



Minutes

Of The

General Council Meeting

Held in the Warren Truss Chamber, 45 Glendon Street Kingaroy

On Wednesday 19 July 2017

Chief Executive Officer: **Gary Wall**

Our Vision

"Individual communities building a strong and vibrant region."

Our Values

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

SOUTH BURNETT REGIONAL COUNCIL MINUTES

Wednesday 19 July 2017

ORDER OF BUSINESS:

1. LEAVE OF ABSENCE	1
2 (A) PRAYERS.....	1
2 (B) RECEIPT OF PETITIONS.....	1
2 (b).1 PET - 2365357 - Forwarding Petition to South Burnett Regional Council to bitumen Hodges Road Kingaroy to stop local hoons and keep the road in a better and safer condition.	1
3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING	2
3.1 South Burnett Regional Council Minutes	2
3.2 South Burnett Regional Council Special Budget Meeting Minutes	2
4. PORTFOLIO - ECONOMIC DEVELOPMENT, GOVERNANCE AND COMMUNICATIONS.....	2
4.1 Economic Development, Governance and Communications Portfolio Report.....	2
4.2 GOVERNANCE (G)	4
4.2.1 G - 2377930 - Delegation of Powers to the Chief Executive Officer	4
4.2.2 G - 2376953 - Seeking Council adopt the Annual Operational Plan 2016/17 Progress Report for the April - June Quarter	30
4.2.3 G - 2373873 - Requesting Council nominate any 2018 Show or Special Holidays by completing form online by 11 August 2017	137
4.2.4 2017-19 Works for Queensland (W4Q) Program	137
5. PORTFOLIO - ROADS & DRAINAGE.....	141
5.1 Roads & Drainage Portfolio Report	141
5.2 ROADS & DRAINAGE (R&D).....	142
5.2.1 Upgrade to Kratzmann's Road Windera.....	142
5.3 DESIGN & TECHNICAL SERVICES (D&TS).....	142
5.3.1 D&TS - 2374704 - Minutes of the Traffic Advisory Committee Meeting held on Tuesday 13 June 2017	142
5.3.2 D&TS - 2364847 - Requesting Council's views or requirements by 1 August 2017 in relation to the application for Proposed Permanent Road Closure of land adjoining Lot 20 RP32431.....	151
5.3.3 D&TS - 2378505 - Blackbutt Memorial Hall - Provision of Infrastructure	151
6. PORTFOLIO - COMMUNITY, ARTS, TOURISM AND HEALTH SERVICES	153
6.1 Community, Arts, Tourism and Health Services Portfolio Report.....	153
7. PORTFOLIO - PLANNING & PROPERTY	156
7.1 Planning and Property Portfolio Report	156
7.2 PLANNING (P&LM).....	158
7.2.1 P&LM - 2355866 - Requesting a waiver in Council fees to benefit the growing membership & Community of the Men in Kingaroy Men's Shed	158
7.3 PROPERTY (P)	159
7.3.1 P - 2358001 - Proposed sale/disposal of land and house known as Lot 8 RP173395, 15 Hunter St and Lot 78 RP173355 18 Bunker Avenue, Nanango.....	159

7.3.2	Murgon PCYC	159
8.	PORTFOLIO - WATER, WASTE WATER, WASTE MANAGEMENT, SPORT & RECREATION.....	160
8.1	Water, Waste Water, Waste Management, Sport & Recreation Portfolio Report	160
8.2	WATER & WASTE WATER (W&WW)	160
8.3	WASTE MANAGEMENT (WM)	160
8.4	SPORT & RECREATION (S&R).....	161
8.4.1	Nanango Netball Association	161
9.	PORTFOLIO - NATURAL RESOURCE MANAGEMENT, PARKS AND INDIGENOUS AFFAIRS	161
9.1	Natural Resource Management, Parks and Indigenous Affairs Portfolio Report	161
10.	PORTFOLIO - FINANCE, ICT & HUMAN RESOURCES.....	163
10.1	Finance, ICT and Human Resources Portfolio Report	163
10.2	FINANCE (F).....	165
10.2.1	F - 2377700 - Monthly Financial Statements.....	165
11.	CONSIDERATION OF NOTICES OF MOTION	169
12.	INFORMATION SECTION (IS)	169
12.1	IS - 2377618 - Reports for the Information of Council	169
13.	CONFIDENTIAL SECTION	170
13.1	CONF - 2367301 - Tender SBRC 16/17-11 - SES Nanango Office and Training Room Extension.....	170

Minutes of the meeting of the South Burnett Regional Council, held in the Warren Truss Chamber, 45 Glendon Street Kingaroy on 19 July 2017 at 9.01am

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:

Gary Wall (Chief Executive Officer), Lester Schumacher (General Manager Finance), Peter O'May (General Manager Corporate Services), Graeme Preston (Acting General Manager Infrastructure)

1. Leave Of Absence

Nil.

2 (a) Prayers

A representative of the Kingaroy District Ministers Association, Major Allan Kerr offered prayers for Council and for the conduct of the Council meeting.

2 (b) Receipt of Petitions

2 (b).1 PET - 2365357 - Forwarding Petition to South Burnett Regional Council to bitumen Hodges Road Kingaroy to stop local hoons and keep the road in a better and safer condition

Summary

A petition has been received requesting Council bitumen Hodges Road Kingaroy to stop local hoons and keep the road in a better and safer condition

Officer's Recommendation

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

Resolution:

Moved Cr TW Fleischfresser, seconded Cr GA Jones.

That the Officer's Recommendation be adopted.

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

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 14 June 2017 as recorded be confirmed.

Resolution:

Moved Cr KA Duff, seconded Cr RLA Heit.

That the minutes of the previous meeting held on Wednesday 14 June 2017 as recorded be confirmed.

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

3.2 South Burnett Regional Council Special Budget Meeting Minutes

Officer's Recommendation

That the minutes of the Special Budget meeting held on Monday 26 June 2017 as recorded be confirmed.

Resolution:

Moved Cr DA Potter, seconded Cr RLA Heit.

That the minutes of the Special Budget meeting held on Monday 26 June 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

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 RJ Frohloff.

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

Census 2016

Information has been released from the 2016 Census, with a quick snapshot from the South Burnett revealing that the region had a population of 32,186, made up of 50.1% Male and 49.9% Female. The median age in the region is 45. There are 8,511 families in the region with the average children per family for families with children being 1.9. The South Burnett has 15,208 private dwellings, a median weekly household income of \$925 and an average of 1.9 motor vehicles per dwelling.

Further information from the Census 2016 can be found at the Australian Bureau of Statistics (ABS) website – www.censusdata.abs.gov.au.

TSBE Energy Summit

Mayor Keith Campbell, Cr Terry Fleischfresser and Council's Senior Economic Development Officer, Craig Tunley, attended the Toowoomba & Surat Basin Enterprise (TSBE) National Energy Summit in Toowoomba on 12-13 July 2017. The summit was attended by over 100 persons and featured presentations from Senator Matthew Canavan, Minister for Resources and Northern Australia; Senator for Queensland and The Hon Mark Bailey, Minister for Main Roads, Road safety and Ports and Minister for Energy, Biofuels and Water Supply.

The ministers spoke about their respective positions with respect to energy generation, with Queensland pushing for definition of a national Clean Energy Target.

Dr Tim Nelson from AGL spoke about the case for renewable targets and Lisa France, Hatch, discussed the increasing use of micro grids, particularly in remote locations. As Mayor I participated in a Local Government Panel with Mayor Lindsay Godfrey (Paroo Shire Council) and Councillor Andrew Smith (Western Downs Regional Council). The panel spoke of their respective exposure to energy generation projects, the importance of energy projects in their respective economies. I spoke of the diversity of energy assets within the South Burnett Region and identified the paramount importance for business of a reliable and cost effective price path of electricity costs for the purpose of regional economic development.

Governance and Communication:

Annual Report 2016/17

Council is commencing the collation of data for the development of the annual report for 2016/17. Whilst annual reporting is a mandatory obligation of the Local Government Act 2009, Council embraces this requirement as an opportunity to demonstrate our commitment to open, transparent and accountable governance.

The annual report will provide details of Council's activities and performance for 2016/17 such as:

- *Regional and organisational statistics*

- *Statements of cashflows, comprehensive income and Council's financial position*
- *Achievements, challenges and opportunities; and*
- *Assessments of progress towards implementing the Corporate Plan 2014/18*

Copies of the previous annual reports can be found on Council's website and hard copies can be purchased from Council offices or accessed through your local library. I encourage you to look out for the release of the 2016/17 annual report later this year.

Right to Information Statistics for 2016/17

Right to Information (RTI) is the Queensland Government's approach to giving the community greater access to information. The RTI Act 2009 covers documents of a non-personal nature that cannot be accessed from another source, for example Council's website. During 2016/17, Council processed nine (9) applications from the community. Additionally, Council processed three (3) internal reviews and participated in four (4) external reviews.

Media Engagement Statistics for 2016/17

Council regularly provides information to over 40 media contacts linked to a variety of communication mediums such as radio, television, online and print. During 2016/17, Council engaged with media by providing media releases/alerts, quotes, interviews and information relating to areas of both general operations and strategic planning.

I would like to provide a snapshot of the statistics for 2016/2017 where Council provided:

- *91 Media releases*
- *519 Responses / Follow up to media enquiries*
- *719 Facebook social media posts; and received a*
- *2,803,639 reach with Facebook posts.*

Additionally, I have a weekly interview spot on the local radio stations of 1071AM, HitFM and CrowFM as well as regular interviews with ABC Radio, WinTV and Channel 7. My fellow Councillors also make themselves available for regular radio interviews and media coverage of their respective portfolios.

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

4.2 Governance (G)

Officer's Report

4.2.1 G - 2377930 - Delegation of Powers to the Chief Executive Officer

Summary

Council subscribes to a delegations update service provided by MacDonnells Law. They have advised that the *Animal Management (Cats and Dogs) Act 2008* and *Planning Act 2016* have been revised and the delegations under these Acts are to be updated.

Officer's Recommendation

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

1. Delegate the exercise of the powers contained in Schedule 1 of the Instrument of Delegation to the Chief Executive Officer. These powers must be exercised subject to any limitations contained in Schedule 2 of the attached Instrument of Delegation.
2. Repeal all prior resolutions delegating the same powers to the Chief Executive Officer

INSTRUMENT OF DELEGATION

South Burnett Regional Council *Animal Management (Cats and Dogs) Act 2008*

Under section 257 of the *Local Government Act 2009*, South Burnett Regional Council resolves to delegate the exercise of the powers contained in Schedule 1 to the Chief Executive Officer.

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

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

Schedule 1

Animal Management (Cats and Dogs) Act 2008 ("AMCD")**CHAPTER 2 – IDENTIFICATION OF CATS AND DOGS****Part 1 - Prescribed Permanent Identification Devices****Division 6 – Giving identifying information**

Entity power given to	Section of AMCD	Description
Local Government	39	In the specified circumstances, power to give a person identifying information for the cat or dog.

Part 2 - Desexing Tattoos

Entity power given to	Section of AMCD	Description
Local Government	42(4)	Power to recognise an exhibition in which a cat or dog is participating.

CHAPTER 3 – DOG REGISTRATION**Part 2 - How Dog is Registered**

Entity power given to	Section of AMCD	Description
Chief Executive Officer	48(2)	In the specified circumstances, power to, by notice, require an owner to give other information or documents reasonably required to register the cat or dog.
Local Government	49(2)	In the specified circumstances, power to give an owner of a dog notice that the dog has been registered.
Local Government	51(a)	Power to keep the registration form and other information about a cat or dog given to the local government by the owner.

Part 3 - Amendment of Registration

Entity power given to	Section of AMCD	Description
Chief Executive Officer	55(2)	In the specified circumstances, power to ask the owner of the cat or dog for other information or documents in the way mentioned in section 48(2).
Chief Executive Officer	55(4)	In the specified circumstances, power to: <ul style="list-style-type: none"> (a) ensure that the information is updated in the appropriate register in a way that reflects the change; and (b) to ensure the owner is given a notice for the cat or dog that includes the changed information.

Part 4 - Renewal of Registration

Entity power given to	Section of AMCD	Description
Chief Executive Officer	56(1)	Power to give the owner of a cat or dog a notice to renew the registration for the cat or dog (a renewal notice).
Chief Executive Officer	58(2)	In the specified circumstances, power to ask the owner for more information or documents required to be given in the notice mentioned in section 48.
Chief Executive Officer	58(4)	In the specified circumstances, power to: <ul style="list-style-type: none"> (a) Ensure that the information is updated in the appropriate register in a way that reflects the change; and (b) to give the owner of a cat or dog any registration device for the cat or dog.

CHAPTER 4 – REGULATED DOGS**Part 1 - Preliminary****Division 2 – Interpretation**

Entity power given to	Section of AMCD	Description
Local Government	64(1)(b)	Power to recognise, for the purposes of this section, a body which supervises an exhibition or an obedience trial in which a dog is participating.

Part 3 - Restricted Dog Permits**Division 1 – Obtaining permit for restricted dog****Subdivision 1 – Permit applications**

Entity power given to	Section of AMCD	Description
Local Government	74(1)	After a permit application has been made, power to, by notice, require the applicant to: <ul style="list-style-type: none"> (a) give a stated document or information that is relevant to the application; (b) or verify the correctness of the document.
Local Government	75(1)	In the specified circumstances, power to either grant or refuse a permit application.
Local Government	75(3)	Power to be satisfied that desexing is likely to be a serious risk to the health of the dog.
Local Government	75(5)	In the specified circumstances, power to impose a condition provided for under a regulation.

Subdivision 2 – Action after decision on application

Entity power given to	Section of AMCD	Description
Local Government	77(1)	Power to, as soon as practicable after deciding to grant a permit application, issue the applicant with a restricted dog permit for the restricted dog the subject of the application.

Local Government	79	Power to, as soon as practicable after deciding to refuse a permit application, give the applicant an information notice about the decision.
------------------	----	--

Division 3 - Renewal of permit

Entity power given to	Section of AMCD	Description
Local Government	84(1)	In the specified circumstances, power to either grant or refuse a renewal application.
Local Government	84(4)(b)	Power to seek further documents or information in the way mentioned in section 74.
Local Government	84(5)(a)	In the specified circumstances, power to issue the applicant with a renewed restricted dog permit (a renewal permit).
Local Government	84(5)(b)	In the specified circumstances, power to give the applicant an information notice about the decision.

Division 4 - Amendment of permits

Entity power given to	Section of AMCD	Description
Local Government	87(1)	In the specified circumstances, power to amend a restricted dog permit at any time, by giving the permit holder notice of the amendment and recording particulars of the amendment in the restricted dog register.

Part 4 - Regulated Dog Declarations

Entity power given to	Section of AMCD	Description
Local Government	89	Power to: (a) declare a particular dog to be a declared dangerous dog; (b) declare a particular dog to be a declared menacing dog; or (c) declare a particular dog to be a restricted dog.
Local Government	89(4)	Power to be satisfied a dog is of a breed mentioned in section 63(1).
Local Government	90(1)	In the specified circumstances, the power to give any owner of a dog a proposed declaration notice.
Local Government	92	Power to withdraw a proposed declaration notice by giving a notice of the withdrawal to any owner of the dog.
Local Government	94(1)	Power to consider any written representations and evidence accompanying them within the period stated in the proposed declaration notice.
Local Government	94(2)	Power to: (a) be satisfied that the relevant ground under section 89 still exists; and (b) make the regulated dog declaration for the dog.
Local Government	95(1)	Power to give the owner of a dog the subject of the declaration notice a notice under subsection (3) or (4).
Local Government	95(4)	Power to give an information notice about the decision.

Part 6 - Miscellaneous Provisions

Entity power given to	Section of AMCD	Description
Local Government	100(3)	Power to destroy a surrendered regulated dog.
Local Government	102	In the specified circumstances, power to recover costs from the dogs owner or former owner if the incurring of the cost was necessary and reasonable.

CHAPTER 5 - INVESTIGATION, MONITORING AND ENFORCEMENT**Part 2 - Entry to Places****Division 1 – Powers of entry**

Entity power given to	Section of AMCD	Description
Local Government	114(1)	In the specified circumstances, the power to give notice of an approved inspection program.

CHAPTER 7 - REGISTERS**Part 1 - Registers Kept by Chief Executive**

Entity power given to	Section of AMCD	Description
Chief Executive Officer	173(1)(b)	Power to inspect information kept in the regulated dog register.
Chief Executive Officer	173B(1)(b)	Power to inspect information contained in the breeder register.
Chief Executive Officer	174(1)	Power to give the chief executive notice if: (a) a restricted dog is registered in the local government's area; or (b) the local government makes a regulated dog declaration for a dog in the local government's area.
Chief Executive Officer	175(2)	In the specified circumstances, the power to give the chief executive notice of the changed information or the holder's new residential address.
Chief Executive Officer	176(3)	In the specified circumstances, the power to give the chief executive a response within 28 days after receiving the request.

Part 2 - Registers Kept by Local Government Places

Entity power given to	Section of AMCD	Description
Chief Executive Officer	177(1)	Power to keep the following registers about dogs usually kept or proposed to be kept in the local government's area (collectively the cat and dog registry of the local government): (a) a general register; (b) another register prescribed under a regulation.

CHAPTER 8 - REVIEWS**Part 1 - Internal Review of Decisions**

Entity power given to	Section of AMCD	Description
Chief Executive Officer	183(2)	Power to, at any time, extend the time for making a general review application.
Chief Executive Officer	185A(2)	In specified circumstances, power to conduct an internal review of the decisions at the same time under section 186.
Chief Executive Officer	186(1)	In the specified circumstances, power to: <ul style="list-style-type: none"> (a) conduct an internal review of the original decision the subject of the application; and (b) make a decision (the internal review decision) to: <ul style="list-style-type: none"> (i) confirm the original decision; (ii) amend the original decision; or (iii) substitute another decision for the original decision.
Chief Executive Officer	187(2)	In the specified circumstances, power to give the applicant notice of the internal review decision.

CHAPTER 9 - MISCELLANEOUS PROVISIONS**Part 5 - Miscellaneous**

Entity power given to	Section of AMCD	Description
Chief Executive Officer	207C(2)(a)	Power to use information obtained under section 173B(1) to perform a function under this Act.
Chief Executive Officer	209(2)	Power to approve forms for use under this Act.

CHAPTER 10 - TRANSITIONAL PROVISIONS**Part 1 - Transitional Provisions for Act No. 74 of 2008**

Entity power given to	Section of AMCD	Description
Local Government	212(3)	In the specified circumstances, the power to include other information in the restricted dog register which the local government considers appropriate.

Schedule 2

Limitations to the Exercise of Power

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

[2017 05 26 - AMCD - Delegation Instrument - South Burnett]

INSTRUMENT OF DELEGATION

South Burnett Regional Council *Planning Act 2016*

Under section 257 of the *Local Government Act 2009*, South Burnett Regional Council resolves to delegate the exercise of the powers contained in Schedule 1 to the Chief Executive Officer.

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

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

Schedule 1

Planning Act 2016 ("PLAA")**CHAPTER 2 – PLANNING****Part 3 - Local Planning Instruments****Division 2 – Making or amending planning schemes**

Entity power given to	Section of PA	Description
Local Government	18(1)	Power to propose to make or amend a planning scheme.
Local Government	18(2)	Power to give notice of the proposed planning scheme or proposed amendment to the Chief Executive.
Local Government	18(3)	Power to consult with the Chief Executive about the process for making or amending the planning scheme.
Local Government	18(6)	Power to make or amend the planning scheme by following the process in the notice or amended notice.
Local Government	19(1)	In certain circumstances, power to apply a planning scheme as a categorising instrument in relation to prescribed tidal works.
Local Government	20(2)	Power to amend a planning scheme by following the process in the Minister's rules, instead of complying with section 18.
Local Government	21	In certain circumstances, power to follow the process in the Minister's rules for making or amending an LGIP.
Local Government	22(1)	Power to amend a planning scheme policy by following the process in the Minister's rules.
Local Government	23(1)	Power to make a TLPI if the local government and Minister decide – a) there is significant risk of serious adverse cultural, economic, environmental or social conditions happening in the local government area; b) the delay involved in using the process in sections 18 to 22 to make or amend another local planning instrument would increase the risk; and c) the making of the TLPI would not adversely affect State interests.
Local Government	23(2)	Power to amend a TLPI if the Minister decides the amendment of the TLPI would not adversely affect State interests.
Local Government	24(5)	Power to repeal a TLPI by making, or amending, a planning scheme to specifically repeal the TLPI.
Local Government	25(1)(a)	Power to review planning scheme.
Local Government	25(1)(b)	Power to decide, based on that review, whether to amend or replace the planning scheme.
Local Government	25(2)	Power to: a) give written reasons for the decision to the Chief Executive; b) publish a public notice in the approved form about the decision; and c) keep a copy of the public notice in a conspicuous place in the local government's public office for a period of at least 40 business days after the notice is published.
Local	25(3)	Power to undertake an LGIP review.

