



# **SOUTH BURNETT**

## **REGIONAL COUNCIL**

# **Agenda**

of the

# **General Meeting**

**Held in the Warren Truss Chamber 45 Glendon Street Kingaroy**

on Wednesday, 18 January 2017

Commencing at 9.00 am

**Chief Executive Officer: Gary Wall**

### **Our Vision**

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

### **Our Values**

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



# SOUTH BURNETT REGIONAL COUNCIL AGENDA

Wednesday, 18 January 2017

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**1. Leave Of Absence**

Nil.

**2. Prayers**

A representative of the Kingaroy District Ministers Association, Father Trevor Adams, offered prayers for Council and for the conduct of the Council meeting.

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

**3.1 South Burnett Regional Council Minutes**

**Précis**

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

**Officer's Recommendation**

That the minutes of the previous meeting held on Wednesday 14 December 2016 as recorded be confirmed.

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

See Business Function Headings

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

**4.1 Economic Development, Governance and Communications Portfolio Report**

**Document Information**

**IR No** 1695467

**Author** Mayor, South Burnett Regional Council

**Date** 16 January 2017

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**Précis**

Economic Development, Governance and Communications Portfolio Report

**Summary**

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

**Officer's Recommendation**

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

## **4.2 Governance (G)**

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

#### **4.2.1 G - 1699082 - Operational Plan 2016-17 Progress Report for October - December Quarter**

#### **Document Information**

**IR No** 1699082

**Author** Manager – Social & Corporate Performance

**Endorsed By** General Manager Corporate Services

**Date** 10 January 2017

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#### **Précis**

Operational Plan 2016-17 Progress Report for October - December Quarter

#### **Summary**

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

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

That the Operational Plan 2016-17 the progress report for the October - December Quarter be adopted.



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

## **Executive Services Operational Plan 2016-17**

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



SECTION EXECUTIVE SERVICES						
Mission: To promote and support good governance in the organisation's performance compliant with relevant legislation						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Promote and support good governance activities.	To provide management and administration support to promote and support governance branch activities.	Internal and External Stakeholders Community	EXC4	Inform Consult Involve	Delivery of Council meeting administration compliant with legislation Policies are reviewed within relevant timeframes	On target  On target
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	Budget Preparation has commenced  December Quarterly Review Completed  48.5% of Capital Budget Completed or committed by 30 November 2016



**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
Sustainable Financial Management	Review Organisational Structure to ascertain appropriate levels of staffing for delivery of services	Internal Stakeholders	EXC1 EXC3	Inform Consult Involve	Organisational structures to be reviewed quarterly to ascertain relevance to operational needs.	Structure reviewed in December
	Undertake an efficiency/productivity audit on selected Council operations	Internal & External Stakeholders	EXC1	Inform Consult Involve	Staff levels reviewed & monitored to achieve savings identified in budget (\$350,000).	Accumulative Savings achieved by the December quarter are approximately \$470,000



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

## **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
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
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

**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	

**SECTION WORKPLACE HEALTH & SAFETY**

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

Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Rehabilitation System	Effective consultancy, support, policies, procedures and assistance in meeting all legislative requirements in relation to Rehabilitation / Return to Work.	Internal Stakeholders	EXC3	Inform Consult Involve Collaborate	100% compliance with legislative standards	Meeting KPI

**SECTION EMPLOYEE RELATIONS**

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

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



**SECTION PAYROLL**

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

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



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

**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.



<b>SECTION</b>		<b>ECONOMIC DEVELOPMENT</b>				
<b>Mission:</b> Create a Prosperous Region		<b>Significant activities and services</b>			<b>Performance Measurement</b>	
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>Quarterly Review</b>
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.
Reporting and communicating to the business community	Present an economic performance scorecard for the South Burnett to business leaders.	Internal Stakeholders Business Community	GO1	Inform Consult Involve	Annual business forum held	Will be considered during the February strategy review workshop
Economic development priorities recognised in the South Burnett Planning Scheme	The South Burnett Planning Scheme provides the pathway for the delivery of projects of regional significance.	Internal Stakeholders Business Community	GO2	Inform Consult Involve	Substantiated economic development input to the new Town Plan	Workshops held with Planning Staff, SBD Steering Committee and Reference Group Participants to communicate the intention of the new scheme and obtain feedback from the business community

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

**SECTION ECONOMIC DEVELOPMENT**

**Mission:** Create a Prosperous Region

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
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.	Not Started
Recognise business excellence	Together with business leaders seek nominations from local business to achieve recognition for business improvement and success together with supporting business excellence through business improvement workshops	Internal Stakeholders Business Community	GO1	Inform Consult Involve Collaborate	Hold a bi-annual regional Business Excellence Awards. Next program due in 2017	The next Business Excellence Awards will be held in the 3 <sup>rd</sup> quarter 2017
New Infrastructure	Identify capacity building opportunity through new infrastructure.	Internal Stakeholders Business Community	INF1	Inform Consult Involve Collaborate	Identify key infrastructure projects that benefit economic growth	Ongoing

<b>SECTION</b>		<b>ECONOMIC DEVELOPMENT</b>	
<b>Mission:</b> Create a Prosperous Region			
<b>Significant activities and services</b>			
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>
<b>Performance Measurement</b>			
<b>Key Performance Indicator</b>			<b>Quarterly Review</b>
Tourism Development	Through the tourism reference group comprising of Tourism operator leaders identify and implement tourism growth projects	Business Community	GO3
			Engagement Level Inform Consult Involve Collaborate
			Key Performance Indicator Implement the tourism strategy adopted in 2016 Produce an events strategy that supports events attracting visitors to the region
			Quarterly Review 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
Local business income growth	Develop a program that produces additional income flow through local businesses	Business Community	GO1
			Engagement Level Inform Consult Involve Collaborate
			Key Performance Indicator Implement a buy local campaign with measurable outcomes
			Quarterly Review South Burnett Rewards (shop local program) electronic loyalty program has commenced, along with television Advertising. Project sponsorship has been secured.
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1
			Engagement Level Inform Consult Involve
			Key Performance Indicator 10 Year Capital Works Plan prepared for future budget considerations by January annually
			Quarterly Review Not started
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1
			Engagement Level Inform Consult Involve
			Key Performance Indicator Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure
			Quarterly Review Ongoing



## 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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Organisational Performance	Development of Service Levels and KPI's	Internal / External Stakeholders	EXC2 EXC4 EXC6	Inform Consult Involve	Services monitored and provided in an efficient cost effective manner.	KPI's yet to be reviewed/developed.
Organisational Performance	Leadership to promote teamwork and develop and maintain an appropriate culture within the organisation	Internal Stakeholders	EXC2 EXC3 EXC6	Inform Consult Involve	A team culture that strives to continuously improve service to internal and external customers.	Leadership and teamwork being focused on at section level by Managers with their applicable work teams
Informed Decision Making	Provision of appropriate advice, policy development and decision making to support Council	Internal Stakeholders	EXC2 EXC4	Inform Consult Involve	Policies and procedures developed and implemented as required to support organisational management	Policies reviewed/updated/adopted - 1 July 2016 - 31 December 2016 <ul style="list-style-type: none"> <li>• Audit Advisory Committee Policy</li> <li>• Audit Advisory Committee Terms of Reference</li> <li>• Community Engagement Policy</li> <li>• Corporate Uniform Policy</li> <li>• Information Privacy Policy</li> <li>• Internal Audit Policy 2016</li> <li>• Internal Audit Terms of Reference</li> <li>• Media Relations Policy</li> <li>• Risk Management Committee Terms of Reference</li> <li>• Risk Management Policy</li> <li>• Trading on Local Government</li> </ul>



**SECTION CORPORATE SERVICES**

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

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	Controlled Areas Facilities and Roads Policy  To commence during 3 <sup>rd</sup> quarter Ongoing monitoring of budgets 2 <sup>nd</sup> Quarter budget review completed.

<b>SECTION LIBRARIES</b>						
<b>Mission:</b> To enhance the quality of life of our community via a library service that meets the needs of the community						
<b>Significant activities and services</b>				<b>Performance Measurement</b>		
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>Quarterly Review</b>
Library Services, Collection and Facilities	Libraries providing library services and collection across the region to meet community needs	External Stakeholders	EC1 EXC2 EXC5 EXC6	Inform Consult Involve Collaborate	Identify target groups (including outreach) and implement relevant programs throughout 2016-17	Across South Burnett Libraries Digital Literacy: 38 computer classes, 86 attendees Early Literacy: 31 Story Time sessions, 478 attendees; 22 Rhyme Time sessions, 254 attendees Family Literacy: 9 school holiday activities, 99 attendees Adult Literacy: 18 Author/Information Talks, 194 attendees; 7 Spanish lessons, 30 attendees Outreach: 83 group sessions, 396 attendees; 4 outreach sessions, 184 attendees; 3 Home Library Service visits
Library Programs	Delivery and administration of externally funded programs	External Stakeholders	EC1 EXC5 EXC6	Inform Consult Involve Collaborate	Delivery, administration and acquittal of externally funded programs	First 5 Forever acquittal submitted December 2016 Fun Palace Grant report submitted November 2016

**SECTION LIBRARIES**

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

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



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

<b>SECTION INTERNAL AUDIT</b>						
<b>Mission:</b> To assist Council in continuous improvement and internal control						
<b>Significant activities and services</b>			<b>Performance Measurement</b>			
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>Quarterly Review</b>
Internal audit engagements for significant strategic and operational risk.	To assist Council in continuous improvement by conducting internal audit engagements for significant strategic and operational risk	Internal / External Stakeholders	EXC4	Inform Consult Involve Collaborate	100% Audit Plan activities completed as per schedule for 2016-17 as at 30 June 2017	<ul style="list-style-type: none"> <li>- 2016-2018 three year plan &amp; 2016-17 Internal Audit plan reviewed and approved</li> <li>- Council fuel management systems audit in progress as per 2016-17 plan</li> <li>- 2016-17 001 Fuel management Internal Audit in last phase of finalisation</li> <li>- Initial background work to start 2016-17 002 Corporate Credit Crad internal Audit</li> <li>- Quarterly follow up of outstanding recommendations completed</li> </ul>
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	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	<ul style="list-style-type: none"> <li>-Audit committee approved 2016-17 revised audit plan on 29 August 2016</li> <li>-Audit Committee reviewed shell financial statements for 2015-16</li> <li>Quarterly committee meeting for 1<sup>st</sup> quarter 2016-17 held on 29 August 2016</li> <li>- Quarterly Audit committee meeting was held on 03 November 2016</li> </ul>

**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
	effectiveness and objectivity of internal audit and risk management				Committee as per Management Advisory Committee Guidelines	- 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



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

<b>SECTION</b>		<b>COMMUNITY</b>	
<b>Mission:</b> To facilitate and support community development			
<b>Significant activities and services</b>			
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>
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
<b>Performance Measurement</b>		<b>Key Performance Indicator</b>	<b>Quarterly Review</b>
		<p>Mayors Community Benefit Fund administration of grants complying with policy and procedures</p> <p>SBRC Community Grants and Donations program –administered complying with policy and procedures within budget</p>	<p>MCBF - Round 1 opened on 4 July and closed 22 July 2016. Council received 11 applications totalling \$38,132.34 Council funded 4 projects/events totalling \$8,307</p> <p>Council funded the following organisations under Round 1 2016-17;</p> <p>Kingaroy Kindergarten -Painting a 31m pathway - \$456.34</p> <p>Nanango Kindergarten - Banners - \$547</p> <p>South Burnett PCYC - PCYC South Burnett Mobile Tiny Tots Program - \$5,000</p> <p>South Burnett Pantry - Purchase of Bain Marie - \$2,500</p> <p>MCBF Round 2 for 2016-17 will open on 2 January 2017 and close 20 January 2017.</p> <p>This round is open to South Burnett organisations with a focus on homeless or displace members of the community.</p>
		Engagement Level	
		Inform	
		Consult	
		Involve	

<b>SECTION COMMUNITY</b>						
<b>Mission:</b> To facilitate and support community development						
<b>Significant activities and services</b>				<b>Performance Measurement</b>		
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>Quarterly Review</b>
						Community Assistance Grants - Round 1 conducted 1 to 31 August receiving 23 applications totalling \$49,320. 19 Round allocation was \$17,100 with \$17,080 funded for 14 projects/events Community Assistance Grants funded the following not for profit organisations; Blackbut State School P&C - Anger Management Resource - \$500 Queensland Dairy & Heritage Museum - Heritage Working Day - \$400 Kingaroy Men's Shed - Purchase of Tools - \$1,500 Kumbia Hall Committee - Grant Writing Skills Workshop - \$600 Murgon Bowls Club - Disabled Unisex Toilet - \$2,000 Murgon Men's Shed - Relocation of Train Carriages - \$1,500 Nanango Men's Shed - Purchase of Tools - \$1,000 South Burnett Peace of Mind - White

<b>SECTION COMMUNITY</b>						
<b>Mission:</b> To facilitate and support community development						
<b>Significant activities and services</b>				<b>Performance Measurement</b>		
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>Quarterly Review</b>
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	Support Government and local agency programs.	Dove Ball - \$650 Nanango Stamp Club - 23rd Annual Stamp Fair - \$500 Kingaroy Kindergarten - Community Awareness (Signs) - \$800 Wondai Regional Art Gallery - Wondai Country Fun Run Festival - \$2,800 Nanango Wesleyan Methodist Church - Community Christmas Carols Party Celebration and Hangi - \$3,000 Butt Arts Gallery - Equipment Purchase - \$795 Wondai Cricket Club - Purchasing of Equipment - \$1035 Funding administered within budget
						In general course of business attending meetings and responding to requests / queries on prioritisation.

