



# Minutes

Of The

## General Council Meeting

Held in the Council Chambers, 45 Glendon Street Kingaroy

on Wednesday, 19 March 2014

Chief Executive Officer: Ken McLoughlin



# SOUTH BURNETT REGIONAL COUNCIL MINUTES

Wednesday, 19 March 2014

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Minutes of the meeting of the South Burnett Regional Council, held in the Council Chambers, 45 Glendon Street Kingaroy on Wednesday 19 March 2014 at 9:04am

**PRESENT:**

**Councillors:**

Cr DW Kratzmann (Mayor), Cr KM Campbell, Cr KA Duff, Cr BL Green, Cr DJ Palmer, Cr DP Tessmann, Cr RLA Heit

**Council Officers:**

Ken McLoughlin (Chief Executive Officer), Gary Wall (General Manager Finance, Property & Information Technology), Stan Taylor (General Manager Planning, Community & Environment), Russell Hood (General Manager Infrastructure)

**1. Leave Of Absence**

Nil.

**2. Prayers**

A representative of the Ministers Fraternal, Pastor Lyle Slinger from the Church in the Market Place 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**

**Officer's Recommendation**

That the minutes of the previous meeting held on Tuesday 18 February 2014 as recorded be confirmed.

**Resolution:**

*Moved Cr KA Duff, seconded Cr DJ Palmer.*

*That the minutes of the previous meeting held on Tuesday 18 February 2014 as recorded be confirmed.*

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

**4. Mayoral Report**

**4.1 MR - 1277366 - Mayor's Report**

**Summary**

Mayoral Report to Council for the period 11 February 2014 to 11 March 2014.

## **Officer's Recommendation**

That the Mayoral Report to Council for the period 11 February 2014 to 11 March 2014 be received.

### **Resolution:**

*Moved Cr DW Kratzmann, seconded Cr KM Campbell.*

*That the Mayoral Report to Council for the period 11 February 2014 to 11 March 2014 be received.*

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

## **4.2 Extension of Current General Rate Discount Period**

### **Motion:**

*Moved Cr KA Duff, seconded Cr KM Campbell.*

That Council resolve to extend the current General rate discount period to 8 May 2014 for bona fide primary producers.

*Carried 6/1  
FOR VOTE - Cr DW Kratzmann (Mayor), Cr KM Campbell, Cr KA Duff, Cr DJ Palmer,  
Cr DP Tessmann, Cr RLA Heit  
AGAINST VOTE - Cr BL Green*

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

See Business Function Headings

## **5. Planning, Communities & Environment**

### **5.1 Planning & Land Management (P&LM)**

#### **(a) Officer's Reports**

#### **5.1.1 P&LM - 1245833 - Forwarding Request to change an existing approval for property at 236 Mercer Springate Road Nanango - Lot 1 and 2 SP156219 and Lot 137 CSH690**

## **Summary**

### **Key Point Summary**

- Request for Permissible Change includes staging of the proposed development, an increase in the overall number of lots from 12 to 16 (actual number of additional lots is 11) and a request that Condition No. 5 be deleted
- Condition No. 5 requires the Applicant to design and construct half of Mercer Springate Road for the full frontage of the subject site or alternatively make a monetary contribution to Council in lieu of constructing the road

- Recommendation that Council *refuse* the Request to change an Existing Approval in relation to the deletion of Condition No. 5 and *approve* amended conditions as referenced within the report below to reflect changes to staging and approved lot layout

### Officer's Recommendation

Council *refuse* the Applicant's Request to change an Existing Approval relating to the deletion of Condition No. 5 and *approve* changes relating to the proposed staging of development and proposed lot layout as per revised conditions below (deleted text in strikethrough and new text in bold):

1. Development **and staging** is to be generally in accordance with plan reference number 05012 SD1.04AB and stamped for identification purposes as ~~TP-DA505~~ **Sheets 1 to 6 received by Council on 29 November 2013.**
2. ~~Prior to the commencement of any works, the applicant shall submit a staging plan for the proposal which will achieve the following.~~
  - a. ~~The initial stage shall comprise the reconfiguration of the existing three lots to create three new lots, two of which shall contain a constructed dwelling house with the balance area incorporating the ultimate Lot 12.~~
  - b. ~~In subsequent stages, no lots shall be created without containing a dwelling house except for the balance area containing the ultimate Lot 12.~~
3. Where road frontages form an internal angle of less than 135° the corner shall be truncated. The truncation shall be 10m x 10m - 3 chord unless the road design requires greater.
4. ~~All dwelling houses shall be connected to electricity and telephone.~~
5. The applicant shall either construct half of Mercer Springate Road to the standard specified in Table S2.2 of Part 5 Infrastructure Provisions, Schedule 2, or make a monetary contribution to the construction and sealing **32.5%** of half the road **Mercer Springate Road** which bounds the development site from the intersection of Mercer Springate Road and Old Rifle Range Road up to and inclusive of the full frontage of any lot being created in its final form **prior to Council sealing any Survey Plan associated with this Reconfiguration of a Lot approval for Stage 2 to Stage 6.** The Road shall be constructed to the following standard:

Road Classification	Rural Access
Seal Width	6.0m
Formation Width	8.0m
Drainage	Formed Table Drains
Cross Drainage	1 in 10 year storm

~~The Applicant to submit final design and construction costs for Mercer Springate Road to Council's Infrastructure Department for review and determination OR alternatively the Applicant may request that Council's Infrastructure Department provide the final design and construction costs with these costs to be borne entirely by the Applicant.~~

The applicant shall pay a monetary contribution towards the construction and sealing of the road network adjacent to the site equal to \$13,000 per additional lot created. Alternatively the applicant shall provide a cost estimate prepared by a Registered Professional Engineer Queensland (RPEQ) and agreed to by Council's Chief Executive Officer (CEO) for the construction and sealing of the road network adjacent to the site. The final payment will be the lesser of the two (2) alternatives. The contribution is payable on a per lot basis at the time of sealing the Survey Plan for Stages 2 to 6.

6. The applicant shall construct a vehicle access to each lot generally in accordance with Standard Drawing No. R5000-03-01. If a pipe is required in the table drain, it shall be sized to take a Q1 (1 year intensity) flow unless otherwise approved by Council.
7. Stormwater drainage shall be provided to the table drain system of the new road discharging to points acceptable to Council.
8. All storm water runoff from constructed roadways and buildings on individual lots shall be adequately dispersed before exiting any lot.
- ~~9. The applicant shall pay a contribution in accordance with Council's policy towards the sealing of Old Rifle Range Road. The required contribution shall be \$6,000 per additional lot created.~~
10. The Applicant shall provide all easements or drainage reserves found necessary for whatever purpose during the course of engineering investigation and design. Such easements or drainage reserves shall be of an appropriate width for the purpose, but in any case generally not less than 4m wide except where otherwise stated. Such easements or drainage reserves shall be deeded to Council when the relevant plan is presented for sealing.
11. The following design details shall be submitted to Council for approval prior to commencement of construction works:
  - Roadwork details
  - Stormwater drainage
  - Easement details
12. Effective measures shall be taken to control stormwater discharge from the site of works required as part of this subdivision, generally in accordance with the Queensland Urban Drainage Manual, and to the requirements and satisfaction of Council. A Sediment and Erosion Control Plan shall be submitted with the engineering designs for civil works. Where soil is exposed during works, vegetation cover shall be established on the exposed areas as soon as practicable after completion of the works.
13. Adequate precautions to the satisfaction of Council shall be taken to ensure dust does not cause annoyance to adjacent or nearby dwellings during construction of subdivision works. Such precautions shall be discussed and agreed with Council's Engineering Services prior to the commencement of any works.
14. A Maintenance Bond shall be lodged with the Council for a period of twelve months from the date of practical completion of the works, equal to 5% of the total cost of construction of the civil works.
15. Prior to the signing and sealing of any Survey Plan, conditions 3-8 inclusive, 10 and 11 shall be complied with in full, based on Staging Plans referenced in Condition No. 1.
16. At the time of submitting the survey plan of subdivision for signing and sealing by Council, the applicant shall submit to Council a letter stating that all of the above conditions have been complied with and stating in respect to each condition the manner of compliance.
- ~~17. This approval shall unless otherwise extended by Council have a currency period of four (4) years commencing at the date of the Decision Notice.~~

**Section 341(2)(b) of the *Sustainable Planning Act 2009* provides that, if this approval is not acted upon within the period of four (4) years the approval will lapse. Note that in accordance with section 341(7) a related approval may extend the relevant (currency) period.**



**Resolution:**

*Moved Cr KM Campbell, seconded Cr DJ Palmer.*

*That the Officer's Recommendation be adopted.*

*Carried 4/3*

*FOR VOTE - Cr DW Kratzmann (Mayor), Cr KM Campbell, Cr DJ Palmer, Cr RLA Heit*

*AGAINST VOTE - Cr KA Duff, Cr BL Green, Cr DP Tessmann*

**5.1.2 P&LM - 1245550 - Forwarding eDA Material Change of Use (Multiple dwelling units) - 84 Haly Street, Kingaroy - Lot 67 RP49433 - Hotondo Homes C/- O'Reilly Nunn Favier**

**Summary**

- Application for Development Permit for Material Change of Use (Multiple Dwelling Units)
- Subject site included within the Residential Zone (Residential B Preferred Dominant Land Use Area) under the Kingaroy IPA Planning Scheme
- Subject site fronts Haly Street which is identified as a State Controlled Road
- Department of Transport and Main Roads (DTMR) identified as a Concurrence Agency has included conditions which are required to be attached to any Decision Notice issued by Council
- One (1) submission received during the public notification period
- Application recommended for approval subject to reasonable and relevant conditions

**Officer's Recommendation**

That Council *approve* the applicants request for a Development Permit for Material Change of Use (Multiple Dwelling Units) on Lot 67 on RP49433 located at 84 Haly Street, Kingaroy subject to the following conditions;

**General**

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

- Project Number 13-1780-DWL Sheet 1 (Site Plan) prepared by Blueprint Drafting Services dated 13 November 2013
- Project Number 13-1780-DWL Sheet 2 (Floor Plan Units 1 & 2) prepared by Blueprint Drafting Services dated 13 November 2013
- Project Number 13-1780-DWL Sheet 3 (Elevations Units 1 & 2) prepared by Blueprint Drafting Services dated 13 November 2013
- Project Number 13-1780-DWL Sheet 4 (Floor Plan Unit 3) prepared by Blueprint Drafting Services dated 13 November 2013
- Project Number 13-1780-DWL Sheet 5 (Elevations Unit 3) prepared by Blueprint Drafting Services dated 13 November 2013
- Project Number 13-1780-DWL Sheet 6 (3D Views 1) prepared by Blueprint Drafting Services dated 13 November 2013
- Project Number 13-1780-DWL Sheet 7 (3D Views 2) prepared by Blueprint Drafting Services dated 13 November 2013
- Project Number 13-1780-DWL Sheet 8 (3D Views 3) prepared by Blueprint Drafting Services dated 13 November 2013

GEN2. All works, including the relocation of services (Telstra, lighting etc.) are to be completed at no cost to Council.

GEN3. The applicant is required to maintain the site in a clean and orderly state at all times, clearing of declared weeds and feral animals.

### **Compliance Assessment**

GEN4. All conditions of this approval are to be satisfied prior to Council issuing a Compliance Certificate for the commencement of the use, and it is the applicant's responsibility to notify Council to inspect compliance with conditions.

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

### **Further Development Permits**

GEN5. The development herein may not commence until the following Development Permits or Certificates have been issued and complied with as required:

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

### **Amended Plans**

MCU1. The Applicant shall provide amended plans for the proposed Multiple Dwelling Units at 84 Haly Street, Kingaroy (Lot 67 on RP49433) incorporating the following changes to ensure compliance with relevant requirements of the Kingaroy Shire IPA Planning Scheme and Australian Standard AS2890.1:2004 in relation to on-site vehicle manoeuvring:

- Minimum internal garage width of 3.4m
- Minimum garage door width of 3.1m
- Amended stormwater management plan as per Condition ENG5

The above information is required for Council to review and shall be completed prior to the commencement of any construction works on the subject site in association with this Material Change of Use approval.

### **Fencing**

MCU2. Fence construction along the side and rear boundaries is to be solid screen fencing to a height not exceeding 1.8m to prohibit direct views between habitable rooms of dwelling units and between individual private open space areas.

MCU3. The height of the fences forward of the main building line except where bounding private open space, is to be 1.2m if of solid construction, or up to 1.8m if gaps permit 50% transparency. Fences or walls over 1.2m in height are tapered to 1.2m in height within 4.0m of the front boundary.

### **Satellite Dishes**

MCU4. A maximum of one satellite dish is permitted per dwelling unit with a maximum diameter of 1.2m with a maximum height of 10.5m above ground level.

### **Lighting**

MCU5. Lighting used to illuminate any areas of the premises is to be designed and constructed in accordance with Australian Standard AS4282 (Obtrusive Effects of Outdoor Lighting) to ensure that lighting does not directly illuminate any nearby premises or roadways.

### **Landscaping**

MCU6. The applicant is required to prepare a landscape plan for the subject site in accordance with Planning Scheme Policy No. 5 of the Kingaroy Shire IPA Planning Scheme for Compliance Assessment by Council and is to incorporate a minimum 2.0m wide landscape strip along the Haly Street frontage (excluding driveway and vehicle manoeuvring areas). This plan is to be submitted to and approved by Council prior to the landscaping work commencing. Plant species may be selected from Council's *Branching Out – Your Handy Guide to Tree Planting in the South Burnett* (refer to booklet provided).

### **Clothes Drying Area**

MCU7. Each dwelling unit is to be provided with external clothes drying facilities in the private open space area.

### **Letterboxes and Unit Identification**

MCU8. Letterboxes shall be provided for each habitable unit, including the body corporate if appropriate. Each box shall be distinguished by a number corresponding to the unit number.

MCU9. Each dwelling unit is to be readily identified by number.

### **Car Parking**

ENG1. Prior to the commencement of use, provide a minimum of six (6) car parking spaces in accordance with the approved plans. The total number of car parking spaces is to include three (3) resident car parking spaces and three (3) visitor car parking spaces.

ENG2. All driveways, vehicle manoeuvring areas and turning radii are to be designed and constructed in accordance with Australian Standard AS2890.1:2004.

ENG3. The car parking area and internal driveway are to be constructed, drained and surfaced with either asphaltic concrete, bitumen or concrete so as to minimise dust emissions, erosion and sediment run-off. The construction and design is to be in accordance with AS2890.1:2004/Amdt 1:2004 and to the satisfaction of South Burnett Regional Council.

ENG4. Kerbing associated with the visitor car parking bays shall be low enough to provide for clearance under vehicles as the B99 swept vehicle path intrudes over them.

### **Stormwater**

ENG5. The Applicant is required to submit an amended stormwater management plan as the proposal to utilised private open space is not satisfactory. This plan must address all the same criteria as per the original proposal but must utilise the available area within the development external to the private open space area of the residents.

ENG6. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.

ENG7. The stormwater drainage system serving the site is to be designed so that the post-development flows at the point of discharge to all downstream properties including road reserves remains consistent with the pre-developed case.

ENG8. Stormwater drainage is to be designed such that no restriction to existing or developed stormwater flow from upstream properties or ponding of stormwater within upstream properties occurs as a result of the development.

ENG9. Heavy duty galvanized steel roof water kerb adaptors (Kacey or similar), are to be installed in the kerb and channelling during construction in all locations where inter-allotment drainage systems are not required, in accordance with South Burnett Regional Council requirements and to the satisfaction of Council.

### **Water Supply**

ENG10. A water connection will be required to service each dwelling unit to current South Burnett Regional Council standards. Any alterations to water mains are to be undertaken at no cost to Council.

### **Sewerage Reticulation**

ENG11. A sewerage connection will be required to service each dwelling unit to current South Burnett Regional Council standards. Any alterations to sewer mains are to be undertaken at no cost to Council.

### **Earthworks**

ENG12. Any proposed earthworks shall be undertaken in accordance with the Urban Locality Code, Element (g) within the Kingaroy Shire IPA Planning Scheme unless approved separately under a Development Permit for Operational Works.

### **Environmental Protection**

ENG13. The Applicant is required to submit detailed silt management procedures, engineering drawings and an Environmental Management Plan to Council for approval prior to the commencement of any works on-site. All engineering designs submitted to Council for engineering approval are to be certified by a Registered Professional Engineer Queensland (RPEQ).

ENG14. During the construction phase, install and maintain silt management facilities until the building works and/or operational works are completed and the site is reinstated with ground cover.

### **Advice**

ADV1. With the introduction of the *Sustainable Planning (Housing Affordability and Infrastructure Charges Reform) Amendment Act 2011*, an applicant's obligations with respect to infrastructure contributions/charges is now contained in a separate adopted infrastructure charges notice rather than in this development approval.

ADV2. Section 341(1)(a) of the *Sustainable Planning Act 2009* provides that, if this approval is not acted upon within the period of four (4) years the approval will lapse. Note that in accordance with section 341(7) a related approval may extend the relevant (currency) period.

ADV3. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding.

ADV4. Attached for your information is a copy of Division 8 of the *Sustainable Planning Act 2009* as regards Rights of Appeal. With respect to Appeal Rights of Applicants, the following is drawn to your attention—

- a) the applicant's Appeal Period commences upon receipt of this advice and expires twenty (20) business days thereafter.

- b) should the applicant notify the Assessment Manager (Council) in writing of acceptance of the conditions of approval and that it is not intended to make an appeal, the Applicant's Appeal Period is at an end.

**Resolution:**

*Moved Cr KM Campbell, seconded Cr DP Tessmann.*

*That the Officer's Recommendation be adopted.*

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

**5.1.3 P&LM - 1335376 - Additional Representations - RAL (1 lot into 260 lots) & Prelim Approval for MCU - Kelvyn Street River Road & Oasis Drive Kingaroy - L10 RP204229 & L902,30,28,25, 15,11,37, 38,48-50,16,10,40 & 39 SP204673 - Applicant : The Planning Place**

**Summary**

**KEY POINT SUMMARY**

- Application for Preliminary Approval Overriding the Planning Scheme, Material Change of Use (Caravan Park – Relocatable Home Park), Reconfiguration of a Lot (1 Lot into 265 Lots) and Material Change of Use (Multiple Dwelling Units)
- Subject site is comprised of seventeen (17) separate allotments ranging in area from 786m<sup>2</sup> to 39.36ha
- Subject site included within the Residential Zone, Parks and Open Space Zone and Industrial Zone under the Kingaroy IPA Planning Scheme
- The application was considered by Council at its Meeting of 18 December 2013 where Elected Representatives decided to have the item "*lay on the table*" pending receipt of additional information
- A Social Impact Statement (SIS) was provided by the Applicant addressing social and economic concerns raised throughout the assessment process
- Revised condition of development approval have been provided for the Caravan Park (Relocatable Home Park) component based on the recommendations of the Social Impact Statement (SIS)
- Recommended that Stage 1 of the proposed Caravan Park (Relocatable Home Park) be approved via a Development Permit and the balance stages granted Preliminary Approval which would allow the Applicant an opportunity to make a subsequent application for Development Permit for subsequent stages based on market demand – this approach is considered to be consistent with the needs of the community and addresses issues raised in the Social Impact Statement (SIS)
- All parts of the development application are recommended for approval subject to reasonable and relevant conditions however only Stage 1 (116 Lots) of the proposed Caravan Park (Relocatable Home Park) is to be approved under a Development Permit with balance stages 2 to 5 being approved under a Preliminary Approval

## **Officer's Recommendation**

That Council:

- (i) *approves* the Applicant's request for a Preliminary Approval Overriding the Planning Scheme (Taabinga Estate Local Plan) over Lots 10, 11, 15, 16, 25, 28, 37, 38, 39, 40, 49, 50 and 902 on SP204673, Lot 10 on RP204229 and Lots 101, 102 & 103 on SP257226;
- (ii) *approves* the Applicant's request for a Material Change of Use (Caravan Park - Relocatable Home Park) over Kelvyn Street, Kingaroy (Lot 902 on SP204673);
- (iii) *approves* the Applicant's request for a Reconfiguration of a Lot (1 Lot into 265 Lots) over Kelvyn Street, Kingaroy (Lot 902 on SP204673);
- (iv) *approves* the Applicant's request for a Material Change of Use (Multiple Dwelling Units) over 1 Kelvyn Street, Kingaroy (Lot 101 on SP257227), 22 Oasis Drive, Kingaroy (Lot 38 on SP204673), 24 Oasis Drive, Kingaroy (Lot 39 on SP204673) and 30 Oasis Drive, Kingaroy (Lot 103 on SP257227)

subject to the following conditions:

### **General**

- GEN1. All works, including the relocation of services (Telstra, lighting etc.) are to be completed at no cost to Council.
- GEN2. The applicant is required to maintain the site in a clean and orderly state at all times, clearing of declared weeds and feral animals.

### **Compliance Assessment (Material Change of Use Components)**

- GEN3. All conditions of this approval are to be satisfied prior to Council issuing a Compliance Certificate for the commencement of the use, and it is the applicant's responsibility to notify Council to inspect compliance with conditions.

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

### **Compliance Assessment (Reconfiguration of a Lot Component)**

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

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

## **a) Preliminary Approval Overriding the Planning Scheme (Taabinga Downs Estate Local Plan)**

### **General**

- GEN1. The subject site is to be developed generally in accordance with:
- Drawing No. 3352F.DA1.01 J (Structure Plan) prepared by Alex Enborisoff Architects and dated 11 July 2013; and
  - Taabinga Downs Estate Local Plan prepared by The Planning Place and received by Council on 29 July 2013

Subject to the following inclusions within the Local Plan Code (Taabinga Downs Estate Local Plan) applicable for the Village Precinct:

- Minimum lot area of 236m<sup>2</sup>
- Minimum lot width of 13m
- Minimum rear boundary setback of 5.0m
- Minimum front boundary setback of 3.0m
- Minimum side and rear boundary setback of 1.5m (except for Class 10 Structures)
- Minimum 50m<sup>2</sup> private open space area for each lot with either a northern or eastern orientation
- Minimum 1.0m wide landscape strip to adjoin internal road

### Further Development Permits

GEN2. The Preliminary Approval Overriding the Planning Scheme does not prohibit the commencement of site works and the following subsequent applications are to be made to Council prior to the commencement of any works in accordance with the Structure Plan and Taabinga Downs Estate Local Plan referenced in Condition GEN1 above:

- Development Permit for Material Change of Use (Stages 2 – 5 Relocatable Home Park)
- Development Permit for Reconfiguration of a Lot (Stages 2 – 5 Relocatable Home Park)
- Development Permit for Operational Works

### Advice

ADV1. With the introduction of the *Sustainable Planning (Housing Affordability and Infrastructure Charges Reform) Amendment Act 2011*, an applicant's obligations with respect to infrastructure contributions/charges is now contained in a separate adopted infrastructure charges notice rather than in this development approval.

ADV2. Section 341(1) of the *Sustainable Planning Act 2009* provides that, if this approval is not acted upon within the period of four (4) years the approval will lapse. Note that in accordance with section 341(7) a related approval may extend the relevant (currency) period.

ADV3. Telecommunication connections can be arranged by emailing [F1103721@team.telstra.com](mailto:F1103721@team.telstra.com) providing the following information:

- Full name;
- Address of property including state & postcode;
- Lot No's and Plan No's: and
- What the development is (units, subdivision, shop, etc)

ADV4. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding.

ADV5. Attached for your information is a copy of Division 8 of the *Sustainable Planning Act 2009* as regards Rights of Appeal. With respect to Appeal Rights of Applicants, the following is drawn to your attention—

- a) the applicant's Appeal Period commences upon receipt of this advice and expires twenty (20) business days thereafter.
- b) should the applicant notify the Assessment Manager (Council) in writing of acceptance of the conditions of approval and that it is not intended to make an appeal, the Applicant's Appeal Period is at an end.