Government		
------------	--	--

Division 3 – State Powers for local planning instruments

Entity power given to	Section of PA	Description
Local Government	26(3)(c)	Power to make a submission to the Minister about taking the action.
Local Government	26(4)(a)	Power to take action in accordance with Minister's direction under a Notice.
Local Government	26(4)(b)	Power to take other action in accordance with Minister's direction.

Part 4 - Superseded Planning Schemes

Division 1 – Applying superseded planning schemes

Entity power given to	Section of PA	Description
Local Government	29(4)(a)	Power to accept, assess and decide a development application (a superseded planning scheme application) under a superseded planning scheme.
Local Government	29(4)(b)	Power to apply a superseded planning scheme to the carrying out of development that was accepted development under the superseded planning scheme.
Local Government	29(6)	Power to decide whether or not to agree to a superseded planning scheme request within the period prescribed by, or extended as required under, the regulation.
Local Government	29(7)	Power to give a decision notice to the person who made the superseded planning scheme request.

Division 2 - Compensation

Entity power given to	Section of PA	Description
Local Government	30(5)	Power to prepare a report assessing feasible alternatives for reducing the risk stated in subsection (4)(e), including imposing development conditions on development approvals.
Local Government	32(1)(a)	Power to approve all or part of a compensation claim.
Local Government	32(1)(b)	Power to refuse a compensation claim.
Local Government	32(1)(c)	Power to give a notice of intention to resume the affected owner's interest in premises under the Acquisition Act, section 7.
Local Government	32(2)	Power to decide to amend the planning scheme to allow premises to be used for the purposes that the premises could be used for under the superseded planning scheme.
Chief Executive Officer	32(3)	Power to give the affected owner: a) notice of intention to resume; b) a notice that states the local government's decision, any amount of compensation to be paid and the affected owner's appeal rights.

Part 5 - Designation of premises for development of infrastructure

Entity power given to	Section of PA	Description
Designator	35(1)	Power to identify premises for the development of 1 or more types of infrastructure that are prescribed by regulation.
Designator	35(2)	Power to include designation requirements about any of the matter contained in 35(2)(a)-(c).
Designator	36(1)(a)	Power to be satisfied that the infrastructure will satisfy statutory requirements, or budgetary commitments, for the supply of the infrastructure.
Designator	36(1)(b)	Power to be satisfied that there is or will be a need for the efficient and timely supply of the infrastructure.
Local Government	36(7)(e)	Power to make submission to a Designator in relation to making or amending a designation.
Designator	38(1)	Power to:- a) consider properly made submissions; b) decide to make or amend a designation; and c) publish a gazette notice.
Designator	39(2)	Power to extend the duration of a designation, for up to 6 years, by publishing a gazette notice about the extension before the designation stops having effect.
Public Sector Entity	39(4)	Power to discontinue proceedings to resume designated premises.
Designator	40(1)	Power to repeal a designation by publishing a gazette notice that states— a) that the designation is repealed; and b) a description of the designated premises; and c) the type of infrastructure for which the premises were designated; and d) the reasons for the repeal.
Designator	41(4)	Power to: a) repeal the designation; b) decide to refuse the request; and c) decide to take other action that designator considers appropriate in the circumstances.
Designator	41(5)	Power to give a decision notice.
Local Government	42(2)	Power to include a note about the making, amendment, extension or appeal of a designation in the planning scheme.
Local Government	42(4)	Power to include a note in the planning scheme in a way that ensures the other provisions of the scheme that apply to the designated premises remain effective.

CHAPTER 3 – DEVELOPMENT ASSESSMENT**Part 1 - Types of development and assessment**

Entity power given to	Section of PA	Description
Local Government	46(2)(a)	Power to give an exemption certificate for a development.
Local	46(3)(a)	Power to seek agreement in writing from referral agencies about the giving

Government		of an exemption certificate.
------------	--	------------------------------

Part 2 - Development applications**Division 2 – Making or changing applications**

Entity power given to	Section of PA	Description
Owner	51(2)	Power to give owner's consent.
Assessment Manager	51(4)(a)	Power to be satisfied an application complies with subsections (1) to (3).
Assessment Manager	51(4)(b)	Power to be satisfied an application complies with subsection (2) and (3).
Assessment Manager	51(4)(c)	Power to accept an application that does not comply with subsection (1)(a) or (b)(i).
Assessment Manager	51(4)(d)	Power to accept an application that does not comply with subsection (1)(b)(ii) to the extent the required fee has been waived under section 109(b).
Assessment Manager	52(3)	Power to assess and decide if a change is a minor change.
Assessment Manager	53(3)	Power to assess and decide a development application even if some of the requirements of the development assessment rules about the notice have not been complied with, if the assessment manager considers any noncompliance has not— (a) adversely affected the public's awareness of the existence and nature of the application; or (b) restricted the public's opportunity to make properly made submissions about the application.
Assessment Manager	53(4)(a)	Power to consider submissions about a development application.
Assessment Manager	53(10)	Power to give notice on behalf of an applicant to a referral agency for a fee.
Assessment Manager/ Referral Agency	55(1)	Power to assess the application as required under section 45, as if the agency were the assessment manager.
Referral Agency	55(2)(a)	Power to assess a development application against matters prescribed by the regulation.
Referral Agency	55(2)(b)	Power to have regard to matters prescribed by the regulation for the assessment.
Referral Agency	55(4)	Power to give weight, considered appropriate in the circumstances to any amendment or replacement of the instrument or other document that came into effect after the application was properly made.
Referral Agency	56(1)(a)	Power to decide to tell the assessment manager that the agency has no requirements for the application.
Referral Agency	56(1)(b)	Power to decide to direct the assessment manager to do any or all of the following: i. to give any development approval subject to stated development conditions; ii. to give any development approval for only a stated part of the application; iii. to give any development approval only as a preliminary approval;

		iv. to improve a stated currency period for a development approval given.
Referral Agency	56(1)(c)	Power to decide to direct the assessment manager to refuse the application for stated reasons.
Referral Agency	56(2)(a)	Power to decide to tell the assessment manager that the agency has no requirements for the variation request.
Referral Agency	56(2)(b)	Power to decide to direct the assessment manager to do any or all of the following: <ul style="list-style-type: none"> i. to approve only some of the variations sought; ii. subject to section 61(3) to approve different variations from those sought.
Referral Agency	56(2)(c)	Power to decide to direct the assessment manager to refuse the variation request.
Referral Agency	56(3)	Power to give advice about the application to the assessment manager.

Part 3 - Assessing and deciding development applications

Division 1 – Referral agency's assessment

Entity power given to	Section of PA	Description
Assessment Manager	54(5)	Power to give a copy of a development application on behalf of an applicant to a referral agency for a fee.

Division 2 – Assessment manager's decision

Entity power given to	Section of PA	Description
Assessment Manager	60(2)(a)	Power to assess and decide the extent to which the application complies with all of the assessment benchmarks for the development.
Assessment Manager	60(2)(b)	Power to decide to approve the application even if the development does not comply with some of the assessment benchmarks.
Assessment Manager	60(2)(c)	Power to impose development conditions on an approval.
Assessment Manager	60(2)(d)	To the extent the development does not comply with some or all the assessment benchmarks, power to decide to refuse the application where compliance cannot be achieved by imposing development conditions.
Assessment Manager	60(3)(a)	Power to decide to approve all or part of the application.
Assessment Manager	60(3)(b)	Power to decide to approve all or part of the application, but impose development conditions on the approval.
Assessment Manager	60(3)(c)	Power to decide to refuse the application.
Assessment Manager	60(5)	Power to give a preliminary approval for all or part of the development application, even though the development application sought a development permit.
Assessment Manager	61(3)(a)(i)	Power to decide to approve all or some of the variations sought.
Assessment Manager	61(3)(a)(ii)	Power to decide to approve different variations from those sought.

Assessment Manager	61(3)(b)	Power to decide to refuse the variations sought.
Assessment Manager	63(1)	Power to give a decision notice.
Assessment Manager	63(4)	Power to publish a notice about the decision on the assessment managers website.
Assessment Manager	64(6)(a)	Power to give an applicant a decision notice which approves the application.
Assessment Manager	64(6)(b)	Power to give an applicant a decision notice which approves the application subject to development conditions.

Division 3 – Development conditions

Entity power given to	Section of PA	Description
Assessment Manager/ Referral Agency	67	Power to make an agreement with an applicant to establish the responsibilities, or secure the performance, of a party to the agreement about a development condition.

Part 5 - Development Approvals

Division 2 – Changing development approvals

Subdivision 1 – Changes during appeal period

Entity power given to	Section of PA	Description
Assessment Manager	75(4)(b)(ii)	Power to provide an applicant with a notice that they do not agree with the change representations.
Assessment Manager	75(4)(b)(iii)	Power to agree with an applicant to a longer period to make change representations.
Assessment Manager	76(1)	Power to assess change representations against and having regard to the matters that must be considered when assessing a development application to the extent those matters are relevant.
Assessment Manager	76(2)	Power to give a negotiated decision notice.
Local Government	76(6)	Power to give a replacement infrastructure charges notice to an applicant.

Subdivision 2 – Changes after appeal period

Entity power given to	Section of PA	Description
Referral Agency	78(3)(a)	Power to consider change application.
Assessment Manager	78(3)(c)	Power to consider change application.
Responsible Entity	79(2)(a)	Power to be satisfied that an application complies with subsection (1).
Responsible Entity	79(2)(b)	Power to be satisfied the application complies with subsection (1)(b)(iii).

Responsible Entity	79(2)(c)	Power to accept an application that does not comply with subsection (1)(a) or (b)(ii).
Responsible Entity	79(2)(d)	Power to accept an application that does not comply with subsection (1)(b)(i) to the extent the required fee has been waived under section 109(b).
Affected Entity	80(3)	Power to give the person who proposes to make the change application a notice (a pre-request response notice) that states— (a) whether the affected entity objects to the change; and (b) the reasons for any objection.
Affected Entity	80(5)(a)	Power to give a responsible entity and the applicant a response notice that states that the affected entity has no objection to the change.
Affected Entity	80(5)(b)	Power to give a responsible entity and the applicant a response notice that states that the affected entity objects to the change and the reasons for objection.
Responsible Entity	81(3)(a)	Power to assess against, or have regard to, the matters that applied when the development application was made.
Responsible Entity	81(3)(b)	Power to assess against, or have regard to, the matters that applied when the change application was made.
Responsible Entity	81(4)(a)	Power to make the change, with or without imposing development conditions, or amending development conditions, relating to the change.
Responsible Entity	81(4)(b)	Power to refuse to make the change.
Responsible Entity	81(7)	Power to agree with applicant to an extension of time for deciding a minor change application.

Subdivision 3 – Notice of Decision

Entity power given to	Section of PA	Description
Responsible Entity	83(1)	Power to give a decision notice.
Responsible Entity	83(1A)	Power to give a decision notice if a negotiated decision notice is not given in relation to the decision.

Division 3 – Cancelling development approvals

Entity power given to	Section of PA	Description
Assessment Manager	84(4)	Power to cancel the development approval and give notice of the cancellation.

Division 4 – Lapsing of and extending development approvals

Entity power given to	Section of PA	Description
Assessment Manager	86(3)(a)	Power to be satisfied that an application complies with subsection (2).
Assessment Manager	86(3)(b)	Power to be satisfied that an application complies with subsection (2)(b)(ii) before an application can be accepted.
Assessment Manager	86(3)(c)	Power to accept an application that does not comply with subsection (2)(a).
Assessment	86(3)(d)	Power to accept an application that does not comply with subsection (2)(b)(i)

Manager		to the extent the required fee has been waived under section 109(b).
Assessment Manager	87(1)	Power to consider any matter that the assessment manager considers relevant, even if the matter was not relevant to assessing the development application.
Assessment Manager	87(2)(a)	Power to decide whether to give or refuse the extension sought.
Assessment Manager	87(2)(b)	Power to extend the currency period for a period that is different from the extension sought.
Assessment Manager	87(3)	Power to agree to extend the 20 business day period.
Assessment Manager	88(3)	Power to use any security paid under a condition stated in section 65(2)(e) for the purpose stated in the approval or agreement under section 67.

Division 5 – Noting development approvals on planning schemes

Entity power given to	Section of PA	Description
Local Government	89(1)(a)	Power to consider whether a development approval is substantially inconsistent with its planning scheme.

Part 6 - Minister's powers

Division 3 – Minister's call in

Entity power given to	Section of PA	Description
Person	102(2)	Power to make representations about the proposed call in notice.
Decision-maker	105(3)	Power to provide Minister with reasonable help.

Part 7 - Miscellaneous

Entity power given to	Section of PA	Description
Assessment Manager or Referral Agency or Responsible Entity	109(a)	Power to refund all or part of a required fee.
Assessment Manager or Referral Agency or Responsible Entity	109(b)	Power to waive all or part of a required fee, in the circumstances prescribed by regulation.

CHAPTER 4 – INFRASTRUCTURE**Part 2 - Provisions for Local Governments****Division 2 – Changes for trunk infrastructure****Subdivision 2 – Charges resolutions**

Entity power given to	Section of PA	Description
Participating Local Government for a distribution-retailer	115(2)	Power to enter into an agreement (a breakup agreement) about the charges breakup.

Subdivision 3 – Levying charges

Entity power given to	Section of PA	Description
Local Government	119(2)	Power to give an infrastructure charges notices.
Local Government	119(6)	Power to give an applicant an amended infrastructure charges notice.

Subdivision 4 – Payment

Entity power given to	Section of PA	Description
Local Government	123(1)(a)	Power to make an agreement with recipient of an infrastructure charges notice about whether the levied charge under the notice may be paid other than as required under section 122 including whether the charge may be paid by instalments.
Local Government	123(1)(b)	Power to make an agreement with recipient of an infrastructure charges notice about whether infrastructure may be provided instead of paying all or part of the levied charge.

Subdivision 5 – Changing charges during relevant appeal period

Entity power given to	Section of PA	Description
Local Government	125(2)	Power to consider representations.
Local Government	125(3)	Power to give a negotiated notice to the recipient.

Division 3 – Development approval conditions about truck infrastructure**Subdivision 2 – Conditions for extra trunk infrastructure costs**

Entity power given to	Section of PA	Description
Local Government	131(2)	Power to agree to an alternative payment time.

Local Government	135(3)	Power to make an agreement with a payer in relation to a refund.
------------------	--------	--

Division 4 – Miscellaneous provisions about trunk infrastructure

Subdivision 1 – Conversion of particular non-trunk infrastructure before construction starts

Entity power given to	Section of PA	Description
Local Government	140(1)	Power to consider and decide the conversion application.
Local Government	140(3)	Power to give the applicant a notice requiring the applicant to give information that the local government reasonably needs to make the decision.
Local Government	142(3)	Power to amend the development approval by imposing a necessary infrastructure condition for the trunk infrastructure.

Subdivision 2 – Other Provisions

Entity power given to	Section of PA	Description
Local Government	144(2)	Power to make an agreement with an applicant in relation to a levied charge.

Part 3 - Provisions for State infrastructure providers

Entity power given to	Section of PA	Description
Local Government	149(2)(b)	Power to agree with the state infrastructure provider and the person who provided the replacement infrastructure about when the amount of the levy charge will be paid.

Part 4 - Infrastructure agreements

Entity power given to	Section of PA	Description
Public Sector Entity	151(2)	Power to tell the entity making the proposal if the recipient agrees to enter into negotiations for an infrastructure agreement.
Public Sector Entity	158(1)(a)	Power to enter into an agreement with a person about providing or funding infrastructure.
Public Sector Entity	158(1)(b)	Power to enter into an agreement with a person about refunding payments made towards the cost of providing or funding infrastructure.

CHAPTER 5 – OFFENCES AND ENFORCEMENT

Part 3 - Enforcement notices

Entity power given to	Section of PA	Description
Enforcement authority	167(1)(a)	Power to form reasonable belief that a person has committed, or is committing, a development offence.
Enforcement	167(1)(b)	Power to consider giving an enforcement notice for an offence to a person.

Authority		
Enforcement Authority	167(2)	Power to give a show cause notice.
Enforcement Authority	167(4)	Power to give an enforcement notice to a person if it still considers it appropriate to do so.
Enforcement Authority	167(5)(b)	Power to form reasonable belief that it is not appropriate in the circumstances to give the show cause notice.
Enforcement Authority	168(1)	Power to form reasonable belief a person has committed, or is committing, a development offence, and give an enforcement notice to— (a) the person; and (b) if the offence involves premises and the person is not the owner of the premises—the owner of the premises.
Enforcement Authority	168(4)(a)	Power to form a reasonable belief that it is not possible or practical to take steps to make the development accepted development.
Enforcement Authority	168(4)(b)	Power to form a reasonable belief that it is not possible or practical to take steps to make the works comply with a development approval.
Enforcement Authority	168(4)(c)	Power to form a reasonable belief that the works are dangerous and that it is not possible or practical to take steps to remove the danger.
Enforcement Authority	169(2)(a)	Power to consult with a private certifier about the giving of a notice.
Enforcement Authority	169(3)	Power to form a reasonable belief the works for which the enforcement notice is to be given are dangerous.
Enforcement Authority	169(5)	Power to carry out consultation in the way the enforcement authority considers appropriate.

Part 4 - Offence proceedings in Magistrates Court

Entity power given to	Section of PA	Description
Person	174(1)	Power to bring offence proceedings.
Representative Person	175(1)(a)	With consent, power to bring offence proceedings in a representative capacity on behalf of a body of persons or a corporation.
Representative Person	175(1)(b)	With consent, power to bring offence proceedings on behalf of an individual.
Enforcement Authority	176(10)(a)	Power to take action required under an order.
Enforcement Authority	176(10)(b)	Power to recover the reasonable cost of taking the action as a debt owing to the authority from the defendant.
Enforcement Authority	178(1)(b)	Power to apply to a Magistrate for an order for the payment of expenses.

Part 5 - Enforcement orders in P&E Court

Entity power given to	Section of PA	Description
Person	180(1)	Power to start proceedings in the P&E Court for an enforcement order.
Person	180(11)	Power to apply to the P&E Court for a compliance order.
Enforcement Authority	180(13)(a)	Power to take action required under an order.

Enforcement Authority	180(13)(b)	Power to recover the reasonable cost of taking the action as a debt owing to the authority from the respondent.
Person	181(4)	Power to apply to the P&E Court to cancel or change an enforcement order or interim enforcement order.

CHAPTER 6 – DISPUTE RESOLUTION**Part 1 - Appeal rights**

Entity power given to	Section of PA	Description
Appellant	229(2)	Power to start an appeal within the appeal period.
Assessment Manager	229(5)	Power to apply to the tribunal or the P&E court to withdraw from the appeal if an appeal is only about a referral agencies response.

Part 2 - Development Tribunal**Division 2 – Applications for declaration**

Entity power given to	Section of PA	Description
Person	239(1)	Power to start proceedings for a declaration by a tribunal by filing an application, in the approved form, with the registrar.
Assessment Manager	240(1)	Power to start proceedings for a declaration about whether a development application is properly made.
Responsible Entity	241(2)	Power to start proceedings for a declaration about whether the proposed change to the approval is a minor change.

