



**SOUTH BURNETT**  
**REGIONAL COUNCIL**

# Minutes

Of The

# General Council Meeting

Held in the Warren Truss Chamber, 45 Glendon Street Kingaroy

On

Wednesday 16 August 2017

**Acting Chief Executive Officer:**

**Our Vision**

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

**Our Values**

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

# SOUTH BURNETT REGIONAL COUNCIL MINUTES

Wednesday 16 August 2017

## ORDER OF BUSINESS:

<b>1.</b>	<b>LEAVE OF ABSENCE .....</b>	<b>1</b>
<b>2.</b>	<b>PRAYERS .....</b>	<b>1</b>
<b>3.</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETING .....</b>	<b>1</b>
3.1	South Burnett Regional Council Minutes .....	1
3.2	South Burnett Regional Council Special Meeting Minutes .....	1
<b>4.</b>	<b>PORTFOLIO - ECONOMIC DEVELOPMENT, GOVERNANCE AND COMMUNICATIONS .....</b>	<b>2</b>
4.1	Economic Development, Governance and Communications Portfolio Report.....	2
<b>4.2</b>	<b>GOVERNANCE (G) .....</b>	<b>3</b>
<b>4.3</b>	<b>ECONOMIC DEVELOPMENT (ED).....</b>	<b>3</b>
4.3.1	ED - 2388757 - 2020 South Burnett Economic Development Strategy.....	3
<b>5.</b>	<b>PORTFOLIO - ROADS &amp; DRAINAGE .....</b>	<b>6</b>
5.1	Roads & Drainage Portfolio Report .....	6
<b>5.2</b>	<b>ROADS &amp; DRAINAGE (R&amp;D).....</b>	<b>6</b>
<b>5.3</b>	<b>DESIGN &amp; TECHNICAL SERVICES (D&amp;TS).....</b>	<b>6</b>
5.3.1	D&TS - 2384340 - Requesting views and/or requirements in relation to Application for permanent road closure being part of Memerambi Gordonbrook & Findowie Roads Gordonbrook - Ref No. 2017/002817 .....	6
<b>6.</b>	<b>PORTFOLIO - COMMUNITY, ARTS, TOURISM AND HEALTH SERVICES .....</b>	<b>7</b>
6.1	Community, Arts, Tourism and Health Services Portfolio Report .....	7
<b>6.2</b>	<b>COMMUNITY SERVICES (CS) .....</b>	<b>8</b>
<b>6.3</b>	<b>THE ARTS .....</b>	<b>8</b>
<b>6.4</b>	<b>TOURISM (T) .....</b>	<b>9</b>
6.4.1	T - 2390336 - Membership of Southern Queensland Country Tourism .....	9
<b>7.</b>	<b>PORTFOLIO - PLANNING &amp; PROPERTY .....</b>	<b>9</b>
7.1	Planning and Property Portfolio Report .....	9
<b>7.2</b>	<b>PLANNING (P&amp;LM).....</b>	<b>10</b>
7.2.1	P&LM - 2332036 - Reduction in Council Fees Application - Brookland Rural Fire Brigade - Waiver of Fees associated with Septic Toilet - Lord Street Brooklands.....	10
7.2.2	P&LM - 2362276 - Negotiated Decision Request for Material Change of Use - Service Station Redevelopment at 19 Henry Street Nanango - MCUC2016/0013 .....	11
7.2.3	P&LM - 2376043 - Requesting for Negotiated Decision for the Material Change of Use - Medical Centre - L13 SP289205 - 83 Drayton Street Nanango - WG & HJ Sawtell as Trustee for WG & HJ Sawtell Family Trust - MCUC2016/0015.....	12
7.2.4	P&LM - 2361695 - Request for Negotiated Decision Notice (s361 of SPA) - Material Change of Use (Service Station & Associated Advertising Devices) - 125-127 Youngman St Kingaroy - L12-13 RP37005 - MCUC2016/0011 CAP2017/0005 .....	14
<b>8.</b>	<b>PORTFOLIO - WATER, WASTE WATER, WASTE MANAGEMENT, SPORT &amp; RECREATION .....</b>	<b>16</b>
8.1	Water, Waste Water, Waste Management, Sport & Recreation Portfolio Report .....	16

<b>9.</b>	<b>PORTFOLIO - NATURAL RESOURCE MANAGEMENT, PARKS AND INDIGENOUS AFFAIRS .....</b>	<b>17</b>
9.1	Natural Resource Management, Parks and Indigenous Affairs Portfolio Report .....	17
<b>9.2</b>	<b>NATURAL RESOURCE MANAGEMENT &amp; PARKS (NRM&amp;P) .....</b>	<b>19</b>
9.2.1	NRM&P - 2388801 - Consideration of Expression of Interest (EOI)'s received to lease, manage and operate the Coolabunia Saleyards and/or South Burnett Regional Council's Dip Facilities. ....	19
9.2.2	NRM&P - 2390592 - Establishment of a Rail Trail Advisory Committee .....	20
<b>10.</b>	<b>PORTFOLIO - FINANCE, ICT &amp; HUMAN RESOURCES.....</b>	<b>21</b>
10.1	Finance, ICT and Human Resources Portfolio Report .....	21
<b>10.2</b>	<b>FINANCE (F).....</b>	<b>22</b>
10.2.1	F - 2389232 - Monthly Financial Statements.....	22
10.2.2	F - 2388907 - First Quarter Capital Budget Review 2017/2018 .....	26
10.2.3	F - 2384841 - Adoption of the Business Continuity and Recovery Plan.....	37
<b>11.</b>	<b>CONSIDERATION OF NOTICES OF MOTION .....</b>	<b>58</b>
<b>12.</b>	<b>INFORMATION SECTION (IS) .....</b>	<b>58</b>
12.1	IS - 2389252 - Reports for the Information of Council .....	58
<b>13.</b>	<b>CONFIDENTIAL SECTION .....</b>	<b>59</b>
13.1	CONF - 2385300 - Provision of Banking and Bill Payment Services.....	59
13.2	CONF - 2388911 - Civil Engineering & Landscape Architecture Design Services Kingaroy CBD Revitalisation Project .....	60

Minutes of the meeting of the South Burnett Regional Council, held in the Warren Truss Chamber, 45 Glendon Street Kingaroy on 16 August 2017 at 9.00am

**PRESENT:**

**Councillors:**

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

**Council Officers:**

Peter O'May (Acting Chief Executive Officer), Lester Schumacher (General Manager Finance), Steve Hegedus (Acting General Manager Infrastructure)

**1. Leave Of Absence**

Nil.

**2. Prayers**

Nil

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

**3.1 South Burnett Regional Council Minutes**

**Officer's Recommendation**

That the minutes of the previous meeting held on Wednesday 19 July 2017 as recorded be confirmed.

**Resolution:**

*Moved Cr KA Duff, seconded Cr RLA Heit.*

*That the minutes of the previous meeting held on Wednesday 19 July 2017 as recorded be confirmed.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

**3.2 South Burnett Regional Council Special Meeting Minutes**

**Officer's Recommendation**

That the minutes of the Special Meeting held on Wednesday 2 August 2017 as recorded be confirmed.



**Resolution:**

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

*That the minutes of the Special Meeting held on Wednesday 2 August 2017 as recorded be confirmed.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

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

See Business Function Headings

**ATTENDANCE:**

Cr TW Fleischfresser left the meeting at 9.04am  
Cr TW Fleischfresser returned to the meeting at 9.05am

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

**4.1 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.

**Resolution:**

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

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

**Governance and Communication:**

**Internal Audit and Corporate Risk Management**

*Council embraces a positive culture towards the internal audit and corporate risk management functions as prescribed by both the Local Government Act 2009 and Local Government Regulation 2012.*

*Council's internal audit plan covering the 2017-2018 financial year is currently being reviewed and will be tabled at the Audit Management Advisory Committee meeting later this month. Senior management, through the Chief Executive Officer and monitored by the Committee, progressively implement the audit recommendations for business improvement.*

*Accompanying the audit plan will be Council's Corporate Risk Register and Treatment Plan which identifies and mitigates the high and extreme risks for 2017/2018. This document has been workshopped with senior management whereby the most significant corporate risks to project delivery, operational functions and activities were identified and evaluated, with the treatment actions listed to mitigate the risks, to be implemented during this financial year.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

## **4.2 Governance (G)**

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

No Report.

### ***ATTENDANCE:***

Acting General Manager Infrastructure left the meeting at 9.09am

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

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

#### **4.3.1 ED - 2388757 - 2020 South Burnett Economic Development Strategy**

### **Summary**

The report tables the 2020 South Burnett Economic Development Strategy.

### **Officer's Recommendation**

That Council adopt the 2020 South Burnett Economic Development Strategy.

# 2020 SOUTH BURNETT ECONOMIC DEVELOPMENT STRATEGY

## CLEAR DIRECTIONS - CONCISE MESSAGES



**SOUTH BURNETT**  
REGIONAL COUNCIL

# INVESTMENT & INNOVATION

## Defined Leadership

- Enable activity through simple planning
- Unlock traditional industry development
- Unpack and present the functional growth areas
- Recognise the influence and effectiveness of high performing business

# VISITOR ECONOMY

## Active Industry

- Reinforce brand 'South Burnett' at every opportunity
- Introduce visitors to the region through flagship/unique events
- Engage residents and visitors in tourism
- Encourage increased visitor expenditure and length of stay
- Reinforce critical role of VICs and build their capacity as centres of local knowledge and produce

# BUSINESS GROWTH

## Business Sophistication

- Expose businesses to opportunities for learning
- Create programs supporting business development
- Deliver new information relevant to business
- Celebrate high achieving business



SOUTH BURNETT  
REGIONAL COUNCIL

**Resolution:**

*Moved Cr TW Fleischfresser, seconded Cr RLA Heit.*

*That the Officer's Recommendation be adopted.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

**ATTENDANCE:**

Acting General Manager Infrastructure returned to the meeting at 9.17am

**5. Portfolio - Roads & Drainage**

**5.1 Roads & Drainage Portfolio Report**

Cr Jones provided a verbal report.

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

***Officer's Reports***

No Report.

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

***Officer's Reports***

**5.3.1 D&TS - 2384340 - Requesting views and/or requirements in relation to Application for permanent road closure being part of Memerambi Gordonbrook & Findowie Roads Gordonbrook - Ref No. 2017/002817**

**Summary**

An application has been received for a permanent road closure over a portion of Memerambi Gordonbrook Road and Findowie Road, Gordonbrook. The section of road is located at the Memerambi Gordonbrook Road and Findowie Road intersection and is approximately 2750m<sup>2</sup> in size. The proposal is for the development and subsequent operation of a Rural Fire Brigade due to the central locality to neighbouring areas and access to Findowie Road.

It is recommended to Council to respond advising that Council has no objection with respect to this application.

**Officer's Recommendation**

That Council reply offering no objection to the proposal for a permanent road closure over Memerambi Gordonbrook Road and Findowie Road, Gordonbrook. The available land is to be then used for Rural Fire Brigade purposes.

**Resolution:**

*Moved Cr RLA Heit, seconded Cr RJ Frohloff.*

*That the Officer's Recommendation be adopted.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

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

**6.1 Community, Arts, Tourism and Health Services Portfolio Report**

**Summary**

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

**Officer's Recommendation**

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

**Resolution:**

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

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

**Community:**

**South Burnett Libraries**

*The partnership between child health and South Burnett Libraries has again strengthened with the proposal of weekly drop in clinics to be held at the Murgon and Wondai Libraries. These clinics are already run on a weekly basis at the Nanango Library with fantastic attendance.*

*On Tuesday 8 August staff from the Kingaroy Library hosted another successful First 5 Forever pop-up morning at the Child Health Clinic in Glendon Street. These visits, which now occur every three (3) months, aim to introduce new parents to the programs and services provided by their local library. By reading stories and singing rhymes with families in attendance at the clinic, they are given an insight into the concepts and messages behind the First 5 Forever initiative, including the over-arching message that parents are their child's first, and most important teacher.*

*To celebrate NAIDOC 2017 the Kingaroy Library invited the Kingaroy Art Gallery to choose works from the Council collection to be displayed in the library. This display was complimented by a collection of photographs, some of which featured Wakka Wakka dancers who were present at Kingaroy's NAIDOC Week celebration on July 6. Upon hearing that their photos were on display, they were thrilled and posed for photos with their photographs.*

*During July the Kingaroy Library displayed three large banners from the State Library QANZAC100 collection. The display was arranged so it would be on view when the Electronic Warfare Wing, School of Signals, accompanied by the Brisbane Army Band was granted Freedom of Entry to the town of Kingaroy on July 8.*

*The Libraries' mini put-put course once again proved a hit at the Proston Library on 1 August for a very special rhyme time event. It is reported that although the children found the co-ordination a little difficult and the smaller ones kept disrupting the entire course, there were quite a few balls that made it through the course and to the hole.*

*Also at the Proston Library, nineteen (19) people attended the library on Wednesday 26 July to listen to the three (3) representatives from Cherbourg State School, Heather Carfoot, who co-ordinated the event, Uncle Bully and Aunt Sylvia. The guests spoke about the issues related to educating the young people of Cherbourg. They were asked a considerable amount of questions and both Uncle Bully and Aunt Sylvia displayed a wicked humour which had the audience in fits of laughter. This information session was very well received, with each of the guests saying they would like to return with some of their elders to meet with the community again.*

### **Regional Arts Development Fund (RADF) Information Sessions**

*During this month arts crossed over into our libraries where the RADF Management Advisory Committee held public information sessions across the region to advise interested local artists of the RADF funding available for 2017/2018 and how to apply for such assistance. The information sessions were held in Blackbutt, Nanango, Kingaroy, Proston, Wondai and Murgon with Maidenwell to be held tomorrow. Whilst the attendance was low with eight (8) attending the sessions to date, it has been a valuable exercise for the committee to get out into the community to promote the funding opportunity and meet local artists.*

### **Community Grants Program Round One (1) for 2017/18**

*As announced last month the Community Grants Program Round One (1) is open for applications during the month of August. There is still time for local not-for-profit community organisations to consider projects or events they would like Council to support during 2017/2018. Applications close 31 August and I look forward to announcing the successful applications next month in my portfolio report. For information, application forms and contact details, please check out Council's website or give Council a call.*

### **Environmental Health:**

#### **RSPCA Desexing Initiative**

*I would like to provide a final reminder that "Operation Wanted", the RSPCA yearly statewide desexing initiative, is still available until 31 August. For local pets owners this opportunity is worth considering as the desexing prices at participating vets are discounted some 20% during this campaign. For more information and how to find your local participating vets go to [www.operationwanted.com.au](http://www.operationwanted.com.au).*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

## **6.2 Community Services (CS)**

### **Officer's Reports**

No Report.

## **6.3 The Arts**

### **Officer's Reports**

No Report.

## **6.4 Tourism (T)**

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

#### **6.4.1 T - 2390336 - Membership of Southern Queensland Country Tourism**

##### **Summary**

As part of a strategic review of Council's role in tourism marketing and development for the South Burnett several workshops/presentations have been conducted with local tourism operators. The overwhelming response has been for Council to cease its membership of Southern Queensland Country Tourism and explore alternative options to market the South Burnett.

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

That Council not renew its membership of Southern Queensland Country Tourism for 2017/2018 and they be advised accordingly.

