



Minutes

Of The

General Council Meeting

Held in the Council Chambers, 45 Glendon Street Kingaroy

on Wednesday, 25 June 2014

Chief Executive Officer: Ken McLoughlin

SOUTH BURNETT REGIONAL COUNCIL MINUTES

Wednesday, 25 June 2014

ORDER OF BUSINESS:

1.	LEAVE OF ABSENCE	1
2.	PRAYERS	1
3.	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	1
3.1	South Burnett Regional Council Minutes	1
4.	MAYORAL REPORT	1
4.1	MR - 1317034 - Mayor's Report	1
5.	PLANNING, COMMUNITIES & ENVIRONMENT.....	2
5.1	PLANNING & LAND MANAGEMENT (P&LM).....	2
(A)	OFFICER'S REPORTS.....	2
5.1.1	P&LM - 1261197 - Forwarding eDA Reconfiguration of a Lot (1 lot into 2 lots) at 198 Birt Road Booie - Lot 7 RP185462 - Applicant: O'Reilly Nunn Favier Owner: C. Anderson	2
5.1.2	P&LM - 1301056 - Forwarding application for Material Change of Use for Dwelling House to Veterinary Clinic at 217 Haly Street Kingaroy - Lot 10 RP7914; Applicant: Trinity Bywater; Lodged by: South Burnett Building Approvals	4
(B)	PORTFOLIO REPORT	14
5.2	ENVIRONMENTAL SERVICES (ES).....	14
(A)	OFFICER'S REPORTS.....	14
(B)	PORTFOLIO REPORT	15
5.2.1	ES - 1316757 - Environmental Services Portfolio Report	15
5.3	WASTE (W).....	15
(A)	OFFICER'S REPORTS.....	15
(B)	PORTFOLIO REPORT	15
5.3.1	W - 1316885 - Waste Portfolio Report	15
5.4	NATURAL RESOURCE MANAGEMENT (NRM) & PARKS (NRM&P).....	16
(A)	OFFICER'S REPORTS.....	16
(B)	PORTFOLIO REPORT	16
5.4.1	NRM&P - 1316504 - Natural Resource Management & Parks Portfolio Report.....	16
5.5	COMMUNITY (C)	16
(A)	OFFICER'S REPORTS.....	16
5.5.1	C - 1303640 - Minutes of the Mayor's Community Benefit Fund Assessment Committee meeting held on 7 May 2014.....	17
5.5.2	C - 1316985 - Minutes of the Mayor's Community Benefit Fund Assessment Committee Special Meeting held on Thursday 5 June 2014.....	33
5.5.3	C - 1315712 - Minutes of the Healthy Communities Management Advisory Committee meeting held on 27 May 2014.....	37
(B)	PORTFOLIO REPORTS	62
5.5.4	C - 1316963 - Communities Portfolio Report.....	62
5.5.5	C - 1316990 - Sport and Recreation Portfolio Report.....	62
6.	ECONOMIC DEVELOPMENT & TOURISM (ED&T).....	63

(A) OFFICER'S REPORTS.....	63
(B) PORTFOLIO REPORT	63
6.1 ED - 1316929 - Economic Development & Tourism Portfolio Report	63
7. INFRASTRUCTURE SERVICES	64
7.1 ROADS & DRAINAGE (R&D).....	64
(A) OFFICER'S REPORTS.....	64
(B) PORTFOLIO REPORT	64
7.2 DESIGN & TECHNICAL SERVICES (D&TS).....	64
(A) OFFICER'S REPORTS.....	64
7.2.1 D&TS - 1317288 - Forwarding Notice to Rescind a Council Resolution - 2014/2015 Proposed Roads to Recovery Program.....	64
7.2.2 D&TS - 1296679 - Proposed permanent road closure Unnamed Road, Boyneside .	65
7.2.3 D&TS - 1316393 - Request for the naming of an unnamed road reserve to Alexander Lawson Road, Brigooda.....	66
7.3 WATER & WASTEWATER (W&W).....	66
(A) OFFICER'S REPORTS.....	66
(B) PORTFOLIO REPORT	66
8. FINANCE, PROPERTY & INFORMATION TECHNOLOGY	66
8.1 FINANCE (F).....	66
(A) OFFICER'S REPORTS.....	66
8.1.1 F - 1317171 - Monthly Financial Statements.....	66
8.1.2 F - 1316234 - Restricted Cash - Land Sales	67
8.1.3 F - 1316976 - Fees and Charges Schedule	68
8.1.4 F - 1315382 - Loan Borrowing Program 2013/2014	109
8.1.5 F - 1315291 - South Burnett Regional Council Monthly Capital Works Report	110
(B) PORTFOLIO REPORT	110
8.2 PROPERTY (P)	111
(A) OFFICER'S REPORTS.....	111
8.2.1 P - 1316177 - Proposed fees and charges for the 2014/2015 financial year for South Burnett Swimming Pools.....	111
(B) PORTFOLIO REPORT	112
8.2.2 P - 1316883 - Properties Portfolio Report	112
8.3 INFORMATION TECHNOLOGY (IT).....	113
(A) OFFICER'S REPORTS.....	113
(B) PORTFOLIO REPORT	113
9. EXECUTIVE SERVICES	113
9.1 HUMAN RESOURCES (HR)	113
(A) OFFICER'S REPORTS.....	113
(B) PORTFOLIO REPORT	113
9.2 GOVERNANCE (G)	113
(A) OFFICER'S REPORTS.....	113
9.2.1 G - 1316955 - Change of Company Name from Kingaroy Private Hospital Limited to South Burnett Community Hospital Foundation Limited	113
9.2.2 G - 1314752 - Adoption of General Complaints Process Policy	114
9.2.3 G - 1316237 - Operational Plan March 2014 Progress Report.....	130

9.2.4	G - 1309646 - Revision to the Audit Committee Terms of Reference	268
(B)	PORTFOLIO REPORT	268
10.	INFORMATION SECTION (IS)	269
10.1	IS - 1317246 - Reports for the Information of Council	269
11.	GENERAL SECTION.....	269
12.	CONFIDENTIAL SECTION	270
12.1	CONF - 1316485 - Tender 12/13-013 Relining of Sewer Mains and Household Junctions in Nanango, Kingaroy, Wondai and Murgon.....	270
12.2	CONF - 1304088 - Memerambi Estate - Benefitted Area - Payment for Roadwork and Drainage Work.....	271
12.3	CONF - 1316713 - Gordonbrook Water Treatment Plant Tender Evaluation Plan	278
12.4	CONF - 1316659 - Kingaroy Wastewater Treatment Plant Evaluation Plan Tender...	279

Minutes of the meeting of the South Burnett Regional Council, held in the Council Chambers, 45 Glendon Street Kingaroy on 25 June 2014 at 9:00am

PRESENT:

Councillors:

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

Council Officers:

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

1. Leave Of Absence

Nil.

2. Prayers

A representative of the Ministers Fraternal, Pastor Geoff Folker offered prayers for Council and for the conduct of the Council meeting.

3. Confirmation of Minutes of Previous Meeting

3.1 South Burnett Regional Council Minutes

Officer's Recommendation

That the minutes of the previous meeting held on Wednesday 21 May 2014 as recorded be confirmed.

Resolution:

Moved Cr KA Duff, seconded Cr KM Campbell.

That the minutes of the previous meeting held on Wednesday 21 May 2014 as recorded be confirmed.

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

4. Mayoral Report

4.1 MR - 1317034 - Mayor's Report

Summary

Mayoral Report to Council for the period 13 May 2014 to 16 June 2014.

Officer's Recommendation

That the Mayoral Report to Council for the period 13 May 2014 to 16 June 2014 be received.

Resolution:

Moved Cr DW Kratzmann, seconded Cr BL Green.

That the Mayoral Report to Council for the period 13 May 2014 to 16 June 2014 be received.

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

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

See Business Function Headings

5. Planning, Communities & Environment

5.1 Planning & Land Management (P&LM)

(a) Officer's Reports

5.1.1 P&LM - 1261197 - Forwarding eDA Reconfiguration of a Lot (1 lot into 2 lots) at 198 Birt Road Booie - Lot 7 RP185462 - Applicant: O'Reilly Nunn Favier Owner: C. Anderson

Summary

Key Point Summary

- Application for Development Permit for Reconfiguration of a Lot (1 Lot into 2 Lots)
- Subject site included within the Rural Residential Zone under the Kingaroy Shire IPA Planning Scheme
- Proposed lots do not comply with the 2ha minimum lot size within the Rural Residential Zone (Rural Residential B Preferred Land Use Area) and is identified as Impact Assessable within the Kingaroy Shire IPA Planning Scheme
- Ergon Energy were identified as a Advice Agency due to an electricity easement traversing the subject site
- Ergon Energy provided advice in relation to future building works and potential impacts on the electricity easement
- Proposed Lot 8 has an area of 2.1ha and is improved by an existing Dwelling House, Shed and Stable with a frontage to both Birt Road and Belair Drive
- Proposed Lot 9 has an area of 1.71ha and is currently vacant with a frontage to Belair Drive
- No submissions received by Council during the public notification period
- Proposed reconfiguration represents a marginal increase in residential density within the existing Rural Residential Zone approximately 6.1km north of the Kingaroy CBD
- 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 2 Lots) on Lot 7 on SP185462 located at 198 Birt Road, Booie 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: 5181P/1, Sheet No 1 of 1 (Proposed Subdivision), Drawn by O'Reilly Nunn Favier and received by Council on 23 January 2014

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

ENG1. A single property access is to be provided for proposed Lot 9 in accordance with IPWEAQ Standard Drawing R-056 and Table S2.7 - Design and Construction Standards of the Kingaroy Shire IPA Planning Scheme with the location of the 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 Kingaroy Shire IPA Planning Scheme shall be in accordance with Council's Planning Scheme Urban Locality Code - 020 – S20.1 and shall be undertaken under a separate Development Permit for Operational Works.

ENG4. No infrastructure is to be placed within the easement.

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* 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.

Resolution:

Moved Cr KM Campbell, seconded Cr DP Tessmann.

That the Officer's Recommendation be adopted.

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

5.1.2 P&LM - 1301056 - Forwarding application for Material Change of Use for Dwelling House to Veterinary Clinic at 217 Haly Street Kingaroy - Lot 10 RP7914; Applicant: Trinity Bywater; Lodged by: South Burnett Building Approvals

Summary

Key Point Summary

- Application for a Veterinary Clinic which falls within the Commercial Use Class under the Planning Scheme;
- Proposed location is residential land;
- Subject site is Residential with Preferred Land Use Area of Residential B;
- Application is Code "Inconsistent" within the Residential Zone of the Kingaroy Shire IPA Planning Scheme;

- The proposed Veterinary Clinic is a low scale use of the vacant lot within an area of mixed residential and non-residential land uses and is considered an appropriate use located <100m to the CBD; and
- Application is recommended for approval subject to reasonable and relevant conditions.

Officer's Recommendation

That Council approve the Development Application for a Material Change of Use (Veterinary Clinic) located at 217 Haly Street, Kingaroy (and described as Lot 10 on RP7914), 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:
- Job No.1689, Sheet 1 of 11 – Proposed Floor Plan Rev Date: 27-05-14;
 - Job No.1689, Sheet 2 of 11 – Proposed Site Plan Rev Date: 27-05-14;
 - Job No.1689, Sheets 5 to 11 – Proposed Carpark Manoeuvring Rev Date: 27-05-14;
 - Dwg No. 2868-2 AMD. A Drawing Title: Stormwater Drainage;
 - Dwg No. 2868-3 Drawing Title: Hydraulic Services.
- GEN2. The development herein approved may not start until the following development permits have been issued and complied with as required:
- Development Permit for Building Works; and
 - Development Permit for Plumbing and Drainage Work.
- GEN3. All works, including the repair or relocation of services (Telstra, lighting) is to be completed at no cost to Council.
- GEN4. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.

Compliance Assessment

- GEN5. All conditions of this approval are to be satisfied prior to Council issuing a Compliance Certificate for the commencement of the use, and it is the applicant's responsibility to notify Council to inspect compliance with conditions.

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

Approved Use

- GEN6. This approval is for a Veterinary Clinic with a total area of 236.40m² and does not imply approval for other similar uses. The subject site is not to be used for any other purpose unless in the opinion of Council is subservient to the predominant use of the site for a Veterinary Clinic.

Fencing

- MCU1. Fence construction along the western, eastern and southern property boundary is to be of solid screen fencing to a height not exceeding 1.8m from natural ground level.
- MCU2. Fences or walls over 1.2 metres in height are tapered to 1.2 metres in height over a length of 4 metres toward any road frontage.

Refuse Storage Collection

- MCU3. Provision must be made for the storage and removal of refuse in accordance with the *Environmental Protection (Waste Management) Regulation 2000*.

MCU4. Any areas that are dedicated for the collection and/or storage of solid waste on the premises are to be:

- a) level;
- b) provided with impervious hard stand and drained; and
- c) if facing either the street frontage or adjoining properties, screened by a 1.8m high fence around the full perimeter.

MCU5. Refuse bin areas are to be provided for the washing out of the refuse bins and in connection with this:

- a) all tap outlets must be fitted with backflow prevention devices;
- b) the floor areas are to be drained to sewer; and
- c) areas are to be covered and drainage designed such that water not associated with the washing out process (e.g. rainfall) does not enter the sewer.

MCU6. Medical Waste – Cytotoxic and infectious disease waste is not to be disposed of through the general waste stream. Cytotoxic and infectious disease waste must be disposed of via a regulated waste transporter/disposal operator.

Landscaping

MCU7. The site is to be landscaped in accordance with Planning Scheme Policy No. 5 – Landscaping prior to commencement of the use. A detailed landscaping plan prepared in accordance with Planning Scheme Policy No.5—Landscaping is to be submitted to Council for Compliance Assessment prior to any work commencing on site.

MCU8. Landscaped planting is to be established as per the following requirements:-

- 2m wide strip along the Haly Street road frontage (excluding vehicle manoeuvring areas) as indicated on the site plan;
- 2m wide strip along the western boundary to the Haly Street frontage;
- 1m wide strip along the eastern boundary adjacent to the carparking area to the front property boundary;

Plant species may be selected from Council's Branching Out – Your Hand Guide to Tree Planting in the South Burnett.

Mechanical Plant

MCU9. Mechanical plant (air conditioning, refrigeration equipment and pumps) must comply with the *Environmental Protection Act 1994*.

Air conditioning and refrigeration equipment must achieve no more than 3dB(A) above the background level from 10pm to 7am and no more than 5dB(A) above the background level from 7am to 10pm when measured at an affected building.

Pumps (including heat pumps) must not be audible from 10pm to 7am, no more than 5dB(A) above the background level from 7am to 7pm and no more than 3dB(A) above the background level from 7pm to 10pm when measured at an affected building.

Advertising Devices

MCU10. Any proposed signage associated with the proposed development must meet the requirements in Schedule 4 of the Kingaroy Shire IPA Planning Scheme.

Property Access

ENG1. Property access shall be provided in accordance with the details in table S2.7 – *Design and Construction Standards* of the Kingaroy Shire Council IPA Planning Scheme; and IPWEAQ standard Drawing No. SEQ R-051, Type A, with dimension W1 being the greater of:

- a) 6.0m; and
- b) the minimum value necessary to meet the swept path requirements of the B99 vehicle as defined in AS/NZS 2890.1.

- ENG2. Only one access to the site will be permitted.
- ENG3. Fencing, landscaping and letterboxes must not to impede sight lines for vehicles exiting the site.
- ENG4. Road works and entrances shall be constructed so as to:
- a) remove all disused vehicle entrances and reinstate kerbing consistent with the adjacent kerb profile;
 - b) permit access and egress from the site in a forward gear;
 - c) avoid a trip hazard to pedestrians; and
 - d) ensure that low-clearance vehicles can clear the cross-over pavement upon entering and leaving the property.

Car Parking & Manoeuvrability

- ENG5. Before commencing use, provide at least seven (7) line-marked car parking spaces, comprising of six (6) for B99 vehicles and one (1) disabled bay in accordance with the requirements of Schedule 1 and Table S1.1 of the Kingaroy Shire Council IPA Planning Scheme and in compliance with the requirements of the current version of AS/NZS 2890.1.
- ENG6. The disabled car park shall be designed and constructed in accordance with the requirements of the current version of AS/NZS 2890.6.
- ENG7. All driveways, vehicle manoeuvring areas and turning radii shall be designed and constructed in all other respects in accordance with the requirements of the current version of AS/NZS 2890.1 for a B99 vehicle.
- ENG8. Provide drawings showing the swept paths required to both enter and exit the property at the proposed Haly Street cross-over in a forward direction; and to enter and exit all proposed parking bays using a B99 class vehicle, meeting the requirements of Australian Standard AS/NZS 2890.1, including a clearance of 300mm to both sides of the turning path as required by clause B3.2 of AS/NZS 2890.1.
- ENG9. Kerbing associated with the car parking bays shall be low enough to provide for clearance under vehicles as the B99 swept vehicle path intrudes over them.
- ENG10. The car parking areas and internal driveways shall be designed, constructed, drained and surfaced with either asphaltic concrete, bitumen or reinforced concrete so as to minimise dust emissions, erosion and sediment run-off. The construction and design shall be in accordance with the current version of AS/NZS 2890.1 and to the satisfaction of South Burnett Regional Council.

Kerb and Channel

- ENG11. Any damaged kerb & channel shall be re-instated to a profile matching the existing profile in Haly Street.

Pedestrian & Disabled Access

- ENG12. Before commencing use, provide an internal Traffic Management Plan (TMP) for approval and install the traffic management devices required in accordance with the Manual of Uniform Traffic Control Devices (MUTCD); ensuring that the TMP provides for the use of vehicles, pedestrians and mobility aids for disabled access. Driveways and car parking areas shall be adequately sign-posted indicating combined usage by pedestrians and vehicles.

Stormwater

- ENG13. Before submitting an application for Operational Works, the Applicant must submit an on-site Stormwater Management Plan (SMP) for Compliance Assessment by Council's

General Manager of Infrastructure, indicating drainage paths for all roofed and impervious areas. The on-site SMP shall also detail the following:

- a) Hydraulic design for stormwater including sizing and location of all proposed pipes and channels;
- b) Location of gully pits, field inlets, etc.;
- c) Details of all pre and post development flows; and
- d) Details of any cut or fill required to direct stormwater to a legal point of discharge.

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

- ENG14. All stormwater drainage systems, including all surface, underground and roof water components, shall effectively drain all stormwater falling onto the proposed development to Council's stormwater system, rain water tanks or other lawful point of discharge.
- ENG15. A stormwater drainage system draining to the street or stormwater network shall be installed to serve the site, designed in accordance with the provisions of the Queensland Urban Drainage Manual (QUDM), so that the post-development flows at the point of discharge to all downstream properties including road reserves remains consistent with the pre-developed case. [All engineering designs submitted to Council for engineering approval must be certified by an appropriate Registered Professional Engineer of Queensland].
- ENG16. Stormwater drainage shall be designed such that no restriction to existing or developed stormwater flow from upstream properties or ponding of stormwater within upstream properties occurs as a result of the development.
- ENG17. 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 and to the satisfaction of Council. Stormwater socket reducers may be required to accommodate these, depending on the pipe diameters proposed.
- ENG18. All stormwater systems must be constructed before commencing any approved use or building works.
- ENG19. Any new earthworks, landscaping, pavements or structures shall not concentrate or impede the natural flow of water across property boundaries and onto any other lots.
- ENG20. During the construction phase, install and maintain silt management facilities until the building works and/or operational works are completed and the site is reinstated with ground cover.

Building Over and Adjacent to Sewer

- ENG21. Any work over or adjacent to Council's sewerage infrastructure, including the construction/rebuilding/alteration of buildings, pavements, or other structures; and filling or excavation of material; shall be in accordance with MP 1.4 *Building over or near relevant infrastructure*.
- ENG22. Where the proposed driveway and car-parking pavement is proposed to be constructed over the sewer, construction jointed sections shall be incorporated so as to facilitate future Council access for maintenance/service purposes.
- ENG23. Any alteration to the sewer maintenance hole within the property may not proceed without the approval of South Burnett Regional Council and shall be undertaken at no cost to Council. Any live sewer works may only be undertaken by South Burnett Regional Council and will be at the applicant's cost.

Noise Attenuation

ENG24. Fit all noise producing machinery and equipment (including air conditioners, compressors and cooling systems) with noise attenuation features so that noise at the site boundary does not to exceed the levels indicated in the table below:

Period	Noise level measured as the adjusted maximum sound pressure level (L _{Amax adj. T})
7am – 6pm	Background noise level plus 5 dB (A)
6pm - 10 pm	Background noise level plus 5 dB (A)
10pm – 7am	Background noise level plus 3 dB (A)

NOISE LIMITS AT A COMMERCIAL PLACE:

Period	Noise level measured as the adjusted maximum sound pressure level (L _{Amax adj. T})
7am – 6pm	Background noise level plus 10 dB (A)
6pm – 10pm	Background noise level plus 10 dB (A)
10pm – 7am	Background noise level plus 8 dB (A)

Advice

- ADV1. Section 341(1) of the *Sustainable Planning Act 2009* provides that, if this approval is not acted upon within the period of four (4) years the approval will lapse. Note that in accordance with section 341(7) a related approval may extend the relevant (currency) period.
- 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. A search can be arranged by visiting <http://www.datsima.qld.gov.au> and filling out the Aboriginal and Torres Strait Islander Cultural Heritage Search Request Form
- 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—
- the applicant's Appeal Period commences upon receipt of this advice and expires twenty (20) business days thereafter.
 - should the applicant notify the Assessment Manager (Council) in writing of acceptance of the conditions of approval and that it is not intended to make an appeal, the Applicant's Appeal Period is at an end.

Resolution:

Moved Cr KM Campbell, seconded Cr DJ Palmer.

That Council approve the Development Application for a Material Change of Use (Veterinary Clinic) located at 217 Haly Street, Kingaroy (and described as Lot 10 on RP7914), 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:
- Job No.1689, Sheet 1 of 11 – Proposed Floor Plan Rev Date: 27-05-14;

- Job No.1689, Sheet 2 of 11 – Proposed Site Plan Rev Date: 27-05-14;
- Job No.1689, Sheets 5 to 11 – Proposed Carpark Manoeuvring Rev Date: 27-05-14;
- Dwg No. 2868-2 AMD. A Drawing Title: Stormwater Drainage;
- Dwg No. 2868-3 Drawing Title: Hydraulic Services.

GEN2. The development herein approved may not start until the following development permits have been issued and complied with as required:

- Development Permit for Building Works; and
- Development Permit for Plumbing and Drainage Work.

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

GEN4. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.

Compliance Assessment

GEN5. All conditions of this approval are to be satisfied prior to Council issuing a Compliance Certificate for the commencement of the use, and it is the applicant's responsibility to notify Council to inspect compliance with conditions.

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

Approved Use

GEN6. This approval is for a Veterinary Clinic with a total area of 236.40m² and does not imply approval for other similar uses. The subject site is not to be used for any other purpose unless in the opinion of Council is subservient to the predominant use of the site for a Veterinary Clinic.

Fencing

MCU1. Fence construction along the western, eastern and southern property boundary is to be of solid screen fencing to a height not exceeding 1.8m from natural ground level.

MCU2. Fences or walls over 1.2 metres in height are tapered to 1.2 metres in height over a length of 4 metres toward any road frontage.

Refuse Storage Collection

MCU3. Provision must be made for the storage and removal of refuse in accordance with the *Environmental Protection (Waste Management) Regulation 2000*.

MCU4. Any areas that are dedicated for the collection and/or storage of solid waste on the premises are to be:

- a) level;
- b) provided with impervious hard stand and drained; and
- c) if facing either the street frontage or adjoining properties, screened by a 1.8m high fence around the full perimeter.

MCU5. Refuse bin areas are to be provided for the washing out of the refuse bins and in connection with this:

- a) all tap outlets must be fitted with backflow prevention devices;
- b) the floor areas are to be drained to sewer; and
- c) areas are to be covered and drainage designed such that water not associated with the washing out process (e.g. rainfall) does not enter the sewer.

MCU6. Medical Waste – Cytotoxic and infectious disease waste is not to be disposed of through the general waste stream. Cytotoxic and infectious disease waste must be disposed of via a regulated waste transporter/disposal operator.

Landscaping

MCU7. The site is to be landscaped in accordance with Planning Scheme Policy No. 5 – Landscaping prior to commencement of the use. A detailed landscaping plan prepared in accordance with Planning Scheme Policy No.5—Landscaping is to be submitted to Council for Compliance Assessment prior to any work commencing on site.

MCU8. Landscaped planting is to be established as per the following requirements:-

- 2m wide strip along the Haly Street road frontage (excluding vehicle manoeuvring areas) as indicated on the site plan;
- 2m wide strip along the western boundary to the Haly Street frontage;
- 1m wide strip along the eastern boundary adjacent to the carparking area to the front property boundary;

Plant species may be selected from Council's Branching Out – Your Hand Guide to Tree Planting in the South Burnett.

Mechanical Plant

MCU9. Mechanical plant (air conditioning, refrigeration equipment and pumps) must comply with the *Environmental Protection Act 1994*.

Air conditioning and refrigeration equipment must achieve no more than 3dB(A) above the background level from 10pm to 7am and no more than 5dB(A) above the background level from 7am to 10pm when measured at an affected building.

Pumps (including heat pumps) must not be audible from 10pm to 7am, no more than 5dB(A) above the background level from 7am to 7pm and no more than 3dB(A) above the background level from 7pm to 10pm when measured at an affected building.

Advertising Devices

MCU10. Any proposed signage associated with the proposed development must meet the requirements in Schedule 4 of the Kingaroy Shire IPA Planning Scheme.

Property Access

ENG1. Property access shall be provided in accordance with the details in table S2.7 – *Design and Construction Standards* of the Kingaroy Shire Council IPA Planning Scheme; and IPWEAQ standard Drawing No. SEQ R-051, Type A, with dimension W1 being the greater of:

- c) 6.0m; and
- d) the minimum value necessary to meet the swept path requirements of the B99 vehicle as defined in AS/NZS 2890.1.

ENG2. Only one access to the site will be permitted.

ENG3. Fencing, landscaping and letterboxes must not to impede sight lines for vehicles exiting the site.

ENG4. Road works and entrances shall be constructed so as to:

- e) remove all disused vehicle entrances and reinstate kerbing consistent with the adjacent kerb profile;
- f) permit access and egress from the site in a forward gear;
- g) avoid a trip hazard to pedestrians; and
- h) ensure that low-clearance vehicles can clear the cross-over pavement upon entering and leaving the property.

Car Parking & Manoeuvrability

ENG5. Before commencing use, provide at least seven (7) line-marked car parking spaces, comprising of six (6) for B99 vehicles and one (1) disabled bay in accordance with the

requirements of Schedule 1 and Table S1.1 of the Kingaroy Shire Council IPA Planning Scheme and in compliance with the requirements of the current version of AS/NZS 2890.1.

- ENG6. The disabled car park shall be designed and constructed in accordance with the requirements of the current version of AS/NZS 2890.6.
- ENG7. All driveways, vehicle manoeuvring areas and turning radii shall be designed and constructed in all other respects in accordance with the requirements of the current version of AS/NZS 2890.1 for a B99 vehicle.
- ENG8. Provide drawings showing the swept paths required to both enter and exit the property at the proposed Haly Street cross-over in a forward direction; and to enter and exit all proposed parking bays using a B99 class vehicle, meeting the requirements of Australian Standard AS/NZS 2890.1, including a clearance of 300mm to both sides of the turning path as required by clause B3.2 of AS/NZS 2890.1.
- ENG9. Kerbing associated with the car parking bays shall be low enough to provide for clearance under vehicles as the B99 swept vehicle path intrudes over them.
- ENG10. The car parking areas and internal driveways shall be designed, constructed, drained and surfaced with either asphaltic concrete, bitumen or reinforced concrete so as to minimise dust emissions, erosion and sediment run-off. The construction and design shall be in accordance with the current version of AS/NZS 2890.1 and to the satisfaction of South Burnett Regional Council.

Kerb and Channel

- ENG11. Any damaged kerb & channel shall be re-instated to a profile matching the existing profile in Haly Street.

Pedestrian & Disabled Access

- ENG12. Before commencing use, provide an internal Traffic Management Plan (TMP) for approval and install the traffic management devices required in accordance with the Manual of Uniform Traffic Control Devices (MUTCD); ensuring that the TMP provides for the use of vehicles, pedestrians and mobility aids for disabled access. Driveways and car parking areas shall be adequately sign-posted indicating combined usage by pedestrians and vehicles.

Stormwater

- ENG13. Before submitting an application for Operational Works, the Applicant must submit an on-site Stormwater Management Plan (SMP) for Compliance Assessment by Council's General Manager of Infrastructure, indicating drainage paths for all roofed and impervious areas. The on-site SMP shall also detail the following:
- e) Hydraulic design for stormwater including sizing and location of all proposed pipes and channels;
 - f) Location of gully pits, field inlets, etc.;
 - g) Details of all pre and post development flows; and
 - h) Details of any cut or fill required to direct stormwater to a legal point of discharge.

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

- ENG14. All stormwater drainage systems, including all surface, underground and roof water components, shall effectively drain all stormwater falling onto the proposed development to Council's stormwater system, rain water tanks or other lawful point of discharge.
- ENG15. A stormwater drainage system draining to the street or stormwater network shall be installed to serve the site, designed in accordance with the provisions of the Queensland Urban Drainage Manual (QUDM), so that the post-development flows at the point of

discharge to all downstream properties including road reserves remains consistent with the pre-developed case. [All engineering designs submitted to Council for engineering approval must be certified by an appropriate Registered Professional Engineer of Queensland].

- ENG16. Stormwater drainage shall be designed such that no restriction to existing or developed stormwater flow from upstream properties or ponding of stormwater within upstream properties occurs as a result of the development.
- ENG17. 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 and to the satisfaction of Council. Stormwater socket reducers may be required to accommodate these, depending on the pipe diameters proposed.
- ENG18. All stormwater systems must be constructed before commencing any approved use or building works.
- ENG19. Any new earthworks, landscaping, pavements or structures shall not concentrate or impede the natural flow of water across property boundaries and onto any other lots.
- ENG20. During the construction phase, install and maintain silt management facilities until the building works and/or operational works are completed and the site is reinstated with ground cover.

Building Over and Adjacent to Sewer

- ENG21. Any work over or adjacent to Council's sewerage infrastructure, including the construction/rebuilding/alteration of buildings, pavements, or other structures; and filling or excavation of material; shall be in accordance with MP 1.4 *Building over or near relevant infrastructure*.
- ENG22. Where the proposed driveway and car-parking pavement is proposed to be constructed over the sewer, construction jointed sections shall be incorporated so as to facilitate future Council access for maintenance/service purposes.
- ENG23. Any alteration to the sewer maintenance hole within the property may not proceed without the approval of South Burnett Regional Council and shall be undertaken at no cost to Council. Any live sewer works may only be undertaken by South Burnett Regional Council and will be at the applicant's cost.

Noise Attenuation

- ENG24. Fit all noise producing machinery and equipment (including air conditioners, compressors and cooling systems) with noise attenuation features so that noise at the site boundary does not to exceed the levels indicated in the table below:

Period	Noise level measured as the adjusted maximum sound pressure level (L _{max} adj. T)
7am – 6pm	Background noise level plus 5 dB (A)
6pm - 10 pm	Background noise level plus 5 dB (A)
10pm – 7am	Background noise level plus 3 dB (A)

NOISE LIMITS AT A COMMERCIAL PLACE:

Period	Noise level measured as the adjusted maximum sound pressure level (L _{max} adj. T)
7am – 6pm	Background noise level plus 10 dB (A)
6pm – 10pm	Background noise level plus 10 dB (A)
10pm – 7am	Background noise level plus 8 dB (A)

Footpaths

ENG25. Construct a concrete footpath along the entire frontage of the site to Haly Street. The footpath must be located to match the alignment of the footpath outside 219A Haly Street, Kingaroy and must be generally designed and constructed in accordance with the standards set out in the Kingaroy Shire IPA Planning Scheme Schedule 2 Table 2.6 and the IPWEAQ standard drawing R- 065. All works shall be certified by a Registered Professional Engineer of Queensland (RPEQ).

Alternatively the applicant may pay a contribution to Council towards completion of the works equal to the value of the works to provide the footpath. The amount of the contribution shall be certified by Council prior to payment.

For further details contact Council's Infrastructure Department on 4189 9100.

Advice

- ADV1. Section 341(1) of the *Sustainable Planning Act 2009* provides that, if this approval is not acted upon within the period of four (4) years the approval will lapse. Note that in accordance with section 341(7) a related approval may extend the relevant (currency) period.
- 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. A search can be arranged by visiting <http://www.datsima.qld.gov.au> and filling out the Aboriginal and Torres Strait Islander Cultural Heritage Search Request Form
- 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—
- c) the applicant's Appeal Period commences upon receipt of this advice and expires twenty (20) business days thereafter.
 - d) 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.

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

(b) Portfolio Report

Planning & Land Management Portfolio Report

No Report.

5.2 Environmental Services (ES)

(a) Officer's Reports

No Report.

(b) Portfolio Report

5.2.1 ES - 1316757 - Environmental Services Portfolio Report

Summary

Environmental Services Portfolio Report to Council for the period 13 May 2014 to 16 June 2014.

Officer's Recommendation

That the Environmental Services Portfolio Report to Council for the period 13 May 2014 to 16 June 2014 be received.

Resolution:

Moved Cr KA Duff, seconded Cr BL Green.

That the Environmental Services Portfolio Report to Council for the period 13 May 2014 to 16 June 2014 be received.

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

5.3 Waste (W)

(a) Officer's Reports

No Report.

(b) Portfolio Report

5.3.1 W - 1316885 - Waste Portfolio Report

Summary

Waste Portfolio Report to Council for the period 13 May 2014 to 16 June 2014.

Officer's Recommendation

That the Waste Portfolio Report to Council for the period 13 May 2014 to 16 June 2014 be received.

Resolution:

Moved Cr KA Duff, seconded Cr DP Tessmann.

That the Waste Portfolio Report to Council for the period 13 May 2014 to 16 June 2014 be received.

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

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

(a) Officer's Reports

No Report.

