



# South Burnett

## Regional Council

### Minutes

Of The

## General Council Meeting

Held in the Warren Truss Chamber, 45 Glendon Street Kingaroy

On Wednesday 20 July 2016

Chief Executive Officer: Gary Wall

#### Our Vision

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

#### Our Values

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

# SOUTH BURNETT REGIONAL COUNCIL MINUTES

Wednesday, 20 July 2016

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Minutes of the meeting of the South Burnett Regional Council, held in the Warren Truss Chamber, 45 Glendon Street Kingaroy on 20 July 2016 at 9.02am

**PRESENT:**

**Councillors:**

Cr KM Campbell (Mayor), Cr RJ Frohloff, Cr GA Jones, Cr DA Potter, Cr TW Fleischfresser, Cr KA Duff, Cr RLA Heit

**Council Officers:**

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

**1. Leave Of Absence**

Nil.

**2. (a) Prayers**

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

**(b) Receipt of Petitions**

**2b.1 PET - 1626256 - Forwarding signed Petition to South Burnett Regional Council to add double lanes to the Byee Road from Wondai Proston Road turn off to the Wheatlands State School**

**Summary**

A petition has been received requesting Council to add double lanes to the Byee Road from Wondai Proston Road turn off to the Wheatlands State School which is a State controlled road.

**Officer's Recommendation**

That the petition be received and referred to staff to forward to the Department of Transport & Main Roads for consideration.

**Resolution:**

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

*That the petition be received and referred to staff to forward to the Department of Transport & Main Roads for consideration.*

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



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

**3.1 South Burnett Regional Council Minutes**

**Officer's Recommendation**

That the minutes of the previous General meeting held on Wednesday 15 June 2016 as recorded be confirmed.

**Resolution:**

*Moved Cr RLA Heit, seconded Cr TW Fleischfresser.*

*That the minutes of the previous General meeting held on Wednesday 15 June 2016 as recorded be confirmed.*

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

**3.2 South Burnett Regional Council Special Budget Minutes**

**Officer's Recommendation**

That the minutes of the Special Budget meeting held on Monday 27 June 2016 as recorded be confirmed.

**Resolution:**

*Moved Cr DA Potter, seconded Cr RJ Frohloff.*

*That the minutes of the Special Budget meeting held on Monday 27 June 2016 as recorded be confirmed.*

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

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

See Business Function Headings

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

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

**Summary**

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

## **Officer's Recommendation**

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

### **Resolution:**

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

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

### **Biedo Update:**

*BIEDO has undergone some significant changes recently as a result of the resignation of CEO and Business Financial Counsellor, Carmel Summers. Carmel was with BIEDO for almost 3 years and displayed great dedication and commitment to the role and her clients. Kristy Frahm has been appointed to the position of CEO following Carmel's resignation.*

*This is a time of renewal for BIEDO with a fresh outlook as they explore many different opportunities and develop their activities in line with their Strategic Plan. At the heart of these activities remains their focus on community. BIEDO has built strong connections in rural communities across our region and will continue to engage through their activities which include:*

- *Women's Wellness Events*
- *Workshops and small training sessions – Grant Writing and Social Media*
- *Partnering with organisations including TAFE Qld South West and Local Ambulance Committees to deliver workshops and courses in rural communities*

*Kristy will be addressing Council later today.*

### **Governance:**

#### *Internal Audit update*

*Within my portfolio area of Governance, Council delivers internal audit and enterprise risk management functions as prescribed by both the Local Government Act and Regulation 2009.*

*Council's internal audit plan covering the 2016-2017 financial year is currently being reviewed and will be tabled at the next audit committee meeting in August. Council, senior management and the audit committee have worked closely with the Internal Auditor to finalise the review of relevant policies and terms of reference as presented for adoption at the Council meeting today.*

### **Communication:**

*Council is committed to ensuring meaningful community engagement as demonstrated by the variety of ways in which Council makes contact with the community and equally in which the community makes contact with Council.*

*To highlight some of the activities in this area, I would like to provide some statistics for the 2015/2016 financial year.*

*The customer contact/front counter staff across the offices of Blackbutt, Nanango, Kingaroy, Wondai and Murgon received 29,192 calls to Council's 4189 9100 number. Customer contact furthermore issued 24,406 receipts to customers over the counters.*

*Customer requests are an important element of Council's day to day operations with 6,369 customer requests processed during 2015/2016. Of the 29 categories to which a customer request can be located, the top 10 were:*

<i>Customer requests relating to</i>	<i>Number processed</i>
<i>Roads</i>	<i>1,323</i>
<i>Animals</i>	<i>1,161</i>
<i>Water supply</i>	<i>786</i>
<i>Mowing</i>	<i>539</i>
<i>Waste Collection</i>	<i>460</i>
<i>Trees</i>	<i>383</i>
<i>Drainage issues</i>	<i>252</i>
<i>Signage</i>	<i>213</i>
<i>Parks &amp; Gardens</i>	<i>175</i>
<i>Waste</i>	<i>133</i>

*Additionally, Council received a total of 4,668 applications across a possible 18 categories. The top 10 being:*

<i>Applications relating to</i>	<i>Number received</i>
<i>Searches</i>	<i>1,382</i>
<i>Local Laws</i>	<i>1,108</i>
<i>Community</i>	<i>362</i>
<i>Cemeteries</i>	<i>250</i>
<i>Private Certifier (Building)</i>	<i>234</i>
<i>Building Work</i>	<i>215</i>
<i>Plumbing</i>	<i>206</i>
<i>Lease</i>	<i>162</i>
<i>Food</i>	<i>152</i>
<i>Roads &amp; Drainage</i>	<i>147</i>

*Council provides community halls across the South Burnett receiving bookings for Nanango, Kingaroy (2), Wondai, Proston and Murgon. During 2015/2016, customer contact processed 988 bookings as follows:*

<i>Location</i>	<i>Number processed</i>
<i>Kingaroy</i>	<i>341</i>
<i>Nanango</i>	<i>238</i>
<i>Wondai</i>	<i>226</i>
<i>Murgon</i>	<i>94</i>
<i>Proston</i>	<i>89</i>

*Council regularly provides information to over 40 media contacts linked to a variety of mediums such as radio, television, online and print. During 2015/2016, Council engaged with media by providing media releases/alerts, quotes and information as well as providing information directly to the community. With over 1,100 points of engagement Council has provided information across all areas of general operations and strategic planning.*

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

## **4.2 Governance (G)**

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

#### **4.2.1 G - 1624969 - Review of the Internal Audit Policy**

### **Summary**

The Internal Audit Policy has been reviewed as per regular review requirements. The purpose of the Internal Audit Policy is to establish an effective and efficient internal audit function that will provide independent, objective assurance and consulting services designed to add value and improve Council's operations.

Section 5, paragraph e) stipulates the reporting responsibility of the Internal Audit Function. In the current organisational structure, operational responsibility of Internal Audit Role has been vested under Manager Social and Corporate Performance. The policy has been amended to reflect this change.

### **Officer's Recommendation**

That the Audit Committee Policy be adopted with following amendments to the section 5, paragraph e);

- e) Reporting responsibility  
The internal audit function will report to the CEO (via Manager Social and Corporate Performance) and to the Audit Advisory Committee.



## Internal Audit Policy

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### 1. POLICY STATEMENT

This Policy has been formulated to meet the requirements of Section 105 of Local Government Act 2009(LGA 2009) regarding the establishment of an efficient and effective internal audit function.

### 2. SCOPE

This Policy and the attached Terms of Reference applies to;

- all Council activities, including entities over which Council has direct ownership, management, sponsorship or financial control.
- all Council officers, contractors, the officers and committee members of related entities, involved in and with responsibility for contributing towards the achievement of Council's objectives, asset management and reporting responsibilities.

### 3. POLICY OBJECTIVES

The objective of this policy is to establish an effective and efficient internal audit function that will provide independent, objective assurance and consulting services designed to add value and improve the Council's operations.

An effective internal audit function will:

- Assess and evaluate Council's processes, procedures and internal control environment to assist with the management of operational risks;
- Appraise the relevance, reliability and integrity of management, business systems, financial and operating records and reports
- Provide assurance and assist the Chief Executive Officer (CEO) and management in the effective discharge of their responsibilities, by providing them with analyses, appraisals, recommendations and information concerning the activities reviewed;
- Review compliance with Council policies and procedures, legislative requirements and regulations;
- Embed a culture of continuous improvement practices across Council.

**4. BACKGROUND AND/OR PRINCIPLES**

Council recognises the relevance of strengthening governance and control systems through the establishment of an efficient and effective internal audit function. In compliance with s207 of the Local Government Act 2009, Council will carry out an internal audit activity for each financial year that will cover the preparation, implementation and monitoring of an internal audit plan that focuses on the assessment and evaluation of control measures related to Council's operational risks.

**5. GENERAL INFORMATION**

**5.1. Policy Details**

**5.1.1. Independence and objectivity**

The internal audit function has to be independent, and objectivity must be exercised in the conduct of internal audit work. Internal audit engagements shall be performed with an unbiased and impartial attitude.

Internal audit shall not be involved in the day to day operations of Council and therefore shall have no managerial authorities or duties except those related to the management of the internal audit function.

Internal audit may be involved in steering committees in an advisory or observer status for the purpose of providing consultative information with regard to system design and implementation.

**a) Authority and access**

Internal audit shall have direct and unrestricted access to Council and management. It is authorised to review all areas of Council and to have full, free and unrestricted access to Council's operations, data and records, assets and personnel within the scope of internal audit work as discussed with the respective General Manager/Manager.

**b) Organisational independence**

The internal audit activity shall be free from interference or influence in determining the scope of internal audit work, the frequency and timing of examinations and the communication of audit results.

**c) Audit approach**

A risk based internal audit approach shall be implemented each financial year. The internal audit plan will state the way in which the operational risks have been evaluated, the most significant operational risks identified from the evaluation and the control measures that Council has adopted, or is to adopt, to manage the most significant operational risks. Relevant accounting documents will also be considered in the preparation of the internal audit plan.

