



**SOUTH BURNETT**

**REGIONAL COUNCIL**

# **Agenda**

**of the**

# **General Meeting**

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

on Wednesday, 24 September 2014

Commencing at 9.00 am

**Chief Executive Officer: Ken McLoughlin**



# SOUTH BURNETT REGIONAL COUNCIL AGENDA

Wednesday, 24 September 2014

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**1. Leave Of Absence**

Nil.

**2. Prayers**

A representative of the Ministers Fraternal offered prayers for Council and for the conduct of the Council meeting.

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

**3.1 South Burnett Regional Council Minutes**

**Précis**

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

**Officer's Recommendation**

That the minutes of the previous meeting held on Wednesday 27 August 2014 as recorded be confirmed

## **4. Mayoral Report**

### **4.1 MR - 1367886 - Mayor's Report**

#### **Document Information**

**IR No** 1367886

**Author** Mayor, South Burnett Regional Council

**Date** 24 September 2014

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#### **Précis**

Mayoral Report

#### **Summary**

Mayoral Report to council for the period 19 August 2014 to 18 September 2014.

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

That the Mayoral Report to council for the period 19 August 2014 to 18 September 2014 be received.

#### **Report**

With a view of ensuring open communication it gives me great pleasure to present my Mayoral Report for the period 19 August 2014 to 18 September 2014.

Events and meetings attended during this time included:-

#### **August**

- 19 Meet with Moreton Resources CEO Jason Elks in Kingaroy
- 20 Held the Naming Ceremony of the Kingaroy Council Chambers after Minister Warren Truss
- 21 Attended the North Burnett Official Opening of the Gayndah-Mundubbera Road Betterment Project & the Gayndah Raw Water Intake Betterment Project in Gayndah
- 22 Attended the RegionsQ Forum in Kingaroy
- 22 Attended the announcement of Betterment funding for Gordonbrook Dam - by Deputy Premier Jeff Seeney at the Gordon Brook Dam
- 23 Attended the Nanango Art Society Medieval Fayre & Banquet breakfast in Nanango
- 26 Attended a meeting with Jeff Connor & Ross Heaney to discuss the Blackbutt Aged Care
- 28 Attended the WBBROC meeting in Bundaberg

#### **September**

- 01 Attended the South Burnett Directions Meeting
  - 01 Attended the Small Business Week Function in the Kingaroy Forecourt
  - 02 - 04 Attended the LGMA Conference held at Bunya Mountains
  - 05 Opened the St Josephs Primary School Fete with Cr Duff in Murgon
  - 08 Attended the 2015 Kingaroy ANZAC Day Community Meeting in Kingaroy
  - 09 Meet with Premier Campbell Newman to present the Premier with the "Poppies for Remembrance" Book in Brisbane
  - 11 Meet with Deputy Premier Jeff Seeney to discuss Royalties for Regions
  - 15-17 Attended the Destination Q Forum 2014 at Noosa
-

**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 - 1334620 - Forwarding IDAS application for Reconfiguration of a Lot (1 lot into 2 lots) Wilsons Road, Gordonbrook - Lot 33 BO545 Applicant: M Thompson C/- O'Reilly Nunn Favier**

**Document Information**

**IR No 1334620**

**Author Technical Officer - Planning**

**Endorsed By Manager - Planning, Land Management & Community  
General Manager - Planning, Community & Environment**

**Date 8 September 2014**

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**Précis**

Forwarding IDAS application for Reconfiguration of a Lot (1 lot into 2 lots) Wilsons Road, Gordonbrook - Lot 33 BO545 Applicant: M Thompson C/- O'Reilly Nunn Favier

**Summary**

**Key Point Summary**

- Application to Reconfigure a Lot (1 Lot into 2 Lots) at Wilsons Road, Gordonbrook (and described as Lot 33 on BO545)
- Property is zoned Rural and is Code Inconsistent Development under the Kingaroy Shire IPA Planning Scheme - proposed Lot 1 does not comply with the minimum lot size requirement of 200Ha
- Proposed Lot 1 will be 163Ha and Proposed Lot 2 will be 320Ha
- Remnant Vegetation is identified within Lot 33, however no referral was required. Proposed Lot 1 contains a relatively small amount of Remnant Vegetation, compared to proposed Lot 2. To ensure that both lots were viable it was necessary to make proposed Lot 2 larger, given that one third of the property was covered in Remnant Vegetation and is not suitable for intensive grazing activities
- The subdivision will not have an impact on existing remnant vegetation (protected under the *Vegetation Management Act 1999*) and will not detrimentally impact on the ability of the allotments to be effectively used for a wide variety of agricultural activities commensurate with the Rural Zone, should Lot 2 be reduced further.
- The applicant has adequately provided justification for the subdivision and considers that both lots as viable
- Application recommended for approval subject to reasonable and relevant conditions

## Officer's Recommendation

That Council *approve* the applicants request for a Development Permit for the Reconfiguration of a Lot (1 Lot into 2 Lots) at Wilsons Road, Gordonbrook (and described as Lot 33 on BO545) 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:

- Drawn by – O'Reilly Nunn Favier Surveyors, Title – Proposed Lot Subdivision, Drawing No – 5350-P1, Sheet No 1 of 1, Rev A,
- Drawn by – O'Reilly Nunn Favier Surveyors, Title – Proposed Lot Subdivision, Drawing No – 5350-P1, Sheet No 1 of 1, Rev A, Topographical map

GEN2. All works, including the repair or relocation of services (Telstra, lighting) is 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 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 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.

### 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 \$90.00 (2 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

ENG 1. Property access for the balance allotment ("Lot 2") shall be in accordance with the details in IPWEAQ Standard Drawing SEQ R-056 and Table S2.7 – *Design and Construction Standards* of the Kingaroy Shire Council IPA Planning Scheme.

ENG 2. Only one (1) access point from Wilsons Road to "Lot 2" is permitted.

ENG 3. The "Lot 2" entrance shall be constructed:

- (a) to allow access and egress from the site in a forward gear;
- (b) such that it does not cause a trip hazard to pedestrians;
- (c) to ensure that low-clearance vehicles can enter and leave the property; and
- (d) such that fencing, landscaping and letterboxes do not to impede sight lines for vehicles exiting the site or driving along Wilsons Road.

### **Property Boundaries**

ENG4. All existing on-site structures, dams and sewage treatment facilities including transpiration and irrigation areas shall be relocated so as not to cross the proposed property boundary.

### **Permit to Work (PTW)**

ENG5. The applicant must submit a completed *Permit to Work on Council Roads\_Footpaths Application* form available from <http://www.southburnett.qld.gov.au/infrastructure-roads-and-drainage> for approval by Council before commencing and works within the Council road reserve (i.e., in this case, the required property access).

### **Advice**

ADV1. Section 341(2)(a) of the *Sustainable Planning Act 2009* provides that, if this approval is not acted upon within the period of two (2) years the approval will lapse. Note that in accordance with section 341(7) a related approval may extend the relevant (currency) period.

ADV2. 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)

ADV3. The applicant may be required to negotiate electricity supply arrangements by applying in writing to Ergon Energy, or by contacting Ergon Energy on 13 10 46. Early contact is recommended.

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

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

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

ADV6. Any application for building work should be accompanied by an application for Operational Works approval.

ADV7. Before any Operational Works approval will be considered, the applicant will be required to construct an on-site sewerage system to approved plans including a sewage treatment works in accordance with the requirements of AS/NZS 1547:2012 *On-site Domestic-Wastewater Management*, and the requirements of the Kingaroy Planning Scheme Table S2.9 (a), *Rural, Village and Rural Residential*, at no cost to Council. Note

that the Queensland Plumbing and Wastewater (QPW) Code shall be adopted; it replaces the *On-site Sewerage Code*.

- ADV8. The design of any future internal roads to service “Lot 2” should consider their potential effects on stormwater drainage requirements.
- ADV9. Any stormwater system required as a result of future operational works shall be designed in accordance with the requirements of the *Queensland Urban Drainage Manual* (QUDM)
- ADV10. Operational Works approval may also be required for construction of future internal driveways.

### **Financial and Resource Implications**

No implication can be identified.

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

- GO3 Balanced development that preserves and enhances our region.
- GO3.3 Implement policies and plans that support appropriate planning and development for business, industry and community needs.

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

Council's Infrastructure Department (Internal). Refer to Section 4.1 of this Report.

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

No implication can be identified.

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

No implication can be identified.

### **Asset Management Implications**

No implication can be identified.

**5.1.2 P&LM - 1344430 - Forwarding eDA Reconfiguration of a Lot (1 lot into 2 lots) 46 Cants Road, Wooroolin - Lot 55 FTZ37183 Applicant: O'Reilly Nunn Favier**

**Document Information**

**IR No** 1344430

**Author** Senior Planning Officer

**Endorsed**

**By** Manager - Planning, Land Management & Community  
General Manager - Planning, Community & Environment

**Date** 8 September 2014

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**Précis**

Forwarding eDA Reconfiguration of a Lot (1 lot into 2 lots) 46 Cants Road, Wooroolin - Lot 55 FTZ37183 Applicant: O'Reilly Nunn Favier

**Summary**

- Council refused an application for Reconfiguration of a Lot (1 Lot into 2 Lots) at its General Meeting of 18 February 2014 (Council Reference: IR 1250525) on the site
- An Appeal was filed by the Applicant (Gregory G and Wendy L Horne) with the Planning & Environment Court on 20 March 2014
- Following without prejudice discussions between Council and the Applicant the Appeal was withdrawn on 29 August 2014 and an amended application lodged
- The amended application for Development Permit for Reconfiguration of a Lot (1 Lot into 2 Lots) proposes to increase the size of proposed Lot 1 from 80ha to 120ha and reduces the size of proposed Lot 2 from 45ha to 6ha
- Proposed Lot 1 is currently utilised for agricultural purposes and proposed Lot 2 is currently utilised for an earthmoving business and is improved by an existing Dwelling House and associated Sheds
- The proposed reconfiguration provides for a logical separation of both land uses onto respective allotments while minimising the potential adverse impacts on the Class A Good Quality Agricultural Land
- Subject site included within the Rural Zone under the Kingaroy Shire IPA Planning Scheme, contains Class A Good Quality Agricultural Land and sections of remnant vegetation protected under the *Vegetation Management Act 1999*
- Proposed lots do not comply with the 200ha minimum lot size within the Rural Zone and is identified as Code (Inconsistent) within the Kingaroy Shire IPA Planning Scheme
- Application recommended for approval based on the grounds that despite the inconsistency with overall outcomes of the Rural Locality Code of the Wondai Shire IPA Planning Scheme, the proposal retains the productive agricultural land use (cultivation) while providing sufficient area for a rural service industry

**Officer's Recommendation**

That Council *approve* the applicants request for a Development Permit for Reconfiguration of a Lot (1 Lot into 2 Lots) on Lot 55 on FTZ37183 located at 46 Cants Road, Cushmanie 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:

- Drawing No: 4895P/2, Sheet No 1 of 1 (Proposed Subdivision), drawn by O'Reilly Nunn Favier and submitted to Council on 28 August 2014
- Indicative location for future Dwelling House on proposed Lot 1 within Class C3 Land (moderate limitations) located along Cants Road
- A statutory environmental covenant located along the northern and eastern boundaries of proposed Lot 2 as per Condition RAL4

GEN2. All works, including the repair or relocation of services (Telstra, lighting) is 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 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 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.

### **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 \$92.00 (2 x \$46.00); 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.

### **Easements**

RAL3. An easement is required from the soakage trench along the northern boundary of the subject site to proposed Lot 2 as per the approved proposal plan referenced within Condition GEN1. Any easement is to be registered with the Survey Plan being sealed by Council.

### **Statutory Covenant**

RAL4. A statutory environmental covenant with a width of 40m is to be provided along the northern and eastern boundaries of proposed Lot 2 to provide a vegetated buffer to the surrounding agricultural land and to restrict future buildings or structures from locating within the buffer area, as per the requirements of State Planning Policy July 2014. In this regard, the Statutory Covenant is to comply with the "Statutory Covenant - Guidelines for their Use in Queensland". The Statutory Covenant is to be registered with the sealing of the Survey Plan and pursuant to Section 373(4)(b) of the *Land Act 1994*. The buffer is to include a 10m cleared vegetation area either side, for bushfire management and may be located over proposed Lot 1.



### **Proposed Vegetated Buffer**

RAL5. Prior to establishing the vegetated buffer, a detailed Buffer Area Management Plan is to be provided by the Application for assessment and approval by Council. The Plan provided to Council shall include but not be limited to the following issues:

- Species
- Maintenance regimes
- Potential impact on the adjoining Tessmanns Road North road corridor
- Agricultural activities on adjoining properties
- Compliance with relevant Council publications including "*Recommendations for Landscape Buffer Plantings in Kingaroy Shire*"

For further details regarding the preparation of a Buffer Area Management Plan please contact Council's Manager - NRM & Parks, Greg Griffiths on (07) 4189 9100.

RAL6. Prior to Council sealing the Survey Plan, the buffer is to be established to a height of 1.5m with abundant foliage prior to the commencement of any residential uses. Alternatively a bond may be lodged with Council that is equal to 20% of the estimated cost of the buffer provided that planting has been undertaken in accordance with the approved Vegetation Management Plan.

### **Property Access**

ENG1. A single property access is to be provided to each lot in accordance with IPWEAQ Standard Drawing R-056 and Table S2.7 - Design and Construction Standards of the Wondai Shire IPA Planning Scheme with the location of each access in accordance with the approved Proposal Plan. Only one access per lot is permitted.

### **Stormwater**

ENG2. All stormwater drainage systems, including all surface, underground and roof water components, to effectively drain all stormwater falling on the proposed development to Council's stormwater system, rain water tanks or other lawful points of discharge.

### **Earthworks**

ENG3. Any proposed earthworks if not self-assessable against Council's Wondai Shire IPA Planning Scheme shall be in accordance with the Rural Locality Code - 020 – S20.1 and shall be undertaken under a separate Development Permit for Operational Works.

### **Advice**

ADV1. Section 341(2)(a) of the *Sustainable Planning Act 2009* provides that, if this approval is not acted upon within the period of two (2) years the approval will lapse. Note that in accordance with section 341(7) a related approval may extend the relevant (currency) period.

ADV2. 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)

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.

### **Financial and Resource Implications**

No implication can be identified.

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

- GO3      Balanced development that preserves and enhances our region.  
GO3.3    Implement policies and plans that support appropriate planning and development for business, industry and community needs.

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

Council's Infrastructure Department (Internal). Refer to Section 4.1 of this Report.

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

No implication can be identified.

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

No implication can be identified.

### **Asset Management Implications**

No implication can be identified.

**5.1.3 P&LM - 1322460 - Forwarding eDA Reconfiguration of a Lot (1 lot into 47 lots - Stage 5 Summit View Estate) - Premier Drive, Kingaroy - Lot 205 SP233443 Applicant: O'Reilly Nunn Favier Owners: Pandanus Qld Pty Ltd**

**Document Information**

**IR No 1322460**

**Author Technical Officer - Planning**

**Endorsed**

**By Manager - Planning, Land Management & Community  
General Manager - Planning, Community & Environment**

**Date 8 September 2014**

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**Précis**

Forwarding eDA Reconfiguration of a Lot (1 lot into 47 lots - Stage 5 Summit View Estate) - Premier Drive, Kingaroy - Lot 205 SP233443 Applicant: O'Reilly Nunn Favier Owners: Pandanus Qld Pty Ltd

**Summary**

**KEY POINT SUMMARY**

- Application for Reconfiguring a Lot (Stage 5 - 1 lot into 47 lots);
- Subject site included within the Rural Residential Zone under the Kingaroy Shire IPA Planning Scheme with a Preferred Land Use of Rural Residential C;
- Application is Code Assessable against the Kingaroy Shire IPA Planning Scheme;
- Original application was approved in August 2007 and Operational Works approved February 2010, both have since lapsed;
- Access to the proposed lots would be via internal roads (Premier Drive, Acreage Avenue and Mt Jones Avenue) off Curtis Road;
- The layout of the proposed lots, are consistent with the original overall layout of the estate;
- Conditions relating to Fencing, Signage, Vegetated Buffers and Statutory Covenants in accordance with the *Addendum Report Agricultural Zone Assessment Boundary between Summit View Estate and Lot 212 SP238500 and Lot 211 SP238500 Schellbachs Road Kingaroy Q 4610, August 2012*;
- Application recommended for approval subject to reasonable and relevant conditions.

**Officer's Recommendation**

That Council *approve* the Development Application for Reconfiguring a Lot (1 lot into 47 lots) on Premier Drive, Kingaroy and described as Lot 205 on SP233443, 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:
- Ref. Nos: Drawing No. 3409 P1 Rev C – Summit View Stage Five.

- GEN2. The development herein approved may not start until the following development permits have been issued and complied with as required:
- Development Permit for Operational Works (Site Works, road widening, kerb and channel and associated drainage, landscaping, access driveways, water supply and sewerage discharge sludge collection and removal, stormwater disposal);
- GEN3. All works, including the repair or relocation of services (Telstra, lighting) is to be completed at no cost to Council.
- GEN4. Prior to sealing the Plan of Survey the applicant is required to pay the Council all rates and charges or any expenses being charged over the subject land under any Act in accordance with Section 815 of the *Sustainable Planning Act 2009*.
- GEN5. Prior to the sealing of the Plan of Survey the applicant is to provide a certificate signed by a licensed surveyor stating that after the completion of all works associated with the reconfiguration, survey marks were reinstated where necessary and all survey marks are in their correct position in accordance with the Plan of Survey.
- GEN6. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.
- GEN7. Property boundaries are to be located to ensure that the setbacks of existing buildings to property boundaries comply with the Standard Building Regulation.
- GEN8. Payment of Department of Environmental and Resource Management valuation fees that will result from the issue of split valuations prior to Council sealing the Plan of Survey. The contribution is currently assessed at \$2,162.00 (47 x \$46.00); 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.
- GEN9. All conditions of this approval are to be satisfied prior to Council issuing a Compliance Certificate for the Plan of Survey, and it is the applicant's responsibility to notify Council to inspect compliance with conditions.