(b) Portfolio Report

5.4.1 NRM&P - 1316504 - Natural Resource Management & Parks Portfolio Report

Summary

Natural Resource Management & Parks Portfolio Report to Council for the period 13 May 2014 to 16 June 2014.

Officer's Recommendation

That the Natural Resource Management & Parks Portfolio Report to Council for the period 13 May 2014 to 16 June 2014 be received.

Resolution:

Moved Cr KA Duff, seconded Cr RLA Heit.

That the Natural Resource Management & Parks Portfolio Report to Council for the period 13 May 2014 to 16 June 2014 be received.

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

5.5 Community (C)

(a) Officer's Reports

PROCEDURE:

Motion:

Moved Cr KM Campbell, seconded Cr DJ Palmer.

That the following matter be taken from the table and considered.

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

5.5.1 C - 1303640 - Minutes of the Mayor's Community Benefit Fund Assessment Committee meeting held on 7 May 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 7 May 2014.

Officer's Recommendation

That Council endorse the attached minutes and recommendations of the Mayor's Community Benefit Assessment Committee held on Wednesday 7 May 2014 noting that the successful recipients for Round 2 are:

1. Boots 'n Bulldust Inc – Accidental Counsellor
2. Graham House Community Centre - Amanda Gore revisited and Laughter – the Heart of Healing
3. Kingaroy State High School P&C Association - Mental Health First Aid Training
4. Murgon's Men Shed - Work Bench and Lock Up Cabinets



Minutes

Of the

Mayor's Community Benefit Fund Assessment Committee

Held in the South Burnett Regional Council Chambers, Kingaroy

on Wednesday 7 May 2014

Commencing at 7:53am

Community & Cultural Services Coordinator: Michael Hunter



Mayor's Community Benefit Fund Assessment Committee Agenda

ORDER OF BUSINESS:

1.	AGENDA ITEMS	2
1.1	Welcome	2
1.2	Apologies	2
1.3	Confirmation Of Minutes Of Previous Meeting.....	2
1.4	Correspondence.....	2
1.5	Review of Round Two Applications for the 2013/2014 Year	2
1.6	Round 3 Funding Criteria and Dates	5
1.7	Late Application.....	5
2.	GENERAL SECTION	5
2.1	Other Business.....	5



Minutes of the meeting of the Mayor's Community Benefit Fund Assessment Committee, held in the South Burnett Regional Council Chambers, Glendon Street, Kingaroy on Wednesday 7 May 2014 at 7:53am.

Present

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

1. AGENDA ITEMS

1.1 Welcome

Cheryl Dalton welcomed everyone to the meeting.

1.2 Apologies

Apologies were received from the following Committee members:

Marie Shaw, Scott McLennan

1.3 Confirmation Of Minutes Of Previous Meeting

Resolution:

Moved Mark Huston, seconded Ross Heaney

That the minutes of the previous meeting held on Wednesday 19 February 2014 be confirmed.

Carried 6/0

1.4 Correspondence

Nil

1.5 Review of Round Two Applications for the 2013/2014 Year

Council has received four (4) applications for Round Two with a total amount requested of \$10,086. The criteria for this Funding Round is for Mental Health with a focus on projects that deliver a meaningful outcome to the community of the South Burnett that don't receive support from other recognised channels.

Organisation: Boots 'n Bulldust Inc

Description of Project: Accidental Counsellor

Cost: \$3,156

Resolution:

Moved Mark Huston, seconded Jim Young.

That full funding of \$3,156 approved as it meets the criteria of the funding round, and the Committee request the following to be included in the acquittal:

- 1. financial evidence (receipt of payment invoices and payments of the accounts)*
- 2. evidence that primarily South Burnett residents benefitted*
- 3. evidence of overall community benefit*
- 4. list of successful course attendees (This information is for the committee only and will be treated as confidential)*

Carried 6/0

DECLARATION OF INTEREST:

Lesley Dennien declared a conflict of interest in the following matter and left the room.

Organisation: Graham House Community Centre
Description of Project: 1. Amanda Gore revisited
2. Laughter – the Heart of Healing
Cost: \$2,000

Resolution:

Moved Ross Heaney, seconded Rod Morgan

That full funding of \$2,000 be approved as it meets the criteria of the funding round, and the Committee request the following to be included in the acquittal:

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

Carried 5/0

ABSENT – Did Not Vote – Lesley Dennien

ATTENDANCE:

Lesley Dennien returned to the meeting.

Organisation: Kingaroy State High School P&C Association
Description of Project: Mental Health First Aid Training
Cost: \$2,930

Resolution:

Moved Lesley Dennien, seconded Jim Young.

That full funding of \$2,930 be approved as it meets the criteria of the funding round, and the Committee request the following to be included in the acquittal:

- 1. financial evidence*
- 2. evidence that primarily South Burnett residents benefitted*
- 3. evidence of overall community benefit*
- 4. written feedback on statistical information on attendees*

Carried 6/0

Organisation: Murgon's Men Shed
Description of Project: Work Bench and Lock Up Cabinets
Cost: \$2,000

Resolution:

Moved Ross Heaney, seconded Mark Huston.

That full funding of \$2,000 be approved as it meets the criteria of the funding round, conditional on either lease/ownership or written agreement of site/shed with 12 months to take up funding, and the Committee request the following to be included in the acquittal:

- a) financial evidence (Receipt of payment invoices and payments of the accounts)*
- b) evidence that primarily South Burnett residents benefitted*
- c) evidence of overall community benefit*

Carried 6/0

1.6 Round 3 Funding Criteria and Dates

Resolution:

Moved Jim Young, seconded Rod Morgan

That

1. *The Criteria for Round three (3) of funding is for*
 - *Mental Health with a focus on projects that deliver a meaningful outcome to the community of the South Burnett that don't receive support from other recognised channels;*
 - *Organisations that are directly addressing community welfare.*
2. *Applications will open on 1 August 2014, close on 29 August 2014, be assessed on Friday 5 September 2014 at a breakfast meeting commencing at 8:00am; and*
3. *The allocated amount of funding for Round 3 is \$15,000.*

Carried 6/0

1.7 Late Application

Resolution:

Moved Mark Huston, seconded Ross Heaney.

That the application received by South Burnett Peace of Mind was late and was therefore unable to be assessed, and encourage them to apply in the next round of funding in August 2014.

Carried 6/0

2. GENERAL SECTION

2.1 Other Business

Terms of Reference to be updated and policy to be created for the Mayor's Community Benefit Fund and a draft will be provided at the next meeting.

The meeting closed at 9:09am.

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

Attachments

1. Assessment Checklists



Mayor's Community Benefit Fund (MCBF) Committee Assessment Checklist

Year of funding	2013-2014
Funding round	Round 2
Organisation	Boots'n Bulldust Inc
Project	Accidental Counsellor
Amount requested	\$3,156

Assessment Summary

Recommended Not Recommended

Amount: \$ 3,156

Final Comments:

		Please tick				Committee Comments
		Yes	No	?	NA	
Assessment Criteria (Numbers in brackets refer to the relevant item in the Application Form)						
1	Are all required sections of the application form completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Are there direct benefits for the local community?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Is there evidence of genuine community interest and local support for this activity? e.g. letters of support.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have requested extra letter of support as one letter is from outside SBRC area. (This has been received)
4	Has full consideration been given to Public Liability Insurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Requested Copy of Certificate of Currency (Coversure \$20m)
5	Does the application comply with this Funding Round's Criteria?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Is the budget well prepared and realistic?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Has the applicant applied to the MCBF in previous funding rounds?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Are there any conditions that need to be applied to the funding if successful?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide 1. financial evidence (Receipt of payment invoices and payments of the accounts) 2. list of successful course attendees (This information is for the committee only and will be treated as confidential) 3. evidence that primarily South Burnett residents benefited 4. evidence of overall community benefit

Committee's Recommendation:

Full funding of \$3,156 approved subject to provision of :-

1. financial evidence (Receipt of payment invoices and payments of the accounts)
2. list of successful course attendees (This information is for the committee only and will be treated as confidential)
3. evidence that primarily South Burnett residents benefited
4. evidence of overall community benefit



Mayor's Community Benefit Fund (MCBF) Committee Assessment Checklist

Year of funding	2013-2014
Funding round	Round 2
Organisation	Graham House Community Centre
Project	Amanda Gore Revisited & Laughter – The Heart of Healing
Amount requested	\$2,000

Assessment Summary	
<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Amount:	
Final Comments:	

		Please tick			N/A	Committee Comments
		Yes	No	?		
1	Are all required sections of the application form completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Are there direct benefits for the local community?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Is there evidence of genuine community interest and local support for this activity? e.g. letters of support.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jeff Seeneey, South Burnett CTC, Qld Police Service, Murgon Business & Development Ass & Uniting Care Community...
4	Has full consideration been given to Public Liability Insurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guild \$20m
5	Does the application comply with this Funding Round's Criteria?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Is the budget well prepared and realistic?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Has the applicant applied to the MCBF in previous funding rounds?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Are there any conditions that need to be applied to the funding if successful?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide 1. financial evidence 2. evidence that primarily South Burnett residents benefitted 3. evidence of overall community benefit

Committee's Recommendation:

Mayor's Community Benefit Fund – Assessment Checklist Updated February 2014

Full funding of \$2,000 approved subject to provision of

1. financial evidence
2. evidence that primarily South Burnett residents benefitted
3. evidence of overall community benefit

South Burnett Regional Council – Mayor's Community Benefit Fund - Updated February 2014



Mayor's Community Benefit Fund (MCBF) Committee Assessment Checklist

Year of funding	2013-2014
Funding round	Round 2
Organisation	Kingaroy State High School P&C
Project	Mental Health First Aid Training
Amount requested	\$2,930

Assessment Summary
 Recommended Not Recommended
Amount: \$2,930
Final Comments:

Assessment Criteria (Numbers in brackets refer to the relevant item in the Application Form)		Please tick				Committee Comments
		Yes	No	?	NA	
1	Are all required sections of the application form completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Are there direct benefits for the local community?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Is there evidence of genuine community interest and local support for this activity? e.g. letters of support.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	South Burnett CTC & Kingaroy Health Services – Youth Nurse
4	Has full consideration been given to Public Liability Insurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Currency provided – unlimited sum insured current - 1/7/14
5	Does the application comply with this Funding Round's Criteria?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Is the budget well prepared and realistic?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Has the applicant applied to the MCBF in previous funding rounds?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Are there any conditions that need to be applied to the funding if successful?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide 1. written feedback on statistical information on attendees. 2. financial evidence 3. evidence that primarily South Burnett residents benefited 4. evidence of overall community benefit

Committee's Recommendation:

Mayor's Community Benefit Fund – Assessment Checklist Updated February 2014

Full funding of \$2,930 approved subject to provision of :-

1. written feedback on statistical information on attendees
2. financial evidence
3. evidence that primarily South Burnett residents benefitted
4. evidence of overall community benefit



Mayor's Community Benefit Fund (MCBF) Committee Assessment Checklist

Year of funding	2013-2014		
Funding round	Round 2		
Organisation	Murgon Men's Shed – Auspice by Graham House		
Project	Murgon Men's Shed – Work Bench & Lock up Cabinets		
Amount requested	\$2,000		

Assessment Summary

Recommended Not Recommended

Amount: \$2,000

Final Comments:

Assessment Criteria <small>(Numbers in brackets refer to the relevant item in the Application Form)</small>		Please tick			Committee Comments
		Yes	No	NA	
1	Are all required sections of the application form completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Are there direct benefits for the local community?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Is there evidence of genuine community interest and local support for this activity? e.g. letters of support.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Family Medical Practice Murgon & Wondai, Brad Baker Coordinator – Carer Support Program.
4	Has full consideration been given to Public Liability Insurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guild \$20m (Graham House)
5	Does the application comply with this Funding Round's Criteria?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Is the budget well prepared and realistic?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Quote provided for materials
7	Has the applicant applied to the MCBF in previous funding rounds?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	Are there any conditions that need to be applied to the funding if successful?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Provide <ul style="list-style-type: none"> a) financial evidence (Receipt of payment invoices and payments of the accounts) b) evidence that primarily South Burnett residents benefited c) evidence of overall community benefit 2. Conditional on either lease/ownership or written agreement for site to have shed – 12 months to take up funding

Committee's Recommendation:

Full funding of \$2,000 approved subject to

1. Provision of
 - a) financial evidence (Receipt of payment invoices and payments of the accounts)
 - b) evidence that primarily South Burnett residents benefitted
 - c) evidence of overall community benefit
2. Conditional on either lease/ownership or written agreement for site to have shed – 12 months to take up funding

Resolution:

Moved Cr KA Duff, seconded Cr KM Campbell.

That the Officer's Recommendation be adopted.

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

5.5.2 C - 1316985 - Minutes of the Mayor's Community Benefit Fund Assessment Committee Special Meeting held on Thursday 5 June 2014

Summary

Providing a copy of the Minutes of the Mayor's Community Benefit Assessment Committee Special Meeting held in the South Burnett Regional Council Chambers on Thursday 5 June 2014.

Officer's Recommendation

That Council endorse the attached minutes and recommendations of the Mayor's Community Benefit Assessment Committee Special Meeting held on Thursday 5 June 2014 noting that

- 1. the Committee support an annual beneficiary funding round to be announced by the Mayor at the Mayoral Ball on 7 June 2014;*
- 2. expressions of interest applications for the annual beneficiary grant open on 10 June 2014 and close on 4 July 2014;*
- 3. the Annual beneficiary amount for this year is \$15,000;*
- 4. the Expression of Interest beneficiary funding round is open to South Burnett organisations with a focus on projects that deliver a meaningful outcome to the wider community of the South Burnett and meet the funding criteria outlined in the Mayor's Community Benefit Fund Guidelines;*
- 5. the project to be completed by 31 December 2014 and acquitted six (6) weeks after completion.*



Minutes
Of the
Special Meeting of the
Mayor's Community Benefit Fund

Held in the South Burnett Regional Council Chambers, Kingaroy

on Thursday 5 June 2014

Commencing at 5:28pm

Community & Cultural Services Coordinator: Michael Hunter



Mayor's Community Benefit Fund Special Meeting Minutes

ORDER OF BUSINESS:

1	Welcome	1
2.	Apologies	1
3	Correspondence.....	1
4	Business	1

MAYOR'S COMMUNITY BENEFIT FUND– SPECIAL MINUTES – THURSDAY 5 JUNE 2014

Minutes of the meeting of the Mayor's Community Benefit Fund Assessment Committee, held in the South Burnett Regional Council Chambers, Glendon Street, Kingaroy on Thursday 5 June 2014.

Present

Cheryl Dalton (Chairperson), Michael Hunter (SBRC Cultural Services Coordinator), Lesley Dennien, Jim Young, Rod Morgan and Mark Huston

1 Welcome

Cheryl Dalton welcomed the committee and thanked them for attending at such short notice.

2. Apologies

Scott McLennan, Ross Heaney, Marie Shaw

3 Correspondence

Email from Cultural Services Coordinator on behalf of Committee Chair
Email from Committee Chair to MCBF Committee
Email received from Ross Heaney

4 Business

4.1 Mayor's Community Benefit Fund – Annual Grant Beneficiary 2014

The committee discussed the potential of creating an annual grant and determined how this would be progressed.

Resolution:

Moved Lesley Dennien, seconded Rod Morgan

That

- 1. the Committee support an annual beneficiary funding round to be announced by the Mayor at the Mayoral Ball on 7 June 2014;*
- 2. expressions of interest applications for the annual beneficiary grant open on 10 June 2014 and close on 4 July 2014;*
- 3. the Annual beneficiary amount for this year is \$15,000;*
- 4. the Expression of Interest beneficiary funding round is open to South Burnett organisations with a focus on projects that deliver a meaningful outcome to the wider community of the South Burnett and meet the funding criteria outlined in the Mayor's Community Benefit Fund Guidelines;*
- 5. the project to be completed by 31 December 2014 and acquitted six (6) weeks after completion.*

Carried 5/0

The meeting closed at 6:01pm

Resolution:

Moved Cr RLA Heit, seconded Cr DJ Palmer.

That the Officer's Recommendation be adopted.

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

5.5.3 C - 1315712 - Minutes of the Healthy Communities Management Advisory Committee meeting held on 27 May 2014

Summary

Providing a copy of the Minutes of the Healthy Communities Management Advisory Committee Meetings held on Tuesday, 27 May 2014.

Officer's Recommendation

That Council endorse the attached minutes and recommendations of the Healthy Communities Management Advisory Committee held on Tuesday, 27 May 2014.



South Burnett
Regional Council

Directorate - Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 27 May 2014 @ 1.00pm

Present: Cr Ros Heit (SBRC), Cr Barry Green (SBRC), Chris Du Plessis (SBRC), Kerry Oldfield (SBRC), Nicole Connolly (Stanwell), Janine Pay (NPRSR), Nicole O'Brien (BIEDO), Michael Eadie (PCYC) Matthew Kenny (CTC)

Apologies: Alice Cavanagh (Active After School Program), Bernice Hilly (RHealth), Margie Hams (DDWNO ML), Shenaed Bliss (DDWNO ML), Juanita O'Rourke (DDWNO ML), Melinda Bradford (CTC), Greg Griffiths (SBRC), Kerrie Zeller (QRME), Tamara Kelly (BIEDO), Mark White (Old Health), Caitlin Isaac (RHealth), Belinda Pennel (Deb Frecklington's Office), Richard Fahy (Rotary Kingaroy), Linda Silburn (BIEDO), Judith Skinner (DDWNO ML), Richard Henshaw (Old Health), Amy Frame (Old Health), Juliette McAleer (Disability Services), Nina Temperton (CTC), Kristen Firman (CTC), Louise Judge (SBODP), Prue Bauer (CTC), Rosemary Braithwaite (Graham House) and Sue Crossley (Old Health)

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

Agenda Item	Action Summary	Responsible Officer	Due Date
Welcome	Cr Heit welcomed everybody to the meeting.		
Minutes from Previous Meeting	<p>Resolution: <i>That the minutes of the previous Committee Meeting held on Tuesday, 22 April 2014 as recorded be confirmed.</i></p> <p>Moved: Kerry Oldfield Seconded: Janine Pay</p> <p style="text-align: right;"><i>Carried 9/0</i></p>		
Correspondence			
<ul style="list-style-type: none"> South Burnett people with MS Support Group – Josie Potter 	Cr Heit invited Josie Potter to speak to the letter received. Josie is the Secretary of South Burnett people with MS Support Group. This year they are hosting "The Inverlaw Walk for MS" on 8 June 2014. The event consists of three courses – a half marathon, 13 km or 7.5 km with can either be walked or run by	Kerry Oldfield	24 June 2014



Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
 Tuesday, 27 May 2014 @ 1.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
<ul style="list-style-type: none"> PCYC South Burnett – Heart Moves 	<p>participants. Currently they have 50 nominations however are expecting up to 100 registrations as well as spectators.</p> <p>The aim of the walk/run is to raise people's awareness within the South Burnett of the positive effects that exercise can have on those dealing with MS and to educate the community about the plight of MS Sufferers.</p> <p>There will be a Canteen available on the day and will provide healthy menu choices (including gluten free options) for participants on the day. People are being encouraged to wear Red at the event as World MS Day is 28 May.</p> <p>Costs relating to the event will be for the hire of a cold room, two portable toilets, tables and chairs, signage and advertising.</p> <p>Ms Potter advised that they are not an incorporated group however MS Queensland would be happy to provide a letter of support if required.</p> <p>Cr Barry Green asked if this would be an annual event and Ms Potter advised it was hoped to make this a bi-annual event.</p> <p>Resolution: That the Healthy Communities Management Advisory Committee would like to support this event for \$750 to assist with the costs.</p> <p>Moved: Cr Barry Green Seconded: Michael Eadie Carried 9/0</p>	Kerry Oldfield	24 June 2014



Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
 Tuesday, 27 May 2014 @ 1.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
<ul style="list-style-type: none"> • BIEDO 	<p>They currently have 27 participants and are requesting \$3,000 for the next 6 months and this will fund go towards venue hire, equipment, healthy morning teas, and facilitators.</p> <p>Resolution: That the Committee support the request from PCYC – South Burnett for funding for \$3,000 towards continuing Heart Moves at Castra Nursing Home.</p> <p><i>Moved: Janine Pay</i> <i>Seconded: Cr Barry Green</i></p> <p style="text-align: right;"><i>Carried 9/0</i></p>		
<ul style="list-style-type: none"> • Business Arising from Previous Meeting 	<p>A letter was received advising that the funding for the BIEDO-auspiced Regional Garden Program is to cease from May 2014. As a result, BIEDO will be unable to continue support for the Pound St Community Garden in Kingaroy.</p> <p>Resolution: That this correspondence be received.</p> <p><i>Moved: Kerry Oldfield</i> <i>Seconded: Cr Barry Green</i></p> <p style="text-align: right;"><i>Carried 9/0</i></p>		
<ul style="list-style-type: none"> • Nil 			
<ul style="list-style-type: none"> • Business for Discussion 			
<ul style="list-style-type: none"> • 2013/2014 Healthy Communities Committee Budget 	<p>Kerry Oldfield provided an update on the 2013/2014 financial year's budget for the Committee. To date the Committee have spent approximately \$1,000, which leaves a balance of \$7,000</p>	<p>Cr Barry Green, Cr Ros Heit & Chris Du Plessis</p>	<p>24 June 2014</p>



South Burnett
Regional Council

Directorate - Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 27 May 2014 @ 1.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
<ul style="list-style-type: none"> Active Healthy Communities Case Study – South Burnett Regional Council & Qld Health 	<p>to be spent in the remainder of this financial year. If there are any events in the next month there would be an opportunity to assist.</p> <p>Discussions were held regarding the funds and budget for the 2014-2015 year. Concerns were raised that as of 1 July 2014, the Healthy Communities Management Advisory Committee would lose funding support from Council.</p> <p>It was requested that Cr Ros Heit, Cr Barry Green and Council's Manager – Planning, Land Management & Community, Chris Du Plessis provide an update at the next meeting (24 June 2014) clarifying if there will be support from Council, to include the Healthy Communities Management Advisory Committee in the budget for 2014/2015 and if unspent funds from 2013-2014 will be rolled over to the following financial year.</p>	Kerry Oldfield	24 June 2014
	<p>Council's Healthy Communities Coordinator Kerry Oldfield provided a brief overview of the Case Study.</p> <p>This case study showcases healthy food programs in the South Burnett such as "Good Food Choices".</p> <p>It was highlighted that with a high level of socio-economic disadvantage across the region and high proportion of elderly and young people, the South Burnett Regional Council has been very proactive in planning, promotion and delivering healthy community initiatives.</p> <p>Kerry advised that she has requested that this report be presented to the next Council Meeting.</p>	Kerry Oldfield	24 June 2014



Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
 Tuesday, 27 May 2014 @ 1.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
<ul style="list-style-type: none"> Jamie's Ministry of Food 	<p>Council's Healthy Communities Coordinator, Kerry Oldfield provided an overview on the report from the Good Foundation for Jamie's Ministry of Food Mobile Kitchen recently located in Nanango and Wondai.</p> <p>A request was made if the report could be passed on to members of the community and businesses within the South Burnett?</p> <p>Kerry advised that the information from this report could be exported and provided to various interested parties if there was a need.</p> <p>However it needs to be presented to Council at their next meeting.</p>	Kerry Oldfield	24 June 2014
<ul style="list-style-type: none"> Update from Healthy Communities Officer 	<p>Council's Healthy Communities Coordinator, Kerry Oldfield provided an update regarding the Healthy Communities Initiative project. The report is attached to the minutes.</p> <p>Kerry to provide a list to the committee of all "Heart moves" and "Lift for Life" providers who have up-to-date licences and accreditations.</p> <p>Kerry advised that she is the local coordinator for the Heart Foundation walking groups until June 2014 and if the Committee are aware of someone who is willing to take on the role after June to contact her. She will be sending out an expression of interest for this role before June 2014.</p> <p>Active Parks Programs will be held in Nanango, Wondai & Murgon throughout June 2014. Kerry will send out the program flyers to all the committee members to distribute</p>	Kerry Oldfield	24 June 2014



South Burnett
Regional Council

Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 27 May 2014 @ 1.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
	<p>through their contacts. Kerry advised that the NAB staff are still keen to continue with assisting at the Community Garden in Pound Street. Kerry will be putting them in contact with Council's Manager for Parks and Gardens. Graham House Community Centre in Murgon is interested in starting a community garden at their centre. This will be available to their existing clients, programs and the wider community.</p>		
General Section			
Update from Members			
Janine Pay	<p>Update from Committee members on recent activities. The Queensland State Government has sent out a media release advising of the "Get Out and Get Active" program. This program is aimed at women and is open to Local Government. A copy of the media release is attached. Get Started Vouchers will be opening on 15 July 2014. A suggestion was made that a workshop geared towards finding and securing funding as well as grant writing could be held in the new financial year aimed at all Community Groups. The majority of sporting groups (from the information on the Sports Clubs survey's that is currently being collated by South Burnett Regional Council and BIEDO) shows that Sporting Clubs do not utilise forward budgets and as a result Janine is considering the option to host a funding applications workshop as well as a financial management workshop at the same time.</p>	Janine Pay	24 June 2014



South Burnett
Regional Council

Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 27 May 2014 @ 1.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
<p>Kerry Oldfield</p>	<p>Janine is also considering approaching Gambling Community to attend and contribute at these workshops. Janine is to advise the Committee at the next meeting if Gambling Community is willing to come on board.</p> <p>The Department of National Parks, Recreation, Sport and Racing were considering hosting a "How to Rewrite your Constitution" Workshop", however the Sports Club Survey feedback showed that clubs believe their constitutions are up to date and are regularly looked at.</p> <p>Janine advised that Bill Stewart, the Indigenous Sport and Recreation Advisor based in Bundaberg and currently servicing Cherbourg will be attending the Healthy Communities Management Advisory Committee in July 2014.</p> <p>The Australian Sports Commission roles (Active After School Communities Program) is finishing in December 2014 as it currently stands, however the program will be continuing in a different format. It will now be up to the local schools and clubs to liaise with providers and to deliver the activities.</p> <p>Kerry advised that she would be in contact with our Healthy Communities partners to see if they are still willing to continue working with Council as part of the Healthy Communities Management Advisory Committee after June 2014. She will be creating a survey, possibly an online survey, to send to all our Committee members to gauge availability, possible future partnerships and directions for the Committee.</p>	<p>Kerry Oldfield</p>	<p>24 June 2014</p>
<p>Matthew Kenny – CTC</p>	<p>Matt advised there was no update and the application for</p>		



South Burnett
Regional Council

Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 27 May 2014 @ 1.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
Cr Barry Green	Nanango Heritage Lodge is still waiting for approval. Cr Green advised that he did not have an update for the Committee		
Nicole O'Brien	Nicole advised that she is continuing to work the Sports Clubs in the South Burnett with their concerns regarding their leases and grant applications.		
Michael Eadie	Michael verbally confirmed that he finishes up at South Burnett PCYC on 27 June 2014 and he thanked the Committee for their efforts. He believes the Committee needs to continue and is very necessary as they create partnerships within the community. Cr Ros Heit thanked Michael for his support and efforts within the Committee and the community and wished him well in his new role.		
Nicole Connolly	Nicole advised that John Schumann and the Vagabond Crew are coming back to Kingaroy and are promising an 'Awesome Day'. The FREE community concert and barbecue will be held in the Kingaroy Town Hall Forecourt this Sunday 1 June. Craig Hamilton, one of Australia's leading mental health advocates will be joining this year's line-up. Craig will tell his own inspirational story to help de-stigmatise mental illness and encourage help-seeking behaviours. A special gift will be available for all attendees. Stanwell is again partnering with Cycling Queensland and the South Burnett Regional Council to host the upcoming South Burnett Community Rides that will be held on 21-22 June as		



South Burnett
Regional Council

Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 27 May 2014 @ 1.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
	part of the 2014 Brisbane Camperland Queensland Road Team Series. Concerns were raised by Committee members that the Healthy Communities Management Advisory Committee would not be continuing after 30 June 2014. Cr Green advised the Committee that to ensure the continuation of this committee, it is imperative to lobby all the Councillors.		
Meeting closed at 2.38 pm			

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda
Tuesday, 27 May 2014 @ 1:00pm

HC MAC May 2014

Item	
1	<p>Allocate resources (human and financial) towards on-the-ground implementation of the Plan. Seek funding (such as COAG Healthy Communities Funding or similar) to fund a Healthy Communities Co-ordinator position. SBRC Healthy Communities Plan - 3.6.1 (b)</p>
2	<p>Engage local fitness leaders to conduct Lift for Life or Heart Moves programs for adults. (dependent on identified community needs)</p>
	<p>(This goal has been changed to fit in with the National Program Guidelines) SBRC Healthy Communities Plan - 3.3.1 (i-o)</p>

Lift for Life :
LL program continuing in Wondai, funded program due to finish in June. LL Program recently completed - Blackbutt. The Blackbutt participants have been offered subsidised membership options with a different provider. A different provider has been offered as the Blackbutt Lift for Life providers are moving away from the region. Some Blackbutt participants have purchased their own equipment to continue exercising at home. Murgon PCYC Lift for Life classes are ongoing post-funded program as a regular class.
Heartmoves:
Heartmoves programs continuing in Nannango, Wondai, Murgon and Boonooma (all post-funded programs). Kingaroy program no longer "Heartmoves", PCYC are running a gentle exercise class with a different fitness instructor. Blackbutt program recently completed - very low retention of participants due to illness or activities not challenging enough (eg participant already has a good level of fitness). This program will not continue as an ongoing class as the providers are moving away from the region. Blackbutt participants will be provided with Nannango Heartmoves details.
Provider update:
Heartmoves leaders who are continuing in the area and are in the process of renewing licenses/accreditations - Nannango Physiotherapy, SB PCYC, Fysofit, Wondai, Lynelle Seiler from Boonooma. 3 Heartmoves providers have either changed employment or moved away from the region.
2. Lift for Life providers are due for accreditation and license re-newal in June 2014 - Lynelle Seiler from Boonooma and Kingaroy Fitness. Boonooma provider has decided against renewing as there has been very little interest in the program. Kingaroy Fitness is TBA. Other providers - SB PCYC and Fysofit Wondai - licenses and accreditations are valid into the next FY. 3 LL providers have either changed employment or moved away from the region.

