



SOUTH BURNETT

REGIONAL COUNCIL

Agenda

of the

General Meeting

Held in the Warren Truss Chamber 45 Glendon Street Kingaroy

on Wednesday, 19 April 2017

Commencing at 9.00 am

Chief Executive Officer: Gary Wall

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>This is the driving force behind our actions and responsibilities.</i> |
| E | Excellence: | <i>Striving to deliver excellent environmental, social and economic outcomes.</i> |



SOUTH BURNETT REGIONAL COUNCIL AGENDA

Wednesday, 19 April 2017

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1. Leave Of Absence

Nil.

2. Prayers

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

3. Confirmation of Minutes of Previous Meeting

3.1 South Burnett Regional Council Minutes

Précis

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

Officer's Recommendation

That the minutes of the previous meeting held on Wednesday 15 March 2017 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

IR No 2343163

Author Mayor, South Burnett Regional Council

Date 12 April 2017

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 - 2342457 - Delegations to the Chief Executive Officer under Public Interest Disclosure Act 2010

Document Information

IR No 2342457

Author Manager Social and Corporate Performance

**Endorsed
By** General Manager Corporate Services

Date 20 February 2017

Précis

Update Council's delegation of powers to the Chief Executive Officer (CEO) to include the *Public Interest Disclosure Act 2010*.

Summary

Council is a subscriber to a delegations update service provided by MacDonnells Law. Recently the *Public Interest Disclosure Act 2010* (current as at 1 July 2016) was reviewed and added to the update service. Delegations under the *Public Interest Disclosure Act 2010* have been reviewed and provided for resolution by Council.

Officer's Recommendation

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

1. delegate the exercise of the 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 Instrument of Delegation.

INSTRUMENT OF DELEGATION

South Burnett Regional Council ***Public Interest Disclosure Act 2010***

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.

Schedule 1

Public Interest Disclosure Act 2010 ("PIDA")

Note: Given the nature of the powers contained in PIDA, it is recommended that powers are not sub-delegated to officers other than the Chief Executive Officer.

CHAPTER 3 – Obligations of entities to whom disclosures may be made**Part 2 - Public sector entities**

Entity power given to	Section of PIDA	Description
Public Sector Entity	30(1)	Power to decide not to investigate or deal with a public interest disclosure having regard to matters outlined in section 30(1)(a)-(d).
Public Sector Entity	30(1)(b)	Power to reasonably consider that the disclosure should be dealt with by another appropriate process.
Public Sector Entity	30(1)(d)	Power to reasonably consider that the disclosure is too trivial to warrant investigation and that dealing with the disclosure would substantially and unreasonably divert the resources of the entity from their use by the entity in the performance of its functions.
Public Sector Entity	30(2)	Power to give written reasons for its decision.
Public Sector Entity	30(3)	Power to review decision.
Public Sector Entity	31(1)	Power to refer public interest disclosure to another public sector entity.
Public Sector Entity	31(3)	Power to consider there is an unacceptable risk that a reprisal would happen because of a referral.
Public Sector Entity	31(4)	Power to consult with the person who made the public interest disclosure.
Public Sector Entity	32(1)	In certain circumstances, power to give reasonable information about the disclosure.
Public Sector Entity	32(4)	Power to decide that giving information would be likely to adversely affect matters set out in section 32(4)(a)-(c).

CHAPTER 5 – Oversight Agency

Entity power given to	Section of PIDA	Description
Public Sector Entity	60(3)	Power to consult with the oversight agency.

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.

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

EXC2.2 Ensure document management systems and practices cover the full range of Council's activities and are compliant with statutory requirements.

Communication/Consultation (Internal/External)

The Chief Executive Officer, General Manager Corporate Services, Manager Social and Corporate Performance and Senior Governance Officer have been consulted in regards to the delegation of powers under the *Public Interest Disclosure Act 2010*.

Legal Implications (Statutory Basis, Legal Risks)

No direct legal implications arise from this report.

Policy/Local Law/Delegation Implications

Council's Employee 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.

4.2.2 G - 2342451 - Delegation to the Chief Executive Officer under Right To Information Act 2009 and Information Privacy Act 2009

Document Information

IR No 2342451

Author Manager Social and Corporate Performance

Endorsed By General Manager Corporate Services

Date 22 February 2017

Précis

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

Summary

Council subscribes to a delegations update service provided by MacDonnells Law. They have advised that the *Information Privacy Act 2009 and Right to Information Act 2009* have been revised and the delegations under these Acts are to be updated.

Officer's Recommendation

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

1. delegate the exercise of the 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 Instrument of Delegation.
2. repeal all prior resolutions delegating the same powers to the Chief Executive Officer.

INSTRUMENT OF DELEGATION

South Burnett Regional Council ***Information Privacy 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

Information Privacy Act 2009 ("INPA")**CHAPTER 2 – PRIVACY PRINCIPLES****Part 1 - Compliance with IPPs by agencies**

Entity power given to	Section of INPA	Description
Law Enforcement Agency	29(1)	Power to be satisfied on reasonable grounds that noncompliance with the IPP is necessary in certain circumstances.

Part 3 - Transfer of Personal Information Outside Australia

Entity power given to	Section of INPA	Description
Agency	33(a)	Power to agree with an individual to transfer an individual's personal information to an entity outside Australia
Agency	33(c)	Power to be satisfied on reasonable grounds that the transfer is necessary to lessen or prevent a serious threat to the life, health, safety or welfare of an individual, or to public health, safety or welfare.
Agency	33(d)(i)	Power to form a reasonable belief that the recipient of the personal information is subject to a law, binding scheme or contract that effectively upholds principles for the fair handling of personal information that are substantially similar to the IPPs or, if the agency is a health agency, the NPPs.

Part 4 - Compliance with Parts 1 to 3 by Contracted Service Providers

Entity power given to	Section of INPA	Description
Agency	34(1)	Power to enter into a service arrangement with a service provider.

CHAPTER 3 – DISCLOSURE AND AMENDMENT BY APPLICATION UNDER THIS ACT**Part 2 - Access and amendment applications**

Entity power given to	Section of INPA	Description
Agency	44(3)	Power to consider a person has an appropriate interest in the amendment of the personal information.
Agency	49(2)	Power to consider a search for a document from a backup system is appropriate.

Part 3 - Dealing with Application**Division 1 – Decision-maker**

Entity power given to	Section of INPA	Description
Principal Officer (the CEO)	50(2) ¹	The CEO as the Agency's Principal Officer has the power to delegate the principal officer powers to deal with an application to another officer of the agency.
Agency	50(5)(b)	Power to appoint an appropriately qualified health care professional to make a health care decision in relation to the application.

Division 2 – Preliminary contact with applicant

Entity power given to	Section of INPA	Description
Entity	52(1)(b)	Power to decide that an application is outside the scope of this Act for 1 or more of the following reasons: (i) the document is not a document of an agency, or document of a Minister, for this chapter; (ii) the entity is not an agency for this chapter; (iii) the application is made to the information commissioner, RTI commissioner or privacy commissioner.
Entity	52(2)	Power to give prescribed written notice to the applicant of the decision.
Agency	53(2)	Power to inform a person how an application does not comply with a relevant application requirement.
Agency	53(3)	Power to give a reasonable opportunity to consult with a view to making application in a form complying with all relevant application requirements.
Agency	53(5)	Power to decide that an application does not comply with all relevant application requirements and to give the applicant prescribed written notice of the decision.
Agency	54(2)	Power to make reasonable efforts to inform the applicant of the matters set out in 54(2).
Agency	54(3)	Power to give the applicant a reasonable opportunity to consult as mentioned in 54(2)(c).
Agency	54(5)(b)	Power to consider whether an application is an application that can be made under this Act and power to give the applicant prescribed written notice of the decision.
Agency	55(1)	At any time before a deemed decision is taken to have been made in relation to an access or amendment application, power to ask the applicant for a further specified period to consider the application.
Agency	55(3)	Power to continue to consider the application and make a considered decision in relation to it in certain circumstances.

Division 3 – Contact with relevant third party

Entity power given to	Section of INPA	Description
Agency	56(1) ²	Power to give access to a document of which may reasonably be expected to

¹ Section 50(1) of the Act provides that the only the CEO or his/her delegate can exercise this power.

² Must take steps that are reasonably practicable to obtain the views of the relevant third party about whether:
(a) the document is a document for this chapter; or

		be of concern to a government, agency or person.
Agency	56(3)(b)	Power to decide: (i) that a document is a document for this chapter; or (ii) that the information is not exempt information or contrary to public interest information.
Agency	56(3)(c)	Power to give prescribed written notice of the decision in 56(3)(b) to the applicant and the relevant third party.
Agency	56(3)(d)	In the specified circumstances, power to defer giving access to a document.
Agency	56(4)	Power to give the applicant written notice when access is no longer deferred under 56(3)(d).

Division 4 - Transfers

Entity power given to	Section of INPA	Description
Agency	57(2)	In the specified circumstances, power to transfer an access or amendment application to another agency.
Other Agency	57(2)(b)	Power to consent to a transfer.

Part 4 – Refusal to Deal with Access or Amendment Application

Entity power given to	Section of INPA	Description
Agency	59(2)	Power to refuse to deal with an application without having identified any or all of the documents.
Agency	60(1)	Power to refuse to deal with an access or amendment application, or, if the agency or Minister is considering 2 or more access or amendment applications by the applicant, all the applications, if when using the power to consider the work involved in dealing with the application or all the applications would, if carried out: (a) substantially and unreasonably divert the resources of the agency from their use by the agency in the performance of its functions.
Agency	61(1)(a)	Power to give the applicant a written notice regarding its refusal to deal with an application under section 60.
Agency	61(1)(b)	Power to give the applicant a reasonable opportunity to consult with the agency.
Agency	61(1)(c)	Power to give the applicant any information that would help the making of an application in a form that would remove the ground for refusal.
Agency	61(6)(b)	Power to agree upon a longer prescribed consultation period.
Agency	62(3)	In the specified circumstances, power to refuse to deal with the later application to the extent it is for access to a document or documents sought under the first application.
Agency	63(3)	In the specified circumstances, power to refuse to deal with the later application to the extent it is for amendment of a document or documents sought under the first application.

(b) the information is exempt information or contrary to public interest information.

Part 5 - Decision**Division 1 – Access applications**

Entity power given to	Section of INPA	Description
Agency	65(a)	In the specified circumstances, power to make a decision (a considered decision): (i) whether access is to be given to the document; and (ii) if access is to be given – whether any access charge must be paid before access is given,
Agency	65(b)	Power to give written notice of a decision.
Principal Officer (the CEO)	66(2)	In the specified circumstances, power to give prescribed written notice of the decision to the applicant.
Agency	68(1)	In the specified circumstances, power to give a prescribed written notice to an applicant.
Agency	69(2)	Power to give a prescribed written notice.

Division 2 – Amendment Applications

Entity power given to	Section of INPA	Description
Agency	70	If a person makes an amendment application for a document, power to: (a) consider the application and make a considered decision whether the amendment of the document is to be permitted; and (b) give the person a written notice of the decision.
Principal Officer (the CEO)	71(2)	Power to give prescribed written notice of the decision to the applicant.
Agency	72(1)(a)	Power to refuse to amend a document if the agency is not satisfied: (i) the personal information is inaccurate, incomplete, out of date or misleading; or (ii) the information sought to be amended is personal information of the applicant; or (iii) if the application is purportedly made by an agent, that the agent is suitably authorised to make the amendment application.
Agency	73(1)	Power to give a prescribed written notice to the applicant for an amendment application of the decision on the application.
Agency	74	Power to make an amendment by: (a) altering the personal information; or (b) adding an appropriate notation to the personal information.
Agency	76(3)(b)	Power to give the applicant written notice of the nature of the notation.
Agency	76(5)	Power to decide the information to which the notice relates is not information in relation to which the applicant was entitled to apply to the agency for amendment of the document.
Agency	76(5)(b)	In the specified circumstances, power to give prescribed written notice to the applicant of the decision.

Part 6 - Charging Regime**Division 3 – Waiver of charges**

Entity power given to	Section of INPA	Description
Agency	81(1)	Power to consider whether an access charge for an access application should be waived.
Agency	82(2)	When deciding to waive any access charge for an application, power to consider: (a) the applicant is the holder of a concessional card; and (b) the applicant is not making the application for some other person who is seeking to avoid the payment of a charge.
Agency	82(3)	Power to give the applicant a prescribed written notice of a decision under 82(2) before the end of the processing period.

Part 7 - Giving Access

Entity power given to	Section of INPA	Description
Agency	87(1)	In the specified circumstances, power to defer giving access to a document for a reasonable period.
Agency	87(2)	In the specified circumstances, power to give the applicant written notice when access is no longer deferred under section 87(1).
Agency	88(1)	Power to reasonably consider that a document will disclose to the applicant information that is not relevant to the access application for the document.
Agency	88(2)	Power to delete the irrelevant information from a copy of the document and give access to the document by giving access to a copy of the document with the irrelevant information deleted.
Agency	88(3)	Power to consider, from the terms of the application or after consultation with the applicant – (a) the applicant would accept the copy; and (b) it is reasonably practicable to give access to the copy.
Agency	89(c)	Power to decide that an applicant would wish to be given access to a copy of a document and to give access.
Agency	90(c)	Power to decide that an applicant would wish to be given access to a copy of a document and to give access.
Agency	91(2)	Power to consider whether it is consistent with the primary object of this act to give the applicant or a person nominated by the applicant and approved by the agency, a summary of the applicant's personal information; and power to agree with the intermediary or the intermediary and applicant regarding conditions of use or disclosure.
Agency	91(3)(a)	Power to make an agreement with an information giver for the disclosure of information given by that person.
Agency	91(3)(b)	Power to make an agreement with another person other than the applicant, for the disclosure of information, if the summary of information contains personal information about the other person.
Agency	92(2)	Power to direct that access to a document is instead given to an appropriately qualified healthcare professional nominated by the applicant and approved by the agency.

Part 8 - Internal Review

Entity power given to	Section of INPA	Description
Reviewer	94(2)	Power to review a reviewable decision and make a new decision.
Agency	97(2)	Power to notify an applicant of a decision.
Agency	97(3)	Power to give a prescribed written notice of the decision to the applicant.

Part 9 - External Review**Division 2 – Application**

Entity power given to	Section of INPA	Description
Local Government / Agency	102(2)	In the specified circumstances, power to apply to the information commissioner to participate in the external review.

Division 3 – After application made

Entity power given to	Section of INPA	Description
Agency	106(1)(b)	Power to apply to the commissioner to allow the agency further time to deal with the access or amendment application.

Division 5 – Powers of information commissioner on external review

Entity power given to	Section of INPA	Description
Agency	112(2)	Power to give the applicant for external review and the commissioner an additional statement.
Agency	114(2)	Power to give the commissioner a written transcript of words recorded or contained in the document.
Agency	114(3)	Power to give the commissioner a written document created using the equipment.
Agency	115(1)	Power to conduct a particular further search, or further searches, for a document.

Part 10 - Vexatious applications

Entity power given to	Section of INPA	Description
Agency	127(1)	Power to apply to the information commissioner that a person be declared a vexatious applicant.

Part 11 - References of questions of law and appeals

Entity power given to	Section of INPA	Description
Participant in an external review	131(1)	Power to request the commissioner to refer a question of law arising on an external review to QCAT.
Participant in	132(1)	Power to appeal to the appeal tribunal against a decision of the information

an external review		commissioner on the external review.
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CHAPTER 4 – INFORMATION COMMISSIONER AND PRIVACY COMMISSIONER

Part 5 - Waiving or Modifying Privacy Principles Obligations in the Public Interest

Entity power given to	Section of INPA	Description
Agency	157(1)	Power to apply to the information commissioner for an approval under this section.

Part 6 - Compliance Notices

Entity power given to	Section of INPA	Description
Agency	159(1)	If given a compliance notice, power to ask the information commissioner to extend the time within which it must take the action stated in the compliance notice.
Agency	159(3)(b)	In the specified circumstances, power to give the commissioner an undertaking to take the stated action within the extended period.
Agency	161(1)	Power to apply to QCAT for a review of the decision of the information commissioner.

CHAPTER 5 – PRIVACY COMPLAINTS

Part 3 - Mediation of privacy complaints

Entity power given to	Section of INPA	Description
Respondent	172(1)	Power to agree on a resolution of the complaint.
Respondent	172(2)	Power to ask the information commissioner to prepare a written record of the agreement.

SCHEDULE 3 – INFORMATION PRIVACY PRINCIPLES

Entity power given to	Section of INPA	Description
Agency	2(5)(b)	Power to form a reasonable belief that there would be little practical benefit to the individual in complying with (3) in the circumstances.
Agency	7(3)(a)	Power to consider it is not required to amend personal information included in a document under the agency's control in a way asked for by the individual the subject of the personal information.
Agency	10(1)(b)	Power to be satisfied on reasonable grounds that the use of the information for the other purpose is necessary to lessen or prevent a serious threat to the life, health, safety, or welfare of an individual, or to public health, safety or welfare.
Agency	10(1)(d)	Power to be satisfied on reasonable grounds that the use of the information for the other purpose is necessary in certain circumstances.
Agency	11(1)(c)	Power to be satisfied on reasonable grounds that the disclosure is necessary to lessen or prevent a serious threat to the life, health, safety or welfare of an

		individual, or to public health, safety or welfare.
Agency	11(1)(e)	Power to be satisfied on reasonable grounds that the disclosure of the information is necessary in certain circumstances.
Agency	11(1)(f)(iv)	Power to be satisfied on reasonable grounds that the relevant entity will not disclose the personal information to another entity.

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.

INSTRUMENT OF DELEGATION

South Burnett Regional Council ***Right to Information 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

Right to Information Act 2009 ("RTIA")**CHAPTER 3 – DISCLOSURE BY APPLICATION UNDER THIS ACT****Part 3 - Dealing with Application****Division 2 – Preliminary contact with applicant**

Entity power given to	Section of RTIA	Description
NOTE	30(1)	Power to deal with all access applications made to a local government as an agency under this Act, is given directly to the Chief Executive Officer as the Council's "principal officer".
Principal Officer	30(2)	The CEO as the Council's Principal Officer has the power to delegate the principal officer powers to deal with an application to another officer of the agency.
Entity	32(1)(b)	Power to decide the application is outside the scope of this Act.
Entity	32(2)	Power to give a prescribed written notice to the applicant of the decision.
Agency	33(2)	Power to inform the person how the application does not comply with the relevant application requirement.
Agency	33(3)	Power to consult with the applicant with a view to making an application in a form complying with all relevant application requirements.
Agency	33(5)	Power to decide the application does not comply with all relevant application requirements and give the applicant prescribed written notice of the decision.
Agency	34(2)	Power to, within 15 business days after the application is received, inform the applicant that: (a) the application could have been made under the Information Privacy Act without any application fee or processing charge being payable; and (b) the applicant may either: (i) ask for the application to be dealt with under the Information Privacy Act; or (ii) confirm the application as an application under this Act.
Agency	35(1)	In the specified circumstances, power to ask the applicant for a further specified period to consider the application.
Agency	35(3)	In the specified circumstances, power to continue to consider the application and make a considered decision relating to it.
Agency	36(1)	If a person makes an access application, power to: (a) consider whether a processing charge or access charge is payable in relation to the application; and (b) before the end of the processing period for the application, give the applicant: (i) a schedule of relevant documents for the applicant unless the applicant waives the requirement; and (ii) a charges estimate notice.
Agency	36(2)	Power to consult with the applicant with a view to narrowing the application to reduce the applicable charges.
Agency	36(4)	Power to give the applicant a new charges estimate notice.

Agency	36(7)	Power to agree to extend the prescribed period.
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Division 3 – Contact with relevant third party

Entity power given to	Section of RTIA	Description
Agency	37(1)	Power to give access to a document that contains information the disclosure of which may reasonably be expected to be of concern to a government, agency or person (relevant third party) only after taking steps that are reasonably practicable to: <ul style="list-style-type: none"> (a) obtain the views of the relevant third party about whether: <ul style="list-style-type: none"> (i) the document is a document to which this Act does not apply; or (ii) the information is exempt information or contrary to public interest information; and (b) inform the relevant third party that if access is given to the document because of an access application, access may also be given to the document under a disclosure log.
Agency	37(3)(b)	Power to decide: <ul style="list-style-type: none"> (i) the document is a document to which this Act does apply; or (ii) the information is not exempt information or contrary to public interest information.
Agency	37(3)(c)	Power to give prescribed written notice of the decision to the applicant and relevant third party.
Agency	37(4)	Power to give the applicant written notice when access is no longer deferred under subsection (3)(d).

Division 4 – Transfers

Entity power given to	Section of RTIA	Description
Agency	38(2)	In the specified circumstances, power to transfer an application to another agency.
Agency	38(2)(b)	Power to consent to the transfer of an application.

Part 4 - Refusal to Deal with Application

Entity power given to	Section of RTIA	Description
Agency	40(2)	Power to refuse to deal with the application without having identified any or all of the documents.
Agency	41(1)	Power to consider that the work involved in dealing with an application or all of the applications would substantially and unreasonably divert the resources of agency from their use, and subsequently the power to refuse to deal with an access application, or if there are 2 or more, all of the applications.
Agency	42(1)(a)	Power to give the applicant a written notice: <ul style="list-style-type: none"> (i) stating an intention to refuse to deal with the application; and (ii) advising that, for the prescribed consultation period for the notice, the applicant may consult with the agency with a view to making an application in a form that would remove the ground for refusal; and (iii) stating the effect of subsections (2) to (6).
Agency	42(1)(a)(ii)	Power to consult the applicant with a view to making an application in the form

		that would remove the ground for refusal.
Agency	42(6)	Power to agree to a longer prescribed consultation period.
Agency	43(3)	In the specified circumstances, power to refuse to deal with a later application to the extent it is for access to a document or documents sought under the first application.
Agency	43(3)(b)(ii)	Power to decide that the application is for a document to which this Act does not apply.
Agency	43(3)(b)(iii)	Power to decide that the document or documents sought are documents access to which was refused under section 47.
Agency	43(3)(c)(ii)	Power to decide that the application is for a document to which chapter 3 of the Information Privacy Act does not apply.

Part 5 - Decision

Entity power given to	Section of RTIA	Description
Agency	45(a)	In the specified circumstances, power to make a considered decision: (i) whether access is to be given to the document; and (ii) if the access is to be given – whether any charge must be paid before access is given.
Agency	45(b)	Power to give the person written notice of the decision under section 54.
Principal Officer	46(2)	In the specified circumstances, power to give prescribed written notice of the decision to the applicant.
Agency	47(3)	In the specified circumstances, power to refuse access to a document of the agency.
Agency	48(1)	For an access application made for a document, power to decide to give access to the document unless disclosure would, on balance, be contrary to the public interest.
Agency	48(3)	Despite section 48(1), power to decide to give access to all or part of a document.
Agency	49(1)	For an access application made for a document, power to decide to give access to the document unless disclosure would, on balance, be contrary to the public interest.
Agency	49(3)	Power to consider on the balance, disclosure of information would be contrary to the public interest.
Agency	49(5)	Despite section 47(3)(b), power to decide to give access to all or part of a document.
Agency	50(1)	For an access application made for a document, power to decide to give access to the document unless disclosure would, on balance, be contrary to the public interest.
Agency	50(4)	Despite section 47(3)(c), power to decide to give access to all of part of a document.
Agency	51(1)	For an access application made for a document, power to decide to give access to the document unless disclosure would, on balance, be contrary to the public interest.
Agency	51(3)	Despite section 47(3)(d), power to decide to give access to all or part of a document.
Agency	52(1)(a)	Power to be satisfied that a document does not exist.
Agency	52(1)(b)	Power to be satisfied that:

		(i) the document has been or should be in the agency's possession; and (ii) all reasonable steps have been taken to find the document but the document cannot be found.
Agency	52(2)	In the specified circumstances, power to consider the document has been kept in, and is retrievable from, the backup system.
Agency	54(1)	For the specified purposes, power to give a prescribed written notice to an applicant for an access application.
Agency	55(2)	In the specified circumstances, power to give a prescribed written notice.

Part 6 - Charging Regime**Division 3 – Waiver of charges**

Entity power given to	Section of RTIA	Description
Agency	64(1)	Power to consider that the likely associated costs to the agency would be more than the likely amount of the charge, and waive a processing or access charge.
Agency	66(2)	In the specified circumstances, power to decide to waive any processing charge, or access charge for the application.
Agency	66(3)	Power to give the applicant a prescribed written notice of a decision under subsection (2) before the end of the processing period.

Part 7 - Giving Access**Division 1 – Giving access to applicant**

Entity power given to	Section of RTIA	Description
Agency	68(4)	In the specified circumstances, power to refuse access in a particular form and to give in another form.
Agency	68(8)	Power to give access to a document in another form if agreed to by the applicant.
Agency	72(1)	In the specified circumstances, power to defer giving access to a document for a reasonable period.
Agency	72(2)	Power to give the applicant written notice when access is no longer deferred under section 72(1).
Agency	73(1)	Power to reasonably consider whether information in a document is not relevant to the access application for the document.
Agency	73(2)	Power to delete irrelevant information from a copy of a document and give access to the document by giving access to a copy of the document with the irrelevant information deleted.
Agency	73(3)	Power to consider, from the terms of the application or after consultation with the applicant: (a) the applicant would accept the copy; and (b) it is reasonably practicable to give access to the copy.
Agency	74	In the specified circumstances, power to give access.
Agency	75	In the specified circumstances, power to give access.
Agency	76(2)	In the specified circumstances, power to consider whether it is consistent with the primary object of the Act to give the applicant, or a person nominated by the applicant and approved by the agency (an <i>intermediary</i>), a summary of

		the person information on conditions of use or disclosure agreed between the agency and the intermediary, or between the agency, the intermediary and the applicant.
Agency	76(3)	Power to: (a) consult with the information giver; (b) consult with the other person.
Agency	77(2)	In the specified circumstances, power to direct that access to the document is to be given instead to an appropriately qualified healthcare professional nominated by the applicant and approved by the agency.

Part 8 - Internal Review

Entity power given to	Section of RTIA	Description
Agency	83(1)	Power to decide an internal review application.
Agency	83(2)	Power to notify the applicant of the decision in the circumstances specified.
Principal Officer	83(3)	Power to give prescribed written notice of the decision to the applicant.

Part 9 - External Review**Division 3 – After application made**

Entity power given to	Section of RTIA	Description
Agency	93(1)(b)	Power to apply to the commissioner to allow further time to deal with the access application.

Division 5 – Powers of information commissioner on external review

Entity power given to	Section of RTIA	Description
Agency	99(2)	Power to give an additional statement to the commissioner and the applicant, containing further and better particulars of the reasons for the decision.

Part 10 - Vexatious applicants

Entity power given to	Section of RTIA	Description
Agency	114(1)	Power to apply to the information commissioner to request a declaration that a person is a vexatious applicant.

Part 11 - References of questions of law and appeals

Entity power given to	Section of RTIA	Description
Participant in an external review	118(1)	Power to request the commissioner refer a question of law arising on an external review to QCAT.
Participant in an external review	119(1)	Power to appeal to the appeal tribunal against the decision of the information commissioner on the external review.

SCHEDULE 4

Part 4 - Factors favouring nondisclosure in the public interest because of public interest harming disclosure

Entity power given to	Section of RTIA	Description
Prescribed entity	1(3)	Power to make an application to the information commissioner to extend the 10 year period if the commissioner considers the extension in the public interest.

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.

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

EXC2.2 Ensure document management systems and practices cover the full range of Council's activities and are compliant with statutory requirements.

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 *Information Privacy Act 2009* and *Right to Information 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.

4.2.3 G - 2342462 - Operational Plan 2016/17 Progress Report for January - March Quarter

Document Information

IR No

Author **Manager – Social & Corporate Performance**

Endorsed
By **General Manager Corporate Services**

Date **6 April 2017**

Précis

Operational Plan 2016/17 Progress Report for January - March Quarter

Summary

The Annual Operational Plan details the projects, services and initiatives that Council had planned to deliver for the 2016/17 financial year. Pursuant to section 174(3) of the *Local Government Regulation 2012* a report must be presented to Council at regular intervals detailing the progress towards the implementation of the Annual Operational Plan.

Officer's Recommendation

That the Operational Plan 2016/17 Progress Report for the January - March Quarter be adopted.



SOUTH BURNETT
REGIONAL COUNCIL

**Executive Services
Operational Plan
2016-17**

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



SECTION EXECUTIVE SERVICES						
Mission: To promote and support good governance in the organisation's performance compliant with relevant legislation						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Promote and support good governance activities.	To provide management and administration support to promote and support governance branch activities.	Internal and External Stakeholders Community	EXC4	Inform Consult Involve	Delivery of Council meeting administration compliant with legislation Policies are reviewed within relevant timeframes	On Target On going
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	2017/2018 Annual budget is prepared and adopted by Council by 30/6/2017 Quarterly budget reviews of 2016/2017 budget are provided to Council no later than, October, February, April and June 85% of capital works programs are completed by June 30	Draft Budget Completed – currently under review by CEO & General Managers March Quarter review completed On target with approximately 61% of the Capital budget either completed or committed as at 28 February.
Sustainable Financial Management	Review Organisational Structure to ascertain appropriate levels of staffing for delivery of services Undertake an efficiency/productivity audit on selected Council operations	Internal Stakeholders Internal & External Stakeholders	EXC1 EXC3 EXC1	Inform Consult Involve Inform Consult Involve	Organisational structures to be reviewed quarterly to ascertain relevance to operational needs. Staff levels reviewed & monitored to achieve savings identified in budget (\$350,000).	Structure reviewed in March with some minor changes Accumulated savings achieved by the March quarter of approximately \$490,000

SECTION EXECUTIVE SERVICES						
Mission: To promote and support good governance in the organisation's performance compliant with relevant legislation						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
					Efficiency Audits undertaken on selected operational works.	External audit completed on Council's road operational works External audit of operational works of both the Parks & NRM Section and Water and Waste Water Sections to commence in April



SOUTH BURNETT
REGIONAL COUNCIL

**Economic Development
Operational Plan
2016-17**

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



SECTION		ECONOMIC DEVELOPMENT				
Mission: Create a Prosperous Region		Significant activities and services			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
South Burnett Directions most effective organisation structure	Establish effective governance, operating and reporting structure that will enhance the delivery of long term economic development for the region.	Internal Stakeholders Business Community Wide Bay Burnett Regional Organisation of Councils	GO1	Inform Consult Involve Collaborate	Structure developed through South Burnett Directions adopted by Council	The Steering Committee resolved at the December 2016 meeting to review the Economic Development Strategy 2014-2019 through a workshop session in February 2017. Workshop was held in March 2017 with South Burnett Directions and Council. The strategy will be revised and provided in draft to Council to consider.
Reporting and communicating to the business community	Present an economic performance scorecard for the South Burnett to business leaders.	Internal Stakeholders Business Community	GO1	Inform Consult Involve	Annual business forum held	Will be considered during the February strategy review workshop. On hold in line with the review of the Strategy.
Economic development priorities recognised in the South Burnett Planning Scheme	The South Burnett Planning Scheme provides the pathway for the delivery of projects of regional significance.	Internal Stakeholders Business Community	GO2	Inform Consult Involve	Substantiated economic development input to the new Town Plan	Workshops held with Planning Staff, SBD Steering Committee and Reference Group Participants to communicate the intention of the new scheme and obtain feedback from the business community Ongoing
Business growth through forums	Hold business networking sessions, business	Internal	GO1	Inform	Develop and deliver a program of	The following activities were

SECTION ECONOMIC DEVELOPMENT		Significant activities and services					Performance Measurement	
Mission: Create a Prosperous Region								
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review		
and workshops	development workshops, mentoring for growth and other programs that assist business to grow and provide employment.	Stakeholders Business Community		Consult Involve Collaborate	business development activities	undertaken: Mentoring for Growth workshop Ongoing		
Health Services	Grow health services that support the local community and increase employment opportunities	Community	EC3	Inform Consult Involve Collaborate	Identify, scope and plan new health services particularly to fill gaps in local services	New equipment purchased to the value of \$218,485 (GST Inclusive) will allow the hospital to undertake the following new services commencing January 2017: - Gynaecology - General Surgery Additional equipment purchases will be further evaluated early 2017. Ongoing		
Tertiary Education	Grow employment opportunities through education pathways	Business Community Students	GO1	Inform Consult Involve Collaborate	Facilitate conversations with universities and TAFE to identify and implement education programs	Ongoing		

SECTION		ECONOMIC DEVELOPMENT	
Mission: Create a Prosperous Region			
Significant activities and services			
Function	Description	Customer(s)	Link to Corporate Plan
Performance Measurement			
	Key Performance Indicator	Engagement Level	Quarterly Review
Precinct Planning	Ensure business input to planning	Business Community	GO1
		Inform Consult Involve Collaborate	
Recognise business excellence	Together with business leaders seek nominations from local business to achieve recognition for business improvement and success together with supporting business excellence through business improvement workshops	Internal Stakeholders Business Community	GO1
		Inform Consult Involve Collaborate	To be held during 2017
New Infrastructure	Identify capacity building opportunity through new infrastructure.	Internal Stakeholders Business Community	INF1
		Inform Consult Involve Collaborate	Identify key infrastructure projects that benefit economic growth Ongoing

SECTION		ECONOMIC DEVELOPMENT	
Mission: Create a Prosperous Region			
Significant activities and services			
Function	Description	Customer(s)	Link to Corporate Plan
Performance Measurement			
	Key Performance Indicator	Engagement Level	Quarterly Review
Tourism Development	Through the tourism reference group comprising of Tourism operator leaders identify and implement tourism growth projects	Business Community	GO3
		Inform Consult Involve Collaborate	The projects identify in the South Burnett Tourism Strategy and Implementatio plan continue to be rolled out The inaugural South Burnett Culinary Tourism Forum was held with over 70 growers and operators in attendance Continuing to be progressed as resources are available.
Local business income growth	Develop a program that produces additional income flow through local businesses	Business Community	GO1
		Inform Consult Involve Collaborate	South Burnett Rewards (shop local program) electronic loyalty program has commenced, along with television Advertising. Project sponsorship has been secured. Successful project with good engagement from community and businesses. Reports provided through Portfolio
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1
		Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually
Budget	Ongoing preparation,	Internal	EXC1
		Inform	Annual Budget Preparations
			Ongoing

SECTION ECONOMIC DEVELOPMENT

Mission: Create a Prosperous Region

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Management	monitoring and reviewing of budget (operational and capital expenditure)	Stakeholders		Consult Involve	Ongoing Monitoring of Operational and Capital Expenditure	



SOUTH BURNETT
REGIONAL COUNCIL

Human Resources Branch Operational Plan 2016-17

Mission:
Officer Responsible:
Responsibilities:

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

SECTION HUMAN RESOURCE ADMINISTRATION

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

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

SECTION EMPLOYEE ADMINISTRATION AND SUPPORT SERVICES

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Learning & Development	Learning and development support, coordination and delivery in line with Learning and Development Plan and budget allocation.	Internal Stakeholders	EXC3	Inform Consult Involve Collaborate	100% of Learning and Development requests processed within 14 days of receiving	Meeting KPI and budget monitored accordingly
Trainees & Apprentices	Manage traineeship and apprenticeship contracts and ensure trainees and apprentices are skilled to seek permanent employment on completion.	Internal Stakeholders	EXC3	Inform Consult	100% successful completion of Apprentice and Trainees employment contracts within required timeframes	Trainees reviewed monthly currently meeting training requirements. Apprentices monitored quarterly advancing their training. All 2016 successfully completed six of eight trainees placed in permanent and fixed terms roles. Intake of ten new trainees completed on schedule 3 rd march 2017.
Employee recruitment, selection and retention services	Implement the recruitment, selection and retention policy.	Internal Stakeholders	EXC3	Inform Consult Involve Collaborate	100% of advertised positions have candidate appointed or status of selection reported. Convenors of all panels accredited in R&S by June 2017	Meeting KPI all supervisors and coordinators and team leaders coached via Pot of Gold training in relation to obligations as chairperson of selection panels

SECTION EMPLOYEE ADMINISTRATION AND SUPPORT SERVICES

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Human resources systems, support and administration services	An information system to develop, analyse and report on human resource measures that will assist and support effective management of labour resources.	Internal Stakeholders	EXC3	Inform Consult Involve Collaborate	100% of the identified metrics rolled out by 30 June 2017 (number of reports currently reduced against proposed) Human Resource Policy and Procedures Manual to be developed by June 30 2017 Human Resource Management Standards review by June 30 2017 Workforce Planning Framework to be researched and recommendations to be developed by June 30 2017	Learning and Development reporting developed Absentism reporting developed, employee demographics finalised now available on Management dash boards Ongoing Ongoing review subject to IR Legislative changes No progress this quarter Modern Award enacted February 2017 currently reviewing changes to entitlement

SECTION		WORKPLACE HEALTH & SAFETY	
Mission: To achieve a 'zero harm' workplace supported by appropriate Workplace Health and Safety (WH&S) and rehabilitation advice, systems, processes and procedures.			
Significant activities and services			
Function	Description	Customer(s)	Link to Corporate Plan
WH&S Training	Training delivered in line with Council's Safety System, including external providers.	Internal Stakeholders Training Providers	EXC3
			Engagement Level
			Inform Consult Involve
Performance Measurement			
		Key Performance Indicator	Quarterly Review
		100% of all new employees to attend Corporate WH&S Induction within one month of commencement 100% of new employees to have site specific induction at time of commencement. 100% coverage of GM's and Managers to receive their role and responsibilities for WH&S.	Meeting KPI Meeting KPI Completed
WH&S System	Effective support, advice, policies, procedures and assistance in meeting all legislative requirements in relation to WH&S.	Internal Stakeholders	EXC3
			Internal: Compliance with Safeplan system - Audit 80% Compliance at any point Audits are conducted as per EU requirements Implement the Health & Safety Strategic Plan by June 2017 as per EU requirements Delivery of EU's Elements within specified timeframes to ensure compliance with the regulators timeframes as described
			Meeting Milestones of the EU. System Audit completed in this quarter with number of non-compliance reduced from 6 to 0 Completed. New Safety Management System is currently being implemented. Meeting KPI in line with EU requirement follow Audit commenced 4 th March 2017

SECTION WORKPLACE HEALTH & SAFETY

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Rehabilitation System	Effective consultancy, support, policies, procedures and assistance in meeting all legislative requirements in relation to Rehabilitation / Return to Work.	Internal Stakeholders	EXC3	Inform Consult Involve Collaborate	100% compliance with legislative standards	Meeting KPI This quarter no injuries requiring assistance

SECTION EMPLOYEE RELATIONS

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Employee relations, advice and support	Employee / industrial relations support.	Internal Stakeholders Unions	EXC3	Inform Consult Involve Collaborate	100% compliance with Council's dispute resolution procedure. Planning for Enterprise Bargaining Agreement subject to QRIC decisions	Meeting KPI Subject to Modern Award ratification and IR changes Planning is complete subject to QRIC advice

SECTION PAYROLL

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

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



SOUTH BURNETT
REGIONAL COUNCIL

Corporate Services Department - Libraries Operational Plan 2016-17

- 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:** Environment and Waste Branch, Natural Resource Management and Parks and Gardens Branch, Planning and Land Management Branch, Social and Corporate Performance Branch, Libraries.