Sealing of a Plan of Survey fee will be charged, with payment required prior to Council consenting to the Survey Plan.

### **Vegetated Buffer**

- RAL1. Provide a 50m buffer consisting of a 30m vegetated area and a 10m non-flammable area along the northern property boundary of proposed Lots 176 to 188, in accordance with the recommendations from the "*Addendum Report Agricultural Zone Assessment Boundary between Summit View Estate and Lot 212 SP238500 and Lot 211 SP238500 Schellbachs Road Kingaroy Q 4610, August 2012*".

The buffer is to be established using native drought tolerant species in accordance with "Recommendations for Landscape Buffer Plantings in Kingaroy Shire". The precise location of the buffer will need to be negotiated between the owners of Lot 12 on SP259732 and Lot 205 on SP233443.

### **Statutory Covenant**

- RAL2. Provide Statutory Environmental Covenant over the 50m buffer as negotiated between the owners of Lot 12 on SP259732 and Lot 205 on SP233443. In this regard, the Statutory Covenant is to comply with the "Statutory Covenant - Guidelines for their Use in Queensland". The Statutory Covenants are to be registered prior to Council sealing the Survey Plan and pursuant to Section 373(4)(b) of the *Land Act 1994*.

- RAL3. Provide a Statutory Covenant along the rear boundaries of proposed Lots 189 to 201 that no habitable structures are located within 40m of the new rear boundary. In this regard, the Statutory Covenant is to comply with the “Statutory Covenant – Guidelines for their Use in Queensland”. The Statutory Covenants are to be registered prior to Council sealing the Survey Plan pursuant to Section 97(3)(b) of the *Land Title Act 1994* and Section 373(4)(b) of the *Land Act 1994*.

#### **Building Setbacks**

- RAL4. Dwelling units on proposed Lots 176 to 201, are to be located no less than 10m from the front property boundary.

Further dispensation may be granted by Council, due to the restrictions of the Statutory Covenant listed in the above conditions.

#### **Electricity**

- RAL5. Written confirmation from the electricity authority, that all matters relating to the reticulation of electricity and installation of street lighting (where provided) including electrical civil works have been completed, is to be provided to Council prior to sealing the Survey Plan.
- RAL6. Reticulated electricity is to be provided to the development in accordance with relevant Australian Standards.

#### **Telecommunications**

- RAL7. Evidence of an agreement to provide a telephone service is to be provided to Council prior to sealing the Survey Plan (Stage 5).

#### **Infrastructure Charge**

- RAL8. The proposed development is inconsistent with the planning assumptions of the Adopted Infrastructure Charges Resolution No.1 (2013) and the land is located outside of the Priority Infrastructure Area.

Payment of the adopted infrastructure charge for water and parks contained in the attached Adopted Infrastructure Charges Notice must be paid prior to Council sealing the Plan of Survey.

#### **Fencing & Signage**

- RAL9. Erect boundary fencing along the common boundary of Lot 12 on SP259732 and Lot 205 on SP233443 as outlined within the recommendations contained in page 22 and 23 of Rural and Environment Resource Addendum Report Agricultural Buffer Zone Assessment – dated August 2012.
- RAL10. Attach signage to the fence advising of potential dangers, resulting from trespass onto Lot 12 on SP259732. This fence remains in place even after the buffer is established.
- RAL11. Erect an exclusion fence around the collection bay and the drying shed as outlined in the recommendations contained in page 22 and 23 of Rural and Environment Resource Addendum Report Agricultural Buffer Zone Assessment – dated August 2012, to exclude trespassers access into the shed area.

#### **Water Supply**

- ENG1. Water shall be reticulated to each lot in accordance with the requirements of Schedule 2, Division 3.2 – *Design and Construction Standards*, Table S2.10 of the Kingaroy Shire IPA Planning Scheme; the *South East Queensland Water Supply and Sewerage Design & Construction Code* (SEQ WS&S D&C Code).

- ENG2. Nominal Main Sizes shall be in accordance with the Water Supply Analysis and shall take account of the demand and pressure required at each lot, including the demand created by the entire development.
- ENG3. In particular, water supply to the development shall be designed in general accordance with the Water Supply Analysis prepared by John Wilson & Partners Pty Ltd (January 2004, Revision 2) incorporating Option 1 referenced in Part 5 (Pt 5) of the report.
- ENG4. Provide certification from a Registered Professional Engineer - Queensland (RPEQ) that all lots proposed in the current stage can be supplied with a fully reticulated gravity water supply system in the Ultra High Level Zone. Such certification shall state that the system meets the minimum pressure and flow requirements, including fire-fighting, of the *Planning Guidelines for Water Supply and Sewerage April 2010* and Technical Bulletins published by the Department of Energy & Water Supply.
- ENG5. Detailed plans required to comply with water supply conditions shall be lodged under a separate Development Permit for Operational Works.

### **Roads and Access**

- ENG6. All internal roads shall be classified as Rural Residential Secondary, requiring a 6m seal within a 9m formation (minimum) except as specified below. Pavements shall be designed to cater for the ultimate development traffic loading.
- ENG7. All new internal road reserves shall be a minimum width of 16m with 5m verge.
- ENG8. Prior to sealing the survey plan, provide access from each property to the abutting road carriageway in accordance with the details on IPWEAQ Drawing No. SEQ R-050 and the requirements of Table S2.7 – *Design and Construction Standards* of the Kingaroy Shire Council IPA Planning Scheme.
- ENG9. Property access points from the same road shall be separated by at least 15m with setbacks of at least 10m from any intersection or property access on an adjoining site.
- ENG10. Where a dual access point serving 2 abutting properties is proposed, the developer shall liaise with Ergon Energy to ensure conflict will not occur with proposed electricity works and infrastructure.
- ENG11. Only one access per lot shall be permitted.
- ENG12. Fencing, landscaping and letterboxes are not to impede sight lines for vehicles exiting the site.

### **Footpaths**

- ENG13. Construct a 1.5m wide concrete footpath complying with the details in IPWEAQ Drawing No. SEQ R-065 and the requirements of Table S2.7 – *Design and Construction Standards* of the Kingaroy Shire Council IPA Planning Scheme for the full extent of the pedestrian link between Premier Drive and Rosella Parade. Provide two bollards at each end of this footpath.
- ENG14. All verges exclusive of concrete pedestrian pavement and vehicle cross-overs shall be graded, topsoiled and grassed to a minimum width of 1.2m as specified below -
- (a) Minimum cross fall of 1.5% and a maximum cross fall of 4% width;
  - (b) 100mm depth of approved loam; and
  - (c) Grassing for stability

### **Kerb and Channel**

ENG15. Type M3 Kerb & Channel shall be provided, extending along the full frontage and both sides of Premier Drive for the total extent of Stage 5. The verge behind all kerb and channelling works shall be turfed for at least 1m width.

### **Stormwater Drainage**

ENG16. Prior to submitting an application for Operational Works approval, the applicant shall submit a Stormwater Management Plan for Compliance Assessment by Council's General Manager of Infrastructure, detailing:

- (a) drainage paths within and outside proposed allotments;
- (b) Hydraulic design for stormwater including sizing and location of all proposed pipe and channel flows;
- (c) Location of gully pits;
- (d) Details of all pre and post development flows;
- (e) Details of any cut or fill required to direct stormwater to a legal point of discharge

ENG17. All stormwater drainage infrastructure serving the site including all surface, underground and roof water components shall be designed:

- (a) in accordance with the requirements of the *Queensland Urban Drainage Manual* (QUDM) and certified by a RPEQ engineer;
- (b) so that the development will not make material changes to the pre-development location, duration, frequency or concentration of overland stormwater flow at the point of discharge to all downstream properties including road reserves. In the event that a material change to the pre-development stormwater flows will occur, the applicant shall produce evidence to Council's satisfaction of a legal right as to the method for stormwater discharge over the downstream land, and
- (c) such that there is no restriction to existing or developed stormwater flow from upstream properties; and no ponding of stormwater occurs within upstream properties as a result of the development.

ENG18. All stormwater collected from the site including roof water shall be piped to a legal point of discharge, which may include a rainwater tank. Such works shall be sized and constructed as determined by the detailed design, having regard for the requirements of 00.

ENG19. Heavy duty galvanized steel roof water kerb adaptors (Kacey or similar), shall 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.

ENG20. Any lot where the roof water discharge from any future buildings cannot be satisfactorily drained to the street frontage, a secondary drainage system shall be provided along the rear boundaries, or such other boundaries as appropriate, for the purpose of collection of roof water discharge only. Such drainage system shall be connected to the main drainage system.

### **Easements & Drainage Reserves**

ENG21. 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 have a width that is appropriate to their purpose, but in any case, generally not less than 4m, except where otherwise stated. Such easements or drainage reserves shall be deeded to Council when the Survey Plan is presented for sealing.

ENG22. Easements are required over any inter-allotment stormwater drainage systems.

### **Electricity & Street Lighting**

ENG23. Reticulated electricity shall be provided to the development in accordance with the requirements of the relevant Australian Standards and:

- undergrounding is required;
- street lighting required; and
- the applicable AS1158 Road Category for Premier Drive shall be Local Access – P4.

ENG24. Prior to sealing the Survey Plan, the Applicant shall provide to Council written confirmation from the electricity authority that all matters relating to the reticulation of electricity and installation of street lighting (where provided) including electrical civil works have been completed.

### **Bush Fire Hazard Control**

ENG25. Prior to submitting an application for Operational Works approval, the applicant shall submit a detailed bush fire hazard assessment report for Compliance Assessment by Council's General Manager of Infrastructure, detailing the risks and proposed mitigations for bushfire hazards.

### **Advice**

ADV1. As described in the *Planning Guidelines for Water Supply and Sewerage*, "It is the legal responsibility of building owners and building occupiers to engage an appropriately qualified person to design, construct and maintain fire safety installations in accordance with the relevant Australian Standards and Building Codes". The Applicant should note that the water service provided by Council will not be adequate for fire-fighting purposes.

ADV2. Information supplied with the application for a Development Permit for Operational Works will need to include an amended Stormwater Management design, since the removal of the mound along the boundary of Lot 1 RP202496 (Plan No. 401 dated 24/11/2009) will increase the catchment for Stage 5, which would revert essentially to the historic flow path based on contour plans.

ADV4. Section 341(2) 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.

ADV5. 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.

ADV6. Telecommunication connections can be arranged by logging onto Telstra's website (<http://www.telstra.com.au/smart-community/developers/index.htm>) and completing the 'Application for Reticulation'.

ADV7. Council would encourage you to discuss the development with Ergon Energy upon receipt of this approval to facilitate the timely supply of electricity to the development. Connection of electricity can take up to eight (8) months from the date of application to Ergon Energy.



- ADV8. 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.

### **Financial and Resource Implications**

No implication can be identified.

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

- GO3 Balanced development that preserves and enhances our region.  
GO3.3 Implement policies and plans that support appropriate planning and development for business, industry and community needs.

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

Refer to Section 4.0 of this Report.

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

No implication can be identified.

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

No implication can be identified.

### **Asset Management Implications**

No implication can be identified.

**5.1.4 P&LM - 1311223 - Forwarding eDA Material Change of Use (Major utility - telecommunication facility) - 236 Hospital Terrace, Nanango - Lot 236 FY2852 - Applicant: NBN Co Ltd C/- Daly International Pty Ltd**

**Document Information**

**IR No 1311223**

**Author Technical Officer - Planning**

**Endorsed**

**By Manager - Planning, Land Management & Community  
General Manager - Planning, Community & Environment**

**Date 8 September 2014**

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**Précis**

Forwarding eDA Material Change of Use (Major utility - telecommunication facility) - 236 Hospital Terrace, Nanango - Lot 236 FY2852 - Applicant: NBN Co Ltd C/- Daly International Pty Ltd

**Summary**

**KEY POINT SUMMARY**

- Application is for a Major Utility (for the purpose of this report, it will be referred to as a (Telecommunication Facility) to be erected on land identified in the Rural Zone
- The proposal is defined as a Community Use Class - Major Utility and further defined as a Telecommunication Facility against the Nanango Shire IPA Planning Scheme
- A Telecommunication Facility located on Rural zoned land is considered an Impact Assessable application
- NBN Co propose to construct a new fixed wireless broadband facility within a fenced compound area comprising:
  - 30m monopole, with three (3) panel antennas and
  - Two parabolic antennas, each 0.6m in diameter and
  - Two outdoor equipment cabinets
- Special Management Overlay Areas (SMOAs) affecting the property:
  - a. SMOA Map 2A - Mineral & Extractive Resources & Buffer Areas - Indicative 500m Buffer to Key Quarry Resource Sites
  - b. SMOA Map 2B – Natural Hazard Risk Management Area – Possible Bushfire Hazard Area
  - c. SMOA Map 2C – Environmental Management Areas – Regional Ecosystem – Critical Nature Conservation Network and Water Quality Elements – Bjelke Peterson Dam – Declared Catchment
  - d. SMOA Map 2D – Economic Resources – Good Quality Agricultural Land – Class C1
- The applicant provided sufficient information to address the relevant Natural Features and Resources Overlay Codes satisfactorily
- The applicant conducted public notification from 11 July 2014 to 1 August 2014 and no submissions were received
- Approval subject to reasonable and relevant conditions is recommended

**Officer's Recommendation**

That Council *approve* the Development Application for a Material Change of Use (Telecommunication facility) located at Hospital Terrace, Nanango (Lot 236 on FY2852) subject to the following conditions:

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### **General**

- GEN1. Development of the subject land is to proceed generally in accordance with the site plan and supporting information submitted by the applicant and identified as Drawing Nos.
- Drawing Title – Cover Sheet, Revision – 05, Drawing No – 4NAN-51-03-NGEA-T1
  - Drawing Title – Site Specific Notes and Antenna Table, Revision - 04, Drawing No – 4NAN-51-03-NGEA-C1
  - Drawing Title – Overall Site Plan, Revision - 03, Drawing No – 4NAN-51-03-NGEA-C2
  - Drawing Title – Site Setout Plan, Revision - 05, Drawing No – 4NAN-51-03-NGEA-C3
  - Drawing Title – Site Elevation and Details, Revision - 03, Drawing No – 4NAN-51-03-NGEA-C4
- GEN2. The applicant is required to maintain the tower area in a clean and orderly state at all times, clearing of declared weeds and feral animals.
- GEN3. All works, including the relocation of services (Telstra, lighting etc.) are to be completed at no cost to Council.
- GEN4. Dust prevention measures are to be undertaken to ensure that dust does not cause a nuisance to occupiers of adjacent premises during extraction operations.
- GEN5. All buildings and structures are to be fully contained within the area identified on the approved plans.

### **Roads and Access**

- ENG1. Property access shall be in accordance with the details in IPWEAQ Standard Drawing SEQ R-056 and Table S2.7 – *Design and Construction Standards* of the Nanango Shire Council IPA Planning Scheme.

### **Earthworks**

- ENG2. Any proposed earthworks shall be undertaken in accordance with the Rural Locality Code, Element (g) within the Nanango Shire IPA Planning Scheme unless approved separately under a Development Permit for Operational Works.

### **Erosion & Sediment Control**

- ENG3. During the construction phase, install and maintain silt management facilities until the building works and operational works are completed and the site is turfed and landscaped.

### **Council's Advice to the Applicant**

- ADV1. Section 341(1) of the *Sustainable Planning Act 2009* provides that, if this approval is not acted upon within a period of 4 years the approval will lapse. Note that in accordance with section 341(7) a related approval may extend the relevant (currency) period.
- ADV2. 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.

ADV3. 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 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.

### **Financial and Resource Implications**

No implication can be identified

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

GO3. Balanced development that preserves and enhances our region.

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

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

Internal: Department of Infrastructure – refer to Section 4

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

Application processed within IDAS time frames under the *Sustainable Planning Act 2009*.

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

No implication can be identified

### **Asset Management Implications**

No implication can be identified

**5.1.5 P&LM - 1322461 - Forwarding eDA Reconfiguration of a Lot (1 lot into 26 lot plus parkland - 3 stages) 30 Walter Road, Kingaroy - Lot 28 on SP233460 Applicant: O'Reilly Nunn Favier Owners: Walter Road Property Pty Ltd**

**Document Information**

**IR No** 1322461

**Author** Senior Planning Officer

**Endorsed**

**By** Manager - Planning, Land Management & Community  
General Manager - Planning, Community & Environment

**Date** 12 September 2014

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**Précis**

Forwarding eDA Reconfiguration of a Lot (1 lot into 26 lot plus parkland - 3 stages) 30 Walter Road, Kingaroy - Lot 28 on SP233460 Applicant: O'Reilly Nunn Favier Owners: Walter Road Property Pty Ltd

**Summary**

- Application for Development Permit for Reconfiguration of a Lot (1 Lot into 26 Lots plus Parkland)
- Subject site included within the Community Expansion Zone under the Kingaroy IPA Planning Scheme
- The twenty-six (26) proposed residential allotments have an area ranging from 700m<sup>2</sup> to 1,205m<sup>2</sup>
- Proposed Lot 99 has an area of 770m<sup>2</sup> and Council consider this part of this land suitable as parkland (as an extension to existing parkland owned by Council at 32 Walter Road) and part of the land suitable as a pedestrian linkage between the parkland and the new internal road
- Application requires the extension of Doherty Street in a southerly direction and widening of Palm Court which is subject to a separate Development Permit for Operational Works
- The subject site has a frontage to Walter Road which forms part of the State Controlled Road network
- The Department of State Development, Infrastructure and Planning (DSDIP) have provided comments from the Department of Transport and Main Roads (DTMR) who are identified as a Concurrence Agency (approved subject to conditions)
- Proposed development is considered consistent with the density and existing lot layout to the north of the subject site
- Application recommended for approval subject to reasonable and relevant conditions

**Officer's Recommendation**

That Council *approve* the applicants request for a Development Permit for Reconfiguration of a Lot (1 Lot into 26 Lots plus Parkland) on Lot 28 on SP233460 located at 30 Walter Road, 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:

- Drawing No: 3916\_P/1, Sheet 1 of 1 Revision D (Proposed Residential 'B' Development) prepared by O'Reilly Nunn Favier and submitted to Council on 30 June 2014

### **Amended Plans**

GEN2. The applicant shall provide an amended site layout plan identifying the following amendments:

- Lot 99 to be a maximum of 2.5m wide from the new internal roadway to the western boundary of proposed Lot 22
- Increase the width of proposed Lot 22 and proposed Lot 23 as a result of proposed Lot 99 reducing in width to 2.5m as per the above point
- Part of proposed Lot 99 is to be identified as a pedestrian thoroughfare between the new internal road and adjacent Council Parkland at 32 Walter Road (Lot 1 on RP852419)
- Part of proposed Lot 99 directly south of 32 Walter Road (Lot 1 on RP852419) is to be indicated as parkland and relinquished to Council (refer to Condition RAL3)

GEN3. All works, including the repair or relocation of services (Telstra, lighting) is to be completed at no cost to Council.