##### **Resolution:**

*Moved Cr RLA Heit, seconded Cr RJ Frohloff.*

*That the Officer's Recommendation be adopted.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

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

### **7.1 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.

##### **Resolution:**

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

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

##### **Property**

*The Kingaroy Town Hall and Reception Room Courtyard has a new modern fence. The courtyard will be available for hire late August for community and private events.*

*Council has awarded a building contract to John Proven Building for the construction of Nanango SES Office and Training Centre in Grey Street, Nanango.*



*Works for Queensland projects are progressing and on target. The restumping of the Kingaroy SES building has commenced, repainting of the Murgon Town Hall in front of the shop fronts has commenced, Drayton Units kitchens are completed and painting commences next week, Brighthaven units have new awning installed and painting has commenced.*

*Maidenwell announcers building repairs and repainting has been completed.*

*The Kingaroy Railway Building sanding and repainting has been completed.*

*Council has called tenders for the management and operation of Ringsfield House closing on 30 August 2017.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

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

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

#### **7.2.1 P&LM - 2332036 - Reduction in Council Fees Application - Brookland Rural Fire Brigade - Waiver of Fees associated with Septic Toilet - Lord Street Brooklands**

### **Summary**

Council received a written request from the Brooklands Rural Fire Brigade (the applicant) for a 100% waiver of the Plumbing Fee for a toilet at their rural fire station located at 12 Lord Street, Brooklands (and described as Lot 33 RP32431). The details are as follows:

- The applicant propose to install three (3) fixtures (toilet, shower and sink) to provide comfort for the fire fighters and incident controllers at the station;
- The applicant is one of many rural brigades throughout Queensland which are a volunteer emergency service organisation assisting to keep the rural communities safe;
- The land is owned by the Queensland State Government, Department of Community Safety;
- Council's fees of \$1,290.00 consists of fees for the three (3) fixtures totalling \$90.00 and an assessment and inspection fee of \$1,200.00;
- The applicant has not paid the fees but has provided documentation to Council's Plumbing Section detailing the proposed work; and
- This request was received prior to 1 July 2017 and it is therefore recommended that a 100% of the fees are waived in this instance in accordance with previous practice.

### **Officer's Recommendation**

That Council *approves* a 100% waiver of the Plumbing Fee of \$1,290.00 taking into consideration the community nature of the Brooklands Rural Fire Brigade.

### **Resolution:**

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

*That the Officer's Recommendation be adopted.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

## 7.2.2 P&LM - 2362276 - Negotiated Decision Request for Material Change of Use - Service Station Redevelopment at 19 Henry Street Nanango - MCUC2016/0013

### Summary

- Application was approved at the General Council meeting held on Wednesday 19 April 2017 with a Decision Notice forwarded to the applicant on 27 April 2017
- Applicant submitted written representations on 18 May 2017 requesting a Negotiated Decision Notice in relation to conditions ENG2 (Alfred Street Access and amendments to the Swept Path Layout Plan), ENG13 (Road Resurfacing) and EH9 (Stage2 vapour recovery equipment);
- It is recommended that Council issue a Negotiated Decision Notice in response to the applicant's representations by retaining ENG2, amending ENG13 and deleting EH9.

### Officer's Recommendation

That Council issue a Negotiated Decision Notice for Material Change of Use - Service Station Redevelopment at 19 Henry Street Nanango - MCU2016/0013 as outlined below:-

1. Retain Condition ENG2:

ENG2. With reference to TTM Consultants' drawing No. 16BRT0242-01 Revision B Sheet 1 of 3 dated 1 Feb 2017:

- (a) 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
- (b) 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.

2. Amend Condition ENG13 to read as follows (new text in bold & deleted text in strikethrough):

ENG13. The complete width of Alfred Street ~~kerb lines~~ **(kerb to kerb)**, ~~for the complete width of Lot 705 N231~~ **from the western extent of the north-eastern crossover to Henry Street**, must be resurfaced with a minimum 50mm thickness of asphaltic concrete, **as shown on the attached plan titled Swept Path Movements dated 1 Feb 2017 as annotated by Council.**

3. Delete EH9 (deleted text in strikethrough)

### ~~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.~~

**Resolution:**

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

*That the Officer's Recommendation be adopted.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

**7.2.3 P&LM - 2376043 - Requesting for Negotiated Decision for the Material Change of Use - Medical Centre - L13 SP289205 - 83 Drayton Street Nanango - WG & HJ Sawtell as Trustee for WG & HJ Sawtell Family Trust - MCUC2016/0015**

**Summary**

- Application was approved at the General Council meeting held on Wednesday 14 June 2017 with a Decision Notice forwarded to the applicant on 19 June 2017;
- Applicant submitted written representations on 30 June 2017 and attended a meeting with Council Officers on Friday 4 August 2017 requesting a Negotiated Decision Notice in relation to conditions ENG13 (Stormwater Drainage System), ENG15 (Stormwater Drainage Design), ENG16, ENG17 (Detailed Stormwater Drainage Design) and ENG20-22 (Easements & Drainage Reserves);
- It is recommended that Council issue a Negotiated Decision Notice in response to the applicant's representations by amending ENG13, ENG15, ENG17 ENG20 and delete ENG16, ENG21 & ENG22.

**Officer's Recommendation**

That Council issue a Negotiated Decision Notice for Material Change of Use - Medical Centre - L13 SP289205 - 83 Drayton Street Nanango - WG & HJ Sawtell as Trustee for WG & HJ Sawtell Family Trust - MCUC2016/0015 as outlined below:-

1. Amend Condition ENG13 to read as follows (new text in bold & deleted text in strikethrough):

- ENG13. A stormwater drainage system draining to the street or stormwater network must be installed to serve the site, designed in accordance with the provisions of the *Queensland Urban Drainage Manual (QUDM)*, so that the post-development flows at ~~all points~~ **the Palace Lane point** of discharge to all downstream properties including road reserves remains consistent with the pre-developed case.
- ENG15. Stormwater drainage must 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, **in accordance with the approved Stormwater Management Strategy over Lot 11 on SP289205 of ROLC2016/0002.**
- ENG17. ~~All stormwater systems must be constructed in accordance with the approved drawing details before commencing the use.~~ **RPEQ certification must be provided to Council confirming that the stormwater systems have been designed and constructed in accordance with the approved Stormwater Management Report prepared by AT Consulting dated 13 January 2017 for the site.**
- ENG20. Provide all easements ~~or drainage reserves found necessary for whatever purpose~~ **stormwater discharge to the lawful point of discharge** during the course of engineering investigation and design **of the stormwater management system of the site.** Such easements ~~or drainage reserves must have a width that is appropriate to their purpose, but in any case, generally not less than 4m, except where otherwise stated. Such easements or drainage reserves must be deeded to Council when the Survey Plan is presented for sealing.~~

2. Delete ENG16, ENG21 & ENG22 (deleted text in strikethrough)

- ENG16. ~~Detailed engineering design drawings of the proposed stormwater system must be submitted for compliance assessment to Council's General Manager of Infrastructure 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 basins including inlet and outlet details, guttering and downpipes; and~~
  - ~~b) hydraulic grade lines, stormwater flow rates and velocities for critical storms.~~
- ENG21. ~~The widths of easements and drainage reserves must be justified on the basis of hydrologic and hydraulic analyses and report within the Stormwater Management Plan report required to be submitted for Compliance Assessment.~~
- ENG22. ~~Easements are required over any inter-allotment drainage systems. Such easements must be not less than 3m in width.~~

#### **Resolution:**

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

*That the Officer's Recommendation be adopted.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

**7.2.4 P&LM - 2361695 - Request for Negotiated Decision Notice (s361 of SPA) - Material Change of Use (Service Station & Associated Advertising Devices) - 125-127 Youngman St Kingaroy - L12-13 RP37005 - MCUC2016/0011 CAP2017/0005**

**Summary**

- Application was approved at the General Council meeting held on Wednesday 19 April 2017 with a Decision Notice forwarded to the applicant on 26 April 2017
- Applicant submitted written representations on 26 May 2017 and 2 June 2017, requesting a Negotiated Decision Notice in relation to Conditions GEN2 (further development permits), MCU5 (fencing), MCU9 (noise attenuation), MCU10 (noise management strategy), ENG3 (sight lines), ENG12 (resurfacing of Queen Street), EH7 (certification of road tanker delivery area) & EH9 (Stage2 vapour recovery equipment);
- Representations for conditions GEN2, MCU5, MCU9, MCU10, ENG3, and EH7 request minor amending to the wording of these conditions to clarify the intent;
- Applicant offered a monetary contribution in lieu of resurfacing Queens Street as per condition ENG12 that can be accommodated in an infrastructure agreement;
- Applicant indicated that condition EH9 is applicable to fuel storage facilities in the Sydney Metro basin storing more than 3 million litres of fuel per annum and therefore not relevant in this instance;
- It is recommended that Council issue a Negotiated Decision Notice in response to the applicant’s representations.

**Officer's Recommendation**

That Council issue a Negotiated Decision Notice for Material Change of Use (Service Station & Associated Advertising Devices) - 125-127 Youngman St Kingaroy - L12-13 RP37005 - MCUC2016/0011 CAP2017/0005 as outlined below:-

1. Amend conditions GEN2, MCU5, MCU9, MCU10, ENG3, and EH7 to read as follows (new text in bold & deleted text in strikethrough):

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~~ **works**, kerb and channel and associated drainage **modifications**, landscaping, access driveways, water supply and sewerage discharge sludge collection and removal, stormwater disposal);

MCU5. Fence construction along **the northern and part of the north western** property boundaries be of transparent construction as per the applicant’s Landscape Concept Plan.

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 ( <del>L</del> <b>A</b> <sub>max-adj</sub> - <del>T</del> <b>L</b> A <sub>eq adj</sub> <b>T</b> )
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)
<b>NOISE LIMITS AT A COMMERCIAL PLACE</b>	
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~~ **Noise Assessment Report prepared by Noise Measurement Services dated 9 September 2016** must be implemented by the operator of the proposal.
- 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.
- 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 **gantry and road tanker delivery stand zone** has been designed, constructed and installed in accordance with the ~~above requirements~~ **relevant Australian Standards.**

2. Retain Condition ENG12 and add addition advice as outlined below:

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).

**ADV15. Council may consider an infrastructure agreement based on a monetary contribution by the application towards the cost of the resurfacing Queen Street, in lieu of the requirement in condition ENG12.**

3. Delete EH9 (deleted text in strikethrough):

- ~~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.~~

**Resolution:**

*Moved Cr TW Fleischfresser, seconded Cr RLA Heit.*

*That the Officer's Recommendation be adopted.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

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

**8.1 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.

**Resolution:**

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

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

**Kingaroy Wastewater Treatment Plant**

*The new Kingaroy Wastewater Treatment Plant continues to be recognised within the Water Industry. The project is in the running to win a national award at the National IPWEA Conference in Perth later this month for Innovation. The project is also a finalist at the Australian Water Association (AWA) annual awards which will be awarded in early September in Brisbane. It's great recognition for the project team for the plant to be receiving such a large amount of interest both at a State, National and International level.*

*I'd also like to congratulate all of the local school students who submitted entries into the Art Competition that SBRC ran in-conjunction with Aquatec Maxcon as part of celebrating the official opening of the plant earlier this year. It was great to see so many of the region's primary students enthusiastically colouring in the 'Nereda' tank. I look forward to seeing all the winning artworks on display at the Kingaroy Wastewater Treatment Plant for many years to come.*

**Stand Pipe Issues**

*Unfortunately the theft and vandalism of Council operated standpipes is continuing to be an issue. Benarkin's standpipe has been damaged beyond repair and people reliant on this valuable water source continue to have to drive to Blackbutt.*

*Council has taken delivery of the new card operated units and is working with the suppliers to have both a credit/debit card (Paywave) facility as well as a prepaid swipe card facility. Once this work*

is completed, our Water & Waste Water team will install the units and it is hoped the community will be able to continue to use this valued facility.

### **Upcoming Projects**

A tender will be released in the next month asking for the supply and installation of two small Class A Recycled Water treatment facilities at Wondai and Murgon. Work is also commencing on assessing and developing a robust cost estimate for building a pipeline to supply Nanango with water from the new Gordonbrook Water Treatment Plant.

As well as that Council will also be looking to commence a sewer relining program this financial year throughout all towns with sewer works throughout the region. Capital works within the ongoing water mains replacement program are also being finalised for this financial year with some major work planned for Kingaroy, Nanango, Murgon, Wondai, Proston and Blackbutt.

Carried 7/0

FOR VOTE - Councillors voted unanimously

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

### **9.1 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.

#### **Resolution:**

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

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

#### **Feral Animal Control**

*Rabbits from Coolabunia and Taabinga were trapped and injected with K5, a new strain of Calici virus (RHDV-K5). The Rabbits have been released back into the wild to allow the virus to spread throughout Rabbit populations and assist in the control of escalating Rabbit numbers. K5 is a Korean strain recently approved by the Federal Government after ten years of research and an 18 month assessment period. K5 was one of 38 different strains of the virus evaluated and was chosen because it will work in cool, high production regions where other strains of calici virus have not been as successful or in populations of Rabbits that have built an immunity to other strains of Calici virus.*

#### **Weed control**

*Mother of Millions property inspections commenced and treatment of Council roadsides and reserves in Proston, Wondai, Hivesville, Blackbutt and Nanango. All roadsides and reserves containing Giant Rats Tail Grass received treatment and property inspections were conducted in Glenrock, Cloyna and Bullcamp. Contractors are currently treating Mother of Millions in the Murgon and Kingaroy areas.*



### **Wandering livestock**

Council's Natural resources staff attended 13 wandering livestock reports across the region in July leading to the impoundment of 10 head of cattle, 1 pony and 1 pig.

### **Equipment Loan Program**

Landholders borrowed equipment to assist in control of Giant Rats Tail Grass at Moondooner and Bullcamp, Lantana at Tablelands and Mother of Millions at Maidenwell. A total of 13 traps were loaned for the control of Wild dogs, pigs, cats and Rabbits.

### **Coolabunia Saleyards**

July fat and store sales attracted a total of 697 head; saleyard staff inspected 1091 cattle and dipped 1,367 head. Preparations have begun for specialty sales to commence in August with the annual stud Charolais, Charbray bull sale on 17<sup>th</sup> August.

### **Fire Management**

Nanango Rural Fire Brigade Group and McEuen Rural Fire Brigade have completed prescribed hazard reduction burns at Gordonbrook Dam, Tingoora Reserve, Booie Reserve, Malar Reserve, Maidenwell Reserve, Nanango Refuse Reserve, Kingaroy Night Soil Reserve and Nanango Fauna Reserve.

### **Work 4 Queensland – update**

#### **BP DAM**

- Cabin upgrades are continuing at Yallakool Caravan & Recreation Park. To date all 9 new kitchenettes & Shower cavities have been installed. Painting has been completed on cabins 1 to 3, 8 & 9 and new curtains and dining tables and chairs added to provide a new and modern appearance to the cabins. New steps have been installed in cabins 1-3 with hand rails due to be installed soon. Work is continuing on the remaining five cabins.
- **Boondooma Tourist Park Reinstate Drainage** – design for stage one completed and quoting materials and services starting and will continue over the coming weeks.
- **Boondooma Tourist Park Cabin Access** - design completed, out to procurement construction scheduled for August/September.

### **Parks & Gardens Report**

#### **Kingaroy**

Kingaroy staff have been cleaning up Taabinga cemetery gardens and Catholic section, getting rid of leaf litter and rubbish from the trees. They have also painted road edging between sections at the cemetery and started weed eating the town entrances again. They have constructed a sleeper retaining wall around the top BBQ at Apex Park and are also installing a shelter over the BBQ which should be finished in the next few days. Staff have erected shelters and signage on the rail trail. Garden maintenance is continuing as well as Park Runs and attending to Customer Requests.