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda
Tuesday, 27 May 2014 @ 1.00pm

	<p>3 Engage local fitness leaders to conduct Heart4Life in public in adult learn to swim water fitness where there are pool facilities available. (This goal has been changed to fit in with the National Program Guidelines) SBRC Healthy Communities Plan - 3.3.1 (j...o)</p>	<p>No activity to report - these programs are now complete as per the implementation plan.</p>
	<p>4 Partner with physical activity providers such as South Burnett Aquatic Centre, PCYC, commercial gyms to provide reduced memberships as part of a recognition program. The program to be two-fold with one stream focusing on the unemployed (holding a concession card) and the other stream to focus on volunteers. This is to help with the sustainability of the Lift for Life program (work with businesses to support down time) Eligibility to be determined. SBRC Healthy Communities Plan - 3.3.2 (c)</p>	<p>Subsidised memberships - 176 memberships rolled out.</p>
	<p>5 In conjunction with Heart Foundation Walking, work to establish a sustainable walking program across the region by: Ø Improving promotion of existing walking groups in Kingaroy, Wondai and Blackbutt Ø Establishing new walking groups in all towns, with priority locations being: o Nanango o Murgon o Proston o Kumbia and o Maidenwell Ø Once established, continue to expand walking groups and increase the number of available groups Ø Ensure walking groups provide for a range of target groups, with a key focus on:</p>	<p>Walking groups continuing as normal - Kingaroy, Wondai, Murgon, Proston, Hircoville Reminder - Healthy Communities Coordinator can assist new groups to get started until 30/6/2014 Replacement Local Coordinator required after 30/6/2014 - HCC to send an EQI to HC MAC and SBRC staff Reminder - Healthy Communities Coordinator can provide contact details for all walking groups if committee members know of clients/contacts who may be interested.</p>



South Burnett
Regional Council

Directorate- Planning & Environment

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda
Tuesday, 27 May 2014 @ 1.00pm

<ul style="list-style-type: none"> o Men o Mums with strollers o Older adults SBRC Healthy Communities Plan - 3.3.1 (d) 	<p>Work in progress</p>
<p>6 Undertake the Healthy Food Access Basket survey as highlighted in the Healthy Communities Plan and original tender brief.</p>	<p>Events required have been completed as per Implementation Plan</p>
<p>7 Undertake a Ausdrisk Health Promotion and Health assessment pitstops and local program advertising and marketing. (Australian Diabetes Risk Assessment Tool) at community events SBRC Healthy Communities Plan - 3.6.3</p>	<p>Active Parks programs to be held in Nanango, Wondai and Murgon. Dates 10-27 June 2014. Local providers delivering activities such as fitness circuits and boxing-style classes in local parks. Flyer to be forwarded to HC, MAC and promoted in the community and local media.</p>
<p>8 Active local parks by running an annual Active Parks program across the region o Target mothers, 45-59 year olds and older adults o Concentrate on destination parks and ensure provision across the region in Kingaroy, Nanango, Wondai and Murgon o Seek Expression of interest from local person/s to coordinate the program SBRC Healthy Communities Plan - 3.3.1 (a)</p>	<p>No activity to report - these programs are now complete as per the implementation plan.</p>
<p>9 Establish an "Active and Healthy Families" program aimed at providing a range of free or low-cost activities across the region for families with a specific focus on mothers out of the workforce. Activities could include: o Obstacle / fitness circuits o Treasure hunts o Cooking workshops o Gardening workshops (utilising community gardens) SBRC Healthy Communities Plan - 3.3.1 (b)</p>	<p>Cycling Old Community Ride event 21-22/6/2014 in conjunction with Old Road Team Series. Tour De Kumbia 21/6, Tour De Kingaroy 22/6. Tour De Kingaroy will include the SB Community Ride - sponsored by SBRC Healthy Communities. Tour De Kumbia will also include fun community activities. Brochure and posters are being designed and will be promoted throughout networks when ready. Advertising with local media is in the process of being organised plus a letterbox drop.</p>
<p>10 Develop a regular community event such as a "Mt Woodrobin Race" that inspires people to get fit. The event could:</p>	



Healthy Communities Management Advisory Committee (MAC) Meeting Agenda
 Tuesday, 27 May 2014 @ 1.00pm

<p>Ø Include several classes Ø Be incorporated with an overall Healthy Lifestyle Expo or another Festival Partner with employment groups to help run the program SBRC Healthy Communities Plan - 3.3.1 (f)</p>	<p>Cr Heit and the IJC attended National Co-ops Collaboration Workshop (Community Based Obesity Prevention sites).</p>
<p>11 Conduct a 'program planning day' at least once or twice per year, to determine a suite of programs to be run under an 'Active & Healthy South Burnett' banner and work together to confirm funding arrangements, dates, venues and contact details for the programs so that they may be incorporated into an 'Active & Healthy South Burnett' program brochure (monthly stakeholders meetings) SBRC Healthy Communities Plan - 3.4.1 (b)</p>	<p>Updates to website/Facebook as required</p>
<p>12 Develop a permanent 'Healthy Communities' link on the home page of Council's website providing an active and healthy tip and linking to the Active South Burnett website SBRC Healthy Communities Plan - 3.4.1 (d)</p>	<p>Preparing content and commenced map collection - ongoing</p>
<p>13 Develop 'active and healthy' maps and brochures showing all walk / cycle paths and key sport and recreation facilities throughout the region. Publish hard copies and include on Councils website and the Active South Burnett website. SBRC Healthy Communities Plan - 3.4.1 (g)</p>	<p>Ongoing for all programs as needed</p>
<p>14 In addition to a combined program brochure develop individual promotional flyers for all physical activity and healthy eating programs and distribute through local networks such as school newsletters, letter-box drops and newspaper inserts. (including launch material for COAG funded program) SBRC Healthy Communities Plan - 3.4.1 (i)</p>	<p>Completed</p>
<p>15 Seek permission to incorporate the logos of the Federal Government's 'Measure Up' campaign and State Government's 'Go for 2 and 5' campaign on all promotional material associated with Healthy Communities programs to reinforce social marketing messages SBRC Healthy Communities Plan - 3.4.1 (h)</p>	<p>Blackbutt State School - considering food safety supervisor training for more parents through Kingsway TAFE. Final enrolment numbers TBC. Training will potentially be done online and will be completed before 30/6/2014.</p>
<p>16 Work with primary schools to identify the skills and interests of parents and establish a community volunteerism program encouraging and providing training for local parents to become involved in physical activity and nutrition programs as leaders/helpers. This initiative may be piloted in one township</p>	



Healthy Communities Management Advisory Committee (MAC) Meeting Agenda
 Tuesday, 27 May 2014 @ 1.00pm

<p>Initially to determine its effectiveness and later extended to other areas in the region</p>	<p>SBRC Healthy Communities Plan - 3.4.2 (a) Partner with other agencies to promote healthy eating eg. Ø Engage directly with supermarket chains to run demonstration classes in supermarkets (eg food budgeting, shopping, healthy food preparation) Ø Conduct workshops on nutrition-related topics (eg food budgeting, shopping, food preparation, home growing fruit and vegetables) at community events such as markets, festivals, shows etc. Ø Assist local residents to access locally grown fruit and vegetables via markets, roadside stalls etc Ø Community Kitchen cooking skills startup program SBRC Healthy Communities Plan - 3.5.2 (a)</p>	<p>Funded programs and activities now complete. Community kitchens continuing post-Healthy Communities funding: Kingaroy, Proston, Murgon. Proston Community Kitchen has secured funding assistance through SBRC Community Assistance Grants. This will help the group to purchase ingredients for upcoming sessions.</p>
<p>18</p>	<p>Provide incentives to restaurants, cafes, take away food outlets to provide healthy eating choices possibly via: Ø Reduced licensing fees Ø Promotion in 'healthy eating' guides Ø Use of venues as preferred caterers for corporate events SBRC Healthy Communities Plan - 3.5.2 (b)</p>	<p>No activity to report.</p>
<p>19</p>	<p>Support and partner with RHealth in the development and implementation of a 'Healthy Food Choice' program aimed at 'accrediting' local food outlets Ø Potential to resource through Council's existing EHO responsibilities Ø Once mobile, develop a database of 'preferred suppliers' for use at Council functions SBRC Healthy Communities Plan - 3.5.2 ©</p>	<p>Accredited Businesses - Copper Country Motor Inn, Lee's Kitchen, Wild lettuce, Taste South Burnett, Asian Gourmet Kitchen, Aussie's Piza Cafe, Whipland Cafe, Captains Paddock, Kingaroy Seafood and Takeaway. Program evaluation completed March 2014 - 3 businesses are no longer involved with the program. Reasons for not being involved include - businesses being sold and the new owners are not ready to be involved, or the business is no longer interested in being involved in the program.</p>



South Burnett
Regional Council

Directorate - Planning & Environment

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda
Tuesday, 27 May 2014 @ 1.00pm

20	<p>Work with local residents to establish, revitalize or continue community gardens.</p> <p>SBRC Healthy Communities Plan - 3.5.2 (d)</p>	<p>Staff from the local NAB are volunteering at the community garden on Pound Street. Meetings are held on Wednesdays 10am-12pm. This group is interested in continuing at the community garden after 30/6/2014 (post Healthy Communities Initiative Project).</p> <p>SBRC Healthy Communities will provide funding support to Graham House Community Centre to help start a community garden at their centre. Once a flyer is ready it will be promoted through the Healthy Communities network and beyond.</p>
21	<p>Liaise with RHealth and Old Health to promote the 'Lighten up' program in all main towns</p> <p>SBRC Healthy Communities Plan - 3.5.2 (f)</p>	<p>No activity to report - these programs are now complete as per the implementation plan.</p>
22	<p>Establish mechanisms to ensure planning for active and healthy communities is embedded into and considered across all Council departments, particularly Health, Planning, Parks, Transport and Human Resources. This could be achieved by including an 'Active & Healthy' component on the agendas of existing inter-departmental meetings (eg Managers meetings) or by creating an internal 'Healthy Communities Working Group' involving the relevant staff positions.</p> <p>SBRC Healthy Communities Plan - 3.6.1 (c)</p>	<p>Ongoing</p>
23	<p>Clearly define the relationship between the Healthy Communities Management Advisory Committee, the Active South Burnett group and local physical activity providers and establish clear communication channels</p> <p>SBRC Healthy Communities Plan - 3.6.2 (a)</p>	<p>Ongoing</p>
24	<p>Audit Fees</p>	<p>No activity to report</p>
25	<p>Jamie's Ministry of Food (JMDF) - Mobile Kitchen</p> <p>No participants on Healthy Communities database - 409</p>	<p>Final Report attached - separate agenda item.</p>



South Burnett
Regional Council

Directorate- Planning & Environment

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda
Tuesday, 27 May 2014 @ 1.00pm

South Burnett pwMS Support Group
C/- 1466 Kingaroy Burrandowan Road
Kingaroy Qld 4610
41643141 or 0407 618148

26th May 2014

Ms Kerry Oldfield
Healthy Communities Initiative
South Burnett Regional Council
Glendon Street
KINGAROY QLD 4610

Dear Ms Oldfield,

On Sunday 8th June 2014 The South Burnett People with MS Support Group in conjunction with Kingaroy Cruisers are holding an event called "The Inverlaw Walk for MS". The event will consist of three courses – a half marathon, 13km or 7.5km which can either be walked or run by participants.

All of the proceeds raised from this event will go toward Kingaroy Cruisers Fundraising for the MS Brisbane to the Bay Bike Ride which raises funds for Multiple Sclerosis Queensland to support its clientele, including those who live within our district. I have attached a copy of the flyer, entry form and sponsorship forms for your perusal.

The event is geared to raise much needed funds to help support the needs of sufferers but our other aim is to raise awareness within the South Burnett of the positive effects that exercise can have on those who are dealing with this illness and educate the community a little about the plight of MS sufferers as well as encouraging the community to participate in a fun and healthy activity. The event is non-competitive and people are encouraged to don their brightest red exercise gear or novelty attire to show their support for MS sufferers.

We currently have almost 50 nominations and expect by the day that we will have between 80 – 100 participants as well as spectators. Costs relating to the event will be for hire of a cold room, two toilets, 20 tables and chairs, signage and advertising. We are also planning to provide some healthy menu choices for participants on the day. These will include raisin toast first thing in the morning, followed later on by homemade healthy slices and gluten free slices, scones, homemade pumpkin soup, homemade thai sweet potato and red lentil soup, toasted sandwiches on either wholemeal, white, wholegrain or gluten free bread with the choice of ham or roast meat, tomato, cheese and avocado, fresh fruit, bottled water and 100% natural fruit juice. We ask whether your committee would consider providing a grant of \$750.00 to assist with the costs associated with this event. We would be only too happy to acknowledge your support via the radio, newspaper and on the web.



South Burnett
Regional Council

Directorate- Planning & Environment

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda
Tuesday, 27 May 2014 @ 1.00pm

Neither the Kingaroy Cruisers nor the South Burnett People with MS Support Group are incorporated entities, although the support group does have a bank account, however, I am confident that I can provide a letter of support of this application from Multiple Sclerosis Queensland if it was required. We have not sought funding from any other sources to assist with these costs.

We thank you in anticipation of obtaining a positive result and look forward to your response.

Josie Potter

SB pwMS Support Group

Secretary/Treasurer



South Burnett
Regional Council

Directorate- Planning & Environment

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda
Tuesday, 27 May 2014 @ 1.00pm



Inverlaw Walk for MS

Sunday 8th June 2014

Walk or run a half marathon, 13km or 7.5km course



Dress in your brightest red exercise gear or don your novelty red attire to show your support for MS Sufferers

- Where:** "Glenhye" 1466 Kingaroy Burrandowan Road, Kingaroy
(parking available on property)
- Nomination Fee:** \$15.00 Standard Entry
\$10.00 Fundraising Entry - Sponsorship Forms available with entry forms
- Time:** Please arrive at least ½ an hour before your event start time or come early to enjoy a coffee and cheer on other competitors

Distance	Pace	Time
½ Marathon	Walk	6.30am
½ Marathon	Run	7.45am
13km	Walk	8.00am
13km	Run	8.45am
7.5km	Walk	9.45am
7.5km	Run	10.00am

Limited entries available. Please nominate early to avoid disappointment.
Nominations will not be available on the day.
Children 12 yrs and under must be accompanied by an adult at all times.

*Canteen operating all morning for refreshments
Raffles and novelty prizes*

*All proceeds raised will go toward Kingaroy Cruisers
Fundraising for the MS Brissie to the Bay Bike Ride for
Multiple Sclerosis Queensland*

Entry forms are available by calling Josie on 0407 618148, Kerry on 0438 971 066 or emailing gjpotters187@gmail.com or in person from Struddys Sports Kingaroy



South Burnett
Regional Council

Directorate- Planning & Environment

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda
Tuesday, 27 May 2014 @ 1.00pm

IT ALL
STARTS
HERE,



South Burnett Regional Council
Healthy Communities Committee
c/- Kerry Oldfield
PO Box 336
Kingaroy, Qld 4610

30 April 2014

Re: Request for Funds for Heartmoves Program at Murgon Castra Nursing Home

Dear Healthy Communities Committee,

The South Burnett PCYC has been delivering the Heart Moves program within Murgon and Kingaroy since the Healthy Communities Committee commenced the program. We have been running a heart moves program at Castra Nursing home for the in-house residents and residents of Murgon. We currently have 27 participants and increasing. I was hoping that your committee would be able to continue another round of the program at the nursing home and assist in funding this program. Both the residents of Murgon and Castra have seen great benefit from this program which otherwise would not be run for them.

We are currently one of the last providers within South Burnett Region that are continuing this program due to the benefits to the communities.

We are asking for minimum financial contribution of \$3,000 towards this program. If you can please let me know if this is at all possible it would be appreciated.

Kind regards,

Michael Eadie
Branch Manager
South Burnett PCYC

Page 1 of 1

South Burnett

Queensland Police Children
Youth Welfare Association
ABN 58 005 665 193

PO Box 242
Murgon Qld 4605

Registered office
40 Macalister Street
Murgon Qld 4605

Email: michael.eadie@pcyc.org.au
Phone: (07) 4168 1888
Fax: (07) 4168 3686
Web: pcyc.org.au





South Burnett
Regional Council

Directorate- Planning & Environment

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda
Tuesday, 27 May 2014 @ 1.00pm

Burnett Inland Economic Development Organisation

PO Box 94
GOOMERU QLD 6601
PH: 07 4169 7851
FAX: 07 4169 7852
biedo@burnett.net.au
ABN: 12 849 946 892

Atten: Ken McLoughlin
Cc: Kerry Oldfield
Cc: Greg Griffiths

Re: Notice of Withdrawal

BIEDO wishes to inform South Burnett Regional Council that funding for the BIEDO-auspiced Regional Garden Program will cease at the end of May 2014. As a result, BIEDO will be unable to continue support for the Pound St Community Garden in Kingaroy.

More than 50 families and 100 volunteers, plus organisations such as South Burnett Care, Endeavour Foundation, Grow the Burnett, Blue Care, Lifeline and the National Australia Bank have been regularly involved in the Pound St Garden, through:

- A Grow, Cook & Eat program operated in collaboration with R Health,
- Weekly activities, supported open garden times and information sessions,
- Community swap-meet picnics,
- Volunteer support through the NAB volunteer-for-a-day employee programme
- A permaculture group that ran for a year, conducting working bees, sharing information and trying new ideas. They conducted the following open information sessions...
 - o Several sessions on permaculture design
 - o Information sessions on insects and their roles in the garden
 - o Demonstration of frost protection techniques
 - o Facebook page established for communication

BIEDO has built and will continue to maintain resources that are widely subscribed across the Wide Bay Burnett and beyond, including:

- A multi-page, multi-resource Community Garden website & Facebook,
- Fast Fact Sheets, Educational Curriculum, Gardening Booklets and other resource materials,
- Three Regional Garden Resource Banks, including a Seed Bank, a Tool Bank and an Ideas Bank,
- A Guide for Community Gardens in Rural Areas.

The latter was particularly important (re the establishment and running of community gardens in rural areas) because the establishment and operational process and needs are markedly different from that of community gardens operated in urban areas. The Pound St Garden is a case in point.

From the outset of our involvement, BIEDO had concerns that the Pound St Garden, which was initiated and developed by a third party, had not been established on sustainable principles suited to rural communities (i.e. the location, accessibility, volunteer base, resource base, integration with stakeholder needs and capacities, access to water and tools, layout, connection with rural culture, etc). The absence of sustainability thinking and logistical planning in the original establishment of Pound St has made it enormously challenging to create a viable, volunteer-operated community garden that has a sustainable future.

Nonetheless, BIEDO, the Healthy Communities Committee, Council personnel and other stakeholders have made a praiseworthy attempt to overcome or work around these foundational flaws, as the extensive and varied results (listed above) indicate. We have enjoyed the opportunity to work with highly effective Council personnel, such as Kerry Oldfield, Greg Griffiths and others, who have tried to secure the ongoing viability and relevance of Pound St.

Yours faithfully

Linda Silburn
CEO BIEDO





Healthy Communities Management Advisory Committee (MAC) Meeting Agenda
Tuesday, 27 May 2014 @ 1.00pm



Get out, Get Active

Zumba, Pilates, Yoga, and aqua aerobics will be more accessible to Queensland women in a new initiative to fuse fitness and fun and encourage them to *Get Out and Get Active*.

Recreation and Sport Minister Steve Dickson said the Queensland Government would contribute up to \$20,000 towards the delivery of community-based activities in a partnership with local councils.

"*Get Out, Get Active* is aimed at getting more women and girls active, as part of the Newman Government's commitment to boost participation levels in recreation and sport," Mr Dickson said.

"We're allocating \$200,000 towards this initiative, and asking local councils to come up with innovative community activities women can participate in.

Mr Dickson said the idea was motivated by a key recommendation from the Newman Government's Ministerial Advisory Committee on Women and Girls in Sport and Recreation's *Start Playing, Stay Playing* report.

"The report recommended partnering with local government to provide active recreation opportunities," he said.

"I would love to see a local council organise a series of high-energy activities around local parks, and use the money to pay for instructors and equipment.

"The idea is to provide local, accessible and free or affordable opportunities that will encourage women to become more active, in activities that are less structured than traditional team and individual sports."

Sunshine Coast Zumba instructor Mel Volker said community-based programs had the potential to deliver good results by providing readily accessible activities.

"Physical activity is a great way for women to interact with each other and stay healthy," Ms Volker said.

"Activities like Zumba are great because they can be organised at a time and place to suit many women, just needing enough floor space, great music and loads of enthusiasm."

[ENDS] 21 May 2014

Media Contact: Michelle Buckworth 0418 433 647

[Unsubscribe](#)



South Burnett
Regional Council

Directorate- Planning & Environment

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda
Tuesday, 27 May 2014 @ 1.00pm

GAQAP: Bris North 26 July 2014

Page 1 of 2

[View Online](#) | [Download PDF](#) | [Share](#)



KINGARROY

Saturday 2 August 2014

Kingarroy State High School, Toomey Avenue, Kingarroy

Hi,

Registrations are now open for the Get Active Queensland Accreditation Program being held in Kingarroy on Saturday 2 August 2014. Available courses include:-

Athletics Coaching Part A	Athletics Coaching Part B (Sunday 2 August)
Basketball Coaching	Football (Soccer) Coaching
Netball Coaching	Sports First Aid (AST)
Tennis Coaching	Touch Coaching

What is the Get Active Queensland Accreditation Program:

The GAQAP provides teachers, school sport volunteers, tertiary and senior secondary school students throughout Queensland with FREE training that can ultimately lead to recognised accreditation in coaching, officiating and sports first aid.

The courses are FREE to attend on the day. Some courses require completion of assessment tasks for the awarding of formal accreditation. Fees for accreditation may apply for non-school sport volunteers. Registration is limited to one sport only as each course is approximately 6 hours in length.

Register Now

Registrations close: Friday 18 July 2014

Steve Paulsen
Development Officer
Phone: 07 3336 9265
Fax: 07 3336 9292

Level 8/111 George Street,
Brisbane QLD 4000

[Click to Contact](#)



This email was sent by Sport and Recreation Services, Sport and Recreation Services, Level 8/111 George

<http://www.vision6.com.au/em/mail/view.php?id=1111592&a=35884&k=8c3049d>

19/05/2014

Resolution:

Moved Cr RLA Heit, seconded Cr BL Green.

That the Officer's Recommendation be adopted.

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

(b) Portfolio Reports

5.5.4 C - 1316963 - Communities Portfolio Report

Summary

Communities Portfolio Report to Council for the period 13 May 2014 to 16 June 2014.

Officer's Recommendation

That the Communities Portfolio Report to Council for the period 13 May 2014 to 16 June 2014 be received.

Resolution:

Moved Cr RLA Heit, seconded Cr KM Campbell.

That the Communities Portfolio Report to Council for the period 13 May 2014 to 16 June 2014 be received.

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

5.5.5 C - 1316990 - Sport and Recreation Portfolio Report

Summary

Sport and Recreation Portfolio Report to Council for the period 13 May 2014 to 16 June 2014.

Officer's Recommendation

That the Sport and Recreation Portfolio Report to Council for the period 13 May 2014 to 16 June 2014 be received.

Resolution:

Moved Cr BL Green, seconded Cr KA Duff.

That the Sport and Recreation Portfolio Report to Council for the period 13 May 2014 to 16 June 2014 be received.

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

6. Economic Development & Tourism (ED&T)

(a) Officer's Reports

No Report.

(b) Portfolio Report

6.1 ED - 1316929 - Economic Development & Tourism Portfolio Report

Summary

Economic Development & Tourism Portfolio Report to Council for the period 13 May 2014 to 16 June 2014.

Officer's Recommendation

That the Economic Development & Tourism Portfolio Report to Council for the period 13 May 2014 to 16 June 2014 be received.

Resolution:

Moved Cr DW Kratzmann, seconded Cr DP Tessmann.

That the Economic Development & Tourism Portfolio Report to Council for the period 13 May 2014 to 16 June 2014 be received.

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

ADJOURNMENT:

Motion:

Moved Cr RLA Heit, seconded Cr DJ Palmer.

That the meeting adjourn until 1:30pm.

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

During the adjournment the Mayor, Councillors and Chief Executive Officer attended the State Treasurer's (Hon Tim Nicholls MP) official handover of State government land (Lot 10 on N2327) to South Burnett CTC for the development of a community residential facility for people with a disability.

RESUMPTION:

Motion:

Moved Cr DP Tessmann, seconded Cr KA Duff.

That the meeting resume at 1:34pm with attendance as previous to the adjournment

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

7. Infrastructure Services

7.1 Roads & Drainage (R&D)

(a) Officer's Reports

No Report.

(b) Portfolio Report

Cr Tessmann gave a verbal report.

7.2 Design & Technical Services (D&TS)

(a) Officer's Reports

7.2.1 D&TS - 1317288 - Forwarding Notice to Rescind a Council Resolution - 2014/2015 Proposed Roads to Recovery Program

Summary

In accordance with Section 262 of the Queensland Local Government Regulation 2012, Councillor Damien Tessmann is seeking to rescind a motion adopted by Council at its ordinary meeting held on Wednesday 16 October 2013 in Kingaroy regarding the 2014/2015 Proposed Roads to Recovery Program.

Officer's Recommendation

That the following recommendation and resolution be rescinded:

Item 7.2.2 - D&TS - 1225440 - 2014/2015 Proposed Roads to Recovery Program –

Recommendation that Council adopt the following list of projects for the 2014/2015 Roads to Recovery Program:

- Haly St (Rixon to Mt Wooroolin - pavement widening)	\$ 204,000
- Clarke & Swendsons Rd (floodway)	\$ 170,000
- First Ave (River to Logan - floodway)	\$ 500,000
- Ellesmere Rd (Old Taabinga Rd intersection)	\$ <u>300,000</u>
	\$ <u>1,174,000</u>

Resolution:

Moved Cr DP Tessmann, seconded Cr KM Campbell.

That the Officer's Recommendation be adopted.

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

Resolution:

Moved Cr DP Tessmann, seconded Cr KA Duff.

That the Officer's Recommendation be adopted.

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

7.2.2 D&TS - 1296679 - Proposed permanent road closure Unnamed Road, Boyneside

Summary

An application has been received by the Department of Natural Resources and Mines (DNRM) to permanently close road reserve abutting Lot 2 on BO441, Lot 1 on RP44816 and Lot 5 on RP891869, Boyneside. The unformed road reserve informally interconnects Niagara Road and Nords Roads with the total area of land proposed to be resumed being approximately 5.5 hectares.

The proposal seeks to separate the closure into Part A & Part B with Part A (4.4 hectares) abutting Lot 1 on RP44816 and Lot 2 on BO441 and Nords Road and Part B (1.1 hectares) internally abutting Lot 5 on RP891869 and Niagara Road.

Officer's Recommendation

That Council advise the Department of Natural Resources and Mines that there is no objection with the submitted proposal for road closure and that Council is also prepared to release the floating reservation for road purposes over Lot 2 on BO441.

Resolution:

Moved Cr DP Tessmann, seconded Cr RLA Heit.

That the Officer's Recommendation be adopted.

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

7.2.3 D&TS - 1316393 - Request for the naming of an unnamed road reserve to Alexander Lawson Road, Brigooda

Summary

This report addresses the request by the Boondooma Homestead Management Advisory Committee for an unnamed road reserve located between Proston Boondooma Road and Lawsons Broad Creek to be named as Alexander Lawson Road.

Officer's Recommendation

That Council name the unnamed road reserve that extends from Proston Boondooma Road to Lawsons Broad Creek as Alexander Lawson Road.

Resolution:

Moved Cr DP Tessmann, seconded Cr KA Duff.

That Council name the unnamed road reserve that extends from Proston Boondooma Road to Lawsons Broad Creek as Alexander and Lawson Road.

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

7.3 Water & Wastewater (W&W)

(a) Officer's Reports

No Report.

(b) Portfolio Report

No Report.

8. Finance, Property & Information Technology

8.1 Finance (F)

(a) Officer's Reports

8.1.1 F - 1317171 - Monthly Financial Statements

Summary

The following information provides a snapshot of Council's Financial Position as at 18 June 2014.

Officer's Recommendation

The Monthly Financial Report as at 18 June 2014 be received and noted.

Resolution:

Moved Cr KM Campbell, seconded Cr DJ Palmer.

That the Monthly Financial Report as at 18 June 2014 be received and noted.

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

8.1.2 F - 1316234 - Restricted Cash - Land Sales

Summary

During the development of the 2014/15 budget Council considered a number of options for the funding of future capital works. It was identified that Council has a significant land portfolio which could be sold. Consequently the 2014/15 budget has been framed on utilising the proceeds from land sales in 2013/14 to fund capital works and forward budgets to be framed on future land sales also being utilised to fund capital works.

In September 2012 Council created a reserve specifically for the revitalisation and future development of the streetscapes of various towns and villages within the South Burnett and resolved that funds received from the disposal of Council owned commercial and residential real estate during period 1 July 2012 to 30 June 2015 be placed in this reserve.

In order to achieve the desired outcome for the 2014/15 budget and ongoing budgets the above decision needs to be superseded by a resolution reflecting the new desired outcome.

Officer's Recommendation

That

- a) The requirements for the "Allocation of Funds from the Disposal of Land" contained in Council's policy for the "Disposal of Council Real Estate" be suspended until an amended policy is approved by Council
- b) In the interim until a new policy is adopted all funds received from the disposal of Council owned land for period 1 July 2013 be held as restricted cash for purpose of future capital works or debt reduction as determined in the budget each year

Resolution:

Moved Cr KM Campbell, seconded Cr KA Duff.

That the Officer's Recommendation be adopted.

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

8.1.3 F - 1316976 - Fees and Charges Schedule

Summary

Each year the Council considers the level of fees and charges.

The Fees and Charges Schedule attached includes both the Regulatory Fees and Commercial Charges.

Section 97(2) of the Local Government Act 2009 provides examples of a Regulatory Fee:

*“A **cost-recovery fee** is a fee for—*

- (a) an application for the issue or renewal of a licence, permit, registration or other approval under a Local Government Act (an **application fee**); or*
- (b) recording a change of ownership of land; or*
- (c) giving information kept under a Local Government Act; or*
- (d) seizing property or animals under a Local Government Act; or*
- (e) the performance of another responsibility imposed on the local government under the Building Act or the Plumbing and Drainage Act.”*

A commercial fee is for a service which Council provides, however the service could also be sourced from another provider.

In the case of Regulatory Fees the Act also states that a cost-recovery fee must not be more than the cost to the local government of taking the action for which the fee is charged.

The Fees & Charges in the attached schedule have been generally increased by 2.5%. However some fees have not changed from those charged in the 2013/2014 financial year. The charges for 2013/2014 financial year have been included in the schedule to allow comparison with the proposed charges for the 2014/2015 financial year.

The fees for Halls and Saleyards have been left as for the 2013/2014 financial year, but will be subject to a review during the 2014/2015 financial year. The fees and charges for the Pools are the subject of a separate report to Council.

As per section 98(1) of the Local Government Act 2009 South Burnett Regional Council maintains a register of Cost Recovery Fees.

Officer's Recommendation

That the Fees and Charges listed be received and adopted effective from 1 July 2014 continuing in place until further reviewed by Council.



Register of Fees and Charges



Contents

Animals - Domestic	Halls-Kingaroy Town Hall	Right to Information
Animals - Other	Halls-Murgon Town Hall	Roads
Art Gallery	Halls-Nanango	Saleyards & Dips
Bjelke-Petersen Dam	Halls-Others	Searches
Books	Library	Soil Laboratory Testing
Boondooma Dam	Pest Management	Subdivision - Engineering
Buildings	Planning	Waste Services
Caravan Parks	Plumbing	Waste Water
Cemeteries	Printing & Stationery	Water - Sales
Environment Health Licenses / Permits	Private Works	Water Supplies
Halls-Kingaroy Town Common Hall	Rentals	
Glossary		

Fees & Charges						
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com	
Animals - Domestic						
Anti-Barking Collar						
Hire Anti-Barking Collar	/fortnight or part thereof	\$ 56.00	\$ 56.00	Y		C
Impounding						
Release Fee: Cats & Dogs						
Drop Off (if able to find owner prior to taking to Animal Housing Facility)		\$ 56.00	\$ 56.00	N	Local Government Act 2009 S97 (2)(d)	R
First Impounding		\$ 100.00	\$ 100.00	N	Local Government Act 2009 S97 (2)(d)	R
Second Impounding		\$ 150.00	\$ 150.00	N	Local Government Act 2009 S97 (2)(d)	R
Third Impounding (fee plus possible fine of minimum 2 penalty units)		\$ 167.00	\$ 167.00	N	Local Government Act 2009 S97 (2)(d)	R
Fourth Impounding		Legal Action	Legal Action			
Dogs - Unregistered (excludes Non-Registrable Areas)		\$ 203.00	\$ 203.00	N	Local Government Act 2009 S97 (2)(d)	R
Sustenance Fee	/day	\$ 8.00	\$ 8.00	Y		C
Veterinary and Other Costs:		At Cost	At Cost	Y		C
(Payment prior to release of impounded animal of actual Veterinary and other costs incurred in impounding the animal)						
Delivery of Cat / Dog Cage and / or the Collection of Stray Cat / Dog		At Cost	At Cost	Y		C
Permits						
To Keep Excess Animals (e.g. three (3) Dogs) in a Registrable Area						
Application for Permit		\$ 167.00	\$ 167.00	N	Local Government Act 2009 S97 (2)(a)	R
Registration - Dogs						
Defined Area						
Defined Area Entire Dog		\$ 142.00	\$ 142.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R
Defined Area Entire Dog - Microchipped		\$ 109.00	\$ 109.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R
Defined Area De-sexed Dog		\$ 55.00	\$ 55.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R
Defined Area De-sexed Dog - Microchipped		\$ 27.00	\$ 27.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R
Guide Dogs for the Blind / Deaf / Companion		No Charge	No Charge			
Declared Restricted Dog		\$ 273.00	\$ 273.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R
Declared Menacing Dog		\$ 328.00	\$ 328.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R
Declared Dangerous Dog		\$ 656.00	\$ 656.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R
Breeders and Show Dog						
Breeders and Show Dog		\$ 262.00	\$ 262.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R
(Capped at 12 animals based on Entire Non-Defined Area Dog)						
Non-Defined Area						
Non-Defined Area Entire Dog		\$ 22.00	\$ 22.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R
Non-Defined Area De-sexed Dog		\$ 9.00	\$ 9.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R
ID Tag / Replacement Tag		\$ 9.00	\$ 9.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R
Working Dog - Tag Cost Only		\$ 9.00	\$ 9.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R
Guide Dogs for the Blind / Deaf / Companion		No Charge	No Charge			
Declared Restricted Dog		\$ 273.00	\$ 273.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R
Declared Menacing Dog		\$ 328.00	\$ 328.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R
Declared Dangerous Dog		\$ 656.00	\$ 656.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R
Traps						
Cat Trap Hire	/day	No Charge	No Charge			
Registration						
All fees are waived for the initial registration for the first year for dogs purchased through the RSPCA re-homing facility.						
If newly obtained dog is registered in the first 6 months of the registration period then full registration fee applies.						
If newly obtained dog is registered in the last 6 months of the registration period then 50% of registration fee applies.						
Animal previously registered in another shire, but transferring to the South Burnett, then reciprocal registration for fee applies.						
Deceased Dog						
Deceased Animal Refund - 50% refund of the initial registration fee where animal is deceased in the first 6 months of the registration period. There will be no refund where the animal is deceased after the first 6 months of the registration period.						
De-sexing / Microchipping - New Animal or Renewal						
If the dog is registered in the first 6 months of the registration period (as Entire and / or Non-Microchipped) and the animal is subsequently de-sexed / microchipped within 6 months of being registered then there will be a reimbursement of the difference between the full fee and the revised fee upon production of the necessary supporting documentation / certificates.						
If the dog was registered after the first 6 months of the registration period then went and had the animal de-sexed and / or microchipped within 6 months they would not be entitled to a de-sexed or microchipped reimbursement. They have already had a concession on the registration fee.						