GEN4. The applicant is required to maintain the site in a clean and orderly state at all times, clearing declared weeds and feral animals.

### **Staging**

GEN5. The proposed development comprises of three (3) stages as follows:

- Proposed Lots 2 to 7 plus widening of Palm Court
- Proposed Lot 1, 8-12 and 26 plus extension of Doherty Street
- Proposed Lots 13 to 25 and extension of Doherty Street

### **Compliance Assessment**

GEN6. All conditions of this approval are to be satisfied prior to Council issuing a Compliance Certificate for the sealing of the Survey Plan at each respective stage, 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.

### **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 Plan of Survey. The contribution is currently assessed at \$1,196.00 (26 x \$46.00); 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.

### **Parkland**

- RAL3. Proposed Lot 99 (as amended by Condition GEN2) shall be relinquished as Parkland at no cost to Council.

### **Electricity**

- RAL4. Reticulated electricity is to be provided to the development in accordance with relevant Australian Standards.
- RAL5. Written confirmation from the electricity authority, that all matters relating to the reticulation of electricity including electrical civil works have been completed, is to be provided to Council prior to sealing the Survey Plan.

### **Telecommunications**

- RAL6. Evidence of an agreement to provide a telephone service is to be provided to Council prior to sealing the Survey Plan for each Stage.

### **Water Supply**

- ENG1. Water shall be reticulated to each lot in accordance with the requirements of Schedule 2, Division 3.2 – *Design and Construction Standards*, Table S2.10 of the Kingaroy Shire IPA Planning Scheme, the *South East Queensland Water Supply and Sewerage Design and Drainage Code* (SEQ WS&S D&C Code) and an analysis and report of the existing and future Water Supply Requirements prepared and certified by a RPEQ Civil Engineer and submitted for Compliance Assessment by Council's General Manager of Infrastructure.
- ENG2. Nominal Main Sizes shall be designed in accordance with the *Planning Guidelines for Water Supply and Sewerage* April 2014 and Technical Bulletins published by the Department of Energy & Water Supply; and shall take account of the demand and pressure required at each lot, including the demand created by the entire development.
- ENG3. Provide certification from a Registered Professional Engineer Queensland (RPEQ) that all lots proposed at all stages can be supplied with a fully reticulated gravity water supply system in the Low Level Zone (LLZ). Such certification shall state that the system meets the minimum pressure and flow requirements, including fire-fighting, of the *Planning Guidelines for Water Supply and Sewerage April 2010* and Technical Bulletins published by the Department of Energy & Water Supply.
- ENG4. Detailed plans required to comply with water supply conditions shall be lodged under a separate Development Permit for Operational Works.

### **Sewerage Reticulation**

- ENG5. Sewerage shall be collected from each lot in accordance with the requirements of Schedule 2, Division 3.2 – *Design and Construction Standards*, Table S2.10 of the Kingaroy Shire IPA Planning Scheme, the *South East Queensland Water Supply and Sewerage Design & Construction Code* (SEQ WS&S D&C Code) and an analysis and report of the existing and future sewerage requirements prepared and certified by a RPEQ Civil Engineer and submitted for compliance assessment by Council's General Manager of Infrastructure.
- ENG6. Nominal Main Sizes shall be designed in accordance with the *Planning Guidelines for Water Supply and Sewerage* April 2010 and Technical Bulletins published by the Department of Energy & Water Supply.

- ENG7. Sewerage shall be connected to the existing sewer passing adjacent to the northern boundaries of proposed Lots 23 to 26, or to an augmentation or replacement of this sewer, or at another location acceptable to Council's General Manager of Infrastructure, dependent upon the findings of the specified report of the existing and future sewerage requirements that is required to be provided to Council.

### Roads and Access

- ENG8. Roads shall be designed and constructed in accordance with the Kingaroy Shire IPA Planning Scheme. The roads shall be classified as follows:

Access Place	New Road
Bitumen Sealed Width	2 lanes at 8.0m – invert to invert
Dedicated Reserve Width	6.0m minimum width with a 5.0m verge
Mountable Kerb and Channel (K&C)	On both sides of the road

- ENG9. Prior to sealing the Survey Plan, provide access from each property to the abutting road carriageway in accordance with the details on IPWEAQ Drawing No. SEQ R-050 and the requirements of Table S2.7 – *Design and Construction Standards* of the Kingaroy Shire IPA Planning Scheme.
- ENG10. Access points for proposed residential lots shall be via the new internal roads only.
- ENG11. Only one access per lot shall be permitted.
- ENG12. Except as otherwise shown on approved Operational Works drawings, property access points from the same road shall be separated by at least 15.0m with setbacks of at least 10.0m from any intersection or property access on an adjoining site.
- ENG13. Where access points are not to be separated by at least 15.0m, the developer shall liaise with Ergon Energy to ensure conflict will not occur with proposed electricity works and infrastructure.
- ENG14. The driveways to proposed hatchet lots 3, 7, 9 and 15 shall be sealed for the length of the access handles. The minimum construction for the proposed access shall be concrete, not less than 125mm deep by 3.5m in width with at least SL72 steel reinforcement.
- ENG15. Fencing, landscaping and letterboxes shall not impede sight lines for vehicles passing or exiting the site.

### Footpath

- ENG16. A 2.5m footpath shall be constructed complying with the details in IPWEAQ Drawing No. SEQ R-065 and the requirements of Table S2.7 – *Design and Construction Standards* of the Kingaroy Shire IPA Planning Scheme for the pedestrian link extending from the proposed cul-de-sac along the proposed Lot 99 through to the western boundary of proposed Lot 22. Two concrete bollards or approved equivalent shall be erected at each location within proposed Lot 99 at the cul-de-sac end of the pathway and opposite the south-western corner of 3 Nevin Court (Lot 5 on RP852419) to ensure that no vehicular traffic is able to access the new internal roadway.
- ENG17. The full width of all verges being all kerb and channelling, exclusive of concrete pedestrian pavement and vehicle cross-overs shall be graded, topsoiled and grassed as follows:
- Minimum cross fall of 1.5% and a maximum cross fall of 4% width;
  - 100mm depth of approved loam;
  - Grassing for stability



### **Kerb and Channel**

ENG18. Type M3 Kerb & Channel shall be provided, extending along the full frontage and both sides of the access way extension of Doherty Street.

### **Stormwater Drainage**

ENG19. Prior to submitting an application for Operational Works approval, the Applicant shall submit a Stormwater Management Plan for Compliance Assessment by Council's General Manager of Infrastructure, detailing:

- a) Drainage paths within and outside proposed allotments;
- b) Hydraulic design for stormwater including sizing and location of all proposed pipe and channel flows;
- c) Location of gully pits;
- d) Details of all pre and post development flows;
- e) Details of any cut or full required to direct stormwater to a legal point of discharge

ENG20. All stormwater drainage infrastructure serving the site including all surface, underground and roofwater components shall be designed:

- a) In accordance with the requirements of the *Queensland Urban Drainage Manual* (QUDM) and certified by a RPEQ Engineer;
- b) So that the development will not make material changes to the pre-development location, duration, frequency or concentration of overland stormwater flow at the point of discharge to all downstream properties including road reserves. In the event that a material change to the pre-development stormwater flows will occur, the Applicant shall produce evidence to Council's satisfaction of a legal right as to the method for stormwater discharge over the downstream land, and
- c) Such that there is no restriction to existing or developed stormwater flow from upstream properties; and no ponding of stormwater occurs within upstream properties as a result of the development.

ENG21. All stormwater collected from the site including roof water shall be piped to a legal point of discharge, which may include a rainwater tank. Such works shall be sized and constructed as determined by the detailed design having regard for the requirements of (b).

ENG22. Heavy duty galvanized steel roof water kerb adaptors (Kacey or similar), shall 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.

ENG23. Any lot where the roof water discharge from any future buildings cannot be satisfactorily drained to the street frontage, a secondary drainage system shall be provided along the rear boundaries, or such other boundaries as appropriate, for the purpose of collection of roof water discharge only. Such drainage system shall be connected to the main drainage system.

### **Easements and Drainage Reserves**

ENG24. 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 have a width that is appropriate to their purpose, but in any case, generally not less than 4m, except where otherwise stated. Such easements or drainage reserves shall be deeded to Council when the Survey Plan is presented for sealing.

ENG25. Easements are required over any inter-allotment stormwater drainage systems. Such easements shall be not less than 3m in width.

### **Electricity and Street Lighting**

ENG26. Reticulated electricity to the development shall be provided in accordance with the relevant Australian Standards and:

- Undergrounding is required to all lots;
- Street lighting is required including at proposed Lot 99; and
- The applicable AS1158 Road Category is Access Street – P4

ENG27. Written confirmation from the electricity authority, that all matters relating to the reticulation of electricity and installation of street lighting (where provided) including electrical civil works have been completed, is to be provided to Council prior to sealing the Survey Plan.

### **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(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.

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. The Applicant is encouraged to discuss the development with Ergon Energy upon receipt of this approval to facilitate the timely supply of electricity to the development. Connection of electricity may take up to eight (8) months from the date of application to Ergon Energy.

ADV5. 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.

ADV6. 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.

## **Financial and Resource Implications**

No implication can be identified.

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

GO3 Balanced development that preserves and enhances our region.  
GO3.3 Implement policies and plans that support appropriate planning and development for business, industry and community needs.

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

Council's Infrastructure Department (Internal). Refer to Section 4.1 of this Report.

Department of State Development, Infrastructure and Planning (External). Refer to Section 4.2 of this Report.

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

No implication can be identified.

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

No implication can be identified.

## **Asset Management Implications**

No implication can be identified.

**5.1.6 P&LM - 1309880 - Request to negotiate decision - Prem Approval overriding Planning Scheme, MCU (Caravan park) MCU (Multiple dwelling units) & RAL (1 lot into 265 lots) - Kelvyn Street, River Road & Oasis Drive**

**Document Information**

**IR No 1309880**

**Author Senior Planning Officer**

**Endorsed**

**By Manager - Planning, Land Management & Community  
General Manager - Planning, Community & Environment**

**Date 11 September 2014**

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**Précis**

Request to negotiate decision - Prem Approval overriding Planning Scheme, MCU (Caravan park) MCU (Multiple dwelling units) & RAL (1 lot into 265 lots) - Kelvyn Street, River Road & Oasis Drive

**Summary**

**Key Point Summary**

- Applicant has requested a Negotiated Decision Notice in relation to Conditions GEN1 (Approved Plans and revisions to Taabinga Estate Local Plan) and GEN2 (Further Development Permits) which form part of the Preliminary Approval Overriding the Planning Scheme in Council's Decision Notice
- Applicant has requested a Negotiated Decision Notice in relation to Conditions GEN2 (Amended Plans), GEN3 (Manufactured Home Park), MCU2 (Fencing), MCU5 (Landscaping), ENG2 (Stormwater), ENG7 (Infrastructure Agreement), ENG8 (Footpath), ENG9 (Infrastructure Agreement), ENG10 (Infrastructure Agreement), ENG13 and ENG14 (Water and Wastewater) which form part of the Material Change of Use (Caravan Park – Relocatable Home Park) in Council's Decision Notice
- Applicant has requested a Negotiated Decision Notice in relation to Conditions ENG3 (Stormwater), ENG5 (Water Supply) and ENG9 (Sewerage Reticulation) which form part of the Reconfiguration of a Lot (1 Lot into 116 Lots) in Council's Decision Notice
- Applicant has requested a Negotiated Decision Notice in relation to Conditions MCU1 (Amended Plans), MCU2 (Fencing) and the Adopted Infrastructure Charges Notice (AICN) which form part of the Material Change of Use (Multiple Dwelling Units) in Council's Decision Notice
- Furthermore, the Applicant made written representations in relation to a Concurrence Agency Response provided by the Department of Transport and Main Roads (DTMR) however Council has no jurisdiction to determine this aspect of the request
- Application was approved by Council at a Special Meeting held 11 April 2014 with a Decision Notice being forwarded to the Applicant on 14 April 2014
- Applicant forwarded written representations on 26 May 2014 (refer to Appendix One) and further written representations on 21 August 2014 following discussions with Council Officers
- Recommendation that Council approve the written representations provided by the Applicant as per the Officer's Recommendation below

## Officer's Recommendation

- 1) That Council *approve in part* the Applicant's request for a Negotiated Decision Notice by amending GEN1 which form part of the Preliminary Approval Overriding the Planning Scheme (deleted text in strikethrough and new text in bold).

GEN1. The subject site is to be developed generally in accordance with:

- Drawing No. 3325.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 Estate Local Plan) applicable for the Village Precinct:

- Minimum lot area of ~~236m<sup>2</sup>~~ **200m<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>~~ **30m<sup>2</sup>** private open space area for each lot with either a northern or eastern orientation **with a minimum dimension of 5.0m in any direction**
- Minimum 1.0m wide landscape strip to adjoin internal road

Condition GEN2 shall be retained as per Council's Decision Notice dated 14 April 2014.

- 2) That Council *approve in part* the Applicant's request for a Negotiated Decision Notice by amending GEN2, ENG9, ENG13 and ENG14 which form part of the Material Change of Use for the Caravan Park – Relocatable Home Park (deleted text in strikethrough and new text in bold).

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>~~ **30m<sup>2</sup>** private open space area with either a northern or eastern orientation **with a minimum dimension of 5.0m in any direction**

ENG9. The developer is to enter into an infrastructure agreement with Council and the Department of Transport and Main Roads for the future upgrading of the intersection of Kingaroy Street and Knight Street **in conjunction with Stages 2 to 5 of the Caravan Park (Relocatable Home Park)**, in general accordance with the 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

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

Conditions GEN3, MCU2, MCU5, ENG2, ENG7, ENG8 and ENG10 shall be retained as per Council's Decision Notice dated 14 April 2014.

3) That Council *approve in part* the Applicant's request for a Negotiated Decision Notice by amending ENG5 and ENG9 which form part of the Reconfiguration of a Lot – 1 Lot into 116 Lots (deleted text in strikethrough and new text in bold).

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.~~

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 River Road.

**The developer is to enter into an infrastructure agreement with Council for the upgrade of the water main as specified above taking into consideration staging of the proposed development, future lot yield, estimated construction costs, provision for annual indexation and potential availability of credit against works undertaken by the developer.**

Condition ENG3 shall be retained as per Council's Decision Notice dated 14 April 2014.

4) That Council *approve in part* the Applicant's request for a Negotiated Decision Notice by amending MCU1 and MCU2 which form part of the Material Change of Use – Multiple Dwelling Units (deleted text in strikethrough and new text in bold).

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~~) (**refer to Conditions ENG5 through to ENG8**)

MCU2. Fence construction along the side and rear boundaries **of the unit site** 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.

Other conditions of development approval as per Council's Decision Notice dated 14 April 2014 are to be retained.

**Financial and Resource Implications**

No implication can be identified.

**Link to Corporate/Operational Plan**

No implication can be identified.

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

No implication can be identified.

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

The Development Application (Council Reference: IR 1335376) was subject to Impact Assessment with a total of six (6) properly made submissions being received by Council during the public notification period. There is a risk that Submitters may lodge an Appeal with the Planning & Environment Court if a Negotiated Decision Notice is approved by Council.

**Policy/Local Law/Delegation Implications**

No implication can be identified.

**Asset Management Implications**

No implication can be identified.

**5.1.7 P&LM - 1363720 - Request to waiver building application fees for the removal of shed and renovate buildings - 60 Baynes Street Wondai - Lot 116 W53512 - Wondai Community Kindergarten**

**Document Information**

**IR No** 1363720

**Author** Senior Planning Officer

**Endorsed**

**By** Manager – Planning, Land Management & Community  
General Manager – Planning, Community & Environment

**Date** 2 September 2014

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**Précis**

Request to waiver building application fees for the removal of shed and renovate buildings - 60 Baynes Street Wondai - Lot 116 W53512 - Wondai Community Kindergarten

**Summary**

Council received a written request from the Wondai Kindergarten Association for the 100% waiver of Building Work application fees associated with the renovation and refurbishment of the Kindergarten and removal of a Shed both located at 60 Baynes Street, Wondai (Lot 116 on W53512).

**Officer's Recommendation**

That Council **approve** 100% waiver of the Building Work application fees (\$1,367.00) having regard to the community nature of the organisation and provision of child care services within the Wondai area. Based on previous decisions by Council in these matters, it is considered appropriate to retain the document lodgement fees associated with the two (2) Building Work applications which totals \$332.00.

**Financial and Resource Implications**

Financial implication - reduced revenue – Material Change of Use Application Fees - \$1,367.00

**Link to Corporate/Operational Plan**

GO3 Balanced development that preserves and enhances our region.  
GO3.3 Implement policies and plans that support appropriate planning and development for business, industry and community needs.

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

Not relevant

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

No implication can be identified

**Policy/Local Law/Delegation Implications**

Consideration of Applications for Reduction in Council's Fees & Charges – Building & Development Applications Policy

**Asset Management Implications**

No implication can be identified

**5.1.8 P&LM - 1335700 - Setting a concession on water charges in accordance with agreement regarding de-silting dam on Lot 210 on SP197414**

**Document Information**

**IR No** 1335700

**Author** General Manager - Planning, Community & Environment

**Endorsed By** Chief Executive Officer

**Date** 8 September 2014

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**Précis**

Setting a concession on water charges in accordance with agreement regarding de-silting dam on Lot 210 on SP197414.