SECTION CORPORATE SERVICES						
Mission: To support Council provide appropriate organisational management and service delivery to internal and external stakeholders						
Activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Organisational Performance	Development of Service Levels and KPI's	Internal / External Stakeholders	EXC2 EXC4 EXC6	Inform Consult Involve	Services monitored and provided in an efficient cost effective manner.	Call back system introduced to establish a recorded process around returning calls to customers. KPI's to be developed.
Organisational Performance	Leadership to promote teamwork and develop and maintain an appropriate culture within the organisation	Internal Stakeholders	EXC2 EXC3 EXC6	Inform Consult Involve	A team culture that strives to continuously improve service to internal and external customers.	Management Team meetings conducted within the established framework.
Informed Decision Making	Provision of appropriate advice, policy development and decision making to support Council	Internal Stakeholders	EXC2 EXC4	Inform Consult Involve	Policies and procedures developed and implemented as required to support organisational management	Policies reviewed/updated/adopted - 1 July 2016 - 31 March 2017 <ul style="list-style-type: none"> • Audit Advisory Committee Policy • Audit Advisory Committee Terms of Reference • Community Engagement Policy • Corporate Uniform Policy • Information Privacy Policy • Internal Audit Policy 2016 • Internal Audit Terms of Reference • Media Relations Policy • Risk Management Committee Terms of Reference • Risk Management Policy • Trading on Local Government Controlled Areas Facilities and Roads Policy • Regional Arts Development Fund

SECTION CORPORATE SERVICES							
Activities and services							
Function		Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Mission: To support Council provide appropriate organisational management and service delivery to internal and external stakeholders							
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	(RADF) Guidelines <ul style="list-style-type: none"> • Administrative Action and Councillor Conduct Complaints Management Policy • Sundry Debtors Management Policy • Asset Management Strategy • Expenses Reimbursement Policy for Councillors • Infrastructure Asset Naming Policy 	Draft 2017/18 budgets completed. 3rd Quarter Operational and Capital budget reviews completed on time.

SECTION LIBRARIES						
Mission: To enhance the quality of life of our community via a library service that meets the needs of the community						
Activities and services						
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Library Services, Collection and Facilities	Libraries providing library services and collection across the region to meet community needs	External Stakeholders	EC1 EXC2 EXC5 EXC6	Inform Consult Involve Collaborate	Identify target groups (including outreach) and implement relevant programs throughout 2016-17	Across SB Libraries Digital Literacy: 33 computer classes, 83 attendees Early Literacy: 28 Story Time sessions, 429 attendees; 36 Rhyme Time sessions, 476 attendees; 1 Kindergarten visit, 10 attendees Family Literacy: 12 school holiday activities, 138 attendees Adult Literacy: 11 Author/Information Talks, 236 attendees; 6 Spanish lessons, 23 attendees Outreach: 125 group sessions, 594 attendees; 4 outreach sessions, 83 attendees; 2 Home Library Service visits
Library Programs	Delivery and administration of externally funded programs	External Stakeholders	EC1 EXC5 EXC6	Inform Consult Involve Collaborate	Delivery, administration and acquittal of externally funded programs	3rd year First 5 Forever grant payment due end March 2017 3rd quarter book grant payment due March 2017
State Library of Queensland (SLQ) Service Level Agreement	Management of the SLQ service level agreement and annual book grant	External Stakeholders	EXC4 EXC5	Inform Consult	100% compliance with the SLQ service level agreement and annual book grant as at June 30	Meeting requirements

SECTION LIBRARIES						
Mission: To enhance the quality of life of our community via a library service that meets the needs of the community						
Activities and services						
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	INF1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	No program in place at this stage
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Meeting requirements



SOUTH BURNETT
REGIONAL COUNCIL

Environment and Waste Branch Operational Plan 2016-17

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



SECTION PUBLIC HEALTH

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	Quarterly Review
Public Health Licence applications and Routine inspections of licensed premises	<p>A Licence is required for certain activities as prescribed by the:</p> <ul style="list-style-type: none"> • <i>Food Act 2006</i> • <i>Public Health (Infection Control for Personal Appearance Services) Act 2003 - Higher Risk Personal Appearance Services</i> • <i>Residential Services (Accreditation) Act 2002</i> 	External Stakeholders Community	EC3	Inform	<p>90% of applications are to be assessed within 30 business days (as per legislative timeframes).</p> <p>90% of licensed premises inspected/audited at least once per financial year</p>	<p>First Quarter</p> <p>3 new Food Business Licence applications</p> <p>6 transfer of Food Business Licences &</p> <p>12 Temporary Food Licence applications were received.</p> <p>5 Water Sample applications received and undertaken.</p> <p>54% of licensable food businesses have been inspected for the 2016-17 financial year.</p> <p>Second Quarter</p> <p>1 new Food Business Licence applications</p> <p>5 Food Business Licence Transfers</p> <p>16 Temporary Food Licence applications were received.</p> <p>3 Water Sample applications received and undertaken.</p> <p>All applications rec'd in the 2nd Qtr were approved within the 30 day timeframe.</p> <p>70% of licensable food businesses have been inspected for the 2016-17 financial year.</p>

SECTION PUBLIC HEALTH			
Mission: To ensure public health issues are effectively managed in accordance with the relevant legislation.			
Significant activities and services		Performance Measurement	
Public Health Licence applications and Routine inspections of licensed premises (cont...)			<p>Third Quarter</p> <p>2 new Food Business Licence applications</p> <p>4 transfer of Food Business Licences &</p> <p>13 Temporary Food Licence applications were received.</p> <p>5 Water Sample applications received and undertaken.</p> <p>80% of licensable food businesses have been inspected for the 2016-17 financial year.</p>
Public Health Complaint Management	Investigation in response to customer service request being generated.	Internal / External Stakeholders Community	<p>First Quarter</p> <p>25 CRMs were raised.</p> <p>80% of these were actioned within the KPI timeframe.</p> <p>Second Quarter</p> <p>26 CRMs were raised.</p> <p>40% of these were actioned within the KPI timeframe due to significant reduction in staff resources.</p> <p>Third Quarter</p> <p>16 CRMs were raised and actioned within the KPI timeframe.</p>
		EC3	<p>90% of Customer Service Requests (CRs) actioned within six (6) working days</p> <p>90% of urgent Customer Service Requests (CRs) actioned within forty-eight (48) hours</p>
		Consult	

SECTION COMPLIANCE (Local Laws)						
Mission: To provide regulation of Council's Local Laws and other relevant legislation						
Significant activities and services						
			Performance Measurement			
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	Quarterly Review
Certain Activities within the Local Government area requires an a Permit/Licence	A Permit/Licence is required under the <i>Local Government Act 2009</i> – Council Local Laws: Commercial Use of Footpaths Keeping of Animals Caravan Parks Kennels	External Stakeholders Community	EC3	Inform	90% of applications assessed within 20 business days 90% of all Permitted/Licensed Activities to be inspected/audited at least once annually.	<p>First Quarter 17 new applications were received during this period. No Footpath Permits in the towns of Nanango, Kingaroy, & Wondai were audited/inspected. 1 inspection conducted for licensed Caravan Parks during this period. No inspections undertaken for the Keeping of Animals. There has been 4 applications made which are currently being processed. 0 Kennel inspections undertaken.</p> <p>Second Quarter 24 new applications were received during this period. No Footpath Permits in the towns of Nanango, Kingaroy, & Wondai were audited/inspected. 0 inspections conducted for licensed Caravan Parks in this period. No inspections undertaken for</p>

SECTION COMPLIANCE (Local Laws)						
Mission: To provide regulation of Council's Local Laws and other relevant legislation						
Significant activities and services						
			Performance Measurement			
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	Quarterly Review
Compliance Complaint management	Investigation in response to customer service request being generated.	Internal / External Stakeholders Community	EC3	Consult	90% of Customer Service Requests (CRs) actioned within six (6) working days 90% of urgent Customer Service Requests (CRs) (e.g. Dog Attacks) are actioned within forty-eight (48) hours	the Keeping of Animals. There has been 0 applications made which are currently being processed. 0 Kennel inspections undertaken. Third Quarter 14 new applications were received during this period. 4 excess animal permit applications rec'd. First Quarter The following CRMs were received in this Qtr. 310 Animal Management 18 Local Laws 72 Overgrown with 103 Property Enforcements raised 3 Signage 15 Dog Attack on Person 24 Dog Attack on Animal > 80% of non-urgent CRMs were actioned within the KPI timeframes. 100% of all urgent CRMs were actioned within target.

SECTION COMPLIANCE (Local Laws)						
Mission: To provide regulation of Council's Local Laws and other relevant legislation						
Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	Quarterly Review
						<p>Second Quarter The following CRMs were received in this 2nd Qtr. 207 Animal Management 24 Local Laws 65 Overgrown with 149 Property Enforcements raised 1 Signage 15 Dog Attack on Person 14 Dog Attack on Animal > 80% of non-urgent CRMs actioned in the KPI timeframes. 100% of all urgent CRMs were actioned within target.</p> <p>Third Quarter The following CRMs were received in this Qtr. 383 Animal Management, which includes: 11 Dog Attack on Person 31 Dog Attack on Animal 35 Local Laws 170 Overgrown with 210 Property Enforcements raised 2 Signage</p>

SECTION COMPLIANCE (Local Laws)

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

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	Quarterly Review	
Abandoned Vehicles	Impound abandoned vehicles, where necessary, under the <i>Transport Operations (Road Use Management) Act 1995</i>	External Stakeholders Community	EC3	Inform	90% of identified abandoned vehicles to be removed/impound within 10 business days	<p>First Quarter 12 CRMs were raised during this period. 90% of these CRMs were actioned within the required timeframes.</p> <p>Second Quarter 4 CRMs were raised during this period. 90% of these CRMs were actioned within the required timeframes.</p> <p>Third Quarter 6 CRMs were raised during this period.</p>	

SECTION COMPLIANCE (Local Laws)						
Mission: To provide regulation of Council's Local Laws and other relevant legislation						
Significant activities and services						
			Performance Measurement			
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	Quarterly Review
Impounding of wandering cats and dogs	Hold impounded animals for the prescribed timeframe.	External Stakeholders Community	EC3	Inform	100% of Animals held for the prescribed impound period, namely: For registered animals or the owner is known – impound for 5 days For unregistered or unknown owner – impound for 3 days	<p>First Quarter 202 animals were impounded during this first Quarter of this period. 100% of all impounded animals were held for the prescribed impound period. 193 new animals were registered during this Quarter.</p> <p>Second Quarter 150 animals were impounded during this first Quarter of this period. 100% of all impounded animals were held for the prescribed impound period. 744 new animals were registered during this Quarter.</p> <p>104 Penalty Infringements issued for the Quarter.</p> <p>Third Quarter 150 animals were impounded during this first Quarter of this period. 100% of all impounded animals were held for the prescribed impound period.</p>

SECTION ENVIRONMENTAL PROTECTION

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

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	Quarterly Review	
Environmental Authority Registration applications and Routine inspections of registered activities	A Registration Certificate is required for certain Environmentally Relevant Activities (ERAs) as prescribed by the <i>Environmental Protection Act 1994</i>	Environmentally Relevant Activity Registration Holders	EC3	Inform	90% of applications are to be assessed within 20 business days. 90% of registered activities inspected/audited at least once per financial year.	<p>First Quarter 0 applications were received this period.</p> <p>Second Quarter 0 applications were received this period.</p> <p>Third Quarter 0 applications were received this period.</p>	
Environmental Protection Complaint management	Investigation in response to customer service request being generated.	Internal / External Stakeholders	EC3	Consult	90% of Customer Service Requests (CRs) actioned within six (6) working days 90% of urgent Customer Service Requests (CRs) actioned within forty-eight (48) hours	<p>First Quarter 28 non-urgent CRMs were raised during this period. 80% of these applications were actioned within the timeframes. There were 36 General Waste CRMs received for the Qtr.</p> <p>Second Quarter 31 non-urgent CRMs were raised during this period. 40% of these requests were actioned within the KPI timeframes due to a significant staff shortage in this work area. There were 32 General Waste CRMs received for the Qtr.</p> <p>Third Quarter 49 non-urgent CRMs were raised during this period.</p>	

SECTION WASTE MANAGEMENT

Mission: To provide effective Waste Management Services

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	Quarterly Review
Waste Collection Services	Provision of regular waste collection services	External Stakeholders Community	ENV2	Inform	99.5% of general refuse wheelie bins serviced at least once weekly	<p>First Quarter Greater than 99.5 % of all general refuse wheelie bins were serviced at least once per week during this Quarter. There were 119 CRMs received for the Qtr in relation to the waste collection service.</p> <p>Second Quarter Greater than 99.5 % of all general refuse wheelie bins were serviced at least once per week during this Quarter. There were 122 CRMs received for the Qtr in relation to the waste collection service.</p> <p>Third Quarter Greater than 99.5 % of all general refuse wheelie bins were serviced at least once per week during this Quarter. There were 171 CRMs in total received for the Qtr in relation to the waste collection service.</p>

SECTION WASTE MANAGEMENT	
Mission: To provide effective Waste Management Services	
Significant activities and services	
<p>Environmental Compliance</p>	<p>Compliance with DEHP's registration conditions for Council's licensable Waste Facilities.</p>
<p>Legacy Landfills</p>	<p>Restore and monitor condition of Legacy Landfills</p>
<p>Capital Works Planning</p>	<p>Detailed 10 year forward capital works requirements</p>
<p>External Stakeholders</p>	<p>External Stakeholders</p>
<p>ENV2</p>	<p>ENV2</p>
<p>Consult</p>	<p>Consult</p>
<p>90% of all Waste Facility audits conducted at least biannually.</p>	<p>The restoration of Legacy Landfills is being implemented in accordance with the adopted timetable in the Council's Waste Management Plan. Conduct 90% of all Legacy Landfill audits at least biannually.</p>
<p>First Quarter 41% of the first round of site audits has been completed. Second Quarter 53% of the total Hazard Inspection audits of current operational waste facilities have been conducted Third Quarter 100% of the total safety hazard biannual inspection audits of Council's current operational waste facilities have been conducted.</p>	<p>First Quarter 40% of the total number of inspections have been completed. Second Quarter 50% of the total number of inspections have been completed. Third Quarter 66% of the total number of inspections have been completed.</p>
<p>10 Yr plan drafted. 2018/2019 specific year capital works figures have been submitted for this coming financial year budget.</p>	<p>10 Year Capital Works Plan prepared for future budget considerations by January annually</p>
<p>Inform Consult Involve</p>	<p>ENV2</p>
<p>Internal Stakeholders</p>	<p>Internal Stakeholders</p>

SECTION WASTE MANAGEMENT

Mission: To provide effective Waste Management Services

Significant activities and services					Performance Measurement	
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	2 nd Qtr Budget Review completed. 3 rd Qtr Budget Review completed. Budget on track.



SOUTH BURNETT
REGIONAL COUNCIL

NRM and Parks Branch Operational Plan 2016-17

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

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

SECTION		COMMERCIAL FACILITIES	
Mission: To provide maintained airports to assist with Regional Growth and contribute to Public Transport network.			
		Performance Measurement	
		Key Performance Indicator	Quarterly Review
Function	Description	Engagement Level	Quarterly Review
Airports	To provide maintained Airports	Inform Consult Involve	<p>First Quarter Action plan to address the Non-compliance notices have been responded to and evidence provided has satisfied CASA requirements. There has been 807 glider and tug movements measured for Kingaroy. The runway counter devises have recorded the following uses: Kingaroy 1,173 Wondai 745</p> <p>Second Quarter Safety survey undertaken on Nanango airport which identified obstacle infringements on approach and departure gradients and a section in the middle of the airstrip that exceeds the recommended incline. Work has commenced on rectifying the infringements with the airstrip incline to be costed and included in 2017/18 budget. Safety survey was conducted at Kingaroy in November in accordance with the CASA regulatory requirements for operating a certified airport. The Kingaroy Soaring Club held their National Championships at</p>
	Customer(s)	Link to Corporate Plan	
	External Stakeholders Community	INF1 EXC1	
	Initiatives/Special Projects		

SECTION		COMMERCIAL FACILITIES				
Mission: To provide maintained airports to assist with Regional Growth and contribute to Public Transport network.						
Initiatives/Special Projects			Performance Measurement			
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Recreational Dam Facilities	To provide facilities that meet the demand of the target group users of the facilities	Internal / External Stakeholders Community	EC3 GO3 EXC1 INF1	Inform Consult Involve	Well maintained recreational dam facilities Manage operational contract for onsite Managers ongoing to June 30 Provide usage figures to stakeholders quarterly	Kingaroy in October with 49 entries from both Australia and overseas visitors. Third Quarter Generator has been installed at Kingaroy Airport this allows the airport to operate at all times in emergencies/disaster events (currently runs the pal lighting system, terminal building and chemical sump). New development has been surveyed to allow more hangar space at the Kingaroy Airport (A35-A41). Terminal Building has been repainted under Capital works 16/17. The Runway counter devises have recorded the following uses: Kingaroy: 1206 Wondai: 687 First Quarter Ongoing. Yallakool Park on BP Dam has received a half star credit rating is now rated as 3.5 star facility. A review of the Managers Service Agreement has been undertaken with Council and Dam Managers. Currently

SECTION COMMERCIAL FACILITIES						
Mission: To provide maintained airports to assist with Regional Growth and contribute to Public Transport network.						
Function	Initiatives/Special Projects				Performance Measurement	
	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
						working on updating service agreements. Occupancy figures Yallakool Park: Occupants - 2,316 Net Revenue - \$144,696 Avg Length of Stay - 3.17days Occupants figures for Boondooma: Occupants - 3,296 Net Revenue - \$142,410 Avg Length of Stay - 2.29day Second Quarter There has been a change in sub managers at Boondooma leading up to Christmas, all indications at this stage show that they are making a positive input into the maintenance of the facility. The proposed work on the Boondooma spillway has generated some income already for Boondooma with a cabin and the bunkhouse being booked by contractors undertaking the work. Occupancy figures Yallakool Occupants 3,441 Net Revenue \$194,922

SECTION COMMERCIAL FACILITIES						
Mission: To provide maintained airports to assist with Regional Growth and contribute to Public Transport network.						
Initiatives/Special Projects			Performance Measurement			
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Saleyards	To provide facilities that meet the demand of the target group users of the	Internal/ External	EXC1 INF1	Inform Consult	F-unctional facilities that meet service delivery requirements	Avg Length of Stay 3.1 days Occupancy figures Boondooma Occupants 4,720 Net Revenue \$210,381 Avg Length Stay 2.91 days Third Quarter Managers Service Agreements review-ongoing New linen, crockery & cutlery have been supplied for both Boondooma and Yallakool. New blinds have been installed into the three villas at both parks. New floor coverings have been laid in the Boondooma Residency. Occupancy figures Yallakool Park: Occupants – 2606 Net Revenue - \$145,675 Avg Length of Stay – 2.78 days Occupancy figures Boondooma: Occupants – 4268 Net Revenue - \$191,039 Avg length of Stay - 2.87 days First Quarter Dipped 5,557 head

SECTION COMMERCIAL FACILITIES

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

		Initiatives/Special Projects			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
	facilities	Stakeholders Community		Involve	Provide usage and sale figures to stakeholders ongoing to June 30	Sales - 2232 head \$2,701,907.00 Consignment - 219 head Holding Yards - 1032 head Sprayed - 25 horses Second Quarter Dipped 2664 head Sales 2650 head \$2,692,236.29 Consignment 100 head Holding Yards 961 Sprayed 20 horses and 7 sheep Third Quarter Dipped - 5,231 head Sales – 2,214 head \$2,221,915.98 Consignment – 189 head Holding Yards – 1,163 head Sprayed – 3 horses

SECTION PARKS AND RECREATION

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

Initiatives/Special Projects						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review	
Open Space Plan	Actively plan for appropriate open space within the region	Internal/ External Stakeholders Community	EXC1 EC1	Inform Consult Involve	Maintain/update 10 year capital plan ongoing to June 30	<p>First Quarter Capital plan upto date</p> <p>Second Quarter Capital Plan up to date with a separate capital plan for the 2 Dams planned for development in 4th Quarter</p> <p>Third Quarter Completed 17/18 Capital Works workshop with Council.</p>	
Parks and Open Space network	Service and develop Parks and Open Space network and recreation facilities to meet community expectations and enhance community wellbeing	Internal/ External Stakeholders Community	EC3 INF1	Inform Consult Involve	<p>Well maintained facilities for passive recreation</p> <p>Implement service schedules ongoing to June 30</p> <p>Provide maintained playground to the appropriate Australian standard ongoing to June 30</p>	<p>First Quarter Maintenance programs in place. Service Schedules updated and operating</p> <p>Playground inspection scheduled 3rd Quarter</p> <p>Second Quarter Service Schedules operating Playground Inspection planned for 3rd Quarter</p>	

SECTION PARKS AND RECREATION

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

		Initiatives/Special Projects			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Rail Trail networks	Service and maintain Rail Trail networks	Internal / External Stakeholders Community	EC3 INF1	Inform Consult Involve	Undertake annual inspection and schedule maintenance to address needs identified ongoing to June 30 Develop operational Rail Trail between Murgon to Kingaroy	<p>First Quarter Construction of RT continuing with 17km sealed and 10 bridges completed</p> <p>Second Quarter Construction of RT paused to allow for emergency work at Swickers. At the time of end of works 28km was sealed and 10 bridges.</p> <p>Third Quarter Work recommenced 20th February 2017, initial preparation works undertaken from Kingaroy to Crawford. Recent rain events have interrupted progress. Forecast completion date of 30th May 2017.</p>
Facilitate and support sport development	To provide facilitate and support sport development	Community	EC3	Inform Consult Involve	Support the State Government in their delivery of information / education sessions for South Burnett sports community ongoing to 30 June Action plan developed and commenced addressing the recommendations from the Sports club survey 2014-15 by 30 June 2017 Representation at 75% of the Wide Bay Burnett Regional Recreation and	<p>First Quarter No information sessions in this quarter. Strategic Planning Workshop planned for 11 October, however numbers registered are low. Get Active Queensland Accreditation Program booked at the Kingaroy State High School on 17 October over 100 registrations expected.</p>

SECTION PARKS AND RECREATION						
Mission: Foster participation in social and physical activity by providing well planned recreational facilities, open space and parkland.						
Initiatives/Special Projects				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
					<p>Sport Steering Committee meetings providing South Burnett regional update by 30 June 2017</p>	<p>Ongoing. Ongoing. Water Trails (in the) Wide Bay Burnett project is completed with final proofs approved and is currently being printed for distribution within the month. It includes an A4 sized map and location listings from across the Wide Bay Burnett that features fishing, swimming, boating and all water activities. The first meeting of the new WBBROC Committee approved a print run of 25,000 booklets to be distributed through Visitor Information Centres, and other outlets throughout the region and beyond. Second Quarter Preliminary scoping meeting undertaken with Ross Planning to assess costs in preparing a Sport and Recreation Recreation plan for the Region. Third Quarter A collaborative application has been submitted to develop individual sport and recreation plans under the Sport and Recreation Planning Program</p>

SECTION PARKS AND RECREATION						
Mission: Foster participation in social and physical activity by providing well planned recreational facilities, open space and parkland.						
Initiatives/Special Projects			Performance Measurement			
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
						Funding for the South Burnett, North Burnett and Cherbourg Regional Councils. Council representatives have attended all scheduled WBBROC sport & rec meetings to date. (ongoing) Free sports strapping workshop was held 16 February 2017 by Sport and Recreation Services. Sport & Recreation Conference Hervey Bay was attended by SBRC representatives 10-11 March 2017. SBRC assisted the Get Started Vouchers Round 9 via media streams.

SECTION CEMETERIES						
Mission: To provide well maintained cemeteries across the region						
Initiatives/Special Projects		Performance Measurement				
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Regional cemetery and associated services	Deliver regional cemetery and associated services that meet current and future burial and remembrance needs.	External Stakeholders Community	EXC1 INF1	Inform Consult	Maintain/update 10 year capital plan ongoing to June 30	<p>First Quarter Capital plan up to date, with annual Capex program started in Murgon. Services undertaken this quarter: Taabinga – 18 interments & 3 ashes Memerambi - 1 Nanango – 4 interments & 2 ashes Blackbutt - 2 Murgon – 7 interments & 1 ashes Wondai – 6 Mondure/Wheatlands – 1 Proston – 1 Qtr totals 40 interments and 6 Placement of Ashes</p> <p>Second Quarter Services undertaken 2nd Quarter Taabinga 4 interments & 1 ashes Memerambi 2 interments Booie 1 interment Nanango 4 interments & 1 ashes Blackbutt 1 interment & 2 ashes Murgon 4 interments Wondai 5 interments & 2 ashes</p>

SECTION CEMETERIES

Mission: To provide well maintained cemeteries across the region

Initiatives/Special Projects		Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan
		Engagement Level	Key Performance Indicator
			Quarterly Review
			Proston 2 interments Mondure/Weatlands 1 interment Tingooora 1 ashes 2 nd Qtr totals 24 interments and 7 ashes. Third Quarter Services undertaken 3 rd Quarter Taabinga 17 interments & 2 ashes Wondai 8 interments Nanango 8 interments Blackbutt 2 interments Murgon 11 interments Tingooora 1 interment Proston 1 interment 3 rd Qtr totals 48 interments and 2 ashes

SECTION NRM & PARKS ADMINISTRATION

Mission: To provide quality administration.

		Initiatives/Special Projects			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	<p>First Quarter Annual Budget completed and adopted. Both operating and capex budget within quarterly %</p> <p>Second Quarter Operating and capex within %</p> <p>Third Quarter Operating budget income forecast revised down for Boondooma and Yallakool. Operating expenditure for both dams higher than % of year forecast resulting from, replacements across the 22 cabins for linen, crockery/cutlery. There was also furniture replacement (broken), carpet in Boondooma residence and new blinds in 6 cabins. All other areas within acceptable targets.</p>

SECTION NRM & PARKS ADMINISTRATION

Mission: To provide quality administration.

		Initiatives/Special Projects			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	<p>First Quarter Capex 10yr program up to date Annual Capex program started at Hivesville Sportsground, Murgon Cemetery, Murgon Youth Park, Boonbooma/Yalakool Storage Shed, Boonbooma Helipad.</p> <p>Second Quarter Hivesville Sportsground toilet completed. Remaining projects currently underway.</p> <p>Third Quarter Completed 17/18 Capital Works workshop with Council.</p>



SOUTH BURNETT
REGIONAL COUNCIL

Planning and Land Management Branch Operational Plan 2016-17

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



SECTION PLANNING SERVICES

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

Operating activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Community Engagement Level	Key Performance Indicator	Quarterly Review	
Development Applications	To manage the assessment of development applications across the South Burnett area	Internal/ External Stakeholders	GO2	Inform Consult	90% of development applications are to be assessed within the statutory timeframes	Due to resource constraints 88% of applications received processed within timeframes.	
Planning Enforcement	Investigate possible breaches of Planning Scheme	Internal/ External Stakeholders	GO2	Inform Consult	Respond to 90% of requests within 10 business days	Took enforcement action on two (2) land owners.	
New Planning Scheme for the South Burnett region.	Finalisation of the new Planning Scheme for the South Burnett region.	Internal/ External Stakeholders	EC1, GO1, GO2	Inform Consult	Receive Ministerial approval to proceed with Public Notification by July 2016 Complete public notification by October 2016 Adoption of Scheme by December 2016 Monitor implementation of new Planning Scheme to correct administrative errors and other omissions.	The proposed Planning Scheme public display period ended on 31 October 2016 with 22 properly made submissions received. These submissions were reviewed and considered by Council at the March 2017 General meeting with various amendments made to the proposed scheme. Council has subsequently requested approval from the Minister to proceed with the adoption of the proposed scheme.	

SECTION PLANNING SERVICES

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

Operating activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Community Engagement Level	Key Performance Indicator	Quarterly Review	
Local Heritage Register	Preparation and adoption of local Heritage Register	Internal/ External Stakeholders	GO2, GO3	Inform Consult	Public notification of draft report and place cards completed by end July 2016 Local Heritage Register adopted by September 2016	Completed	
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	3 rd Quarter Budget review completed. Draft 2017/18 Budget completed	
Local Law Review	Administrative review of current Local Laws	Internal / External Stakeholders Community	EXC4	Inform Consult Involve Collaborate	Draft report completed by July 2016 Public Consultation completed by Oct 2016 Adoption by Dec 2016	Project yet to commence	

SECTION BUILDING SERVICES		Significant activities and services					Performance Measurement	
Mission: To provide building regulatory services to meet legislative requirements.								
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review		
Provide Council's Building Certification Service	Applications processed for new structures, additions, alterations and undertake compliance inspections	Internal/ External Stakeholders	GO2	Inform Consult	90% of development applications processed within statutory timeframes	Target has been met with 97% of applications received processed within timeframes.		
Building Searches	Process search requests	Internal/ External Stakeholders	GO2, EXC6	Inform Consult	95% of buildings searches completed within 10 business days	95% of request processed within timeframe.		
Building Enforcement	Undertake enforcement activities when potential breaches are identified	Internal/ External Stakeholders	GO2	Inform	Respond to 90% of requests within 10 business days	On Target		
Pool Safety Compliance	Provide pool safety inspection service as per the requirements of the QDC and QBCC	Internal/ External Stakeholders	GO2	Inform	100% of pool safety certificates and/or non-conformity notice issued as required by the QBCC Respond to complaints and immersion incidents within the statutory requirements	On Target		

SECTION PLUMBING AND DRAINAGE SERVICES						
Mission: To provide plumbing and drainage regulatory services to meet legislative requirements.						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Compliance permits and certificates for plumbing and drainage works	Assessment of plumbing and drainage application Undertake plumbing installation inspections	Internal/ External Stakeholders	GO2	Inform Consult	90% of assessment of plumbing and drainage applications within statutory timeframes Undertake inspections in accordance with statutory timeframes	99% of applications received processed within timeframe.
Plumbing Enforcement	Undertake enforcement activities when potential breaches are identified	Internal/ External Stakeholders	GO2	Inform Consult	Respond to 90% of requests within 10 business days	On Target
Audit of notifiable work	Undertake inspections based on available resources	Internal/ External Stakeholders	GO2	Inform	5% of notifiable works inspected for compliance based on list provided by State – Plumbing Application Service (PAS) and available resources	No inspections conducted.
Administer register for HSTP and backflow prevention devices	Maintain register, forward notices and review of annual inspection reports by private plumbers	Internal/ External Stakeholders	GO2, ENV1	Inform	Register maintained and non-compliant installations inspected	Register maintained and reminder letters issued.
Comprehensive trade waste audit program	Provide resource support to Infrastructure Department to conduct a comprehensive trade waste audit program	Internal Stakeholders	GO2, ENV1	Inform Consult Involve Collaborate	Provide resources within budgetary constraints to conduct trade waste audits	Resource support is available pending requests



Social & Corporate Performance Operational Plan 2016-17

Mission:
Officer Responsible:
Responsibilities:

To provide effective social, corporate and administrative services to and on behalf of the organisation
Manager Social & Corporate Performance
Branch Administration, Corporate Strategic / Operational Planning and Performance, Legal, Local Laws, Enterprise Risk Management, Internal Audit, Media Relations, Communications, Community Engagement, Corporate Marketing/Promotion, Corporate Governance, Community, Customer Contact, the Arts, Council Community Grants Program.