Fees & Charges						
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com	
Animals - Other						
Depasture: (Maximum Fees as Prescribed by Regulations)						
Cattle & Horses - Minimum Charge	/ head per week	\$ 1.00	\$ 1.00	N	Local Government Act 2009 597(2)(a)	R
Cattle & Horses - Maximum Charge	/ head per week	\$ 2.00	\$ 2.00	N	Local Government Act 2009 597(2)(a)	R
Small Animals (Pigs, Goats, Sheep, Alpacas)	/ head per week	\$ 0.40	\$ 0.40	N	Local Government Act 2009 597(2)(a)	R
Impounding						
Cattle & Horses						
Impounding Fee (Release)	/ head	\$ 278.00	\$ 285.00	N	Local Government Act 2009 597(2)(d)	R
Poundage Fee	/ head per day or part thereof	\$ 35.00	\$ 37.00	N	Local Government Act 2009 597(2)(d)	R
Inspection Fee - Impounded Livestock - Wondai Pound	/ head - 15 min interval	\$ 34.00	\$ 35.00	N	Local Government Act 2009 597(2)(d)	R
Spray Fee - Impounded Livestock - Wondai Pound	/ head	\$ 12.00	\$ 12.00	N	Local Government Act 2009 597(2)(d)	R
Transport Costs		At Cost	At Cost	N	Local Government Act 2009 597(2)(d)	R
Subsequent Impounding Fee for Same Animal/s		\$ 405.00	\$ 416.00	N	Local Government Act 2009 597(2)(d)	R
Sustenance Rate	/ head per day or part thereof	\$ 23.00	\$ 24.00	N	Local Government Act 2009 597(2)(d)	R
Damages (Grass Paddock)	/ head	\$ 45.00	\$ 46.00	N	Local Government Act 2009 597(2)(d)	R
Damages (Orchard, Crop, garden)	/ head	\$ 256.00	\$ 262.00	N	Local Government Act 2009 597(2)(d)	R
Damages (Council Saleyards, Portable Yards)	/ head	\$ 139.00	\$ 142.00	N	Local Government Act 2009 597(2)(d)	R
Advertising Cost		At Cost	At Cost	N	Local Government Act 2009 597(2)(d)	R
Extracts from Register	/ extract	\$ 22.00	\$ 23.00	N	Local Government Act 2009 597(2)(d)	R
Straying Stock Not Impounded - Returned to Owner by Council Officer	/ call out	\$ 217.00	\$ 222.00	N	Local Government Act 2009 597(2)(d)	R
Pigs / Goats / Sheep / Other Domestic Livestock						
Impounding Fee (Release)	/ head	\$ 134.00	\$ 137.00	N	Local Government Act 2009 597(2)(d)	R
Poundage Fee	/ head per day or part thereof	\$ 22.00	\$ 23.00	N	Local Government Act 2009 597(2)(d)	R
Transport Costs		At Cost	At Cost	N	Local Government Act 2009 597(2)(d)	R
Sustenance Rate	/ head per day or part thereof	\$ 15.00	\$ 15.00	N	Local Government Act 2009 597(2)(d)	R
Damages (Grass Paddock)	/ head	\$ 33.00	\$ 34.00	N	Local Government Act 2009 597(2)(d)	R
Damages (Orchard, Crop, garden)	/ head	\$ 94.00	\$ 96.00	N	Local Government Act 2009 597(2)(d)	R
Damages (Council Saleyards, Holding Pens)	/ head	\$ 81.00	\$ 83.00	N	Local Government Act 2009 597(2)(d)	R
Advertising Cost		At Cost	At Cost	N	Local Government Act 2009 597(2)(d)	R
Extracts from Register	/ extract	\$ 22.00	\$ 23.00	N	Local Government Act 2009 597(2)(d)	R
Sale of Impounded Animals						
Auction of Animals as Advertised - Refer to Local Law (CEO or Poundkeeper Authorised to Conduct Sales)						

Fees & Charges					
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com
Art Gallery, Kingaroy					
To Exhibit in Main Gallery	\$ 195.00	\$ 200.00	Y		C
To Show Works in Two Side Galleries (Each)	\$ 95.00	\$ 100.00	Y		C
To Show Works in "Earthworks" Gallery	\$ 147.00	\$ 150.00	Y		C
Commission on All Works Sold Including the Craft Shop	20%	20%	Y		C

Fees & Charges								
Type of Charge		13/14		14/15		GST	Head of Power	Reg / Com
Bjilke Petersen Dam and Recreation Park								
Accommodation								
Cabins								
Self-Contained Cabins (9 - with TV - Sleep 5 - 1 dibed -triple bunks)								
Per Night		\$ 117.00	\$ 96.00	\$ 120.00	\$ 98.00	Y		C
Villas								
All Villas are Air-Conditioned, with DVD Player & Large TV - All Linen Provided - Sleeps up to 6 People	/ night	\$ 150.00	\$ 126.00	\$ 154.00	\$ 126.00	Y		C
Powered Sites - 2 Persons	/ night	\$ 31.00	\$ 26.00	\$ 32.00	\$ 26.00	Y		C
Powered Sites - Extra Adult	/ night	\$ 16.00	\$ 14.00	\$ 16.00	\$ 14.00	Y		C
Powered Sites - Extra Child (Children under 5 years - No Charge)	/ night	\$ 10.00	\$ 9.00	\$ 10.00	\$ 9.00	Y		C
Unpowered Sites - 2 Persons	/ night	\$ 27.00	\$ 23.00	\$ 28.00	\$ 23.00	Y		C
Unpowered Sites - Extra Adult	/ night	\$ 13.00	\$ 11.00	\$ 13.00	\$ 11.00	Y		C
Unpowered Sites - Extra Child (Children under 5 years - No Charge)	/ night	\$ 9.00	\$ 8.00	\$ 9.00	\$ 8.00	Y		C
Ensuite Powered Caravan Sites								
Ensuite Site - 2 Persons	1 night only	\$ 41.00	\$ 35.00	\$ 42.00	\$ 35.00	Y		C
Ensuite Site - Extra Adult	/ night	\$ 19.00	\$ 16.00	\$ 19.00	\$ 16.00	Y		C
Ensuite Site - Extra Child	/ night 1 person	\$ 10.00	\$ 9.00	\$ 10.00	\$ 9.00	Y		C
Tennis Court Hire								
Daily - Skinning in Park	/ hour							
Night Hire	/ hour	\$ 12.00	\$ -	\$ 13.00	\$ -	Y		C
Key Deposit		\$ 20.00	\$ -	\$ 20.00	\$ -			

Fees & Charges					
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com
Books					
First 100 Years	\$ 11.00	\$ 11.00	Y		C
Landscapes of Change - 970 in Stock	\$ 55.00	\$ 55.00	Y		C
Gathering of the Waters	\$ 35.00	\$ 35.00	Y		C
Pioneering into the Future	\$ 33.00	\$ 33.00	Y		C
Cradled in the Ranges	\$ 10.00	\$ 10.00	Y		C
The Sags of a Shire	\$ 10.00	\$ 10.00	Y		C
Murgon Centenary	\$ 12.00	\$ 12.00	Y		C
Murgon in Focus	\$ 25.00	\$ 25.00	Y		C
Heart Break, Hope and Harmony (2 Volume)	\$ 110.00	\$ 110.00	Y		C
All Postage and Handling		At Cost	At Cost		

Fees & Charges								
Type of Charge		13/14		14/15		GST	Head of Power	Reg / Com
Boondooma Dam and Recreation Park		1-2 days	>2 days	1-2 days	>2 days			
Accommodation								
Cabins - Sleeps 5								
2 Persons Per Night	/ night	\$ 107.00	\$ 92.00	\$ 110.00	\$ 92.00	Y		C
Extra Adult	/ night	\$ 12.00	\$ 10.00	\$ 13.00	\$ 10.00	Y		C
Extra Child	/ night	\$ 10.00	\$ 9.00	\$ 10.00	\$ 9.00	Y		C
Caravan & Camping Area								
Terrace Caravan Park								
Powered Sites - Minimum 2 Persons	/ night	\$ 31.00	\$ 26.00	\$ 32.00	\$ 26.00	Y		C
Powered Sites - Extra Adult	/ night	\$ 15.00	\$ 14.00	\$ 15.00	\$ 14.00	Y		C
Powered Sites - Extra Child	/ night	\$ 9.00	\$ 7.00	\$ 9.00	\$ 7.00	Y		C
The Lookout Caravan Park								
Powered Sites - Minimum 2 Persons	/ night	\$ 31.00	\$ 26.00	\$ 32.00	\$ 26.00	Y		C
Powered Sites - Extra Adult	/ night	\$ 16.00	\$ 14.00	\$ 16.00	\$ 14.00	Y		C
Powered Sites - Extra Child	/ night	\$ 9.00	\$ 8.00	\$ 9.00	\$ 8.00	Y		C
(Children under 5 years - No Charge)								
Unpowered Campers								
Unpowered Sites - Extra Adult	/ night	\$ 12.00	\$ 11.00	\$ 12.00	\$ 11.00	Y		C
Unpowered Sites - Extra Child	/ night	\$ 9.00	\$ 8.00	\$ 9.00	\$ 8.00	Y		C
Deposits								
100% - School Holidays, Easter, Christmas and Public Holidays								
50% - Other Periods								
Bunk House								
Per Room (4 Persons Max.)	/ night	\$ 22.00	\$ 20.00	\$ 20.00	\$ 20.00	Y		C
Per Facility Booking - All Rooms	/ night	\$ 364.00	\$ 311.00	\$ 440.00	\$ 352.00	Y		C
Nav Deposit		\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00			

Fees & Charges					
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com
Buildings					
Class 1					
Single Dwelling & Relocatable Dwelling					
New Buildings Up to 200 Square Metres	\$ 1,019.00	\$ 1,044.00	Y		C
New Buildings Over 200 Square Metres	\$ 1,129.00	\$ 1,157.00	Y		C
Modifications / Alterations	\$ 625.00	\$ 640.00	Y		C
Change to Development Approval	\$ 400.00	\$ 410.00	Y		C
Removal or Demolition of Building					
Demolition Permit	\$ 285.00	\$ 292.00	N	Sustainable Planning Act 2009 S260(d)(1)	R
Security Deposit - to ensure the site is cleared of all debris & finished surface levels are reinstated to a maintainable state - (Cash or Bank Guarantee)	\$ 1,096.00	\$ 1,120.00	N	Sustainable Planning Act 2009 S260(d)(1)	R
Relocated Buildings					
Concurrence Agency Referral	\$ 285.00	\$ 292.00	N	Sustainable Planning Act 2009 S272(c)(i)	R
Inspection (only if supporting documentation is not provided)	\$ 740.00	\$ 760.00	Y		C
Security Bond - to ensure the buildings are reinstated or upgraded in accordance with current building regulations within the currency period of the Approval - (Cash or Bank Guarantee)	\$ 16,447.00	\$ 16,900.00	N	Sustainable Planning Act 2009 S260(d)(1)	R
Restumping of Building	\$ 444.00	\$ 455.00	Y		C
Class 2					
New Buildings Up to 300 Square Metres	\$ 1,129.00	\$ 1,157.00	Y		C
New Buildings 300-500 Square Metres	\$ 1,899.00	\$ 1,740.00	Y		C
New Buildings Over 500 Square Metres By Quotation					C
Modifications / Alterations	\$ 795.00	\$ 815.00	Y		C
Change to Development Approval	\$ 570.00	\$ 584.00	Y		C
Class 3					
New Buildings Up to 300 Square Metres	\$ 1,129.00	\$ 1,157.00	Y		C
New Buildings 300-500 Square Metres	\$ 1,899.00	\$ 1,740.00	Y		C
New Buildings Over 500 Square Metres By Quotation			Y		C
Modifications / Alterations	\$ 795.00	\$ 815.00	Y		C
Change to Development Approval	\$ 570.00	\$ 584.00	Y		C
Class 4, 5, 6 & 9					
New Buildings Under 500 Square Metres	\$ 1,129.00	\$ 1,157.00	Y		C
Modifications / Alterations	\$ 680.00	\$ 697.00	Y		C
New Buildings Over 500 Square Metres	\$ 1,899.00	\$ 1,740.00	Y		C
Modifications / Alterations	\$ 850.00	\$ 870.00	Y		C
Internal Fitout Under 500 Square Metres	\$ 570.00	\$ 584.00	Y		C
Internal Fitout Over 500 Square Metres	\$ 680.00	\$ 697.00	Y		C
Change to Development Approval	\$ 240.00	\$ 249.00	Y		C
Class 7 & 8					
Industrial Buildings					
New Buildings Under 500 Square Metres	\$ 1,129.00	\$ 1,157.00	Y		C
Change to Development Approval	\$ 455.00	\$ 466.00	Y		C
New Buildings Over 500 Square Metres	\$ 1,480.00	\$ 1,517.00	Y		C
Modifications / Alterations Under 500 Square Metres	\$ 570.00	\$ 584.00	Y		C
Modifications / Alterations Over 500 Square Metres	\$ 1,129.00	\$ 1,157.00	Y		C
Change to Development Approval	\$ 455.00	\$ 466.00	Y		C
Special Structure Piggery / Poultry, etc.					
Per New Structure	\$ 806.00	\$ 826.00	Y		C
Modifications / Alterations	\$ 406.00	\$ 416.00	Y		C
Change to Development Approval	\$ 406.00	\$ 416.00	Y		C
Class 10a					
New Structures	\$ 395.00	\$ 405.00	Y		C
Modifications / Alterations	\$ 230.00	\$ 236.00	Y		C
Change to Development Approval	\$ 197.00	\$ 200.00	Y		C
Class 10b					
Swimming Pools					
New Structures	\$ 455.00	\$ 466.00	Y		C
Modifications / Alterations	\$ 230.00	\$ 236.00	Y		C
Change to Development Approval	\$ 230.00	\$ 230.00	Y		C
Signs / Satellite Dishes, etc.					
New Structures	\$ 480.00	\$ 492.00	Y		C
Modifications / Alterations	\$ 170.00	\$ 174.00	Y		C
Change to Development Approval	\$ 247.00	\$ 253.00	Y		C
Temporary Tents 100 to 500					
New Structures	\$ 340.00	\$ 350.00	Y		C
Modifications / Alterations	\$ 170.00	\$ 174.00	Y		C
Change to Development Approval	\$ 170.00	\$ 174.00	Y		C
Temporary Tents Over 500					
New Structures	\$ 340.00	\$ 350.00	Y		C
Modifications / Alterations	\$ 170.00	\$ 174.00	Y		C
Change to Development Approval	\$ 170.00	\$ 174.00	Y		C
Retaining Walls					
New Structures	\$ 340.00	\$ 350.00	Y		C
Modifications / Alterations	\$ 170.00	\$ 174.00	Y		C
Change to Development Approval	\$ 170.00	\$ 174.00	Y		C
Budget Accommodation					
Compliance Inspection and Report	\$ 455.00	\$ 466.00	N	Building Act 1975 S146(1)	R
Fire Safety Assessment					
Compliance Inspection and Report	\$ 455.00	\$ 466.00	N	Building Act 1975 S231AL(3)	R
Swimming Pool Compliance (Fence)					
Compliance Inspection and Report	\$ 312.00	\$ 320.00	Y		C
Certificate of Classification					
Inspection	\$ 422.00	\$ 433.00	Y		C
Copy of Certificate	\$ 164.00	\$ 168.00	Y		C
Reinspections, Miscellaneous Inspections, Reports	\$ 143.00	\$ 147.00	Y		C
Building Form 19 Requisition	\$ 164.00	\$ 168.00	N	Sustainable Planning Act S272(c)(ii)	R
Building Records Search	\$ 164.00	\$ 168.00	N	Local Government Act S262(2)(c)	R
Building Records Search (Urgent)	\$ 247.00	\$ 253.00	N	Local Government Act S262(2)(c)	R
Building Property Search	\$ 285.00	\$ 292.00	N	Local Government Act S262(2)(c)	R
Copy of Building Plans	\$ 164.00	\$ 168.00	N	Sustainable Planning Act 2009 S729(1)(g)	R
Extension of Time	\$ 164.00	\$ 168.00	N	Sustainable Planning Act 2009 S729(1)(g)	R

Fees & Charges					
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com
Buildings					
Building Regulation Concession	\$ 340.00	\$ 349.00	N	Sustainable Planning Act 2009 S729(1)(i)	R
Document Lodgement Fee	\$ 164.00	\$ 168.00	N		R
Miscellaneous Fees					
Application Following Disengagement of Private Certifier - % of Base Fee	60%	60%	N	Local Government Act 2009 337(2)(e)	R
Applications Following Lapsed Approval - % of Base Fee	60%	60%	N		C
Private Certification Inspections By Quotation (Inspection for Private Certifier)	minimum	A Cost	\$ 250.00	Y	C
Building Fees Refund					
Prior to Approval - % of Fees Paid	80%	80%	N		C
Following Assessment - % of Fees Paid	60%	60%	N		C
Permit Issued Structure Not Commenced - % of Fees Paid	40%	40%	N		C

Fees & Charges							
Type of Charge	13/14		14/15		GST	Head of Power	Reg / Com
	1-2 days	>2 days	1-2 days	>2 days			
Caravan Parks							
Caravan Park - Wondai							
Van Sites - Short Term							
Nightly Charge (Up to 2 Persons)	\$ 21.00	\$ 18.00	\$ 22.00	\$ 18.00	Y		C
Additional Person - Per Night (Over 6 People)	\$ 11.00	\$ 9.00	\$ 11.00	\$ 9.00	Y		C
Van Sites - Long Term (After 4 Weeks)							
Weekly (Up to 2 Persons)		\$ 104.00		\$ 107.00	Y		C
Additional Persons - Per Week		\$ 39.00		\$ 40.00	Y		C
Tent Sites - Short Term							
Nightly Charge (Up to 2 Persons)	\$ 18.00	\$ 16.00	\$ 21.00	\$ 17.00	Y		C
Additional Persons - Per Night (Over 6 People)	\$ 9.00	\$ 8.00	\$ 9.00	\$ 8.00	Y		C
Amenities (Whilst Not Staying in Caravan Park)							
Showers (Per Person)	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	Y		C
Showers (Weekly)	\$ 33.00	\$ 33.00	\$ 34.00	\$ 34.00	Y		C
Key Deposit							
Per Key	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	Y		C
Caravan Park - Preston							
Van Sites - Short Term							
Nightly Charge (Up to 2 Persons)	\$ 20.00	\$ 17.00	\$ 22.00	\$ 18.00	Y		C
Additional Person - Per Night	\$ 8.00	\$ 8.00	\$ 11.00	\$ 9.00	Y		C
Van Sites - Long Term (After 4 Weeks)							
Weekly (Up to 2 Persons)		\$ 99.00		\$ 107.00	Y		C
Additional Persons - Per Week		\$ 37.00		\$ 40.00	Y		C
Tent Sites - Short Term							
Nightly Charge (Up to 2 Persons)	\$ 20.00	\$ 17.00	\$ 21.00	\$ 17.00	Y		C
Additional Person - Per Night	\$ 9.00	\$ 8.00	\$ 9.00	\$ 8.00	Y		C
Amenities (Whilst Not Staying in Caravan Park)							
Showers (Per Person)	\$ 10.00	\$ 10.00	\$ 11.00	\$ 11.00	Y		C
Showers (Weekly)	\$ 31.00	\$ 31.00	\$ 34.00	\$ 34.00	Y		C
Key Deposit							
Per Key	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	Y		C

Fees & Charges						
Type of Charge		13 / 14	14 / 15	GST	Head of Power	Reg / Com
Cemeteries						
Purchase of Grave & Interment	adult	\$ 1,757.00	\$ 1,800.00	Y		C
	child > 12 years	\$ 1,081.00	\$ 1,108.00	Y		C
	infant > 2 years	\$ 656.00	\$ 672.00	Y		C
Reopening of Grave for 2nd Interment	adult & child	\$ 1,081.00	\$ 1,108.00	Y		C
	infant > 2 years	\$ 676.00	\$ 693.00	Y		C
Reservation Fee (Rebate of Interment Expenses If Surrendered)		\$ 1,757.00	\$ 1,800.00	Y		C
Purchase of Grave for Interment of Ashes		\$ 676.00	\$ 693.00	Y		C
2nd and Subsequent Interment of Ashes in Existing Grave - at Customer's Expense (Details of Interment to be provided to Council)		No Charge	No Charge	Y		C
Breaking of Concrete / Removal of Monument		\$ 338.00	\$ 346.00	Y		C
Exhumation of Remains		\$ 2,027.00	\$ 2,078.00	Y		C
Additional Charge for Council Services Out of Business Hours		Standard Fees +	Standard Fees +	Y		C
		\$ 405.00	\$ 415.00	Y		C
Columbaria & Garden						
Purchase / Reservation of Niche or Garden Plot (A Reserve Marker will be installed)		\$ 264.00	\$ 270.00	Y		C
Plaques and Installation Thereof and Interment of Ashes - No Service Provided by Council, but must be to Council Specification						
Cemetery Search						
Standard Search (Over 6 Names)		At Cost	At Cost	Y		C

Fees & Charges						
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com	
Environmental Health Licence / Permits						
Environmental Protection Act 1984						
Environmental Relevant Activities						
<i>Registration Certificates</i>						
Application for Registration Certificate + Annual Fee	\$ 357.00	\$ 366.00	N	Environmental Protection Regulation 2008, Ch8, Pt2, S117	R	
Application for Continuing Registration Certificate	\$ 132.00	\$ 135.00	N	Environmental Protection Regulation 2008, Ch8, Pt2, S117	R	
<i>Annual/Registration Certificate Fees:</i>						
ERA with AES of 0	\$ 140.00	\$ 144.00	N	Environmental Protection Regulation 2008, Ch8, Pt2, S117	R	
ERA with AES of 0 to 10	\$ 214.00	\$ 219.00	N	Environmental Protection Regulation 2008, Ch8, Pt2, S117	R	
ERA with AES of 11 to 30	\$ 427.00	\$ 438.00	N	Environmental Protection Regulation 2008, Ch8, Pt2, S117	R	
ERA with AES of more than 30	\$ 635.00	\$ 712.00	N	Environmental Protection Regulation 2008, Ch8, Pt2, S117	R	
Food Act 2006						
Application for Licence						
Assessment of Applicant (N / A for Temporary Licence)	\$ 73.00	\$ 75.00	N	Food Act 2006, Ch1, Pt4, S31	R	
High		\$ 444.00	N	Food Act 2006, Ch1, Pt4, S31	R	
Medium		\$ 406.00	N	Food Act 2006, Ch1, Pt4, S32	R	
Low		\$ 329.00	N	Food Act 2006, Ch1, Pt4, S33	R	
Supermarket		\$ 406.00	N	Food Act 2006, Ch1, Pt4, S34	R	
Add Unit (to Supermarket for Each Additional Over 2 Departments)		\$ 29.00	N	Food Act 2006, Ch1, Pt4, S35	R	
Market (Held on a Monthly Basis)	\$ 37.00	\$ 59.00	N	Food Act 2006, Ch1, Pt4, S31	R	
Temporary	\$ 37.00	\$ 38.00	N	Food Act 2006, Ch1, Pt4, S31	R	
Renewal of Licence						
High		\$ 305.00	N	Food Act 2006, Ch1, Pt4, S31	R	
Medium		\$ 268.00	N	Food Act 2006, Ch1, Pt4, S32	R	
Low		\$ 193.00	N	Food Act 2006, Ch1, Pt4, S33	R	
Supermarket		\$ 268.00	N	Food Act 2006, Ch1, Pt4, S34	R	
Add Unit (to Supermarket for Each Additional Over 2 Departments)		\$ 29.00	N	Food Act 2006, Ch1, Pt4, S35	R	
Market	\$ 58.00	\$ 59.00	N	Food Act 2006, Ch1, Pt4, S31	R	
Home Based Business						
<i>(Selling within South Burnett at Local Markets Only)</i>						
Assessment of Applicant (N / A for Temporary Licence)	\$ 73.00	\$ 75.00	N	Food Act 2006, Ch1, Pt4, S31	R	
Home Based Business - Market Licence	\$ 58.00	\$ 59.00	N	Food Act 2006, Ch1, Pt4, S31	R	
Renewal of Licence	\$ 58.00	\$ 59.00	N	Food Act 2006, Ch1, Pt4, S31	R	
Food Safety Program Accreditation/Audit						
Non-Compliance Inspection Fee	/hour	At Cost	At Cost	N	C	
		\$ 100.00	\$ 100.00	Y	C	
Public Health (Infection Control for Personal Appearance Services) Act 2003						
Higher-Risk Personal Appearance Service						
<i>Licence Application Fees</i>						
Application for a New Licence	\$ 357.00	\$ 366.00	N	Local Government Act 2009 S97(2)(a)	R	
Application to Renew a Licence	\$ 226.00	\$ 231.00	N	Local Government Act 2009 S97(2)(a)	R	
Application to Amend a Licence	\$ 320.00	\$ 328.00	N	Local Government Act 2009 S97(2)(a)	R	
Transfer Fee	\$ 73.00	\$ 75.00	N	Local Government Act 2009 S97(2)(a)	R	
Non-Higher Risk Personal Appearance Service						
Inspection Fee	\$ 146.00	\$ 150.00	N	Local Government Act 2009 S97(2)(a)	R	
Residential Services (Accreditation Act 2002)						
Application Fee	At Cost	At Cost	N	Local Government Act 2009 S97(2)(a)	R	
Local Law Permits						
Transfer Fee						
	\$ 73.00	\$ 75.00	N	Local Government Act 2009 S97(2)(a)	R	
Registration of Catteries or Kennels						
Application Fee	\$ 357.00	\$ 366.00	N	Local Government Act 2009 S97(2)(a)	R	
Renewal Fee	\$ 226.00	\$ 231.00	N	Local Government Act 2009 S97(2)(a)	R	
Temporary Home Permit						
Application Fee	\$ 146.00	\$ 150.00	N	Local Government Act 2009 S97(2)(a)	R	
Display of Goods on Footpaths						
Application Fee	\$ 146.00	\$ 150.00	N	Local Government Act 2009 S97(2)(a)	R	
Renewal Fee	\$ 66.00	\$ 68.00	N	Local Government Act 2009 S97(2)(a)	R	
Caravan Parks / Camping Grounds						
Application Fee	\$ 357.00	\$ 366.00	N	Local Government Act 2009 S97(2)(a)	R	
Renewal Fee	\$ 226.00	\$ 231.00	N	Local Government Act 2009 S97(2)(a)	R	
Public Swimming Pools						
Application Fee	\$ 357.00	\$ 366.00	N	Local Government Act 2009 S97(2)(a)	R	
Renewal Fee	\$ 73.00	\$ 75.00	N	Local Government Act 2009 S97(2)(a)	R	
Standing Sign Site						
Application Fee - Relevant Minimum General Rate for the Current Financial Year + \$50			N	Local Government Act 2009 S97(2)(a)	R	
Renewal Fee - Relevant Minimum General Rate for the Current Financial Year			N	Local Government Act 2009 S97(2)(a)	R	
General						
The Application Fee for all Environmental Health Licences / Permits includes the Assessment Fee & the Licensing Fee. The Licence / Permit will be considered valid for 12 months from the month the Licence / Permit is issued.						
Miscellaneous Fees						
Special Inspection (e.g. Compliance Search)						
To Undertake Inspection of any Licensed Premises and Requires a Written Report	\$ 318.00	\$ 328.00	Y		C	
Health Records Search						
Imposing Fee	\$ 34.00	\$ 35.00	Y		C	
Impounded Vehicles / Goods						
Imposing Fee	\$ 146.00	\$ 150.00	N	Local Government Act 2009 S97(2)(d)	R	
Holding Fee	\$ 8.00	\$ 8.00	Y		C	
Transportation	At Cost	At Cost	N	Local Government Act 2009 S97(2)(d)	R	
Overgrown Allotments						
Stall Residential Block	At Cost	At Cost	N	Local Government Act 2009 S97(2)(a)	R	
Stall Block Larger than Residential	At Cost	At Cost	N	Local Government Act 2009 S97(2)(a)	R	
Administration Cost - Authority to Slash	\$ 57.00	\$ 50.00	Y		C	
Administration Cost - No Authority to Slash	\$ 78.00	\$ 80.00	Y		C	
Tasting Water Samples						
Testing of Private Water Samples (+ Costs of Tests if Charged by Qld Scientific Services)	\$ 74.00	\$ 76.00	Y		C	

Fees & Charges					
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com
Halls-Kingaroy Town Common Hall					
Wedding Receptions / Private Dinners / Private Entertainments					
Day & Night Combined					
With Alcohol	\$ 362.00	\$ 362.00	Y		C
Without Alcohol	\$ 243.00	\$ 243.00	Y		C
Rehearsals / Preparations / Setting Up					
Daytime	/ hour	\$ 24.00	\$ 24.00	Y	C
Nighttime	/ hour	\$ 36.00	\$ 36.00	Y	C
Concessions for Organisations Involved in Original Construction of Complex (Lions Club, SB CTC Services, Kingaroy Junior Soccer and Vintage Car Club)					
Relevant Hire Fee	60%	60%	Y		C
Functions / Events Run by Local Clubs, Groups, Schools, etc. for the Purpose of Raising Funds for Themselves e.g. Blue Light Discos, Old Sciencentre, Show Society, Scouts, Guides, Schools (for the purpose of consistency this should be 50% like all others under this policy)					
	50%	50%	Y		C
Cleaning / Security Deposit					
Payable Prior to Single or Multiple Booking of Any Part of the Facility	\$ 382.00	\$ 382.00	N		C
Security Charge #	At Cost	At Cost	Y		C
# When deemed necessary (e.g. 18th / 21st, bucks nights) - Paid to Council for Council to engage security guard					
Public Address System Fees and Charges					
Bond	\$ 329.00	\$ 329.00	N		C
Delivery, Setup, Removal (+ Travel @ 75c/km)	\$ 198.00	\$ 198.00	Y		C
Hire Fee (Minimum of seven (7) days notice is required prior to any hire of the equipment) - % of Total Setup Fees	10%	10%	Y		C
Other Equipment					
Large Conference Projector	\$ 250.00	\$ 250.00	Y		C
Coowinda Craft Group (Mondays only) - (as per arrangement with the former Kingaroy Shire Council)	\$ 16.00	\$ 16.00	Y		C
Kingaroy Junior Soccer Small Canteen and Toilets - (as per arrangement with the former Kingaroy Shire Council)	No Charge	No Charge	Y		C
SB Antique Car Club (until 2013) - (as per arrangement with the former Kingaroy Shire Council)	No Charge	No Charge	Y		C

Fees & Charges					
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com
Halls-Kingaroy Town Hall					
Balls / Cabarets / Dances					
Day and Night Combined					
Town Hall	\$ 552.00	\$ 552.00	Y		C
Reception Room	\$ 243.00	\$ 243.00	Y		C
Barbecue Area	\$ 126.00	\$ 126.00	Y		C
Total Complex	\$ 789.00	\$ 789.00	Y		C
<i># Local Productions - Local Artists Only - Subject to a 50% Reduction</i>					
National Tours					
Full Bar Operating					
Town Hall	\$ 1,527.00	\$ 1,527.00	Y		C
Reception Room	\$ 750.00	\$ 750.00	Y		C
Barbecue Area	\$ 250.00	\$ 250.00	Y		C
Total Complex	\$ 2,184.00	\$ 2,184.00	Y		C
Rehearsals / Preparations / Setting Up					
8am to 5pm					
Midday to 1am					
Daytime					
	/hour				
Town Hall	\$ 96.00	\$ 96.00	Y		C
Reception Room	\$ 24.00	\$ 24.00	Y		C
Barbecue Area	\$ 13.00	\$ 13.00	Y		C
Nighttime					
	/hour				
Town Hall	\$ 40.00	\$ 40.00	Y		C
Stage	\$ 24.00	\$ 24.00	Y		C
Reception Room	\$ 24.00	\$ 24.00	Y		C
Barbecue Area	\$ 13.00	\$ 13.00	Y		C
Hire of Platform					
Inside / Day / Module	\$ 13.00	\$ 13.00	Y		C
Concessions for Local Charity / Community Organisations					
<i>The Standard Security / Cleaning Deposit Applies</i>					
Functions / Events that are Held for the Benefit of the Community, or to Raise Funds for Charities, etc.					
<i>e.g. Eisteddfod, Cancer Society, Meals on Wheels, Carols by Candlelight, High School Farefare, Quota, Rotary, Variety Club, Zonta</i>					
Town Hall	100%	100%			C
Reception Room	100%	100%			C
BBQ Area	100%	100%			C
Total Complex	100%	100%			C
In Lieu of Hire Fees, Organisations that Qualify for the 100 % Concession will be Charged a Contribution (for Electricity, etc.) at the Above Rate					
	/per day or part thereof				
Town Hall	\$ 53.00	\$ 53.00	Y		C
Reception Room	\$ 40.00	\$ 40.00	Y		C
BBQ Area	\$ 40.00	\$ 40.00	Y		C
Total Complex	\$ 86.00	\$ 86.00	Y		C
Functions / Events Run by Local Clubs, Groups, Schools, etc. for the Purpose of Raising Funds for Themselves					
<i>e.g. Blue Light Discos, Old Saecentre, Show Society, Scouts, Guides, Schools</i>					
Town Hall	50%	50%	Y		C
Reception Room	50%	50%	Y		C
BBQ Area	50%	50%	Y		C
Total Complex	50%	50%	Y		C
Cleaning / Security Bonds					
Balls / Cabarets / Dances / Wedding Receptions / Private Dinners / Private Entertainments					
Town Hall	\$ 447.00	\$ 447.00	N		C
Reception Room	\$ 158.00	\$ 158.00	N		C
Barbecue Area	\$ 82.00	\$ 82.00	N		C
Total Complex	\$ 487.00	\$ 487.00	N		C
National Tour with Full Bar Operating					
Town Hall	\$ 888.00	\$ 888.00	N		C
Reception Room	\$ 310.00	\$ 310.00	N		C
Barbecue Area	\$ 184.00	\$ 184.00	N		C
Total Complex	\$ 973.00	\$ 973.00	N		C
National Tour with No Bar Operating					
Town Hall	\$ 447.00	\$ 447.00	N		C
Reception Room	\$ 156.00	\$ 156.00	N		C
Barbecue Area	\$ 92.00	\$ 92.00	N		C
Total Complex	\$ 487.00	\$ 487.00	N		C
Hire of Platform					
Inside / Module	\$ 33.00	\$ 33.00	N		C
Outside / Module	\$ 59.00	\$ 59.00	N		C
<i>The hirer shall be responsible for the cost of repair of any damage to the stands.</i>					
Security Charge #					
<i># When deemed necessary (e.g. 18th / 21st, trucks nights) - Paid to Council for Council to engage security guard</i>					
	At Cost	At Cost			C
Public Address System Fees and Charges					
Bond + Travel	\$ 329.00	\$ 329.00	N		C
Delivery, Setup, Removal (+ Travel @ 75c/km)	\$ 198.00	\$ 198.00	Y		C
<i>Hire Fee (Minimum of seven (7) days notice is required prior to any hire of the equipment)</i>					
<i>- % of Total Setup Fees</i>					
Other Equipment					
Large Conference Projector	\$ 250.00	\$ 250.00	Y		C

