated.

Officer's Recommendation

That under section 257 of the *Local Government Act 2009*, Council resolves to delegate the exercise of powers contained in Schedule 1 of the Instrument of Delegation to the Chief Executive Officer. These powers must be exercised subject to any limitations contained in Schedule 2 of the attached Instrument of Delegation.

INSTRUMENT OF DELEGATION

South Burnett Regional Council *Local Government Act 2009*

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 contained in Schedule 2.

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

Schedule 1

Local Government Act 2009 ("LOGA")**CHAPTER 3 - THE BUSINESS OF LOCAL GOVERNMENT****Part 1 - Local Laws****Division 2 - Making, recording and reviewing local laws**

| Entity power given to | Section of LOGA | Description |
|-----------------------|-----------------|--|
| Local government | 29(1) | Power to decide local government process for making a local law to the extent that the process is not inconsistent with this part. |

Division 5 - Miscellaneous

| Entity power given to | Section of LOGA | Description |
|-------------------------|-----------------|--|
| Chief Executive Officer | 38B(9) | Power to ask the police commissioner to give the chief executive officer information about noise abatement directions given to persons in the local government area. |

Part 3 - Roads and other infrastructure**Division 1- Roads**

| Entity power given to | Section of LOGA | Description |
|-----------------------|-----------------|---|
| Local government | 61(1) | Power to give the owner of land the local government wants to acquire, a notice of intention to acquire land. |
| Local government | 61(5) | Power to give permission to an owner to erect, place, re-erect, replace or repair any structure or part of a structure on the land. |
| Local government | 62(6) | Power to reasonably require information to decide the claim. |
| Local government | 62(7) | In the specified circumstances, power to give the claimant written notice of Council's decision on the claim. |
| Local government | 64(4) | Power to agree on compensation for the acquisition of the land. |
| Local government | 65(1) | Power to decide not to proceed with the realignment of a road or part of a road after giving a notice of intention to acquire land. |
| Local government | 65(3) | Power to serve notice of Council's decision on all owners of land who were served with the notice of intention to acquire land. |
| Local government | 65(4)(a) | Power to withdraw the notice of intention to acquire land. |
| Local government | 65(4)(b) | Power to lodge with the registrar of titles for registration a notice of Council's decision not to proceed with the realignment of the road, or part of the road. |
| Local government | 66(4) | Power to agree on an amount of compensation. |
| Local government | 67(1) | Power to acquire land that adjoins a road for use as a footpath. |

| | | |
|---|----------|---|
| Local government | 67(2) | In the specified circumstances, power to decide whether any of the rights specified in this subsection are appropriate. |
| Local government | 67(3) | Power to consider necessary structural alterations to the structure, room or cellar. |
| Local government | 68(4) | Power to object to the opening or closing of the road. |
| Local government | 69(1) | In certain circumstances, power to close a road. |
| Local government | 69(2)(a) | Power to close a road during a temporary obstruction to traffic. |
| Local government | 69(2)(b) | Power to close a road if it is in the interests of public safety. |
| Local government | 69(2)(c) | Power to decide that it is necessary or desirable to close a road for a temporary purpose in the circumstances specified. |
| Local government | 69(4) | Power to do everything necessary to stop traffic using the road after it is closed. |
| Local government | 69(5) | If a road is closed to traffic for a temporary purpose, power to permit the use of any part of the road on the conditions considered appropriate. |
| Local government employee or contractor | 70(3) | In the specified circumstances, power to: (a) make an agreement with the owner or occupier of the land; or (b) give the owner or occupier of the land at least 3 days written notice. |
| Local government | 70(4) | In the specified circumstances, power to give the owner or occupier of the land oral notice of the matters mentioned in subsection (3)(b). |
| Chief Executive Officer | 70(6)(b) | Power to allow a later time for receipt of a claim for compensation. |
| Local government | 70(7)(a) | Power to make an agreement with a person for the amount of compensation. |
| Local government | 71(2) | Power to give the owner or occupier advice about the permanent level of the road. |
| Local government | 71(4)(a) | Power to make an agreement with the owner or occupier, or their successor in title, for the amount of compensation. |
| Local government | 72(1)(b) | Power to consider that the conduct of the activity is having, or will have, a significant adverse impact on a road in the local government area. |
| Local government | 72(2) | Power to require the entity which is conducting an activity to provide information, within a reasonable time, that will enable the local government to assess the impact of the activity on the road. |
| Local government | 72(3) | After assessing the impact of the activity on the road, power to do one or more of the following: (a) give the entity a direction about the use of the road to lessen the impact; (b) require the entity: (i) to carry out works to lessen the impact; or (ii) to pay an amount as compensation for the impact. |
| Local government | 74(2) | Power to consider appropriate particulars to be shown on the register of roads. |
| Local government | 75(2) | For the specified reasons, power to give written approval. |

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| Local government | 75(4) | Power to decide the conditions of an approval under subsection (2). |
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Division 2 - Stormwater drains

| Entity power given to | Section of LOGA | Description |
|-----------------------|-----------------|--|
| Local government | 77(1) | Power to, by written notice, require the owner of a property to connect a stormwater installation for the property to the local government's stormwater drain in the way, under the conditions and within the time stated in the notice. |
| Local government | 77(3)(b) | Power to give approval for the connection to a local government stormwater drain. |
| Local government | 77(4) | Power to impose conditions on approval for the connection, including about the way the connection must be made. |
| Local government | 78(4) | Under the specified circumstances, power to, by written notice, require the owner of the property to perform the work stated in the notice, within the time stated in the notice. |
| Local government | 78(5) | For a notice provided in subsection (4), power to decide a time that is reasonable. |
| Local government | 79(4)(e)(i) | Power to approve the maximum temperature for a substance. |

Part 4 - The business of indigenous local governments

Division 2 – Managing Trust Land

| Entity power given to | Section of LOGA | Description |
|-----------------------|-----------------|---|
| Trustee Council | 85(8) | Power to give written notice of the reasons for the proposed decision to the community forum. |

Part 5 - Caretaker period arrangements

| Entity power given to | Section of LOGA | Description |
|-----------------------|-----------------|---|
| Local government | 90B(2) | Power to consider it is necessary to make a major policy decision in the public interest, and power to apply to the Minister for approval to make the decision. |

CHAPTER 4 - FINANCES AND ACCOUNTABILITY

Part 1 - Rates and charges

| Entity power given to | Section of LOGA | Description |
|-------------------------|-----------------|--|
| Local government | 95(3)(a) | Power to sign and lodge for registration a request to register a charge over the land on behalf of the local government. |
| Chief Executive Officer | 95(3)(b) | Power to sign a certificate that states there is a charge of the land for overdue rates and charges. |
| Chief Executive | 95(5)(b) | Power to sign a certificate that states the overdue rates and charges have been paid. |

| | | |
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| Officer | | |
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CHAPTER 5 - MONITORING AND ENFORCING THE LOCAL GOVERNMENT ACTS**Part 1 - Local governments****Division 3 – Action by the Minister**

| Entity power given to | Section of LOGA | Description |
|-----------------------|-----------------|--|
| Local government | 120(5) | Power to make submissions within the time specified in the notice. |

Part 2 - The public**Division 1 - Powers of authorised persons**

| Entity power given to | Section of LOGA | Description |
|-----------------------|-----------------|--|
| Local government | 133(3) | Power to give, or make a reasonable attempt to give, the occupier of the property a written notice that informs the occupier of the following: (a) the intention to enter the property; (b) the reason for entering the property; (c) an estimation of when the property will be entered. |
| Local government | 133(4) | Power to give, or make a reasonable attempt to give, written notice to the occupier within a reasonable time before the property is to be entered. |
| Local government | 137(2)(a) | Power to agree on an amount of compensation for a person who has incurred damage or loss because of the exercise or purported exercise of a power under this division. |

Division 2 - Powers of other persons

| Entity power given to | Section of LOGA | Description |
|------------------------|-----------------|--|
| Local government | 138(4) | Power to authorise a local government worker. |
| Local government | 138AA(3)(b) | Power to give reasonable entry notice. |
| Local government | 140(1)(a) | Power to give a remedial notice to the owner of a property. |
| Owner or Owner's agent | 140(2) | Power to enter property at the times stated in the reasonable entry notice and take the action that is required under the remedial notice. |
| Local government | 142(6) | In the specified circumstances, power to give the person who failed to take the action, written notice of the amount of the debt. |
| Local government | 143(1) | Power to form a belief that there is no reasonably practicable way of obtaining materials other than by removing the materials from the relevant land. |
| Person | 146(1) | Power to enter the property in accordance with a Court order made under this section. |
| Person | 146(2) | Power to apply to a Magistrate for a Court order. |
| Local | 147(3)(a) | Power to agree on an amount of compensation for a person who has incurred |

| | | |
|------------|--|--|
| government | | damage or loss because of the exercise or purported exercise of a power under this division. |
|------------|--|--|

Part 3 - Investigation of local government records

Division 3 – Investigations by local government

| Entity power given to | Section of LOGA | Description |
|-------------------------|-----------------|--|
| Chief Executive Officer | 148F(2) | Power to make all inquiries the Chief Executive Officer considers to be reasonable to find out whether and to what extent the register or record is incorrect/power to direct an authorised person to make such enquiries. |
| Chief Executive Officer | 148G(2) | Power to, in the circumstances in subsection (1) require a person to give information or produce a document, or direct an authorised person to require a person to give information or produce a document. |

CHAPTER 6 - ADMINISTRATION

Part 2 - Councillors

Division 3 - Vacancies in councillor's office

| Entity power given to | Section of LOGA | Description |
|-------------------------|-----------------|--|
| Chief Executive Officer | 162(1)(e) | Power to give leave. |
| Chief Executive Officer | 168(6) | In the specified circumstances, power to request the political party to advise the full name and address of its nominee. |
| Chief Executive Officer | 168(8) | Power to, within 14 days after the office become vacant, invite nominations. |

Division 6 - Conduct and performance of councillors

| Entity power given to | Section of LOGA | Description |
|-----------------------|-----------------|---|
| Local government | 175C(3) | In the specified circumstances, power to delegate deciding a matter, unless deciding the matter cannot be delegated under section 257 of the LGA. |
| Local government | 175E(6) | In the specified circumstances, power to delegate deciding a matter, unless deciding the matter cannot be delegated under section 257 of the LGA. |

Part 5 - Local government employees

Division 3 - Common provisions

| Entity power given to | Section of LOGA | Description |
|-----------------------|-----------------|---|
| Local government | 198(2) | Power to make an agreement with other local governments that an employee may be employed by more than one local government. |

CHAPTER 7 - OTHER PROVISIONS**Part 2 - Superannuation****Division 3 – Superannuation contributions for particular employees**

| Entity power given to | Section of LOGA | Description |
|-----------------------|-----------------|--|
| Local government | 221(2)(a) | Power to make an agreement with an employee that it is exempt, on the grounds of the employee's financial hardship, from paying all or a stated part of the contributions payable under section 220A(2) by the employee. |

Part 4 - Legal provisions

| Entity power given to | Section of LOGA | Description |
|-----------------------|-----------------|---|
| Local government | 238(1) | The power to sign a document on behalf of a local government. |
| Local government | 240(1) | Power to authorise in writing another employee, other than the chief executive officer, to: <ul style="list-style-type: none"> (a) give instructions and act as the authorised agent for the local government; and (b) sign all documents for the local government. |

Part 6 - Other provisions

| Entity power given to | Section of LOGA | Description |
|-------------------------|-----------------|---|
| Local government | 262(2) | In the specified circumstances, power to do anything that is necessary or convenient for performing the responsibilities. |
| Chief Executive Officer | 265A(1)(b) | Power to authorise an employee of a local government to conduct searches of registers or documents about the land in the land registry. |
| Local government | 268A | The power to decide the way in which a local government will conduct a voluntary poll of electors in its area. |

Schedule 2

Limitations to the Exercise of Power

1. Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, in exercising delegated power in relation to that matter, the delegate will only commit Council to reasonably foreseeable expenditure up to the amount allocated.
2. 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, Council's relations with the public at large.
3. The delegate will not exercise any delegated power contrary to a resolution or other decision of Council (including a policy decision relating to the matter).
4. The delegate will not exercise any delegated power in a manner, or which has the foreseeable effect, of being contrary to an adopted Council policy or procedure.
5. 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.
6. The delegate will not exercise any delegated power which cannot lawfully be the subject of delegation by Council.

[2018 05 21 - LOGA - Delegation Instrument - South Burnett]

Financial and Resource Implications

Delegated authority must be appropriately granted and periodically reviewed to ensure that any expenditure incurred by staff acting on Council's behalf is legislatively compliant.

Link to Corporate/Operational Plan

EXC2.1 Deliver governance that provides sound organisational management and complies with relevant legislation.

Communication/Consultation (Internal/External)

The Chief Executive Officer, General Manager Corporate Services and Manager Social & Corporate Performance and Governance Section have been consulted in regards to the delegation of powers under the revised *Local Government Act 2009*.

Legal Implications (Statutory Basis, Legal Risks)

No direct legal implications arise from this report

Policy/Local Law/Delegation Implications

Council's Staff Code of Conduct requires all employees to ensure that appropriate delegated authority is in place prior to undertaking any action, or exercising any power, that requires a delegation under State legislation.

Asset Management Implications

No direct asset management implications arise from this report

4.2.4 G - 2520099 - Change of General Meeting Dates

Document Information

ECM ID 2520099

Author Executive Assistant

**Endorsed
By** Chief Executive Officer

Date 5 July 2018

Précis

Change of General Meeting Dates

Summary

A request has been received from Cr Heit to change the dates of the General meetings to the fourth (4th) Wednesday each month as our current meeting dates clash with the monthly meeting of another Board of which she is a member.

Dates have been set until December 2018 at a previous meeting of Council and require a resolution to be changed. The report recommends changing the meeting dates for the September and October meetings, but retaining the advertised November and December meeting dates.

The December meeting is scheduled for the 12 December 2018 to allow for a break over the Christmas period, while the November meeting is scheduled for the 21 November 2018 to provide three weeks break before the December meeting.

Officer's Recommendation

That

1. Council's General Meeting scheduled for 19 September 2018 be changed to Wednesday 26 September 2018; and
2. Council's General Meeting scheduled for Wednesday 10 October 2018 be changed to Wednesday 24 October 2018

Financial and Resource Implications

N/A

Link to Corporate/Operational Plan

EXC2.1 - Deliver governance that provides sound organisational management and complies with relevant legislation

Communication/Consultation (Internal/External)

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

Legal Implications (Statutory Basis, Legal Risks)

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

Policy/Local Law/Delegation Implications

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

Asset Management Implications

No direct asset management implications arise from this report.

4.2.5 G - 2517345 - Requesting Council nominate 2019 Special Holidays by 10 August 2018

Document Information

ECM ID 2517345

Author Executive Assistant

Endorsed By Chief Executive Officer

Date 5 July 2018

Précis

Requesting Council nominate 2019 Special Holidays by 10 August 2018

Summary

For a number of years now, Council has requested the Monday of the Brisbane Exhibition to be gazetted as the show holiday for the South Burnett Regional Council area. As no information to the contrary has been received, it is suggested that we request the Exhibition Monday as the Show Holiday for the South Burnett Regional Council area.

Officer's Recommendation

That Council apply for the Monday of the 2019 Royal National Exhibition, Brisbane as the 2019 Show Holiday for the South Burnett Regional Council area.

Financial and Resource Implications

N/A

Link to Corporate/Operational Plan

N/A

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

4.3 Economic Development (ED)

Officer's Report

4.3.1 ED - 2520575 - Councillor Attendance at 2018 Regional Flavours Event

Document Information

ECM ID 2520575

Author Senior Economic Development Officer

**Endorsed
By** Chief Executive Officer

Date 4 July 2018

Précis

Confirming attendance at Regional Flavours Event being held at South Bank Parklands, Brisbane on Saturday 21 July to Sunday 22 July 2018.

Summary

Regional Flavours is an annual event held over two days at South Bank Parklands in Brisbane. The Flavours of South Burnett will be showcased again this year and Council require representation from the organisation to promote the region

Officer's Recommendation

That portfolio representative for Community, Arts, Tourism and Health Services, Councillor Danita Potter attend the 2018 Regional Flavours Event.

Financial and Resource Implications

This is included in the Tourism budget.

Link to Corporate/Operational Plan

GO3 – The South Burnett is a recognised tourism destination
GO3.1 – Continue to promote the South Burnett as a premier tourist destination

Communication/Consultation (Internal/External)

N/A

Legal Implications (Statutory Basis, Legal Risks)

Nil

Policy/Local Law/Delegation Implications

Nil

Asset Management Implications

Nil

4.4 Communications (C)

Officer's Report

No Report.

4.5 Disaster Management

Officer's Report

4.5.1 DM - 2519409 - Seeking Council adopt the South Burnett Local Disaster Management Plan 2018

Document Information

ECM ID 2519409

Author Infrastructure Support Officer

**Endorsed
By** Disaster Management Officer

Date 9 July 2018

Précis

Seeking Council adopt the South Burnett Local Disaster Management Plan 2018.

Summary

This report presents the amended Local Disaster Management Plan 2018 (Local Plan). The Local Plan has been reviewed and updated to meet the requirements of the South Burnett Community, the *Disaster Management Act 2003* and as much as possible the Disaster Management Guidelines.

Officer's Recommendation

That Council adopt the South Burnett Local Disaster Management Plan 2018.



SOUTH BURNETT REGIONAL COUNCIL

LOCAL DISASTER MANAGEMENT PLAN



SOUTH BURNETT Local Disaster Management Plan

The South Burnett Regional Council has an active disaster management philosophy which embraces mitigation, prevention, preparedness, response and recovery strategies.

The South Burnett Local Disaster Management Plan (the Plan) identifies strategies for disaster resilience and supports the *Get Ready Queensland* and *Get Ready South Burnett* message.

The Plan aims to provide the South Burnett community with the arrangements to ensure there is an effective and coordinated response to a disaster event, and to facilitate a speedy return to a safe and secure environment as soon as possible after that event.

The Plan integrates into State and Federal disaster management arrangements allowing district and state disaster management groups to provide assistance if required.

The primary focus shared by all of the agencies involved in this Plan is to help reduce the loss of human life, illness or injury to people, property loss or damage, or damage to the environment that results from a disaster.

I commend all volunteers, emergency services staff and council officers for their work in times of disaster and particularly for ensuring our community is safe and thriving.

.....
Mayor Keith Campbell

Mayor, South Burnett Regional Council
Chair, South Burnett Local Disaster Management Group

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PRELIMINARIES

Authority to Plan

South Burnett Regional Council (Council) has a legislative responsibility to develop a Disaster Management Plan in accordance with *Section 57(1) Disaster Management Act 2003* (the Act).

"s57 Plan for disaster management in local government area

(1) A local government must prepare a plan (a local disaster management plan) for disaster management in the local government's area.

(2) The plan must include provision for the following—

- a) the State group's strategic policy framework for disaster management for the State, and the local government's policies for disaster management;*
- b) the roles and responsibilities of entities involved in disaster operations and disaster management in the area;*
- c) the coordination of disaster operations and activities relating to disaster management performed by the entities mentioned in paragraph (b);*
- d) events that are likely to happen in the area;*
- e) strategies and priorities for disaster management for the area;*
- f) the matters stated in the disaster management guidelines as matters to be included in the plan; and*
- g) other matters about disaster management in the area the local government considers appropriate".*

"s58 A local disaster management plan must be consistent with the disaster management guidelines"

Approval of Plan

This Plan has been produced by and with the authority of Council pursuant to *Section 57, 58 and 61 of the Act*.

The Council accepts its roles and responsibilities as described in the *Act*.