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

**SECTION CUSTOMER CONTACT**

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

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



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

## **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><b>First Quarter</b> 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><b>Second Quarter</b> 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</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	<p>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><b>First Quarter</b> 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</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
						Avg Length of Stay - 2.29day <b>Second Quarter</b> There has been a change in sub managers at Boondooma leading up to Christmas, all indications at this stage show that they are making a positive input into the maintenance of the facility. The proposed work on the Boondooma spillway has generated some income already for Boondooma with a cabin and the bunkhouse being booked by contractors undertaking the work. Occupancy figures Yallakool Occupants 3,441 Net Revenue \$194,922 Avg Length of Stay 3.1 days Occupancy figures Boondooma Occupants 4,720 Net Revenue \$210,381 Avg Length Stay 2.91 days

**SECTION COMMERCIAL FACILITIES**

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

		Initiatives/Special Projects			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Saleyards	To provide facilities that meet the demand of the target group users of the facilities	Internal / External Stakeholders Community	EXC1 INF1	Inform Consult Involve	Functional facilities that meet service delivery requirements Provide usage and sale figures to stakeholders ongoing to June 30	<b>First Quarter</b> Dipped 5,557 head Sales - 2232 head \$2,701,907.00 Consignment - 219 head Holding Yards - 1032 head Sprayed - 25 horses <b>Second Quarter</b> Dipped 2664 head Sales 2650 head \$2,692,236.29 Consignment 100 head Holding Yards 961 Sprayed 20 horses and 7 sheep

**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	<b>First Quarter</b> Capital plan upto date <b>Second Quarter</b> Capital Plan up to date with a separate capital plan for the 2 Dams planned for development in 4 <sup>th</sup> Quarter
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	<b>First Quarter</b> Maintenance programs in place. Service Schedules updated and operating Playground inspection scheduled 3 <sup>rd</sup> Quarter <b>Second Quarter</b> Service Schedules operating Playground Inspection planned for 3 <sup>rd</sup> Quarter

**SECTION PARKS AND RECREATION**

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

Initiatives/Special Projects				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Rail Trail networks	Service and maintain Rail Trail networks	Internal / External Stakeholders Community	EC3 INF1	Inform Consult Involve	Undertake annual inspection and schedule maintenance to address needs identified ongoing to June 30 Develop operational Rail Trail between Murgon to Kingaroy	<p><b>First Quarter</b> Construction of RT continuing with 17km sealed and 10 bridges completed</p> <p><b>Second Quarter</b> Construction of RT paused to allow for emergency work at Swickers. At the time of end of works 26km was sealed and 10 bridges.</p>
Facilitate and support sport development	To provide facilitate and support sport development	Community	EC3	Inform Consult Involve	Support the State Government in their delivery of information / education sessions for South Burnett sports community ongoing to 30 June Action plan developed and commenced addressing the recommendations from the Sports club survey 2014-15 by 30 June 2017 Representation at 75% of the Wide Bay Burnett Regional Recreation and Sport Steering Committee meetings providing South Burnett regional update by 30 June 2017	<p><b>First Quarter</b> 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 Bay Burnett project is completed with final proofs approved and is currently being printed for distribution within the</p>

**SECTION PARKS AND RECREATION**

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

		Initiatives/Special Projects			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
						<p>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><b>Second Quarter</b></p> <p>Preliminary scoping meeting undertaken with Ross Planning to assess costs in preparing a Sport and Recreation Recreation plan for the Region.</p>

<b>SECTION CEMETERIES</b>						
<b>Mission:</b> To provide well maintained cemeteries across the region						
<b>Initiatives/Special Projects</b>		<b>Performance Measurement</b>				
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>Quarterly Review</b>
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><b>First Quarter</b> Capital plan up to date, with annual Capex program started in Murgon. Services undertaken this quarter: Taabinga – 18 interments &amp; 3 ashes Memerambi - 1 Nanango – 4 interments &amp; 2 ashes Blackbutt - 2 Murgon – 7 interments &amp; 1 ashes Wondai – 6 Mondure/Wheatlands – 1 Proston – 1 Qtr totals 40 interments and 6 Placement of Ashes</p> <p><b>Second Quarter</b> Services undertaken 2<sup>nd</sup> Quarter Taabinga 4 interments &amp; 1 ashes Memerambi 2 interments Boole 1 interment Nanango 4 interments &amp; 1 ashes Blackbutt 1 interment &amp; 2 ashes</p>

**SECTION CEMETERIES**

**Mission:** To provide well maintained cemeteries across the region

Function	Initiatives/Special Projects				Performance Measurement	
	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
						Murgon 4 interments Wondai 5 interments & 2 ashes Proston 2 interments Mondure/Meatlands 1 interment Tingooora 1 ashes 2 <sup>nd</sup> Qtr totals 24 interments and 7 ashes.



**SECTION NRM & PARKS ADMINISTRATION**

**Mission:** To provide quality administration.

Initiatives/Special Projects				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	<p><b>First Quarter</b> Annual Budget completed and adopted. Both operating and capex budget within quarterly %</p> <p><b>Second Quarter</b> Operating and capex within %</p>
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><b>First Quarter</b> 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><b>Second Quarter</b> Hivesville Sportsground toilet completed. Remaining projects currently underway.</p>



**SOUTH BURNETT**  
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## **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.	Proposed Planning Scheme public display ended on 31 October 2016. Submission under review for consideration by Council at February 2017 meeting.	

**SECTION PLANNING SERVICES**

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

Operating activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Community Engagement Level	Key Performance Indicator	Quarterly Review	
Local Heritage Register	Preparation and adoption of local Heritage Register	Internal/ External Stakeholders	GO2, GO3	Inform Consult	Public notification of draft report and place cards completed by end July 2016 Local Heritage Register adopted by September 2016	Completed	
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	On target	
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	Due to resource constraints the review was not completed by December 2016. Public consultation to be completed by end of March 2017 Adoption likely by May 2017.	

**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, EXC6	Inform Consult	95% of buildings searches completed within 10 business days	95% of request processed within timeframe.
Building Enforcement	Undertake enforcement activities when potential breaches are identified	Internal/ External Stakeholders	GO2	Inform	Respond to 90% of requests within 10 business days	On Target
Pool Safety Compliance	Provide pool safety inspection service as per the requirements of the QDC and QBCC	Internal/ External Stakeholders	GO2	Inform	100% of pool safety certificates and/or non-conformity notice issued as required by the QBCC Respond to complaints and immersion incidents within the statutory requirements	On Target.

<b>SECTION PLUMBING AND DRAINAGE SERVICES</b>						
<b>Mission:</b> To provide plumbing and drainage regulatory services to meet legislative requirements.						
<b>Significant activities and services</b>					<b>Performance Measurement</b>	
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>Quarterly Review</b>
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.

**SECTION PLUMBING AND DRAINAGE SERVICES**

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

Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
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



**SOUTH BURNETT**  
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## **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"> <li>• <i>Food Act 2006</i></li> <li>• <i>Public Health (Infection Control for Personal Appearance Services) Act 2003 - Higher Risk Personal Appearance Services</i></li> <li>• <i>Residential Services (Accreditation) Act 2002</i></li> </ul>	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><b>First Quarter</b></p> <p>3 new Food Business Licence applications</p> <p>6 transfer of Food Business Licences &amp;</p> <p>12 Temporary Food Licence applications were received.</p> <p>5 Water Sample applications received and undertaken.</p> <p>54% of licensable food businesses have been inspected for the 2016-17 financial year.</p> <p><b>Second Quarter</b></p> <p>1 new Food Business Licence applications</p> <p>5 Food Business Licence Transfers</p> <p>16 Temporary Food Licence applications were received.</p> <p>3 Water Sample applications received and undertaken.</p> <p>All applications rec'd in the 2<sup>nd</sup> Qtr were approved within the 30</p>	

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

**SECTION PUBLIC HEALTH**

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

Significant activities and services					Performance Measurement	
Public Health 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	70% of licensable food businesses have been inspected for the 2016-17 financial year.  <b>First Quarter</b> 25 CRMs were raised. 80% of these were actioned within the KPI timeframe. <b>Second Quarter</b> 26 CRMs were raised. 40% of these were actioned within the KPI timeframe due to significant reduction in staff resources.

SECTION COMPLIANCE (Local Laws)						
Mission: To provide regulation of Council's Local Laws and other relevant legislation						
Significant activities and services						
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Performance Measurement	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	<p><b>Key performance Indicator</b></p> <p>90% of applications assessed within 20 business days</p> <p>90% of all Permitted/licensed Activities to be inspected/audited at least once annually.</p>	<p><b>First Quarter</b></p> <p>17 new applications were received during this period.</p> <p>No Footpath Permits in the towns of Nanango, Kingaroy, &amp; 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><b>Second Quarter</b></p> <p>24 new applications were received during this period.</p> <p>No Footpath Permits in the towns of Nanango, Kingaroy, &amp;</p>

**SECTION COMPLIANCE (Local Laws)**

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

Significant activities and services							Performance Measurement	
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	Quarterly Review		
Compliance Complaint management	Investigation in response to customer service request being generated.	Internal / External Stakeholders Community	EC3	Consult	90% of Customer Service Requests (CRs) actioned within six (6) working days 90% of urgent Customer Service Requests (CRs) [e.g. Dog Attacks] are actioned within forty-eight (48) hours	Wondai were audited/inspected. 0 inspections conducted for licensed Caravan Parks in this period. No inspections undertaken for the Keeping of Animals. There has been 0 applications made which are currently being processed. 0 Kennel inspections undertaken.	<b>First Quarter</b> The following CRMs were received in this Qtr. 310 Animal Management 18 Local Laws 72 Overgrown with 103 Property Enforcements raised 3 Signage 15 Dog Attack on Person 24 Dog Attack on Animal	

**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	
						> 80% of non-urgent CRMs were actioned within the KPI timeframes. 100% of all urgent CRMs were actioned within target. <b>Second Quarter</b> The following CRMs were received in this 2 <sup>nd</sup> Qtr. 207 Animal Management 24 Local Laws 65 Overgrown with 149 Property Enforcements raised 1 Signage 15 Dog Attack on Person 14 Dog Attack on Animal > 80% of non-urgent CRMs actioned in the KPI timeframes. 100% of all urgent CRMs were actioned within target.	

**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	<b>First Quarter</b> 12 CRMs were raised during this period. 90% of these CRMs were actioned within the required timeframes.	<b>Second Quarter</b> 4 CRMs were raised during this period. 90% of these CRMs were actioned within the required timeframes.