Fees & Charges					
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com
Halls-Murgon Town Hall					
Functions Not Involving Consumption of Alcohol					
Hall & Supper Room - With Use of Kitchen Facilities					
Booking Charge	\$ 211.00	\$ 211.00	Y		C
+ Bond (Refundable less Cost of Damage or Loss)	\$ 349.00	\$ 349.00	N		C
Non-Local Show (Organised by Non-Resident of Shire)	\$ 276.00	\$ 276.00	Y		C
+ Bond (Refundable less Cost of Damage or Loss)	\$ 349.00	\$ 349.00	N		C
Hall & Supper Room - Without Use of Kitchen Facilities					
Day Time Meeting	\$ 79.00	\$ 79.00	Y		C
Night Time Meeting	\$ 92.00	\$ 92.00	Y		C
Rehearsal - Without Lighting	\$ 79.00	\$ 79.00	Y		C
Rehearsal - With Lighting	\$ 92.00	\$ 92.00	Y		C
Commercial Hire	\$ 349.00	\$ 349.00	Y		C
+ Bond (Refundable less Cost of Damage or Loss)	\$ 349.00	\$ 349.00	Y		C
Weekly Hire for YMCA Bingo Sessions	\$ 66.00	\$ 66.00	Y		C
Supper Room Only - With Use of Kitchen Facilities					
Booking Charge	\$ 139.00	\$ 139.00	Y		C
+ Bond (Refundable less Cost of Damage or Loss)	\$ 349.00	\$ 349.00	N		C
Supper Room Only - Without Use of Kitchen Facilities					
Day Time Meeting	\$ 79.00	\$ 79.00	Y		C
Night Time Meeting	\$ 92.00	\$ 92.00	Y		C
Rehearsal - Without Lighting	\$ 79.00	\$ 79.00	Y		C
Rehearsal - With Lighting	\$ 92.00	\$ 92.00	Y		C
All Functions Involving Consumption of Alcohol					
Cabarets, Weddings, Parties, etc. - Includes Use of Kitchen Facilities					
Hall and Supper Room					
Booking Charge	\$ 349.00	\$ 349.00	Y		C
+ Bond (Refundable less Cost of Damage or Loss)	\$ 697.00	\$ 697.00	N		C
Supper Room Only					
Booking Charge plus bond	\$ 184.00	\$ 184.00	Y		C
+ Bond (Refundable less Cost of Damage or Loss)	\$ 697.00	\$ 697.00	N		C
Security Charge #	At Cost	At Cost	Y		C
# When deemed necessary (e.g. 18th / 21st, trucks nights) - Paid to Council for Council to engage security guard					
Public Address System Fees and Charges					
Bond	\$ 329.00	\$ 329.00	N		C
Delivery, Setup, Removal (+ Travel @ 75c/km)	\$ 198.00	\$ 198.00	Y		C
Hire Fee (Minimum of seven (7) days notice is required prior to any hire of the equipment)	10%	10%	Y		C
- % of Total Setup Fees					
Other Equipment					
Large Conference Projector	\$ 250.00	\$ 250.00	Y		C
Concessions for Local Charity / Community Organisations					
Functions / Events that are Held for the Benefit of the Community, or to Raise Funds for Charities, etc. - e.g. Eisteddfod, Cancer Society, Meals on Wheels, Carols by Candlelight, High School Fanfare, All Service Clubs	100%	100%			
Functions / Events Run by Local Clubs, Groups, Schools, etc. for the Purpose of Raising Funds for Themselves - e.g. Blue Light Disco, Old Science Centre, Show Society, Scouts, Guides, Schools	50%	50%	Y		C
Standard Security and Cleaning Deposit Applies					

Fees & Charges					
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com
Halls-Nanango					
Cultural Centre, Nanango					
Function with No Alcohol					
Bond		\$ 192.00	\$ 192.00	N	C
Stage One or Two	each	\$ 112.00	\$ 112.00	Y	C
Use of Stage Two Kitchen		\$ 59.00	\$ 59.00	Y	C
Function with Alcohol					
Bond		\$ 250.00	\$ 250.00	N	C
Stage One or Two	each	\$ 194.00	\$ 194.00	Y	C
Use of Stage Two Kitchen		\$ 59.00	\$ 59.00	Y	C
Pop Concert					
Bond		\$ 250.00	\$ 250.00	N	C
Stage One or Two	each	\$ 231.00	\$ 231.00	Y	C
Meetings					
Bond	/3 hours	\$ 85.00	\$ 85.00	N	C
Stage One or Two	each	\$ 59.00	\$ 59.00	Y	C
Rehearsals / School Lessons					
Bond	/3 hours	\$ 192.00	\$ 192.00	N	C
Stage One or Two	each	\$ 32.00	\$ 32.00	Y	C
Senior Citizens / Respite / 2nd Chance					
Bond		\$ 54.00	\$ 54.00	N	C
Stage One or Two	each	\$ 20.00	\$ 20.00	Y	C
Set Up for Functions Previous Day					
After 3pm Only		\$ 46.00	\$ 46.00	Y	C
Before 3pm		\$ 105.00	\$ 105.00	Y	C
Concessions for Local Charity / Community Organisations					
Functions / Events that are Held for the Benefit of the Community, or to Raise Funds for Charities, etc. - e.g. Bisteddof, Cancer Society, Meals on Wheels, Carols by Candlelight, High School Farefare, All Service Clubs	100%	100%			
Functions / Events Run by Local Clubs, Groups, Schools, etc. for the Purpose of Raising Funds for Themselves - e.g. Blue Light Disco, Old Sciencecentre, Show Society, Scouts, Guides, Schools	50%	50%	Y		C
Standard Security and Cleaning Deposit Applies					

Fees & Charges						
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com	
Halls-Others						
Blackbutt Hall						
Functions With No Alcohol						
Bond	\$ 174.00	\$ 174.00	N			C
Fee	\$ 112.00	\$ 112.00	Y			C
Functions With Alcohol						
Bond	\$ 250.00	\$ 250.00	N			C
Fee	\$ 204.00	\$ 204.00	Y			C
Public Meetings						
	/3 hours or part thereof					
Bond	\$ 85.00	\$ 85.00	N			C
Fee	\$ 59.00	\$ 59.00	Y			C
Club Meetings						
	/3 hours or part thereof					
Bond	\$ 20.00	\$ 20.00	N			C
Fee	\$ 20.00	\$ 20.00	Y			C
Rehearsals / School Lessons						
	/3 hours or part thereof					
Bond						
Fee	\$ 20.00	\$ 20.00	Y			C
Senior Citizens / CWA / Red Cross						
Bond						
Fee	\$ 18.00	\$ 18.00	Y			C
Rental – Solicitor						
	/ day or part thereof					
Bond	\$ 54.00	\$ 54.00	N			C
Fee	\$ 40.00	\$ 40.00	Y			C
Kitchen – Registered						
Bond	\$ 85.00	\$ 85.00	N			C
Fee	\$ 59.00	\$ 59.00	Y			C
Catholic Church Ladies Committee						
Bond	\$ 54.00	\$ 54.00	N			C
Annual Event	\$ 59.00	\$ 59.00	Y			C
RSL & Sub Branch – Anzac Day Only						
Functions / Events that are Held for the Benefit of the Community, or to Raise Funds for Charities, etc. - e.g. Eisteddfod, Cancer Society, Meals on Wheels, Carols by Candlelight, High School Farefare, All Service Clubs	100%	100%				
Functions / Events Run by Local Clubs, Groups, Schools, etc. for the Purpose of Raising Funds for Themselves - e.g. Blue Light Disco, Old Scenecentre, Show Society, Scouts, Guides, Schools	50%	50%	Y			C
Standard Security and Cleaning Deposit Applies						

Fees & Charges					
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com
Halls-Others					
Maldenwell Hall					
Functions With No Alcohol					
Bond	\$ 170.00	\$ 170.00	N		C
Fee	\$ 59.00	\$ 59.00	Y		C
Functions With Alcohol					
Bond	\$ 20.00	\$ 20.00	N		C
Fee	\$ 20.00	\$ 20.00	Y		C
Public Meetings					
Bond	\$ 20.00	\$ 20.00	N		C
Fee	\$ 13.00	\$ 13.00	Y		C
Club Meetings					
Bond	\$ 20.00	\$ 20.00	N		C
Fee	\$ 20.00	\$ 20.00	Y		C
Functions Held in Supper Room					
Bond	\$ 20.00	\$ 20.00	N		C
Fee	\$ 13.00	\$ 13.00	Y		C
Rehearsals / School Lessons					
Bond	\$ 18.00	\$ 18.00	N		C
Fee	\$ 13.00	\$ 13.00	Y		C
Senior Citizens / CWA / Red Cross / Respite / 2nd Chance					
Bond	\$ 18.00	\$ 18.00	N		C
Fee	\$ 13.00	\$ 13.00	Y		C
Maldenwell Oval Facilities					
Use of Kitchen	\$ 33.00	\$ 33.00	Y		C
Camping Toilet and Shower					
Per Child	\$ 3.00	\$ 3.00	N		C
Per Adult	\$ 7.00	\$ 7.00	N		C
Security Charge #	At Cost	At Cost	Y		C
<i># When deemed necessary (e.g. 18th / 21st, trucks nights) - Paid to Council for Council to engage security guard</i>					
Public Address System Fees and Charges					
Bond	\$ 329.00	\$ 329.00	N		C
Delivery, Setup, Removal (+ travel @ 75c/km)	\$ 198.00	\$ 198.00	Y		C
Hire Fee (Minimum of seven (7) days notice is required prior to any hire of the equipment) - % of Total Setup Fees	10%	10%	Y		C
Other Equipment					
Large Conference Projector	\$ 250.00	\$ 250.00	Y		C
Concessions for Local Charity / Community Organisations					
Functions / Events that are Held for the Benefit of the Community, or to Raise Funds for Charities, etc. - e.g. Eisteddfod, Cancer Society, Meals on Wheels, Carols by Candlelight, High School Fanfare, All Service Clubs	100%	100%			
Functions / Events Run by Local Clubs, Groups, Schools, etc. for the Purpose of Raising Funds for Themselves - e.g. Blue Light Disco, Old Sciencecentre, Show Society, Scouts, Guides, Schools	50%	50%	Y		C
Standard Security and Cleaning Deposit Applies					

Fees & Charges					
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com
Halls-Others					
Pigeon Hill					
Functions With No Alcohol					
Bond	\$ 170.00	\$ 170.00	N		C
Fee	\$ 112.00	\$ 112.00	Y		C
Functions With Alcohol					
Bond	\$ 250.00	\$ 250.00	N		C
Fee	\$ 204.00	\$ 204.00	Y		C
Public Meetings /3 hours or part thereof					
Bond	\$ 85.00	\$ 85.00	N		C
Fee	\$ 59.00	\$ 59.00	Y		C
Club Meetings /3 hours or part thereof					
Bond	\$ 20.00	\$ 20.00	N		C
Fee	\$ 24.00	\$ 24.00	Y		C
Rehearsals / School Lessons /3 hours or part thereof					
Fee	\$ 24.00	\$ 24.00	Y		C
Senior Citizens / CWA / Red Cross					
Fee	\$ 18.00	\$ 18.00	Y		C
Kitchen – Registered					
Bond	\$ 85.00	\$ 85.00	N		C
Fee	\$ 59.00	\$ 59.00	Y		C
Air conditioning – Per function					
Fee (Day or Night)	\$ 66.00	\$ 66.00	Y		C
Public Address System Fees and Charges					
Bond	\$ 329.00	\$ 329.00	N		C
Delivery, Setup, Removal (+ travel @ 75c/km)	\$ 198.00	\$ 198.00	Y		C
Hire Fee (Minimum of seven (7) days notice is required prior to any hire of the equipment)	10%	10%	Y		C
- % of Total Setup Fees					
Concessions for Local Charity / Community Organisations					
Functions / Events that are Held for the Benefit of the Community, or to Raise Funds for Charities, etc. - e.g. Bisteddod, Cancer Society, Meals on Wheels, Carols by Candlelight, High School Fanfare, All Service Clubs	100%	100%			
Functions / Events Run by Local Clubs, Groups, Schools, etc. for the Purpose of Raising Funds for Themselves - e.g. Blue Light Disco, Old Sciencecentre, Show Society, Scouts, Guides, Schools	50%	50%	Y		C
Standard Security and Cleaning Deposit Applies					
Security Charge #	\$ 281.00	\$ 281.00	Y		C
# When deemed necessary (e.g. 18th / 21st, bucks nights) - Paid to Council for Council to engage security guard.					

Fees & Charges					
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com
Halls-Others					
Wondai Memorial Hall					
Ball, Cabaret, Wedding etc (Includes Bar & Kitchen)	\$ 513.00	\$ 513.00	Y		C
Ball, Cabaret, Wedding etc (Kitchen Only)	\$ 375.00	\$ 375.00	Y		C
Concert (Hall Only)	\$ 270.00	\$ 270.00	Y		C
Meetings (<50) / Trade Shows	\$ 198.00	\$ 198.00	Y		C
Meetings (<50)	\$ 105.00	\$ 105.00	Y		C
Indoor Bowls, Community Groups	\$ 59.00	\$ 59.00	Y		C
Wondai Indoor Bowls Club Practice Nights	\$ 26.00	\$ 26.00	Y		C
Full Use of Kitchen	\$ 118.00	\$ 118.00	Y		C
Bar Facilities	\$ 131.00	\$ 131.00	Y		C
Use of Kitchen - Tea and Coffee Facilities Only	\$ 46.00	\$ 46.00	Y		C
Supper Room - Meetings (<50)	\$ 46.00	\$ 46.00	Y		C
Additional Cleanup Fee (Sunday Morning)	\$ 66.00	\$ 66.00	Y		C
Early Setup Fee (Prior to 3pm)	\$ 66.00	\$ 66.00	Y		C
Bond Applies (All Damages and Breakages Must be Paid For)	\$ 490.00	\$ 490.00	N		C
Tables and Chairs					
Chairs #	\$ 1.00	\$ 1.00	Y		C
Tables #	\$ 8.00	\$ 8.00	Y		C
# Bond Applies (All Damages and Breakages Must be Paid For)	\$ 70.00	\$ 70.00	N		C
Other Equipment					
Large Conference Projector	\$ 250.00	\$ 250.00	Y		C
Concessions for Local Charity / Community Organisations					
Functions / Events that are Held for the Benefit of the Community, or to Raise Funds for Charities, etc - e.g. Eisteddfod, Cancer Society, Meals on Wheels, Carols by Candlelight, High School Fanfare, All Service Clubs	100%	100%			
Functions / Events Run by Local Clubs, Groups, Schools, etc for the Purpose of Raising Funds for Themselves - e.g. Blue Light Disco, Old Sciencecentre, Show Society, Scouts, Guides, Schools	50%	50%	Y		C
Standard Security and Cleaning Deposit Applies					
Security Charge #	At Cost	At Cost	Y		C
# When deemed necessary (e.g. 18th / 21st, bucks nights) - Paid to Council for Council to engage security guard					
Meeting Rooms					
Kingaroy 1913 Chambers					
Non Profit Organisations - Free Hire - \$60 Cleaning Charge If Facility Not Left Clean	\$ 69.00	\$ 69.00	Y		C
Commercial Organisations	/ day or part thereof				
Kingaroy 1938 Chambers					
Non Profit Organisations - Free Hire - \$60 Cleaning Charge If Facility Not Left Clean	\$ 69.00	\$ 69.00	Y		C
Commercial Organisations	/ day or part thereof				

Fees & Charges					
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com
Library					
Fines on Overdue Books					
Member - After 4 Weeks - Per Book Per Working Day - Minimum 20c		No Charge	No Charge		
Internet					
First Hour		No Charge	No Charge		
Per Half Hour Over First Hour		No Charge	No Charge		
<i>Prior bookings for the internet take precedence over sessions not booked</i>					
Lost Books					
Replacement Fee		At Cost	At Cost	Y	C
Membership					
Membership		No Charge	No Charge		
Bond for Visitor Membership (Refundable)		No Charge	No Charge		
Photocopying (as per Administration Costs)					
A4 Page	/ page	\$ 0.70	\$ 0.70	Y	C
A3 Page	/ page	\$ 0.80	\$ 0.80	Y	C
A4 Community Groups	/ page	\$ 0.20	\$ 0.20	Y	C
Printing (as per Administration Costs)					
Full Page Colour (e.g. picture/poster)	/ page	\$ 2.50	\$ 2.50	Y	C
Colour Picture and Writing	/ page	\$ 1.25	\$ 1.25	Y	C
Colour Writing	/ page	\$ 0.70	\$ 0.70	Y	C
Black Writing	/ page	\$ 0.20	\$ 0.20	Y	C
Other					
Library Membership Card Replacement Fee	each	\$ 5.50	\$ 5.50	Y	C
Library Bags	each	\$ 3.00	\$ 3.00	Y	C

Fees & Charges						
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com	
Pest Management						
Administration Fee - Control Notices						
Administration Fee - Control Notices	\$ 54.00	\$ 55.00	N	Local Government Act 2009 S97(2)(a)	R	
Purchase of Doggone Baits						
Purchase of Doggone Baits	At Cost + Admin.	At Cost + Admin.	Y		C	
Wild Dog Scalps						
Wild Dog Scalps (Rebate)	/ head	\$ 30.00	\$ 30.00	N	Local Government Act 2009 S97(2)(a)	R
Noxious Weeds - Property Inspection						
Noxious Weeds - Property Inspection		\$ 167.00	\$ 171.00	N	Local Government Act 2009 S97(2)(a)	R

Fees & Charges						
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com	
Planning						
Planning Searches						
Limited Planning Certificate	\$ 126.00	\$ 129.00	N	Sustainable Planning Act 2009 S73(2)	R	
Standard Planning Certificate	\$ 372.00	\$ 380.00	N	Sustainable Planning Act 2009 S73(2)	R	
Full Planning Certificate	\$ 745.00	\$ 764.00	N	Sustainable Planning Act 2009 S73(2)	R	
Preliminary Approval						
Application Fee (70% of Prescribed Fee)	\$ 2,738.00	\$ 2,806.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Reconfiguring a Lot Code						
Boundary Realignments, Easements & Compliance Assessments	\$ 937.00	\$ 1,022.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Reconfigure 1 to 5 lots	\$ 1,742.00	\$ 1,786.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Reconfigure 6 to 15 lots	\$ 2,498.00	\$ 2,560.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Reconfigure Over 15 lots	\$ 3,302.00	\$ 3,386.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Reconfiguring a Lot Impact						
Boundary Realignments & Easements	\$ 2,246.00	\$ 2,302.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Reconfigure 1 to 5 lots	\$ 2,498.00	\$ 2,560.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Reconfigure 6 to 15 lots	\$ 3,736.00	\$ 3,828.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Reconfigure Over 15 lots	\$ 4,984.00	\$ 5,109.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Sealing of Survey Plans & Compliance						
Sealing of a Survey Plan (includes endorsement of plan and associated documentation, site inspections, re-inspection for condition compliance) (Compliance Certificate)	\$ 360.00	\$ 369.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
DERM Valuation Fee (Per Lot on Survey Plan)	\$ 45.00	\$ 46.00	N	Local Government Act 2009 897(2)(a)	R	
Separate Assessment of Documents including Landscaping Plans (Compliance Certificate), Resealing of a Survey Plan	\$ 144.00	\$ 148.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Material Change of Use Code						
Dwelling House	\$ 997.00	\$ 1,022.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Annexed Unit, D&B, Caretakers Residence, Estate Office, Home Based Business, Relatives Unit	\$ 1,249.00	\$ 1,280.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Animal Keeping, Farming, Forestry Business, Rural Service Industry, General Store < 100m ²	\$ 1,874.00	\$ 1,920.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Neighbourhood Shopping Centre < 500m ²	\$ 3,111.00	\$ 3,189.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Integrated Shop	\$ 3,747.00	\$ 3,840.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Major Shopping Development > 500m ²	\$ 6,245.00	\$ 6,400.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Commercial Uses < 500m ²	\$ 1,874.00	\$ 1,920.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Commercial Uses > 500m ²	\$ 3,111.00	\$ 3,189.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Borrow Pits Small Scale	\$ 1,862.00	\$ 1,909.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Borrow Pits Large Scale	\$ 3,111.00	\$ 3,189.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Extractive Industry < 2ha, General Industry, Service Station, Transport Station	\$ 2,486.00	\$ 2,560.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Extractive Industry > 2ha	\$ 3,747.00	\$ 3,840.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
High Impact Industry	\$ 5,477.00	\$ 5,614.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Industrial Uses < 500m ²	\$ 1,874.00	\$ 1,920.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Industrial Uses > 500m ²	\$ 3,747.00	\$ 3,840.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Intensive Animal Husbandry (Feedlots < 50cso, Piggery < 200cso)	\$ 1,874.00	\$ 1,920.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Intensive Animal Husbandry (Feedlots > 50cso, Piggery > 200cso, Poultry Farm, Other)	\$ 2,486.00	\$ 2,560.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Child Care Centre	\$ 1,874.00	\$ 1,920.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Local Utility	\$ 1,874.00	\$ 1,920.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Major Utility	\$ 3,747.00	\$ 3,840.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Special Use	\$ 1,874.00	\$ 1,920.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Telecommunications facility (Medium Impact)	\$ 1,874.00	\$ 1,920.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
All other Community Uses	\$ 1,874.00	\$ 1,920.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Indoor Entertainment	\$ 1,874.00	\$ 1,920.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Indoor Sports Facility	\$ 1,874.00	\$ 1,920.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Outdoor Recreation	\$ 1,874.00	\$ 1,920.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Park	\$ 1,874.00	\$ 1,920.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Material Change of Use Impact						
Dwelling House	\$ 1,874.00	\$ 1,920.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Annexed Unit, D&B, Caretakers Residence, Estate Office, Home Based Business, Relatives Unit	\$ 1,874.00	\$ 1,920.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Animal Keeping, Farming, Forestry Business, Rural Service Industry, General Store < 100m ²	\$ 1,874.00	\$ 1,920.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Neighbourhood Shopping Centre < 500m ²	\$ 3,747.00	\$ 3,840.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Integrated Shop	\$ 4,444.00	\$ 4,555.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Major Shopping Development > 500m ²	\$ 7,567.00	\$ 7,756.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Borrow Pits Small Scale	\$ 2,498.00	\$ 2,560.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Borrow Pits Large Scale	\$ 3,747.00	\$ 3,840.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Extractive Industry < 2ha, General Industry, Service Station, Transport Station	\$ 4,444.00	\$ 4,555.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Extractive Industry > 2ha	\$ 5,044.00	\$ 5,170.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
High Impact Industry	\$ 7,567.00	\$ 7,756.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Industrial Uses < 500m ²	\$ 2,498.00	\$ 2,560.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Industrial Uses > 500m ²	\$ 5,044.00	\$ 5,170.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Commercial Uses < 500m ²	\$ 2,498.00	\$ 2,560.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Commercial Uses > 500m ²	\$ 3,747.00	\$ 3,840.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Intensive Animal Husbandry (Feedlots < 50cso, Piggery < 200cso)	\$ 3,111.00	\$ 3,189.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Intensive Animal Husbandry (Feedlots > 50cso, Piggery > 200cso, Poultry Farm, Other)	\$ 5,044.00	\$ 5,170.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Child Care Centre	\$ 2,498.00	\$ 2,560.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Local Utility	\$ 2,498.00	\$ 2,560.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Major Utility	\$ 6,245.00	\$ 6,400.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Special Use	\$ 2,498.00	\$ 2,560.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Telecommunications facility (Medium Impact)	\$ 2,498.00	\$ 2,560.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
All other Community Use	\$ 2,498.00	\$ 2,560.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Indoor Entertainment	\$ 2,498.00	\$ 2,560.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Indoor Sports Facility	\$ 2,498.00	\$ 2,560.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Outdoor Recreation	\$ 2,498.00	\$ 2,560.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Park	\$ 2,498.00	\$ 2,560.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Multiple Dwelling Units / Caravan Parks / Accommodation Building / Retirement Villages (Per Unit) Code						
Code - Small < 5 Units	\$ 1,874.00	\$ 1,920.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Code - Medium 5-10 Units	\$ 5,044.00	\$ 5,170.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	
Code - Large > 10 Units	\$ 5,284.00	\$ 5,416.00	N	Sustainable Planning Act 2009 S260(1)(c)(i)	R	

Fees & Charges						
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com	
Planning						
Multisite Dwelling Units / Caravan Parks / Accommodation Building / Retirement Villages (Per Unit) Impact						
Impact - Small < 5 Units	\$ 1,874.00	\$ 1,920.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)		R
Impact - Medium 5-10 Units	\$ 5,044.00	\$ 5,170.00	N	Sustainable Planning Act 2009 S260(1)(d)(ii)		R
Impact - Large > 10 Units	\$ 6,294.00	\$ 6,416.00	N	Sustainable Planning Act 2009 S260(1)(d)(iii)		R
Minor Relaxations & Siting Variations						
Relaxation or Siting variation	\$ 757.00	\$ 776.00	N	Sustainable Planning Act 2009 S260(1)(d)(ii)		R
Building Work / Operational Work Not Associated With an MCU						
Class 10 on Vacant Land	\$ 240.00	\$ 246.00	N	Sustainable Planning Act 2009 S260(1)(d)(ii)		R
Building or Structure - Height, Site Cover or Setback	\$ 757.00	\$ 776.00	N	Sustainable Planning Act 2009 S260(1)(d)(ii)		R
Fence or wall forward of building line and less 50% transparent	\$ 757.00	\$ 776.00	N	Sustainable Planning Act 2009 S260(1)(d)(ii)		R
Retaining wall over 2m in height	\$ 757.00	\$ 776.00	N	Sustainable Planning Act 2009 S260(1)(d)(ii)		R
Displacement of more than 20 cubic metres of material	\$ 757.00	\$ 776.00	N	Sustainable Planning Act 2009 S260(1)(d)(ii)		R
Building or structure on Cultural Heritage Site show on SMDA	\$ 757.00	\$ 776.00	N	Sustainable Planning Act 2009 S260(1)(d)(ii)		R
Building or structure on land in SMOA to the Kingsway airport	\$ 757.00	\$ 776.00	N	Sustainable Planning Act 2009 S260(1)(d)(ii)		R
Excavation and/or filling that materially affects premises	\$ 757.00	\$ 776.00	N	Sustainable Planning Act 2009 S260(1)(d)(ii)		R
Advertising Devices	\$ 626.00	\$ 640.00	N	Sustainable Planning Act 2009 S260(1)(d)(ii)		R
Change to an Approval						
Application to amend an approval, extension to relevancy period	\$ 1,504.00	\$ 1,542.00	N	Sustainable Planning Act 2009 S370(2)(a)		R
Request for Negotiated Decision Notice (10% of prescribed fee with a minimum \$200)			N	Sustainable Planning Act 2009 S360		R
Other Planning Fees						
Enquiry - Preliminary Application	\$ 622.00	\$ 638.00	N	Local Government Act 2009 S97(2)(a)		R
Binment Vanders / Commercial Use of Roads						
Application Fee (for Council Decision)	\$ 432.00	\$ 443.00	N	Local Government Act 2009 S97(2)(a)		R
Annual Licence Fee	\$ 781.00	\$ 800.00	N	Local Government Act 2009 S97(2)(a)		R
Infrastructure Provisions						
Development Contributions - Infrastructure Unit Charge (E)		1 Unit	N	Local Government Act 2009 S97(2)(a)		R
Car Parking Contributions	\$ 7,531.00	\$ 7,719.00	N	Local Government Act 2009 S97(2)(a)		R
Refund of Fees						
<i>Refund of Application Fees when an Application is Withdrawn or Returned due to "Not Properly Made"</i>						
(i) Application submitted and preliminary clerical work completed	90%	90%	N	Sustainable Planning Act 2009 S260 / S356		R
(ii) Application advertised and placed on public display	50%	50%	N	Sustainable Planning Act 2009 S260 / S356		R
(iii) Site inspected and department reports prepared	25%	25%	N	Sustainable Planning Act 2009 S260 / S356		R
(iv) Meeting Report completed, prior to Council Meeting	10%	10%	N	Sustainable Planning Act 2009 S260 / S356		R
(v) After Council's consideration	Nil	Nil	N	Sustainable Planning Act 2009 S260 / S356		R
Planning Scheme Documents and Stationery						
Transitional Planning Schemes (Superseded Planning Schemes)	\$ 30.00	\$ 30.00	N	Sustainable Planning Act 2009 S723(4)(a)(b)		R
IPA Planning Scheme (2006) Disk (any ex Shire - per item)	\$ 30.00	\$ 30.00	Y			C
IPA Planning Scheme (2006) Hard Copy (any ex Shire - per item)	\$ 384.00	\$ 394.00	Y			C
Maps in Current Planning Schemes (Colour) A4	\$ 18.00	\$ 18.00	Y			C
Maps in Current Planning Schemes (Colour) A3	\$ 24.00	\$ 25.00	Y			C
Planning Scheme Application Pack (all relevant Codes and application forms) A4 copies	\$ 42.00	\$ 43.00	Y			C
Purchase of Public Notification Signs	\$ 30.00	\$ 35.00	Y			C

Fees & Charges						
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com	
Plumbing						
Dwelling - Sewered	\$ 758.00	\$ 777.00	N	Plumbing & Drainage Act 2002 S145(3)(b)		R
Dwelling - Unsew - HSTP / SEPTIC	\$ 758.00	\$ 777.00	N	Plumbing & Drainage Act 2002 S145(3)(b)		R
Multi Dwell Units - Sewered Per Unit	\$ 488.00	\$ 480.00	N	Plumbing & Drainage Act 2002 S145(3)(b)		R
Multi Dwell Units - Unsew - HSTP / SEPTIC Per Unit	\$ 488.00	\$ 480.00	N	Plumbing & Drainage Act 2002 S145(3)(b)		R
Commercial Applications - School Projects, Industrial Development	\$ 889.00	\$ 880.00	N	Plumbing & Drainage Act 2002 S145(3)(b)		R
Plus Per Fixture Up To 19	\$ 28.00	\$ 29.00	N	Plumbing & Drainage Act 2002 S145(3)(b)		R
Plus Per Fixture More Than 20	\$ 33.00	\$ 34.00	N	Plumbing & Drainage Act 2002 S145(3)(b)		R
Plumbing & Drainage Applications - Alterations						
Dwelling & Multi Units - Sewered	\$ 579.00	\$ 593.00	N	Plumbing & Drainage Act 2002 S145(3)(b)		R
Plus Per Fixture < 20	\$ 28.00	\$ 29.00	N	Plumbing & Drainage Act 2002 S145(3)(b)		R
Dwelling & Multi Units - Unsew - HSTP / SEPTIC	\$ 646.00	\$ 662.00	N	Plumbing & Drainage Act 2002 S145(3)(b)		R
Plus Per Fixture < 20	\$ 28.00	\$ 29.00	N	Plumbing & Drainage Act 2002 S145(3)(b)		R
Reinspection Fees						
Residential	\$ 145.00	\$ 149.00	N	Plumbing & Drainage Act 2002 S145(3)(b)		R
Commercial	\$ 178.00	\$ 182.00	N	Plumbing & Drainage Act 2002 S145(3)(b)		R
Miscellaneous Plumbing & Drainage Inspections						
Swimming Pool & Sewer Lines	\$ 173.00	\$ 177.00	N	Plumbing & Drainage Act 2002 S145(3)(b)		R
Unsewered (HSTP / SEPTIC)	\$ 201.00	\$ 206.00	N	Plumbing & Drainage Act 2002 S145(3)(b)		R
Disconnection from Sewered or Unsewer (HSTP / SEPTIC)	\$ 234.00	\$ 240.00	N	Plumbing & Drainage Act 2002 S145(3)(b)		R
Searches						
Plumbing Search - House Drainage Plans within the Property (Owner / Private Certifier Info Request)	\$ 38.00	\$ 40.00	N	Plumbing & Drainage Act 2002 S145(3)(b)		R
Backflow Prevention Devices						
Backflow Prevention Device Assessment Fee - New Applications	\$ 201.00	\$ 206.00	N	Plumbing & Drainage Act 2002 S85(2)(c)		R
Backflow Prevention Device Registration Fee (Per Device)	\$ 38.00	\$ 39.00	N	Plumbing & Drainage Act 2002 S85(2)(c)		R
HSTP Maintenance Fees						
Assessment Service Reports for HSTP (Unsewered Areas)	\$ 45.00	\$ 46.00	N	Plumbing & Drainage Act 2002 S85(2)(c)		R
Grey Water Installations						
<i>Full Grey Water Use Facility for New Dwelling</i>						
Application Fee	\$ 357.00	\$ 368.00	N	Plumbing & Drainage Act 2002 S145(3)(b)		R
Inspection Fee	\$ 195.00	\$ 200.00	N	Plumbing & Drainage Act 2002 S145(3)(b)		R
Alteration to Existing Drainage Work & Approval of Grey Water Use Facility	\$ 279.00	\$ 286.00	N	Plumbing & Drainage Act 2002 S145(3)(b)		R
Refund of Fees						
Prior to Assessment - % of Fees Paid	80%	80%	N	Plumbing & Drainage Act 2002 S42(3)		R
Following Assessment - % of Fees Paid	25%	25%	N	Plumbing & Drainage Act 2002 S42(3)		R
Permit Issued - % of Fees Paid	Nil	Nil	N	Plumbing & Drainage Act 2002 S42(3)		R

Fees & Charges						
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com	
Printing & Stationery						
Council Documents						
Council Minutes	/ page	\$ 0.70	\$ 0.70	N	Local Government Act 2009 §97(2)(c)	R
10 Copies or More	/ page	\$ 0.30	\$ 0.30	N	Local Government Act 2009 §97(2)(c)	R
Per Set		\$ 2.50	\$ 2.50	N	Local Government Act 2009 §97(2)(c)	R
Local Laws & Local Law Policies	/ page	\$ 0.70	\$ 0.70	N	Local Government Act 2009 §97(2)(c)	R
10 Copies or More	/ page	\$ 0.30	\$ 0.30	N	Local Government Act 2009 §97(2)(c)	R
Budget Document		No Charge	No Charge	N	Local Government Act 2009 §97(2)(c)	R
Corporate Plan		No Charge	No Charge	N	Local Government Act 2009 §97(2)(c)	R
Annual Report		\$ 37.00	\$ 46.20	N	Local Government Act 2009 §97(2)(c)	R
Annual Report - CD		\$ 6.40	\$ 6.60	N	Local Government Act 2009 §97(2)(c)	R
Annual Financial Statements		\$ 19.00	\$ 19.50	N	Local Government Act 2009 §97(2)(c)	R
Register of Fees & Charges		No Charge	No Charge	N	Local Government Act 2009 §97(2)(c)	R
Facsimile Transmissions						
Local Call - First Page		\$ 2.00	\$ 2.00	Y		C
Local Call - Each Additional Page		\$ 0.70	\$ 0.70	Y		C
STD or ISD - First Page		\$ 2.70	\$ 2.70	Y		C
STD or ISD - Each Additional Page		\$ 1.25	\$ 1.25	Y		C
Laminating						
A4	/ page	\$ 3.50	\$ 3.60	Y		C
A3	/ page	\$ 4.25	\$ 4.40	Y		C
A0	/ metre	\$ 26.50	\$ 27.20	Y		C
Photocopying						
A4	/ page	\$ 0.70	\$ 0.70	Y		C
Double Sided		\$ 0.70	\$ 0.70	Y		C
Own Paper Supplied	/ page	\$ 0.20	\$ 0.20	Y		C
10 Sheets or More	/ page	\$ 0.30	\$ 0.30	Y		C
Community Organisations	/ page	\$ 0.20	\$ 0.20	Y		C
Colour	/ page	\$ 2.70	\$ 2.70	Y		C
A3	/ page	\$ 0.80	\$ 0.80	Y		C
Double sided		\$ 0.80	\$ 0.80	Y		C
Own Paper Supplied	/ page	\$ 0.20	\$ 0.20	Y		C
10 Sheets or More	/ page	\$ 0.30	\$ 0.30	Y		C
Community Organisations	/ page	\$ 0.20	\$ 0.20	Y		C
Colour	/ page	\$ 5.60	\$ 5.70	Y		C
Plan Printing						
Precl Sheets A1		\$ 25.00	\$ 25.60	Y		C
Precl Sheets A0		\$ 32.00	\$ 32.80	Y		C