This Plan is the result of the collaborative efforts of members of the South Burnett Regional Council's Local Disaster Management Group (LDMG).

Council has approved the Plan by resolution at its General Meeting of Council on new date in accordance with *Section 80(1)(b) of the Act*.

Amendment Register and Version Control

The LDMG is responsible for issuing amendments and/or updates to the Plan. LDMG Members are responsible for ensuring that they possess the most current version of the Plan.

The plan is to be reviewed annually by the LDMG. Members of the Local Group are encouraged to suggest improvements or amendments when the Plan is being reviewed.

Plans will be amended as follows:

- Proposals for amendment to this Plan should be made in writing to:

The Local Disaster Coordinator
 South Burnett Regional Council Local Disaster Management Group
 PO Box 336
 KINGAROY Q 4610

- With the exception of minor changes, typographical changes and changes to position titles all suggestions for amendments to the Plan will be submitted to the LDMG for discussion.
- If not supported a written response will be provided to the submitter.
- When necessary a new version or amendments to the Plan will be approved by Council.

| Version | Date | Prepared by | COMMENTS |
|---------|------------|-----------------|--|
| 1 | 31/12/07 | G.C. Preston | This is the first draft for the new South Burnett Regional Council |
| 2 | 07/12/10 | J.J. Kersnovski | Updated Draft for LDMG/SBRC consideration |
| 3 | 31/10/13 | Stan Taylor | New version of the Local Disaster Management Plan for 2013-2014 |
| 4 | 08/01/2016 | Russell Hood | Updated draft for LDMG/SBRC consideration |
| 5 | 24/08/2017 | James D'Arcy | Updated Draft for LDMG/SBRC consideration |

Distribution List

Refer to Appendix C

This Plan is available to members of the public from the Council's Customer Service Centres and via Council's website.

Definitions and Glossary

Refer to Appendix D for the definitions of terms used in the Plan.

Abbreviations

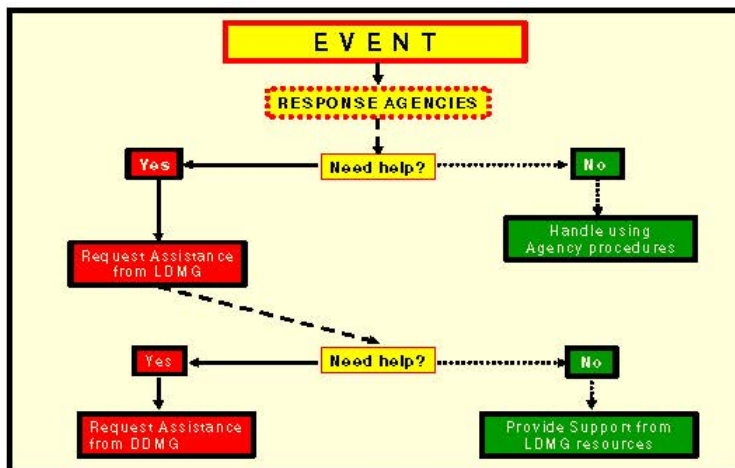
Refer to Appendix E for a list of abbreviations used in the Plan.

The Disaster Management System in Queensland

STRUCTURE



The following chart depicts the Disaster Management System operations at the local level.



1. INTRODUCTION - Administration and Governance

1.1 Aim of Plan

The aim of this Plan is to:

- (a) Minimise the effects of;
- (b) Co-ordinate the response to; and
- (c) Ensure recovery from a disaster or major emergency affecting the communities of the South Burnett Local Government Area.

The primary focus of the Council's Disaster Management System is to mitigate the effects of disasters on the community wherever possible or practical, and being prepared to respond when disasters do occur.

The purpose of the Plan is to ensure the safety of the South Burnett Community and to preserve lives, livelihoods and the environment in the event of a disaster.

Our priority is the preservation of human life.

In summary the Plan is designed to:

- Ensure there is a consistent approach to disaster management, across the four (4) phases of prevention, preparedness, response and recovery in the Region;
- To guide the LDMG in the performance of its disaster management functions;
- Demonstrate a commitment for the safety of our community;
- Demonstrate mitigation efforts and accountability for the purpose of eligibility for available funding;
- Help the South Burnett Community understand our disaster risks;
- Guide the efforts of the Region to prepare and get ready for disasters;
- Ensure there is coordination of disaster operations in the Council area;
- Guide response operations so that we can reduce the impact of a disaster and the community consequences; and
- Guide and coordinate the Recovery following an event.

1.2 Key Objectives

The key objectives of the Plan are to:

- Ensure that a coordinated and effective system of disaster management exists for the South Burnett; and
- Detail specific strategies relating to the Prevention, Preparedness, Response and Recovery (PPRR) from a disaster.

PREVENTION

- Increase adherence to and introduction of systems, procedures and regulations that reduce disaster risks;

- Assist the community to be aware of methods of mitigating the adverse effects of an event, through community education and awareness; and
- Increase the understanding of disaster risks in the South Burnett to assist with the development of strategies and initiatives to reduce the impact of disaster on the community.

PREPAREDNESS

- Identify and implement risk treatment strategies that have been determined by studies;
- Increase community safety through public awareness, information and education;
- Detail how a multi-agency, all hazards approach will be used by LDMG and how some agencies will provide guidance for the LDMG on specific hazards;
- Identify resources to maximise response;
- Establish and build networks to increase disaster management capability;
- Enhance the community's capacity to prepare for, respond to and recover from a disaster so as to increase community resilience; and
- Establish and maintain pre-event contractual arrangements, e.g. warning systems.

RESPONSE

- Ensure there is a centralised local co-ordination of disaster operations;
- Ensure the responsible lead agency is supported by the disaster management system during their response to an event;
- Minimize the impact on the community of a disaster event through effective response;
- Assist with the re-establishment of the community as effectively and efficiently as possible;
- Detail the strategic manner in which elements of the LDMG will deal with day to day disaster management business and how information shall be communicated on events that impact on the group; and
- Provide regular warnings, alerts and public information updates to the community during response operations.

RECOVERY

- Implement a recovery framework to provide post event recovery assistance and advice to the affected community;
- Ensure the recovery priorities of the community are identified and met;
- Ensure the community is aware of action that can be taken community members in respect seeking financial assistance and ongoing physical and psychological wellbeing after an event; and
- After the impact to assist with community recovery to reduce the community consequences following an event.

1.3 Queensland Government Disaster Management Legislation, Policy Framework, State Plan and Guidelines

1.3.1 Legislation

The act provides for matters relating to Disaster Management in Queensland. This Plan has been prepared so that it is consistent and complies with The Act.

The Act has four (4) guiding principles:

- Disaster management should be planned across the four (4) phases – prevention, preparation, response and recovery;
- All events, whether natural or caused by human acts or omissions, should be managed in accordance with the Strategic Policy Framework, the State Disaster Management Plan, and any disaster management guidelines;
- Local governments should primarily be responsible for managing events in their local government area;
- District groups and the state group should provide local governments with appropriate resources and support to help the local governments carry out disaster operations.

1.3.2 Strategic Policy Statement

This Plan is consistent with the Queensland Disaster Management Strategic Policy Statement. This Statement identifies the Objectives for Disaster Management in Queensland, which is to:

- *Strive to safeguard people, property and the environment from disaster impacts*
- *Empower and support local communities to manage disaster risks, respond to events and be more resilient*

A copy of the "Disaster Management Strategic Policy Statement 2016" is available from www.disaster.qld.gov.au.

This Plan in each of its sections sets out strategies and procedures which are consistent with the Strategic Policy Statement's Strategies. These are:

- *Ensure disaster operation capabilities are responsive and effective*
- *Build capacity, skills and knowledge to enable adaptation to changing environments*
- *Effectively collaborate and share responsibilities for disaster management across all levels of government, industry and communities*
- *Effectively communicate to engage all stakeholders in disaster management*
- *Incorporate risk based planning into disaster management decision making*
- *Continuously improve disaster management through implementation of innovation, research and lessons learned*

1.3.3 Queensland State Disaster Management Plan 2016

The Queensland State Disaster Management Plan (SDMP) identifies four (4) priority areas for disaster management in Queensland.

1. *Risk Management - Disaster management in Queensland is risk based and comprehensive across the prevention, preparedness, response and recovery (PPRR) phases and those risks are communicated in the community;*
2. *Local Government Capability and Capacity - Local government is able to effectively prepare for, respond to and recover from disaster events in their community;*
3. *Community Capability and Capacity - Individuals, communities and businesses are able to effectively prepare for, respond to and recover from disaster events; and*
4. *Effective Disaster Operations - Provide for effective, flexible and scalable disaster management for the State.*

This Plan is consistent with the priorities, described above, from the SDMP.

Further description of the principles can be found in the SDMP which is available from:
www.disaster.qld.gov.au

1.3.4 Disaster Management Standards

This Plan acknowledges the Standard for Disaster Management in Queensland and notes that the LDMG will work to implement the Standard.

1.3.5 Disaster Management Guidelines

This Plan has been prepared, so that:

- Matters stated in the disaster management guidelines, are considered in this Plan & Sub Plans; and
- It is consistent with the relevant disaster management guidelines for local disaster management groups and local disaster operations.

1.4 Review and Renewal of the Local Disaster Management Plan

1.4.1 Review

A review of the Plan including its Sub Plans may be conducted by the Local Disaster Coordinator (LDC) (or delegate) following:

- Activation of the Plans as a result of a disaster;
- Exercises designed to practice or test aspects of the Plans;
- Alterations to the roles or responsibilities of any agency involved in the Plans;
- Changes to legislation, guidelines or operational procedures;
- External disasters or introduction of new technology which suggest a review should be carried out; and
- The replacement of an officer on the disaster management group.

In accordance with *Section 59 Disaster Management Act 2003*, the Plan shall be reviewed annually if other review methods as mentioned above are not undertaken.

Minor changes such as typographical changes and changes to position titles may be made to the Plan from time to time.

1.4.2 Annual Review – Timeframe

The Plan and its Sub Plans shall be reviewed annually by a Working Group from the LDMG as follows:

- June/July – Working Group review and amend as required the main Plan and Sub Plans;
- September – amended Plans submitted to LDMG for acceptance; and
- October – amended Plan submitted to Council for approval if significant changes are made.

The review process is an internal process that Council and the LDMG undertake to review the effectiveness of the Plan.

1.4.3 Assessment of Disaster Management Plans & Arrangements

Each year an external assessment of the Plan is conducted to meet the requirements of Section 16C(b) of the Act.

The external assessment of the Plan, in accordance with the Inspector General Emergency Management Plan Assessment Framework is conducted annually by a panel comprising:

- The District Disaster Coordinator (DDC) (or delegate) of the Gympie Disaster District the (Panel Chair);
- A QFES Emergency Management Officer within the QFES Region, as allocated by the Director Regional Operations (Panel Member); and
- The Chair of the LDMG, or their delegate (Panel Member).

This assessment process provides feedback to the LDMG on its Disaster Management Plan. The Assessment report is tabled at the next LDMG meeting after the receipt of the assessment report from IGEM.

1.5 Council Policy and Integration with Council's Corporate, Strategic and Operational Planning Processes

Disaster Management is an integral part of Council's core business. The Corporate Plan developed by Council includes references to Disaster Management (EC4.1 - *Ensure the Local Disaster Management Plan enables the community to be prepared for, prevent, respond to and recover from disasters*).

The Operational Strategy of the LDMG is to maintain disaster management readiness for the Council to develop and regularly review a South Burnett Risk Management Plan. This Plan and its Sub Plans is considered to be Council's Policy for Disaster Management.

1.6 South Burnett Local Disaster Management Group – Terms of Reference

1.6.1 Establishment and scope of the LDMG

- The LDMG has been established by Council in accordance with Section 29 of the Act.
- Scope: The LDMG covers the South Burnett Local Government area and this Plan has been prepared for that area.

1.6.2 Sub Groups

Sub groups of the LDMG may be established for specific purposes such as Planning or Local Communities.

Examples of Sub Groups for Planning include:

- Community awareness and education;
- Community support; and
- Evacuation planning.

The LDMG may resolve to create a sub-group to develop local community disaster plans.

The sub-group may become a standing group or a group that exists only during the planning phase. Sub-groups described above would meet as often required to enable the task that is being considered to be progressed.

If a Sub Group is established it will be by resolution of the LDMG and be provided with a Terms of Reference.

1.6.3 Function of the LDMG

The functions of the LDMG are set out in *Section 30* of the Act and are:

“s30 Functions

- (1) *A local group has the following functions for its area:*
- a) *to ensure that disaster management and disaster operations in the area are consistent with the State group’s strategic policy framework for disaster management for the State;*
 - b) *to develop effective disaster management, and regularly review and assess the disaster management;*
 - c) *to help the local government for its area to prepare a local disaster management plan;*
 - d) *to identify, and provide advice to the relevant district group about, support services required by the local group to facilitate disaster management and disaster operations in the area;*
 - e) *to ensure the community is aware of ways of mitigating the adverse effects of an event, and preparing for, responding to and recovering from a disaster;*
 - f) *to manage disaster operations in the area under policies and procedures decided by the State group;*
 - g) *to provide reports and make recommendations to the relevant district group about matters relating to disaster operations;*
 - h) *to identify, and coordinate the use of, resources that may be used for disaster operations in the area;*
 - i) *to establish and review communications systems in the group, and with the relevant district group and other local groups in the disaster district of the relevant district group, for use when a disaster happens;*
 - j) *to ensure information about a disaster in the area is promptly given to the relevant district group;*
 - k) *to perform other functions given to the group under this Act; and*
 - l) *to perform a function incidental to a function mentioned in paragraphs (a) to (k).*
- (2) *In this section -*
- relevant district group, for a local group, means the district group for the disaster district in which the area of the local group is situated.”*

1.6.4 Membership of the LDMG and Responsibilities – Refer to Appendix B

Membership of the LDMG

The LDMG consists of the positions and the relevant persons that have been appointed in accordance with *Section 33* of the Act. The membership of the Group is to be reviewed annually. Council has delegated authority to the Council's Chief Executive Officer to appoint members to the LDMG.

Deputy Members

A member may appoint a deputy with the approval of the chairperson to attend the meetings on their behalf. The deputy shall have the authority exercise the member's functions and powers and should have the necessary expertise and experience to fulfil the role of member of the LDMG. Deputies are to be appointed in accordance with *Section 14* of the *Disaster Management Regulation*.

1.6.5 Responsibilities of Membership – Refer to Appendix B

All Members of agencies represented on the LDMG are expected to attend and be in a position to participate at LDMG meetings.

Members should ensure that they:

- Understand their agency's resources and the expectations of their agency;
- Have the authority to commit their agencies resources to ordinary or extraordinary business activities;
- Be involved in the formulation of Disaster Management Strategies and Plans for the South Burnett at full group meetings or through participation in a LDMG Sub-Group;
- Attend disaster management training or exercises; and
- Send their nominated deputy to a meeting of the LDMG in their absence.

During the coordination of disaster operations members should ensure that they:

- Inform their agency of the activation of the LDMG and Local Disaster Coordination Centre (LDCC); and
- Provide a liaison officer at the LDCC whilst the LDCC is active.

Responsibility of members for development of Sub Plans:

Each Local Disaster Management Plan Sub Plan identifies which agency has primary carriage for the development and maintenance of that Sub Plan.

1.6.6 Roles and Responsibilities of Executive LDMG Members - Refer to Appendix B

- Chair and Deputy Chair of the LDMG

Under *Section 10 of the Regulation*, the Council appoints the Mayor of the Council as chair of the LDMG. The Chair presides at meetings of the South Burnett Local Group.

Under *Section 10 of the Regulation*, Council also has to appoint a Deputy Chair and has appointed a Councillor of the Council as Deputy Chair of the LDMG.

Functions of chair of LDMG

Section 34A of the Act identifies that the Chairperson of a LDMG has the following functions:

- (a) To manage and coordinate the business of the group;*
- (b) To ensure, as far as practicable, that the group performs its functions; and*
- (c) To report regularly to the relevant district group, and the chief executive of the department (QFES Commissioner), about the performance by the Local Group of its functions.*

- Local Disaster Coordinator and Deputy Local Disaster Coordinator

Under *Section 35 of the Act* the Council appoints a LDC for the LDMG. Council has delegated authority to the Chief Executive Officer to appoint the LDC.

The Council's General Manager Infrastructure has been appointed as the LDC for the LDMG and to also be the Council's member for the Gympie District Disaster Management Group (DDMG).

The LDC is supported by the Deputy Local Disaster Coordinator.

Section 36 of the Act states that the LDC has the following functions:

- (a) To coordinate disaster operations for the Local Group;*
- (b) To report regularly to the Local Group about disaster operations; and*
- (c) To ensure, as far as practicable, that any strategic decisions of the Local Group about disaster operations are implemented.*

1.6.7a Member Listing and Responsibilities

Refer to Appendix B

1.6.7b Advisors and Observers may attend the meeting and participate in discussions but are not members of the LDMG or have voting rights.

Refer to Appendix B

1.6.8 Essential Services Providers

The group may invite an essential service provider to attend meetings of the group or become a member. This will allow for consultation with and advice to be provided from the provider about disaster operations and preparing the disaster management plan. (s48A)

1.6.9 Secretarial Support

The Council's LDC and Disaster Management Support Officer provide secretarial support to administer the business and governance of the LDMG.

1.6.10 Contact List

Refer to **Appendix B** for contact directory. The contact list for LDMG and associated groups shall be updated at each LDMG meeting and then distributed to members. Membership and Contact details will be maintained in accordance with the Information Privacy Principles of the *Information Privacy Act 2009*.

The DDC and Executive Officer of the Gympie Disaster District and the QFES Commissioner will be advised annually of membership of the Group by Council as per of *Section 37 the Act*. The DDC and State Disaster Coordination Centre Watch Desk will be advised of changes to the LDMG Executive, including absences due to leave greater than two (2) weeks.

1.7 Meetings of the LDMG

The LDMG shall meet at least once every three (3) months and the ordinary meetings shall be timed to take into account high risk periods. Sub-Groups shall meet as outlined in their Terms of Reference.

During disaster and emergency events a LDMG extraordinary meeting may be called to consider the situation and make strategic decisions about disaster operations.

For extraordinary meetings, notice of meeting may be communicated by SMS, email or telephone call to members as soon as it is determined that a meeting of the LDMG is required. The Chair presides at meetings of the LDMG and ensures that a meeting has a quorum.

Meetings will be held in Kingaroy unless otherwise advised. Meetings may be held with members present either in person or via teleconference.

Minutes of meetings are to be prepared and kept (s40 the Act). Minutes are to be sent to all group members.

1.8 Reporting requirements

The Chair of the LDMG shall report on the performance by the local group of its functions in accordance with s34A (c) of the *Act*.

- In an annual report prepared by the LDC on behalf of the Chair. The annual report *Disaster Management Guidelines*. Copies of the report shall be forwarded to the LDMG members, Council, Gympie District DDC and the QFES Emergency Management Coordinator;
- To Council in the form of meeting minutes;
- To DDMG – Prior to each meeting of the DDMG a Disaster Management Status Report as set out in *Queensland Disaster Management Guidelines* shall be submitted to the Executive Officer to the DDMG.

LDMG members are to report their disaster management activities to meetings of the LDMG. Reporting processes for disaster operations during and after an event are set in Section 5 of this Plan.

2. DISASTER RISK MANAGEMENT

2.1 Community Context

The following is relevant information regarding Council and its Disaster Management considerations.

Geography

The Council is located approximately 2.5hrs north-west of Brisbane.

The Council covers an area of 8,397 square kilometres; it covers a diverse range of country varying from natural bushland in state forests to large expanses of rural grazing and agricultural activities.