**d) Reporting responsibility**

The internal audit function will report to the CEO (via Manager Social and Corporate Performance) and to the Audit Advisory Committee.

An internal audit progress report will be prepared and presented to the CEO and Audit Advisory Committee for each financial year. This report will state the control measures that Council has adopted that were assessed by internal audit; the method in which the internal audit was conducted; the observations and recommendations of internal audit and management's response to the audit recommendations.

**6. DEFINITIONS**

(Adopted from the International Standards for the Professional Practice of Internal Auditing)

**Assurance Services**- involve the impartial evaluation of evidence to provide an independent opinion on governance, risk management and control processes of Council

**Consulting Services** - are conducted upon request of a specific unit or audit client and are intended to add value to existing governance and risk policies and procedures without the internal auditor assuming management responsibility.

**Governance** – the combination of processes and structures implemented by Council to inform, direct, manage and monitor the activities of the organisation toward the achievement of its objectives

**Independence** – the freedom from conditions that threaten the ability of the internal audit activity to carry out internal audit responsibilities in an unbiased manner.

**Internal Audit** – is the assessment and evaluation of the control measures that Council has adopted, or is to adopt, to manage the operational risks to which Council is exposed to.

**Objectivity** – an unbiased mental attitude that allows internal auditors to perform engagements in such a manner that they believe in their work product and that no quality compromises are made. Objectivity requires that internal auditors do not subordinate their judgment on audit matters to others.

**7. LEGISLATIVE REFERENCE**

*Local Government Act 2009*

*Local Government Regulation 2012*

**8. RELATED POLICIES/PROCEDURES**

Audit Committee Policy

Audit Committee Terms of Reference

Internal Audit Terms of Reference

**9. NEXT REVIEW**

September 2018

\_\_\_\_\_  
Gary Wall  
CHIEF EXECUTIVE OFFICER

\_\_\_\_\_  
Date

**Resolution:**

*Moved Cr GA Jones, seconded Cr DA Potter.*

*That the Officer's Recommendation be adopted.*

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

**4.2.2 G - 1625275 - Review of the Internal Audit Terms of Reference**

**Summary**

The Internal Audit Terms of Reference Policy has been reviewed as per regular review requirements.

The purpose of the Internal Audit Terms of Reference is to specify the scope of work, role and relationships of internal audit within the Council. Together, Internal Audit Policy and Internal Audit Terms of Reference serve the requirement of Internal Audit Charter as per International Standards for the Professional Practice of Internal Auditing (*Attribute standards, 1000*)

**Officer's Recommendation**

That the Internal Audit Terms of Reference be adopted.





## Internal Audit Terms of Reference

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### 1. INTRODUCTION

The *Local Government Act 2009 (LGA 2009)* requires the set-up of an efficient and effective internal audit function. In compliance to legislation, Council has instituted the set up of an internal audit function to assess and evaluate the control measures that Council has adopted, or is to adopt to manage the operational risks to which Council is exposed.

### 2. OBJECTIVE

The main purpose of the internal audit is to provide independent, objective assurance and consulting services as a capability building resource to add value and improve the Council's operations. The Internal Audit Terms of Reference specifies the scope of work, role and relationships of internal audit within the Council.

### 3. ROLE OF INTERNAL AUDIT

Internal audit helps the organisation achieve its objectives by providing an efficient and structured approach to assess and enhance the effectiveness of the governance, risk management and control processes.

An efficient and effective internal audit function will provide Council and the Chief Executive Officer (CEO) with:

- Assessments and evaluation of Council operations and activities as these relate to the achievement of set corporate objectives within the context of proper internal controls and risk management;

- Reviews of the integrity and reliability of accounting and financial management, compliance with relevant legislation, Council policies and procedures, operating guidelines and delegations;
- Reasonable assurance as to the safeguarding of Council's assets;
- Advisory services related to improvement of operational effectiveness, efficiency and economy.

#### 4. SCOPE OF INTERNAL AUDIT ACTIVITIES

The scope of internal audit activities mainly focus on the determination of the adequacy, appropriateness, efficiency and effectiveness of the Council's governance, risk management and control processes. Activities shall include, but not necessarily limited, to the following:

- Review of controls to provide reasonable assurance that Council operations and activities are carried out as planned and consistent with the set organisational goals and objectives;
- Review of financial documents to ensure reliability and integrity of operating information and the adequacy of control measures within financial management;
- Assessment of compliance with relevant legislation, plans, policies, procedures and other laws that could have significant impact on Council's operations;
- Evaluate controls over assets to provide reasonable assurance that Council's assets are protected against loss from fraud or other illegal acts;
- Assess and evaluate Council operations and activities as these relate to the achievement of set corporate objectives within the context of proper internal controls and risk management;
- Appraise the economy and efficiency of resource utilisation, recognise opportunities for improvement and provide necessary recommendations;
- Coordinate audit work with other internal and external providers of assurance and consulting services to ensure proper coverage and minimise duplication of effort;
- Provide advisory services in the planning, design and implementation of information technology systems related to the adequacy and suitability of internal controls;
- Review compliance with Council's guidelines related to ethical business and personal conduct;
- Engage audit projects as per pre-approved audit plan by Audit Advisory Committee or as directed by the CEO and Council;
- Monitor the implementation of audit recommendations.

The CEO shall resolve any dispute related to the scope of internal audit activities.

#### 5. PROFICIENCY

The internal audit function shall be performed by personnel that possess the knowledge, skills, and competencies needed to conduct internal audit work. *The Financial Accountability Regulation 2009(FAR 2009)* prescribes that the Head of Internal Audit must, as a minimum, hold a level of professional membership outlined below:

- Ordinary membership or above of the Institute of Internal Auditors in Australia or
- CPA or above (CPA Australia) or
- CA or above (Institute of Chartered Accountants in Australia) or
- PNA or above (National Institute of Accountants)

Section 78(1)(b)(i) of the *Financial Accountability Act 2009* states that the Head of Internal Audit is responsible for the "provision of assessment and evaluation of the effectiveness and efficiency of departmental financial and operation systems, reporting processes and activities", and it is suggested that reasonable accounting skills will be required if these obligations are to be met. The following skills and abilities are also to be considered:

- Length of experience in related roles and functions with consideration to other appropriate technical roles;
- Technical skills, including demonstrated commitment to continuing professional development;
- Interpersonal and communication skills;

- Analytical and research skills;
- Leadership and management skills;
- Ability to think and plan strategically;
- Good character, including integrity, honesty, professionalism.

Internal auditors must possess the professional proficiency to carry out their professional responsibilities. This can be demonstrated by obtaining appropriate professional membership and certification offered by the Institute of Internal Auditors and other appropriate professional organisations.

#### **6. DUE PROFESSIONAL CARE**

In the conduct of internal audit work, due professional care is considered by exercising the care and skill expected of a reasonably prudent and competent internal auditor. Technology based audit and other data analysis techniques are to be considered in the conduct of audit engagements. Internal audit function must be alert to significant risks that might affect the achievement of the Council's objectives, operational activities and the efficient utilisation of resources.

In exercising due professional care, the internal auditor must be alert to the possibility of irregularities. Due care implies reasonable prudence and competence, not infallibility nor extraordinary performance. The internal audit function is not legally or professionally responsible for preventing irregularities such as fraud and other illegal acts. Irregularities or fraud prevention is carried out by Council and management through the effective implementation of adequate internal control measures. Internal audit is only accountable for the evaluation and assessment of the effectiveness of these control measures.

#### **7. INDIVIDUAL OBJECTIVITY**

Internal auditors must have an impartial, unbiased attitude and avoid any conflict of interest. Conflict of interest is a situation in which an internal auditor, who is in a position of trust, has a competing professional or personal interest. Such competing interests can make it difficult to perform the internal audit function with impartiality. If objectivity is impaired, the details of impairment must be disclosed to the appropriate parties.

#### **8. RELATIONSHIP WITH RISK MANAGEMENT**

The internal audit function will utilise the risk management process in the planning for audit engagements. Audit engagements shall be prioritised for areas in Council that have been identified with significant risk exposures in relation to:

- The reliability and integrity of financial and non-financial information;
- Effectiveness and efficiency of operations;
- Safeguarding of assets; and
- Compliance with laws, regulations and contracts.

#### **9. RELATIONSHIP WITH EXTERNAL AUDIT**

Internal audit will collaborate with the appointed external auditor with respect to all internal audit engagements conducted. Audit working papers, schedules and references are to be made available to the external auditor to facilitate the audit coverage and avoid duplication of work.

#### **10. RELATIONSHIP WITH THE SENIOR EXECUTIVE TEAM**

Internal audit has neither direct responsibility nor authority over any of the areas it audits. Its function is only recommendatory in nature and will therefore provide recommendations and advisory services to the Senior Executive Team in relation to the enhancement of governance, risk management and control processes.

#### **11. REPORTING ACCOUNTABILITY**

A written report indicating the audit findings and recommendations will be prepared and issued upon completion of each internal audit engagement. The draft report will be discussed with the respective operational manager who will be requested to prepare a management response within ten (10) working days or such longer period as may be agreed upon. The management response will indicate the action to be taken, the responsible officer and the time frame for the proposed completion with regard to the audit findings and recommendations specified in the draft internal audit report.

The final internal audit report will be prepared and released to the CEO. The Audit Committee and the Audit Advisory Committee permanent attendees, the relevant General Manager (GM)/Manager/Officer will be provided copies of the final report.

#### **12. MANAGEMENT'S RESPONSIBILITY FOR CORRECTIVE ACTION**

The respective GM/Manager is responsible for ensuring that the action plans are implemented. Within thirty (30) working days from the issuance of the final audit report a monitoring scheme will be put in place to oversee that audit deficiencies are addressed. If the respective GM/Manager anticipates difficulty in addressing the audit deficiencies within the time frame, Internal Audit should be advised of the reason for the delay and be provided with the revised implementation schedule.

#### **13. CONTINUING PROFESSIONAL DEVELOPMENT**

Internal auditors will enhance their knowledge, skills and other competencies through continuing professional education.