**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	
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 is known – impound for 5 days For unregistered or unknown owner – impound for 3 days	<p><b>First Quarter</b> 202 animals were impounded during this first Quarter of this period. 100% of all impounded animals were held for the prescribed impound period. 193 new animals were registered during this Quarter.</p> <p><b>Second Quarter</b> 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.</p>	

**SECTION ENVIRONMENTAL PROTECTION**

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

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	Quarterly Review	
Environmental Authority Registration applications and Routine inspections of registered activities	A Registration Certificate is required for certain Environmentally Relevant Activities (ERAs) as prescribed by the <i>Environmental Protection Act 1994</i>	Environmentally Relevant Activity Registration Holders	EC3	Inform	90% of applications are to be assessed within 20 business days. 90% of registered activities inspected/audited at least once per financial year.	<b>First Quarter</b> 0 applications were received this period.	<b>Second Quarter</b> 0 applications were received this period.



**SECTION ENVIRONMENTAL PROTECTION**

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

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	Quarterly Review	
Environmental 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	<b>First Quarter</b> 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.	<b>Second Quarter</b> 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.

<b>SECTION WASTE MANAGEMENT</b>						
<b>Mission:</b> To provide effective Waste Management Services						
<b>Significant activities and services</b>						
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Corporate Plan Linkages</b>	<b>Engagement Level</b>	<b>Performance Measurement</b>	
Waste Collection Services	Provision of regular waste collection services	External Stakeholders Community	ENV2	Inform	<b>Key performance Indicator</b> 99.5% of general refuse wheelie bins serviced at least once weekly	<b>Quarterly Review</b> <b>First Quarter</b> Greater than 99.5 % of all general refuse wheelie bins were serviced at least once per week during this Quarter. There where 119 CRMs received for the Qtr in relation to the waste collection service. <b>Second Quarter</b> Greater than 99.5 % of all general refuse wheelie bins were serviced at least once per week during this Quarter. There where 122 CRMs received for the Qtr in relation to the waste collection service.
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.	<b>First Quarter</b> 41% of the first round of site audits has been completed. <b>Second Quarter</b> 53% of the total Hazard Inspection audits of waste facilities have been conducted

**SECTION WASTE MANAGEMENT**

**Mission:** To provide effective Waste Management Services

Significant activities and services					Performance Measurement	
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.	<b>First Quarter</b> 81% of the first round of site audits has been completed. <b>Second Quarter</b> Data still pending
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	Currently being finalised
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	2 <sup>nd</sup> Qtr Budget Review completed.



**SOUTH BURNETT**  
REGIONAL COUNCIL

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

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



**SECTION PLANT AND FLEET MANAGEMENT**

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

Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Workshops	Maintenance of Council Plant & Fleet	Internal Stakeholders	EXC1, EXC6	Inform Consult Involve	Council fleet serviced within reasonable time of receiving plant given priority requirements of plant and fleet as at June 30	All plant repaired and serviced internally where possible, parts sourced within time constraints of suppliers, repairs for minor plant and executive vehicles outsourced. Fleet Maintenance Scheduling System being developed within the Business System, expected to be implemented in the quarter.
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	Program has commenced, consultation undertaken with key departments/users and completion of justification submissions as required. 31 Items sold at auction from July 2016.  All plant and fleet purchases are fit for purpose and to user specifications. Operators and Supervisors are actively involved in the fleet replacement/renewal program.

**SECTION PLANT AND FLEET MANAGEMENT**

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

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

**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 <b>Public Records Act</b> —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 Information Standard 31 and 40. Ongoing development of modules in conjunction with T1 Users. SAM, Ci anywhere and Mobility modules being worked on. Staggered introduction of Electronic timesheets.
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. Budgets monitored at minimum quarterly. Capex budget monitored as required at minimum quarterly. Done as required



## 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 to date \$7,500 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 <sup>st</sup> day of the month for the 2016-17 financial year Payroll Tax 7 <sup>th</sup> day of the month for the 2016-17 financial year ASIC returns lodged for the 2015-16 financial year by 31 December 2016	Statutory and payroll tax returns lodged for the months of July, August, September, October and November 2016 Annual FBT return completed.

**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	KPH return lodged for the 2015-16 financial year by 31 Oct 2016  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	Fees and Charges updated in Techone Investment Register as of 30 September 2016 was presented to the Audit Committee

<b>SECTION RATES</b>						
<b>Mission:</b> To levy rates in accordance with Council policy.						
<b>Significant activities and services</b>					<b>Performance Measurement</b>	
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>Quarterly Review</b>
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
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
Rescue & Evacuation / Rural Fire Levy	Distribute funds received for the purpose of sponsoring South Burnett region: - airborne emergency rescue & evacuation transport providers - the rural fire service providers	External Stakeholders Community	EXC5	Inform Consult	Funds collected are distributed to sponsor the airborne emergency rescue & evacuation transport providers on a quarterly basis	Remittances are up to date and on-going

**SECTION FINANCE OPERATIONS**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarterly Review
Accounts Payable	Management of accounts payable	Internal/ External Stakeholders	EXC2	Inform Consult Involve Collaborate	90% of invoices paid within payment terms Creditors reconciled with general ledger on a monthly basis	Creditor invoices are settled within payment terms Monthly reconciliation of creditors control account completed for July, August, September, October and November 2016
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 circulated for review of SMT and Councillors Sundry debtors control account reconciled to GL for July, August, September, October and November 2016
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 2016

**SECTION FINANCE OPERATIONS**

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

Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarterly Review
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.

**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						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review	
Procurement	Coordinate tendering processes Monitor procurement transactions	Internal/ External Stakeholders	EXC4	Inform Consult Involve Collaborate	Report completed tenders on a quarterly basis  Report non-compliant procurement transactions on a quarterly basis	Update of Council website on tenders/contracts > \$200,000 done on an on-going basis. Last updated 1 November 2016  Non-compliant procurement transactions will be reported to SET in February 2017.	
Stores	To provide inventory items which have been efficiently procured and ensuring items are available as required. Purchasing arrangements ensure that best value for money is obtained.	Internal Stakeholders	EXC2	Inform Consult Involve Collaborate	95% of standard stock items available or accessible on a quarterly basis Ensure 3 quotes are obtained when bulk purchasing is carried out Report Stock Turnover ratio, Percentage of obsolescence annually	Standard stock items maintained and provided on an on-going basis  Quotation requirements are implemented	

**SECTION FINANCIAL PLANNING/REPORTING**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Budget Planning	Budget 2016- 2017 finalised within statutory timeframes	Internal Stakeholders Community.	EXC1	Inform Consult Involve Collaborate Empower	2016-17 Budget prepared and adopted by Council within statutory and organisational timeframes	2016-17 Budget completed and adopted by Council on 27 June 2016
Budget Management	Ongoing monitoring of operational and capital budgets	Internal Stakeholders Community	EXC1	Inform Consult Involve Collaborate Empower	Regular periodic (current – 3 weekly) reporting to Council  Budget reviewed and revised on a quarterly basis	Periodic reports to Council completed for July, August, September, October and November 2016  1 <sup>st</sup> Quarter Opex Budget review completed and adopted by Council 21 September 2016  2 <sup>nd</sup> Quarter Opex Budget review for adoption by Council in the January 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	L TFF and LFTP 2016-17 completed and adopted by Council together with the 2016-17 Budget

**SECTION FINANCIAL PLANNING/REPORTING**

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

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



**SECTION ASSET MANAGEMENT**

**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	Review of AMPs to commence 3 <sup>rd</sup> Quarter 2016/17 Provided in the 2 <sup>nd</sup> quarter Opex Budget Review – consultancy fees for review of AMPs
Annual Asset Valuations	Undertake a review of asset values in all asset classes	Internal Stakeholders	EXC1	Inform Consult Involve Collaborate	Valuations in place by 31 July 2017	Final 33% inspection of Roads commenced 27 October 2016. Comprehensive W& WW Assets inspection to commence 9 January 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	Currently conducting a review and clean-up of the asset register to reflect correct roads and building asset classification
Annual CapEx Budget	Capital works budget 2016-17 developed for budget planning	Internal Stakeholders	EXC1	Inform Consult Involve Collaborate Empower	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	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	1 <sup>st</sup> Quarter Capex Review completed and adopted by Council on 21 September 2016 2 <sup>nd</sup> Quarter Capex Review to be adopted by Council in the January 2017 meeting



**SOUTH BURNETT**  
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## **Property Operational Plan 2016-17**

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

**SECTION PROPERTY ADMINISTRATION**

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

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

**SECTION BUILDING AND PROPERTY MAINTENANCE**

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

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

**SECTION BUILDING CAPITAL WORKS PROGRAM**

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

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

**SECTION BUILDING ASSET MANAGEMENT PLAN**

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

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

**SECTION LEASE AND CONTRACT REGISTER**

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

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



**SECTION LAND AND EQUIPMENT SALES**

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

		Significant activities and services			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.
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 Councillors identified houses for potential sale.
Land and Equipment Sales	Dispose of surplus Equipment	Internal / External Stakeholders	INF1 EXC1	Inform Consult Involve	Tender or Auction the disposal of Councils surplus equipment as determined by June 30	Surplus equipment sold at recent auction.

**SECTION COMMUNITY FACILITIES**

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

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



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

## **Information Services Branch Operational Plan 2016-17**

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

**Officer Responsible:** Manager Information Services

**Responsibilities:** Information and Communication Technology and Geographic Information Systems (GIS).



**SECTION INFORMATION & COMMUNICATION TECHNOLOGY**

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

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

**SECTION INFORMATION & COMMUNICATION TECHNOLOGY**

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

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

**SECTION GEOTECHNICAL INFORMATION SYSTEMS (GIS)**

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

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



**SOUTH BURNETT**  
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## **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



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



**SECTION DEPARTMENT MANAGEMENT**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
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	In-progress for 2017-18 and beyond Achieved 1 <sup>st</sup> and 2 <sup>nd</sup> quarter reviews complete

**SECTION DISASTER MANAGEMENT**

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

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



**SOUTH BURNETT**  
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## **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



<b>SECTION INFRASTRUCTURE PLANNING &amp; DESIGN SERVICES</b>						
<b>Mission:</b> To provide efficient infrastructure planning and design services to the Infrastructure Department						
<b>Significant activities and services</b>					<b>Performance Measurement</b>	
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>Quarterly Review</b>
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	
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	
Surveying	Provision of surveying services for the Infrastructure Department	Internal Departments	INF1	Inform Consult	Surveying services completed to meet programmed timing of works	
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	
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	
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	

**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		
Materials Testing	Tests undertaken for Council operations	Internal Stakeholders	INF1	Inform	Tests analysed and reports provided to project Supervisors promptly		
Private Works	Tests undertaken for client purposes	Customers	EXC2	Inform	Tests analysed and reports provided to customers promptly		



**SOUTH BURNETT**  
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## **Water & Wastewater Operational Plan 2016-17**

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

**SECTION WATER & WASTEWATER ADMINISTRATION**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Customer Service	Responses to customer requests	Customers and Council	EXC6	Inform	Responses to enquiries and requests for service within Customer Service Standards	
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	
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	
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	
Branch Meetings	Regular Coordinator and Supervisor meetings	Internal Stakeholders	EXC2	Inform Consult Involve	Coordinators/Engineer monthly Coordinators and Supervisors quarterly Branch 6 monthly	

**SECTION WATER & WASTEWATER ADMINISTRATION**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Asset Management	Asset Management Plan implementation	Internal Stakeholders	INF1	Inform Consult	Asset Management Plans implemented into infrastructure operations and management	
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	



<b>SECTION RETICULATION</b>						
<b>Mission:</b> To provide water and wastewater networks which meet customer service standards through a planned and proactive approach						
<b>Significant activities and services</b>					<b>Performance Measurement</b>	
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>Quarterly Review</b>
Programmed Maintenance	Delivery of programmed maintenance in accordance with budget	Internal Stakeholders	INF1	Inform Consult	Decrease in reactive maintenance costs	
Reactive Maintenance	Service sewer blockages and water main breaks	Internal Stakeholders	INF1	Inform Consult	Customer Service Standards met – 95% compliance	
Capital Works	Completion of Capital Works Program	Internal Stakeholders	INF1	Inform Consult	Capital works program completed as scheduled and within budget	
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	
New Connections	Service delivery of new connections	Applicants	EXC6	Inform Consult	All connections in accordance with Customer Service Standards timeframes	