Waterways include the Burnett River catchment including the Boyne and Stuart Rivers and Barkers, Mondure and Barambah Creeks.

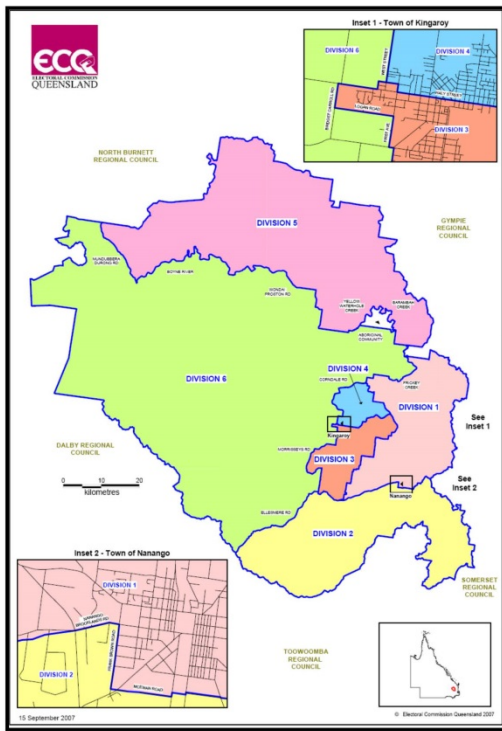
The farming land which surrounds towns within the Region acts as a buffer, isolating farm buildings from relatively heavier vegetated areas, and affording some protection from bushfires. Scattered rural residential properties (often with absentee landowners) in timbered areas and properties bordering National Parks are particularly susceptible to bushfires.

Extensive forestry plantation areas in the Region are susceptible to bushfire. Our rugged terrain in certain areas of the Region makes access for bushfire fighting difficult. The Queensland Parks and Wildlife Service of the Environmental Protection Authority is responsible for managing the National Parks in the Region and is jointly responsible with the Queensland Department of Primary Industry and Forestry for management of forestry areas.

A large portion of the Council is situated in the Burnett River catchment with the tributaries of the Boyne River and the Stuart River providing the catchment for Boondooma Dam and Barambah Creek. Other smaller catchments in our Region include the Condamine and Top of Brisbane.

Climate and Weather

The Region experiences a sub-humid, moderate temperature climate, with a concentration of rainfall in the warmer half of the year (November to April) and a fairly high degree of variability. Daily average temperatures are in the range of 12.2 to 25.7 degrees and an average annual rainfall of 769 mm. Short periods of heat wave conditions may be experienced. Occasional frosts occur around mid-winter.



Population

Estimated Resident Population Details

As at 30 June 2016, the estimated residential population for the Region was 32,747 persons compared to 31,803 persons in the year to June 2011 with an average annual growth rate of 1.6% over 5 years and 1.9% over 10 years.

Projections released in 2016 indicate that by 30 June 2036 the expected population of the Region will be 40,198 persons.

In the Region as at 30 June 2016, 19.5 per cent of persons were aged 0 to 14 years, 58.3 per cent were aged 15 to 64 years and 22.2 per cent were aged 65 years and over.

The 2016 Census indicated that the population of the major towns were:

- Kingaroy pop. 10,020
- Nanango pop. 3,599
- Murgon pop. 2,378
- Wondai pop. 1,973
- Blackbutt pop. 836

The Region also contains Cherbourg Aboriginal Shire Council area and whilst not part of the South Burnett Council area any disaster would most likely involve Cherbourg, which had a population of approximately 1,296 persons in 2016.

There are a number of small communities in the Region at Mondure, Proston, Kumbia, Benarkin, Boondooma, Cloyna, Coolabunia, Crawford, Durong, Hivesville, Maidenwell, Memerambi, Tingoora and Wooroolin.

Community Capacity

Administrative Centres:

- The main Regional Council Office is located at Kingaroy, with customer service centres at Blackbutt, Nanango, Murgon and Wondai;
- Magistrates Courts are located in Murgon, Kingaroy and Nanango;
- Centrelink Office at Kingaroy.

Aged Care

The Region has 11 aged care facilities located across the Region with larger facilities at Murgon, Wondai, Kingaroy, and Nanango. An aged care facility is also located within the Cherbourg Aboriginal Shire Council area.

Healthcare

Public hospitals are located at Kingaroy, Murgon, Nanango, Cherbourg and Wondai each with a Medical Superintendent and nursing staff. Kingaroy General is the Region's main emergency care facility.

There is also the Lady Bjelke-Petersen Community Hospital in Kingaroy which is a five (5) bed acute care facility.

The co-ordination of primary health care delivery in the South Burnett undertaken by the Darling Downs South West Queensland (DDSWQ) *Medicare Local* office located at Kingaroy. There are ten (10) GP Medical Practices / Centres and fourteen (14) Community Health Centres based throughout the Region.

Helipads

The South Burnett has helipads located at Murgon Hospital, Nanango Hospital, Kingaroy General Hospital, Kingaroy Airport, Wondai Airport and Cherbourg Hospital.

Recreation

The South Burnett Clubs and Societies database is available at South Burnett Online. Sporting Clubs and facilities are located in the major towns.

RSL Clubs and Golf Clubs are established at Blackbutt, Kingaroy, Nanango, Murgon and Wondai.

Shopping & Retail

The Region has shopping centres located in the four (4) main towns with two (2) major shopping complexes at Kingaroy. The smaller towns have shopping centres that cater for day-to-day needs.

Vulnerable People

The Region contains people that may be highly vulnerable to the impacts of disasters.

Emergency Services

- Queensland Ambulance Service (QAS) at Kingaroy, Murgon, Nanango, and Proston;
- Queensland Fire and Emergency Services (QFES) at Kingaroy, Murgon, Nanango and Wondai, Proston, Cherbourg, Kumbia, Wooroolin, Blackbutt;
- Rural Fire Services Queensland maintain brigades across the Region. Area office is based at Kingaroy;

- Police Stations are located at Nanango, Kingaroy, Wondai, Proston, Murgon, Kumbia and Blackbutt;
- SES Facilities and depots are located at Murgon, Wondai, Proston, Kingaroy, Nanango and Blackbutt.

Industry

The Region relies on energy production, agriculture, cattle grazing, forestry, retail and tourism for its economic viability.

Agriculture

Historically and currently the South Burnett is the peanut capital of Australia and this product is accompanied by soy beans, corn, wheat, barley and oats, water melons, pumpkins, dragon fruit, stone fruit, dairy and beef, cheese making, freshwater fish and red claw, olives, lavender, free range pork, ham and bacon, duck, honey and various vegetables.



Education

There are over (twenty-five) 25 public and private schools within the South Burnett and a campus of the Southern Qld Institute of TAFE at Kingaroy.

Energy Production

Stanwell Corporations Tarong and Tarong North power stations are located in the south of the Region.

Tourism

The South Burnett is Qld's largest wine Region and home to Queensland's biggest vineyards. There are currently a dozen wineries and cellar doors, with the majority of these also providing bed & breakfast accommodation.

Camping grounds are located within the Region's National Parks (Bunya Mountains, Palms National Park & Emu Creek State Forest) and appeal to people from across Queensland. Camping and accommodation facilities are also located at Boondooma Dam, Bjelke-Petersen Dam, and Manar Park 4WD Recreation & Camping Facility.

Public and Other Major Buildings, Spaces, and Events

Public and Other Buildings

Throughout the Region there are a number of public and other major buildings, including:

- Council facilities/halls at Kingaroy, Murgon, Nanango, Blackbutt, Proston and Wondai
- Court Houses at Kingaroy, Murgon and Nanango
- Kingaroy State High School Indoor Sports Centre

Major Public Spaces

- Racecourses
- Showgrounds
- Shopping Centres

Special Events

- Fishing Competitions at the Dams
- Nanango Funfest
- Wine and Food in the Park, Kingaroy
- Burrandowan Races
- Town Shows

Local Infrastructure and Transport

- Bunya Highway – south west to north east – Bunya Mountains to Murgon;
- Burnett Highway – south to north– Nanango to Goomeri;
- D’Aguilar Highway - Blackbutt to Kingaroy;
- Kingaroy Airport 1600 metre x 30 metre wide sealed runway strip; grass cross runway;
- Wondai Airport - grass runway strip with lighting;
- Nanango Airport - grass runway strip;
- Council has:
 - 3200 km of road network including 1700 km of unsealed roads;
 - 658 km sealed DTMR roads;
 - 21 road bridges of which 6 are timber and 15 concrete;
 - Approx. 40 recreational parks and approx 60 reserves;
 - 11 water supply schemes;
 - 601 km water supply pipelines;
 - 9 sewerage treatment plants; 238 km sewerage pipelines; and
 - 5 works depots.

Essential Services

Power Supply

- Ergon Energy manages and operates the regional electricity distribution network in the South Burnett;
- Powerlink operates, develops and maintains Queensland's high voltage electricity transmission network, which transports electricity in bulk from power generators such as Tarong to the regional distribution networks.

Telecommunications & Internet

- The landline and mobile voice communications services are provided by Telstra, Optus and Vodafone. A variety of other smaller providers support the communications network;
- Fixed line, WiFi and Mobile Internet data services are available through a range of service providers;
- Some towns and communities in the Region have limited or no mobile / internet service;
- The radio communication network from Cushnie provides service to the Region.

Water Supply

- The townships of Kingaroy, Wondai/Tingooora, Proston, Murgon, Nanango and Blackbutt have reticulated potable water supply schemes. Kumbia and Wooroolin have non-potable reticulated water supplies. Council is the provider.

Sewerage and Sewerage Treatment

- Sewerage systems and associated treatment plants serve Kingaroy (12,500 EP), Wondai (2,500 EP), Boondooma Dam (75 EP), Murgon (2,400 EP), Nanango (4,500 EP), BP Dam (150 EP) and Blackbutt (2,000 EP). (EP = Equivalent Persons). Council is the provider;
- The remainder of the Region utilises on-site treatment systems.

Gas Supply

- Bottled LPG is available to consumers.

Hazardous Sites

- Transport carrying chemicals, explosives, fuels and industrial liquids;
- South Burnett Meatworks – Mickin St, Murgon (not operational);
- Swickers Kingaroy Bacon Factory, Haly Street, Kingaroy;
- Murgon Tannery – Gesslers Rd, Murgon;

- Peanut Company of Australia – Haly St, Kingaroy;
- Fuel depots: in the major towns with the details available in the Emergency Supply Register;
- Sawmill, Wondai;
- Stanwell Corporation's Tarong Power Stations and Meandu Mine – Tarong-Maidenwell Rd, Nanango.

2.2 Disaster Hazards and Risks

2.2.1 Summary of Major Disaster Risks to the South Burnett Community

- Flood (including flood due to dam or weir failure). Risks include drowning, damage to property, disruption to business, flooding of houses and buildings, blocked road network, isolation of communities, loss or damage to Council's water and sewerage treatment and potential for evacuation;
- Severe Storm (including Cyclone, Thunderstorm or Tornado). Risks include possible death or injury, damage to property, damage or loss of vegetation, blocked road network, disruption to business, flash flooding of houses and buildings, isolation of communities, loss of power and telecommunication for up to three days, loss or damage to Council's water and sewerage treatment and potential for evacuation;
- Bushfire. Risks include possible death or injury, damage to property, damage or loss of vegetation, blocked road network, disruption to business, loss or damage to houses and buildings, isolation of communities, loss of power and telecommunication for many hours, and potential for evacuation of people or communities;
- Pandemic: Risks include possible death or serious illness, possible quarantine and isolation with medical and ambulance services overwhelmed;
- Agricultural and Emergency Animal Disease; and
- Isolation: A significant impact of disaster risk, particularly flooding is the isolation of major agricultural and horticultural activities. E.g. piggery feedlots, cotton farms. Accessibility of feed and destruction of assets e.g. crop / facilities.

2.2.2 Disaster Risk Studies

The South Burnett Natural Disaster Risk Assessment was completed October 2012. Previously Natural Disaster Risk Assessment Studies and Disaster Mitigation Plans were completed by Kingaroy, Murgon, Wondai and Nanango Local Governments.

A significant element of the disaster risk assessment process was the consideration of how a reduction in disaster risk can protect the community against loss of infrastructure, damage to the natural environment, compromised standard of living and economic failures brought about by disasters.

The full document is located with the LDC and may be viewed on request.

The Risk Management Assessment Tables set out the identified natural hazard risks to the Council area. These risks are the events that are likely to happen in the area. (s57 DM Act).

The products of the Risk Management Assessment including the Tables are in the South Burnett Natural Disaster Risk Assessment document.

2.2.3 Neighbouring Council Areas

The Council Area has shared boundaries and major risks of flooding and bushfire with:

- North Burnett Regional Council to the north west;
- Gympie Regional Council to the north east;
- Somerset Regional Council to the south east;
- Toowoomba Regional Council to the south;
- Western Downs Regional Council to the west.

Cherbourg Aboriginal Shire Council area is contained within the Council area and may require local assistance from the LDMG. The LDMG may also be required to assist Goomeri in the Gympie Regional Council area and Yarraman in the Toowoomba Regional Council area.

2.3 Risk Descriptors and Residual Risk

2.3.1 Residual Risk

The LDMG notes that its treatment options will not always be adequate or the treatment of a risk may be beyond the capacity of the local group and residual risk will remain. This will require further assistance which may be sought from or transferred to the DDMG. The identification of these residual risks requires review and study by the LDMG.

If a disaster event is occurring in one of the neighbouring Regions it may impact upon the ability of the LDMG to coordinate disaster operations, requiring further assistance from the DDMG.

3. PREVENTION AND DISASTER MITIGATION

3.1 Prevention

The Act defines prevention as the taking of preventative measures to reduce the likelihood of an event occurring or, if an event occurs, to reduce the severity of the event.

3.2 Disaster Mitigation

Disaster Mitigation is the means taken in advance of or after a disaster aimed at decreasing or eliminating its impact on communities, the economy, infrastructure and the environment. The objective of prevention and disaster mitigation activities is reduced risk and vulnerability through initiatives to enhance community resilience and sustainability. Prevention and disaster mitigation can be, in part, achieved through application of, building codes and planning policies and legislation.

Mitigation Strategies

- *Bushfire Mitigation Program*
- *Flood Mapping Studies*
- *Betterment during reconstruction following a natural disaster.*

3.3 Building Codes and Building Use Regulations

In the Council, the following codes and regulations apply:

- Body Corporate and Community Management Act 1997;
- Building Act 1975;
- NCC Building Code Australia 2016;
- Building Fire Safety Regulation 2008;
- Building Regulation 2006;
- Queensland Building and Construction Commission Act 1991;
- QLD Building and Construction Commission Regulation 2003;
- Building Units and Group Titles Act 1980;
- Local Government Finance Standard 2005;
- Queensland Development Code;
- State Planning Policy 1/03 guideline: mitigating the adverse impacts of flood, bushfire and landslide; and
- Kingaroy, *Murgon, Nanango and Wondai Town Plans*

3.4 Legislation

In addition to the *act*, legislation relevant to disaster management includes:

- *Agricultural Chemicals Distribution Control Act 1966*
- *Ambulance Service Act 1991*
- *Local and Subordinate Local Laws*
- *Chemical Usage (Agricultural and Veterinary) Control Act 1988*
- *Dangerous Goods Safety Management Act 2001*
- *Environmental Protection Act 1994*
- *Exotic Diseases in Animals Act 1981*
- *Explosives Act 1999*

- *Fire and Rescue Services Act 1990*
- *Gas Supply Act 2003*
- *Information Privacy Act 2009*
- *Land Act 1994*
- *Liquid Fuel Supply Act 1984*
- *Local Government Act 2009*
- *Native Title (Queensland) Act 1993*
- *Nature Conservation Act 1992*
- *Queensland Reconstruction Authority Act 2011*
- *Petroleum Act 1923*
- *Police Powers and Responsibilities Act 2000*
- *Public Health Act 2005*
- *Public Safety Preservation Act 1986*
- *Right to Information Act 2009*
- *Planning Act 2016*
- *Terrorism (Commonwealth Powers) Act 2002*
- *Water Act 2000*
- *Water Supply (Safety and Reliability) Act 2008*
- *Work Health and Safety Act 2011*

3.5 Insurance

In a disaster, there is significant impact on the whole community caused by under insured and non-insured properties.

It is considered that this is an issue for the insurance industry and the State Government with input from the LDMG through its members.

3.6 Land-Use Management Initiatives

Council has a limited number of Land Use restrictions for high-risk areas which are covered by the Planning Scheme and other Council Policies such as:

- Bushfire Hazard Planning;
- Minimum floor levels;
- Land subject to inundation restrictions;
- State Planning Policy;
- Planning Act requirements;
- Council's Town Plans;
- Wide Bay Burnett Regional Plan.

3.7 Counter Terrorism Risk Management

A counter-terrorism risk assessment has been carried out by Queensland Police Service (QPS). The results of this assessment are held by QPS.

4. PREPAREDNESS AND CAPACITY BUILDING

4.1 Our Preparedness Objective

Build the capacity of the community, council, emergency services and LDMG to effectively prepare for, respond to and recover from disasters.

4.2 Preparedness and Awareness Overview

Effective disaster management and response activities begin with preparedness and awareness raising activities conducted on an ongoing basis, in advance of any potential event. Preparedness activities include having *“arrangements or plans to deal with a disaster situation that is the mobilisation of the disaster response structure and resources”*.

This includes activities to increase preparedness and awareness in the wider community and awareness of the steps that the LDMG is taking to plan and prepare, as well as what role the community can play.

Capacity is a combination of the capability and the resources available to the LDMG that can reduce the level of risk or the effects of a disaster. Capacity can be built through activities that ensure ongoing improvement of the disaster management arrangements, for example, planning meetings, workshops and seminars, training, and exercises. Local level capability is recognised as the frontline of disaster management. The Plan aims to set out how this capability is to be enhanced and continually improved.

4.3 Building Response Capacity

Within the Region there are designated lead agencies that are responsible for the initial response to an incident or event. It is their responsibility to plan for and coordinate the response to a particular emergency or event.

Refer to Appendix B of the Plan for the description of the roles and responsibilities (including designation of the lead agencies) of members and agencies of the LDMG.

Each agency, particularly lead agencies are to provide reports at meetings of the LDMG about the status of their preparedness, and the extent, limits or gaps in their response capability. Each LDMG member agency is responsible for taking actions to establish and sustain its own disaster response capability including providing equipment and a suitable number of trained

persons using the resources available to that agency to effectively deal with or help another entity deal with an emergency or a disaster situation within the Region.

During periods of “Alert” or “Lean Forward”, if additional resources are required by an agency to ensure preparedness, then this is to be brought to the attention of the LDC or the DDC.

4.4 Community resilience

Community resilience is a community’s capacity to change, adapt, grow and flourish.

A disaster resilient community knows the risks and hazards they face and has the ability to individually and collectively reduce their risk, to accept the aftermath of disaster events and the impacts on their lives.

Disaster resilient communities are also aware that it may take considerable time before life returns to any degree of normality should an event impact their area and that resilience is not simply about a community going back to what it was like before but rather learning from a disaster and adjusting to be more resilient should a similar event occur again.

The LDMG intends to work with the South Burnett Community to improve community resilience. The LDMG and Council support the Queensland Government’s *Get Ready Queensland* strategy.

4.5 Community Awareness

4.5.1 Community education and awareness methods

Section 30 of the Act requires the LDMG “to ensure the community is aware of ways of mitigating the adverse effects of an event, and preparing for, responding to, and recovering from a disaster”.