#### **Murgon & Wondai**

Murgon and Wondai staff are continuing to progress through the Winter Work Plan and Program with the trimming of trees and mowing on road verges, general park maintenance and tidying of Town entrances. Staff have nearly completed the painting and oiling of park benches and the bottoms of the trees in Coronation Drive (Murgon) have been trimmed back for visual aid. Staff have been busy on the new spraying rig treating the bindies and clover at the cemeteries and Dingo Park is nearly complete with just pressure cleaning of the slab and cleaning of the playground and park features to be done.

#### **Proston & Dams**

Proston – General Park maintenance and mowing program continuing through the winter months. The new Durong toilet block is now officially opened and operational.

*Dams – General maintenance and tidying of the grounds continues to keep up the respectable appearance for the visitors and campers.*

**Nanango & Blackbutt**

*Tree pruning in CBD area completed, new plants have been put in where fire and errant motor vehicles damaged things and the planting on the roundabout is now finished. Blackbutt gardens beautified for festival, town and park mowing completed.*

**Rail Trail Update**

*South Burnett & Cherbourg on Show is coming up on the October long weekend and on Sunday October 1<sup>st</sup> will be the launch of the South Burnett Rail Trail. There will be activities in every town along the corridor and an opportunity to go into the draw for some locally sponsored major prizes. Please save the date and help to celebrate what has already become a major tourist attraction for our region.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

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

***Officer's Reports***

**9.2.1 NRM&P - 2388801 - Consideration of Expression of Interest (EOI)'s received to lease, manage and operate the Coolabunia Saleyards and/or South Burnett Regional Council's Dip Facilities.**

**Summary**

Following approaches by a number of parties expressing interest in leasing and operating the Coolabunia Saleyards (*currently staffed and operated by Council staff*); Council called for Expressions of Interest (EOI) in accordance with *Local Government Regulation* section 228 for individuals or organisations to lease, manage and operate the Coolabunia Saleyards and/or South Burnett Regional Council's Dip Facilities.

Council may now prepare a short list from the persons who responded to the invitation for expressions of interest and invite written tenders from those persons.

**Officer's Recommendation**

That in accordance with *Local Government Regulation* section 228 (6) Council invite written tenders from the three (3) Respondents who provided proposals for all facilities in response to Council's Expression of Interest (EOI) to operate the Coolabunia Saleyards and/or South Burnett Regional Council's Dip Facilities.

**Resolution:**

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

*That the Officer's Recommendation be adopted.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

## 9.2.2 NRM&P - 2390592 - Establishment of a Rail Trail Advisory Committee

### Summary

With the pending completion of the rail trail from Kingaroy to Kilkivan and in particular the bitumen sealed section from Kingaroy to Murgon, there has been an increasing level of interest in the operation and development of the trail.

It is recommended an Advisory committee be established to consider relevant matters in relation to the rail trail including consulting and liaising with interested parties to provide advice and recommendations for Council's consideration.

### Officer's Recommendation

That in accordance with *Local Government Regulation* section 265 Council:

- establish an Advisory Committee to provide advice and recommendations to Council on the Rail Trail.
- approve Councillor Duff, Councillor Heit, Councillor Potter, Councillor Frohloff and Council's General Manager Corporate Services, Tourism Officer and Senior Recreation & Services Officer on the Advisory Committee.

### Resolution:

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

*That the Officer's Recommendation be adopted.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

### ADJOURNMENT:

#### Motion:

*Moved Cr RLA Heit, seconded Cr GA Jones.*

*That the meeting adjourn for 30 minutes for morning tea.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

### RESUMPTION:

#### Motion:

*Moved Cr RLA Heit, seconded Cr RJ Frohloff.*

*That the meeting resume at 11.00am with attendance as previous to the adjournment*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

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

### **10.1 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.

#### **Resolution:**

*Moved Cr RLA Heit, seconded Cr DA Potter.*

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

#### **Financial Report**

*The financial statements are as at the 31 July 2017.*

*These reports are indicative given that it has only been one month of trading into the 2018 financial year. The financial ratios which have been worked through with Council are now in use. It is interesting to note at this point that the results are not meaningful when shown graphically as there is no trend data for this financial year and some data is not yet available. Also some graphs only have meaning annually. The ratios produced however are positive.*

#### **Capex Report**

*The capex report for this month focusses on the carryover projects from the 2017 financial year. The proposed carryovers are itemised in the agenda. A total of \$8.259 million will be carried over into this current financial year.*

*When the final actual expenditure is compared to the budget for 2016/2017 the difference is \$13.626 million. The difference between this and the carryover amount is made up largely as follows:*

- *\$1.43m – Works for Queensland (Grant funded),*
- *\$ .76m – Bridge Replacement Program (Loan funded),*
- *\$ .30m – Other Infrastructure Loan Funded Projects,*
- *\$2.562m – Kingaroy Waste Water Project.*

*In respect to the Kingaroy Waste Water Facility this project is mostly completed with an estimated \$600,000 left to spend which will be budgeted for at the first quarter review. There are no funds to bring forward.*

*With respect to the three other items these have already been included in the 2017/18 adopted budget. The 17/18 budget will be reviewed at the end of the first quarter to reflect the 2016/17 actual result. The funding for these projects is held as restricted cash at 30 June 2017.*

#### **Works For Queensland Project**

*As at 31 of July the actual project expenditure amounts to \$2.056m while commitments were \$594,000. A total \$2.650m spend of the \$4,260,000 (\$4.26 Million) grant.*

#### **Rating**

*The proposed issue date for the first six monthly rate levy for the 17/18 financial year is 22 August with the final day for discount being Tuesday 26 September 2017.*

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*For the information of the meeting I advise that at 30 June 2017 there were approximately 10% of ratepayers in arrears which in dollar terms equates to \$5.3M. The majority of people do pay rates on time or make payment arrangements to pay. However, the burden of this level of rate arrears impacts on all ratepayers. To reduce the financial drain on Council's Balance Sheet this year, Council will introduce a new debt recovery process. Council has engaged the services of Recoveries & Reconstruction Australia Pty Ltd to assist in managing Council's rate arrears. The principle idea of the debt recovery processes will be to facilitate the establishment of payment arrangements to assist ratepayers to manage the debt. Unfortunately it will be necessary in a small number of cases where suitable payments arrangement cannot be made or a ratepayer does not make a reasonable attempt to make payments, then formal debt recovery processes will need to be enforced.*

*I encourage ratepayers to use the many options which are available to pay rates to take advantage of the discount. Ratepayers are also encouraged to make arrangements to pay rates where full payment cannot be made within the discount period.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

## **10.2 Finance (F)**

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

#### **10.2.1 F - 2389232 - Monthly Financial Statements**

### **Summary**

The following information provides a Council's position after one month of trading as at 31 July 2017. Rates and Charges are yet to be levied while the main revenue items will build as the year progresses.

### **Officer's Recommendation**

That the Monthly Financial Report as at 31 July 2017 be received and noted.

Key Performance Indicators

Ratio	Description	Formula	SBRC's Target	Status	YTD July 2017	Comments
<b>Cash Ratio</b>	Number of months operating expenditure covered by total cash held	$\frac{\text{Cash Held}}{(\text{Total Operating Revenue} - \text{Depreciation}) / \text{Number of periods}}$	Target greater than or equal to 1 months	✓	9.0	
<b>Operating Cash Ratio</b>	Number of months operating expenditure covered by working cash held	$\frac{\text{Cash Held} - \text{Restricted Cash}}{(\text{Total Operating Revenue} - \text{Depreciation}) / \text{Number of periods}}$	Target greater than or equal to 1 months	✓	4.0	Restricted Cash has not been finalised for 30 June 2017
<b>Current Ratio (Working Capital Ratio)</b>	This measures the extent to which Council has liquid assets available to meet short term financial obligations	$\frac{\text{Current Assets}}{\text{Current Liabilities}}$	Target between 2.0 & 4.0	✓	3.98	
<b>Funded Long Term Liabilities</b>	Percentage of Restricted Cash and Long Term Liabilities backed by Cash	$\frac{\text{Cash Held}}{\text{Restricted Cash} + \text{Mon} - \text{current Borrowings}}$	Target greater than or equal to 59%	✓	59%	Restricted Cash has not been finalised for 30 June 2017
<b>Debt Servicing Ratio</b>	This indicates Council's ability to meet current debt instalments with recurrent revenue	$\frac{\text{Interest Expense} + \text{Loan Redemption}}{\text{Total Operating Revenue}}$	Target less than or equal to 10%	-	-	This ratio will be provided when the data is available
<b>Cash Balance \$M</b>	Total Cash that Council held	Cash Held at Period End	Target greater than or equal to \$23M	✓	33,709,106	
<b>Debt to Asset Ratio</b>	To what extent our debt will be covered by total assets	$\frac{\text{Current and non-current loans}}{\text{Total Assets}}$	Target less than or equal to 10%	✓	4.6%	
<b>Operating Performance Ratio</b>	This ratio provides an indication of Council's cash flow capabilities	$\frac{\text{Net Cash from Operations} + \text{Interest Revenue and Expense}}{\text{Cash Operating Revenue} + \text{Interest Revenue}}$	Target greater than or equal to 20%	-	-	No Cash Flow data for monthly basis
<b>Interest Coverage Ratio</b>	This ratio demonstrates the extent which operating revenues are being used to meet the financing charges	$\frac{\text{Net Interest Expense on Debt Service}}{\text{Total Operating Revenue}}$	Target between 0% and 5%	-	-	This ratio will be provided when the data is available

## Statement of Comprehensive Income

**Statement of Comprehensive Income**

as at 31 July 2017

8% of Year Complete

	2018 \$	Original Budget \$	Variance %
<b>Income</b>			
<b>Revenue</b>			
<b>Recurrent Revenue</b>			
Rates, levies and charges	190,632	45,388,370	0%
Fees and charges	386,167	3,957,710	10%
Rental Income	37,388	491,725	8%
Interest received	99,298	1,036,586	10%
Sales revenue	242,475	3,014,212	8%
Other Income	65,831	395,251	17%
Grants, Subsidies, Contributions & Donations	32,901	7,357,573	0%
	<u>1,054,691</u>	<u>61,641,427</u>	
<b>Capital Revenue</b>			
Grants, Subsidies, Contributions & Donations	307,862	4,616,677	7%
<b>Total Revenue</b>	<u>1,362,553</u>	<u>66,258,104</u>	
<b>Total Income</b>	<u>1,362,553</u>	<u>66,258,104</u>	
<b>Expenses</b>			
<b>Recurrent Expenses</b>			
Employee benefits	1,568,245	22,626,176	7%
Materials and services	2,013,508	21,511,372	9%
Finance costs	170,076	2,093,111	8%
Depreciation and amortisation	1,236,092	14,833,103	8%
	<u>4,987,921</u>	<u>61,063,762</u>	
<b>Capital Expenses</b>			
	(63,733)	(475,475)	13%
<b>Total Expense</b>	<u>4,924,188</u>	<u>60,588,287</u>	
<b>Net Result</b>	<u>(3,561,635)</u>	<u>5,669,817</u>	

## Statement of Financial Position

**Statement of Financial Position**

as at 31 July 2017

	2018	Original Budget
	\$	\$
<b>Current Assets</b>		
Cash and Cash Equivalents	33,709,106	28,727,735
Trade and Other Receivables	7,936,763	6,005,083
Inventories	1,097,033	1,218,556
<b>Total Current Assets</b>	<u>42,742,901</u>	<u>35,951,375</u>
<b>Non-Current Assets</b>		
Trade and other receivables	4,583	-
Property, Plant and Equipment	882,285,299	905,224,735
Intangible Assets	8,628,406	8,084,869
<b>Total Non-Current Assets</b>	<u>890,918,288</u>	<u>913,309,604</u>
<b>TOTAL ASSETS</b>	<u>933,661,189</u>	<u>949,260,979</u>
<b>Current Liabilities</b>		
Trade and other payables	3,289,501	4,832,251
Borrowings	3,889,377	2,387,352
Provisions	3,555,441	3,467,682
Unearned Revenue	254,879	-
<b>Total Current Liabilities</b>	<u>10,734,319</u>	<u>10,687,284</u>
<b>Non-Current Liabilities</b>		
Borrowings	38,856,022	38,267,463
Provisions	11,886,127	12,081,756
Unearned Revenue	1,963,872	-
<b>Total Non-Current Liabilities</b>	<u>50,742,149</u>	<u>50,349,219</u>
<b>TOTAL LIABILITIES</b>	<u>63,695,219</u>	<u>61,036,504</u>
<b>NET COMMUNITY ASSETS</b>	<u>869,965,970</u>	<u>888,224,475</u>
<b>Community Equity</b>		
Asset Revaluation Surplus	439,516,464	447,079,656
Retained Surplus/(Deficiency)	430,449,506	441,144,819
<b>TOTAL COMMUNITY EQUITY</b>	<u>869,965,970</u>	<u>888,224,475</u>



**Resolution:**

*Moved Cr RLA Heit, seconded Cr RJ Frohloff.*

*That the Monthly Financial Report as at 31 July 2017 be received and noted.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

**10.2.2 F - 2388907 - First Quarter Capital Budget Review 2017/2018****Summary**

A review of the 2017/2018 Capital Budget has been undertaken to take into account the carryover projects from the financial year 2016/2017.

The following table summarises the result.

**Capital Budget**

	<b>Original Budget 2017/2018</b>	<b>Carryover from Financial Year 2017</b>	<b>Available Budget Incl. 2017 FY Carryover</b>
Buildings	\$ 2,176,000	\$ 1,663,150	\$3,839,150
Plant and Equipment	\$ 2,872,000	\$ 1,090,860	\$3,962,860
Road and Drainage	\$12,557,000	\$ 870,000	\$13,427,000
Water	\$ 3,820,000	\$ 2,207,900	\$6,027,900
Waste Water	\$ 1,300,000	\$ 2,262,700	\$3,562,700
Waste	\$ 91,538	\$ 165,000	\$256,538
<b>Total</b>	<b>\$22,816,538</b>	<b>\$8,259,610</b>	<b>\$31,076,148</b>

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 2018 be adopted.