SECTION TREATMENT & QUALITY						
<b>Mission:</b> 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
Capital Works Program	Completion of Capital Works Program	Internal Stakeholders	INF1	Inform Consult	Capital works program completed as scheduled and within budget	
Legislative Compliance and Monitoring	Statutory reports of results and compliance	Queensland Government and Federal Government	ENV1 INF1	Inform	Statutory timeframes for reporting achieved	
Treatment Plants, Reservoirs and Chlorination	Operate and manage facilities	Internal Stakeholders	EXC2 INF1	Inform Consult	Compliance with licence conditions 95% Water quality targets met	
Dams and Weirs	Operate and manage dam and weir facilities within regulations	Queensland Government and Council	EXC2 INF1	Inform Consult	Compliance with Dam Safety Regulations	
Recycled Water	Supply of recycled water to community and sporting groups	Community and sporting groups and Council	INF1	Inform Consult	Recycled water available within climatic restraints and licence conditions	
Water Quality	Maintain water quality in accordance with relevant guidelines	Community and Council	EXC6 INF1	Inform	Compliance with public health requirements and requests responded to within Customer Service Standards timeframes	



## Roads & Drainage Operational Plan 2016-17

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



**SECTION ROADS & DRAINAGE ADMINISTRATION**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Customer Service	Responses to customer requests	Community and Internal Stakeholders	EXC6	Inform	Responses to enquiries and requests for service within Customer Service Standards	
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	
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	
Branch Meetings	Regular Coordinator and Supervisor meetings	Internal Stakeholders	EXC2	Inform Consult Involve	Coordinators and Supervisors monthly Branch 6 monthly	
Asset Management	Asset Management Plan implementation	Internal Stakeholders	INF1	Inform Consult Involve	Asset Management Plans implemented into infrastructure operations and management	

<b>SECTION CONSTRUCTION</b>						
<b>Mission:</b> To deliver a construction program of new works, upgrading and renewals across the road and drainage networks						
<b>Significant activities and services</b>					<b>Performance Measurement</b>	
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>Quarterly Review</b>
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	
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	
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	
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	

**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	
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	

**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	
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	

## **Financial and Resource Implications**

No direct financial or resource implications arise from this report.

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

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

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

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

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

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

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

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

## **Asset Management Implications**

No direct asset management implications arise from this report.

## **Report**

The Operational Plan 2016-17 details Council's planned services and activities which will contribute to the Corporate Plan 2014-18. This review report provides a written assessment of the implementation of the annual operational plan to the 30 June 2017.



**5. Portfolio - Roads & Drainage**

**5.1 Roads & Drainage Portfolio Report**

**Document Information**

**IR No** 1695400

**Author** Cr Gavin Jones

**Date** 16 January 2016

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**Précis**

Roads & Drainage Portfolio Report

**Summary**

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

**Officer's Recommendation**

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

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

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

No Report.

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

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

#### **5.3.1 D&TS - 1700655 - Minutes of the Traffic Advisory Committee Meeting held on Tuesday 13 December 2016**

### **Document Information**

**IR No** 1687433

**Author** General Manager Infrastructure

**Date** 11 January 2017

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### **Précis**

Minutes of the Traffic Advisory Committee held on Tuesday 13 December 2016.

### **Summary**

The Minutes of the Traffic Advisory Committee Meeting held in the Warren Truss Chamber, Kingaroy of South Burnett Regional Council on Tuesday 13 December 2016 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 December 2016.

 <p><b>South Burnett</b> Regional Council</p>	<p><b>MINUTES</b> Traffic Advisory Committee</p>
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**Purpose:** Meeting of Traffic Advisory Committee (TAC)  
**Venue:** South Burnett Regional Council, Warren Truss Chamber, Kingaroy  
**Date:** 13 December 2016  
**Attendance:** Cr Gavin Jones (Chair), Cr Terry Fleischfresser, Cr Ros Heit (arrived 11am), Russell Hood (SBRC General Manager Infrastructure), James D'Arcy (SBRC Manager Design & Technical Services), Snr Sgt Duane Frank (OIC QPS Kingaroy), Snr Const Jade Miller (Dalby Road Policing Unit), Snr Sgt Lance Guteridge (OIC QPS Murgon), Sgt Sean Relf (QPS Yarraman), Vince Green (A/Principal Engineer TMR Bundaberg), Russell Rogers (Snr Advisor Traffic & Road Safety TMR Bundaberg), Renee Taylor (TMR Customer Service Manager, Kingaroy), Kay Dove (Infrastructure Support Officer).  
**Apologies:** Cr Keith Campbell, Maree Shepherd (Safety Officer, TMR Bundaberg), Travis Cramb (OIC Kingaroy QAS), Sgt Mark Weitowitz (OIC Dalby Road Policing Unit), Snr Constable Adam Entwistle (QPS Kumbia), Michael Formica (OIC Murgon QAS), Sgt Alan Gerrard (QPS Blackbutt), Wayne Crofts (TMR Manager Road Safety Southern Region).

AGENDA ITEM	OUTCOME
<b>OPENING</b>	Cr Jones chaired the meeting and welcomed all those present.
<b>CONFIRMATION OF PREVIOUS MINUTES</b>	Moved by Snr Sgt Frank seconded Cr Terry Fleischfresser that the Minutes of the previous Traffic Advisory Committee meeting held 6 October 2016 as recorded are confirmed.
<b>BUSINESS ARISING FROM PREVIOUS MEETING</b>	<p>(a) Request for an extension to the 60 kph zone, Bunya Hwy at Tingoorra by 200m</p> <p>Snr Const Jade Millar QPS requested an extension to the 60 kph zone on the Bunya Hwy at Tingoorra by approx. 200m due to the short distance of that zone.</p> <p><b>ACTION:</b> Report being compiled by TMR and will be presented at the next meeting.</p>

<p>(b) One lane bridge near Tanduringie School</p>	<p>TMR advised there is no current funding for replacement of this bridge on Kingaroy Cooyar Road. Russell Rogers has also investigated and advised that crash data recorded is 3 crashes for the last 5 years and it appeared that the bridge was not the primary cause of these crashes. A bridge upgrade is the preferred option however funding has not been set aside for this. Cr Jones has spoken to the Hon Deb Frecklington MP and will speak to the Hon David Littleproud MP this Friday.</p> <p><b>ACTION:</b> Cr Jones will continue to advocate for funding assistance from State and Federal representatives. <b>CLOSED</b></p>
<p>(c) Bunya Hwy at Memerambi</p>	<p>Russell Rogers and Vince Green did a day and night review and TMR will continue to analyse the traffic data as the development starts to become occupied.</p> <p><b>ACTION:</b> TMR will continue to monitor traffic data and report back to the March meeting.</p>
<p>(d) Zebra Crossing Bunya Hwy, Kumbia</p>	<p>After investigation, TMR reported that it is the only crossing in the town of Kumbia and primarily used by school children and is not a good location for this purpose. TMR need to have further discussion on how to cater for children as numbers using the crossing are low.</p> <p>TMR invited Cr Heit to provide comment in the absence of Snr Const Entwistle. Cr Heit had met with the Principal and other residents and provided that feedback to the committee.</p> <p><b>ACTION:</b> (1) SBRC make application via SafeST funding for a new pedestrian facility across Bunya Hwy adjacent to the Kumbia State School between Roberts Street and the existing set-down area; (2) This Committee supports the removal of the existing crossing; and (3) D&amp;TS will draft a preliminary layout and estimate for the new pedestrian facility.</p>
<p>(e) Champneys Rd, Crawford (off Bunya Hwy) on the western side of Redmans Hill</p>	<p>TMR investigated and agreed that removal of this road access point is desirable to improve safety.</p> <p><b>ACTION:</b> SBRC will liaise with property owners fronting Champneys Road about the proposed closure of the direct access to the Bunya Highway west of Redmans Hill and subsequently advise TMR.</p>

<p>(f) Krebs &amp; Lamb Streets, Murgon</p> <p><b>GENERAL BUSINESS</b> (a) Boondooma Dam Rd</p> <p>(b) Bunya Hwy north of Kingaroy</p> <p>(c) Exit from Carrollee Hotel bottle shop</p>	<p>Russell Rogers reported on the action from last meeting. TMR will shift the Give Way bar back further. TMR will also continue to liaise with SBRC regarding removal of more parking bays west of Krebs Street.</p> <p><b>CLOSED</b></p> <p>Request from the Proston Men's Shed for a speed review on Boondooma Dam Rd. TMR investigated and found grass does need cutting on crest. Waiting to assess accident data before review can be finalised.</p> <p><b>ACTION:</b> Report being compiled by TMR and will be presented at the next meeting.</p> <p>Request for a reduction of the current speed limit north of Kingaroy between Banksia Drive and Taylors Road. The request specifically asks for an extension of 60 kph zone to beyond the proposed road access into the proposed Kingaroy North development area. Further relevant information:</p> <ul style="list-style-type: none"> <li>• This matter was raised in March 2016 through the TAC and Adam Williams TMR had the action to investigate further;</li> <li>• Upgrades to the Taylor's Rd intersection will occur in 2017; and</li> <li>• SBRC is waiting for a development application from G Crumpton and Sons on the western side of the Bunya Highway and this may have to be taken into account.</li> </ul> <p>The Committee will not recommend any change to the speed pre-development. The developer needs to continue to liaise with TMR for their planning and design.</p> <p><b>CLOSED</b></p> <p>Cr Terry Fleischfresser asked for this exit onto Haly St to be investigated as sight distance is restricted due to parallel car parks between the entry and exits of the drive through bottle shop.</p> <p><b>ACTION:</b> SBRC will investigate the existing parallel car parks on Haly St between the entry and exits of the Carrollee Hotel drive through bottle shop.</p>
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<p><b>REPORTS</b></p> <p><b>Yarraman Police</b></p> <p>Sgt Sean Reif introduced himself and explained his role of QPS Senior Crash Investigator to the Committee.</p> <p><b>Kingaroy Police</b></p> <p>Snr Sgt Frank reported that Kingaroy Police numbers are steady, are governed by funding and there will not be any additional staff when they move into the new building. The new building is expected to be completed in February 2017.</p> <p><b>Transport and Main Roads</b></p> <p>Vince Green received a complaint about sight distance in Lamb Street on the eastern side of the CBD near Watt Street. Vision is impaired by a large tree.</p> <p><b>ACTION:</b> SBRC will arrange for the tree limb identified to be removed.</p> <p><b>CLOSED</b></p> <p><b>Meeting Closed: 11.20 am</b></p> <p>Cr Jones and Russell Hood thanked all for their attendance and extended Season's Greetings to all.</p> <p><b>Next Meeting: 14 March 2017</b></p>	
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## **Financial and Resource Implications**

Nil

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

N/A

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

N/A

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

Nil

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

Nil

## **Asset Management Implications**

Nil

## **Report**

The South Burnett Regional Council's Traffic Advisory Committee met on the 13 December 2016 and considered a number of items. The Minutes of the meeting are provided for Council to note and consider.

**6. Portfolio - Community & Health Services & The Arts**

**6.1 Community and Health Services and the Arts Portfolio Report**

**Document Information**

**IR No** 1695470

**Author** Cr Danita Potter

**Date** 16 January 2017

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**Précis**

Community and Health Services and the Arts Portfolio Report

**Summary**

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

**Officer's Recommendation**

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



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

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

#### **6.2.1 CG - 1696731 - Write off reportable material loss of an asset belonging to the Local Government**

#### **Document Information**

**IR No** 1696731

**Author** General Manager Corporate Services

**Endorsed  
By** Chief Executive Officer

**Date** 03 January 2017

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#### **Précis**

Write off of a reportable material loss of an asset belonging to South Burnett Regional Council.

#### **Summary**

Pursuant to Section 307A of the *Local Government Regulation 2012*, Council has an obligation to record and notify the material loss of an asset belonging to the local government.