**Summary**

- Issue relates to property owner requesting de-silting of private dam to provide water storage and reduce the risk of stock loss
- Silting of dam is primarily caused by stormwater management system from Summit View Estate
- De-silting of the dam necessitates Council to obtain a comprehensive independent site survey and make application for permit of work to Department of Environment & Heritage Protection as the location contains the critically endangered *Phebalium Distans* plant
- The procedure for survey and permit application would need to be carried out each time de-silting maintenance is required
- The alternative solution to de-silting proposed in the Officer's Recommendation ensures mitigation of environmental risk and also provides a more cost effective alternative that is acceptable to the landowner.

**Officer's Recommendation**

That the terms of agreement reached between Council officers and the landowner in resolution of the matter in relation to the De-silting of Dam on Property described as Lot 210 SP197414 be approved as follows:

- a) A once-only contribution of \$2,000 be made by Council towards the purchase of a 5,000 gallon (22,500 litres maximum) poly tank for the provision of a water source for stock on the property. The tank is to be located at a point approximately 100 metres from the existing dam
- b) All installation costs of the tank, including associated pipe work, fittings etc is to be at no cost to Council

- c) All future maintenance or repair of the tank or associated maintenance of pipework and fittings within the owners property boundary (that is from the owners side of water meter in Diamond Court) are at no cost to Council
- d) Council will install, at no cost to the property owner, a 20mm water meter to be located at the property boundary in Diamond Court frontage
- e) In accordance with Section 120(e) of the Local Government Regulation 2012 a concession by way of a rebate equal to the cost of a maximum of 182kl per annum will be provided to the property owner
- f) Such rebate will be based on a maximum of 91kl per each six month consumption period and will take effect from date of installation of the water meter.
- g) Should the six monthly allocation not be fully utilised no credit will be given to the next six month period and likewise usage above 91kl will be charged at the relevant rate set by Council at its annual budget for Tier 2 through to Tier 6
- h) This agreement is for a period of five years from the date of the landowner's acceptance unless changed by mutual agreement between the landowner and Council
- i) During this period, should the land on which the water tank is located be under contract to be sold or leased, prior to any contract being finalised, the proposed new owner/lease may seek a water allocation agreement with Council.

### **Financial and Resource Implications**

The total impact to Council of alternative solution will be approximately \$4,185 as follows:

Contributions	\$2,000
Waive of Connection Fee	\$946
Maximum Rebate over 5 years	\$1,238

To obtain approval of the de-silting of dam and carry out work is as follows:

Survey	\$2,500
Permit	\$2,500
De-silting	\$2,000

These expenses will re-occur as an escalating cost each time de-silting is required.

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

EXC1.2 Optimise Council's revenue, based on realistic and equitable policies and practices

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

Consultation was undertaken with affected stakeholders

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

No implication can be identified.

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

In accordance with Council's Revenue Policy.

### **Asset Management Implications**

No implication can be identified.

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

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

#### **5.2.1 ES - 1367369 - Acquisition of State Land for Landfill Purposes**

##### **Document Information**

**IR No** 1367369

**Author** Environmental Health Technical Officer

**Endorsed By** General Manager, Planning, Communities and Environment  
Manager of Environment and Waste Services

**Date** 29 August 2014

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##### **Précis**

Acquisition of State Lands for Waste purposes

##### **Summary**

The Department of Environment and Heritage Protection has requested Council to resolve land tenure issues for its waste facility sites.

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

That Council request:

- (1) The Chief Executive Officer to lodge a road closure applications with the Department Natural Resources and Mines for Scott Street Wondai, Oberles Road reserve Hivesville and road reserve on the Wondai Chinchilla Highway where adjoining landfill activities have encroached on these road networks.
- (2) The Chief Executive Officer to lodge an application to the Department Natural Resources and Mines to acquire part of unallocated State Land described as Lot 461 on FY2937 adjacent to Scott Street Wondai where this land has been impacted on by the Wondai Landfill activities.
- (3) The Chief Executive Officer to lodge any application to extinguish Native Title over the land referred to in (2) above.

##### **Financial and Resource Implications**

The acquisition of this land will require an application fee of \$244.40 (3 x 244.40 = \$733.20) per Permanent Road Closure for Durong, Hivesville and Scott Street. This equates to total application fees of \$733.20. If the State agree to the road closures then Council will be required to lodge the survey and plans and make payment. This expense could be up to a few thousand dollars for each site.

Council will need to purchase approximately 1.5 hectares of Unallocated State Land and extinguish the associated native title on this 1.5 hectares adjacent to the Scott Street site. The total cost of

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purchasing the land and extinguishing the native title will not be known until an application to acquire the land from the Department of Natural Resources and Mines has been approved.

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

ENV2.1 Develop and implement a Regional Waste Management Plan (2009-2013)

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

Nil.

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

The old Wondai Shire Council had control over waste facilities when waste was deposited on land that was not owned by Council. This has recently come to the attention of the Department of Environment and Heritage Protection and the Department of Natural Resources and Mines. The State directed Council to address this problem through ownership/land tenure arrangements. As this is a legacy issue from administrations prior to amalgamation, Council has been given some dispensation to address the Tenure issues in a timely manner.

Failure to address this land tenure issue could make Council liable for not only a penalty but also substantial rectification costs.

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

Not applicable.

### **Asset Management Implications**

Waste can only be disposed of and landfilled on land where the appropriate approval is held. Consequently, landfilling should not incur or encroach on to another property. Presently, Council may be in technical breach and has been given direction to rectify this situation. By undertaking this process of ensuring that land tenure is correct it then ensures that Council cannot be prosecuted for this breach. Acquiring some road reserve land and/or Unallocated State Government land is a far better option than having to reclaim the waste from the non-Council land and make good the disturbed portion of land.

## **5.3 Waste (W)**

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

No Report.

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

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

No Report.

## **5.5 Community (C)**

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

#### **5.5.1 C - 1367431 - Minutes of the Mayor's Community Benefit Fund Assessment Committee meeting held on Wednesday 10 September 2014**

#### **Document Information**

**IR No 1367431**

**Author Cultural Services Coordinator**

**Endorsed  
By Chief Executive Officer**

**Date 17 September 2014**

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#### **Précis**

Minutes of the Mayor's Community Benefit Fund Assessment Committee meeting held on Wednesday 10 September 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 10 September 2014.

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

That Council notes the attached minutes and endorses the recommendations of the Mayor's Community Benefit Assessment Committee held on Wednesday 10 September 2014 noting that the successful recipients for Round 3 are:

1. South Burnett Peace of Mind - White Dove Ball
2. South Burnett Community Mental Health - Host the opening night function at the South Burnett Mental Health Week Art Exhibition
3. Anglican Parish of Nanango - "Helping Hands" Community Shed
4. Kingaroy State High School - Building Resilience in our rural Communities
5. Red Earth Community Foundation South Burnett Limited - South Burnett Community Leadership Program 2015



## **Minutes**

Of the

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

Held in the South Burnett Regional Committee Room, Kingaroy

On Wednesday 10 September 2014

Commencing at 8:00am

Community & Cultural Services Coordinator: Michael Hunter



## Mayor's Community Benefit Fund Assessment Committee Agenda

### ORDER OF BUSINESS:

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2.	AGENDA ITEMS .....	2
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2.2	Apologies .....	2
2.3	Correspondence.....	2
2.4	Review of Round Three Applications for the 2014/2015 Year.....	3
2.5	2014/2015 Round 4 Funding Criteria and Dates.....	5
3.	GENERAL SECTION .....	5
3.1	Other Business.....	5





MAYOR'S COMMUNITY BENEFIT FUND ASSESSMENT COMMITTEE– MINUTES – WEDNESDAY 10 SEPTEMBER 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 Committee Room, Glendon Street, Kingaroy on Wednesday 10 September 2014 at 8:00am.

**Present**

Cheryl Dalton (Chairperson), Michael Hunter (SBRC Cultural Services Coordinator), Lynelle Paterson (Minutes), Jim Young, Rod Morgan and Scott McLennan

**1. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**Resolution:**

*Moved Jim Young, seconded Rod Morgan.*

*That the minutes of the previous meeting held on Wednesday 7 May 2014 and of the Special Meeting held on Thursday 5 June 2014 as recorded be confirmed.*

*Carried 4/0*

**2. AGENDA ITEMS**

**2.1 Welcome**

Cheryl Dalton welcomed everyone to the meeting and invited Cultural Services Coordinator to update the committee regarding the up and coming Mayor's Community Charity Golf Day on Friday 21 November 2014 and advised that we have secured Shane Webcke as the Special Guest.

**2.2 Apologies**

Apologies were received from the following Committee members:

Lesley Dennien  
Mark Huston  
Ross Heaney  
Marie Shaw

**Resolution:**

*Moved Rod Morgan, seconded Scott McLennan that the apologies be received.*

*Carried 4/0*

**2.3 Correspondence**

Nil

**2.4 Review of Round Three Applications for the 2014/2015 Year**

Council has received five (5) applications for Round Three with a total amount requested of \$10,158.

**Organisation:** South Burnett Peace of Mind  
**Description of Project:** White Dove Ball  
**Cost:** \$2,358

**Resolution:**

*Moved Jim Young, seconded Scott McLennan.*

*That Funding of \$2,000 be approved subject to provision of:-*

- 1. The Committee request the successful applicants make themselves available to attend a special function to receive the funds*
- 2. financial evidence (Receipt of payment invoices and payments of the accounts)*
- 3. evidence that primarily South Burnett residents benefitted*
- 4. evidence of overall community benefit*

*Carried 4/0*

Discussions were held regarding the possibility of committee members making contact or attending the events/projects to give feedback to the committee regarding the outcomes of the projects and how the community has benefitted. All committee members were in favour and as applications were assessed, committee members nominated to follow up.

Rod Morgan will follow up with South Burnett Peace of Mind.

**DECLARATION OF INTEREST:**

Cheryl Dalton declared a conflict of interest in the following matter as she is a member of the Darling Downs Hospital and Health Board (Kingaroy Hospital is a part of this Service) and left the meeting at 8:36am

**Organisation:** South Burnett Community Mental Health  
**Description of Project:** To Host the Opening Night Function of the South Burnett Mental Health Week Art Exhibition  
**Cost:** \$200

**Resolution:**

*Moved Rod Morgan, seconded Scott McLennan.*

*That Funding of \$200 be approved subject to provision of:-*

MAYOR'S COMMUNITY BENEFIT FUND ASSESSMENT COMMITTEE– MINUTES – WEDNESDAY 10 SEPTEMBER 2014

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1. *The Committee request the successful applicants make themselves available to attend a special function to receive the funds*
2. *financial evidence (Receipt of payment invoices and payments of the accounts)*
3. *evidence that primarily South Burnett residents benefitted*
4. *evidence of overall community benefit*

*Carried 4/0*

**ATTENDANCE:**

Cheryl Dalton returned to the meeting at 8:40am

**Organisation:** Anglican Parish of Nanango  
**Description of Project:** "Helping Hands" Community Shed  
**Cost:** \$1,600

**Resolution:**

*Moved Jim Young, seconded Scott McLennan.*

*That Funding of \$1600 be approved subject to provision of:-*

1. *The Committee request the successful applicants make themselves available to attend a special function to receive the funds*
2. *financial evidence (Receipt of payment invoices and payments of the accounts)*
3. *evidence that primarily South Burnett residents benefitted*
4. *evidence of overall community benefit*

*Carried 4/0*

Cheryl Dalton will follow up with the Anglican Parish in Nanango.

**Organisation:** Kingaroy State High School  
**Description of Project:** Building Resilience in our rural Communities  
**Cost:** \$6,300

Revised application submitted

**Organisation:** Kingaroy State High School  
**Description of Project:** Building Resilience in our rural Communities  
**Cost:** \$3,000

**Resolution:**

*Moved Scott McLennan, seconded Jim Young*

*That Funding of \$3000 be approved subject to provision of:-*

1. *The Committee request the successful applicants make themselves available to attend a special function to receive the funds*
- 

*Page 4*

2. *financial evidence (Receipt of payment invoices and payments of the accounts)*
3. *evidence that primarily South Burnett residents benefitted*
4. *evidence of overall community benefit*

Carried 4/0

Jim Young will follow up with the Kingaroy State High School.

**Organisation:** Red Earth Community Foundation South Burnett Ltd  
**Description of Project:** South Burnett Community Leadership Program 2015  
**Cost:** \$3,000

**Resolution:**

*Moved Jim Young, seconded Rod Morgan*

*That Funding of \$3,000 be approved subject to provision of:-*

1. *Revised Budget to be provided showing a full course cost breakdown.*
2. *Evidence of balance of project funds to be provided to the Committee before funds to be released.*
3. *The Committee request the successful applicants make themselves available to attend a special function to receive the funds*
4. *financial evidence (Receipt of payment invoices and payments of the accounts)*
5. *evidence that primarily South Burnett residents benefitted*
6. *evidence of overall community benefit*

Carried 4/0

Cheryl Dalton will follow up with the Red Earth Community Foundation.

**2.5 2014/2015 Round 4 Funding Criteria and Dates**

**Resolution:**

*Moved Rod Morgan, seconded Jim Young.*

*That*

1. *Applications for Round 4 will open on Monday 2 February 2014 and close on Friday 27 February 2014*
2. *The Criteria for Round 4 of funding and the allocated amount for Round 4 will be decided at a future meeting with a date to be confirmed.*

**3. GENERAL SECTION**

**3.1 Other Business**

The meeting closed at 9:10am.

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**Financial and Resource Implications**

N/A

**Link to Corporate/Operational Plan**

N/A

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

N/A

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

N/A

**Policy/Local Law/Delegation Implications**

N/A

**Asset Management Implications**

N/A

**5.5.2 C - 1366531 - Minutes of the Boondooma Homestead Management Advisory Committee meeting held on 9 September 2014**

**Document Information**

**IR No** 1366531

**Author** Cultural Services Coordinator

**Endorsed By** Manager Planning & Land Management  
General Manager Planning & Environment

**Date** 15 September 2014

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**Précis**

Minutes of the Boondooma Homestead Management Advisory Committee meeting held on Tuesday, 9 September 2014.

**Summary**

Providing a copy of the Minutes of the Boondooma Homestead Management Advisory Committee Meetings held on Tuesday, 9 September 2014.

**Officer's Recommendation**

That Council notes the attached minutes and endorses the recommendations of the Boondooma Homestead Management Advisory Committee meeting held on Tuesday, 9 September 2014.



Directorate: Planning, Community & Environment

Minutes of the Boondooma Homestead Management Advisory Committee  
 Tuesday, 9 September 2014 @ 9:00 am

**Present:** Cr Ros Heit, Cr Kathy Duff, Bruce Metzroth, Lynne Bennett, Richard Grimes, Pattie Brown, Lesley Somerset and Bob Somerset  
**Apologies:** Marion Alford, Marion & Rance Darlington, Vince Dwyer  
**Observers:** Michael Hunter, Mavis Metzroth and Chris Du Plessis  
**Chair:** Cr Kathy Duff      **Minutes:** Wendy Kruger

Agenda Item	Action Summary	Responsible Officer	Due Date
<b>Welcome</b>	Cr Kathy Duff welcomed everybody to the meeting. She congratulated the Boondooma Museum & Heritage Association Inc. for a successful "Scots in the Bush" event recently held at Boondooma Homestead.		
<b>Minutes from Previous Meeting</b>	<b>That the minutes of the previous Committee Meeting held on 12 August 2014 as recorded be confirmed.</b> <i>Moved: Pattie Brown</i> <i>Carried: Bruce Metzroth</i>		
<b>Correspondence</b>			
• Nil			
<b>Business Arising from Previous Meeting – 12 August 2014</b>			
• Nil.			
<b>Agenda Items - New Business</b>			
<b>General Business</b>			
• Copyright of Boondooma Homestead	Michael advised that Council have found a Statement of Renewal of	Michael Hunter	Next Meeting



Directorate: Planning, Community & Environment

Minutes of the Boondooma Homestead Management Advisory Committee  
 Tuesday, 9 September 2014 @ 9:00 am

Agenda Item	Action Summary	Responsible Officer	Due Date
	<p>Registration of a Business Name from William Sanderson to Wondai Shire Council dated 22 August 2002. This registration expired 24 September 2002. Council are to further investigate if the Registration of the Business Name for Boondooma Homestead is current. Boondooma Museum &amp; Heritage Association Inc. have also verbally requested that Council investigate the possibility of copyrighting the name "Boondooma Homestead". The homestead sells products with "Boondooma Homestead" on it and they wish to prevent other businesses/people from selling items with the wording "Boondooma Homestead".</p>		
<ul style="list-style-type: none"> <li>2014/2015 Budget</li> </ul>	<p>Council's Cultural Services Coordinator, Michael Hunter provided a copy of the current 2014/2015 Budget for Boondooma Homestead. The budget for 2014/2015 is \$13,510. Michael is to investigate the item "Catering" that has been listed.</p>	Michael Hunter	Next Meeting
<ul style="list-style-type: none"> <li>Capital Works</li> </ul>	<p>Council's Cultural Services Coordinator, Michael Hunter advised the Committee that there are no funds available in the 2014/2015 budget for restoration. He suggested that at the next Building Sub Committee the Boondooma Museum &amp; Heritage Association Inc. provide a list of projects for the 2015/2016 year that can be completed in the 12 month period. He has requested that the list include costing and it can be included in the MAC minutes for Council to be considered for the 2015/2016 financial year.</p>	Bruce Metzroth	Next Meeting
<ul style="list-style-type: none"> <li>Tourism Directional Signage – Boondooma Homestead</li> </ul>	<p>Cr Ros Heit advised that she had been approached by a ratepayer advising that he believed there should be a sign for Boondooma Homestead at the intersection of Chinchilla Wondai Road and the Mundubbera Durong Road. He was to approach the Wondai Woodworkers Assoc Inc for a quote however to date he had not</p>	Cr Kathy Duff Cr Ros Heit Michael Hunter	Next Meeting





**South Burnett**  
Regional Council

Directorate: Planning, Community & Environment

Minutes of the Boondooma Homestead Management Advisory Committee  
Tuesday, 9 September 2014 @ 9:00 am

Agenda Item	Action Summary	Responsible Officer	Due Date
	<p>advised her.</p> <p>Discussions were held regarding signage for Boondooma Homestead. Cr Kathy Duff to approach Phil Harding regarding the installation of signage along the lines of the "Australian Country Way" signs that have been installed throughout the region.</p> <p>Council's Cultural Services Coordinator, Michael Hunter is to liaise with the Visitor Information Centre Team Leaders to do up a brochure promoting the north west tourist drive and it's attractions.</p> <p><b>Recommendation:</b> It is recommended that a review of all tourism directional signage for Boondooma Homestead be undertaken and recommendations be forwarded to the Signage Committee for consideration. Also an investigation into the production of a brochure promoting the north west tourist drive (including Boondooma Homestead and Boondooma Dam) and it's attractions of the South Burnett.</p> <p>Moved: Lesley Somerset Carried: Bruce Metzroth</p> <p style="text-align: right;">Carried 8/0</p>		
<ul style="list-style-type: none"> <li>Lease - Boondooma Museum &amp; Heritage Association Inc.</li> </ul>	<p>Michael provided an update on the lease between the South Burnett Regional Council and Boondooma Museum &amp; Heritage Association Inc. The lease is currently with Council.</p>		
<ul style="list-style-type: none"> <li>Next Meeting</li> </ul>	<p>Building Sub Committee Meeting – 18 November 2014 – 9:00 am</p>		



**South Burnett**  
Regional Council

Directorate: Planning, Community & Environment

Minutes of the Boondooma Homestead Management Advisory Committee  
Tuesday, 9 September 2014 @ 9.00 am

Agenda Item	Action Summary	Responsible Officer	Due Date
	MAC Meeting – 18 November 2014 – 10.00 am		
Meeting closed at 11.05 am			

### Financial and Resource Implications

The works and activities to be undertaken are within the Boondooma Homestead budget allocation for 2013-14.