## 2016/2017 Carryover Capex Report

Project Code	Project Description	Total Available Budget	2016/17 Actual YTD	Proposed Carryover
<b>Buildings &amp; Other Structures</b>				
<b>Admin Office - Kinga</b>				
004836	New Records Building	250,000.00	11,327.78	\$ 233,000
004839	Compactors	40,000.00	-	\$ 40,000
005040	External Repaint - HR Office Kingaroy	40,000.00	11,353.54	\$ 28,000
		<b>330,000.00</b>	<b>22,681.32</b>	<b>301,000.00</b>
<b>Admin Office - Nanan</b>				
005041	Office Refurbishment - Nanango Administration Buildin	100,000.00	-	\$ 100,000
005042	Replace air-conditioning units - Nanango	80,000.00	-	\$ 80,000
		<b>180,000.00</b>	<b>-</b>	<b>180,000.00</b>
<b>Admin Office - Wonda</b>				
004910	New Roof	-	-	-
		<b>-</b>	<b>-</b>	<b>-</b>
<b>Aerodrome - Kingaroy</b>				
005043	CAP - Aerodrome K'Roy - Runway linemark	30,000.00	28,261.79	
005044	CAP - Aerodrome K'Roy Paint terminal bld	-	1,314.97	
005183	Purchase Emergency Generator - Kroy Aero	25,000.00	17,299.00	
		<b>55,000.00</b>	<b>46,875.76</b>	<b>-</b>
<b>Aerodrome - Wondai</b>				
004855	Aerodrome - Wondai - Disabled Facilities	5,000.00	-	\$ -
005045	CAP - Aerodrome Wondai - Disable Access	-	-	-
		<b>5,000.00</b>	<b>-</b>	<b>-</b>
<b>Art Gallery - Wondai</b>				
005047	Replace Roof and Guttering Wondai Art Ga	29,800.00	29,745.00	
		<b>29,800.00</b>	<b>29,745.00</b>	<b>-</b>
<b>Caravan Park - Murgu</b>				
000279	Install Dump Point & Remove Damaged Serv	-	3,545.32	
		<b>-</b>	<b>3,545.32</b>	<b>-</b>
<b>Caravan Park - Wonda</b>				
000280	Wondai Caravan Park - Relocation	-	1,124.26	
		<b>-</b>	<b>1,124.26</b>	<b>-</b>
<b>Cemeteries - Kingaro</b>				
004380	Cemeteries - Kingaroy - New wall Plinths	-	5,753.45	
005050	CAP - Cemetery K'Roy - new plinths	10,000.00	9,120.00	
		<b>10,000.00</b>	<b>14,873.45</b>	
<b>Cemeteries - Nanango</b>				
005051	CAP - Cemetery Nanango - new plinths	10,000.00	-	-
		<b>10,000.00</b>	<b>-</b>	<b>-</b>
<b>Cemeteries - Wondai</b>				
005052	CAP - Cemetery Wondai - new plinths	10,000.00	-	-
		<b>10,000.00</b>	<b>-</b>	<b>-</b>
<b>Cemeteries - Murgon</b>				
005049	CAP - Cemetery Murgon- Redev Stage 1,2&3	60,000.00	14,842.73	\$ 45,000
		<b>60,000.00</b>	<b>14,842.73</b>	<b>45,000.00</b>
<b>Cemeteries - Proston</b>				
004946	CEMETERIES - Proston Cemetery Redvelop	-	15,005.28	
		<b>-</b>	<b>15,005.28</b>	<b>-</b>

<b>Project Code</b>	<b>Project Description</b>	<b>Total Available Budget</b>	<b>2016/17 Actual YTD</b>	<b>Proposed Carryover</b>
<b>Cemeteries - Blackbu</b>				
005048	CAP - Cemetery Blackbutt - replace fence	15,000.00	14,409.09	
		<b>15,000.00</b>	<b>14,409.09</b>	<b>-</b>
<b>Depot - Nanango</b>				
005055	Bitumen Bunded Wash Down Facility	30,000.00	-	\$ 30,000
		<b>30,000.00</b>	<b>-</b>	<b>30,000.00</b>
<b>Depot - Kingaroy</b>				
005054	Bitumen Bunded Wash Down Facility	-	-	-
		<b>-</b>	<b>-</b>	<b>-</b>
<b>Depot - Murgon</b>				
005057	Bunded Chemical Shed - Murgon Depot	-	-	-
		<b>-</b>	<b>-</b>	<b>-</b>
<b>SES- Nanango</b>				
000357	Nanango SES Building Renovations	130,000.00	-	\$ 120,000
005185	GR - Nanango SES Office & Train Facility	-	10,219.24	
		<b>130,000.00</b>	<b>10,219.24</b>	<b>120,000.00</b>
<b>Hall - Kingaroy Town</b>				
005058	Reception Room Roof to be replaced	158,100.00	107,196.57	\$ 36,000
005059	Demolish and Replace BBQ Area Wall	44,000.00	590.11	\$ 52,000
005193	Kingaroy Town Hall - IT Components	44,249.65	46,402.95	
		<b>246,349.65</b>	<b>154,189.63</b>	<b>88,000.00</b>
<b>Hall - Blackbutt Mem</b>				
005169	Blackbutt Hall Relocation	-	50,090.09	\$ 215,000
005297	Blackbutt Hall - Upgrade	-	-	
		<b>-</b>	<b>50,090.09</b>	<b>215,000.00</b>
<b>Hous Rent - Mur Maca</b>				
004518	Floor coverings 41 McAlister Street, Mur	-	4,710.91	-
		<b>-</b>	<b>4,710.91</b>	<b>-</b>
<b>Hous Rent - Nan Pion</b>				
005060	Replace roof and guttering - Nanango	-	-	-
		<b>-</b>	<b>-</b>	<b>-</b>
<b>Museum - Boondooma H</b>				
005061	New Bathroom - Boondooma Homestead	-	-	-
		<b>-</b>	<b>-</b>	<b>-</b>
<b>Museum - Nanango Rin</b>				
004957	Ringsfield House - Kitchen	30,000.00	-	\$ 30,000
005237	Ringsfield House - Driveway	23,400.00	23,358.00	
		<b>53,400.00</b>	<b>23,358.00</b>	<b>30,000.00</b>
<b>Museum - Kroy Mens S</b>				
005062	Remove Asbesto's roof and replace	21,000.00	21,025.00	
005063	Remove and replace Asbesto's sheeting fr	8,000.00	8,000.00	
		<b>29,000.00</b>	<b>29,025.00</b>	<b>-</b>
<b>Parks &amp; Gardens</b>				
000318	Apex Park Playground Equipment	-	6,242.95	
000378	Rail Trail	-	910.00	
004754	Rail Trail - Kingaroy to Killivan Devel	-	386,258.19	\$ 100,000
004787	Parks - Glendon St Carpark Landscaping	-	21,412.76	
004814	Parks - Memorial Park - Anzac Rotunda	46,000.00	-	
005064	CAP - Park K'Roy Memorial - Park Develop	50,000.00	41,819.65	
005065	CAP -Park Butter Factory - Shltr tbls fn	40,000.00	25,825.64	
005066	CAP - Park Pioneer Shade strctre replace	30,000.00	18,790.00	
005067	CAP Park Murgon Youth Park Lghtng Pths	85,000.00	70,615.00	

Project Code	Project Description	Total Available Budget	2016/17 Actual YTD	Proposed Carryover
005068	CAP - Park Dingo Pk Redevelopment	70,000.00	65,573.75	
005069	CAP - Park Apex K'roy BBQ, shltr, c/pk	85,000.00	68,757.35	
005070	CAP - Park BP K'roy - Walking track equip	40,000.00	-	
005178	Lot 5 SP125007	-	1,972.09	
005191	Parks - BP Recreational Exercise Track	-	16,360.00	\$ 37,000
005252	Qld Anzac Centenary Lasting Legacies	-	-	\$ 73,000
		<b>446,000.00</b>	<b>722,717.38</b>	<b>210,000.00</b>
<b>Priv Hospital - Buil</b>				
004387	Surgical Equipment Upgrade	47,000.00	-	\$ 47,000
005039	Surgery Equipment Upgrade Private Hospit	100,000.00	85,097.92	\$ 14,900
005071	Building Repairs - Private Hospitals	-	-	
005235	Uninterrupted Power Supply (UPS) LBPCCH	60,000.00	14,485.45	\$ 45,500
005236	Theatre Light - LBPCCH	30,000.00	238.68	\$ 29,750
		<b>237,000.00</b>	<b>99,822.05</b>	<b>137,150.00</b>
<b>Saleyards - Coolabun</b>				
004776	NRMSALE - Coolabunia Saleyards - Catwalk	20,000.00	1,481.23	
004778	NRMSALE - Coolabunia - Unloading Ramp	20,000.00	30,909.09	
005076	CAP - Saleyards Coolabunia - Yard Upgrd	50,000.00	-	
		<b>90,000.00</b>	<b>32,390.32</b>	<b>-</b>
<b>Swimming Pool - King</b>				
001504	Chlorine Control System Upgrad	-	158.75	
004512	Pool Cover - Kingaroy Learn to Swim	-	2,202.27	
004517	Pool cover and roller Kingaroy Pool Kids	-	4,627.27	
005079	Male Change Room - Beam Repair - Kingaro	-	-	
005310	Kroy Pool - Replace Sand & Filtration Sy	-	-	
005311	Kroy Pool - Repair & Repaint Learn to Sw	-	-	
		<b>-</b>	<b>6,988.29</b>	<b>-</b>
<b>Swimming Pool - Murg</b>				
000359	Relocate Heated Water to Toddlers Pool	-	714.55	
004842	Shade Structures, Storage Shed and Table	11,000.00	10,831.76	
005186	Murgon - Pool Cleaner	11,700.00	11,700.00	
005309	Murgon Pool - Replace Sand & Filtration	-	-	
		<b>22,700.00</b>	<b>21,817.21</b>	<b>-</b>
<b>Swimming Pool - Nana</b>				
004514	Pool Cover - Nanango Hydrotherapy Pool	-	3,143.64	
005080	Repaint Change Room Floors and Walls	6,000.00	6,000.00	
		<b>6,000.00</b>	<b>2,856.36</b>	<b>-</b>
<b>Swimming Pool - Wond</b>				
000363	Repaint Non-Slip Surface in Wading Pool	-	370.57	
004470	Wondai Pool - Safety Audit Requirements	-	3,831.94	
004844	Residence Dress/Plant Shed - Carpet & Ti	-	-	
005081	Pool Coping and replace tiles	57,000.00	56,883.18	
005082	Expansion Joints and painting - Wondai P	4,000.00	3,850.00	
005083	Refurbishment of children pool - Wondai	-	-	
		<b>61,000.00</b>	<b>56,530.67</b>	<b>-</b>
<b>Tourism - Yallakool</b>				
000374	Yallakool Road Signage	-	5,603.27	
001482	YTP - Infrastructure & Facilities	-	66.96	
001505	YTP - Amenity Block Improvements	-	600.00	
004784	Dams - Yallakool - Washing Machines	-	4,581.82	
004804	Dams - Yallakool - Ensuite Upgrades	2,500.00	2,549.10	
004807	Dams - Yallakool - New Managers Dwelling	9,000.00	-	
004827	Dams - Yallakool Dam - Upgrade Mess Hall	9,000.00	-	\$ 7,000
005084	CAP - Dam Yallakool - Shed boats/storage	50,000.00	-	
		<b>70,500.00</b>	<b>13,401.15</b>	<b>7,000.00</b>

Project Code	Project Description	Total Available Budget	2016/17 Actual YTD	Proposed Carryover
<b>Tourism - Lake Boon</b>				
004808	Dams - Boondooma - Construct Camp Kitch	1,000.00	-	
004831	Dams - Boondooma - Upgrade Toilet Block	1,500.00	-	
004832	Dams - Boondooma Upgrade Toilet Block 3	5,000.00	-	\$ 7,000
005085	CAP - Dams Boondooma Shed Boat/storage	50,000.00	87.97	
005086	CAP - Dam Boondooma Elect upgrde top c/p	20,000.00	457.95	\$ 19,500
005087	CAP - Dam Boondooma - Hellipad	50,000.00	-	\$ 50,000
		<b>127,500.00</b>	<b>545.92</b>	<b>76,500.00</b>
<b>Tourism - King VIC</b>				
005182	Ergon Energy Building	-	533.64	
		<b>-</b>	<b>533.64</b>	<b>-</b>
<b>Public Conveniences</b>				
004888	Toilets - Hivesville Refurbish Amenities	-	1,638.00	
004889	Toilets - Reg McCallum - Toilet Upgrade	-	4,000.00	
004890	Toilets - Benarkin - Replace Amenities	13,000.00	-	
004917	Public Conveniences - CoomBa Falls	70,000.00	-	\$ 70,000
004932	Lions Club Toilets	76,000.00	80,802.36	
005072	CAP - Toilet Durong Public - Replacement	90,000.00	39,510.95	\$ 50,000
005073	CAP - Toilets Maidenwell - Replacement	49,000.00	10,877.08	
005074	CAP - Toilets Memerambi Public - New	65,000.00	60,185.27	
005075	CAP - Toilets Railway Pk Proston - Refur	10,000.00	11,285.45	
		<b>373,000.00</b>	<b>208,299.11</b>	<b>120,000.00</b>
<b>Sp/ground-Maidenwel</b>				
003583	Maidenwell SG - Dump Point	-	668.70	
005077	Re-roof Maidenwell Canteen/Kitchen	27,000.00	26,982.04	
		<b>27,000.00</b>	<b>26,313.34</b>	<b>-</b>
<b>Depot - Wondai</b>				
005056	Toilet / Shower Amenities - Wondai Depot	60,000.00	6,496.50	\$ 53,500
		<b>60,000.00</b>	<b>6,496.50</b>	<b>53,500.00</b>
<b>Sp/ground-Hivesville</b>				
004966	Hivesville Sportsground new toilet block	34,000.00	31,941.82	
		<b>34,000.00</b>	<b>31,941.82</b>	<b>-</b>
<b>Tennis Courts - Reg</b>				
004883	Murgon Tennis Courts Replace Child Room	30,000.00	-	\$ 30,000
005078	New lights & resurfacing (Joint Project)	20,000.00	-	\$ 20,000
		<b>50,000.00</b>	<b>-</b>	<b>50,000.00</b>
<b>Region Pools</b>				
004912	Safety Audit	-	-	
		<b>-</b>	<b>-</b>	<b>-</b>
<b>W4Q Program</b>				
005209	W4Q - YTP - Cabin renos & other mainten	46,500.00	68,758.94	
005210	W4Q - BTP - Reinstate Drainage	60,000.00	4,590.00	
005211	W4Q - BTP - Cabin renos & other maintena	42,000.00	18,922.04	
005212	W4Q - BTP - Cabin access/pathway	30,000.00	-	
005213	W4Q - K2K Rail Trail - Bitumen Seal	300,000.00	174,042.00	
005214	W4Q - NSP - Replace plastic blinds	32,000.00	488.34	
005215	W4Q - Kroy SES - Building Restumping	-	273.47	
005216	W4Q - Brighthaven - Front Awnings	58,000.00	1,101.20	
005217	W4Q - Drayton Villas - New Boundary Fenc	14,000.00	16,241.63	
005218	W4Q - 1913 Chambers - Entrance	35,000.00	19,625.87	
005219	W4Q - Proston Hall - Painting	29,000.00	11,107.68	
005220	W4Q - IT Building - Painting of Roof	6,000.00	-	
005221	W4Q - Kroy Admin Build- Painting of Roof	31,000.00	-	
005222	W4Q - KTCH - Painting	18,000.00	11,789.26	
005223	W4Q - WSP - Painting	-	1,432.57	
005224	W4Q - Ngo Depot - Emulsion Wash Down	-	26,622.27	