CHAPTER 7 – MISCELLANEOUS**Part 2 - Taking or purchasing land for planning purposes**

Entity power given to	Section of PA	Description
Local Government	263(1)(a)	Power to consider that taking or purchasing land would help to achieve the outcomes stated in a local planning instrument.
Local Government	263(1)(b)(i)	Power to be satisfied that the development would create a need to construct infrastructure on land or to carry drainage over land.
Local Government	263(1)(b)(ii)	Power to be satisfied that a person with the benefit of the approval has taken reasonable steps to get the agreement of the owner of the land to actions that would facilitate the construction or carriage, but has not been able to get the agreement.
Local Government	263(1)(b)(iii)	Power to be satisfied that the action is necessary for the development.
Local Government	263(3)	In certain circumstances, power to take or purchase land under the Acquisition Act.
Local Government	265(3)	Power to give a limited, standard or full planning and development certificate for premises.

CHAPTER 8 – TRANSITIONAL PROVISIONS AND REPEAL**Part 1 - Transitional provisions for the repeal of Sustainable Planning Act 2009****Division 3 – Planning**

Entity power given to	Section of PA	Description
Local Government	293(5)	Power to make an amendment of a type mentioned in subsection (1) by following the process set out in the rules.

Division 5 – Infrastructure

Entity power given to	Section of PA	Description
Local Government	304(4)(a)	Power to adopt charges under section 113.
Local Government	304(4)(b)	Power to give an infrastructure charges notice under section 119.
Local Government	304(4)(c)	Power to impose conditions about trunk infrastructure under section 128 or 130.

Division 6 – Enforcement and dispute resolution

Entity power given to	Section of PA	Description
Person	312	Power to bring a proceeding under the section of the old Act stated in column 2, after the commencement, whether the matter happened before or after the commencement.

Division 7 – Miscellaneous

Entity power given to	Section of PA	Description
Local Government	314(6)	Power to apply funds received under a funding agreement to fulfil the local government's responsibilities under subsections (3) or (4), as required by the local government's policy under the unamended old Act, section 143(2).

Schedule 2

Limitations to the Exercise of Power

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

[2017 05 25 - PLAA - Delegation Instrument - South Burnett]

Schedule 2

Applications that are exempt from this delegated authority pursuant to the *Planning Act 2016* (PA):

Note: The definitions used below are intended to be those as defined in the following Planning Schemes where applicable:

1. Kingaroy Shire Council Planning Scheme;
2. Nanango Shire Council Planning Scheme;
3. Wondai Shire Council Planning Scheme; and
4. Murgon Shire Council Planning Scheme.

a) RECONFIGURING A LOT

- a. Creating lots by subdividing another lot (containing more than 15 lots).

b) MATERIAL CHANGE OF USE

All applications for a Material Change of Use of a development permit, for the use definitions below must be referred to Council for a decision:

- a. Rural Use Class
 - 1) Forestry Business
 - 2) Intensive Animal Husbandry

- b. Residential Use Classes
 - 1) Caravan Park
 - 2) Retirement Village

- c. Commercial Use Classes
 - 1) Brothel
 - 2) Funeral Parlour
 - 3) Hotel
 - 4) Major Tourist Facility
 - 5) Retail Warehouse
 - 6) Major Shopping Development
 - 7) Veterinary Clinic

Schedule 2

- d. Industrial Use Classes
 - 1) Extractive Industry
 - 2) High Impact Industry
 - 3) Service Station
 - 4) Transport Station

- e. Community Use Classes
 - 1) Child Care Centre
 - 2) Major Utility
 - 3) Telecommunications Facility

- f. Recreational Use Classes
 - 1) Indoor Entertainment
 - 2) Indoor Sports Facility

c) GENERAL

- a. Negotiated decisions for applications determined by delegation;
- b. All applications for which a properly made submission has been received by Council;
- c. All applications for defined uses that are identified as an inconsistent use in the Tables of Assessment Categories and Assessment Criteria under the Planning Schemes administered by Council.

Resolution:

Moved Cr KA Duff, seconded Cr GA Jones.

That the Officer's Recommendation be adopted.

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

4.2.2 G - 2376953 - Seeking Council adopt the Annual Operational Plan 2016/17 Progress Report for the April - June Quarter

Summary

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

Officer's Recommendation

That the Annual Operational Plan 2016/17 Progress Report for the April - June Quarter be adopted.



Executive Services Operational Plan 2016-17

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



SECTION		EXECUTIVE SERVICES				
Mission: To promote and support good governance in the organisation's performance compliant with relevant legislation						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Promote and support good governance activities.	To provide management and administration support to promote and support governance branch activities.	Internal and External Stakeholders Community	EXC4	Inform Consult Involve	Delivery of Council meeting administration compliant with legislation Policies are reviewed within relevant timeframes	On Target On going
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	2017/2018 Annual budget is prepared and adopted by Council by 30/6/2017 Quarterly budget reviews of 2016/2017 budget are provided to Council no later than, October, February, April and June 85% of capital works programs are completed by June 30	Adopted by Council 26 June 2017 June Quarter review completed On target with approximately 75% of the Capital budget either completed or committed as at 31 May 2017
Sustainable Financial Management	Review Organisational Structure to ascertain appropriate levels of staffing for delivery of services Undertake an efficiency/productivity audit on selected Council operations	Internal Stakeholders Internal & External Stakeholders	EXC1 EXC3 EXC1	Inform Consult Involve Inform Consult Involve	Organisational structures to be reviewed quarterly to ascertain relevance to operational needs. Staff levels reviewed & monitored to achieve savings identified in budget (\$350,000). Efficiency Audits undertaken on selected operational works.	Structure reviewed in June with some minor changes Accumulated savings achieved by the June quarter of approximately \$490,000 External audit completed on Council's road operational works External audit of operational works of both the Parks & NRM Section and Water and Waste Water Sections deferred to 2017/2018



Human Resources Branch Operational Plan 2016-17

Mission:

To provide human resource services and promote a safety first environment across the organisation.

Officer Responsible:

Manager Human Resources

Responsibilities:

Employee Administration and Support Services, Workplace Health & Safety, Workplace Relations, Payroll and Organisational Development.



SECTION HUMAN RESOURCE ADMINISTRATION

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

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

SECTION EMPLOYEE ADMINISTRATION AND SUPPORT SERVICES

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

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

SECTION EMPLOYEE ADMINISTRATION AND SUPPORT SERVICES

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

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

SECTION		WORKPLACE HEALTH & SAFETY				
Mission: To achieve a 'zero harm' workplace supported by appropriate Workplace Health and Safety (WH&S) and rehabilitation advice, systems, processes and procedures.						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
WH&S Training	Training delivered in line with Council's Safety System; including external providers.	Internal Stakeholders Training Providers	EXC3	Inform Consult Involve	100% of all new employees' to attend Corporate WH&S Induction within one month of commencement 100% of new employee's to have site specific induction at time of commencement. 100% coverage of GM's and Managers to receive their role and responsibilities for WH&S.	Meeting KPI Meeting KPI Completed
WH&S System	Effective support, advice, policies, procedures and assistance in meeting all legislative requirements in relation to WH&S.	Internal Stakeholders	EXC3	Inform Consult Involve Collaborate	Internal: Compliance with Safeplan system - Audit 80% Compliance at any point Audits are conducted as per EU requirements Implement the Health & Safety Strategic Plan by June 2017 as per EU requirements Delivery of EU's Elements within specified timeframes to ensure compliance with the regulators timeframes as described	Meeting Milestones of the EU. System Audit completed in this quarter with number of non-compliance reduced from 6 to 0 Completed. New Safety Management System is currently being implemented. Meeting KPI in line with EU requirement follow Audit commenced 4 th March 2017
Rehabilitation System	Effective consultancy, support, policies, procedures and assistance in meeting all legislative requirements in relation to Rehabilitation / Return to Work.	Internal Stakeholders	EXC3	Inform Consult Involve Collaborate	100% compliance with legislative standards	Meeting KPI This quarter no injuries requiring assistance

SECTION EMPLOYEE RELATIONS

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

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

SECTION PAYROLL

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

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



Economic Development Operational Plan 2016-17

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



SECTION		ECONOMIC DEVELOPMENT				
Mission: Create a Prosperous Region		Significant activities and services			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
South Burnett Directions most effective organisation structure	Establish effective governance, operating and reporting structure that will enhance the delivery of long term economic development for the region.	Internal Stakeholders Business Community Wide Bay Burnett Regional Organisation of Councils	GO1	Inform Consult Involve Collaborate	Structure developed through South Burnett Directions adopted by Council	The Steering Committee resolved at the December 2016 meeting to review the Economic Development Strategy 2014-2019 through a workshop session in February 2017. Workshop was held in March 2017 with South Burnett Directions and Council. A draft strategy is currently being developed based on outcomes from the workshop.
Reporting and communicating to the business community	Present an economic performance scorecard for the South Burnett to business leaders.	Internal Stakeholders Business Community	GO1	Inform Consult Involve	Annual business forum held	On hold in line with the review of the Strategy.
Economic development priorities recognised in the South Burnett Planning Scheme	The South Burnett Planning Scheme provides the pathway for the delivery of projects of regional significance.	Internal Stakeholders Business Community	GO2	Inform Consult Involve	Substantiated economic development input to the new Town Plan	Feedback included in the final plan.

SECTION		ECONOMIC DEVELOPMENT				
Mission: Create a Prosperous Region						
Significant activities and services						
Function	Description	Customer(s)	Link to Corporate Plan			
			Engagement Level			
			Key Performance Indicator			
			Quarterly Review			
Business growth through forums and workshops	Hold business networking sessions, business development workshops, mentoring for growth and other programs that assist business to grow and provide employment.	Internal Stakeholders Business Community	GO1	Inform Consult Involve Collaborate	Develop and deliver a program of business development activities	The following activities were undertaken: Mentoring for Growth workshop Ongoing
Health Services	Grow health services that support the local community and increase employment opportunities	Community	EC3	Inform Consult Involve Collaborate	Identify, scope and plan new health services particularly to fill gaps in local services	New equipment purchased to undertake additional services at the hospital. A review of future requirements currently in progress.
Tertiary Education	Grow employment opportunities through education pathways	Business Community Students	GO1	Inform Consult Involve Collaborate	Facilitate conversations with universities and TAFE to identify and implement education programs	Ongoing
Precinct Planning	Ensure business input to planning	Business Community	GO1	Inform Consult Involve Collaborate	Share and involve Business and Industry in the Kingaroy town planning and streetscape development.	Council will be engaging with the Community and local businesses during 2017/2018
Recognise business excellence	Together with business leaders seek nominations from local business to	Internal Stakeholders Business	GO1	Inform Consult	Hold a bi-annual regional Business Excellence Awards. Next program due in 2017	To be held during 2017

SECTION		ECONOMIC DEVELOPMENT				
Mission: Create a Prosperous Region						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
	achieve recognition for business improvement and success together with supporting business excellence through business improvement workshops	Community		Involve Collaborate		
New Infrastructure	Identify capacity building opportunity through new infrastructure.	Internal Stakeholders Business Community	INF1	Inform Consult Involve Collaborate	Identify key infrastructure projects that benefit economic growth	Ongoing
Tourism Development	Through the tourism reference group comprising of Tourism operator leaders identify and implement tourism growth projects	Business Community	GO3	Inform Consult Involve Collaborate	Implement the tourism strategy adopted in 2016 Produce an events strategy that supports events attracting visitors to the region	The projects identified in the South Burnett Tourism Strategy and Implementation plan continue to be rolled out The inaugural South Burnett Culinary Tourism Forum was held with over 70 growers and operators in attendance Continuing to be progressed as resources are available.
Local business income growth	Develop a program that produces additional income flow through local businesses	Business Community	GO1	Inform Consult Involve Collaborate	Implement a buy local campaign with measurable outcomes	Project completed with good engagement from community and businesses. Reports provided through Portfolio

SECTION ECONOMIC DEVELOPMENT

Mission: Create a Prosperous Region

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	Completed
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure	Completed



Corporate Services Department - Libraries Operational Plan 2016-17

- Mission:** To support Council achieve sound governance, implement appropriate planning & regulatory controls and provide community services & facilities to meet the community's needs.
- Officer Responsible:** General Manager Corporate Services
- Responsibilities:** Environment and Waste Branch, Natural Resource Management and Parks and Gardens Branch, Planning and Land Management Branch, Social and Corporate Performance Branch, Libraries.



SECTION CORPORATE SERVICES						
Mission: To support Council provide appropriate organisational management and service delivery to internal and external stakeholders						
Activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Organisational Performance	Development of Service Levels and KPI's	Internal / External Stakeholders	EXC2 EXC4 EXO6	Inform Consult Involve	Services monitored and provided in an efficient cost effective manner.	An external efficiency review was completed during 2016/17 within Council's Road & Drainage section with recommendations developed to deliver ongoing efficiency gains. An external efficiency review commenced on Council's NRM, Parks & Gardens section which is to be completed in 2017/18. Documented KPI's are still to be developed.
Organisational Performance	Leadership to promote teamwork and develop and maintain an appropriate culture within the organisation	Internal Stakeholders	EXC2 EXC3 EXO6	Inform Consult Involve	A team culture that strives to continuously improve service to internal and external customers.	Management Team meetings conducted within the established framework.
Informed Decision Making	Provision of appropriate advice, policy development and decision making to support Council	Internal Stakeholders	EXC2 EXC4	Inform Consult Involve	Policies and procedures developed and implemented as required to support organisational management	Policies reviewed/updated/adopted - 1 July 2016 – 30 June 2017 <ul style="list-style-type: none"> • Audit Advisory Committee Policy • Audit Advisory Committee Terms of Reference • Community Engagement Policy • Corporate Uniform Policy • Information Privacy Policy • Internal Audit Policy 2016 • Internal Audit Terms of Reference • Media Relations Policy • Risk Management Committee Terms of Reference • Risk Management Policy

SECTION		CORPORATE SERVICES				
Activities and services		Performance Measurement				
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	<ul style="list-style-type: none"> • Trading on Local Government Controlled Areas Facilities and Roads Policy • Regional Arts Development Fund (RADF) Guidelines • Administrative Action and Councillor Conduct Complaints Management Policy • Sundry Debtors Management Policy • Asset Management Strategy • Expenses Reimbursement Policy for Councillors • Infrastructure Asset Naming Policy • Procurement Policy • Community Grants Program Policy • Councillor Representative Policy • Councillor Portfolio Briefing Guidelines • Contact with a Lobbyist Policy

Mission: To support Council provide appropriate organisational management and service delivery to internal and external stakeholders

SECTION LIBRARIES		Performance Measurement				
Activities and services		Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
<p>Mission: To enhance the quality of life of our community via a library service that meets the needs of the community</p>						
Function	Description					
Library Services, Collection and Facilities	Libraries providing library services and collection across the region to meet community needs	External Stakeholders	EC1 EXC2 EXG5 EXG6	Inform Consult Involve Collaborate	Identify target groups (including outreach) and implement relevant programs throughout 2016-17	Across SB Libraries Digital Literacy: 32 computer classes, 46 attendees Early Literacy: 26 Story Time sessions, 470 attendees; 30 Rhyme Time sessions, 370 attendees Family Literacy: 19 school holiday activities, 436 attendees Adult Literacy: 7 Author/Information Talks, 117 attendees; 8 Spanish lessons, 22 attendees Outreach: 163 group sessions, 589 attendees; 6 outreach sessions, 100 attendees; 1 school visit, 18 attendees
Library Programs	Delivery and administration of externally funded programs	External Stakeholders	EC1 EXG5 EXG6	Inform Consult Involve Collaborate	Delivery, administration and acquittal of externally funded programs	Public Libraries Book Grant acquittal for 16/17 financial year due end August 2017
State Library of Queensland (SLQ) Service Level Agreement	Management of the SLQ service level agreement and annual book grant	External Stakeholders	EXC4 EXC5	Inform Consult	100% compliance with the SLQ service level agreement and annual book grant as at June 30	Meeting requirements
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	INF1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	No pressing Capital Works identified. Capital Works Plan yet to be developed.

SECTION LIBRARIES

Mission: To enhance the quality of life of our community via a library service that meets the needs of the community

Activities and services		Performance Measurement				
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Meeting requirements Quarterly Budget Reviews completed as required with 2016/17 Operations delivered within Budget.



SOUTH BURNETT
REGIONAL COUNCIL

**Social & Corporate Performance
Operational Plan
2016-17**

Mission:

To provide effective social, corporate and administrative services to and on behalf of the organisation

Officer Responsible:

Manager Social & Corporate Performance

Responsibilities:

Branch Administration, Corporate Strategic / Operational Planning and Performance, Legal, Local Laws, Enterprise Risk Management, Internal Audit, Media Relations, Communications, Community Engagement, Corporate Marketing/Promotion, Corporate Governance, Community, Customer Contact, the Arts, Council Community Grants Program.



SECTION		CORPORATE GOVERNANCE	
Mission: To promote and support good governance in the organisation's performance compliant with relevant legislation			
Significant activities and services			
Function	Description	Customer(s)	Link to Corporate Plan
Performance Measurement			
Key Performance Indicator		Quarterly Review	
Promote and support good governance activities.	To provide management and administration support to promote and support governance branch activities.	Internal /External Stakeholders Community	EXC4
Organisational performance	To assist Council in planning the future direction of the organisation and in monitoring organisational performance against plan outcomes, outputs and actions.	Internal / External Stakeholders Community	EXC4
Relevant legislative requirements and legal services	Compliance with relevant legislative requirements and coordinate legal services within budget allocations	Internal / External Stakeholders Community	EXC4
	100% compliance with the relevant legislation for the administration of governance functions	100% Register of Delegations ongoing reviewed and updated 30 June	On target
	Operational Plan 2017-18 developed and adopted by prior to 2017-18 budget adoption	Operational Plan 2016-17 1 st quarter review undertaken on schedule. Report to Council on 12 October	Operational Plan 2016-17 1 st quarter review undertaken on schedule. Report to Council on 12 October
	100% Operational Plan 2016-17 quarterly reviews adopted by Council	Annual Report 2015-16 developed reviewing progress on the Corporate Plan and adopted by 30 November 2016	Operational Plan 2016-17 2 nd quarter review undertaken on schedule. Report to January Council Meeting. Annual Report 2015-16 completed and published on schedule. Development of the Operational Plan 2017-18 will commence in April 2017
			Operational Plan 2016-17 3 rd quarter review undertaken on schedule. Report to the April Council meeting. Operational Plan 2017-18 in draft at 3 rd quarter review.
			Operational Plan 2017/18 developed with report to Council for adoption 14 June 2017
			Register of Delegations up to date. Monthly updates will be processed as per notifications from MacDonnells Law

SECTION CORPORATE GOVERNANCE

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

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review	
Communication	To deliver quality communication and community engagement to and on behalf of Council	Internal / External Stakeholders Community	EC1	Inform Consult Involve Collaborate	Develop a Council organisational-wide community engagement / communications framework with supporting policies, procedures and tools by 30 June 2017 Deliver advertising as per advertising schedule within budget	Scheduled to commence 2017 Delivery of advertising as per advertising schedule and administrative arrangements is within budget and on track Workshop on communication strategy scheduled for August 2017. Community survey on communication undertaken April / May 2017. Advertising delivered under budget. Community Engagement and Media Relations policies adopted by Council in 2016.	
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure) for Social & Corporate Performance branch	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational Expenditure Quarterly Budget Reviews	On target Ongoing monitoring and review occurring Completed as per 2 nd quarter Completed as per 3 rd quarter review Completed as per 4 th quarter review	

SECTION INTERNAL AUDIT

Mission: To assist Council in continuous improvement and internal control

Significant activities and services		Performance Measurement

Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Internal audit engagements for significant strategic and operational risk.	To assist Council in continuous improvement by conducting internal audit engagements for significant strategic and operational risk	Internal / External Stakeholders	EXC4	Inform Consult Involve Collaborate	100% Audit Plan activities completed as per schedule for 2016-17 as at 30 June 2017	Internal Audits completed on schedule as per internal audit plan. Replacement Internal Auditor appointed 16 January 2017.
Internal control and risk management functions	To assist Council in obtaining assurance that internal control and risk management functions are operating effectively by reviewing the integrity of financial documents, monitoring internal audit and risk management functions and overseeing the effectiveness and objectivity of internal audit and risk management	Internal / External Stakeholders Internal Audit Committee	EXC4	Inform Consult Involve Collaborate	Audit Plan 2015-18 meets organisational requirements – Internal Audit Committee review and approval completed by 30 June 2017 Auditor General's report reviewed to meet statutory requirement of adopting Annual Report 2015-16 by 30 November 2016 Administration of the Internal Audit Committee as per Management Advisory Committee Guidelines	-Audit committee approved 2016-17 revised audit plan on 29 August 2016 -Audit Committee reviewed shell financial statements for 2015-16 Quarterly committee meeting for 1 st quarter 2016-17 held on 29 August 2016 - Quarterly Audit committee meeting was held on 03 November 2016 - 03 November 2016 Audit committee reviewed the external auditor's management letter together with action plans to meet statutory requirement of adopting Annual Report 2015-16 by 30th November 2016 Audit Committee met quarterly throughout financial year with copies of minutes provided as information reports to Council

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

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

SECTION		COMMUNITY	
Mission: To facilitate and support community development			
Significant activities and services			
Function	Description	Customer(s)	Link to Corporate Plan
		Engagement Level	Performance Measurement
		Key Performance Indicator	Quarterly Review
Facilitate and support community development	To facilitate and support community development through effective delivery of the grants and donation program	Community External and Internal Stakeholders	EC2 EC3
		Inform Consult Involve	Round 2 of Mayor's Community Benefit Fund conducted and finalised as per Council report February 2017 Round 2 of the Community Assistance Grant Program conducted and administered as per Councillor Portfolio April report. Round 1 Healthy Communities Funding conducted and administered as per Councillor Portfolio April report. Elite Performance ongoing throughout year. Community Grants Program reviewed through workshops and small working groups. Community Grants Program Policy adopted by Council April 2017. New suite of forms and agreements developed to support further implementation in 2017/18
		Support Government and local agency programs.	
Facilitate and support healthy community initiatives and programs	Support Government and local agency programs and initiatives providing a liaison / facilitation.	Community External and Internal Stakeholders	EC2 EC3
		Inform Consult Involve	In general course of business attending meetings and responding to requests / queries on prioritisation.