The members and organisations of the LDMG currently provide public information and education programs to improve community awareness. These include:

- Council’s website and facebook pages;
- Disaster and emergency community awareness brochures displayed and available in Council offices and libraries;
- Preparedness articles in local papers and council newsletters;
- Queensland Government Get Ready advertising, presentations, and website material
- QFES advertising, presentations and website material;
- Australian Institute of Disaster Resilience (AIDR) community awareness publications and emergency management for schools website;
- Community education to various organisations e.g. by the LDC, SES Local Controllers, etc.;
- QFES fire and bushfire awareness program; and

- BOM weather warnings and website material.

The LDMG recognises that providing information on how to look after yourself, your family, your home, business and community in the event of a natural or a man-made disaster is an effective way to build community resilience and help communities recover in the aftermath of an event.

It is recognised that community awareness and understanding can be heightened by literature and targeted education and awareness activities in addition to the aforementioned programs and resources.

4.5.2 Community Education Activities – Strategy & Timing

The LDMG will develop and implement an annual Community Education and Awareness Plan which addresses community needs for each 12 month period. The Plan will set out the local group agencies responsible for delivery of community education and awareness products and services.

The LDMG will work with the District Group to ensure consistency of messaging and identify opportunities for joint activities. E.g. *Get Ready* week.

As much as possible community education and awareness activities will be aligned to the times of the year when we expect weather related hazards as shown by our risk assessment studies:

- Bushfire Season – commences around August and goes through to around early December;
- Thunderstorm Season – commences in spring and goes through to early summer;
- Cyclone Season – cyclones can occur in Southern Qld from December to April;
- Flooding – likelihood increases as we move through spring into summer.

These seasonal hazards are the priority for community education.

4.6 Get Ready South Burnett

The LDMG with Council, QFES, media, business and community partners will undertake to develop and promote the '*Get Ready Queensland*' and '*Get Ready South Burnett*' message. The '*Get Ready*' campaign is based upon the idea that "***If we all do a little, we'll accomplish a lot***". **The Plan supports that message.**

The Steps to '*Get Ready*' and prepare are:

- Step 1 Prepare your emergency plan;
- Step 2 Prepare your emergency kit;

- Step 3 Prepare your home / business / farm;
- Step 4 Tune into Warnings.

The following are the key planning tools to 'Get Ready':

- Household Emergency Plans;
- Business Emergency / Continuity Plans;
- Agricultural Contingency Plans.

The aim of these Plans is to:

- Encourage people, businesses and farmers to prepare themselves, their properties and their clients for disasters such as flooding, severe storm and high wind events;
- Improve safety awareness levels and safety behaviours during a disaster or emergency;
- Encourage people to be aware of, and care for their neighbours in the immediate aftermath of a disaster.

The preparedness planning documents are available from <http://disaster.qld.gov.au/>

4.7 Education and Training for those Involved in Disaster and Emergency Management Work

4.7.1 Disaster Management Training Framework

The provision of and attendance at education and training for those involved in disaster and emergency management work is a key preparedness and capability building activity.

QFES Emergency Management (EM) has a responsibility identified in The Act to ensure that persons performing functions under The Act in relation to disaster operations are appropriately trained. QFES have published a disaster management training framework identifying courses that are to be undertaken by those persons.

Each member agency is responsible for ensuring that staff undertaking disaster management work are receiving appropriate training for their roles, in particular the courses identified in the training framework.

The LDMG secretariat will assist with scheduling training for LDMG members and the LDCC. This will be undertaken in consultation with the QFES EM Coordinator. QFES-EM will monitor which members have received training.

The LDMG will take advantage of opportunities to train with other Local Groups as this will provide an understanding of common issues and greater understanding of each other's risks and challenges e.g. training with Cherbourg Local Disaster Management Group.

4.7.2 Training for work in disaster coordination centres

Each lead agency is to have an appropriate number of staff trained or planned to be trained at the appropriate skill and competency level to work in a disaster coordination centre. This will greatly assist with the effective coordination of disaster operations.

QFES -EM provides disaster coordination centre courses form the disaster management training framework.

4.8 Exercises

An exercise is a controlled objective based activity used to practice, evaluate or test Plans or procedures and resources. The purpose of an exercise is to practice/ test the knowledge and ability of disaster management agencies to coordinate disaster operations for a potential situation. Exercises can enhance capacity and confidence of the people that participate in them.

The conduct of an exercise is one way in which the LDMG can undertake a review of the Plan.

Prior to participating in exercises it is preferred that participants have received training as outlined in Section 4.7 of this Plan. It is better if participants have a basic understanding of the procedures that apply to working in a disaster management environment. This way the experience and learning's from the exercise can be maximised.

4.8.1 Exercise Program and Type

Each year, one (1) or more of the following exercises should be held in the South Burnett:

- (a) A table top discussion exercise, with the focus of the exercise to be determined by the District or LDMG;
- (b) An LDCC exercise with the focus of the exercise to be determined by the LDC or LDMG;
and
- (c) A joint LDCC / DDCC exercise with the focus of the exercise to be determined by the LDMG and DDMG.

The LDMG, if practicable will take up any offers from the State to participate in State exercises.

More frequent smaller exercises can be an effective alternative to a single large scale activity.

4.8.2 Exercise Debrief

An exercise is to be followed by a debrief process. A hot debrief is to be conducted immediately following the conclusion of the exercise and a cold debrief conducted not longer than a month following the exercise. The cold debrief allows participants time to provide a considered view of the exercise experience. A report from this debrief should be produced and tabled at the next LDMG meeting for discussion and action.

4.8.3 Exercise Evaluation

To determine if an exercise has achieved the exercise aims and objectives, the exercise should be evaluated by independent evaluators. QFES can support this task by providing an evaluator and preparing a report of the Lessons Identified during the exercise. The Lessons Identified Report should be tabled / discussed at the next Local Group meeting. The LDMG at subsequent meetings should then ensure that Lessons Identified are being actioned.

4.9 Post Disaster Assessment

Post-disaster assessments (also known as after action reviews) are conducted to:

- Assess disaster operations including actions, decisions or processes;
- Document those processes that worked well and ensure that they are captured and updated in plans for use in the next operation; and
- Assess capability and consider where additional planning, training and/or exercises may enhance capability.

The review of disaster operations is conducted through two (2) types of debrief:

- Immediate (Hot) debrief, which is undertaken immediately after operations are complete, giving people involved the opportunity share their experiences whilst it is still fresh in their minds. Multiple hot debriefs during protracted operations may help to identify significant issues and develop solutions for immediate implementation; and
- Post event debrief which is held weeks after an operation, when participants have had an opportunity to take a considered view of the effectiveness of the operation.

A post disaster assessment report should be prepared which provides an overview of the lessons identified and importantly recommendations for improving disaster management in the Region. The post disaster assessment report should be tabled and discussed at the next LDMG meeting. The LDMG at subsequent meetings should then ensure that Lessons Identified are being actioned.

The report may require the LDMG to consider difficult issues for resolution or may need to refer an issue to the DDMG for advice or resolution. The LDMG should ensure that *Lessons Identified* have been referred, are being actioned.

Post disaster assessment reports should be provided to the DDC.

5. RESPONSE

5.1 Response Principles

The principle purpose of the emergency response is the preservation of life, livelihoods and property. Response is defined as the *“actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised, and that people affected are given immediate relief and support” (EMA 2004).*

The Plan identifies that the lead (response) agency is responsible for providing an immediate ongoing response and control for specific disaster or emergency threats.

The LDMG and LDC will work closely with the DDMG and DDC to manage and coordinate disaster operations.

The Plan recognises that a response to a disaster / emergency event:

- Incorporates all those actions that help or reduce loss of human life, illness or injury to humans, property loss or damage, to the environment, to a particular and specific event;
- May commence prior to the impact of an event, if advance warning is given and known; and
- Concludes once the risks of loss of human life, illness or injury, property loss or damage, or damage to the environment are reduced to an acceptable level.

Response Objectives for an Event

- Activate early to prepare and to Plan for the response and coordination of disaster operations;
- Provide warnings, alerts and public information early and consistently to the community or those who need it;
- Disaster operations and response activities are coordinated;
- Resources are accessed & are used effectively;
- Support is provided to meet community needs; and
- Reports about the situation are provided to those who require it and at the right time.

5.2 Response Capability

Each response agency is responsible for ensuring the adequacy of their own planning arrangements and business continuity for effective disaster response and disaster operations in a coordinated way with the groups Local Group.

Council maintains a disaster response capability. This means Council provides equipment and a suitable number of persons, using the resources available to the Council, to effectively deal with, or help another entity to deal with, an emergency situation or a disaster in the Council area.

5.3 Coordination of Disaster Operations and Response

The coordination of disaster operations and response occurs on a tiered basis:

- Initial response;
- Incident coordination centre / forward coordination centre;
- South Burnett Local Disaster Coordination Centre (LDCC);
- Gympie District Disaster Coordination Centre (DDCC);
- State Disaster Coordination Centre.

Overall management of the coordination of disaster operations and disaster response is the responsibility of the Local Disaster Coordinator of the LDMG.

5.3.1 South Burnett Local Disaster Coordination Centre (LDCC)

Activation and Operation of the LDCC is the responsibility of the LDC.

The functions of the LDCC are:

- To coordinate disaster operations in the South Burnett;
- To implement strategic decisions of the LDMG about disaster operations;
- To gather intelligence and develop event action plans to ensure that future operations have been planned;
- To coordinate Council and community resources in support of agencies involved in response and recovery operations;
- To coordinate or request additional resources for the Region including those allocated to Council through the DDCC;
- To prepare public information, warnings and alerts; and
- To prepare situation reports for the community and relevant authorities such as the DDC.

Trained Council personnel shall operate the LDCC on a roster system for the duration of the disaster situation. Assistance may be required from outside resources and they will supplement Council personnel.

The LDCC Operational Plan identifies roles and responsibilities, equipment and information management systems and structures put in place. The LDCC has the Guardian Control System to assist with the management of information including logging and managing tasks. Sub Plans have been developed for use by the LDCC to deliver efficiency in disaster operations.

The Primary LDCC will be located at the Council Office at the Council Chambers, Glendon Street, Kingaroy.

A situation may arise where, due to the nature of the threat and its locality, an alternate or secondary LDCC may be established at the Nanango, Murgon or Wondai Council Offices.

Concept of Operations for Response

The following Operational Sub Plans provide specific concept of operations processes for each topic:

- Activation procedures refer to section 54.4 and A.1 *Activation of South Burnett LDMG Operational Plan*;
- *LDCC Operational Procedures refer to A.2 South Burnett LDCC Operational Plan*;
- Operational reporting procedures are included in *A.2 South Burnett LDCC Operational Plan*;
- *Financial Management procedures refer to Appendix A.2*;
- *Warnings, Alerts and Public Information refer to Appendix A.10*; and
- *Resupply refer to Resupply Guidelines at www.disaster.qld.gov.au.*

5.4 Activation & Authority to Activate

The authority to activate the South Burnett LDMP is delegated to the LDC following consultation with the Chair of the LDMG. The Plan may also be activated by the LDC at the request of the DDC.

Activation of the LDMG shall be in response to an event that demands response and disaster operations to be coordinated. The LDC will decide on the scale of the activation.

It is the duty of the LDC to inform the Chair/Mayor, CEO, DDC and QFES Emergency Management Coordinator regarding the activation of the LDMP or the LDCC.

There are four (4) levels of Activation.

| | |
|--------|--------------|
| Yellow | Alert |
| Amber | Lean forward |
| Red | Stand up |
| Green | Stand down |

Activation Triggers and required actions are set out in Table 5.1.

Activation of each stage shall be dependent upon the type of hazard and situation. For example, an earthquake or extremely dangerous thunderstorm may have an immediate major impact and will activate to Stand Up level. A bushfire or flood may be a gradual build up and a staged activation is more likely.

Table 5.1: LDMG and LDCC activation triggers and required actions

| Activation level | Threat/Trigger | Actions |
|-----------------------|--|---|
| 1. Alert - Yellow | <ul style="list-style-type: none"> Information received identifying a threat which is likely to develop in the Region over the next 1-3 days Lead agency advises they are likely to establish an incident coordination centre(s) at Lean Forward or Stand Up status | <ul style="list-style-type: none"> Hazard / threat identified, being monitored Initial threat advice from relevant agency provided to LDC Monitor weather forecasts at regular intervals Availability of staff at response agencies determined Contact lists checked and updated including mobile phone & sms contact list Notify Chair and members of the LDMG of threat/emergent situation Contact with incident controller at lead agency ICC established Contact with DDC (or delegate) established Notify LDCC staff and confirm availability of staff for LDCC if needed Media and communication strategy prepared |
| 2. Lean Forward Amber | <ul style="list-style-type: none"> Probable disruption / impact of an expected event on the community is less than 24 hours away Potential for multiple events which will require a coordinated response from a number of agencies from the across the South Burnett Lead agency advises it has established an active Incident Coordination Centre(s) Need for the community to be alerted | <ul style="list-style-type: none"> Preliminary SitRep developed, provided to DDC Notifications sent and acknowledged Decision made on likely activation phase Availability of staff for LDCC confirmed Contact maintained between lead agency ICC, LDC, DDC and QFES Operational Readiness confirmed If time available extraordinary LDMG meeting held. Preparations undertaken to activate LDCC as per sub-plan Scale(size) of LDCC being considered by LDC After hours support and access arranged if likely to be required LDMP public information and warnings plan activated, alerts being provided to the community or those who need it |

| Activation level | Threat/Trigger | Actions |
|-----------------------|--|--|
| 3. Stand Up - Red | <ul style="list-style-type: none"> Event is imminent or has occurred Potential for significant community impact Coordination of disaster operations required Support to the community required | <ul style="list-style-type: none"> Local Group and Local Plan activated in full or in part as per sub-plans Cost capture commenced DDC advised of level of activation and situation Situation reporting from LDCC underway, including to DDC Warnings, Alerts and Public information being provided to the community Regularly hold and minute LDMG core group or extraordinary meetings Scale up LDCC as required when existing resources cannot cope with the volume of work and further expansion of the Incident Control System is required Damage / impact assessment process being planned or underway Activate recovery plans |
| 4. Stand Down - Green | <ul style="list-style-type: none"> Coordination of disaster response operations to the event has concluded Transition to coordination of disaster recovery operations underway / completed. Community is in recovery phase or returning to pre-event status | <ul style="list-style-type: none"> Status of all outstanding actions for disaster response operations confirmed and handover of tasks to normal operational methods completed Final SitRep for disaster response operations forwarded to DDC All documentation /electronic files, including finance, finalised and stored LDCC staff and Local Group members deactivated for disaster response operations LDCC closed for disaster response operations Community informed of end of response operations Recovery arrangements implemented All Council information collected and updated Transition to coordination of Disaster Recovery operations finalised Handover to Local Disaster Recovery Coordinator for reporting purposes completed Hot debriefing/s held Cold debrief scheduled |

5.5 Accessing and Providing Support (Logistics / Resources)

5.5.1 Request from ICC to the LDCC

The incident controller at the Incident Coordination Centre (ICC) is to contact the LDCC when additional resources are required, i.e. resources which are not available from the Lead or support agencies in attendance at the ICC for the response.

The ICC is to make requests through that agencies' LDCC Liaison Officer.

5.5.2 Requests to DDC / DDMG

If resources of LDMG member agencies become exhausted or overwhelmed or a specific technical resource or capability is not able to be located or available in the Region, the LDC is to contact the DDC so that resources can be accessed or made available, by the DDC.

The LDC is to use the correct Request for Assistance Form and send it to the DDC. All requests for assistance to the DDC shall be approved by the LDC (but may be prepared by a delegate e.g. the Logistics Officer).

The LDC will be proactive in advising the DDC of likely requests for additional resources so that in turn the DDC can also be proactive in its planning for requests for additional resources for the Region.

5.5.3 Requests to State Disaster Coordination Centre for Assistance / Support

When the District is not able to action or fulfil requests for assistance, the DDC will request assistance from the Operations Officer, SDCC.

5.5.4 Support from External Agencies (Public & Private)

Support may be sourced from:

- Member agencies preferred suppliers as per the list of suppliers held by that agencies procurement unit;
- All emergency service providers both government and non-government agencies;
- Through the LDMG member agency liaison officers;
- The DDC as described previously in Section 5.5.2 of this Plan;
- The SDCC or the DDC who may allocate and push resources forward to the Region during an event even though resources have not been requested by the LDCC. The staging and reception of these resources will require planning and coordination by the LDCC; and
- Should support, as described above, be withdrawn for whatever reason, the agencies should advise the LDC immediately.

The Chair of the LDMG, the LDC, or delegate can request assistance from local agencies, businesses and community groups for additional resources. The call for assistance will be

commensurate to the role and/or responsibilities of the agency, business or community group being contacted for assistance.

5.5.5 Providing Support to Disaster Affected Communities

On the request of the DDC, the Chair of the LDMG, or delegate, may activate the LDMG and this Plan for the purposes of providing support to disaster-affected communities outside of the Region.

5.5.6 Cross Boundary Arrangements

Council is bordered as follows (by neighbouring Councils):

- On the north west by North Burnett Regional Council;
- On the north east by Gympie Regional Council;
- On the south east by Somerset Regional Council
- On the south by Toowoomba Regional Council;
- On the west by Western Downs Regional Council; and
- The Cherbourg Aboriginal Shire Council is contained within the boundaries of the SBRC area.

In the event that any of the neighbouring Councils request assistance from the LDMG, or in the event of the LDMG being in need of assistance from any of the neighbouring Councils, the LDC of the LDMG will request assistance via the relevant neighbouring Local Disaster Management Group. If the Council seeking assistance is within a different Disaster District, the DDC will be requested to make contact with the neighbouring DDC. The DDC will be kept informed of any requests.

5.6 Warnings Alerts and Public Information

5.6.1 Public Information to the Community during Disaster Response and Recovery

Public information and warnings provided by the LDMG shall be provided mainly through Radio, TV and Internet. Warnings can also be delivered through:

- Social media e.g. South Burnett Council Facebook page;
- The Council and other emergency service organisation websites;
- Media Releases from the Mayor and Emergency Services;
- The use of SEWS (Standard Emergency Warning System); and
- The national Emergency Alert (EA) telephone and SMS messaging system.

These methods will be used to support and reinforce the warning messages provided through radio and TV. Warnings or Public Information may be provided before, during or after a disaster.

The Mayor of the South Burnett, the officer in charge of the lead agency, the DDC and the LDC shall be key sources of information for the community regarding the status of the disaster & emergency response and any other associated threats or required community actions.

To ensure that disaster warnings and alerts are coordinated and timely the LDMG has developed a *Public Information and Warnings Operational Sub-Plan*. (Appendix A.10).

This Plan recognises that individuals are likely to hear about a potential disaster situation from a variety of sources and most will seek to confirm that message before they take any action.

Research indicates that if the emergency warning is not confirmed then it may be ignored. So long as the information is consistent, emergency warnings issued from two (2) or more relevant agencies will help to confirm and reinforce the warning message.

A component of exercises will be to practise the preparation of public information and dissemination of warning messages and alerts both for broadcast and social media.

5.6.2 Receipt of Warnings by the LDMG and LDC

Warnings or alerts are received by the LDMG, LDCC and LDC during disasters and emergencies. Warnings that may be received include:

- Weather Warnings from the Bureau of Meteorology;
- Warnings and alerts about dam operations from SunWater;
- Bushfire Alerts and Warnings from QFES;
- Health Warnings from Qld Health (heatwave / Pandemic); and
- Warnings or information received from community members.

Warnings may be received by telephone, SMS, email and / or social media notification. The LDC will use the resources of the LDCC as set out in this Plan, to take appropriate actions to respond to these warnings.

5.7 Declaration of a Disaster Situation

In accordance with section 64 of The Act the DDC may, with the approval of the Minister, declare a disaster situation for the district or one or more local government areas within the district in whole or in part. As outlined in section 75 to section 77 of the Act, the declaration confers extra powers on particular persons to perform actions, give directions and control movements within the declared area.