On the 30 November 2016, a \$500 cash shortage occurred in the ECU Australia Ltd cash holdings for which Council is responsible as an agent operating out of the Council's Blackbutt office.

Council commenced an investigation into the incident and during the investigation viewed available CCTV footage and established no irregular activity was identified. Account holders that performed banking transactions that day were also contacted in an effort to discover if an overpayment was received during their transaction.

After a detailed investigation of the incident the funds were unable to be found. The following procedures have now been implemented to prevent further incidents/loss.

1. Staff to have required cash handling training for withdrawals and deposits.
2. Implementation of a cash movement record for transfers between bulk holdings to daily till holdings (to and from).
3. When distributing or accepting funds from account holders cash and coin is to be counted directly in front of customer.
4. When cash deposits are received, total funds dissection including dollar amount, total notes/ coin and total bundles is to be noted on the reverse side of the deposit slip.
5. Cash breakdown section is to be completed on all business banking deposit slips and should include a complete dissection of funds including total amount, number of bundles and total number of notes within each denomination. Dissection of coin within individual denominations received is also required.

### **Officer's Recommendation**

That the cash shortage of \$500 that occurred in the ECU Australia Ltd cash holdings at the Blackbutt Office be written off as a reportable material loss of an asset belonging to South Burnett Regional Council.

### **Financial and Resource Implications**

South Burnett Regional Council will incur a debt expense of \$500.00.

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

EXC1 *Effective Financial Management*

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

Contact with employees with potential knowledge of original transaction.  
Contact with any account holder that was able to be contacted.  
Notified the Minister and the Auditor-General of the material loss incurred by Council.

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

N/A

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

N/A

### **Asset Management Implications**

N/A

### **6.3 Health Services (HS)**

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

No Report.

### **6.4 The Arts**

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

#### **6.4.1 ART - 1696793 - Adoption of the Regional Arts Development Fund (RADF) Guidelines**

#### **Document Information**

**IR No** 169793

**Author** Community Development/Grants Officer

**Endorsed**

**By** Acting Manager Social & Corporate Performance

**Date** 03 January 2017

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#### **Précis**

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

#### **Summary**

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

In 2015 the South Burnett Regional Council commenced work on developing new Regional Arts Development Fund (RADF) Guidelines.

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

Therefore we now present the final copy.

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

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

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## RADF GUIDELINES

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## SECTION A - ABOUT RADF

### What is RADF?

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

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

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

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

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

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

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

### RADF Principles

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

### Arts Queensland RADF Core Objectives

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

### South Burnett Regional Council RADF Objectives

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

**Who can apply for a South Burnett RADF grant?**

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

**Australian Business Number (ABN)**

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

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

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

The following categories of individuals and organisations are not eligible for funding through the South Burnett Regional Council RADF Program:

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

developmental workshops for community members prior to the event.

- Eisteddfods - they are essentially competitions.
- Summer/Winter schools - If an individual is funded to attend a McGregor Summer/Winter School or equivalent institution they will not be eligible to apply to attend that event for another 2 years. .
- Publishing costs are not covered
- Purchase of capital items, e.g. equipment, buildings or vehicles. South Burnett RADF gives artists and organisations opportunities for employment, professional development and a chance to practice their art. Buying capital items does not necessarily lead to these outcomes.
- Recurrent funding for arts organisations - operational expenses are ineligible under South Burnett RADF including wages for permanent staff and office expenses. However, local arts and cultural organisations that have regular community activities may apply for funding annually for different projects which have a project management component.
- Accredited study, training or university courses - Arts Queensland does not fund the primary training of artists, only their professional development once they are practicing.
- South Burnett RADF does not support 100% of any project – maximum percentage able to be funded is 60%

## **SECTION B – South Burnett Regional Council’s RADF Program**

### **1. Local Delivery and Participation in the Arts**

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

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

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

**Funding does not cover:**

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

**Conditions:**

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

### **2. Technical & Professional Skills Development**

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

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

- Tutor Fees for preparation and delivery time
- Tutor travel to South Burnett

- Accommodation for tutor
- Venue Hire

**Funding does not cover:**

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

**Conditions:**

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

**Frequency of Rounds**

The RADF program will offer two (2) funding rounds per financial year.

**Regular Applicants**

An individual, group or organisation can only be successful for one grant per financial year.

**How are South Burnett RADF Grants Assessed?**

Once the funding round has closed, the RADF Liaison Officer copies, collates and sends all applications (plus assessment sheets) to the RADF Management Advisory Committee for assessment.

The RADF management advisory committee comprises of Councillor and art community representatives.

The committee meets twice yearly to recommend the successful applications for Council's consideration.

**The RADF Management Advisory Committee will look for activities that:**

- Will increase the sustainability of creative communities
- Will benefit the South Burnett Community, both directly and indirectly

**SECTION C: YOUR APPLICATION**

**What should I do before I complete an application form?**

It is important that you:

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

**How do I complete the RADF grant application form?**

1. Your application should give a snapshot of a potentially successful activity.
2. All information required is requested on the form, so:



- ✓ Research thoroughly
  - ✓ Prepare accurately and honestly
  - ✓ Provide all information on the official South Burnett RADF Application Form
3. Brief and clear support material strengthens your application. Include only relevant support material, such as:
- ✓ An Eligibility Checklist and a recent CV must be attached for each professional or emerging professional artsworkeer receiving South Burnett RADF support
  - ✓ Letters of support from groups who will benefit, project partners or stakeholders
  - ✓ Quotes from tradespeople, tutors or other businesses cited in your budget
- Please note that your support material cannot be returned so do not provide originals.*
4. Sign your application. Unsigned applications are not eligible for funding. Keep a copy of your completed application. If your application succeeds, you will use it when you prepare your outcome report at the end of the activity.
5. If you are employing others, think of using employment contracts.
6. Do not staple or bind your application as it will be photocopied for assessment.
7. South Burnett RADF Management Advisory committee may request further information or support material if they are uncertain about an application. Usually you will have only a short time to respond.

**What is a CV (curriculum vitae)?**

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

Presentation is important. It should:

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

Include the following information:

- Your contact details
- Education and qualifications
- Current employment status
- Recent employment history
- Community involvement
- Awards, grants, achievements, exhibitions, performances, screenings, publications, committee and professional memberships (don't use abbreviations or acronyms)
- The names of at least two referees. Some tips for success.

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

#### **Do I have to complete a budget?**

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

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

#### **Who can assist me with my application?**

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

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

Another point of call are the Committee members who are a good sounding board. Committee Members are volunteer arts experts who follow RADF guidelines to assess applications for their merit.

If you have a concern regarding the outcome of an application or require further assistance understanding the South Burnett RADF Program and grants process, you may contact the **RADF Liaison Officer** who is responsible for overseeing the South Burnett RADF Program.

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

#### **How do I submit my application?**

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

#### **What happens if I am successful?**

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

- Two copies of a South Burnett RADF Letter of Offer specifying what the funding is being allocated for and any special conditions that may apply to your application
  - ✓ one copy to sign and return\*

✓ one copy to keep for your reference

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

\*No funds will be released until you sign and return all relevant documents to your Regional RADF Liaison Officer. You must supply a tax invoice for the full grant amount.

The Regional RADF Committee may ask for special conditions of funding to be included in your contract. These must be met through your funded activity.

#### **What happens if I am unsuccessful?**

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

The applicant will be advised by formal letter.

You are able to request feedback by contacting the RADF Liaison Officer and are encouraged to adjust your application accordingly and apply for future funding rounds.

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

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

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

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

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

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

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

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

#### **Who should I contact for more information on South Burnett RADF?**

For more information about the South Burnett RADF Program and process, please contact the RADF Liaison Officer, Kimberley Donohue on [kdonohue@southburnett.qld.gov.au](mailto:kdonohue@southburnett.qld.gov.au) or phone (07) 4189 9100.

## **Financial and Resource Implications**

The works and activities to be undertaken are within the 2016-17 budgets for Arts Culture & Heritage.

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

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

Facilitate and Support Community Development (Operational Plan 2015-2016)

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

The RADF Management Advisory committee were consulted initially with ideas put forward for the development of guidelines, then the revised draft of the Regional Arts Development Fund Guidelines was circulated to Councillors and the Senior Management Team for review and comment.

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

N/A

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

N/A

## **Asset Management Implications**

N/A

**7. Portfolio - Planning & Property**

**7.1 Planning and Property Portfolio Report**

**Document Information**

**IR No** 1695473

**Author** Cr Terry Fleischfresser

**Date** 16 January 2017

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**Précis**

Planning and Property Portfolio Report

**Summary**

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

**Officer's Recommendation**

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

**7.2 Planning (P&LM)**

***Officer's Reports***

No Report.

**7.3 Property (P)**

***Officer's Reports***

No Report.

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

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

**Document Information**

**IR No** 1695464

**Author** Cr Roz Frohloff

**Date** 16 January 2017

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**Précis**

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

**Summary**

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

**Officer's Recommendation**

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

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

**9.1 Natural Resource Management, Parks and Indigenous Affairs Portfolio Report**

**Document Information**

**IR No** 1695418

**Author** Cr Kathy Duff

**Date** 16 January 2017

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**Précis**

Natural Resource Management, Parks and Indigenous Affairs Portfolio Report

**Summary**

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

**Officer's Recommendation**

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

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

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

#### **9.2.1 NRM&P - 1699062 - Approval of the South Burnett Biosecurity Surveillance Program in accordance with the Biosecurity Act 2014**

#### **Document Information**

**IR No** 1699062

**Author** Manager NRM & Parks

**Endorsed  
By** General Manager Corporate Services

**Date** 6 January 2017

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#### **Précis**

Approval of the South Burnett Biosecurity Surveillance Program in accordance with the *Biosecurity Act 2014*.

#### **Summary**

Pest Management Programs are a core legislative function of Local Government, prior to the introduction of the *Biosecurity Act 2014*, programs were administered under the *Land Protection (Pest and Stock Route) Management Act 2002*.

Under the *Biosecurity Act 2014* Council is required to develop and conduct a Biosecurity Surveillance program formerly known as a pest survey program to detect and monitor the treatment of restricted and prohibited weeds and pest animals species within their Local Government area.

A Biosecurity Surveillance program enables authorised local government officers to conduct property inspections to identify and map the extent of outbreaks and monitor treatment programs to assist landholders to meet their general biosecurity obligation under the *Biosecurity Act 2014*.

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

That Council approve the commencement of the South Burnett Biosecurity Surveillance Program for restricted and prohibited matter under the *Biosecurity Act 2014* across the South Burnett Regional Council area starting on 20 January 2017 and finishing 30 June 2017.





**South Burnett Biosecurity Surveillance Program for  
Restricted and Prohibited Matter under the *Biosecurity  
Act 2014***

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## 1 Biosecurity Program

### 1.1 Program Name

The surveillance program (pest survey) for invasive plants and animals that are prohibited or restricted biosecurity matter in the South Burnett Local Government Area will be known as the South Burnett Biosecurity Surveillance Program (the program).

The biosecurity matter to which the program may relate includes all invasive biosecurity matter as defined in section 48(1) of the Act.

## 2 Requirement for a Surveillance Program

### 2.1 Purpose and rationale

The *Biosecurity Act 2014* (the Act) provides for the establishment of surveillance programs. Surveillance programs are directed at any of the following—

- (a) monitoring compliance with the Act in relation to a particular matter to which the Act applies;
- (b) confirming the presence, or finding out the extent of the presence, in the State or the parts of the State to which the program applies, of the biosecurity matter to which the program relates;
- (c) confirming the absence, in the State or the parts of the State to which the program applies, of the biosecurity matter to which the program relates;
- (d) monitoring the effects of measures taken in response to a biosecurity risk;
- (e) monitoring compliance with requirements about prohibited matter or restricted matter;
- (f) monitoring levels of biosecurity matter or levels of biosecurity matter in a carrier.

The objectives of the South Burnett Biosecurity Surveillance Program (the Program) are:

- (a) Confirm the presence, and find out the extent of the presence in the South Burnett, of the prohibited or restricted matter to which the program relates;
- (b) Confirm the absence in the South Burnett, of the prohibited matter to which the program relates;
- (c) Monitor the effects of measures taken in response to a biosecurity risk posed by invasive biosecurity matter

Pest Management Programs are a core legislative function of Local Government, prior to the introduction of the *Biosecurity Act 2014*, programs were administered under the *Land Protection (Pest and Stock Route) Management Act 2002*.