**b) Development Permit for Material Change of Use (Caravan Park - Relocatable Home Park) and Development Permit for Reconfiguration of a Lot (1 Lot into 116 Lots)**

**General**

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

- Drawing No. 4629 P/7 Sheet 1 of 1 Revision F prepared by O'Reilly Nunn Favier (Taabinga Village - Residential Lifestyle Village) (Stage 1 only)
- Drawing No. 3352F DA2.11 C (Typical Home Setouts) prepared by Alex Enborisoff Architects and dated February 2012
- Drawing No. 3352F DA2.12 C (Elevations 1) prepared by Alex Enborisoff Architects and dated February 2012
- Drawing No. 3352F DA2.13 C (Elevations 2) prepared by Alex Enborisoff Architects and dated February 2012
- Drawing No. 3352F DA2.14 C (Home Types) prepared by Alex Enborisoff Architects and dated February 2012

**Amended Plans**

GEN2. The applicant shall provide amended plans for the Caravan Park (Relocatable Home Park) identifying a building envelope for each lot based on the following requirements:

- Maximum building envelope area equal to 50% site cover
- Minimum 5.0m rear boundary setback
- Minimum 1.5m side and rear boundary setbacks (except for Class 10 Structures)
- Minimum 3.0m front boundary setback
- Minimum 50m<sup>2</sup> private open space area with either a northern or eastern orientation

**Manufactured Home Park**

GEN3. Future site agreements for individual lots are to be prepared and managed under the provisions of the *Manufactured Home (Residential Parks) Act 2003*. In addition, the site agreement is to include a condition that prohibits the owner from letting the dwelling to another party.

**Fencing**

MCU2. Fence construction along the side and rear boundaries is to be solid screen fencing to a height not exceeding 1.8m to prohibit direct views between habitable rooms of relocatable homes and between individual private open space areas.

MCU3. The height of the fences forward of the main building line except where bounding private open space, is to be 1.2m if of solid construction, or up to 1.8m if gaps permit 50% transparency. Fences or walls over 1.2m in height are tapered to 1.2m in height within 4.0m of the front boundary.



### **Lighting**

MCU4. Lighting used to illuminate any areas of the premises is to be designed and constructed in accordance with Australian Standard AS4282 (Obtrusive Effects of Outdoor Lighting) to ensure that lighting does not directly illuminate any nearby premises or roadways.

### **Landscaping**

MCU5. The applicant is required to prepare a landscape plan for the subject site in accordance with Planning Scheme Policy No. 5 of the Kingaroy Shire IPA Planning Scheme for Compliance Assessment by Council and is to incorporate a minimum 1.0m wide landscape strip along each internal road frontage (excluding driveway and vehicle manoeuvring areas). This plan is to be submitted to and approved by Council prior to the landscaping work commencing. Plant species may be selected from Council's *Branching Out – Your Handy Guide to Tree Planting in the South Burnett* (refer to booklet provided).

### **Stormwater**

ENG1. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.

ENG2. The stormwater drainage system serving the site is to be designed so that the post-development flows at the point of discharge to all downstream properties including road reserves remains consistent with the pre-developed case.

ENG3. Stormwater drainage is to be designed such that no restriction to existing or developed stormwater flow from upstream properties or ponding of stormwater within upstream properties occurs as a result of the development.

ENG4. Easements are required over any inter-allotment drainage systems. Such easements shall be not less than three (3) metres in width.

### **Access**

ENG5. Prior to Council sealing the Survey Plan, property accesses are to be provided to each lot in accordance with IPWEAQ Standard Drawing SEQ R-050 and Table S2.7 - Design and Construction Standards of the Kingaroy Shire IPA Planning Scheme with the location of each access in accordance with the approved Proposal Plan.

ENG6. Access is to be constructed such that there is no trip hazard to pedestrians present and to ensure that low clearance vehicles can enter and exit the property without bottoming out of the access.

### **Infrastructure Agreement (River Road/Kelvyn Street Intersection)**

ENG7. The developer is to enter into an infrastructure agreement with Council for the future upgrading of the intersection as follows:

- The intersection is to be designed in accordance with Austroads Guide to Road Design Part 4A: Unsignalised and Signalised Intersections
- Widen, construct, seal and kerb and channel (western side only, 10m kerb to kerb) Kelvyn Street from the River Road intersection, including turnouts, through to the private entrance to Lot 902 on SP204673.
- Widen, construct and seal (8.0m kerb to edge of seal) Kelvyn Street from the Roberta Street intersection, including turnouts, through to the private entrance of Lot 902 on SP204673

### **Footpath**

ENG8. The applicant is required to construct a footpath from the River Road/Kelvyn Street intersection along Kelvyn Street and Roberta Street, terminating at the

Oasis Drive/Roberta Street intersection, general in accordance with IPWEAQ Standard Drawing R-065.

**Infrastructure Agreement (Kingaroy/Knight Street Intersection)**

ENG9. The developer is to enter into an infrastructure agreement with Council and the Department of Main Roads for the future upgrading of the intersection of Kingaroy Street and Knight Street, in general accordance with Department of Main Road's requirements.

- The infrastructure agreement is to nominate—
- The extent of roadworks required, including the estimated construction costs
- The service catchment of the intersection
- The formula for contributions towards the roadworks based upon the expected future lot yield within the catchment, estimated construction costs, and provision for annual indexation

**Infrastructure Agreement (Kingaroy/Avoca Street Intersection)**

ENG10. The developer is to enter into an infrastructure agreement with Council and the Department of Main Roads for the upgrade of the intersection of Kingaroy Street and Avoca Street, in general accordance with Department of Main Road's requirements.

The infrastructure agreement is to nominate—

- The extend of roadworks required, including the estimated construction costs
- The service catchment of the intersection
- The formula for contributions towards the roadworks based upon the expected future lot yield within the catchment, estimated construction costs, and provision for annual indexation

Albeit that this intersection has been signalled, the original traffic impact assessment report undertaken by The Harrison Group identified this developed catchment as being a key contributor towards its upgrade. Council funded all the undeveloped catchments at the time of its construction and this will be a process of reimbursement back to Council for funding the impacts of development on its infrastructure.

**Roads**

ENG11. The applicant is required to construct, seal and kerb and channel the extension of Oasis Drive, interconnecting with Roberta Street. The applicant is also required to construct, seal and kerb and channel the extension of Roberta Street, interconnecting with Oasis Drive and as detailed in the table below:

Reserve width	Kerb invert- Kerb invert width	Kerb and Channel
20.0m	7.5m	Type M3 on IPWEAQ Standard Drawing SEQ R- 080

**Footpath**

ENG12. The applicant is required to construct a footpath from the Oasis Drive/ Roberta Street intersection, extend along Roberta Street down to proposed Lot 67. The footpath shall then cross the extension of Oasis Drive through the footpath corridor abutting Lots 39, 50, 78 & 79 to existing Lot 41. It will then extend along Oasis Drive and around on to Mirage Avenue, terminating at the Mirage Avenue/ Kingaroy Street intersection, generally in accordance with IPWEAQ Standard Drawing R-065.

### **Water & Wastewater**

- ENG13. A water connection will be required to service each proposed unit to current South Burnett Regional Council standards. Any alterations to water mains are to be undertaken at no cost to Council.
- ENG14. A sewerage connection will be required to service each proposed unit to current South Burnett Regional Council standards. Any alterations to sewer mains are to be undertaken at no cost to Council.

### **Survey Marks**

- RAL1. Prior to the submission of the Survey Plan to Council, the applicant is to reinstate survey marks and install new survey marks in their correct position in accordance with the Survey Plan, and the work is to be certified in writing by a Licensed Surveyor.

### **Natural Resources Valuation Fees**

- RAL2. Payment of Department of Natural Resources and Mines valuation fees that will result from the issue of split valuations prior to Council sealing the Survey Plan. The contribution is currently assessed at \$5,220 (116 x \$45.00); however, the actual amount payable will be based on Council's Register of Regulatory & Cost-Recovery Fees and the rate applicable at the time of payment.

### **Property Access**

- ENG1. Property access provided to each lot in accordance with IPWEAQ Standard Drawing R-056 and Table S2.7 - Design and Construction Standards of the Kingaroy Shire IPA Planning Scheme with the location of each access in accordance with the approved Proposal Plan. Each property access is to be constructed prior to Council sealing the Survey Plan.

### **Stormwater**

- ENG2. All stormwater drainage systems, including all surface, underground and roofwater components, to effectively drain all stormwater falling on to the proposed development of Council's stormwater system, rainwater tanks or other lawful point of discharge.
- ENG3. The stormwater drainage system serving the site is to be designed so that the post-development flows at the point of discharge to all downstream properties including road reserves remains consistent with the pre-developed case.

### **Water Supply**

- ENG4. A water connection will be required to service each dwelling unit to current South Burnett Regional Council standards. Any alterations to water mains are to be undertaken at no cost to Council.
- ENG5. Water reticulation is to be sized according to Water Supply Network Analysis - Proposed Development Taabinga Estate (Contour Consulting Engineers) and the Planning Guidelines for Water Supply and Sewerage (Department of Natural Resources and Mines 2005).

It should be noted that the water network model has only been provided for the residential land uses (in accordance with the Taabinga Estate Structure Plan) and does not take into consideration future industrial land located to the west of Cornish Street (forming part of Lot 902 on SP204673). Subsequent applications over the aforementioned industrial land will require additional water supply modelling based on specific development requirements.

- ENG6. Connections for the internal reticulation are to be provided to the existing Low Level Zone from Kingaroy Street **and** the Kelvyn Street end as per standard development requirements.

### **Sewerage Reticulation**

- ENG7. A sewerage connection will be required to service each dwelling unit to current South Burnett Regional Council standards. Any alterations to sewer mains are to be undertaken at no cost to Council.
- ENG8. Sewer main reticulation is to be sized in accordance with the Engineering Report Sewer Network Analysis prepared by RMA Engineers Pty Ltd (2012) and the Planning Guidelines for Water Supply and Sewerage (Department of Natural Resources and Mines 2005). This report prepared by RMA Engineers Pty Ltd indicates upgrades to sewer mains based on the Sewer Network Planning Report (2008).
- ENG9. Amendments undertaken to the network analysis prepared by Contour Consulting Engineers (Water Supply Network Analysis - Proposed Development Taabinga Estate dated 17 October 2013) have indicated that the entire main from Cornish Street through to Kelvyn Street will require upgrading to a 300DN main at the location all the way down to River Road.

### **Earthworks**

- ENG10. Any proposed earthworks shall be undertaken in accordance with the Urban Locality Code, Element (g) within the Kingaroy Shire IPA Planning Scheme unless approved separately under a Development Permit for Operational Works.

### **Environmental Protection**

- ENG11. During the construction phase, install and maintain silt management facilities until the subdivision has been accepted off maintenance.
- ENG12. Submit detailed silt management procedures, engineering drawings and an environmental management plan for approval by Council prior to the commencement of works.

### **Advice**

- ADV1. With the introduction of the *Sustainable Planning (Housing Affordability and Infrastructure Charges Reform) Amendment Act 2011*, an applicant's obligations with respect to infrastructure contributions/charges is now contained in a separate adopted infrastructure charges notice rather than in this development approval.
- ADV2. Section 341(1)(b) of the *Sustainable Planning Act 2009* provides that, if this approval is not acted upon within the period of four (4) years the approval will lapse. Note that in accordance with section 341(7) a related approval may extend the relevant (currency) period.
- ADV3. Telecommunication connections can be arranged by emailing [F1103721@team.telstra.com](mailto:F1103721@team.telstra.com) providing the following information:
- Full name;
  - Address of property including state & postcode;
  - Lot No's and Plan No's: and
  - What the development is (units, subdivision, shop, etc)

ADV4. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding.

ADV5. Attached for your information is a copy of Division 8 of the *Sustainable Planning Act 2009* as regards Rights of Appeal. With respect to Appeal Rights of Applicants, the following is drawn to your attention—

- a) the applicant's Appeal Period commences upon receipt of this advice and expires twenty (20) business days thereafter.
- b) should the applicant notify the Assessment Manager (Council) in writing of acceptance of the conditions of approval and that it is not intended to make an appeal, the Applicant's Appeal Period is at an end.

**c) Development Permit for Material Change of Use (Multiple Dwelling Units) over 1 Kelvyn Street (Lot 101 on SP257227), 22 Oasis Drive (Lot 38 on SP204673), 24 Oasis Drive (Lot 39 on SP2045673) and 30 Oasis Drive (Lot 103 on SP257227)**

#### **General**

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

- a) 22 Oasis Drive (Lot 38 on SP204673) and 24 Oasis Drive (Lot 39 on SP204673)**
  - Drawing No. 3352C DA6 B (Ground Level) prepared by Alex Enborisoff Architects and dated 24 July 2013
  - Drawing No. 3352C DA7 B (Ground Floor) prepared by Alex Enborisoff Architects and dated 24 July 2013
  - Drawing No. 3352C DA8 B (First Floor) prepared by Alex Enborisoff Architects and dated 24 July 2013
  - Drawing No. 3352C DA9 B (First Floor) prepared by Alex Enborisoff Architects and dated 24 July 2013
  - Drawing No. 3352C DA10 B (Roof Plan) prepared by Alex Enborisoff Architects and dated 24 July 2013
  - Drawing No. 3352C DA11 B (Elevations) prepared by Alex Enborisoff Architects and dated 24 July 2013
  - Drawing No. 3352C DA12 B (Elevations) prepared by Alex Enborisoff Architects and dated 24 July 2013

**b) 1 Kelvyn Street (Lot 101 on SP257227)**

- Drawing No. 3352E DA6 D (Ground Flood Lot 30) prepared by Alex Enborisoff Architects and dated 26 September 2012
- Drawing No. 3352E DA7 D (Roof Plan) prepared by Alex Enborisoff Architects and dated 26 September 2012
- Drawing No. 3352E DA8 D (Elevations and Section Lot 30) prepared by Alex Enborisoff Architects and dated 26 September 2012
- Drawing No. 3352E DA9 D (Elevations Lot 30) prepared by Alex Enborisoff Architects and dated 26 September 2012

**c) 30 Oasis Drive (Lot 103 on SP257227)**

- Drawing No. 3352E DA14 D (Ground Floor Lot 48) prepared by Alex Enborisoff Architects and dated 26 September 2012
- Drawing No. 3352E DA15 D (Roof Plan Lot 48) prepared by Alex Enborisoff Architects and dated 26 September 2012
- Drawing No. 3352E DA16 D (Elevations Lot 48) prepared by Alex Enborisoff Architects and dated 26 September 2012
- Drawing No. 3352E DA17 D (Elevations Lot 48) prepared by Alex Enborisoff Architects and dated 26 September 2012

**Amended Plans**

MCU1. The applicant shall provide amended plans for the eight (8) dwelling units proposed at 22 Oasis Drive (Lot 38 on SP204673) and 24 Oasis Drive (Lot 39 on SP204673) incorporating the following design elements:

- All eight (8) dwelling units are to be totally contained within Lots 38 and 39 on SP204673 - currently the proposal plan indicates a single storey dwelling unit being located over the boundary of Lot 37 on SP204673 and Lot 38 on SP204673
- Ensure that ingress and egress from all car parking spaces (including visitor car parking spaces) over 22 Oasis Drive (Lot 38 on SP204673) and 24 Oasis Drive (Lot 39 on SP204673) complies with Australian Standard AS2890.1:2004 for a B99 class vehicle (refer to Condition ENG3)

**Fencing**

MCU2. Fence construction along the side and rear boundaries is to be solid screen fencing to a height not exceeding 1.8m to prohibit direct views between habitable rooms of dwelling units and between individual private open space areas.

MCU3. The height of the fences forward of the main building line except where bounding private open space, is to be 1.2m if of solid construction, or up to 1.8m if gaps permit 50% transparency. Fences or walls over 1.2m in height are tapered to 1.2m in height within 4.0m of the front boundary.

**Satellite Dishes**

MCU4. A maximum of one satellite dish is permitted per dwelling unit with a maximum diameter of 1.2m with a maximum height of 10.5m above ground level.

**Lighting**

MCU5. Lighting used to illuminate any areas of the premises is to be designed and constructed in accordance with Australian Standard AS4282 (Obtrusive Effects of Outdoor Lighting) to ensure that lighting does not directly illuminate any nearby premises or roadways.

### **Landscaping**

MCU6. The applicant is required to prepare a landscape plan for the subject site in accordance with Planning Scheme Policy No. 5 of the Kingaroy Shire IPA Planning Scheme for Compliance Assessment by Council and is to incorporate a minimum 1.0m wide landscape strip along the Oasis Drive frontage (excluding driveway and vehicle manoeuvring areas). This plan is to be submitted to and approved by Council prior to the landscaping work commencing. Plant species may be selected from Council's *Branching Out – Your Handy Guide to Tree Planting in the South Burnett* (refer to booklet provided).

### **Clothes Drying Area**

MCU7. Each dwelling unit is to be provided with external clothes drying facilities in the private open space area.

### **Letterboxes and Unit Identification**

MCU8. Letterboxes shall be provided for each habitable unit, including the body corporate if appropriate. Each box shall be distinguished by a number corresponding to the unit number.

MCU9. Each dwelling unit is to be readily identified by number.

### **Stormwater**

ENG1. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.

ENG2. The stormwater drainage system serving the site is to be designed so that the post-development flows at the point of discharge to all downstream properties including road reserves remains consistent with the pre-developed case.

ENG3. Stormwater drainage is to be designed such that no restriction to existing or developed stormwater flow from upstream properties or ponding of stormwater within upstream properties occurs as a result of the development.

ENG4. Heavy duty galvanized steel roof water adaptors are to be installed in the kerb and channelling during construction in all locations where inter-allotment drainage systems are not required, in accordance with South Burnett Regional Council requirements and to the satisfaction of Council.

### **Roads and Access**

ENG5. Property access is to be provided to each dwelling unit in accordance with IPWEAQ Standard Drawing SEQ R-050 and Table S2.7 - Design and Construction Standards of the Kingaroy Shire IPA Planning Scheme with the location of each access in accordance with the approved Proposal Plan.

ENG6. Accesses are to be constructed such that there is no trip hazard to pedestrians present and to ensure that low clearance vehicles can enter and exit the property without bottoming out of the access.

ENG7. All internal driveways and turning radii are to be designed and constructed in accordance with AS/NZS 2980.1:2004.

ENG8. All parking areas and internal driveways are to be designed and constructed in accordance with Schedule 1 - Parking and On-site Movement (Ratios, Design and Construction Standards) of the Kingaroy Shire IPA Planning Scheme.

**Advice**

- ADV1. With the introduction of the *Sustainable Planning (Housing Affordability and Infrastructure Charges Reform) Amendment Act 2011*, an applicant's obligations with respect to infrastructure contributions/charges is now contained in a separate adopted infrastructure charges notice rather than in this development approval.
- ADV2. Section 341(1)(a) of the *Sustainable Planning Act 2009* provides that, if this approval is not acted upon within the period of four (4) years the approval will lapse. Note that in accordance with section 341(7) a related approval may extend the relevant (currency) period.
- ADV3. Telecommunication connections can be arranged by emailing [F1103721@team.telstra.com](mailto:F1103721@team.telstra.com) providing the following information:
- Full name;
  - Address of property including state & postcode;
  - Lot No's and Plan No's: and
  - What the development is (units, subdivision, shop, etc)
- ADV4. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding.
- ADV5. Attached for your information is a copy of Division 8 of the *Sustainable Planning Act 2009* as regards Rights of Appeal. With respect to Appeal Rights of Applicants, the following is drawn to your attention—
- a) the applicant's Appeal Period commences upon receipt of this advice and expires twenty (20) business days thereafter.
  - b) should the applicant notify the Assessment Manager (Council) in writing of acceptance of the conditions of approval and that it is not intended to make an appeal, the Applicant's Appeal Period is at an end.

**Resolution:**

*Moved Cr KM Campbell, seconded Cr DJ Palmer.*

*That the Officer's Recommendation be adopted.*

*Lost 4/3  
FOR VOTE - Cr DW Kratzmann (Mayor), Cr KM Campbell, Cr DJ Palmer  
AGAINST VOTE - Cr KA Duff, Cr BL Green, Cr DP Tessmann, Cr RLA Heit*

**Reason:** *Does not comply with the Desired Environmental Outcomes(DEO), the Urban Locality Code and the Community Plan.*



**Procedural Motion:**

*Moved Cr DP Tessmann, seconded Cr KA Duff.*

*That Item 9.2.2. - G - 1256545 - Funding allocation for Dodewaard Trip in May 2014, be brought forward and discussed.*

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

**9.2.2 G - 1256545 - Funding allocation for Dodewaard Trip in May 2014**

**Summary**

In 2012, Council received a request from Burgemeester Kees Veerhoek of the Dutch municipality of Neder-Betuwe to participate in a commemoration of the Tiernan burial site which symbolises, in Dodewaard, the allied forces contribution to the liberation of European countries. He advised Council of their plan to erect a memorial plaque at the graves of RAAF crewmen Patrick Tiernan (from Murgon) and Alfred Burns (from Lidcombe, NSW) who have been buried in the cemetery at the village of Dodewaard since 1944. The plaque would depict the two (2) Australian airmen and details of their last flight, allowing others to become acquainted with their story.

Each year on May 4 - Dutch Remembrance Day – members of the Town Council, children from two (2) elementary schools, veterans of Dodewaard and the local World War II Memorial Committee, visit the graves of Patrick Tiernan and Alfred Burns to lay flowers and to hold two minutes silence. The year 2014 marks the 70<sup>th</sup> year anniversary of their death and holds special significance for the Dutch town. It is also the centenary of the commencement World War 1.

Following an exchange of information, discussions ensued about a contingent from the South Burnett attending the 2013 commemoration. However, the Dodewaard Mayor suggested that 2014 was more significant as it symbolised the 70 year anniversary of the death of Patrick Tiernan and Alfred Burns.

In response to communication between Neder-Betuwe and South Burnett Regional Council, a community committee was formed to honour Patrick Tiernan and to show gratitude to the Dodewaard community. This committee has been meeting since 15 February 2013. The committee also agreed to publish the Tiernan Story in the form of a printed publication as well as provide details to Dodewaard that could be included in their commemoration.

The Committee proposed that a delegation attend the commemoration service on 4 May 2014 in Dodewaard, Netherlands. Originally a contingent of eleven/twelve was considered made up of Murgon community members, school leaders, RSL representative and a Council representatives. Due to budget constraints the original number of attendees has been reduced to nine (9). Participating in this delegation is the Mayor and his wife, one (1) representative from the Kingaroy RSL Sub Branch, one (1) representative from the Murgon RSL Sub Branch, two (2) school students from Murgon State High School, the Murgon State High School Principal and Liz Caffery (author of the commemorative book). The Chief Executive Officer and his partner will attend during his annual leave. The CEO, CEO's partner, Mayor's wife and School Principal will fully self fund their attendance.

The Committee requested financial assistance from various organisations/governments to fund the trip in its entirety. Despite funding being forthcoming from several sources, less than expected funding was received from the Federal government despite hopefulness on the part of the Committee that their contribution would avoid the need for Council to contribute. The only option available is for South Burnett Regional Council to meet the shortfall of \$15,250 as this project is

symbolic in recognising all service personnel while focussing on a fallen soldier from the South Burnett.

### **Officer's Recommendation**

That Council:-

1. approve the attendance of the Mayor in an official capacity at the Dodewaard, Netherlands commemorative 70<sup>th</sup> year service on 4 May 2014;
2. approve the transfer of \$15,250 in the current budget from Councillors Conference/Community Discretionary Projects to fund the shortfall of this project as confirmation of Council's support for this project and symbolising their recognition of and for all servicemen and women from the South Burnett, due to Council being unable to secure sufficient funding from the Federal government for this project;
3. Councillors commit to self fund their own conference and training for the remainder of this financial year with the exception of the obligatory attendance required of Councillors;
4. acknowledge the attendance at the Dodewaard ceremony of the Mayor's wife as part of the official party at her own expense;
5. approve the attendance by the Chief Executive Officer and endorse the attendance of his partner as part of the official party, at their own expense;
6. receive a report at a future Mayor's Briefing on this project including extension of reciprocal invitation to the Burgemeester Kees Veerhoek of the Dutch municipality of Neder-Betuwe to attend ANZAC Day in the South Burnett at a future date;
7. provide acknowledgement and express sincere thanks to Liz Caffery and other associates who have donated considerable time and effort at their own expense to research, draft, proof and prepare the commemorative book for this project;
8. acknowledge the funds contributed to this project by the Murgon RSL Sub Branch, Kingaroy RSL Sub Branch, Education Qld and the Federal government;
9. thank all committee members for their contribution in moving this project from the concept stage to become a reality;
10. endorse the actions of the Chief Executive Officer in prepaying expenses to secure airfares and accommodation; and
11. invite relatives of fallen servicepersons that may be buried in the Menin Gate, Buttes Cemetery and Tyne Cot Cemetery to contact Council to participate in a public recognition at the gravesite.