<b>Project Code</b>	<b>Project Description</b>	<b>Total Available Budget</b>	<b>2016/17 Actual YTD</b>	<b>Proposed Carryover</b>
		<b>701,500.00</b>	<b>354,995.27</b>	<b>-</b>
<b>Streetscapes</b>				
000396	Wondai Community Development - Stage 1	-	700.00	
		<b>-</b>	<b>700.00</b>	<b>-</b>
		<b>3,499,749.65</b>	<b>1,960,104.25</b>	<b>1,663,150.00</b>
<b>Intangibles</b>				
<b>Business System</b>				
000380	Business Operating System	892,300.00	271,439.30	\$ 620,860
005142	System Improvements	-	-	
		<b>892,300.00</b>	<b>271,439.30</b>	<b>620,860.00</b>
		<b>892,300.00</b>	<b>271,439.30</b>	<b>620,860.00</b>
<b>Plant &amp; Equipment</b>				
<b>Info Serv - ICT</b>				
000379	Computer Infrastructure & Upgrade	116,500.00	98,129.09	\$ 18,000
000381	Server Hardware	80,000.00	76,851.45	
000382	Photocopiers & Printers	9,500.00	2,711.94	
000383	Two Way Radio System - 15-16 FY	28,750.35	28,750.35	
004489	Disaster Recovery 15-16 FY	-	-	
004919	Aerial Photography - 15-16 FY	-	-	
		<b>234,750.35</b>	<b>206,442.83</b>	<b>18,000.00</b>
<b>Plant &amp; Fleet Manage</b>				
000389	Plant Fleet Purchases 13/14	61,900.00	10,412.15	
004790	Plant & Fleet Purchases 2015-16	59,600.00	210,982.99	
005141	Plant and Fleet Replacement 16-17 FY	2,435,000.00	1,932,051.03	\$ 452,000
		<b>2,556,500.00</b>	<b>2,132,621.87</b>	<b>452,000.00</b>
		<b>2,791,250.35</b>	<b>2,339,064.70</b>	<b>470,000.00</b>
<b>Roads</b>				
<b>W4Q Program</b>				
005195	W4Q - KTH - Laneway Resurfacing	130,000.00	-	
005196	W4Q - Silverleaf Rd - Pavement Rehab	600,000.00	194,159.62	
005197	W4Q - Crumpton Dr - Pavement Rehab	50,000.00	-	
005198	W4Q - Mt Stanley Rd - Shoulder Resheet	200,000.00	86.36	
005199	W4Q - Runnymede Rd - Shoulder Resheeting	200,000.00	86.36	
005200	W4Q - Ellesmere Rd - Shoulder Resheeting	200,000.00	248,656.56	
005201	W4Q - Burra Burri Rd - Gravel Resheeting	100,000.00	114,135.31	
005202	W4Q - Ironpot Road - Gravel Resheeting	400,000.00	257,899.45	
005203	W4Q - Stonelands Rd - Pipe Replacement	60,000.00	-	
005204	W4Q - Ivy Street - Footpath	80,000.00	54,654.39	
005205	W4Q - Fitzroy Street - Footpath	80,000.00	-	
005206	W4Q - King Street - Footpath	60,000.00	-	
005207	W4Q - Coulson Street - Footpath	60,000.00	-	
005208	W4Q - Scott Street - Footpath	80,000.00	-	
		<b>2,300,000.00</b>	<b>869,678.05</b>	<b>-</b>
<b>Bridges</b>				
000401	Mondure Road Bridge	-	908.88	
000599	Thompson Street Bridge - Q Rail Project	-	36.25	
004476	Campbells Road Bridge Silverleaf	-	0.21	
004485	Stonelands Road Bridge - Stonelands	400,000.00	26,794.16	
004800	TIDS - Stuart River Bridge - Weens Road	-	0.16	
004845	Manar Rehab Timber	-	159.59	
004846	Webbers Creek Rehab Timber	-	159.59	
004936	Stumckes Road Bridge Rehabilitation	-	159.59	
004937	Horse Gully Bridge Rehabilitation	-	159.59	
004941	Marshlands Bridge	1,550,000.00	1,151,023.98	
004942	Kings Bridge East - Replacement	600,000.00	606,570.15	
005180	Ironpot Road, Ironpot Bridge Replacement	-	3,262.35	
005239	Ennis Bridge Demolition	-	504.99	

2016/2017 Capex Report for Council

Page 5 of 10

<b>Project Code</b>	<b>Project Description</b>	<b>Total Available Budget</b>	<b>2016/17 Actual YTD</b>	<b>Proposed Carryover</b>
		<b>2,550,000.00</b>	<b>1,787,921.73</b>	<b>-</b>
<b>Min Cap-Rural Drain</b>				
000412	Mondure Wheatlands - Ch4.655 Culvert	-	1,912.50	
005020	Pipes and Culverts Renewals	130,000.00	138,306.51	
		<b>130,000.00</b>	<b>140,219.01</b>	<b>-</b>
<b>Min Cap-Urban Roads</b>				
003474	Watt Street Murgon	-	216.23	
		<b>-</b>	<b>216.23</b>	<b>-</b>
<b>Min Cap-Rural Roads</b>				
005271	Murphy Road - Seal	-	-	
		<b>-</b>	<b>-</b>	<b>-</b>
<b>Min Cap-Grav Resheet</b>				
004750	Unsealed Roads Gravel Resheeting	-	13,360.34	
004991	Unsealed Roads Gravel Resheeting	1,550,000.00	1,239,729.07	\$ 320,000
005270	Unsealed Roads Gravel Resheeting	-	-	
		<b>1,550,000.00</b>	<b>1,226,368.73</b>	<b>320,000.00</b>
<b>Min Cap-Pave Rehab</b>				
004751	Sealed Roads Pavement Rehabilitation	-	18,528.81	
004992	Sealed Roads Pavement Rehabilitation	390,000.00	305,652.92	\$ 65,000
		<b>390,000.00</b>	<b>324,181.73</b>	<b>65,000.00</b>
<b>Min Cap-Foot/Bikeway</b>				
004822	Douglas Street Blackbutt Footpath	-	301.31	
004993	Haly Street, Kingaroy - Footpaths	30,000.00	-	
004994	Alford Street - Cycle Footpath	300,000.00	161,551.73	\$ 5,000
		<b>330,000.00</b>	<b>161,250.42</b>	<b>5,000.00</b>
<b>Reseals - 2016/17</b>				
004997	2016/17 - Reseal Program	1,450,000.00	1,383,170.65	
		<b>1,450,000.00</b>	<b>1,383,170.65</b>	<b>-</b>
<b>TIDS - LRRS Projects</b>				
000587	Gayndah Hivesville Rd 68.30-68.33km TIDS	-	-	
004383	Kumbia Brooklands - Bridge 2014/15 TIDS	-	-	
004817	SafeST - Murgon School Car Parking	-	1,612.48	
004854	SafeST - Tingoora State School	-	218.89	
004926	TIDS - Blackbutt Crows Nest Rd	1,178,000.00	1,126,152.57	
004970	TIDS - Kumbia Road Widen & Seal	465,000.00	550,521.53	
004996	TIDS Reseal - Various Roads	280,000.00	355,745.85	
005280	TIDS - Memerambi Barkers Creek Road	-	-	
		<b>1,923,000.00</b>	<b>2,034,251.32</b>	<b>-</b>
<b>Roads to Recovery</b>				
003008	Clark & Swendsons Road - Floodway RTR	490,455.00	458,356.57	
004350	Fisher & Moore St Intersection - RTR	-	394.60	
004812	RTR Tingoora Chelmsford Rd - Realignment	-	5,407.19	
004820	RTR - Hazeldean Road Ngo Widening	-	134.18	
004865	RTR Glendon Street Carpark, Kingaroy	-	150.00	
004943	RTR - King Street - Urban Drainage	152,000.00	151,110.55	
004998	RTR - Franks Road Ch2.2 - Ch3.36	730,000.00	352,731.93	\$ 380,000
004999	RTR - Alford Street Culverts Upgrade	-	-	
005000	RTR - Drayton Street - Asphalt Surfacing	90,000.00	77,986.41	
005001	RTR - Copper Creek Road - Resheeting	70,000.00	76,767.89	
005002	RTR - East Nanango Road - Gravel Resheet	-	-	
005003	RTR - Flats Road - Gravel Resheeting	40,000.00	39,171.82	
005004	RTR - Glenmore Road - Gravel Resheeting	70,000.00	53,237.19	
005005	RTR - Hamilton Road Gravel Resheeting	51,000.00	50,493.87	
005006	RTR - Hodges Dip Road Gravel Resheeting	106,000.00	105,914.02	
005007	RTR - Hoggs Road Gravel Resheeting	70,000.00	39,261.04	
005008	RTR - Memerambi Barkers Creek Road	70,000.00	33,073.04	

2016/2017 Capex Report for Council

Page 6 of 10

Project Code	Project Description	Total Available Budget	2016/17 Actual YTD	Proposed Carryover
005009	RTR - Old Wondai Road Gravel Resheeting	70,000.00	43,665.19	
005010	RTR - Booie Road Shoulder Resheeting	49,500.00	49,371.35	
005011	RTR - Kumbia Road Shoulder Resheeting	140,000.00	138,715.02	
005012	RTR - Kearneys Road Shoulder Resheeting	123,000.00	122,541.01	
005013	RTR - Comdale Road Shoulder Resheeting	100,000.00	199,138.64	
005014	RTR - Wattlecamp Rd Shoulder Resheeting	-	-	
005187	RTR - Kitobia Road	220,000.00	145,262.32	\$ 50,000
005188	RTR - Comdale Road -Pavement Rehab	110,000.00	-	
005189	RTR - Mt Stanley Road	120,000.00	169,501.57	\$ 50,000
004860	RTR - Weens Road - Widening	-	2,376.28	
		<b>2,871,955.00</b>	<b>2,314,761.68</b>	<b>480,000.00</b>
<b>Loan Funded Projects</b>				
004355	Blackbutt Town Development	-	-	
004471	Coulson St, Blackbutt - Stormwater	225,000.00	219,951.03	
004760	Gladys Street Blackbutt - Rd Construct	-	1.13	
004772	Memerambi Development	818,000.00	532,255.06	
004938	Brooklands Peron Rd - Construct Culvert	-	3,300.00	
004972	Pine Street South - Intersection Upgrade	85,000.00	80,409.44	
		<b>1,128,000.00</b>	<b>835,916.66</b>	<b>-</b>
<b>Soil Laboratory</b>				
000602	Soil Lab Capital Equipment	10,500.00	22,531.26	
		<b>10,500.00</b>	<b>22,531.26</b>	<b>-</b>
<b>Urban Drainage</b>				
004948	Alford Street Culvert Replacement	850,000.00	788,276.05	
004990	Replacement of Gully Pits	45,000.00	55,111.32	
		<b>895,000.00</b>	<b>843,387.37</b>	<b>-</b>
<b>SafeST</b>				
004995	SafeST - St Lutheran School	130,000.00	160,790.08	
005278	SafeST - Taabinga State School	-	164.08	
004859	SafeST- Durong School - Parking Widening	215,000.00	220,765.48	
		<b>345,000.00</b>	<b>381,719.64</b>	<b>-</b>
		<b>15,873,455.00</b>	<b>12,280,079.50</b>	<b>870,000.00</b>
<b>Water Services</b>				
<b>Water - General Oper</b>				
000603	Telemetry Upgrades - Water General Opera	-	-	
004769	Citect SCADA-C CMF Server Upgrade	-	17,800.00	
004969	New Telemetry Sites N/W/M	-	94,504.39	
005155	Telemetry - Upgrade System, Expand and R	200,000.00	15,784.00	\$ -
		<b>200,000.00</b>	<b>128,088.39</b>	<b>-</b>
<b>Water - Blackbutt</b>				
004896	Mains - Network Renewals Blackbutt	110,000.00	-	\$ 20,000
005143	Blakbutt Treatment Plant -System Renewal	20,000.00	-	
005251	Blackbutt Water Dispensing System	-	-	
005324	Blackbutt Water Main - Bbutt Hall Reloca	-	52,574.26	
		<b>130,000.00</b>	<b>52,574.26</b>	<b>20,000.00</b>
<b>Water - Kingaroy</b>				
000625	King St (Youngman/Haly) - Kingaroy Water	-	4,609.23	
001571	KWS - Duke St (Walter/Gwen)	-	448.82	
001651	KWS - Goodger Rd (Airport Link)	-	4,567.77	
004307	KWS - Booth St Water Main Replacement	-	108.29	
004312	KWS - Henry St Water Main Replacement	-	109,225.98	
004331	KWS - Supply main (Mt Wooroolin to P/S)	-	10,134.04	
004508	KWS-FISHER/MOORE REALIGNMENT	-	283.64	
004770	Mt Wooroolin - Hypo Dosing Station	-	7,006.57	
004780	KWS - Glendon Street 100mm Water Main	-	425.46	
004897	Kingaroy Mains - Network Renewals	1,290,000.00	415.28	\$ 1,000,000
004958	Tarong Pipeline -Update existing Offtake	-	64,781.22	

2016/2017 Capex Report for Council

Page 7 of 10



Project Code	Project Description	Total Available Budget	2016/17 Actual YTD	Proposed Carryover
004975	Glendon Street (Haly to Alford) W/Main	-	4,041.19	
004977	Mt Wooroolin Supply Main	-	19,871.91	
005147	Kingaroy - Replace Roof at Mt Wooroolin	400,000.00	-	\$ 400,000
005175	Water Main Replacement As Constructed	-	2,563.83	
003393	Gordonbrook DAF - Design and Tender	-	123,999.42	
003580	Gordonbrook DAFF - Construction	641,900.00	8,693.64	\$ 421,900
004446	Gordonbrook WTP - CW Storage & Pumps 7	-	10,553.20	
004456	Gordonbrook WTP - DAFF Building 21	-	-	
004457	Gordonbrook WTP - Exist WTP Building 22	-	13,057.04	
004459	Gordonbrook WTP - Siteworks 25	-	359.97	
004460	Gordonbrook WTP - Commissioning 26	-	-	
004461	Gordonbrook WTP - Design, RPT, Wshops 27	-	376.20	
004462	Gordonbrook WTP - Miscellaneous 28	-	46,844.49	
004501	Gordonbrook WTP Program Management	-	15,941.04	
		<b>2,331,900.00</b>	<b>438,192.13</b>	<b>1,821,900.00</b>
<b>Water - Murgon</b>				
000667	Actuator Replacement - Murgon Water	-	161.00	
000787	Hospital Tower Upgrade - Murgon Water	-	22,970.00	
004370	Filter media upgrade - Mgn WTP	-	219.77	
004806	Water Main Extension - Thorn St, Murgon	-	15,994.53	
004898	Murgon Mains - Network Renewals	45,000.00	-	\$ 24,000
004899	Upgrade to Filter Media & Backwash Equi	662,630.00	618,169.23	\$ 20,000
004976	MWS-Leitch St - Water Main	-	-	
005249	Murgon Water Dispensing System	-	-	\$ 27,000
		<b>707,630.00</b>	<b>610,812.99</b>	<b>71,000.00</b>
<b>Water - Nanango</b>				
000678	Drayton St (Gipps/Henry) - Nanango W	-	2,408.59	
000679	Drayton St Sth (Gipps/Henry) - Nanango W	-	2,388.46	
000681	Wickham St (Appin/South) - Nanango Water	-	1,351.73	
000682	Wills St (Gipps/Cairns) - Nanango Water	-	134.18	
000683	WTP - Unallocated Budget - Nanango Water	-	150.00	
000686	Reservoir - Unallocated Budget - Nanango	-	5,731.15	
004884	Nanango Mains - Network Renewals	120,000.00	-	
005088	NWS-Alfred St (Gipps/Henry) Water Main	-	13,740.47	
005145	Nanango -Alternative Water Supply - Plan	100,000.00	-	\$ 80,000
005176	Nanango W/M Replacement As Constructed	-	648.36	
005192	Ngo Hospital Reservoir Roof Replacement	-	126,740.90	
005250	Nanango Water Dispensing System	-	-	
005257	NWS-Brisbane St W/Main	-	-	
		<b>220,000.00</b>	<b>133,782.80</b>	<b>80,000.00</b>
<b>Water - Proston</b>				
004900	Proston Town Mains - Network Renewals	50,000.00	-	
004968	Proston Telemetry	-	177,724.76	
004980	Hivesville (Wondai to Proston Rd) S4	-	996.71	
004982	PWS-Collingswood St (Hood to Blake)	-	63,942.31	
		<b>50,000.00</b>	<b>240,670.36</b>	<b>-</b>
<b>Rural Water - Prosto</b>				
000700	Hivesville Main Stage 2 - Proston Rural	-	272.47	
004901	Proston Rural Mains - Network Renewals	50,000.00	-	\$ 50,000
005152	Proston Rural - Replace Reservoirs in Ru	15,000.00	-	\$ 15,000
		<b>65,000.00</b>	<b>272.47</b>	<b>65,000.00</b>
<b>Water - Wondai</b>				
000707	Mains - Unallocated Budget - Wondai Wate	-	117.99	
004314	WWS - Pring St Water Main Replacement	-	3,169.13	
004902	Wondai Mains - Network Renewals	145,000.00	-	
004940	Hodge Street Wondai Water Main Extension	-	70,001.66	
004974	Water Main Upgrade - McCord St, Wondai	-	74,382.33	
005157	Wondai- Pump Stations -Replace Raw Water	55,000.00	-	\$ 50,000
005177	Wondai W/M Replacements As Constructed	-	2,256.80	