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

### *Link to Operational Plan:*

Continue to support Boondooma Homestead through the Management Advisory Committee.

EC1 A community with the capacity to develop the area of arts, culture and heritage

(Corporate Plan Goal)

EC1.2 Build the capacity of our arts, heritage and library facilities to become vibrant community centres (Corporate Plan Strategy)

Continue to coordinate the MAC through the VIC and Heritage Team Leader position

(Key Performance Indicator)

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

Membership of the Boondooma Homestead Management Advisory Committee.

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

Nil

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

Nil

## **Asset Management Implications**

Improved asset management of the Boondooma Homestead facility.

**6. Economic Development (ED)**

**(a) Officer's Reports**

No Report.

**7. Infrastructure Services**

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

**(a) Officer's Reports**

**7.1.1 R&D - 1367191 - Minutes of the Traffic Advisory Committee Meeting held on Tuesday 5 August 2014**

**Document Information**

**IR No** 1367191

**Author** General Manager Infrastructure

**Date** 16 September 2014

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**Précis**

Minutes of the Traffic Advisory Committee held on Tuesday 5 August 2014.

**Summary**

The Minutes of the Traffic Advisory Committee Meeting held in the Council Chambers of South Burnett Regional Council on Tuesday 5 August 2014 are provided for Council to note and consider.

**Officer's Recommendation**

That Council notes the attached Minutes and endorses the recommendation of the Traffic Advisory Committee meeting held on Tuesday 5 August 2014.

 <p><b>South Burnett</b> Regional Council</p>	<p><b>MINUTES</b></p> <p>Traffic Advisory Committee</p>
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**Purpose:** Meeting of Traffic Advisory Committee (TAC)  
**Venue:** SBRC Council Chambers, Kingaroy Office

**Date:** 5 August 2014

**Attendance:** Cr Wayne Kratzmann, Cr Damien Tessmann, Cr Kathy Duff, Russell Hood (General Manager Infrastructure), James D'Arcy (Manager Design & Technical Services), Peter Van Eysden (Principal Engineer TMR Bundaberg), Russell Rogers (Snr Advisor Traffic & Road Safety, TMR Bundaberg), Maree Shepherd (Road Safety Officer TMR Bundaberg), Desley Shailer (Snr Operations Officer, TMR Maryborough), Snr Sgt Duane Frank (OIC QPS Kingaroy), Snr Constable Brendan Seymour (QPS Kingaroy), Snr Constable Adam Entwistle (QPS Kumbia), Sgt Alan Gerrard (QPS Blackbutt), Kay Dove (Infrastructure Support Officer).

**Apologies:** Judi Johnson (Regional Manager RACQ), Sgt Jason Newton (QPS Nanango), Nolan Jones (QAS Kingaroy).

AGENDA ITEM	OUTCOME
<b>OPENING</b>	Cr Kratzmann welcomed those in attendance. Apologies were noted.
<b>CONFIRMATION OF PREVIOUS MINUTES</b>	Moved by Cr Tessmann, seconded James D'Arcy, that the Minutes of the previous Traffic Advisory Committee held 13 May 2014 as recorded be confirmed.
<b>BUSINESS ARISING FROM MINUTES</b> (a) Nanango & Kingaroy Traffic Lights	<p>1. Nanango: Peter Van Eysden reported that these lights are finalised. <b>CLOSED</b></p> <p>2. Kingaroy: Snr Sgt Duane Frank commented that police appreciated the new lights and believes they will alleviate accidents. <b>CLOSED</b></p> <p>TMR reminded those present that Kingaroy and Nanango traffic lights have CCTV which records basic incidents on intersections. There is a formal process to get access to this footage which is held for 21 days. Duane to pass this information onto Snr Constable Marcus Hooper, Nanango.</p> <p>Russell Hood reported that this is on SBRC maintenance list. <b>CLOSED.</b></p>
(b) Centre line treatment at Kingaroy General Hospital	

<p>(c) Reedy Creek Rd and Bunya Hwy intersection</p> <p>(d) Toomey &amp; William Sts intersection signage</p> <p>(e) Vision impairment D'Aguilar Hwy &amp; Racecourse Rd</p> <p>(f) Bunya Hwy / Brook St, Kumbia</p> <p>(g) Cr Duff clarification</p>	<p>James D'Arcy said investigation has suggested two options:                  (1) Hold Line on Reedy Creek Rd or (2) Hold Line on Magees Rd.                  Cr Tessmann believes the Hold Line on Magees Rd would be advisable due to the amount of traffic. TMR agreed. Snr Constable Adam Entwistle also agreed.</p> <p><b>ACTION:</b> James D'Arcy to check if Magees Rd is gazette right through to Bunya Hwy and progress Option 2.</p> <p>This signage is on SBRC's program. Hold Line on William St will be consistent with other intersections along William St.</p> <p><b>ACTION:</b> Cr Tessmann asked that KSHS be advised of the proposed changes. James D'Arcy will ensure this has been done. <b>CLOSED</b></p> <p>Nanango Police reported at last meeting of vision impairment when exiting Racecourse Rd onto the D'Aguilar Hwy (near pie van). Cars are pulling up on shoulders impairing vision. Russell Rogers reported that TMR has erected two 'No Standing' signs. <b>CLOSED</b></p> <p>Tree causing vision impairment has not been trimmed or removed. A letter was sent to the owners following the May TAC meeting. <b>ACTION:</b> SBRC to ring the owners. <b>CLOSED</b></p> <p>1. Lamb St (from Mrs Alicia Pidgeon) - request for linemarking and signage request for McAllister St (similar to Krebs &amp; Lamb Sts).</p> <p>TMR advised that no action is being taken on this and a letter had already been sent to Mrs Pidgeon with a CC to Cr Duff advising same. <b>CLOSED</b></p> <p>2. Signage Murgon Skate Park including signs in Lamb St.</p> <p>James D'Arcy advised Council installed signage last week. <b>CLOSED</b></p> <p>3. Bus shelter intersection of Bunya Hwy and Perkins St, Murgon: At the last meeting Acting Snr Sgt Reynolds had sought approval to put it elsewhere. He was asked to write to TMR with this request. Russell Rogers advised TMR have no record of the shelter.</p> <p><b>ACTION:</b> Cr Duff will raise this issue through indigenous portfolio to see what the future of this bus shelter may be.</p>
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<p>(h) Cloyna / Winderera School Signage</p> <p><b>GENERAL BUSINESS</b></p> <p>(a) BP Nanango parking issues</p> <p>(b) Request for speed reduction near TAFE Kingaroy (Cr Tessmann for Ross Dixon)</p> <p>(c) Request for Taxi Rank in Avoca St (Cr Tessmann)</p> <p>(d) Walter Rd (D'Aguilar Hwy) - southbound near flashing lights at Taabinga School</p>	<p>Russell Rogers advised that the Cloyna / Winderera school speed zone signage as discussed at previous meetings should be finished in 4 to 6 weeks. <b>CLOSED</b></p> <p>Russell Rogers advised TMR have prepared a proposal to install timber bollards. Russell also spoke to the owner of BP Service Station and he had no objection. TMR requested comments within a week.</p> <p><b>ACTION:</b> Council to review the proposal and advise TMR.</p> <p>Snr Sgt Frank advised that a recent crash in this area was due to driver error and there would be little crash data for that area.</p> <p>Peter Van Eysden said it was driver perception that it is 100 kph zone. The road environment is a section of road with some driveways and the speed limit is set to the road environment.</p> <p><b>ACTION:</b> TMR will write to Mr Dixon explaining that the speed limit will not change. <b>CLOSED</b></p> <p>Cr Tessmann advised that a taxi driver had been cautioned about parking in front of IGA in Avoca St to pick up a client.</p> <p>Chair asked if this would be better placed in the IGA grounds. It would be up to the taxi company to make contact with IGA if they wished to progress that idea.</p> <p><b>ACTION:</b> James D'Arcy will investigate possibilities of locating one in between Kingaroy St and the access to IGA on Avoca St.</p> <p>Snr Sgt Frank reported that the trees on the corner of Walter Rd and Prince St are particularly obstructing. TMR advised that trees were trimmed when flashing lights were installed and there is a second request by TMR for additional trimming.</p> <p><b>ACTION:</b> TMR will follow-up and consult with the resident of 60 Prince St as they also have a tree that is causing issues with visibility.</p> <p><b>ACTION:</b> SBRC to provide the date trees were trimmed to Snr Sgt Frank.</p>
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<p>(e) Moonya and Carinya St Kingaroy intersecton.</p> <p>(f) B-Double and large trucks parking in the 60 kph zone, western exit of Proston near the Ambulance. (Cr Duff)</p> <p>(g) Boondooma Dam Rd (Okenden Rd) signage. (Cr Duff)</p> <p>(h) Email from John Armstrong at Byee re flood depth gauge. (Cr Duff)</p> <p>(i) The position of the 100 kph sign on the Bunya Hwy near the Industrial Estate, Kingaroy.</p> <p>(j) Signage standardisation on approach to towns</p>	<p>Snr Sgt Frank also raised the visibility issue at this intersection due to trees on the footpath.</p> <p><b>ACTION:</b> SBRC to get trees trimmed. <b>CLOSED</b></p> <p>Cr Duff had received a complaint from a Proston resident about B-Doubles parking overnight in a 60 kph zone near the ambulance station.</p> <p>Russell Rogers reiterated that there is a one hour regulation for parking. There is no need for signage as this is a police enforcement matter. It appears that trucks are heading to Smithfield Feedlot.</p> <p><b>ACTION:</b> Cr Duff to speak to Proston police and Smithfield Feedlot manager to raise with operators. <b>CLOSED</b></p> <p>Cr Duff asked why the Boondooma Dam Rd name is still on the new signage. Russell Rogers said the sign was designed so that the 'Road' can be removed after it was confirmed that no resident had any objection to the change. James D'Arcy confirmed that letters had been sent to all residents on this road and there had been no objections.</p> <p><b>ACTION:</b> TMR to arrange for the 'Road' to be removed to leave Boondooma Dam / Okenden Rd on the sign. <b>CLOSED</b></p> <p>Query regarding the depth gauge on 'Haly's Flat' floodway, Byee Rd (past Wheatlands School).</p> <p><b>ACTION:</b> SBRC will inspect and report back to the next meeting.</p> <p>James D'Arcy asked about the position of the 100 kph sign in the outbound lane only. 60kph is at the industrial estate. Peter Van Eysden says need a 300 metre buffer. Travelling 60 kph to Kingaroy Creek before you can increase to 100 kph.</p> <p><b>ACTION:</b> TMR will investigate.</p> <p>Russell Hood asked if TMR is going to standardise signage on approaches to towns as per signs near Mitre 10.</p> <p>Russell Rogers advised that TMR were gradually working on this issue but they are running out the new signage i.e. 60 kph ahead and then 60 kph signage. <b>CLOSED</b></p>
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<p><b>REPORTS</b> Kingaroy Police</p>	<p>Police asked TMR to inspect signage near Mitre 10 as it appears there is now a 100 kph sign where the 80 kph sign was.</p> <p><b>ACTION:</b> Russell Rogers will look at this directly after this meeting and move the 100 km east if necessary.</p> <p>The school zone at Taabinga State School has also seen an improvement with the flashing lights. Police continue to enforce this area however there is still non-compliance.</p> <p>Snr Sgt Frank sought clarification for the entrance and exit for the new motel on D'Aguilar Highway. James D'Arcy confirmed that there will be road widening on the eastern and western side of the D'Aguilar Highway Line constructed to the Eastern side down to the driveway of the motel. TMR have already been consulted.</p> <p>A meeting will follow today's meeting with Snr Constable Entwistle, Desley Shailer, Russell Rogers, James D'Arcy, Cr Heit regarding improvements to the bus movements at Kumbia State School.</p> <p>Snr Constable Entwistle raised issue of a very dangerous blind corner in the 100kph zone of Kumbia Brooklands Rd. He said there were lots of skid marks which indicate near misses.</p> <p><b>ACTION:</b> SBRC to inspect with regard to improving sight distance.</p> <p>Sgt Al Gerard still has an ongoing issue between bakery and new restaurant on the D'Aguilar Highway with owners of the restaurant doing line marking themselves, including a big 'X' in front of their driveway.</p> <p><b>ACTION:</b> James D'Arcy will investigate a line marking layout and Council will be repainting the illegal linemarkings.</p> <p>Sgt Gerard spoke about a planned meeting on 29 August at Blackbutt State School concerning TMR crossing supervisors re rostering and payment. Maree Shepherd clarified that the Blackbutt State School crossing on the D'Aguilar Hwy is legal however the crossing supervisors are volunteers.</p> <p>Deb Frecklington MP has been invited and Maree Shepherd will advise her manager. The Mayor suggested Cr Palmer should also attend.</p>
<p>Kumbia Police</p>	
<p>Blackbutt Police</p>	

	<p><b>Blackbutt signage:</b> Sgt Gerard mentioned signage at the eastern approach to Blackbutt was still an issue with tidy towns signs from 1990 etc still on the same sign as the 60 kph sign. Jeff Stephan (SBRC Manager Roads &amp; Drainage) had indicated previously that this would be changed. Sgt Gerard will send Kay a photo of the offending signage for clarification.</p> <p><b>ACTION:</b> SBRC will remove the other signage that is no longer relevant. <b>CLOSED</b></p> <p>Maree Shepherd advised community road safety grants up to \$25,000 are again open to any community group as long as they are incorporated.</p> <p>Cr Duff said Murgon P&amp;C had put in an application in last year but was rejected. Maree offered to speak to the person in charge of the grants, to see why this was unsuccessful and clarify if it would be worthwhile trying again.</p>
<p><b>Transport &amp; Main Roads</b></p>	<p>Peter Van Eysden advised his unavailability for the 18 November meeting due to G20, Police also will not be available so it was decided to move the meeting to early December.</p> <p><b>9 December 2014</b></p> <p><b>Meeting closed at 12 noon</b></p>
	<p><b>Next meeting</b></p>

**Financial and Resource Implications**

N/A

**Link to Corporate/Operational Plan**

N/A

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

N/A

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

N/A

**Policy/Local Law/Delegation Implications**

N/A

**Asset Management Implications**

N/A

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

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

No Report.

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

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

#### **7.3.1 W&WW - 1366466 - Customer Service Standards**

### **Document Information**

**IR No** 1366466

**Author** Manager Water and Wastewater

**Endorsed  
By** General Manager Infrastructure

**Date** 15 September 2014

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### **Précis**

As a requirement of the *Water Supply (Safety and Reliability) Act 2008*, Council is required to publish draft Customer Service Standards and invite public comment on them.

### **Summary**

The *Water Supply (Safety and Reliability) Act 2008* requires Council to establish and publish customer service standards and key performance indicators for water and wastewater services.

As part of meeting the legislative requirements, Council is required to publish a document detailing its Customer Service Standards for consultation and public comment.

A document has been produced entitled *South Burnett Regional Council – Customer Service Standards: Water and Wastewater*.

It is proposed that the draft Customer Service Standards be published on Council's internet site inviting public comment for a period of four weeks.

### **Officer's Recommendation**

That the draft document be published on the Council internet site inviting public comment for a period of four weeks.

### **Financial and Resource Implications**

N/A

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

The publication of draft Customer Service Standards and opportunity for public feedback is a requirement for Council to meet its obligations under the *Water Supply (Safety and Reliability) Act 2008*.

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

The draft document has been circulated for feedback within the Water and Wastewater section of the Infrastructure Group.

It is intended that external consultation will occur by publishing the draft document on the internet and seeking feedback and submissions via the Council website.

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

The publication of draft Customer Service Standards and opportunity for public feedback is a requirement for Council to meet its obligations under the *Water Supply (Safety and Reliability) Act 2008*.

There are no timeframes defined within the legislation for the length of time for public consultation however, four weeks is considered reasonable for feedback to be provided by customers.

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

Once the document is finalised it will form the policy for Council for Customer Service Standards for Water and Wastewater.

## **Asset Management Implications**

N/A

## **Report**

The *Water Supply (Safety and Reliability) Act 2008* requires Council to establish and publish customer service standards and key performance indicators for water and wastewater services.

As part of meeting the legislative requirements, Council is required to publish a document detailing its Customer Service Standards for consultation and public comment.