### **Resolution:**

*Moved Cr KA Duff, seconded Cr KM Campbell.*

*That the Officer's Recommendation be adopted.*

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

### **ADJOURNMENT:**

#### **Motion:**

*Moved Cr DP Tessmann, seconded Cr RLA Heit.*

*That the meeting adjourn for morning tea.*

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

**RESUMPTION:**

**Motion:**

*Moved Cr RLA Heit, seconded Cr DP Tessmann.*

*That the meeting resume at 11:34am with attendance as previous to the adjournment*

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

**Procedural Motion:**

*Moved Cr DW Kratzmann, seconded Cr KM Campbell.*

*That Council not proceed with the following Notice to Rescind a Council Resolution.*

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

**5.1.4 P&LM - 1277987 - Forwarding Notice to Rescind a Council Resolution - Proposed Reconfiguration of a Lot (1 Lot into 2 Lots) - 46 Cants Road Wooroolin - Lot 55 FTZ37183 - Applicant: O'Reilly Nunn Favier; Owners: G & W Horne**

**Summary**

In accordance with Section 262 of the Queensland Local Government Regulation 2012, Mayor Wayne Kratzmann proposes to rescind the following resolution:

**5.1.1 P&LM - 1250525 - Forwarding eDA Reconfiguration of a Lot (1 lot into 2 lots) - 46 Cants Road Wooroolin - Lot 55 FTZ37183 - Applicant: O'Reilly Nunn Favier Owners: G & W Horne from Council Meeting of 18 March 2014**

**Resolution:**

**Moved Cr KM Campbell, seconded Cr DP Tessmann.**

**That the Officer's Recommendation be adopted.**

**Carried 6/1**  
**FOR VOTE - Cr KM Campbell, Cr KA Duff, Cr BL Green, Cr DJ Palmer, Cr DP Tessmann, Cr RLA Heit**  
**AGAINST VOTE - Cr DW Kratzmann (Mayor)**

**(Officer's Recommendation)**

**That Council *refuse* the Applicants request for a Development Permit for Reconfiguration of a Lot (1 Lot into 2 Lots) on Lot 55 on FTZ37138 located at 46 Cants Road, Wooroolin based on the following grounds:**

- (1) The application does not demonstrate long term sustainable agricultural pursuits for the proposed new allotment that are viable from an economic and agricultural viewpoint.**

- (2) The proposal will fragment good quality agricultural land and does not support or is required for farm restructuring or is essential to enhance the productive potential of the land.
- (3) The reconfiguring of the land, as proposed, does not meet the overall outcomes of the Rural Locality Code of the Wondai Shire IPA Planning Scheme, having regard for points 1, and 2 above.
- (4) This part of the South Burnett Region is extensively utilised for rural productive purposes. The average size of allotments in the area is approximately 128ha and supports rural productive activities. The proposal is not considered to be consistent with the intensive agricultural land use pattern of this part of the South Burnett Region and departs from Council's policy to protect productive rural land.
- (5) There are no special circumstances applicable to the application that justifies departure from Council's policy to protect productive rural land in support of rural production activities. To date Council has approved rural subdivisions below the 200ha minimum lot size where the proposal supported rural production activities or had the potential for future rural production activities. The fact that there are other smaller existing lots within the vicinity of the site and that the proposed lots could be farmed to meet the Australian Taxation Office's Assessable Income Test of \$20,000 to be eligible for claiming "non-commercial losses", as the only supporting grounds is not considered sufficient. The proposal has the potential to further erode the agricultural viability of the land in question particularly give that the smaller lots in the area are owned and farmed as a single farm.
- (6) The proposal has the potential, if approved, to signal a departure from Council's current policy regarding rural subdivisions and could lead to a precedent for further rural subdivision in the area without having to demonstrate the appropriateness of such development.

### **Proposed Repeal Motion**

- The resolution from Item 5.1.1 of the General Meeting held on 18 February 2014 – P&LM – IR Number 1250525 be repealed.

Should the proposed repeal be successful, Mayor Kratzmann proposes to move the following motion:

- That the matter be referred to the next Council meeting for its decision and appropriate conditions of development provided.

#### ***(b) Portfolio Report***

Planning & Land Management Portfolio Report

No Report.

## **5.2 Environmental Services (ES)**

#### ***(a) Officer's Reports***

No Report.

**(b) Portfolio Report**

Environmental Services Portfolio Report

No Report.

**5.3 Waste (W)**

**(a) Officer's Reports**

No Report.

**(b) Portfolio Report**

Waste Portfolio Report

No Report.

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

**(a) Officer's Reports**

No Report.

**(b) Portfolio Report**

Natural Resource Management (NRM) & Parks Portfolio Report

Cr Duff gave a verbal report.

**5.5 Community (C)**

**(a) Officer's Reports**

**5.5.1 C - 1269834 - Minutes of the Mayor's Community Benefit Fund Assessment Committee meeting held on 19 February 2014**

**Summary**

Providing a copy of the Minutes of the Mayor's Community Benefit Assessment Committee held in the South Burnett Regional Council Chambers on Wednesday 19 February 2014.

**Officer's Recommendation**

That Council endorse the attached minutes and recommendations of the Mayor's Community Benefit Assessment Committee held on Wednesday 19 February 2014 noting that the successful recipients for Round 1 are:

1. South Burnett Saints AFC Inc – Developing Indigenous AFL Footballers
2. Nanango Rugby League Football Club Inc – Get Fit 2014
3. South Burnett Junior Rugby League Inc – School Rugby League Blitz Program



## **Minutes**

Of the

### **Mayor's Community Benefit Fund Assessment Committee**

Held in the South Burnett Regional Council Chambers, Kingaroy

on 19 February 2014

Commencing at 8.05 am

Community & Cultural Services Coordinator: Michael Hunter



## Mayor's Community Benefit Fund Assessment Committee Agenda

### ORDER OF BUSINESS:

1.	WELCOME .....	1
1.2	Apologies .....	1
2.	AGENDA ITEMS .....	2
2.1	Round One Applications for the 2013/2014 Year (2 December 2013 – 24 January 2014).....	2
2.2	2013/2014 Round 2 Funding Criteria and Dates.....	3
3.	GENERAL SECTION .....	3
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**MAYOR'S COMMUNITY BENEFIT FUND ASSESSMENT COMMITTEE AGENDA – MINUTES – WEDNESDAY 19 FEBRUARY 2014**

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Minutes of the meeting of the Mayor's Community Benefit Fund Assessment Committee, held in the South Burnett Regional Council Chambers, Glendon Street, Kingaroy on Wednesday, 19 February 2014 at 8:05am

**Present**

Cheryl Dalton (Chairperson), Michael Hunter (SBRC Cultural Services Coordinator), Lynelle Paterson (Minutes), Lesley Dennien, Jim Young, Ross Heaney and Mark Huston

**1. WELCOME**

Cheryl Dalton and Mayor Wayne Kratzmann welcomed everyone to the meeting.

**1.2 Apologies**

Apologies were received from the following Committee members:

Marie Shaw, Rod Morgan, Scott McLennan

**1.3 Correspondence**

Chairperson Cheryl Dalton advised she had received an email from Stanwell advising Downer Mining, Hitachi Construction Machinery and Stanwell would be again sponsoring the Mayoral Gala Ball subject to the following conditions:

- A proportionate percentage of the funds raised being contributed towards projects that deliver improved services for those experiencing one or more recognised forms of disadvantage (disability, age, mental health, learning disadvantages or disconnected young people), with priority given to health and education initiatives that typically don't receive support through other recognised channels.
- Confirmation that Council and the Mayor's Charity Benefit Fund Committee endorse the above.
- Confirmation from South Burnett Regional Council in writing of upcoming funding rounds and upon assessment, a summary of the successful candidates i.e. outcomes.
- Funding raised through this sponsorship distributed by 30 June 2015.

and that Council will be receiving an official letter outlining the above which will be tabled at the next meeting.



**MAYOR'S COMMUNITY BENEFIT FUND ASSESSMENT COMMITTEE AGENDA – MINUTES – WEDNESDAY 19 FEBRUARY 2014**

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**2. AGENDA ITEMS**

**2.1 Round One Applications for the 2013/2014 Year (2 December 2013 – 24 January 2014)**

Council has received four (4) applications for Round One with a total amount requested of \$15,780. The criteria for this Funding Round is for Junior Sport with a focus on programs/services/projects/resources that provide disadvantaged young people or young people whose health and well being is at a heightened risk from inactivity, with the opportunity to participate in sport.

**Organisation:** South Burnett Saints AFC Inc  
**Description of Project:** Developing Indigenous AFL Footballers  
**Cost:** \$1,500

**Resolution:**

*Moved Ross Heaney, seconded Jim Young*

*That full funding of \$1,500 be approved subject to two (2) letters of support being provided, as it meets the criteria and will benefit the young people in the South Burnett community.*

*Carried: 5/0*

**Organisation:** Kingaroy Wondai Proston Tick Eradication Committee  
**Description of Project:** To Secure Tick Boundary at Brigooda  
**Cost:** \$10,000

**Resolution:**

*Moved Mark Huston, seconded Lesley Dennien*

*That the application be refused as it does not meet the criteria for this funding round.*

*Carried: 5/0*

**Organisation:** Nanango Rugby League Football Club Inc  
**Description of Project:** Get Fit 2014  
**Cost:** \$2,000

**Resolution:**

*Moved Ross Heaney, seconded Mark Huston*

*That full funding of \$2,000 be approved as it meets the criteria and will benefit the young people in the South Burnett community.*

*Carried: 5/0*

**MAYOR'S COMMUNITY BENEFIT FUND ASSESSMENT COMMITTEE AGENDA – MINUTES – WEDNESDAY 19 FEBRUARY 2014**

---

**Organisation:** South Burnett Junior Rugby League Inc  
**Description of Project:** School Rugby League Blitz Programme  
**Cost:** \$2,280

**Resolution:**

*Moved Ross Heaney, seconded Jim Young*

*That full funding of \$2,280 be approved subject to two (2) letters of support, Incorporation Certificate, Certificate of Currency and Financial Statements being provided, as it meets the criteria and will benefit the young people in the South Burnett community.*

*Carried: 5/0*

**2.2 2013/2014 Round 2 Funding Criteria and Dates**

**Resolution:**

*Moved Lesley Dennien, seconded Mark Huston*

*That*

- 1. The Criteria for Round two (2) of funding is for Mental Health with a focus on projects that deliver a meaningful outcome to the community of the South Burnett that don't receive support from other recognised channels;*
- 2. Applications will open on Monday 31 March 2014, close on Friday 25 April 2014, be assessed on Wednesday 7 May 2014 at a breakfast meeting commencing at 8:00am; and*
- 3. The allocated amount of funding for Round 2 is \$15,000*

*Carried: 5/0*

**3. GENERAL SECTION**

**3.1 Other Business**

Terms of Reference - If anyone has any comments in relation to the Terms of Reference please bring them to the next meeting.

The Meeting was declared closed at 8:45am

**Resolution:**

*Moved Cr DP Tessmann, seconded Cr KM Campbell.*

*That the Officer's Recommendation be adopted.*

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

**5.5.2 C - 1276515 - Minutes of the Boondooma Homestead Management Advisory Committee meeting held on 11 March 2014.**

**Summary**

Providing a copy of the Minutes of the Boondooma Homestead Management Advisory Committee Meetings held on Tuesday, 11 March 2014.

**Officer's Recommendation**

That Council endorses the recommendations and minutes of the Boondooma Homestead Management Advisory Committee meeting held on Tuesday, 11 March 2014.



**South Burnett**  
Regional Council

Directorate - Planning, Community & Environment

Minutes of the Boondooma Homestead Management Advisory Committee  
Tuesday, 11 March 2014 @ 10.30 am

**Present:** Cr Kathy Duff, Cr Ros Heit, Mavis Metzroth, Bruce Metzroth, Lynne Bennett, Bob Somerset, Leslie Somerset, Richard Grimes, Marion Alford, Rance Darlington, Marion Darlington, Shirley Long and Cecil Long  
**Apologies:** Bruce & Jenny Bishop, Keith & Judy Brandt, Delma & Dave Robbins, Pattie Brown  
**Observers:** Jamie Neil, Michael Hunter, Vince Dwyer and Chris Du Plessis  
**Chair:** Cr Kathy Duff  
**Minutes:** Wendy Kruger

Agenda Item	Action Summary	Responsible Officer	Due Date
Welcome	Cr Duff welcomed everybody to the meeting.		
Minutes from Previous Meeting	<b>Resolution:</b> That the minutes of the previous Committee Meeting held on 11 February 2014 as recorded be confirmed.  <b>Moved:</b> Mavis Metzroth <b>Seconded:</b> Bob Somerset		Carried 3/0
<b>Correspondence</b>			
<ul style="list-style-type: none"> <li>Buddy Thomson</li> </ul>	Letter of resignation received from Buddy Thomson tendering his resignation from the Boondooma Museum & Heritage Assoc. Inc., Boondooma Management Advisory Committee and Boondooma Building Sub Committee. Cr Kathy Duff and Cultural Services Coordinator, Michael Hunter both thanked Buddy, on behalf of Council, for his dedication, passion and support over the many years. Due to Buddy's passion and dedication this facility is now one of the major tourist attractions in our region.		



**South Burnett**  
Regional Council

Directorate - Planning, Community & Environment

Minutes of the Boondooma Homestead Management Advisory Committee  
Tuesday, 11 March 2014 @ 10.30 am

Agenda Item	Action Summary	Responsible Officer	Due Date
	Council to send Buddy a letter thanking him for his years of dedication and support.		
• Keith & Judy Brandt – Acting Caretakers	Letter regarding Caretakers Agreement		
• South Burnett Regional Council	Interruption to Electricity Supply Notice – 14 March 2014		
<b>Business Arising from Previous Meeting – 11 February 2014</b>			
• Update on Onsite Sewerage Treatment System	<p>Council's Plumbing Inspector, Jamie Neil advised that the Onsite Sewerage Treatment System has been completely installed and finalised.</p> <p>The grease trap installed has a cast iron lid however it is to be removed and replaced with a plastic lid. This will be done by the Contractor.</p> <p>The Boondooma Museum &amp; Heritage Assoc. Inc. also installed a holding tank that is to be used in the future when the Caravan Effluent Dump Point is installed. This was funded by the Incorporated Body.</p> <p>A riser pipe at the end of the cabins is for future connections. There are a number of points around the site that will allow for further connections if needed. Jamie suggested some of these points need to be marked to ensure they are not run over by the mower/slasher.</p> <p>Lyn Bennett advised that the account has been finalised.</p>	Jamie Neil	
• DRAFT Lease Document	Discussions were held regarding the draft Lease documents. Council's Senior Lease & Property Management Officer, Vince Dwyer has noted the suggested alterations and will make the necessary changes where possible. The amended draft Lease document will be	Vince Dwyer/Michael Hunter	14 March 2014



**South Burnett**  
Regional Council

Directorate - Planning, Community & Environment

Minutes of the Boondooma Homestead Management Advisory Committee  
Tuesday, 11 March 2014 @ 10.30 am

Agenda Item	Action Summary	Responsible Officer	Due Date
	<p>emailed to the committee to review prior to the next meeting.</p> <p>Concerns were raised regarding the joint insurance. Vince advised that the Inc.'s broker would be able to amend their policy to include Council within their insurance.</p> <p>Questions were also asked in regards to the insurance on the buildings at the facility. Council's Cultural Services Coordinator to investigate and report to the next meeting.</p> <p>Cr Duff left the meeting at 12.09 due to another appointment and Cr Ros Heit chaired the meeting from this point.</p>		
<b>Agenda Items - New Business</b>			
<ul style="list-style-type: none"> <li>Caretakers Agreement – DRAFT</li> </ul>	<p>Discussions were held regarding possible changes to the Caretakers Agreement. The Agreement will be redrafted and sent to the Committee Members with the minutes.</p>	Michael Hunter	14 March 2014
<b>General Business</b>			
<ul style="list-style-type: none"> <li>Budget Update</li> </ul>	<p>Council was unable to provide an update on the budget as currently unavailable through the new Tech1 system.</p>	Michael Hunter	8 April 2014
<ul style="list-style-type: none"> <li>Heritage Restoration Works Budget</li> </ul>	<p>Council's Cultural Coordinator, Michael Hunter advised that this item needs to be included in the next Building Sub Committee meeting, to ensure the restoration funds are allocated to a project.</p> <p>Council's Manager of Planning, Land Management and Community Chris Du Plessis suggested that Council's Building Certifier, Russell Springall will assist with these projects. Russell to attend the next Building Sub Committee Meeting to discuss these projects.</p> <p>A request was made if the maintenance of the historical gardens</p>	Michael Hunter/Russell Springall	8 April 2014



**South Burnett**  
Regional Council

Directorate - Planning , Community & Environment

Minutes of the Boondooma Homestead Management Advisory Committee  
Tuesday, 11 March 2014 @ 10.30 am

Agenda Item	Action Summary	Responsible Officer	Due Date
<ul style="list-style-type: none"> <li>Caravan Turning Signs &amp; Lawsons Broadcreek Road Sing</li> </ul>	<p>would fall under the Restoration budget. Michael advised that this would be possible.</p> <p>The Boondooma Museum &amp; Heritage Assoc. Inc. also enquired as per previous minutes on the outcome of their requests</p> <p>Caravan Turning Signage – both sides of the Facility</p> <p>Lawsons Broad Creek Road Name Change</p> <p>Cr Duff has previously approached Councils Infrastructure Department regarding these concerns, but to date no response has been received.</p> <p>These requests are over six months old and the Management Advisory Committee has requested a response to these requests.</p>	<p>Cr Kathy Duff &amp; Chris Du Plessis</p>	
<ul style="list-style-type: none"> <li>Meeting was closed at 12.27pm</li> </ul>			
<ul style="list-style-type: none"> <li>Next meeting on 8 April</li> </ul>	<p>9.00 am Building Sub Committee 10.00 am IMAC Meeting.</p>		

**Resolution:**

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

*That the Officer's Recommendation be adopted.*

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

**5.5.3 C - 1276508 - Minutes of the Healthy Communities Management Advisory Committee meeting held on 25 February 2014**

**Summary**

Providing a copy of the Minutes of the Healthy Communities Management Advisory Committee Meetings held on Tuesday, 25 February 2014.

**Officer's Recommendation**

That Council endorse the attached minutes and recommendations of the Healthy Communities Management Advisory Committee held on Tuesday, 25 February 2014.





Directorate: Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
 Tuesday, 25 February 2014 @ 1.00pm

**Present:** Cr Ros Heit (SBRC), Cr Bamy Green (SBRC), Chris du Plessis (South Burnett Regional Council), Kerry Oldfield (SBRC), Melinda Bradford (CTC), Janine Pay (NPRSR), Nicole O'Brien (BIEDO) and Michael Eadie (PCYC)

**Apologies:** Louise Judge (SBRC), Bernice Hilly (R-Health), Greg Griffiths (SBRC), Kerrie Zeller (QRME), Tamara Kelly (BIEDO), Mark White (Old Health), Caitlin Isaac (R-Health), Belinda Pennel (Deb Freckington's Office), Richard Fahy (Rotary Kingaroy), Linda Silburn (BIEDO), Nina Temperton (CTC), Kristen Firman (CTC), Matthew Kenny (CTC), Prue Bauer (CTC), Nicole Connolly (Stanwell), Shanaed Bliss (DDWNG ML), Margie Hams (DDWNG ML), Juanita O'Rourke (DDWNG ML), Judith Skinner (DDWNG ML), Richard Henshaw (Old Health), Army Frame (Old Health), Juliette McAleer (Disability Services), Rosemary Braithwaite (Graham House), Sue Crossley (Old Health) and Alice Cavanagh (Active After School Program)

**Chair:** Cr Ros Heit      **Minutes:** Wendy Kruger

Agenda Item	Action Summary	Responsible Officer	Due Date
Welcome			
Minutes from Previous Meeting	<p><b>Resolution: That the minutes of the previous Committee Meeting held on 28 January 2014 as recorded be confirmed.</b></p> <p>Moved: Kerry Oldfield                      Seconded: Cr Barry Green                      Carried 9/0</p>		
<b>Correspondence</b>			
<ul style="list-style-type: none"> <li>Jamie's Ministry Of Food Pop up Kitchen</li> </ul>	<p>Kerry provided a brief overview regarding the Jamie's Ministry of Food Pop up Kitchen. This project will be for a period of 12 months. An advisory panel will review applications, one finalist from each State and one finalist from both the Northern Territory and ACT will be selected to meet Jamie Oliver in</p>	Kerry Oldfield	28 February 2014



Directorate: Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
 Tuesday, 25 February 2014 @ 1.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
<p><b>Business Arising from Previous Meeting</b></p> <ul style="list-style-type: none"> <li>Healthy Workers Project – "Insight - Healthy Workers - Healthy Lives"</li> </ul>	<p>Sydney, where the host location (1) will be announced. Applications close on 5 March 2014. The application pack will be sent to Healthy Communities partners however Council may not put in an application but will be happy to assist and support a community group to apply. Discussions were held regarding the viability of hosting it in the South Burnett.</p> <p>Kerry advised that the "Insight - Healthy Workers - Healthy Lives" launch was held on Monday 17 February 2014 and all of Council's Field Staff from Wondai, Murgon, Nanango, Kingaroy, Blackbutt and Proston were in attendance. The response from staff members was positive. The launch included stalls, workshops and guest speakers. A healthy lunch was provided as per Council's Healthy Catering Guidelines.</p> <p>The Health Pit Stops are due to start next week with Council's Senior Advisor Development &amp; WHS, Advisor, Carolyn Knudsen and RHealth's Workplace Wellness Project Officer, Berniece Hilly.</p>	Kerry Oldfield	
<p><b>Business for Discussion</b></p> <ul style="list-style-type: none"> <li>Health &amp; Wellbeing Symposium - 21-22 February 2014</li> </ul>	<p>Cr Ros Heit and Kerry Oldfield provided an update on the Symposium. The key note speakers, workshops and activities were very informative, entertaining and thought-provoking. Cr Heit noted</p>	Kerry Oldfield/Ros Heit	



Directorate: Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
 Tuesday, 25 February 2014 @ 1.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
	<p>that it was unfortunate that more people did not take advantage of this symposium. She would recommend anyone to attend future symposiums.</p> <p><b>Highlights:</b></p> <ul style="list-style-type: none"> <li>• Amanda Gore – funny, entertaining and insightful. She provided two keynote presentations that invigorated and inspired. For example "Be an Ignitor, Don't be a Foofer", "FARC" (Focus, Aware, Repeat, Celebrate), don't be a "Fowot!" (Fear Of What Others Think), "Always look on the bright side of life" – audience Sing-a-long.</li> <li>• Dr Toby Ford spoke about the burden of chronic disease on the Health Budget. Statistics show we spend 2% on prevention and 50% on the last 50 days of life. Dr Ford presented the question, "Is this getting the best from limited funds?". He also spoke about men's health and the 8 "H's" of success: Happiness, Hugging, Health, Hobbies, Holidays, Higher authority, Helping and Hope. Lots of thought provoking content.</li> <li>• Dr Ramesh Manocha, from the University of Sydney led us through a meditation based on mental silence which stops the 200,000+ unproductive thoughts that go through our heads each day.</li> <li>• Lots of interesting alternate sessions including: Linking</li> </ul>		



**South Burnett**  
Regional Council

Directorate: Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
Tuesday, 25 February 2014 @ 1.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
<ul style="list-style-type: none"> <li>Update from Healthy Communities Officer</li> </ul>	<p>Diet and Depression, Building Resilience, Toowoomba Regional Council's Healthy Communities Project, Diabetes Queensland "Live Well Farm Well" Project and Warwick's Peer Support Program for clients with a mental illness- to name just a few.</p> <ul style="list-style-type: none"> <li>There were a number of community activities, including cooking demonstrations, yoga sessions, exercise classes and even circus tricks. However with such high quality speakers, it was difficult to fit it all in.</li> </ul>		
<ul style="list-style-type: none"> <li>Update from Healthy Communities Officer</li> </ul>	<p>Kerry provided an update on her projects. The update is attached to the minutes.</p> <p>Cr Barry Green asked for clarification on the style of the Pound Street Community Garden. He asked if Council had considered creating plots for people to use rather than the current situation that we have now, which is a communal garden. Kerry advised that individual plots had been considered by members but there was minimal interest. Council's Manager of Planning, Land Management and Community advised that Council have to be mindful that we don't change the activity of that land which is currently designated as a Park.</p>		
<b>General Section</b>			