To declare a disaster situation, the DDC is to be satisfied that a disaster has happened, is happening or is likely to happen and it will be necessary, or reasonably likely to be necessary, to exercise declared disaster powers to prevent or minimise the loss of:

- Human life;
- Illness or injury to humans;
- Property loss or damage; and
- Damage to the environment.

Before declaring a disaster situation the DDC is to take reasonable steps to consult with local government in the proposed declared area.

The declaration of a disaster situation does not impact the requirements of a local government under the Act to manage disaster operations in their area.

The Chair of the LDMG is to contact the DDC and request the DDC to consider the declaration of a disaster situation if the Chair believes that additional legal (disaster) powers, as set out in the Act, are required for the conduct of disaster operations.

5.8 Relationship between Activation, Declarations and Financial Assistance

The activation of disaster management arrangements, LDMP or LDCC confers neither special powers nor funding and it is not necessary for a declaration of a disaster situation to be made to activate the disaster management arrangements.

A declaration of a disaster situation under The Act provides for disaster (legal) powers to DDC's and declared disaster officers.

The activation of either Natural Disaster Relief and Recovery Arrangements (NDRRA) or the State Disaster Relief Arrangements (SDRA) provides for financial support to the community, funding for disaster operations of state government departments and local governments and restoration of essential public assets. The activation of NDRRA or SDRA is not dependent upon the activation of the QDMA or the declaration of a disaster situation. The activation of NDRRA or SDRA is not a declaration but an activation of financial arrangements.

All three (3) actions are independent and are not interlinked or conditional, although some or all may occur for the same event.

5.9 Financial Considerations during Response

All agencies are responsible for meeting and recording their own operational expenses incurred during a disaster event, and for claiming reimbursement of any expenses allowed under the SDRA and NDRRA, if activated. Details of these programs can be found at: <http://disaster.qld.gov.au>

All agencies incurring expenditure during disaster operations are responsible for ensuring compliance with legislation, finance standards, financial procedure and practice manuals and any delegations of authority for contracts / authorisation of expenditure.

5.10 Sub Plans

Sub Plans have been written for specific functions, refer to:

Section 7 Appendices - Appendix A – Operational Sub Plans:

- *A.1 Activation of LDMG* – sets out the process for the activation of the LDMG.

- *A.2 LDCC* – standard operating procedures for activating, staffing and management of the LDCC during an event.
- *A.3 Financial Management* – establishes the procedure for purchasing, procurement and the process for tracking agency costs for response and recovery from a disaster.
- *A.4 Community Support* – includes the Community Welfare Plan and provides procedures and processes to be used during both the response and recovery phase of an event.
- *A.5 Evacuation* – this Plan sets out the process for evacuation, who makes the decision, how it is activated, who gives direction to evacuate and to which centre.
- *A.6 Evacuation Centre Management* – establishes the roles and responsibilities for the opening up, staffing, registering and, in general, caring for evacuees.
- *A.7 Impact Assessment* – this Plan provides the LDMG with the tools to carry out an initial and then a more detailed impact assessment on the effect of the disaster on infrastructure, private property and the people in the community.
- *A.8 Medical Services* – this Plan provides a list and contact details for medical support in Council.
- *A.9 Public Health* – Council Health Plan sets out the responsibilities of the Environmental Health Officer in the event of a disaster and the support given by Queensland Public Health.
- *A.10 Public Information and Warnings* – provides the guidelines for the public awareness and education programs undertaken by members of the LDMG and also the procedure for issuing warnings or advice pre, during or post event.
- *A.11 Public Works and Engineering* – protection and restoration of infrastructure before, during and after an event is paramount and this Plan identifies key resources and assistance that can be deployed.
- *A.12 Rescue* – during a major event, circumstances may require the rescue of people and the support rescue agencies and their activation procedure is identified in this Plan.
- *A.13 Transport* – transport plays a key role in a disaster in not only ensuring access to the area for response teams but also to evacuate people if required.
- *A.14 Logistics* – resource management, particularly of material resources, is an area that can cause extreme problems in response to a major event. This Plan addresses the issues and provides process to be followed during a major event.

5.11 Threat Specific Planning and Higher Risk Hazards

The LDMP is based on the all-hazards approach with the consequences for each threat being responded to in a similar manner and the key to a successful operation is to manage the consequences of the event to produce the best outcome for the community.

The Operational Sub Plans are applicable to all hazards and some or all of those Plans would be implemented depending on the particular event.

However each type of event may have its own special requirements, to aid the response for extreme or high risk hazards some additional threat specific Plans have been included in this Plan as follows:

- Pandemic Influenza;
- Severe Storm;
- Flooding; and
- Bushfire.

Refer to **Appendix I Threat Specific Planning Arrangements**.

6. RECOVERY

6.1 Definition

Recovery is the coordinated process of supporting and helping affected individuals and communities:

- In the reconstruction of physical infrastructure;
- The restoration of the economy;
- The rehabilitation of the environment; and
- The maintenance of emotional, social and physical well-being.

As the recovery phase of a disaster involves disaster relief in the provision of immediate shelter, life support and human needs to persons affected by a disaster, it is important that disaster recovery strategies are activated in conjunction with, an effective disaster response.

Recovery extends well beyond the provision of immediate support to include repair, reconstruction, restoration of social wellbeing, economic renewal, and rehabilitation of the natural environment. It is both a remedial and a developmental process.

As disaster recovery is complex, dynamic and potentially protracted this Plan recognises that recovery is most effective when:

- Recovery activities are conducted with the active participation and input of the affected community;
- Local community service and business organisations have input to key decision making;
- Recovery management and reconstruction arrangements are well understood by all parties; and
- Recovery services are provided in timely, fair, equitable and flexible manner.

In Queensland, disaster recovery is governed by directions set out in the Queensland Recovery Guidelines available at www.disaster.qld.gov.au

6.2 Recovery Concepts & Objectives

The key Recovery Concepts and Objectives are:

- Community Involvement – recovery processes are most effective when affected communities actively participate in their own recovery;

- Local Level Management – recovery services should be managed to the extent possible at the local level;
- Affected Community – the identification of the affected community needs to include all those affected in any significant way whether defined by geographical location or as a dispersed population;
- Differing Effects – the ability of individuals, families and communities to recover depends upon capacity, specific circumstances of the event and its effects;
- Empowerment – recovery services should empower communities to manage their own recovery through support and maintenance of identity, dignity and autonomy;
- Resourcefulness – recognition needs to be given to the level of resourcefulness evident within an affected community and self-help should be encouraged;
- Responsiveness, Flexibility, Adaptability and Accountability – recovery services need to be responsive, flexible and adaptable to meet the changing environment, as well as being accountable;
- Coordination and Integration of Services – coordination of recovery service agencies, with the activities of response agencies, is essential to avoid overlapping services and resource wastage; and
- Planned Withdrawal – planned and managed withdrawal of external services is essential to avoid gaps in service delivery and the perception of leaving before the task has been completed.

6.3 Recovery Operations: Components and Transition from Response

There are four (4) key elements of recovery which need to be considered and addressed. The South Burnett Local Disaster Recovery Plan considers in detail each component and addresses the issues such as the following:

- Human Social Recovery – psychosocial impacts on families and individuals:
 - Community characteristics;
 - Psychosocial impacts and number of people affected;
 - Resources necessary to assist in recovery;
 - Which government agencies and non-government organisations could assist during recovery;
 - What financial assistance is available to the community and how people can access it; and
 - How we will communicate with the community.
- Infrastructure Recovery – infrastructure and essential services (including buildings, roads and transport):
 - Identification and understanding the damage;
 - Restoration of essential services;
 - Community access to services;
 - Facilitation of restoration of living conditions and security;
 - Prioritising the rebuilding of infrastructure and community lifelines;

- How to communicate with the community; and
- How to integrate arrangements with other agencies.
- Economic Recovery – economic, financial and business activity recovery:
 - What impact will the disaster have on business continuity and job security;
 - Who needs to be involved in rebuilding economic viability and business activity in the community; and
 - Management of damaged reputation regionally, nationally and internationally.
- Environmental Recovery:
 - Identification of issues to be considered in managing environmental hazards or damage caused by the disaster;
 - Strategies to rectify the damage and rehabilitate the natural environment;
 - Scientific assessment of the short and long term environmental impacts of the event; and
 - Identification of who should be involved in this process.

Depending on the nature of the disaster one or other of these components may be the major focus of recovery operations. However often a disaster will be of such a scale that one cannot effectively remediate one area of impact without addressing all the other affected areas.

Therefore during the response phase of an event the LDMG will commence developing a recovery plan that considers the impact of that particular event and addresses the issues identified. To develop the recovery plan, the LDMG may decide to establish a Recovery committee with various sub committees as required, coordinated by the Local Recovery Coordinator.

6.4 Recovery Plan

The South Burnett Local Disaster Recovery Plan (Recovery Plan) provides the overarching framework for recovery from a disaster event and actions the LDMG may take in the recovery processes.

The Recovery Plan identifies requirements for the following:

- Local Recovery Coordinator;
- Local Recovery Group and Recovery Structure;
- Recovery Needs Assessment;
- Recovery Operational Plan; and
- Monitoring and Reporting.

The Recovery Plan also sets out in much further detail the components and issues during the Recovery phase to be addressed by the Local Disaster Recovery Group and the Local Recovery Coordinator.

7. APPENDICES

Appendix A – Operational Sub Plans

- A.1 Activation of South Burnett Local Disaster Management Group Operational Plan*
- A.2 South Burnett Local Disaster Coordination Centre Operational Plan*
- A.3 Financial Management*
- A.4 Community Support*
- A.5 Evacuation*
- A.6 Evacuation Centre Management*
- A.7 Impact Assessment*
- A.8 Medical Services*
- A.9 Public Health*
- A.10 Public Information, Warnings and Alerts*
- A.11 Public Works and Engineering*
- A.12 Rescue*
- A.13 Transport*
- A.14 Logistics*

Appendix B – LDMG Member List, Contact Details and Responsibilities

Appendix C – Distribution List

Appendix D – Definitions

Appendix E– Abbreviations

Appendix G – Resources List

Financial and Resource Implications

Within current budget allocations.

Link to Corporate/Operational Plan

Corporate Plan 2018/19 to 2022/23

EC4.1 Ensure the Local Disaster Management planning enables the community to be prepared for, respond to and recover from disasters.

Communication/Consultation (Internal/External)

The Local Plan was prepared in consultation with Emergency Management Queensland.

A comprehensive revision of the plan has occurred over a 12 month period consulting with the Local Disaster Management Group and in accordance with the *Disaster Management Act 2003* and the Disaster Management Guidelines.

The Local Disaster Management Group formally endorsed the Local Plan.

Legal Implications (Statutory Basis, Legal Risks)

The *Disaster Management Act 2003* requires Council to prepare a Local Plan for disaster management in its area and to approve that Plan.

Policy/Local Law/Delegation Implications

N/A

Asset Management Implications

N/A

5. Portfolio - Roads & Drainage

5.1 Roads & Drainage Portfolio Report

Document Information

ECM ID 2520200

Author Cr Gavin Jones

Date 18 July 2018

Précis

Roads & Drainage Portfolio Report

Summary

Cr Jones presented his Roads & Drainage Portfolio Report to Council.

Officer's Recommendation

That Cr Jones's Roads & Drainage Portfolio Report to Council be received.

5.2 Roads & Drainage (R&D)

Officer's Reports

5.2.1 R&D - 2514304 - Requesting Council name the unnamed road to the south of Smith Road "Cronin Road"

Document Information

ECM ID 2514304

Author Principal Engineer

Endorsed By Manager Design & Technical Services
General Manager Infrastructure

Date 10 July 2018

Précis

A request has been received to name an existing unformed road reserve at the end of Kahler Road to Cronin Road in the Boobie locality.

Summary

A request has been received to name an existing unformed road reserve at the southern end of Kahler Road to Cronin Road in the Boobie locality.

The name requested is Cronin Road in recognition of the contribution the Cronin family has made in the area. The requested name of Cronin Road is not currently in use in South Burnett Regional Council area and aligns with Council's Infrastructure Asset Naming Policy.

The request has been assessed by considering Australian Standard AS/NZS 4819:2011 Rural and Urban Addressing, Local Government Act 2009 and Council's Infrastructure Asset Naming Policy.

Officer's Recommendation

That

1. Council does not approve the request as the road is an unconstructed road reserve.
2. The Cronin name be placed on the Infrastructure Asset Naming Register for future consideration in the Boobie locality.

Financial and Resource Implications

Nil

Link to Corporate/Operational Plan

INF1 - Infrastructure that meets our communities needs

Communication/Consultation (Internal/External)

Consultation has been undertaken with the Divisional Councillor.

Legal Implications (Statutory Basis, Legal Risks)

Nil

Policy/Local Law/Delegation Implications

This existing scenario has been assessed against Australian Standard AS/NZS 4819:2011 Rural and Urban Addressing, Local Government Act 2009 and Council's Infrastructure Asset Naming Policy.

Asset Management Implications

Nil

5.2.2 R&D - 2520632 - Additional Works under 2018/19 Transport Infrastructure Development Scheme (TIDS) Funding

Document Information

IR No 2520632

Author Manager Roads and Drainage

Endorsed By General Manager Infrastructure

Date 9 July 2018

Précis

This report nominates additional work for an existing approved project under the Department of Transport and Main Roads 2018/19 Transport Infrastructure Development Scheme (TIDS).

Summary

The approved footpath upgrade work on Haly St Kingaroy, from Fisher Street to Tessmanns Road commenced in the 2017/18 financial year and shall be completed in the 2018/19 financial year. Funding for the \$350,000 project is as follows:

- Transport and Infrastructure Development Scheme (TIDS) \$100,000 (consisting of \$52,000 Council funding/\$48,000 DTMR funding).
- Works For Queensland \$250,000.

The majority of funds for this project under the Works For Queensland programme have been spent in the 2017/2018 financial year. The TIDS funding is being accessed this financial year and it is anticipated that there will be a savings with this project given the current scope of works.

The anticipated residual funds from the existing Transport and Infrastructure Development Scheme (TIDS) under the Queensland Transport and Roads Investment Program (QTRIP) and the guidelines associated with this scheme have resulted in the opportunity to extend the existing approved project beyond the current project termination point being Tessmanns Rd. It is estimated that the savings will be approximately \$40,000 which will enable Council to extend the project into Tessmanns Rd up to the intersection of Doonkuna St (approximately 170m in length).

Officer's Recommendation

That Council reallocate the remaining QTRIP funds from the Haly Street footpath project to install a footpath in Tessmanns Road from Haly Street to Doonkuna Street.

Financial and Resource Implications

It is expected that the additional footpath construction can be accommodated within the existing TIDS budget. The Council concrete crew are currently working on the Haly St footpath and it is expected that no additional resources will be required.

Link to Corporate/Operational Plan

This project links with Corporate Plan Strategy INF1.1 - Provide and maintain road infrastructure in accordance with sustainable asset management practices.

Communication/Consultation (Internal/External)

Internal consultation has been conducted at a Management level within Infrastructure, and the proposal has been highlighted during the July 2018 Councillor Portfolio Meeting. Approval from the Wide Bay Burnett Regional Roads and Transport Group is yet to be sought.

Legal Implications (Statutory Basis, Legal Risks)

N/A

Policy/Local Law/Delegation Implications

N/A

Asset Management Implications

The work extends Council's current footpath network. The footpath will be constructed of low maintenance materials (Concrete) and will improve the safety of pedestrians in the respective area.

6. Portfolio - Community, Arts, Tourism and Health Services

6.1 Community, Arts, Tourism and Health Services Portfolio Report

Document Information

ECM ID 2520201

Author Cr Danita Potter

Date 13 July 2018

Précis

Community, Arts, Tourism and Health Services Portfolio Report

Summary

Cr Potter presented her Community, Arts, Tourism and Health Services Portfolio Report to Council.

Officer's Recommendation

That Cr Potter's Community, Arts, Tourism and Health Services Portfolio Report to Council be received.

6.2 Community Services (CS)

Officer's Reports

6.2.1 CS - 2519506 - Adoption of the amended Regional Arts Development Fund (RADF) Guidelines

Document Information

ECM ID 2519506

Author Community Development/Grants Officer

Endorsed By Manager Social & Corporate Performance
General Manager Corporate Services

Date 28 June 2018

Précis

Adoption of the amended Regional Arts Development Fund (RADF) Guidelines.

Summary

The RADF program focuses on the development of quality art and arts practice for, and with, regional communities by providing the various funding categories.

In May 2018 Council adopted the amended Community Grants Program Policy, which fully integrated the RADF program.

The amended Regional Arts Development Fund (RADF) Guidelines reflect the changes to the Policy.

Officer's Recommendation

That Council adopt the Regional Arts Development Fund (RADF) Guidelines.



Regional Arts Development Fund GUIDELINES

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SECTION A - ABOUT RADF

What is RADF?

Regional Arts Development Fund (RADF) is a partnership between South Burnett Regional Council and Arts Queensland, to support professional artists, emerging artists and arts practitioners living in regional Queensland.

RADF funding is there to assist professional arts practitioners across the arts spectrum by facilitating employment opportunities via workshops, or projects for the arts community requiring professional teachers

RADF was established in 1991 and continues to support professional artists and arts practitioners living in regional Queensland. The RADF program focuses on the development of quality art and arts practice for, and with, regional communities.

RADF invests in local arts and cultural priorities, as determined by local communities. The program promotes the role and value of arts, culture and heritage as key drivers to develop sustainable, diverse and prosperous local communities.

In 2014 the RADF program was revised with new guidelines presented to local councils, allowing councils and communities greater input into how to structure and deliver the program, to best suit their needs.

From 2015 the Fund will be delivered flexibly, and local councils can implement locally tailored RADF programs based on priorities determined by them and their communities. This means that RADF may look different in each local government jurisdiction.

RADF is not intended to be used as the main income source for any professional artist or artsworker or for recurrent funding of projects or organisations, e.g. for the same component of the same event every year.

RADF Principles

- **Local** - empower local councils to determine priorities and outcomes through arts and cultural activity to meet the aspirations and needs of their local community.
- **Participation** - ensure local communities in all areas of Queensland have access to arts and cultural initiatives, programs and opportunities that are locally relevant.
- **Quality** - focus on investing in arts and cultural outcomes which will have the highest value to local communities across Queensland.
- **Diversity** - respond to the diversity of communities, councils, arts and cultural activity and practices across Queensland and support flexible delivery models.

Arts Queensland RADF Core Objectives

- Support local artists and arts and cultural activity to deliver value for local communities.
- Provide opportunities for local communities to participate in arts and cultural activities.
- Invest in locally-determined priorities delivered through arts and cultural activity.
- Contribute towards current Government targets and priorities.

South Burnett Regional Council RADF Objectives

- Support skills development of South Burnett professional artists, emerging artists and arts practitioners; and
- Increase local participation in the arts in the South Burnett Region.

Who can apply for a South Burnett RADF grant?

The following categories of individuals and organisations can apply for a grant:

- Individual professional artists, emerging professional artists, artswriters, cultural workers or project coordinators who:
 - Are based in the South Burnett Regional Council area, or if based outside the South Burnett Regional Council area are able to demonstrate how the project will directly benefit arts and culture in the South Burnett Regional Council area;-
 - Are permanent residents or Australian citizens; and
 - Have an Australian Business Number (ABN) or who will be auspiced by an incorporated organisation or individual with an ABN.
- Incorporated arts and cultural organisations based in the South Burnett Regional Council area, or those based outside the South Burnett Regional Council area that are able to demonstrate how the project will directly benefit arts and culture in the South Burnett Regional Council area.
- Unincorporated organizations, auspiced by an incorporated body, that are based in the South Burnett Regional Council area, or those based outside the South Burnett Regional Council area that are able to demonstrate how the project will directly benefit arts and culture in the South Burnett Regional Council area.