A document has been produced entitled *South Burnett Regional Council – Customer Service Standards: Water and Wastewater*, which includes:

- an explanation of the services offered for drinking water and wastewater collection and treatment. General information is also provided about the provision of trade waste services. However, trade waste customers are expected to have individual contracts with Council that will contain information specific to their discharge requirements.
- information on a range of customer service processes including connections, metering, billing managing maintenance work, complaints and dispute resolution
- a list of key performance indicators and targets to express the level of service Council aims to deliver to its customers and the environment. This includes standards for drinking water quality, water pressure, water supply interruptions, wastewater overflows and odours, response times and repair completion times.

The document also sets out our shared rights and responsibilities. Overall, this document informs the customers of the service that they can expect to receive from South Burnett Regional Council,

and the obligations of customers in relation to their use of the water and wastewater systems. It applies to all customers connected to Council's water and wastewater services.

It is proposed that the draft Customer Service Standards be published on Council's internet site inviting public comment for a period of 4 weeks.

Aside from further defining Council responsibilities, Section 7 of the document summarises the Customer Service Standards that are proposed. A key change is the response time for Council employees to physically attend sites to begin/assess required repair/rectification work. These are proposed as:

<b>Issue</b>	<b>Response time</b>
Bursts and Leaks – Potable	Less than 2 hours
Bursts and Leaks – Non-potable	Less than 4 hours
Sewage issues	Less than 2 hours

**8. Finance, Property & Information Technology****8.1 Finance (F)****(a) Officer's Reports****8.1.1 F - 1366418 - Revised Capital Works Budget 2014/2015****Document Information**

IR No 1366418

Author General Manager Finance, Property &amp; ICT

Date 11 September 2014

**Précis**

Advising of proposed changes to be made to the 2014/2015 Budget

**Summary**

As part of the 2014/15 budget Council provided \$515,455 towards transfer station upgrades across the region. The relevant refuse disposal sites have now been identified and are listed below for inclusion in the 2014/15 capital works budget. An additional \$4,769 to complete the proposed program is required which will be provided from retained funds.

- Cloyna Transfer Station & Tip Restoration
- Brigooda Transfer Station & Tip Restoration
- Durong Transfer Station & Tip Restoration

**Officer's Recommendation**

That the following revised Waste Management Capital Works Program 2014/2015 be adopted:

	<b>Revised Budget</b>
<b>Waste Management</b>	
• Hivesville Transfer Station	\$202,030
• Wattlecamp Transfer Station	\$ 90,920
• Maidenwell Transfer Station	\$75,765
• Cloyna Transfer Station & Tip Restoration	\$176,330
• Brigooda Transfer Station & Tip Restoration	\$198,000
• Durong Transfer Station & Tip Restoration	\$198,000
• Memerambi Transfer Station – Skip Bins	\$28,000
• Home Creek Transfer Station – Skip Bins	\$20,000
	<b>\$989,045</b>

## **Financial and Resource Implications**

The proposed amendments do not significantly alter the final operating position projected as part of the original budget.

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

EXC1.1 Develop and implement long term financial plans and indicators to achieve optimum use of resources and alignment to strategic priorities.

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

N/A

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

Budget can only be revised in accordance with Section 100(4) of the Local Government (Finance, Plans and Reporting) Regulation

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

N/A

## **Asset Management Implications**

N/A



## 8.1.2 F - 1366934 - Monthly Financial Statements

### Document Information

**IR No** 1366934

**Author** Finance Officer (Financial Reporting)

**Endorsed By** General Manager Finance, Property & Information Technology

**Date** 16 September 2014

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### Précis

Report on the Financial Position of South Burnett Regional Council as at 16 September 2014.

### Summary

The following information provides a snapshot of Council's Financial Position as at 16 September 2014.

### Officer's Recommendation

That the Monthly Financial Report as at 16 September 2014 be received and noted.

### Financial and Resource Implications

N/A

### Link to Corporate/Operational Plan

EC1.1 Development and implement long term financial plans and indicators to achieve optimum use of resources and alignment to strategic priorities.

### Communication/Consultation (Internal/External)

N/A

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

N/A

### Policy/Local Law/Delegation Implications

N/A

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## **Asset Management Implications**

N/A

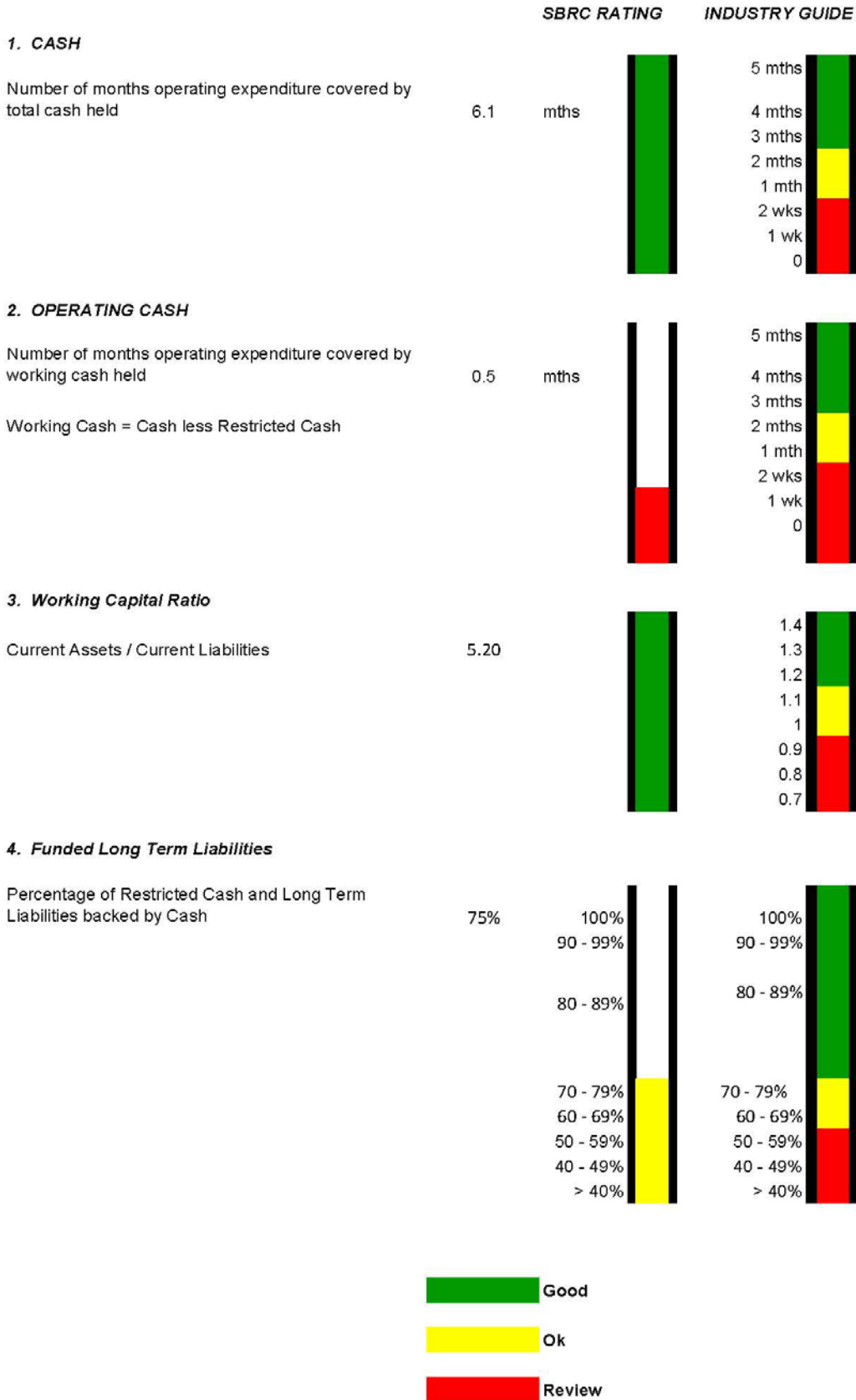
## **Report**

Attached are the Financial Reports of the South Burnett Regional Council as at 16 September 2014.

**Attachment 1 - Key Financial Ratios**

**SOUTH BURNETT REGIONAL COUNCIL**

**FINANCIAL SCORECARD**



**Attachment 2 - Statement of Comprehensive Income**

**Statement of Comprehensive Income**  
**As at 31 August 2014**  
**17% of Year Complete**

	2015	Original Budget
	\$	\$
<b>Income</b>		
<b>Revenue</b>		
<b>Recurrent Revenue</b>		
Rates, levies and charges	11,505,174	40,830,385
Fees and charges	408,333	1,967,295
Rental Income	69,950	459,580
Interest received	30,682	1,657,190
Sales revenue	1,233,327	7,522,540
Other Income	152,694	766,960
Grants, subsidies, contributions and donations	4,040,671	21,299,950
	<u>17,440,831</u>	<u>74,503,900</u>
<b>Capital Revenue</b>		
Grants, Subsidies, Contributions & Donations	344,218	12,168,477
<b>Total Revenue</b>	<u>17,785,049</u>	<u>86,672,377</u>
<b>Total Income</b>	<u>17,785,049</u>	<u>86,672,377</u>
<b>Expenses</b>		
<b>Recurrent Expenses</b>		
Employee benefits	4,941,831	30,461,275
Materials and services	7,660,497	30,727,872
Finance costs	4,108	2,319,070
Depreciation and amortisation	2,105,668	12,634,005
	<u>14,712,103</u>	<u>76,142,223</u>
<b>Capital Expenses</b>		
	(160,988)	(1,444,130)
<b>Total Expense</b>	<u>14,551,115</u>	<u>74,698,093</u>
<b>Net Result</b>	<u>3,233,933</u>	<u>11,974,284</u>

**Attachment 3 - Statement of Financial Position**

**Statement of Financial Position**  
**As at 31 August 2014**

	2015 \$	Original Budget \$
<b>Current Assets</b>		
Cash and Cash Equivalents	44,859,079	50,464,263
Trade and Other Receivables	20,281,872	9,197,465
Inventories	1,149,293	1,050,705
Investments	10,000	10,000
<b>Total Current Assets</b>	<b>66,300,244</b>	<b>60,722,433</b>
<b>Non-Current Assets</b>		
Trade and other receivables	20,242	20,242
Property, Plant and Equipment	508,051,788	505,145,125
Intangible Assets	6,234,639	6,234,639
<b>Total Non-Current Assets</b>	<b>514,306,669</b>	<b>511,400,006</b>
<b>TOTAL ASSETS</b>	<b>580,606,913</b>	<b>572,122,439</b>
<b>Current Liabilities</b>		
Trade and other payables	7,851,974	6,789,198
Borrowings	1,687,761	1,687,761
Provisions	3,210,347	3,209,893
<b>Total Current Liabilities</b>	<b>12,750,082</b>	<b>11,686,852</b>
<b>Non-Current Liabilities</b>		
Borrowings	34,674,093	34,674,093
Provisions	4,581,422	4,581,422
<b>Total Non-Current Liabilities</b>	<b>39,255,515</b>	<b>39,255,515</b>
<b>TOTAL LIABILITIES</b>	<b>52,005,597</b>	<b>50,942,367</b>
<b>NET COMMUNITY ASSETS</b>	<b>528,601,316</b>	<b>521,180,072</b>
<b>Community Equity</b>		
Asset Revaluation Surplus	115,580,447	115,580,447
Retained Surplus/(Deficiency)	413,020,868	405,599,625
<b>TOTAL COMMUNITY EQUITY</b>	<b>528,601,316</b>	<b>521,180,072</b>

### 8.1.3 F - 1367042 - South Burnett Regional Council Monthly Capital Works Report

#### Document Information

IR No 1367042

Author Financial Accountant (Asset Management)

Endorsed  
By General Manager Finance, Property & Information Technology

Date 16 September 2014

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#### Précis

Report of the Capital Works of South Burnett Regional Council as at 16 September 2014.

#### Summary

The following information provides a snapshot of Council's Capital Works as at 16 September 2014.

#### Officer's Recommendation

That the South Burnett Regional Council's Monthly Capital Works Report as at 16 September 2014 be received and noted.

#### Financial and Resource Implications

N/A

#### Link to Corporate/Operational Plan

EC1.1 Development and implement long term financial plans and indicators to achieve optimum use of resources and alignment to strategic priorities.

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

Ongoing budget monitoring and review undertaken by all Departments.

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

Works are part of normal operations.

#### Policy/Local Law/Delegation Implications

Works undertaken have been approved as part of 2014-2015 Budget.

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## **Asset Management Implications**

Asset registers will be updated on completion of projects.

## **Report**

Attached are the Capital Works of the South Burnett Regional Council as at 16 September 2014.

**(b) Portfolio Report**

**8.1.4 F - 1368014 - Finance Portfolio Report**

**Document Information**

**IR No**

**Author Cr Keith Campbell**

**Date 16 September 2014**

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**Précis**

Finance Portfolio Report

**Summary**

Finance Portfolio Report to Council for the period 19 August 2014 to 15 September 2014.

**Officer's Recommendation**

That the Finance Portfolio Report to Council for the period 19 August 2014 to 15 September 2014 be received.

**Report**

The following is a summary for the Finance Portfolio for the period 19 August 2014 to 15 September 2014:-

- Credit & Financial Sustainability Review Program 2014-15
- Annual Financial Statements
- Rate Discount



## **8.2 Property (P)**

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

No Report.

## **8.3 Information Technology (IT)**

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

No Report.

## **9. Executive Services**

### **9.1 Governance (G)**

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

#### **9.1.1 G - 1366210 - Meeting Dates for the Ordinary Meetings of Council**

### **Document Information**

**IR No** 1366210

**Author** Executive Support Officer

**Endorsed  
By** Chief Executive Officer

**Date** 12 September 2014

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### **Précis**

This report is to recommend dates, times and locations for ordinary meetings of Council for the period January to December 2015.

### **Summary**

In accordance with Section 277(1) of the *Local Government Regulation 2012* it is now necessary to confirm the dates, times and locations of the ordinary meetings of Council for the period January to December 2015.

### **Officer's Recommendation**

1. That the following meeting schedule listing dates, times and locations for Council's ordinary meetings for January to December 2015 be adopted and advertised in accordance with Section 277(1) of the *Local Government Regulation 2012*

<b>Town</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Kingaroy	Wednesday 28 January 2015	9:00am	Warren Truss Chamber Glendon Street Kingaroy
Kingaroy	Wednesday 18 February 2015	9:00am	Warren Truss Chamber Glendon Street Kingaroy
Kingaroy	Friday 27 March 2015	9:00am	Warren Truss Chamber Glendon Street Kingaroy
Kingaroy	Wednesday 22 April 2015	9:00am	Warren Truss Chamber Glendon Street Kingaroy
Kingaroy	Wednesday 27 May 2015	9:00am	Warren Truss Chamber Glendon Street Kingaroy
Kingaroy	Wednesday 24 June 2015	9:00am	Warren Truss Chamber Glendon Street Kingaroy
Kingaroy	Wednesday 22 July 2015	9:00am	Warren Truss Chamber Glendon Street Kingaroy
Kingaroy	Wednesday 26 August 2015	9:00am	Warren Truss Chamber Glendon Street Kingaroy
Kingaroy	Wednesday 23 September 2015	9:00am	Warren Truss Chamber Glendon Street Kingaroy
Kingaroy	Wednesday 21 October 2015	9:00am	Warren Truss Chamber Glendon Street Kingaroy
Kingaroy	Wednesday 25 November 2015	9:00am	Warren Truss Chamber Glendon Street Kingaroy
Kingaroy	Wednesday 16 December 2015	9:00am	Warren Truss Chamber Glendon Street Kingaroy

## **Financial and Resource Implications**

A budget allocation for the costs associated with Council meetings is current for the 2014-15 financial year.

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

EXC4.1 - A governance framework that delivers good organisational management

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

Ordinary meetings are open (unless otherwise resolved to be closed) and members of the public are welcome to attend to observe proceedings. Public notice of the dates, times and location of the ordinary meetings of Council are published in the local newspaper and on Council's website at [www.southburnett.qld.gov.au](http://www.southburnett.qld.gov.au) and displayed at Council's public office in the Kingaroy Customer Service Centre.

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

Public notice of the meetings is required pursuant to Section 277(1) of the *Local Government Regulation 2012*.

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

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

### **Asset Management Implications**

No direct asset management implications arise from this report.

## 9.1.2 G - 1366226 - Review Appointment of Councillor Representatives on External Organisations, Associations and Other Bodies

### Document Information

IR No

Author **Manager Governance**

Endorsed  
By **Chief Executive Officer**

Date **12 September 2014**

### Précis

The Chief Executive Officer is seeking the appointment of Councillor Representatives to external organisations, associations and other bodies, to streamline with Councillor Portfolios.

### Summary

Council continues to have extensive involvement in numerous organisations across the South Burnett region and as a result of the recent by-election it is necessary for Council to review and re-appoint Councillor's as Council representatives.

### Officer's Recommendation

That the following Councillor's be appointed as the Councillor representative representing Council on organisations, associations or bodies.

<b>COMMUNITY COMMITTEES WITH COUNCIL REPRESENTATION</b>	<b>MEMBERSHIP</b>	<b>COUNCILLOR</b>
Southern Queensland Country Tourism Board	1 Council representative	Mayor Wayne Kratzmann
South Burnett Tourism Association	1 representative	Mayor Wayne Kratzmann
Wide Bay Burnett Regional Organisation of Councils (WBBROC)	Mayor	Mayor Wayne Kratzmann
Health Consultative Committee	1 Councillor	Cr Barry Green
Wide Bay Regional Sport and Recreation Committee	1 Councillor	Cr Barry Green
Wide Bay Burnett Regional Road Group (WBBRRG)	1 Councillor	Cr Damien Tessmann
Burnett Inland Economic Development Organisation (BIEDO)	1 Council representative	Cr Keith Campbell
Kingaroy Community Police Consultative Committee	1 Councillor	Cr Keith Campbell

South Burnett PCYC Steering Committee	2 Councillors	Cr Barry Green Cr Kathy Duff
Kingaroy Chamber of Commerce Inc.	1 Councillor	Cr Wayne Kratzmann
South Burnett Community Network Committee	1 Councillor	Cr Ros Heit
Performing Arts Complex Committee	1 Councillor	Mayor Wayne Kratzmann
Tick & Sale Yards Committee	1 Councillor	Cr Kathy Duff
Blackbutt Pool Committee	1 Councillor	Cr Deb Palmer
Barker Barambah Irrigators Advisory Committee	1 representative	Cr Barry Green
South Burnett Directions	1 Councillor	Mayor Wayne Kratzmann

### **Financial and Resource Implications**

No direct financial or resource implications arise from this report.