Directorate: Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
 Tuesday, 25 February 2014 @ 1.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
<b>Update from Members</b>			
<b>Cr Barry Green</b>	Update from Committee members on recent activities. Cr Barry Green advised that feedback he had received from the community was that the Jamig's Ministry of Food Van in Nanango was a success and congratulated Kerry Oldfield on bringing it to the South Burnett and he hoped the Wondai Venue is just as successful.		
<b>Melinda Bradford – CTC</b>	Melinda advised that the application for Nanango Heritage Lodge has been submitted however Council are still waiting on the extinguishment of the Native Title Claim.		
<b>Nicole O'Brien – BIEDO</b>	All the Clubs that she is working with are going well and she has been in contact with David Thomas with regards to putting up a Sports & Recreation page on Council's website.		
<b>Janine Pay</b>	<ul style="list-style-type: none"> <li>Get Started opened 10 February, around 20,000 vouchers have been claimed, due to this large response the round will close this Friday 28<sup>th</sup> Feb as funds are exhausted. Round Four to open in July.</li> <li>YAAP – Young Athlete Assistance Program still running</li> <li>Regional Workshop – we will be holding an Advanced Sport Strapping workshop in Kingaroy on Tuesday 20<sup>th</sup> May at the Kingaroy Senior Soccer Club. She does not have the advertising flyer yet.</li> <li>The Department has developed a Daily Physical Activity Guide smart APP. This is on iTunes and available for iPhone</li> </ul>		



**South Burnett**  
Regional Council

Directorate: Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
Tuesday, 25 February 2014 @ 1.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
	<p>or iPad – Apple Devices only. A great tool for coaches, teachers, youth leaders and supervisors of children. You can also download the hard copy document on our website.</p> <ul style="list-style-type: none"> <li>• Start Playing, Stay Playing – looking at ways to increase and enhance sport and active recreation opportunities for women and girls – funding rounds to prioritise these initiatives</li> <li>• Nature Play program – looking at encouraging families into National Park. Passports will be available late March</li> <li>• Jobs Plan positions will finish in 12 months. It has been confirmed that this program will be discontinued.</li> </ul> <p>A discussion was held regarding the tenure requirements for sporting organisations to apply for funding.</p>		
<p><b>Michael Eadie</b></p>	<p>He thanked the committee for changing the time which allowed him to attend.</p> <p>The PCYC Squash Courts have been refurbished and opened 3 months ago. It has a moveable wall which allows for the courts to be better utilised. They are also now more wheelchair friendly and has better access for members with disabilities.</p> <p>Paula Nunan, PCYC's Sport &amp; Recreation Officer has been working with local clubs and the committees are up to speed. PCYC Gymnastics is going well, they have over 500 kids enrolled.</p>		



**South Burnett**  
Regional Council

Directorate: Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
Tuesday, 25 February 2014 @ 1.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
	<p>PCYC Cheerleading is going well, they have 20-30 kids enrolled.</p> <p>They are also currently running Lift for Life, Heartmoves, they provide full range of fitness classes and the Gym has been extended recently.</p> <p>The PCYC Kitchen refurbishment has been finalised and is classed as a fully commercial kitchen.</p> <p>Attendee numbers are increasing. They currently have approx. 2,500 – 3,500 patrons use their facilities per month.</p> <p>Skateboarding clinics are underway and PCYC is currently looking for funding to assist with a mobile skate park. This will enable them to hold clinics in the smaller towns that don't have skate parks.</p> <p>PCYC have also held a few "Movies in the Park" events.</p>		
<p><b>Meeting closed at 2.27pm</b> <b>Next meeting is 25 March 2014 starting at 1.00pm.</b></p>			



**South Burnett**  
Regional Council

Directorate - Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
Tuesday, 25 February 2014 @ 1.00pm

HC/MAC Feb 2014

Item		
1	Allocate resources (human and financial) towards on-the-ground implementation of the Plan. Seek funding (such as CDAG Healthy Communities funding or similar) to fund a Healthy Communities Co-ordinator position. SBRC Healthy Communities Plan - 3.6.1 (b)	
2	Engage local fitness leaders to conduct Lift for Life or Heart Moves programs for adults. (dependent on identified community needs)	Lift for Life programs continuing in Kingaroy, Wondai, Blackbutt, Murgon. Program recently completed - Nanango. Nanango participants offered memberships with local gym - a small number of participants accepted. Some participants have purchased their own equipment/gear to continue exercising at home.  Heartmoves programs continuing in Blackbutt, Nanango, Kingaroy, Wondai, Murgon and Boonooma.
3	(This goal has been changed to fit in with the National Program Guidelines) SBRC Healthy Communities Plan - 3.3.1 (j - o)  Engage local fitness leaders to conduct <del>Heart Moves</del> <del>in pools or</del> adult learn to swim/ water fitness where there are pool facilities available.  (This goal has been changed to fit in with the National Program Guidelines) SBRC Healthy Communities Plan - 3.3.1 (j - o)	Term 1 2014 Adult swimming programs have begun - Blackbutt, Nanango, Kingaroy, Wondai, Murgon pools. Very good number of RSVPs for Blackbutt, Nanango and Kingaroy.  Preston Adult pool program ongoing - this program started early January.





**South Burnett**  
Regional Council

Directorate - Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
Tuesday, 25 February 2014 @ 1.00pm

<p>4 Partner with physical activity providers such as South Burnett Aquatic Centre, FDC, Commercial gyms to provide reduced memberships as part of a recognition program. The program to be two-fold with one stream focusing on the unemployed (holding a concession card) and the other stream to focus on volunteers. This is to help with the sustainability of the Lift for Life program (work with businesses to support down time) Eligibility to be determined.</p> <p>SBRRC Healthy Communities Plan - 3.3.2 (c)</p>	<p>Subsidised memberships - 150 memberships rolled out.</p>
<p>5 In conjunction with Heart Foundation Walking, work to establish a sustainable walking program across the region by:</p> <ul style="list-style-type: none"> <li>o Improving promotion of existing walking groups in Kingaroy, Wondai and Blackbutt</li> <li>o Establishing new walking groups in all towns, with priority locations being:             <ul style="list-style-type: none"> <li>o Nanango</li> <li>o Marjgon</li> <li>o Proston</li> <li>o Kumbia and</li> <li>o Madenwell</li> </ul> </li> <li>o Once established, continue to expand walking groups and increase the number of available groups</li> <li>o Ensure walking groups provide for a range of target groups, with a key focus on:             <ul style="list-style-type: none"> <li>o Men</li> <li>o Mums with strollers</li> <li>o Older adults</li> </ul> </li> </ul>	<p>Walking groups continuing as normal - Kingaroy, Wondai, Murgon, Proston and Itivesville.</p> <p>Nanango walking group - looking for new members.</p> <p>Reminder - Healthy Communities Coordinator can assist new groups to get started.</p> <p>Reminder - Healthy Communities Coordinator can provide contact details for all walking groups if committee members know of clients/contacts who may be interested in joining.</p>



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<p>6 SBRC Healthy Communities Plan - 3.3.1 (g) Undertake the Healthy Food Access Basket survey as highlighted in the Healthy Communities Plan and original tender brief.</p>	<p>Work in progress.</p>
<p>7 Undertake a Ausdiak Health Promotion and Health assessment pilot and local program advertising and marketing, (Australian Diabetes Risk Assessment Tool) at community events SBRC Healthy Communities Plan - 3.6.3</p>	<p>Events required have been completed as per Implementation Plan.</p>
<p>8 Active local parks by running an annual Active Parks program across the region  <ul style="list-style-type: none"> <li>Ø Target mothers, 45-59 year olds and older adults.</li> <li>Ø Concentrate on destination parks and ensure provision across the region in Kingaroy, Nanango, Wondai and Murgon</li> <li>Ø Seek Expression of Interest from local person/s to coordinate the program</li> </ul>                 SBRC Healthy Communities Plan - 3.3.1 (g)             </p>	<p>Active Parks programs in planning stages for Nanango, Wondai and Murgon.</p>
<p>9 Establish an 'Active and Healthy Families' program aimed at providing a range of free or low-cost activities across the region for families with a specific focus on mothers out of the workforce.                  Activities could include:  <ul style="list-style-type: none"> <li>Ø Obstacle / fitness circuits</li> <li>Ø Treasure hunts</li> <li>Ø Cooking workshops</li> <li>Ø Gardening workshops (linking community gardens)</li> </ul>                 SBRC Healthy Communities Plan - 3.3.1 (b)             </p>	<p>Active Healthy Families events in planning stages for upcoming school holidays.</p>
<p>10 Develop a regular community event such as a 'Mt Wooroolin Race' that inspires people to get fit. The event could:</p>	<p>No activity to report.</p>



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<p>(i) include several classes (ii) be incorporated with an overall Healthy Lifestyle Expo or another festival Partner with employment groups to help run the program SBRC Healthy Communities Plan - 3.4.1 (f)</p>	<p>No activity to report.</p>
<p>11 Conduct a 'program planning day' at least once or twice per year, to determine a suite of programs to be run under an 'Active &amp; Healthy South Burnett' banner and work together to confirm funding arrangements, dates, venues and contact details for the programs so that they may be incorporated into an 'Active &amp; Healthy South Burnett' program brochure (monthly stakeholders meetings) SBRC Healthy Communities Plan - 3.4.1 (b)</p>	<p>No activity to report.</p>
<p>12 Develop a permanent 'Healthy Communities' link on the home page of Council's website providing an active and healthy tip and linking to the Active South Burnett website SBRC Healthy Communities Plan - 3.4.1 (d)</p>	<p>Preparing content and commenced map collection - ongoing.</p>
<p>13 Develop 'active and healthy' maps and brochures showing all walk / cycle paths and key sport and recreation facilities throughout the region. Publish hard copies and include on Council's website and the Active South Burnett website. SBRC Healthy Communities Plan - 3.4.1 (g)</p>	<p>Preparing content and commenced map collection - ongoing.</p>



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<p>14 In addition to a combined program brochure develop individual promotional flyers for all physical activity and healthy eating programs and distribute through local networks such as school newsletters, letter-box drops and newspaper inserts, (including lunch material for CQAG funded programs)</p>	<p>Ongoing for all programs as needed.</p>
<p>15 SBRC Healthy Communities Plan - 3.4.1 (i) Seek permission to incorporate the logos of the Federal Government's 'Measure Up' campaign and State Government's 'Go for 2 and 5' campaign on all promotional material associated with Healthy Communities programs to reinforce social marketing messages</p>	<p>Completed.</p>
<p>16 SBRC Healthy Communities Plan - 3.4.1 (h) Work with primary schools to identify the skills and interests of parents and establish a community volunteerism program encouraging and providing training for local parents to become involved in physical activity and nutrition programs as leaders/helpers. This initiative may be piloted in one township initially to determine its effectiveness and later extended to other areas in the region</p>	<p>No activity to report.</p>
<p>17 SBRC Healthy Communities Plan - 3.4.2 (a) Partner with other agencies to promote healthy eating #8:  i) Engage directly with supermarket chains to run demonstration classes in supermarkets (eg food budgeting, shopping, healthy food preparation)</p>	<p>Funded programs and activities now complete. Community kitchens continuing post-Healthy Communities funding: Kugaroo, Proston, Murgon.  More Jamie's Ministry of Food cooking gear donated to Community Kitchen groups.</p>



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<p>Ø Conduct workshops on nutrition-related topics (eg food budgeting, shopping, food preparation, home growing fruit and vegetables) at community events such as markets, festivals, shows etc</p> <p>Ø Assist local residents to access locally grown fruit and vegetables via markets, roadside stalls etc</p> <p>Ø Community Kitchen cooking skills startup program</p> <p>SBRC Healthy Communities Plan - 3.5.2 (a)</p>	<p>Healthy Communities Coordinator to prepare an EOI for Wondai Community Kitchen - to be distributed towards end of Jamie's Ministry of Food Wondai classes.</p>
<p>18 Provide incentives to restaurants, cafes, take away food outlets to provide healthy eating choices possibly via:</p> <p>Ø Reduced licensing fees</p> <p>Ø Promotion in 'healthy eating' guides</p> <p>Ø Use of venues as preferred caterers for corporate events</p> <p>SBRC Healthy Communities Plan - 3.5.2 (b)</p>	<p>No activity to report.</p>
<p>19 Support and partner with BHealth in the development and implementation of a "Healthy Food Choice" program aimed at 'accrediting' local food outlets</p> <p>Ø Potential to resource through Council's existing EHO responsibilities</p> <p>Ø Once mobile, develop a database of 'preferred suppliers' for use at Council functions</p> <p>SBRC Healthy Communities Plan - 3.5.2 (c)</p>	<p>Accredited Businesses as per previous updates - Copper Country Motor Inn, Lee's Kitchen, Wild Lettuce, Lizabella's Cafe, Woodcutters of Blackbutt, Taste South Burnett, Asian Gourmet Kitchen, Bungal Nut Cafe, Aussies Pizzeria Cafe, whigbird Cafe, Captains Paddock, Kingaroy Seafood and Takeaway.</p>



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20. Work with local residents to establish, revitalise or continue community gardens.	Staff from the local NAB are volunteering at the community garden on Pound Street. Meetings are held on Wednesdays 10am-12pm. New flyer in progress - Healthy Communities Coordinator will send it out when it is ready plus organise advertising in local papers. Recent development - local community organisations interested in using the space with their clients/members. Healthy Communities Coordinator investigating and will be meeting with a rep from the community organisation in the near future.
21. SBRC Healthy Communities Plan - 3.5.2 (d) Liaise with Health and Qld Health to promote the 'lighten up' program in all main towns	Diabetes Prevention Programs (DPP) - starting week commencing 24/2/2014. The majority of the programs are full, there are spots still available for Murgon DPP. Days: Kingaroy - Tues morning and evening, Murgon - Wed morning, Nanango - Wed evening.
22. SBRC Healthy Communities Plan - 3.5.2 (f) Establish mechanisms to ensure planning for active and healthy communities is embedded into and considered across all Council departments, particularly Health, Planning, Parks, Transport and Human Resources. This could be achieved by including an 'Active & Healthy' component on the agenda of existing inter-departmental meetings (eg Managers meetings) or by creating an internal 'Healthy Communities Working Group' involving the relevant staff positions.	Ongoing
23. SBRC Healthy Communities Plan - 3.6.1 (c) Clearly define the relationship between the Healthy Communities Management Advisory Committee, the Active South Burnett group and local physical activity providers and establish clear communication channels. SBRC Healthy Communities Plan - 3.6.2 (a) Audit Fees.	Ongoing  No activity to report



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25	<p>Jamie's Ministry of Food (JMDF) - Mobile Kitchen</p> <p>Jamie's Ministry of Food - departed Nanango and arrived in Wondai 17/2/2014. Wondai courses are now full: 192 participants. Wondai courses commenced - 24/2/2014. 15 volunteers recruited for Wondai.</p>
<p>No participants on HC dbase</p> <p>General update - Recent events</p>	<p>No participants on Healthy Communities database - 349</p> <p>Diabetes Qld EXPOSing Diabetes Kingaroy 22 Feb 2014 (RSL) - the event booked out, over 100 registrations.</p> <p>Kingaroy Library - Healthy Communities talk and healthy morning tea on 20/2/2014 - Healthy Communities programs promoted, simple exercise demonstration, a local dietitian spoke about National Healthy Weight Week, local Heart Foundation walking group attended to promote their group. Library staff received good feedback from participants.</p>



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**CALLING ALL AUSTRALIANS**  
*THE SEARCH IS ON FOR A HOST LOCATION OF AUSTRALIA'S FIRST  
JAMIE'S MINISTRY OF FOOD POP-UP KITCHEN FOR 12 MONTHS  
AND WITH YOUR HELP, IT COULD BE IN YOUR COMMUNITY.*

Jamie's Ministry of Food Australia is about inspiring even the most inexperienced cook how to make a meal from scratch. We want to help your community get back to basics and learn how to cook nutritious meals on a budget. If you'd like to host Australia's first Ministry of Food pop-up kitchen, apply now!

Applications open Monday 10th February 2014 and close on Wednesday 5th March at 5pm AEDT. Entries are via a website, where entrants must demonstrate the need and support for the pop-up in their community as well as provide information on where it could be housed.



BROUGHT  
TO YOU BY  
HUON  
SALMON



If this sounds like your community go to  
[www.jamiesministryoffoodpopup.com](http://www.jamiesministryoffoodpopup.com)







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Pop-up kitchen hints & tips for application process

[Please note applications close Wednesday 5<sup>th</sup> March 2014 at 5:00pm AEDT]

Community characteristics

Census data will be useful; we want to know the key characteristics of your community population such as:

- Overall population
- Distribution of population in terms of age and gender
- Demographic features / significant sub populations - unemployment, young families, indigenous and Torres Strait Island persons or migrant groups

Community Need

Demonstrate the need for a hands-on cooking program in your community:

- What are your community issues? High obesity rates, too many fast food outlets, high diabetes rates or other health related instances (census data will assist in numbers/statistics).
- Is there a socio economic disadvantage in your community?

Site Details

The Jamie's Ministry of Food pop-up kitchen program and course structure will have many variables depending on the site, facilities, availability and the needs of the community. Whilst we will still adhere to the principals of Jamie's Ministry of Food Australia's existing Centre and Mobile Kitchen programs we have a degree of flexibility as to how we deliver the 12 month pop-up program. Depending on site availability, the courses will ideally run 5-6 days per week and generally classes will be 90 minutes. We would be happy to 'share' the site with existing programs and we are flexible with course times etc.

The potential site may be an empty shop, TAFE/School kitchen, community centre etc. If a new kitchen fit-out is required, this would be at the host community expense (local fundraising and sponsorship could help). The Good Foundation will manage the day-to-day operations, bookings, staff & food costs, marketing and promotion and minor kitchen equipment/tools.

We encourage applicants to gain community support and have social media buttons/graphics available on request, we would be happy for communities to use our buttons/graphics on their social media pages or our announcement on the Jamie's Ministry of Food Australia Facebook page can be shared.

Our best advice is to 'Please provide as much information as you possibly can and if we have any follow up questions we will contact you'. Photos of the host location are encouraged.



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Community Support

Complementary Programs – we are happy to work with existing or planned complementary programs or support groups (government or non-government)

Community Support – testimonials, petitions, letters of support, media support, other evidence to demonstrate that the community would like a pop-up kitchen and will actually use it / sign up to classes.

General enquiries:

[www.jamiesministryoffoodpopup.com](http://www.jamiesministryoffoodpopup.com)

[info@popup@thefoodfoundation.com.au](mailto:info@popup@thefoodfoundation.com.au)

Contact Number: (03) 9933 3390

Applications close Wednesday 5<sup>th</sup> March 2014 at 5:00pm AEDT.

**Resolution:**

*Moved Cr RLA Heit, seconded Cr DJ Palmer.*

*That the Officer's Recommendation be adopted.*

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

**(b) Portfolio Reports**

**5.5.4 C - 1277375 - Sport and Recreation Portfolio Report**

**Summary**

Sport and Recreation Portfolio Report to Council for the period 10 February 2014 to 10 March 2014

**Officer's Recommendation**

That the Sport and Recreation Portfolio Report to Council for the period 10 February 2014 to 10 March 2014 be received.

**Resolution:**

*Moved Cr BL Green, seconded Cr KA Duff.*

*That the Sport and Recreation Portfolio Report to Council for the period 10 February 2014 to 10 March 2014 be received.*

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

Indigenous Affairs Portfolio Report

No Report.

**6. Economic Development & Tourism (ED&T)**

**(a) Officer's Reports**

No Report.

**(b) Portfolio Report**

**6.1 ED - 1277274 - Economic Development & Tourism Portfolio Report**

**Summary**

Economic Development & Tourism Portfolio Report to Council for the period 10 February 2014 to 10 March 2014.

**Officer's Recommendation**

That the Economic Development & Tourism Portfolio Report to Council for the period 10 February 2014 to 10 March 2014 be received.

**Resolution:**

*Moved Cr DW Kratzmann, seconded Cr KA Duff.*

*That the Economic Development & Tourism Portfolio Report to Council for the period 10 February 2014 to 10 March 2014 be received.*

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

**7. Infrastructure Services**

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

**(a) Officer's Reports**

No Report.

**(b) Portfolio Report**

**7.1.1 R&D - 1277114 - Roads Portfolio Report**

**Summary**

Roads Portfolio Report to Council for the period 10 February 2014 to 7 March 2014

**Officer's Recommendation**

That the Roads Portfolio Report to Council for the period 10 February 2014 to 7 March 2014 be received.

**Resolution:**

*Moved Cr DP Tessmann, seconded Cr BL Green.*

*That the Roads Portfolio Report to Council for the period 10 February 2014 to 7 March 2014 be received.*

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

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

### **(a) Officer's Reports**

No Report.

## **7.3 Water & Wastewater (W&W)**

### **(a) Officer's Reports**

No Report.

### **(b) Portfolio Report**

#### **7.3.1 W&WW - 1277370 - Water and Wastewater Portfolio Report**

##### **Summary**

Water and Wastewater Portfolio Report to Council for the period 10 February 2014 to 10 March 2014.

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

That the Water and Wastewater Portfolio Report to Council for the period 10 February 2014 to 10 March 2014 be received.

##### **Resolution:**

*Moved Cr BL Green, seconded Cr DJ Palmer.*

*That the Water and Wastewater Portfolio Report to Council for the period 10 February 2014 to 10 March 2014 be received.*

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

## **8. Finance, Property & Information Technology**

### **8.1 Finance (F)**

#### **(a) Officer's Reports**

##### **8.1.1 F - 1277879 - Monthly Financial Statements as at 12 March 2014**

##### **Summary**

The following information provides a snapshot of Council's Financial Position as at 12 March 2014.

### **Officer's Recommendation**

That the Monthly Financial Report as at 12 March 2014 be received and noted.

### **Resolution:**

*Moved Cr KM Campbell, seconded Cr DP Tessmann.*

*That the Monthly Financial Report as at 12 March 2014 be received and noted.*

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

### **8.1.2 F - 1277842 - South Burnett Regional Council Monthly Capital Works Report as at 12 March 2014**

#### **Summary**

The following information provides a snapshot of Council's Capital Works as at 12 March 2014.

### **Officer's Recommendation**

That the South Burnett Regional Council's Monthly Capital Works Report as at 12 March 2014 be received and noted.

### **Resolution:**

*Moved Cr KM Campbell, seconded Cr RLA Heit.*

*That the South Burnett Regional Council's Monthly Capital Works Report as at 12 March 2014 be received and noted.*

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

#### **(b) Portfolio Report**

Finance Portfolio Report

No Report.

### **8.2 Property (P)**

#### **(a) Officer's Reports**

No Report.

#### **(b) Portfolio Report**

**8.2.1 P - 1277580 - Properties Portfolio Report**

**Summary**

Property Portfolio Report to Council for the period 10 February 2014 to 10 March 2014.

**Officer's Recommendation**

That the Property Portfolio Report to Council for the period 10 February 2014 to 10 March 2014 be received.

**Resolution:**

*Moved Cr DJ Palmer, seconded Cr KA Duff.*

*That the Property Portfolio Report to Council for the period 10 February 2014 to 10 March 2014 be received.*

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

**8.3 Information Technology (IT)**

***(a) Officer's Reports***

No Report.

***(b) Portfolio Report***

Information Technology Portfolio Report

No Report.

**9. Executive Services**

**9.1 Human Resources (HR)**

***(a) Officer's Reports***

No Report.

***(b) Portfolio Report***

Human Resources Portfolio Report

No Report.