[Back to Contents](#)

Fees & Charges						
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com	
Private Works						
Mowing						
Staking of Allotments (1/4 acre or 1/4 Hour) - At Cost + Administration		\$ 59.00	\$ 59.00	Y		C
Staking and Burning off of Private Land - Up to >1100sqm - At Cost + Administration / hour or part thereof		\$ 114.00	\$ 117.00	Y		C
Staking and Burning off of Private Land - Up to <1100sqm - At Cost + Administration / hour or part thereof		\$ 114.00	\$ 117.00	Y		C
Where the Owner Enters an Ongoing Agreement <1000sqm - At Cost + Administration / hour or part thereof		\$ 99.00	\$ 101.00	Y		C

Fees & Charges					
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com
Rentals					
Community Housing					
Murgon					
Jeffries Street Units					
% of Weekly Household Assessable Income Pursuant to Community Housing Ready Reckoner	30%	30%			
Wright Way Units					
% of Weekly Household Assessable Income Pursuant to Community Housing Ready Reckoner	30%	30%			
Nanango					
Appin Place					
Standard Units	\$ 155.00	\$ 159.00	Y		C
Man Unit	\$ 195.00	\$ 200.00	Y		C
Brighthaven					
Units 1 - 10	\$ 114.00	\$ 117.00	Y		C
Drayton Villas					
Minimum Standard Unit	\$ 175.00	\$ 179.00	Y		C
Minimum Extended Unit	\$ 184.00	\$ 189.00	Y		C
Scotthaven					
Units 1 - 4	\$ 122.00	\$ 125.00	Y		C
Council Housing					
Murgon					
Goodchild Drive	CMV	CMV	Y		C
Macalister Street House	CMV	CMV	Y		C
Tieman Terrace	CMV	CMV	Y		C
Nanango					
Pioneer Cottage	CMV	CMV			
Bunker Avenue (Staff Accommodation as per Contract) #	CMV	CMV			
Hunter Street (Staff Accommodation as per Contract) #	CMV	CMV			
Brisbane Street	CMV	CMV			
# # Contracts Cease - Fees Will Be Set at Current Market Rental Values (CMV)					

Fees & Charges						
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com	
Right to Information						
Access Application		\$ 40.50	\$ 41.90	N	RTI Regulation 2009 S4	R
Processing Charge for an Access Application (For Any Application Where the Processing Time is More Than 5 Hours)	/ 15 minutes	\$ 6.25	\$ 6.45	Y	RTI Regulation 2009 S5	R
Access Charge (Only Where Actual Costs are Incurred as per RTI Regulation 2009)	/ 15 minutes	\$ 6.25	\$ 6.45	Y	RTI Regulation 2009 S6	R
Photocopying (A4) B & W	/ page	\$ 0.20	\$ 0.20	Y	RTI Regulation 2009 S6	R

Fees & Charges						
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com	
Roads						
Banners Across Roads						
Use of Banner Poles	\$ 197.00	\$ 220.00	N	Local Government Act 2009 S97(2)(a)	R	
Permits						
Blanketing	\$ 40.00	\$ 41.00	N	Local Government Act 2009 S97(2)(a)	R	
Barriers and Balconies Over Roads	\$ 40.00	\$ 41.00	N	Local Government Act 2009 S97(2)(a)	R	
Building Materials Placed on Road	\$ 40.00	\$ 41.00	N	Local Government Act 2009 S97(2)(a)	R	
Licensed Gates - Application Fee	\$ 69.00	\$ 71.00	N	Local Government Act 2009 S97(2)(a)	R	
Licensed Grids - Application Fee	\$ 69.00	\$ 71.00	N	Local Government Act 2009 S97(2)(a)	R	
Scaffolding	\$ 40.00	\$ 41.00	N	Local Government Act 2009 S97(2)(a)	R	
Car Park Bays / day	\$ 10.00	\$ 10.00	N	Local Government Act 2009 S97(2)(a)	R	
Pipes Across Gazetted Roads						
Application Fee	\$ 132.00	\$ 135.00	N	Local Government Act 2009 S97(2)(a)	R	
Marker Posts (Complete)						
Each	\$ 53.00	\$ 54.00	Y		C	
Complete Repairs						
Estimated Cost for Council to Supply, Lay & Backfill Enveloping Pipe (Actual Cost to be Charged)	At Cost	At Cost	Y		C	
Removal Bond						
For Movements Into, Out of, or Within the South Burnett Regional Council (When Damage Occurs to Council Roads Cost of Repairs to be Deducted from the Bond)	\$ 1,200.00	\$ 1,200.00	N	Local Government Act 2009 S97(2)(a)	R	
	*(+ \$180 Non-Refundable Application Fee)	*(+ \$200 Non-Refundable Application Fee)				
Rural Property Number						
For Premises Other Than Dwellings	\$ 99.00	\$ 101.00	Y		C	
Rural Numbers / each cap	\$ 5.00	\$ 5.00	Y		C	
Rural Numbers / each number	\$ 7.00	\$ 7.00	Y		C	
Rural Numbers / each post	\$ 12.00	\$ 12.00	Y		C	

Fees & Charges					
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com
Saleyards & Dips					
Animis Licence Fee					
Licence Fee for Speciality Sales (1 or 2 Day Sale)		\$ 1 100.00	\$ 1 100.00	Y	C
Annual Charge - Porters Transport		No Charge	No Charge	Y	C
Livestock Selling Fees					
Liveweight Sale (Weighing & Yard Due Fee)	/head	\$ 5.40	\$ 5.40	Y	C
Open Auction Sale (Yard Due Fee Only)	/head	\$ 3.60	\$ 3.60	Y	C
Cattle Sold Per Head at Sales Other Than Store, Liveweight & Stud Sales	/head	\$ 1.60	\$ 1.60	Y	C
Agent's Licence and Scale Fee	/head	\$ 1.60	\$ 1.60	Y	C
Pigs, Sheep, Goats, Chickens, Llamas Sold	/head	\$ 1.60	\$ 1.60	Y	C
Horses and Buffalo	/head	\$ 7.20	\$ 7.20	Y	C
Calves Sold	/head	\$ 1.10	\$ 1.10	Y	C
Cattle Sold at Open Auction and Privately Weighed on Completion of Sale	/head	\$ 3.10	\$ 3.10	Y	C
Stud Selling Fees					
Open Auction Sale Ring Use	/head	\$ 25.50	\$ 25.50	Y	C
Open Auction Sale (Yard Use Fee Only)		\$ 3.60	\$ 3.60	Y	C
Hay Feeders					
Hire of Hay Feeders	/pen per day	\$ 8.00	\$ 8.00	Y	C
Consignment Fee for Cattle					
Consignment Fee 1st Day (Yard Due, Use of Ramp, Mob Base Transfer)	/head	\$ 2.20	\$ 2.20	Y	C
Consignment Holding Fee 2nd Day and Thereafter (Yard Use)		\$ 1.00	\$ 1.00	Y	C
Mob Based Transfers		\$ 1.50	\$ 1.50	Y	C
Cleaning of Other Areas					
Cleaning of Agents Room and Toilets After Additional Speciality Sales	/event	\$ 205.00	\$ 205.00	Y	C
Cleaning of Yards					
Cattle Yards	/pen	\$ 70.00	\$ 70.00	Y	C
National Livestock Identification Schemes (NLIS)					
Saleryard NLIS Devices Replacement		\$ 15.50	\$ 15.50	Y	C
Agent Fee for Hire of NLIS Scanner 4217 Prior to Sales	/head	\$ 1.20	\$ 1.20	Y	C
Removal and Disposal					
Removal and Disposal of Dead Animal		\$ 220.00	\$ 220.00	Y	C
Weighing Fees					
Other Than at Cattle Liveweight Sales					
Minimum Fee - 1 to 20 Head		\$ 31.50	\$ 31.50	Y	C
Weighed Per Head - Over 20 Head		\$ 1.60	\$ 1.60	Y	C
Inspections Fees - Weekdays					
Inspection Fee	/hour	\$ 120.00	\$ 120.00	Y	C
Minimum Charge of 15 Minutes:		\$ 30.00	\$ 30.00	Y	C
Off Site Inspections - Travel Time Cost Per Kilometre Travelled		\$ 0.90	\$ 0.90	Y	C
On Property Inspections (Properties in the Infected Area During Business Hours)					
Per Hour		\$ 113.80	\$ 113.80	Y	C
Minimum Charge of 15 Minutes:		\$ 30.00	\$ 30.00	Y	C
Inspection Fees - Out of hours / Weekends / Public Holidays					
Minimum Charge of 1 Hour	/hour - minimum 1 hour	\$ 240.00	\$ 240.00	Y	C
Callout Fee		\$ 90.00	\$ 90.00	Y	C
Off Site Inspections - Travel Time Cost Per Kilometre Travelled		\$ 0.90	\$ 0.90	Y	C
Dipping Fees					
Dipping Fees:		\$ 2.20	\$ 2.20	Y	C
Travel Time Cost Per Kilometre Travelled				Y	C
Servina Fees					
Per Animal		\$ 4.80	\$ 4.80	Y	C
Minimum Fee		\$ 13.80	\$ 13.80	Y	C

Fees & Charges						
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com	
Searches						
Building Searches						
Building Property Search	\$ 285.00	\$ 292.00	N	Local Government Act 2009 S262(3)(g)	R	
Building Records Search	\$ 164.00	\$ 168.00	N	Local Government Act 2009 S262(3)(g)	R	
Building Records Search (Urgent)	\$ 247.00	\$ 253.00	N	Local Government Act 2009 S262(3)(g)	R	
Copy of Building Plans	\$ 164.00	\$ 168.00	N	Sustainable Planning Act 2009 S729(1)(k)	R	
Cemetery Search						
Standard Search (Over 6 Names)	At Cost	#REF!	Y		C	
Environmental Health Licences						
Special Inspection (e.g. Compliance Search)						
To Undertake Inspection of any Licensed Premises and Requires a Written Report	\$ 318.00	\$ 326.00	Y		C	
The Application Fee for all Environmental Health Licences / Permits includes the Assessment Fee and the Balance of the Licensing period. If a new application is received in the last 3 months of the licensing period the approval shall be issued to the common due date in the following financial year.						
Health Records Search						
	\$ 34.00	\$ 85.00	Y		C	
Noxious Weeds - Property Inspection						
	\$ 167.00	\$ 171.00	N	Local Government Act 2009 S97(2)(a)	R	
Rate / Property Searches						
Short Search	\$ 70.00	\$ 70.00	N	Local Government Act 2009 S97(2)(c)	R	
Full Search	\$ 125.00	\$ 125.00	N	Local Government Act 2009 S97(2)(c)	R	
Urgent Search (Less than 48 hours from receipt of request)	\$ 180.00	\$ 180.00	N	Local Government Act 2009 S97(2)(c)	R	
Property Archive Search/Miscellaneous Administration Fee	/hour	\$ 35.00	Y		C	
Property Archive Search/Miscellaneous Administration Fee - if less than 1/2 hour	/half hour - minimum	\$ 20.00	Y		C	
Note:						
(i) The owner (or his Agent authorised in writing) may inspect the Rate Book in respect of land of which he is the owner, lessee, or occupier, and / or land adjoining there to, without charge.						
(ii) Rate information is not to be given by telephone.						
Special Water Meter Reading						
	\$ 67.00	\$ 69.00	N	Local Government Act 2009 S97(2)(e)	R	
Planning Searches						
Limited Planning Certificate	\$ 126.00	\$ 129.00	N	Sustainable Planning Act 2009 S737(2)	R	
Standard Planning Certificate	\$ 372.00	\$ 380.00	N	Sustainable Planning Act 2009 S737(2)	R	
Full Planning Certificate	\$ 745.00	\$ 764.00	N	Sustainable Planning Act 2009 S737(2)	R	
Searches						
Plumbing Search - House Drainage Plans within the Property (Owner / Private Certifier Info Request)	\$ 39.00	\$ 40.00	N	Plumbing & Drainage Act 2002 S145(2)(b)	R	

Fees & Charges					
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com
Soil Laboratory Testing					
Aggregate Sampling					
Sampling of Aggregate	/hour	\$ 70.00	\$ 70.00	Y	C
Flakiness Index (Including ALD, Particle Size Distribution)		\$ 168.00	\$ 168.00	Y	C
Degradation Test		\$ 220.00	\$ 220.00	Y	C
Weak Particles		\$ 70.00	\$ 70.00	Y	C
Crushed Particles		\$ 70.00	\$ 70.00	Y	C
Degree Precast		\$ 70.00	\$ 70.00	Y	C
10% Fines Wet / Dry Variation		\$ 504.00	\$ 504.00	Y	C
Sand, Silt Clay Content		\$ 50.00	\$ 50.00	Y	C
Loose Density		\$ 50.00	\$ 50.00	Y	C
CBR Testing					
CBR (8 Points)					
Unsoaked		\$ 430.00	\$ 430.00	Y	C
Soaked		\$ 430.00	\$ 430.00	Y	C
In Situ CBR Test (DCP)					
CBR (1 Point)					
Unsoaked	/hour	\$ 70.00	\$ 70.00	Y	C
Soaked		\$ 252.00	\$ 252.00	Y	C
Compaction Testing					
Conventional					
Dry Density - Moisture Relationship (MDR)					
Large Mould MDR		\$ 170.00	\$ 170.00	Y	C
Small Mould MDR		\$ 130.00	\$ 130.00	Y	C
Field Density (Sand Replacement)					
Less than 5 Density Tests		\$ 78.00	\$ 78.00	Y	C
5 or More Density Tests		\$ 78.00	\$ 78.00	Y	C
Concrete Testing					
Slump Test					
0-25 Tests	/month	\$ 25.00	\$ 25.00	Y	C
Making Cylinders and Curing (Each Cylinder) (Includes 1 Slump Test Per Set of 3)					
Set of 3	/month	\$ 165.00	\$ 165.00	Y	C
Cast and Cure Extra Cost	/month	\$ 25.00	\$ 25.00	Y	C
Unconfined Compressive Strength (UCS)		\$ 336.00	\$ 336.00		
Compressive Strength Tests (Each Cylinder)					
0-25 Tests	/month	\$ 25.00	\$ 25.00	Y	C
Nuclear Meter Testing (NATA Certified)					
Field Dry Density - Moisture Content Each		\$ 41.00	\$ 41.00	Y	C
Soil Testing					
Moisture Content					
Sieve Analysis					
Particle Size Distribution (PSD) Dry / Wet		\$ 127.00	\$ 127.00	Y	C
Particle Size Distribution (PSD) Less than 5 Sieves		\$ 85.00	\$ 85.00	Y	C
Atterberg Limits					
5 Points (Includes Liquid Limit, Linear Shrinkage and Plastic Index)		\$ 185.00	\$ 185.00	Y	C
1 Point (Includes Liquid Limit, Linear Shrinkage and Plastic Index)		\$ 88.00	\$ 88.00	Y	C
Linear Shrinkage					
		\$ 40.00	\$ 40.00	Y	C
Discount for Bulk Customers - Soil Testing Only					
		Up to 20%	Up to 20%		
Standard Fees					
Hourly Travel Rate	/hour	\$ 88.00	\$ 88.00	Y	C
Notes					
1. Costs include travel of up to 10km radius of Kinross, otherwise travel charges apply.					
2. A wait time of 15 minutes per job after which hourly rate charged at 15 minute intervals					
3. If a sample is to be sent to another Laboratory, cartage shall be added					
4. Any tests not listed but able to be undertaken by the Soils Laboratory shall be charged at the hourly rate.					
5. The Soils Laboratory hours of operation are 8.30am to 3.30pm Monday to Friday Testing outside of these hours will attract overtime rates.					
6. When Soil Tester is undertaking a large volume of testing for a single client a lower charge out rate may be negotiated if in agreement with the Chief Executive Officer.					
7. Call fee of half an hour applies if job cancelled and not notified plus travel costs where applicable					

Fees & Charges						
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com	
Subdivision - Engineering						
01. Inspection of Construction When Design Carried Out By Others						
Up to \$200,000	+2.2%	+2.2%	Y		C	
\$200,000 - \$500,000			Y		C	
+ % of Construction Cost Between \$200,000-\$500,000	+1.65%	+1.65%	Y		C	
Over \$500,000			Y		C	
+ % of Construction Cost Over \$500,000	+1.1%	+1.1%	Y		C	
Over \$1,000,000			Y		C	
+ % of Construction Cost Over \$1,000,000	+0.55%	+0.55%	Y		C	
02. Inspection of Construction When Design Carried Out By Others and Supervised and Certified by Consulting Engineers	+0.55%	+0.55%	Y		C	
03. Design, Preparation of Estimate and Supervision of Engineering Works, When Carried Out by Council % of Estimated Cost	+9.9%	+9.9%	Y		C	
04. Design and Preparation of Estimate % of Estimated Cost	+7.7%	+7.7%	Y		C	
05. Preparation of Estimate Only, Where Schedule of Quantities Submitted by Others % of Estimated Cost	+0.55%	+0.55%	Y		C	
06. Supervision of Construction Works, When Designed by Others + % of Estimated Cost	+3.85%	+3.85%	Y		C	
07. Where a NATA Certified Testing Authority is Used for Testing of Water and Sewerage Mains the Total Fee Shall be Reduced by 15%	-15%	-15%	Y		C	
08. Reinspection Fee Where First or Subsequent Inspections Have Failed	\$ 190.00	\$ 190.00	Y		C	
Scrutiny of Submitted Engineering Plans						
% of Estimated Cost						
minimum	+1.1%	+1.1%	N	Local Government Act 2009 §97(2)(a)	R	
	\$ 357.00	\$ 395.00	N	Local Government Act 2009 §97(2)(a)	R	
Notes:						
1. When Council refuses a subdivision application and the applicant desires to submit a revised design, then Council allows a 50% reduction in fees, subject to the following conditions:						
(i) The minimum charge is still to apply.						
(ii) A fresh application form must be completed.						
(iii) The application must be on behalf of the same owner.						
(iv) The revised design must be submitted within 12 months of the refusal.						
(v) Normally it will be a revision of the internal design only.						
(vi) The required period for assessment of applications will still apply.						
2. That when an application is refused because of the non-payment of rates and a fresh application is submitted a 50% reduction in fees will be allowed, subject to the following conditions:						
(i) An application form only is to be submitted.						
(ii) The application must be on behalf of the same owner.						
(iii) The fresh application form is to be submitted within 12 months of the refusal.						
(iv) The minimum charge is still to apply.						
(v) If any amendment of the application is desired, it does not qualify under this policy.						
3. Refund of Application Fees when an Application is withdrawn:						
(i) Application submitted and preliminary clerical work completed.						
(ii) Application advertised and placed on public display.						
(iii) Site inspected and department reports prepared.						
(iv) Meeting report completed, prior to Council meeting.						
(v) After Council consideration.						

Fees & Charges						
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com	
Waste Services						
Bin Purchase - Kingaroy						
Bulk Bin (10 cubic metre, 27 cubic metre, etc)		At Cost	At Cost	Y		C
Casual Bin Hire (Including Collection)(Special Events Backyard Cleanups)- Kingaroy						
Wheeler Bin - Each Bin (Minimum of 10 Required in Order to be Delivered)	/ service	\$ 11.00	\$ 11.50	Y		C
2 cubic metre Wheeled Container	/ service	\$ 110.00	\$ 113.00	Y		C
Casual Bin Hire (Including Collection)(Special Events Backyard Cleanups)- Murgon, Nanango, Wondal						
Wheeler Bin - Each Bin (Minimum of 10 Required in Order to be Delivered)	/ service	At Cost	At Cost	Y		C
Casual Refuse Collection Service (Missed, Additional Services) - Kingaroy						
Wheeler Bin	/ service	\$ 53.00	\$ 53.00	Y		C
Where an Additional 240L Bin is Provided at the Time of Service		\$ 16.00	\$ 16.00	Y		C
Casual Refuse Collection Service (Missed, Additional Services) - Murgon, Nanango, Wondal						
Wheeler Bin	/ service	At Cost	At Cost	Y		C
Where an Additional 240L Bin is Provided at the Time of Service		At Cost	At Cost	Y		C
Collection and Disposal of Dead Animals - Kingaroy Vets						
A Small Sized Animal <15Kgs	/ animal	\$ 18.00	\$ 18.00	Y		C
A Medium Sized Animal >15Kgs - <45Kgs	/ animal	\$ 27.00	\$ 27.00	Y		C
A Large Sized Animal >45Kgs - <90Kgs	/ animal	\$ 89.00	\$ 89.00	Y		C
A Horse & Cow Type Animal (Irrespective of the Weight)	/ animal	\$ 142.00	\$ 142.00	Y		C
Animal Offal/Waste Products (Irrespective of the Weight)						
Disposal of Septic Tank and Grease Trap Waste - Contractor Fee						
Annual Fee		\$ 4,800.00	\$ 4,800.00	Y		C
Tipping Fees - Disposal of Regulated Waste						
	/ cubic metre or part thereof	\$ 145.00	\$ 148.00	Y		C
Commercial / Industrial Tipping Fees - Landfills / Transfer Stations						
Batteries	each	No Charge	No Charge			
Waste Oil	/ litre	No Charge	No Charge			
Clean Fill		No Charge	No Charge			
Light Gauge Metal / Car Bodies / Metal Tanks		No Charge	No Charge			
Cardboard and Paper Waste (Only Able to be Recycled at Kingaroy and Nanango)		No Charge	No Charge			
Waste	/ cubic metre or part thereof	\$ 22.00	\$ 22.50	Y		C
Liquid Paint (Disposal Available at Kingaroy Only)	litre	\$ 8.00	\$ 8.00	Y		C
Truck (Compacted Waste)	/ cubic metre	\$ 64.00	\$ 66.00	Y		C
Truck (Uncompacted Waste Including Skips)	/ cubic metre	\$ 22.00	\$ 23.00	Y		C
Waste from Outside Shire	/ cubic metre	\$ 42.00	\$ 46.00	Y		C
Commercial Tipping Fees - Kingaroy Weighbridge						
Commercial & Industrial Waste	/ tonne	\$ 86.00	\$ 88.00	Y		C
Construction & Demolition Waste	/ tonne	\$ 29.00	\$ 30.00	Y		C
Green Waste	/ tonne	\$ 86.00	\$ 88.00	Y		C
Tyres (Commercial or Residential)						
Tyres - Motorcycle		\$ 5.00	\$ 5.00	Y		C
Tyres - Car		\$ 8.00	\$ 8.00	Y		C
Tyres - Truck to Super Single		\$ 23.00	\$ 23.00	Y		C
Tyres - Tractor < 1.5		\$ 106.00	\$ 106.00	Y		C
Tyres - With Rims + Base Cost		\$ 1.00	\$ 1.00	Y		C
Other		At Cost	At Cost	Y		C

Fees & Charges						
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com	
Waste Water						
Sewerage Connection	\$ 505.00	\$ 518.00	N	Local Government Act 2009 §87(2)(e)	R	
Service Connection - Cut Into Existing Main	At Cost	At Cost	N	Local Government Act 2009 §87(2)(e)	R	
Service - Other	At Cost	At Cost	N	Local Government Act 2009 §87(2)(e)	R	
Location of Services (Water & Sewer)	\$ 123.00	\$ 126.00	N		C	
Water & Wastewater Searches						
Requests for Sewer & Water Details Within Property (Sewer Main & Water Main Location Information)	\$ 47.00	\$ 48.00	N	Local Government Act 2009 §87(2)(e)	R	
Requests for Sewer & Water Details Adjacent to the Property (Sewer Main & Water Main Location Information)	\$ 47.00	\$ 48.00	N	Local Government Act 2009 §87(2)(e)	R	
Trade Waste Application Fee						
Category 1 License	\$ 239.00	\$ 245.00	N	Local Government Act 2009 §87(2)(e)	R	
Category 2 (Minimum \$330 P/A volume ckg)	\$ 0.90	\$ 1.00	N	Local Government Act 2009 §87(2)(e)	R	
Category 3 (Minimum \$330 P/A volume ckg)	\$ 0.90	\$ 1.00	N	Local Government Act 2009 §87(2)(e)	R	
BOD ₅ c/kg	\$ 1.40	\$ 1.45	N	Local Government Act 2009 §87(2)(e)	R	
Sus Solids c/kg	\$ 0.90	\$ 1.00	N	Local Government Act 2009 §87(2)(e)	R	
Swimming Pool Application Fee	\$ 157.00	\$ 161.00	N	Local Government Act 2009 §87(2)(e)	R	
Miscellaneous Wastewater Fees						
Hire of Sewer Camera Including Staff	/hour	\$ 152.00	\$ 156.00	Y	C	
Hire of Sewer Jetter Including Staff	/hour	\$ 244.00	\$ 250.00	Y	C	

Fees & Charges						
Type of Charge		13 / 14	14 / 15	GST	Head of Power	Reg / Com
Water - Sales						
Blackbutt Bulk Nukku Pipeline Water	/kilometre	\$ 0.90	\$ 0.95	N		C
Purchase of Water						
Water from Standpipe Commercial or Coin	/kilometre	\$ 4.00	\$ 4.00	N		C
Deposit on Standpipe Key		\$ 119.00	\$ 122.00	N		C

Fees & Charges						
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com	
Water Supplies						
Connection Fees (Measurements are Internal Diameter)						
Standard 20mm Service (<30 metres)	\$ 923.00	\$ 946.00	N	Local Government Act 2009 587(2)(e)		R
Standard & Restricted Rural 12mm Service	\$ 923.00	\$ 946.00	N	Local Government Act 2009 587(2)(e)		R
25mm Service (includes 25mm meter) (<30 metres)	\$ 1,238.00	\$ 1,269.00	N	Local Government Act 2009 587(2)(e)		R
Multiple Dwellling Units - Connection 25mm (Incl. 1 x 20mm meter Per Unit) (<30 metres)	\$ 630.00	\$ 646.00	N	Local Government Act 2009 587(2)(e)	/ unit	R
32mm Service (includes 32mm meter) (<30 metres)	\$ 2,412.00	\$ 2,472.00	N	Local Government Act 2009 587(2)(e)		R
40mm and Above Service (Including meter)	At Cost	At Cost	N	Local Government Act 2009 587(2)(e)		R
Over 30 metres from Main (All Sizes)	At Cost	At Cost	N	Local Government Act 2009 587(2)(e)		R
Other Fees						
Disconnection Fee	\$ 126.00	\$ 131.00	N	Local Government Act 2009 587(2)(e)		R
Inspection of Testable Backflow Prevention Valves	\$ 123.00	\$ 126.00	N			C
Raise Meter Above-Ground	\$ 134.00	\$ 137.00	N	Local Government Act 2009 587(2)(e)		R
Reconnection Fee (Where Old Service Reused)	\$ 134.00	\$ 137.00	N	Local Government Act 2009 587(2)(e)		R
Relocate Meter to Other Location			N	Local Government Act 2009 587(2)(e)		R
Special Water Meter Reading	\$ 67.00	\$ 69.00	N	Local Government Act 2009 587(2)(e)		R
Testing Meter - Internally	\$ 84.00	\$ 86.00	N	Local Government Act 2009 587(2)(e)		R
Testing Meter - Externally	At Cost	At Cost	N	Local Government Act 2009 587(2)(e)		R
Location of Water Mains	\$ 123.00	\$ 126.00	N			C
Meter Boxes (PVC)						
Existing Connection (To be installed by Council)	\$ 89.00	\$ 91.00	N			C

Register of Fees and Charges

Glossary

Acts and Regulations

BA	Building Act 1975
DGSMR	Dangerous Goods Safety Management Regulation 2001
EPA	Environmental Protection Act 1994
FA	Food Act 2006
FOI	Freedom of Information Act 1992
HR	Health Regulations 1996
IPA	Integrated Planning Act 1997
LPA	Land Protection (Pest & Stock Route Management) Act 2002
PDA	Plumbing & Drainage Act 2002

Corporate Program

AF	Administration, Finance
CDYW	Cultural Development, Youth, Welfare
CG	Corporate Governance
EDT	Economic Development, Tourism
EHS	Environmental Health Service
EMS	Engineering Management Services
King W	Kingaroy Water
Kum W	Kumbia Water
KS	Kingaroy Sewerage
P&DS	Planning & Development Services
RDTS	Roads, Drainage, Transport Services
RS	Recreation, Sport
RSNRM	Rural Services, Natural Resource Management
Woor W	Wooroolin Water

Local Laws

LL 3	Libraries
LL 4	Keeping and Control of Animals
LL 5	Impounding
LL 6	Entertainment Venues
LL 7	Temporary Homes
LL 8	Rental Accommodation with Shared Facilities
LL 11	Domestic Water Carriers
LL 15	Commercial Use of Roads
LL 17	Caravan Parks
LL 18	Cemeteries
LL 19	Swimming Pools
LL 20	Roads
LL 22	Control of Advertising
LL 35	Control of Stock Saleyards

Resolution:

Moved Cr KM Campbell, seconded Cr DJ Palmer.

That the Fees and Charges listed be received and adopted effective from 1 July 2014 continuing in place until further reviewed by Council with the following changes:-

- Delete the air conditioning charge for the Proston Hall
- Reduce the PA Bond fee for the Proston Hall from \$390 to \$200
- Reduce the PA Hire fee for the Proston Hall to \$100

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

8.1.4 F - 1315382 - Loan Borrowing Program 2013/2014**Summary**

As part of the 2013/2014 budget Council adopted a “Debt Policy” which included projected loan borrowings for 2013/2014 as follows:

Bridge Replacements	\$ 3,920,000
Kingaroy Water Treatment Plant Upgrade	\$ 4,000,000
Kingaroy Water Rising Main	\$ 800,000
Kingaroy Waste Water Treatment Plant	<u>\$26,000,000</u>
	\$34,720,000

Approval has been received from the Department of Local Government for Council to borrow these funds from the Queensland Treasury Corporation. However, since the request for funds was lodged Council has received State Government Subsidy of \$10,000,000 towards the Kingaroy Waste Water Treatment Plant negating the need to borrow the total \$26,000,000 for that purpose.

A review of the forward capital works program was undertaken by Council where it was decided to amend its borrowing program to escalate the bridge replacement program and build some additional cabins at Yallakool & Boondooma Recreation Parks.

The amended proposal was discussed with Queensland Treasury Corporation who advised that the earlier Council draws down its funds will lessen the risk of increased borrowing rates that normally occur the closer we get to 30th June. As a result the amended borrowing program has been split with Queensland Treasury Corporation being authorised to draw down funds previously approved in the budget totalling \$22.72m on Council’s behalf.

The balance of \$1,940,000 in additional borrowings will require a Council resolution to allow the borrowing procedures to be implemented by 30th June 2014:

Bridge Replacements	\$1,290,000
Recreation Areas – New Cabins	<u>\$ 650,000</u>
	\$1,940,000

Officer's Recommendation

That Council draw down the \$1,940,000 of approved loan borrowings for 2013/2014 and apply funds to the following projects:

Bridge Replacements	\$1,290,000
Recreation Areas – New Cabins	<u>\$ 650,000</u>
	\$1,940,000

Resolution:

Moved Cr KM Campbell, seconded Cr DP Tessmann.

That the Officer's Recommendation be adopted.

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

8.1.5 F - 1315291 - South Burnett Regional Council Monthly Capital Works Report

Summary

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

Officer's Recommendation

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

Resolution:

Moved Cr KM Campbell, seconded Cr KA Duff.

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

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

(b) Portfolio Report

Finance Portfolio Report

No Report.

8.2 Property (P)**(a) Officer's Reports****8.2.1 P - 1316177 - Proposed fees and charges for the 2014/2015 financial year for South Burnett Swimming Pools****Summary**

The proposed fees and charges are recommended to standardise the entry fees for swimming pools across the South Burnett Region.

Officer's Recommendation

That the following fees and charges be adopted by Council to standardise the entry fees and charges for swimming pools across the South Burnett region for the 2014/2015 financial year;

Type of Charge		2013/14	2014/15 Proposed
South Burnett Swimming Pools – Kingaroy, Murgon, South Burnett Aquatic Centre			
Adult	Per head	\$3.20	\$3.20
Children under the age of 12 years	Per head	\$2.50	\$2.50
Senior / concession card holders	Per head	\$2.50	\$2.50
Hydro Pool	Per head		\$6.00
School Swimming Carnival		\$330.00	\$340.00
Private hire	Per hour	\$70.00	\$70.00
Lane Hire	Per Lane per hour	\$13.00	\$13.00
Learn to Swim Lessons	Per head	\$1.00	\$1.00
South Burnett Swimming Pools – Wondai, Proston and Blackbutt			
Adult	Per head	\$2.60	\$3.20
Children under the age of 12 years	Per head	\$2.10	\$2.50
Senior / concession card holders	Per head	\$2.10	\$2.50
School Swimming Carnivals		\$275.00	\$340.00
Private hire	Per hour	\$70.00	\$70.00
Lane Hire	Per lane per hour	\$9.50	\$13.00
Learn to Swim Lessons	Per head	\$1.00	\$1.00

Resolution:

Moved Cr RLA Heit, seconded Cr DP Tessmann.