#### **14. QUALITY ASSURANCE**

Internal assessments will include ongoing monitoring of the performance of the internal audit activity and periodic reviews performed through self assessment and peer evaluations. External assessments will be conducted at least once every five years by a qualified, independent reviewer or review team from outside the organisation.

#### **15. INTERNAL AUDIT MANUAL**

The detailed procedures related to internal audit engagements that include the setting up of internal audit objective, scope of internal audit work, internal audit program and methodology, communication of internal audit findings and recommendations and distribution of final internal audit report will be incorporated in the Internal Audit Manual. This manual will be prepared to serve as a guide in the conduct of internal audit engagements.

#### **16. RELATED POLICIES**

- Internal Audit Policy
- Audit Advisory Committee Policy
- Audit Advisory Committee Terms of Reference
- Risk Management Policy
- Internal Audit Manual

#### **17. REVIEW DATE**

June 2018.

**Resolution:**

*Moved Cr RLA Heit, seconded Cr GA Jones.*

*That the Officer's Recommendation be adopted.*

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

**4.2.3 G - 1624994 - Review of the Audit Advisory Committee Policy**

**Summary**

The Audit Advisory Committee Policy has been reviewed as per regular review requirements. The purpose of the Audit Advisory Committee Policy is to establish an Audit Advisory Committee that reviews the integrity of financial documents, monitors the internal audit and risk management functions and oversee the effectiveness and objectivity of internal audit and risk management.

**Officer's Recommendation**

That the Audit Advisory Committee Policy be adopted.



## Audit Advisory Committee Policy

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### 1. POLICY STATEMENT

This policy has been formulated to meet the requirements of *Section 105 of the Local Government Act 2009 (LGA 2009)* regarding the establishment of an Audit Committee.

### 2. SCOPE

This policy and the Audit Advisory Committee Terms of Reference will apply to Council's elected members, employees and external representatives appointed to the Audit Advisory Committee (The Committee).

The scope of responsibilities of the Committee includes an oversight function for the following aspects of Council's activities:

- Internal controls and policies
- Financial management and reporting
- Internal audit
- External audit
- Governance processes
- Risk management
- Fraud & corruption management and prevention
- Legislative compliance
- Operational efficiency and performance

### 3. POLICY OBJECTIVES

The objectives of this policy are to:

- a) Establish a Committee that reviews the integrity of financial documents, monitors the internal audit and risk management functions and oversees the effectiveness and objectivity of internal audit and risk management.
- b) provide a framework in which the Committee would operate;
- c) demonstrate Council's commitment to open and accountable governance;
- d) Comply with legislative requirements.

### 4. BACKGROUND AND/OR PRINCIPLES

Council acknowledges and will abide by the requirement of s105 of LGA 2009 and the provisions of s208 to s211 of the Local Government Regulation 2012 regarding the

establishment of an Audit Committee that will assist Council in obtaining assurance that internal control and risk management functions are operating effectively and reliably.

## **5. GENERAL INFORMATION**

### **5.1. Authority**

The main responsibility for financial and risk reporting, governance, compliance with legislation, standards and ethical requirements within Council rest with management. The Committee has only an oversight function and therefore exercises a monitoring and assessment role. Close coordination with management is needed in carrying out the Committee's duties and responsibilities

The Terms of Reference set out the specific responsibilities delegated by Council to the Audit Committee and details the manner in which the Committee will operate.

### **5.2. Independence and access**

The Committee will closely coordinate with management, the external auditor, the internal auditor and risk management coordinator in carrying out its responsibilities. The primary responsibility for financial reporting, governance and control processes, compliance with legislation and ethics within Council rests with management. The Committee only has a review and monitoring role over these functions.

The Committee will have unrestricted access to all Council information, documents, assets and personnel for the purpose of conducting or authorising investigations within the scope of its responsibility and be provided with adequate resources in the fulfilment of its oversight function.

### **5.3. Due care and diligence**

The Committee will assist Council in the performance of its 'due care and diligence' duties related to the efficient and effective delivery of Council services. The Committee may initiate special investigations as necessary or as directed by Council in relation to matters specified in this policy.

### **5.4. Reporting responsibility**

The Committee shall report to Council and provide recommendations regarding the improvement of internal control systems and risk management. It shall review the annual internal audit plan and the risk management policy and framework to ensure that control measures are in place to minimise material business risks.

## **6. DEFINITIONS**

N/A

## **7. LEGISLATIVE REFERENCE**

Local Government Act 2009  
Local Government Regulation 2012

## **8. RELATED POLICIES/PROCEDURES**

Audit Advisory Committee Terms of Reference  
Internal Audit Policy  
Internal Audit Terms of Reference  
Risk Management Policy

9. **NEXT REVIEW**  
June 2018

\_\_\_\_\_  
Gary Wall  
**CHIEF EXECUTIVE OFFICER**

\_\_\_\_\_  
Date



**Resolution:**

*Moved Cr RJ Frohloff, seconded Cr KA Duff.*

*That the Officer's Recommendation be adopted.*

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

**4.2.4 G - 1625121 - Review of the Audit Advisory Committee Terms of Reference**

**Summary**

The Audit Advisory Committee Terms of Reference has been reviewed as per regular review requirements.

The purpose of the Audit Advisory Committee Terms of Reference is to specify the objectives of the Audit advisory committee, its duties and responsibilities, membership, frequency of meetings and member's ethical conduct.

Section 4 of the Audit Advisory Committee Terms of Reference stipulates the membership to the committee. The appointment of Council officers to the Audit Advisory Committee as non-voting members is on the premise that these positions have capacity to provide advisory services with regards to controls, risk and management.

In this revision of the Terms of Reference, General Manager Infrastructure and General Manager Corporate Services have been added as permanent attendees to the committee.

**Officer's Recommendation**

That the Audit Advisory Committee Terms of Reference be adopted with the changes to Section 4 paragraph two, as below;

'The Chief Executive Officer, General Manager for Finance, Manager Finance, General Manager Corporate Services, Manager Social and Corporate Performance, General Manager Infrastructure and Internal Auditor are required to attend meetings as permanent attendees with no voting rights.'



## Audit Advisory Committee Terms of Reference

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### 1. INTRODUCTION

The Local Government Act 2009(LGA 2009) requires the set-up of an efficient and effective internal audit function and the establishment of an audit committee. In compliance with legislation, Council has instituted the setup of an Audit Advisory Committee (the Committee) to oversee the organisation's internal audit function and risk management process.

### 2. OBJECTIVE

The main purpose of the Committee is to provide advisory services to Council in the effective performance of its responsibilities related to internal audit and risk management as prescribed under the LGA 2009, the Local Government Regulation 2012 and other relevant legislation, standards and requirement. The Audit Advisory Committee Terms of Reference specifies the role, responsibilities and authority of the Committee.

### 3. DUTIES AND RESPONSIBILITIES

The Committee's primary duties are:

- Provide reasonable assurance that the organisation's strategic objectives are realised and achieved through effective and efficient measures within the standard framework of internal control and risk management.
- Oversee the internal audit and risk management functions to enhance Council's governance, internal control systems and decision making processes.
- Ensure the independence, objectivity and effectiveness of internal audit in carrying out financial and operational assessments.
- Monitor and review the integrity of financial documents.
- Assess and evaluate the internal audit plan to ensure that material business risks to Council's financial and operational environment are prioritised.
- Monitor the implementation of the risk management plan and strategy to ascertain that control measures are adopted to manage significant operational risks.
- Promote transparency, integrity and ethical conduct within the whole of Council.
- Ensure that adequate resources are allocated for the efficient and effective performance of internal audit and risk management functions.

Other key responsibilities of the Committee related to:

External Audit:

- Monitor or review Council's compliance with legislation regarding financial reporting.
- Review the draft audited financial statements prior to approval by Council with focus on any external audit comments related to significant changes in accounting policies and procedures, departure from accounting standards or major audit adjustments.
- Review of management response to external auditor's recommendation and extent of implementation.

Internal Audit:

- Review through internal audit the adequacy of the internal control structure and systems, including information technology security and control.
- Ensure that internal audit activities are performed in accordance with the International Standards for the Professional Practice of Internal Auditing and the Internal Audit Policy and Terms of Reference.
- Review the internal audit progress report, the significant internal audit recommendations and monitor management's response and corresponding implementation.
- Monitor the extent of external auditors' reliance on internal audit work to facilitate completeness of audit coverage and maximisation of resources.
- Assess and monitor the effectiveness, independence and objectivity of internal audit.

Risk Management:

- Ensure that risk management processes are conducted in accordance with the AS/NZS ISO 31000:2009 Risk management – Principles and guidelines.
- Review and monitor the effectiveness of the risk assessment/management process in identifying, monitoring and managing significant business risks.
- Ascertain whether fraud risks have been incorporated in the assessment of Council's risk profile.
- Ensure that written records or registers are maintained that state the operational risks Council is exposed to and the extent these are relevant to financial management; the control measures adopted to manage these risks.
- Review emerging risk issues, significant risk incidents and corresponding outcomes.

#### **4. MEMBERSHIP**

The Committee will be composed of 3 voting members. Council will appoint 2 Councillors as members, one of whom shall be appointed by Council as the Audit Advisory Committee Chairperson. The other member will be external and independent to Council. The external member is expected to possess significant financial experience and expertise. Council can at any time appoint a stand-in or replacement Councillor member to the Audit Advisory Committee. The external member is appointed on the basis of personal qualities and skills and a proxy is not permitted if the external member is unable to attend meetings. External member terms and conditions shall be disclosed in the Letter of Appointment.

The Chief Executive Officer, General Manager for Finance, Manager Finance, General Manager Corporate Services, Manager Social and Corporate Performance, General Manager Infrastructure and Internal Auditor are required to attend meetings as permanent attendees with no voting rights.

The Committee may invite other Council Officers to attend meetings as necessary.

A sub-committee may be created for the specific review and monitoring of particular internal audit or risk projects.