**9.2 Governance (G)**

**(a) Officer's Reports**

**9.2.1 G - 1277633 - Operational Plan Progress Report December 2013**

**Summary**

The Annual Operational Plan details the projects, services and initiatives that Council has planned to deliver for the 2013/14 financial year. Pursuant to section 174(3) of the *Local Government Regulation 2012* a report must be presented to Council detailing the progress towards the implementation of the Annual Operational Plan.

**Officer's Recommendation**

That the Operational Plan Progress Report for the December 2013/14 Quarter be adopted.





## Planning and Environment Department Operational Plan 2013/14

### December Quarter Review Report

**Mission:** To support balanced development that preserves and enhances our region.

**Officer Responsible:** General Manager Planning and Environment

**Responsibilities:** Environment and Waste Branch, Natural Resource Management and Parks and Gardens Branch, Planning and Land Management Branch, Disaster Management, Libraries and Customer Contact.



**ACTIVITY LIBRARIES**

**Mission:** To enhance and promote the quality of life of our community and the unique environment of our area through leadership and engagement.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Implement outcomes from strategic workshops	EC1		Inform/Engage	June 2014	Outcomes Implemented Successfully

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update
Library Services and Facilities	Libraries providing library services across the region to meet community needs	Community/Visitors	EC1.2	Inform	Focus on target groups identified	Service is being continually provided to children youth, adults and seniors target groups both outreach and internal
Library Collections	Library Collections developed to meet community needs	Community/Visitors	EC1.2	Inform	Maintain membership & loans	Maintaining membership and loans to community needs

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
Annual Book Grant	Management and acquittal of the State Library of Queensland (SLQ) annual book grant to Council for the purchase Library stock.	SLQ, Council, Employees, Library Members and Visitors	EC1.2	Inform	State Library of Queensland (SLQ) Service Level Agreement (SLA) compliance Performance assessed and reported to SLQ annually	Acquittal submitted 8/11/13 signed off by CEO	
Family and Early Literacy Program	Resource family and early literacy programs  Conduct one partnership program with a community group	Community/Visitors	EC1.2	Inform	Early and family literacy collections developed. One Partnership program conducted with a community organisation.	Programs have been increased across all facilities and are ongoing	
Outreach Program	Providing community groups access to library facilities	Community	EC1.2	Inform	Kingaroy and Nanango Libraries to provide at least one outreach program	Program is being delivered on monthly bases	
Self Check Out Machine	Self serve technology enabling customers to issue their own loans and other transactions	Library members	EC1.2	Inform	Commence recording number of transactions using self check out; encourage increased usage over time	Implemented in Kingaroy September 2013 – 50% of user accessing facility	

**ACTIVITY** DISASTER MANAGEMENT

**Mission:** To provide the South Burnett community with an effective and coordinated response in the event of a disaster event, and to facilitate a speedy return to a safe and secure environment as soon as possible after that event.

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Community Engagement Level	Key Performance Indicator	December Quarter Update
Disaster Management	An effective Disaster Management Framework for the South Burnett Community	Community, South Burnett Local Disaster Management Group, Emergency Management Queensland (EMQ)	EC3		Quarterly South Burnett Local Disaster Management Group Meeting to maintain disaster management readiness in accordance with the responsibilities of the Group as detailed in the Disaster Management Plan  Review and Update the relevant subplans as advised by EMQ  Conduct one scenario session in conjunction with key stakeholders	Disaster Management meeting held 8/11/13   Disaster Management plan updated – Draft recovery plan completed Disaster exercise held 6& 7 December 2013
SES	Provision of SES operations and equipment maintenance	Community, SES Groups, Emergency Management Queensland (EMQ)	EC3		State Emergency Services across region operational within budget allocations	Compliant within budget

**SECTION** CUSTOMER CONTACT

**Mission:** To provide a high standard of customer service at the counter and call centre, that meets the expectations of the organisation and our community.

**ACTIVITY** SERVICE CENTRES AND CALL CENTRE

**Mission:** To provide efficient *point of contact* service delivery across five Customer Service Centres to the community and the organisation.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Customer Contact Knowledgebase (HARRY) Continued Development	SD1		Internal	June 2014	System operational
Establish Performance Monitoring Function using Automated Call Distribution Software	SD1		Internal	June 2014	Yet to be implemented
Investigate availability for online services - payments, lodging customer requests and other Bpay payment options ie Dog Registrations – with Tech One Business System	SD1		Inform	June 2014	Implemented for B pay dog reg. refining system at the moment

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
Customer Contact Training	Adequate training for team	Customer Contact Team	SD1	N/A	100% of permanent customer service employees complete required training	Training program to be drafted, July 2014	
Call Centre	Council's general incoming calls answered	Community, Internal Departments, Councillors	SD1	N/A	80% of calls resolved by Customer Contact Less than 3% calls abandoned	Compliant  Meeting requirements since increase in resources	
Customer Requests	Correctly profile customer concerns and requests for council services	Community, Internal Departments	SD1	N/A	Customer requests resolved or forward to correct officer	Compliant with data entry	
Receiving	Processing of payments to Council	Community, Internal Departments	SD1	N/A	Cashier accuracy when processing payments to Council	Compliant	
Information for the Public	Information regarding Council operations/service communicated to customers.		SD1	Inform	Timely and accurate communication of information	Compliant	
Inter-Office Mail Coordination	Coordination of inter office mail collection and delivery between centres	Internal Departments,	SD1	N/A	Timely delivery of inter office mail between customer service centre	Compliant	
Outgoing mail coordination	Coordination of outgoing mail from five service centres	Internal Departments, Community	SD1	N/A	Coordination of outgoing mail daily from five customer service centres	Compliant	

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update
Support services to Libraries	Support services provided to Libraries at Blackbutt and Murgon customer service centres	Community	EC1.2	N/A		Compliant

**ACTIVITY** QUEENSLAND GOVERNMENT AGENT PROGRAM

**Mission:** To provide a broad cross-section of government services, including processing transactions and providing information through the Queensland Government Agent Program (QGAP) at the Blackburn Customer Service Centre.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
QGAP Community Engagement – Funded Program – Promotion of QGAP Services	SD1		Inform	June 2013	Compliant

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update
QGAP Shared Services Agreement	Provision of other government services	Community, State Government	SD1	N/A	Services delivered in accordance with Service Agreement	Operational in accordance with agreement
Business and Marketing Plan	Funding as per QGAP Lead Agency Subsidy Agreement	Community, State Government	SD1	N/A	Funding expended in accordance with the Business and Marketing Plan as approved by Smart Service Qld	Operating in accordance with subsidy agreement



**ACTIVITY** **CENTRELINK AGENCY FUNCTION**

**Mission:** To provide the community with self service facilities and agent functions for Centrelink at the Blackbutt Customer Service Centre.

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update
Centrelink Agent Agreement	Provision of self service centre and agency functions	Community, Federal Government	SD1	N/A	Agency agreement requirements	Service centre operational – in accordance with need agreement



## Planning and Land Management Branch Operational Plan 2013/14

### December Quarter Review Report

**Mission:** To support balanced development that preserves and enhances our region.

**Officer Responsible:** Manager Planning and Land Management

**Responsibilities:** Planning, Building and Plumbing Services, Community Grants and Donations Program, Heritage and Museums, Visitor Information Centres, and Arts



**ACTIVITY** **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.

<b>New Initiatives</b>	<b>Link to Corporate Plan</b>	<b>Link to associated Plans and Strategies</b>	<b>Community Engagement Level</b>	<b>Completion Date</b>	<b>December Quarter Update</b>
New Planning Scheme for the South Burnett region.	Corporate Plan: GO3.3, EXC1.1, EXC4.1	Community Plan Goal 4.1.1 & 4.4.1	Consult	Preparation of draft Scheme completed by Aug 2013 Public consultation completed of Scheme by Dec 2013 Adoption of Scheme by March 2014	Draft Scheme excluding PIP chapter completed by end Dec.
Adopted Infrastructure Charges Resolution	Corporate Plan: GO3.3, EXC1.1, EXC4.1	Community Plan Goal 4.1.1 & 4.4.1	Inform	Resolution adopted and implemented by July 2013 with budget and resource support from Infrastructure Services.	Completed.
Priority Infrastructure Plan	Corporate Plan: GO3.3, EXC1.1, EXC4.1	Community Plan Goal 4.1.1 & 4.4.1	Consult	Draft PIP prepared and included in Planning Scheme by Aug 2013 PIP adopted as part of Planning Scheme adoption by March 2014 Scheme budget to increase by \$15K to	Draft PIP chapter finalised by end Dec. Draft under review for inclusion in new Planning Scheme.

Monitor implementation of new Planning Scheme to correct administrative errors and other omissions	Corporate Plan: GO3.3, EXC1.1, EXC4.1	Community Plan Goal 4.1.1 & 4.4.1	Consult	allow for drafting PIP chapter of Scheme.	Monitor implementation of new Scheme and draft list of possible amendments by Sep 2014. Draft amendment by Dec 2014. Amendment adopted by June 2015.	Ongoing.			

Operating activities and services						Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Community Engagement Level	Key performance Indicator	December Quarter Update		
Development Applications (MCU & ROL)	To manage the assessment of development applications across the South Burnett area	Developers, building industry, commercial operators, ratepayers	Corporate Plan: GO3.3	N/A	100 per cent of delegated applications processed within statutory timeframes	On Target		
Planning Compliance	Undertake compliance inspections	Developers, building industry, commercial operators, ratepayers	Corporate Plan: GO3.3	N/A	Compliance investigations completed in a reasonable timeframe Written responses to customers within 10 business days. Infrastructure charges collected at time land use commences.	On Target		

**ACTIVITY** **BUILDING SERVICES**

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

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Boondooma Homestead Building Sub Committee – Advisory Role	GO3.3, EC1.2		Inform	Ongoing	Ongoing. Advised on appointment of contractor and manage construction of new waste water system. Request DSDIP to delete removal of northern access. Request QHC to correct heritage listed boundaries. Advised on appointment of care taker and lease.
Electronic lodgment of documents by private certifiers	GO3.3		Inform	Consider and implement electronic lodgments system by Nov 2013 as dictated by TechOne implementation	Ongoing

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key performance Indicator	December Quarter Update	
Development permits for building works	Applications processed for new structures, additions, alterations and undertake compliance inspections	Building industry, commercial operators, ratepayers	GO3.3	N/A	100% applications processed within statutory time frames	On Target	
Building Searches	Process search requests	Community, building public and other government agencies	GO3.3	N/A	100% applications processed within statutory time frames	On Target	
Building Compliance	Undertake compliance activities when potential breaches are identified	Building industry, commercial operators, ratepayers	GO3.3	N/A	Compliance investigations completed in a reasonable timeframe	On Target	
Pool Safety	Swimming pool safety certificates	Building industry, commercial operators, ratepayers	GO3.3	N/A	100% applications process within statutory timeframes	On target	

**ACTIVITY** **PLUMBING AND DRAINAGE SERVICES**

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

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Electronic lodgment of plumbing applications via Smart eDA	GO3.3		Inform	Consider and implement electronic lodgments system by Nov 2013 as dictated by TechOne implementation	On hold due to implementation of ThecOne.
Provide resource support to Infrastructure Department to seek approval from Minister to opt-in to mandate rainwater tanks on lots within reticulated town water supply areas	GO3.3		Inform	Ongoing	Completed.

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update
Compliance permits and certificates for plumbing and drainage works	Assessment of application, issue of permits and certificates and undertake compliance inspections	Building Industry, ratepayers	EC2.3, GO3.3	N/A	100% applications processed within statutory time frames	On Target.

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
Plumbing Compliance	Undertake compliance activities when potential breaches are identified	Building Industry, ratepayers	EC2.3, GO3.3	N/A	Compliance investigations completed in a reasonable timeframe	On target.	
Audit of notifiable works	Undertake audit program to check compliance of notified works	Building Industry, ratepayers	EC2.3, GO3.3	N/A	5% of notifiable works inspected for compliance as per list provided from State – Plumbing Application Service (PAS)	On target.	
Administer register for HSTP and backflow prevention devices	Maintain register, forward notices and review of annual inspection reports by private plumbers	Building Industry, ratepayers	EC2.3, GO3.3	N/A	Annual Inspection Program Completed	On Target.	
HSTP and backflow prevention devices compliance	Undertake compliance activities when potential breaches are identified	Building Industry, ratepayers	EC2.3, GO3.3	N/A	Compliance investigations completed in a reasonable timeframe	On Target.	



**ACTIVITY** **COMMUNITY GRANTS & DONATION PROGRAM**

**Mission:** To enhance and promote the quality of life of our community and the unique environment of our area through leadership and engagement.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Community Grants and Donations Policy Review (reviewed annually)	EC1.1	Corporate Plan	Inform Community of outcome of review	September 2014	Review to take place before 14/15 budget.

Operating activities and services			Performance Measurement			
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update
Annual Community Grants & Donations Program	Provide assistance to not-for-profit organisations that meet cultural, community, educational, sporting or recreational needs through the provision of events or projects that benefit the South Burnett community	Not for profit community organisations	EC1.1	Engage	Donations made in accordance with Policy and budget allocation	Round 1 closed in August 2013, successful applicants advised, with budget allocation.

**ACTIVITY** **HERITAGE AND MUSEUMS**

**Mission:** To enhance and promote the quality of life of our community and the unique environment of our area through leadership and engagement.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Local Heritage Register	EC1.2		Engage	March 2014	Ongoing.
Investigate the options for combining the South Burnett Heritage Collection Records electronically	EC1.2		Inform	June 2014	Ongoing.

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Boondooma Homestead – Restoration Materials – as per budget allocation	EC1.2, SD2.4		Consult	June 2014	Ongoing.

Operating activities and services				Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator
Museum Services	Enhance displays and stock lines to support the	Community / Visitors	EXC1.2	Inform/Engage	Individual points of difference enhanced for each Museum Service.
					Ongoing.

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
	identified point difference				1 annual partnership display with external museum or collection.		
Boondooma Homestead	Continue support through bi monthly meetings to support Boondooma Homestead Incorporated body.	Community, Councillors, Internal Departments	EXC1.2	Consult	Boondooma Homestead maintained	Ongoing. Attended scheduled MAC and Building Sub Committee meetings.	
Heritage Collections	Record and dispose of collection in accordance with collection policy	Community / Visitor	EXC1.2	Inform	All items included on Mosaic	Ongoing.	

**ACTIVITY** VISITOR INFORMATION CENTRES

**Mission:** To enhance and promote the quality of life of our community and the unique environment of our area through leadership and engagement.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Strategic Workshop on Visitor Information Centres	EXC4.1, EXC4.1, EXC4.2		Internal/Consult/Engage	June 2014	Ongoing.

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update
Visitor Information Centre (VIC) services & facilities	VIC's providing information services to community and visitors	Community / Visitors	SD1.1, GO1.1, GO1.2	Inform	Continue to increase accumulation and awareness of relevant and accurate information	Ongoing.
Visitor Information Centre (VIC) services & facilities	Displays and stock lines to support the identified point difference	Community / Visitors	SD1.1, GO1.1, GO1.2	Inform	Further enhance VIC service delivery based on the individual 'points of difference'.	Ongoing.



Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
Wondai Regional Art Galley	Financial support for the operations of the Wondai Regional Art Gallery (WRAG) in accordance with the Memorandum of Understanding with the WRAG Association	Wondai Regional Art Gallery Association Committee, Community	EC1.1	Inform	Financial support provided to committee to support the operations of the Wondai Regional Art Gallery pending permit to occupy and facilities review	Ongoing.	

**ACTIVITY** **SPORT & RECREATION**

**Mission:** To enhance and promote the quality of life of our community and the unique environment of our area through leadership and engagement. (excludes Sport and Recreation facility management)

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Community Engagement Level	Key Performance Indicator	December Quarter Update
Wide Bay Burnett Regional Recreation and Sport Steering Committee	Council representation on committee	Wide Bay Burnett Regional Recreation and Sport Steering Committee, Councillors, Community	EC2.2	Engage	Attendance at 4 meetings per year	Provided electronic inputs to meetings.



**ACTIVITY**  
**HEALTHY COMMUNITIES**

**Mission:** An active and healthy South Burnett community.

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Community Engagement Level	Key Performance Indicator	December Quarter Update	
Healthy Communities Management Advisory Committee		Community, Healthy Communities Management Advisory Committee	Corporate Plan EC2.2 Community Plan 1.1.2(c)	Engage	Coordination of health relative activities and initiatives in region	Ongoing. Monthly MAC meetings attended. Now includes reps from Sport and Recreation.	
South Burnett Healthy Communities Plan	Work towards achieving objectives of the South Burnett Healthy Communities Plan and priorities identified through the planning process.	Community, Government Agencies	EC2.1	Engage	Active parks programs delivered. Implementation of the Plan	Ongoing.	
COAG Healthy Communities Funding	Undertake programs funded under the Federal Government healthy communities initiative	South Burnett residents not in full time employment	EC2.2	Engage	Milestones detailed in implementation plan are met	Ongoing. Progress report prepared and forwarded within timeframe.	



**Environment and Waste Branch  
Operational Plan  
2013/14**

**December Quarter Review Report**

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



**ACTIVITY PUBLIC HEALTH**

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

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	December Quarter Update
Licence applications approved under relevant legislation	Licenses and Approvals under: <ul style="list-style-type: none"> <li>• Food Act 2006</li> <li>• Local Laws</li> <li>• Higher Risk Personal Appearance Services</li> <li>• Residential Services Accommodation Act</li> </ul>	Food shop proprietors, Accommodation Premise Operators, Higher Risk Personal Appearance Service Operators, General public	EC2.3		95% of applications approved within 20 business days	Six (6) new food business applications were received in this period. All applications were approved within the required timeframe of the 30 days.  Six (6) temporary food stall applications have been received during this quarter period.  No new public health applications were received.

Operating activities and services				Performance Measurement	
Routine inspections of licensed premises	Inspections of premises as per inspection program	Food shop proprietors, Accommodation Premises Operators, Higher Risk Personal Appearance Service Operators	EC2.3, EC2.4	95% of licensed premises inspected/audited at least once per financial year.	There are a total of 221 food premises currently registered. Approximately 81% (180 inspected) of all the licensed premise inspections have been undertaken in this first quarter of the financial year. This good result achieved early this financial year was only possible by engaging external EHO consultants. Follow up Inspections have commenced however the Go Live Tech One preparations are taking a priority position.
Complaints management	Inspections and visits in response to Complainants/customer service requests	General public Councilors	EC2.3, EC2.4	85% of CSR's actioned within six (6) working days 85% of urgent CSR's actioned within forty-eight (48) hours	There were 5 Public Health CRMs and 27 Environmental Health CRMs raised in the new system from 21 Oct – 31 Dec 2013.  Not all low priority Customer Requests were actioned within the required time frames this period. This was due to a staff resources being heavily committed to the Go Live Tech One and training staff on how to use the system  However, all urgent high priority CRMs have been actioned on time.

Operating activities and services				Performance Measurement	
Education	Workshops for community and industry to explain and educate in relation to legislative responsibilities eg food safety/hygiene training	Community, Private Enterprise / Industry Councillors, Council Staff, Schools		100% of all requests for educational sessions are conducted	No educational sessions where requested or held during this period
School based immunisation clinics	Partnership program with Queensland Health	Community, Queensland Health	EC2.2	Number of vaccinations administered 100% vaccination rate of those who present for immunisation at school based clinics	There were a total of 543 vaccinations administered during this quarter period. This consisted of 209 HepB vaccines and 334 HPV vaccines. There was also a 100% vaccination rate of those students who presented at the immunisation clinics.

**ACTIVITY LOCAL LAWS COMPLIANCE**

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

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	December Quarter Update	
Approvals(Permits/Licences)	Commercial Use of Footpaths Keeping of Animals Animal Management Caravan Parks	Community, Business / Industry	EC2		95% applications approved within 20 business days  95% inspection programs conducted annually for each category	Five (5) new Footpath sign applications were received.  No footpath permit inspections were carried out.  1 new Animal Keeping Application was received during the period.  One (1) Kennel/Cattery/Breeder has been inspected.  One (1) Caravan Park has been inspected to date.	

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	December Quarter Update
Complaint management	Complaints and inspections to be actioned in required time frame	Community, Business / Industry	SD1		85% of CSR's actioned within six (6) working days  85% of urgent CSR's actioned within forty-eight (48) hours	The following numbers of CRM's were received:  Animal - 147 Compliance - 21 Local Laws - 3 Overgrown - 43 Signage - 1  All urgent CRM's have been actioned within the required timeframes however some lower urgency requests were not actioned within the timeframe due to resource limitations with staff on Annual Leave, implementation of Tech One and Training of New Staff.
Education/Public Awareness	To educate community including schools relating to all local laws legislative responsibilities	Community, Residents, Schools	EC2.3, EC2.4	Inform	100% of PetPEP presentations on responsible pet ownership provided to all schools (and students) that permit and/or request Council to attend.	No presentations were requested, booked or completed during this period.

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	December Quarter Update
Abandoned Vehicles	Impound abandoned vehicles where necessary	Community	EC2.4		Impound or find owner of all identified abandoned vehicles. Identified abandoned vehicles to be removed within 10 business days	There have been four CRIMs raised in the period of 20 Oct – 31 Dec 2013. These have been investigated and actioned without any vehicles having to be impounded.
Animal Housing (Pound) Operations	Maintain and operate animal housing facilities for impounded animals	Community, Residents	EC2.3		Animals held for the prescribed impound period  For registered animals or the owner is known – Impound for 5 days  For unregistered or non known owner – impound for 3 days	There have been 112 dogs and 60 cats impounded during the period.  Animals have been held for the required period of time for identifiable and non-identifiable animals.  There have been some animals held for longer periods due to a number of reasons including not being able to locate the owners of identifiable animals due to Tech One Issues; Owners not being able to collect their animal within the timeframe or not being able to pay.  Council continues to work with rescue groups to minimise the number of animals needing to be euthanased.



**ACTIVITY** **WASTE MANAGEMENT**

**Mission:** To provide cost effective, efficient and sustainable Waste Management Services

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Implement Regional Waste Management Plan	ENV2.1		Engage	June 2014+	40% completed
Participate in the drumMUSTER program <u>Oct 2013</u> Total Drums: 8 <u>Nov 2013</u> Total Drums: 48 <u>Dec 2013</u> Total Drums: 248	ENV2.2		Inform	June 2014+	A total of 304 drumMUSTER drums were collected during this second quarter of the financial year.
Participate in the mobileMUSTER program	ENV2.2		Inform	June 2014	No mobile phones were sent off to be recycled during this period.

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Capital Works Program as per Budget Allocation	ENV2.1		Inform	June 2014	

**Operating activities and services** **Performance Measurement**

Title	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	December Quarter Update
Environmental Licence Compliance	Compliance with DERM's licence conditions for Council's licensable facilities (e.g. ERA's)	DERM, Council	ENV2.2		Nil prosecutions from DERM (Department of Environment and Resource Management) for environmental compliance breaches.	No legal proceedings instigated and no prosecutions awarded against the Council during this quarter.
Waste Collection Services	Provision of regular and efficient waste collection services	Customers	ENV2.2	Inform	99% domestic general refuse wheellie bins serviced at least once weekly	The servicing of Domestic wheellie bins was carried out at least once weekly during this quarter within the service standard.
Waste Disposal Facility Operations	Facility operations managed in accordance with contracts.	Facility contractors, community, business and industry	ENV2.2	Inform	99% of all facilities are opened at the advertised times; Waste Facility Contractors are complying with their contracts with Council.	Council's waste disposal facilities have been open at the advertised times during this period within the agreed service standard requirements.

**ACTIVITY ENVIRONMENTAL PROTECTION**

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

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	December Quarter Update
Environmental Licence Compliance	Compliance with DERM's licence conditions for Council's licensable facilities (e.g. ERA's)	DERM, Council	ENV1		Nil prosecutions from DERM (Department of Environment and Resource Management) for environmental compliance breaches.	No legal proceedings instigated and no prosecutions awarded against the Council during this quarter.
Environmentally Relevant Activities (ERAs)	Environmental impacts from licensed Environmentally Relevant Activities (ERA's) are effectively managed in accordance with the relevant legislation	DERM, Council	ENV1		95% of ERA's inspected/audited for the financial year and appropriate action instigated as required	100% of these activities were inspected in the first quarter of this financial year.