SECTION COMMUNITY

Mission: To facilitate and support community development

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Facilitate regional arts development	To facilitate and support arts development through effective delivery of the grants program	Community External and Internal Stakeholders	EC2	Inform Consult Involve	Regional Arts Development Fund – administered complying with policy and procedures, within budget	Round 1 and 2 of RADF have been delivered with applications recommended to Council for approval coming in under the allocated budget of \$15,000 through the partnership with Arts Queensland. RADF Guidelines reviewed, endorsed by the RADF Management Advisory Committee and adopted by Council.

SECTION CUSTOMER CONTACT

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

Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Quality front line customer service	To provide quality front line customer service at the Customer Service Centres and through the Call Centre.	Community External and Internal Stakeholders	EX06	Inform Consult Involve	80% of calls answered by Customer Contact and less than 3% of unanswered calls are abandoned annually 100% compliance with the maintenance schedule for the Customer Contact Information database (HARRY) Develop a Customer Contact Charter and internal service level agreement by 30 June 2017	100% service delivery on agencies Achieved higher that target with no less than 94% of calls answered by Customer Contact staff. HARRY database is being updated on an ongoing basis to address the every changing business needs supporting the transfer of information
Self service facilities and agents functions	To provide the community with self service facilities and agents functions for Centrelink, QGAP and ECU at the Blackbutt Customer Service Centre.	Community External Stakeholders	EX06	Inform Consult	100% of services delivered in accordance with Centrelink agent agreement 100% of services delivered in accordance with QGAP agent agreement 100% of services delivered in accordance with ECU agent agreement	100% Service Delivery 100% Service Delivery 100% Service Delivery



Environment and Waste Branch Operational Plan 2016-17

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



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

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

SECTION PUBLIC HEALTH		Performance Measurement				
Significant activities and services						
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	Quarterly Review
Public Health Complaint Management	Investigation in response to customer service request being generated.	Internal / External Stakeholders Community	EC3	Consult	90% of Customer Service Requests (CRs) actioned within six (6) working days 90% of urgent Customer Service Requests (CRs) actioned within forty-eight (48) hours	applications 4 transfer of Food Business Licences & 13 Temporary Food Licence applications were received. 5 Water Sample applications received and undertaken. 80% of licensable food businesses have been inspected for the 2016-17 financial year. Fourth Quarter 1 new Food Business Licence applications 5 transfer of Food Business Licences & 8 Temporary Food Licence applications were received. 4 Water Sample applications received and undertaken. 90% of licensable food businesses have been inspected for the 2016-17 financial year. First Quarter 25 CRMs were raised. 80% of these were actioned within the KPI timeframe. Second Quarter 26 CRMs were raised.

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

SECTION		PUBLIC HEALTH	
<p>Mission: To ensure public health issues are effectively managed in accordance with the relevant legislation.</p>			
Significant activities and services			
Function	Description	Customer(s)	Corporate Plan Linkages
Performance Measurement		Engagement Level	Key performance Indicator
			<p>40% of these were actioned within the KPI timeframe due to significant reduction in staff resources.</p> <p>Third Quarter 16 CRMs were raised and actioned within the KPI timeframe.</p> <p>Fourth Quarter 16 CRMs were raised and actioned within the KPI timeframe.</p>

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

SECTION COMPLIANCE (Local Laws)						
Mission: To provide regulation of Council's Local Laws and other relevant legislation						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	Quarterly Review
Compliance Complaint management	Investigation in response to customer service request being generated.	Internal / External Stakeholders Community	EC3	Consult	<p>90% of Customer Service Requests (CRs) actioned within six (6) working days</p> <p>90% of urgent Customer Service Requests (CRs) [e.g. Dog Attacks] are actioned within forty-eight (48) hours</p>	<p>0 Kennel inspections undertaken.</p> <p>Third Quarter</p> <p>14 new applications were received during this period.</p> <p>4 excess animal permit applications rec'd.</p> <p>Fourth Quarter</p> <p>7 new applications were received during this period.</p> <p>4 excess animal permit applications rec'd.</p> <p>First Quarter</p> <p>The following CRMs were received in this Qtr.</p> <p>310 Animal Management</p> <p>18 Local Laws</p> <p>72 Overgrown with 103 Property Enforcements raised</p> <p>3 Signage</p> <p>15 Dog Attack on Person</p> <p>24 Dog Attack on Animal</p> <p>> 80% of non-urgent CRMs were actioned within the KPI timeframes.</p> <p>100% of all urgent CRMs were actioned within target.</p> <p>Second Quarter</p>

SECTION COMPLIANCE (Local Laws)						
Mission: To provide regulation of Council's Local Laws and other relevant legislation						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	Quarterly Review
						<p>The following CRMs were received in this 2nd Qtr.</p> <p>207 Animal Management</p> <p>24 Local Laws</p> <p>65 Overgrown with 149 Property Enforcements raised</p> <p>1 Signage</p> <p>15 Dog Attack on Person</p> <p>14 Dog Attack on Animal</p> <p>> 80% of non-urgent CRMs actioned in the KPI timeframes.</p> <p>100% of all urgent CRMs were actioned within target.</p> <p>Third Quarter</p> <p>The following CRMs were received in this Qtr.</p> <p>383 Animal Management, which includes:</p> <p>11 Dog Attack on Person</p> <p>31 Dog Attack on Animal</p> <p>35 Local Laws</p> <p>170 Overgrown with 210 Property Enforcements raised</p> <p>2 Signage</p> <p>Fourth Quarter</p> <p>The following CRMs were received in this Qtr.</p> <p>397 Animal Management, which</p>

SECTION COMPLIANCE (Local Laws)						
Mission: To provide regulation of Council's Local Laws and other relevant legislation						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	Quarterly Review
Abandoned Vehicles	Impound abandoned vehicles, where necessary, under the <i>Transport Operations (Road Use Management) Act 1995</i>	External Stakeholders Community	EC3	Inform	90% of identified abandoned vehicles to be removed/impound within 10 business days	includes: 18 Dog Attack on Person 22 Dog Attack on Animal 26 Local Laws 107 Overgrown Customer Requests with 116 Property Enforcements raised First Quarter 12 CRMs were raised during this period. 90% of these CRMs were actioned within the required timeframes. Second Quarter 4 CRMs were raised during this period. 90% of these CRMs were actioned within the required timeframes. Third Quarter 6 CRMs were raised during this period. Fourth Quarter 16 CRMs were raised during this period.
Impoundment of wandering cats and dogs	Hold impounded animals for the prescribed timeframe.	External Stakeholders Community	EC3	Inform	100% of Animals held for the prescribed impound period, namely: For registered animals or the owner	First Quarter 202 animals were impounded during this first Quarter of this

SECTION COMPLIANCE (Local Laws)					
Mission: To provide regulation of Council's Local Laws and other relevant legislation					
Significant activities and services				Performance Measurement	
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator
					<p>is known – impound for 5 days For unregistered or unknown owner – impound for 3 days</p> <p>Quarterly Review 100% of all impounded animals were held for the prescribed impound period. 193 new animals were registered during this Quarter. Second Quarter 150 animals were impounded during this first Quarter of this period. 100% of all impounded animals were held for the prescribed impound period. 744 new animals were registered during this Quarter. 104 Penalty Infringements issued for the Quarter. Third Quarter 150 animals were impounded during this first Quarter of this period. 100% of all impounded animals were held for the prescribed impound period. Fourth Quarter 206 animals were impounded and held for the prescriber impoundment period.</p>

SECTION ENVIRONMENTAL PROTECTION		Performance Measurement				
Significant activities and services		Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	Quarterly Review
Function	Description					
Environmental Authority Registration applications and Routine inspections of registered activities	A Registration Certificate is required for certain Environmentally Relevant Activities (ERAs) as prescribed by the <i>Environmental Protection Act 1994</i>	Environmentally Relevant Activity Registration Holders	EC3	Inform	90% of applications are to be assessed within 20 business days. 90% of registered activities inspected/audited at least once per financial year.	No applications were received this financial year for any environmentally relevant activities.
Environmental Protection Complaint management	Investigation in response to customer service request being generated.	Internal / External Stakeholders	EC3	Consult	90% of Customer Service Requests (CRs) actioned within six (6) working days 90% of urgent Customer Service Requests (CRs) actioned within forty-eight (48) hours	<p>First Quarter 28 non-urgent CRMs were raised during this period. 80% of these applications were actioned within the timeframes. There were 36 General Waste CRMs received for the Qtr.</p> <p>Second Quarter 31 non-urgent CRMs were raised during this period. 40% of these requests were actioned within the KPI timeframes due to a significant staff shortage in this work area. There were 32 General Waste CRMs received for the Qtr.</p> <p>Third Quarter 49 non-urgent CRMs were raised during this period.</p> <p>Fourth Quarter</p>

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

SECTION	ENVIRONMENTAL PROTECTION					
Mission: To ensure that activities which could affect the environment are effectively managed in accordance with the relevant legislation.						
						36 non-urgent CRMs were raised during this period. Approximately 90% if these requests were actioned within the KPI timeframe.

SECTION WASTE MANAGEMENT						
Mission: To provide effective Waste Management Services						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	Quarterly Review
Waste Collection Services	Provision of regular waste collection services	External Stakeholders Community	ENV2	Inform	99.5% of general refuse wheellie bins serviced at least once weekly	Greater than 99.5% of all general refuse wheellie bins were serviced at least once per week during this financial year. A total of 555 customer requests were received during this financial year. The four Quarter period customer request breakdown is as follows: 1 st Qtr = 119 2 nd Qtr = 122 3 rd Atr = 171 4 th Qtr = 143

SECTION WASTE MANAGEMENT						
Mission: To provide effective Waste Management Services						
Significant activities and services						
			Performance Measurement			
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	Quarterly Review
Environmental Compliance	Compliance with DEHP's registration conditions for Council's licensable Waste Facilities.	External Stakeholders	ENV2	Consult	90% of all Waste Facility audits conducted at least biannually.	<p>First Quarter 41% of the first round of site audits has been completed.</p> <p>Second Quarter 53% of the total Hazard Inspection audits of current operational waste facilities have been conducted</p> <p>Third Quarter 100% of the total safety hazard biannual inspection audits of Council's current operational waste facilities have been conducted.</p> <p>Fourth Quarter 100% of the total safety hazard biannual inspection audits of Council's current operational waste facilities have been conducted.</p>

SECTION WASTE MANAGEMENT						
Mission: To provide effective Waste Management Services						
Significant activities and services						
					Performance Measurement	
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	Quarterly Review
Legacy Landfills	Restore and monitor condition of Legacy Landfills	External Stakeholders	ENV2	Consult	The restoration of Legacy Landfills is being implemented in accordance with the adopted timetable in the Council's Waste Management Plan. Conduct 90% of all Legacy Landfill audits at least biannually.	<p>First Quarter 40% of the total number of inspections have been completed.</p> <p>Second Quarter 50% of the total number of inspections have been completed.</p> <p>Third Quarter 66% of the total number of inspections have been completed.</p> <p>Fourth Quarter 95% of the total number of inspections have been completed.</p> <p>Waste Services is presently ahead of the restoration works timetable for the Legacy Landfills.</p>
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	ENV2	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	10 Year plan drafted. 2018/2019 specific year capital works figures have been submitted for this coming financial year budget.

SECTION WASTE MANAGEMENT

Mission: To provide effective Waste Management Services

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	Quarterly Review
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	The 2016/2017 Waste budget has come in under budget, due to some unexpected landfill disposal revenue coming in during the year.



Planning and Land Management Branch Operational Plan 2016-17

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



SECTION PLANNING SERVICES

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

Operating activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Community Engagement Level	Key Performance Indicator	Quarterly Review
Development Applications	To manage the assessment of development applications across the South Burnett area	Internal/ External Stakeholders	GO2	Inform Consult	90% of development applications are to be assessed within the statutory timeframes	Due to resource constraints 88% of applications received processed within timeframes.
Planning Enforcement	Investigate possible breaches of Planning Scheme	Internal/ External Stakeholders	GO2	Inform Consult	Respond to 90% of requests within 10 business days	Took enforcement action on two (2) land owners.
New Planning Scheme for the South Burnett region.	Finalisation of the new Planning Scheme for the South Burnett region.	Internal/ External Stakeholders	EC1, GO1, GO2	Inform Consult	Receive Ministerial approval to proceed with Public Notification by July 2016 Complete public notification by October 2016 Adoption of Scheme by December 2016 Monitor implementation of new Planning Scheme to correct administrative errors and other omissions.	The proposed Planning Scheme public display period ended on 31 October 2016 with 22 properly made submissions received. These submissions were reviewed and considered by Council at the March 2017 General meeting with various amendments made to the proposed scheme. Council has subsequently requested approval from the Minister to proceed with the adoption of the proposed scheme.
Local Heritage Register	Preparation and adoption of local Heritage Register	Internal/ External Stakeholders	GO2, GO3	Inform Consult	Public notification of draft report and place cards completed by end July 2016 Local Heritage Register adopted by September 2016	Completed

SECTION PLANNING SERVICES

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

Operating activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Community Engagement Level	Key Performance Indicator	Quarterly Review
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Quarter Budget reviews completed. Budget completed
Local Law Review	Administrative review of current Local Laws	Internal / External Stakeholders Community	EXC4	Inform Consult Involve Collaborate	Draft report completed by July 2016 Public Consultation completed by Oct 2016 Adoption by Dec 2016	Project has commenced and will be carried over to 2016/17

SECTION BUILDING SERVICES

Mission: To provide building regulatory services to meet legislative requirements.

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review	
Provide Council's Building Certification Service	Applications processed for new structures, additions, alterations and undertake compliance inspections	Internal/ External Stakeholders	GO2	Inform Consult	90% of development applications processed within statutory timeframes	Target has been met with 97% of applications received processed within timeframes.	
Building Searches	Process search requests	Internal/ External Stakeholders	GO2, EX06	Inform Consult	95% of buildings searches completed within 10 business days	95% of request processed within timeframe.	
Building Enforcement	Undertake enforcement activities when potential breaches are identified	Internal/ External Stakeholders	GO2	Inform	Respond to 90% of requests within 10 business days	On Target	
Pool Safety Compliance	Provide pool safety inspection service as per the requirements of the QDC and QBCC	Internal/ External Stakeholders	GO2	Inform	100% of pool safety certificates and/or non-conformity notice issued as required by the QBCC Respond to complaints and immersion incidents within the statutory requirements	On Target	

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

Mission: To provide plumbing and drainage regulatory services to meet legislative requirements.



NRM and Parks Branch Operational Plan 2016-17

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

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



SECTION COMMERCIAL FACILITIES

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

		Initiatives/Special Projects			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Airports	To provide maintained Airports	External Stakeholders Community	INF1 EXC1	Inform Consult Involve	Participate and implement recommendations from CASA safety audit by June 30 Provide usage figures to stakeholders as per reporting schedule	<p>First Quarter Action plan to address the Non-compliance notices have been responded to and evidence provided has satisfied CASA requirements. There has been 807 glider and tug movements measured for Kingaroy. The runway counter devises have recorded the following uses: Kingaroy 1,173 Wondai 745</p> <p>Second Quarter Safety survey undertaken on Nanango airport which identified obstacle infringements on approach and departure gradients and a section in the middle of the airstrip that exceeds the recommended incline. Work has commenced on rectifying the infringements with the airstrip incline to be costed and included in 2017/18 budget. Safety survey was conducted at Kingaroy in November in accordance with the CASA regulatory requirements for operating a certified airport. The Kingaroy Soaring Club held their National Championships at Kingaroy in October with 49 entries from both Australia and overseas visitors.</p> <p>Fourth Quarter</p>

SECTION COMMERCIAL FACILITIES

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

		Initiatives/Special Projects			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Recreational Dam Facilities	To provide facilities that meet the demand of the target group users of the facilities	Internal / External Stakeholders Community	EC3 GO3 EXC1 INF1	Inform Consult Involve	Well maintained recreational dam facilities Manage operational contract for onsite Managers ongoing to June 30 Provide usage figures to stakeholders quarterly	Capital works line marking project was completed on Runway 16/34, taxi ways and terminal car park. First Quarter Ongoing. Yallakool Park on BP Dam has received a half star credit rating is now rated as 3.5 star facility. A review of the Managers Service Agreement has been undertaken with Council and Dam Managers. Currently working on updating service agreements. Occupancy figures Yallakool Park: Occupants - 2,316 Net Revenue - \$144,696 Avg Length of Stay - 3.17days Occupants figures for Boondooma: Occupants - 3,296 Net Revenue - \$142,410 Avg Length of Stay - 2.29day Second Quarter There has been a change in sub managers at Boondooma leading up to Christmas, all indications at this stage show that they are making a positive input into the maintenance of the facility. The proposed work on the Boondooma spillway has generated some income already for Boondooma

SECTION COMMERCIAL FACILITIES

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

Function	Initiatives/Special Projects				Performance Measurement	
	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Saleyards	To provide facilities that meet the demand of the	Internal / External	EXC1	Inform	Functional facilities that meet service	with a cabin and the bunkhouse being booked by contractors undertaking the work. Occupancy figures Yallakool Occupants 3,441 Net Revenue \$194,922 Avg Length of Stay 3.1 days Occupancy figures Boondooma Occupants 4,720 Net Revenue \$210,381 Avg Length Stay 2.91 days Fourth Quarter W4Q has commenced on the refurbishing of the 9 cabins at Yallakool. All the new kitchenettes and showers have been installed and painting has been completed on three of the nine cabins. Occupancy figures Yallakool Park: Occupants – 2933 Net Revenue - \$194,558 Avg Length of Stay – 3.72 days Occupancy figures Boondooma: Occupants – 3719 Net Revenue - \$205,710 Avg length of Stay - 3.76 days First Quarter

SECTION COMMERCIAL FACILITIES

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

		Initiatives/Special Projects			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
	target group users of the facilities	Stakeholders Community	INF1	Consult Involve	delivery requirements Provide usage and sale figures to stakeholders ongoing to June 30	Dipped 5,557 head Sales - 2232 head \$2,701,907.00 Consignment - 219 head Holding Yards - 1032 head Sprayed - 25 horses Second Quarter Dipped 2664 head Sales 2650 head \$2,692,236.29 Consignment 100 head Holding Yards 961 Sprayed 20 horses and 7 sheep Fourth Quarter Dipped 7,180 head Sales – 3543 (\$2,842,736.33) Consignment 263 head Holding Yards 863 Sprayed 5 horses