SECTION CORPORATE GOVERNANCE

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

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review	
Promote and support good governance activities.	To provide management and administration support to promote and support governance branch activities.	Internal /External Stakeholders Community	EXC4	Inform Consult Involve Collaborate	100% compliance with the relevant legislation for the administration of governance functions	On target	
Organisational performance	To assist Council in planning the future direction of the organisation and in monitoring organisational performance against plan outcomes, outputs and actions.	Internal / External Stakeholders Community	EXC4	Inform Consult Involve Collaborate	Operational Plan 2017-18 developed and adopted by prior to 2017-18 budget adoption 100% Operational Plan 2016-17 quarterly reviews adopted by Council Annual Report 2015-16 developed reviewing progress on the Corporate Plan and adopted by 30 November 2016	Operational Plan 2016-17 1 st quarter review undertaken on schedule. Report to Council on 12 October Operational Plan 2016-17 2 nd quarter review undertaken on schedule. Report to January Council Meeting. Annual Report 2015-16 completed and published on schedule. Development of the Operational Plan 2017-18 will commence in April 2017 Operational Plan 2016-17 3 rd quarter review undertaken on schedule. Report to the April Council meeting. Operational Plan 2017-18 in draft.	
Relevant legislative requirements and legal services	Compliance with relevant legislative requirements and coordinate legal services within budget allocations	Internal / External Stakeholders Community	EXC4	Inform Consult Involve Collaborate	100% Register of Delegations ongoing reviewed and updated 30 June	Register of Delegations up to date. Monthly updates will be processed as per notifications from MacDonnells Law	

SECTION CORPORATE GOVERNANCE

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

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review	
Communication	To deliver quality communication and community engagement to and on behalf of Council	Internal / External Stakeholders Community	EC1	Inform Consult Involve Collaborate	Develop a Council organisational-wide community engagement / communications framework with supporting policies, procedures and tools by 30 June 2017 Deliver advertising as per advertising schedule within budget	Scheduled to commence 2017 Delivery of advertising as per advertising schedule and administrative arrangements is within budget and on track Workshop on communication strategy scheduled for May 2017. Draft community survey on communication March 2017. Community Engagement and Media Relations policies adopted by Council 2016.	
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure) for Social & Corporate Performance branch	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational Expenditure Quarterly Budget Reviews	On target Ongoing monitoring and review occurring Completed as per 2 nd quarter Completed as per 3 rd quarter review	

SECTION INTERNAL AUDIT						
Mission: To assist Council in continuous improvement and internal control						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Internal audit engagements for significant strategic and operational risk.	To assist Council in continuous improvement by conducting internal audit engagements for significant strategic and operational risk	Internal / External Stakeholders	EXC4	Inform Consult Involve Collaborate	100% Audit Plan activities completed as per schedule for 2016-17 as at 30 June 2017	<ul style="list-style-type: none"> - 2016-2018 three year plan & 2016-17 Internal Audit plan reviewed and approved - Council fuel management systems audit in progress as per 2016-17 plan - 2016-17 001 Fuel management Internal Audit in last phase of finalisation - Initial background work to start 2016-17 002 Corporate Credit Card internal Audit - Quarterly follow up of outstanding recommendations completed Internal Audits completed on schedule as per internal audit plan. Replacement Internal Auditor appointed 16 January 2017.
Internal control and risk management functions	To assist Council in obtaining assurance that internal control and risk management functions are operating effectively by reviewing the integrity of financial documents, monitoring internal audit and	Internal / External Stakeholders Internal Audit Committee	EXC4	Inform Consult Involve Collaborate	Audit Plan 2015-18 meets organisational requirements – Internal Audit Committee review and approval completed by 30 June 2017 Auditor General's report reviewed to meet statutory requirement of adopting Annual Report 2015-16 by 30	<ul style="list-style-type: none"> -Audit committee approved 2016-17 revised audit plan on 29 August 2016 -Audit Committee reviewed shell financial statements for 2015-16 Quarterly committee meeting for 1st quarter 2016-17 held on 29 August 2016

SECTION INTERNAL AUDIT						
Mission: To assist Council in continuous improvement and internal control						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
	risk management functions and overseeing the effectiveness and objectivity of internal audit and risk management				November 2016 Administration of the Internal Audit Committee as per Management Advisory Committee Guidelines	- Quarterly Audit committee meeting was held on 03 November 2016 - 03 November 2016 Audit committee reviewed the external auditor's management letter together with action plans to meet statutory requirement of adopting Annual Report 2015-16 by 30th November 2016 3 rd quarter on schedule and meeting targets.

SECTION ENTERPRISE RISK MANAGEMENT

Mission: To assist Council in continuous improvement and risk management

Significant activities and services		Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan
		Engagement Level	Key Performance Indicator
			Quarterly Review
Enterprise Risk Management	To assist Council in the implementation and management of Enterprise Risk Management through the identification, assessment and treatment of Council's strategic, operational and new project risks.	Internal / External Stakeholders	EXC4
		Inform Consult Involve Collaborate	Operational Plan 2016-17 Risk Register and Treatment Plan developed by 31 October 2016 Operational Plan 2016-17 Risk Register and Treatment Plan half yearly review and update by 31 January 2017 Corporate Plan 2014-18 Risk Register and Treatment Plan half yearly review and update conducted in conjunction with the development of the Corporate Plan 2017-2021 by 28 February 2017
			Appointments scheduled to meet with Managers to develop the individual Operational Plan 2016-17 Risk Registers / treatment plans - registers and treatment plans now complete and provided to managers. 6 monthly updates will be undertaken and provided to the Senior Executive Team. High and Extreme risks have been incorporated into a Corporate Risk Register with treatment plans for regular 6 monthly monitoring by the Senior Executive Team and will be provided to the Audit Committee for review. Development of the Corporate Plan 2017-2021 will be undertaken in 2017-2018. Continue to monitor 6 monthly risk registers and treatment plans. Risk appetite workshop held with Council in March to progress development of the Corporate Risk Appetite.

SECTION ENTERPRISE RISK MANAGEMENT						
Mission: To assist Council in continuous improvement and risk management						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Fraud and Corruption Management Framework	To assist Council in the management of Fraud and Corruption.	Internal / External Stakeholders	EXC1 EXC2 EXC4	Inform Consult Involve Collaborate	Fraud and Corruption Management Framework implemented and performance reporting undertaken by 30 June 2017	Commencement of implementation of Fraud and Corruption Prevention and Management Plan 2016-19 continues. Fraud and Corruption Prevention Management Steering Group meeting regularly to progress plan.

SECTION COMMUNITY													
Mission: To facilitate and support community development													
Significant activities and services													
Function	Performance Measurement												
<p>Facilitate and support community development</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Description</th> <th style="text-align: center;">Customer(s)</th> <th style="text-align: center;">Link to Corporate Plan</th> <th style="text-align: center;">Engagement Level</th> <th style="text-align: center;">Key Performance Indicator</th> <th style="text-align: center;">Quarterly Review</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <p>To facilitate and support community development through effective delivery of the grants and donation program</p> </td> <td style="vertical-align: top;"> <p>Community External and Internal Stakeholders</p> </td> <td style="vertical-align: top;"> <p>EC2 EC3</p> </td> <td style="vertical-align: top;"> <p>Inform Consult Involve</p> </td> <td style="vertical-align: top;"> <p>Mayors Community Benefit Fund administration of grants complying with policy and procedures SBRC Community Grants and Donations program –administered complying with policy and procedures within budget</p> </td> <td style="vertical-align: top;"> <p>MCBF - Round 1 opened on 4 July and closed 22 July 2016. Council received 11 applications totalling \$38,132.34 Council funded 4 projects/events totalling \$8,307 Council funded the following organisations under Round 1 2016-17; Kingaroy Kindergarten -Painting a 31m pathway - \$456.34 Nanango Kindergarten - Banners - \$547 South Burnett PCYC - PCYC South Burnett Mobile Tiny Tots Program - \$5,000 South Burnett Pantry - Purchase of Bain Marie - \$2,500 MCBF Round 2 for 2016-17 will open on 2 January 2017 and close 20 January 2017. This round is open to South Burnett organisations with a focus on homeless or displace members of the community. Community Assistance Grants - Round 1 conducted 1 to 31 August receiving</p> </td> </tr> </tbody> </table>	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review	<p>To facilitate and support community development through effective delivery of the grants and donation program</p>	<p>Community External and Internal Stakeholders</p>	<p>EC2 EC3</p>	<p>Inform Consult Involve</p>	<p>Mayors Community Benefit Fund administration of grants complying with policy and procedures SBRC Community Grants and Donations program –administered complying with policy and procedures within budget</p>	<p>MCBF - Round 1 opened on 4 July and closed 22 July 2016. Council received 11 applications totalling \$38,132.34 Council funded 4 projects/events totalling \$8,307 Council funded the following organisations under Round 1 2016-17; Kingaroy Kindergarten -Painting a 31m pathway - \$456.34 Nanango Kindergarten - Banners - \$547 South Burnett PCYC - PCYC South Burnett Mobile Tiny Tots Program - \$5,000 South Burnett Pantry - Purchase of Bain Marie - \$2,500 MCBF Round 2 for 2016-17 will open on 2 January 2017 and close 20 January 2017. This round is open to South Burnett organisations with a focus on homeless or displace members of the community. Community Assistance Grants - Round 1 conducted 1 to 31 August receiving</p>
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SECTION COMMUNITY						
Mission: To facilitate and support community development						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
						23 applications totalling \$49,320.19 Round allocation was \$17,100 with \$17,080 funded for 14 projects/events Community Assistance Grants funded the following not for profit organisations; Blackbut State School P&C - Anger Management Resource - \$500 Queensland Dairy & Heritage Museum - Heritage Working Day - \$400 Kingaroy Men's Shed - Purchase of Tools - \$1,500 Kumbia Hall Committee - Grant Writing Skills Workshop - \$600 Murgon Bowls Club - Disabled Unisex Toilet - \$2,000 Murgon Men's Shed - Relocation of Train Carriages - \$1,500 Nanango Men's Shed - Purchase of Tools - \$1,000 South Burnett Peace of Mind - White Dove Ball - \$650 Nanango Stamp Club - 23rd Annual Stamp Fair - \$500 Kingaroy Kindergarten - Community

SECTION COMMUNITY						
Mission: To facilitate and support community development						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Facilitate and support healthy community initiatives and	Support Government and local agency programs and initiatives providing a liaison / facilitation.	Community External and Internal Stakeholders	EC2 EC3	Inform Consult Involve	Support Government and local agency programs.	Awareness (Signs) - \$800 Wondai Regional Art Gallery - Wondai Country Fun Run Festival - \$2,800 Nanango Wesleyan Methodist Church - Community Christmas Carols Party Celebration and Hangi - \$3,000 Butt Arts Gallery - Equipment Purchase - \$795 Wondai Cricket Club - Purchasing of Equipment - \$1035 Funding administered within budget Round 2 of Mayor's Community Benefit Fund conducted and finalised as per Council report February 2017 Round 2 of the Community Assistance Grant Program conducted and administered as per Councillor Portfolio April report. Round 1 Healthy Communities Funding conducted and administered as per Councillor Portfolio April report.
						In general course of business attending meetings and responding to requests / queries on prioritisation.

SECTION COMMUNITY						
Mission: To facilitate and support community development						
Significant activities and services			Performance Measurement			
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
<p>programs</p> <p>Facilitate regional arts development</p>	<p>To facilitate and support arts development through effective delivery of the grants program</p>	<p>Community External and Internal Stakeholders</p>	<p>EC2</p>	<p>Inform Consult Involve</p>	<p>Regional Arts Development Fund – administered complying with policy and procedures, within budget</p>	<p>Round 1 opened 22 August and closed 16 September with 4 applications received. RADF Management Advisory Committee met 27 September to assess applications. Recommendations will be put before Council at the Ordinary Council meeting on 12 October. The following were funded under Round 1; Barambah Branch Photographers - Faces of the South Burnett Exhibition - \$340 Jumping Ant Arts Inc - Connecting the Elements - Heat, Water and Air - \$5,700 South Burnett Woodcrafters - Specialist Woodturning Techniques - \$1,190 Round 2 of RADF opens 1 April. RADF Guidelines reviewed and adopted by Council.</p>

SECTION CUSTOMER CONTACT

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Quality front line customer service	To provide quality front line customer service at the Customer Service Centres and through the Call Centre.	Community External and Internal Stakeholders	EXC6	Inform Consult Involve	80% of calls answered by Customer Contact and less than 3% of unanswered calls are abandoned annually 100% compliance with the maintenance schedule for the Customer Contact Information database (HARRY) Develop a Customer Contact Charter and internal service level agreement by 30 June 2017	July 98% August 95% September 95% October 94% November 94% December 95% HARRY database being updated as required - ongoing 50% Draft Completed January 97% February 96% March 95% 100% service delivery on agencies
Self service facilities and agents functions	To provide the community with self service facilities and agents functions for Centrelink, QGAP and ECU at the Blackburn Customer Service Centre.	Community External Stakeholders	EXC6	Inform Consult	100% of services delivered in accordance with Centrelink agent agreement 100% of services delivered in accordance with QGAP agent agreement 100% of services delivered in accordance with ECU agent agreement	100% Service Delivery 100% Service Delivery 100% Service Delivery



SOUTH BURNETT
REGIONAL COUNCIL

Finance Department – Plant & Fleet/Business System Management Operational Plan 2016-17

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

Officer Responsible: General Manager Finance

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

SECTION PLANT AND FLEET MANAGEMENT						
Mission: To provide functional and cost effective plant and fleet services to the organisation.						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Workshops	Maintenance of Council Plant & Fleet	Internal Stakeholders	EXC1, EXC6	Inform Consult Involve	Council fleet serviced within reasonable time of receiving plant given priority requirements of plant and fleet as at June 30	All plant repaired and serviced internally where possible, parts sourced within time constraints of suppliers, repairs for minor plant and executive vehicles outsourced. Fleet Maintenance Scheduling System implemented last quarter. Not yet fully automated.
Plant & Fleet	Management of Council's fleet including purchases and disposals. Ensure that surplus plant and fleet are forwarded to auction for sale	Internal Stakeholders	EXC1	Inform Consult Involve	Adhere to and monitor the fleet replacement program throughout 2016-17 Report on surplus fleet items sold at auction ongoing to June 30 Annual Plant and Fleet purchases as per operational requirements to June 30	Fleet Replacement Program well underway after consultation with key departments/users and completion of justification submissions as required. All items sold at auction. All plant and fleet purchases are fit for purpose and to user specifications. Operators and Supervisors are actively involved in the fleet replacement/renewal program.

SECTION PLANT AND FLEET MANAGEMENT

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Plant & Fleet Hire Rates	Hire rates updated annually	Internal Stakeholders, Private Works Contracts	EXC1	Inform Consult Involve	Review 2016-17 hire rates by 30 June	Hire rates reviewed for 2017 Financial Year. Rates were not changed given the operating result in the Plant and Fleet Business Unit for 2015-16. To be reviewed following the recent Efficiency Audit as well as reviewing the rates specifically for Disaster Recovery Programs.
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	10 year plan developed - determined based on age, usage, future service requirements and funding capacity.
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	2017 FY Fleet Operations budget prepared and adopted as part of the overall operational and capital budget. 2018 FY Budget being prepared. Budgets monitored regularly including plant and fleet utilisation. Done for September and December with March being reviewed.

SECTION BUSINESS SYSTEM MANAGEMENT

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

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
System Management	To ensure Council's business systems are compliant with the relevant legislation and meet the needs of the organisations.	Internal / External Stakeholders Community	EXC2, EXC5	Inform Consult Engage	100% compliant with Public Records Act —continuous to 30 June 2016 Tech One business system modules developed and integrated as per organisational requirements each year by June 30	Ongoing work toward compliance with relevant elements of the Information Standard. Ongoing development of modules in conjunction with T1 Users. SAM, Ci anywhere, Mobility and eServices modules being worked on. Staggered introduction of Electronic timesheets within office environment.
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders		Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	2017 FY Budget adopted. 2018 FY Budget being developed. Budgets monitored at minimum quarterly. Capex budget monitored as required at minimum quarterly. Done for September and December. March currently being reviewed.



SOUTH BURNETT
REGIONAL COUNCIL

Finance Branch Operational Plan 2016-17

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

SECTION		BRANCH ADMINISTRATION	
Mission: To provide management and administration support to the branch.			
Significant activities and services			
		Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan
		Engagement Level	Key Performance Indicator
		Quarterly Review	
Cash Management	Effectively manage Council's Cash Assets and Debt portfolio by maximising returns and minimising financial risk	Internal Stakeholders	EXC1
		Inform Consult	Cash managed in accordance with 2016-17 Investment Policy including Debt portfolio in accordance with 2016-17 Debt Policy to be able to secure long term financial funding Annual debt service payment is made by 15 September 2016 Implement Treasury Management processes by December 2016
			Investment Policy 2017 and Debt Policy 2017 have been adopted by Council simultaneous to the adoption of the 2017 Budget. Annual Debt Service Payment of \$4.3 Million completed on 15 September 2016
Trust Fund Management	Effectively manage monies held in trust	Internal / External Stakeholders	EXC1
		Inform Consult	Monies held in trust reconciled to general ledger on a quarterly basis
			Trust reconciliation on-going and have remitted year to date 2016-2017, \$8,846 to the Public Trustee
Regulatory Returns	Preparation of various statutory returns. Some examples include Annual FBT, Monthly BAS Returns, Payroll Tax and ASIC Returns	External Stakeholders	EXC5
		Inform Consult	Completed in accordance with following statutory timeframes Annual 2016-17 FBT – April 2017 Monthly BAS Returns – every 21 st day of the month for the 2016-17 financial year Payroll Tax 7 th day of the month for the 2016-17 financial year ASIC returns lodged for the 2015-16 financial year by 31 December 2016 KPH return lodged for the 2015-16 financial year by 31 Oct 2016
			Statutory and payroll tax returns lodged for the months of July, August, September, October, November and December 2016, January & February 2017 ASIC returns for 2015-16 lodged

SECTION BRANCH ADMINISTRATION						
Mission: To provide management and administration support to the branch.						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Maintain Finance Registers	Investment Register Bonds and Guarantees Register Expressions of Interest, Quotes and Tenders Register Fees and Charges Register		EXC5	Inform Consult	Investment Register – completed within 7 days of investing surplus funds Bonds and Guarantees Register – completed within 7 days of a bond or guarantee being released or received Expressions of Interest, Quotes and Tenders Register – updated monthly Fees and Charges Register – adopted by 1 July 2016 Contracts Register updated on Council's website within 7 days of contracts being let	2015-2016 Fees and Charges updated in Techone Investment Register as of 28 February 2017 was presented to the Audit Committee Contracts Register for tenders >\$200K updated

SECTION RATES

Mission: To levy rates in accordance with Council policy.

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review	
Rates Notices	Rates notices levied bi-annually by Council	External Stakeholders	EXC1; EXC2	Inform	Rates (including supplementary rates) and associated charges levied bi-annually	First 6 monthly rates levied on 23 August with discount date on 25 October 2016 Second and final 6 monthly rates levied on the 20 th of February with discount date on the 28 th of March	
Accounts Receivable	Management of accounts receivable, and control of the effective recovery of outstanding debts	Internal Stakeholders	EXC2	Inform Consult	Review aging schedule of rates debtors outstanding and general ledger reconciliation on a quarterly basis	Provision for impairment recognised in the 2015-16 financial statements based on risk assessment conducted on outstanding debtors accounts Reconciliation of debtor accounts resulted to the identification of accounts overdue for more than 12 months. Write off of these accounts was approved by Council in the February 2017 meeting.	
Rescue & Evacuation / Rural Fire Levy	Distribute funds received for the purpose of sponsoring South Burnett region: - airborne emergency rescue & evacuation transport providers - the rural fire service providers	External Stakeholders Community	EXC5	Inform Consult	Funds collected are distributed to sponsor the airborne emergency rescue & evacuation transport providers on a quarterly basis	Remittances are up to date and on-going.	

SECTION FINANCE OPERATIONS						
Mission: To ensure timely and accurate disbursements and provide monitoring support for cash transactions.						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarterly Review
Accounts Payable	Management of accounts payable	Internal/ External Stakeholders	EXC2	Inform Consult Involve Collaborate	90% of invoices paid within payment terms Creditors reconciled with general ledger on a monthly basis	Creditor invoices are settled within payment terms Monthly reconciliation of creditors control account completed for July, August, September, October and November, December 2016; January and February 2017 Weekly creditors payment run implemented in January 2017 for a 3 month trial run. Weekly run aims to improve Council cash flow by paying off creditor accounts on actual due dates instead of earlier payments resulting from fortnightly payment runs.
Sundry Debtors	Management of sundry debtors, and control of the effective recovery of outstanding debts	Internal/ External Stakeholders	EXC2	Inform Consult Involve Collaborate	Review of overdue sundry debtors, which are greater than 90 days on a quarterly basis Reconciliation of sundry debtors with general ledger on a monthly basis	Sundry Debtors Management Policy and procedure adopted by Council in the February 2017 general meeting. Sundry debtors control account reconciled to GL for July, August, September, October, November, December 2016; January and February 2017

SECTION FINANCE OPERATIONS

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

Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarterly Review
Bank Reconciliation	Monitoring of cash receipts and disbursements	Internal Stakeholders	EXC2	Inform Consult Involve Collaborate	Daily matching of cash receipts and disbursements vs bank deposits and payments Reconciliation of cash – general ledger balance vs bank statement balance on a monthly basis	Review of receipts in progress conducted on a daily basis to ensure proper matching of cash receipts. Matching of disbursement transactions per books and bank is also done on a daily basis. Bank reconciliation completed and cash control account reconciled for July, August, September, October and November, December 2016 and January, February 2017
Insurance services	Annual insurance renewal and management of claims	Internal/ External Stakeholders	EXC5	Inform Consult Involve Collaborate	Ensure that the insurance policy with LGM is renewed by 30 June 2016. Appropriate levels of insurance by 1 July 2016. 80% of claims actioned and referred to internal departments.	Completed. Insurance policy with LGM renewed by 1 July and current for 2016-17 On-going claims review and referral. Meeting with LGM on the 22 nd of March to discuss updated insurable assets list and Members Declaration for the 2017/2018 insurance coverage.

SECTION PROCUREMENT		Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review			
Procurement	Coordinate tendering processes Monitor procurement transactions	Internal/ External Stakeholders	EXC4	Inform Consult Involve Collaborate	Report completed tenders on a quarterly basis Report non-compliant procurement transactions on a quarterly basis	Update of Council website on tenders/contracts > \$200,000 done on an on-going basis. Last updated 1 March 2017. Report on purchase orders raised after invoice date as of 31 Jan 2017 was forwarded to the GM Finance for discussion with the SET			
Stores	To provide inventory items which have been efficiently procured and ensuring items are available as required. Purchasing arrangements ensure that best value for money is obtained.	Internal Stakeholders	EXC2	Inform Consult Involve Collaborate	95% of standard stock items available or accessible on a quarterly basis Ensure 3 quotes are obtained when bulk purchasing is carried out Report Stock Turnover ratio, Percentage of obsolescence annually	Standard stock items maintained and provided on an on-going basis Quotation requirements are implemented			

Mission: To maintain efficient stores operations to meet organisational needs and ensure Council's procurement practices comply with Local Government Act and Regulation.

SECTION FINANCIAL PLANNING/REPORTING						
Mission: To provide excellent financial services and professional advice to enable our organisation to achieve its goals.						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Budget Planning	Budget 2016-2017 finalised within statutory timeframes	Internal Stakeholders Community.	EXC1	Inform Consult Involve Collaborate Empower	2016-17 Budget prepared and adopted by Council within statutory and organisational timeframes	2016-17 Budget completed and adopted by Council on 27 June 2016
Budget Management	Ongoing monitoring of operational and capital budgets	Internal Stakeholders Community	EXC1	Inform Consult Involve Collaborate Empower	Regular periodic (current – 3 weekly) reporting to Council Budget reviewed and revised on a quarterly basis	Periodic reports to Council completed for July, August, September, October November and December 2016; January and February 2017 1 st Quarter Opex Budget review completed and adopted by Council 21 September 2016 2 nd Quarter Opex Budget review for adopted by Council in the January 2017 meeting. 3 rd Quarter Opex Budget review on-going and for adoption by Council in the April 2017 meeting.
Long Term Financial Forecast	Long Term Financial Forecast 2016-17 to 2025-26 as per LG Regulation 2012	Internal Stakeholders Community	EXC1	Inform Consult Involve Collaborate Empower	Long Term Financial Forecast 2016-17 to 2025-26 adopted by Council within statutory timeframes Long Term Financial Plan 2016-2017 to 2025-26 prepared as basis for Long Term Financial Forecast	LTFP and LTFP 2016-17 completed and adopted by Council together with the 2016-17 Budget

SECTION FINANCIAL PLANNING/REPORTING						
Mission: To provide excellent financial services and professional advice to enable our organisation to achieve its goals.						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Financial Statements for 2016 - 2017	Annual Financial Statements for 2016-17 prepared, with unqualified audit report by Queensland Audit Office	Internal/ External Stakeholders	EXC1; EXC2; EXC4; EXC5	Inform Consult Involve Collaborate	Unqualified Audit Certificate from Queensland Audit Office	Completed. QAO issued an unqualified audit opinion for Council's FY 2015-16 financial statements on 13 October 2016
External Audit	Ensure adequate planning and coordination of, and timely finalisation of the external audit	Internal/ External Stakeholders	EXC1; EXC2; EXC4; EXC5	Inform Consult Involve Collaborate	2015/16 Statements presented to QAO before 25 October 2016	Completed. Final External Audit visit was conducted as scheduled from the 5 - 16 September. The financial statements were certified on 13 October which is more than 2 weeks ahead of 31 October deadline.
Financial Assistance Grant Return	Financial Assistance Grant Return completed and forwarded to Queensland Local Government Grants Commission	Internal/ External Stakeholders	EXC5	Inform Consult Involve Collaborate	FAG Return accurately completed by 21 November 2016	FAG Return was completed and forwarded to the Department 18 October 2016

SECTION ASSET MANAGEMENT		Significant activities and services				Performance Measurement	
Mission: To implement a program for improving Council's operational effectiveness and efficiency in terms of asset management.							
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review	
Asset Management Plans	Develop asset management plans	Internal Stakeholders	EXC1	Inform Consult Involve Collaborate Empower	Asset Management Plans for identified asset categories developed by 30 June 2017	Asset Management Strategy was adopted by Council in the February 2017 meeting. A consultant will be engaged to assist in the development of Asset Management Plans Provided in the 2 nd quarter Opex Budget Review – consultancy fees for review of AMPs	
Annual Asset Valuations	Undertake a review of asset values in all asset classes	Internal Stakeholders	EXC1	Inform Consult Involve Collaborate	Valuations in place by 31 July 2017	2017 Asset Valuation inspections for Roads and Water & Waste Water have been completed. Draft valuation reports were forwarded by APV in February. Currently conducting review of the draft reports.	
Asset Register	Ongoing maintenance of asset register including depreciation, WIP, asset take up, sales and revaluations.	Internal Stakeholders	EXC1; EXC2	Inform Consult Involve Collaborate Empower	Asset Register up to date at 30 June 2017	Asset Registers are reconciled to the General Ledger as of 30 June 2016. Depreciation Expense for 2016/2017 is being run through Techone. Capitalisation of the WIP is on-going.	
Annual CapEx Budget	Capital works budget 2016-17 developed for budget planning	Internal Stakeholders	EXC1	Inform Consult Involve Collaborate	CapEx Budget 2016-17 prepared and adopted by Council within statutory and organisational timeframes	CapEx Budget 2016-17 completed and adopted by Council on 27 June 2016	

SECTION ASSET MANAGEMENT

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

		Significant activities and services			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Empower Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	1 st Quarter Capex Review completed and adopted by Council on 21 September 2016 2 nd Quarter Capex Review adopted by Council in the January 2017 meeting 3 rd Quarter Capex Review on going and for adoption in the April 2017 meeting.



Information Services Branch Operational Plan 2016-17

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

Officer Responsible: Manager Information Services
Responsibilities: Information and Communication Technology and Geographic Information Systems (GIS).



SECTION INFORMATION & COMMUNICATION TECHNOLOGY

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
ICT Support Services	Helpdesk - provide monitoring and resolution of ICT system related problems	Internal Stakeholders	EXC2	Inform Consult	Support requests are dealt with within acceptable timeframes	Ongoing with a total of 3000+ in the system
Computer systems replacement and allocation	Provision of computer hardware and software – User level	Internal Stakeholders	EXC2	Inform Consult	Hardware meets minimum software requirements	90% budget spend complete Quotes being sourced to finalise
Communications	Mobile phones Internet VoIP Phone system Email	Internal Stakeholders	EXC2	Inform Consult Involve	Handsets provided are functional and compliant with Mobile device Management Software Devices provided support the direction of the council business system 4hr maximum downtime on council controllable faults Email outages resolved ASAP with no more than 4hr outage on council controllable faults	New handsets being trialled No faults recorded.
IT Infrastructure Network	Wan network switches, routing and firewall	Internal Stakeholders	EXC6	Inform Consult	4hr maximum downtime on council controllable faults	Network outage - Nanango due to hardware failure. Problem resolved within 24hrs

SECTION INFORMATION & COMMUNICATION TECHNOLOGY

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

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review	
Infrastructure Server Storage	Updates, upgrades, lifetime and capacities	Internal Stakeholders	EXC6	Inform	4hr maximum downtime on council controllable faults. Maintenance agreements kept up to date	No faults recorded	
External Security	Antivirus, firewall security threats	Internal Stakeholders	EXC2	Inform	Security threats addressed immediately and devices removed from SBRC corporate network that are classed as high threat.	Not threats or intrusions experienced due to new security procedures in place	
Corporate application support and licensing	System uptime, fault recovery and monitoring Application Licensing	Internal Stakeholders	EXC1	Inform	License agreement criteria complied with. True up values addressed at each renewal cycle and license amounts are not exceeded.	Process completed for current financial year	
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	Completed	
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Ongoing	

SECTION GEOTECHNICAL INFORMATION SYSTEMS (GIS)

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
GIS Support desk	Helpdesk	Internal Stakeholders	EXC6	Inform Consult	Support requests are dealt with within acceptable timeframes	Ongoing
GIS Software Administration	Enhancement and administration of Intramaps GIS layers and MapInfo suite	Internal Stakeholders	EXC6	Inform Consult	High uptime of GIS applications. Ensure datasets are updated as accordingly	Minimal outages recorded problems resolved within 24 hrs



Property Operational Plan 2016-17

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

SECTION PROPERTY ADMINISTRATION

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

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review	
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	2016-17 Budget prepared and adopted as part of overall SBRC budget. Operational and Capital Budgets subject to regular review. Quarterly budget reviews undertaken.	
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	Achieved for 2016-17 financial year.	

SECTION BUILDING AND PROPERTY MAINTENANCE

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

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review	
Building and Property Maintenance	Scheduled Maintenance	Internal / External Stakeholders	INF1	Inform Consult Involve	100% Scheduled maintenance programs implemented within budget by June 30	Ongoing maintenance program within resource constraints.	
Building and Property Maintenance	Reactive Maintenance	Internal / External Stakeholders	INF1	Inform Consult Involve	100% Building maintenance urgent WHS requests met within 8 hours, other WHS requests met within reasonable timeframe by June 30	Urgent WHS requests completed on time. Kingaroy Swimming Pool overfilling issues have been problematic toward the end of this quarter.	

SECTION BUILDING CAPITAL WORKS PROGRAM

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Building Capital Works Program	Building projects	Internal / External Stakeholders	INF1	Inform Consult Involve Collaborate	100% Projects implemented within budget by June 30	Considerable time spent at Lady Florence Bjeilke Petersen Private Hospital to meet lease requirements and to ready the rental premises for professional offices/services. Design of key projects to be outsourced where possible to facilitate calling of quotations to undertake the necessary works.

SECTION BUILDING ASSET MANAGEMENT PLAN						
Mission: To assist Council in planning and developing a Building Asset Management Plan						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Asset Management Plan	Planning Asset Management Plan	Internal / External Stakeholders	INF1	Inform Consult Involve	100% identification of Building Assets utilising available data by June 30 100% identification of Building Condition principles utilising available data by June 30 100% identification of an Building Asset data collection process, management and storage of data by June 30	Asset Management Plans identified for review in 2016-17. Asset registers are subject to desk top review this financial year. Asset Registers will be developed to meet the requirements of the Strategic Asset Management Module standard solution within Techone.
Asset Management Plan	Developing Asset Management Plan	Internal / External Stakeholders	INF1	Inform Consult Involve	Collection of data to commence on priority assets by June 30	Asset Management Working Group team members appointed. Asset management assessment and prioritisation to commence. Rolling review of assets for condition assessment to commence during the 3rd quarter. Condition asset audits have commenced for 6 buildings. The collection of data will be reviewed to determine that it can be uploaded into TechOne Asset Management Module.

SECTION LEASE AND CONTRACT REGISTER

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Lease and Contract Register	Develop Lease and Contract Register	Internal Stakeholders	EC3	Inform Consult Involve	Lease Register designed in Tech One utilising available data by June 30	Lease register designed in techone. To be further refined prior to introduction.
Lease and Contract Register	Implement Lease and Contract Register	Internal Stakeholders	EC3	Inform Consult Involve	Leases since 2014 and any new leases moved into Lease Register utilising available data by June 30	Lease Register being populated as part of the development phase. Negotiations undertaken with DNRM Re Land at Pring Street, Wondai.

SECTION LAND AND EQUIPMENT SALES						
Mission: To legally dispose of Councils surplus land and equipment assets.						
Significant activities and services						
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Land and Equipment Sales	Dispose of Councils surplus land	Internal / External Stakeholders	INF1 EXC1	Inform Consult Involve	Tender the disposal of surplus Council owned land as determined by June 30 List land for sale with Councils Exclusive Agent as determined by June 30	Ongoing. Land portfolio subject to regular review. Reports presented to Council for consideration when the next lot of land is identified for sale.
Land and Equipment Sales	Dispose of Councils surplus Buildings	Internal / External Stakeholders	INF1 EXC1	Inform Consult Involve	Tender the disposal of surplus buildings as determined by June 30 List buildings for sale with Exclusive Agent as determined by June 30	Recent bus tour with Councilors identified houses for potential sale.
Land and Equipment Sales	Dispose of surplus Equipment	Internal / External Stakeholders	INF1 EXC1	Inform Consult Involve	Tender or Auction the disposal of Councils surplus equipment as determined by June 30	Surplus equipment sold at recent auction.

SECTION COMMUNITY FACILITIES

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

Significant activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Community Facilities	Manage Community Facilities	Internal / External Stakeholders Community	EC3 INF1	Inform Consult Involve	Facilities to be opened and operational for community use ongoing to June 30	Scheduled and reactive maintenance carried out to ensure facilities remain available to the community.
Community Facilities	Utilisation by Community Groups	Internal / External Stakeholders Community	EC3	Inform Consult Involve	Facilities utilised by community groups ongoing to June 30	Ongoing negotiations with groups as required for optimal use of Council facilities.