**NRM and Parks Branch  
Operational Plan  
2013/14**

**December Quarter Review Report**

**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.



**ACTIVITY** **BRANCH ADMINISTRATION**

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

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Participate in Towns Transformation Project	SD2, GO3.3	Community Plan 1.4.2(a)	Engage	Ongoing	Attended all Street Scape Meetings, implemented Stage 1 Nanango Streetscape and 85% complete Village Green in Wondai.
Participate in Tech One – New Business System Implementation	EXC2.1		Internal	March 2014	Undertaken training when requested, system implemented.

Operating activities and services			Performance Measurement			
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update
Wandering Livestock	Management of public safety on roads due to wandering livestock	Community, Landholders	EC2		Attend to situations within 24 hrs on weekdays and 48 hrs on weekends within budget allocation	On track, attended to callouts within timeframes

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
	Assess landscape plans associated with development applications	Developers, Internal Departments, Community	GO3.3		Assessments completed within specified timeframes	On track; nil applications received for comment.	
Landscape Design Services		Internal Departments	GO3.3	Internal	Comment on plans and return to customer within timeframes	On track; designs completed within timeframes	

**ACTIVITY** NATURAL RESOURCE MANAGEMENT

**Mission:** To implement programs which focus on the restoration and protection of natural landscapes by involving and engaging landowners, community and government agencies.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Biodiversity Strategy	ENV1.1, ENV1.2, ENV1.7, GO2.1, GO3.3		Engage		ongoing
Climate Change Strategy	ENV1.1, ENV1.2, ENV1.7, GO2.1, GO3.3		Engage		ongoing
Biodiversity & Carbon Management Grant – Stage One/Six	ENV1.1, ENV1.2, ENV1.3, ENV1.7, GO2.1, GO3.3		Engage		ongoing
Work with Fire and Biodiversity Consortium in developing carbon reduction methodologies through fire management (funded by grant)	ENV1.3		Engage		ongoing
Carbon Management Plan	ENV1.3		Engage		ongoing

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
Pest Plant Management	Ensure landholders comply with legislation	Landholders	ENV1.2, ENV1.6	Inform	Conduct quarterly inspections of Class 1 & 2 pests	ongoing	
Pest Plant Management	Undertake pest weed eradication programs on Council controlled land and reserves for Class 1 (manage Class 2)	Council, Internal Departments, Community	ENV1.2, ENV1.6	Inform	Expenditure on eradication programs on Council controlled land within budget allocations	On track, Programs implemented where sufficient rain has been received and plants actively growing.	
Pest Plant Management	Partner with landholders to eradicate pest weeds	Landholders	ENV1.2, ENV1.6, ENV1.7	Engage	Expenditure on Partnership Programs within budget allocation	On track, Programs implemented where sufficient rain has been received and plants actively growing.	
Pest Plant Management	Field Workshops	Landholders	ENV1.2, ENV1.6, ENV1.7	Engage	Minimum 2 per year	On track, one completed.	
Pest Animal Management	Management of declared pest	Landholders			Coordinated a minimum 2 wild dog baiting programs per annum	On track, one completed.	
Fire Management	Undertake controlled burns as per planned burns operation (depending on weather conditions)	Landholders, Council	ENV1.2	Inform	Report on number of controlled burns per quarter-	1 completed for quarter, conditions too extreme and hazardous for burns to be undertaken in other areas.	



Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
Fire Management	Manage preapproval system and assess special permits	Landholders	ENV1.2	Inform	Maintain database	On track, preapproved roads updated and assessment of permits where applicable completed.	
Stock route maintenance	Manage stock route facilities, weeds, permits and assets	Community	ENV1.2, ENV1.6		Expenditure on maintenance within budget	On track, Programs implemented where sufficient rain has been received and plants actively growing.	

**ACTIVITY** **PARKS & GARDENS**

**Mission:** To provide and maintain public parks, amenities and open spaces that meets the community's needs within resource allocations.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Recreation Strategy	EC2.1		Engage	June 2014	ongoing
Internal Strategic Workshop	EXC4.1		Internal	June 2014	ongoing
Undertake an assessment of Stock Route Assets (including condition assessments)			Internal	June 2014	ongoing

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Complete Capital Projects as per Budget Allocation	EC2.1, SD2		Inform	June 2014	On track, 85% completed

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
Parks & Open Spaces	Maintain parks and open spaces to a standard that reflects public usage	Community, Visitors	SD1.1		Expenditure on park maintenance within budget	On track, only undertaken normal and emergent works	
Parks & Open Spaces	Mowing of parks and open spaces	Community, Visitors	SD1.1		90% of grass in high profile areas maintained at 150mm intervention level	On track, nil complaints received for quarter..	
Public Amenities	Public amenities kept clean and to a high standard of hygiene	Community, Visitors	SD1.1		Less than 5 complaints per quarter per work area	On track, nil complaints received for quarter.	
Landscaping Maintenance	Annual Plant Planting Program	Community, Visitors	SD1.1		One program per work unit per annum within budget allocations	On track	
Landscaping Maintenance	Pruning of amenity trees to Australian Standard AS4373:2007	Community, Visitors	SD1.1		Pruning's conducted annually	On track, pruning undertaken.	
Playground Equipment Safety	Compliance with AS/NZS4360:2004	Community, Visitors	SD1.1		One inspection program annually	On track, inspection completed.	
Playgrounds & Playground Equipment Maintenance	Maintained in accordance with AS/NZS4486.1:1997	Community, Visitors	SD1.1		One audit conducted per annum	On track, inspection completed.	

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
Vandalism	Rectify vandalism as soon as reasonably possible after reporting	Community, Visitors	SD1.1		Report vandalism to proper authorities with 24 hours of notification 100%	On track, high level of vandalism in Kingaroy and Nanango areas, all instances reported to Police and rectification work undertaken.	
Park Furniture	Undertake minor repairs on park furniture as required	Community, Visitors	SD1.1		Maintenance to be undertaken as required to maintain park furniture at an acceptable level	On track, no complaints received.	

**ACTIVITY** **CEMETERIES**

**Mission:** To provide a dignified, efficient and safe burial service to the community.

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Complete Capital Projects as per Budget Allocation	EC2.3		Inform	June 2014	On track capital works 95% completed.

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update
Cemetery Services	Provision of services - interment in grave or columbarium wall.	Community, Funeral Directors	EC2.3	Inform	Completed booking applications processed within 2 working days.	On track, no complaints for quarter.
Burial Data	Management of cemeteries database and provision of data as required	Community, Funeral Directors	EC2.3	Inform	Records kept up to date	On track.

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update
Cemetery grounds maintenance	Cemetery areas are well-kept and maintained to a high standard	Community, Funeral Directors	EC2.3		Less than 5 complaints per year	On track, no complaints for quarter.

**ACTIVITY** **RAIL TRAILS**

**Mission:** Utilise the rail corridor to improve health and fitness, increase tourism and business opportunities.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Feasibility study considered by Council and decision made on future use of the rail corridor	GO3.1	Community Plan 4.4.1(a)	Consult	30 June 214	ongoing

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update
Brisbane Valley Rail Trail (BVRT)	Continued partnerships with key stakeholders to promote BVRT	Community, Key Stakeholders, BVRT	GO1.1	Inform	4 e-newsletter prepared and distributed annually BVRT promoted as per Promotional Plan and within budget allocation	Nil Report for December Quarter

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
Nukki to Linville section of Rail Trail	Work with Brisbane Valley Rail Trail Steering committee to develop and maintain trail	Community, Brisbane Valley Rail Trail Steering Committee, Key Stakeholders	GO1.1	Inform	Nukku to Linville section of rail trail maintained and operational	On track, ambassadors working well.	
Brisbane Valley Rail Trail	Support ambassadors and the agreement for maintenance	Ambassadors, internal	EC2.2	Engage/inform	Maintain relationship with rail trail operational.	On track, ambassadors working well and forwarding emails, phone calls as needed.	

**ACTIVITY** **STREETSCAPE PROJECT**

**Mission:**

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Community Engagement Level	Completion Date	December Quarter Update
Towns Transformation Project - Henry Street and Drayton Street Nanango Streetscape project completed.	SD2, GO3.3	Community Plan 1.4.2(a)	Engage	30 June 2014	Henry St 50% completed. Drayton (5%) preliminary designs and public consultation completed. Drayton construction deferred until 2014-15 financial year.
Town Transformation Project - design of entry statements completed and project plan developed showing progressive installation as funding is available	SD2, GO3.3	Community Plan 1.4.2(a)	Engage	28 Feb 2014	ongoing





## Finance Branch Operational Plan 2013/14

### December Quarter Review Report

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

**Officer Responsible:** Manager Finance

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



**ACTIVITY** **BRANCH ADMINISTRATION**

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

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Tech One New Business System - Complete implementation and manage organisational change management and training	EXC2.1		Internal	March 2014	
Coordinate the development of Council's Schedule of Fees & Charges 2014-15	EXC1.2		Internal	June 2014	

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update
Cash Management	Effectively manage Council's Cash Assets and Debt portfolio by maximising returns and minimising financial risk	Council	EXC1.1, EXC1.2, EXC4.2	Internal	Cash managed in accordance with Investment Policy Debt portfolio in accordance with Debt Policy	Cash invested taking into account cash flow requirements. Sweep Facility established with National Australia Bank to invest funds overnight until longer term investments can be negotiated. Debt portfolio under regular review with QTC.
Trust Fund Management	Effectively manage monies held in trust	Community, Council	EXC4.1	Internal	Monies held in trust reconciled monthly	Trust fund reconciled prior to transition to Techone. To be reconciled January 2014.

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
Insurance services	Annual insurance renewal and management of claims	Insurance brokers and Council Departments	EXC4.2	Inform	Appropriate levels of insurance Timely management of claims	Insurances current. Claims processed as required.	
Regulatory Returns	Preparation of various statutory returns. Some examples include Annual FBT and Tax returns, Monthly BAS Returns, Payroll Tax and various ABS Returns	Regulatory Bodies, Departmental Agencies	EXC4.1	Internal	Completed in accordance with statutory timeframes	Monthly returns submitted on time.	
Rescue & Evacuation Levy	Provide funds for the purpose of sponsoring the airborne emergency rescue & evacuation transport providers that service the South Burnett Region	Airborne emergency rescue & evacuation transport providers, Community	EC1.1	Inform	Sponsorship of airborne emergency rescue & evacuation transport providers forward to service providers.	Part of annual budget process.	

**ACTIVITY** **PROPERTY & RATING**

**Mission:** To levy rates in accordance with Council policy.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Investigate and implement improved debt collection processes	EXC1.2		Inform	June 2014	

Operating activities and services				Performance Measurement		December Quarter Update
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	
Rates Notices	Rates notices levied quarterly by Council	Ratepayers	EXC1.2	Inform	Accuracy of rates (including supplementary rates) and associated charges	Rate notices issued quarterly. Minimal disruption with notices issued from Techone for second quarter.
Accounts Receivable	Management of accounts receivable, and control of the effective recovery of outstanding debts	Community	EXC1.2	N/A	Percentage of sundry debtors overdue, which are greater than 90 days. Percentage of rates debtors outstanding at the end of the rates period	Further analysis required on overdue accounts following the 'bedding in' of Techone. Outstanding rates collection processes in place.

**ACTIVITY** **PROCUREMENT & STORES**

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

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Review stores operations for operational efficiencies	EXC4.1	N/A	Internal	June 2014	To be undertaken.

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update
Procurement	Coordinate tendering processes		EXC1.1	Inform	Compliance with LG Act and Council's Procurement Policy	Tenders and purchasing monitored for compliance with Policy. Procurement Policy to be reviewed given the implications of Techone.
Accounts Payable	Management of accounts payable	Creditors, Internal Departments	EXC1.1	N/A	% of invoices paid within terms	Approved creditor invoices paid fortnightly or as required during the transition to Techone.

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update
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 Departments	EXC4.1	N/A	Bulk purchasing is carried out whenever possible to obtain best value and stock turnover and obsolescence rates monitored. Average prices of stock compared to purchasing same items on a small scale. Stock Turnover ratio, Percentage of obsolescence.	Bulk purchasing where possible. Ratios to be developed

**ACTIVITY** FINANCIAL PLANNING, COMPLIANCE AND SUSTAINABILITY

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

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Participate in Tech One – New Business System Implementation	EXC2.1		N/A	March 2014	Ongoing
Borrowing Capacity Modeling – Queensland Treasury Corporation	EXC1.1		N/A	June 2014	Provided with 2014 Borrowing Application.

Business Planning – Introduce use of business cases for projects/initiatives to improve planning processes for long term sustainability.		EXC1.1	Community Plan 4.4.1(b)	Inform	December 2014	Business Case developed and in use. To be further promoted within the organisation.
Operating activities and services						
Performance Measurement						
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update
Budget Planning	Budget 2013 - 2014 finalised by 30 June 2013 – including relevant financial sustainability measures	Councillors, General Managers, Council Managers, Council branches and Community.	EXC1.1	Inform	Budget prepared and adopted by Council within statutory and organisational timeframes	Budget adopted July 2013
Budget Management	Ongoing monitoring of operational and capital budgets	Councillors, General Managers, Council Managers, Council branches and Community	EXC1.1	Inform	Budget monitored and organisation operates within approved budget	Monthly and adhoc reporting in place along with quarterly budget reviews.
Long Term Financial Forecast	Long Term Financial Forecast as per LG Regulation 2012	Councillors, General Managers, Council Managers, Council branches and Community	EXC1.1	Inform	Long Term Financial Forecast adopted by Council	Long Term Financial Forecast developed.
Financial reports and Information	Standard monthly and financial reports.	Councillors, General Managers, Council Managers and Council branches	EXC1.1	Inform	Reporting deadlines are adhered to	Reports prepared and presented to Council on a monthly basis.

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
Financial Statements for 2012 - 2013	Annual Financial Statements for 2012-13 prepared, with unqualified audit report by Queensland Audit Office	Council, Audit Committee, QAO, Department of Local Government	EXC1.1	Inform	Unqualified Audit Certificate from Queensland Audit Office	Unqualified audit for 2013 Financial Year.	
External Audit	Ensure adequate planning and coordination of, and timely finalisation of the external audit	Council, Audit Committee, QAO, Department of Local Government	EXC1.1	Internal - Inform	Statements presented by 31 October 2013	Audit plan for 2014 financial year to be planned on 8 January 2014.	
Annual Return on Financial Management (Sustainability)	Annual Return on Financial Management (Sustainability) completed for DLG	Council, Audit Committee, QAO, Department of Local Government	EXC1.1	N/A	Annual Return completed and lodged within timeframes and as required.	Not required. Sustainability Statements are now included in the Annual Financial Statements.	
Financial Assistance Grant Return	Financial Assistance Grant Return completed and forwarded to Queensland Local Government Grants Commission	Council, Audit Committee, QAO, Department of Local Government Grants Commission	EXC1.1	Internal	FAG Return accurately completed to secure funding for next financial year	Grant data return usually submitted in December following two approved extensions of time.	



**ACTIVITY** ASSET MANAGEMENT

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

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Asset Management Plans Finalise	SD2.4, EXC1.1	Community Plan 4.4.1(a)	N/A		Developed but to be reviewed.
Annual Asset Valuations	SD2.4, EXC1.1		N/A		Asset Valuations to be reviewed January 2014.
Participate in NDRRA Flood Restoration Program Project	SD2.4, SD2.1	Community Plan 4.3.2(c)	Inform		Ongoing.
Participate in Tech One – New Business System Implementation	EXC2.1		N/A		Ongoing.
Strategic Asset Management Planning	SD2.4, SD2.3, EXC1.1	Community Plan 4.4.1(a)	N/A		To be reviewed by the Asset Management Group.

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
Asset Management Plans	Implement adopted plans	Councillors, General Managers, Council branches	SD2.4, EXC1.1	Internal	Asset Management Plans implemented into Council operations and management	Developed but require review.	
Asset Register	Ongoing maintenance of asset register including depreciation, WIP, asset take up, sales and revaluations.	Councillors, General Managers, Council branches	SD2.4, EXC1.1	Internal	Asset Register up to date at EOY	Asset register maintained as required particularly for Annual Financial Statements.	
Annual CapEx Budget	Capital works budget developed for budget planning	Councillors, General Managers, Council branches	SD2.4, EXC1.1	Inform	CapEx Budget prepared and adopted by Council within organisational timeframes	Capex Budget adopted each year as part of Overall Budget.	

**ACTIVITY** **PLANT AND FLEET MANAGEMENT**

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

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Review of Council Fleet	EXC1.1, SD2.3	N/A	Internal	June 2014	Plant and Fleet Review Committee established.
Review of Council Workshop Facilities	EXC2.3	N/A	Internal	June 2014	Ongoing.
Strategic Workshop - Fleet & Workshop Facility Review	EXC2.3	N/A	Internal	June 2014	Ongoing.
Plant Utilisation Review	EXC1.1, SD2.3	N/A	Internal	June 2014	Plant and Fleet Review Committee established.

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Annual Plant and Fleet Purchases	EXC4.1	N/A	Inform	June 2014	On track per budget.

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
Workshops	Maintenance of Council Plant & Fleet	Internal Departments	SD2.3	Internal	# days downtime	Ongoing. Plant and Fleet maintained on a priority and resource availability basis. Small plant maintenance and sedan servicing outsourced where possible.	
Plant & Fleet	Management of Council's fleet including purchases and disposals.	Internal Departments	EXC1.1	Internal	Average age of fleet, Average odometer readings Purchases and disposals as planned and within budget allocations	Fit for purpose vehicles purchase following consultation with relevant stakeholders. Fleet disposed of where excess to organisational requirements.	
Plant & Fleet Hire Rates	Hire rates updated annually	Internal Departments, Private Works Contracts	EXC1.1	Internal		To be reviewed with the development of the 2014 financial year budget.	



**Information Services Branch  
Operational Plan  
2013/14**

**December Quarter Review Report**

**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 Records Management and Geographic Information Systems (GIS).

**ACTIVITY INFORMATION & COMMUNICATION TECHNOLOGY**

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

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Extend the Council corporate network to Blackbutt	EXC2.1		Internal	June 2014	Work expected to be completed with the next fortnight
Server Infrastructure for Mobile IT Devices e.g. tablets	EXC2.1		Internal	June 2014	MDM server installed and ready for mobile devices to be registered
Enhance GIS data and presentation - establish hot linking for other departments	EXC2.1		Internal	June 2014	Completed primary documents. assessing extra documents to be scanned if any budget remains
Enhance Two way systems Coverage	EXC2.1		Internal	June 2014	Discussions Held – Needs identified – vendor discussions Reviewing Report
SOE Upgrade	EXC2.1		Internal	June 2014	Win7 and Office 2010 Added and staging replacement as per dynamic schedule

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Annual Information Technology Purchases and Improvements	EXC2.1		Internal	June 2014	Replacements computers for 13/14 budget acquired and currently being deployed

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	December Quarter Update
ICT Support Services	Helpdesk - provide monitoring and resolution of ICT system related problems	Internal Departments	EXC2.1	Internal	Support requests are dealt with within acceptable timeframes	Ongoing	
Computer systems replacement and allocation	Provision of computer hardware and software – User level	Internal Departments	EXC2.1	Internal	User experience at a suitable level	Replacements deployed as per replacement cycle	
Web Presence – Internal and External	Intranet and council website	Community, Internal Departments	EXC2.1	Internal	Information is current and presented professionally	Intranet is running and not displaying outdated info. Changes made to the council website accordingly	

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
Communications	Mobile phones Internet Desktop handsets VoIP Phone system Email	Internal Departments	EXC2.1	Internal	User experience at a suitable level Acceptable fault level	Replaced as required Services supplied and user issues resolved	
IT Infrastructure Network	Wan network switches, routing and firewall	Internal Departments	EXC2.1	Internal	Uptime, seamless operation	Minute outages and work conducted outside of business hour to minimise user disruption	
Infrastructure Server Storage	Updates, upgrades, lifetime cycles and capacities	Internal Departments	EXC2.1	Internal	Uptime, seamless operation	Additional storage purchase and configured to allow for storage growth	
External Security	Antivirus, firewall security threats	Internal Departments	EXC2.1	Internal	Security threats recognised and prevented	Firewall up and eliminating external threats	
Corporate application support and licensing	System uptime, fault recovery and monitoring Application Licensing	Internal Departments	EXC2.1	Internal	Uptime and license agreements are complied to	Monitoring in place uptime minimal licensing up to date	



**ACTIVITY RECORDS MANAGEMENT & 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.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Transfer Records to new Off Site Storage Facility	EXC2.2		N/A	June 2014	Commenced infrastructure documents moved to new facility. Process to transfer records in progress
Upgrade to Queensland Disposal Authority Schedule	EXC2.2		Internal	June 2014	Waiting changes to HR section. Planned to commence end of march
Upgrade Dataworks to version 4.02 in preparation for New Business System	EXC2.2		Internal	June 2014	Completed
Electronically scan sewerage drainage and building plans and link to GIS mapping system	EXC2.2		External	June 2014	Completed – Additional documents being identified and budget reviewed to check if any funds remain

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
Record Keeping	Ensure council inward correspondence is recorded into Council electronic data management system	Community, Government agencies, Internal Departments	EXC2.2	N/A	Compliant with Public Records Act for the Record Keeping – IS40	Ongoing process of inward mail captured into ECM	
Incoming Mail	Incoming mail opened, sorted, scanned and distributed via Dataworks	Community, Government agencies, Internal Departments	EXC2.2	N/A	Incoming mail is opened and distributed via tasks in Dataworks to the organisation within 30 hours turn around	Completed as part of daily duties. Target currently being achieved	
Email correspondence	Register and distributed email correspondence via Dataworks to the organisation	Community, Government agencies, Internal Departments	EXC2.2	N/A	Email correspondence distributed within 3 working days	Completed as a daily schedule. Target currently being achieved	
Storage & archival management	Ensure council storage and archival management practices meet business and legislative requirements	Community, Government agencies, Internal Departments	EXC2.2	N/A	Management practices in compliance with Public Records Act for the Retention and disposal - IS31	Retention and compliance standards adhered to	

Continue to develop and enhance the current GIS datasets	Data accuracy and integrity. Layer creation and development.	Internal Departments	EXC2.2	N/A	Current inaccuracies identified and addressed	Ongoing – asset management team discussing refinement of data and processes
GIS Support desk	Helpdesk	Internal Departments	EXC2.1	N/A	Support requests are dealt with within acceptable timeframes	Handled in timely manner
Development of GIS solutions for data accumulation and usability	GBM mobile, custom forms and investigation of mobile solutions.	Internal Departments	EXC2.1	N/A	Suitable solution that effectively accumulates new information	Analysing Rapid maps and investigating TechOne solution
Web presence and development	Stratus – SBRC GIS data available to the public.	Community, Internal Departments	SD1.1, EXC2.1		Data accuracy and maintenance	Stratus data reviewed and analysis work being carried out to see what can be added
Enhanced Software usability and upgrades	Exponare, MapInfo Suite.	Internal Departments	EXC2.1	N/A	Easily accessed information and acceptable end user experience	Exponare update in test phase and testing of discover and MapInfo manager being assessed



**Design and Technical Services Branch  
Operational Plan  
2013/14**

**December Quarter Review Report**

**Mission:** To provide efficient infrastructure planning and design services to the organisation.  
**Officer Responsible:** Manager Design and Technical Services  
**Responsibilities:** Infrastructure Planning and Design Services and Soil Laboratory.