Australian Business Number (ABN)

If RADF applicants do not possess a valid ABN, they must be auspiced by an individual or incorporated organisation with a valid ABN (Sponsor) who will manage the grant on behalf of the applicant.

The sponsor is responsible for providing a financial report on completion of the project. It is not responsible for the artistic direction or quality of the project.

What does South Burnett Regional Council's RADF not support?

- Applicants who submit unsigned applications.
- Applicants who have failed to acquit previous RADF grants.
- Projects for which artswriters are paid less than the recommended rates.
- Activities that commence before Council approval is given because South Burnett Regional Council's RADF should not be used as a 'top-up' fund.
- Craft workshops - UNLESS a professional artist or artswriter is employed to work with the craft group to apply their skills in an innovative way to an arts development outcome.
- Murals - funding is available for murals from other government sources as part of anti-graffiti programs.
- School arts activities EXCEPT where those activities form part of broader community cultural development processes or are part of professional arts development.
- Framing or freight - only a small proportion of these costs can be covered as part of presentation costs for significant exhibitions. As a guide only, 10% of the total framing and freight costs would be considered a small proportion.
- Catering costs, openings, launches and parties are not covered by South Burnett Regional Council's RADF grants, even if they are part of an exhibition or community project.

- Entertainment - funding is not available to pay for entertainment at events, UNLESS there is a developmental aspect included, e.g. musicians performing at a community event run a series of developmental workshops for community members prior to the event.
- Eisteddfods - these are essentially competitions.
- Summer/Winter schools - If an individual is funded to attend a McGregor Summer/Winter School or equivalent institution they will not be eligible to apply to attend that event for another 2 years.
- Publishing costs associated with the activity, project or course.
- Purchase of capital items, e.g. equipment, buildings or vehicles.
- Recurrent funding for arts organisations - operational expenses are ineligible under the Program including wages for permanent staff and office expenses. However, local arts and cultural organisations that have regular community activities may apply for funding annually for different projects which have a project management component.
- Accredited study, training or university courses - Arts Queensland does not fund the primary training of artists, only their professional development once they are practicing.
- The Program does not support 100% of any project – maximum percentage able to be funded is 60%

SECTION B – Objectives of South Burnett Regional Council's RADF Program

1. Local Delivery and Participation in the Arts

Objective - *To support local creatives to deliver cultural activities within the South Burnett Region*

Funding of 60% total project cost can be used towards:

- Professional or emerging artist fees or artswoker fees, for preparation and delivery time
- Local travel
- Accommodation within region if required
- Venue hire

Funding does not cover:

- Course Materials
- Catering
- Administrative costs
- Promotions & Marketing

Conditions:

Participants are expected to make a reasonable contribution towards costs. Applicant must demonstrate clear evidence of local community support for project by providing letters of support and lists of interested participants, where possible. Applicants are expected to hold valid Public Liability Insurance.

2. Technical & Professional Skills Development

Objective - *To facilitate access to affordable development workshops and training, by subsidising the costs of bringing professional tutors (professional artists or artswokers) to the South Burnett to teach creative groups valuable skills.*

Funding towards 60% total project cost can be used towards:

- Tutor Fees for preparation and delivery time
- Tutor travel to South Burnett
- Accommodation for tutor
- Venue Hire

Funding does not cover:

- Administrative costs
- Course Materials
- Catering
- Promotions & Marketing

Conditions:

Participants are expected to make a reasonable contribution towards costs. Applicant must demonstrate clear evidence of local community support for project by providing letters of support and lists of interested participants, where possible. Tutors are expected to hold valid Public Liability Insurance. Tutors must complete eligibility checklist and supply a quote.

Frequency of Rounds

The RADF program will offer two (2) funding rounds per financial year subject to Council's successful application to Arts Queensland.

Regular Applicants

An individual, group or organisation can only be successful for one (1) grant per round per financial year within the Community Grants Program.

How are South Burnett RADF Grants Assessed?

Once the funding round has closed, the RADF Liaison Officer copies, collates and sends all applications (including completed preliminary assessment and checklist) to the Community Grants Program Assessment Panel for final assessment. Should further information be required to undertake the preliminary assessment, the RADF Liaison Officer may contact the applicant or an arts expert in the relevant stream of the arts.

SECTION C: YOUR APPLICATION

What should I do before I complete an application form?

It is important that you:

- Read these South Burnett Regional Council RADF Guidelines; and
- Read the South Burnett Regional Council's Community Grants Program Policy; and
- Speak with peers and gain community support for your project; and
- Ensure your application is for an activity that the local community will benefit from either directly and/or indirectly; and
- Reflect on ways your activity develops your professional life; and
- Establish your eligibility by completing the South Burnett Regional Council RADF Eligibility Checklist.

How do I complete the RADF grant application form?

1. Your application should give a snapshot of a potentially successful activity.

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2. All information required is requested on the form, so:
 - ✓ Research thoroughly; and
 - ✓ Prepare accurately and honestly; and
 - ✓ Provide all information on the official South Burnett Regional Council RADF Application Form.
3. Brief and clear support material strengthens your application. Include only relevant support material, such as:
 - ✓ An Eligibility Checklist and a recent CV must be attached for each professional or emerging professional artswoker receiving RADF support; and
 - ✓ Letters of support from groups who will benefit, project partners or stakeholders; and
 - ✓ Quotes from tradespeople, tutors or other businesses cited in your budget.

Please note that your support material cannot be returned so do not provide originals.
4. Sign your application. Unsigned applications are not eligible for funding. Keep a copy of your completed application. If your application is approved, you will need the application to prepare your outcome report at the end of the activity.
5. If you are employing others, think of using employment contracts.
6. Do not staple or bind your application as it will be photocopied for assessment.
7. The RADF Liaison Officer may request further information or support material if they are uncertain about an application. Usually you will have only a short time to respond.

What is a CV (curriculum vitae)?

Your CV or résumé is a summary of your career that you send to an employer when applying for a job or to a funding body as part of your application for funding.

Presentation is important. It should:

- Have a well-designed front page; and
- Be printed in a commonly used font with clear headings; and
- Be on A4 white paper, stapled – not spiral bound – for ease of photocopying; and
- Be no longer than four (4) pages, preferably two (2); and
- Be up-to-date in all personal and professional details; and
- Show the important information on the first page; and
- Start at the current year and work backwards to build a history of your employment or experience.

Include the following information:

- Your contact details; and
- Education and qualifications; and
- Current employment status; and
- Recent employment history; and
- Community involvement; and
- Awards, grants, achievements, exhibitions, performances, screenings, publications, committee and professional memberships (don't use abbreviations or acronyms); and

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- The names of at least two (2) referees.

Some tips for success are:

- Think about what your CV says – whether it is easy to read and how it is ordered; and
- Be dynamic in how you present your work history and skills; and
- Describe yourself in positive language; and
- Remember, you get only one chance to make a good first impression.

Do I have to complete a budget?

Yes. You must include a comprehensive budget using the template. You must:

- Ensure your budget estimates are as accurate as possible. Inflated budget claims may affect the funding decision for your activity; and
- Account for all costs of your activity – expenses and income; monetary and voluntary. This includes all items listed in the income column as in-kind; and
- Ensure you list all forms of income, including any in-kind as well as all other grants you have applied for. Place an asterisk beside grants which have already been approved; and
- Indicate the amount of the RADF grant that will go towards any expenditure in the column titled RADF Grant Breakdown; and
- In the space provided, include the total amount you are seeking from RADF; and
- Ensure the income and expenditure columns balance.

Who can assist me with my application?

The first port of call for assistance with your RADF application is to speak with the RADF Liaison officer who can provide support to applicants.

The RADF Liaison Officer administers the assessment process, meetings, record keeping and correspondence of the panel.

If you have a concern regarding the outcome of an application or require further assistance understanding the RADF Program and grants process, you may contact the RADF Liaison Officer.

The RADF Liaison Officer is the primary contact between Council and Arts Queensland and ensures the appropriate management of the South Burnett Regional Council RADF Program.

How do I submit my application?

After completing your RADF Application Form and attaching all relevant support material, you must lodge your application with your Council's RADF Liaison Officer by the advertised closing date. You can lodge an application via email, post or in person.

What happens if I am successful?

If you are successful, before you receive your grant money and begin your activity, you will receive from South Burnett Regional Council:

- Two (2) copies of an RADF Letter of Offer specifying what the funding is being allocated for and any special conditions that may apply to your application:
 - ✓ one copy to sign and return; and
 - ✓ one copy to keep for your reference.

- All relevant forms you have to complete and return for the release of funds; and
- All relevant information you need to acknowledge the State Government and Council who are providing the grant.

You must supply a tax invoice for the full grant amount.

The Community Grants Program Assessment Panel may ask for special conditions of funding to be included in your contract. These must be met throughout your funded activity.

What happens if I am unsuccessful?

Not all funding applications will be successful. If you are unsuccessful, you will be notified once the results of the funding round have been decided.

The applicant will be advised by formal letter.

You are able to request feedback by contacting the RADF Liaison Officer.

I have completed my funded activity. Is there anything else I should do?

Yes. You must complete and submit an Outcome Report to Council no more than eight (8) weeks after completing your funded activity. This acquits the RADF monies you spent.

If you fail to acquit your grant, you will be ineligible to apply for future funding through South Burnett Regional Council's Community Grants Program. You may be asked to repay the grant.

Your outcome report must show evidence of the outcomes of the activity and how the RADF money was spent. It is a chance to reflect on the level of success your activity achieved by:

- Identifying key outcomes; and
- Assessing the benefits and drawbacks; and
- Checking your financial estimates against your actual expenditure; and
- Learning from any difficulties — these can often teach more than successes; and
- Recognizing the potential for growth or new directions in your work; and
- Setting new priorities.

If I have a problem, how do I deal with any dispute resolution?

Occasionally, conflict can arise. If this happens, you should, in the first instance, tell your RADF Liaison Officer about any disagreement or conflict with the processing and/or assessment of your application.

If the matter has not been dealt with to your satisfaction, you may lodge a formal administrative action complaint with Council. Refer to Council's Website.

Who should I contact for more information about the RADF Program?

For more information about the Program, please contact the RADF Liaison Officer, via email info@southburnett.qld.gov.au or phone (07) 4189 9100.

Financial and Resource Implications

The works and activities to be undertaken are within the 2018-19 budgets for the Community Grants Policy.

Link to Corporate/Operational Plan

- EC2.1 Encourage and support community organisations to enhance their sustainability
- EC3.2 Enhance community culture through the support of initiatives and the provision of community facilities
- EXC2.1 Deliver governance that provides sound organisational management and complies with Relevant legislation

Communication/Consultation (Internal/External)

The Regional Arts Development Fund Guidelines were reviewed by the Community Development/Grants Officer and the Manager Social & Corporate Performance. The revised Guidelines were:

- circulated to Councillors and Senior Management Team for review and comment; and
- tabled at the Portfolio Meeting for final review and discussion prior to report to Council.

Legal Implications (Statutory Basis, Legal Risks)

N/A

Policy/Local Law/Delegation Implications

Community Grants Program Policy

Asset Management Implications

N/A

7. Portfolio - Planning & Property

7.1 Planning and Property Portfolio Report

Document Information

ECM ID 2520198

Author Cr Terry Fleischfresser

Date 13 July 2018

Précis

Planning and Property Portfolio Report

Summary

Cr Fleischfresser presented his Planning and Property Portfolio Report to Council.

Officer's Recommendation

That Cr Fleischfresser's Planning and Property Portfolio Report to Council be received.

7.2 Planning (P&LM)

Officer's Reports

7.2.1 P&LM - 2454933 - Forwarding DA Form 1 Development Application - 1 lot into 15 Subdivision - McGinley Road Nanango - Lot 49 SP168647 - Applicant Alan Grieve - RAL18/0003

Document Information

IR No 2454933

Author Technical Officer - Planning

Endorsed
By Manager – Planning & Land Management
General Manager - Corporate Services

Date 27 June 2018

Précis

Forwarding DA Form 1 Development Application - 1 lot into 15 Subdivision - McGinley Road Nanango - Lot 49 SP168647 - Applicant Alan Grieve - RAL18/0003

Summary

- Application for a 15 lot Subdivision in the Rural Residential Zone (RR1 Precinct) under the South Burnett Regional Council Planning Scheme;
- Subdivision under the current Planning Scheme are considered Code Assessable;
- Proposal triggers assessment against the Rural Residential Zone Code, Reconfiguring a Lot code and Services and Works Code; and
- Application is recommended for **approval** subject to reasonable and relevant conditions.

Officer's Recommendation

That Council *approve* the Development Application for a Reconfiguring a Lot (15 lot subdivision) at McGinley Road, Nanango (and described as Lot 49 on SP168647) 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 Title | Prepared by | Reference no. | Revision | Date |
|---|---|-------------|---------------|----------|------------|
| 1 | Proposed Plan Stage 3 &4 Lot 49 on SP168647 | - | N101-1 | C | 31.10.2017 |

- GEN2. The development herein approved may not start until the following development permits have been issued and complied with as required:
- Development Permit for Operational Works (Site Works, road widening, kerb and channel and associated drainage, landscaping, access driveways, water supply and sewerage discharge sludge collection and removal, stormwater disposal);
- GEN3. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.

APPROVED USE

- GEN3. The approved development is a Reconfiguring a Lot for a 15 lot rural residential subdivision, as shown on the Approved Plans.

COMPLIANCE

- GEN4. All conditions of this approval are to be satisfied prior to Council sealing the Plan of Survey, and it is the applicant's responsibility to notify Council to inspect compliance with conditions.

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

- GEN5. Prior to sealing the Plan of Survey the applicant is required to pay the Council all rates and charges or any expenses being charged over the subject land under any Act in accordance with Schedule 18 Section 69 of the *Planning Act Regulation 2017*.

SURVEY MARKS

- GEN6. Prior to the sealing the Plan of Survey the applicant is to provide a certificate signed by a licensed surveyor stating that after the completion of all works associated with the reconfiguration, survey marks were reinstated where necessary and all survey marks are in their correct position in accordance with the Plan of Survey.

VALUATION FEES

- GEN7. Payment of Department of Natural Resources, Mines and Energy 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 \$720.00 (15 x \$48.00); however, the actual amount payable will be based on Council's Register of Fees & Charges and the rate applicable at the time of payment.

SITE REQUIREMENTS

- GEN8. All works, including the repair or relocation of services (Telstra, lighting) is to be completed at no cost to Council.
- GEN9. Maintain the site in a clean and orderly state at all times.
- GEN10. Dust prevention measures must be undertaken to ensure that dust does not cause a nuisance to occupiers of adjacent properties.

PERMIT TO WORK ON COUNCIL ROADS

- GEN11. The applicant must submit a completed *Permit to Work on Council Roads Application* available from <http://www.southburnett.qld.gov.au> for approval by Council before commencing and works within the Council road reserve.

ENGINEERING WORKS

- ENG1. Submit to Council, an Operational Work application for all works that will become Council infrastructure, and for earthworks and stormwater.
- ENG2. Complete all works approved and works required by conditions of this development approval and/or any related approvals at no cost to Council, prior to Council's endorsement of the Survey Plan unless stated otherwise.
- ENG3. Undertake Engineering designs and construction in accordance with the Planning Scheme, Council's Standard Drawings, relevant Australian Standards, Codes of Practice, and relevant design manuals.
- ENG4. Be responsible for any alteration necessary to electricity, telephone, water mains, sewer mains, stormwater drainage systems or easements and/or other public utility installations resulting from the development or from road and drainage works required in connection with the development.
- ENG5. Submit to Council, certification from a Registered Professional Engineer of Queensland (RPEQ-Civil) that all works authorised by this development approval and any related approval issued by Council have been designed and constructed in accordance with the requirements of the development approval:
- (a) submit a Design Certificate with the application; and
 - (b) submit a Construction Supervision Certificate at completion of the approved works and prior to Council's acceptance of the works on-maintenance.

MAINTENANCE

- ENG6. Maintain all works that will become Council infrastructure for a period of 12 months (maintenance period) from the date of on-maintenance unless a different on-maintenance period is specified for a particular asset. Any defective works must be rectified within the maintenance period.
- ENG7. Provide Council with a maintenance bond in an acceptable form equal to 5% of the value of Council infrastructure prior to commencement of the maintenance period.

LOCATION, PROTECTION AND REPAIR OF DAMAGE TO COUNCIL AND PUBLIC UTILITY SERVICES INFRASTRUCTURE AND ASSETS

- ENG8. Be responsible for the location and protection of any Council and public utility services infrastructure and assets that may be impacted on during construction of the development.
- ENG9. Repair all damages incurred to Council and public utility services infrastructure and assets, as a result of the proposed development immediately should hazards exist for public health and safety or vehicular safety. Otherwise, repair all damages immediately upon completion of works associated with the development.

STORMWATER MANAGEMENT

- ENG10. Submit to Council, a revised detailed Stormwater Management Plan and Report together with an application for Operational Work. The Stormwater Management Plan must include, but not be limited to the following:
- (a) demonstration that the post development storm water is managed, to not create a nuisance to downstream properties as required by QUDM;
 - (b) details of open channel and detention basin design, capacities and operation;
 - (c) lawful point of discharge in accordance with QUDM;

- (d) piped and overland flow site stormwater systems designed in accordance with the Queensland Urban Drainage Manual;
- (e) hydrology for the site based on Australian Rainfall & Runoff: A Guide to Flood Estimation using Design Intensity Frequency Duration (IFD) data for the area as provided by the Bureau of Meteorology considering ARI 2 and ARI 100 events; and
- (f) all digital data files, where a software program is used in the design.

Note: Be advised that the Stormwater Management Plan prepared by Samana Blue Engineering, Revision A, dated 10 May 2018 and submitted as part of the Request for Information response is not accepted.

ENG11. Adjoining properties and roadways to the development are to be protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.

WATER SUPPLY

ENG12. Connect the proposed Lots 31–37, and Lots 41-46 to Council's reticulated water supply system.

ENG13. Remove any redundant water supply connections and reinstate the land.

ENG14. Design and construct all works in accordance with Council's requirements as set out in the "SEQ Water Supply and Sewerage Design and Construction Code", and relevant development standards used by Council.

Note: If at the design stage, the "SEQ Water Supply and Sewerage Design and Construction Code" has been superseded by the new WBBROC Design and Construction Code, then the new standard requirements will apply.

ENG15. The design shall be generally in accordance with the recommendations in the Technical Memorandum dated 13 April prepared by Morris Water.

ENG16. Install a separate water service connection to each lot as per Council's standards.

WATER – EXTENSION

ENG17. Design and construct a 100mm diameter extension from the existing water main in McGinley Street to service the whole of the proposed development, generally in accordance with the recommendations in the Technical Memorandum dated 13 April prepared by Morris Water. .

ENG18. Provide isolation valves, hydrant markers and RPMs in accordance with Council's standards.

ENG19. Design and construct all works in accordance with Council's requirements as set out in the "SEQ Water Supply and Sewerage Design and Construction Code" and relevant development standards used by Council.

ON-SITE SEWAGE TREATMENT

ENG20. Future Dwellings must be connected to an on-site effluent disposal system, in accordance with the South Burnett Regional Council (SBRC) Planning Scheme, Schedule 6, Division 3: Water Supply and Sewerage, AS 1547 and the Queensland Plumbing and Waste Water Code.

VEHICLE ACCESS

ENG21. Construct a crossover for each lot having a minimum width of 2.5 metres in accordance with Council's Standard Drawing No. 00048.