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

Corporate Plan: EXC4.1 A governance framework that delivers good organisational management.

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

Councillor appointments to external committees have been aligned with the Councillors allocated portfolio/s.

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

No direct legal implications arise from this report.

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

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

### **Asset Management Implications**

No direct asset management implications arise from this report.

**9.1.3 G - 1367980 - Operational Plan 2013/14 Progress Report June Quarter**

**Document Information**

**IR No** 1367980

**Author** Governance Officer

**Endorsed  
By** Chief Executive Officer

**Date** 27 August 2014

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**Précis**

Operational Plan 2013/14 Progress Report for June Quarter

**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 2013/14 Progress Report for the June Quarter be adopted.



## Planning and Environment Department Operational Plan 2013/14

### June 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	June 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	June Quarter Update	June 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	June 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 – software updated	



**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	June 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	Not 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	refining system for payment by internet

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Update
Customer Contact Training	Adequate training for team	Customer Contact Team	SD1	N/A	100% of permanent customer service employees complete	Training program to be drafted, July 2014

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Update	
Call Centre	Council's general incoming calls answered	Community, Internal Departments, Councillors	SD1	N/A	required training 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	
Receipting	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	
Support services to Libraries	Support services provided to Libraries at Blackbutt and	Community	EC1.2	N/A		Compliant	

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Update
	Murgon customer service centres					

**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	June Quarter Update
QGAP Community Engagement – Funded Program – Promotion of QGAP Services	SD1		Inform	June2013	Compliant

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



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

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

### **June 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>June 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	Public consultation completed Dec 2014 Adoption of Scheme by Jan 2015
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	Completed

							allow for drafting PIP chapter of 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				Monitor implementation of new Scheme and draft list of possible amendments by Sep 2014. Draft amendment by Dec 2014. Amendment adopted by June 2014.	Ongoing	

Operating activities and services							Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Community Engagement Level	Key performance Indicator	June 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	June Quarter Update
Boondooma Homestead Building Sub Committee – Advisory Role	GO3.3, EC1.2		Inform	Ongoing	Ongoing
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	June 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	Ongoing

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key performance Indicator	June Quarter Update	
Building Searches	Process search requests	Community, building public and other government agencies	GO3.3	N/A	100% applications processed within statutory time frames	Ongoing	
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	Ongoing	
Pool Safety	Swimming pool safety certificates	Building industry, commercial operators, ratepayers	GO3.3	N/A	100% applications process within statutory timeframes	Ongoing	

**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	June 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	Ongoing. E-mail receipts implemented.
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	June 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	Ongoing

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

**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	June Quarter Update
Community Grants and Donations Policy Review (reviewed annually)	EC1.1	Corporate Plan	Inform Community of outcome of review	September 2014	Ongoing

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

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



**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	June Quarter Update
Local Heritage Register	EC1.2		Engage	March 2014	Draft completed
Investigate the options for combining the South Burnett Heritage Collection Records electronically	EC1.2		Inform	June 2014	Completed.

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

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Update
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	June 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 attendance at 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	June Quarter Update
Strategic Workshop on Visitor Information Centres	EXC4.1, EXC4.2		Internal/Consult/Engage	June 2014	Ongoing review by TEQ

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

**ACTIVITY** **ARTS**

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

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Update	
Administration of arts funding through the Art Culture and Heritage Management Advisory Committee	Work in partnership with community organisations to deliver cultural activities	Community, Community Organisations	EC1	Inform/Engage	ACH funded project delivered	Ongoing	
Regional Arts Development Fund (RADF) Program	Continue support for RADF Program	Community, Community Organisations, Government Agencies	EXC6.2	Inform/Engage	Annual bid completed for 13-14 Annual Report for 12-13 lodged by September 2013	Annual bid completed	
RADF Administration	Administration of art funding in accordance with RADF guidelines	Community, Community Organisations, Government Agencies	EC1.1, EXC6.2	Engage/Inform	RADF funded programs delivered	Ongoing	
Kingaroy Regional Art Gallery	Maintain varied and inclusive exhibition program	Community, Artists	EC1.2	Inform	Minimum 10 exhibitions per year	Ongoing	

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Update	
Wondai Regional Art Gallery	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	Completed	

**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	June Quarter Update
Wide Bay Burnett Regional Recreation and Sport Steering Committee	Council representation on committee	Wide Bay Burnett Regional Recreation and Sport Steering Committee, Councilors, Community	EC2.2	Engage	Attendance at 4 meetings per year	Electronic inputs to agenda

**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	June 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 funding end of June 2014	
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	Completed	



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

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

**June 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	June Quarter Update
Licence applications approved under relevant legislation	Licences and Approvals under: • Food Act 2006 • Local Laws • Higher Risk Personal Appearance Services • Residential Services Accommodation Act	Food shop proprietors, Accommodation Premise Operators, Higher Risk Personal Appearance Service Operators, General public	EC2.3		95% of applications approved within 20 business days	Fifteen (15) new food business applications were received. Not all of the applications were approved within the required timeframe of the 30 days due to insufficient staff resourcing. Eighteen (18) temporary food stall applications have been received during this quarter period. These applications were assessed and approved within an acceptable timeframe.  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.	<p>There are a total of 226 food premises currently registered.</p> <p>Approximately 97% (220 premises inspected) of all the licensed premise inspections have been undertaken this quarter. This good result was only able to be achieved because external EHO consultants were engaged. Environmental Services continues to not have sufficient Food qualified EHOs.</p> <p>Follow up Inspections have commenced. However, waste and other work priorities have taken precedence.</p>
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	<p>There were 15 Public Health CRMs and 41 Environmental Health CRMs raised in the new system from 1 January 14 – 31 Mar 2014</p> <p>Not all low priority Customer Requests were actioned within the required time frames this period. This was due to a staff resources</p> <p>However, all urgent high priority CRs have been actioned on time.</p>

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 Councilors, 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 594 vaccinations administered during this quarter period. This consisted of 398 Gardisal (Human Papillomavirus) vaccines and 196 Varicella (Chickenpox) 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	June 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	One (1) new permanent footpath permit was received.  Nineteen (19) new temporary footpath permits received.  1 new Animal Keeping Application was received during the period.  One (1) Kennels/Catteries/Breeder has been inspected

Operating activities and services			Performance Measurement			
Title	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	June 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 Customer Requests were received: Animal: 278 Compliance: 5 Local Laws: 5 Overgrown: 35 Pools: 3 Signage: 1  All urgent CRM's have been actioned within the required timeframes.  Some lower priority issues have not been actioned within the 6 day target due to resource limitations, or scheduling of the tasks to be done in more efficient groups – eg overgrown survey, not individual investigations.

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	June Quarter Update
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 (0) presentations were requested, booked or completed during this period.
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 were 4 Customer Requests received for this period. No vehicles were required 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 121 dogs and 100 cats impounded during the period.  All Animals have been held for at least the required minimum period of time for identifiable or non-identifiable animals.

**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	June Quarter Update
Implement Regional Waste Management Plan	ENV2.1		Engage	June 2014+	40% completed
Participate in the drumMUSTER program	ENV2.2		Inform	June 2014	A total of 1867 drumMUSTER drums were collected during this quarter. The monthly drum breakdown being: Jan 2014 → 536 Feb 2014 → 409 March 2014 → 922
Participate in the mobileMUSTER program	ENV2.2		Inform	June 2014	No mobile phones were sent off to be recycled during this period due to minimal numbers coming in.

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Update
Capital Works Program as per Budget Allocation	EN/2.1		Inform	June 2014	

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	June Quarter Update	June Quarter Update
Environmental Licence Compliance	Compliance with DERM's conditions for Council's licensable facilities (e.g. ERA's)	DERM, Council	EN/2.2		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	EN/2.2	Inform	99% domestic general refuse wheelie bins serviced at least once weekly	Domestic and Commercial wheelie bin and bulk bin servicing 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	EN/2.2	Inform	99% of all facilities are opened at the advertised times; Waste Facility Contractors are complying with their contracts with Council.	Generally speaking Council's waste disposal facilities have been open at the advertised times during this period within the agreed service standard requirement. However, the Murgon and Wondai waste facilities were only open 98% of	



the time, as advertised.

**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	June 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**

### **June 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	June Quarter Update
Participate in Towns Transformation Project	SD2, GO3.3	Community Plan 1.4.2(a)	Engage	Ongoing	On track, attended working group meetings
Participate in Tech One – New Business System Implementation	EXC2.1		Internal	March 2014	On track system in use throughout department

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June 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 all wandering livestock reports attended within timeframes
	Assess landscape plans associated with development applications	Developers, Internal Departments, Community	GO3.3		Assessments completed within specified timeframes	On track 1 landscape plan assessed during qtr

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Update
Landscape Design Services		Internal Departments	GO3.3	Internal	Comment on plans and return to customer within timeframes	On track; all requests for concept and construction drawing attended to and completed

**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	June 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		Mid-year report submitted and approved by Department of Environment, Australian Government. 6500 trees planted

Carbon Management Plan	ENV1.3		Engage		15 fire management plans scheduled Assessing option to change methodology to whole of landscape which includes fire, soil, land use etc completed
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Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Update	
Pest Plant Management	Ensure landholders comply with legislation	Landholders	ENV1.2, ENV1.6	Inform	Conduct quarterly inspections of Class 1 & 2 pests	On track, inspections completed for 13/14 financial year	
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 85% completed	
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	Completed with the exception of African Box Thorn which is an (QG) approved research project investigating alternative treatment process and chemicals.	
Pest Plant Management	Field Workshops	Landholders	ENV1.2, ENV1.6, ENV1.7	Engage	Minimum 2 per year	Completed 7 workshops undertaken to date	
Pest Animal Management	Management of declared pest	Landholders			Coordinated a minimum 2 wild dog baiting programs per annum	2 completed with additional wild dog trapping project underway	
Fire Management	Undertake controlled burns as per planned burns operation (depending on	Landholders, Council	ENV1.2	Inform	Report on number of controlled burns per quarter-	1 completed (Proston)	



Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Update	
	weather conditions)						
Fire Management	Manage preapproval system and assess special permits	Landholders	ENV1.2	Inform	Maintain database	On track assessment for the 13/14 financial year completed	
Stock route maintenance	Manage stock route facilities, weeds, permits and assets	Community	ENV1.2, ENV1.6		Expenditure on maintenance within budget	On track, expenditure within budget allocation	

**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	June 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	June Quarter Update
Complete Capital Projects as per Budget Allocation	EC2.1, SD2		Inform	June 2014	Kingaroy completed, Nanango Cemetery, Wondai Village Green and Murgon Skate Park in final stages.

Operating activities and services	Performance Measurement
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<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>June Quarter Update</b>
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
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, no complaints or negative media
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
Landscaping Maintenance	Annual Plant Planting Program	Community, Visitors	SD1.1		One program per work unit per annum within budget allocations	completed
Landscaping Maintenance	Pruning of amenity trees to Australian Standard AS4373:2007	Community, Visitors	SD1.1		Pruning's conducted annually	completed
Playground Equipment Safety	Compliance with AS/NZS4360:2004	Community, Visitors	SD1.1		One inspection program annually	completed
Playgrounds & Playground Equipment Maintenance	Maintained in accordance with AS/NZS4486.1:1997	Community, Visitors	SD1.1		One audit conducted per annum	completed
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, all vandalism attended to within timeframe and police reports filed where applicable.
Park Furniture	Undertake minor repairs on park	Community, Visitors	SD1.1		Maintenance to be undertaken as required to maintain park furniture at	completed

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Update
	furniture as required				an acceptable level	

**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	June Quarter Update
Complete Capital Projects as per Budget Allocation	EC2.3		Inform	June 2014	

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June 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, bookings up to date and no interruptions to service
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, records up to date
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, nil complaints

**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	June 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, State Govt. yet to finalise future of railtrail

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June 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	Unknown KPI belongs to Economic Development
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, trail open and in use
Brisbane Valley Rail Trail	Support ambassadors and the agreement for	Ambassadors, internal	EC2.2	Engage/inform	Maintain relationship with rail trail operational.	On track, regular contact with ambassadors

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

**ACTIVITY** **STREETSCAPE PROJECT**

**Mission:**

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Community Engagement Level	Completion Date	June Quarter Update
Towns Transformation Project - Henry Street and Drayton Street Nananago Streetscape project completed.	SD2, GO3.3	Community Plan 1.4.2(a)	Engage	30 June 2014	
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	





## Finance Branch Operational Plan 2013/14

### June 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	June Quarter Update
Tech One New Business System - Complete implementation and manage organisational change management and training	EXC2.1		Internal	March 2014	Ongoing
Coordinate the development of Council's Schedule of Fees & Charges 2014-15	EXC1.2		Internal	June 2014	Adopted at June 2014 Council Meeting

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June 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	Available Cash invested in accordance with adopted policy. Ongoing monitoring with QTC. 2014 Loan Funds drawn down June 2014.
Trust Fund Management	Effectively manage monies held in trust	Community, Council	EXC4.1	Internal	Monies held in trust reconciled monthly	Reconciliation issues following transition to Techone. Training in place to reconcile and control.

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June 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	Met with Broker – JLT - to review insurances for 2015. Premiums paid.  Liaised with Infrastructure to improve processes.	
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	Returns completed. Some Techone configuration issues identified, still be rectified.	
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	June Quarter Update
Investigate and implement improved debt collection processes	EXC1.2		Inform	June 2014	

Operating activities and services				Performance Measurement	June 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. Techone configuration issues rectified once identified.
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. Outstanding rates collection processes in place. Staffing levels reviewed.

**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	June 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	June 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.
Accounts Payable	Management of accounts payable	Creditors, Internal Departments	EXC1.1	N/A	% of invoices paid within terms	Approved creditor invoices paid fortnightly.

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June 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	June Quarter Update
Participate in Tech One – New Business System Implementation	EXC2.1		N/A	March 2014	Ongoing. Particularly with Consultants for configuration.
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. Available on Intranet.

Operating activities and services							Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June 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. 2015 Budget to be considered by Council in late July 2014.		
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. Process has been difficult with Techone configuration issues.		
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 along with each annual budget.		
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	June 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 reviewed given the Minister's approval of a one month extension of time to finalise the 2014 Financial Statements.	
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, Queensland Local Government Grants Commission	EXC1.1	Internal	FAG Return accurately completed to secure funding for next financial year	Grant data return submitted.	



**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	June Quarter Update
Asset Management Plans Finalise	SD2.4, EXC1.1	Community Plan 4.4.1(a)	N/A		Developed. To be reviewed.
Annual Asset Valuations	SD2.4, EXC1.1		N/A		Asset Valuations - APV reviewed Land and Buildings. All other asset classes reviewed in house for 2014 financial year.
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		Asset Management Group meetings on hold pending the completion of other major projects.

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June 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. To be reviewed.	
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.	
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. Reviewed as priorities and funding change.	

**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	June 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	Part of Plant and Fleet Review Committee agenda.

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Update
Annual Plant and Fleet Purchases	EXC4.1	N/A	Inform	June 2014	Budget effectively utilized for fleet renewal.

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June 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 required.	
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 Plant and Fleet Review Committee	



## Information Services Branch Operational Plan 2013/14

### June 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	June Quarter Update
Extend the Council corporate network to Blackbutt	EXC2.1		Internal	June 2014	Completed
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. PSM documents identified and scanning commencing
Enhance Two way systems Coverage	EXC2.1		Internal	June 2014	Approved – moved to planning stages
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	June Quarter Update
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Annual Information Technology Purchases and Improvements		EXC2.1	Internal	June 2014	Completed	
Operating activities and services						
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June 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 accessible and information is current. Changes made to the council website accordingly
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	Minor outages and work conducted outside of business hour to minimise user disruption

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Update	
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	June 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	June 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 & Technical Services Branch Operational Plan 2013/14

### June Quarter Review Report

**Mission:** To provide efficient infrastructure planning and design services to the organisation.  
**Officer Responsible:** Manager 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	June 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	D&TS officers are consistently undertaking this activity to assist with future budgeting. This has been satisfactorily achieved for this quarter.
Asset Management	Asset Management Plan implementation	Community, Internal Departments, Council	SD2.4	Internal - Engage	Asset Management Plans implemented into Infrastructure operations and management	To be further reviewed in 2014/15.
Design	Provision of design services for Operations Branch	Internal Departments	SD2	Consult	Designs services completed to meet work programming timeframes	Designs have been progressed with the current financial year's projects all being completed. Commencement of 2014/15 projects is underway.
Surveying	Provision of surveying services for the organisation	Internal Departments	SD2	Consult	Surveying services completed to meet programmed works	The 2013/14 construction program has been completed and surveys commenced for the coming financial year.
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	Infrastructure has commissioned Compliance Australia to undertake the accreditation process and the first stage of assessment was

Activities and Services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Update
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	done in the second week of April. All items of engineering assessment were forwarded through to Planning.
<b>ACTIVITY</b>						
<b>SOIL LABORATORY</b>						

**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	June Quarter Update
NATA Certification	Maintain NATA certification for soil laboratory activities	NATA	SD1 & 2	Internal	NATA audits completed successfully and certification maintained	An audit was undertaken in February with only minor items documented. Accreditation maintained.
Materials testing	Tests undertaken for Council	Internal Departments	SD2	Internal	Tests analysed and reports provided to departments	This is consistently undertaken and any internal issues have been addressed with the relevant staff.
Private Works	Tests undertaken	Customers	SD1	Inform	Tests analysed and reports provided to	All feedback from private industry has positive as to the

Activities and Services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Update
	for client purposes				customer	level of service provided.