SECTION PARKS AND RECREATION

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

		Initiatives/Special Projects			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Open Space Plan	Actively plan for appropriate open space within the region	Internal / External Stakeholders Community	EXC1 EC1	Inform Consult Involve	Maintain/update 10 year capital plan ongoing to June 30	<p>First Quarter Capital plan upto date</p> <p>Second Quarter Capital Plan up to date with a separate capital plan for the 2 Dams planned for development in 4th Quarter</p> <p>Fourth Quarter Capital Plan up to date, with additional W4Q program implemented across Dams, Saleyards and Rail Trail.</p>
Parks and Open Space network	Service and develop Parks and Open Space network and recreation facilities to meet community expectations and enhance community wellbeing	Internal / External Stakeholders Community	EC3 INF1	Inform Consult Involve	Well maintained facilities for passive recreation Implement service schedules ongoing to June 30 Provide maintained playground to the appropriate Australian standard ongoing to June 30	<p>First Quarter Maintenance programs in place. Service Schedules updated and operating Playground inspection scheduled 3rd Quarter</p> <p>Second Quarter Service Schedules operating Playground Inspection planned for 3rd Quarter</p> <p>Fourth Quarter Winter maintenance program underway which includes annual tree pruning, park furniture and non-urgent CSR's collated during the year. Playground inspections completed.</p>

SECTION PARKS AND RECREATION

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

		Initiatives/Special Projects			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Rail Trail networks	Service and maintain Rail Trail networks	Internal / External Stakeholders Community	EC3 INF1	Inform Consult Involve	Undertake annual inspection and schedule maintenance to address needs identified ongoing to June 30 Develop operational Rail Trail between Murgon to Kingaroy	First Quarter Construction of RT continuing with 17km sealed and 10 bridges completed Second Quarter Construction of RT paused to allow for emergency work at Swickers. At the time of end of works 29km was sealed and 10 bridges. Fourth Quarter Sealed section from Murgon to Kingaroy is completed including the W4Q funded second coat seal. There is approx. 1km of surface works and gully crossing to finalise on the Murgon to Goomeri surface in July. Chicane signage planned for July also with main interpretive signs etc to follow.
Facilitate and support sport development	To provide facilitate and support sport development	Community	EC3	Inform Consult Involve	Support the State Government in their delivery of information / education sessions for South Burnett sports community ongoing to 30 June Action plan developed and commenced addressing the recommendations from the Sports club survey 2014-15 by 30 June 2017 Representation at 75% of the Wide Bay Burnett Regional Recreation and Sport Steering Committee meetings providing South Burnett regional	First Quarter No information sessions in this quarter. Strategic Planning Workshop planned for 11 October, however numbers registered are low. Get Active Queensland Accreditation Program booked at the Kingaroy State High School on 17 October over 100 registrations expected Ongoing. Ongoing. Water Trails (in the) Wide

SECTION PARKS AND RECREATION		Performance Measurement			
Initiatives/Special Projects		Quarterly Review			
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator
<p>Mission: Foster participation in social and physical activity by providing well planned recreational facilities, open space and parkland.</p>					
					<p>update by 30 June 2017</p> <p>Bay Burnett project is completed with final proofs approved and is currently being printed for distribution within the month. It includes an A4 sized map and location listings from across the Wide Bay Burnett that features fishing, swimming, boating and all water activities. The first meeting of the new WBBROC Committee approved a print run of 25,000 booklets to be distributed through Visitor Information Centres, and other outlets throughout the region and beyond.</p> <p>Second Quarter</p> <p>Preliminary scoping meeting undertaken with Ross Planning to assess costs in preparing a Sport and Recreation Recreation plan for the Region.</p> <p>Fourth Quarter</p> <p>The collaborative application submitted under the Sport and Recreation Planning Program was successful.</p> <p>Get our Get Active Round 3 application has been submitted to offer Women of all ages the opportunity to participate in the "On Your Bikes Program" along the newly formed Rail Trail.</p> <p>WBBROC sport & rec representation –</p>

SECTION PARKS AND RECREATION

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

Function	Initiatives/Special Projects				Performance Measurement	
	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
						ongoing. Advertising/Planning for the New Tobacco Laws information workshop for Sporting and Community clubs to be held on 20 July has commenced.

SECTION		CEMETERIES	
Mission: To provide well maintained cemeteries across the region			
Initiatives/Special Projects		Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan
		Engagement Level	Key Performance Indicator
			Quarterly Review
Regional cemetery and associated services	Deliver regional cemetery and associated services that meet current and future burial and remembrance needs.	External Stakeholders Community	EXC1 INF1
		Inform Consult	Maintain/update 10 year capital plan ongoing to June 30
			<p>First Quarter Capital plan up to date, with annual Capex program started in Murgon. Services undertaken this quarter: Taabinga – 18 interments & 3 ashes Memerambi - 1 Nanango – 4 interments & 2 ashes Blackbutt - 2 Murgon – 7 interments & 1 ashes Wondai – 6 Mondure/Wheatlands – 1 Proston – 1 Qtr totals 40 interments and 6 Placement of Ashes</p> <p>Second Quarter Services undertaken 2nd Quarter Taabinga 4 interments & 1 ashes Memerambi 2 interments Boole 1 interment Nanango 4 interments & 1 ashes Blackbutt 1 interment & 2 ashes Murgon 4 interments Wondai 5 interments & 2 ashes Proston 2 interments Mondure/Wheatlands 1 interment Tingora 1 ashes 2nd Qtr totals 24 interments and 7</p>

SECTION CEMETERIES		Initiatives/Special Projects				Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review	
						ashes. Fourth Quarter Taabinga – 18 Interments Nanango – 8 Interments Wondai – 4 Interments Murgon – 13 Interments & 1 Placement of Ashes Blackbutt – 1 Interment Memerambi – 1 Interment Proston – 1 Interment 4 th Quarter Totals – 46 Interments & 1 Placement of Ashes	

Mission: To provide well maintained cemeteries across the region

SECTION NRM & PARKS ADMINISTRATION

Mission: To provide quality administration.

Initiatives/Special Projects				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	<p>First Quarter Annual Budget completed and adopted. Both operating and capex budget within quarterly %</p> <p>Second Quarter Operating and capex within %</p> <p>Fourth Quarter Capex Budget within % however some overruns in Boondooma, Yallakool and Parks Maintenance operating budgets.</p>

SECTION NRM & PARKS ADMINISTRATION

Mission: To provide quality administration.

		Initiatives/Special Projects			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	<p>First Quarter Capex 10yr program up to date Annual Capex program started at Hivesville Sportsground, Murgon Cemetery, Murgon Youth Park, Boondooma/Yalakool Storage Shed, Boondooma Helipad</p> <p>Second Quarter Hivesville Sportsground toilet completed. Remaining projects currently underway.</p> <p>Fourth Quarter With completed projects being: Memorial Park Rotunda is rescheduled to commence in August 2017; Butler Factory fencing and lighting completed; Pioneer Park shade shelter 100%; Blackbutt Cemetery Fence 100%; Murgon Youth Park 85% completed; Dingo Park 90% completed; Apex Park 90% completed.</p>



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

Mission: To provide excellent financial services and professional advice to enable our organisation to achieve its goals
Officer Responsible: General Manager Finance
Responsibilities: Branch Administration, Property and Rating, Procurement and Stores, Financial Planning and Sustainability, Asset Management, Plant and Fleet Management.



SECTION PLANT AND FLEET MANAGEMENT

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

		Significant activities and services			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Workshops	Maintenance of Council Plant & Fleet	Internal Stakeholders	EXC1, EXC6	Inform Consult Involve	Council fleet serviced within reasonable time of receiving plant given priority requirements of plant and fleet as at June 30	All plant repaired and serviced internally where possible, parts sourced within time constraints of suppliers, repairs for minor plant and executive vehicles outsourced. Fleet Maintenance Scheduling System implemented last quarter. Not yet fully automated.
Plant & Fleet	Management of Council's fleet including purchases and disposals. Ensure that surplus plant and fleet are forwarded to auction for sale	Internal Stakeholders	EXC1	Inform Consult Involve	Adhere to and monitor the fleet replacement program throughout 2016-17 Report on surplus fleet items sold at auction ongoing to June 30 Annual Plant and Fleet purchases as per operational requirements to June 30	Fleet Replacement Program well underway after consultation with key departments/users and completion of justification submissions as required. All items sold at auction. All plant and fleet purchases are fit for purpose and to user specifications. Operators and Supervisors are actively involved in the fleet replacement/renewal program.
Plant & Fleet Hire Rates	Hire rates updated annually	Internal Stakeholders, Private Works Contracts	EXC1	Inform Consult Involve	Review 2016-17 hire rates by 30 June	Hire rates reviewed for 2017 Financial Year. Rates were not changed given the operating result in the Plant and Fleet Business Unit for 2015-16. To be reviewed following the recent Efficiency Audit as well as reviewing the rates specifically for Disaster Recovery Programs.

SECTION PLANT AND FLEET MANAGEMENT

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

		Significant activities and services			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	10 year plan developed for the financial year 2017-2018 - determined based on age, usage, future service requirements and funding capacity.
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	2017 FY Fleet Operations budget prepared and adopted as part of the overall operational and capital budget. 2018 FY Budget prepared and adopted. Budgets monitored regularly including plant and fleet utilisation. Done for each quarter.

SECTION BUSINESS SYSTEM MANAGEMENT

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

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



Finance Branch Operational Plan 2016-17

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



SECTION BRANCH ADMINISTRATION

Mission: To provide management and administration support to the branch.

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

SECTION BRANCH ADMINISTRATION

Mission: To provide management and administration support to the branch.

Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Maintain Finance Registers	Investment Register Bonds and Guarantees Register Expressions of Interest, Quotes and Tenders Register Fees and Charges Register		EXC5	Inform Consult	Investment Register – completed within 7 days of investing surplus funds Bonds and Guarantees Register – completed within 7 days of a bond or guarantee being released or received Expressions of Interest, Quotes and Tenders Register – updated monthly Fees and Charges Register – adopted by 1 July 2016 Contracts Register updated on Council's website within 7 days of contracts being let	2015-2016 Fees and Charges updated in TechOne Investment Register updated as of 31/05/2017 for presentation to Audit Committee in August 2017 meeting Contracts Register for tenders >\$200K updated

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

Mission: To levy rates in accordance with Council policy.

SECTION FINANCE OPERATIONS

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

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

SECTION FINANCE OPERATIONS

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

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

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

SECTION		FINANCIAL PLANNING/REPORTING				
Mission: To provide excellent financial services and professional advice to enable our organisation to achieve its goals.						
Significant activities and services						
Function		Description			Performance Measurement	
		Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Budget Planning	Budget 2016-2017 finalised within statutory timeframes	Internal Stakeholders Community.	EXC1	Inform Consult Involve Collaborate Empower	2016-17 Budget prepared and adopted by Council within statutory and organisational timeframes	2016-17 Budget completed and adopted by Council on 27 June 2016
Budget Management	Ongoing monitoring of operational and capital budgets	Internal Stakeholders Community	EXC1	Inform Consult Involve Collaborate Empower	Regular periodic (current – 3 weekly) reporting to Council Budget reviewed and revised on a quarterly basis	Periodic reports to Council completed for July, August, September, October November and December 2016; January, February, March, April, May 2017 1 st Quarter Opex Budget review completed and adopted by Council 21 September 2016 2 nd Quarter Opex Budget review adopted by Council in the January 2017 meeting. 3 rd Quarter Opex Budget review adopted by Council in the April 2017 meeting. 4 th Quarter Opex Budget review completed and for adoption by Council in the June 2017 meeting
Long Term Financial Forecast	Long Term Financial Forecast 2016-17 to 2025-26 as per LG Regulation 2012	Internal Stakeholders Community	EXC1	Inform Consult Involve Collaborate Empower	Long Term Financial Forecast 2016-17 to 2025-26 adopted by Council within statutory timeframes Long Term Financial Plan 2016-2017 to 2025-26 prepared as basis for Long Term Financial Forecast	LTF and LTFP 2016-17 completed and adopted by Council together with the 2016-17 Budget

SECTION FINANCIAL PLANNING/REPORTING

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

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

SECTION ASSET MANAGEMENT

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Asset Management Plans	Develop asset management plans	Internal Stakeholders	EXC1	Inform Consult Involve Collaborate Empower	Asset Management Plans for identified asset categories developed by 30 June 2017	Asset Management Strategy was adopted by Council in the February 2017 meeting. A consultant will be engaged to assist in the development of Asset Management Plans Provided in the 2 nd quarter Opex Budget Review – consultancy fees for review of AMPs Scoping for AMP consultancy completed and for review by GM Finance
Annual Asset Valuations	Undertake a review of asset values in all asset classes	Internal Stakeholders	EXC1	Inform Consult Involve Collaborate	Valuations in place by 31 July 2017	2017 Asset Valuation inspections for Roads and Water & Waste Water have been completed. Draft valuation reports were forwarded by APV in February. Currently conducting review of the draft reports. 2017 Valuation Reports to be finalised by 15 July 2017.
Asset Register	Ongoing maintenance of asset register including depreciation, WIP, asset take up, sales and revaluations.	Internal Stakeholders	EXC1; EXC2	Inform Consult Involve Collaborate Empower	Asset Register up to date at 30 June 2017	Asset Registers are reconciled to the General Ledger as of 30 June 2016 Depreciation Expense for 2016/2017 is being run through TechOne. Capitalisation of the WIP is on-going.
Annual CapEx Budget	Capital works budget 2016-17 developed for budget planning	Internal Stakeholders	EXC1	Inform Consult Involve	CapEx Budget 2016-17 prepared and adopted by Council within statutory and organisational timeframes	CapEx Budget 2016-17 completed and adopted by Council on 27 June 2016

SECTION ASSET MANAGEMENT

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

		Significant activities and services			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Collaborate Empower Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	1 st Quarter Capex Review completed and adopted by Council on 21 September 2016 2 nd Quarter Capex Review adopted by Council in the January 2017 meeting 3 rd Quarter Capex Review adopted by Council in the April 2017 meeting 4 th Quarter Capex Review completed and for adoption by Council in the June 2017 meeting.



Property Operational Plan 2016-17

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



SECTION PROPERTY ADMINISTRATION

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

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

SECTION BUILDING AND PROPERTY MAINTENANCE

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

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review	
Building and Property Maintenance	Scheduled Maintenance	Internal / External Stakeholders	INF1	Inform Consult Involve	100% Scheduled maintenance programs implemented within budget by June 30	100% maintenance programs completed within budget	
Building and Property Maintenance	Reactive Maintenance	Internal / External Stakeholders	INF1	Inform Consult Involve	100% Building maintenance urgent WHS requests met within 8 hours, other WHS requests met within reasonable timeframe by June 30	Urgent WHS requests completed on time.	

SECTION BUILDING CAPITAL WORKS PROGRAM

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Building Capital Works Program	Building projects	Internal / External Stakeholders	INF1	Inform Consult Involve Collaborate	100% Projects implemented within budget by June 30	Lady Bjelke-Petersen Community Hospital new surgery equipment and theatre light installed. Construction of Sullivan and Nicolas pathology and medical suite rooms have been constructed and fitted. Kingaroy Reception Room roof and air conditioning upgrade completed. Kingaroy Water and Wastewater office constructed at Kingaroy Water and Wastewater Depot.

SECTION BUILDING ASSET MANAGEMENT PLAN

Mission: To assist Council in planning and developing a Building Asset Management Plan

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

SECTION LEASE AND CONTRACT REGISTER

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Lease and Contract Register	Develop Lease and Contract Register	Internal Stakeholders	EC3	Inform Consult Involve	Lease Register designed in Tech One utilising available data by June 30	Lease register designed in techone. To be further refined prior to introduction. Further work and development of invoicing and reporting.
Lease and Contract Register	Implement Lease and Contract Register	Internal Stakeholders	EC3	Inform Consult Involve	Leases since 2014 and any new leases moved into Lease Register utilising available data by June 30	55 leases and 42 licences have been entered into the lease register. 32 leases and licences have been uploaded into a lease Intra maps layer.

Been en

Mission: To legally dispose of Councils surplus land and equipment assets.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Land and Equipment Sales	Dispose of Councils surplus land	Internal / External Stakeholders	INF1 EXC1	Inform Consult Involve	Tender the disposal of surplus Council owned land as determined by June 30 List land for sale with Councils Exclusive Agent as determined by June 30	Ongoing. Land portfolio subject to regular review. Reports presented to Council for consideration when the next lot of land is identified for sale. Council sold 2 industrial blocks in Wondai and 1 commercial block in Kumbia. Council has 3 industrial and 2 residential blocks listed for sale.
Land and Equipment Sales	Dispose of Councils surplus Buildings	Internal / External Stakeholders	INF1 EXC1	Inform Consult Involve	Tender the disposal of surplus buildings as determined by June 30 List buildings for sale with Exclusive Agent as determined by June 30	Recent bus tour with Councilors identified houses for potential sale. Council has tendered the sale of Hivesville hall and land. Council has disposed on Glendon St house and dongas from Nanango Depot site.
Land and Equipment Sales	Dispose of surplus Equipment	Internal / External Stakeholders	INF1 EXC1	Inform Consult Involve	Tender or Auction the disposal of Councils surplus equipment as determined by June 30	Surplus equipment sold at recent auction.

SECTION COMMUNITY FACILITIES

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

		Significant activities and services			Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Community Facilities	Manage Community Facilities	Internal / External Stakeholders Community	EC3 INF1	Inform Consult Involve	Facilities to be opened and operational for community use ongoing to June 30	Scheduled and reactive maintenance carried out to ensure facilities remain available to the community. Maidenwell and Kingaroy Town Common Hall repainted, Kingaroy Town Hall new speakers, Proston Hall new tables, Murgon Town Hall new air conditioning units. Wondai Swimming Pool Kiosk and Amenities repainted. Ringsfield House closed to the public as Nanango Historical Society Inc. handed back the asset to Council. Council has run an expression of interest to operate and manage the historical house. Sporting Facilities such as PCYC in Murgon remained open and functional for community to use. Kingaroy Heritage Museum ceiling replaced and roof repaired. Wondai Heritage Museum outdoor displays fenced to improve safety of visitors.

SECTION COMMUNITY FACILITIES

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

Significant activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review	
Community Facilities	Utilisation by Community Groups	Internal / External Stakeholders Community	EC3	Inform Consult Involve	Facilities utilised by community groups ongoing to June 30	Ongoing negotiations with groups as required for optimal use of Council facilities. Kingaroy Mens Shed taken a new lease and maintain the old War Museum building at Kingaroy Airport. Sporting Groups take up new licences and leases and continue to occupy and maintain facilities.	



Information Services Branch Operational Plan 2016-17

Mission: To provide, develop and deliver information management business improvements services to the organisation and customers.
Officer Responsible: Manager Information Services
Responsibilities: Information and Communication Technology and Geographic Information Systems (GIS).