- ENG22. Construct any new crossovers such that the edge of the crossover is no closer than 1 metre to any existing or proposed infrastructure including any stormwater gully pit, manhole, service infrastructure (eg power pole, telecommunications pit), road infrastructure (eg street sign, street tree, etc).

VEHICLE ACCESS – LOTS 44 and 45

- ENG23. Each lot shall its own driveway. Shared driveways are not permitted.
- ENG24. Construct a bitumen sealed access driveway:
- along the full length of the access strip of the proposed lot;
 - having a minimum width of 3.5 metres; and
 - in an access strip having a minimum width of 5 metres.
- ENG25. Design and construct all services along the full length of the access strip.

ROADWORKS - INTERNAL/NEW ROADS

- ENG26. Design and construct the extension to McGinley Rd generally in accordance with Council's Planning Scheme, relevant Austroads' Standards, and more specifically, include the following:
- a minimum road reserve width of 20 metres;
 - concrete kerb and channel on a 6.5 metre alignment from the road reserve boundary;
 - a minimum carriageway width of 7 metres, with a two coat bitumen seal;
 - provision for stormwater drainage, line marking, tapers to existing/new road pavements, signage, street lighting associated with the required road works and road reserve transitions between existing and proposed roads.
- ENG27. Construct a temporary gravelled surfaced turnaround to accommodate the turning movements of Council's refuse collection vehicle (HRV) at stage boundaries, with a length greater than a single lot frontage.

STREET LIGHTING

- ENG28. Design and install street lighting to intersections and all streets within the development in accordance with AS/NZS1158 and the road classifications contained within this approval. Submit to Council, street light design plans showing the proposed public lighting system for Council's endorsement.
- ENG29. Enter into an agreement with an electricity supplier to provide a public lighting system in accordance with the lighting design plans as required by the previous condition. Submit to Council, written confirmation from an electricity provider that an agreement has been made to provide a public lighting system.
- ENG30. Ensure that any new street light poles required on external streets are of a consistent standard (ie steel poles) to street light poles within the immediate vicinity of the development.

ELECTRICITY / TELECOMMUNICATION RETICULATION

- ENG31. Prior to Council sealing the Plan of Survey the applicant is to provide each lot with an electricity supply. Where supply is not able to be provided at this time, details of the proposed supply shall be provided for Council's consideration and approval.
- ENG32. Prior to Council sealing the Plan of Survey the applicant is to provide each lot with a telecommunication service. A copy of the Telecommunications Network Infrastructure Provisioning Confirmation Letter shall be submitted, advising that telecommunications network infrastructure has been provisioned to the development.

EARTHWORKS - GENERAL

- ENG33. Undertake earthworks in accordance with the provisions of AS3798 Guidelines on Earthworks for Commercial and Residential Developments.
- ENG34. Supervise bulk earthworks to Level 1 and have a frequency of field density testing in accordance with Table 8.1 of AS3798.
- ENG35. Ensure that each lot is self-draining.

EROSION AND SEDIMENT CONTROL - GENERAL

- ENG36. Ensure that all reasonable actions are taken to prevent sediment or sediment laden water from being transported to adjoining properties, roads and/or stormwater drainage systems.
- ENG37. Remove and clean-up the sediment or other pollutants in the event that sediment or other pollutants are tracked or released onto adjoining streets or stormwater systems, at no cost to Council.

EASEMENTS

- ENG38. Lodge for registration at the office of the Land Registry, any stormwater drainage easements as determined by an updated Stormwater Management Plan, or as determined in any approval for Operational Work, whichever is the greater, to the benefit of Council.
- ENG39. The restrictions imposed (non-permanent fixtures) on the property within the drainage easement, will include:
- a. a building (habitable or not), regardless of size;
 - b. a bridge or culvert;
 - c. a tower, mast, pillar, or post;
 - d. a wall or a fence (other than a dividing fence);
 - e. a shipping container or similar object;
 - f. a sculpture or statue;
 - g. a viaduct, railway line, roadway or path;
 - h. a swimming pool or a tank; or
 - i. anything else that may be reasonably characterised as a structure when placed upon land (whether by affixation or by resting upon its own weight).

LAND DEDICATION

- RAL1. Land as shown on Plan No: N101-1C as road from McGinley Road through to Frank Brown Road shall be included in Proposed Lot 60, so that it cannot be sold separately.

ADVICE

- ADV1. Earthworks per site, involving cut or fill greater than 1 metre in height or quantity of material greater than 50m³ requires an Operational Work application.
- ADV2. Telecommunication connections can be arranged by logging onto Telstra's website (<http://www.telstra.com.au/smart-community/developers/index.htm>) and completing the 'Application for Reticulation'.
- ADV3. Council would encourage you to discuss the development with Ergon Energy upon receipt of this approval to facilitate the timely supply of electricity to the development. Connection of electricity can take up to eight (8) months from the date of application to Ergon Energy.
- ADV4. Infrastructure charges are now levied by way of an infrastructure charges notice, issued pursuant to section 119 of the *Planning Act 2016*.

- ADV5. Section 85 (1)(b) of the *Planning Act 2016* provides that, if this approval is not acted upon within the period of four (4) years the approval will lapse.
- ADV6. 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 <https://www.datsip.qld.gov.au> and filling out the Aboriginal and Torres Strait Islander Cultural Heritage Search Request Form.
- ADV7. Attached for your information is a copy of Chapter 6 of the *Planning Act 2016* as regards Appeal Rights.

Adopted Infrastructure Charges Notice

To: Alan Grieve
PO Box 4828
SCMC
NAMBOUR QLD 4560

Date of Issue: 26 June 2018

Reference Number: RAL18/0003

Amount of the Charge: \$51,651.60

Land to which the charge applies: McGinley Rd, Nanango (Lot 49 SP168647)

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

When the charge is payable: When council approves the Plan of Survey (in accordance with Section 122 of the *Planning Act 2016*).

Advisory Notes:

- The abovementioned charge may in the future be indexed, or altered to reflect Councils adopted Infrastructure Charges current at the time payment is made;
- Enquiries regarding this adopted infrastructure charges notice can be made by contacting Council's Planning Branch on 4189 9100.

| ADOPTED INFRASTRUCTURE CHARGES | | | | | | |
|---------------------------------------|-------------------------------|--|-------------|----------|----------|------------------|
| Date: 26 June 2018 | | | | | | |
| Item | Description | Development Class | Unit | Quantity | Rate | Amount |
| (a) | Rural Residential Subdivision | Reconfiguring a lot | Per new lot | 15 | 3,689.40 | 55,341 |
| (b) | Credit | Reconfiguring a lot (Section 2.4 (1) (f) of SBRC Adopted Infrastructure Charges Resolution (No. 2) 2015) | Per lot | 1 | 3,689.40 | 3,689.40 |
| TOTAL | | | | | | 51,651.60 |

Financial and Resource Implications

No implication can be identified.

Link to Corporate/Operational Plan

Strategic Priority 2. Growth and Opportunity

Balanced development that preserves and enhances our region.

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 identified.

Policy/Local Law/Delegation Implications

No implication can be identified.

Asset Management Implications

No implication can be identified.

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

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

Document Information

ECM ID 2520216

Author Cr Roz Frohloff

Date 18 July 2018

Précis

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

Summary

Cr Frohloff presented her Water, Waste Water, Waste Management, Sport & Recreation Portfolio Report

Officer's Recommendation

That Cr Frohloff's Water, Waste Water, Waste Management, Sport & Recreation Portfolio Report to Council be received.

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

9.1 Natural Resource Management, Parks and Indigenous Affairs Portfolio Report

Document Information

ECM ID 2520197

Author Cr Kathy Duff

Date 13 July 2018

Précis

Natural Resource Management, Parks and Indigenous Affairs Portfolio Report

Summary

Cr Duff presented her Natural Resource Management, Parks and Indigenous Affairs Portfolio Report to Council.

Officer's Recommendation

That Cr Duff's Natural Resource Management, Parks and Indigenous Affairs Portfolio Report to Council be received.

10. Portfolio - Finance, ICT & Human Resources

10.1 Finance, ICT and Human Resources Portfolio Report

Document Information

ECM ID 2520103

Author Cr Ros Heit

Date 13 July 2018

Précis

Finance, ICT and Human Resources Portfolio Report

Summary

Cr Heit presented her Finance, ICT and Human Resources Portfolio Report to Council.

Officer's Recommendation

That Cr Heit's Finance, ICT and Human Resources Portfolio Report to Council be received.

10.2 Finance (F)

Officer's Reports

10.2.1 F - 2520589 - Monthly Financial Statements

Document Information

ECM ID 2520589

Author Senior Finance Coordinator

**Endorsed
By** General Manager Finance

Date 10 July 2018

Précis

Monthly Financial Report as at 30 June 2018.

Summary

The following information provides Council's position as at 30 June 2018. This position is not final. A number of adjustments are still required before a final position can be established. Processing of audit adjustments, end of year journals, accruals and prepayments will affect the results of the report attached.

The final position will be provided to Council following audit expected in October 2018.

Officer's Recommendation

That the Monthly Financial Report as at 30 June 2018 be received and noted.

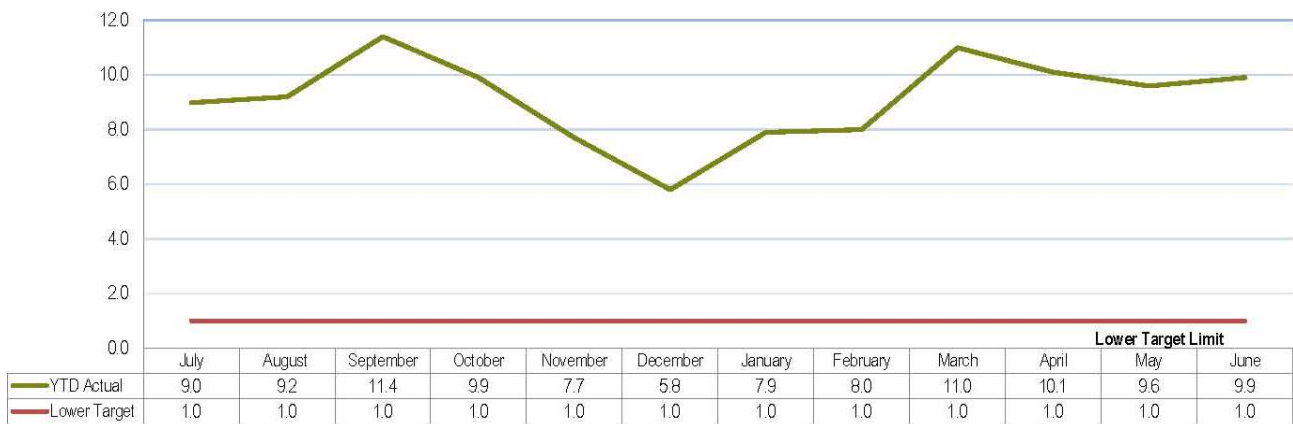
Key Performance Indicators

Key Performance Indicators - Monthly Reporting

| Ratio | Description | Formula | SBRC's Target | Status | Jun-18 | Comments |
|---------------------------------------|--|---|--|--------|--------|--|
| Cash Ratio | Number of months operating expenditure covered by total cash held | $\frac{\text{Cash Held}}{(\text{Total Operating Expense} - \text{Depreciation}) / \text{Number of Periods}}$ | Target greater than or equal to 1 months | ✓ | 9.9 | |
| Operating Cash Ratio | Number of months operating expenditure covered by working cash held | $\frac{\text{Cash Held} - \text{Restricted Cash}}{(\text{Total Operating Expense} - \text{Depreciation}) / \text{Number of Periods}}$ | Target greater than or equal to 1 months | ✓ | 5.5 | |
| Current Ratio (Working Capital Ratio) | This measures the extent to which Council has liquid assets available to meet short term financial obligations | $\frac{\text{Current Assets}}{\text{Current Liabilities}}$ | Target between 2.0 & 4.0 | ✗ | 4.42 | Significant increase in Cash & Cash equivalent due to \$2,495,884 grants from Department of Infrastructure and Local Government, and \$2 million QTC loan deposit received for Road and Street Works |
| Funded Long Term Liabilities | Percentage of Restricted Cash and Long Term Liabilities backed by Cash | $\frac{\text{Cash Held}}{\text{Restricted Cash} + \text{Non} - \text{Current Borrowings}}$ | Target greater than or equal to 59% | ✓ | 72% | |
| Debt Servicing Ratio | This indicates Council's ability to meet current debt instalments with recurrent revenue | $\frac{\text{Interest Expense} + \text{Loan Redemption}}{\text{Total Operating Revenue}}$ | Target less than or equal to 10% | ✓ | 3.4% | |
| Cash Balance -\$M | Total Cash that Council held | Cash Held at Period End | Target greater than or equal to \$23M | ✓ | 39.67 | |
| Debt to Asset Ratio | To what extent our debt will be covered by total assets | $\frac{\text{Current and Non} - \text{Current Loans}}{\text{Total Assets}}$ | Target less than or equal to 10% | ✓ | 4.2% | |
| Operating Performance Ratio | This ratio provides an indication of Council's cash flow capabilities | $\frac{\text{Net Cash From Operations} + \text{Interest Revenue and Expense}}{\text{Cash Operating Revenue} + \text{Interest Revenue}}$ | Target greater than or equal to 20% | ✓ | 23% | |
| Interest Coverage Ratio | This ratio demonstrates the extent which operating revenues are being used to meet the financing charges | $\frac{\text{Net Interest Expense on Debt Service}}{\text{Total Operating Revenue}}$ | Target between 0% and 5% | ✓ | 3.0% | |

Graphs – Key Performance Indicators

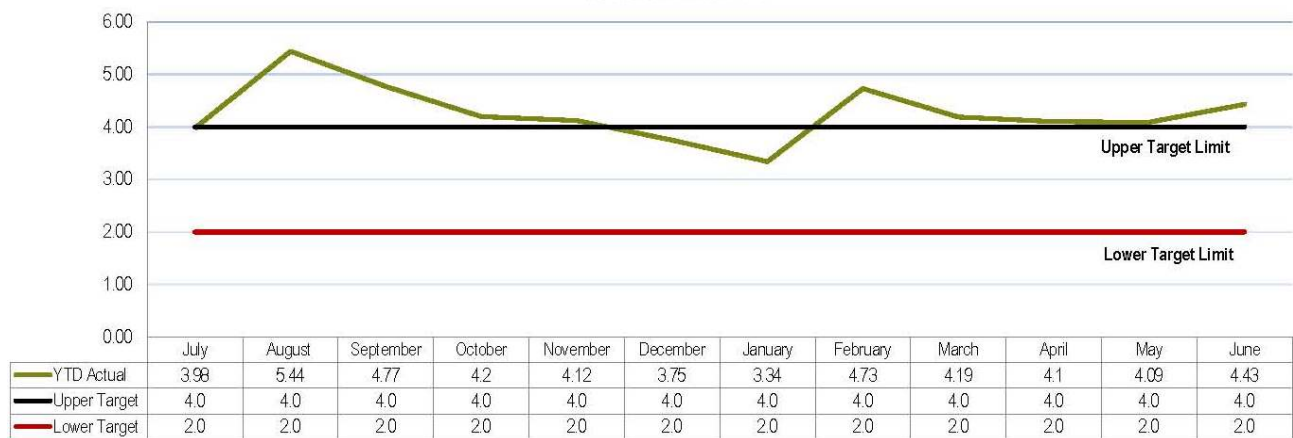
CASH RATIO



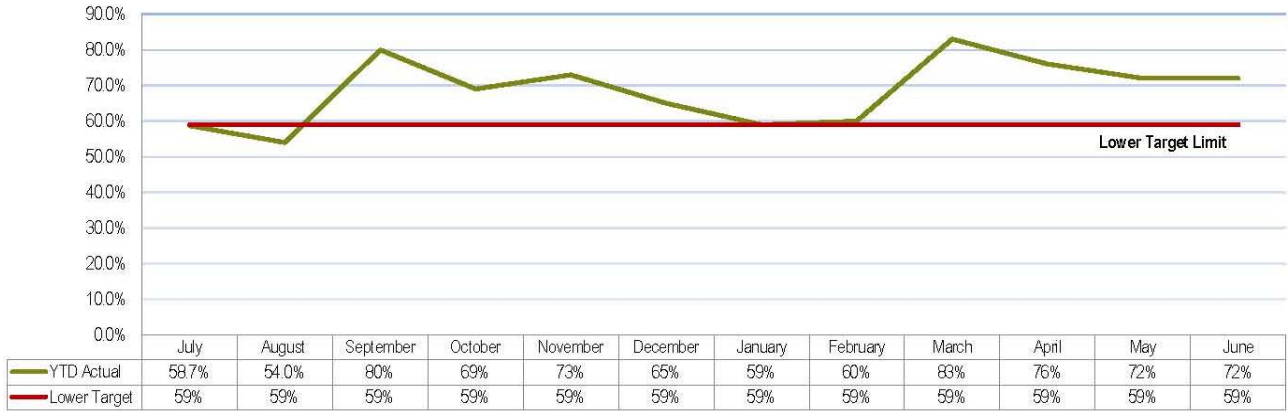
OPERATING CASH RATIO



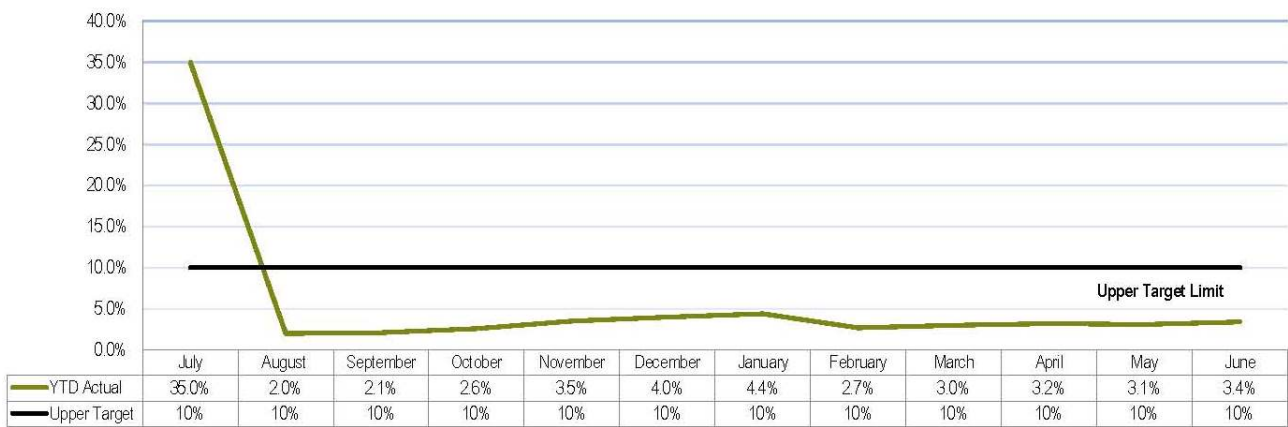
CURRENT RATIO



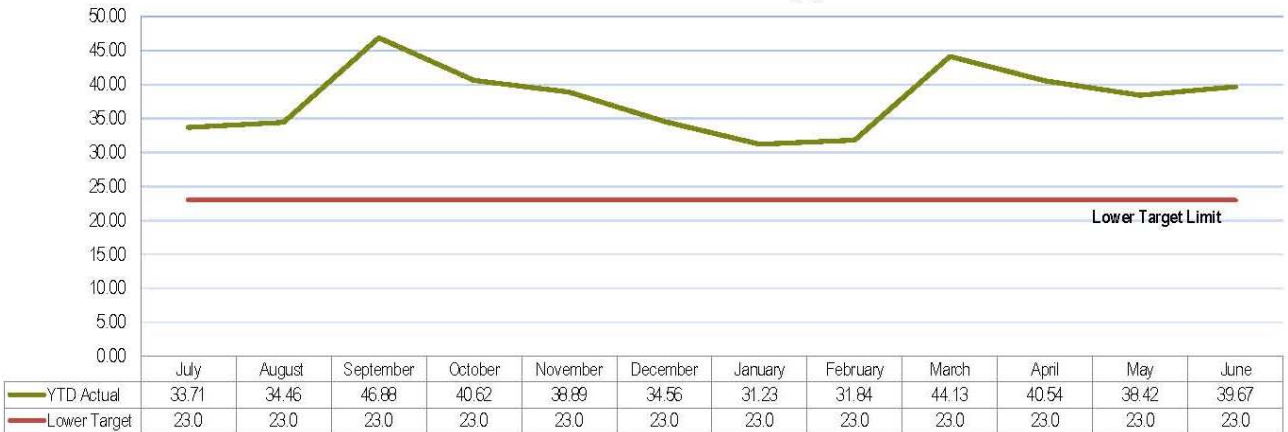
FUNDED LONG TERM LIABILITIES



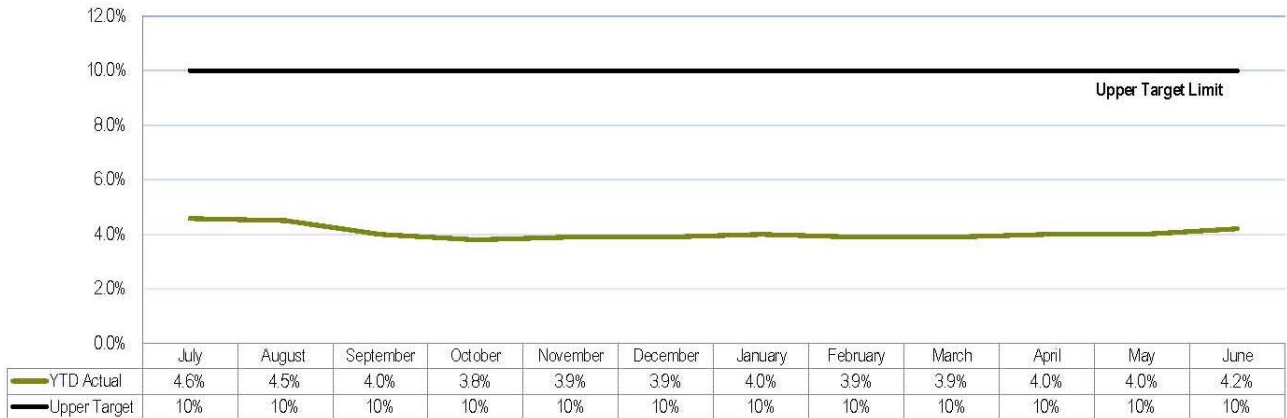
DEBT SERVICING RATIO



CASH BALANCE (M)