Project Code	Project Description	Total Available Budget	2016/17 Actual YTD	Proposed Carryover
<b>Water - Wooroolin</b>		<b>200,000.00</b>	<b>149,691.93</b>	<b>50,000.00</b>
005154	Wooroolin - Reservoir - Replacement	100,000.00	-	\$ 100,000
		<b>100,000.00</b>	<b>-</b>	<b>100,000.00</b>
		<b>4,004,530.00</b>	<b>1,753,540.39</b>	<b>2,207,900.00</b>
<b>Wastewater Services</b>				
<b>Wastewater - General</b>				
000735	General Telemetry Upgrde System & Expan	150,000.00	-	26,602.76
		<b>150,000.00</b>	<b>-</b>	<b>26,602.76</b>
<b>Wastewater - Blackbu</b>				
000737	Manholes - Unallocated - Blackbutt Waste	-	-	36.25
004903	Mains & Manholes - Network Renewals	180,000.00	-	\$ 180,000
005161	Bbutt Treatment plant -V notch Weir at d	10,000.00	-	-
005238	BButt WWTP Discharge Outlet Flowmeter	-	2,986.87	-
005325	Blackbutt WWater - Bbutt Hall Relocation	-	17,040.53	-
		<b>190,000.00</b>	<b>19,991.15</b>	<b>180,000.00</b>
<b>Wastewater - Kingaro</b>				
000743	Manholes - Unallocated Budget -Kingaroy	-	-	20.13
004344	SBRC.114.13 - River Road Sewer Main Bett	-	-	-
004494	Kingaroy WWTP Upgrade-Hodges Road Widen	-	654.41	-
004904	Mains & Manholes - Network Renewals Kroy	-	-	-
004986	WWTP Recycled Water Main FirstAve-Sports	-	221,369.40	-
000748	WWTP Upgrade - Kingaroy Wastewater	5,140,000.00	-	-
003392	Kingaroy WWTP - Supervision	-	122,625.00	-
003394	WWTP Upgrade - Preliminary Works	-	63,156.86	-
003396	WWTP Stage 3 - Design and Document	-	84.18	-
003398	WWTP Stage 5 - Supervision_Commissioning	-	15,434.31	-
004422	Kingaroy WWTP - PTA - 2	-	1,073.80	-
004423	Kingaroy WWTP - Foulwater Pump Station 3	-	-	-
004424	Kingaroy WWTP - Bioreactor - 4	-	-	-
004426	Kingaroy WWTP - Effluent Bal. Tank - 6	-	70,122.53	-
004427	Kingaroy WWTP - Outfall & Disinfection 7	-	-	-
004428	Kingaroy WWTP - Recyc Water Facility - 8	-	3,270.96	-
004429	Kingaroy WWTP - WAS Thickening - 9	-	-	-
004433	Kingaroy WWTP - Bulk Chem Dose Sys - 13	-	-	-
004434	Kingaroy WWTP - Elect Control Inst - 14	-	29,528.72	-
004435	Kingaroy WWTP - Admin Building - 15	-	173,893.34	-
004437	Kingaroy WWTP - Siteworks - 17	-	927.86	-
004438	Kingaroy WWTP - Commissioning - 18	-	306,800.83	-
004439	Kingaroy WWTP - Design, Rpt, W/shops 19	-	77,847.30	-
004440	Kingaroy WWTP - Miscellaneous - 20	-	647,640.94	-
004488	Kingaroy WWTP Upgrade - Construction	-	414,226.51	-
004502	Kingaroy WWTP Program Management	-	29,803.48	-
004503	WWTP - Final Pond Desludge	-	882.70	-
004965	WWTP - Trunk Main Replacement	-	47,079.60	-
005234	WWTP - Irrigation	-	351,013.62	-
		<b>5,140,000.00</b>	<b>2,577,416.22</b>	<b>-</b>
<b>Wastewater - Murgon</b>				
000758	Perkins Street Upgrade - Murgon Wastewat	-	3,930.00	-
004905	Mains & Manholes - Network Renewals	372,000.00	-	\$ 350,000
005109	Houghton Street Murgon - SPS upgrade	-	15,175.49	-
005111	Retschlag Street Murgon - PS Downgrade	-	3,312.91	-
005162	Planning Report WWTP Upgrade - Murgon	100,000.00	-	\$ 100,000
005163	Class A Treatment Upgrade -WWTP Murgon	300,000.00	-	\$ 300,000
		<b>772,000.00</b>	<b>22,418.40</b>	<b>750,000.00</b>
<b>Wastewater - Nanango</b>				
001653	NWW-Upgrades for Sep/Oily Water	-	25,120.00	-
004906	Mains and Manholes - Network Renewals	517,700.00	-	\$ 517,700
005113	Hawthorne Street Nanango - SPS upgrade	-	14,473.39	-

2016/2017 Capex Report for Council

Page 9 of 10

<b>Project Code</b>	<b>Project Description</b>	<b>Total Available Budget</b>	<b>2016/17 Actual YTD</b>	<b>Proposed Carryover</b>
005164	Classs A WWTP Upgrade - Nango Wastewater	-	-	
		<b>517,700.00</b>	<b>10,646.61</b>	<b>517,700.00</b>
<b>Wastewater - Wondai</b>				
004907	Mains & Manholes -Network Renewal Wondai	525,150.00	-	\$ 515,000
005110	Hines Road Wondai - Booster PS Upgrade	-	5,309.17	
005112	Hill Street Tingoorra - PS upgrade	-	3,312.91	
005165	Recycled Water-Upgrade Water Plant Wonda	300,000.00	-	\$ 300,000
		<b>825,150.00</b>	<b>8,622.08</b>	<b>815,000.00</b>
		<b>7,594,850.00</b>	<b>2,591,198.48</b>	<b>2,262,700.00</b>
<b>Waste</b>				
<b>Waste Management - R</b>				
000783	CAPITAL - Maidenwell Transfer Station	-	149.01	
000785	CAPITAL Proston Transfer Station Upgrade	-	23,951.10	
004527	CAPITAL - Memerambi Transfer Station	-	9,628.69	
004921	Capital - Proston Landfill	44,450.00	28,575.69	\$ 15,000
005093	CAPITAL - Memerambi Old Landfill	94,000.00	83,265.38	\$ 11,000
005136	Kingaroy Transfer Station Upgrade - Cap	35,000.00	14,927.80	\$ 20,000
005137	Kumbia Transfer Station 4 Skip bins	17,000.00	-	\$ 17,000
005156	Booie Old Landfill Site - Capital	15,000.00	14,977.21	
005240	Liquid Waste Facility - Kingaroy	-	7,414.64	
005241	Liquid Waste Facility - Wondai	10,000.00	12,437.21	
005242	Burrandowan Road Old Landfill Site	-	6,535.45	
004802	Blackbutt Transfer Station Capital	22,500.00	-	\$ 20,000
000782	CAPITAL - Hivesville Transfer Station	91,000.00	45,367.20	\$ 46,000
004521	CAPITAL - Cloyna Transfer Station	43,600.00	7,401.25	\$ 36,000
004523	CAPITAL - Brigooda Transfer Station	-	-	
000784	CAPITAL - Wattlecamp Transfer Station	24,050.00	24,050.00	
		<b>396,600.00</b>	<b>230,480.41</b>	<b>165,000.00</b>
		<b>396,600.00</b>	<b>230,480.41</b>	<b>165,000.00</b>
		<b>35,052,735.00</b>	<b>21,425,907.03</b>	<b>8,259,610.00</b>

**Resolution:**

*Moved Cr RLA Heit, seconded Cr KA Duff.*

*That the Officer's Recommendation be adopted.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

**10.2.3 F - 2384841 - Adoption of the Business Continuity and Recovery Plan**

**Summary**

The Business Continuity and Recovery Plan is a preventative and reactive measure using alternative premises, redundant hardware, software backups, data backups and other facilities to ensure that Council can continue and restore operations following a significant disruption to Council's service delivery as quickly as possible.

**Officer's Recommendation**

That the Business Continuity and Recovery Plan as attached be adopted.



## **Business Continuity and Recovery Plan**

45 Glendon Street | PO Box 336 | Kingaroy Q 4610  
Telephone: (07) 4189 9100 | Facsimile: (07) 4162 4806 | Email: [info@southburnett.qld.gov.au](mailto:info@southburnett.qld.gov.au)  
[www.southburnett.qld.gov.au](http://www.southburnett.qld.gov.au)



## Contents

Objectives of the Plan .....	1
What is a Serious Disruption to Council Services .....	1
What is a Business Continuity and Recovery Plan .....	1
Physical Location of Plan .....	1
Emergency Pack Requirements .....	2
Business Continuity Team/Management Structure .....	2
Business Continuity and Recovery Coordination Centre .....	3
Business Continuity and Recovery Coordination Centre Facilities .....	4
Role of the Business Continuity Team .....	5
Business Continuity Team Meeting - Initial Meeting Following an Event .....	5
Determining Priorities in Managing and Recovery from a Significant Disruption to Council Services .....	5
Communications .....	5
Proposed Service Delivery Relocation Plan .....	7
Resilience Program .....	8
Various Halls .....	8
Stores and Fuel Facilities .....	8
Associated Organisational Plans .....	8
Appendix A - Media Release .....	9
Appendix B - Services and Supply Contact List .....	10
Appendix C - Information Technology Contact Details .....	11
Appendix D - Pre-Printed Stationery .....	11
Appendix E - Business Continuity Team Activity Log .....	12
Appendix F - South Burnett Regional Council Critical Incident Management Plan .....	13
Appendix G - Plans of Locations .....	15
Appendix H - Emergency Pack .....	18
Appendix I - Business Continuity Team Agenda .....	18



### **Objectives of the Plan**

The objective of this Business Continuity and Recovery Plan is to provide a readily accessible and useable document which enables South Burnett Regional Council to:

- Facilitate a first response to an event which significantly disrupts the organisation's operations;
- Follow an agreed and systematic approach for the ongoing management of such an event;
- Implement procedures to maintain essential services through the recovery period;
- Re-establish services and operations as quickly and efficiently as possible;
- Minimise the effect on the community, Staff, clients, organisation operations and contracts;
- Identify the critical aspects of Council services which may be exposed to risk of disruption;
- Define actions which will minimise loss or damage should an event occur;
- Adopt strategies to maintain Council services through periods of disruption to various locations including Information Technology/Communications Sites;
- Recover lost equipment and facilities as soon as possible;
- Ensure that insurance claims are properly lodged with Local Government Mutual; and
- Review of this plan on an annual basis by the Business Continuity Team.

### **What is a Serious Disruption to Council Services**

A serious disruption to Council is an event which causes widespread service disruption to the South Burnett Regional Council. This Business Continuity and Recovery Plan focuses on the following critical centres and the possibility of one being taken out of service for an extended period of time (greater than one (1) week):

- Kingaroy Customer Contact Centre Precinct;
- Nanango Customer Contact Centre;
- Murgon Customer Contact Centre;
- Wondai Customer Contact Centre;
- Proston Library and Customer Contact Centre;
- Blackbutt Customer Contact Centre;
- The Information Technology Building, Glendon Street, Kingaroy;
- Communication Towers;
- Category A & B Community Halls (per the SBRC Fees and Charges Schedule); and
- Workshops and Depot facilities – Kingaroy, Murgon, Nanango and Wondai.

### **What is a Business Continuity and Recovery Plan**

Preventative and reactive measures using alternative premises, redundant hardware, software backups, data backups and other resources/facilities to ensure that the organisation can continue operations during a serious disruption to services and to restore business operations as quickly as possible following the event.

### **Physical Location of Plan**

- Kingaroy Customer Contact Centre;
- Nanango Customer Contact Centre;
- Murgon Customer Contact Centre;
- Wondai Customer Contact Centre; and
- Council's Intranet.

### Emergency Pack Requirements

An emergency pack contains the documents and resources necessary to assist in organisational recovery. The contents of the emergency pack can be found in Appendix H.

### Business Continuity Team/Management Structure

The Business Continuity Team shall be comprised of the permanent members as per the table below.



The Chief Executive Officer (CEO) will automatically be the Chairperson of the Business Continuity Team. If under any circumstances the CEO or any member of the Council's Senior Management Team is unable to be part of the Business Continuity Team for whatever reason then the balance of the team can be co-opted from the Senior Management Team to replace the absent permanent member/s and put in place an alternate Chairperson, if required.

The Business Continuity Team will administer Council's response to any disaster events effecting Council operations and the implementation of this Business Continuity and Recovery Plan. Additionally, during the response to any significant event, the Chairperson of the Business Continuity Team will consult with and provide regular briefings to the Mayor.

The Business Continuity Team can co-opt others into the team or adapt membership based on the nature of the emergency.

The Business Continuity Team will meet on a quarterly basis or as required to ensure that the organisation is prepared and resourced to effectively manage a significant event which disrupts Council services for an extended period of time utilising this plan.



**Business Continuity and Recovery Coordination Centre**

The following centres can be established as the Business Continuity and Recovery Coordination Centre depending on the location of the significant event and as determined by the CEO:

Location	Ownership/Contact	Capacity for Extra Staff	Meeting Room	Toilet Facilities	Kitchen Facilities	IT Connectivity	Power Points	Telephone Lines	Comments
Kingaroy Customer Contact Centre	Council Owned	Limited	Yes	Yes	Yes	Yes, Council network, wifi	Many	Yes	Major Centre.
Kingaroy Visitor Information Centre (VIC)	Council Owned/Art Gallery leased to not-for-profit organisation	Limited - Utilising the 1938 Chambers and associated Art Gallery space	Yes	Yes (within the VIC and outside)	Yes (within the VIC)	Yes, Council network, wifi	Many	Yes	Some desks and computers already exist.
Nanango Customer Contact Centre	Council Owned	Good potential	Yes	Yes	Yes	Yes, Council network, wifi	Many	Yes	Desks and computers already exist.

The CEO will advise the Business Continuity Team of the location of the Business Continuity and Recovery Coordination Centre which will be the location of meetings of the Business Continuity Team and will be equipped with adequate facilities and resources to allow the Business Continuity Team to implement the Business Continuity and Recovery Plan.

The existing telephone number of the Council (07) 4189 9100 and facsimile number (07) 4162 4806 are to be redirected as soon as possible to the Business Continuity and Recovery Coordination Centre.

The Customer Contact Officers and Executive Services Team will be assigned to the Business Continuity and Recovery Coordination Centre, as soon as possible, to assist the Business Continuity Team with all telephone support, communication, correspondence and to facilitate business as usual. Additional Staffing resources will be obtained at the direction of the CEO or Chairperson of the Business Continuity Team, should the Business Continuity and Recovery Plan be activated simultaneously with the South Burnett Regional Council Local Disaster Management Plan and South Burnett Disaster Recovery Plan.

All necessary Officers will be seconded to the Business Continuity and Recovery Coordination Centre function to approve purchases required for immediate establishment of the Centre using existing purchase delegations.