#### **5. MEETINGS**

Notice of meetings:

- The Committee will meet quarterly each financial year. The date, time and venue of the meeting will be set by the Chief Executive Officer (CEO) in consultation with the Committee Chairperson. The agenda will be prepared by Social and Corporate Performance and circulated among members and attendees at least 5 working days before the meeting.
- A special meeting may be called by the CEO if requested to do so by any Committee Member, the External Auditor, the Internal Auditor or Risk Management Coordinator
- The terms of reference also provide the opportunity for Committee members to meet with Internal and/or External Auditors or the Risk Management Coordinator without management involvement.

**Quorum:**

- A quorum shall consist of at least half of the members of the Committee or at least two voting members.

**Report:**

- The Social and Corporate Performance Branch shall provide secretarial functions and prepare a written report about the matters reviewed during the meeting and corresponding Committee recommendations. This report will be provided to Council during its next meeting and Committee members, permanent and invited attendees to the particular meeting within one week from the date of the meeting.
- The CEO must present the report at the next Council meeting.

**6. ETHICAL CONDUCT**

Committee members must exercise transparency, integrity, honesty, objectivity and ethical conduct in the fulfilment of their duties and responsibilities. Members must ensure confidentiality, exercise prudence, care and due diligence in the handling of Council information acquired in the course of their duties.

Members must immediately declare to the Chairperson any interest that may represent a real, potential or apparent conflict of interest related to their Committee membership. In case of a conflict of interest involving the Chairperson, declaration to the Chief Executive Officer is required. The declaration must be made on appointment to the Committee and in relation to specific agenda items at the outset of each Committee meeting and be updated as necessary.

**7. TRAINING**

The Committee members will be provided formal and/or informal training necessary for the effective performance of their duties and responsibilities. Familiarisation of Council's operational environment, organisational practices and culture shall form part of members' training.

**8. COMMITTEE EVALUATION**

The Committee will conduct an annual self assessment to evaluate its performance and ensure the efficient and effective achievement of objectives. The assessment will confirm that all duties and responsibilities indicated in these terms of reference have been performed. The Chairperson will take necessary action to ensure that enhancements and recommendations highlighted in the assessment are properly implemented.

**9. RELATED POLICIES**

Audit Advisory Committee Policy  
Internal Audit Policy  
Risk Management Policy

**10. REVIEW DATE**

June 2018

Review/Revision Dates:

- Revision with regard to permanent attendees adopted by Council on 23 May 2012
- Terms of Reference reviewed by the Audit Committee on 11 September 2012
- Revision of Terms of Reference in line with Local Government Act 2009 and Local Government Regulation 2012 adopted by Council on 17 April 2013

**Resolution:**

*Moved Cr DA Potter, seconded Cr RLA Heit.*

*That the Officer's Recommendation be adopted.*

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

**4.2.5 G - 1630613 - Operational Plan 2015/16 Progress Report for April - June Quarter**

**Summary**

The Annual Operational Plan details the projects, services and initiatives that Council had planned to deliver for the 2015/16 financial year. Pursuant to section 174(3) of the *Local Government Regulation 2012* a report must be presented to Council at regular intervals detailing the progress towards the implementation of the Annual Operational Plan.

**Officer's Recommendation**

That the Operational Plan 2015/16 Progress Report for the April - June Quarter be adopted.



## **Executive Services Operational Plan 2015/16**

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



<b>SECTION EXECUTIVE SERVICES</b>		<b>Significant activities and services</b>				<b>Performance Measurement</b>	
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>4th Quarter Review</b>	
Promote and support good governance activities.	To provide management and administration support to promote and support governance branch activities.	Internal and External Stakeholders Community	EXC4	Inform Consult Involve	100% delivery of Council meeting administration compliant with legislation	100% compliant - Ongoing	
Relevant legislative requirements	Compliance with relevant legislative requirements	Internal and External Stakeholders	EXC2 EXC4	Inform Consult Involve Collaborate	100% coordination of the review and update of Council's Policy and Procedures by December 31	Review policy register by 31 December - Complete Review of Policies to be coordinated by 30 June 2016 - On target	
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	2015/16 Annual Budget Completed 2016/17 Annual Budget Completed Monthly Reports reviewed September, December, March and June Quarterly Budget Review completed	

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





## **Economic Development Operational Plan 2015/16**

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



<b>SECTION</b>		<b>ECONOMIC DEVELOPMENT</b>			
<b>Mission:</b> Create a Prosperous Region					
<b>Significant activities and services</b>					
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>		
<b>Performance Measurement</b>					
		<b>Key Performance Indicator</b>	<b>4th Quarterly Review</b>		
South Burnett Directions most effective organisation structure	Establish effective governance, operating and reporting structure that will enhance the delivery of long term economic development for the region.	Internal Stakeholders Business Community Wide Bay Burnett Regional Organisation of Councils	GO1	Structure developed through South Burnett Directions adopted by Council by December 31	SBD Committee decided that the existing structure is satisfactory and suitable for the next 2 years.
Reporting and communicating to the business community	Present an economic performance scorecard for the South Burnett to business leaders.	Internal Stakeholders Business Community	GO1	Annual business forum held by June 30	Presentation to business leaders held in January 2016
Economic development priorities recognised in the South Burnett Planning Scheme	The South Burnett Planning Scheme provides the pathway for the delivery of projects of regional significance.	Internal Stakeholders Business Community	GO2	Substantiated economic development input to the new Town Plan ongoing 2015-16	Waiting release of draft town planning scheme

<b>SECTION ECONOMIC DEVELOPMENT</b>						
<b>Mission:</b> Create a Prosperous Region						
<b>Significant activities and services</b>				<b>Performance Measurement</b>		
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>4<sup>th</sup> Quarterly Review</b>
Business growth through forums and workshops	Hold business networking sessions, business development workshops, mentoring for growth and other programs that assist business to grow and provide employment.	Internal Stakeholders Business Community	GO1	Inform Consult Involve Collaborate	Develop and deliver a program of business development activities ongoing 2015-16	Three tourism workshops were completed with mentoring sessions to follow.  Customer Service training in conjunction with TAFE was conducted throughout the region.
Health Services	Grow health services that support the local community and increase employment opportunities	Community	EC3	Inform Consult Involve Collaborate	Identify, scope and plan new health services ongoing 2015-16	The new hospital Board is established and is identifying opportunities for new health services.
Transport	Business transport efficiency	Business Community	GO1	Inform Consult Involve Collaborate	Identify weaknesses that can be improved and generate more efficient business transport ongoing 2015-16	On going
Tertiary Education	Grow employment opportunities through education pathways	Business Community Students	GO1	Inform Consult Involve	Facilitate conversations with universities and TAFE to identify and implement education programs ongoing 2015-16	In dialogue with University of Southern Qld and Central Queensland University regarding future projects.

<b>SECTION ECONOMIC DEVELOPMENT</b>						
<b>Mission:</b> Create a Prosperous Region						
<b>Significant activities and services</b>					<b>Performance Measurement</b>	
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>4<sup>th</sup> Quarterly Review</b>
Employment Opportunities	Encourage businesses to source employment locally and as needed from outside the region and the country i.e. backpackers	Business Community	GO1	Collaborate Inform Consult Involve Collaborate	Identify employment sources by June 30	On going
Precinct Planning	Ensure business input to planning	Business Community	GO1	Inform Consult Involve Collaborate	Share town streetscape development with business leaders and seek their input ongoing 2015-16	Project yet to be commenced
Recognise business excellence	Together with business leaders seek nominations from local business to achieve recognition for business improvement and success together with supporting business excellence through business improvement workshops	Internal Stakeholders Business Community	GO1	Inform Consult Involve Collaborate	Hold an annual regional Business Excellence Awards by June 30	The next BEA will be held in 2017. It has been decided to undertake a shop local campaign during 2016

**SECTION ECONOMIC DEVELOPMENT**

**Mission:** Create a Prosperous Region

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarterly Review
New Infrastructure	Identify capacity building opportunity through new infrastructure.	Internal Stakeholders Business Community	INF1	Inform Consult Involve Collaborate	Identify key infrastructure projects to be delivered along with planning and implementation by June 30	On going
Tourism Development	Through a tourism reference group comprising of Tourism operator leaders identify and implement tourism growth projects	Business Community	GO3	Inform Consult Involve Collaborate	Produce a tourism strategy and implementation plan by June 30 Produce an events strategy that encourages more visitors to the region by June 30	Tourisms strategy has been adopted by Council and implementation has commenced.
Agriculture development	Seek opportunities for increasing export sales	Business Community	GO1	Inform Consult Involve Collaborate	Organise and run a business and investment delegation to an overseas region that demonstrates business export opportunity for South Burnett businesses	Reference Group established and 2 meetings have been held.
Local business income growth	Develop a program that produces additional income flow through local businesses	Business Community	GO1	Inform Consult Involve Collaborate	Implement a buy local campaign with measurable outcomes	A campaign is currently being developed for implementation during the 2 <sup>nd</sup> half of 2016

**SECTION ECONOMIC DEVELOPMENT**

**Mission:** Create a Prosperous Region

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarterly Review	
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	Ongoing	
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure	Ongoing	



## Human Resources Branch Operational Plan 2015/16

**Mission:** To provide human resource services and promote a safety first environment across the organisation.  
**Officer Responsible:** Manager Human Resources  
**Responsibilities:** Employee Administration and Support Services, Workplace Health & Safety, Workplace Relations, Payroll and Organisational Development.