That the following fees and charges be adopted by Council to standardise the entry fees and charges for swimming pools across the South Burnett region for the 2014/2015 financial year;

Type of Charge		2013/14	2014/15 Proposed
South Burnett Swimming Pools – Kingaroy, Murgon,			

South Burnett Aquatic Centre			
Adult	Per head	\$3.20	\$3.20
Children under the age of 12 years	Per head	\$2.50	\$2.50
Senior / concession card holders	Per head	\$2.50	\$2.50
Hydro Pool	Per head		\$3.20
School Swimming Carnival		\$330.00	\$340.00
Private hire	Per hour	\$70.00	\$70.00
Lane Hire	Per Lane per hour	\$13.00	\$13.00
Learn to Swim Lessons	Per head	\$1.00	\$1.00
South Burnett Swimming Pools – Wondai, Proston and Blackbutt			
Adult	Per head	\$2.60	\$3.20
Children under the age of 12 years	Per head	\$2.10	\$2.50
Senior / concession card holders	Per head	\$2.10	\$2.50
School Swimming Carnivals		\$275.00	\$340.00
Private hire	Per hour	\$70.00	\$70.00
Lane Hire	Per lane per hour	\$9.50	\$13.00
Learn to Swim Lessons	Per head	\$1.00	\$1.00

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

(b) Portfolio Report

8.2.2 P - 1316883 - Properties Portfolio Report

Summary

Property Portfolio Report to Council for the period 13 May 2014 to 16 June 2014.

Officer's Recommendation

That the Property Portfolio Report to Council for the period 13 May 2014 to 16 June 2014 be received.

Resolution:

Moved Cr DJ Palmer, seconded Cr KA Duff.

That the Property Portfolio Report to Council for the period 13 May 2014 to 16 June 2014 be received.

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

8.3 Information Technology (IT)

(a) Officer's Reports

No Report.

(b) Portfolio Report

Information Technology Portfolio Report

No Report.

9. Executive Services

9.1 Human Resources (HR)

(a) Officer's Reports

No Report.

(b) Portfolio Report

Human Resources Portfolio Report

No Report.

9.2 Governance (G)

(a) Officer's Reports

9.2.1 G - 1316955 - Change of Company Name from Kingaroy Private Hospital Limited to South Burnett Community Hospital Foundation Limited

Summary

The South Burnett's Private Hospital is wholly owned by South Burnett Regional Council. The Hospitals existing name - Kingaroy Private Hospital Limited would better reflect the hospital's regional presence and gift status as outlined in its Constitution with a name – South Burnett Community Hospital Foundation Limited.

Officer's Recommendation

That

1. the Kingaroy Private Hospital Limited be renamed the South Burnett Community Hospital Foundation Limited and;
2. the Chief Executive Officer be delegated authority to change the Company's Constitution so that:
 - a) The Company's name be read as South Burnett Community Hospital Foundation Limited;

- b) The Company's intention to act as a Foundation to raise funds for the hospital and medical equipment are noted;
- c) all references to Kingaroy Shire are replaced with South Burnett Regional Council; and
- d) other minor changes are made to reflect the current operating status of the hospital; and the Board

Resolution:

Moved Cr DP Tessmann, seconded Cr RLA Heit.

That the Officer's Recommendation be adopted.

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

9.2.2 G - 1314752 - Adoption of General Complaints Process Policy

Summary

As per recent amendments to the *Local Government Act 2009* and the *Local Government Regulation 2012*, the General Complaints Process Policy has been updated to reflect these changes.

Council is required to have a general complaints process to receive complaints about Councillor conduct and/or breaches of the model code and time and quality complaints related to Council service.

Officer's Recommendation

That:

- the General Complaints Process Policy be adopted; and
- authority be delegated to the Chief Executive Officer to advertise the adoption of the General Complaints Process Policy.



General Complaints Process Policy

Table of Contents

1. LEGISLATIVE AUTHORITY	2
2. BACKGROUND AND/OR PRINCIPLES.....	2
3. POLICY STATEMENT	2
4. SCOPE	2
5. POLICY OBJECTIVES.....	3
6. DEFINITIONS	3
7. COMPLAINT HANDLING FRAMEWORK.....	4
8. PRELIMINARY PROCEDURES BEFORE A COMPLAINANT CAN MAKE A COMPLAINT	4
9. PROCESS FOR SELECTING AND APPOINTING A COMPLAINTS OFFICER TO INVESTIGATE COMPLAINTS.....	5
10. SENDING COMPLAINTS TO, AND THEIR INVESTIGATION BY, THE COMPLAINTS OFFICER.....	7
11. OPPORTUNITY FOR COMPLAINANT TO PROVIDE FURTHER INFORMATION ABOUT THE COMPLAINT	8
12. GROUNDS FOR REFUSAL TO INVESTIGATE COMPLAINT	8
13. INVESTIGATING A COMPLAINT.....	9
14. OBLIGATION OF COMPLAINTS OFFICER ON COMPLETION OF INVESTIGATION.....	9
15. REMEDIES	10
16. CONSIDERATION OF REPORT BY COUNCIL	11
17. NOTICE TO COMPLAINANT ABOUT OUTCOME OF COMPLAINT	12
18. IMPLEMENTATION OF REMEDY.....	12
19. COUNCIL REVIEW IF COMPLAINANT DISSATISFIED WITH OUTCOME OF COMPLAINT	12
20. REVIEW BY OTHER COMPLAINT ENTITIES.....	13
21. REPORTING ON COMPLAINT TRENDS.....	13
22. RESPONSIBILITY OF OFFICERS	14
23. RELATED POLICIES OR PROCEDURES	14
24. EVALUATION AND REVIEW OF THE COMPLAINTS PROCESS.....	14
25. COMMUNICATION.....	15
26. DATE REVIEWED.....	15

1. LEGISLATIVE AUTHORITY

Local Government Act 2009 - Section 268

2. BACKGROUND AND/OR PRINCIPLES

The Council intends to provide a level of customer service that does not attract complaints, but acknowledges the right of persons to provide feedback, both positive and negative, on its services and/or to lodge a complaint about a decision or other action it takes.

The complaints process has been instituted to ensure that, to the greatest practical extent, any complaint is dealt with fairly, promptly, professionally, in confidence (subject to any legal requirements) and in a manner respectful to the complainant.

The Council commits to providing adequate resources and trained officers to deal with complaints and to record and analyse complaints data.

To this end, the Council will endeavour to ensure that:

- anyone who is dissatisfied about a decision or other action of the Council, a Council officer or a Councillor can easily and simply lodge a complaint.
- complainants are provided with information on the complaints process and, if necessary, assistance to make their complaint.
- each complaint is initially assessed in terms of its seriousness, safety implications, complexity and degree of urgency.
- Council officers will receive complaints in a professional manner and welcome valid feedback as an opportunity for improvement of the Council's administrative practices.
- complaints are responded to as quickly as possible and in accordance with the timeframes set out in the complaints process.
- complainants will not suffer any reprisal from Council or its officers for making a complaint.
- complaints are properly monitored with a view to continuous improvement of the Council's business processes.
- if a complainant is not satisfied that a complaint has been satisfactorily resolved, he/she will be informed of any statutory right of review and, if they request, be provided with details of any further review mechanism that is available.

3. POLICY STATEMENT

To establish a framework for administration complaints about administrative decisions and breaches of Council's *Code of Conduct for Councillors*.

4. SCOPE

The complaints process has been established for resolving complaints by affected persons about administrative action of Council or an alleged minor breach by a Councillor of the Council's *Code of Conduct for Councillors*.

This policy details the General Complaints Process (the complaints process) of the South Burnett Regional Council (the Council).

The complaints process is made under the *Local Government Act 2009* (the Act) and includes the elements required by Chapter 7, Part 6 of the Act to be included in the Council's General Complaints Process

However, the complaints process does not apply to a complaint:

- that could be made under Chapter 3 of the Act about competitive neutrality issues;
- about corrupt conduct that should be directed to the Crime and Corrupt Commission; or
- about a meeting breach, a repeat breach or a statutory breach under the Council's *Code of Conduct for Councillors*.

5. POLICY OBJECTIVES

The general complaints process is established with the following objectives:

- fair, efficient and consistent treatment of complaints about decisions and other administrative actions of the Council and complaints about minor breaches;
- easy to understand and is readily accessible to all;
- detection and rectification, where appropriate, of administrative errors;
- identification of areas for improvement in the Council's administrative practices;
- increase in awareness of the complaints process Council's staff and the community;
- enhancement of the community's confidence in the complaints process and of the reputation of Council as being accountable and transparent; and
- building the capacity of staff to effectively manage complaints in an environment of continuous improvement.

6. DEFINITIONS

Terms used in the complaints process have the following meanings:

- affected person - A person who is apparently directly affected by an administrative action of a local government
- administrative action complaint - An administrative action complaint is a complaint that -
 - a) is about an administrative action of a local government; and
 - b) is made by an affected person.

to clarify, the complaints process is for resolution of a complaint about the way in which an administrative action was carried out, and not about the decision itself.

- Administrative Action Complaints Process -
 - a) The statutory complaints process required under section 268 of the *Local Government Act 2009* (the Act) referenced as the complaints process in this policy.
- CEO - Chief Executive Officer
- Council - South Burnett Regional Council
- complainant - The affected person or organisation making a complaint.
- General Manager - Generally responsible for various functions of the Council and who reports directly to the CEO.
- Leadership Team - Includes the CEO and all General Managers.

- Council officer - Includes a permanent, temporary, casual or contract member on the Council's staff.
- General Complaints Process - The statutory complaints process described in Chapter 7, Part 6, section 268 of the Act (the complaints process).
- minor breach - A minor breach by a Councillor of the Council's *Code of Conduct for Councillors*.
- request for service - A request for the Council to take action to satisfy the needs of a customer or ratepayer. (This may be of a physical nature, such as a request to fill a pothole or to collect a stray dog, or a request for information).
- social media - is a term used to describe the type of media that is based on conversation and interaction between people on-line.
- The Act - *Local Government Act 2009*
- The Regulation - *Local Government Regulation 2012*

7. COMPLAINT HANDLING FRAMEWORK

The following framework describes the guidelines adopted by the Council for handling complaints:

STAGE 1

PRELIMINARY PROCEDURES

Review of complaint in Council service area where administrative action occurred (see Sections 6 and 7 of this policy)

STAGE 2

COMPLAINT PROCESS

- internal review by a Council officer;
- external review by a person who is not a Council officer - see Section 9.

Further review by Council, if deemed necessary – see Section 19.

STAGE 3

Complainant informed of other review options if not satisfied with Council decision on complaint e.g. complaints agency such as the Queensland Ombudsman, other avenues of appeal or review or alternative dispute resolution – see Section 20.

A. STAGE 1 - PRELIMINARY PROCEDURES

8. PRELIMINARY PROCEDURES BEFORE A COMPLAINANT CAN MAKE A COMPLAINT

This section applies if a person makes a complaint about an administrative action of the Council or a minor breach.

When a person makes a complaint without having contacted the relevant service area of the Council (or CEO) to try to resolve the complaint, the person may be required to take this initial step before the complaint will be registered and dealt with under the complaints process.

If the complaint is not resolved by the relevant service area, CEO or with the relevant Councillor, the complaint will be dealt with in accordance with the complaints process.

Compliance with this section is not a pre-requisite to the submission of a formal written complaint under the complaints process where it is clear on the face of the document that a complaint has been made. In those circumstances the complaint will be dealt with under the complaints process, unless it is earlier resolved to the complainant's satisfaction or is withdrawn by the complainant.

The way a Complainant may make a complaint

A complainant may make a complaint in any of the following ways:

- orally, either by telephone or in person to a Council officer.
- by email to info@southburnett.qld.gov.au
- in writing (by letter, fax, or by completing the Council's complaint form, whether signed or unsigned).

All written and electronic complaints should be addressed to the CEO. The complainant's contact details should be identified so the Council can contact the complainant as required by the Act. Anonymous complaints will not be dealt with under the complaints process. They may be dealt with under another administrative process.

If an oral complaint is received the CEO, or delegate, may request that the complaint be put in writing if it is of a complex nature or contains complex material.

The Council officer who receives an oral complaint will record details in the (Complaint Recording System) and, if the complaint is not resolved to the complainant's satisfaction, will refer the complaint for action under the complaints process.

All written complaints will be referred to the CEO, or delegate, who will arrange for the complaint details to be recorded in the (Complaint Recording System).

If necessary, assistance may be provided by a Council officer to a complainant on how to make a complaint, including how it should be documented. The aim is to clarify the matter of concern to the complainant and the outcome/s sought.

If a complainant requires interpreter services, or has special needs, the complainant will be referred to the appropriate Council officer who will provide advice or arrange for the giving of assistance, to the extent practicable.

Complaints submitted by social media sites will not be accepted or acknowledged by Council. Examples of social media sites include: MySpace, Facebook, Twitter, Internet Forums, weblogs, social blogs, wikis, podcasts, etc.

Complaints by agents

If a complaint is lodged on behalf of a person by a professional advisor eg a solicitor or accountant, the Council will respond direct to that advisor.

A complaint lodged by a person on behalf of an affected person will be responded to direct to the affected person. Unless a letter of authority is provided to Council indicating otherwise.

B. STAGE 2 - COMPLAINT PROCESS

9. PROCESS FOR SELECTING AND APPOINTING A COMPLAINTS OFFICER TO INVESTIGATE COMPLAINTS

The Council, has by resolution delegated to the CEO the power to select and appoint a person or persons to be a complaints officer to investigate complaints.

The CEO may delegate his/her powers under the above to another employee of the Council under the Act.

The investigation is to be undertaken either by way of internal review or external review. Relevant criteria to be applied in making the decision about the method of review are:

Internal review

An internal review of a complaint will be conducted where the administrative action in question was undertaken by a Council officer. The review will be conducted by the CEO, or an officer appointed by the CEO or the CEO's delegate, as the complaints officer for the complaint. The complaints officer must not be less senior than the officer who took the administrative action that is being reviewed.

External review

External review of a complaint will only be undertaken after the complainant has undertaken the preliminary procedure (under section 8).

An external review of a complaint will be conducted where the administrative action in question was taken by:

- a) the Council, or a committee of the Council, at a meeting;
- b) the Mayor or the chairman of a standing committee acting under statutory or delegated authority;
- c) the CEO; or
- d) a Council officer and the requirement that an internal review be conducted by a Council officer who is no less senior than the officer who took the administrative action cannot be met (for whatever reason).

External review will also be conducted for a complaint about a minor breach.

Appointment of reviewer

The CEO, or delegate, will:

- assess the nature of the complaint and determine whether the complaint is to be investigated by means of internal review or external review;
- delegate to a complaints officer under a delegation of the authority OR based on the review criteria, appoint a suitable person as the complaints officer for the complaint from a panel established by the CEO for that purpose; and
- give the person appointed as the complaints officer an instrument of appointment that also stipulates the date by which the complaints officer must complete the report on the investigation if the complaint is not earlier resolved to the complainant's satisfaction or is withdrawn by the complainant.

The person appointed as a complaints officer for a complaint must have the appropriate knowledge, qualifications, skill and experience, including the relevant investigative, analytical and report-writing skills, to conduct an investigation into the complaint, make findings, formulate

recommendations (where appropriate) and prepare a report on the outcome of the investigation for consideration by the Council or its delegate.

The complaints officer appointed to investigate a complaint by way of internal or external review must not have been involved with the administrative action or alleged minor breach in question.

10. SENDING COMPLAINTS TO, AND THEIR INVESTIGATION BY, THE COMPLAINTS OFFICER

The CEO, or officer authorised by the CEO ("authorised officer"), after the oral or written complaint has been recorded, will arrange for the complaint and other materials, including relevant documents from the Council's records, to be forwarded to the complaints officer for assessment of the complaint as soon as practicable after the officer's appointment.

The instrument of appointment of a complaints officer must indicate the timeframe for dealing with the complaint.

The timeframe for dealing with a complaint will depend on an assessment of the following factors by the CEO or authorised officer:

- the urgency of the situation in terms of loss or damage likely to be suffered if the complaint is not quickly resolved;
- the likelihood that the complaint can be resolved in a timely manner;
- the complexity of the complaint issue/s;
- whether the complaint requires internal review or external review in accordance with the criteria for the selection of a complaints officer for the complaint as set out in the complaints process.

In general terms, the Council will endeavour to meet to the following timeframes for dealing with a complaint:

- acknowledge receipt of the complaint - within 10 days;
- for urgent matters - within 21 days;
- for non-urgent complaints that are not considered to be complex or where the complaint is to be investigated under the internal review mechanism - within 45 days;
- for complex complaints or where the complaint is to be investigated under the external review mechanism - within 60 days.

If the nominated timeframe for dealing with a complaint cannot be met for any reason, the CEO or delegate may, once only, extend the time for dealing with the complaint and notify the complainant in writing of the extension before the expiry of the initial timeframe. In determining any extension of time, the CEO, or delegate, must consult with the complaints officer for the complaint and fix a date that is reasonable in all the circumstances, but in no case more than three (3) months from the date the complaint was received by the council.

The complaints officer will acknowledge receipt of the complaint and any other material, indicating the date of receipt.

If a complaint is resolved to the complainant's satisfaction before it is sent to a complaints officer for investigation, notice that the complaint has been resolved may be given to the complainant in the same medium by which the complaint was initially made e.g. an oral response may be given to a complaint that was made orally.

However, the Council may give a formal written response to a complaint irrespective of the medium by which the complaint was made. The Council will make a record of any oral advice given to a complainant that the complaint has been resolved.

As a condition of appointment, an external reviewer will be required, when forwarding his/her investigation report to the CEO, to return all records and documents relating to the investigation.

The timeframe for dealing with a complaint is measured from the date of receipt of a complaint to the date the complainant is informed of the outcome of the complaint.

11. OPPORTUNITY FOR COMPLAINANT TO PROVIDE FURTHER INFORMATION ABOUT THE COMPLAINT

The complaints officer will invite the complainant to provide further information after the initial assessment of the complaint material to assist in fully understanding the complainant's concerns, the issue/s to be investigated (if an investigation is to be undertaken) and the outcome or remedy sought by the complainant.

Seeking further information from the complainant at this stage of the complaints process may be undertaken by informal means such as telephone, e-mail or face-to-face discussion. The complaints officer will record a fair summary of any oral information received and will confirm with the complainant in an appropriate manner that the summary accurately reflects the information provided by the complainant.

The complaints officer will attempt to resolve the complaint informally, for example, by providing an explanation for the Council's or the Councillor's action in the particular case. A complaint may be resolved or withdrawn by the complainant at any time during the complaints process. A complaint is taken to be resolved to the complainant's satisfaction, or is taken to be withdrawn, if the complainant gives a clear indication to that effect to the complaints officer. Written notice that the complaint has been resolved, and the general manner in which it was resolved, will be given to both the Council and the complainant.

If in the opinion of the complaints officer, resolution of a complaint about an administrative action merely involves rectification of an obvious error or a remedy of a similar nature, the complaints officer will discuss the issue with the relevant Council officer with a view to resolving the complaint.

12. GROUNDS FOR REFUSAL TO INVESTIGATE COMPLAINT

In assessing a complaint (including any further information provided by the complainant) the complaints officer will consider whether there is a statutory ground on which the complaint may be refused. The complaints officer may refuse to investigate a complaint or, having started to investigate a complaint, refuse to continue the investigation if the officer reasonably considers that-

- a) the complaint is trivial; or
- b) the complaint concerns frivolous matter or was made vexatiously; or
- c) the complainant does not have a sufficient direct interest in the administrative action or alleged minor breach the subject of the complaint; or
- d) in the circumstances, investigating the complaint is unnecessary or unjustifiable. The complaints officer will give both the Council and the complainant written notice of a decision made by the officer to refuse to investigate the complaint, or to continue the investigation, and the reasons for the decision.

13. INVESTIGATING A COMPLAINT

The investigation of a complaint will be undertaken by the complaints officer in an independent, impartial and objective manner. A complaints officer may, if the officer considers appropriate in the circumstances, undertake mediation between the parties with a view to resolving a complaint, but will not act as an advocate.

The investigation of a complaint will typically involve the following stages:

- preparation of an action plan for conducting the investigation;
- information gathering, including discussions and interviews with the complainant, Council personnel and third parties (where relevant) and examining relevant laws and Council policies and procedures;
- analysis of all relevant information obtained;
- formulation of findings and any recommendations for the CEO (or Council's consideration with external review);
- preparation of a report on the results of the investigation or the outcome of the complaint if it was resolved during the complaints process or was withdrawn by the complainant.

The complaints officer will adhere to the following principles when conducting an investigation of a complaint:

- procedural fairness/natural justice;
- establishment and maintenance of a complete document trail (to facilitate any subsequent review that may be undertaken of the investigation conducted by the complaints officer);
- Council and other policies are designed for administrative guidance only, and should not be rigidly applied irrespective of the merits of a particular case. (An administrative policy may be departed from if the merits of a particular case warrant that course of action);
- lawfulness of a particular action is not necessarily decisive of the issue in dispute. (The complaints officer will also assess whether the action was unfair, unreasonable or wrong);
- the civil standard of proof applies for administrative investigations. (This means that allegations have to be established on the balance of probabilities – that is, it must be more probable than not that the allegation occurred);
- confidentiality about the investigation must be maintained to the extent that it can reasonably be achieved, subject to other legal requirements about the disclosure of information.

14. OBLIGATION OF COMPLAINTS OFFICER ON COMPLETION OF INVESTIGATION

If a complaint is not resolved during the investigation process to the satisfaction of the complainant or is not withdrawn by the complainant, the complaints officer will give the CEO (or Council if applicable) and the complainant a written report on the results of the investigation and any recommendations. The complaints officer must give the report to both the CEO (or Council if applicable) and the complainant within the time stipulated in the instrument of appointment, subject to any approved extension of time.

The report will typically address the following matters to the extent each matter is relevant in the particular case:

- the complaint issue/s;
- a concise summary of the material facts and circumstances of the matter;
- any relevant legislation;
- any relevant Council or other policy;
- persons interviewed and/or consulted and relevant information obtained during any interviews and consultations;
- results of any relevant research;
- analysis of complaint issues to the extent necessary;
- findings on material questions of fact and law;
- whether the complaint is sustained and reasons for that finding;
- if the complaint is sustained, any recommendation/s to the CEO (or Council) to redress the complainant's grievance, whether by way of benefit to the complainant and other affected persons (if any) and/or systemic improvements to the Council's administrative practice with a view to preventing a recurrence of similar complaints.

The report will contain any recommendations that the complaints officer considers to be appropriate in the circumstances. In some cases, it will be appropriate to make a recommendation for procedural improvement even where the complaint has not been sustained. A recommendation may relate to:

- a specific remedy or remedies that is/are available under section 16 to redress the complainant's grievance; and/or
- the proposed amendment of a relevant Council policy, procedure or practice to address any systemic issue raised by the complaint with a view to preventing similar complaints in the future.

15. REMEDIES

The Council has adopted a range of remedies for addressing administrative actions that it considers to be unfair or wrong. Remedies include, but are not limited to:

- an explanation for the action in question
- an admission of fault
- an apology
- revocation or amendment of the decision
- rectification, including repairing or replacing the matter in dispute
- revision of relevant policy, procedure or practice
- provision of technical assistance
- reimbursement of costs incurred as a result of the action in question
- financial compensation, including an *ex-gratia* payment
- waiver of debt.

More than one remedy may be applied in the particular case if the circumstances justify that course of action.

16. CONSIDERATION OF REPORT BY COUNCIL

Report about an administrative action

A complaints officer's report prepared under section 15 of the complaints process, including any recommendation(s), on a complaint about an administrative action will be considered:

- a) by the Council by resolution if the administrative action in question was taken by;
 - i. the Council, or a committee of the Council, at a meeting;
 - ii. the Mayor or the Chairman of a standing committee acting under statutory or delegated authority;
 - iii. the CEO; or
 - iv. another Council officer where the requirement that the complaints officer be no less senior than the officer who took the administrative action, cannot be met.
- b) by the CEO under delegated authority if the administrative action in question was taken by a senior officer who reports directly to the CEO.
- c) by another Council officer under delegated authority if the administrative action in question was taken by a Council officer who is not more senior than the delegate.

A Council officer exercising delegated authority to deal with the complaint, by accepting or rejecting the findings of the complaints officer, has authority to provide any lawful remedy for the complainant that is available under section 16 of the complaints process, irrespective of whether the remedy has been recommended by the complaints officer.

Where the complaints officer's report includes a recommendation that a suitable policy be made to address the complaint issue, or an existing policy be appropriately amended, the recommendation will be referred to the Council for consideration by resolution.

Report about a minor breach

If a complaints officer who investigated a complaint about a minor breach gives a report to Council stating that the complaint has not been resolved through the complaints process, the report will be dealt with by the Council by resolution under the Act.

When the Council considers a report, it must:

- a) decide by resolution under the Act to take no further action in relation to the complaint if satisfied the complaint concerns frivolous matter or was made vexatiously; or
- b) having regard to the complaints officer's report about the matter, decide whether the Councillor in question has committed the alleged minor breach.

In deciding whether the Councillor has committed a minor breach, the Council must comply with the principles of natural justice and, at the least, afford the Councillor an opportunity to make a submission on whether the breach was committed. If the Council decides the Councillor committed the minor breach it must then give the Councillor an opportunity to make a further submission on whether a penalty should be imposed and the nature of that penalty, being one of the actions that may be taken under the Act.

17. NOTICE TO COMPLAINANT ABOUT OUTCOME OF COMPLAINT

Written notice of the outcome of a complaint will be given to the complainant following the Council's consideration of, and decision on, the complaints officer's report and recommendations (if any).

The notice to the complainant will generally include the following advice:

- whether the complaint is sustained;
- if the complaint is not sustained, the reasons for the decision;
- if the complaint is sustained:
 - any remedy to be made available to the complainant;
 - if applicable, the circumstances and timeframe in which the remedy will be made available; and/or
 - whether the investigation identified the need to revise Council policy, procedure or practice to prevent similar complaints arising, details of the proposed revision and the timeframe for implementation.

18. IMPLEMENTATION OF REMEDY

The Council, through the CEO or delegate, will take action in a timely manner to implement any remedy to be made available to a complainant and/or any revision of its policy, practice or procedure.

19. COUNCIL REVIEW IF COMPLAINANT DISSATISFIED WITH OUTCOME OF COMPLAINT

If a complainant is dissatisfied with the outcome of the consideration of the complaints officer's report and any recommendation, the complainant may request a review of the decision on the complaint. The complainant may submit new information with the request for review and seek reconsideration of the complaint on the basis of the new information or on any other basis.

The Council will-

- undertake the review as requested and advise the complainant accordingly; or
- decline the review on the basis that the complainant has not provided any reasonable basis for the review.

Any review undertaken will generally be in accordance with the complaints process. The reviewer will be independent of the original decision maker and the complaints officer.

C. STAGE 3 – REVIEW BY OMBUDSMAN OR OTHER COMPLAINT ENTITIES

20. REVIEW BY OTHER COMPLAINT ENTITIES

If the Council decides not to undertake a review, it will inform the complainant that a complaint may be lodged with the Queensland Ombudsman or other relevant Agency.

COMPLAINTS MANAGEMENT SYSTEM

21. REPORTING ON COMPLAINT TRENDS

Annually, commencing from the date the complaints process commenced, the CEO, or delegate, will complete a report on all complaints (oral and written) received through the complaints process, being complaints about administrative actions of the Council and complaints about alleged minor breaches of the Council's *Code of Conduct for Councillors*.

The report will include details for the particular 12 months and the financial year to date and, to the extent details are available, draw comparisons with corresponding periods for the two (2) immediately preceding financial years.

Each report will set out:

- details of complaints received and resolved during the period;
- whether timeframes were met;
- how each complaint was dealt with (pre-complaint stage, by complaints officer, CEO decision or Council decision on complaints officer's report, or still not resolved to complainant's satisfaction);
- a brief description of the outcome, including any remedy given to a complainant; and
- details of any service delivery or business improvements that have been effected as an outcome of the Council's consideration of complaints.

The report will also:

- contain details of any systemic issues that have been identified and/or whether there is any trend in the complaints received; and
- suggest whether any other action should be taken to change service delivery and/or improve business activities, services, systems and staff skills, etc.

The CEO will discuss the report with the (leadership team) and will thereafter submit it to the Council for consideration, together with any comments from the (leadership team).

Details about complaints concerning administrative actions and alleged breaches of the Council's *Code of Conduct for Councillors* will be provided in the Council's annual report, as required by section 187 of the *Local Government Regulation 2012*.

22. RESPONSIBILITY OF OFFICERS

Leadership Team

The Leadership Team will:

- a) encourage excellence in customer service by Council officers;
- b) ensure that all Council officers are aware of, and implement the complaints process in the manner intended by the Council;
- c) foster an environment where complaints management is the responsibility of all Council officers; and
- d) ensure any necessary staff training is provided eg on the complaints process, conducting an investigation of a complaint, conflict management, customer service skills.

General Managers & Managers

Each general manager and manager will ensure that:

- a) all Council officers under the general manager's and/or manager's management and control are aware of their role in customer service and responsibility for complaint management; and
- b) service standards are met.

Council Officers

All Council officers:

- a) are required to observe the complaints process; and
- b) wherever appropriate, attempt to resolve a complaint before it is referred for attention under the complaints process.

23. RELATED POLICIES OR PROCEDURES

All Council policies and procedures must be taken into consideration when considering or investigating a complaint under the complaints process.

24. EVALUATION AND REVIEW OF THE COMPLAINTS PROCESS

Every two (2) years the Council will conduct a review audit of the complaints process.

The review audit will evaluate the performance of the complaints process and will consider the following aspects, where necessary:

- accessibility – whether the complaint process is readily available to members of the community and is user-friendly.
- timeliness – whether timelines for responding to complaints have been met and, if not, remedial action proposed.
- satisfaction – as evidenced by any complaint about the complaints process.
- compliance – by considering reports on the operation of the complaints process.

The complaints process will be amended in terms of any adopted recommendation arising from the review.

25. COMMUNICATION

The Council will take appropriate steps to publicise the complaints process. For example, the Council will place this document on its website and include training on the complaints process in the induction process for new employees and in other appropriate staff training forums.

26. DATE REVIEWED

May 2014

PROCEDURAL MOTION:

Moved Cr DP Tessmann, seconded Cr DW Kratzmann.

That the previous item lay on the table while the CEO carries out further investigations in relation to the inclusion of verbal complaints forming part of the Policy and be brought back to a future Council meeting.

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

9.2.3 G - 1316237 - Operational Plan March 2014 Progress Report

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 March Quarter be adopted.



Planning and Environment Department Operational Plan 2013/14

March 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	March 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	March 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	March 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	

ACTIVITY DISASTER MANAGEMENT

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

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Community Engagement Level	Key Performance Indicator	March Quarter Update
Disaster Management	An effective Disaster Management Framework for the South Burnett Community	Community, South Burnett Local Disaster Management Group, Emergency Management Queensland (EMQ)	EC3		Quarterly South Burnett Local Disaster Management Group Meeting to maintain disaster management readiness in accordance with the responsibilities of the Group as detailed in the Disaster Management Plan Review and Update the relevant subplans as advised by EMQ Conduct one scenario session in conjunction with key stakeholders	Disaster Management meeting held 8/11/13 next meeting scheduled for 18 June 2014 Disaster Management plan & Recovery Plan adopted by Council Disaster exercise held 6& 7 December 2013 Compliant within budget
SES	Provision of SES operations and equipment maintenance	Community, SES Groups, Emergency Management Queensland (EMQ)	EC3		State Emergency Services across region operational within budget allocations	

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	March 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	March Quarter Update
Customer Contact Training	Adequate training for team	Customer Contact Team	SD1	N/A	100% of permanent customer service employees complete required training	Training program to be drafted, July 2014

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update	
Call Centre	Council's general incoming calls answered	Community, Internal Departments, Councillors	SD1	N/A	80% of calls resolved by Customer Contact Less than 3% calls abandoned	Compliant Meeting requirements since increase in resources	
Customer Requests	Correctly profile customer concerns and requests for council services	Community, Internal Departments	SD1	N/A	Customer requests resolved or forward to correct officer	Compliant with data entry	
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 Murgon customer	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	March Quarter Update
	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 Blackbutt Customer Service Centre.

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

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



Planning and Land Management Branch Operational Plan 2013/14

March 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.

New Initiatives	Link to Corporate Plan	Link to associated Plans and Strategies	Community Engagement Level	Completion Date	March Quarter Update
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	Draft PIP prepared and included in Planning Scheme by June 2014

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	March 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	March 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	March 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	March 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
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	March 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	March 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	March 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						
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March 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	March 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	Ongoing

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

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

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update	
Museum Services	Enhance displays and stock lines to support the identified point difference	Community / Visitors	EXC1.2	Inform/Engage	Individual points of difference enhanced for each Museum Service. One annual partnership display with external museum or collection.	Ongoing	
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	March Quarter Update
Strategic Workshop on Visitor Information Centres	EXC1.1, 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	March Quarter Update
Visitor Information Centre (VIC) services & facilities	VIC's providing information services to community and visitors	Community / Visitors	SD1.1, GO1.1, GO1.2	Inform	Continue to increase accumulation and awareness of relevant and accurate information	Ongoing
Visitor Information Centre (VIC) services & facilities	Displays and stock lines to support the identified point difference	Community / Visitors	SD1.1, GO1.1, GO1.2	Inform	Further enhance VIC service delivery based on the individual 'points of difference'.	Ongoing

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March 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	March 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	March 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	Annual return submitted by March 2014	



SOUTH BURNETT
REGIONAL COUNCIL

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

March Quarter Review Report

Mission: To serve the community by the provision of services which protect and enhance public and environmental health.
Officer Responsible: Manager Environmental 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	March Quarter Update
Licence applications approved under relevant legislation	Licenses and Approvals under: <ul style="list-style-type: none"> • 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.	There are a total of 226 food premises currently registered. 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. Follow up Inspections have commenced. However, waste and other work priorities have taken precedence.
Complaints management	Inspections and visits in response to Complainants/customer service requests	General public Councilors	EC2.3, EC2.4	85% of CSR's actioned within six (6) working days 85% of urgent CSR's actioned within forty-eight (48) hours	There were 15 Public Health CRMs and 41 Environmental Health CRMs raised in the new system from 1 January 14 – 31 Mar 2014 Not all low priority Customer Requests were actioned within the required time frames this period. This was due to a staff resources However, all urgent high priority CRs have been actioned on time.