### Business Continuity and Recovery Coordination Centre Facilities

Immediately upon occupation of the Business Continuity and Recovery Coordination Centre, the General Manager Finance is to review the circumstances and make arrangements for the acquisition and delivery of adequate resources to the centre.

#### Telephones

Redirection of telephone to mobile fleet or landline	Telstra - (07) 4189 9100
Handsets	Relocate from other offices temporarily

#### Facsimiles (if internet is down)

1 x facsimile line	Telstra - (07) 4162 4806
1 x facsimile machine	Relocate from other offices where practical

#### Computers

12 x desktop or laptops	Relocate from redundant stock, training fleet or other offices where practical
-------------------------	--

#### Alternate Work Locations

##### Initial Response for All Staff (Unless Otherwise Advised):

Primary Work Location	Alternate Work Location Following a Significant Service Delivery Event
Blackbutt Customer Contact Centre	Nanango Customer Contact Centre
Nanango Customer Contact Centre	Kingaroy Town Hall pending redeployment
Kingaroy Executive Services and Mayor	Kingaroy Visitor Information Centre incorporating the 1938 Chambers
Kingaroy Finance Office	Kingaroy Customer Contact Centre
Information Technology Kingaroy	Nanango Customer Contact Centre (backup system)
Kingaroy Customer Contact Centre	Kingaroy Town Common Hall pending redeployment
Wondai Customer Contact Centre	Murgon Customer Contact Centre
Wondai Library	Wondai Customer Contact Centre
Murgon Customer Contact Centre	Wondai Customer Contact Centre
Murgon Visitor Information Centre	Murgon Customer Contact Centre
Proston Customer Contact Centre	Wondai Customer Contact Centre
Kingaroy Workshop/Depot	Kingaroy Customer Contact Centre pending redeployment
Murgon Workshop/Depot	Kingaroy Workshop/Depot
Nanango Workshop/Depot	Kingaroy Workshop/Depot
Water and Wastewater Staff Kingaroy	Kingaroy Customer Contact Centre

### **Role of the Business Continuity Team**

The Business Continuity Team will act as Council's immediate response and recovery group undertaking such functions as are required by the organisation, establishing priorities, organising and directing Council's resources and providing information to Staff, members of the public and insurers as required. The Business Continuity Team will assemble upon the instructions of the CEO or the nominated Chairperson at the nominated Business Continuity and Recovery Coordination Centre.

### **Business Continuity Team Meeting - Initial Meeting Following an Event**

If possible, the CEO and the Business Continuity Team will perform a visual inspection of the issue behind the significant service disruption prior to the first meeting of the team, to determine the extent of the issue at hand and to assist in formulating an appropriate response.

The Mayor, Councillors and designated employees may be requested to attend the first meeting of the Business Continuity Team. A proposed agenda for this meeting is attached as Appendix I.

### **Determining Priorities in Managing and Recovery from a Significant Disruption to Council Services**

All Council's operational priorities will be determined by the Business Continuity Team and will be communicated to the Council as a whole, the public and any other organisation as required. In order to do this, each Manager will provide the Business Continuity Team with the following information to be updated as required:

- immediate workplace health and safety issues and how they are being addressed;
- Staff, plant and equipment available;
- property and communication systems available;
- summary of operations temporarily and permanently effected by the event;
- estimate of resources needed to restore the effected operations;
- timeframe for recovery to partial and full operations;
- location of operations not effected by the event;
- list of operations needing relocation; and/or
- prioritised list of functions/operations that require restoration/relocation.

The Business Continuity Team will determine the best allocation of available resources to meet the Council's service priorities and be generally guided by this plan.

The overall coordination of the recovery will be the responsibility of the CEO or the Chairperson of the Business Continuity Team. These members will be removed from their operational roles in so much as related specific tasks must not be assigned to them.

A record of the activities of the Business Continuity Team will be kept in an activity log. A proposed template of the log can be found in Appendix E.

### **Communications**

Only the Mayor, CEO or Chairperson of the Business Continuity Team is permitted to speak with the media. Council should release a statement to the media immediately or as soon as possible. (Appendix A is an example of such a release.)

1. All communications will be coordinated through the Business Continuity Team with that team being responsible for:
  - The allocation of communication resources.
  - All information released to the media and public.
  - All communications to employees.
  - All communications to insurance companies.
  - All communications with Emergency Services and other essential services.
  - All communications regarding recovery strategies.
2. The Business Continuity Team will endeavour to hold one (1) major briefing each day at 10am at the Business Continuity and Recovery Coordination Centre. These meetings will be open to members of the public and the media. The frequency of these meetings can be scalable as recovery progresses.
3. The Business Continuity Team will provide regular briefings to employees each day from the Business Continuity and Recovery Coordination Centre. These briefings will be delivered in a manner that best suits the situation such as but not limited to face-to-face (with script), email, handouts and text messaging. The frequency of these briefings can be scalable as recovery progresses.



**Proposed Service Delivery Relocation Plan**

Facility	Floor Area			Toilets			Staff											Business Service Continuity Relocation Potential														
	Gross	Net Office	Net Library	Net Hall	TOTAL	M	Urll	F	Urisex	Property	Executive Services	Business Systems	Finance	Plant & Fleet	Design & Technical Services	Environment & Waste	Infrastructure		Water & Wastewater	Roads & Drainage	Planning & Land Management	Human Resources	ICT	NRM & Parks	Social & Corporate Performance	Corporate Services	Total current staff per office	Current Density per office	Potential Capacity (10m2/person)			
Blackbutt Office	180	11	84		94	1		1													5					5	2.1	9	Move services and personnel to Nanango Office.			
Kingaroy Customer Contact Centre	932	526			526	2	2	3	1	7	4	5	4			6				5	3					12	1	47	11.2	53	Relocate Executive Services, Customer Service Team and Mayor to Kingaroy VIC incorporating the 1938 Chambers. Also relocate common work groups to Nanango Office, Kingaroy Supervisors Admin Area, Town Common Hall.	
Kingaroy - Economic Development	65	55			55					3																	3	18.5	6	Relocate to Kingaroy, Visitor Information Centre and 1938 Chambers.		
Kingaroy - Library			218		218																						10	10	21.8	22	Relocate to Nanango Library.	
Kingaroy - Finance Office	256	194			194					3	13	1															17	11.4	19	Relocate to Kingaroy Town Common Hall.		
Kingaroy - Human Resources Office	74	49			49				1													5					5	9.8	5	Relocate to Kingaroy, Customer Contact Centre.		
Kingaroy - Information Technology	120	32			32	1		1						5													5	9.3	3	Relocate to Nanango Customer Contact Centre - location of the backup system.		
Kingaroy VIC and 1938 Chambers	323				323	2		2		5																	5	64.5	32	Relocate permanent staff to Kingaroy Customer Contact Centre		
Kingaroy - Town Common Hall					160	1		1																			0	9.0	16			
Kingaroy - Water and Wastewater Office	65				65				1										6								6	9.0	7	Kingaroy Waste Water Treatment Plant Office		
Kingaroy Supervisors Admin Area	239				239	4		2	1																		0	9.0	24			
Nanango Customer Contact Centre and Library	1286	672	242		914	1	2	2							9	4			4		9	4			2	3	35	19.2	81	Kingaroy Supervisors Admin Area, Kingaroy Town Common Hall, Wondai Office, Murgon Office, Kingaroy Library.		
Nanango Cultural Centre					472	2	3	3																			0	9.0	47			
Wondai Customer Contact Centre and Library	371	181			181	1		1													1						4	45.2	18	Relocate to Murgon Customer Contact Centre, Library Services to Murgon.		
Murgon Customer Contact Centre and Library	530	152	142		284	1	2	2	1						9	4									7	2	11	13.8	29	Wondai Customer Contact Centre, Library Services to Wondai		
Murgon Hall					560																						0		58			
Total Staff						12	8	18	1	9	10	4	6	10	9	5	0	20	14	153												
IT Requirements						7	12	8	18	1	9	10	4	6	10	9	5	0	20	14	153											Up to 50 computers are available each year from the ongoing replacement program.

The Business Continuity Team will:

- consider the options and ability for identified Staff to work remotely taking into account the advantageous/disadvantageous and risks.
- consider the need and as required, request assistance from external agencies including neighbouring local governments, Local Government Association of Queensland, state government departments or private industry.

### **Resilience Program**

1. Commencing in the financial year 2017/2018, Council will undertake a two (2) year program to invest in:
  - A new phone system;
  - Duplication of the Information Technology system in Nanango or utilise other appropriate resources and locations; and
2. Install backup power supplies at the key offsite communication sites for Council's Information Technology Network – for example, Ushers Hill and Hayes Hill.
3. Document Council's existing Information Technology Network Resilience Strategy (including the Communication Towers) along with existing and proposed intrusion controls.
4. Provide an alternate records facility and to utilise the services of a third party to store long-term/permanent records offsite in Toowoomba.

### **Various Halls**

In the event of a Category A & B Community Halls (per the SBRC Fees and Charges Schedule) becoming unavailable for an extended period of time, contact will be made with hirers with forward bookings to assist in relocating to another Council or other available facility.

### **Stores and Fuel Facilities**

- Fuel for fleet can be maintained by utilising the facilities at other depots. Fuel is available at Kingaroy, Murgon, Nanango and Wondai Depots. Council has a dedicated Fuel Truck available to service vehicles in depots and in the field during a significant event.
- Council has dedicated Stores facilities at Kingaroy, Nanango and Wondai. Should a significant event occur at one of those locations, stock held by Stores can be obtained through the available Stores and utilising 'just in time' purchasing process.

### **Associated Organisational Plans**

- Water and Wastewater Business Continuity Plan.

**Appendix A - Media Release**



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## Media Release

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PO Box 336 | Kingaroy Q. 4610 | T: (07) 4189 9100 | F: (07) 4162 4806 | E: [media@southburnett.qld.gov.au](mailto:media@southburnett.qld.gov.au) | W: [www.southburnett.qld.gov.au](http://www.southburnett.qld.gov.au) | ABN: 89 972 463 351

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**FOR IMMEDIATE RELEASE <insert DD-MMM-YYYY>**

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START

**(insert Title)**

On (insert day and date) at approximately (insert time) a (insert type of significant event) impacted South Burnett Regional Council's operations (insert extent of damage) at (insert council building name and street location).

The cause of the significant event is unconfirmed at this time and is being investigated by the (insert agencies – i.e. Queensland Fire and Emergency Services, Queensland Police Service, Workplace Health and Safety Queensland).

Council will be open for business with reduced services on (insert time, day and date) at (insert name and address of new location).

The contact number for Council will remain as (07) 4189 9100.

Further information will be released concerning the emergency situation as it becomes available.

Council thanks the community for their understanding and patience during this difficult time.

**Gary Wall**  
**CHIEF EXECUTIVE OFFICER**

END

Media Enquiries Contact: Wendy Kruger, Administration Office - Social & Corporate Performance  
☎ (07) 4189 9539 | @ [media@southburnett.qld.gov.au](mailto:media@southburnett.qld.gov.au)

**Appendix B - Services and Supply Contact List**

Service	Contact	Telephone
Queensland Fire and Emergency Services		000 (Triple Zero)
Queensland Police Service	Emergency Kingaroy Police Station Murgon Police Station Nanango Police Station	000 (Triple Zero) (07) 4160 4900 (07) 4179 5222 (07) 4163 1211
Insurance Broker	Local Government Mutual - <i>Phil Whybrow</i>	(07) 3000 5504 0412 658 897
Lawyers	King and Company Solicitors	(07) 3243 0000
Security	Kingaroy Security	(07) 4162 1216
Local Print Media	South Burnett Times	(07) 4162 9777
	Murgon Moments	(07) 4168 2922
Radio	CFM 89.1	(07) 4162 4888
	Radio KFM	0407 582 166
	ABC Southern Queensland	(07) 4631 3811
	4SB 1071	(07) 4162 1433 0400 704 712 (After Hours)
	Wild Horse Community Radio – Yarraman	(07) 4163 8991
	Crow FM	(07) 4169 0700
Electricity	Ergon Energy	(07) 3228 8182
Gas	Elgas	13 11 61
Water	SBRC Water and Sewerage Emergencies	(07) 4189 9100 - Press 1
Protective Clothing	SBRC Stores	(07) 4189 9259
Cleaners	Restore All Qld - <i>Gavin Payne</i>	(07) 4162 8141 0407 637 229
Temporary Storage	Kingaroy Self Storage	(07) 4162 4488
Locksmiths	Nanango Lock and Key	(07) 4171 0137 0419 645 988
Electrical Contractor	Blacks Electrical	(07) 4162 2592
Plumber	Cox Plumbing	(07) 4162 2750
Manager ICT	Anthony Bills	0428 191 215
Technology One	Peter Hynes	(07) 3167 7301 (07) 3377 7416
Telstra		(02) 9368 3806
SBRC Media/Communications	Wendy Kruger Carolyn Knudsen	(07) 4189 9171 0427 623 199



**Appendix C - Information Technology Contact Details**

**Anthony Bills**  
*Manager ICT*

T: (07) 4189 8241 | M: 0428 191 215 | F: (07) 4162 4806

E: [abills@southburnett.qld.gov.au](mailto:abills@southburnett.qld.gov.au)

**Appendix D - Pre-Printed Stationery**

Document/s	Supplier	Address	Telephone
Letterhead, Envelopes and Business Cards	Nichol's Printing	3/34 King Street Kingaroy Q 4610	(07) 4162 7755
Cheques Customer No. 76844/1	Precision Business Forms	123 Basalt Street Geebung Q 4034	(07) 3865 2155

**Appendix E - Business Continuity Team Activity Log**

This template is designed to be reproduced on a computer, whiteboards or butchers paper so that all can keep track of the situation. A permanent record of the register should be kept for review and insurance purposes.

Action	Requested By	Referred To	Action Taken	Time and Date Completed

## **Appendix F - South Burnett Regional Council Critical Incident Management Plan**

### **1. Introduction**

South Burnett Regional Council uses a systematic approach to the management of incidents or issues that seriously affect or may affect Council's Staff, operations or reputation. Where possible, this approach uses existing infrastructure and procedures.

Council has developed this approach to meet its legal requirements, standards of good governance and, importantly, to minimise the risk to its Staff, contractors, service provider and ratepayers.

The Council's approach brings together four elements:

- Emergency response (making people safe and minimising damage to assets)
- Emergency management (coordinating the emergency response and managing the recovery)
- Crisis management (addressing strategic business and reputation issues)
- Business continuity (maintaining business operations)

The application of these four elements will depend upon the situation and the good judgement of Council's managers and Staff. For example, a major fire would involve all four elements whilst a major public controversy may only involve crisis management.

It will be rare that a Critical Incident Management Team will be required. It is more likely that issues or incidents will be managed and resolved by (emergency) response teams at the operational level: matters will go no further than 'monitoring by the General Manager responsible'. Nevertheless, Council has put in place arrangements to handle the full range of incidents and issues.

### **2. Responsibility**

The Chief Executive Officer, as Council's Critical Incident Coordinator, is responsible for the establishment, operation and review of Council's Critical Incident Management Plans. The Chief Executive Officer chairs the Council's Emergency Planning Committee (Australian Standard 3745: Planning for Emergencies in Facilities) which coordinates Council's critical incident plans.

### **3. Risk Management**

The Critical Incident Management Plan provides a framework for the appropriate risk management of serious incidents and issues that may disrupt the operations of Council. This document is supported by plans that have been developed to address a range of risks that have been identified through the Council's Risk Registers. The plans also contain sufficient flexibility to manage unforeseen situations. The plans are reviewed after incidents as well as being reviewed periodically.