Previous pest surveys for declared pests in the South Burnett under the *Land Protection Pest and Stock Route Management Act* have detected restricted biosecurity matter formerly known as class 1 and 2 declared pests.

Ongoing surveillance of these species is required to support spread prevention and control programs.

## 2.2 Measures that are required to achieve the purpose

The key activities undertaken by the Program include but are not limited to;

- Conduct inspections on public and private land to determine the presence, extent and risk posed by prohibited or restricted matter (formerly known as declared weeds and pest animals). Surveillance will be conducted by Authorised Officers predominantly by visual ground inspection. Inspection may also be undertaken by aerial survey or fixed camera traps.
- Provide information and advice to the property owner or relevant party regarding the level of risk and appropriate control measures required to meet the owner or relevant parties general biosecurity obligation.
- Provide information about support programs that may be available
- Monitor treatment programs and enforce compliance where necessary.

## 2.3 Powers of authorised officers

### Entry of place

The Act provides that authorised officers appointed under the Act may, at reasonable times, enter a place situated in an area to which a biosecurity program applies, to take any action authorised by the biosecurity program<sup>1</sup>. These activities must be done in a timely and efficient manner to ensure that the measures are as effective as possible. The Program will authorise entry into places to allow these measures to be undertaken.

In accordance with the Act a reasonable attempt will be made to locate an occupier<sup>2</sup> and obtain the occupier's consent to the entry prior to an authorised officer entering a place to undertake activities under the Program. Nevertheless, an authorised officer may enter the place if<sup>3</sup>—

- (a) The authorised officer is unable to locate an occupier after making a reasonable attempt to do so; or
- (b) the occupier refuses to consent to the entry.

If after entering a place an authorised officer finds an occupier present or the occupier refuses to consent to the entry—an authorised officer will make reasonable attempts to produce an identity card for inspection and inform the occupier of the reason for entering and the authorisation under the Act to enter without the permission of the occupier. An authorised officer under the South Burnett Biosecurity Surveillance Program must make a reasonable attempt to inform the occupier of any steps taken, or to be taken, and if steps have been taken or are to be taken, that it is an offence to do anything that interferes with a step taken or to be taken.

An authorised officer must leave a notice in a conspicuous position and in a reasonably secure way. This notice must state the date and time of entry and information addressing the reason for entry, authorisation to enter a place and the steps undertaken by the authorised officer after entry.

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<sup>1</sup> See section 261 (Power to enter a place under biosecurity program) of the Act.

<sup>2</sup> The Act defines an *occupier*, of a place, generally to include the person who apparently occupies the place (or, if more than 1 person apparently occupies the place, any of the persons); any person at the place who is apparently acting with the authority of a person who apparently occupies the place; or if no-one apparently occupies the place, any person who is an owner of the place.

<sup>3</sup> See section 270 (Entry of place under sections 261 and 262) of the Act.

### **Power to carry out aerial controls measures**

The power to carry out aerial control measures is authorised by a biosecurity program under the Act<sup>4</sup>. This means that an authorised officer may carry out, or direct another person to carry out, the aerial control measure for a prohibited or restricted biosecurity matter in relation to a place to which the Program relates.

### **Obligations**

A person must not interfere with cameras or traps placed to detect invasive biosecurity matter.

### **General powers of authorised officers**

Nothing in the Program or its associated Authorisation limits the powers of authorised officers under Chapter 10 of the Act.

## **2.4 Consultation**

Consultation was undertaken with Department of Agriculture and Fisheries

## **3 Authorisation of a biosecurity surveillance program in the South Burnett Local Government Area**

Authorisation of the South Burnett Biosecurity Surveillance program was made by a resolution of South Burnett Regional Council at a general meeting held on 18 January 2017.

### **3.1 Biosecurity matter**

The biosecurity matter to which the Program relates may include any invasive biosecurity matter as defined in section 48(1) of the Act.

### **3.2 Purpose of the Program**

The purpose of the Program in the South Burnett Local Government Area is to;

- (a) Confirm the presence, and find out the extent of the presence in the South Burnett, of prohibited or restricted biosecurity matter to which the program relates;
- (b) Confirm the absence in the South Burnett, of prohibited or restricted biosecurity matter to which the program relates;
- (c) Monitor the effects of measures taken in response to a biosecurity risk posed by prohibited or restrictive matter
- (d) Conduct inspections on public and private land to determine the presence, extent and risk posed by prohibited or restricted matter (formerly known as declared weeds and pest animals). Surveillance will be conducted by Authorised Officers predominantly by visual ground inspection. Inspection may also be undertaken by aerial survey or fixed camera traps.

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<sup>4</sup> See section 294 (Power to carry out aerial control measures under biosecurity program) of the Act. Section 294(6) of the Act defines **aerial control measure**, for biosecurity matter, to mean an activity, done from the air by an airborne machine or a person in an aircraft, to achieve a purpose of a biosecurity program and includes the following—

- surveying and monitoring the biosecurity matter;
- distributing an agricultural chemical to control the biosecurity matter.

- (e) Provide information and advice to the property owner or relevant party regarding the level of risk and appropriate control measures required to meet the owner or relevant parties general biosecurity obligation.
- (f) Provide information about support programs that may be available
- (g) Monitor treatment programs and enforce compliance where necessary.

### **3.3 Area affected by the Program**

The surveillance program is authorised for the whole of the South Burnett Local Government Area. Individual properties will be selected for inspection based on observation or known presence of prohibited or restricted biosecurity matter, or the receipt of reports or complaints.

### **3.4 Powers of authorised officers**

An authorised officer of the Program appointed under the *Biosecurity Act 2014*, may enter a place—other than a residence<sup>5</sup>—without a warrant and without the occupier’s consent within the State of Queensland under the Program<sup>6</sup>. An authorised officer appointed under the *Biosecurity Act 2014* will also have the power to enter a place under the Program.<sup>7</sup>

An authorised officer can exercise the powers of an authorised officer under the Act in relation to the Program, if the authorised officer is appointed by the chief executive<sup>8</sup>. An authorised officer has general powers after entering a place to do any of the following<sup>9</sup>:

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<sup>5</sup> The Act defines a *residence* to mean a premises or a part of a premises that is a residence with the meaning of section 259(2) and 259(3).

<sup>6</sup> See section 259 (General powers to enter places) of the Act.

<sup>7</sup> See section 261 (Power to enter a place under biosecurity program) of the Act.

<sup>8</sup> See section 255 (3) (Powers of particular authorised officers limited) of the Act.

<sup>9</sup> See section 296 (General powers) of the Act.

General powers in the Act	Measures an authorised officer may take under the Program <b>&lt;REVISE AND AMEND AS REQUIRED&gt;</b>
Search any part of the place	<i>Search a place to check for the presence or absence of prohibited or restricted biosecurity matter.</i>
Inspect <sup>10</sup> , examine <sup>11</sup> or film <sup>12</sup> any part of the place or anything at the place	<i>Inspect, examine and film to assist with tracing of carriers to and from a place.</i>
Take for examination a thing, or a sample of or from a thing, at the place	<i>Take samples for the purposes of diagnostic analysis, to ascertain the presence or absence of prohibited or restricted biosecurity matter</i>
Place an identifying mark in or on anything at the place	<i>Establish fixed camera sites.</i>
Place a sign or notice at the place	<i>Produce a written and/or electronic note(s) to support Program activities.</i>
Produce an image or writing at the place from an electronic document or, to the extent it is not practicable, take a thing containing an electronic document to another place to produce an image or writing	<i>Take GPS coordinates to ensure accuracy of location details of carriers or invasive biosecurity matter</i>
Take to, into or onto the place and use any person, detection animal, equipment and materials the authorised officer reasonably requires for exercising the authorised officer's powers under this division	<i>Take a document such as a weed hygiene declaration that is relevant to the objectives of the Program.</i>
Destroy biosecurity matter or a carrier if the authorised officer believes on reasonable grounds the biosecurity matter or carrier presents a significant biosecurity risk; and the owner of the biosecurity matter or carrier consents to its destruction	
Remain at the place for the time necessary to achieve the purpose of the entry	
The authorised officer may take a necessary step to allow the exercise of a general power	
If the authorised officer takes a document from the place to copy it, the authorised officer must copy and return the document to the place as soon as practicable	
If the authorised officer takes from the place an article or device reasonably capable of producing a document from an electronic document to produce the document, the authorised officer must produce the document and return the article or device to the place as soon as practicable.	

An authorised officer may make a requirement (a **help requirement**) of an occupier of the place or a person at the place to give the authorised officer reasonable help to exercise a general power<sup>13</sup>.

An authorised officer may carry out, or direct another person to carry out, aerial surveillance measures for invasive biosecurity matter in relation to a place. Under the Program these measures include surveillance by

<sup>10</sup> Section 296(5) defines **inspect**, a thing, to include open the thing and examine its contents.

<sup>11</sup> Section 296(5) defines **examine** to include analyse, test, account, measure, weigh, grade, gauge and identify.

<sup>12</sup> Section 296(5) defines **film** to include photograph, videotape and record an image in another way.

<sup>13</sup> See section 297 (Power to require reasonable help) of the Act.



visual, photographic or electronic observations of the place. The surveillance may be undertaken by manned aircraft or unmanned aerial vehicle (UAV's)

### **3.5 Obligations imposed on a person under the Program**

The following obligations may be imposed on a person who is an occupier of a place to which the Program relates:

A person must not interfere with cameras or traps placed to detect invasive biosecurity matter.

### **3.6 Commencement and duration of the Program**

The Program will begin on 20 November 2016 and will continue until 30 June 2017. The duration of the program is considered to be reasonably necessary to achieve the Program's purpose.

### **3.7 Consultation with relevant parties**

As required by the Act<sup>14</sup>, South Burnett Regional Council has consulted, prior to the authorisation of the Program, with the Department of Agriculture and Fisheries.

### **3.8 Notification of relevant parties of requirements**

As required by the Act<sup>15</sup>, I will give public notice of the Program 14 days before the Program starts by:

- giving the notice, by way of letter, to each government department or government owned corporation responsible for land in the area to which the Program relates; and
- publishing the notice on the South Burnett Regional Council website.

A copy of the Program (including its Authorisation) is available for inspection at the South Burnett Regional Council Administration Building at Glendon Street, Kingaroy and regional offices. A copy of the Program is also available to view and print at no cost on the South Burnett Regional Council website at [www.southburnett.qld.gov.au](http://www.southburnett.qld.gov.au). A copy of the Program Authorisation will be provided on request by contacting the South Burnett Regional Council Customer Service Centre on (07) 4189 9100.

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<sup>14</sup> See section 239 (Consultation about proposed biosecurity program) of the Act.

<sup>15</sup> See section 240 (Notice of proposed biosecurity program) of the Act.

## 4 PUBLIC NOTICE

### **Notice of a Biosecurity Surveillance Program for Restricted and Prohibited Matter.**

#### ***Biosecurity Act 2014***

#### **South Burnett Regional Council**

### **PURPOSE AND SCOPE OF THE PROGRAM**

#### **Purpose**

The purpose of the Program in the South Burnett Local Government Area is to;

- (h) Confirm the presence, and find out the extent of the presence in the South Burnett, of prohibited or restricted biosecurity matter to which the program relates;
- (i) Confirm the absence in the South Burnett, of prohibited or restricted biosecurity matter to which the program relates;
- (j) Monitor the effects of measures taken in response to a biosecurity risk posed by prohibited or restrictive matter
- (k) Conduct inspections on public and private land to determine the presence, extent and risk posed by prohibited or restricted matter (formerly known as declared weeds and pest animals). Surveillance will be conducted by Authorised Officers predominantly by visual ground inspection. Inspection may also be undertaken by aerial survey or fixed camera traps.
- (l) Provide information and advice to the property owner or relevant party regarding the level of risk and appropriate control measures required to meet the owner or relevant parties general biosecurity obligation.
- (m) Provide information about support programs that may be available
- (n) Monitor treatment programs and enforce compliance where necessary.