DEBT TO ASSET RATIO



OPERATING PERFORMANCE



INTEREST COVERAGE RATIO



Statement of Comprehensive Income**Statement of Comprehensive Income**as at 30 June 2018
100% of Year Complete

| | 2018 \$ | Original Budget \$ | Amended Budget \$ | Variance % |
|--|-------------------|-----------------------|----------------------|---------------|
| Income | | | | |
| Revenue | | | | |
| Recurrent Revenue | | | | |
| Rates, Levies and Charges | 45,352,293 | 45,388,370 | 45,529,363 | 100% |
| Fees and Charges | 4,454,852 | 3,957,710 | 4,262,772 | 105% |
| Rental Income | 456,662 | 491,725 | 497,525 | 92% |
| Interest Received | 1,059,900 | 1,036,586 | 1,038,586 | 102% |
| Sales Revenue | 4,267,122 | 3,014,212 | 3,533,380 | 121% |
| Other Income | 660,207 | 395,251 | 640,246 | 103% |
| Grants, Subsidies, Contributions and Donations | 8,293,475 | 7,357,573 | 4,753,815 | 174% |
| | <u>64,544,511</u> | <u>61,641,427</u> | <u>60,255,687</u> | |
| Capital Revenue | | | | |
| Grants, Subsidies, Contributions and Donations | 8,067,166 | 4,616,677 | 8,572,619 | |
| Total Revenue | <u>72,611,677</u> | <u>66,258,104</u> | <u>68,828,306</u> | |
| Total Income | <u>72,611,677</u> | <u>66,258,104</u> | <u>68,828,306</u> | |
| Expenses | | | | |
| Recurrent Expenses | | | | |
| Employee Benefits | 22,911,925 | 22,626,176 | 22,589,163 | 101% |
| Materials and Services | 23,404,420 | 21,511,372 | 21,890,910 | 107% |
| Finance Costs | 1,983,846 | 2,093,111 | 2,043,110 | 97% |
| Depreciation and Amortisation | 16,708,981 | 14,833,103 | 16,327,103 | 102% |
| | <u>65,009,172</u> | <u>61,063,762</u> | <u>62,850,286</u> | |
| Capital Expenses | | | | |
| | 6,595,064 | (475,475) | (466,250) | |
| Total Expense | <u>71,604,236</u> | <u>60,588,287</u> | <u>62,384,036</u> | |
| Net Result | <u>1,007,441</u> | <u>5,669,817</u> | <u>6,444,270</u> | |

Statement of Financial Position**Statement of Financial Position**

as at 30 June 2018

| | 2018 \$ | Original Budget \$ | Amended Budget \$ |
|--------------------------------------|--------------------|-----------------------|----------------------|
| Current Assets | | | |
| Cash and Cash Equivalents | 39,671,808 | 28,727,735 | 28,343,586 |
| Trade and Other Receivables | 4,633,361 | 6,005,083 | 7,041,369 |
| Inventories | 1,099,860 | 1,218,556 | 1,218,556 |
| Investments | - | - | - |
| Total Current Assets | 45,405,028 | 35,951,375 | 36,603,511 |
| Non-Current Assets | | | |
| Trade and Other Receivables | 2,222,501 | - | - |
| Property, Plant and Equipment | 941,659,567 | 905,224,735 | 896,103,995 |
| Intangible Assets | 8,350,054 | 8,084,869 | 8,084,869 |
| Total Non-Current Assets | 952,232,122 | 913,309,604 | 904,188,864 |
| TOTAL ASSETS | 997,637,150 | 949,260,979 | 940,792,375 |
| Current Liabilities | | | |
| Trade and Other Payables | 2,762,614 | 4,832,251 | 5,756,646 |
| Borrowings | 3,975,066 | 2,387,352 | 2,387,352 |
| Provisions | 3,525,642 | 3,467,682 | 3,467,682 |
| Unearned Revenue | 127,440 | - | - |
| Total Current Liabilities | 10,263,322 | 10,687,284 | 11,611,680 |
| Non-Current Liabilities | | | |
| Borrowings | 38,076,523 | 38,267,463 | 38,267,463 |
| Provisions | 13,889,126 | 12,081,756 | 12,081,755 |
| Unearned Revenue | 2,045,326 | - | - |
| Total Non-Current Liabilities | 51,965,650 | 50,349,219 | 50,349,218 |
| TOTAL LIABILITIES | 64,401,737 | 61,036,504 | 61,960,898 |
| NET COMMUNITY ASSETS | 933,235,413 | 888,224,475 | 878,831,477 |
| Community Equity | | | |
| Asset Revaluation Surplus | 507,673,393 | 447,079,656 | 431,000,348 |
| Retained Surplus/(Deficiency) | 425,562,020 | 441,144,819 | 447,831,129 |
| TOTAL COMMUNITY EQUITY | 933,235,413 | 888,224,475 | 878,831,477 |

Financial and Resource Implications

Tracking actual revenue and expenditure compared to budget as adopted at the Council meeting held on 26 June 2017.

Link to Corporate/Operational Plan

EXC1 Ensure Council's financial management planning is based on realistic, sustainable, equitable policies and practices.

Communication/Consultation (Internal/External)

Monitored by budget managers.

Legal Implications (Statutory Basis, Legal Risks)

Monthly financial report prepared in accordance with Section 204 of the *Local Government Regulation 2012*.

Policy/Local Law/Delegation Implications

Budget prepared taking into account the Revenue Policy, Debt Policy and Investment Policy actual result is compared to budget.

Asset Management Implications

Depreciation levels adopted with budget with assets in all asset classes maintained to appropriate standards and service levels.

10.2.2 F - 2520850 - Adoption of Tender Consideration Plan

Document Information

ECM ID 2519447

Author Strategic Procurement Coordinator

**Endorsed
By** General Manager Finance

Date 28 June 2018

Précis

The Tender Consideration Plan is designed to provide Council with a more flexible approach to managing its proposed Panel Arrangements for the period 2018 to 2020 with a further two (2) year and one (1) year option for Council to extend including annual reviews of panels.

Summary

Council currently has three Prequalified Supplier Panels which have been extended until November 2018. During the recent review of the prequalified supplier arrangements in preparation for refreshing the contracts by tender, it was identified that Council required greater flexibility with the setup and ongoing management of the supply of these services.

Section 232 of the *Local Government Regulation 2012* provides for the establishment of Prequalified Suppliers however this arrangement is restrictive as:

- Panels cannot be refreshed annually to allow a review of the market in terms of pricing, categories and new entrants.
- Panels remain unchanged for the life of the contract period, usually two (2) years.

An alternative arrangement is available to manage the Supplier Panels under Section 230 of the *Local Government Regulation* – Exception If Quote or Tender Consideration Plan Prepared.

Officer's Recommendation

That pursuant to Section 230 of the *Local Government Regulation 2012*, Council receives and adopts the Tender Consideration Plan as attached.



Tender Consideration Plan

This Tender Consideration Plan is designed to provide Council with a more flexible approach to managing its proposed Panel Arrangements for the period 2018 to 2020 with a further two (2) year and one (1) year option for Council to extend including annual reviews of panels. The panels are listed below.

Offer categories (Panels):

1. **SBRC-17/18-18 – Dry Hire**
2. **SBRC-17/18-19 – Wet Hire**
3. **SBRC-17/18-21 – Trade Services (Minor Building Works)**
4. **SBRC-17/18-22 – Electrical Works**
5. **SBRC-17/18-23 – Road Making and Quarry Materials**
6. **SBRC-17/18-24 – Pest Management**

The period for this Register of Panel Arrangements commences:

- after the Council delegate resolves to accept the register of the Panels;
- on the date that the contracts are awarded and activated by Strategic Procurement; and
- will remain in place for a period of two years, with an option of a further two (2) years and one (1) year extension to be exercised at Council's absolute discretion including annual reviews

As part of an annual review the Council can at its discretion request a pricing update, add or subtract categories, products or trades. Adding suppliers outside the refresher period will be by an internal business case by the operational area, signed off by their General Manager (GM) and approved by the Chief Executive Officer (CEO).

This "Tender Consideration Plan" will be adopted in conjunction with the "Panel Arrangements" and be in place for the period of the arrangements including any extensions.

In accordance with Section 230 of the *Local Government Regulation 2012*, the reasons for adopting this "Tender Consideration Plan" are set out below:

Objectives of the Tender Consideration Plan

The primary objectives of the Tender Consideration Plan are:

- 1 to allow Council the flexibility, to better manage its Panel Arrangements for the supply of goods and services;
- 2 to provide Council with more flexibility to support local business and industry;
- 3 to provide an environment whereby Council and local business can work collaboratively to achieve overall benefits for the community;
- 4 to improve operational and administrative efficiency by reducing the time taken for the delivery of goods and services to Council and
- 5 to address probity, transparency and governance by introducing a structured approach to compliance.



How the Objectives will be Achieved?

These objectives will be achieved by using a proactive procurement approach. Specifically, Council will call quotations from the established Panel Arrangements in accordance with the tendering and quoting thresholds detailed in Council's Procurement Policy.

Further objectives of this plan are to streamline the procurement process and reduce costs. This is achieved by not having to duplicate the costs associated with the tender process by having standing offer arrangements, and subsequently lead times to deliver the goods and services to Council are significantly reduced.

When accessing these arrangements, staff can be assured that all suppliers appointed to the panels through the pre-qualification process have passed mandatory criteria, and details of the supplier's capabilities and qualifications are up to date.

For effective administration, the panels will be refreshed annually based on pricing, adding or subtracting categories, products or trade services. This will provide the flexibility for Project Managers to make recommendations to the Chief Executive Officer to consider new and alternate offers or terminate a supplier/s from an existing panel.

How the Achievement of the Objectives will be Measured?

Under the new panels, cost and functionality will be measured against conventional methods to deliver these types of goods and services.

The new arrangements focus on open and effective competition between the suppliers that have been appointed to the panels. Pricing will be undertaken based on agreed rates and rise and fall provisions.

Monitoring supplier performance will be an ongoing function of each of the Panel's contract administrators and managers. This will identify, where a supplier meets Council's standards, specializes in certain works, needs to improve performance, or is removed from the panel for recurrent poor performance.

Supporting local business and industry is a major factor of this plan and it is Council's intention to increase its local spend. This will be achieved by firstly "asking the question" to determine if the goods or services can be sourced at competitive pricing. The percentage of local spend will be monitored over the life of the arrangements to ensure that the plan can achieve this objective.

Alternative Ways of Achieving the Objectives

Council may have called tenders or quotations for the supply of these goods, and services under a conventional method however, the following costs apply:

- 1 Advertising - this cost to Council has increased considerably in recent times, and the cost of advertisements that are required to comply with the Local Government Regulation under a conventional tender process, is not cost effective for these types of procurements.
- 2 Internal Transaction Costs - transaction and administration costs are greatly reduced by utilising these types of panel arrangements, and staff will have easy access to the suppliers appointed to each panel, via Felix (cloud based software). This reduces the time taken to otherwise seek suppliers of these goods and services on the open market. i.e. request for quotation.



- 3 Supplier Costs - this plan is designed to streamline the procurement cycle, and ease the supplier's obligations and administration costs associated in providing licences, qualifications, insurance details and the like, for medium or large sized contract, as they have already been captured in the pre-qualification process and managed via Felix.

Council may have called Prequalified Suppliers for goods and services, however by adopting this "Tender Consideration Plan", the Panel Arrangements are able to be refreshed i.e. suppliers included or removed at any time during the period of the arrangement. Under current legislation including a supplier on a panel is unable to be achieved under the Prequalified Supplier Arrangements without a full market tender.

The Proposed Terms of the Contract for the Goods or Services

The Terms and Conditions of the Panel Arrangements under this Terms and Conditions of the Panel are very clear. Suppliers are subject to a pre-qualification process prior to being accepted for further assessment, to ensure that all qualifications, certificates, insurances et cetera are up to date.

Council has engaged McCullough Robertson Lawyers to develop the Request for Tender, and Panel Arrangements documentation. The period of these arrangements is for two (2) years, plus an optional two (2) years and a further optional one (1) year extension including annual reviews.

A Risk Analysis of the Market from which the Goods or Services are to be Obtained

As the Panel Arrangements contain a vast range of goods and services required by Council, an overall analysis has been conducted on local market spend against purchases made from outside the region.

Although local spend is healthy, it is critical for Council to provide further opportunities for local suppliers, to grow their business with Council and subsequently contribute to stimulating the region's economy.

It has been identified that for some categories, it could be more advantageous for Council to only qualify local suppliers for these types of goods or services

This strategy is considered to be of no risk to Council's financial capacity, and the overall benefit for local business and the community outweigh the conventional delivery method for this type of procurement.

Financial and Resource Implications

The use of contractors is included in the current budgets and depends on project management imperatives.

Link to Corporate/Operational Plan

EXC1 *Effective financial management*: Ensure Council's financial management planning is based on realistic, sustainable, equitable policies and practices.

EXC2 *Effective corporate management*: Deliver governance that provides sound organisational management and complies with relevant legislation; Appropriately resource the organisation to deliver Council's strategic objectives; and Deliver corporate business solutions that meet corporate and customer needs.

EXC4 *Effective advocacy and strategic partnerships*: Develop and maintain close and productive working relationships with relevant stakeholders; and Advocate Council's strategic and operational position on key issues to government sectors.

Communication/Consultation (Internal/External)

Internal communications have been undertaken with relevant stakeholders. Council has been advised via the Portfolio Meetings. The wider community will be engaged when the tenders are invited.

Legal Implications (Statutory Basis, Legal Risks)

Section 230 of the *Local Government Regulation 2012*.

Policy/Local Law/Delegation Implications

Purchasing Policy to be reviewed. Purchasing Delegations are in place. This procurement arrangement is designed to assist in the efficient delivery of projects and budgets.

Asset Management Implications

Expenditure on contractors' forms part of the asset creation/renewal costs where contractors are used.

11. Consideration of Notices of Motion

No Report.

12. Information Section (IS)

12.1 IS - 2520826 - List of Correspondence Pending Completion of Assessment Report

Document Information

ECM ID 2520826

Author Executive Assistant

**Endorsed
By Chief Executive Officer**

Date 10 July 2018

Précis

List of Correspondence Pending Completion of Assessment Report

Summary

Reports pending completion of assessment

Officer's Recommendation

That the List of Correspondence Pending Completion of Assessment Report be received.

12.2 IS - 2520828 - Delegated Authority Report

Document Information

ECM ID 2520828

Author Executive Services

**Endorsed
By** Chief Executive Officer

Date 10 July 2018

Précis

Reports signed by the Chief Executive Officer under Delegated Authority

Summary

This report comprises a listing of any reports that have been approved by Delegated Authority.

Officer's Recommendation

That the Delegated Authority Report be received.

12.3 IS - 2520775 - South Burnett Regional Council Monthly Capital Works Report

Document Information

ECM ID 2520775

Author General Manager Finance

Date 10 July 2018

Précis

Report of the Capital Works of South Burnett Regional Council as at 30 June 2018.

Summary

The following information provides a snapshot of Council's Capital Works as at 30 June 2018.

Officer's Recommendation

That the South Burnett Regional Council's Monthly Capital Works Report as at 30 June 2018 be received.

12.4 IS - 2520796 - South Burnett Regional Council Road Maintenance Expenditure Report

Document Information

ECM ID 2520775

Author General Manager Finance

Date 10 July 2018

Précis

Road Maintenance Expenditure Report as at 30 June 2018.

Summary

The following information provides a snapshot of Council's Road Maintenance Expenditure as at 30 June 2018.

Officer's Recommendation

That the South Burnett Regional Council's Road Maintenance Expenditure Report as at 30 June 2018 be received.

12.5 IS - 2520781 - Works for Queensland (W4Q) Grant Project Report - Round Two

Document Information

ECM ID 2520781

Author General Manager Finance

Date 10 July 2018

Précis

Report on the Works for Queensland (W4Q) Grant Project - Round Two as at 30 June 2018.

Summary

The following information provides a snapshot of the Works for Queensland (W4Q) Grant Project - Round Two as at 30 June 2018.

Officer's Recommendation

That the Works for Queensland (W4Q) Grant Project - Round 2 Report as at 30 June 2018 be received.

13. Confidential Section

13.1 CONF - 2520831 - Energy Auction Outcome

Document Information

ECM ID 2519777

Author Strategic Procurement Coordinator

**Endorsed
By General Manager Finance**

Date 2 July 2018

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

- 13.2 CONF - 2520102 - Requesting that Council waive the outstanding rates for property situated at 2508 Proston Boondooma Road, Brigooda - Assessment No. 42373-00000-000**

Document Information

ECM ID 2520102

Author Rates Team Leader

**Endorsed
By General Manager Finance**

Date 5 July 2018

Reason for Confidentiality

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

- (d) rating concessions