**ACTIVITY      INFRASTRUCTURE PLANNING AND DESIGN SERVICES**

**Mission:** To provide efficient infrastructure planning and design services to the organisation.

Activities and Services					Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
Infrastructure Planning	Assist with strategic planning for future infrastructure	Internal Departments	SD2	Consult	Concept planning, design and indicative costs provided in advance of construction need	Future capital works scoping documents and prioritisation on-going	
Asset Management	Asset Management Plan implementation	Community, Internal Departments, Council	SD2.4	Internal - Engage	Asset Management Plans implemented into Infrastructure operations and management	Asset Management Group with Finance established	
Design	Provision of design services for Operations Branch	Internal Departments	SD2	Consult	Designs services completed to meet work programming timeframes	95% of designs for 2013/14 completed ready for construction	
Surveying	Provision of surveying services for the organisation	Internal Departments	SD2	Consult	Surveying services completed to meet programmed works	Commencement of 2014/15 program has occurred	
Quality Assurance	Quality assurance of infrastructure design and operations	Infrastructure Department, Council and TMR	EXC4.1	Internal	Third party certification of QA system obtained by June 2014	Program towards certification developed	
Development Application Assessment Advice	Advise of infrastructure requirements for Development Applications	Community, Internal Departments	GO3.3, SD2	Inform	Timely and professional engineering advice on Development Applications within SPA timeframes	Maintained this level of service	

**ACTIVITY** **SOIL LABORATORY**

**Mission:** To provide timely and efficient soil laboratory services to internal departments and external customers.

Activities and Services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update
NATA Certification	Maintain NATA certification for soil laboratory activities	NATA	SD1 & 2	Internal	NATA audits completed successfully and certification maintained	No audit in this quarter – Certification remains
Materials testing	Tests undertaken for Council	Internal Departments	SD2	Internal	Tests analysed and reports provided to departments	Maintained this level of service
Private Works	Tests undertaken for client purposes	Customers	SD1	Inform	Tests analysed and reports provided to customer	Still receiving a moderate level of private work from private industry



## Water and Wastewater Branch Operational Plan 2013/14

### December Quarter Review Report

**Mission:** To deliver quality and reliable water and wastewater services that meet the needs of our community through sound asset management planning that is focussed on preventative maintenance and proactive infrastructure renewals.

**Officer Responsible:** Manager Water and Wastewater

**Responsibilities:** Water and Wastewater Administration, Water and Wastewater Services and Projects, Water and Wastewater Treatment and Quality.



**ACTIVITY WATER AND WASTEWATER ADMINISTRATION**

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

Activities and Services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update
Administration Support	Administration support services to water and wastewater branch	Community, Team Members, Internal Departments	SD2.2, EXC5.1	Engage	Level of satisfaction with service	Satisfactory
Asset Management	Asset Management Plan implementation	Community, Internal Departments, Council	SD2.4	Internal - Engage	Asset Management Plans implemented into Water and Wastewater operations and management.	Hydraulic models established internally for town water supplies and asset details updated
Infrastructure Planning	Planning to determine future needs of water and wastewater systems	Community, Internal Departments, Council	SD2.2	Internal - Engage	Future works and needs determined and budgeted in the 10 year capital works plan	10 year plans continually updated as more accurate data available
Budget Management	Ongoing monitoring and reviewing of budget (operational and capital expenditure)	Team Members, Internal Departments, Council	EXC1	Internal - Engage	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Surplus budget prepared and adopted and monitored
Branch Meetings	Regular Coordinator and Supervisor meetings	Team Members	SD2.2, EXC5.1, EXC3, EXC3.2, EXC3.3, EXC3.4	Internal - Engage	Coordinators and Supervisors monthly Branch 6 monthly	Meetings held regularly



Activities and Services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update
Customer Service	Responses to enquiries and requests for service	Customers, Internal Community, Departments, Councilors	SD2.2, EXC5.1	Engage	Responses to enquiries and requests for service within Customer Service Standards for Water and Wastewater	Response times achieved

**ACTIVITY WATER & WASTEWATER SERVICES AND PROJECTS**

**Mission:** To provide water and wastewater networks which meet customer and Council expectations through a planned and proactive approach.

Activities and Services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
Programmed Maintenance	Delivery of programmed maintenance in accordance with budget	Community, Internal Departments, Council	SD2.2	Inform	Decrease in reactive maintenance costs	Ongoing dry weather causing many main breaks impacting on reactive costs	
Reactive Maintenance	Service sewer blockages and water main breaks	Customers, Internal Departments	SD2.2	Inform	Customer Service Standards met – 95%	Achieved	
Capital Works Program	Completion of Capital Works Program	Community, Internal Departments, Council	SD2.2	Inform	Capital works program completed as scheduled and within budget	Delivery of mains replacements on-target	
Program Planning, Design and Coordination	Construction Design Coordination	Community, Internal Departments, Council	SD2.2	Inform	Construction program developed within one month of budget adoption Designs completed 3 months in advance of project commencement Coordination – projects delivered in accordance with program and budget	Achieved  Currently achieving 1-2 months Achieved	
New Connections	Service delivery of new connections	Customers	SD2.2	Consult	All connections in accordance with Customer Service Standards timeframes	Achieved	

Activities and Services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update
Minor Works	Internal support to Treatment & Quality section and Property Branch	Internal Departments	SD2.2	Consult	Internal assistance provided to other sections when resources available to reduce external contractor use	On-going assistance provided

**ACTIVITY WATER & WASTEWATER TREATMENT AND QUALITY**

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

Activities and Services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
Capital Works Program	Completion of Capital Works Program	Community, Internal Departments, Council	SD2.2	Inform	Capital works program completed as scheduled and within budget	Delivery of minor works on target. Expressions of Interest for major projects advertised	
Legislative Compliance and Monitoring	Statutory reports of results and compliance	DERM (including EPA), SWIM, Bureau of Meteorology (BOM)	SD2.2	Inform	Statutory timeframes met	No reporting required this period	
Treatment Plants, Reservoirs and Chlorination Facilities	Operate and manage facilities	Community, Internal Departments, Council	SD2.2	Inform	Compliance with licence conditions 95% Water quality targets met	Ongoing non-compliance with some plants due to inappropriate limits	
Dams and Weirs	Operate and manage dam and weir facilities within Regulations	Community, Internal Departments, Council, Dam Safety Regulator	SD2.2	Inform	Compliance with Dam Safety Regulations	Achieved	
Recycled Water	Supply of recycled water to community and sporting groups	Community and sporting groups, Council	SD2.2	Consult	Recycled water available within climatic restraints	Continuing unrestricted	
Water Quality	Maintain water quality in accordance with	Customers	SD2.2	Consult	Compliance with public health requirements and requests responded to within Customer Service Standards	Hot weather and degrading raw water quality requiring considerably more chlorine	

Activities and Services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update
	relevant guidelines				timeframes	added to the treated water to maintain bacteriological safety and compliance



## Flood Restoration Program Operational Plan 2013/14

### December Quarter Review Report

**Mission:** To undertake a program of reconstruction works to repair infrastructure damaged by the declared rainfall and flooding disaster events in early 2013.  
**Officer Responsible:** Program Manager Flood Restoration  
**Responsibilities:** Flood Restoration Program



**ACTIVITY FLOOD RESTORATION PROGRAM**

**Mission:** To undertake a program of reconstruction works to repair infrastructure damaged by the declared rainfall and flooding disaster events in early 2013.

Activities and Services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update
Program Controls	Deliver a prioritised works program that meets time expectations of the affected community, Council	Community, Council, Internal Departments, Queensland Reconstruction Authority	SD2	Inform	Flood restoration program delivered within required timeframes	2011 flood program works completed and final acquittals under way.  As at 31/12/13 the 2013 program approx 10% complete. Roads target completion 30 June 2014, Gordonbrook Dam spillway, Kingaroy trunk sewer and Levers Rd by late 2014.
Value for Money	Deliver to a defined value-for-money framework that considers lifecycle costs, timing, auditing and QRA requirements	Community, Council, Internal Departments, Queensland Reconstruction Authority	SD2	Inform	Value for money demonstrated and accepted by QRA	System in place to ensure that works are delivered as close as possible to approved scope. Approval procedure discussed with QRA for locations where pre-start measure up identifies scope increases.

Activities and Services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
Quality Management	Deliver appropriate and long term community solutions	Community, Council, Internal Departments, Queensland Reconstruction Authority	SD2	Inform	Asset restoration delivered to quality requirements of the asset owner	All QA records and "As Constructed" drawings showing compliance with specifications are provided to asset owners at completion. Regular consultation takes place with asset owners during delivery.	
Financial and Procurement Strategy	Deliver a financial and procurement strategy that balances achieving certainty of cost and lowest whole of life cost in line with SBRC's procurement policy	Community, Council, Internal Departments, Queensland Reconstruction Authority	SD2	Inform	Assets constructed will not burden Council financially in the future from increased depreciation costs	Reconstruction works completed to Council standards with the aim of restoring the asset to its pre-disaster life expectancy.	





**Roads and Drainage Branch  
Operational Plan  
2013/14**

**December Quarter Review Report**

**Mission:** To provide safe, adequate, effective and efficient road network across the South Burnett.  
**Officer Responsible:** Manager Roads and Drainage  
**Responsibilities:** Administration, Construction, Maintenance and Contracts



**ACTIVITY ADMINISTRATION**

**Mission:** To provide leadership, administration and support services to infrastructure operations.

Activities and Services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update
Customer Service	Responses to customer enquires	Community, Internal Departments, Council	SD1.1	Inform	Customer Request Response System (CRRS) implemented and operational 80% requests acknowledged in 10 days 80% requests received formal response as per the CRRS	We achieved 80% compliance
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Department	EXC1.1	Internal	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	A costing system of road maintenance and capital projects was developed.
Program Planning & Coordination	Continuous planning and coordination of works programs to align resources	Community, Internal Departments, Council	SD2.2	Community, Internal Departments, Council	Works programs developed to ensure effective utilisation of resources and delivery of budget	Capital works and scheduled maintenance are programmed.
Branch Meetings	Regular Coordinator and Supervisor meetings	Team Members	SD2.2, EXC5.1, EXC3, EXC3.2, EXC3.3, EXC3.4	Internal - Engage	Coordinators and Supervisors monthly Branch 6 monthly	The target meeting frequency was achieved.
Asset Management	Asset Management Plan implementation	Community, Internal Departments, Council	SD2.4	Internal - Engage	Asset Management Plans implemented into infrastructure operations and management	Data relevant to Asset Management provided

**ACTIVITY CONSTRUCTION**

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

Activities and Services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
Road Infrastructure Levy Program	Completion of Capital Works Program funded by the Council Road Infrastructure Levy	Community, Council, Internal Departments	SD2.1	Inform	Capital works program completed as scheduled and within budget	Several projects have been commenced and the program is on target.	
Road Infrastructure Assets Program	Completion of Capital Works funded by General Revenue	Community, Council, Internal Departments	SD2.1	Inform	Capital works program completed as scheduled and within budget	Several projects have been commenced and the program is on target.	
Queensland Transport and Roads Investment Program (QTRIP)	Completion of capital works funded by the Queensland Government Department of Transport and Main Roads	Queensland Government Department of Transport and Main Roads, Council, Community, Internal Departments	SD2.1	Inform	Completion of works to specification, in accordance with contracts and within budget	Several projects have been commenced and the program is on target.	
Roads to Recovery Program	Completion of Capital Works Program funded by the Australian Government Roads to Recovery	Australian Government Department of Infrastructure and Transport, Community,	SD2.1	Inform	Capital works program completed as scheduled and within budget	These projects are scheduled for the second half of the financial year.	

Activities and Services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update
	Program	Council, Internal Departments				

**ACTIVITY** **MAINTENANCE**

**Mission:** To maintain safe, adequate and effective road and drainage networks in the region.

<b>Activities and Services</b>						<b>Performance Measurement</b>	
<b>Title</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>December Quarter Update</b>	
General Maintenance Program	Deliver general maintenance program across the region	Community, Council, Internal Departments	SD2.1	Inform	Delivery of the general maintenance program through efficient and effective use of materials and resources	Standardised maintenance procedures and specifications have been developed.	
Heavy Maintenance Program	Deliver heavy maintenance program across the region	Community, Council, Internal Departments	SD2.1	Inform	Delivery of the heavy maintenance program through efficient and effective use of materials and resources	Standardised maintenance procedures and specifications have been developed.	

**ACTIVITY** **CONTRACTS**

**Mission:** To provide maintenance services across the State Controlled road network within the region on behalf of the Department of Transport and Main Roads.

<b>Activities and Services</b>				<b>Performance Measurement</b>		
<b>Title</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>December Quarter Update</b>
Road Maintenance Performance Contract (RMPC)	Undertake maintenance activities on the State road network for the Queensland Government Department of Transport and Main Roads	Queensland Government Department of Transport and Main Roads, Council, Community, Internal Departments	SD2.1	Inform	Completion of works to specification and in accordance with the RMPC contract	Works were provided to the satisfaction of TMR



## Economic Development Branch Operational Plan 2013/14

### December Quarter Review Report

**Mission:** To promote and support the economic development of the South Burnett region.  
**Officer Responsible:** Manager Economic Development  
**Responsibilities:** Economic Development and Tourism, Airports, Dips, Saleyards, Yallahool Park on BP Dam and Boondooma Dam.



**ACTIVITY ECONOMIC AND TOURISM DEVELOPMENT**

**Mission:** To promote and support the economic and tourism development of the South Burnett region.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Economic Development Strategy Finalisation	GO2.1, GO2.2, EXC6.1	Community Plan and Draft Economic Development Strategy	Engage	December 2013	An "Implementation Plan" facilitation session is being held on 3 <sup>rd</sup> February 2014 to finalise the implementation of the strategy.
South Burnett Directions – establish a peak economic & tourism development organisation that is structured to deliver projects of regional significance for the South Burnett	GO2.1, GO2.2, EXC6.1	Community Plan and Draft Economic Development Strategy	Engage	July 2013 and on-going	Organisation is established and working on strategy and projects of regional significance
Marketing Plan for Yallakool Park on BP Dam	GO1.2			December 2013	Plan to be developed
Marketing Plan for Boondoorna Dam	GO1.2			December 2013	Plan to be developed
Support for "Hand Made in Country" Southern Queensland Country Project to encourage and promote local hand made goods and services, monthly markets now held in Kingaroy forecourt, additional in-kind promotion of the project provided by Council	EC1.2		Engage/Inform	June 2014	Website established through SQCRT RTO. Some local membership has commenced



Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Complete Capital Projects in accordance with Budget Allocations	SD2		Inform	June 2014	Amenities Block at Yallakool was completed December 2013. Saleyards ramp design being prepared.

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update
Enhancing Passenger Transport Project – finalise project, outcomes and acquittal	Sustainable transport services	Community	EC4.1	Engage	Ongoing services that demonstrate a capacity for longevity (or improved linking of existing services)	Passenger numbers are static.
Jobs Skills Development	Continuation of skills development projects	Eligible workers	GO2.2	Engage	Increased employment	Finalised

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
Regional Economic Development Advisory Committee (REDAC)	Work with community and business leaders to deliver key economic development projects	Business community	GO2.1, GO3.2, EXC6.2	Community Plan and Draft Economic Development Strategy	Identified key economic development projects delivered	Reports available are on projects underway – Digital Economy Strategy, Centre for Rural Innovation, Liveable Cities Liveable Towns, Tourism – Commonwealth Games, Regional Economic Development Strategy.	
Develop a Supply Chain Model	Work with Department of State Development, Infrastructure and Planning to undertake supply chain opportunities analysis	Business community	GO2.1, GO2.2,	Community Plan and Draft Economic Development Strategy	Demonstrated local business engagement in opportunities and pathways identified. Identification and development of business growth opportunities	Supply Chain model prepared and passed onto DSDIP to use throughout the WBB.	
New Business Attraction	Identify businesses that may relocate to the South Burnett	Business community	GO2.1		Develop a business attraction prospectus. Identify key industries that could operate successfully in the South Burnett. Target and approach identified new business start up opportunities	Commence in 2014	

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update
Business Programs	In collaboration with State Development, Infrastructure and Planning and local businesses provide the business community with business programs that support business growth and or improvement	Business community	GO2.1, GO2.2,	Community Plan and Draft Economic Development Strategy	Delivery of defined programs that meet business needs for on-going business improvement and the digital economy.	2013 schedule of Workshops completed December 2013. Workshops were conducted by local company Heartache to Heaven.
Precinct master planning for vibrant townships	Involvement in a working group to commence town plans for future liveability	Community	GO3.3		Establishment of a detailed long term plan including financial funding and resource commitment Concepts developed for future planning developed	To commence 2014
South Burnett Exposed	Business products and services displayed with a new technology theme	Business and local community	GO2.1	Business Associations and local businesses	With the undertaking by business associations to support and participate undertake a local business expo to be held Spring 2013	Unable to resource proposed expo.
Yallakool Park	Provision of pristine competitive facilities	Tourists and locals	GO1.2	Inform - Advertising	Improvement from previous year for patronage and return on investment	Patronage and income improving year on year
Lake Boondooma	Provision of pristine competitive	Tourists and locals	GO1.2	Inform -	Improvement from previous year for	Patronage and income improving

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
	facilities			Advertising	patronage and return on investment	year on year	
Airports	Provision of airport facilities and runway safety	Aviation Community	SD2		Airport runway maintained to safety requirements	Ongoing Precinct Plan completed to support future development	
Dips	Provision of dip facilities	Rural Cattle Community	SD2		Dip facilities adequately service rural community	Approval obtained for an additional part time resource to assist at the saleyards and DIPS.	
Saleyards	Provision of saleyard	Rural Cattle Community	SD2, GO2.2		Saleyards adequately service rural community. Facilities provide satisfactory animal welfare	Approval obtained for an additional part time resource to assist at the saleyards and DIPS	
Bunya Mountains	Representation on Bunya Mountains Action Group	Bunya Mountains Action Group, Community, Councillors	EC1.2	Engage		Not commenced	
Tourism Opportunities Plan – South East QLD Tourism Projects	Continued representation on the Project Management Committee	TOP Project Management Committee, Community, Tourism/Business Sector, Councillors	GO1.1	Engage	Tourism Opportunities Plan projects implemented in the South Burnett	South Burnett tourism Forum held November 2013 to obtain stakeholder consensus on the projects to pursue.	
Major Tourism Event	Develop and introduce one new major event in the	Local Community and external visitors	GO1.1	Engage local business, Cherbourg Aboriginal	Event planned and structured	South Burnett on Show held October 2013. To be held again in 2014	

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update
	South Burnett			Council and tourism operators		



## Governance Branch Operational Plan 2013/14

### December Quarter Review Report

**Mission:** To provide effective administrative and governance services to the organisation  
**Officer Responsible:** Manager Governance  
**Responsibilities:** Branch Administration, Mayor and Councillors, Strategic Planning and Performance, Legal Services, Internal Audit, Media, Communications, Community Engagement, Marketing, Promotions, Civic Receptions, Corporate Events, Audit Committee and Risk Management.



**ACTIVITY** **BRANCH ADMINISTRATION**

**Mission:** To provide management and administration support to promote and support governance branch activities.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Coordinate review of all Council Policies	EXC4.1		Internal	June 2014	Commencing in March 2014

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update
Production of agendas and minutes	Preparation of agendas and minutes for Council meetings and other meetings as required.	Councillors, Departments and the Community	EXC4.1	Inform	Publication of agenda and minutes within statutory timeframes	Completed
Council minutes and resolution notifications	Completion of minutes and issuing of notices to staff regarding resolutions requiring action	GM's, Managers and branches	EXC4.1	Inform	Notices issued within 7 days.	Completed

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
Administrative Action Complaints	Coordination of administrative action complaint processing	CEO	EXC4.1		Processing in accordance with legislation	Completed – General Complaint Policy under review	
Register of Interests	Coordinate and maintain register of interests	Councils, Senior Staff, Community	EXC4.1	Inform	Councillor Register of Interests on website	Completed	
Corporate Registers	Maintenance of statutory registers	Council, Community	EXC4.1	Inform	Corporate registers maintained	Completed	



**ACTIVITY** **MAYOR AND COUNCILLORS**

**Mission:** To provide resources and support to the Mayor and Councillors to enable them to fulfil their responsibilities.

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
Remuneration	Mayor and Councillors remuneration as per Remuneration Tribunal Levels	Mayor and Councillors	EXC4.1	Inform – Annual Report	Mayor and Councillors remuneration as per Remuneration Tribunal Levels	Completed	
Facilities and Resources	Facilities and resources provided as per policy	Mayor and Councillors	EXC4.1	Inform – Annual Report	Mayor and Councillors satisfaction with level and quality of facilities and resources provided.	Facilities and resources provided in accordance with policy	
Mayoral Administration Support Services	Level of administrative support to Mayor	Mayor and Councillors	EXC4.1	Internal	Mayor's satisfaction with level / quality of support provided.	Mayoral Administration Support Services provided – officer seconded to new Executive Liaison Officer position	
Training & Development	Professional development provided to Councillors to support their role	Mayor and Councillors	EXC3	Internal	Training and development delivered in accordance with training plan.	Professional development provided to Councillors	

**ACTIVITY** **STRATEGIC PLANNING AND PERFORMANCE**

**Mission:** To assist Council in planning the future direction of the organisation and in monitoring organisational performance against plan outcomes, outputs and actions.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Introduce utilisation of Business Intelligence Software for Strategic Planning and Performance	EXC4.1		Internal	June 2014	Scheduled to commence in February 2014 (postponed)

Operating activities and services			Performance Measurement			
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update
Long Term Community Plan	Undertake annual review of the implementation of the long-term community plan	Community	EXC4.1		Review completed and included in Annual Report	No progress to date
Corporate Plan	To coordinate corporate plan annual progress report	External/Internal	EXC4.1	Inform	Adopted by December 2013 Compliance with legislative requirements: Local Government Act and Regulations	Workshop conducted, consultation with GM & Managers progressing

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
Operational Plan	To coordinate the production of the Operational Plan every year.	External/internal	EXC4.1	Inform	Operational Plan adopted by 31 July 2013. Compliance with legislative requirements: Local Government Act and Regulations	Operational Plan adopted with Budget in July 2013	
Operational Plan	To coordinate organisational reporting on a quarterly basis.	External/internal	EXC4.1	Inform	All branches and departments complete an Operational Plan quarterly report. Present to CEO. Report to Council	December Quarter Progress Report templates developed and circulated for completion	
Annual Report	To manage organisational reporting on an annual basis.	External/internal	EXC4.1	Inform	Annual Organisational Reporting – Annual Report 2012/13 adopted by 30 November 2013	Draft Annual Report progressing – information being gathered	

**ACTIVITY**  
**LEGAL SERVICES**

**Mission:** Compliance with relevant legislative requirements and coordinate legal services within budget allocations.

Initiatives/Special Projects	Link to Corporate Plan	Link to Associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Annual Review of Delegations Register	EXC4.1		Internal	November 2013	Annual Review completed in August

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update
Purchase of legal services	The buying of external legal services	External/Internal	EXC4.1	Internal	Services costs within budget	Within Budget – being monitored
Responses to subpoenas, orders for non party disclosure	Provision of documents as required	External/Internal	EXC4.1	Internal	Information compliance by required or otherwise agreed date	Nil

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
Right to Information	Processing of Right to Information applications.	External/Internal	EXC4.1	Inform	Compliance with RTI Act Less than 5% of applications require extension of time	Two RTI Applications received in December Qtr One Decision Notice issued	
Information Privacy	Compliance with privacy principles	External/Internal	EXC4.1	Inform	Less than 5 privacy complaints per annum	Nil Privacy Complaints received	
Delegations	Delegations register complete and up to date.	Internal	EXC4.1	Internal	Timely, appropriate and up-to-date delegations register	Delegations for the following Legislation were adopted: Animal Management (Cats and Dogs) Act 2008 Fire and Rescue Service Act 1990 Land Act 1994 Sustainable Planning Act 2009 Waste Reduction and Recycling Act 2011 Water Supply (Safety and Reliability) Act 2008 Workplace Health and Safety Act 2011	

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
Authorised Persons Powers	Authorised persons instruments of appointments maintained	Internal	EXC4.1	Internal	Timely and up-to-date instruments of appointments	Ongoing updates completed	
Identification Cards	ID cards issued to all staff and councillors	Internal	EXC4.1	Internal	New and replacement ID cards prepared and issued	Ongoing updates completed	

**ACTIVITY** **INTERNAL AUDIT**

**Mission:** To assist Council in continuous improvement by conducting internal audit engagements for significant strategic and operational risk.

<b>Operating activities and services</b>						<b>Performance Measurement</b>	
<b>Title</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>December Quarter Update</b>	
Audit Plan	3 Year Audit Plan	Internal Departments, Council, Audit Committee, External Auditors	EXC4.1	Internal Engagement – PreAudit Notices Issues, Discussion Paper and Exit Meeting	Audit activities completed as per the schedule. 100% complete for the financial year 2013-14 activities	5 Internal Audits Finalised 1 Audit Activities commenced	
Review Audit Plan	Annual review to ensure Audit Plan meets organisational requirements and addressing new and emerging risks.	Internal Departments, Council, Audit Committee, External Auditors	EXC4.1	Internal Engagement with CEO & GM's	Audit Plan meets organisational requirements Review completed by June 2014	The Audit Plan was reviewed in terms of the timing of particular audits - rearranged to meet operational needs.	