#### **Program Area**

The surveillance program is authorised for the whole of the South Burnett Local Government Area. Individual properties will be selected for inspection based on observation or known presence of prohibited or restricted biosecurity matter, or the receipt of reports or complaints.

#### **START DATE AND DURATION OF THE PROGRAM**

Program will commence on 20 January 2017 and extend for a period of seven (6) months until 30 June 2017.

#### **AVAILABILITY AND PRICE OF A COPY OF THE PROGRAM AUTHORISED BY THE CHIEF EXECUTIVE**

A copy of the Program (including its Authorisation) is available for inspection at the South Burnett Regional Council Administration building at Glendon Street, Kingaroy and regional offices. A copy of the Program is also available to view and print at no cost on the South Burnett Regional Council website at [www.southburnett.qld.gov.au](http://www.southburnett.qld.gov.au). A copy of the Program Authorisation will be provided on request by contacting the South Burnett Regional Council Customer Service Centre on (07) 4189 9122.

## **Financial and Resource Implications**

No additional resources required above allocated resources within Natural Resource Management budget.

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

Corporate Plan ENV1 - Our region's environment assets are promoted, protected and enhanced. Strategy - *Protect and enhance the diverse array of natural assets that exist in the region in accordance with relevant legislation.*

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

Draft program presented and approved at portfolio meeting. Approved draft forwarded to Department of Agriculture and Fisheries for consultation, recommendations were received and adopted in the attached final version.

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

Requirement of Local Government under the *Biosecurity Act 2014*.

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

Consistent with Councils pest management compliance procedures.

## **Asset Management Implications**

No assets required

**9.3 Indigenous Affairs (I)**

***Officer's Reports***

No Report.

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

**10.1 Finance, ICT and Human Resources Portfolio Report**

**Document Information**

**IR No** 1695407

**Author** Cr Ros Heit

**Date** 16 January 2017

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**Précis**

Finance, ICT and Human Resources Portfolio Report

**Summary**

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

**Officer's Recommendation**

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

## 10.2 Finance (F)

### *Officer's Reports*

#### 10.2.1 F - 1699384 - Second Quarter Capital Budget Review 2017

#### Document Information

IR No 1699384

Author: General Manager Finance

Date: 10 January 2017

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#### Précis

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

#### Summary

A review of the 2016/2017 Capital Budget has been undertaken to take into account any necessary amendments and known changes. Increase in Buildings is due to the \$6,000 increase in Council's budgeted contribution for the refurbishment of the Kingaroy Reception Room Roof - with funding grant of \$84,000. The decrease in Road and Drainage is mainly due to the reduction in the budget for bridge replacement amounting to \$ 682,200 and the net decrease in the budget for the Blackbutt Town Development of \$512,000.

The following table summarises the result.

#### Capital Budget

	First Quarter Revised Budget	Second Quarter Proposed Budget	Movement
Buildings	\$2,658,000	\$2,664,000	\$6,000
Plant and Equipment	3,727,800	3,727,800	
Road and Drainage	14,617,155	13,573,455	(1,043,700)
Water	3,994,530	3,994,530	
Waste Water	7,604,850	7,604,850	
Waste	396,600	396,600	
Total	\$32,998,935	\$31,961,235	(\$1,037,700)

The revised Capital Program is attached.

#### Officer's Recommendation

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

2016/2017 Capex Report for Council

Project Code	Project Description	2016/17 Adopted Budget	2015/16 Budget Carryover	First Quarter Revision	Second Quarter Revision	Proposed Second Quarter Budget	Commitments	2016/17 Actual YTD
<b>Buildings &amp; Other Structures</b>								
<b>Admin Office - Kinga</b>								
		12,000.00	290,000.00	-	-	302,000.00	1,916.36	-
<b>Admin Office - Nanan</b>								
		180,000.00	-	-	-	180,000.00	-	-
<b>Admin Office - Wondai</b>								
		-	100,000.00	-	100,000.00	-	-	-
<b>Aerodrome - Kingaroy</b>								
		40,000.00	-	-	15,000.00	55,000.00	-	-
<b>Aerodrome - Wondai</b>								
		15,000.00	5,000.00	-	15,000.00	5,000.00	-	-
<b>Art Gallery - Wondai</b>								
		35,000.00	-	-	-	35,000.00	-	-
<b>Cemeteries - Kingaro</b>								
		10,000.00	-	-	-	10,000.00	9,120.00	-
<b>Cemeteries - Nanango</b>								
		10,000.00	-	-	-	10,000.00	-	-
<b>Cemeteries - Wondai</b>								
		10,000.00	-	-	-	10,000.00	-	-
<b>Cemeteries - Proston</b>								
		-	-	-	-	-	-	15,005.28
<b>Cemeteries - Blackbu</b>								
		75,000.00	-	-	-	75,000.00	-	14,842.73
<b>Depot - Nanango</b>								
		30,000.00	-	-	-	30,000.00	-	-
<b>Depot - Kingaroy</b>								
		40,000.00	-	-	-	40,000.00	-	-
<b>Depot - Murgon</b>								
		20,000.00	-	-	20,000.00	-	-	-
<b>SES- Nanango</b>								
		-	-	-	130,000.00	130,000.00	-	-
<b>Hall - Kingaroy Town</b>								
		90,000.00	50,000.00	-	6,000.00	146,000.00	-	810.00
<b>Hous Rent - Nan Pion</b>								
		30,000.00	-	-	30,000.00	-	-	-
<b>Museum - Boondooma H</b>								
		15,000.00	-	-	-	15,000.00	-	-
<b>Museum - Nanango Rin</b>								
		-	-	-	25,000.00	25,000.00	-	-
<b>Museum - Kroy Mens S</b>								
		75,000.00	-	-	-	75,000.00	-	-
<b>Parks &amp; Gardens</b>								
		400,000.00	46,000.00	-	-	446,000.00	395,887.43	403,424.83
<b>Priv Hospital - Bull</b>								
		20,000.00	-	-	20,000.00	-	-	-
<b>Priv Hos P&amp;E Proj</b>								
		100,000.00	47,000.00	-	-	147,000.00	48,500.00	68,117.92
<b>Saleyards - Coolabun</b>								
		60,000.00	40,000.00	-	-	90,000.00	-	-
<b>Swimming Pool - King</b>								
		20,000.00	-	-	20,000.00	-	-	-
<b>Swimming Pool - Murg</b>								
		-	-	-	11,000.00	11,000.00	-	10,831.76
<b>Swimming Pool - Nana</b>								
		15,000.00	-	-	-	15,000.00	-	-
<b>Swimming Pool - Wond</b>								
		90,000.00	10,000.00	-	39,000.00	61,000.00	-	60,733.18
<b>Tourism - Yallakool</b>								
		50,000.00	20,500.00	-	-	70,500.00	1,880.00	-
<b>Tourism - Lake Boon</b>								
		120,000.00	7,500.00	-	-	127,500.00	645.45	-
<b>Public Conveniences</b>								
		214,000.00	116,000.00	-	43,000.00	373,000.00	103,485.17	51,736.40
<b>Sp/ground-Maidenwel</b>								
		20,000.00	-	-	-	20,000.00	-	-
<b>Sp/ground-Murgon</b>								
		20,000.00	30,000.00	-	-	50,000.00	-	-
<b>Sp/ground-Wondai</b>								
		-	-	-	-	-	2,874.55	-
<b>Depot - Wondai</b>								
		40,000.00	-	-	20,000.00	60,000.00	-	-
<b>Sp/ground-Hivesville</b>								
		-	34,000.00	-	-	34,000.00	4,090.91	31,941.82
<b>Region Pools</b>								
		-	16,000.00	-	-	16,000.00	-	-
		1,846,000.00	812,000.00	-	6,000.00	2,664,000.00	568,399.87	657,443.92
<b>Intangibles</b>								
<b>Business System</b>								
		298,000.00	594,300.00	-	-	892,300.00	478,482.97	141,214.74
		298,000.00	594,300.00	-	-	892,300.00	478,482.97	141,214.74
<b>Plant &amp; Equipment</b>								
<b>Info Serv - ICT</b>								
		265,000.00	14,000.00	-	-	279,000.00	-	208,888.90
<b>Plant &amp; Fleet Manage</b>								
		2,435,000.00	121,500.00	-	-	2,556,500.00	901,089.77	590,854.44
		2,700,000.00	135,500.00	-	-	2,835,500.00	901,089.77	799,743.34

Project Code	Project Description	2016/17 Adopted Budget	2016/16 Budget Carryover	First Quarter Revision	Second Quarter Revision	Proposed Second Quarter Budget	Commitments	2016/17 Actual YTD	
<b>Roads</b>									
<b>Bridges</b>									
	Min Cap-Rural Drain	2,300,000.00	932,200.00	-	-	682,200.00	2,550,000.00	806,774.30	885,000.93
	Min Cap-Grav Resheet	130,000.00	-	-	-	-	130,000.00	3,165.10	129,108.68
	Min Cap-Pave Rehab	1,250,000.00	-	-	300,000.00	1,550,000.00	4,410.06	1,129,961.49	
	Min Cap-Foot/Bikeway	1,200,000.00	-	-	810,000.00	390,000.00	-	68,013.93	
	Reseals - 2016/17	180,000.00	-	-	160,000.00	330,000.00	51,776.62	92,908.49	
	TIDS - LRRS Projects	1,600,000.00	-	-	50,000.00	1,450,000.00	626,821.10	611,698.93	
	Roads to Recovery	1,893,000.00	-	-	30,000.00	1,923,000.00	209,176.66	1,174,907.90	
	Loan Funded Projects	2,640,000.00	231,955.00	-	-	2,871,955.00	27,910.27	1,033,629.03	
	Soil Laboratory	-	1,640,000.00	-	-	512,000.00	1,128,000.00	14,086.04	822,667.04
	Urban Drainage	10,000.00	-	-	500.00	10,500.00	-	10,471.00	
	SafeST	440,000.00	-	-	455,000.00	895,000.00	74,961.84	370,402.27	
		270,000.00	-	-	75,000.00	345,000.00	409.00	217,247.77	
		11,813,000.00	2,804,165.00	-	-	1,043,700.00	13,573,455.00	1,818,498.97	6,545,917.46
<b>Water Services</b>									
<b>Water - General Oper</b>									
	Water - Blackbutt	150,000.00	15,000.00	-	35,000.00	200,000.00	7,500.00	180,763.28	
	Water - Kingaroy	120,000.00	-	-	-	120,000.00	-	-	
	Water - Murgon	1,100,000.00	1,231,900.00	-	-	2,331,900.00	250,524.27	445,195.81	
	Water - Nanango	241,700.00	465,930.00	-	-	707,630.00	76,086.26	536,603.03	
	Water - Proston	220,000.00	-	-	-	220,000.00	-	374.80	
	Rural Water - Prosto	50,000.00	-	-	-	50,000.00	-	283.44	
	Water - Wondai	100,000.00	-	-	35,000.00	65,000.00	-	-	
	Water - Wooroolin	200,000.00	-	-	-	200,000.00	600.00	142,793.88	
		100,000.00	-	-	-	100,000.00	-	-	
		2,281,700.00	1,712,830.00	-	-	3,994,630.00	334,710.53	1,306,014.24	
<b>Wastewater Services</b>									
<b>Wastewater - General</b>									
	Wastewater - Blackbu	150,000.00	-	-	-	150,000.00	-	1,051.35	
	Wastewater - Kingaro	100,000.00	100,000.00	-	-	200,000.00	-	-	
	Wastewater - Murgon	2,200,000.00	-	2,940,000.00	-	5,140,000.00	2,885,931.54	1,074,728.31	
	Wastewater - Nanango	430,000.00	272,000.00	-	70,000.00	772,000.00	3,190.00	13,108.75	
	Wastewater - Wondai	500,000.00	317,700.00	-	300,000.00	517,700.00	3,371.80	7,182.50	
		270,000.00	325,150.00	-	230,000.00	825,150.00	-	5,988.75	
		3,650,000.00	1,014,850.00	2,940,000.00	-	7,604,850.00	2,892,493.34	1,102,059.66	
<b>Waste</b>									
<b>Waste Management - R</b>									
		52,000.00	344,600.00	-	-	396,600.00	-	138,769.76	
		52,000.00	344,600.00	-	-	396,600.00	-	138,769.76	
		22,640,700.00	7,418,236.00	2,940,000.00	-	1,037,700.00	31,961,236.00	6,993,676.46	10,691,163.12

## **Financial and Resource Implications**

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

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

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

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

Budgets were reviewed with the relevant budget manager.