Appropriate infrastructure and resources have been developed to support these plans. These include Fire Wardens, Emergency Coordinators and the Critical Incident Management Team. Other resources that may be necessary in a major incident such as a call centres and media teams have also been identified.

### **4. Recognising a Critical Incident**

A critical incident is any event or business continuity issue that significantly threatens the commercial position or operability of South Burnett Regional Council. Critical incidents will involve all or a substantial part of Council's operation and have major actual or long-term consequences. Critical incidents require a coordinated operational response that deals with the control of the emergency situation and the restoration of normal business operations.

A critical incident can be triggered by a physical event such as a bushfire, chemical spill, gas leak, major fire or explosion, power outage, fatality or serious injury although it is possible that it may develop over time from smaller and possibly unconnected events. It will frequently involve some media interest and may be driven by perceptions rather than facts.

The Organisational Business Continuity and Recovery Plan describe Council's arrangements to prepare for, respond to, and recover from a range of major physical emergencies.

#### **5. Recognising a Major Critical Incident**

A major critical incident (crisis) may be triggered by a physical emergency such as a major fire but most major critical incidents evolve gradually from less dramatic events. The crisis may be triggered by internal or external issues such as public safety, health concerns, major fraud, mismanagement or controversial academic activities. Routine or seemingly harmless activities may develop into a crisis after attracting the attention of government, regulators, interest groups, the public or the media. In addition, a simple emergency or minor issue can be turned into a crisis by being insensitively or poorly managed.

Crises can often be difficult to identify and can escalate very rapidly. They will almost always involve media interest on a national scale and they will frequently be driven by perceptions rather than facts.

#### **6. Notification Process**

The effective management of incidents and issues requires their prompt communication to the appropriate level of management. Where an immediate emergency response is required to an incident, the Organisational Business Continuity and Recovery Plan prescribes the notification arrangements.

All incidents requiring an immediate emergency response are reported directly to the CEO. Where an immediate response is not required, incidents and issues will be brought to the attention of senior management through the normal management structure. All major critical issues or incidents must be advised to the relevant member of Senior Executive. The relevant member of the Senior Executive will consult with the CEO, as the Council's Emergency Coordinator, and provide advice to the CEO relating to the activation of a Crisis or Emergency Management Team.

#### **7. Activation of a Critical Incident Management Team**

The principle of '*prudent over-reaction and rapid de-escalation*' applies when considering the level of activation of a Critical Incident Management Team. It is easier and usually more effective to scale down an over-reaction than it is to ramp up an under-reaction.

Where an immediate emergency response to a health and safety risk is required, the arrangements in the Organisational Business Continuity and Recovery Plan will apply.

Where no immediate response is required, or where an emergency has ongoing effects, activation of the Organisational Business Continuity and Recovery Plan is at the discretion of the CEO or nominee.

In response to an incident or issue, a Critical Incident Management Team may be convened. Members of the team may be drawn from the Senior Executive, employees and Emergency Services personnel from across the region. The Critical Incident Management Team may direct the establishment of operational teams to provide support or handle aspects of the emergency or crisis.



**8. Related Documents**

South Burnett Regional Council Local Disaster Management Plan  
South Burnett Disaster Recovery Plan  
Water and Waste Water Business Continuity Plan

**9. Next Review Date**

1 July 2018

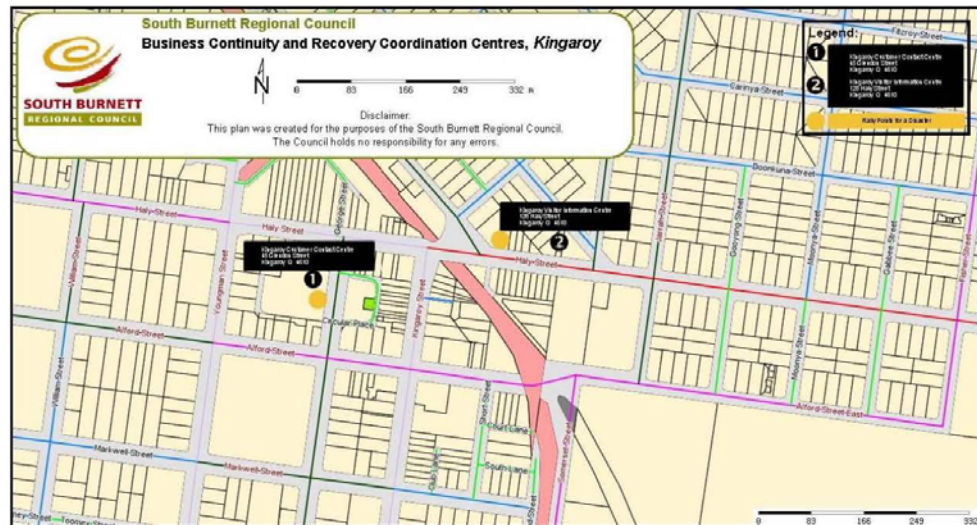
\_\_\_\_\_  
**Gary Wall**  
**CHIEF EXECUTIVE OFFICER**

\_\_\_\_\_  
Date

**Appendix G - Plans of Locations**

- Rally Points for a Disaster
- Locations for the Crisis Centre/Temporary Work Locations:
  1. Kingaroy Customer Contact Centre
  2. Kingaroy Visitor Information Centre
  3. Nanango Customer Contact Centre

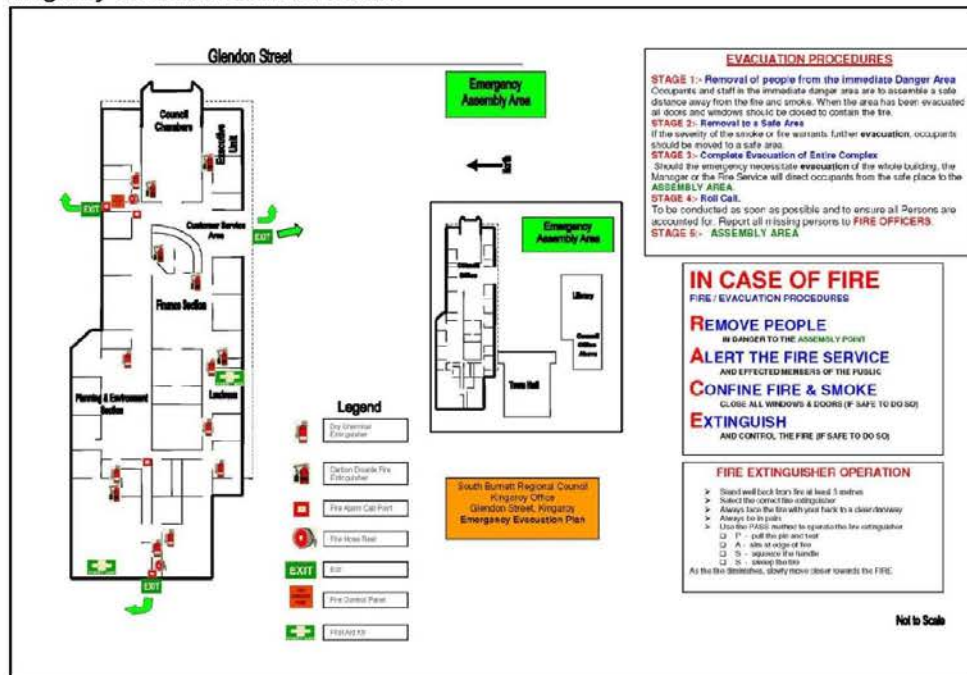
**Business Continuity and Recovery Coordination Centres, Kingaroy**



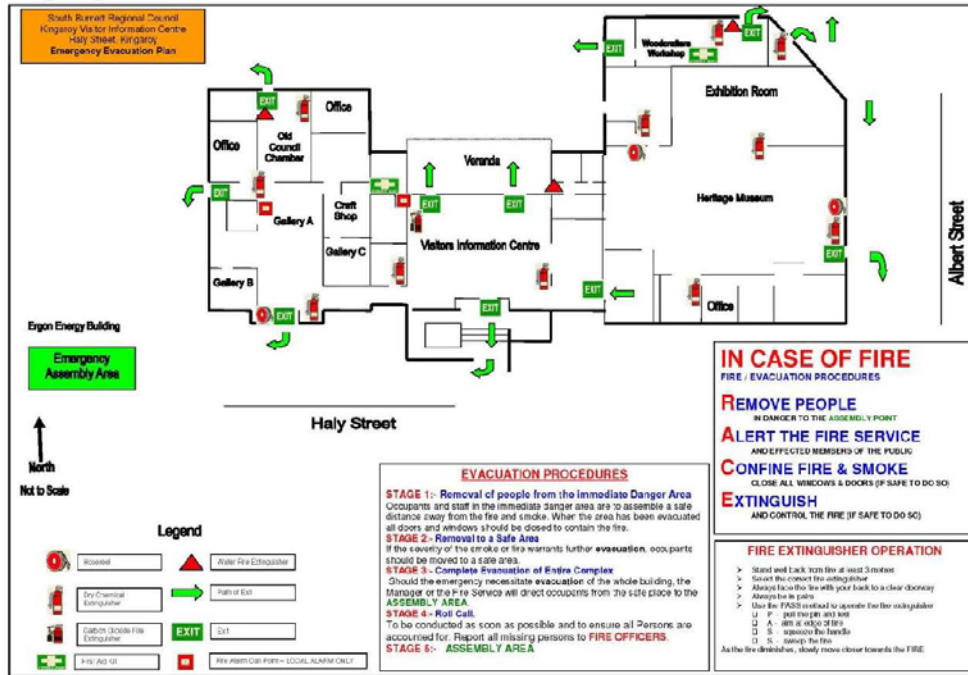
**Business Continuity and Recovery Coordination Centre, Nanango**



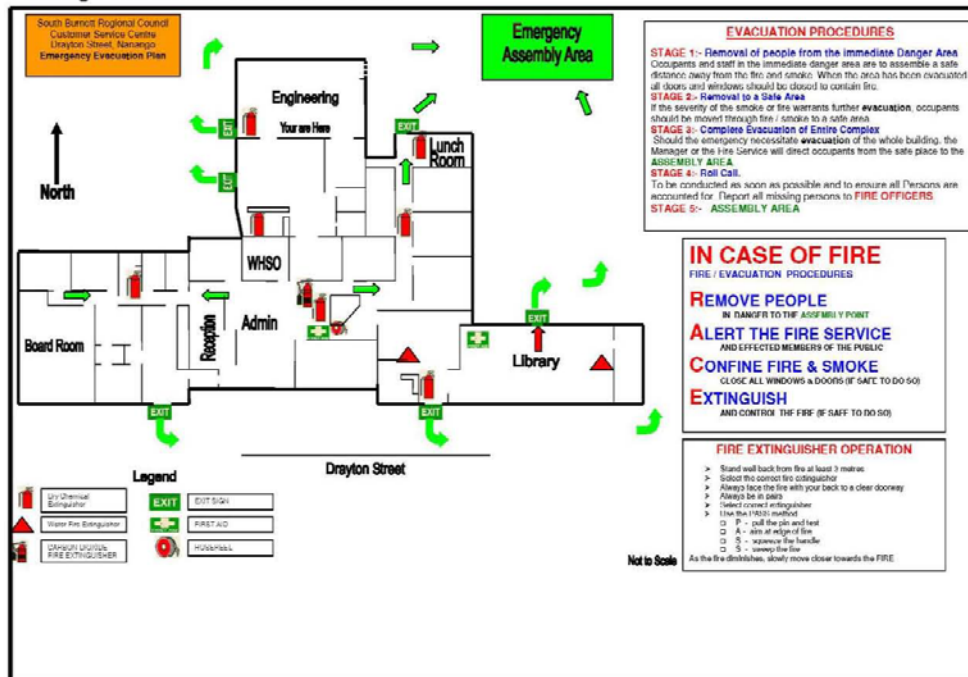
**Kingaroy Customer Contact Centre**



**Kingaroy Visitor Information Centre**



**Nanango Customer Contact Centre**



## **Appendix H - Emergency Pack**

### **Locations of Emergency Pack**

Kingaroy Customer Contact Centre  
Kingaroy Visitor Information Centre  
Nanango Customer Contact Centre

### **Contents of Emergency Pack**

A USB device containing:

- Business Continuity and Recovery Plan.
- List of Staff names and contact details
- List of organisational mobile numbers
- Councillor contact details
- Copy of templates (including templates of printed forms specific to each Unit)
- List and location of Vital Records

The Emergency Packs must be collected and updated annually with the plan to ensure contents are current and accurate (e.g. Staff list, contact details, telephone numbers and updated templates).

## **Appendix I - Business Continuity Team Agenda**

1. Welcome/Attendance.
2. Summary of event and impact (including not limited to):
  - report from initial site visit
  - identification of affected services and work teams
3. Determine operational team.
4. Initial plan for operations during the first few days.
  - appointment of purchasing authority
  - allocation of temporary work locations
  - implementation of emergency contact numbers
  - public notification (see Appendix A)
  - implementation of equipment requirements
  - Staff requirements
5. Schedule of Staff briefings.



**Resolution:**

*Moved Cr RLA Heit, seconded Cr RJ Frohloff.*

*That the Officer's Recommendation be adopted.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

**11. Consideration of Notices of Motion**

No Report.

**12. Information Section (IS)**

**12.1 IS - 2389252 - Reports for the Information of Council**

**Summary**

List of correspondence pending completion of assessment report  
Delegated Authority Report  
Road Maintenance Expenditure Report  
Work for Queensland (W4Q) Grant Projects Report

**Officer's Recommendation**

That the reports be received.

**Resolution:**

*Moved Cr KA Duff, seconded Cr RLA Heit.*

*That the reports be received.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

**CLOSED SESSION:**

**Motion:**

*Moved Cr RJ Frohloff, seconded Cr RLA Heit.*

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

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

**OPEN COUNCIL:**

**Motion:**

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

*That the meeting resume in Open Council.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

**Report:**

The Mayor reported that whilst in Closed Session, in accordance with Section 275(1)(e) *contracts proposed to be made by it*, of the Local Government Regulation 2012, Council considered matters concerning the provision of banking and bill payment services and the Kingaroy CBD Revitalisation Project .

**Motion:**

*Moved Cr RLA Heit, seconded Cr DA Potter.*

*That the Mayor's report be received*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

**13. Confidential Section**

**13.1 CONF - 2385300 - Provision of Banking and Bill Payment Services**

**Reason for Confidentiality**

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

(e) contracts proposed to be made by it

**Recommendation**

That

1. the tenders from National Australia Bank and Commonwealth Bank of Australia in response to the Provision of Banking and Bill Payment Services (SBRC-16/17-10) not be accepted.
2. Council grant exemption pursuant to section 235 (f) of the Local Government Regulation 2012 and utilise the Queensland Whole of Government Transactional Banking and Payment Services Arrangement with the Commonwealth Bank of Australia.
3. the Chief Executive Officer be authorised to sign the necessary documentation to access the Queensland Whole of Government Transactional Banking and Payment Services Arrangement with the Commonwealth Bank of Australia.

**Resolution:**

*Moved Cr RLA Heit, seconded Cr KA Duff.*

*That the Officer's Recommendation be adopted.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

**13.2 CONF - 2388911 - Civil Engineering & Landscape Architecture Design Services  
Kingaroy CBD Revitalisation Project**

**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

***PROCEDURAL MOTION:***

*Moved Cr DA Potter, seconded Cr RLA Heit.*

*That the previous item lay on the table until a future meeting.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

There being no further business the meeting was declared closed at 11.45am.

Confirmed before me this ..... day of .....2017

..... **MAYOR**