SOUTH BURNETT
REGIONAL COUNCIL

Infrastructure Department Operational Plan 2016-17

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



SECTION DEPARTMENT MANAGEMENT

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

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review	
Organisational Structure for Infrastructure Department	Maintain organisational structure to meet current and future needs	Internal Stakeholders	EXC3	Inform Consult	Structure reviewed quarterly to ensure effective and efficient and >95% of positions within the approved structure are resourced to maintain service delivery	Achieved	
Quality Management System	Documented department procedures and standards	Internal Stakeholders	EXC2 INF1	Inform Consult	Department procedures and standards documented as part of Quality Management System and ISO9001 certification maintained	External audit completed in December 2016 and certification maintained.	
Asset Management Plans	Maintain Asset Management Plans for all infrastructure assets	Internal Stakeholders	INF1	Inform Consult	Asset Management Plans provide budgeting and decision making process for asset renewal, replacement and new works	Basic plans only; these require review and further development	
Capital Works Planning	Detailed 5 year forward capital works requirements	Internal Stakeholders	EXC1 INF1	Inform Consult Involve	5 Year Capital Works Plan prepared for future budget considerations by January annually	Achieved	
Infrastructure Funding	Sustainability of existing assets maintained	Internal Stakeholders	EXC1 INF1	Inform Consult	>80% of funding budgeted annually for asset renewals and replacements as per AMP's	Achieved	
Project Management	Maintain Project Management Framework	Internal Stakeholders	EXC2 INF1	Inform Consult	Project management plans, controls and reporting implemented and reviewed every 6 weeks by Project Control Group	Achieved	

SECTION DEPARTMENT MANAGEMENT

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1 INF1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	In-progress for 2017-18 and beyond Achieved 1 st and 2 nd quarter reviews complete

SECTION DISASTER MANAGEMENT

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

		Significant activities and services			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Disaster Management	Maintain an effective Disaster Management framework	Internal Stakeholders, Qld Fire and Emergency Services	EC4	Inform Consult	Quarterly Local Disaster Management Group Meetings Annual exercise with all agencies DM plan and sub-plans maintained	Achieved Undertaken in December 2016 In-progress
State Emergency Service	Assistance with the provision of operational resources	SES Groups, Qld Fire and Emergency Services	EC4	Inform Consult	State Emergency Service groups across the region are adequately operational within budget allocations	Regular assistance provided to maintain preparedness



SOUTH BURNETT
REGIONAL COUNCIL

Design & Technical Services Operational Plan 2016-17

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



SECTION INFRASTRUCTURE PLANNING & DESIGN SERVICES						
Mission: To provide efficient infrastructure planning and design services to the Infrastructure Department						
Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Infrastructure Planning	Assist with strategic planning for future infrastructure	Internal Stakeholders	INF1	Inform Consult	Concept planning, preliminary design and cost estimates provided in advance of project prioritisation and budgeting	Achieved
Design	Provision of design services for the Infrastructure Department	Internal and External Stakeholders	INF1	Inform Consult Involve	Detail design services completed >3 months prior to programmed timing of construction delivery	Achieved except for a couple of large TMR projects
Surveying	Provision of surveying services for the Infrastructure Department	Internal Departments	INF1	Inform Consult	Surveying services completed to meet programmed timing of works	Achieved
Development application assessment and advice	Advice regarding infrastructure requirements for development applications	Applicants, Internal Stakeholders	GO2 INF1	Inform	Timely and professional engineering advice on development applications and operational works within SPA timeframes	Achieved
Capital Works Planning	Detailed 5 year forward capital works requirements	Internal Stakeholders	EXC1 INF1	Inform Consult Involve	5 Year Capital Works Plan prepared for future budget considerations by January annually	Achieved
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC2 INF1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	In-progress for 17/18 and beyond First and Second quarter reviews complete

SECTION INFRASTRUCTURE PLANNING & DESIGN SERVICES

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Quality Management	Administering, maintaining and reviewing of Infrastructure's Quality Management System	Internal and External Stakeholders	EXC2 INF1	Inform Consult Involve	Ongoing monitoring of existing Quality System and maintaining third party Accreditation	Achieved

SECTION MATERIALS LABORATORY

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

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



SOUTH BURNETT
REGIONAL COUNCIL

Roads & Drainage Operational Plan 2016-17

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



SECTION ROADS & DRAINAGE ADMINISTRATION

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Customer Service	Responses to customer requests	Community and Internal Stakeholders	EXC6	Inform	Responses to enquiries and requests for service within Customer Service Standards	Customers are responded to after an inspection.
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Capital and Operating budgets are reviewed with relevant Coordinators at the end of each month.
Program Planning & Coordination	Continuous planning and coordination of works programs to align resources	Internal Stakeholders	INF1	Inform Consult	Works programs developed within one month of budget adoption to ensure effective utilisation of resources and delivery of budget	All capital projects are programmed. Routine maintenance is undertaken on a progressive geographic basis minimising travel costs. Urgent road defects are made safe by signage and localised spot maintenance until a more permanent repair can be made efficiently.
Branch Meetings	Regular Coordinator and Supervisor meetings	Internal Stakeholders	EXC2	Inform Consult Involve	Coordinators and Supervisors monthly Branch 6 monthly	Nanango Roads Branch office staff continue to meet on a 3 month cycle. Monthly Supervisors meetings are held with capital and maintenance teams
Asset Management	Asset Management Plan implementation	Internal Stakeholders	INF1	Inform Consult Involve	Asset Management Plans implemented into infrastructure operations and management	We use our own observations of road condition to determine our renewal programs including reseals, road rehabilitation and gravel resheeting.

SECTION CONSTRUCTION						
Mission: To deliver a construction program of new works, upgrading and renewals across the road and drainage networks						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Transport Infrastructure Development Scheme	Completion of Capital Works Program jointly funded by the Council and TMR	External / Internal Stakeholders	INF1	Inform Consult Involve	Capital works program completed as scheduled and within budget	Annual program is on schedule and costs are generally within contingency limits
Roads to Recovery Program	Completion of Capital Works Program funded by the Australian Government Roads to Recovery Program	External / Internal Stakeholders	INF1	Inform Consult Involve	Capital works program completed as scheduled and within budget	Annual program is on schedule and costs are generally within contingency limits
Road and Drainage Program	Completion of Capital Works funded by General Revenue	Internal Stakeholders	INF1	Inform Consult Involve	Capital works program completed as scheduled and within budget	Annual program is on schedule and costs are generally within contingency limits
Capital Works Planning	Detailed 5 year forward capital works requirements	Internal Stakeholders	EXC1 INF1	Inform Consult Involve	5 Year Capital Works Plan prepared for future budget considerations by January annually	Complete.

SECTION MAINTENANCE

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
General Maintenance Program	Deliver general maintenance program across the region	Internal Stakeholders	INF1	Inform Consult Involve	Delivery of the general maintenance program through efficient and effective use of materials and resources	Expenditure is above target line at this stage and needs monitoring. Resources to be redirected to capital works.
Heavy Maintenance Program	Deliver heavy maintenance program across the region	Internal Stakeholders	INF1	Inform Consult Involve	Delivery of the heavy maintenance program through efficient and effective use of materials and resources	Expenditure is above target line at this stage and needs monitoring. Resources to be redirected to capital works.

SECTION CONTRACTS						
Mission: To provide services across the State controlled road network on behalf of the Department of Transport and Main Roads						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Road Maintenance Performance Contract (RMPC)	Undertake maintenance activities on the State road network for the Queensland Government Department of Transport and Main Roads	External Stakeholders	INF1	Inform Consult Involve	Completion of works to specification and in accordance with the RMPC contract	Our expenditure is on target line.
Queensland Transport and Roads Investment Program (QTRIP)	Completion of capital works funded by the Queensland Government Department of Transport and Main Roads	External Stakeholders	INF1	Inform Consult Involve	Completion of works to specification and in accordance with contracts	Projects are within program timeframes and budget.



SOUTH BURNETT
REGIONAL COUNCIL

Water & Wastewater Operational Plan 2016-17

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



SECTION WATER & WASTEWATER ADMINISTRATION

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

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review	
Customer Service	Responses to customer requests	Customers and Council	EXC6	Inform	Responses to enquiries and requests for service within Customer Service Standards	Responding to enquiries, complaints and requests as per CSS	
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve Collaborate	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	In-progress for 2017/18 and beyond Achieved Ongoing - quarterly budget reviews completed as required with regular additional assessments completed on adhoc basis	
Capital Works Planning	Detailed 5 year forward capital works requirements	Internal Departments	EXC1 INF1	Inform Consult Involve	5 Year Capital Works Plan prepared for future budget considerations by January annually	Complete	
Program Planning & Coordination	Continuous planning and coordination of works programs to align resources	Internal Stakeholders	INF1	Inform Consult	Works programs developed within one month of budget adoption to ensure effective utilisation of resources and delivery of budget	Achieved	
Branch Meetings	Regular Coordinator and Supervisor meetings	Internal Stakeholders	EXC2	Inform Consult Involve	Coordinators/Engineer monthly Coordinators and Supervisors quarterly Branch 6 monthly	Achieved - ongoing	

SECTION WATER & WASTEWATER ADMINISTRATION

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Asset Management	Asset Management Plan implementation	Internal Stakeholders	INF1	Inform Consult	Asset Management Plans implemented into infrastructure operations and management	From a WWW perspective this is part of our day to day management and forward planning.
Infrastructure Planning	Planning to determine future needs of water and wastewater systems	Internal Stakeholders	EXC1 INF1	Inform Consult	Future works and needs determined and budgeted for in long term financial plans	Achieved

SECTION		RETICULATION	
Mission: To provide water and wastewater networks which meet customer service standards through a planned and proactive approach			
Significant activities and services			
Function	Description	Customer(s)	Link to Corporate Plan
Programmed Maintenance	Delivery of programmed maintenance in accordance with budget	Internal Stakeholders	INF1
Reactive Maintenance	Service sewer blockages and water main breaks	Internal Stakeholders	INF1
Capital Works	Completion of Capital Works Program	Internal Stakeholders	INF1
Program Planning, Design and Coordination	Construction Design	Internal Stakeholders	INF1
New Connections	Service delivery of new connections	Applicants	EXC6
Performance Measurement		Engagement Level	Key Performance Indicator
	Quarterly Review		
	Increase in main breaks and subsequently costs over last quarter due to dry weather.	Inform Consult	Decrease in reactive maintenance costs
	Achieved	Inform Consult	Customer Service Standards met – 95% compliance
	2016/17 projects in progress	Inform Consult	Capital works program completed as scheduled and within budget
	Achieved	Inform Consult	Construction program developed within one month of budget adoption
	Below 3 months at present.		Designs completed 3 months in advance of project commencement
	Achieved	Inform Consult	All connections in accordance with Customer Service Standards timeframes

SECTION		TREATMENT & QUALITY	
Mission: To maximise and optimise the performance of treatment plant systems through proactive improvements and preventative maintenance			
Significant activities and services			
Function	Description	Customer(s)	Link to Corporate Plan
Performance Measurement			
	Key Performance Indicator	Engagement Level	Quarterly Review
Capital Works Program	Completion of Capital Works Program	Internal Stakeholders	INF1
Legislative Compliance and Monitoring	Statutory reports of results and compliance	Queensland Government and Federal Government	ENV1 INF1
Treatment Plants, Reservoirs and Chlorination	Operate and manage facilities	Internal Stakeholders	EXC2 INF1
Dams and Weirs	Operate and manage dam and weir facilities within regulations	Queensland Government and Council	EXC2 INF1
	Capital works program completed as scheduled and within budget	Inform Consult	Major treatment plant upgrades complete. Sewer relining will be bulk tendered with 17/17 budget.
	Statutory timeframes for reporting achieved	Inform	SWIM data submitted on time DWQMP review completed and approved by Regulator DWQMP audit completed late January 2017 Annual DEHP licence report submitted
	Compliance with licence conditions 96% Water quality targets met	Inform Consult	Water Quality targets met where possible however some can't be controlled
	Compliance with Dam Safety Regulations	Inform Consult	EAP approved for Gordonbrook October 2016 Inspections completed as per EAP, SOPs and C&M Manual

SECTION TREATMENT & QUALITY						
Mission: To maximise and optimise the performance of treatment plant systems through proactive improvements and preventative maintenance						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Recycled Water	Supply of recycled water to community and sporting groups	Community and sporting groups and Council	INF1	Inform Consult	Recycled water available within climatic restraints and licence conditions	Supplying Class A water to Kingaroy Golf Club, Sporting Fields & Showgrounds since November 2016 Tender out for plants at Wondai & Murgon Recycled Water Use Agreements being negotiated in Proston, Murgon & Wondai
Water Quality	Maintain water quality in accordance with relevant guidelines	Community and Council	EXC6 INF1	Inform	Compliance with public health requirements and requests responded to within Customer Service Standards timeframes	KPI reporting completed and accepted by Regulator KPI data published on internet as required

Financial and Resource Implications

No direct financial or resource implications arise from this report.

Link to Corporate/Operational Plan

Corporate Plan 2014-18: EXC4.1 - Develop a governance framework that delivers sound organisational management.

Communication/Consultation (Internal/External)

General Managers and Managers have contributed to this report in respect of their relevant areas of responsibility.

Legal Implications (Statutory Basis, Legal Risks)

Pursuant to Section 174(3) of the *Local Government Regulation 2012* the Chief Executive Officer has a statutory obligation to present a written assessment of the implementation of the Annual Operational Plan.

Policy/Local Law/Delegation Implications

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

Asset Management Implications

No direct asset management implications arise from this report.

4.2.4 G - 2342472 - Adoption of the Community Grants Program Policy

Document Information

IR No 2342472

Author Manager Social & Corporate Performance

**Endorsed
By General Manager Corporate Services**

Date 06 March 2017

Précis

To adopt the Community Grants Program Policy.

Summary

Council recognises the important contribution community organisations and individuals make to the South Burnett region. Through the provision of community grants, Council is committed to investing in initiatives and partnerships that align with Council's corporate priorities and encourage individuals and groups to make a positive and ongoing contribution to the region.

This Policy is to guide the administration of Council's Community Grants Program so that the grants contribute to Council achieving its strategic goals, identified key initiatives; and align with the intent of the *Local Government Act 2009* and the *Local Government Regulation 2012*, which state that (community) assistance will be used for a purpose that is in the public interest.

This new Community Grants Program combines all Council's grant, donation and sponsorship programs so that the process will be easier for community groups to understand and access, in a fair and equitable way.

The new Community Grants Program will include the following categories:

- Community Event Sponsorship
- Community Regionally Significant Events Sponsorship
- Project/Program One-off Sponsorship
- Community Hall Public Liability Insurance Grant
- Elite Performance Youth Grant
- In-kind Sponsorship
- Healthy Communities Sponsorship
- Councillor Discretionary Fund
- Regional Arts Development Fund
- Mayor's Community Benefit Fund
- Subsidised Hire of Council Facilities

Officer's Recommendation

That the Community Grants Program Policy be adopted.



MINUTE NUMBER: [Minute Number]
ADOPTED ON/SIGN OFF DATE: [Date]

Community Grants Program Policy

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1. POLICY STATEMENT

Council recognises the important contribution community organisations and individuals make to the South Burnett region. Through the provision of community grants, Council is committed to investing in initiatives and partnerships that align with Council’s corporate priorities and encourage individuals and groups to make a positive and ongoing contribution to the region.

This Policy is to guide the administration of Council’s Community Grants Program so that the grants contribute to Council achieving its strategic goals, identified key initiatives; and align with the intent of the *Local Government Act 2009 (LGA2009)* and the *Local Government Regulation 2012 (LGR2012)*, which state that (community) assistance will be used for a purpose that is in the public interest.

2. SCOPE

This Policy applies to all grants, donations, sponsorship and other assistance made to eligible not-for-profit community organisations and eligible individuals within the South Burnett Regional Council area.

The provision of concessions and waivers relating to Building and Development Applications, Undetected Water Leaks, Provision of Recycled Water, Lease Payment Fees, Rates and Utilities Charges is **not** covered by this Policy.

3. POLICY OBJECTIVES

To ensure that financial assistance delivered through the Community Grants Program is distributed to support the provision of programs, events and initiatives which respond to identified community need, contribute to the building of stronger and vibrant communities, meet relevant guidelines and are in accordance with Council’s strategic objectives as identified in the South Burnett Regional Council Corporate Plan.

Council provides the Community Grants Program to be used for a purpose that is in the public interest.

4. BACKGROUND AND/OR PRINCIPLES

Council will determine annually the amount of funding to be made available under this Program.

The Community Grants Program is competitive. Applications will be assessed on merit with no obligation by Council to fully expend the allocations provided.

Applications made to various grants within the Community Grants Program **for the same project** will not be eligible to receive more than one (1) allocation of support per financial year.

Applicants are only eligible to receive one (1) grant from the Community Grants Program per funding round.

Funding is not available for activities that have already commenced prior to approval.

5. GENERAL INFORMATION

This Policy provides an overview of the Community Grants Program. Applicants are to complete in full the Community Grants Program Application and Acquittal forms following the relevant guidelines.

Assessment Criteria

Applications for funding will be assessed against the following criteria:

- Applicants capability to deliver the program, event or initiative within the South Burnett Regional Council area; and
- Demonstrated South Burnett community need for the project; and
- Demonstrated South Burnett community support of and involvement in the project; and
- Eligibility and viability of applicant's not-for-profit organisation; and
- Evidence of anticipated positive outcomes that will be of long term benefit to the South Burnett community; and
- Regional Arts Development Fund (RADF) only – meets RADF guidelines.

Community Events Sponsorship

This grant provides sponsorship funding to assist not-for-profit community organisations to deliver community events which build community capacity. This category is also available for local schools to request sponsorship for student awards in conjunction with their annual awards nights. Council will determine on a case by case basis the requirements for acknowledgement of sponsorship. Successful applicants will need to reapply each year for assessment on merit. The fund will provide individual event sponsorship of up to \$3,000.

Applications will be assessed by the Community Grants Program Assessment Panel against the Community Grants Program Policy based on the Assessment Criteria. A recommendation will be made by the Community Grants Program Assessment Panel to the Chief Executive Officer for approval. The Community Grants Program Assessment Panel will comprise of four (4) Councillors as decided by Council.

The fund will provide two (2) funding rounds in August and February each financial year.

Community Regionally Significant Events Sponsorship

This grant provides sponsorship funding to assist incorporated not-for-profit community organisations to deliver Council considered regionally significant community events which build community capacity in the South Burnett Regional Council area.

Sponsorship agreements are for a three (3) consecutive year period.

Ongoing sponsorship is provisional on the organisation meeting funding conditions such as acceptable milestone reports annually and acknowledgement of Council funding as stated in the agreement. Funding is paid annually prior to the first event and subsequently before the event each year of the agreement upon acceptance by Council of the milestone reports.

Prior to approval for sponsorship a three (3) year event business plan will need to be provided demonstrating sustainability. Council will determine on a case by case basis the requirements for acknowledgement of sponsorship which will likely reflect Council as a major sponsor.

The fund will provide event sponsorship of:

- up to \$10,000 the first (1st) year;
- up to \$7,500 the second (2nd) year; and
- up to \$5,000 the third (3rd) year.

In-kind will **not** be part of the sponsorship and if Council services are required this will be provided on fee for service basis.

Applications will be assessed by the Community Grants Program Assessment Panel against the Community Grants Program Policy based on the Assessment Criteria. A recommendation will be made by the Community Grants Program Assessment Panel to the Chief Executive Officer for approval. The Community Grants Program Assessment Panel will comprise of four (4) Councillors as decided by Council.

The fund will provide two (2) funding rounds in August and February each financial year depending on available funding.

Community Hall Public Liability Insurance Grant

This grant provides funding to assist not-for-profit community organisations to pay the public liability insurance costs associated with the management of community halls (only) within the South Burnett Regional Council area.

Grants are available for up to \$1,000 to eligible applicants.

Applications will be assessed by the Community Grants Program Assessment Panel against the Community Grants Program Policy based on the Assessment Criteria. A recommendation will be made by the Community Grants Program Assessment Panel to the Chief Executive Officer for approval. The Community Grants Program Assessment Panel will comprise of four (4) Councillors as decided by Council.

The fund will provide two (2) funding rounds in August and February each financial year.

Councillor Discretionary Fund

Pursuant to section 202 of the *LGR2012*, a Councillor may use any Councillor Discretionary Fund in the following ways:

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

The Councillor Discretionary Fund provides Council with the ability to approve small miscellaneous discretionary grants to eligible not-for-profit community organisations in response to requests which are received from time to time.

This fund differs from the other community grants in that:

- it recognises that small activities, projects and events, deserving of support from Council, come up in an ad hoc way throughout the year;
- is assessed by the relevant Councillor and approved by the Manager Social & Corporate Performance.

Applications can be made throughout the financial year.

Elite Performance Youth Grant

This grant is provided to encourage excellence in sport, the performing arts and education providing opportunities for the professional development for youth (up to 25 years).

These grants provide assistance for South Burnett residents to attend competitions or programs representing Queensland or Australia in their chosen performance field (No funding is available for South Burnett or Wide Bay representation levels).

Successful applicants shall only be granted one (1) allocation per financial year and can apply for up to:

- \$500 if representing Queensland; or
- \$1000 if representing Australia.

Applications will be assessed by the Community Grants Program Assessment Panel against the Community Grants Program Policy based on the Assessment Criteria. A recommendation will be made by the Community Grants Program Assessment Panel to the Chief Executive Officer for approval. The Community Grants Program Assessment Panel will comprise of four (4) Councillors as decided by Council.

Applications can be made throughout the financial year.

Healthy Communities Sponsorship

This fund is to support projects and activities that increase the number of South Burnett residents engaged in physical and/or healthy programs and activities.

Programs and activities are eligible if:

- Participant improvement data is able to be monitored and provided in the acquittal report; and
- Participant contribution is identified in the budget.

The fund will provide sponsorship for individual projects and activities of up to 60% of the total project value to a maximum of \$2,000.

Applications will be assessed by the Community Grants Program Assessment Panel against the Community Grants Program Policy based on the Assessment Criteria. A recommendation will be made by the Community Grants Program Assessment Panel to the Chief Executive Officer for approval. The Community Grants Program Assessment Panel will comprise of four (4) Councillors as decided by Council.

The fund will provide two (2) funding rounds in August and February each financial year.

In-kind Sponsorship

This minor in-kind grant provides sponsorship to assist not-for-profit community organisations to deliver community activities and events which build community capacity.

In-kind services include:

- Supply of gazebo marquee;
- Supply of minor works i.e. mowing, grading;
- Supply of road signage and barriers;
- Supply of skip bins; and/or
- Supply of wheelie bins and chairs.

Council will determine on a case by case basis the requirements for acknowledgement of sponsorship. The fund will provide individual event sponsorship of up to \$2,000 which includes only approved associated in-kind costs.

The in-kind services provided by Council are dependent on operational priorities, availability of resources and over all annual budget allocation. Applications can be made throughout the financial year.

Mayor's Community Benefit Fund

The Mayor's Community Benefit Fund is intended to build the capacity of South Burnett community organisations to deliver services, activities, programs for the benefit of the region.

The Mayor's Community Benefit Fund will be funded by South Burnett Regional Council fundraising activities and donations received from the community for the purpose of this fund.

Council will determine on a case by case basis the requirements for acknowledgement of sponsorship. Funding rounds will have specific criteria to address community needs and will be open for applications subject to available funds.

The Mayor's Community Benefit Fund Management Advisory Committee will assess the applications and make recommendations to Council for approval.

Project / Program One-off Sponsorship

This grant provides funding for a project/program to assist not-for-profit community organisations to deliver one (1) off projects that meet an identified need and build community capacity.

A project plan/program outline (including budget) will need to be provided with the application. Council will determine on a case by case basis the requirements for acknowledgement of sponsorship. The fund will provide sponsorship for an individual project/program of up to \$3,000.

Applications will be assessed by the Community Grants Program Assessment Panel against the Community Grants Program Policy based on the Assessment Criteria. A recommendation will be made by the Community Grants Program Assessment Panel to the Chief Executive Officer for approval. The Community Grants Program Assessment Panel will comprise of four (4) Councillors as decided by Council.

The fund will provide two (2) funding rounds in August and February each financial year.

Regional Arts Development Fund

This fund is a partnership between South Burnett Regional Council and Arts Queensland to:

- 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.

Availability of this funding is dependent on Council being successful annually with an application to Arts Queensland.

The Regional Arts Development Fund Management Advisory Committee will assess the applications and make recommendations to Council for approval.

The fund will provide two (2) funding rounds in September and March each financial year.

Subsidised Hire of Council Facilities

Council sets annually the hire fees associated with the halls owned and operated by Council. Please refer to Council's fees and charges.

6. DEFINITIONS

Eligible Individuals must reside within the South Burnett Regional Council area. Individuals who have not acquitted under any Council funded program are not eligible for further funding until the outstanding acquittal report is submitted and accepted by Council. Applicants shall have no outstanding debt with Council (including rates).

Incorporated Not-for-profit Organisations are incorporated under Queensland legislation, community based, providing services and activities of benefit to the South Burnett Regional Council area and whose primary purpose is not directed at making a profit. Incorporate not-for-profit organisations operating gaming machines or with liquor selling facility or who identify as a political party or are affiliated with State or Federal Government (excluding funding for schools for awards) will not be eligible for assistance. Incorporated not-for-profit organisations who have not acquitted under a Council funded program are not eligible for further funding until the outstanding acquittal report is submitted and accepted by Council. Applicants shall have no outstanding debt with Council (including rates).

Not-for-profit Organisations are community based organisations providing services and activities of benefit to the South Burnett Regional Council area and whose primary purpose is not directed at making a profit. Not-for-profit organisations operating gaming machines or with liquor selling facility or who identify as a political party or are affiliated with State or Federal Government (excluding funding for schools for awards) will not be eligible for assistance. Not-for-profit organisations who have not acquitted under a Council funded program are not eligible for further funding until the outstanding acquittal report is submitted and accepted by Council. Applicants shall have no outstanding debt with Council (including rates).

7. LEGISLATIVE REFERENCE

Local Government Act 2009
Local Government Regulation 2012

8. RELATED POLICIES/PROCEDURES

Community Grants Program Guidelines
Regional Arts Development Fund Guidelines

9. NEXT REVIEW

May 2019

Gary Wall
CHIEF EXECUTIVE OFFICER

Date

Financial and Resource Implications

Council will determine annually the amount of funding to be made available under this Program.

Link to Corporate/Operational Plan

EC2.1 – Encourage and support community organisations to enhance their sustainability.

EXC4 – Develop a governance framework that delivers sound organisational management.

Communication/Consultation (Internal/External)

This policy was developed as a result of outcomes from a review of Council's community service obligations. This policy was circulated to Councillors and the Senior Management Team providing suitable time for review and response. Submissions were received, considered and included where possible. The final draft of the policy was discussed at the Council Portfolio meeting in April.

Legal Implications (Statutory Basis, Legal Risks)

Local Government Act 2009 and the *Local Government Regulation 2012* state that (community) assistance will be used for a purpose that is in the public interest.

Policy/Local Law/Delegation Implications

The following policies and associated procedures will be superseded by the Community Grants Program Policy:

- Community Assistance Policy
- Community Elite Performance Policy
- Community In-kind Assistance Policy
- Mayor's Community Benefit Fund Policy
- Councillor Discretionary Fund Policy

Asset Management Implications

No direct asset management implications arise from this report.

4.2.5 G - 2342459 - Adoption of the Contact with a Lobbyist Policy

Document Information

IR No 2342459

Author Manager – Social & Corporate Performance

**Endorsed
By** General Manager Corporate Services

Date 19 April 2017

Précis

Adoption of the Contact with a Lobbyist Policy

Summary

Under the *Integrity Act 2009* (the Act), Council is required to ensure that it does not participate in 'lobbying activities' with 'unregistered lobbyists' and/or participate in 'related lobbying activities' with a 'former senior government representative' of less than two years post-government employment separation.

This policy is to assist Councillors, employees and contractors of Council with information about the role of lobbyists, the legislative obligations for lobbyists and the requirements when Councillors and employees meet with lobbyists or people they suspect may be lobbyists.

Officer's Recommendation

That Council adopt the Contact with a Lobbyist Policy.



Contact with a Lobbyist Policy

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1. POLICY STATEMENT

Council acknowledges that professional lobbyists are a legitimate part of, and make a legitimate contribution to, the democratic process by assisting individuals and organisations to communicate their views on matters of public interest to the government and so improve outcomes for the individual and the community as a whole.

Council expects high standards of professional and ethical conduct from its employees, agents and those individuals and organisations that carry out lobbying activities.

Council is committed to ensuring that all contact with lobbyists is carried out ethically and transparently as directed by relevant legislation and Council's policies and procedures.

2. SCOPE

This policy applies to Council employees (employees) and Councillors.

3. POLICY OBJECTIVES

To provide Councillors and employees with information about the role of lobbyists, the legislative obligations for lobbyists and the requirements when Councillors and employees meet with lobbyists or people they suspect may be lobbyists.

4. BACKGROUND AND/OR PRINCIPLES

Under the *Integrity Act 2009 (IA2009)*, Council is required to ensure that it does not participate in lobbying activities with unregistered lobbyists and/or participate in related lobbying activities with a former senior government representative of less than two (2) years post-government employment separation.

Under section 71(2) of *IA2009*, a government representative must not knowingly permit an entity that is not a registered lobbyist to carry out a lobbying activity for a third party client with the government representative.

5. GENERAL INFORMATION

5.1. WHAT IS LOBBYING ACTIVITY?

Lobbying activity is defined as contact with a government representative in an effort to influence local government decision-making.

Contact includes telephone contact, email contact, written correspondence contact and face-to-face meetings.

Lobbying activity includes contact with a government representative in an effort to influence state or local government decision-making, including:-

- the making or amending of local laws;
- the development or amending of a Council policy or program;
- awarding a contract or allocating funding; or
- making a decision about planning or giving a development approval under the *Sustainable Planning Act 2009 (SPA2009)*.

However, the following contact is not a lobbying activity:-

- (a) contact with a committee of a local government;
- (b) contact with a Councillor, in his or her capacity as a local representative on a constituency matter;
- (c) contact in response to a call for submissions;
- (d) petitions or contact of a grassroots campaign nature in an attempt to influence a government policy or decision;
- (e) contact in response to a request for tender;
- (f) statements made in a public forum;
- (g) responses to requests by government representatives for information; incidental meetings beyond the control of a government representative;
- (h) contact on non-business issues, including, for example, issues not relating to a client of the lobbyist or the lobbyists' sector; or
- (i) contact only for the purpose of making a statutory application.

5.2. WHO IS A LOBBYIST?

A lobbyist is an entity or body that carries out lobbying activity on behalf of a third party client, or whose employees or contractors do so, based on the payment of a fee or other reward for carrying out the lobbying activity.

However, none of the following entities (including their employees) is a lobbyist:-

- (a) a non-profit entity;
- (b) an entity constituted to represent the interests of its members; examples - an employer group, a trade union, a professional body, e.g. the Queensland Law Society;
- (c) members of trade delegations visiting Queensland;
- (d) an entity carrying out incidental lobbying activities e.g. accountant or architect; or
- (e) an entity carrying out a lobbying activity only for the purpose of representing the entity's own interests.

5.3. WHAT IS INCIDENTAL LOBBYING?

An entity carries out incidental lobbying activities if the entity undertakes, or carries on a business primarily intended to allow individuals to undertake, a technical or professional occupation in which lobbying activities are occasional only and incidental to the provision of professional or technical services e.g. architects, engineers, lawyers and accountants.

5.4. DEALING WITH LOBBYISTS

Councillors and employees must ensure that their meetings with lobbyists comply with the requirements of *IA2009*. However, it may not always be evident whether employees of

lobbyists or consultants come within the scope of IA2009. Therefore, the protocol set out below should be followed when any representative seeks to meet with a Councillor or Council officer.

- Inform them that Council is bound by IA2009.
- Ask them if they or others attending the meeting are a lobbyist and if so are they registered on the Queensland Register of Lobbyists?
- Ask if any other representatives attending were senior government representatives within the past two (2) years and if yes, ask if they are on the Queensland Register of Lobbyists?
- Check and ensure that they are on the Queensland Register of Lobbyists.

If the person seeking to carry out lobbying activities is not a registered lobbyist, and the officer has reasonable suspicion that the entity is carrying out a lobbying activity, Councillors and Council officers must decline to have further contact with them until they are included on the Queensland Register of Lobbyists.

5.5. WHERE TO GO TO CHECK THE REGISTER

Councillors and Council officers are encouraged to check that the details provided by the lobbyist are correct by checking the Queensland Register of Lobbyists at www.integrity.qld.gov.au to confirm that the person and client in question are listed.

5.6. RECORDING CONTACT WITH A LOBBYIST

Council is required under IA2009 to keep a record of all contact with lobbyists for reporting to the Integrity Commissioner.

All employees and Councillors are to take responsibility for reporting their contact with lobbyists.

- 5.6.1 Employees working in Planning and Development are to report the contact to the Manager Planning & Land Management for recording in Council's Lobbyist Register.
- 5.6.2 All other employees are to report the contact to the Manager Social & Corporate Performance for recording in Council's Lobbyist Register.
- 5.6.3 Councillors are to report any contact with lobbyists to the Mayor's Personal Assistant or the Manager Social & Corporate Performance for recording in the Council's Lobbyist Register.

Information required to be reported includes:

- Date of contact;
- Name and title of Councillor or Council officer;
- Method of contact;
- Purpose of contact;;
- List of all other public officials present;
- Name of registered lobbyist firm (including all lobbyists present);
- Client of lobbyist (including the names of all present);
- Brief description of the issue; and
- Outcome from contact.

Refer to 'Notification of Contact with a Lobbyist Form' to complete the information required for the Council's Lobbyist Register.

A Councillor or Council officer who knowingly and intentionally participates in lobbying activities with a person who is not on the Queensland Register of Lobbyists may be deemed to have breached section 71 of IA2009.

6. DEFINITIONS

Contact includes telephone contact, email contact, written correspondence and face-to-face meetings.

Councillor is a Councillor, of a local government, including the Mayor, within the meaning of the *Local Government Act 2009 (LGA2009)*.

Former senior government representative

- (a) is one of the following people:-
 - i. a Councillor;
 - ii. a public sector officer, who was a chief executive, senior executive or senior executive equivalent; and
- (b) is no longer a government representative.

Government representative

- (a) a Councillor;
- (b) a public sector officer;

Incidental lobbying activities - if the entity undertakes, or carries on a business primarily intended to allow individuals to undertake, a technical or professional occupation in which lobbying activities are occasional only and incidental to the provision of professional or technical services. For example, an entity carrying on the business of providing architectural services as, or by using, a practising architect under the *Architects Act 2002 (AA2002)*.

Lobbying activity is contact with a government representative in an effort to influence state or local government decision-making, including:-

- (a) the making or amendment of legislation; and
- (b) the development or amendment of a government policy or program; and
- (c) the awarding of a government contract or grant; and
- (d) the allocation of funding; and
- (e) the making of a decision about planning or giving of a development approval under the *Sustainable Planning Act 2009 (SPA2009)*.

A **lobbyist** is an entity that carries out a lobbying activity for a third party client, or whose employees or contractors carry out a lobbying activity for a third party client, based on the payment of a fee or other reward for carrying out the lobbying activity.

Lobbyist code of conduct is the code, approved under section 68 of *IA2009*, of conduct for lobbyists in relation to lobbying activities.

Queensland Register of Lobbyists is the register, kept under section 49, of lobbyists registered under *IA2009*, maintained by the Queensland Integrity Commissioner.

Public sector officer is the chief executive of, or a person employed by, one of the following entities:-

- (a) a department;
- (b) a public service office;
- (c) a registry or other administrative office of a court or tribunal;
- (d) a local government;

Related lobbying activity, for a former senior government representative, means a lobbying activity relating to the former senior government representative's official dealings as a government representative in the two years before becoming a former senior government representative.

Senior executive equivalent means an employee, other than a chief executive, whose remuneration is equal to or greater than the remuneration payable to a senior executive.

Statutory application means an application under an Act that is considered and decided by a government representative under that Act.

Third party client means an entity that engages another entity to provide services constituting, or including, a lobbying activity for a fee or other reward that is agreed to before the other entity provides the services.

7. LEGISLATIVE REFERENCE

Integrity Act 2009 (IA2009)

Sustainable Planning Act 2009 (SPA2009)

Local Government Act 2009 (LGA2009)

Architects Act 2002 (AA2002)

8. RELATED POLICIES/PROCEDURES

NA

9. NEXT REVIEW

April 2019

Gary Wall
CHIEF EXECUTIVE OFFICER

Date

Financial and Resource Implications

No additional implications

Link to Corporate/Operational Plan

EXC2.2 Ensure document management systems and practices cover the full range of Council's activities and are compliant with statutory requirements.

Communication/Consultation (Internal/External)

Policy was circulated to Councillors and Senior Management Team providing suitable time for review and response. Submissions were received, considered and included where possible. Council has consulted the Office of the Queensland Ombudsman during the review process.