## **Water and Wastewater Branch Operational Plan 2013/14**

### **June 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	June 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	Manager W&WW filled in June 2014.
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.	Assets registers have been updated and have engaged APV to undertake revaluation for 13/14 statements
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	No change during this quarter
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	Complete for 14/15 Expenditure within budget No changes required to budget
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 continue to be held regularly

Activities and Services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Update
Customer Service	Responses to enquiries and requests for service	Customers, Community, Internal 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	June Quarter Update	
Programmed Maintenance	Delivery of programmed maintenance in accordance with budget	Community, Internal Departments, Council	SD2.2	Inform	Decrease in reactive maintenance costs	Dry quarter has resulted in many main breaks and as such, reactive costs are higher than previous years	
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	June 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	June 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	Minor works and Kingaroy WTP and WWTP upgrades RFT released in this quarter.	
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 relevant guidelines	Customers	SD2.2	Consult	Compliance with public health requirements and requests responded to within Customer Service Standards timeframes	Achieved	



**Flood Restoration Program  
Operational Plan  
2013/14**

**June 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	June 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 95% complete. (batch 7 remaining)  The 2013 program 87% complete. Sealed roads completed end June. Unsealed roads completed 5 August. Culverts forecast completion 31 August 2014. Gordonbrook Dam spillway, Kingaroy trunk sewer and Levers Rd by early 2015.
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	June 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 & Drainage Branch Operational Plan 2013/14

### June Quarter Review Report

**Mission:** To provide safe, adequate, effective and efficient road network across the South Burnett.  
**Officer Responsible:** Manager Roads & 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	June 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% request s received formal response as per the CRRS	Achieved
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	Expenditure reviewed on both capital and maintenance expenditure on a fortnightly basis.
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	Heavy maintenance is programmed to minimise relocation costs by undertaking necessary works which meet specified intervention standards within each locality. A program of all capital works is regularly updated.
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 maintenance coordinators and supervisors meet on a monthly basis.

Activities and Services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Update	
Asset Management	Asset Management Plan implementation	Community, Internal Departments, Council	SD2.4	Internal - Engage	Asset Management Plans implemented into infrastructure operations and management	The maintenance crews operate under condition based maintenance and should inform relevant officers of the need for reseals or major pavement repairs. As constructed details of capital projects are forwarded to the Asset Management staff in Finance.	

**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	June 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	Three (3) projects in Blackbutt carrying over for completion by 31 July 2014.	
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	>90% completion	
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	Additional project on Maidenwell Bunya Mountains Road commenced in May 2014 with completion due by 31 July 2014.	
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	All projects complete and all funding expended.	

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

**ACTIVITY** **MAINTENANCE**

**Mission:** To maintain safe, adequate and effective 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	June Quarter Update	
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	Maintenance procedures have been established and implemented to ensure good practice with appropriate materials.	
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	Maintenance procedures have been established and implemented to ensure good practice with appropriate materials.	

**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.

Activities and Services			Performance Measurement			
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Update
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	RMPC works are undertaken in accordance with the TMR specified intervention levels and comply with their specification and quality requirements



## Economic Development Branch Operational Plan 2013/14

### June 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, Yallakool 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	June Quarter Update
Economic Development Strategy Finalisation	GO2.1, GO2.2, EXC6.1	Community Plan and Draft Economic Development Strategy	Engage	December 2013	Strategy endorsed by SBRC and SBD. Document is being prepared for public consultation
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 has commenced working on projects of regional significance
Marketing Plan for Yallakool Park on BP Dam	GO1.2			December 2013	A plan will be developed in conjunction with the South Burnett Tourism Plan for 2014-15
Marketing Plan for Boondooma Dam	GO1.2			December 2013	A plan will be developed in conjunction with the South Burnett Tourism Plan for 2014-15
Support for "Hand Made in Country" Southern Queensland Country Project to encourage and promote local hand made goods and	EC1.2		Engage/Inform	June 2014	A plan will be developed in

services, monthly markets now held in Kingaroy forecourt, additional in-kind promotion of the project provided by Council						conjunction with the South Burnett Tourism Plan for 2014-15
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Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Update
Complete Capital Projects in accordance with Budget Allocations	SD2		Inform	June 2014	In line with budget and timeline

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June 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)	Negotiations continuing with operators to continue the services during 2014/15 and beyond	
Jobs Skills Development	Continuation of skills development projects	Eligible workers	GO2.2	Engage	Increased employment	SBD has commenced a working group to focus on creating pathways to jobs through education.	

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June 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	Actively working on projects - Rural Innovation; Perfect Place at your perfect pace attraction strategy; digital economy and 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	This project is replaced with the SBD projects of regional significance and the REDAC projects.	
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	On going	

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June 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.	On going
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	Concepts and grant applications are being prepared
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	This event will not be held during 2013/14.
Yallakool Park	Provision of pristine competitive facilities	Tourists and locals	GO1.2	Inform - Advertising	Improvement from previous year for patronage and return on investment	Visitors, revenue and length of stay has improved over previous year
Lake Boondooma	Provision of pristine competitive	Tourists and locals	GO1.2	Inform -	Improvement from previous year for	Visitors, revenue and length of stay has improved over previous

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Update
	facilities			Advertising	patronage and return on investment	year
Airports	Provision of airport facilities and runway safety	Aviation Community	SD2		Airport runway maintained to safety requirements	On going
Dips	Provision of dip facilities	Rural Cattle Community	SD2		Dip facilities adequately service rural community	On going
Saleyards	Provision of saleyard	Rural Cattle Community	SD2, GO2.2		Saleyards adequately service rural community. Facilities provide satisfactory animal welfare	On going
Bunya Mountains	Representation on Bunya Mountains Action Group	Bunya Mountains Action Group, Community, Councillors	EC1.2	Engage		Will be actioned during implementation of the 2014/15 South Burnett Tourism Plan
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	Will be actioned during implementation of the 2014/15 South Burnett Tourism Plan
Major Tourism Event	Develop and introduce one new major event in the South Burnett	Local Community and external visitors	GO1.1	Engage local business, Cherbourg Aboriginal Council and tourism	Event planned and structured	Will be actioned during implementation of the 2014/15 South Burnett Tourism Plan

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



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

## **Governance Branch Operational Plan 2013/14**

### **June 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	June Quarter Update
Coordinate review of all Council Policies	EXC4.1		Internal	June 2014	Commenced with all current policies uploaded to website complete

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June 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 7days.	Completed



Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Update	
Administrative Action Complaints	Coordination of administrative action complaint processing	CEO	EXC4.1		Processing in accordance with legislation	Completed – General Complaint Policy reviewed and awaiting feedback	
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	June 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 Executive Liaison Officer appointed	
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	June 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
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
					June Quarter Update
					No progress to date

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Update	
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, meeting held with LMT to finalise KPI's. Draft to be released to LMT by June 2014.	
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 2013/14 Completed	
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	March 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 2013/14 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	June Quarter Update
Annual Review of Delegations Register	EXC4.1		Internal	November 2013	Annual Review completed in August 2013

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June 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	June 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	Three (3) RTI Applications received in June Quarter Three (3) Decision Notices 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: Tattoo Parlours Act 2013 Water Supply (Safety & Reliability) Act 2008	
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.

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Update
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	Internal Audit Plan 100% Completed - 8 internal audit engagements and 1 ad-hoc audit
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	Completed

**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	June 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	June 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	April 2014 – 15 Media Releases May 2014 – 11 Media Releases June 2014 – 15 Media Releases



Operational activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Update	
Advertising	Coordination, booking and placement of classified and display advertising in print and radio	Community, Councillors, 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, Councillors, 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, Councillors, Internal Departments, CEO, Council Committees	EXC5.1	Inform	Delivery of corporate publications on time and within budget	Ongoing Annual Report Completed and Printed Touring Guide Completed, Printed and distributed	
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	June 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	Completed	
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	Completed	
Citizenship Ceremonies	Deliver Citizenship Ceremonies	Councillors, VIPs, dignitaries, invited guests, community,	EC1.1, EC1.2	Engage	Citizenship ceremony attendance rate	Ongoing as required	
Christmas Light Competition	Annual Christmas Light Competition	Community, Councillors	EC1.1	Engage	Participation in competition	Completed for December 2013 Competition	

Operational activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Update
Mayoral Events	Mayoral events to raise funds for Community Trust	Business Community, Mayor and Councillors	EC1.1	Engage	Funds raised for community trust.	Final Planning underway for 2014 Mayoral Charity Gala Ball – 7 June 2014
Staff Service Recognition Awards	Annual Award Night –	Staff, CEO and Councillors	EC1.1	Engage	Staff attendance at award night.	August 2014 – Date TBA

**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	June 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	Completed. Assessment rating for 2013-2014 = 89%
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	Completed. Internal Audit Plan reviewed in February and May 2014

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June 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, Councillors, Audit Committee	EXC4.1	Internal Engagement with Audit Committee	Quarterly progress reports reviewed by Audit Committee	Completed. Internal Audit progress report presented to the Audit Committee - August 2013; February 2014; May 2014	
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 September 2013 prior to certification by Mayor and CEO	Completed. 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	Completed. Auditor 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>June Quarter Update</b>
					Completed & submitted as information to Council

**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	June 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
					June Quarter Update

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June 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.	Awaiting Corporate Plan	
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	Ongoing	







## Property Branch Operational Plan 2013/14

### June 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	June Quarter Update
Implementation of Council Hall Review Strategy	EC2.1		Inform	Ongoing	Completed

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

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June 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	Negotiations have commenced with Wondai and Maidenwell community organisations
	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	Completed
	Identify and support joint funding	Community	EC2.1	Meetings with community	Grant program sourced	Ongoing – as new funding opportunities become available

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Update	
	applications with community organisations			organisations			
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 investigations	
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 discussions and investigations	
	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	Investigation have commenced	
	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	Maintenance program developed and operational	

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June 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	Maintenance program developed and operational	

**ACTIVITY** **PROPERTY MANAGEMENT – COUNCIL FACILITIES**

**Mission:** To manage Council Admin buildings (includes Admin offices, IT, V/COs, Libraries, Museums, Art Galleries, Energy Centres) and Depots (includes Stores, Workshops, Rec Rooms, Sheds, Storage Sheds, Plant Parking zones, Washdowns)

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Update
Investigations into new Depot and/or rationalisation of current Depots	SD2		Engage internally	June 2014	Investigations placed on hold

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

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Update	
Admin Buildings	Manage maintenance and capital works programs	Internal	SD2	Inform	Maintenance and capital works programs implemented within budget	Maintenance program developed and operational	
	Manage office relocations, staff furniture and seating	Internal	SD2	Inform	Floor and Seating Plans in place for Council buildings	Ongoing	

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June 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	Completed Contracts reviewed quarterly	
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		Completed	
	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	Completed Contracts reviewed quarterly	

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Update	
	Depots						
	Implementation of Depots maintenance and capital works programs	Internal	SD2	Engage	Maintenance programs implemented within budget allocations	Maintenance program developed and operational	
	Implementation of Depot safety requirements i.e RAPS	Internal	SD2	Inform	Maintenance programs meet workplace health and safety requirements	Monitored quarterly	
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	Negotiations have commenced	



**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	June Quarter Update
Investigate viability of school partnership programs for the management of Proston and Murgon Pools	SD2, EC2.1		Engage	June 2014	

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

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June 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	Maintenance program developed and operational
	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	SBRC Pool Review has commenced

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June 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	SBRC Pool Review has commenced	
	Provision of safe and clean facilities		SD2, EC2.1	Inform	Compliance with water quality requirements	Maintenance program developed and operational	
	Implementation of Swimming Pool safety requirements	Internal	SD2, EC2.1	Inform	Maintenance programs meet workplace health and safety requirements	Safety Reviews completed by Queensland Royal Life Saving for Murgon, Kingaroy, Wondai pools and South Burnett Aquatic Centre	
Council and Department of Education Partnership Pools (Preston 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	SBRC Pool Review has commenced	
	Implement an equipment audit to determine asset life and replacement	Internal	SD2, EC2.1	Inform	Equipment audit annually to assess remaining life and develop future replacement program	SBRC Pool Review has commenced	

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Update
	program					
	Implementation of Swimming Pool safety requirements	Internal	SD2, EC2.1	Inform	Maintenance programs meet workplace health and safety requirements Compliance with water quality requirements	Maintenance program developed and operational Water quality sampling and testing monthly
	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

**ACTIVITY BUSINESS UNITS**

**Mission:**

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June Quarter Update
Review of community housing services and negotiate return of housing to Department of Communities	SD2		Engage	June 2014	Negotiations have commenced with Dept of Communities
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	Proposed June

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	June 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	June Quarter Update
Land Development	Identify and investigate future use of Council		SD2	Internal	To be identified	Investigations have commenced

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Update	
	owned land						
	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	Completed – All commercial shops in Murgon in lease. 1 Shop at Communication Wondai vacant	
	Maintenance and Capital Works programs		SD2	Inform	TBA	Completed	
Community Housing – Murgon	Manage tenants		SD2	Consult	TBA	Ongoing	
	Maintenance programs		SD2	Inform	TBA	Ongoing	
	Quarterly and Annual Financial Returns		SD2	Inform	TBA	Completed Quarterly reports	
Residential Houses and Units – Murgon and Nanango	Tenancy Agreements Tenants Inspections Maintenance		SD2	Inform/Consult	TBA	Ongoing	

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



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

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

### **June 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
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
Implement Human Resource Management Standards	EXC3.1		Internal	Ongoing
Participate in TechOne – New Business System Implementation	EXC2.1		Internal	December 2013

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June 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	On track



Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Update	
Trainees & Apprentices	Manage traineeship and apprenticeship contracts and ensure trainees and apprentices are skilled to seek permanent employment on completion.	Trainees, Apprentices, Supervisors, Managers, General Managers	EXC3 EXC3.5		Completion of Apprentice and Trainees employment contracts within required timeframes and view to reduce to nil.	All arrangements are being met	
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	100% of advertised positions are appointed. Panel chair training has not been conducted, however individual advice is given on a needs basis.	
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.	HR metric are developed testing is underway ready for dashboard implementation	

**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	June 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	June 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.	Completed
					100% of new employees' to have site specific induction at time of commencement.	Completed
					100% coverage of GM's and Managers to receive their role and responsibilities for WH&S.	Managers are aware of their WH&S accountabilities
					90% attendance for all other training provided.	Meeting standard

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	At March 13.31 At March 108 At March 8
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	Completed passed Audit Meeting requirements

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.	Currently meeting requirements  Under review, please note premiums have been reduced due management of return to work and rehabilitation programs.
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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	June Quarter Update
Planning for Enterprise Bargaining Agreement 2014	EXC3	N/A	Internal - Engage	Ongoing	On hold Legislative requirements

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

**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	June Quarter Update
HR Metrics Reporting	EXC3	N/A	Inform Internally	December 2013	Payroll are supply information for data collection

Operating activities and services			Performance Measurement			
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	June Quarter Update
Payroll services	Provide an efficient fortnightly payroll to Council employees and Councillors.  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.	Currently have a nil error rate  Completed Payroll is processed each pay Wednesday to date

## **Financial and Resource Implications**

No direct financial or resource implications arise from this report.

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

Corporate Plan: EXC4.1 A governance framework that delivers good organisational management.

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

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

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

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

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

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

## **Asset Management Implications**

No direct asset management implications arise from this report.



**9.1.4 G - 1366488 - Seeking nominations for the Casual Vacancy - Election of Associations Executive Representative for District No. 3 Wide Bay & Burnett for the balance of period 2014-2016**

**Document Information**

**IR No** 1366488

**Author** Chief Executive Officer

**Date** 17 September 2014

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**Précis**

Seeking nominations for the Casual Vacancy - Election of Associations Executive Representative for District No. 3 Wide Bay & Burnett for the balance of period 2014-2016. Nominations close at 5.00pm on Friday 10 October 2014.

**Summary**

The Local Government Association of Queensland is seeking nominations for the Casual Vacancy - Election of Associations Executive Representative for District No. 3 Wide Bay & Burnett for the balance of period 2014-2016. Nominations close at 5.00pm on Friday 10 October 2014.

**Officer's Recommendation**

That Council endorse Mayor Kratzmann as South Burnett Regional Council's nominee for a position on the LGAQ executive to represent District No.3 (Wide Bay and Burnett) and if so seek endorsement from Council.

**Financial and Resource Implications**

No financial implications

**Link to Corporate/Operational Plan**

Corporate Plan: EXC4.1 A governance framework that delivers good organisational management.

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

N/A

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

N/A

**Policy/Local Law/Delegation Implications**

N/A

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## **Asset Management Implications**

N/A

**10. Information Section (IS)**

**10.1 IS - 1366247 - Reports for the Information of Council**

**Document Information**

**IR No**

**Author Executive Support Officer**

**Endorsed  
By Chief Executive Officer**

**Date 17 September 2014**

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**Précis**

Reports received for the Information of Council.

**Summary**

Minutes of the Audit Committee Meeting held on 18 August 2014  
Listing of Correspondence pending completion of assessment report  
Road Maintenance Expenditure Report  
Workplace Health and Safety Report for September

**Officer's Recommendation**

That the reports be received.

**11. General Section**

No Report.

**12. Confidential Section**

**12.1 CONF - 1366467 - Tender River Road Sewer Main Replacement for 2013 Flood Restoration Program**

**Document Information**

**IR No 1366467**

**Author Program Director Flood Restoration**

**Endorsed  
By General Manager Infrastructure**

**Date 12 September 2014**

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**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

**12.2 CONF - 1367251 -Tender SBRC 13/14-15 Gordonbrook Water Treatment Plant Upgrade - Tender Evaluation Report**

**Document Information**

**IR No 1367251**

**Author Manager Water and Wastewater**

**Endorsed  
By General Manager Infrastructure**

**Date 16 September 2014**

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**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

**12.3 CONF - 1367010 - SBRC 13/14-18 Kingaroy Wastewater Treatment Plant Upgrade  
- Evaluation Report**

**Document Information**

**IR No 1367010**

**Author Manager Water and Wastewater**

**Endorsed  
By General Manager Infrastructure**

**Date 15 September 2014**

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**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

**12.4 CONF - 1342826 - SBRC 2014/15-01 Reseal Tender - For Supply of Goods and Services for SBRC Reseal Program**

**Document Information**

**IR No 1342826**

**Author Manager Roads & Drainage**

**Endorsed  
By General Manager Infrastructure**

**Date 16 September 2014**

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**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