Operating activities and services				Performance Measurement	
Education	Workshops for community and industry to explain and educate in relation to legislative responsibilities eg food safety/hygiene training	Community, Private Enterprise / Industry Councillors, Council Staff, Schools		100% of all requests for educational sessions are conducted	No educational sessions where requested or held during this period
School based immunisation clinics	Partnership program with Queensland Health	Community, Queensland Health	EC2.2	Number of vaccinations administered 100% vaccination rate of those who present for immunisation at school based clinics	There were a total of 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	March Quarter Update
Approvals(Permits/Licences)	Commercial Use of Footpaths Keeping of Animals Permits Animal Management Registration Application 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	March Quarter Update
Complaint management	Complaints and inspections to be actioned in required time frame	Community, Business / Industry	SD1		<p>85% of CSR's actioned within six (6) working days</p> <p>85% of urgent CSR's actioned within forty-eight (48) hours</p>	<p>The following Customer Requests were received:</p> <p>Animal: 278</p> <p>Compliance: 5</p> <p>Local Laws: 5</p> <p>Overgrown: 35</p> <p>Pools: 3</p> <p>Signage: 1</p> <p>All urgent CRM's have been actioned within the required timeframes.</p> <p>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.</p>

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	March 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	March Quarter Update
Implement Regional Waste Management Plan	ENV2.1		Engage	December 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	March Quarter Update
Capital Works Program as per Budget Allocation	ENV2.1		Inform	June 2014	

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	March Quarter Update
Environmental Licence Compliance	Compliance with DERM's licence conditions for Council's licensable facilities (e.g. ERA's)	DERM, Council	ENV2.2		Nil prosecutions from DERM (Department of Environment and Resource Management) for environmental compliance breaches.	No legal proceedings instigated and no prosecutions awarded against the Council during this quarter.
Waste Collection Services	Provision of regular and efficient waste collection services	Customers	ENV2.2	Inform	99% domestic general refuse 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	ENV2.2	Inform	All facilities are to be open for business 99% of the time, as advertised. 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	March 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

March 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	March 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	March 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	March 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	March 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	2016/17 financial year	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
------------------------	--------	--	--------	--	---

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

Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update
Parks & Open Spaces	Maintain parks and open spaces to a standard that reflects public usage	Community, Visitors	SD1.1		Expenditure on park maintenance within budget	On track
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	March 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	March 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	March 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	March 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 Gvt 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	March 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	March 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	March 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

March 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	March 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	To be 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	March 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. Ongoing monitoring with QTC. 2014 Loan Funds to be 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	March 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	Broker Quotations called – JLT is Broker for 2015. Meeting with JLT to review insurances for 2015.	
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.	
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	March Quarter Update
Investigate and implement improved debt collection processes	EXC1.2		Inform	June 2014	

Operating activities and services				Performance Measurement	
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	Rate notices issued quarterly. Configuration issues with notices issued from Techone rectified once identified.
Accounts Receivable	Management of accounts receivable, and control of the effective recovery of outstanding debts	Community	EXC1.2	N/A	Further analysis required on overdue accounts. Outstanding rates collection processes in place, slowed with introduction of Techone.

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	March 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	March 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	March 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	March 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. Participating in QTC Beta Development of the QTC Forecasting Model.
									Business Case developed and in use. Now on Intranet for use.
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					

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

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update	
Financial reports and Information	Standard monthly and financial reports.	Councillors, General Managers, Managers and Council branches	EXC1.1	Inform	Reporting deadlines are adhered to	Reports prepared and presented to Council on a monthly basis.	
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 under review given Council' application for an 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.	

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update	
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	March Quarter Update
Asset Management Plans Finalise	SD2.4, EXC1.1	Community Plan 4.4.1(a)	N/A		Developed but to be reviewed.
Annual Asset Valuations	SD2.4, EXC1.1		N/A		Asset Valuations to be reviewed by APV to complete in June 2014 for all asset classes.
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 now meeting each 3 weeks.

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update	
Asset Management Plans	Implement adopted plans	Councillors, General Managers, Council branches	SD2.4, EXC1.1	Internal	Asset Management Plans implemented into Council operations and management	Developed but require review	
Asset Register	Ongoing maintenance of asset register including depreciation, WIP, asset take up, sales and revaluations.	Councillors, General Managers, Council branches	SD2.4, EXC1.1	Internal	Asset Register up to date at EOY	Asset register maintained as required.	
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	March 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	March Quarter Update
Annual Plant and Fleet Purchases	EXC4.1	N/A	Inform	June 2014	On track per budget.

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

March 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	March 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	Discussions Held – Needs identified – vendor discussions Reviewing Report
SOE Upgrade	EXC2.1		Internal	June 2014	Win7 and Office 2010 Added and staging replacement as per dynamic schedule

Capital Projects	Link to Corporate	Link to associated Plans	Engagement	Completion Date	March Quarter
------------------	-------------------	--------------------------	------------	-----------------	---------------

	Plan	and Strategies	Level	Update
Annual Information Technology Purchases and Improvements	EXC2.1		Internal	Replacements computers for 13/14 budget acquired and currently being deployed

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

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

March Quarter Review Report

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



ACTIVITY INFRASTRUCTURE PLANNING AND DESIGN SERVICES

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

Activities and Services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March 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	This item is still being developed and will be looking to implement this in the next financial year.
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 2014/15 construction program has completed most of the surveys required 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

Activities and Services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March 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	first stage of assessment was done in the second week of April. All items of engineering assessment were forwarded through to Planning. This will be a continually improving action as the new officer becomes more familiar with Council protocol on assessment.
ACTIVITY						
SOIL LABORATORY						

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

Activities and Services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March 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. It is anticipated that we will receive formal correspondence on this in the coming weeks.
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

Activities and Services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update
Private Works	Tests undertaken for client purposes	Customers	SD1	Inform	Tests analysed and reports provided to customer	All feedback from private industry has positive as to the level of service provided.
						been addressed with the relevant staff.



Water and Wastewater Branch Operational Plan 2013/14

March 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	March 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 position advertised
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	March 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	March Quarter Update	
Programmed Maintenance	Delivery of programmed maintenance in accordance with budget	Community, Internal Departments, Council	SD2.2	Inform	Decrease in reactive maintenance costs	Extremely 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	March 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	March 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 WWTP upgrade on target. Gordonbrook WTP upgrade RFT deferred to reassess scope due to THM problem	
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	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	Customers	SD2.2	Consult	Compliance with public health	Non-compliance with ADWG in	

Activities and Services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update
	quality in accordance with relevant guidelines				requirements and requests responded to within Customer Service Standards timeframes	Kingaroy from high levels of THM's due to poor raw water quality in Gordonbrook Dam. Problem resolved by changing source to Boondooma Dam



Flood Restoration Program Operational Plan 2013/14

March 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	March 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 75% complete. As at 31/03/14 the 2013 program approx 50% complete. Roads target completion 30 June 2014, Gordonsbrook Dam spillway, Kingaroy trunk sewer and Levers Rd by late 2014.
Value for Money	Deliver to a defined value-for-money framework that considers lifecycle costs, timing, auditing and QRA requirements	Community, Council, Internal Departments, Queensland Reconstruction Authority	SD2	Inform	Value for money demonstrated and accepted by QRA	System in place to ensure that works are delivered as close as possible to approved scope. Approval procedure discussed with QRA for locations where pre-start measure up identifies scope increases.

Activities and Services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March 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.	



SOUTH BURNETT
REGIONAL COUNCIL

Roads & Drainage Branch Operational Plan 2013/14

March Quarter Review Report

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



ACTIVITY **ROADS & DRAINAGE ADMINISTRATION**

Mission: To provide leadership, administration and support services to the roads and drainage branch.

Activities and Services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March 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	March 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	March 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	Scheduled work programmed to be completed by 30 June.	
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	Scheduled work programmed to be completed by 30 June.	
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	Scheduled work programmed to be completed by 30 June. We are complying with TMR specifications and quality requirements.	
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	Scheduled work programmed to be completed by 30 June.	

Activities and Services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March 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	March 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	March 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

March 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	March 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
---	--	--	--	--	--	---

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	March 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	March 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	March 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	March 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	March 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	March Quarter Update
				operators		



Governance Branch Operational Plan 2013/14

March 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	March 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	March 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	March 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	March 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	March 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
					March 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	March 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	March 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	March 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	March 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	Four (4) RTI Applications received in March Quarter Four (4) 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	March 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	6 Internal Audits Finalised 1 Audit Activities commenced	
Review Audit Plan	Annual review to ensure Audit Plan meets organisational requirements and addressing new and emerging risks.	Internal Departments, Council, Audit Committee, External Auditors	EXC4.1	Internal Engagement with CEO & GM's	Audit Plan meets organisational requirements Review completed by June 2014	Presented to Audit Committee in February 2014, revised Internal Audit Plan 2013/14 based on deferment of particular Audit engagements due to TechOne Implementation.	

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	March 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	March 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	January 2014 – 7 Media Releases February 2014 – 15 Media Releases March 2014 – 5 Media Releases

Operational activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update	
Advertising	Coordination, booking and placement of classified and display advertising in print and radio	Community, Councilors, Internal Departments, CEO, Council Committees	EXC5.1	Inform	Delivery of advertising in accordance with budget	On budget	
Community Engagement	Resources available for internal departments	Community, Councilors, Internal Departments, CEO, Council Committees	EXC5.1		Effectiveness of community engagement activities	Policy in place	
Corporate Image	Monitor adherence to prescribed corporate style guidelines.	Internal Departments, CEO,	EXC5.1	Inform	Compliance with style guidelines and logo use.	Ongoing	
Corporate Publications	Coordinate design and production of corporate publications including Corporate Plan, Annual Report	Community, Councilors, Internal Departments, CEO, Council Committees	EXC5.1	Inform	Delivery of corporate publications on time and within budget	Ongoing 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	March 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	March 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	March Quarter Update
Audit Committee	Oversight function over internal audit and risk management. At least four meetings per year	CEO, Councillors, Audit Committee	EXC4.1	Internal Engagement with Audit Committee	Self evaluation of Audit Committee Performance – Completion of appraisal/survey of committee members of satisfaction with meeting conduct and content. Target: 75% satisfaction	Audit Committee met in February 2014
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	Reviewed & Revised Ongoing

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update	
Internal Audit Progress Review	Review the internal audit progress report for the internal audit for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate	CEO, Councilors, Audit Committee	EXC4.1	Internal Engagement with Audit Committee	Quarterly progress reports reviewed by Audit Committee	Internal Audit progress report presented at the February 2014 Audit Committee meeting	
Draft Financial Statements reviewed by Audit Committee	Review draft Financial Statements prior to certification by Mayor and CEO under section 161(2) and given to the auditor-general for auditing;	Finance & Information Services Department, External Auditors (QAO), CEO, Council, Audit Committee	EXC4.1	Internal Engagement with Audit Committee	Financial Statements reviewed by Mayor and CEO	Financial Statements reviewed by the Audit Committee at the September 2013 meeting	
Auditor General's report reviewed by Audit Committee	Review of Auditor General's report about the financial statements for 2011-12	Finance & Information Services Department, External Auditors (QAO), CEO, Council, Audit Committee	EXC4.1	Internal Engagement with Audit Committee	Auditor General's report reviewed in a timely manner to meet statutory requirement of adopting Annual Report by 30 November 2013	Auditors General's report reviewed by the Audit Committee at the October 2013 Meeting	

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

March 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 meet the needs of the community.

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

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

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

March 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	March Quarter Update
Workforce Planning Framework to be developed	EXC3.1		Internal	Review during 2013/14	
Human Resource Policy and Procedures Manual to be developed	EXC3.1		Internal	Rollout March 2014	
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	March 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	March 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	March 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	March Quarter Update
WH&S Training	Training delivered in line with Council's Safety System; including external providers.	Employees, GM's, Managers, Councillors, Training Providers	EXC3.2	Internal	100% of all new employees' to attend Corporate WH&S Induction. 100% of new employees' to have site specific induction at time of commencement. 100% coverage of GM's and Managers to receive their role and responsibilities for WH&S. 90% attendance for all other training provided.	Completed Completed Managers are aware of their WH&S accountabilities 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(LTY) 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.
-----------------------	---	---------------------------	--------	----------	---	--

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	March 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	March 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	March 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	March 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

Resolution:

Moved Cr KM Campbell, seconded Cr DJ Palmer.

That the Officer's Recommendation be adopted.

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

9.2.4 G - 1309646 - Revision to the Audit Committee Terms of Reference

Summary

The Audit Committee Terms of Reference specify the objectives of the Audit Committee, its duties and responsibilities, membership, frequency of meetings and members' ethical conduct.

The Terms of Reference *Section 4- Membership* stipulates that "The Chief Executive Officer, General Manager for Finance and Information Services, Manager Finance, Manager Governance and Risk and Internal Audit Coordinator are required to attend meetings as permanent attendees with no voting rights." The appointment of Council Officers to the Audit Committee as non-voting members is on the premise that these positions have the capacity to provide advisory services with regard to controls, risk and financial management.

A recent change in reporting function resulted to Internal Audit being repositioned from Governance to Executive Services and the Internal Auditor reporting directly to the Chief Executive Officer.

To effectively accomplish the objectives, duties and responsibilities of the Audit Committee, there is a need to revise the existing Audit Committee Terms of Reference with regard to the membership of Council Officers who are permanent attendees with no voting rights. The revision of membership, as a result of the change in reporting function, will reflect the purpose for which permanent attendees are nominated to the Audit Committee.

Officer's Recommendation

It is recommended that the membership of permanent attendees to the Audit Committee as specified in the Terms of Reference be amended as follows:

- The Chief Executive Officer, General Manager Finance, Information Services and Property, Manager Finance and Internal Auditor are required to attend meetings as permanent attendees with no voting rights.

Resolution:

Moved Cr KM Campbell, seconded Cr DP Tessmann.

That the Officer's Recommendation be adopted.

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

(b) Portfolio Report

Governance Portfolio Report

No Report.

10. Information Section (IS)

10.1 IS - 1317246 - Reports for the Information of Council

Summary

Minutes of the Audit Committee Meeting held on 19 May 2014
Road Maintenance Expenditure Report
List of Correspondence Pending Completion of Assessment Report
Delegated Authority Report

Officer's Recommendation

That the reports be received.

Resolution:

Moved Cr DJ Palmer, seconded Cr KM Campbell.

That the reports be received.

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

11. General Section

No Report.

CLOSED SESSION:

Motion:

Moved Cr RLA Heit, seconded Cr BL Green.

That the meeting be closed to the public for Council discussions in accordance with Section 275(1)(e) contracts proposed to be made by it and Section 275(1) (f) starting or defending legal proceedings involving the local government, of the Local Government Regulation 2012.

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

OPEN COUNCIL:

Motion:

Moved Cr RLA Heit, seconded Cr BL Green.

That the meeting resume in Open Council.

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

Report:

The Mayor reported that whilst in Closed Session, in accordance with Section 275(1)(e) *contracts proposed to be made by it* and (f) starting or defending legal proceedings involving the local government, of the Local Government Regulation 2012, Council considered matters concerning Tender 12/13-013 Relining of Sewer Mains and Household Junctions in Nanango, Kingaroy, Wondai and Murgon, Memerambi Estate, Gordonbrook Water Treatment Plant Tender Evaluation Plan and Kingaroy Wastewater Treatment Plant Tender Evaluation Plan.

Motion:

Moved Cr DP Tessmann, seconded Cr KA Duff.

That the Mayor's report be received

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

2. Confidential Section

12.1 CONF - 1316485 - Tender 12/13-013 Relining of Sewer Mains and Household Junctions in Nanango, Kingaroy, Wondai and Murgon

Reason for Confidentiality

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

- (e) contracts proposed to be made by it

Recommendation

That Council award Tender SBRCQ-13/14-47 for the Relining of Sewer Mains and Household Junctions in Nanango, Kingaroy, Wondai and Murgon to Kembla Watertech Pty Ltd for a total price of \$1,787,820 ex GST (\$814,825 13/14 and \$972,995 14/15).

Resolution:

Moved Cr BL Green, seconded Cr RLA Heit.

That the Officer's Recommendation be adopted

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

PROCEDURE:

Motion:

Moved Cr RLA Heit, seconded Cr KM Campbell.

That the following matter be taken from the table and considered.

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

12.2 CONF - 1304088 - Memerambi Estate - Benefitted Area - Payment for Roadwork and Drainage Work

Reason for Confidentiality

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

- (f) starting or defending legal proceedings involving the local government

Recommendation

That Council:

1. Adopt an overall plan and annual implementation plan over land contained in the attached Schedules 1 and 2, in accordance with Section 94 of the Local Government Regulation to provide Council with an option to recoup the cost of finalisation of drainage and road works.

The respective plans are detailed below:

Roadwork

Overall Plan

The Overall Plan is as follows:

- (a) Rateable land that will benefit from implementing the plan:

(See attached Schedule 2)

- (b) Description of the service or activity the subject of the plan:

Performance of the roads construction and upgrade work required by Council development permit IR1007865 dated 8 April, 2011, including:

- Earl Street construction;
- Lord Street construction;
- Marquis Street construction;
- Duke Street construction;
- Prince Street construction;
- Bunya Highway/King Street intersection upgrade;
- widening of Bunya Highway
- seven (7) driveway accesses along Bunya Highway

- (c) Estimated Cost of implementing the plan:

The estimated cost of implementing the overall plan for:

- i) Stage 2 – \$265,897.00
- ii) Stage 3 - \$ 1,364,400.00

(d) Estimated time for implementing the plan:

The estimated time for implementing the overall plan is 18 months commencing in or around January 2015.

(e) Reimbursement of work cost:

Council will make and levy for the 2014-15 financial year a special rate or charge upon each of the lots comprising the benefited land, to recoup the work and borrowing costs it incurs.

Annual Implementation Plan

For the 2014-15 financial year, the annual implementation plan is as follows:

- (a) Council will borrow the money necessary to fund the roads construction and associated work.
- (b) When the loan funds become available, Council will undertake the work as soon as possible, and will use the loan funds to pay the cost.

Drainage work

Overall Plan

The Overall Plan is as follows:

(a) Rateable land that will benefit from implementing the plan:

(See attached Schedule 1)

(b) Description of the service or activity the subject of the plan:

- Construction of the stormwater drainage system the subject of the RMA Stormwater Management Plan 8267 for Memerambi Historical Subdivision, agreed between Council's engineer and the engineer representing Summit View Meritor Pty Ltd (the developer of lots in the subdivision).
- Acquisition of the necessary drainage easement/s over Lot 101 on SP245775, which adjoins the subdivision, to facilitate stormwater drainage to lawful points of discharge, for the protection of the subdivision.

Payment of grant compensation for the easement/s, if necessary.

(c) Estimated Cost of implementing the plan:

The estimated cost of implementing the overall plan for stormwater mitigation works (Stages 2 and 3) is \$489,608.00

(d) Estimated time for implementing the plan:

The estimated time for implementing the overall plan is 18 months commencing in or around April 2015.

(e) Reimbursement of cost:

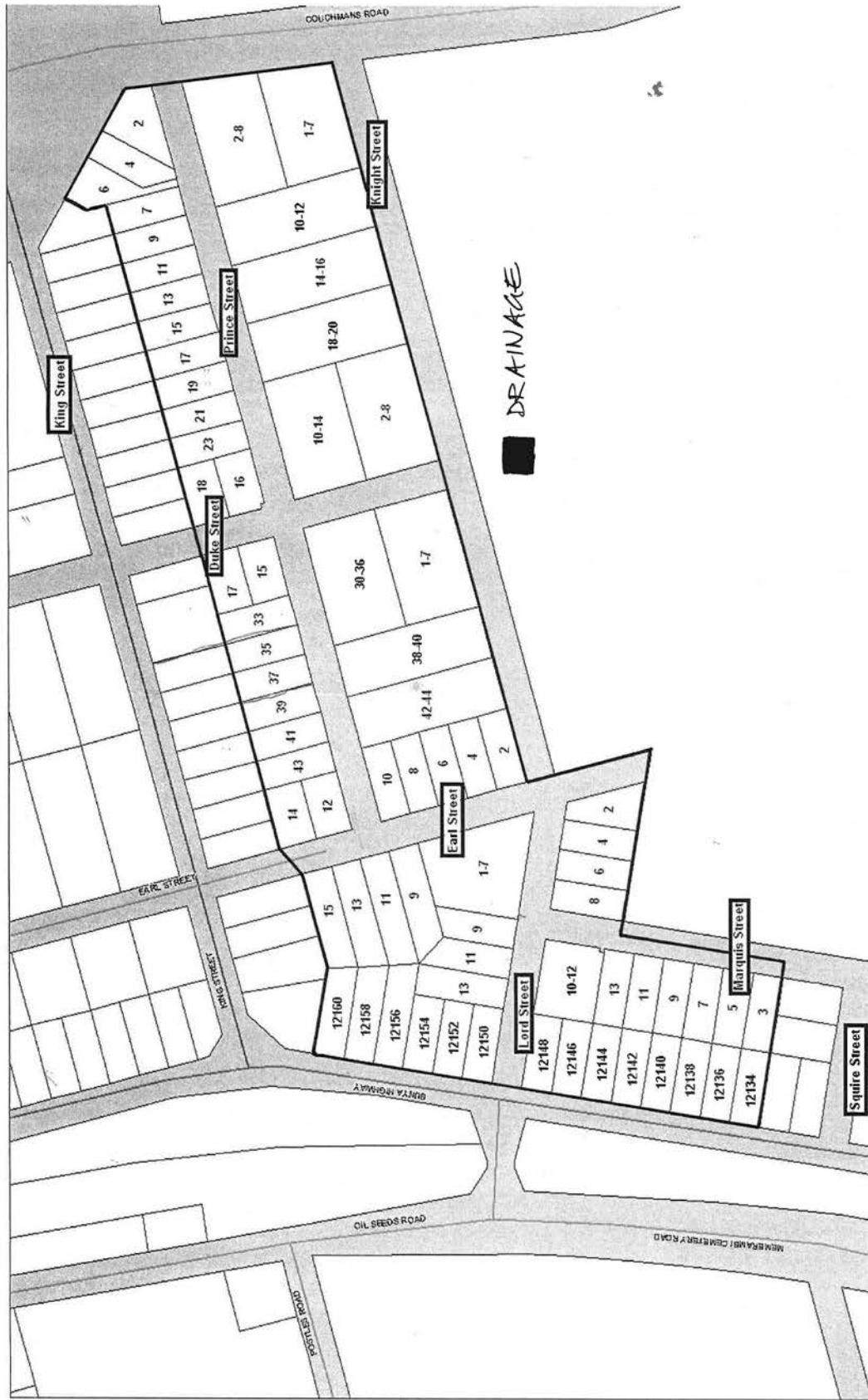
If it becomes necessary or prudent to do so, Council will make and levy for the 2014-15 financial year a special rate or charge upon each of the lots comprising the benefited land, to recoup the costs it incurs in undertaking the work and associated activities (including easement/s acquisition and borrowing).

Annual Implementation Plan

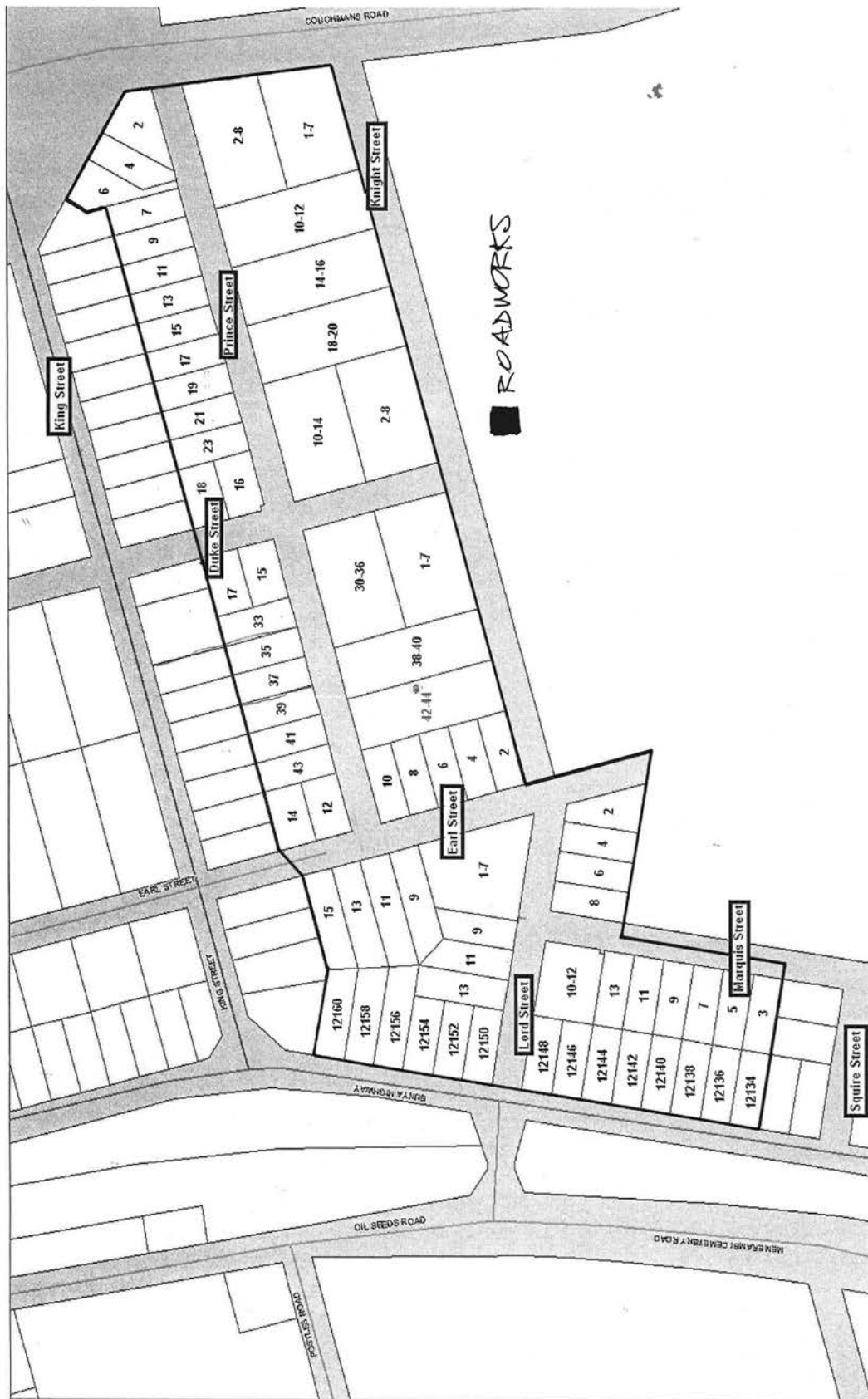
For the 2013-14 financial year, the annual implementation plan is as follows:

- (a) Council will borrow the money necessary to fund the construction and associated work, and acquisition of the necessary easement/s.
- (b) After the loan funds become available, Council will undertake the work and associated activities as soon as possible, and will use the loan funds to pay the cost.

Schedule 1



Schedule 2



Development Stage	Property Address	Real Property Description	Drainage	Road Construction
2	12134 Bunya Highway	Lot 88 on RP36983	✓	✓
2	12136 Bunya Highway	Lot 87 on RP36983	✓	✓
2	12138 Bunya Highway	Lot 86 on RP36983	✓	✓
2	12140 Bunya Highway	Lot 85 on RP36983	✓	✓
2	12142 Bunya Highway	Lot 84 on RP36983	✓	✓
2	12144 Bunya Highway	Lot 83 on RP36983	✓	✓
2	12146 Bunya Highway	Lot 82 on RP36983	✓	✓
2	12148 Bunya Highway	Lot 81 on RP36983	✓	✓
2	12150 Bunya Highway	Lot 457 on FY1825	✓	✓
2	12152 Bunya Highway	Lot 6 on RP36983	✓	✓
2	12154 Bunya Highway	Lot 5 on RP36983	✓	✓
2	12156 Bunya Highway	Lot 4 on RP36983	✓	✓
2	12158 Bunya Highway	Lot 3 on RP36983	✓	✓
2	12160 Bunya Highway	Lot 2 on RP36983	✓	✓
3	1-7 Duke Street	Lot 73 on RP36983	✓	✓
3	2-8 Duke Street	Lot 75 on RP36983	✓	✓
3	10-14 Duke Street	Lot 74 on RP36983	✓	✓
3	15 Duke Street	Lot 39 on RP36983	✓	✓
3	16 Duke Street	Lot 152 on SP245775	✓	✓
3	17 Duke Street	Lot 38 on RP36983	✓	✓
3	18 Duke Street	Lot 51 on RP36983	✓	✓
3	2 Earl Street	Lot 69 on RP36983	✓	✓
3	4 Earl Street	Lot 68 on RP36983	✓	✓
3	6 Earl Street	Lot 67 on RP36983	✓	✓
3	8 Earl Street	Lot 66 on RP36983	✓	✓
3	9 Earl Street	Lot 13 on RP36983	✓	✓
3	10 Earl Street	Lot 65 on RP36983	✓	✓
3	11 Earl Street	Lot 12 on RP36983	✓	✓
3	12 Earl Street	Lot 31 on RP 36983	✓	✓
3	13 Earl Street	Lot 11 on RP36983	✓	✓
3	14 Earl Street	Lot 30 on RP36983	✓	✓
3	15 Earl Street	Lot 10 on RP36983	✓	✓
3	2 King Street	Lot 64 on RP36983	✓	✓
3	4 King Street	Lot 163 on SP245775	✓	✓
3	6 King Street	Lot 162 on	✓	✓

		SP245775		
3	1-7 Knight Street	Lot 80 on RP36983	✓	N/A
3	1-7 Lord Street	Lot 450 on FY1577	✓	✓
3	2 Lord Street	Lot 104 on RP36983	✓	✓
3	4 Lord Street	Lot 103 on RP36983	✓	✓
3	6 Lord Street	Lot 102 on RP36983	✓	✓
3	8 Lord Street	Lot 101 on RP36983	✓	✓
3	9 Lord Street	Lot 15 on RP36983	✓	✓
3	10-12 Lord Street	Lot 452 on SP245775	✓	✓
3	11 Lord Street	Lot 14 on RP36983	✓	✓
3	13 Lord Street	Lot 8 on RP36983	✓	✓
3	3 Marquis Street	Lot 98 on RP36983	✓	✓
3	5 Marquis Street	Lot 97 on RP36983	✓	✓
3	7 Marquis Street	Lot 96 on RP36983	✓	✓
3	9 Marquis Street	Lot 95 on RP36983	✓	✓
3	11 Marquis Street	Lot 94 on RP36983	✓	✓
3	13 Marquis Street	Lot 93 on RP36983	✓	✓
3	2-8 Prince Street	Lot 79 on RP36983	✓	✓
3	7 Prince Street	Lot 61 on RP36983	✓	✓
3	9 Prince Street	Lot 60 on RP36983	✓	✓
3	10-12 Prince Street	Lot 78 on RP36983	✓	✓
3	11 Prince Street	Lot 59 on RP36983	✓	✓
3	13 Prince Street	Lot 58 on RP36983	✓	✓
3	14-16 Prince Street	Lot 77 on RP36983	✓	✓
3	15 Prince Street	Lot 57 on RP36983	✓	✓
3	17 Prince Street	Lot 56 on RP36983	✓	✓
3	18-20 Prince Street	Lot 76 on RP36983	✓	✓
3	19 Prince Street	Lot 55 on RP36983	✓	✓
3	21 Prince Street	Lot 54 on RP36983	✓	✓
3	23 Prince Street	Lot 53 on RP36983	✓	✓
3	30-36 Prince Street	Lot 72 on RP36983	✓	✓
3	33 Prince Street	Lot 37 on RP36983	✓	✓
3	35 Prince Street	Lot 36 on RP36983	✓	✓
3	37 Prince Street	Lot 35 on RP36983	✓	✓
3	38-40 Prince Street	Lot 71 on RP36983	✓	✓
3	39 Prince Street	Lot 34 on RP36983	✓	✓
3	41 Prince Street	Lot 33 on RP36983	✓	✓
3	42-44 Prince Street	Lot 70 on RP36983	✓	✓
3	43 Prince Street	Lot 32 on RP36983	✓	✓

2. That the Chief Executive Officer (CEO) request King & Company to prepare Infrastructure Agreements between Council and individual property owners and any other associated legal documents.

Resolution:

Moved Cr KM Campbell, seconded Cr DJ Palmer.

That the Officer's Recommendation be adopted.

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

12.3 CONF - 1316713 - Gordonbrook Water Treatment Plant Tender Evaluation Plan

Reason for Confidentiality

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

- (e) contracts proposed to be made by it

Recommendation

That the attached Tender Evaluation Plan for Tender SBRC 13/14 – 15, Gordonbrook Water Treatment Plant Upgrade Project, be adopted and that tender evaluation weightings be as follows:

No.	Criteria description	Indicators	Weighting
1	Price (50%)	Tender Price	50%
2	Non-price (50%)	<ul style="list-style-type: none"> • Tender Design Report • Characteristics of offered process and descriptions on how the upgrades will achieve the Performance Guarantees • Solutions for providing sedimentation/clarification upstream of the DAFF process and justifications regarding the proposed Pre-Treatment Performance Guarantees and the positive effects on DAFF efficiency and operability • Innovative use of existing equipment and integration of new equipment into the existing site; • Commitment and associated design features to maximise removal of dissolved organic carbon (DOC) and trihalomethane (THM) precursors • Design complexity, robustness and maintainability • Construction and Delivery Program • Demonstrated commitment to training of the Principal's staff • Control system design and functionality to minimise manning of the plant 	5% 5% 10% 5% 10% 5% 2.5% 2.5% 5%

Resolution:

Moved Cr BL Green, seconded Cr DP Tessmann.

That the Officer's Recommendation be adopted.

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

12.4 CONF - 1316659 - Kingaroy Wastewater Treatment Plant Evaluation Plan Tender

Reason for Confidentiality

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

- (e) contracts proposed to be made by it

Recommendation

That the attached Tender Evaluation Plan for Tender SBRC 13/14 – 18, Kingaroy Wastewater Treatment Plant Upgrade Project, be adopted and that tender evaluation weightings be as follows:

No.	Criteria description	Indicators	Weighting	Score
1	Price (50%)	Total Tender Price	50%	
2	Price (30%)	Future O&M Costs (NPV - Whole of Life)	30%	
3	Non-cost (20%)	<ul style="list-style-type: none"> • Tender Design Report • Demonstrated Legacy Capacity of Tendered Design • Design Complexity, robustness and maintainability • Construction and Delivery Program • Environmental Sustainability 	5% 5% 5% 2.5% 2.5%	

Resolution:

Moved Cr BL Green, seconded Cr RLA Heit.

That the Officer's Recommendation be adopted.

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

There being no further business the meeting was declared closed at 3:19pm.

Confirmed before me this day of2014

..... **MAYOR**