**SECTION HUMAN RESOURCE ADMINISTRATION**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Completed Ongoing Ongoing



**SECTION EMPLOYEE ADMINISTRATION AND SUPPORT SERVICES**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review
Learning & Development	Learning and development support, coordination and delivery in line with Learning and Development Plan and budget allocation.	Internal Stakeholders	EXC3	Inform Consult Involve Collaborate	100% of Learning and Development requests processed within 14 days of receiving	Maintaining KPI
Trainees & Apprentices	Manage traineeship and apprenticeship contracts and ensure trainees and apprentices are skilled to seek permanent employment on completion.	Internal Stakeholders	EXC3	Inform Consult	100% successful completion of Apprentice and Trainees employment contracts within required timeframes	Maintaining KPI
Employee recruitment, selection and retention services	Implement the recruitment, selection and retention policy.	Internal Stakeholders	EXC3	Inform Consult Involve Collaborate	100% of advertised positions have candidate appointed or status of selection reported. Convenors of all panels accredited in R&S by June 2016	Maintaining KPI

**SECTION EMPLOYEE ADMINISTRATION AND SUPPORT SERVICES**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review
Human resources systems, support and administration services	An information system to develop, analyse and report on human resource measures that will assist and support effective management of labour resources.	Internal Stakeholders	EXC3	Inform Consult Involve Collaborate	100% of the identified metrics rolled out by 30 June 2016 (number of reports currently reduced against proposed) Human Resource Policy and Procedures Manual to be developed by June 30 Human Resource Management Standards review by June 30 Workforce Planning Framework to be developed by June 30	30% of reporting developed  Ongoing Completed Ongoing and monitored

<b>SECTION</b>		<b>WORKPLACE HEALTH &amp; SAFETY</b>	
<b>Mission:</b> To achieve a 'zero harm' workplace supported by appropriate Workplace Health and Safety (WH&S) and rehabilitation advice, systems, processes and procedures.			
<b>Significant activities and services</b>			
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>
WH&S Training	Training delivered in line with Council's Safety System, including external providers.	Internal Stakeholders Training Providers	EXC3
WH&S System	Effective support, advice, policies, procedures and assistance in meeting all legislative requirements in relation to WH&S.	Internal Stakeholders	EXC3
Rehabilitation System	Effective consultancy, support, policies, procedures and assistance in meeting all legislative requirements in relation to Rehabilitation / Return to Work.	Internal Stakeholders	EXC3
<b>Performance Measurement</b>		<b>Key Performance Indicator</b>	<b>4th Quarter Review</b>
		100% of all new employees to attend Corporate WH&S Induction within one month of commencement 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.	100% compliance  100% compliance  Compliant
		Internal: Compliance with Safeplan system - Audit 80% Compliance at any point Audits are conducted as per EU requirements Implement the Health & Safety Strategic Plan by June 2016 as per EU requirements	Interim Desktop Audit as per EU 80% compliance  Under review
		100% compliance with legislative standards	100% compliance
		Engagement Level	
		Inform Consult Involve	
		Inform Consult Involve Collaborate	
		Inform Consult Involve Collaborate	

**SECTION EMPLOYEE RELATIONS**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4th Quarter Review
Employee relations, advice and support	Employee / industrial relations support.	Internal Stakeholders Unions	EXC3	Inform Consult Involve Collaborate	100% compliance with Council's dispute resolution procedure. Planning for Enterprise Bargaining Agreement	100% Compliant Subject to QRIC Direction

**SECTION PAYROLL**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4th Quarter Review
Payroll services	Provide an efficient fortnightly payroll to Council employees and Councillors. Process all leave requests and timesheets.	Internal Stakeholders	EXC3	Inform Consult Involve	Accuracy of payments processed measured against the data provided to payroll. Maximum 5% error rate. 100% Payments made into employees accounts on pay Wednesdays.	Compliant with KPI  Compliant with KPI



## **Property Operational Plan 2015/16**

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



**SECTION PROPERTY ADMINISTRATION**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Ongoing
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	Ongoing

**SECTION BUILDING AND PROPERTY MAINTENANCE**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4th Quarter Review
Building and Property Maintenance	Scheduled Maintenance	Internal / External Stakeholders	INF1	Inform Consult Involve	100% Scheduled maintenance programs implemented within budget by June 30	Internal painting of Private Hospital completed. Internal painting of Proston Library completed Recarpeting of Blackbutt office completed Repainting of Murgon foyer completed Repainting of the Mondure Hall completed Repairs and part painting of the Maidenwell Hall completed
Building and Property Maintenance	Reactive Maintenance	Internal / External Stakeholders	INF1	Inform Consult Involve	100% Building maintenance urgent WHS requests met within 8 hours, other WHS requests met within reasonable timeframe by June 30	Urgent WHS requests completed on time. Rectification WHS maintenance requests are on target.



**SECTION BUILDING CAPITAL WORKS PROGRAM**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review
Building Capital Works Program	Building projects	Internal / External Stakeholders	INF1	Inform Consult Involve Collaborate	100% Projects implemented within budget by June 30	Murgon Swimming Pool's new kiosk and amenities on target to be completed for 17 October 2015. Kingaroy Swimming Pool on target to be completed by November 2015. Murgon Swimming Pool's new kiosk and amenities completed and operating under maintenance period. Kingaroy Swimming Pool completed and operating under warranty period. Proston Tennis Court fence replaced and courts cleaned.

**SECTION BUILDING ASSET MANAGEMENT PLAN**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review
Asset Management Plan	Planning Asset Management Plan	Internal / External Stakeholders	INF1	Inform Consult Involve	100% Identification of Building Assets utilising available data by June 30 100% identification of Building Condition principles utilising available data by June 30 100% identification of an Building Asset data collection process, management and storage of data by June 30	Updating asset list as new assets are identified.
Asset Management Plan	Developing Asset Management Plan	Internal / External Stakeholders	INF1	Inform Consult Involve	Collection of data to commence on priority assets by June 30	Asset Management Working Group team members appointed, Property Team Leader position appointed. Asset management assessment and prioritisation to commence. Building Technical Officer and Maintenance Officer positions advertised.

**SECTION LEASE AND CONTRACT REGISTER**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review
Lease and Contract Register	Develop Lease and Contract Register	Internal Stakeholders	EC3	Inform Consult Involve	Lease Register designed in Tech One utilising available data by June 30	Lease register developed. Further work on reporting and invoicing to occur.
Lease and Contract Register	Implement Lease and Contract Register	Internal Stakeholders	EC3	Inform Consult Involve	Leases since 2014 and any new leases moved into Lease Register utilising available data by June 30	100 Leases entered into the Lease Register.

**SECTION LAND AND EQUIPMENT SALES**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review
Land and Equipment Sales	Dispose of Councils surplus land	Internal / External Stakeholders	INF1 EXC1	Inform Consult Involve	Tender the disposal of surplus Council owned land as determined by June 30 List land for sale with Councils Exclusive Agent as determined by June 30	Land has been tendered for disposal. Council successful in the sale of 3 lots through the tender process. Council negotiated 3 lots to be sold to adjoining landowners. Land listed with Exclusive Agents.
Land and Equipment Sales	Dispose of Councils surplus Buildings	Internal / External Stakeholders	INF1 EXC1	Inform Consult Involve	Tender the disposal of surplus buildings as determined by June 30 List buildings for sale with Exclusive Agent as determined by June 30	Investigations have commenced on the option to dispose surplus building.
Land and Equipment Sales	Dispose of surplus Equipment	Internal / External Stakeholders	INF1 EXC1	Inform Consult Involve	Tender or Auction the disposal of Councils surplus equipment as determined by June 30	Surplus equipment has been tagged out of Council operations and catalogued ready for the next auction.

**SECTION COMMUNITY FACILITIES**

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

Significant activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review
Community Facilities	Manage Community Facilities	Internal/ External Stakeholders Community	EC3 INF1	Inform Consult Involve	Facilities to be opened and operational for community use ongoing to June 30	Wondai and Blackbutt Swimming Pools opened on 19 September. South Burnett Aquatic Centre has remained opened all year with little disruption with the appointment of new Managers.  Wondai Swimming Pool is under new management.  Murgon and Proston Swimming Pools opened on 12 October and Kingaroy Swimming Pool opened 24 October.  Murgon Pool in the winter period will have warranty work completed on the pool paint surface.  Kingaroy Pool Shade structure completed.  South Burnett Aquatic Centre pumps and filtration system replaced.  Kingaroy Pool and Proston Pool Management contracts retendered in July 2016.

**SECTION COMMUNITY FACILITIES**

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

Significant activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4th Quarter Review
Community Facilities	Utilisation by Community Groups	Internal / External Stakeholders Community	EC3	Inform Consult Involve	Facilities utilised by community groups ongoing to June 30	All facilities used by the community groups are all operational. Maidenwell Caravan Dump Point and water pipe commissioned June 2016. Murgon Sportsground Association is working in partnership with Council to finalise an Irrigation Management Plan. Murgon Grandstand repairs and painting is completed. Murgon PCYC roof over Main Stadium and Squash courts has been replaced.



## **Corporate Services Department - Libraries Operational Plan 2015/16**

**Mission:**

To support balanced development that preserves and enhances our region.

**Officer Responsible:**

General Manager Corporate Services

**Responsibilities:**

Environment and Waste Branch, Natural Resource Management and Parks and Gardens Branch, Planning and Land Management Branch, Social and Corporate Performance Branch, Libraries.