Legal Implications (Statutory Basis, Legal Risks)

No additional implications

Policy/Local Law/Delegation Implications

No additional implications

Asset Management Implications

Not applicable

4.2.6 G - 2339125 - Change to Councillor Representative Policy and Procedure

Document Information

IR No 2339125

Author Executive Assistant

**Endorsed
By** Chief Executive Officer

Date 29 March 2017

Précis

The purpose of this report is to recommend a change to existing Councillor Portfolios and update the Councillor Representative Policy and the Portfolio Briefing Guidelines Procedure.

Summary

To streamline Council operations, a change to the portfolio system is required. With Councillor Potter being appointed as Council's Representative on the Southern Queensland Country Tourism Board of Directors it is necessary to move Tourism to Cr Potter's Portfolio.

Officer's Recommendation

That the updated Portfolio Representative Policy and Portfolio Briefing Guidelines Procedure be adopted.



Portfolio Representative Policy

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1. POLICY STATEMENT

The purpose of this policy is to provide clear guidelines on the roles and responsibilities of the Mayor and Councillors as portfolio representatives.

2. SCOPE

This policy applies to the Mayor and Councillors of the South Burnett Regional Council.

3. POLICY OBJECTIVES

Council has adopted a portfolio system where each Councillor has been assigned as a representative for a specific portfolio. The portfolios are as follows:

- Community, Arts, Tourism and Health Services
- Economic Development, Governance and Communications
- Finance, Information Communications Technology and Human Resources
- Natural Resource Management, Parks, and Indigenous Affairs
- Planning and Property
- Roads and Drainage
- Water, Waste Water, Waste Management, Sport & Recreation

Councillor representation of portfolios may be reviewed as Council deems appropriate.

4. BACKGROUND AND/OR PRINCIPLES

While Council has adopted this portfolio system, the system does not diminish a Councillor's statutory responsibilities and obligations under the Local Government Act 2009 (LGA2009), and the Portfolio requirements are in addition to the roles, responsibilities and obligations of Councillors, as set out in the LGA2009.

5. GENERAL INFORMATION

Councillor responsibilities associated with their portfolio are:

- 5.1 To be familiar with the Corporate Plan, in particular the goals and strategies for the activities that the Councillor's portfolio is responsible for delivering.
- 5.2 To be familiar with the annual Operational Plan and the annual Budget for income and expenditure for the projects within the Councillor's portfolio.
- 5.3 To have a sound understanding, within the Councillor's portfolio area, of the capital projects being undertaken including the progress of actual annual capital expenditure against annual capital budget (year to date).
- 5.4 The Mayor acts as media spokesperson for the whole of Council and is therefore Council's primary media representative. However, where appropriate the Portfolio Representative may also act as Council media representatives, working closely with the Chief Executive Officer and/or relevant General Manager or Manager to formulate appropriate media approaches and responses. All responses to media are to be provided through the Social and Corporate Performance Branch.
- 5.5 The portfolio Councillor is the portfolio spokesperson in the Ordinary Council Meetings and Portfolio Briefings, for those agenda items falling within their allocated portfolio. In this context it is not expected that the portfolio Councillor will be the technical expert but the portfolio Councillor is expected to understand and be able to explain the strategic context of issues and their impact on the achievement of the Council's adopted plans and the community. Councillors may provide a full brief to Council on matters in relation to their portfolio. Alternatively they may provide an introduction or an overview of the matter then hand over to the General Manager.
- 5.6 To conduct further research as necessary including engaging with the community and requesting further information from Council Officers in accordance with Council's Acceptable Request Guidelines.
- 5.7 To liaise and communicate with the relevant General Manager, and where appropriate Managers, on a monthly basis to keep themselves abreast of and to give Council's perspective with regard to strategic issues including future planning, strategic options, current progress in completing the Operational Plan, budgetary issues and progress with major strategic projects.
- 5.8 To represent the Council as per the Council's Councillor appointment's to external committees and community forums.
- 5.9 To keep the Mayor abreast of issues within the Councillor's portfolio.
- 5.10 To keep other Councillors informed regarding matters that may affect their divisional area.

The responsibilities of a Portfolio Councillor do not include the following:

- Involvement in operational matters of the organisation;
- Giving directions to staff;
- Committing Council funds or promise to fund or resource any project or matter;
- Making strategic or policy decisions on behalf of Council; or
- Portraying personal views when representing or speaking on behalf of Council.

The portfolios are focused at the strategic level of Council.

The policy is not intended to detract from any Councillor's responsibility to represent their constituents on day to day issues.

The portfolio system is intended so that ratepayers and residents can identify which Councillor to approach according to the strategic issue at hand.

This policy is to facilitate broader engagement between the community and Council however it does not form the basis to create or operate de facto committees.

6. DEFINITIONS

Not Applicable

7. LEGISLATIVE REFERENCE

Local Government Act 2009 (LGA2009)

8. RELATED POLICIES/PROCEDURES

- Acceptable Request Guidelines
- Councillor Code of Conduct
- Employee Code of Conduct

9. NEXT REVIEW

March 2020

Gary Wall
CHIEF EXECUTIVE OFFICER

Date



Portfolio Briefing Guidelines Procedure

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1. PURPOSE

The purpose of the portfolio briefings is to give Portfolio Councillors an opportunity to brief other Councillors on matters pertaining to a portfolio of a strategic nature and determine further actions that may be required by the organisation.

2. SCOPE

Council has adopted a portfolio system where each Councillor has been appointed as a Portfolio Representative for a specific portfolio. These guidelines establish the framework for the portfolio briefings and sets out the responsibilities and relationship between the Portfolio Councillor and the General Manager of each portfolio area.

The portfolios are as follows:

- Community, Arts, Tourism and Health Services
- Economic Development, Governance and Communications
- Finance, Information Communications Technology and Human Resources
- Natural Resource Management, Parks, and Indigenous Affairs
- Planning and Property
- Roads and Drainage
- Water, Waste Water, Waste Management, Sport & Recreation

3. REFERENCES

Not applicable

4. DEFINITIONS

Not applicable

5. RESPONSIBILITY

Each Portfolio Councillor will be responsible for forwarding the briefing items through to the Executive Services Officer responsible for preparing the agenda. A briefing item template will be provided from the Executive Services Officer.

- Portfolio Councillors are responsible for liaising with the relevant General Manager (and Manager where appropriate) to confirm briefing items.
- Briefing items shall be forwarded to the Executive Services Officer by 12 midday on the Monday before the portfolio briefings (i.e. scheduled for the first Wednesday of the Month).
- The Executive Services Officer is responsible for preparing and distributing the agenda by 12 midday on the Tuesday before the portfolio briefings.
- The Executive Services Officer is responsible for recording and distributing the outcomes from the briefings.

6. PROCEDURE

The portfolio briefings will be held on the first Wednesday of the Month commencing at 9:00am and scheduled until 5:00pm (or until completed).

Attendees:

- Chief Executive Officer, Councillors and General Managers will attend the portfolio briefings.
- Managers and senior officers may be invited to attend at the request of a General Manager or Chief Executive Officer.

Portfolio briefing sessions are designed for Councillors and Senior Management staff to discuss a range of issues in an informal manner.

Portfolio briefing sessions are not a formal meeting of Council and as such no decisions are made.

The intent of these sessions is to allow Councillors and Senior Management staff of list items for discussion and get direction from Councillors on what further action may be required such as:

- Referred for workshop (usually detailed discussion)
- Report to Council for some formal action
- Further information required for future portfolio discussion
- No action required

The portfolio briefings may include briefings on matters that will be referred to strategic workshop.

All agenda items require a précis of a maximum of 150 words. Supporting documentation is permitted.

There is no obligation for each portfolio to have agenda items for each portfolio briefing; nil agenda items are acceptable.

Portfolio briefings are not 'decision making' meetings. Items requiring a Council decision must be presented to an Ordinary Council Meeting so as to be determined by Council resolution.

Review

The portfolio system will be reviewed annually by the Mayor and Chief Executive Officer. An evaluation may include an assessment based on key performance indicators as follows:

Qualitative

- Rating of briefings value by participants
- Rating of value for money of time invested

Quantitative

- Number of Items
- Length of Meetings
- Outcomes

7. RELATED DOCUMENTS

Councillor Portfolio Policy

Portfolio Briefing Agenda Items Template

Portfolio Briefing Record

8. NEXT REVIEW DATE

April 2018

Gary Wall
CHIEF EXECUTIVE OFFICER

Date

Financial and Resource Implications

No direct financial or resource implications arise from this report.

Link to Corporate/Operational Plan

Corporate Plan: EXC4 - Develop a governance framework that delivers sound organisational management.

Communication/Consultation (Internal/External)

N/A

Legal Implications (Statutory Basis, Legal Risks)

No direct legal implications arise from this report.

Policy/Local Law/Delegation Implications

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

Asset Management Implications

No direct asset management implications arise from this report

4.3 Economic Development (ED)

Officer's Report

4.3.1 ED - 2342275 - South Burnett Community Hospital Foundation Limited - Charity Status

Document Information

IR No 2342275

Author Economic Development Consultant

**Endorsed
By** Chief Executive Officer

Date 6 April 2017

Précis

The South Burnett Community Hospital Foundation Limited (SBCHFL) to be registered in Queensland as a charity under the Charities Act

Summary

The SBCHFL is endorsed with Deductible Gift Recipient status by the Australian Taxation Office. It is also registered as a charity with the Australian Charities and Not for Profits Commission. However it is not registered as a charity in Queensland under the Collections Act 1966.

The proceeds raised at the 2017 South Burnett Mayor Ball will be for the South Burnett Community Hospital Foundation to purchase hospital equipment.

King & Co recommend that the SBCHFL register as a Charity in Queensland under the Charities Act.

Officer's Recommendation

That South Burnett Regional Council:

1. Register South Burnett Community Hospital Foundation Limited as a charity in Queensland under the Charities Act 1966.
2. That the South Burnett Community Hospital Foundation Limited modify its constitution by inserting the following clause:

14.4 Income and Property of the Company

The income and property of the Company must be applied solely in promotion of the objects of the Company and must not be distributed to the Members, nor are dividends to be paid to the Members.

Financial and Resource Implications

This change strengthens internal audit control.

Link to Corporate/Operational Plan

GO2.1 Develop and implement an Economic Development Strategy that identifies opportunities for economic expansion and development within the region.

Communication/Consultation (Internal/External)

Consultation with King & Co.

Legal Implications (Statutory Basis, Legal Risks)

The change improves risk management

Policy/Local Law/Delegation Implications

N/A

Asset Management Implications

N/A

5. Portfolio - Roads & Drainage

5.1 Roads & Drainage Portfolio Report

Document Information

IR No 2343176

Author Cr Gavin Jones

Date 12 April 2017

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.

6. Portfolio - Community & Health Services & The Arts

6.1 Community and Health Services and the Arts Portfolio Report

Document Information

IR No 2343152

Author Cr Danita Potter

Date 12 April 2017

Précis

Community and Health Services and the Arts Portfolio Report

Summary

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

Officer's Recommendation

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

6.2 Community Services (CS)

Officer's Reports

No Report.

6.3 Health Services (HS)

Officer's Reports

No Report.

6.4 The Arts

Officer's Reports

6.4.1 ARTS - 2669032 - Minutes of the Regional Arts Development Fund Management Advisory Committee Meeting held on 27 March 2017

Document Information

IR No 2669032

Author Community Development/Grants Officer

**Endorsed
By** Manager Social & Corporate Performance

Date 31 March 2017

Précis

Minutes of the Regional Arts Development Fund Management Advisory Meeting held on 27 March 2017.

Summary

Providing a copy of the minutes of the Regional Arts Development Fund Management Advisory Meeting held on 27 March 2017.

Officer's Recommendation

That Council endorse the minutes and recommendations of the Regional Arts Development Fund Management Advisory Committee held on 27 March 2017.



Minutes

Of the

Regional Arts Development Fund Management Advisory Committee

To be held in the
South Burnett Regional Council Office, Kingaroy

27 March 2017

Commencing at 2.00pm



Regional Arts Development Management Advisory Committee Minutes

ORDER OF BUSINESS:

Minutes of the meeting of the Regional Arts Development (RADF) Management Advisory Committee, held in the South Burnett Regional Council Chambers, Glendon Street, Kingaroy on Monday 27 March 2017.

Present

Cr Danita Potter (Chair), Peter Peacey, Val McGrath, Robyn Dower, Terry Jacobsen, Wayne Brown, Mayor Keith Campbell, Carolyn Knudsen

Meeting opened at 2.00pm

1.1 AGENDA ITEMS

1. Welcome

Cr Danita Potter welcomed the committee

2. Apologies

- Elaine Maddill
- Dot Rowlands

Resolution: That the Apologies be accepted.

Moved: Val McGrath

Seconded: Peter Peacey

Carried: 6/0

3. Confirmation of minutes of previous meeting

That the minutes from the previous meeting on 27 September 2017 to be received.

Resolution: That the previous minutes be accepted

Moved: Peter Peacey

Seconded: Cr Danita Potter

Carried: 6/0

4. Business Arising

4.1. RADF Flyer

Cr Potter presented to the RADF Management Advisory Committee the RADF flyer to be distributed to the local communities. Feedback from the committee was to have included more pictures and fewer words to get the message about RADF out more effectively. Cr Potter to liaise with Kimberley to finalise the flyer, circulating the draft flyer so that the flyer can be distributed prior to the next round in September.

5. RADF Management Advisory Committee – structure, scope and funding

Cr Potter welcomed Mayor Keith Campbell as a guest to this meeting to discuss the RADF Management Advisory Committee – structure, scope and funding and opened the floor to each of the members.

The Mayor provided thanks to the Committee for their contribution and dedication to their role and highly regarded the work that is undertaken.

Funding – The level of funding applied for in comparison to the number of artists in region who may wish to access the funding was discussed. The Mayor advised the Committee that the current level of funding will remain for the first two years of this Council term so as to address the regional priorities which have been set by the Council. In preparation for 2018/2019 budget, a business case will need to be provided to Council from the Committee to demonstrate the demand in the community for the RADF program.

Communication – With the frequency of Committee meetings linked to the RADF rounds, the best form of communication for informing the Committee of any updates would be via email. Recommendations from the Committee for consideration by Council are to be via the minutes from a Committee meeting. To communicate with the community regarding rounds and updates, Council will continue to utilise the print and electronic newspapers/newsletters, Cr Potter's Portfolio report as well as local radio announcements/advertising. Word of mouth communication works very well in our community therefore information conveyed by Committee members is a valuable activity. This will be further explored at the next Committee meeting and a schedule developed where possible.

Committee Skills Refresher – Council will provide to the Committee, as part of a Committee meeting, covering the RADF guidelines and management advisory committee scope / role. Arts Queensland RADF Liaison Officer will be invited to attend a Committee meeting to provide information on what Arts Queensland can provide to the local arts community.

Christmas Thank You to Committee function – the thankyou function for committee members was not held in 2016 however will be reinstated for this year.

6. Funding Extension Request

6.1. 'Good old fashion gratification' – Kirsten Butters

Resolution: *That the project be granted the extension.*

Moved: Robyn Dower

Seconded: Terry Jacobsen

Carried: 6/0

7. Outcome Reports Received

Council has received Three (3) Outcome Reports:

7.1 Applicant: South Burnett Woodcrafters

Description of Workshop: Specialist Wood Turning

7.2. Applicant: Bloomin' Beautiful Blackbutt Festival

Description of Workshop: Josh Arnold Song Workshops and Music Video

7.3. Applicant: South Burnett Woodcrafters

Description of Workshop: Box Making & Embellishment

Page 2

Regional Arts Development Fund Management Advisory Committee – Minutes – 27 March 2017

Resolution: *That the committee accept the above outcome reports*

Moved: Terry Jacobsen
Seconded: Wayne Brown

Carried: 5/0

8. CLOSE MEETING

The meeting was closed at 3.05pm.

Financial and Resource Implications

Within Social & Corporate Performance budget and resources for 2016-2017

Link to Corporate/Operational Plan

EC2 A community with the capacity to continue to develop the area of arts, culture and heritage (Corporate Plan 2014-2018)

Communication/Consultation (Internal/External)

Regional Arts Development Fund Management Advisory Committee

Legal Implications (Statutory Basis, Legal Risks)

Nil

Policy/Local Law/Delegation Implications

Nil

Asset Management Implications

Nil

7. Portfolio - Planning & Property

7.1 Planning and Property Portfolio Report

Document Information

IR No 2343150

Author Cr Terry Fleischfresser

Date 12 April 2017

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 - 2330442 - Material change of use application for Car Dealership incorporating Storage Sheds at 81-87 River Road Kingaroy - 25 SP153807 - Applicant: - Ken Mills Toyota C-/ ONF Surveyors - MCUC2017/0002

Document Information

App No MCUC2017/0002

Author Helena Charlton, Principal Planner, Reel Planning Pty Ltd

Endorsed By Manager Planning & Land Management
General Manager Corporate Services

Date 11 April 2017

Précis

Material change of use application for Car Dealership incorporating Storage Sheds at 81-87 River Road Kingaroy - 25 SP153807 - Applicant: - Ken Mills Toyota C-/ ONF Surveyors - MCUC2017/0002

Summary

Key Point Summary

- The use is consistent in nature and scale with the Urban Locality Industrial Zone of Kingaroy Shire Council IPA Planning Scheme;
- The development is over land currently developed and used as a self-storage facility. Part of the land will be retained for the existing use.
- The proposal is over two (2) stages as follows:
 - Stage 1: Sale or Hire Premises (Car dealership)
 - Stage 2: Workshop (associated with the Sale or Hire premises)
- The proposed design of the Sale or hire premises addresses the street frontage and provides for appropriate setbacks, landscaping and activation.
- The proposal provides sufficient car parking spaces for the proposed use which is accepted as a Probable Solution for the site.
- The proposal provides access and servicing for the appropriate design vehicles for this development.
- Surrounding land is zoned industry and as such the proposal has no external amenity impacts.
- No advertisement devices are assessed as part of this application and may be subject to further approvals.

Officer's Recommendation

That Council approve the applicants request for a Development Permit for a Material Change of Use for (Stage 1 – Sales or Hire Premises (Car Dealership) and Stage 2 – Workshop (associated with the Sales or Hire premises) at 81-87 River Road Kingaroy (Lot 25 SP153807) subject to the following conditions:

General

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

Table of approved plans and documents:

Plan Title	Reference	Date
Proposed Car Dealership Stage 1 Site Plan – Sheet 1	16-2274-SPY	2nd MARCH 2017
Proposed Car Dealership Stage 2 Site Plan – Sheet 2	16-2274-SPY	2nd MARCH 2017
Proposed Car Dealership - Dealership Floor Plan – Sheet 3	16-2274-SPY	2nd MARCH 2017
Proposed Car Dealership – Dealership Elevations – Sheet 4	16-2274-SPY	2nd MARCH 2017
Proposed Car Dealership – Dealership 3D Views 1 – Sheet 5	16-2274-SPY	2nd MARCH 2017
Proposed Car Dealership – Dealership 3D Views 2 – Sheet 6	16-2274-SPY	2nd MARCH 2017
Proposed Car Dealership – Workshop Floor Plan – Sheet 7	16-2274-SPY	2nd MARCH 2017
Proposed Car Dealership – Workshop Elevations 1 – Sheet 8	16-2274-SPY	2nd MARCH 2017
Proposed Car Dealership – Workshop Elevations 2 – Sheet 9	16-2274-SPY	2nd MARCH 2017
Other approval documents		
Referral agency response	DILGP SDA-0317-037938	22 March 2017

Further Development Permits

GEN2. The development herein approved may not start until the following development permits have been issued and complied with as required:

- Development Permit for Building Works;
- Development Permit for Plumbing and Drainage Work.

GEN3. The applicant must submit a completed *Permit to Work on Council Roads-Footpaths Application* form available from <http://www.southburnett.qld.gov.au/infrastructure-roads->

[and-drainage](#) for approval by Council before commencing any works within the Council road reserve (i.e., in this case, the required property access).

- GEN4. All works, including the repair or relocation of services (Telstra, lighting) is to be completed at no cost to Council.
- GEN5. Dust prevention measures must be undertaken to ensure that dust does not cause a nuisance to occupiers of adjacent properties.
- GEN6. Maintain the site in a clean and orderly state at all times.
- GEN7. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.

Compliance Assessment

- GEN8. All conditions of this approval are to be satisfied prior to Council issuing a Compliance Certificate for the commencement of the use, and it is the applicant's responsibility to notify Council to inspect compliance with conditions.

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

Stages

- MCU1. Stage 2 is to remain ancillary to Stage 1 Hire or Sale Premises (Car Dealership) at all times and shall not be used as an independent service industry (vehicle repair/workshop) use.

A separate development permit for a material change of use may be required under the Planning Scheme where stage 2 is to operate as an independent use. This development permit is for sales or higher premises (car dealership) only.

- MCU2. The development is to maintain access, parking and servicing to the existing storage facility maintained on part of the subject site. The development shall ensure the existing storage facility use operates in accordance with the conditions of any previous approval(s) at all times.

Lighting

- MCU3. Design all external lighting in accordance with *AS4282-1997 "Control of the Obtrusive Effects of Outdoor Lighting"*.

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

Landscaping

- MCU4. Provide a landscaped area at least 2m deep along Street/Road frontages (excluding driveway and vehicle manoeuvring areas).
- MCU5. A detailed landscaping plan prepared in accordance with **Planning Scheme Policy No.5 - Landscaping** is to be submitted to Council for Compliance Assessment prior to any work commencing on site.

Landscaping is to be planted, maintained and irrigated in accordance with the approved Landscaping Plan prior to commencement of the use and then to be maintained.

Refuse Storage Collection

- MCU6. Any areas that are dedicated for the collection and/or storage of solid waste on the premises are to be:
- level;
 - provided with impervious hard stand and drained; and
 - screened from view from the street or adjoining properties.
- MCU7. Dedicated refuse bin areas are to be provided for the washing out of the refuse bins and:
- all tap outlets must be fitted with backflow prevention devices;
 - the floor areas are to be drained to sewer; and
 - must be covered so that water not associated with the washing out process (e.g. rainfall) does not enter the sewer.

Signage

- MCU8. Advertising signs are to be compliant with the requirements of the planning scheme at all times. Submit to Council detail plans of advertising signs to be erected on the site as well as a locational plan prior to building works commencing.

Property Access

- ENG 1 Property access shall be provided in accordance with the details in Table S2.7 – *Design and Construction Standards* of the Kingaroy Shire IPA Planning Scheme; and IPWEAQ standard Drawing No. RS-051 *Driveways Heavy Duty Vehicle Crossing*.
- ENG 2 One new “exit only” and one new “entry only” access, each 11m wide shall be provided from River Road as shown on Drawing No. 16-2274-SPY Sheet 1 *Stage 1 Site Plan* for Stage 1 and Drawing No. 16-2274-SPY Sheet 2 *Stage 2 Site Plan* for Stage 2, dated 2nd March 2017, by Blueprint Drafting Services.
- ENG 3. The entrance shall be constructed so as to:
- (a) permit access to and egress from the site in a forward gear;
 - (b) avoid a trip hazard to pedestrians;
 - (c) ensure that low-clearance vehicles can clear the cross-over pavement upon entering and leaving the property; and
 - (d) ensure that fencing, landscaping and letterboxes do not to impede sight lines for vehicles entering or leaving the site.

Car Parking & Manoeuvrability

- ENG 4. The driveways including the access cross-overs, vehicle manoeuvring areas and turning radii shall be designed and constructed in accordance with the requirements of the current version of AS/NZS 2890.1 for a B99 vehicle.
- ENG 5. At least the following car parking spaces for B99 vehicles must be provided in compliance with the requirements of the current version of AS/NZS 2890.1 and in accordance with the requirements of Schedule 1 and Table S1.1 of the Kingaroy Shire IPA Planning Scheme:
- (a) Six (6) spaces including one (1) disabled bay at Stage 1 for the proposed dealership building shown on Drawing No. 16-2274-SPY Sheet 1 *Stage 1 Site Plan* dated 2nd March 2017, by Blueprint Drafting Services; and
 - (f) Four (4) spaces for each service bay with a minimum total of four (4) spaces for the proposed workshop building shown on Drawing No. 16-2274-SPY Sheet 2 *Stage 2 Site Plan* dated 2nd March 2017, by Blueprint Drafting Services
- ENG 6. Drawings must be submitted for compliance assessment to Council’s General Manager of Infrastructure illustrating the Stage 2 site layout including all proposed vehicle parking spaces and details of service bays within the proposed workshop building.

- ENG 7. Provide at least one (1) parking space for an AV in compliance with the requirements of the current version of AS 2890.2 and in accordance with the requirements of Schedule 1 and Table S1.1 of the Kingaroy Shire IPA Planning Scheme at Stage 1
- ENG 8. The disabled car park shall be designed and constructed in accordance with the requirements of the current version of AS/NZS 2890.6.
- ENG 9. Kerbing associated with the car parking bays shall be low enough to provide for clearance under vehicles as the B99 swept vehicle path intrudes over them.
- ENG 10. The car parking areas and internal driveways shall be constructed, drained and surfaced with reinforced concrete or bitumen. The construction and design shall be in accordance with the current version of AS/NZS 2890.1 and the requirements of Table S2.7 – *Design and Construction Standards* of the Kingaroy Shire IPA Planning Scheme. The standard of construction shall be consistent with the details on IPWEAQ standard Drawing No. RS-051 *Driveways Heavy Duty Vehicle Crossing*.
- ENG 11. Provide a Signage and Linemarking Plan for the approval of Council's General Manager of Infrastructure and install the traffic management devices required in accordance with the *Manual of Uniform Traffic Control Devices* (MUTCD); ensuring that the plan provides for the use of vehicles, pedestrians and mobility aids for disabled access for both Stage 1 and Stage 2. Driveways and car parking areas shall be adequately sign-posted indicating combined usage by pedestrians and vehicles. Signage must also clarify vehicular access arrangements to the storage sheds for both stages 1 and 2.

Kerb and Channel

- ENG 12. All damage to existing kerb & channel shall be repaired or replaced to a profile matching the existing profile in River Road.

Stormwater

- ENG 13. The Applicant must submit an on-site Stormwater Management Plan (SMP) including revised drawings 3230-OP1 to 3230-OP4 inclusive by Construction Hydraulic dated 27-02-17, for Compliance Assessment by Council's General Manager of Infrastructure, indicating drainage paths for all roofed and other impervious areas. The on-site SMP shall also detail the following:
- (a) Hydraulic design for stormwater including sizing, levels and location of all proposed pipes and channels, on-site detention/retention storage tanks, pumps and electronic data files;
 - (b) Location of gully pits, field inlets, etc.;
 - (c) Details of all pre and post development flows;
 - (d) Details of any cut or fill required to direct stormwater to a lawful point of discharge; and
 - (e) Details of the system(s) or strategy proposed where the roof water discharge from any future buildings cannot be satisfactorily drained to the street frontage.
- ENG 14. A stormwater drainage system, including all surface, underground and roof water components, shall be installed to serve the site and:
- (a) effectively drain all stormwater falling onto the proposed development to the street, Council's stormwater system, rain water tanks or other lawful point of discharge; and
 - (b) be designed in accordance with the provisions of the *Queensland Urban Drainage Manual* (QUDM), so that the post-development flows at the point of discharge to all downstream properties including road reserves remains consistent with the pre-developed case.
- ENG 15. Stormwater drainage shall be designed such that no restriction to existing or developed stormwater flow from upstream properties or ponding of stormwater within upstream properties occurs as a result of the development.
-

- ENG 16. Any new earthworks, landscaping, pavements or structures shall not concentrate or impede the natural flow of water across property boundaries and onto any other lots.

Water Supply

- ENG 17. The proposed development shall connect to Council's reticulated water supply system in accordance with Schedule 2, Division 3.2 – *Design and Construction Standards*, Table S2.10 of the Kingaroy Shire IPA Planning Scheme at no cost to Council.

Sewerage

- ENG 18 The proposed development shall connect to Council's sewerage system in accordance with Schedule 2, Division 3.2 – *Design and Construction Standards*, Table S2.10 of the Kingaroy Shire IPA Planning Scheme at no cost to Council.

Building Over and Adjacent to Sewers & Water Mains

- ENG 19 Where concrete vehicular access pavement is proposed to be built over an existing sewer or water main, construction jointed sections must be incorporated to facilitate future Council access for maintenance/service purposes. The joints shall be located symmetrically about the centre-line of the pipeline and at least 600mm apart.

Earthworks

- ENG 20. Any proposed earthworks shall be undertaken in accordance with the *Urban Locality Code*, Element (g) within the Kingaroy Shire IPA Planning Scheme unless approved separately under a Development Permit for Operational Works.

Advice

- ADV1. With the introduction of the *Sustainable Planning (Housing Affordability and Infrastructure Charges Reform) Amendment Act 2011*, an applicant's obligations with respect to infrastructure contributions/charges is now contained in a separate adopted infrastructure charges notice rather than in this development approval.
- ADV2. Section 341(1) of the *Sustainable Planning Act 2009* provides that, if this approval is not acted upon within the period of four (4) years the approval will lapse. Note that in accordance with section 341(7) a related approval may extend the relevant (currency) period.
- ADV3. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding. A search can be arranged by visiting <http://www.datsima.qld.gov.au> and filling out the Aboriginal and Torres Strait Islander Cultural Heritage Search Request Form.
- ADV4. Attached for your information is a copy of Division 8 of the *Sustainable Planning Act 2009* as regards Rights of Appeal. With respect to Appeal Rights of Applicants, the following is drawn to your attention—
- a) the applicant's Appeal Period commences upon receipt of this advice and expires twenty (20) business days thereafter.
 - b) should the applicant notify the Assessment Manager (Council) in writing of acceptance of the conditions of approval and that it is not intended to make an appeal, the Applicant's Appeal Period is at an end.

- ADV5. Advertising signage is not approved as part of this development permit for Material Change of Use. All advertising devices are to be compliant with the requirements of the planning scheme.
- ADV6. All engineering designs submitted to Council for engineering approval must be certified by an appropriate Registered Professional Engineer of Queensland].
- ADV7. Any work over or adjacent to Council's sewerage and water supply infrastructure, including the construction/rebuilding/alteration of buildings, pavements, or other structures; and filling or excavation of material; is required to comply with the requirements of the Queensland Development Code MP1.4 *Building over or near relevant infrastructure*.
- ADV8. The applicant's drawings (Nos. 3230-OP1 to 3230-OP4 inclusive) require clarification showing annotated plan outlines for each of the "catchment areas" listed on Drawing No. 3230-OP2. Calculations should be provided demonstrating no worsening of peak discharge for each AR&R storm duration from 5 minutes to 270 minutes inclusive, for 1% AEP storms using runoff-routing software such as DRAINS. *QUDM* does not recommend the use of the Rational Method for on-site detention calculations. The runoff-routing model should include all structure surface and invert levels, particularly for all field inlets and pipes; and demonstrate that surface water and roof water is captured and ultimately discharges to the on-site detention tank or that the total site peak discharge rate does not exceed that for existing conditions.
- ADV9. Details for proposed vehicle parking spaces at Stage 2 have not been sighted and a layout plan illustrating the number of bays proposed inside the workshop and the location of parking spaces for vehicles external to the building is required.
- ADV10. It is not clear how vehicular access to the storage sheds is proposed to be arranged and it appears that this may conflict with the proposed use for the future workshop, since access by the AV will be entry only and exit only in an anti-clockwise direction, as shown on Blueprint Drafting's Drawing No. 16-2274-SPY Sheet 11 dated 2nd March 2017. The Construction Hydraulic Drawing No. 3230-OP2 dated 27-02-17 appears to be in error since it shows the exit and entry points transposed.

Adopted Infrastructure Charges Notice

To: Ken Mills
C/- ONF Surveyors
PO Box 896
KINGAROY QLD 4610

Date of Issue: 10 April 2017

Reference Number: MCUC2017/0002

**Sales or Hire Premises (Car dealership) at 81-87 River Road, Kingaroy
Development Contributions Stage 1**

Amount of the Charge: \$ 12,600.90

Land to which the charge applies: 81-87 River Road, Kingaroy - Lot 25 SP153807

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

When the charge is payable: **Material Change of Use:** When the change happens (in accordance with Section 638(l)(c) of the *Sustainable Planning Act 2009*).

Advisory Notes:

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

MCUC2017/0002 Sales or Hire Premises (Car dealership) at 81-87 River Road, Kingaroy									
References (IR #)	MCUC2017/0002	DEVELOPMENT CONTRIBUTIONS STAGE 1							
Date	10/04/2017	Item	Description	Development Class	Unit	Quantity	Rate	Total	
1	Dealership building for storage & display of vehicles (no manufacturing or repairs)	Commercial (Bulk Goods)	Per m ² of GFA	466.7	27	\$12,600.90			
2	Existing Sheds to remain	Industry	Per m ² of GFA	2267	27	\$61,209.00			
3	Credit for Storage sheds	Industry	Per m ² of GFA	2267	27	\$61,209.00			
TOTAL OUTSTANDING CHARGE							\$12,600.90		

CAR PARKING STAGE 1							
Item	Description	Development Class	Unit	Quantity	Rate	Amount	Amount provided
(a) Lot 76	Industrial Retail, /Sales or Hire Premises	Sales or hire premises	Per m ² of GFA	467	0.0066667	6	8
	TOTAL						

Adopted Infrastructure Charges Notice

To: Ken Mills
C/- ONF Surveyors
PO Box 896
KINGAROY QLD 4610

Date of Issue: 10 April 2017

Reference Number: MCUC2017/0002

**MCUC2017/0002 Workshop (associated with the Sales or Hire premises) at 81-87 River Road, Kingaroy
Development Contributions Stage 2**

Amount of the Charge: \$ 17,820.00

Land to which the charge applies: 81-87 River Road, Kingaroy - Lot 25 SP153807

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

When the charge is payable: **Material Change of Use:** When the change happens (in accordance with Section 638(I)(c) of the *Sustainable Planning Act 2009*).

Advisory Notes:

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

MCUC2017/0002 Workshop (associated with the Sale or Hire premises) at 81-87 River Road, Kingaroy						
References (IR #)	MCUC2017/0002					
Date	10/04/2017					
Item	Description	Development Class	Unit	Quantity	Rate	Total
1	Vehicle workshop/repairs	Industry	Per m ² of GFA	660	27	\$17,820.00
	TOTAL OUTSTANDING CHARGE					\$17,820.00

The GFA definition is from the *Adopted Infrastructure Charges resolution*.

Financial and Resource Implications

No implication can be identified.

Link to Corporate/Operational Plan

GO3 Balanced development that preserves and enhances our region.

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

Communication/Consultation (Internal/External)

Internal - Council's Infrastructure Department. Refer to Section 4.0 of this Report.

External - State Assessment and Referral Agency (SARA) response received by Council on 23 March 2017

Legal Implications (Statutory Basis, Legal Risks)

No implication can be identified.

Policy/Local Law/Delegation Implications

No implication can be identified.

Asset Management Implications

No implication can be identified.

7.2.2 P&LM - 1658831 - Forwarding Application for Material Change of use (Service Station and associated advertisement devices) 125 - 127 Youngman Street Kingaroy - Lots 12 & 13 RP37005 Applicant: Liberty Oil C/- Vision 2 Realty Pty Ltd MCUC2016/0011

Document Information

IR No 1658831

Application ID MCUC2016/0011

Author Technical Officer

Endorsed

By **Manager Planning & Land Management
General Manager Corporate Services**

Date 10 April 2017

Précis

Forwarding Application for Material Change of use (Service Station and associated advertisement devices) 125 - 127 Youngman Street Kingaroy - Lots 12 & 13 RP37005 Applicant: Liberty Oil C/- Vision 2 Realty Pty Ltd MCUC2016/0011

Summary

- Application for Development Permit for Material Change of Use (Service Station);
- Subject site is included within the Industrial Zone with a preferred land use of Light Industry;
- The application triggered referral to SARA due to the proximity to State Controlled Road and Public Passenger Transport (old railway line);
- The application is Code Assessable and was assessed against the Urban Locality Code of the Kingaroy Shire IPA Planning Scheme; and
- Application is recommended for approval subject to reasonable and relevant conditions.