SECTION INFORMATION & COMMUNICATION TECHNOLOGY						
Mission: To provide, develop and deliver information and communication technology improvements to the organisation and customers.						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
ICT Support Services	Helpdesk - provide monitoring and resolution of ICT system related problems	Internal Stakeholders	EXC2	Inform Consult	Support requests are dealt with within acceptable timeframes	Ongoing with a total of 4000+ in the system
Computer systems replacement and allocation	Provision of computer hardware and software – User level	Internal Stakeholders	EXC2	Inform Consult	Hardware meets minimum software requirements	95% budget spend complete Quotes being sourced to finalise
Communications	Mobile phones Internet VoIP Phone system Email	Internal Stakeholders	EXC2	Inform Consult Involve	Handsets provided are functional and compliant with Mobile device Management Software Devices provided support the direction of the council business system 4hr maximum downtime on council controllable faults Email outages resolved ASAP with no more than 4hr outage on council controllable faults	Skype for business investigated and indicative budget pricing received for next financial year Samsung android based handsets now being provided
IT Infrastructure Network	Wan network switches, routing and firewall	Internal Stakeholders	EXC6	Inform Consult	4hr maximum downtime on council controllable faults	No faults recorded. Emergency power sources for communication huts are in next FY budget
Infrastructure Server Storage	Updates, upgrades, lifetime and capacities	Internal Stakeholders	EXC6	Inform	4hr maximum downtime on council controllable faults. Maintenance agreements kept up to date	Life cycle of servers assessed and budgeted for next FY Storage capacity increase required and budgeted for next FY

SECTION INFORMATION & COMMUNICATION TECHNOLOGY

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
External Security	Antivirus, firewall security threats	Internal Stakeholders	EXC2	Inform	Security threats addressed immediately and devices removed from SBRC corporate network that are classed as high threat.	Mark as spam button deployed to users to aid in the reduction of the amount of SPAM being received
Corporate application support and licensing	System uptime, fault recovery and monitoring Application Licensing	Internal Stakeholders	EXC1	Inform	License agreement criteria complied with. True up values addressed at each renewal cycle and license amounts are not exceeded.	Process completed for current financial year
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	Changes forwarded to GM Finance
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Capital funds expended for the FY

SECTION GEOTECHNICAL INFORMATION SYSTEMS (GIS)

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
GIS Support desk	Helpdesk	Internal Stakeholders	EX06	Inform Consult	Support requests are dealt with within acceptable timeframes	GIS requests attended with minimal outstanding
GIS Software Administration	Enhancement and administration of Intramaps GIS layers and MapInfo suite	Internal Stakeholders	EX06	Inform Consult	High uptime of GIS applications. Ensure datasets are updated as accordingly	Minimal outages recorded problems resolved within 24 hrs



Infrastructure Department Operational Plan 2016-17

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



SECTION DEPARTMENT MANAGEMENT		Significant activities and services				Performance Measurement	
Mission: To provide strategic management and administration support to facilitate the branch activities of the department							
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review	
Organisational Structure for Infrastructure Department	Maintain organisational structure to meet current and future needs	Internal Stakeholders	EXC3	Inform Consult	Structure reviewed quarterly to ensure effective and efficient and >95% of positions within the approved structure are resourced to maintain service delivery	Achieved	
Quality Management System	Documented department procedures and standards	Internal Stakeholders	EXC2 INF1	Inform Consult	Department procedures and standards documented as part of Quality Management System and ISO9001 certification maintained	Continuous certification has been recommended and is being implemented	
Asset Management Plans	Maintain Asset Management Plans for all infrastructure assets	Internal Stakeholders	INF1	Inform Consult	Asset Management Plans provide budgeting and decision making process for asset renewal, replacement and new works	Basic plans only, these require review and further development	
Capital Works Planning	Detailed 5 year forward capital works requirements	Internal Stakeholders	EXC1 INF1	Inform Consult Involve	5 Year Capital Works Plan prepared for future budget considerations by January annually	Achieved	
Infrastructure Funding	Sustainability of existing assets maintained	Internal Stakeholders	EXC1 INF1	Inform Consult	>80% of funding budgeted annually for asset renewals and replacements as per AMP's	Achieved	
Project Management	Maintain Project Management Framework	Internal Stakeholders	EXC2 INF1	Inform Consult	Project management plans, controls and reporting implemented and reviewed every 6 weeks by Project Control Group	Achieved	
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1 INF1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Reviewed monthly Achieved	

SECTION DISASTER MANAGEMENT

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

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



SOUTH BURNETT
REGIONAL COUNCIL

Water & Wastewater Operational Plan 2016-17

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



SECTION WATER & WASTEWATER ADMINISTRATION						
Mission: To provide management and administration support services to promote the activities of the branch						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Customer Service	Responses to customer requests	Customers and Council	EX06	Inform	Responses to enquiries and requests for service within Customer Service Standards	Responding to enquiries, complaints and requests as per CSS
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve Collaborate	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	In-progress for 2017/18 and beyond Achieved Ongoing - quarterly budget reviews completed as required with regular additional assessments completed on adhoc basis
Capital Works Planning	Detailed 5 year forward capital works requirements	Internal Departments	EXC1 INF1	Inform Consult Involve	5 Year Capital Works Plan prepared for future budget considerations by January annually	Complete
Program Planning & Coordination	Continuous planning and coordination of works programs to align resources	Internal Stakeholders	INF1	Inform Consult	Works programs developed within one month of budget adoption to ensure effective utilisation of resources and delivery of budget	Achieved
Branch Meetings	Regular Coordinator and Supervisor meetings	Internal Stakeholders	EXC2	Inform Consult Involve	Coordinators/Engineer monthly Coordinators and Supervisors quarterly Branch 6 monthly	Achieved - ongoing
Asset Management	Asset Management Plan implementation	Internal Stakeholders	INF1	Inform Consult	Asset Management Plans implemented into infrastructure operations and management	From a WWW perspective this is part of our day to day management and forward planning.

SECTION WATER & WASTEWATER ADMINISTRATION

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Infrastructure Planning	Planning to determine future needs of water and wastewater systems	Internal Stakeholders	EXC1 INF1	Inform Consult	Future works and needs determined and budgeted for in long term financial plans	Achieved

SECTION RETICULATION

Mission: To provide water and wastewater networks which meet customer service standards through a planned and proactive approach

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review	
Programmed Maintenance	Delivery of programmed maintenance in accordance with budget	Internal Stakeholders	INF1	Inform Consult	Decrease in reactive maintenance costs	Increase in main breaks and subsequently costs over last quarter due to dry weather.	
Reactive Maintenance	Service sewer blockages and water main breaks	Internal Stakeholders	INF1	Inform Consult	Customer Service Standards met – 95% compliance	Achieved	
Capital Works	Completion of Capital Works Program	Internal Stakeholders	INF1	Inform Consult	Capital works program completed as scheduled and within budget	2016/17 projects in progress	
Program Planning, Design and Coordination	Construction Design	Internal Stakeholders	INF1	Inform Consult	Construction program developed within one month of budget adoption Designs completed 3 months in advance of project commencement	Achieved	
New Connections	Service delivery of new connections	Applicants	EX06	Inform Consult	All connections in accordance with Customer Service Standards timeframes	Achieved	

SECTION		TREATMENT & QUALITY	
Mission: To maximise and optimise the performance of treatment plant systems through proactive improvements and preventative maintenance			
Significant activities and services			
Function	Description	Customer(s)	Link to Corporate Plan
Performance Measurement			
	Key Performance Indicator	Engagement Level	Quarterly Review
Capital Works Program	Completion of Capital Works Program	Internal Stakeholders	INF1
			Inform Consult
Legislative Compliance and Monitoring	Statutory reports of results and compliance	Queensland Government and Federal Government	ENV1 INF1
			Inform
Treatment Plants, Reservoirs and Chlorination	Operate and manage facilities	Internal Stakeholders	EXC2 INF1
			Inform Consult
Dams and Weirs	Operate and manage dam and weir facilities within regulations	Queensland Government and Council	EXC2 INF1
			Inform Consult
Recycled Water	Supply of recycled water to community and sporting groups	Community and sporting groups and Council	INF1
			Inform Consult
			Capital works program completed as scheduled and within budget
			Statutory timeframes for reporting achieved
			Compliance with licence conditions 95% Water quality targets met
			Compliance with Dam Safety Regulations
			Recycled water available within climatic restraints and licence conditions
			Major treatment plant upgrades complete. Sewer relining will be bulk tendered with 17/18 budget.
			SWIM data submitted on time DWQMP review completed and approved by Regulator DWQMP audit completed late January 2017 Annual DEHP licence report submitted
			Water Quality targets met where possible however some can't be controlled such as THMs
			EAP approved for Gordonbrook October 2016 Inspections completed as per EAP, SOPs and O&M Manual
			Supplying Class A water to Kingaroy Golf Club, Sporting Fields & Showgrounds since November 2016 Tender out for plants at Wondai & Murgon Recycled Water Use Agreements being negotiated in Proston, Murgon & Wondai

SECTION TREATMENT & QUALITY

Mission: To maximise and optimise the performance of treatment plant systems through proactive improvements and preventative maintenance

		Significant activities and services			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Water Quality	Maintain water quality in accordance with relevant guidelines	Community and Council	EX06 INF1	Inform	Compliance with public health requirements and requests responded to within Customer Service Standards timeframes	KPI reporting completed and accepted by Regulator KPI data published on internet as required



SOUTH BURNETT
REGIONAL COUNCIL

Design & Technical Services Operational Plan 2016-17

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



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

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

SECTION MATERIALS LABORATORY

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

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



Roads & Drainage Operational Plan 2016-17

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



SECTION ROADS & DRAINAGE ADMINISTRATION

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Customer Service	Responses to customer requests	Community and Internal Stakeholders	EX06	Inform	Responses to enquiries and requests for service within Customer Service Standards	Customers are responded to after an inspection
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EX01	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Capital and Operating budgets are responded to at the end of each month Achieved
Program Planning & Coordination	Continuous planning and coordination of works programs to align resources	Internal Stakeholders	INF1	Inform Consult	Works programs developed within one month of budget adoption to ensure effective utilisation of resources and delivery of budget	All capital projects are programmed. Routine maintenance is undertaken on a progressive area basis to minimise travel costs. Urgent road defects are made safe by signage and spot maintenance. The Shepherd Services Method has been adopted
Branch Meetings	Regular Coordinator and Supervisor meetings	Internal Stakeholders	EX02	Inform Consult Involve	Coordinators and Supervisors monthly Branch 6 monthly	Nanango Roads Branch office staff meet on 3 monthly cycle. Monthly supervisors meetings are with capital and maintenance teams
Asset Management	Asset Management Plan implementation	Internal Stakeholders	INF1	Inform Consult Involve	Asset Management Plans implemented into infrastructure operations and management	Inspection of road condition to determine renewal, reseal, Rehab and gravel re-sheet programs. About to introduce RACAS

SECTION CONSTRUCTION

Mission: To deliver a construction program of new works, upgrading and renewals across the road and drainage networks

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Transport Infrastructure Development Scheme	Completion of Capital Works Program jointly funded by the Council and TMR	External / Internal Stakeholders	INF1	Inform Consult Involve	Capital works program completed as scheduled and within budget	Annual program completed on schedule 100% of budget expended
Roads to Recovery Program	Completion of Capital Works Program funded by the Australian Government Roads to Recovery Program	External / Internal Stakeholders	INF1	Inform Consult Involve	Capital works program completed as scheduled and within budget	Annual program completed on schedule
Road and Drainage Program	Completion of Capital Works funded by General Revenue	Internal Stakeholders	INF1	Inform Consult Involve	Capital works program completed as scheduled and within budget	Annual program completed on schedule within 95% of budget
Capital Works Planning	Detailed 5 year forward capital works requirements	Internal Stakeholders	EXC1 INF1	Inform Consult Involve	5 Year Capital Works Plan prepared for future budget considerations by January annually	Completed

SECTION MAINTENANCE

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

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

SECTION CONTRACTS

Mission: To provide services across the State controlled road network on behalf of the Department of Transport and Main Roads

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review	
Road Maintenance Performance Contract (RMPC)	Undertake maintenance activities on the State road network for the Queensland Government Department of Transport and Main Roads	External Stakeholders	INF1	Inform Consult Involve	Completion of works to specification and in accordance with the RMPC contract	Expenditure within 5% of budget	
Queensland Transport and Roads Investment Program (QTRIP)	Completion of capital works funded by the Queensland Government Department of Transport and Main Roads	External Stakeholders	INF1	Inform Consult Involve	Completion of works to specification and in accordance with contracts	Projects are within program timeframes and budget	

Resolution:

Moved Cr RLA Heit, seconded Cr RJ Frohloff.

That the Officer's Recommendation be adopted.

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

4.2.3 G - 2373873 - Requesting Council nominate any 2018 Show or Special Holidays by completing form online by 11 August 2017

Summary

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

Officer's Recommendation

That Council apply for the Monday of the 2018 Royal National Exhibition, Brisbane as the 2018 Show Holiday for the South Burnett Regional Council area.

Resolution:

Moved Cr RJ Frohloff, seconded Cr DA Potter.

That the Officer's Recommendation be adopted.

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

4.2.4 2017-19 Works for Queensland (W4Q) Program

Summary:

Council recently received advice from the Hon Jackie Trad, Deputy Premier, Minister for Transport and Minister for Infrastructure and Planning that the South Burnett Regional Council has received an allocation of \$4,385,000 under the State Government's 2017-2019 Works for Queensland Program.

Councillors along with senior staff have reviewed a list of projects that meet the criteria for the program and allocated funds as follows:

Project	Locality	Type	Approx. cost \$
Drainage Works			
Parker Road	Ellesmere	Drainage	100,000

Mant Street	Kingaroy	Drainage	20,000
Williams Road	Benarkin North	Drainage	50,000
Mt Stanley Road	East Nanango	Drainage	10,000
Boonenne Road	Goodger	Drainage	20,000
Coverty Road	Ballogie	Drainage	20,000
Ironpot Road	Ironpot	Drainage	20,000
Mustons Road	Haly Creek	Drainage	40,000
Johnstons Road	Mannuem	Drainage	20,000
Premier Drive	Kingaroy	Drainage	150,000
Home Street	Nanango	Drainage	100,000
Gravel Resheeting & Road Works			
Alice Creek Road	Alice Creek	Gravel resheeting	200,000
Wesslings Road	Murgon	Gravel resheeting	50,000
Bullcamp Road	Bullcamp	Gravel resheeting	50,000
Bullcamp Runnymede Road	Bullcamp	Gravel resheeting	125,000
Dangore Mt Road	Gordonbrook	Gravel resheeting	100,000
Farrers Road, Mondure	Mondure	Gravel resheeting	50,000
Haly Creek Road	Goodger	Gravel resheeting	100,000
Kumbia Back Road	Benair	Gravel resheeting	50,000
Maidenwell Upper Yarraman	Maidenwell	Gravel resheeting	50,000
Redvale Road	Booie	Gravel resheeting	75,000
Weens Road	Kingaroy	Gravel resheeting	100,000

Wicks Road	Gordonbrook	Gravel resheeting	50,000
T H Burns Road/Coverty	Ballogie	Realign Corner	240,000
Wooroolin Carpark	Wooroolin	Seal and linemark	80,000
Footpaths			
Haly Street	Kingaroy	Footpath	250,000
Rodney Street	Proston	Footpath	30,000
Haly Street	Wondai	Footpath	100,000
Murgon Footpath	Murgon	CBD footpath	260,000
Building Works & Parks			
Kingaroy Town Hall Forecourt	Kingaroy	Spotlight Replacements & Painting	80,000
Kingaroy Town Hall	Kingaroy	Stage Lights Upgrade & Foyer area curtains	45,000
Kingaroy Depot	Kingaroy	Work Shop Lights Replacement	35,000
Kingaroy Visitors Information Centre	Kingaroy	Re-sheet roof over Museum Section (safety mesh) & air conditioner replacement	200,000
Wondai Pool – replace chair lift for main pool	Wondai	Replace chair lift for main pool; replace roof over amenities & canteen area	75,000
Wondai Administration Complex	Wondai	Wondai Administration Complex -repaint roof	70,000
Ringsfield House	Nanango	Church external paint and paint picket fence; Fire truck shed timber repairs; coach house roof & replace timber battens	97,000
Nanango Swimming Pool	Nanango	Fence replacement; external paint front entry & sections of interior; internal wall repair; anti slip tiles to be replaced; replace chair lift	90,000
Nanango Administration & Library Building:	Nanango	Re-configure and replace roof; replace air conditioners & internal & external paint	650,000

Boondooma Homestead	Boondooma	Caretakers residence and Admin building floor coverings to be replaced; external paint; stone mason's building needs repairs	90,000
Murgon Town Hall	Murgon	Renewal of loading dock area and security lighting to back area	10,000
Lady Bjelke-Petersen Community Hospital	Kingaroy	Install fibre optic cable & associated IT equipment	25,000
Kingaroy Aerodrome	Kingaroy	Relocate generator as per original plans to service all airport critical infrastructure	30,000
Kingaroy Aerodrome	Kingaroy	Replace tiles in Terminal floor	10,000
Mount Wooroolin	Kingaroy	Replace bollards with post and rail (welded)	13,000
Rotary Park	Kingaroy	Replace bollards with post and rail	12,000
Gordonbrook Dam	Gordonbrook	Create area for day users and remove toilet	15,000
Dingo Park	Wondai	2 shelters and pathing	55,000
Bollards		Install bollards at Memerambi, Wooroolin, Wondai Rest areas and Murgon Industrial area	20,000
Boondooma Dam	Boondooma	Install new power heads, repair/replace water and electricity service	56,000
Murgon Youth Park	Murgon	Pathing and garden bed replacement	20,000
Kingaroy Aerodrome	Kingaroy	Replace roof	117,000
BP Walking Track	Kingaroy	Rubber under fitness equipment	30,000
O'Neill Square	Kingaroy	Install guttering on sound shell	30,000
			\$ 4,385,000

These projects now need to be submitted for approval to the Department of Infrastructure, Local Government and Planning by the end of July.

Motion:

Moved Cr KM Campbell, seconded Cr KA Duff.

That The Chief Executive Officer be authorised to finalise the application forms for the 2017-19 Works for Queensland Program and lodge the above projects for approval by the Department of Infrastructure, Local Government and Planning.

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

5. Portfolio - Roads & Drainage

5.1 Roads & Drainage Portfolio Report

Summary

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

Officer's Recommendation

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

Resolution:

Moved Cr GA Jones, seconded Cr RJ Frohloff.

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

Works are continuing on the following projects:

- *Franks Road seal widening*
- *Bunya Highway/Taylor's Road Intersection upgrade*
- *Silverleaf Road reconstruction of rough sections*
- *Ironpot Road gravel resheeting*
- *Footpath installation along Ivy Street Kingaroy*
- *Shoulder sealing along Ellesmere Road*

Works are commencing on the following projects:

- *Reconstruction of a rough section of Crumpton Road Blackbutt*
- *Reconstruction of the laneway beside Kingaroy Town Hall*
- *Footpath installation along Coulson Street Blackbutt*
- *Footpath installation along King Street Nanango*
- *Reconstruction and widening of a section of Corndale Road Memerambi*
- *Shoulder regravelling along Mt Stanley and Runnymede Road Nanango*

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

5.2 Roads & Drainage (R&D)

Officer's Reports

5.2.1 Upgrade to Kratzmann's Road Windera

Summary:

Approval is sought for Council to make an application under the Federal Government's "Regional Jobs and Investment Packages Local Infrastructure Stream" for an upgrade to Kratzmann's Road, Windera. The total estimated cost is \$350,000. If Council is successful in the application for 50% grant funding for the project, it will partner with several rural industries in the area in contributing the balance of \$175,000 required.

Motion:

Moved Cr KA Duff, seconded Cr GA Jones.

That Council lodge an application under the Federal Government's "Regional Jobs and Investment Packages Local Infrastructure Stream" for a project to undertake an upgrade to Kratzmann's Road, Windera and commits to allocating \$175,000 in partnership with local rural industries if the project is successful.

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

5.3 Design & Technical Services (D&TS)

Officer's Reports

5.3.1 D&TS - 2374704 - Minutes of the Traffic Advisory Committee Meeting held on Tuesday 13 June 2017

Summary

The Minutes of the Traffic Advisory Committee Meeting held in the Warren Truss Chamber, Kingaroy of South Burnett Regional Council on Tuesday 13 June 2017 are provided for Council to note and consider.

Officer's Recommendation

That Council endorse the attached minutes and recommendations of the Traffic Advisory Committee held on Tuesday 13 June 2017.