**SECTION LIBRARIES**

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

Activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4th Quarter Review
Library Services, Collection and Facilities	Libraries providing library services and collection across the region to meet community needs	External Stakeholders	EC1 EXC2 EXC5 EXC6	Inform Consult Involve	Identify target groups (including outreach) and implement relevant programs throughout 2015-16	<p><b>Digital Literacy:</b> Group computer classes - Kingaroy 10; One-on-one internet classes - Nanango 22 &amp; Proston 6</p> <p><b>Early Literacy:</b> Story Time &amp; Rhyme Time sessions – Blackbutt 4, Kingaroy 23, Murgon 6, Nanango 15, Proston 7, Wondai 5</p> <p>School/Kindergarten visits – Kingaroy 2</p> <p><b>Family Literacy:</b> Holiday activity sessions – Blackbutt 1, Kingaroy 3, Murgon 2, Nanango 2, Proston 1, Wondai 2</p> <p>Young Adult Programs – Kingaroy 4</p> <p><b>Adult Literacy:</b> Author and Information talks – Kingaroy 10 &amp; 13 Spanish classes, Proston 1</p> <p><b>Outreach:</b> National Simultaneous Storytime – 7 (all branches &amp; 1 F5F session at Under 8s Day) ; Kingaroy 2</p> <p>Stig Live @ the Library sessions (10 schools/620 attendees at Town Hall &amp; 184 attendees at Taabinga SS) ;</p> <p>Nanango 2 Home Library visits;</p> <p>Kingaroy 4 Community Library visits</p> <p>Group sessions –Blackbutt 15, Kingaroy 66, Nanango 11, Wondai 3</p>



<b>SECTION LIBRARIES</b>						
<b>Mission:</b> To enhance and promote the quality of life of our community and the unique environment of our area through leadership and engagement						
<b>Activities and services</b>				<b>Performance Measurement</b>		
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>4<sup>th</sup> Quarter Review</b>
			EXC5 EXC4		100% compliance with the management system for the library collection throughout 2015-16	Meeting requirements
					Delivery and administration of externally funded programs as at June 30	Meeting requirements
State Library of Queensland (SLQ) Service Level Agreement	Management of the SLQ service level agreement and annual book grant	External Stakeholders	EXC4 EXC5	Inform Consult	100% compliance with the SLQ service level agreement and annual book grant as at June 30	Meeting requirements – 2015-2016 annual acquittal to be submitted by end August 2016
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	INF1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	No program in place at this stage
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Meeting requirements



## **Environment and Waste Branch Operational Plan 2015/16**

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



SECTION PUBLIC HEALTH	
<p><b>Mission:</b> To ensure public health issues are effectively managed in accordance with the relevant legislation.</p>	
Significant activities and services	
Function	Performance Measurement
Description	Key performance Indicator
Customer(s)	4 <sup>th</sup> Quarter Review
Corporate Plan Linkages	Engagement Level
<p>Public Health Licence applications and Routine inspections of licensed premises</p> <p>A Licence is required for certain activities as prescribed by the:</p> <ul style="list-style-type: none"> <li>• Food Act 2006</li> <li>• Public Health (Infection Control for Personal Appearance Services) Act 2003 - Higher Risk Personal Appearance Services</li> <li>• Residential Services (Accreditation) Act 2002</li> </ul>	<p>90% of applications are to be assessed within 30 business days (as per legislative timeframes).</p> <p>90% of licensed premises inspected/audited at least once per financial year</p>
<p>External Stakeholders Community</p>	<p>First Quarter 11 Annual Food licence &amp; 21 Temporary Food Licence Applications were received. 75% of those applications received were approved within the 30 business days. Annual food inspections to be undertaken in Sept–Oct 15. Second Quarter 9 Annual Food Licence &amp; 19 Temporary Food Licence applications were received. 16 Water Sample applications received and undertaken. 85% of food inspections have been completed up to the end of this Qtr with the rest scheduled for completion during the 3<sup>rd</sup> Qtr. Third Quarter 5 Annual Food Licence &amp; 24 Temporary Food Licence applications were received. 6 Water Sample applications received and undertaken. 95% of food inspections have been completed.</p>
<p>EC3</p>	<p>Inform</p>

**SECTION PUBLIC HEALTH**

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

Significant activities and services		Performance Measurement	
Public Health Complaint Management	Investigation in response to customer service request being generated.	Internal / External Stakeholders Community	<p>Fourth Quarter</p> <p>8 Annual Food Licence &amp; 12 Temporary Food Licence applications were received.</p> <p>2 Water Sample applications received and undertaken.</p> <p>95% of food inspections have been completed up to the end of this Qtr. The next round of inspections are to commence in the 1<sup>st</sup> Qtr 2016-17</p> <p>First Quarter</p> <p>16 CRMs raised during the period only 80% actioned within the six working days target.</p> <p>Second Quarter</p> <p>11 CRMs raised during the period. These were actioned within the timeframe.</p> <p>Third Quarter</p> <p>28 CRMs raised during the period. 90% of these were actioned within the timeframe.</p> <p>Fourth Quarter</p> <p>22 CRMs raised during the period. 90% of these were actioned within the timeframe.</p>
		EC3	
		Consult	
			<p>90% of Customer Service Requests (CRs) actioned within six (6) working days</p> <p>90% of urgent Customer Service Requests (CRs) actioned within forty-eight (48) hours</p>

SECTION PUBLIC HEALTH	
<p><b>Mission:</b> To ensure public health issues are effectively managed in accordance with the relevant legislation.</p>	
Significant activities and services	Performance Measurement
<p>School Based Immunisation Clinics</p> <p>Provision of School Based Immunisation Clinics in partnership with Queensland Health</p> <p>External Stakeholders</p> <p>EC3</p> <p>Consult</p>	<p><b>First Quarter</b> No School Immunisation Clinics took place during this Quarter.</p> <p><b>Second Quarter</b> The final school immunisation clinics were conducted during this quarter. A total of 158 students received the HPV vaccine. 100% of vaccines were administered to those students who presented. Qld Health has now engaged one service provider for the entire Darling Downs region and so Council will no longer be providing school based immunisations.</p> <p><b>Third Quarter</b> There will be no further reporting on this measure as Council is no longer the service provider for the School Immunisation program.</p> <p><b>Fourth Quarter</b> There will be no further reporting on this measure as Council is no longer the service provider for the School Immunisation program.</p>

**SECTION COMPLIANCE (Local Laws)**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	4th Quarter Review
Certain Activities within the Local Government area requires an a Permit/Licence	A Permit/Licence is required under the Local Government Act 2009 – Council Local Laws: Commercial Use of Footpaths Keeping of Animals Caravan Parks Kennels	External Stakeholders Community	EC3	Inform	90% of applications assessed within 20 business days 90% of all Permitted/Licensed Activities to be inspected/audited at least once annually.	<p><b>First Quarter</b> No new applications have been submitted during this Quarter. 100% of Footpath Permits in the towns of Nanango, Kingaroy, &amp; Wondai were audited/inspected. No inspections conducted for Caravan Parks during this period. No Inspections undertaken for the Keeping of Animals (as no third dog permit applications were received for this period). 1 Kennel inspection undertaken.</p> <p><b>Second Quarter</b> 17 new applications have been submitted during this Quarter. No inspections conducted for Caravan Parks during this period. 1 Inspection undertaken for the Keeping of Animals. 1 Kennel inspection undertaken.</p> <p><b>Third Quarter</b> 13 new applications have been submitted during this Quarter. 1 inspection was conducted for Caravan Parks during this period. 0 Inspection undertaken for the</p>

**SECTION COMPLIANCE (Local Laws)**

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

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	4 <sup>th</sup> Quarter Review	
Compliance Complaint management	Investigation in response to customer service request being generated.	Internal / External Stakeholders Community	EC3	Consult	90% of Customer Service Requests (CRs) actioned within six (6) working days 90% of urgent Customer Service Requests (CRs) [e.g. Dog Attacks] are actioned within forty-eight (48) hours	Keeping of Animals. 0 Kennel inspections undertaken. <b>Fourth Quarter</b> 15 new applications have been submitted during this Quarter. These where for Annual & Short term Footpath Permits. 1 Inspection conducted for a Caravan Park during this period. No Inspections undertaken for the Keeping of Animals (as no third dog permit applications were received for this period). 4 Kennel inspections undertaken.	Keeping of Animals. 0 Kennel inspections undertaken. <b>Fourth Quarter</b> 15 new applications have been submitted during this Quarter. These where for Annual & Short term Footpath Permits. 1 Inspection conducted for a Caravan Park during this period. No Inspections undertaken for the Keeping of Animals (as no third dog permit applications were received for this period). 4 Kennel inspections undertaken.
					90% of Customer Service Requests (CRs) actioned within six (6) working days 90% of urgent Customer Service Requests (CRs) [e.g. Dog Attacks] are actioned within forty-eight (48) hours	Keeping of Animals. 0 Kennel inspections undertaken. <b>Fourth Quarter</b> 15 new applications have been submitted during this Quarter. These where for Annual & Short term Footpath Permits. 1 Inspection conducted for a Caravan Park during this period. No Inspections undertaken for the Keeping of Animals (as no third dog permit applications were received for this period). 4 Kennel inspections undertaken.	Keeping of Animals. 0 Kennel inspections undertaken. <b>Fourth Quarter</b> 15 new applications have been submitted during this Quarter. These where for Annual & Short term Footpath Permits. 1 Inspection conducted for a Caravan Park during this period. No Inspections undertaken for the Keeping of Animals (as no third dog permit applications were received for this period). 4 Kennel inspections undertaken.

**SECTION COMPLIANCE (Local Laws)**

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

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	4 <sup>th</sup> Quarter Review	
						actioned within target. <b>Second Quarter</b> The following CRMs were received in this quarter. 244 Animal 13 Local Laws 75 Overgrown 1 Signage 18 Dog Attack on Person 18 Dog Attack on Animal Over 90% of non-urgent CRMs were actioned within the timeframe. 100% of all urgent CRMs were actioned within target. <b>Third Quarter</b> The following CRMs were received in this quarter. 237 Animal 15 Local Laws 145 Overgrown 5 Signage 10 Dog Attack on Person 18 Dog Attack on Animal Over 90% of non-urgent CRMs were actioned within the timeframe.	



**SECTION COMPLIANCE (Local Laws)**

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

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	4 <sup>th</sup> Quarter Review	
Animal Management Education/Public Awareness	To raise the level of awareness of the Animal Management legislation and how to be a Responsible Pet Owner.	External Stakeholders Community	EC3	Inform	75% of presentations on the Animal Management Laws provided to students of participating schools or other interested community groups per financial year.	100% of all urgent CRMs were actioned within target. <b>Fourth Quarter</b> The following CRMs were Received in this quarter. 232 Animal 11 Local Laws 86 Overgrown and 142 Enforcement Action taken 3 Signage 14 Dog Attack on Person 21 Dog Attack on Animal Over 80% of non-urgent CRMs were actioned within the timeframe. This response is due to a vacant Compliance position presently. 90% of all urgent CRMs were actioned within target.	<b>First Quarter</b> 100% of education sessions as requested where held during the period at Kingaroy and Tanduridge schools. A total of 4 presentations were made in this Quarter. <b>Second Quarter</b>

**SECTION COMPLIANCE (Local Laws)**

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

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	4 <sup>th</sup> Quarter Review	
Abandoned Vehicles	Impound abandoned vehicles, where necessary, under the Transport Operations (Road Use Management) Act 1995	External Stakeholders Community	EC3	Inform	90% of identified abandoned vehicles to be removed/impound within 10 business days	0 Education sessions were requested this Quarter <b>Third Quarter</b> 0 Education sessions were requested this Quarter <b>Fourth Quarter</b> 0 Education sessions were requested this Quarter	0 Education sessions were requested this Quarter <b>Third Quarter</b> 0 Education sessions were requested this Quarter <b>Fourth Quarter</b> 0 Education sessions were requested this Quarter
						<b>First Quarter</b> 13 CRMs were raised during this period. 100% of these CRMs were actioned within the required timeframes. <b>Second Quarter</b> 1 CRM was raised during this period. This CRM was actioned within the timeframes. <b>Third Quarter</b> 4 CRMs raised in this period. All CRMs actioned within timeframes. <b>Fourth Quarter</b> 11 CRMs raised in this period. 90% of these CRMs were actioned within the timeframes.	