Officer's Recommendation

That Council *approve* the applicant's request for a Development Permit for Material Change of Use (Service Station) located at 125-127 Youngman Street, Kingaroy (and described as Lots 12 & 13 on RP37005), 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.
- GEN2. The development herein approved may not start until the following development permits have been issued and complied with as required:
- Development Permit for Building Works;
 - Development Permit for Plumbing and Drainage Work;
 - 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. The applicant must submit a completed *Permit to Work on Council Roads-Footpaths Application* form available from <http://www.southburnett.qld.gov.au/infrastructure-roads-and-drainage> for approval by Council before commencing and works within the Council road reserve (i.e., in this case, the required property access).
-

- GEN4. All works, including the repair or relocation of services (Telstra, lighting) is to be completed at no cost to Council.
- GEN5. Dust prevention measures must be undertaken to ensure that dust does not cause a nuisance to occupiers of adjacent properties.
- GEN6. Maintain the site in a clean and orderly state at all times.
- GEN7. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.
- GEN8. All conditions of this approval are to be satisfied prior to Council issuing a Compliance Certificate for the commencement of the use, and it is the applicant's responsibility to notify Council to inspect compliance with conditions.

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

Landscaping

- MCU1. Landscaping is to be provided along all property boundaries in accordance with the submitted Site Plan and Landscape Concept Plan (excluding vehicle manoeuvring areas).

Landscaping is to be established using native drought tolerant species in accordance with "Branching Out – Your Handy Guide to Tree Planting in the South Burnett".

Refuse Storage Collection

- MCU2. Provision must be made for the storage and removal of refuse in accordance with the *Waste Reduction and Recycling Regulation 2011*.
- MCU3. Any areas that are dedicated for the collection and/or storage of solid waste on the premises are to be:
- level;
 - provided with impervious hard stand and drained; and
 - if facing either the street frontage or adjoining properties, screened by a 1.8m high fence around the full perimeter.
- MCU4. Refuse bin areas are to be provided for the washing out of the refuse bins and in connection with this:
- all tap outlets must be fitted with backflow prevention devices;
 - the floor areas are to be drained to sewer; and
 - areas are to be covered and drainage designed such that water not associated with the washing out process (e.g. rainfall) does not enter the sewer.

Fencing

- MCU5. Fence construction along property boundaries be of transparent construction as per the applicant's Landscape Concept Plan.
- MCU6. A 1.8m acoustic barrier shall be provided along the southern section of the western property boundary and meet the recommendations of the Noise Assessment Report No 3721-2R1 Dated 9th September 2016.

Lighting

- MCU7. Design all external lighting in accordance with *AS4282-1997 "Control of the Obtrusive Effects of Outdoor Lighting"*.

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

Advertising Sign

MCU8. Advertisement devices are designed and located in accordance with the submitted proposed site plans and elevations.

Noise Attenuation

MCU9. Fit all noise producing machinery and equipment (including air conditioners, compressors and cooling systems) with noise attenuation features so that noise at the boundary of the site is not to exceed the levels indicated in the table below.

Period	Noise level measured as the adjusted maximum sound pressure level (LA _{max} adj. T)
7am – 6pm	Background noise level plus 5 dB (A)
6pm - 10 pm	Background noise level plus 5 dB (A)
10pm – 7am	Background noise level plus 3 dB (A)
NOISE LIMITS AT A COMMERCIAL PLACE	
7am – 6pm	Background noise level plus 10 dB (A)
6pm – 10pm	Background noise level plus 10 dB (A)
10pm – 7am	Background noise level plus 8 dB (A)

MCU10. Noise management strategies recommended in the Air Quality Assessment Report prepared by Noise Measurement Services dated 13 September 2016 must be implemented by the operator of the proposal.

Property Access

ENG1. Property access shall be provided in accordance with the details in table S2.7 – *Design and Construction Standards* of the Kingaroy Shire Council IPA Planning Scheme; and IPWEAQ standard Drawing No. RS-051 *Driveways Heavy Duty Vehicle Crossing*.

ENG2. Accesses shall be located and dimensioned as shown on HIG Drawing number SK-001 Revision B dated 03/2017.

ENG3. Fencing, landscaping, signs and letterboxes must not to impede sight lines for vehicles entering or leaving the site or travelling along the adjacent public roads.

ENG4. Road works and entrances must be constructed so as to:

- remove all disused vehicle entrances and paving on road verges and repair any damage to existing kerb & channel to a profile matching the existing profile in Queen Street and Youngman Street as appropriate within the entire road frontage of lots 12 and 13, RP37005.
- permit all vehicles, including an Articulated Vehicle (AV), to enter and leave the site in a forward gear;
- avoid a trip hazard to pedestrians; and
- ensure that low-clearance vehicles can clear the cross-over pavement upon entering and leaving the property.

Car Parking & Manoeuvrability

ENG5. In addition to the service bays at fuel bowsers, the applicant must also provide line-marked vehicular parking spaces in accordance with the requirements of Schedule 1 and Table S1.1 of the Kingaroy Shire IPA Planning Scheme, comprising of at least nine (9) spaces for B99 vehicles including one (1) disabled bay, in compliance with the requirements of the current version of AS/NZS 2890.1.

- ENG6. The applicant must provide a Signage and Linemarking Plan for compliance assessment to Council's General Manager of Infrastructure and install the traffic management devices required in accordance with the *Manual of Uniform Traffic Control Devices* (MUTCD); ensuring that the plan provides for the use of vehicles, pedestrians and mobility aids for disabled access. Driveways and vehicular parking areas must be adequately sign-posted including indicating combined usage by pedestrians and vehicles.
- ENG7. Disabled car parks shall be designed and constructed in accordance with the requirements of the current version of AS/NZS 2890.6.
- ENG8. All driveways, vehicle manoeuvring areas and turning radii shall be designed and constructed in all other respects in accordance with the requirements of Table S2.7 – *Design and Construction Standards* of the Kingaroy Shire IPA Planning Scheme and the current version of AS/NZS 2890.1 for a B99 vehicle, except that the turning radii and areas used by the AV including the Queen Street and Youngman Street accesses, internal driveways, parking and manoeuvring areas shall be designed and constructed in accordance with the requirements of the current version of AS/NZS 2890.2 to suit an AV.
- ENG9. The applicant must provide for compliance assessment by Council's General Manager of Infrastructure, .DWG format drawings demonstrating the turning templates required to enter and leave all proposed parking bays using a B99 class vehicle, meeting the requirements of Australian Standard AS/NZS 2890.1, including a clearance of 300mm to both sides of the turning path as required by clause B3.2 of AS/NZS 2890.1.
- ENG10. Kerbing associated with the B99 vehicle parking bays shall be low enough to provide for clearance under vehicles as a B99 swept vehicle path protrudes over them.
- ENG11. Car parking areas and internal driveways shall be constructed, drained and surfaced with either asphaltic concrete or reinforced concrete; or where such surfacing exists but is damaged, repaired to the requirements of the Kingaroy Shire IPA Planning Scheme or another standard agreed to by Council's General Manager of Infrastructure, so as to minimise dust emissions, erosion and sediment run-off. The construction and design shall be in accordance with the relevant part of the current version of either AS 2890 or AS/NZS 2890 and to the requirements of the Kingaroy Shire IPA Planning Scheme.

Roads

- ENG12. The complete width of Queen Street between kerb lines, for the complete length of Lot 12 RP370005 and to the street tangent points in Youngman Street must be resurfaced with a minimum 50mm thickness of asphaltic concrete (AC).
- ENG13. The applicant must rehabilitate the sealed surface of Youngman Street opposite the eastern property boundary of lots 12 and 13 RP370005 between Queen Street and the proposed northern access for the development, from the kerb alignment to the white edge line.
- ENG14. All alterations or improvements to roads must be designed and constructed in accordance with the requirements of the Kingaroy Shire IPA Planning Scheme and of the MUTCD.
- ENG15. The applicant must submit all required engineering drawings related to roadworks for assessment under a separate development application for an Operational Works permit.

Kerb and Channel

- ENG16. Any damaged kerb & channel along the Queen Street and Youngman Street frontages of the proposed development must be repaired to a profile matching the existing adjacent profile.

Footpaths

- ENG17. The Applicant must construct a concrete footpath at least 1.5m wide along the frontages of lots 12 and 13, RP37005 (Queen Street and Youngman Street) in accordance with the details in IPWEA Standard Drawing RS-065. *Concrete Pathway Construction Details* and the requirements of Table S2.7 – *Design and Construction Standards* of the Kingaroy Shire IPA Planning Scheme.
- ENG18. A kerb ramp in accordance with the details in IPWEA Standard Drawing RS-090 must be provided adjacent to all disabled car parking bays to provide access to the adjacent footpath.

Water Supply

- ENG19. The proposed development must connect to Council's reticulated water supply system in accordance with Schedule 2, Division 3.2 – *Design and Construction Standards*, Table S2.10 of the Kingaroy Shire IPA Planning Scheme at no cost to Council.
- ENG20. The applicant must model its internal water supply system; establish whether a private booster pump will be required; and liaise with the RFS for its requirements, at no cost to Council.

Sewerage

- ENG21. The proposed development shall connect to Council's sewerage system in accordance with Schedule 2, Division 3.2 – *Design and Construction Standards*, Table S2.10 of the Kingaroy Shire IPA Planning Scheme and the *South-east Queensland Water Supply & Sewerage Design & Construction Code* (SEQ Code) requirements at no cost to Council.
- ENG22. Proposed works must ensure that clear access to the sewerage manhole is maintained and that there is a clear zone of 1m around the perimeter of the manhole, for access by Council's maintenance staff.

Building Over and Adjacent to Sewer

- ENG23. Relocation of; or alteration to Council's existing sewer, necessary to comply with the requirements of MP1.4 *Building over or near relevant infrastructure*, will be subject to a separate development application for an Operational Works permit.
- ENG24. Where concrete vehicular access pavement is proposed to be built over an existing or proposed sewer, construction jointed sections must be incorporated to facilitate future Council access for maintenance/service purposes. The joints shall be located symmetrically about the centre-line of the sewer and at least 600mm apart. The location of the existing sewer may be inferred from the location of the nearest manholes to each side of the pavement.

Trade Waste Facilities

- ENG25. Trade waste facilities to service any food processing and industrial wastes must be provided by the applicant at its cost, in compliance with Council's *Trade Waste Management Policy*.
- ENG26. The Applicant must submit an hydraulic design and detailed engineering drawings of the proposed water quality treatment system for assessment, as part of a separate application for an Operational Works permit, including:
- (a) the extent of the bunded area capturing contaminated water;
 - (b) any other connections to the system such as from sinks and toilets;

- (c) plans and longitudinal sections including sizes, types and classes, levels and locations of all proposed pipes and field inlet pits; and
- (d) hydraulic grade lines, stormwater flow rates and velocities for the maximum flow capacity of the system upstream of the proposed water quality treatment device shown as a “Spel Puraceptor Class 1” on HIG drawing No. SW02 Revision B dated Mar/2017, included on the longitudinal sections.

Stormwater

- ENG27. The stormwater drainage system serving the site including all surface, underground and roof water components must be designed in accordance with the requirements of the *Queensland Urban Drainage Manual* (QUDM) for Level III roof and allotment drainage and certified by a RPEQ engineer; and so that the development will not make material changes to the pre-development location, duration, frequency or concentration of overland stormwater flow at the point of discharge to all downstream properties including road reserves.
- ENG28. All stormwater drainage systems, including all surface, underground and roof water components:
- (a) shall effectively drain all stormwater falling onto the proposed development to an on-site detention tank or another lawful point of discharge agreed to by Council’s General Manager of Infrastructure;
 - (b) shall enable the post-development flows at the point of discharge to all downstream properties including road reserves to remain consistent with the pre-developed case; and
 - (c) shall be designed such that no restriction to existing or developed stormwater flow from upstream properties or ponding of stormwater within upstream properties occurs as a result of the development.
- ENG29. The Applicant must submit a revised on-site Stormwater Management Plan (SWMP) report for assessment, as part of a separate application for an Operational Works permit, indicating drainage paths for all roofed and impervious areas. The on-site SWMP shall also provide the following:
- (a) Hydraulic design for all 1% AEP, 5% AEP and 50% AEP AR&R design storms from 5 minutes to 450 minutes duration; and provision of all software data files for both pre-development and post-development scenarios;
 - (b) Details of all pre and post development flows; and
 - (c) Details of any cut or fill required to direct stormwater to a lawful point of discharge.
- ENG30. Detailed engineering design drawings of the proposed stormwater system must be submitted for assessment under a separate development application for an Operational Works permit, showing:
- (a) plans and longitudinal sections for stormwater infrastructure, including sizes, types and classes, levels and locations of all proposed pipes, manholes, gully pits, field inlet pits, culverts, open channels, on-site detention/ retention tanks and/or detention basins including inlet and outlet details, guttering and downpipes; and
 - (b) hydraulic grade lines, stormwater flow rates and velocities for critical storms.
- ENG31. All stormwater systems must be constructed in accordance with the approved drawing details before commencing any approved use.
- ENG31. Heavy duty galvanized steel roof water kerb adaptors (Kacey or similar), shall be installed in the kerb and channelling during construction in accordance with South Burnett Regional Council requirements. Stormwater socket reducers may be required to accommodate these, depending on the pipe diameters proposed.

ENG32. Any damage to existing stormwater infrastructure shall be repaired or replaced equivalent to its existing condition or better at no cost to Council.

ENG33. Any new earthworks, landscaping, pavements or structures shall not concentrate or impede the natural flow of water across property boundaries and onto any other properties or road reserve.

Earthworks

ENG34. Any proposed earthworks shall be undertaken in accordance with the *Urban Locality Code*, Element (g) within the Kingaroy Shire IPA Planning Scheme Part 3 Division 2 unless approved separately under a Development Permit for Operational Works; and strictly in accordance with the requirements of Australian Standard 3798; other relevant Australian Standards; and accepted engineering Codes of Practice and Industry Guidelines. A certificate of quality and uniformity of fill shall be provided by the Supervising RPEQ for all filled areas.

Standard of Works

ENG35. Works shall be constructed generally in accordance with the specification requirements outlined in Aus-Spec #1 and the IPWEA Standard Drawings unless otherwise agreed by Council's General Manager of Infrastructure.

Underground Tanks

EH1. Prior to the commencement of the use, underground tanks shall be checked to ensure compliance in accordance with the following:

- (i) Tanks are to have an overflow protection valve installed in the drop tube of the tank. The overflow prevention valve shall be calibrated to prevent the tank from being filled in excess of 90% of its capacity.
- (ii) An overflow alarm is to be installed to audibly and visually alert persons in the vicinity of the tank if filled in excess of 90% of its capacity.

Submit certification

Prior to the commencement of the use, submit to Council certification by a suitably qualified person that the underground tanks have been checked for compliance to ensure they are in compliance with the Australian Standards for Underground Tank Installation.

Pipework

EH2. Prior to the commencement of the use, Pipework shall be constructed and installed in accordance with the following:

- (i) Pipework is to be made of non-corrodible materials as defined by *clause 1.4.37 of AS 4897 The design, installation and operation of underground petroleum storage systems*.
- (ii) Product piping is to be double-walled with an interstitial space.
- (iii) Each tank fill point is to be clearly labelled and identified in accordance with *AS 4977 Petroleum products - Pipeline, road tanker compartment and underground tank identification*.
- (iv) Each tank fill point is to be fitted with a camlock type or other liquid-tight connection.
- (v) Each tank fill point is to be provided with spill containment of at least 15 litre capacity per spill point.
- (vi) All fill and vapour recovery points are to be earthed in accordance with *AS 1020 The control of undesirable static electricity* and *AS 3000 Electrical installations*.

Submit certification

Prior to the commencement of the use, submit to Council certification by a suitably qualified person that the pipework has been constructed and installed in accordance with the above requirements.

Leak detection for underground tanks

- EH3. Prior to the commencement of the use, underground petroleum storage tanks shall be monitored for leaks in accordance with the following:
- (i) Establish a statistical inventory analysis system that is rated to detect a release of 0.76 litres/hour (or a release of 18 L/day), with greater than 95% confidence (and less than 5% false positive).
 - (ii) Install a tank pit observation well at the lowest point of each tank excavation pit.

Submit certification

Prior to the commencement of the use, submit to Council certification from a suitably qualified person that the leak detection system was installed and was verified as meeting the above leak detection performance standard using the current United States Environmental Protection Agency (USEPA) protocol.

Leak detection for pipework

- EH4. Prior to the commencement of the use, product pipework shall be monitored for leaks in accordance with the following:
- (i) Install electronic line leak detection for pressure piping that is rated to detect a release of 0.76 litres/hour (or a release of 18 L/day), with greater than 95% confidence (and less than 5% false positive).

Submit certification

Prior to the commencement of the use, submit to Council certification from a suitably qualified person that the leak detection system was installed and was verified as meeting the above leak detection performance standard using the current United States Environmental Protection Agency (USEPA) protocol.

Fuel dispensing areas

- EH5. Prior to the commencement of the use, Fuel dispensing areas shall be constructed and installed in accordance with the following:
- (i) All ground surfaces within the fuel dispensing area are to be constructed of impermeable materials such as waterproofed, reinforced concrete that is free of gaps and/or cracks. Impermeable, hydrocarbon resistant jointing material is to be used between treated concrete slabs.
 - (ii) The fuel dispensing area is to be clearly demarcated from the uncovered forecourt area, access roads, general parking bays and all other areas to clearly delineate the higher contamination risk area from lower risk areas.
 - (iii) A canopy shall be installed over fuel dispensing areas. The canopy shall overhang by a horizontal distance of at least one-quarter of the roof height out from the vertical above the boundary of the demarcated fuel dispensing area.
 - (iv) A liquid-tight dispenser sump is to be installed under each dispensing unit. It is to be designed to house all pipework joints and fittings and to collect and contain any leak.
 - (v) Signage indicating 'flows to stormwater treatment system' is to be provided at all drainage inlets within the fuel dispensing area.
 - (vi) The fuel dispensing area is to be graded and drained to an independently certified stormwater treatment system listed on Council's Register for Certified Hydrocarbon Separators. The system shall be installed in accordance with the approved site-based stormwater quality management plan.

Submit certification

Prior to the commencement of the use, submit to Council certification by a suitably qualified person that the fuel dispensing area has been constructed and installed in accordance with the above requirements.

Uncovered forecourt area

- EH6. Prior to the commencement of the use, uncovered forecourt areas must be constructed and installed in accordance with the following:
-

- (i) All ground surfaces of the uncovered forecourt area are to be constructed to provide a sealed surface, free of gaps or cracks.
- (ii) Signage indicating 'flows to stormwater treatment system' is to be provided at all drainage inlets in the uncovered forecourt area.
- (iii) The uncovered forecourt area is to be graded and drained to an independently certified stormwater treatment system listed on Council's Register for Certified Hydrocarbon Separators. The system shall be installed in accordance with the approved site-based stormwater quality management plan.

Submit certification

Prior to the commencement of the use, submit to Council certification by a suitably qualified person that the uncovered forecourt area has been installed and constructed in accordance with the above requirements.

Road tanker delivery stands

EH7. Prior to the commencement of the use, the road tanker delivery stand shall be located fully within the fuel dispensing area.

Submit certification

Prior to the commencement of the use, submit to Council certification by a suitably qualified person that the road tanker delivery stand has been designed, constructed and installed in accordance with the above requirements.

Stage 1 vapour recovery

EH8. Prior to the commencement of the use, construct and install stage 1 vapour recovery for underground systems storing motor spirit/petrol that has:

- (i) vapour return lines that return all vapour displaced from the storage tank to the delivery tanker.
- (ii) a design that prevents the mixing of product in piping common to more than one tank.
- (iii) vapour-tight couplings on the vapour line that close automatically when disconnected.
- (iv) incompatible liquid and vapour couplings.
- (v) a pressure vacuum valve and a 10-millimetre orifice in parallel fitted to the storage tank vent pipe, or accepted equivalent.
- (vi) the vapour recovery point located within 2 metres of the respective fill point.

Submit certification

Prior to the commencement of the use, submit to Council certification by a suitably qualified person that stage 1 vapour recovery equipment has been constructed and installed in accordance with the above requirements.

Stage 2 vapour recovery systems

EH9. Prior to the commencement of the use, Stage 2 vapour recovery (VR2) equipment shall be designed and installed in accordance with the following:

- (i) VR2 equipment shall be installed on all dispensers for motor spirit/petrol in compliance with NSW DECC Standards and Best Practice Guidelines for Vapour Recovery at Petrol Service Stations and the Storage and Dispensing of Petroleum Products Planning Scheme Policy (2014).
- (ii) VR2 equipment shall be designed and approved by the German TÜV and shall incorporate a visual indicator that the vacuum operates when fuel is dispensed. The approval must be in accordance with the provisions of Ordinance on the Limitation of Hydrocarbon Emission Resulting from the Fuelling of Motor Vehicles-21, BImSchV (2002).
- (iii) VR2 equipment shall be installed in accordance with the manufacturer's specifications by a duly qualified person.

- (iv) VR2 equipment shall be tested to ensure a hydrocarbon capture efficiency must not be less than 85% vapour recovery to liquid dispensed by volume as measured using a test for active vapour recovery systems in Verein Deutscher Ingenieure (VDI) specification 4205. (testing is already required in Certification).

Submit Certification

Prior to the commencement of the use, VR2 equipment shall be tested by a duly qualified person in the manner specified in the *NSW DECC Standards and Best Practice Guidelines for Vapour Recovery at Petrol Service Stations*. A copy of this certification shall be provided to Council together with certification demonstrating that the system has been installed in accordance with the above.

Each petrol dispenser fitted with VR2 equipment shall be fitted with a sign stating that VR2 equipment is in use. Additional signage stating that VR2 equipment is in use shall be attached to the service station premises.

Advice

- ADV1. With the introduction of the *Sustainable Planning (Housing Affordability and Infrastructure Charges Reform) Amendment Act 2011*, an applicant's obligations with respect to infrastructure contributions/charges is now contained in a separate adopted infrastructure charges notice rather than in this development approval.
- ADV2. The Department of Infrastructure, Local Government & Planning has imposed conditions on the development permit as attached as Appendix A.
- ADV3. Section 341(1) of the *Sustainable Planning Act 2009* provides that, if this approval is not acted upon within the period of four (4) years the approval will lapse. Note that in accordance with section 341(7) a related approval may extend the relevant (currency) period.
- ADV4. 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.
- ADV5. All design and as-constructed engineering drawings submitted in relation to an application for an Operational Works permit must be certified by an appropriate Registered Professional Engineer of Queensland.
- ADV6. The applicant's test report indicates that the available pressure and flow from the fire hydrant in Queen Street are inadequate and suggests that this may be a result of corroded fittings. Council intends to replace the Queen Street main in about two years' time, but will assess the immediate maintenance issue at the hydrant to determine whether the hydrant requires prior replacement. However, the applicant remains responsible for ensuring the adequacy of its internal water supply system.
- ADV7. A water connection upgrade may be required based on the applicant's requirements and this will be at the applicant's cost.
- ADV8. Any work over or adjacent to Council's water supply, sewerage and stormwater drainage infrastructure, including the construction/rebuilding/alteration of buildings,

pavements, or other structures; and filling or excavation of material is subject to the requirements of the *Queensland Development Code MP1.4 Building over or near relevant infrastructure*. MP1.4 prohibits building over such infrastructure in all cases except for those lightweight Class 10 structures that span less than 10 metres.

- ADV9. The applicant's response to Council's information request advised that the proposed water quality treatment device "Spel Purceptor Class 1" is capable of discharging up to 40 L/s. Council will check its sewerage network model to determine whether its sewers have the capacity to accept this flow rate. If this is not possible, the applicant will be asked to submit a proposal that will restrict the peak flow rate discharging from the water quality treatment device, for compliance assessment by Council's General Manager of Infrastructure. Council also requires reassurance that stormwater will actually be prevented from entering the bunded area as a result of extreme storm events; or otherwise the applicant should advise what would be the maximum depth of stormwater that could accumulate over the field inlets within the bunded area in the case of a Q100 storm and the resulting effect on inflow to the water quality treatment device. Therefore, Council will require engineering drawings as detailed in the *Trade Waste Facilities* section of the engineering conditions.
- ADV10. At the time of application for Operational Works approval and before construction works may commence, the applicant will be required to submit the following design drawings for assessment: –
- (a) roadworks plans, cross-sections, typical detailed cross-section and pavement design details;
 - (b) Water supply internal reticulation plans and design details;
 - (c) Sewerage layout plans, longitudinal sections and design details;
 - (d) Stormwater layout plans longitudinal sections and design details;
 - (e) Landscaping plan and detailed planting schedule;
 - (f) Electricity layout; and
 - (g) Environmental management works.
- ADV11. The coordinate system to be adopted for drawings submitted by the applicant in relation to future and completed operational works shall be GDA94 MGA Zone 56.
- ADV12. Council expects that as-constructed revisions of all drawings submitted for operational works will be provided in DWG or DXF format and in accordance with the IPWEAQ Asset Design As Constructed (ADAC) Guidelines for Creation and Submission of ADAC XML Files. All text should be easily legible at A3 size.
- ADV13. In analysing the stormwater system to meet QUDM Level III requirements, calculation of the contribution to on-site detention (OSD) volumes of roofwater should not assume that more than Q20 flow can be captured by the OSD, unless the roofwater system (gutters and downpipes) has actually been designed to contribute a greater amount (for example, if these are designed for Q100).
- ADV14. The Stormwater Management Plan report version D is not acceptable and requires revision as follows:
- (a) Using a standard inlet time of 5 minutes (refer to QUDM 2007 sections 4.06.2; 4.06.3, 4.06.5, and Tables 4.06.1 and 4.06.2 and Figure 4.06(b) for justification).
 - (b) Using field inlets to capture flows from at least that part of catchment 1 south of the median line marking of the Youngman St access, to direct them away from Youngman St and into the detention tank.
 - (c) Providing a revised site catchment plan with clear delineation including a legend for catchment boundaries; with names on the drawing aligning with the names for all catchments used in the DRAINS model; and showing the southern landscaping area adjacent to Queen Street and Youngman Street falling towards the adjacent on-site concrete pavement; and the north-western landscaping area

- falling towards the western open channel; and showing the OSD tank plan dimensions.
- (d) Including the 270 minute storm duration in the calculations.
 - (e) Ensuring that an adequate number of field inlets are provided such that all bypass is captured in them before discharge to the on-site detention tank.
 - (f) Providing roof drainage designs that ensure downpipe numbers and sizes and guttering sizes are adequate to capture the roof water (currently the consultant's DRAINS model implicitly assumes that these are capturing Q100 from the roof whereas residential guttering is typically designed for Q20). Note that a free downpipe and eaves gutter calculator is available at <http://www.roof-gutter-design.com.au/> . Either provide Q100 guttering and downpipes or capture bypass flows up to Q100 in field inlets.
 - (g) Providing hydraulic calculations based on design finished levels in and adjacent to the open channel along the western boundary for flows from the external catchment. (The proposed design indicates that the open channel will have at most 1m top width, which is considerably less than the existing channel.
 - (h) Revising the DRAINS model that was submitted in response to Council's information request, so that it includes all structure surface and invert levels, particularly:
 - (i) for all field inlets and pipes; and
 - (ii) to demonstrate that surface water and roof water is captured and ultimately discharges to the on-site detention tank.
 - (i) A preliminary design check of the DRAINS model provided suggests that, taking all the above points into account, the size of the on-site detention basin proposed is significantly inadequate.

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 can be identified.

Policy/Local Law/Delegation Implications

No implication can be identified.

Asset Management Implications

No implication can be identified.

7.2.3 P&LM - 1680824 - Forwarding IDAS Application for a Material Change of Use and Development Permit - Service Station Redevelopment - 19 Henry Street Nanango - L705 N231 - Saunders Havill Group - MCUC2016/0013

Document Information

IR No 1680824

Author Technical Officer - Planning

**Endorsed
By Manager Planning & Land Management
General Manager Corporate Services**

Date 27 March 2017

Précis

Forwarding IDAS Application for a Material Change of Use and Development Permit - Service Station Redevelopment - 19 Henry Street Nanango - L705 N231 - Saunders Havill Group - MCUC2016/0013

Summary

- Application for Development Permit for Material Change of Use (Service Station) and ancillary convenience store of 240m²;
- Proposal involves redevelopment of the with new buildings, access locations, hardstand areas and buffer landscaping;
- Provision will be made for eight (8) refuelling points;
- Subject site is included within the Business and Commercial Zone;
- The application triggered referral to SARA due to the proximity to State Controlled Road;
- SARA approved the proposal with conditions;
- The application is Code Assessable and was assessed against the Urban Locality Code of the Nanango Shire IPA Planning Scheme; and
- Application is recommended for approval subject to reasonable and relevant conditions.

Officer's Recommendation

That Council *approve* the Applicants request for a Development Permit for Material Change of Use (Service Station) located at 19 Henry Street, Nanango (and described as Lot 705 on N231), 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.

GEN2. The development herein approved may not start until the following development permits have been issued and complied with as required:

- Development Permit for Building Works;
- Development Permit for Plumbing and Drainage Work;

- 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. The applicant must submit a completed *Permit to Work on Council Roads-Footpaths Application* form available from <http://www.southburnett.qld.gov.au/infrastructure-roads-and-drainage> for approval by Council before commencing and works within the Council road reserve (i.e. in this case, the required property access).
- GEN4. All works, including the repair or relocation of services (Telstra, lighting) is to be completed at no cost to Council.
- GEN5. Dust prevention measures must be undertaken to ensure that dust does not cause a nuisance to occupiers of adjacent properties.
- GEN6. Maintain the site in a clean and orderly state at all times.
- GEN7. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.
- GEN8. All conditions of this approval are to be satisfied prior to Council issuing a Compliance Certificate for the commencement of the use, and it is the applicant's responsibility to notify Council to inspect compliance with conditions.

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

Landscaping

- MCU1. A minimum 1m wide landscaping strip is to be provided along the southern and western property boundaries and a 2-3m wide landscaping strip is to be provided along the northern and eastern property boundaries in accordance with the submitted plan (excluding vehicle manoeuvring areas).
- MCU2. The site is to be landscaped in accordance with Planning Scheme Policy No. 5 – Landscaping prior to commencement of the use or Council sealing the Plan of Survey, whichever occurs first. A detailed landscaping plan prepared in accordance with Planning Scheme Policy No.5—Landscaping is to be submitted to Council for Compliance Assessment prior to any work commencing on site.

Refuse Storage Collection

- MCU3. Provision must be made for the storage and removal of refuse in accordance with the *Waste Reduction and Recycling Regulation 2011*.
- MCU4. Any areas that are dedicated for the collection and/or storage of solid waste on the premises are to be:
- a) level;
 - b) provided with impervious hard stand and drained; and
 - c) if facing either the street frontage or adjoining properties, screened by a 1.8m high fence around the full perimeter.
- MCU5. Refuse bin areas are to be provided for the washing out of the refuse bins and in connection with this:
- a) all tap outlets must be fitted with backflow prevention devices;
 - b) the floor areas are to be drained to sewer; and
 - c) areas are to be covered and drainage designed such that water not associated with the washing out process (e.g. rainfall) does not enter the sewer.

Fencing

- MCU6. Fence construction along the southern property boundary is tapered to 1.2m in height over a length of 4m toward the road frontage.
- MCU7. An acoustic barrier shall be provided along the southern and western property boundary that is to be 1.8m high and meet the recommendations of the Environmental Noise Assessment Report prepared by Mode Design Group dated 7 November 2016.

Lighting

- MCU8. Design all external lighting in accordance with *AS4282-1997 "Control of the Obtrusive Effects of Outdoor Lighting"*.

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

Advertising Sign

- MCU9. Advertisement devices are designed and located in accordance with the standards in Schedule 4 of the Nanango Shire IPA Planning Scheme.

Noise Attenuation

- MCU10. Mechanical plant must be acoustically treated so that noise at the boundary of the site does not exceed the levels indicated in the table below.

Period	Noise level measured as the adjusted maximum sound pressure level (L _{Amax adj. T})
7am – 6pm	Background noise level plus 5 dB (A)
6pm - 10 pm	Background noise level plus 5 dB (A)
10pm – 7am	Background noise level plus 3 dB (A)
NOISE LIMITS AT A COMMERCIAL PLACE	
7am – 6pm	Background noise level plus 10 dB (A)
6pm – 10pm	Background noise level plus 10 dB (A)
10pm – 7am	Background noise level plus 8 dB (A)

A mechanical plant noise assessment shall be provided by a suitably qualified acoustic consultant to Council for Compliance Assessment once the mechanical plant is operational within three months from the use commencing.

- MCU12. Noise management strategies recommended in the Environmental Noise Assessment Report prepared by Mode Design Group dated 7 November 2016 must be implemented by the operator of the proposal.

Property Access

- ENG1. Property access shall be provided in accordance with the details in table S2.7 – *Design and Construction Standards* of the Nanango Shire Council IPA Planning Scheme; and IPWEAQ standard Drawing No. RS-051 *Driveways Heavy Duty Vehicle Crossing*.
- ENG2. With reference to TTM Consultants' drawing No. 16BRT0242-01 Revision B Sheet 1 of 3 dated 1 Feb 2017:
- for the north-western access and the south-eastern access, the maximum width of the property accesses (dimension W1) shall be the widths as shown on that drawing; and
 - for the north-eastern access, the maximum width of the property access (dimension W1) shall be the greater of 6.0m and the minimum value necessary to meet the swept path requirements of the Articulated Vehicle (AV) as defined in AS/NZS 2890.2; and

- (c) the access must be restricted to exit-only with appropriate signage and located such that it is at least 10m from the eastern property boundary of the property.

ENG3. A traffic island as shown conceptually on the referenced TTM Consultants' drawing shall be built in the location shown.

ENG4. Road works and entrances must be constructed so as to:

- (a) remove all disused vehicle entrances and paving on road verges and repair any damage to existing kerb & channel to a profile matching the existing profile in Henry Street and Alfred Street as appropriate within the entire road frontage of Lot 705 N231.
- (b) permit all vehicles, including an Articulated Vehicle (AV), to enter and leave the site in a forward gear;
- (c) avoid a trip hazard to pedestrians; and
- (d) ensure that low-clearance vehicles can clear the cross-over pavement upon entering and leaving the property.

Car Parking & Manoeuvrability

ENG5. The applicant must provide car parking spaces in accordance with the requirements of Schedule 1 and Table S1.1 of the Nanango Shire IPA Planning Scheme, comprising of:

- (a) At least eight (8) spaces for B99 vehicles in compliance with the requirements of the current version of AS/NZS 2890.1; and
- (b) One (1) disabled bay designed and constructed in accordance with the requirements of the current version of AS/NZS 2890.6; and
- (c) One (1) parking space to suit a Heavy Rigid vehicle (HRV) in compliance with the requirements of the current version of AS/NZS 2890.2.

ENG9. All driveways, vehicle manoeuvring areas and turning radii shall be designed and constructed in all other respects in accordance with the requirements of Table S2.7 – *Design and Construction Standards* of the Nanango Shire IPA Planning Scheme and the current version of AS/NZS 2890.1 for a B99 vehicle, except that the turning radii and areas used by the HRV and the AV to services goods delivery including the Alfred Street and Henry Street accesses, internal driveways, parking and manoeuvring areas shall be designed and constructed in accordance with the requirements of the current version of AS/NZS 2890.2 to suit both the HRV and AV as appropriate

ENG11. Kerbing associated with the car parking bays shall be low enough to provide for clearance under vehicles as a B99 swept vehicle path protrudes over them.