South Burnett
Regional Council

Traffic Advisory Committee Minutes
Tuesday 13 June 2017

Chair: Mayor Keith Campbell

Minutes: Donna Brown

Venue: South Burnett Regional Council, Warren Truss Chamber, Kingaroy

Committee Attendance:

Mayor Keith Campbell (Chair), Cr Terry Fleischfresser, James D'Arcy (SBRC Manager Design & Technical Services), Vince Green (A/Principal Engineer TMR Bundaberg), Russell Rogers (Snr Advisor Traffic & Road Safety TMR Bundaberg), Donna Brown (Infrastructure Support Officer), Renee Taylor (TMR Customer Service Manager Kingaroy), Snr Sgt Lance Gutehrige (OIC QPS Muirgon), Peter Verbakel (QPS Volunteer in Policing), Snr Const Brendan Seymour (Dalby Road Policing Unit)

Apologies (Committee Member):

Stephen Hegedus (SBRC A/General Manager Infrastructure), Cr Gavin Jones, Wayne Crofts (TMR Manager Road Safety Southern Region), Maree Shepherd (Safety Officer, TMR Bundaberg), Travis Cramb (OIC Kingaroy QAS), Snr Constable Adam Entwistle (QPS Kumbia), A/Snr Sgt Scott Prendergast (A/OIC QPS Kingaroy), Snr Const Jade Miller (Dalby Road Policing Unit), Sgt Mark Woitowitz (OIC Dalby Road Policing Unit) (QPS).

Agenda Item	Action Summary	Responsible Officer	Due Date
Welcome and Apologies (Cr Campbell - Mayor)	All members welcomed. Apologies recorded.	n/a	n/a
Confirmation of previous minutes (Cr Campbell - Mayor)	Moved by Cr Terry Fleischfresser seconded Brendan Seymour that the Minutes of the previous Traffic Advisory Committee meeting held 14 March 2017, as recorded is confirmed.	n/a	n/a
Business Arising from Minutes of Last Meeting	<p>Action: Bunya Highway, Memerambi - re: Speed limit through Memerambi Village - (TMR)</p> <ul style="list-style-type: none"> TMR advised action has been completed and 60 km per hour speed signs have been erected on the Bunya Highway at Memerambi. <p>Status: Complete</p>		



South Burnett
Regional Council

Traffic Advisory Committee Minutes
Tuesday 13 June 2017

	<p>Action: Bunya Highway, Kumbia - re: Zebra Crossing - (SBRC)</p> <ul style="list-style-type: none"> - James D'Arcy advised SBRC have undertaken some survey and design work in relation to this site. Children's crossing will be installed closer to the school and two (2) pram raps have been installed. - Linemarking will be carried out soon to reinstate the angle parking and also create new disabled parking. The design will be completed within the next couple of weeks. - Mayor Keith Campbell requested SBRC liaise with the Principal of the school before any linemarking is completed. - James D'Arcy also confirmed footpath, kerb and extensions will be carried out next financial year. <p>Status: Complete</p>		
	<p>Action: Champneys Rd, Crawford (off Bunya Hwy) - re: Liaison with property owners - (SBRC)</p> <ul style="list-style-type: none"> - SBRC have made contact but will need to follow up with property owners. <p>Status: Current - Referred to September TAC meeting. SBRC are waiting to hear back from property owners fronting Champneys Rd about the proposed closure of the direct access to the Bunya Highway west of Redmans Hill and subsequently advise TMR.</p>	SBRC	12/09/17
	<p>Action: Gayndah Road, Murgon between Crownthorpe Road turnoff and Paul Holznagel Road - re: Speed Reduction - (TMR)</p> <ul style="list-style-type: none"> - Russell Rogers advised there is no requirement for the reduction of speed limit. There is also no requirement for any signage to be upgraded. The existing signage is appropriate. All signage is in accordance with MUTCD. - SBRC to provide Cr Duff with an update on this outcome. Cr Duff is to communicate with Mark Smith the outcome. This is now closed. 		



South Burnett
Regional Council

Traffic Advisory Committee Minutes
Tuesday 13 June 2017

	<p>Status: Complete</p>		
	<p>Action: Wondai Road, Proston - re: Request for speed review - (TMR)</p> <ul style="list-style-type: none"> - Russell Rogers advised changes have been made by erecting a "60 km ahead" sign to allow motorists warning of the change in speed. <p>Status: Complete</p>		
<p><i>General Business</i></p>	<p>Item 1 - Bunya Highway, Wooroolin - re: Review of speed limited zone - (QPS Dalby)</p> <ul style="list-style-type: none"> - Brendan Seymour advised the Northern side of Wooroolin still has 80km per hour sign. The approach 80 sign does not align with the departure 80 sign and Brendan was asking for the two to be opposite each other. TMR are looking to just upgrade it to the new standard where there is a 60 ahead sign installed in lieu of the 80 sign. <p>ACTION: TMR to change Wooroolin signage to new signage scheme. TMR will investigate and report back to September TAC meeting.</p> <ul style="list-style-type: none"> - There was a suggestion to remove the Boggy Creek Road access to the Bunya Highway behind the Wooroolin Hotel. The access is not needed and is only there for convenience, as there is an alternative point of access from Sportsground Road. The suggestion is to close out for both directions (entering and exiting traffic). <p>ACTION: SBRC to remove access from Boggy Creek Road to Bunya Highway for safety reasons.</p>	<p>TMR</p>	<p>12/09/17</p>
	<p>Item 2 - Main Street, Hivesville - re: Proposed new Speed camera site in Main Street, Hivesville (60km/h zone) - (QPS Dalby)</p> <ul style="list-style-type: none"> - Brendan Seymour advised there were a number of crashes reported at this intersection. - Currently the speed zone is 480 meters long. Brendan Seymour suggested this speed 	<p>SBRC</p>	<p>12/09/17</p>



South Burnett
Regional Council

Traffic Advisory Committee Minutes
Tuesday 13 June 2017

		TMR	12/09/17
<p>zone be lengthened.</p> <p>ACTION: TMR to investigate current signage and zoning and provide update at September TAC meeting.</p> <p>Item 3 - Sgt WOITOWITZ from Dalby Road Policing Unit will have members of the TAC meeting sign proposed new camera sites from last meeting - (QPS Dalby)</p> <ul style="list-style-type: none"> - Brendan Seymour advised the "Proposed New Camera Sites" Document from the last Traffic Advisory Committee meeting will need to be signed at end of this meeting. - All present agreed to sign. <p>Status: Complete</p>			
<p>Item 4 - Signage Intersection Knight & Walter Road, Kingaroy - (TMR Bundaberg)</p> <ul style="list-style-type: none"> - Mayor Keith Campbell identified this intersection is being submitted by SBRC for Blackspot funding. - Russell advised the crash data barely shows a trend. 3 similar crashes reported. Russell has monitored traffic and movements. TMR does not believe new/amended signage will improve the intersection. No signage changes. - Vince confirmed the line marking appears to have been changed. Perhaps line marking can be changed - Vince enquired about traffic counts. Vince requested a copy of the traffic counts. James advised these have been carried out by SBRC for last year's Blackspot submission. - Russell suggested installing a roundabout with black spot funding. TMR have looked at the roundabout plan and advised this is a good option for improvement. - The only issue TMR has would be as to how the rail trail would connect. James advised 			



South Burnett
Regional Council

Traffic Advisory Committee Minutes
Tuesday 13 June 2017

	<p>this will be integrated into the design as part of the project.</p> <ul style="list-style-type: none"> - Discussions surrounding whether the speed limit should be changed from 50 to 60. Brendan advised it is easier for the highways to be explained to the public as 60 km per hour and all other roads in town are 50 km per hour. - It was agreed there would be no changes to speed on Somerset Street. - Russell Rogers confirmed that as new submission is in for roundabout, TMR will monitor this intersection until roundabout is approved and installed. If any trends occur, action may be needed down the track. - Cr Fleischfresser advised the Bunnings development application has been submitted and this will generate more traffic at the intersection also. <p>Status: Complete - no action at this point in time. Monitoring to continue.</p>		
	<p>Item 5 - Blackspot Funding - (SBRC)</p> <ul style="list-style-type: none"> - All projects will be submitted by SBRC to Vince. These will then be forwarded on to TMR Brisbane Office for further consideration, prior to submitting to the Federal Government. - Walter, Somerset & Knight Streets intersection - proposal to install roundabout. - Youngman & King Street - proposal to create T-intersection and turn lanes into King Street. John Street will be turned into cul de sac (no through movement) at King Street intersection. The power pole will need to be relocated. This has been taken into account as part of the project. - Nanango Showgrounds intersection, Drayton Street & Cairns Street - proposal to create right turn lane to assist with heavy vehicle turning movements on to the industrial bypass through Nanango. Shoulder work will also be carried out. - D'Aguilar H'way/Rogers/Industrial intersection - TMR have funded the project under the 		



South Burnett
Regional Council

Traffic Advisory Committee Minutes
Tuesday 13 June 2017

	<p>Targetted Road Safety Program (TRSP) and the intersection has been funded in the next financial year. This will be upgraded and the proposal is to install a roundabout.</p> <p>Status: Complete</p>		
<p><i>Report from Agencies</i></p>	<p>11.10 Lance Guteridge entered meeting.</p>		
	<p>QPS - Brendan Seymour advised no further update.</p> <p>QLD Transport - no representation from QLD Transport.</p> <p>TMR - Russell Rogers</p> <ul style="list-style-type: none"> - Memerambi Rail Trail - Russell advised during the recent road safety audit undertaken as part of speed reduction, it was identified where the existing rest area hut or shelter area is, there is a footpath directing the general store/road corridor. TMRs suggestion would be to install pedestrian or cyclist sign/bollard or barricade (walk through or ride through handrail). - James D'Arcy advised Greg Griffiths and Mike Chambers have previously met in relation to the Rail Trail. TMR to speak with Mike Chambers about previous discussions. <p>ACTION: TMR to speak with Mike Chambers in relation to signage/barricade between shelter and road corridor</p> <ul style="list-style-type: none"> - Boondooma Dam Road - entrance to the dam. Previously it was agreed between Sunwater and Council that Council is responsible for the last 2km's of Boondooma Dam Lookout Road. Speed restriction signs/signage is unclear for motorists. James was unsure of this outcome and Russell Rogers advised approximately four (4) months ago Russell Rogers outlined Sunwater's comments to Russell Hood. Russell Rogers advised he will forward on the e-mail to James for his consideration and comment. <p>ACTION: SBRC (Ramesh) to provide report of his speed zone assessment at Boondooma Dam. TMR (Russell Rogers) will provide SBRC (James D'Arcy) with e-mail communications between Sunwater & Russell Hood.</p>	<p style="text-align: center;">TMR</p>	<p style="text-align: center;">12/09/17</p>



South Burnett
Regional Council

Traffic Advisory Committee Minutes
Tuesday 13 June 2017

<ul style="list-style-type: none"> - Bunya Mountains Road - Speed Management Review - Russell Rogers advised of recent Speed Management investigation after Wayne Kratzmann & Adam Entwistle raised concerns of the speed limit on Bunya Mountains Road, Bunya Highway end. - The proposal is to extend 60km per hour zone by 1 kilometer because of the road's terrain. No changes to 100km per hour zone, but to just extend 60km per hour zone. Speed survey in March to provide vehicle trend. Shorten 100 km zone to 1.6 km. - The committee agreed to this amendment to the speed zone and amendment to signage. 	<p>ACTION: TMR will amend speed zone and erect new signage.</p> <ul style="list-style-type: none"> - Russell advised TMR have recently carried out light tree clearing to expose guide posts and signage on Maidenwell Bunya Mountains Road, from Maidenwell through to Dandabah. - Russell advised TMR have installed street light at the zebra crossing on Haly Street, Kingaroy. <p>TMR - Vince Green</p> <ul style="list-style-type: none"> - Murgon Gayndah Road intersection on the Burnett Highway - The project (as part of the Safe Roads Sooner) has commenced. TMR advised a right turning lane will be installed on the Burnett Highway. This work will be completed in the next couple of weeks. - Bunya Mountains Road. Major works were going to be carried out to include signage, kerb widening, road widening to two (2) lanes and clearing in National Park area. Unfortunately this job has been delayed as investigations indicated the road wasn't in the road reserve but it was in the National Park and that the road had to be re-gazetted. This road has now been re-gazetted and works will re-commence shortly. 	<p>TMR</p> <p>12/09/17</p>
<ul style="list-style-type: none"> - Vince requested Council to propose any projects that may be on state controlled roads to 		



South Burnett
Regional Council

Traffic Advisory Committee Minutes
Tuesday 13 June 2017

	<p>assist vulnerable users as part of Road Safety Program and TMR can submit projects.</p> <ul style="list-style-type: none"> - James to co-ordinate with staff and bring back for future consideration. <p>ACTION: SBRC (James) to provide any sites which may be suitable under the Road Safety Program.</p> <ul style="list-style-type: none"> - Russell Rogers advised he will send any correspondence in relation to traffic/road safety to Jeff Stephan and James D'Arcy in Russell Hood's absence and until a General Manager Infrastructure is appointed. <p>QAS - No representation from QAS.</p>	SBRC	12/09/17
<i>Next Meeting</i>	<p>Next meeting to be held: Tuesday 12 September 2017 @ 10:00 am South Burnett Regional Council Chambers, Kingaroy</p>		
<i>Meeting Closed</i>	<p>Mayor Keith Campbell thanked all for their attendance. Meeting Closed: 11:33 am</p>		

Resolution:

Moved Cr TW Fleischfresser, seconded Cr GA Jones.

That the Officer's Recommendation be adopted.

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

5.3.2 D&TS - 2364847 - Requesting Council's views or requirements by 1 August 2017 in relation to the application for Proposed Permanent Road Closure of land adjoining Lot 20 RP32431

Summary

An application has been received for a permanent road closure over a portion of Unnamed Road, Brooklands. The section of road is located at the Old Station Road and Mill Street intersection and is approximately 1420m² in size. The proposal is to amalgamate this portion of road reserve with adjacent Lot 20 on RP32431 for the purpose of access.

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 Unnamed Road, Brooklands. The available land is to be amalgamated with Lot 20 on RP32431 for the purpose of access.

Resolution:

Moved Cr GA Jones, seconded Cr RJ Frohloff.

That the Officer's Recommendation be adopted.

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

5.3.3 D&TS - 2378505 - Blackbutt Memorial Hall - Provision of Infrastructure

Summary

In June 2016 Council approved a Development Permit for the relocation of the Blackbutt Memorial Hall which included the provision of various infrastructure requirements which were to be shared between the developer and Council.

Subsequently the design for the external works to be undertaken by Council was completed and an estimate of cost indicated that approximately \$460,000 would be required to:

- Provide a Water Main and Sewer Main to the site
- Provide Stormwater Management to the site

- Provide an access to the site from existing road carriageway
- Provide carparking including a disabled car space, signage and linemarking
- Public lighting and
- Landscaping

Council allocated \$250,000 from its 2016/2017 plant and fleet budget (by deferring the purchase of an item of plant) and lodged an application under the state government's "Building Better Regions" program for a matching \$250,000 to undertake the above works. Council's 2017/2018 capital works budget was framed on this basis.

Advice has now been received that we were unsuccessful with our application. Consequently the adopted capital works program will need to be amended to allow the above works to be completed.

The estimate has been reviewed and has been confirmed at \$460,000 less the contribution of \$50,000 required to be paid by the developer. This means the actual project cost to Council will be approximately \$410,000.

Funding of \$250,000 has already been allocated to the project leaving a balance of \$160,000 to be reallocated.

A review has been carried out of our unspent capital funds from 2016/2017 and our proposed 2017/2018 capital program and it has been ascertained the following funds are available to be reallocated:

- \$70,000 is available from the 2016/2017 Water and Waste Water Capital Budget to cover the cost of providing the water and sewer mains.
- \$75,000 is also available from the 2017/2018 Property Capital Budget as two (2) projects have been reallocated
- The balance of \$15,000 will be either taken from carry over capital funds once the final reconciliation for 2016/2017 is completed or from our restricted cash.

Officer's Recommendation

That Council's 2017/2018 capital works budget be amended as follows:

- The project cost for provision of infrastructure to the relocated Blackbutt Memorial Hall be reduced from \$500,000 to \$460,000
- Funding sources be amended to remove grant funding and replace with Council revenue sources
- The Chief Executive Officer be authorised to make the relevant changes once the final reconciliation of available funds are completed for the 2016/2017 financial year

Resolution:

Moved Cr TW Fleischfresser, seconded Cr GA Jones.

That the Officer's Recommendation be adopted.

*Carried 6/1
FOR VOTE - Cr KM Campbell (Mayor), Cr RJ Frohloff, Cr GA Jones,
Cr DA Potter, Cr TW Fleischfresser, Cr KA Duff
AGAINST VOTE - Cr RLA Heit*

ADJOURNMENT:

Motion:

Moved Cr RJ Frohloff, seconded Cr TW Fleischfresser.

That the meeting adjourn for twenty (20) minutes

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

During the adjournment a citizenship ceremony was held for:

Amelita Prodigalidad
Annalisa Foods
Clarissa Robas
George Padinjarethalackal
Crisselda Dizon
Harris Dizon
Charisse Dizon
Stefano Radici

RESUMPTION:

Motion:

Moved Cr TW Fleischfresser, seconded Cr DA Potter.

That the meeting resume at 10.49am with attendance as previous to the adjournment

*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:**Customer Contact Statistics for 2016/17**

During 2016/17, the customer contact front counter staff across the service centres of Blackbutt, Nanango, Kingaroy, Wondai and Murgon received 27,826 calls to the Council 4189 9100 number. Customer contact staff furthermore issued 20,117 receipts to customers over the counters.

Customer requests are an important element of Council's day to day operations with 14,876 customer requests and applications processed during 2016/17. Of the 29 categories to which a customer request can be located, the following 10 are a sample of the statistics that will be provided in Council's 2016/17 Annual Report:

Customer requests relating to	Number processed 2016/17
Animals	1,449
Roads	1,353
Water Supply	1,118
Waste Collection	555
Mowing	521

Applications relating to	Number received 2016/17
Plumbing	1,681
Searches	1,406
Enforcement - Impound	716
Enforcement – Local Laws	587
Cemeteries	311

Council provides community halls across the South Burnett receiving bookings for Kingaroy (2), Maidenwell, Nanango, Wondai, Proston and Murgon. During 2016/17, customer contact processed 1212 bookings as follows:

Location	Number processed 2016/17
Kingaroy	530
Wondai	233
Nanango	215
Murgon	106
Proston	90
Maidenwell	38

Community Grants Program statistics for 2016/17

Council delivers a valuable community grants program which last financial year once again assisted many not for profit community organisations. I am pleased to present a sample of the assistance provided for 2016/2017:

<i>Funding</i>	<i>Number assisted</i>	<i>Total funding amount</i>
<i>Community Events</i>	<i>62 organisations</i>	<i>\$62,370</i>
<i>Equipment Purchases and Upgrades</i>	<i>11 organisations</i>	<i>\$16,410</i>
<i>Regional Arts Development Fund</i>	<i>7 organisations</i>	<i>\$14,130</i>
<i>Organisational Operational Costs</i>	<i>18 organisations</i>	<i>\$13,343</i>
<i>Mayor's Community Benefit Fund (excluding the donation to the Lady Bjelke-Petersen Community Hospital)</i>	<i>3 organisations</i>	<i>\$6,003</i>
<i>School awards nights and P&C initiatives</i>	<i>10 schools</i>	<i>\$4,300</i>
<i>Elite Performance Assistance</i>	<i>5 individuals</i>	<i>\$3,500</i>

Community Grants Program Round 1 for 2017/18

I would like to encourage our local community organisations to prepare their applications for the various grants that will be open during August. Council, in recognising the important contribution our organisations make to the region, is providing round one (1) funding for local events, one off-projects, community hall public liability insurance and healthy community programs. I would also like to remind community organisations that they can apply year round for in-kind assistance and Councillor discretionary funding. Additionally, youth who are based in the region are able to apply year round for the Elite Performance Youth Grants. For all the information, application forms and contact details, please go onto Council's website or give Council a call.

Regional Arts Development Fund Information Sessions

I am very much looking forward to meeting the local artists in our community as the Regional Arts Development Fund Management Advisory Committee travels around the region next week to provide information sessions on how to access the Fund. The sessions will be at Blackbutt and Nanango on the 24th, Proston on the 25th, Kingaroy on the 26th and Murgon and Wondai on the 27th of this month.