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

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

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

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

## **Asset Management Implications**

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



**10.2.2 F - 1699426 - Second Quarter Operating Budget Review 2017****Document Information****IR No** 1699426**Author** Manager Finance**Endorsed  
By** General Manager Finance**Date** 10 January 2017

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**Précis**

Second Quarter review of Council's 2016/2017 operating budget.

**Summary**

A review of the 2017 Budget has been undertaken as at 10 January 2017. The amended Operational Budget results in an operating surplus of \$525,170.

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

**Operating Budget**

<b>Program</b>	<b>2016/2017 Original Budget</b>	<b>2016/2017 1<sup>st</sup> Quarter Budget</b>	<b>2016/2017 2<sup>nd</sup> Quarter Proposed</b>
General Operations	(\$370,341)	(\$281,348)	(\$535,839)
Plant & Fleet	\$525,210	\$525,210	\$525,885
Water	\$263,571	\$263,571	\$276,302
Waste Water	\$238,994	\$238,994	\$148,816
Waste	\$132,257	\$132,257	\$110,006
<b>Operating Net Result</b>	<b>\$789,691</b>	<b>\$878,684</b>	<b>\$525,170</b>

## Table of Main Changes

The second quarter review indicates a **decrease in the operating net result of \$353,514** mainly on account of the following:

### Revenue

Particulars	Change in Operating Net Result Increase (Decrease)
Decrease in Interest Received (Investment Interest) due to lower interest rates	(\$687,453)
Increase in Fees & Charges mainly due to increase in tip fees	\$76,012
Increase in Other Income mainly due to insurance claim refunds	\$67,106
Decrease in Grants, Subsidies, Contributions & Donations due to decrease in fuel rebates	(\$64,748)
Decrease in Rental Income for the Wondai Caravan Park	(\$13,610)
<b>Total Decrease in Revenue</b>	<b>(\$622,693)</b>

### Expenditure

Particulars	Change in Operating Net Result Increase (Decrease)
Decrease in Employee Benefits	\$8,555
Decrease in Materials & Services across several expense items	\$260,624
<b>Total Decrease in Expenditure</b>	<b>\$269,179</b>

### Capital Revenue

- The proposed budget change in capital revenue is mainly due to the decrease in the budgeted capital grant for the Kingaroy Waste Water Treatment Plant.

### Capital Income

- The proposed budget change in capital income is due to the introduction of a budget for Proceeds of sale Council Owned Freehold Land \$45,455

### Officer's Recommendation

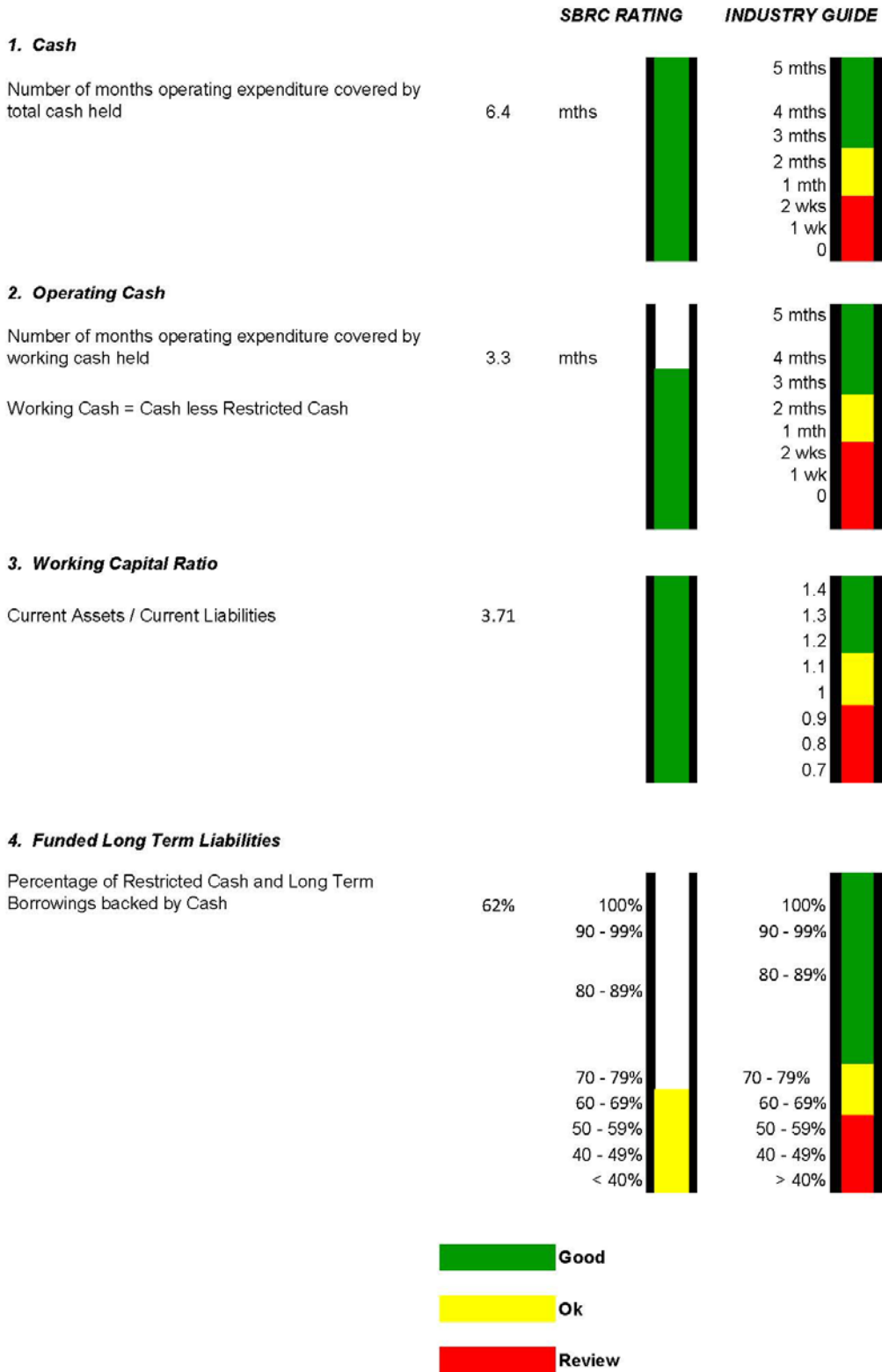
That in accordance with Section 170(3) of the *Local Government Regulation 2012* the revised Budget be adopted.

## Comprehensive Income Statement

	16/17 YTD Actuals	16/17 Original Budget	16/17 Amended Budget	16/17 Proposed Budget
<b>REVENUE</b>				
<b>Recurrent Revenue</b>				
Fees & Charges	- 2,260,678	- 4,335,478	- 4,335,478	- 4,411,490
Interest Received	- 437,823	- 1,720,166	- 1,720,166	- 1,032,713
Other Income	- 389,769	- 461,176	- 532,251	- 599,357
Rates, Levies & Charges	- 22,173,972	- 44,163,446	- 44,058,446	- 44,058,446
Rental Income	- 259,400	- 521,645	- 521,645	- 508,035
Sales Revenue	- 1,771,734	- 3,255,150	- 3,255,150	- 3,255,150
Grants, Subsidies, Contributions & Donations	- 3,768,163	- 7,530,996	- 7,526,979	- 7,462,231
<b>Total Recurrent Revenue</b>	<b>- 31,061,538</b>	<b>- 61,988,057</b>	<b>- 61,950,115</b>	<b>- 61,327,422</b>
<b>Capital Revenue</b>				
Grants, Subsidies, Contributions & Donations	- 5,833,374	- 10,544,224	- 9,693,890	- 9,563,890
<b>Total Revenue</b>	<b>- 36,894,912</b>	<b>- 72,532,281</b>	<b>- 71,644,005</b>	<b>- 70,891,312</b>
<b>Capital Income</b>				
Capital Income	- 278,417	- 461,250	- 461,250	- 506,705
<b>TOTAL INCOME</b>	<b>- 37,173,329</b>	<b>- 72,993,531</b>	<b>- 72,105,255</b>	<b>- 71,398,017</b>
<b>EXPENSES</b>				
<b>Recurrent Expenses</b>				
Depreciation	7,231,729	14,463,457	14,463,457	14,463,457
Donations	266,302	509,735	534,035	534,771
Employee Benefits	11,185,318	22,475,373	22,591,516	22,582,961
Finance Costs	897,951	2,042,350	2,042,350	2,042,350
Materials & Services	11,733,665	21,707,451	21,440,073	21,178,713
<b>Total Recurrent Expenses</b>	<b>31,314,964</b>	<b>61,198,366</b>	<b>61,071,431</b>	<b>60,802,252</b>
<b>TOTAL EXPENSES</b>	<b>31,314,964</b>	<b>61,198,366</b>	<b>61,071,431</b>	<b>60,802,252</b>
<b>Net Operating Surplus</b>	<b>- 5,858,364</b>	<b>- 11,795,165</b>	<b>- 11,033,824</b>	<b>- 10,595,765</b>

SOUTH BURNETT REGIONAL COUNCIL

Financial Scorecard



## Statement of Financial Position

as at 31 December 2016

	2017 \$	Original Budget \$
<b>Current Assets</b>		
Cash and Cash Equivalents	33,302,068	33,080,511
Trade and Other Receivables	6,712,467	6,023,740
Inventories	1,250,034	1,194,663
Investments	-	-
<b>Total Current Assets</b>	<b>41,264,569</b>	<b>40,298,914</b>
<b>Non-Current Assets</b>		
Trade and other receivables	2,328,707	-
Property, Plant and Equipment	891,789,437	879,461,585
Intangible Assets	8,859,426	8,044,429
<b>Total Non-Current Assets</b>	<b>902,977,570</b>	<b>887,506,014</b>
<b>TOTAL ASSETS</b>	<b>944,242,139</b>	<b>927,804,928</b>
<b>Current Liabilities</b>		
Trade and other payables	3,675,456	4,578,196
Borrowings	3,889,377	2,436,953
Provisions	3,554,373	3,399,682
Unearned Revenue	127,440	-
<b>Total Current Liabilities</b>	<b>11,119,206</b>	<b>10,414,831</b>
<b>Non-Current Liabilities</b>		
Borrowings	37,558,576	39,845,689
Provisions	11,910,078	11,844,859
Unearned Revenue	2,320,251	-
<b>Total Non-Current Liabilities</b>	<b>49,468,654</b>	<b>51,690,548</b>
<b>TOTAL LIABILITIES</b>	<b>63,035,551</b>	<b>62,105,379</b>
<b>NET COMMUNITY ASSETS</b>	<b>881,206,588</b>	<b>865,699,549</b>
<b>Community Equity</b>		
Asset Revaluation Surplus	447,831,130	422,246,433
Retained Surplus/(Deficiency)	433,375,459	443,453,116
<b>TOTAL COMMUNITY EQUITY</b>	<b>881,206,588</b>	<b>865,699,549</b>

## **Financial and Resource Implications**

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

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

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

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

Budgets were reviewed by the relevant budget manager.

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

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

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

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

## **Asset Management Implications**

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

**11. Consideration of Notices of Motion**

No Report.

**12. Information Section (IS)**

**12.1 IS - 1695388 - Reports for the Information of Council**

**Document Information**

**IR No** 1695388

**Author** Administration Section

**Date** 11 January 2017

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**Précis**

Reports received for the Information of Council.

**Summary**

List of correspondence pending completion of assessment report  
Delegated Authority Report  
Road Maintenance Expenditure Report

**Officer's Recommendation**

That the reports be received.

**13. Confidential Section**

No Report.