**ACTIVITY** MEDIA, COMMUNICATIONS, COMMUNITY ENGAGEMENT, MARKETING, PROMOTIONS, CIVIC RECEPTIONS & CORPORATE EVENTS

**Mission:** To deliver quality media, communication, community engagement, marketing, promotions, civic receptions and corporate events, to and behalf of Council.

Initiatives/Special Projects	Link to Corporate Plan	Link to Associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Corporate Communication Plan 2014/15	EXC4.1		Internal	June 2013	Approved by CEO August 2013
Develop Council Event Calendar 2013/14			Internal	September 2013	Commenced

Operational activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update
Media Releases	Coordination, approval and release of proactive media releases	Community, Councilors, Internal Departments, CEO	EXC5.1	Inform	Ratio of proactive to reactive media releases	October 2013 – 20 Media Releases November 2013 – 8 Media Releases December 2013 – 16 Media Releases



Operational activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
Advertising	Coordination, booking and placement of classified and display advertising in print and radio	Community, Councilors, Internal Departments, CEO, Council Committees	EXC5.1	Inform	Delivery of advertising in accordance with budget	On budget	
Community Engagement	Resources available for internal departments	Community, Councilors, Internal Departments, CEO, Council Committees	EXC5.1		Effectiveness of community engagement activities	Policy in place	
Corporate Image	Monitor adherence to prescribed corporate style guidelines.	Internal Departments, CEO,	EXC5.1	Inform	Compliance with style guidelines and logo use.	Ongoing	
Corporate Publications	Coordinate design and production of corporate publications including Corporate Plan, Annual Report	Community, Councilors, Internal Departments, CEO, Council Committees	EXC5.1	Inform	Delivery of corporate publications on time and within budget	Ongoing	
Staff Newsletter	Staff newsletter distributed to all staff	Employees, CEO	EXC3.4	Inform	Monthly staff newsletter distributed to all staff	Distributed monthly	

Operational activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
eNewsletter	eNewsletter distributed to community members on email list	Community	EXC5.1	Inform	eNewsletter distributed to community monthly	Distributed monthly	
Australia Day Awards and celebrations	Deliver or partner in a range of events to celebrate Australia Day	Councillors, VIPs, dignitaries, invited guests, community, Council employees	EC1.1	Engage	Australia Day celebrated around region	Preparations for 2014 event commenced	
Anzac Day	Work with community through Council officers at Nanango, Kingaroy, Wondai and Murgon offices to contribute to Anzac Day celebrations	Council officers, Community, RSL's, Councillors	EC1.1, EC1.2	Engage	Ceremonies reflect the tradition of Anzac Day		
Citizenship Ceremonies	Deliver Citizenship Ceremonies	Councillors, VIPs, dignitaries, invited guests, community,	EC1.1, EC1.2	Engage	Citizenship ceremony attendance rate	Ongoing	
Christmas Light Competition	Annual Christmas Light Competition	Community, Councillors	EC1.1	Engage	Participation in competition	Completed for 2013 Competition	

Operational activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
Mayoral Events	Mayoral events to raise funds for Community Benefit Fund	Business Community, Mayor and Councillors	EC1.1	Engage	Funds raised for community trust.	Planning commenced for 2014 Mayoral Charity Gala Ball	
Staff Service Recognition Awards	Annual Award Night –	Staff, CEO and Councillors	EC1.1	Engage	Staff attendance at award night.	August 2014	

**ACTIVITY**  
**AUDIT COMMITTEE**

**Mission:** To assist Council in obtaining assurance that internal control and risk management functions are operating effectively by reviewing the integrity of financial documents, monitoring internal audit and risk management functions and overseeing the effectiveness and objectivity of internal audit and risk management.

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update
Audit Committee	Oversight function over internal audit and risk management. At least four meetings per year	CEO, Councillors, Audit Committee	EXC4.1	Internal Engagement with Audit Committee	Self evaluation of Audit Committee Performance – Completion of appraisal/survey of committee members of satisfaction with meeting conduct and content. Target: 75% satisfaction	Audit Committee met twice during December Quarter
Internal Audit Plan Review	Review the internal audit for the current financial year	CEO, Councillors, Audit Committee	EXC4.1	Internal Engagement with Audit Committee	Audit Plan reviewed and approved by Audit Committee. Completed by June 2014	

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
Internal Audit Progress Review	Review the internal audit progress report for the internal audit for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate	CEO, Councilors, Audit Committee	EXC4.1	Internal Engagement with Audit Committee	Quarterly progress reports reviewed by Audit Committee	Internal Audit progress report presented at the August 2013 Audit Committee meeting	
Draft Financial Statements reviewed by Audit Committee	Review draft Financial Statements prior to certification by Mayor and CEO under section 161(2) and given to the auditor-general for auditing;	Finance & Information Services Department, External Auditors (QAO), CEO, Council, Audit Committee	EXC4.1	Internal Engagement with Audit Committee	Financial Statements reviewed by Mayor and CEO	Financial Statements reviewed by the Audit Committee at the September 2013 meeting	
Auditor General's report reviewed by Audit Committee	Review of Auditor General's report about the financial statements for 2011-12	Finance & Information Services Department, External Auditors (QAO), CEO, Council, Audit Committee	EXC4.1	Internal Engagement with Audit Committee	Auditor General's report reviewed in a timely manner to meet statutory requirement of adopting Annual Report by 30 November 2013	Auditors General's report reviewed by the Audit Committee at the October 2013 Meeting	

Operating activities and services				Performance Measurement	
<b>Title</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>
Minutes of Meeting	As soon as practicable after a meeting of the committee, give the Council a written report about the matters reviewed and the committee's recommendations about the matters.	CEO, Councillors, Audit Committee, External Auditors (QAO)	EXC4.1	Internal Engagement with Audit Committee	Report to Council including minutes of meeting in the monthly meeting immediately after the Audit Committee Meeting
					<b>December Quarter Update</b>
					Completed

**ACTIVITY** **RISK MANAGEMENT**

**Mission:** 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.

Initiatives/Special Projects	Link to Corporate Plan	Link to Associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Risk Register developed for Operational Plan 2013-14	EXC4.1		Internal	September 2013	Completed
Risk Register developed for Corporate Plan 2013-18	EXC4.1		Internal	August 2013	Postponed until Corporate Plan adopted
Investigate the potential to use a computer based Risk Management System	EXC4.1		Internal	June 2014	Coordinated with the Regional Risk Review Coordinator regarding testing of new JLT System

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
Operational Risk Register Monitoring	Continuous updates on operational risk treatment plans. (Including special projects)	Councillors, GM's, Managers, CEO and all Council employees	EXC4.1	Internal Engagement – All branches	All branches update their risk treatment plans quarterly. Present to CEO.	Completed	
Strategic Risk Register Monitoring	Continuous updates on strategic risk treatment plan	Councillors, GM's CEO	EXC4.1	Internal Engagement – All departments	All departments update their risk treatment plans biannually. Present to Council.		
Risk Register Tools	Review Consequences/Impact Matrix	Councillors, GM's, Managers, CEO and all Council employees	EXC4.1	Internal Engagement – All departments	A revised Consequences/Impact Matrix completed by October 2013 and approved by the CEO		





**Property Branch  
Operational Plan  
2013/14**

**December Quarter Review Report**

**Mission:** To manage Councils property to ensure the facilities are operational and safe for community and Council use.  
**Officer Responsible:** Manager Property  
**Responsibilities:** Property Management - Community Facilities, Council Facilities, and Swimming Pools, and Business Units



**ACTIVITY** PROPERTY MANAGEMENT – COMMUNITY FACILITIES

**Mission:** To manage sportsgrounds, sport facilities, showgrounds, and halls, to meets the needs of the community.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Implementation of Council Hall Review Strategy	EC2.1		Inform	Ongoing	

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Complete Capital Projects in accordance with Budget Allocations	EC2.1		Inform	June 2014	

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update
Sports Grounds and Sport Facilities	Negotiate new leases for community organisations	Community	EC2.1	Meeting with relevant community groups	All community groups managing sports grounds are in lease with Council	Ongoing negotiations
	Identify and develop maintenance and capital works program for community facilities	Community	EC2.1	Meeting with relevant community groups	Maintenance and Capital works program in place for all Council owned and community run sports grounds	Ongoing CapEx items identified for Maidenwell, Wondai and Murgon Sportsgrounds.
	Identify and support joint funding	Community	EC2.1	Meetings with community	Grant program sourced	Funding application developed with Maidenwell Community

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
	applications with community organisations			organisations		Committee.	
Showgrounds	Negotiate new leases with community groups	Community	EC2.1	Meetings	New leases in place with all community organisations managing showgrounds (are they all expired??)	Ongoing	
Halls	Identify options for community organisations to manage halls	Community	EC2.1	Meetings	Halls managed by community groups where appropriate Moth balled halls reviewed after community consultation	Ongoing	
	Manage hall bookings, hall waivers, hall utilisations ,streamline hall hirers agreements,	Community	EC2.1	Inform	Hall bookings and fees managed as per Council hall policy	Ongoing	
	Review Hall fees and charges to reflect new uses and changes in management	Community	EC2.1	Inform	Adopted fees and charges	Ongoing	
	Implementation of Hall facilities maintenance (hall cleaning, security, pest control, fire safety etc) and capital works programs	Internal	EC2.1	Consult	Maintenance programs implemented within budget allocations	Nanango Cultural Centre replacement of floor commenced. Planning commenced for Kingaroy Town Hall Kitchen. Murgon Fire Doors completed	

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update
	Implementation of Hall safety requirements i.e lights working within fire exits	Internal	EC2.1	Inform	Maintenance programs meet workplace health and safety requirements	Ongoing



Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
	arrangements						
	Manage Councils contracts for Cleaning, Security, Hygiene Bins, Pest Control, Fire Extinguishers, Fire Alarms, Building First Aid Kits, Backflow preventative devices, grease trap cleaning,	Internal	SD2	Inform	Contracts in place Contract performance monitored quarterly and feedback provided to supplier	Contracts in place Quarterly monitoring of services completed.	
Depots	Develop and maintain master plans for Council Depots	Internal	SD2	Consult		Ongoing	
	Manage depot internal tenants, allocation of work areas, storage,	Internal	SD2	Inform		Ongoing	
	Manage Councils contracts for Cleaning, Security, Hygiene Bins, Pest Control, Fire Extinguishers, Fire Alarms, Building First Aid Kits within	Internal	SD2	Inform	Contracts on place Contract performance monitored quarterly and feedback provided to supplier	Contracts in place Quarterly monitoring of services completed	

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
	Depots						
	Implementation of Depots maintenance and capital works programs	Internal	SD2	Engage	Maintenance programs implemented within budget allocations	Initial Depots Clean up completed Ongoing maintenance as required	
	Implementation of Depot safety requirements i.e RAPS	Internal	SD2	Inform	Maintenance programs meet workplace health and safety requirements	Completed	
Wondai Regional Art Gallery (WRAG)	Review of the Memorandum of Understanding with the WRAG Association	Wondai Regional Art Gallery Association Committee	EC1.1	Engage	Memorandum of Understanding reviewed and renewed	In progress	

**ACTIVITY** PROPERTY MANAGEMENT - SWIMMING POOLS

**Mission:** To provide a range of swimming pool facilities that meets the needs of the community.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Investigate viability of school partnership programs for the management of Proston and Murgon Pools	SD2, EC2.1		Engage	June 2014	In progress

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Complete Capital Projects in accordance with Budget Allocations	SD2, EC2.1		Inform	June 2014	In Progress

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update
Council owned Swimming Pools	Implementation of Maintenance and Capital Works programs	Swimming, education, health and fitness communities	SD2, EC2.1	Inform	Maintenance programs implemented within budget allocations	Ongoing maintenance as required
	Pool Manager Contract reviews and performance management	Pool Managers	SD2, EC2.1	Inform	Pool Manager Contracts performance managed Pool managers meet contract targets Increase in pool activities and	Under review Quarterly meeting with Pool Managers completed



Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
					programs		
	Implement an equipment audit to determine asset life and replacement program	Internal	SD2, EC2.1	Inform	Equipment audit annually to assess remaining life and develop future replacement program	Ongoing	
	Provision of safe and clean facilities		SD2, EC2.1	Inform	Compliance with water quality requirements	In progress	
	Implementation of Swimming Pool safety requirements	Internal	SD2, EC2.1	Inform	Maintenance programs meet workplace health and safety requirements	Ongoing maintenance as required	
Council and Department of Education Partnership Pools (Proston and Blackbutt)	Implementation of Maintenance and Capital Works programs	Swimming, education, health and fitness communities	SD2, EC2.1	Consult	Maintenance programs implemented within budget allocations	Completed	
	Pool Manager Contract reviews and performance management	Pool Managers	SD2 SD2, EC2.1	Inform	Pool Manager Contracts performance managed Pool managers meet contract targets Increase in pool activities and programs	Under review	
	Implement an equipment audit to determine asset life and replacement program	Internal	SD2, EC2.1	Inform	Equipment audit annually to assess remaining life and develop future replacement program	Completed	

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
	Implementation of Swimming Pool safety requirements	Internal	SD2, EC2.1	Inform	Maintenance programs meet workplace health and safety requirements Compliance with water quality requirements	In Progress	
	Coordinate Pool Committee Mtg	Department of Education	SD2, EC2.1	Meeting	Quarterly meetings to discuss management and maintenance issues at Pool Increase utilisation of pool outside school hours	Ongoing as required	

**ACTIVITY BUSINESS UNITS**

**Mission:**

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Review of community housing services and negotiate return of housing to Department of Communities	SD2		Engage	June 2014	In progress
Review of Council owned land and potential land for sale	SD2		Internal	June 2014	Ongoing
Review of Council owned Residential and Commercial leased buildings	SD2		Internal	June 2014	Ongoing
Strategic Workshop - Property	SD2		Internal	June 2014	Ongoing

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Complete Capital Projects in accordance with Budget Allocations	SD2		Consult	June 2014	Ongoing

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update
Land Development	Identify and investigate future use of Council owned land		SD2	Internal	To be identified	Brief prepared

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
	GIS Layer to manage Council land resources		SD2	Internal	Up to date GIS layer, photographs, of Council Land	Ongoing	
	Coordinate Land purchases and land sales		SD2	Internal	TBA	Ongoing	
Commercial Shops Murgon and Wondai	Lease Agreements		SD2	Consult	TBA	All Commercial shops in lease or commercial tenancy agreements	
	Maintenance and Capital Works programs		SD2	Inform	TBA	Completed	
Community Housing – Murgon	Manage tenants		SD2	Consult	TBA	Ongoing	
	Maintenance programs		SD2	Inform	TBA	Ongoing as required	
	Quarterly and Annual Financial Returns		SD2	Inform	TBA	Completed	
Residential Houses and Units – Murgon and Nanango	Tenancy Agreements Tenants Inspections Maintenance Programs		SD2	Inform/Consult	TBA	All tenants in Tenancy agreements Inspections completed Maintenance ongoing as required	
Industrial Land –	Leases		SD2	Consult	TBA	Ongoing	

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
Kingaroy, Wondai							
Communication Towers	Leases		SD2	Consult	TBA		Ongoing



**Human Resources Branch  
Operational Plan  
2013/14**

**December Quarter Review Report**

**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.



**ACTIVITY 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.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Workforce Planning Framework to be developed	EXC3.1		Internal	Review during 2013/14	
Human Resource Policy and Procedures Manual to be developed	EXC3.1		Internal	Rollout March 2014	Needs established Policies are currently under review to be updated and rewritten ongoing
Implement Human Resource Management Standards	EXC3.1		Internal	Ongoing	Monitoring
Participate in TechOne – New Business System Implementation	EXC2.1		Internal	December 2013	Completed for Pay roll. HR module implementation stage to commence March 2014

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
Learning & Development	Learning and development support, coordination and delivery in line with Learning and Development Plan and budget allocation.	General Managers, Branch Managers, Supervisors, and Employees	EXC3.4	Internal - Engage	100% of Learning & Development Plan Delivered within framework allocated from Council	More work has been undertaken to finalise. Roll out of Field staff wellness program planned for Feb/Mar 2014	
Trainees & Apprentices	Manage traineeship and apprenticeship contracts and ensure trainees and apprentices are skilled to seek permanent employment on completion.	Trainees, Apprentices, Supervisors, General Managers, General Managers	EXC3 EXC3.5		Completion of Apprentice and Trainees employment contracts within required timeframes and view to reduce to nil.	Funding obtained, selection completed 4 new trainees were employed under State government funding	
Employee recruitment, selection and retention services	Implement the recruitment, selection and retention policy.	General Managers, Branch Managers, Supervisors, and Employees	EXC3		100% of advertised positions have candidate appointed or status of selection reported. Convenors of all panels to accredited in R&S. June 2014	Achieved	



Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update	
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.	General Managers, Branch Managers, Supervisors, and Employees	EXC4.1		Commence rollout of HR metrics reporting from new business system by July 2013 with full suite rolled out by December 2013.	Waiting on T1 reports to be finalised	

**ACTIVITY** **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.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Full WH&S Audit/ Accreditation	EXC3.2	N/A	Internal - Inform	March 2014	Completed
Implement the Health & Safety Strategic Plan	EXC3.2	N/A	Internal - Inform	August 2013	Completed

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update
WH&S Training	Training delivered in line with Council's Safety System; including external providers.	Employees, GM's, Managers, Councillors, Training Providers	EXC3.2	Internal	100% of all new employees' to attend Corporate WH&S Induction.  100% of new employees' to have site specific induction at time of commencement.  100% coverage of GM's and Managers to receive their role and responsibilities for WH&S.  90% attendance for all other training provided.	Complete  Complete  Complete  Monitoring

WH&S Reports	Reports on Workplace Health & Safety measures that will assist and support effective management of Safeplan within the organisation	GM's, Managers, WH&S Committee	EXC3.2	Internal	WH&S injury and incident measures:  Lost Time Injury Frequency Rate 14 by June 2014 (LTIFR)  Days Lost for the Year(LDFY) 60 for 2013/14  Lost Time Injuries for the Year(LTIY) 6 injuries for 2013/14	Currently tracking 12.78  Currently total days lost 86  Currently 6
WH&S System	Effective support, advice, policies, procedures and assistance in meeting all legislative requirements in relation to WH&S.	Employees, Managers, GM's, Councillors	EXC3.2	Internal	Safeplan Compliance Management:  Compliance with Safeplan system - Audit 80% Compliance  Compliance with WH&S QLD inspections- Audit 80% Compliance	Ongoing  Completed with pass rate  Ongoing

Rehabilitation System	Effective consultancy, support, policies, procedures and assistance in meeting all legislative requirements in relation to Rehabilitation / Return to Work.	Employees, Managers, GM's	EXC3.2	Internal	100% compliance with legislative standards.  Reduction in the number of days to return to work rate. With ongoing review and report to CEO.	100% compliant to date  Ongoing
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**ACTIVITY** **EMPLOYEE RELATIONS**

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

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
Planning for Enterprise Bargaining Agreement 2014	EXC3	N/A	Internal - Engage	Ongoing	On hold

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarter Update
Employee relations, advice and support	Employee / industrial relations support.	Employees, CEO, Unions	EXC3	N/A	Support provided as requested, ongoing.	100%

**ACTIVITY** 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).

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	December Quarter Update
HR Metrics Reporting	EXC3	N/A	Inform Internally	December 2013	Ongoing

Operating activities and services				Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator
Payroll services	Provide an efficient fortnightly payroll to Council employees and Councilors. Process all leave requests and timesheets.	Councillors, General Managers, Branch Managers, Supervisors, and Employees	EXC2		Accuracy of payments processed measured against the data provided to payroll. 2% error rate.  Payments made consistently into accounts on pay Wednesdays.
					Ongoing and Measured

**Resolution:**

*Moved Cr KM Campbell, seconded Cr DJ Palmer.*

*That the Officer's Recommendation be adopted.*

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

**9.2.3 G - 1275974 - Appointment of Council Representatives on the Kingaroy Private Hospital Ltd Board of Directors**

**Summary**

Under the Kingaroy Private Hospital Ltd constitution Council has three (3) representatives on the Board of Directors. The constitution specifies that one (1) of the three (3) Council representatives must be a Councillor.

**Officer's Recommendation**

That Council's Directorships and Company Secretary on the Kingaroy Private Hospital be approved:

1. Mayor Wayne Kratzmann, Cr Damien Tessmann and Manager Economic Development Phil Harding remain appointed as Council representatives on the Kingaroy Private Hospital Ltd Board of Directors;
2. Manager Economic Development Phil Harding be appointed as Company Secretary and;
3. Mr John Kersnovski be removed from the role of Alternate Director and Company Secretary as he is no longer employed by South Burnett Regional Council.

**Resolution:**

*Moved Cr DJ Palmer, seconded Cr KA Duff.*

*That the Officer's Recommendation be adopted.*

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

**9.2.4 G - 1277915 - Naming of the New Bridge in Drayton Street Nanango**

**Summary**

Council officially name the bridge in Drayton Street Nanango 'Ben Walters Bridge' after the first recognised bridge builder in Nanango.

**Officer's Recommendation**

That Council officially name the bridge in Drayton Street Nanango 'Ben Walters Bridge'.



**Resolution:**

*Moved Cr BL Green, seconded Cr DJ Palmer.*

*That the Officer's Recommendation be adopted.*

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

**(b) Portfolio Report**

Governance Portfolio Report

No Report.

**10. Information Section (IS)**

**10.1 IS - 1277999 - Reports for the Information of Council**

**Summary**

Listing of correspondence pending completion of assessment report  
Delegated Authority Report  
Minutes of the Audit Committee Meeting held on 6 February 2014  
Workplace Health & Safety Report

**Officer's Recommendation**

That the reports be received.

**Resolution:**

*Moved Cr KA Duff, seconded Cr KM Campbell.*

*That the reports be received.*

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

**11. General Section**

No Report.

**CLOSED SESSION:**

**Motion:**

*Moved Cr DP Tessmann, seconded Cr KA Duff.*

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

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

**OPEN COUNCIL:**

**Motion:**

*Moved Cr BL Green, seconded Cr DP Tessmann.*

*That the meeting resume in Open Council.*

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

**Report:**

The Mayor reported that whilst in Closed Session, in accordance with Section 275(1)(e) contracts proposed to be made by it, of the Local Government Regulation 2012, Council considered matters concerning submissions for the supervision of the Timber Town Waste Facility and Wattlecamp Transfer Station and Sale of Land.

**Motion:**

*Moved Cr DW Kratzmann, seconded Cr KA Duff.*

*That the Mayor's report be received*

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

**12. Confidential Section**

**12.1 CONF - 1271663 - Submissions for the Supervision of the Timber Town (Blackbutt-Benarkin) Waste Facility and Wattlecamp Transfer Station**

**Reason for Confidentiality**

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

(e) contracts proposed to be made by it

**Recommendation**

That Council accept the quote price of:

1. Fred Abbott and Denise O'Brian to supervise the Timber Towns (Blackbutt/Benarkin) Waste Transfer Station for the period of one (1) year for the sum of \$54,000 with a further one (1) year extension by mutual agreement; and
2. Mr Robert Brown for the supervision of Wattlecamp Transfer Station for a period of one (1) year for the sum of \$5,200, with a further one (1) year extension by mutual agreement.

**Resolution:**

*Moved Cr DJ Palmer, seconded Cr KA Duff.*

*That the Officer's Recommendation be adopted.*

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

**12.2 CONF - 1277916 - Sale of Land - Lots 1 and 2 on RP4248 and Lot 1 on RP189494**

**Reason for Confidentiality**

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

- (e) contracts proposed to be made by it

**Recommendation**

Council delegate authority to the Chief Executive Officer to negotiate a commercial lease, land sale or a combination of commercial lease and sale for Lots 1 and 2 on RP4248 and Lot 1 on RP189494, subject to collection of \$134,000 outstanding for carpark contributions.

**Resolution:**

*Moved Cr BL Green, seconded Cr DJ Palmer.*

*That the Officer's Recommendation be adopted.*

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

There being no further business the meeting was declared closed at 12:20pm.

Confirmed before me this ..... day of .....2014

..... **MAYOR**