Environmental Health:**State Government's Dog Breeder legislation**

I know that Council has provided a stream of information to the community in relation to the State Government's Dog Breeder legislation which came into effect this year on the 26 May however as a reminder to anyone with a female dog that has a litter, you as the owner, are now classed as a breeder. A Supply Number must be obtained from the Department of Agriculture and Fisheries (DAF) within 28 days of the litter being born. Breeders can register for free online at qdr.daf.qld.gov.au. Alternatively, you can call 13 25 23 to register over the phone or request a hard copy application form. This in affect means that all persons giving away, supplying, selling or advertising dogs or puppies must have a Supply Number that identifies the registered breeder of that dog. This Supply Number must be included in any advertising or promotional information associated with giving away, supplying or selling a dog born after the 26 May 2017.

More information can be obtained by visiting the Biosecurity Queensland website at www.biosecurity.qld.gov.au or call 13 25 23.

RSPCA Desexing Initiative

I am happy to announce that "Operation Wanted", the RSPCA yearly statewide desexing initiative, commenced this month and is available this year until 31 August 2017.

Desexing prices at participating vets are discounted some 20% during this campaign. Animal owners are encouraged to be responsible and arrange for their pets to be desexed during this program.

For more information and how to find your local participating vets go to www.operationwanted.com.au.

Tourism:

On Friday I had the pleasure of going to Brisbane and helping with Regional Flavours along with the Mayor, Tourism Officer Julie Foley and South Burnett Food Ambassador Jason Ford. There was a great showcase of South Burnett food and wine on show in the South Burnett area and I was very proud of everyone including the volunteers who worked tirelessly over the weekend. Thank you to everyone involved.

*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 KA Duff.

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

Planning:

Queensland is now operating under a new planning system

The new Planning Act 2016 replaced the Sustainable Planning Act 2009 (SPA) and came into effect on 3 July 2017. A number of key aspects of the new Act include:

- The current planning schemes remain the principle planning instrument guiding development in the area*
- Council remains the primary decision maker on most development applications.*
- The provisions for code-assessable development have been improved to give everyone greater certainty*

- *Councils are now required to publish the reasons for their decisions.*

Chapter 8 of the new Planning Act outlines how elements under the previous legislation will transition from 3 July 2017. In summary these include:

- *Existing planning schemes remain current and valid under the new planning system. Council's proposed Planning Scheme was prepared under SPA and will be a valid planning scheme under the new system.*
- *Development applications lodged and not decided under SPA will be processed and decided under SPA.*
- *Development permits issued under SPA will continue to have effect.*
- *Any development appeals already underway will continue under SPA.*

Property:

The reroofing of Kingaroy Town Hall Reception Room has been completed. Kingaroy Air conditioning will commission the new air conditioner units in coming weeks and the replacement of the courtyard fence will commence on 31th of July. The new fence will give the courtyard a new look and will be available in August for hire for community and private events.

Council Property Branch is underway with the implementation of the Work for Queensland program. Local builders, painters and plumbers have completed the replacement of decking, joists, posts and hand rails, guttering and storm water pipes on the 1913 Kingaroy Council Chambers, replacement of dry rot timber and painting of pergola and archway at the entrance to Blackbutt Administration Office. South Burnett Fencing has completed the renewal of Drayton Villa's boundary fence. Local painters have also completed painting at Kingaroy Town Common Hall, Maidenwell Town Hall and Proston Town Hall. A local housing removalist has removed Glendon St building and cleaned the site.

Council has awarded contract for building works at Brighthaven units and for the installation of new blinds at the South Burnett Aquatic Centre.

Sanding and repainting Kingaroy Railway building has commenced and is due to be completed by 7th of August.

The expression of interest for the management and operation of Ringsfield House closed on 30th of June 2017. Council officers are working through the responses.

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

7.2 Planning (P&LM)

Officer's Reports

7.2.1 P&LM - 2355866 - Requesting a waiver in Council fees to benefit the growing membership & Community of the Men in Kingaroy Men's Shed

Summary

Council received a written request from the Kingaroy Mens Shed for a 100% waiver of the Plumbing and Building Application Fees for an ablution block to be constructed at Edenvale South Road, Taabinga (and described as Lot 3 SP249643).

Key point summary

- The Kingaroy Mens Shed propose to construct an ablution block at the Mens Shed.
- The ablution block is considered an essential requirement for health at the Mens Shed and will benefit the growing membership and community of the men who utilise the Kingaroy Mens Shed.
- Whilst Council's *Consideration of Applications for reduction in Council's Fees & Charges – Building & Development Applications Policy* allows a maximum of 50% of application fees, Council's practice has been to provide a full fee waiver to community groups.
- Given the application was received in May 2017 this application has been assessed in line with Council's practice of providing a full fee waiver.

Officer's Recommendation

That Council *approves* a 100% waiver of the Building and Plumbing Application Fee associated with the construction of an ablution block (\$1865.00) taking into consideration the community nature of the Kingaroy Men's Shed and retain a document lodgement fee of \$168.00

Resolution:

Moved Cr DA Potter, seconded Cr TW Fleischfresser.

That the Officer's Recommendation be adopted.

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

7.3 Property (P)

Officer's Reports

7.3.1 P - 2358001 - Proposed sale/disposal of land and house known as Lot 8 RP173395, 15 Hunter St and Lot 78 RP173355 18 Bunker Avenue, Nanango

Summary

Council to auction the sale of the land and house known as Lot 8 RP173395, 15 Hunter St and Lot 78 RP173355, 18 Bunker Avenue, Nanango as per Section s227(1)(b) of the Local Government Regulation 2012.

Officer's Recommendation

That Council

1. Will offer by auction the sale of Lot 8 on RP173395, 15 Hunter Street and Lot 78 on RP173355, 18 Bunker Avenue Nanango as per Section s227(1)(b) of the *Local Government Regulation 2012*;
2. delegate authority to the Chief Executive Officer to negotiate the sale of the houses.

Resolution:

Moved Cr TW Fleischfresser, seconded Cr RLA Heit.

That the Officer's Recommendation be adopted.

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

7.3.2 Murgon PCYC

Summary:

Council to consider making a contribution to Murgon Police Citizen's Youth Club (PCYC) Sport and Recreation Get Playing Places and Spaces Grant to assist in the repair to Murgon Squash Courts.

Motion:

Moved Cr TW Fleischfresser, seconded Cr RLA Heit.

That Council contribute \$5,000 towards the Murgon PCYC Sport and Recreation Get Playing Places and Spaces Grant for the repair of Murgon Squash Courts.

*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 GA Jones.

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

The Hivesville Landfill is now full

Users of the Hivesville Landfill are advised that as of Monday 10 July 2017 the landfill is no longer available due to it reaching capacity.

Due to the inevitability that the Hivesville Landfill was going to eventually be full the South Burnett Regional Council demonstrated its commitment to the Hivesville community by constructing a Transfer Station adjacent to the Landfill prior to the Hivesville Landfill reaching the end of its life.

Residents in the Hivesville area can continue to dispose of their waste at the Hivesville Transfer Station.

For disposal of bulk and commercial waste, facility users are asked to contact Council's Waste Services on 4189 9100 for alternative disposal arrangement details.

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

8.2 Water & Waste Water (W&WW)

Officer's Reports

No Report.

8.3 Waste Management (WM)

Officer's Reports

No Report.

8.4 Sport & Recreation (S&R)

Officer's Reports

8.4.1 Nanango Netball Association

Summary:

Nanango Netball Association previously applied for a Sport and Rec grant in 2016/17 and where unsuccessful due to limited funds. Council to consider making a contribution to Nanango Netball Association Sport and Recreation Get Playing Places and Spaces Grant to assist in the replacement of four netball courts and installation of drainage. Council assistance will only be granted if the funding application is successful. The funding will come from Councils operational budget as this is not a Council asset and capital funds are used to fund Council assets only.

Motion:

Moved Cr RJ Frohloff, seconded Cr DA Potter.

That Council contribute \$30,000 towards the Nanango Netball Association application for funding under the Sport and Recreation Get Playing Places and Spaces Grant for replacement of four netball courts and installation of drainage if the grant application is successful.

*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 DA Potter.

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

Coolabunia Saleyards

- *Saleyards staff cleared a total of 2,707 cattle through the Coolabunia dip facility. Two fat & store sales and one Weaner Sale were held in June with a total of 1219 cattle yarded. The*

construction of the catwalk and yards have now been completed under the Work 4 Queensland Government Grant Funding.

- *The Management of the Saleyards and Council's dip facilities are currently out to expressions of interest which will close at 2.00pm on Tuesday the 25th of July 2017.*

Fire Management

- *Burns scheduled for June include reserves in the Maidenwell, Nanango and Gordonbrook areas have been undertaken.*

Feral animal management

A total of 178kg of baits have been distributed throughout the region (90kg pig meat baits, 88kg dog meat baits) and 308 doggone baits sold. 4 Rabbits have been caught and injected and 8 Livestock Callouts have had Council Assistance.

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 and new curtains have been hung which has really lifted the appearance of the cabins. New steps and stringers will be installed on all 9 cabins with cabins 1-3 being completed next week. Work is continuing on the remaining six cabins.*

Boondooma Dam

- *The design for stage one of the drainage project is completed and quoting for materials and services has started and will continue over the coming weeks.*
- *The cabin access design is completed and is out to procurement with construction scheduled for August/September.*

Maintenance at Dams

- *Yallakool Dam - Sanding and maintenance to the picnic tables at day area, gernied toilet block and all the roof of the 9 old cabins. All the gardens around and in pool area have been fertilized and the tennis court has been gernied and cleaned.*
- *Boondooma Dam – General Maintenance of camp grounds, look out area and Caravan Park has been completed and all the mowing has been done.*

Parks & Gardens

Kingaroy

Kingaroy work has been continuing with tree pruning and maintenance. Sand has been replaced with softfall grade sand under swings at Apex Park. There has been replanting of garden beds in the forecourt & CBD as well as a clean up of gardens in the forecourt, Youngman St carpark (behind council offices), Rotary Park & Apex Park.

Staff are also currently working through their winter maintenance program i.e. repainting, oiling park furniture & signs etc. They have also replaced the umbrellas at the Kingaroy forecourt as old ones were torn and untidy.

Murgon, Wondai

Murgon & Wondai winter jobs are well underway with pruning, hedging, de-suckering of park trees, cleaning and restoring of park benches. This includes tidying up all things that we don't get around to during the busy times of the year.

Some capital works performed at Dingo Park in Wondai has seen an upgrade to four road side shelters. A new double stainless steel electric BBQ and BBQ shelter which has been erected along with a 6m X 4m Sheltered Picnic Area.

General Maintenance including mowing of road verges, parks and parklands continues as normal.

Proston

Proston - Staff have repainted all the divider screens for the Caravan Park and garden gutters, all the mowing is done and the hedgers have been trimmed on Blake Street and Collingwood Street and fertilized.

Nanango & Blackbutt

Oiling is finished on all of the park furniture in both towns. The new signs at the Nanango Cemetery have been installed and the septic trench clean up at Maidenwell has been completed. Most action requests have been completed except for those still waiting on contractor's availability. Facility mowing is completed. Repairs have been completed to Benarkin toilets and Nanango gardens after vandalism and traffic accidents and some painting has been completed.

Indigenous Affairs

The Mayor and I and some of the Councillors attended the opening of the Cherbourg Palliative Care Unit organised by the Darling Downs Hospital and Health Board. We also attended the NAIDOC celebration at Cherbourg organised by the Cherbourg Council. The Mayor and I did a spot of dancing to Muddy Flats and a video shared on Facebook has had 4700 views so far.

Our Council held our first NAIDOC celebration in the Kingaroy Forecourt in partnership with some community members. It was very pleasing to see so many people and it was particularly good to see lots of young people at the celebration. I think that it was a great success and that we should consider making it an annual event. Thanks to Cr Danita Potter and Cr Roz Frohloff for helping me to organise the day. There was lots happening during NAIDOC week and I attended 6 NAIDOC celebrations over that period which were all very well attended.

*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 KA Duff.

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

Financial Report

The attached financial statements are as at the 30th of June 2017.

The financial ratios for cash, operating cash, working capital and funded long term liabilities are all within the industry guide.

At financial year end, Council generated a 6% operating surplus ratio; an asset sustainability ratio of 146% and a net financial liabilities ratio of 26%. All of the three (3) ratios are within the local government benchmark.

The proposed financial ratios that were discussed with Council at the recent Portfolio meeting will be included in the July Financial Report for presentation at the August General Meeting.

In terms of the Statement of Financial Position or the balance sheet, cash and cash equivalents are higher as compared to budget mainly due to the \$3.5 Million received by Council in the early part of June that represents the advanced payment for two (2) quarters of the 2017-2018 Financial Assistance Grant (FAG).

With regard to the Comprehensive Income Statement

The actual total operating revenue for FY 2016-2017 amounts to \$67,441,388 (\$67.4 Million) while the actual total operating expenses amount to \$63,363,237(\$63.3 Million).

Operating Surplus at 30th June amounts to \$4,078,151 (\$4.1 Million); this is \$3.1 Million higher than budget mainly due to the two (2) quarters advanced payment received for the Financial Assistance Grant, as earlier mentioned.

The estimated operating result as adopted in the original 2015/2016 budget was \$789,691 while the actual operating result at the time of preparing the report was \$556,335. It should be noted here that all end of year journals are yet to be completed and the financial statements are yet to be audited.

A more complete analysis will be provided to the Audit Committee once the final statements have been prepared.

Capex Report

Actual capital expenditure as at the 30th of June amounts to \$21,206,496 (\$21.2 Million) which is equivalent to 60% of the 2016-2017 revised capex budget. The total actual and year-to-date commitments for capital expenditure amount \$25,894,597 (\$25.9 Million) or 74 % of the total capital expenditure budget for the year.

Works For Queensland Project

As at 30th of June, the actual expenditure amounts to \$1,208,413 (\$1.2 Million) and commitments amount to \$ 564,146 or a total of \$1,772,559 (\$1.8 Million). The year- to- date actual expenditure and commitments represent 42% of the \$4,260,000 (\$4.26 Million) grant.

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

10.2 Finance (F)

Officer's Reports

10.2.1 F - 2377700 - Monthly Financial Statements

Summary

The following information provides a snapshot of Council's Financial Position as at 30 June 2017.


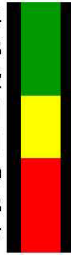



Officer's Recommendation

That the Monthly Financial Report as at 30 June 2017 be received and noted.

Key Financial Ratios

**SOUTH BURNETT REGIONAL COUNCIL
as 30 June 2017**

Financial Scorecard

		<i>SBRC Rating</i>	<i>Industry Guide</i>
1. Cash			
Number of months operating expenditure covered by total cash held	9.0 mths		
			5 mths 4 mths 3 mths 2 mths 1 mth 2 wks 1 wk 0
2. Operating Cash			
Number of months operating expenditure covered by working cash held	4.4 mths		
Working Cash = Cash less Restricted Cash			5 mths 4 mths 3 mths 2 mths 1 mth 2 wks 1 wk 0
3. Working Capital Ratio			
Current Assets / Current Liabilities	4.44		
			1.4 1.3 1.2 1.1 1 0.9 0.8 0.7
4. Funded Long Term Liabilities			
Percentage of Restricted Cash and Long Term Liabilities backed by Cash	64%		
		100% 90 - 99% 80 - 89% 70 - 79% 60 - 69% 50 - 59% 40 - 49% < 40%	100% 90 - 99% 80 - 89% 70 - 79% 60 - 69% 50 - 59% 40 - 49% < 40%
		 Good  Ok  Review	

Statement of Comprehensive Income**Statement of Comprehensive Income**as at 30 June 2017
100% of Year Complete

	2017 \$	Original Budget \$	Amended Budget \$	Variance %
Income				
Revenue				
Recurrent Revenue				
Rates, levies and charges	44,255,995	44,163,446	44,271,407	100%
Fees and charges	4,292,575	4,335,478	4,052,357	106%
Rental Income	476,525	521,645	431,726	110%
Interest received	1,080,903	1,720,166	1,032,715	105%
Sales revenue	5,174,726	3,255,150	4,776,372	108%
Other Income	742,303	461,176	701,476	106%
Grants, Subsidies, Contributions & Donations	11,418,361	7,530,996	7,870,694	145%
	<u>67,441,388</u>	<u>61,988,057</u>	<u>63,136,747</u>	
Capital Revenue				
Grants, Subsidies, Contributions & Donations	11,463,078	10,544,224	11,533,655	99%
Total Revenue	<u>78,904,466</u>	<u>72,532,281</u>	<u>74,670,402</u>	
Total Income	<u>78,904,466</u>	<u>72,532,281</u>	<u>74,670,402</u>	
Expenses				
Recurrent Expenses				
Employee benefits	23,190,698	22,475,373	22,479,692	103%
Materials and services	23,476,818	22,217,186	23,139,867	101%
Finance costs	2,095,009	2,042,350	2,042,350	103%
Depreciation and amortisation	14,600,712	14,463,457	14,463,457	101%
	<u>63,363,237</u>	<u>61,198,366</u>	<u>62,125,366</u>	
Capital Expenses				
	(379,398)	(461,250)	(461,250)	82%
Total Expense	<u>62,983,839</u>	<u>60,737,116</u>	<u>61,664,116</u>	
Net Result	<u>15,920,627</u>	<u>11,795,165</u>	<u>13,006,286</u>	

Statement of Financial Position

Statement of Financial Position

as at 30 June 2017

	2017 \$	Original Budget \$
Current Assets		
Cash and Cash Equivalents	36,609,387	33,080,511
Trade and Other Receivables	7,980,040	6,023,740
Inventories	1,131,591	1,194,663
Total Current Assets	45,721,018	40,298,914
Non-Current Assets		
Trade and other receivables	5,000	-
Property, Plant and Equipment	882,130,996	879,461,585
Intangible Assets	8,641,790	8,044,429
Total Non-Current Assets	890,777,786	887,506,014
TOTAL ASSETS	936,498,804	927,804,928
Current Liabilities		
Trade and other payables	2,859,782	4,578,196
Borrowings	3,889,377	2,436,953
Provisions	3,553,462	3,399,682
Unearned Revenue	-	-
Total Current Liabilities	10,302,621	10,414,831
Non-Current Liabilities		
Borrowings	38,690,504	39,845,689
Provisions	11,886,127	11,844,859
Unearned Revenue	2,218,751	-
Total Non-Current Liabilities	50,576,631	51,690,548
TOTAL LIABILITIES	63,098,003	62,105,379
NET COMMUNITY ASSETS	873,400,801	865,699,549
Community Equity		
Asset Revaluation Surplus	439,516,464	422,246,433
Retained Surplus/(Deficiency)	433,884,337	443,453,116
TOTAL COMMUNITY EQUITY	873,400,801	865,699,549

Resolution:

Moved Cr RLA Heit, seconded Cr RJ Frohloff.

That the Monthly Financial Report as at 30 June 2017 be received and noted.

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

11. Consideration of Notices of Motion

No Report.

12. Information Section (IS)

12.1 IS - 2377618 - Reports for the Information of Council

Summary

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

Officer's Recommendation

That the reports be received.

Resolution:

Moved Cr DA Potter, seconded Cr RLA Heit.

That the reports be received.

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

CLOSED SESSION:

Motion:

Moved Cr RLA Heit, seconded Cr RJ Frohloff.

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 RLA Heit, 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 Tender SBRC 16/17-11 - SES Nanango Office and Training Room Extension.

Motion:

Moved Cr DA Potter, seconded Cr RJ Frohloff.

That the Mayor's report be received

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

13. Confidential Section

13.1 CONF - 2367301 - Tender SBRC 16/17-11 - SES Nanango Office and Training Room Extension

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 Council:

1. accepts the offer under tender reference SBRC 16/17-11 from John Provan Building Pty Ltd for the construction of office and training room at SES Nanango for the amount of \$213,552.90 (including GST).
2. approve the disposal of the existing SES buildings located at George Street Nanango once SES operations have been relocated to the new facility.

Resolution:

Moved Cr RJ Frohloff, seconded Cr TW Fleischfresser.

That the Officer's Recommendation be adopted.

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

There being no further business the meeting was declared closed at 11.37am.

Confirmed before me this day of2017

..... **MAYOR**