**SECTION COMPLIANCE (Local Laws)**

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

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	4 <sup>th</sup> Quarter Review	
Impoundment of wandering cats and dogs	Hold impounded animals for the prescribed timeframe.	External Stakeholders Community	EC3	Inform	100% of Animals held for the prescribed impound period, namely: For registered animals or the owner is known – impound for 5 days For unregistered or unknown owner – impound for 3 days	<p><b>First Quarter</b> 188 animals were impounded during this first Quarter of this period. 100% of all impounded animals were held for the prescribed impound period. 180 new animals were registered during this Quarter.</p> <p><b>Second Quarter</b> 179 animals were impounded during the second Quarter of this period. 100% of all impounded animals were held for the prescribed impound period.</p> <p><b>Third Quarter</b> 138 animals were impounded during the third Quarter of this period. 100% of all impounded animals were held for the prescribed impound period.</p> <p><b>Fourth Quarter</b> 145 animals were impounded in this last Qtr period. 100% of all impounded animals were held for the prescribed impound period.</p>	

**SECTION ENVIRONMENTAL PROTECTION**

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

Significant activities and services							Performance Measurement	
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	4 <sup>th</sup> Quarter Review		
Environmental Authority Registration applications and Routine inspections of registered activities	A Registration Certificate is required for certain Environmentally Relevant Activities (ERAs) as prescribed by the Environmental Protection Act 1994	Environmentally Relevant Activity Registration Holders	EC3	Inform	90% of applications are to be assessed within 20 business days. 90% of registered activities inspected/audited at least once per financial year.	<b>First Quarter</b> 0 applications rec'd this period. <b>Second Quarter</b> 0 applications rec'd this period. <b>Third Quarter</b> 0 applications rec'd this period. <b>Fourth Quarter</b> 0 applications rec'd this period.		
Environmental Protection Complaint management	Investigation in response to customer service request being generated.	Internal / External Stakeholders	EC3	Consult	90% of Customer Service Requests (CRs) actioned within six (6) working days 90% of urgent Customer Service Requests (CRs) actioned within forty-eight (48) hours	<b>First Quarter</b> 27 non-urgent CRMs were raised during this period. 80% of these applications were actioned within the timeframes. <b>Second Quarter</b> 24 non-urgent CRMs were raised during this period. 92% of these CRM's were actioned within the timeframe. <b>Third Quarter</b> 38 non-urgent CRMs were raised during this period. 90% of these CRM's were actioned within the timeframe. <b>Fourth Quarter</b> 30 non-urgent CRMs were raised during this period. 90% of these CRM's were actioned within the timeframe.		

**SECTION WASTE MANAGEMENT**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	4 <sup>th</sup> Quarter Review
Waste Collection Services	Provision of regular waste collection services	External Stakeholders Community	ENV2	Inform	99.5% of general refuse wheelie bins serviced at least once weekly	<p><b>First Quarter</b> Greater than 99.5% of all general refuse wheelie bins were serviced at least once per week during this Quarter.</p> <p><b>Second Quarter</b> Greater than 99.5% of all general refuse wheelie bins were serviced at least once per week during this Quarter.</p> <p><b>Third Quarter</b> The contractor serviced greater than 99.5% of all wheelie bins at least once a week in this period.</p> <p><b>Fourth Quarter</b> The contractor serviced greater than 99.5% of all wheelie bins at least once a week in this period.</p>

<b>SECTION WASTE MANAGEMENT</b>	
<b>Mission:</b> To provide effective Waste Management Services	
<b>Significant activities and services</b>	
Environmental Compliance	Compliance with DEHP's registration conditions for Council's licensable Waste Facilities.
External Stakeholders	ENV2
Consult	Develop an internal audit program in the 2015-16 financial year that monitors Council's level of compliance with DEHP's registration certificate for Waste Facilities. 90% of all Waste Facility audits conducted at least biannually.
<b>Performance Measurement</b>	
<b>First Quarter</b>	Internal Audit Program still to be developed.
<b>Second Quarter</b>	Internal Audit Program tool in the process of being developed.
<b>Third Quarter</b>	Work on developing the internal audit tool continued this period.
<b>Fourth Quarter</b>	Work on developing the internal audit tool was deferred this period, due to DEHP directing that the Kingaroy Landfill IEMS be revised/reviewed by 30-6-16.

<b>SECTION WASTE MANAGEMENT</b>	
<b>Mission:</b> To provide effective Waste Management Services	
<b>Significant activities and services</b>	
Legacy Landfills	Restore and monitor condition of Legacy Landfills
External Stakeholders	ENV2
Consult	Consult
<b>Performance Measurement</b>	
<p><b>First Quarter</b> Restoration of legacy landfills is presently ahead of schedule.</p> <p><b>Second Quarter</b> Restoration of legacy landfills continues to be ahead of schedule.</p> <p><b>Third Quarter</b> Restoration of legacy landfills continues to be ahead of schedule.</p> <p><b>Fourth Quarter</b> Restoration of legacy landfills continues to be ahead of schedule.</p>	<p>The restoration of Legacy Landfills is being implemented in accordance with the adopted timetable in the Council's Waste Management Plan. Conduct 90% of all Legacy Landfill audits at least biannually.</p>
Capital Works Planning	Detailed 10 year forward capital works requirements
Internal Stakeholders	ENV2
Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually
<p><b>First Quarter</b> Being developed.</p> <p><b>Second Quarter</b> Draft, but some additional items to be included for the 2016/17 budget considerations.</p> <p><b>Third Quarter</b> Some additional items still to be included for the 2016/17 draft capital works budget.</p> <p><b>Fourth Quarter</b> The 2016/17 draft capital works budget submitted for Council's consideration.</p>	<p>10 Year Capital Works Plan prepared for future budget considerations by January annually</p>

**SECTION WASTE MANAGEMENT**

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

Significant activities and services				Performance Measurement
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	<p>Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews</p> <p>First Quarter 2016/17 Budget preparations in progress. 1st Quarterly budget review still to be completed.</p> <p>Second Quarter 2nd Quarter Budget review completed. Preliminary work on the 2016/17 Budget progressing.</p> <p>Third Quarter 3rd Quarter Budget review completed.</p> <p>Fourth Quarter 4th Quarter Budget review completed.</p>
				<p>Inform Consult Involve</p>





## **NRM and Parks Branch Operational Plan 2015/16**

**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, Commercial facilities



**SECTION COMMERCIAL FACILITIES**

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

Initiatives/Special Projects				Performance Measurement																				
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review																		
Airports	To provide maintained Airports	External Stakeholders Community	INF1 INF1.1 EXC1 EXC1.2	Inform Consult Involve	Participate and implement recommendations from CASA safety audit by June 30 Provide usage figures to Stakeholders as per reporting schedule ongoing to June 30	Technical Inspection undertaken 16/11/15. Action Plan to rectify the 10 rectifications has been drafted and will be completed by 1 March 2016. Between 5000 – 5500 glider movements alone, ability to measure additional Aircraft movements will be in place by December 30 <sup>th</sup> . 4 <sup>th</sup> Quarter: Counters have been installed at both Kingaroy and Wondai and will be operational for 2016/17.																		
Recreational Dam Facilities	To provide facilities that meet the demand of the target group users of the facilities	Internal / External Stakeholders Community	EC3 EC3.1 GO3 GO3.1 EXC1 EXC1.2 INF1 INF1.1	Inform Consult Involve	Provide usage figures to Stakeholders as per quarterly going to June 30 Manage operational contract for onsite Managers ongoing to June 30	Operational contract/Managers – operating effectively (no creditable complaints received for quarter) 4 <sup>th</sup> Quarter overnight visitors: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Boondooma</td> <td>14/15</td> <td>15/16</td> </tr> <tr> <td>4th Quarter</td> <td>4064</td> <td>3909</td> </tr> <tr> <td>Annual total</td> <td>16747</td> <td>18369</td> </tr> <tr> <td>Yallakool</td> <td>14/15</td> <td>15/16</td> </tr> <tr> <td>4th Quarter</td> <td>3329</td> <td>2976</td> </tr> <tr> <td>Annual total</td> <td>11728</td> <td>12760</td> </tr> </table> The 4 <sup>th</sup> quarter in 15/16 doesn't include	Boondooma	14/15	15/16	4th Quarter	4064	3909	Annual total	16747	18369	Yallakool	14/15	15/16	4th Quarter	3329	2976	Annual total	11728	12760
Boondooma	14/15	15/16																						
4th Quarter	4064	3909																						
Annual total	16747	18369																						
Yallakool	14/15	15/16																						
4th Quarter	3329	2976																						
Annual total	11728	12760																						

**SECTION COMMERCIAL FACILITIES**

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

		Initiatives/Special Projects			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review
Saleyards	To provide facilities that meet the demand of the target group users of the facilities	Internal / External Stakeholders Community	EXC1 EXC1.2 INF1 INF1.1	Inform Consult Involve	Provide usage and sale figures to Stakeholders as per reporting quarterly ongoing to June 30	Easter as it fell in 3 <sup>rd</sup> Quarter unlike 14/15 where Easter was in 4 <sup>th</sup> Quarter which explains the lower numbers for the 4 <sup>th</sup> Quarter comparison yet still achieving higher overall annual figures in 15/16 for both dams over the 14/15 annual numbers.  Revenue from Dip and Saleyards 4 <sup>th</sup> quarter - Dips - \$32,551.90 15/16 total - \$96,243.06 Sales - \$29,185.82 15/16 total - \$81,006.22