ENG12. Car parking areas and internal driveways shall be constructed, drained and surfaced with either asphaltic concrete or reinforced concrete; or where such surfacing exists but is damaged, repaired to the requirements of the Nanango Shire IPA Planning Scheme or another standard agreed to by Council's General Manager of Infrastructure, so as to minimise dust emissions, erosion and sediment run-off. The construction and design shall be in accordance with the relevant part of the current version of either AS 2890 or AS/NZS 2890 and to the requirements of the Nanango Shire IPA Planning Scheme.

Roads

ENG13. The complete width of Alfred Street between kerb lines, for the complete width of Lot 705 N231 must be resurfaced with a minimum 50mm thickness of asphaltic concrete.

ENG14. The applicant must rehabilitate Henry Street opposite the eastern property boundary of Lot 705 N231 between Alfred Street and the proposed southern access for the development, from the proposed kerb alignment to the white edge line.

Kerb and Channel

- ENG17. New kerb & channel must be constructed where it does not exist to a profile matching the existing profile in Henry Street and Alfred Street as appropriate, within the full road frontages of Lot 705 N231 and tying into the existing kerb & channel adjacent to the property to the south (Lot 701 N231).

Footpaths

- ENG18. The applicant must construct a concrete footpath at least 1.5m wide along the frontages of Lot 705 N231 (Alfred Street and Henry Street) in accordance with the details in IPWEA Standard Drawing RS-065. *Concrete Pathway Construction Details* and the requirements of Table S2.7 – *Design and Construction Standards* of the Nanango Shire IPA Planning Scheme.
- ENG19. Kerb ramps must be installed at locations agreed to by Council in accordance with IPWEA Standard Drawing RS-090. A kerb ramp must be provided adjacent to all disabled car parking bays to provide access to the footpath if they are required to be through kerb and channel.

Water Supply

- ENG20. The proposed development must connect to Council's reticulated water supply system in accordance with Schedule 2, Division 3.2 – *Design and Construction Standards*, Table S2.10 of the Nanango Shire IPA Planning Scheme at no cost to Council.

Sewerage

- ENG21. The proposed development shall connect to Council's sewerage system in accordance with Schedule 2, Division 3.2 – *Design and Construction Standards*, Table S2.10 of the Nanango Shire IPA Planning Scheme and the *South-east Queensland Water Supply & Sewerage Design & Construction Code* (SEQ Code) requirements. at no cost to Council.

Trade Waste Facilities

- ENG26. Trade waste facilities to service any food processing must be provided by the applicant at its cost, in compliance with Council's Trade Waste Management Policy.

Stormwater

- ENG27. The stormwater drainage system serving the site including all surface, underground and roof water components must be designed in accordance with the requirements of the *Queensland Urban Drainage Manual* (QUDM) for Level III roof and allotment drainage and certified by a RPEQ engineer; and so that the development will not make material changes to the pre-development location, duration, frequency or concentration of overland stormwater flow at the point of discharge to all downstream properties including road reserves.
- ENG28. All stormwater drainage systems, including all surface, underground and roof water components:
- shall effectively drain all stormwater falling onto the proposed development to rain water tanks or another lawful point of discharge agreed to by Council's General Manager of Infrastructure;
 - shall enable the post-development flows at the point of discharge to all downstream properties including road reserves to remain consistent with the pre-developed case; and
 - shall be designed such that no restriction to existing or developed stormwater flow from upstream properties or ponding of stormwater within upstream properties occurs as a result of the development.
- ENG33. Any new earthworks, landscaping, pavements or structures shall not concentrate or impede the natural flow of water across property boundaries and onto any other properties or road reserve.
-

Operational Works

- ENG37. The following works are subject to an application for Operational works and must be supported with the following information and documents:
- (a) Signage and Linemarking Plan required in accordance with the Manual of Uniform Traffic Control Devices (MUTCD); ensuring that the plan provides for the use of vehicles, pedestrians and mobility aids for disabled access. Driveways and vehicular parking areas must be adequately sign-posted including indicating combined usage by pedestrians and vehicles.
 - (b) Engineering design drawings demonstrating the turning templates required to both enter and exit the property at the proposed cross-overs in a forward direction for B99, HRV and AV and to enter and exit:
 - o all proposed parking bays using a B99 class vehicle, meeting the requirements of Australian Standard AS/NZS 2890.1, including a clearance of 300mm to both sides of the turning path as required by clause B3.2 of AS/NZS 2890.1
 - o the proposed parking bays for a HRV as defined in AS/NZS 2890.2; including a clearance of 300mm to both sides of the turning path as required by clause 5.4 of AS/NZS 2890.2.
 - (c) Engineering design drawings related to roadworks.
 - (d) Engineering design drawings required to comply with sewerage conditions, including required changes to Council's sewers, prepared and certified by a RPEQ Civil Engineer
 - (e) Relocation of Council's existing sewer clear of the proposed buildings on site
 - (f) The Applicant must submit an on-site Stormwater Management Plan (SMP) report for Compliance Assessment by Council's General Manager of Infrastructure, as part of a separate application for an Operational works permit, indicating drainage paths for all roofed and impervious areas. The on-site SMP shall also provide the following:
 - o Hydraulic design for all 1% AEP and 50% AEP AR&R design storms from 5 minutes to 450 minutes duration; and provision of all software data files for both pre-development and post-development scenarios
 - o Details of all pre and post development flows; and
 - o Details of any cut or fill required to direct stormwater to a lawful point of discharge.
 - (g) Engineering design drawings of the proposed stormwater system showing:
 - o plans and longitudinal sections for stormwater infrastructure, including sizes, types and classes, levels and locations of all proposed pipes, manholes, gully pits, field inlet pits, culverts, channels, on-site detention/retention tanks and/or detention basins including inlet and outlet details, guttering and downpipes; and
 - o hydraulic grade lines, stormwater flow rates and velocities for critical storms.
 - (h) Proposed earthworks shall be undertaken in accordance with the requirements of Australian Standard 3798; other relevant Australian Standards; and accepted engineering Codes of Practice and Industry Guidelines.

Underground Tanks

- EH1. Prior to the commencement of the use, underground tanks shall be checked to ensure compliance in accordance with the following:
- (i) Tanks are to have an overfill protection valve installed in the drop tube of the tank. The overfill prevention valve shall be calibrated to prevent the tank from being filled in excess of 90% of its capacity.
 - (ii) An overfill alarm is to be installed to audibly and visually alert persons in the vicinity of the tank if filled in excess of 90% of its capacity.

Submit certification

Prior to the commencement of the use, submit to Council certification by a suitably qualified person that the underground tanks have been checked for compliance to ensure they are in compliance with the Australian Standards for Underground Tank Installation.

Pipework

- EH2. Prior to the commencement of the use, Pipework shall be constructed and installed in accordance with the following:
- (i) Pipework is to be made of non-corrodible materials as defined by *clause 1.4.37 of AS 4897 The design, installation and operation of underground petroleum storage systems*.
 - (ii) Product piping is to be double-walled with an interstitial space.
 - (iii) Each tank fill point is to be clearly labelled and identified in accordance with *AS 4977 Petroleum products - Pipeline, road tanker compartment and underground tank identification*.
 - (iv) Each tank fill point is to be fitted with a camlock type or other liquid-tight connection.
 - (v) Each tank fill point is to be provided with spill containment of at least 15 litre capacity per spill point.
 - (vi) All fill and vapour recovery points are to be earthed in accordance with *AS 1020 The control of undesirable static electricity* and *AS 3000 Electrical installations*.

Submit certification

Prior to the commencement of the use, submit to Council certification by a suitably qualified person that the pipework has been constructed and installed in accordance with the above requirements.

Leak detection for underground tanks

- EH3. Prior to the commencement of the use, underground petroleum storage tanks shall be monitored for leaks in accordance with the following:
- (i) Establish a statistical inventory analysis system that is rated to detect a release of 0.76 litres/hour (or a release of 18 L/day), with greater than 95% confidence (and less than 5% false positive).
 - (ii) Install a tank pit observation well at the lowest point of each tank excavation pit.

Submit certification

Prior to the commencement of the use, submit to Council certification from a suitably qualified person that the leak detection system was installed and was verified as meeting the above leak detection performance standard using the current United States Environmental Protection Agency (USEPA) protocol.

Leak detection for pipework

- EH4. Prior to the commencement of the use, product pipework shall be monitored for leaks in accordance with the following:
- (i) Install electronic line leak detection for pressure piping that is rated to detect a release of 0.76 litres/hour (or a release of 18 L/day), with greater than 95% confidence (and less than 5% false positive).

Submit certification

Prior to the commencement of the use, submit to Council certification from a suitably qualified person that the leak detection system was installed and was verified as meeting the above leak detection performance standard using the current United States Environmental Protection Agency (USEPA) protocol.

Fuel dispensing areas

EH5. Prior to the commencement of the use, Fuel dispensing areas shall be constructed and installed in accordance with the following:

- (i) All ground surfaces within the fuel dispensing area are to be constructed of impermeable materials such as waterproofed, reinforced concrete that is free of gaps and/or cracks. Impermeable, hydrocarbon resistant jointing material is to be used between treated concrete slabs.
- (ii) The fuel dispensing area is to be clearly demarcated from the uncovered forecourt area, access roads, general parking bays and all other areas to clearly delineate the higher contamination risk area from lower risk areas.
- (iii) A canopy shall be installed over fuel dispensing areas. The canopy shall overhang by a horizontal distance of at least one-quarter of the roof height out from the vertical above the boundary of the demarcated fuel dispensing area.
- (iv) A liquid-tight dispenser sump is to be installed under each dispensing unit. It is to be designed to house all pipework joints and fittings and to collect and contain any leak.
- (v) Signage indicating 'flows to stormwater treatment system' is to be provided at all drainage inlets within the fuel dispensing area.
- (vi) The fuel dispensing area is to be graded and drained to an independently certified stormwater treatment system listed on Council's Register for Certified Hydrocarbon Separators. The system shall be installed in accordance with the approved site-based stormwater quality management plan.

Submit certification

Prior to the commencement of the use, submit to Council certification by a suitably qualified person that the fuel dispensing area has been constructed and installed in accordance with the above requirements.

Uncovered forecourt area

EH6. Prior to the commencement of the use, uncovered forecourt areas must be constructed and installed in accordance with the following:

- (i) All ground surfaces of the uncovered forecourt area are to be constructed to provide a sealed surface, free of gaps or cracks.
- (ii) Signage indicating 'flows to stormwater treatment system' is to be provided at all drainage inlets in the uncovered forecourt area.
- (iii) The uncovered forecourt area is to be graded and drained to an independently certified stormwater treatment system listed on Council's Register for Certified Hydrocarbon Separators. The system shall be installed in accordance with the approved site-based stormwater quality management plan.

Submit certification

Prior to the commencement of the use, submit to Council certification by a suitably qualified person that the uncovered forecourt area has been installed and constructed in accordance with the above requirements.

Road tanker delivery stands

EH7. Prior to the commencement of the use, the road tanker delivery stand shall be located fully within the fuel dispensing area.

Submit certification

Prior to the commencement of the use, submit to Council certification by a suitably qualified person that the road tanker delivery stand has been designed, constructed and installed in accordance with the above requirements.

Stage 1 vapour recovery

- EH8. Prior to the commencement of the use, construct and install stage 1 vapour recovery for underground systems storing motor spirit/petrol that has:
- (i) vapour return lines that return all vapour displaced from the storage tank to the delivery tanker.
 - (ii) a design that prevents the mixing of product in piping common to more than one tank.
 - (iii) vapour-tight couplings on the vapour line that close automatically when disconnected.
 - (iv) incompatible liquid and vapour couplings.
 - (v) a pressure vacuum valve and a 10-millimetre orifice in parallel fitted to the storage tank vent pipe, or accepted equivalent.
 - (vi) the vapour recovery point located within 2 metres of the respective fill point.

Submit certification

Prior to the commencement of the use, submit to Council certification by a suitably qualified person that stage 1 vapour recovery equipment has been constructed and installed in accordance with the above requirements.

Stage 2 vapour recovery systems

- EH9. Prior to the commencement of the use, Stage 2 vapour recovery (VR2) equipment shall be designed and installed in accordance with the following:
- (i) VR2 equipment shall be installed on all dispensers for motor spirit/petrol in compliance with NSW DECC Standards and Best Practice Guidelines for Vapour Recovery at Petrol Service Stations and the Storage and Dispensing of Petroleum Products Planning Scheme Policy (2014).
 - (ii) VR2 equipment shall be designed and approved by the German TÜV and shall incorporate a visual indicator that the vacuum operates when fuel is dispensed. The approval must be in accordance with the provisions of Ordinance on the Limitation of Hydrocarbon Emission Resulting from the Fuelling of Motor Vehicles-21, BImSchV (2002).
 - (iii) VR2 equipment shall be installed in accordance with the manufacturer's specifications by a duly qualified person.
 - (iv) VR2 equipment shall be tested to ensure a hydrocarbon capture efficiency must not be less than 85% vapour recovery to liquid dispensed by volume as measured using a test for active vapour recovery systems in Verein Deutscher Ingenieure (VDI) specification 4205. (testing is already required in Certification).

Submit Certification

Prior to the commencement of the use, VR2 equipment shall be tested by a duly qualified person in the manner specified in the *NSW DECC Standards and Best Practice Guidelines for Vapour Recovery at Petrol Service Stations*. A copy of this certification shall be provided to Council together with certification demonstrating that the system has been installed in accordance with the above.

Each petrol dispenser fitted with VR2 equipment shall be fitted with a sign stating that VR2 equipment is in use. Additional signage stating that VR2 equipment is in use shall be attached to the service station premises.

Advice

- ADV1. Section 341(1) of the *Sustainable Planning Act 2009* provides that, if this approval is not acted upon within the period of four (4) years the approval will lapse. Note that in

accordance with section 341(7) a related approval may extend the relevant (currency) period.

- ADV2. With the introduction of the *Sustainable Planning (Housing Affordability and Infrastructure Charges Reform) Amendment Act 2011*, an applicant's obligations with respect to infrastructure contributions/charges is now contained in a separate adopted infrastructure charges notice rather than in this development approval.
- ADV3. The Department of Infrastructure, Local Government & Planning has imposed conditions on the development permit as attached as Appendix B.
- ADV4. 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.
- ADV5. Attached for your information is a copy of Division 8 of the *Sustainable Planning Act 2009* as regards Rights of Appeal. With respect to Appeal Rights of Applicants, the following is drawn to your attention—
- (a) the applicant's Appeal Period commences upon receipt of this advice and expires twenty (20) business days thereafter.
 - (b) should the applicant notify the Assessment Manager (Council) in writing of acceptance of the conditions of approval and that it is not intended to make an appeal, the Applicant's Appeal Period is at an end.
- ADV6. A *Permit to Work on Council Roads-Footpaths Application* form available from <http://www.southburnett.qld.gov.au/infrastructure-roads-and-drainage> for approval by Council before commencing and works within the Council road reserve (i.e., in this case, the required property access).
- ADV7. Council will check its existing water supply system to determine whether any reticulation upgrades are necessary to meet the water supply and fire-fighting demand from the development, for which it will require advice from the applicant on its expected demand. A water connection upgrade may be required based on the applicant's requirements and this will be at the applicant's cost.
- ADV8. The applicant is advised that the existing water mains passing the site along Henry Street are of asbestos cement manufacture and appropriate safety measures and methodology are required when working at or near these mains. All live works including new connections and capping off of any connection no longer required will be carried out by Council at the applicant's cost.
- ADV9. Any work over or adjacent to Council's sewerage infrastructure, including the construction/rebuilding/alteration of buildings, pavements, or other structures; and filling or excavation of material is subject to the requirements of the *Queensland Development Code MP1.4 Building over or near relevant infrastructure*. MP1.4 prohibits building over sewers in all cases except certain lightweight Class 10 structures and the applicant's proposed building location will require relocation of sewers.

- ADV10. It is expected that Alfred Street and the kerb-side area in Henry Street along the frontage of Lot 705 N231 will require resurfacing with AC in order to meet the service requirements of the proposed development.
- ADV11. At the time of application for Operational Works approval and before construction works may commence, the applicant will be required to submit the following design drawings for compliance assessment by Council's General Manager of Infrastructure: –
- (a) roadworks plans, cross-sections, typical detailed cross-section and pavement design details;
 - (b) Water supply internal reticulation plans and design details;
 - (c) Sewerage layout plans, longitudinal sections and design details;
 - (d) Stormwater layout plans longitudinal sections and design details;
 - (e) Landscaping plan and detailed planting schedule;
 - (f) Electricity layout; and
 - (g) Environmental management works.
- ADV12. The coordinate system to be adopted for drawings submitted by the applicant in relation to future and completed operational works shall be GDA94 MGA Zone 56.
- ADV13. Council expects that as-constructed revisions of all drawings submitted for operational works will be provided in DWG or DXF format and in accordance with the IPWEAQ Asset Design As Constructed (ADAC) Guidelines for Creation and Submission of ADAC XML Files. All text should be easily legible at A3 size.
- ADV14. In analysing the stormwater system to meet QUDM Level III requirements, calculation of the contribution to on-site detention (OSD) volumes of roofwater should not assume that more than Q20 flow is contributed to the OSD, unless the roofwater design (gutters and downpipes) has actually been designed to contribute a greater amount (for example, if these are designed for Q100).
- ADV15. Stormwater calculations should not assume that rainwater tank retention storage contributes to the required detention volume.

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 can be identified.

Policy/Local Law/Delegation Implications

No implication can be identified.

Asset Management Implications

No implication can be identified.

7.3 Property (P)

Officer's Reports

7.3.1 P - 2327865 - Requesting waiver of Hall Hire Fees and Charges for the Kingaroy Town Common Hall - Burnett Bridal Showcase

Document Information

IR No 2327865

Author Manager Property

**Endorsed
By** General Manager Finance

Date 19/04/2017

Précis

Proposed waiver of Hall Hire Fees and Charges for the Kingaroy Town Common Hall - Burnett Bridal Showcase.

Summary

Burnett Bridal Showcase have requested Council to consider 100% waiver of Hall Hire Fees for their proposed annual wedding expo event held in Kingaroy on the 4 June 2017.

Officer's Recommendation

That Council does not agree to the request for 100% waiver of the fees and charges for the hire of the Kingaroy Town Common Hall as they are not a community organisation.

Financial and Resource Implications

The fee for hiring the Kingaroy Town Common Hall with set up included for a large function is \$500.00 (\$400.00 per 12 hour period for total complex, plus \$100.00 set up fee). The total loss of income would be \$500.00

Link to Corporate/Operational Plan

EXC1.1 Develop and implement long term financial plans.

Communication/Consultation (Internal/External)

Customer Request

Legal Implications (Statutory Basis, Legal Risks)

Fees and Charges adopted in accordance with the Local Government Act.

Policy/Local Law/Delegation Implications

Fees and Charges resolution takes into account use of facilities for a large function (up to 12 hours).

Asset Management Implications

Nil

7.3.2 P - 2333551 - Requesting waiver of Hall Hire Fees and Charges for the Murgon Town Hall - Alzheimer's Australia

Document Information

IR No 2333551

Author Manager Property

Endorsed By General Manager Finance

Date 24/03/2017

Précis

Proposed waiver of Hall Hire Fees and Charges for the Murgon Town Hall - Alzheimer's Australia.

Summary

Graham House Community Centre and Queensland Health have requested Council to consider 100% waiver of Hall Hire Fees for their event with Alzheimer's Australia to be held 17 May 2017.

Officer's Recommendation

That Council does not agree to the request for 100% waiver of the fees and charges for the hire of Murgon Town Hall and that Council will provide a rebate as per the adopted 2016/17 Fees and Charges.

Financial and Resource Implications

The fee for hiring the Murgon Town Hall is \$150.00 for a not for profit community organisation (per 12 hour period for the total complex). The total loss of income would be \$150.00.

Link to Corporate/Operational Plan

EXC1.1 Develop and implement long term financial plans.

Communication/Consultation (Internal/External)

Customer Request

Legal Implications (Statutory Basis, Legal Risks)

Fees and Charges adopted in accordance with the Local Government Act.

Policy/Local Law/Delegation Implications

Fees and Charges resolution takes into account use of facilities by not for profit community organisations.

Asset Management Implications

Nil

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

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

Document Information

IR No 2343167

Author Cr Roz Frohloff

Date 12 April 2017

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

IR No 2343181

Author Cr Kathy Duff

Date 12 April 2017

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

IR No 2343151

Author Cr Ros Heit

Date 12 April 2017

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 - 2342120 - Amendment to Funding - South Burnett Pantry.docx

Document Information

IR No 2342120

Author Community Development/Grants Officer

Endorsed

By Manager Social & Corporate Performance

Date 31 March 2017

Précis

Amendment to South Burnett Pantry Funding – Mayor's Community Benefit Fund Round 1 2016/17.

Summary

Council received written correspondence from the South Burnett Pantry dated 20 March 2017, requesting a variance to their approved funding from Round 1 2016/17.

The South Burnett Pantry received \$2,500 to purchase a Bain Marie.

The request was forwarded to the Mayor's Community Benefit Fund Management Advisory Committee for consideration.

Six (6) of the nine (9) Committee members responded in relation to the request. These Committee members were of the view that the request for the funds to be used to upgrade freezers constituted a new project and that the request should be assessed on merit within a future funding round.

The Committee therefore recommends that the South Burnett Pantry return the funding of \$2,500.

Officer's Recommendation

That Council request the South Burnett Pantry return the funding of \$2,500 having been approved for the purchase a bain marie which is no longer required to be replaced.

Financial and Resource Implications

An increase to the funds held under the Mayor's Community Benefit Fund.

Link to Corporate/Operational Plan

EXC1 Effective financial management

Communication/Consultation (Internal/External)

The members of the Mayor's Community Benefit Fund Management Advisory Committee were contacted via email. The Committee was provided the email request from the South Burnett Pantry and asked to provide a response as to whether they supported the variance request or not. Six (6) responses out of a possible nine (9) were received. The six (6) responses supported the return of the funds to the Mayor's Community Benefit Fund.

Legal Implications (Statutory Basis, Legal Risks)

N/A

Policy/Local Law/Delegation Implications

N/A

Asset Management Implications

N/A

10.2.2 F - 2343945 - Third Quarter Operating Budget Review 2017**Document Information****IR No** 2343945**Author** Manager Finance**Endorsed
By** General Manager Finance**Date** 31 March 2017**Précis**

Third quarter review of Council's 2016/2017 Operating Budget.

Summary

A review of the 2017 Budget has been undertaken as at 31 March 2017. The amended Operational Budget results in an operating surplus of \$422,531.

The table below shows the projected changes compared to the original budget:

Operating Budget

Program	16/17 Original Budget	16/17 1st Quarter Budget	16/17 2nd Quarter Budget	16/17 3rd Quarter Budget
General Operations	(\$370,341)	(\$281,348)	(\$535,839)	(\$669,045)
Plant & Fleet	\$525,210	\$525,210	\$525,885	\$525,885
Water	\$263,571	\$263,571	\$276,302	\$276,302
Waste Water	\$238,994	\$238,994	\$148,816	\$148,816
Waste	\$132,257	\$132,257	\$110,006	\$140,573
Operating Net Result	\$789,691	\$878,684	\$525,170	\$422,531

Table of Main ChangesThe third quarter review indicates a **decrease in the operating net result of \$102,639** as compared to the second quarter budget revision mainly on account of the following;**Revenue**

Particulars	Change in Operating Net Result Increase (Decrease)
Decrease in revenue mainly due to decrease in Fees & Charges for Lake Boondooma and Yallakool Tourist Park	(\$143,762)
Increase in Operating Grants from the Work For Queensland (W4Q) Program	222,040
Increase in Revenue	\$78,278

Expenditure

Particulars	Change in Operating Net Result Increase (Decrease)
Decrease in Employee Benefits	\$103,269
Increase in Materials & Services across several expense items and expenses for the W4Q Program	(284,186)
Increase in Expenditure	(\$180,917)

Capital Revenue:

The \$2.3 Million increase in the proposed budget for capital revenue is mainly on account of the sixty percent (60%) upfront payment received for the Work for Queensland (W4Q) projects.

Officer's Recommendation

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

Comprehensive Income Statement

	16/17 YTD Actuals	16/17 Proposed Budget	Budget Adjustment	% Expired v Proposed Budget (75%)	17/18 Budget	18/19 Budget	19/20 Budget	20/21 Budget	21/22 Budget	22/23 Budget	23/24 Budget	24/25 Budget	25/26 Budget
REVENUE													
Recurrent Revenue													
Fees & Charges	3,323,848	4,200,400	211,090	79.13%	4,350,228	4,441,948	4,535,670	4,631,357	4,729,055	4,828,892	4,930,833	5,034,948	5,141,277
Interest Received	719,469	1,032,713	1,063,007	69.67%	1,063,007	1,073,661	1,084,873	1,116,427	1,138,412	1,160,837	1,183,712	1,207,043	1,230,843
Other Income	478,091	681,117	81,760	70.19%	682,600	704,319	718,692	733,356	748,323	763,595	779,177	795,080	811,311
Rates, Levies & Charges	44,109,863	44,086,449	28,003	100.19%	45,302,176	46,252,918	47,231,162	48,229,092	49,249,610	50,293,422	51,360,884	52,452,612	53,569,181
Rental Income	363,413	471,750	36,285	77.04%	481,185	490,808	500,623	510,635	520,847	531,265	541,881	552,729	563,784
Sales Revenue	3,812,476	3,248,000	6,150	117.34%	3,254,860	3,325,474	2,831,383	2,737,410	2,643,558	2,648,828	2,556,225	2,169,749	2,169,404
Grants, Subsidies, Contributions & Donations	5,751,857	7,684,271	222,040	74.85%	7,427,287	7,575,773	7,727,288	7,881,833	8,039,469	8,200,259	8,364,254	8,531,549	8,702,180
Total Recurrent Revenue	68,619,040	61,405,700	79,278	95.46%	62,561,163	63,964,901	64,639,691	65,840,110	67,069,364	68,426,039	69,816,966	70,735,710	72,187,980
Capital Revenue													
Grants, Subsidies, Contributions & Donations	9,454,575	11,933,813	2,369,923	79.23%	5,937,060	4,180,426	4,224,308	4,275,387	3,802,084	3,655,226	3,909,430	3,964,719	4,021,114
Total Revenue	68,073,615	73,339,513	2,448,201	92.62%	68,498,223	68,025,327	68,863,999	70,115,497	70,871,448	72,283,325	73,426,416	74,701,429	76,209,094
Capital Income													
Capital Income	2,093,407	506,705	-	-413.14%	516,839	527,176	537,720	548,475	559,444	570,633	582,046	593,687	605,561
TOTAL INCOME	66,980,209	73,846,218	2,448,201	89.36%	69,015,062	68,662,603	69,401,719	70,663,972	71,430,892	72,853,958	74,008,462	76,295,116	76,814,655
EXPENSES													
Recurrent Expenses													
Depreciation	10,887,044	14,483,457	-	75.27%	14,686,264	14,870,236	15,078,423	15,289,885	15,504,671	15,722,846	15,944,462	16,169,533	16,396,268
Donations	414,918	563,713	28,942	73.60%	573,809	584,105	595,796	607,701	619,655	632,253	644,887	657,737	670,953
Employee Benefits	17,534,033	22,479,682	103,269	78.00%	22,718,123	23,447,094	23,610,437	24,082,636	24,566,268	25,055,551	25,550,656	26,057,789	26,569,141
Finance Costs	1,415,987	2,042,550	-	69.33%	2,088,102	2,166,756	2,256,759	2,270,860	2,222,035	2,060,604	1,901,084	1,738,777	1,597,589
Materials & Services	16,846,208	21,433,957	255,744	78.60%	21,404,838	21,841,965	22,486,203	22,739,529	23,202,120	23,674,220	24,356,083	24,647,714	25,149,482
Total Recurrent Expenses	47,098,560	60,983,169	180,917	77.23%	61,465,137	62,610,656	64,027,608	64,990,631	66,112,949	67,161,474	68,403,132	69,282,660	70,405,433
TOTAL EXPENSES	47,098,560	60,983,169	180,917	77.23%	61,465,137	62,610,656	64,027,608	64,990,631	66,112,949	67,161,474	68,403,132	69,282,660	70,405,433
Net Operating Surplus	18,881,619	12,863,049	2,629,118	146.79%	7,559,925	5,941,947	5,374,111	5,673,341	5,317,943	5,702,484	5,598,330	6,012,456	6,403,222

Projected Balance Sheet - South Burnett Regional Council - for period 2016/2017 - 2025/2026

	YTD Actuals as at 31.03.17	Original Budget 2016/2017	Budget 2016/2017	Projected 2017/2018	Projected 2018/2019	Projected 2019/2020	Projected 2020/2021	Projected 2021/2022	Projected 2022/2023	Projected 2023/2024	Projected 2024/2025	Projected 2025/2026
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
ASSETS												
Current Assets												
Cash and cash equivalents	42,112,493	33,080,511	32,483,483	35,663,377	42,340,548	44,820,033	47,386,810	46,757,298	46,491,840	46,189,840	46,332,985	47,085,062
Receivables	12,094,614	6,023,740	6,814,651	6,374,971	6,523,743	6,611,495	6,767,802	6,984,898	7,326,926	7,670,542	8,060,012	8,561,567
Inventories	1,236,264	1,194,663	1,194,663	1,218,566	1,242,927	1,267,786	1,293,142	1,319,005	1,345,385	1,372,293	1,399,739	1,427,734
Total Current Assets	55,443,371	40,298,914	40,492,806	43,276,904	50,107,218	52,699,314	55,447,754	55,071,191	55,164,150	55,232,675	55,792,746	57,074,363
Non Current Assets												
Infrastructure, property, plant and equipment	890,511,406	879,461,585	887,413,450	902,168,541	904,932,488	908,516,715	912,031,064	915,006,923	917,746,504	920,361,340	924,974,619	924,974,619
Intangible Assets	8,615,542	8,044,429	8,364,869	8,065,687	7,759,453	7,452,197	7,141,868	6,828,436	6,511,869	6,192,137	5,869,207	5,543,048
Total Non Current Assets	899,126,948	887,506,014	895,778,319	910,234,228	912,691,941	915,970,912	919,172,932	921,835,359	924,258,373	926,553,477	928,607,936	930,517,667
Total Assets	954,570,319	927,804,928	946,271,125	953,509,133	962,799,139	968,670,226	974,620,686	976,906,550	979,422,523	981,786,152	984,400,682	987,592,030
LIABILITIES												
Current Liabilities												
Payables	5,838,782	4,578,196	6,684,781	6,458,317	6,484,984	6,507,415	6,533,719	6,560,576	6,588,832	6,615,164	6,642,916	6,672,934
Borrowings	3,889,377	2,436,953	2,387,352	2,476,076	2,829,335	3,059,902	3,374,828	3,536,955	3,590,652	3,760,852	3,589,755	3,761,216
Provisions	3,549,469	3,399,682	3,399,688	3,467,682	3,537,036	3,607,777	3,679,932	3,753,531	3,828,601	3,905,172	3,983,275	4,062,940
Total Current Liabilities	13,277,628	10,414,831	12,471,821	12,402,074	12,851,354	13,174,093	13,588,479	13,851,062	14,008,084	14,281,188	14,215,946	14,497,091
Non Current Liabilities												
Borrowings - non-current	38,039,112	39,845,689	38,854,815	38,176,739	40,848,181	40,790,502	40,415,673	36,876,718	33,588,087	29,527,215	25,937,460	22,176,242
Provisions - non-current	11,886,127	11,844,859	11,844,859	12,081,795	12,523,390	12,569,857	12,821,254	13,077,679	13,339,233	13,606,018	13,878,139	14,195,702
Unearned Revenue	2,218,751	-	-	-	-	-	-	-	-	-	-	-
Total Non Current Liabilities	52,143,990	51,690,548	50,499,674	50,260,484	53,172,572	53,360,360	53,236,928	49,956,398	46,927,300	43,133,233	39,815,599	36,331,944
Total Liabilities	65,421,618	62,105,379	62,971,495	62,662,558	66,023,926	66,534,453	66,825,407	63,807,460	60,935,384	57,414,421	54,031,545	50,829,035
Net Assets	889,148,901	865,699,549	883,299,631	890,846,544	896,775,213	902,135,773	907,795,279	913,099,090	918,787,139	924,371,731	930,369,137	936,762,995
Equity												
Retained Earnings	441,317,771	443,453,116	435,466,502	443,015,415	448,844,084	454,304,644	459,864,150	465,267,961	470,956,011	476,540,603	482,538,009	488,931,867
Revaluation reserves	447,831,130	422,246,433	447,831,129	447,831,129	447,831,129	447,831,129	447,831,129	447,831,129	447,831,129	447,831,129	447,831,129	447,831,129
Total Equity	889,148,901	865,699,549	883,299,631	890,846,544	896,775,213	902,135,773	907,795,279	913,099,090	918,787,139	924,371,731	930,369,137	936,762,995

Projected Cash Flow - South Burnett Regional Council - for period 2016/2017 - 2025/2026

	YTD Actuals as at 31.03.17	Original Budget 2016/2017	Proposed Budget 2016/2017	Projected 2017/2018	Projected 2018/2019	Projected 2019/2020	Projected 2020/2021	Projected 2021/2022	Projected 2022/2023	Projected 2023/2024	Projected 2024/2025	Projected 2025/2026
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Cash flows from operating activities												
<i>Receipts:</i>												
Receipts from Customers	60,915,197	54,219,381	63,310,073	65,562,783	66,330,534	67,163,318	68,333,114	69,530,499	70,834,195	71,932,444	73,138,294	74,530,524
Interest Received	7,19,459	1,720,166	750,000	785,000	780,300	795,906	811,824	828,060	844,821	861,513	878,743	896,318
Rental Income	363,443	469,481	471,750	481,185	490,808	500,623	510,835	520,847	531,265	541,891	552,739	563,784
Non capital grants and contributions	6,751,867	7,531,146	7,661,271	7,424,287	7,572,773	7,724,228	7,878,712	8,036,286	8,197,012	8,360,962	8,528,171	8,698,734
<i>Payments:</i>												
Payment to Suppliers	-43,639,302	-47,871,858	-54,238,205	-55,841,298	-56,694,552	-57,975,097	-59,920,480	-60,092,595	-61,287,802	-62,700,780	-63,735,259	-65,014,300
Borrowing costs	-1,488,776	-2,042,350	-2,042,350	-2,089,102	-2,166,756	-2,256,759	-2,270,880	-2,222,035	-2,066,604	-1,907,084	-1,738,777	-1,587,589
Net cash provided (or used) in operating activities	22,421,878	14,025,966	15,932,539	16,298,655	16,323,103	15,952,220	16,342,925	16,601,072	17,042,687	17,088,956	17,622,901	18,077,470
Cash flows from investing activities												
<i>Receipts:</i>												
Proceeds from sale of PPE	-2,093,407	461,250	415,795	424,111	432,594	441,246	450,071	459,072	468,253	477,618	487,171	496,915
Grants, subsidies, contributions & donations	9,454,575	10,544,224	11,933,813	5,937,060	4,160,426	4,224,308	4,275,387	3,802,084	3,855,226	3,909,430	3,964,719	4,021,114
Advances (Repayments) of Loans and Advances	0	6,865	0	0	0	0	0	0	0	0	0	0
<i>Payments:</i>												
Payments for PPE	-14,325,670	-20,372,723	-22,890,708	-19,072,789	-17,282,659	-18,309,177	-18,442,703	-18,116,912	-18,094,670	-18,187,352	-18,170,784	-18,253,676
Net cash provided (or used) in investing activities	-6,964,502	-9,360,284	-10,541,100	-12,711,618	-12,689,638	-13,643,623	-13,717,245	-13,855,756	-13,771,191	-13,800,304	-13,718,894	-13,735,647
Cash flows from financing activities												
<i>Receipts:</i>												
Proceeds from Borrowings	0	0	0	2,000,000	5,500,000	3,000,000	3,000,000	0	0	0	0	0
<i>Payments:</i>												
Repayments of borrowings	-4,326,314	-2,436,953	-3,889,377	-2,387,352	-2,476,299	-2,829,112	-3,058,903	-3,374,828	-3,536,955	-3,590,652	-3,760,852	-3,689,756
Net cash provided (or used) in financing activities	-4,326,314	-2,436,953	-3,889,377	-387,352	3,023,701	170,888	-58,903	-3,374,828	-3,536,955	-3,590,652	-3,760,852	-3,689,756
Net Increase/(decrease) In cash & cash equivalents	11,131,062	2,228,729	1,502,862	3,199,985	6,657,171	2,479,485	2,568,777	-629,512	-285,459	-302,000	143,155	752,067
Cash and Cash Equivalents at beginning of period	30,981,431	30,851,782	30,981,431	32,483,493	35,683,377	42,340,548	44,820,033	47,396,810	46,757,298	46,491,840	46,189,840	46,332,995
Cash and Cash Equivalents at end of period	42,112,493	33,080,511	32,483,493	35,683,377	42,340,548	44,820,033	47,396,810	46,757,298	46,491,840	46,189,840	46,332,995	47,085,062

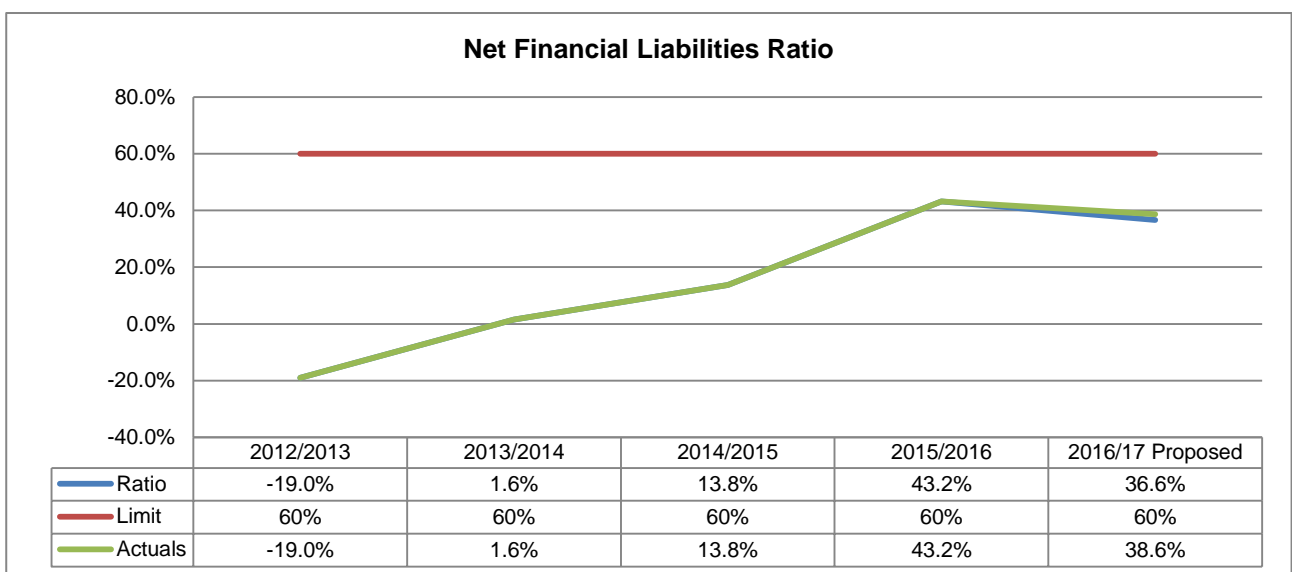
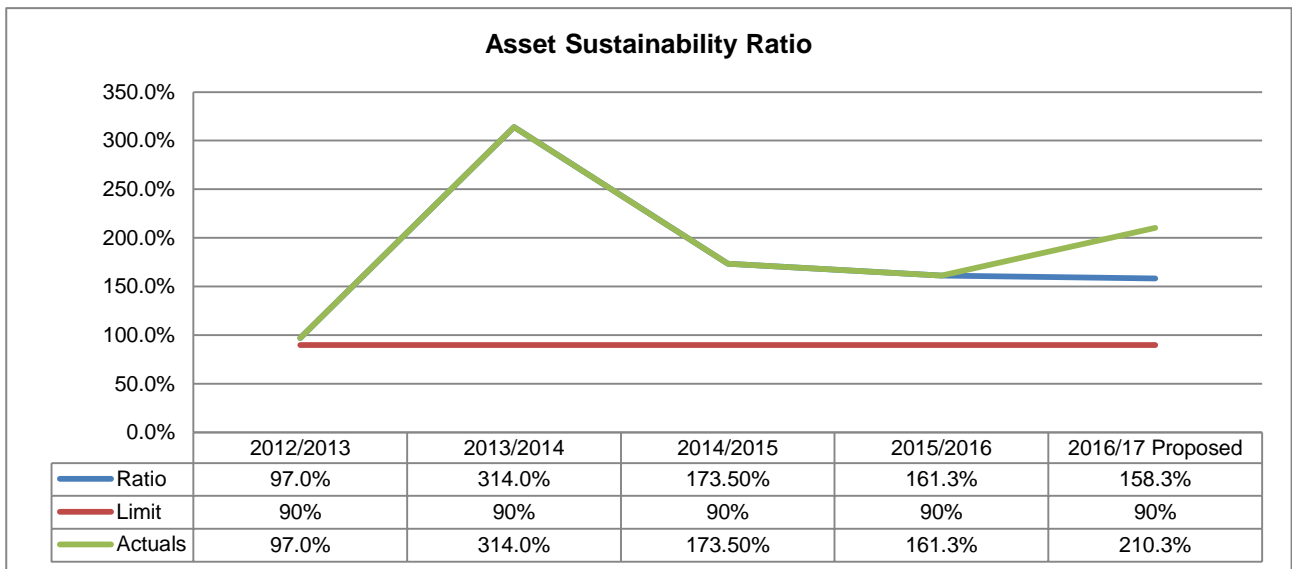
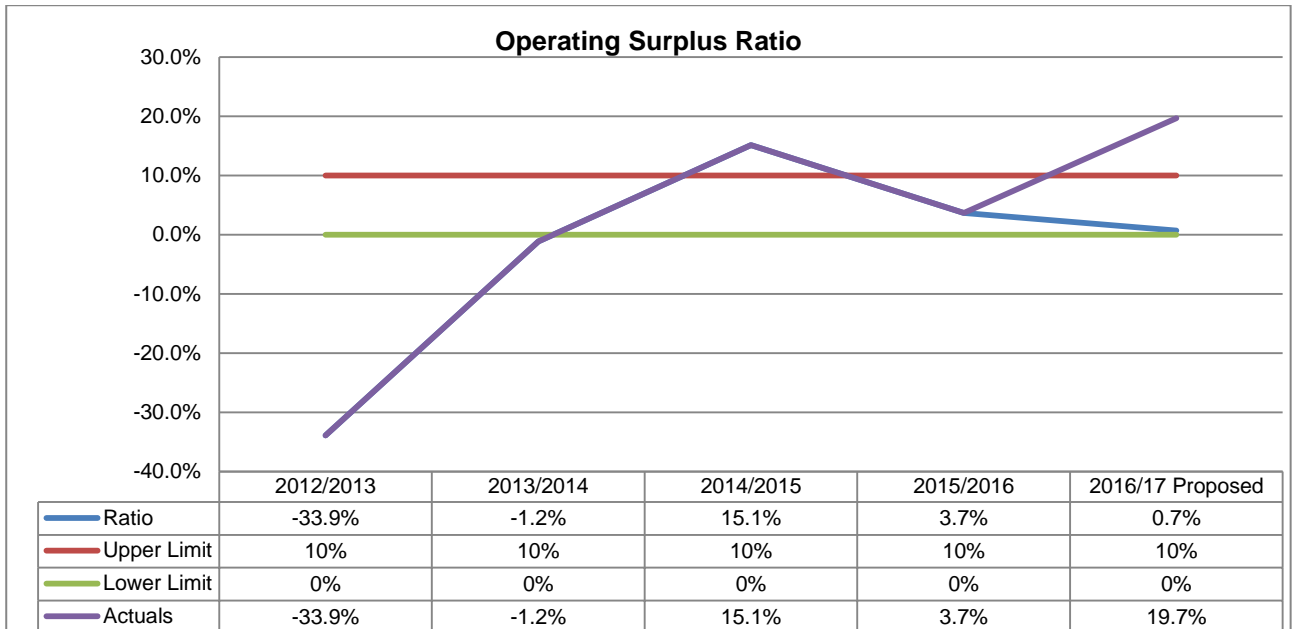
South Burnett Regional Council

Performance Indicators



Key Performance Indicators

Ratio	Description	Target	2016/2017 Proposed Budget	Status	YTD March 2017
Operating Surplus Ratio	This is an indicator of the extent to which revenues raised cover operational expenses only or are available for capital funding purposes	Target between 0% and 10% (on average over the long-term)	0.7%	✓	19.7%
Asset Sustainability Ratio	This ratio indicates whether Council is renewing or replacing existing non-financial assets at the same rate that its overall stock of assets is wearing out	Target greater than 90% (on average over the long-term)	158.3%	✓	210.3%
Net Financial Liability	This is an indicator of the extent to which the net financial liabilities of Council can be serviced by operating revenues	Target less than 60% (on average over the long-term)	36.6%	✓	38.6%



Financial and Resource Implications

The revised budget maintains the link with achieving the Operational Plan 2016/2017 and is generally in line with the revenue and expenditure priorities of the Original Budget as adopted by Council on 27 June 2016.

Link to Corporate/Operational Plan

EXC1 *Effective financial management*: Develop and implement long term financial plans; and Optimise Council's revenue, based on realistic and equitable policies and practices.

Communication/Consultation (Internal/External)

Budgets were reviewed by the relevant budget manager.

Legal Implications (Statutory Basis, Legal Risks)

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

Policy/Local Law/Delegation Implications

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

Asset Management Implications

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

10.2.3 F - 2340452 - Third Quarter Capital Budget Review 2017**Document Information****IR No** 1618541**Author:** General Manager Finance**Date:** 29 March 2017**Précis**

Review of 2017 Capital Budget for the third quarter of the 2016/2017 financial year.

Summary

A review of the 2016/2017 Capital Budget has been undertaken to take into account any necessary amendments and known changes. The \$2.08 Million increase is mainly due to the projected expenditure for the Work for Queensland Projects until the 30th of June.

The following table summarises the result.

Capital Budget

	Second Quarter Revised Budget	Third Quarter Proposed Budget	Movement
Buildings	\$2,664,000	\$3,455,500	\$791,500
Plant and Equipment	\$3,727,800	\$3,727,800	\$0
Road and Drainage	\$13,573,455	\$14,863,455	\$1,290,000
Water	\$3,994,530	\$3,994,530	\$0
Waste Water	\$7,604,850	\$7,604,850	\$0
Waste	\$396,600	\$396,600	\$0
Total	\$31,961,235	\$34,042,735	\$2,081,500

The revised Capital Program is attached.

Officer's Recommendation

That in accordance with Section 170(3) of the *Local Government Regulation 2012* the revised Capital Budget to 30 June 2017 be adopted.

2016/2017 Capex Report for Council

Project Code	2016/2017 Adopted Budget	2015/2016 Budget Carryover	First Quarter Budget Adjustments	Second Quarter Budget Adjustments	Third Quarter Budget Adjustments	Total Available Budget	Commitments	2016/17 Actual YTD
Buildings & Other Structures								
Admin Office - Kinga	12,000.00	290,000.00	-	-	28,000.00	330,000.00	37,300.00	7,499.54
Admin Office - Nanan	180,000.00	-	-	-	-	180,000.00	-	-
Admin Office - Wondai	-	100,000.00	-	100,000.00	-	-	-	-
Aerodrome - Kingaroy	40,000.00	-	-	15,000.00	-	55,000.00	22,260.54	1,314.97
Aerodrome - Wondai	15,000.00	5,000.00	-	15,000.00	-	5,000.00	-	-
Art Gallery - Wondai	35,000.00	-	-	-	5,200.00	29,800.00	-	29,745.00
Cemeteries - Kingaro	10,000.00	-	-	-	-	10,000.00	1,461.81	9,149.98
Cemeteries - Nanango	10,000.00	-	-	-	-	10,000.00	-	-
Cemeteries - Wondai	10,000.00	-	-	-	-	10,000.00	-	-
Cemeteries - Proston	-	-	-	-	-	-	-	15,005.28
Cemeteries - Blackbu	75,000.00	-	-	-	-	75,000.00	-	29,251.82
Depot - Nanango	30,000.00	-	-	-	-	30,000.00	-	-
Depot - Kingaroy	40,000.00	-	-	-	40,000.00	-	-	-
Depot - Murgon	20,000.00	-	-	20,000.00	-	-	-	-
SES- Nanango	-	-	-	130,000.00	-	130,000.00	-	-
Hall - Kingaroy Town	90,000.00	50,000.00	-	6,000.00	52,100.00	198,100.00	139,860.00	810.00
Hous Rent - Nan Pion	30,000.00	-	-	30,000.00	-	-	-	-
Museum - Boondooma H	15,000.00	-	-	-	15,000.00	-	-	-
Museum - Nanango Rin	-	-	-	25,000.00	28,400.00	53,400.00	-	23,358.00
Museum - Kroy Mens S	75,000.00	-	-	-	46,000.00	29,000.00	-	29,025.00
Parks & Gardens	400,000.00	46,000.00	-	-	-	446,000.00	342,754.90	526,630.39
Priv Hospital - Buil	20,000.00	-	-	20,000.00	90,000.00	90,000.00	-	-
Priv Hos P&E Proj	100,000.00	47,000.00	-	-	-	147,000.00	47,000.00	69,617.92
Saleyards - Coolabun	50,000.00	40,000.00	-	-	-	90,000.00	16,363.64	20,000.00
Swimming Pool - King	20,000.00	-	-	20,000.00	-	-	-	6,988.29
Swimming Pool - Murg	-	-	-	11,000.00	11,700.00	22,700.00	-	21,817.21
Swimming Pool - Nana	15,000.00	-	-	-	5,000.00	10,000.00	-	3,143.64
Swimming Pool - Wond	90,000.00	10,000.00	-	39,000.00	-	61,000.00	-	56,530.67
Tourism - Yallakool	50,000.00	20,500.00	-	-	-	70,500.00	1,880.00	-
Tourism - Lake Boon	120,000.00	7,500.00	-	-	-	127,500.00	645.45	-
Public Conveniences	214,000.00	116,000.00	-	43,000.00	-	373,000.00	66,667.50	164,213.16
Sp/ground-Maidenwel	20,000.00	-	-	-	7,000.00	27,000.00	-	26,253.61
Sp/ground-Murgon	20,000.00	30,000.00	-	-	-	50,000.00	-	-
Depot - Wondai	40,000.00	-	-	20,000.00	-	60,000.00	2,991.09	261.07
Sp/ground-Hivesville	-	34,000.00	-	-	-	34,000.00	4,090.91	31,941.82
Region Pools	-	16,000.00	-	-	16,000.00	-	-	-
W4Q Program	-	-	-	-	701,500.00	701,500.00	364,910.47	1,235.33
	1,846,000.00	812,000.00	-	6,000.00	791,500.00	3,455,500.00	1,048,186.31	1,044,148.35
Intangibles								
Business System	298,000.00	594,300.00	-	-	-	892,300.00	484,677.38	165,016.83
	298,000.00	594,300.00	-	-	-	892,300.00	484,677.38	165,016.83

Project Code	2016/2017 Adopted Budget	2015/2016 Budget Carryover	First Quarter Budget Adjustments	Second Quarter Budget Adjustments	Third Quarter Budget Adjustments	Total Available Budget	Commitments	2016/17 Actual YTD
Plant & Equipment								
Info Serv - ICT	265,000.00	14,000.00	-	-	-	279,000.00	46,402.95	206,740.31
Plant & Fleet Manage	2,435,000.00	121,500.00	-	-	-	2,556,500.00	1,274,582.36	703,135.92
	2,700,000.00	135,500.00	-	-	-	2,835,500.00	1,320,985.31	909,876.23
Roads								
W4Q Program	-	-	-	-	1,290,000.00	1,290,000.00	113,690.10	106,667.64
Streetscapes	-	-	-	-	-	-	-	700.00
Bridges	2,300,000.00	932,200.00	-	682,200.00	-	2,550,000.00	175,047.58	1,538,783.81
Min Cap-Rural Drain	130,000.00	-	-	-	-	130,000.00	-	140,219.01
Min Cap-Grav Resheet	1,250,000.00	-	-	300,000.00	-	1,550,000.00	18,200.00	1,150,010.16
Min Cap-Pave Rehab	1,200,000.00	-	-	810,000.00	-	390,000.00	5,445.62	276,370.42
Min Cap-Foot/Bikeway	180,000.00	-	-	150,000.00	-	330,000.00	-	15,574.67
Reseals - 2016/17	1,500,000.00	-	-	50,000.00	-	1,450,000.00	130,902.62	1,290,804.46
TIDS - LRRS Projects	1,893,000.00	-	-	30,000.00	-	1,923,000.00	132,535.87	1,717,581.85
Roads to Recovery	2,640,000.00	231,955.00	-	-	-	2,871,955.00	81,009.69	1,273,787.87
Loan Funded Projects	-	1,640,000.00	-	512,000.00	-	1,128,000.00	9,134.01	829,652.71
Soil Laboratory	10,000.00	-	-	500.00	-	10,500.00	-	22,531.26
Urban Drainage	440,000.00	-	-	455,000.00	-	895,000.00	67,089.60	746,014.30
SafeST	270,000.00	-	-	75,000.00	-	345,000.00	-	223,114.16
	11,813,000.00	2,804,155.00	-	1,043,700.00	1,290,000.00	14,863,455.00	733,055.09	9,285,349.80
Water Services								
Water - General Oper	150,000.00	15,000.00	-	35,000.00	-	200,000.00	40,393.75	219,968.59
Water - Blackbutt	120,000.00	-	-	-	-	120,000.00	-	-
Water - Kingaroy	1,100,000.00	1,231,900.00	-	-	-	2,331,900.00	243,701.43	551,611.32
Water - Murgon	241,700.00	465,930.00	-	-	-	707,630.00	35,369.25	591,882.20
Water - Nanango	220,000.00	-	-	-	-	220,000.00	181.82	12,972.82
Water - Proston	50,000.00	-	-	-	-	50,000.00	-	1,049.06
Rural Water - Prosto	100,000.00	-	-	35,000.00	-	65,000.00	-	-
Water - Wondal	200,000.00	-	-	-	-	200,000.00	500.00	147,526.54
Water - Wooroolin	100,000.00	-	-	-	-	100,000.00	-	-
	2,281,700.00	1,712,830.00	-	-	-	3,994,530.00	320,146.25	1,525,010.53
Wastewater Services								
Wastewater - General	150,000.00	-	-	-	-	150,000.00	-	1,051.35
Wastewater - Blackbu	100,000.00	100,000.00	-	-	-	200,000.00	-	-
Wastewater - Kingaro	2,200,000.00	-	2,940,000.00	-	-	5,140,000.00	3,123,250.80	1,474,749.07
Wastewater - Murgon	430,000.00	272,000.00	-	70,000.00	-	772,000.00	-	18,701.74
Wastewater - Nanango	500,000.00	317,700.00	-	300,000.00	-	517,700.00	-	12,073.39
Wastewater - Wondal	270,000.00	325,150.00	-	230,000.00	-	825,150.00	-	5,988.75
	3,650,000.00	1,014,850.00	2,940,000.00	-	-	7,604,850.00	3,123,250.80	1,512,564.30
Waste								
Waste Management - R	52,000.00	344,600.00	-	-	-	396,600.00	-	143,949.04
	52,000.00	344,600.00	-	-	-	396,600.00	-	143,949.04
	22,640,700.00	7,418,235.00	2,940,000.00	1,037,700.00	2,081,500.00	34,042,735.00	7,030,301.14	14,585,915.08

Financial and Resource Implications

The revised capital budget maintains the link with achieving the Operational Plan 2016/2017 and is generally in line with the revenue and expenditure priorities of the Original Budget as adopted by Council on.

Link to Corporate/Operational Plan

EXC1 *Effective financial management*: Develop and implement long term financial plans; and Optimise Council's revenue, based on realistic and equitable policies and practices.

Communication/Consultation (Internal/External)

Budgets were reviewed with the relevant budget manager.

Legal Implications (Statutory Basis, Legal Risks)

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

Policy/Local Law/Delegation Implications

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

Asset Management Implications

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

10.2.4 F - 2343260 - Loans to Community Organisation - South Burnett Motors in Motion Inc.

Document Information

IR No 3243260

Author Manager Finance

Endorsed By General Manager Finance

Date 10 April 2017

Précis

Loan application of the South Burnett Motors in Motion Inc.

Summary

Under the *Statutory Bodies Financial Arrangements Act 1982* (SBFA Act), through a general approval obtained by the Department of Infrastructure, Local Government and Planning from the Treasurer, Council is permitted to extend loans to community organisations.

The South Burnett Motors in Motion Inc. has made application for a Five Thousand Dollars (\$5,000.00) community loan from Council to purchase materials for the manufacture of concrete safety barriers to be used in the street sprint at Wondai that will be held in June 2017.

The required supporting documents such as the Certificate of Incorporation, Audited Financial Statements, a copy of the minutes from the meeting whereby the motion was passed to apply for a loan and proposed budget for the project were submitted.

Officer's Recommendation

That Council approve a Five Thousand Dollars (\$5,000.00) Community Loan to South Burnett Motors in Motion Inc. under the following conditions:

- The loan will be repaid in full within three (3) years.
- The loan will be interest free if paid within twelve (12) months.
- Interest rate equal to the current debt pool rate set by Queensland Treasury, from the commencement of the, for any loans not repaid within twelve (12) months.
- Payments will be made on a quarterly basis.

Financial and Resource Implications

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

Link to Corporate/Operational Plan

EC2 *A community with the capacity to continue to develop the area of arts, culture and heritage:*
Encourage and support community organisations to enhance their sustainability.

Communication/Consultation (Internal/External)

Internal consultation with Councillors at the April Portfolio Briefing.

Legal Implications (Statutory Basis, Legal Risks)

Statutory Bodies Financial Arrangements Act 1982 (SBFA Act)
Department of Infrastructure, Local Government and Planning (DILGP) Bulletin 15/12 - Loans to Community Organisations

Policy/Local Law/Delegation Implications

Loans to Community Organisation Procedure

Asset Management Implications

Not applicable.

10.2.5 F - 2342908 - Procurement Policy 2017

Document Information

IR No 2342908
Author Manager Finance
Endorsed By General Manager Finance
Date 29 March 2017

Précis

Annual Review - South Burnett Regional Council Procurement Policy.

Summary

Section 198 (3) of the *Local Government Regulation 2012* requires an annual review of Council's Procurement Policy.

The purpose of the Procurement Policy is to provide the guidelines and processes for the acquisition of goods and services in accordance with the procurement principles.

The Procurement Policy has been reviewed in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*.

Officer's Recommendation

That Council adopt the reviewed Procurement Policy.



IR NUMBER: 2342908
MINUTE NUMBER: [Minute Number]
ADOPTED ON/SIGN OFF DATE: [Date]

Procurement Policy 2017

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1. POLICY STATEMENT

1.1. Procurement Principles

Council employees must have regard to the following procurement principles in all purchasing activities.

1.1.1. Open and Effective Competition

Purchasing should be open and transparent and result in effective competition in the provision of goods and services.

1.1.2. Value for Money

Council must harness its purchasing power to achieve the best value for money. The concept of value for money is not restricted to price alone. The value for money assessment must include consideration of:

- (a) contribution to the advancement of Council's priorities;
- (b) fitness for purpose, quality, services and support;
- (c) whole-of-life costs including costs of acquiring, using, maintaining and disposal;
- (d) internal administration costs;
- (e) technical compliance issues;
- (f) risk exposure;
- (g) the value of any associated environmental benefits.

1.1.3. Encouragement of the Development of Competitive Local Business and Industry

Council encourages the development of competitive local businesses within the South Burnett Regional Council area. Where price, performance, quality, suitability, service and other evaluation criteria are comparable, the following areas should be considered in evaluating offers:

- (a) retention of existing and creation of new local employment opportunities;
- (b) more readily available servicing support;
- (c) more convenient communications for contract management;
- (d) economic growth within the South Burnett Regional Council area.

1.1.4. Environmental Protection

Council promotes environmental protection through its purchasing procedures. In undertaking any purchasing activities Council will:

- (a) promote the purchase of environmentally friendly goods and services that satisfy value for money criteria; and
- (b) foster the development of products and processes of low environmental and climatic impact; and
- (c) provide an example to business, industry and the community by promoting the use of climatically and environmentally friendly goods and services; and
- (d) encourage environmentally responsible activities.

1.1.5. Ethical Behaviour and Fair Dealing

Council employees involved in purchasing are to behave with impartiality, fairness, independence, transparency, integrity and professionalism in their discussions and negotiations with suppliers and their representatives.

1.1.6. Local Preference

If after assessing all of the above, particularly taking into account the development of competitive local business and industry, Council will make a decision to purchase from a supplier or provider within the region offering a higher price margin, the following guideline for acceptable price variances:

- 10% for goods and services under \$25,000;
- 7.5% for goods and services from \$25,000 up to \$50,000;
- 5% for goods and services over \$50,000 up to \$100,000; and
- 2.5% for goods and services over \$100,000 up to \$200,000.

Pre-Qualified Supplier Register

To facilitate the purchasing process in compliance with the procurement principles, Council establishes a Pre-Qualified Supplier Register. The register is a list of suppliers who have been assessed by Council as having the technical, financial and managerial capability necessary to deliver identified services on time and in accordance with agreed standards and requirements.

All registers of pre-qualified suppliers are established as standing offer arrangements, therefore suppliers are not guaranteed of any work or business from Council.

A standing offer arrangement is an agreement subject to specified terms and conditions whereby the purchaser agrees to purchase specified services from the vendor for a specified period on an "as and when" requirement basis.

1.2. Quotation Requirements

1.2.1. Purchases Under \$200,000

Purchases up to \$50

- 1) Purchases up to \$50 may be made out of petty cash in accordance with relevant procedures.

Purchases over \$50 up to \$10,000

- 1) To be made on an official order form;
- 2) Orders can only be approved by authorised employees as detailed in the Financial Delegation Register and must include a reasonable estimate of cost;
- 3) Purchases can be undertaken by:
 - accessing the Pre-Qualified Supplier Register for identified goods and/or services.

OR

- selecting one supplier that meets the requirements, and
- obtaining one verbal quote.

Note: *Where local businesses (i.e. located in the South Burnett) can provide the goods and/or services required, then in line with Council's intention to support local businesses as stated in [1.1.3 Encouragement of the Development of Competitive Local Business and Industry](#) of this policy, Staff are encouraged to obtain quotations from those businesses in the first instance.*

Purchases over \$10,000 up to \$30,000

- 1) To be made on an official order form;
 - 2) Orders can only be approved by authorised employees as detailed in the Financial Delegation Register and must include a reasonable estimate of cost;
 - 3) Purchases can be undertaken by:
 - accessing the Pre-Qualified Supplier Register for identified goods and/or services.
- OR
- inviting at least three (3) written quotes allowing a reasonable time for a response.

Note: *Where local businesses (i.e. located in the South Burnett) can provide the goods and/or services required, then in line with Council's intention to support local businesses as stated in [1.1.3 Encouragement of the Development of Competitive Local Business and Industry](#) of this policy, Staff are encouraged to obtain quotations from those businesses in the first instance.*

Purchases over \$30,000 and less than \$200,000

- 1) To be made on an official order form;
- 2) Orders can only be approved by authorised employees as detailed in the Financial Delegation Register and must include a reasonable estimate of cost;
- 3) Purchases can be undertaken by:
 - Inviting at least three (3) written quotes allowing a reasonable time for a response.

Note: *Where local businesses (i.e. located in the South Burnett) can provide the goods and/or services required, then in line with Council's intention to support local businesses as stated in [1.1.3 Encouragement of the Development of Competitive Local Business and Industry](#) of this policy, Staff are encouraged to obtain quotations from those businesses in the first instance.*

1.2.2. Purchases \$200,000 and above

Section 228 of the *Local Government Regulation 2012* requires that Council invite tenders before making a contract for the carrying out of work, or the supply of goods and/or services involving a cost of \$200,000 and above.

The invitation must be made by an advertisement in newspapers circulating generally in Council's local government area and allow at least 21 days from the day of the advertisement for the submission of tenders.

Details of all contracts of \$200,000 and over must be provided to relevant Finance Staff for inclusion to the Contracts Register.

Records of tenders received must be kept on file for the period of time outlined in the Retention and Disposal Schedules for Local Government as published by the Queensland State Archives.

1.2.3. Exceptions

Division 3 of the *Local Government Regulation 2012* specifies when Council is exempt from the requirement to seek tenders or quotations:

- (a) S230 - If quote or tender consideration plan prepared
- (b) S231 - For contractor on approved contractor list
- (c) S232 - For a register of pre-qualified suppliers
- (d) S233 - For a preferred supplier arrangement
- (e) S234 - For LGA arrangement
- (f) S235 - Other exceptions

When assessing the most effective method of obtaining goods and/or services, Council employees should consider the administrative and price costs to Council of seeking tenders or quotations independently, and the reduction of these costs which can be achieved by use of Pre-Qualified Supplier or Local Buy arrangements.

1.2.4. Ordering

Official order forms are not required for the following purchases, but relevant authorisations are required on the invoice documentation:

- | | |
|-------------------------------------|-------------------------------------|
| 1) Australia Post | 8) Queensland Treasury Corporation |
| 2) Acts and Regulations | 9) Corporate Card Purchases |
| 3) Local Authorities | 10) Investments |
| 4) Telephone/Communication Accounts | 11) Subscriptions |
| 5) Accommodation | 12) Freight |
| 6) Local Buy | 13) Conference Registrations |
| 7) Electricity Accounts | 14) Items Purchased from Petty Cash |

1.2.5. Delegations

Council Employees

The Financial Delegation Register for Council employees is held within the Social and Corporate Performance Section. A copy of the Financial Delegations can be found on Council's Intranet.

Delegation Reserved for Council

Contracts that are \$200,000 and above that progressed through public tender must be approved by Council. Contracts that are exempt from public tender shall be approved based on Council's Financial Delegation Register.

2. SCOPE

This policy applies to all Council employees responsible for purchasing goods and/or services. It is the responsibility of Council employees involved in the procurement process to understand the meaning and intent of this policy.

3. POLICY OBJECTIVES

Council's purchasing activities aim to achieve advantageous procurement outcomes by:

- (a) promoting value for money with probity and accountability; and
- (b) advancing Council's economic, social and environmental policies; and
- (c) providing reasonable opportunity for competitive local businesses that comply with relevant legislation to supply to Council; and
- (d) promoting compliance with relevant legislation.

4. BACKGROUND AND/OR PRINCIPLES

This document sets out Council's policy for the acquisition of goods and/or services and carrying out of the procurement principles. This policy applies to the procurement of goods, equipment and related services, construction contracts and service contracts (including maintenance).

All Council purchases must be carried out in compliance with the *Local Government Act 2009* and the *Local Government Regulation 2012*.

5. GENERAL INFORMATION

Not applicable.

6. DEFINITIONS

Council	South Burnett Regional Council.
Financial Delegation Register	Register of employees who have approved delegation for the purpose of purchasing goods and/or services.
LGA Arrangement	The use of Local Buy or State Government Purchasing Arrangements.
Procurement	The entire process by which all classes of resources (human, material, facilities and services) are obtained. This can include the functions of planning, design, standards determination, specification writing, and selection of suppliers, financing, contract administration, disposals and other related functions.
Purchasing	The acquisition process for goods, services and capital projects through purchasing, leasing and licensing and this expression extends to standing offer or similar arrangements by which terms and conditions of purchase are determined.
Pre-Qualified Supplier	A supplier who has been assessed by Council as having the technical, financial and managerial capacity necessary to deliver goods and/or services on time and in accordance with agreed requirements. The process is fulfilled by initially inviting tenders to establish pre-qualified suppliers.
Supplier	An enterprise known to be capable of supplying required goods and/or services. It includes manufacturers, stockists, resellers, merchants, distributors, consultants and contractors.

7. LEGISLATIVE REFERENCE

Local Government Act 2009

Local Government Regulation 2012

8. RELATED POLICIES/PROCEDURES

Fraud and Corruption Prevention Management Policy

9. NEXT REVIEW

March 2018

Gary Wall
CHIEF EXECUTIVE OFFICER

Date

Financial and Resource Implications

The Procurement Policy facilitates the ongoing operations in accordance with the adopted budget.

Link to Corporate/Operational Plan

EXC1 *Effective financial management*: Develop and implement long term financial plans; and Optimise Council's revenue, based on realistic and equitable policies and practices.

Communication/Consultation (Internal/External)

Internal consultation with Councillors, General Managers and Managers was undertaken.

Legal Implications (Statutory Basis, Legal Risks)

The policy was developed in accordance with Section 104 (3) of the Local Government Act 2009 and Section 198 of the Local Government Regulation 2012 to facilitate efficient and effective procurement processes.

Policy/Local Law/Delegation Implications

The policy provides guidance for effective and open purchasing processes.

Asset Management Implications

The policy facilitates the purchasing of goods and services for large and medium sized contracts for the management of Council facilities.

11. Consideration of Notices of Motion

- 11.1 PET - 2336696 - Forwarding petition by residents in Ellesmere requesting Council take action concerning the number of cars dumped on the property on the corner of Ellesmere and Lillian Avenue Ellesmere**

Document Information

IR No 2336696

Author Executive Assistant

**Endorsed
By Chief Executive Officer**

Date 23 March 2017

Précis

Forwarding petition by residents in Ellesmere requesting Council take action concerning the number of cars dumped on the property on the corner of Ellesmere and Lillian Avenue Ellesmere

Summary

A petition has been received requesting Council to take action concerning the number of cars dumped on the property on the corner of Ellesmere and Lillian Avenue Ellesmere

Officer's Recommendation

That the petition be received and referred to a committee or staff for consideration and report to Council.

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

12. Information Section (IS)

12.1 IS - 2343416 - Reports for the Information of Council

Document Information

IR No 2343416

Author Executive Assistant

Date 11 April 2017

Précis

Reports received for the Information of Council.

Summary

List of Correspondence pending completion of assessment report
Minutes of the Audit Committee Meeting held on Monday 13 March 2017
Road Maintenance Expenditure Report

Officer's Recommendation

That the reports be received.

13. Confidential Section

13.1 CONF - Permission for portion of reserve to be purchased

Document Information

IR No 2343525

Author Manager Environment and Waste Services

**Endorsed
By General Manager Corporate Services**

Date 11 April 2017

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 - P - 2329024 - Seeking Approval to dispose of Lot 2 on RP217274, 17-19 Short Street Kumbia by Tender

Document Information

IR No 2329024

Author Manager Property

**Endorsed
By General Manager Finance**

Date 30/03/2017

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