**SECTION PARKS AND RECREATION**

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

Initiatives/Special Projects					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review
Open Space Plan	Actively plan for appropriate open space within the region	Internal / External Stakeholders Community	EXC1 EXC1.1 EC1 EC1.1 EC1.2	Inform Consult Involve	Maintain/update 10 year capital plan ongoing to June 30	10 year capital plan revised and up to date
Parks and Open Space network	Service and develop Parks and Open Space network and recreation facilities to meet community expectations and enhance community wellbeing	Internal / External Stakeholders Community	EC3 EC3.1 EC3.2 INF1 INF1.1	Inform Consult Involve	Implement service schedules ongoing to June 30  Provide maintained playground to the appropriate Australian standard ongoing to June 30	All service schedules implemented, nil complaints for quarter regarding level of service.  Completed all action items identified in the 2015 August Playground Safety Audit.
Rail Trail networks	Service and maintain Rail Trail networks	Internal / External Stakeholders Community	EC3 EC3.1 EC3.2 INF1 INF1.1	Inform Consult Involve	Undertake annual inspection and schedule maintenance to address needs identified ongoing to June 30 Develop and implement Rail Trail between Murgon to Kingaroy ongoing to June 30	Completed milestone 1 & 2 reports as part of funding agreement with DSIP. Construction of 9 pedestrian bridges, weed removal, tree plantings, 6km bitumen completed during this quarter. Partnership with CTC for a Youth Skills program with 10 participants already finished and a further 10 participants underway on a second construction course.

**SECTION CEMETERIES**

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

Initiatives/Special Projects					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review
Regional cemetery and associated services	Deliver regional cemetery and associated services that meet current and future burial and remembrance needs.	External Stakeholders Community	EXC1 EXC1.1 INF1 INF1.1	Inform Consult	Maintain/update 10 year capital plan ongoing to June 30	95% completed an audit of Cemetery records, new maps currently being produced.  10 year capital plan revised and up to date.

**SECTION NRM & PARKS ADMINISTRATION**

**Mission:** To provide quality administration.

		Initiatives/Special Projects			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1 EXC1.1 EXC1.2	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Operations and Capital Budget finalised.
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1 EXC1.1 EXC1.2	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	Review of 10 year capital budget completed.



## **Planning and Land Management Branch Operational Plan 2015/16**

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



SECTION PLANNING SERVICES						
<b>Mission:</b> To assess development applications in a timely manner in accordance with the legislation in order to achieve long term sustainable development for the South Burnett region.						
Operating activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Community Engagement Level	Key Performance Indicator	4th Quarter Review
Development Applications	To manage the assessment of development applications across the South Burnett area	Internal/ External Stakeholders	GO2	Inform Consult	90% of development applications are to be assessed within the statutory timeframes	88% of applications processed within timeframe
Planning Enforcement	Investigate possible breaches of Planning Scheme	Internal/ External Stakeholders	GO2	Inform Consult	Respond to 90% of requests within 10 business days	100% of request responded to within 10 business days
New Planning Scheme for the South Burnett region.	Finalisation of the new Planning Scheme for the South Burnett region.	Internal/ External Stakeholders	EC1, GO1, GO2	Inform Consult	Receive Ministerial approval to proceed with Public Notification by July 2015 Complete public notification by October 2015 Adoption of Scheme by December 2015 Monitor implementation of new Planning Scheme to correct administrative errors and other omissions.	Received Ministerial approval to proceed with Public Notification, finalising public notification activities in accordance with the approved communication plan.



**SECTION PLANNING SERVICES**

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

Operating activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Community Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review	
Local Heritage Register	Preparation and adoption of local Heritage Register	Internal/ External Stakeholders	GO2, GO3	Inform Consult	Review of current heritage list completed by end August 2015 Draft report and place cards completed by end October 2015 Local Heritage Register adopted by January 2016	Place cards completed. Public Notification commenced mid-June and meetings with submitters on 14 and 15 July.	
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Quarterly budget review completed.	

**SECTION BUILDING SERVICES**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4th Quarter Review
Provide Council's Building Certification Service	Applications processed for new structures, additions, alterations and undertake compliance inspections	Internal/ External Stakeholders	GO2	Inform Consult	90% of development applications processed within statutory timeframes	98% of applications processed within statutory timeframe
Building Searches	Process search requests	Internal/ External Stakeholders	GO2, EXC6	Inform Consult	95% of buildings searches completed within 10 business days	98% of building searches completed within timeframe
Building Enforcement	Undertake enforcement activities when potential breaches are identified	Internal/ External Stakeholders	GO2	Inform	Respond to 90% of requests within 10 business days	Responded to 100% of request
Pool Safety Compliance	Provide pool safety inspection service as per the requirements of the QDC and QBCC	Internal/ External Stakeholders	GO2	Inform	100% of pool safety certificates and/or non-conformity notice issued as required by the QBCC Respond to complaints and immersion incidents within the statutory requirements	No request for certificates received No request to investigate immersion incidents received.

**SECTION PLUMBING AND DRAINAGE SERVICES**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4th Quarter Review
Compliance permits and certificates for plumbing and drainage works	Assessment of plumbing and drainage application Undertake plumbing installation inspections	Internal/ External Stakeholders	GO2	Inform Consult	90% of assessment of plumbing and drainage applications within statutory timeframes Undertake inspections in accordance with statutory timeframes by June 30	95% of applications assessed within statutory timeframe
Plumbing Enforcement	Undertake enforcement activities when potential breaches are identified	Internal/ External Stakeholders	GO2	Inform Consult	Respond to 90% of requests within 10 business days	No requests for enforcement undertaken
Audit of notifiable work	Undertake inspections based on available resources	Internal/ External Stakeholders	GO2	Inform	5% of notifiable works inspected for compliance based on list provided by State – Plumbing Application Service (PAS) and available resources	Received six notifiable work requests from PIC and compliance inspections undertake.
Administer register for HSTP and backflow prevention devices	Maintain register, forward notices and review of annual inspection reports by private plumbers	Internal/ External Stakeholders	GO2, ENV1	Inform	Undertake Annual Inspection Program by June 30	Inspection program completed. Reminder notices forwarded to land owners to rectify system faults.
Comprehensive trade waste audit program	Provide resource support to Infrastructure Department to conduct a comprehensive trade waste audit program	Internal Stakeholders	GO2, ENV1	Inform Consult Involve Collaborate	Provide resource support to Infrastructure Department to conduct a comprehensive trade waste audit program by June 30	Audit programme has ceased until additional resources become available.



## Social & Corporate Performance Operational Plan 2015/16

**Mission:** To provide effective social, corporate and administrative services to and on behalf of the organisation  
**Officer Responsible:** Manager Social Corporate Performance  
**Responsibilities:** Branch Administration, Mayor and Councillors, Strategic Planning and Performance, Legal Services, Media, Communications, Community Engagement, Marketing, Promotions, Civic Receptions, Corporate Events, Customer Contact, Arts, Community and Sports Development.



**SECTION CORPORATE GOVERNANCE**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review
Promote and support good governance activities.	To provide management and administration support to promote and support governance branch activities.	Internal /External Stakeholders Community	EXC4	Inform Consult Involve Collaborate	100% compliance with the relevant legislation for the administration of governance functions as at June 30	On target – on going
Organisational performance	To assist Council in planning the future direction of the organisation and in monitoring organisational performance against plan outcomes, outputs and actions.	Internal / External Stakeholders Community	EXC4	Inform Consult Involve Collaborate	Development and adoption of the Corporate Plan 2014-18 by August 30 Development and adoption of the operational plan 2016-17 by June 30 Quarterly review Council reports for Operational Plan 2015-16 by June 30 Development and adoption of the Annual Report 2014-15 by November 30	Completed  Completed – 15 June  On target – tasked for review – report will be tabled Council meeting 20 July Completed
Relevant legislative requirements and legal services	Compliance with relevant legislative requirements and coordinate legal services within budget allocations	Internal / External Stakeholders Community	EXC4	Inform Consult Involve Collaborate	100% review and update of Register of Delegations by September 30 100% review and update of Local Laws by June 30	Completed  Commenced – Steering committee established and stage 1 commenced – Planning Land Management to progress Local Laws Review as insufficient capacity with Governance for 2015-16 on a priority basis.

**SECTION CORPORATE GOVERNANCE**

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

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review	
Communication	To deliver quality media, communication, community engagement, marketing, promotions, to and on behalf of Council	Internal / External Stakeholders Community	EC1	Inform Consult Involve Collaborate	Develop and implement a Council organisational-wide communication strategy with supporting policy, procedures and tools by June 30	Draft Social Media policy and procedures developed Community Engagement policy reviewed in draft. Strategy has been included in Operational Plan 2016-17	
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Deliver advertising as per advertising schedule within budget by June 30  Develop and implement a media protocol by September 30	Delivery as per advertising schedule – within budget – on target  Media protocol in draft – to be included in communication strategy Operational Plan 2016-17	

SECTION INTERNAL AUDIT						
Mission: To assist Council in continuous improvement and internal control						
Significant activities and services						
Performance Measurement			Significant activities and services			
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review
Internal audit engagements for significant strategic and operational risk.	To assist Council in continuous improvement by conducting internal audit engagements for significant strategic and operational risk	Internal/ External Stakeholders	EXC4	Inform Consult Involve Collaborate	100% Audit Plan activities completed as per schedule for 2015-16 as at June 30	Finalised Deferred Audit from 14-15 Procurement Management. 15-16 001 Cash Receipt handling Audit completed 15-16 002 Saleyards Audit completed 15-16 003 Infrastructure Charges Audit in progress
Internal control and risk management functions	To assist Council in obtaining assurance that internal control and risk management functions are operating effectively by reviewing the integrity of financial documents, monitoring internal audit and risk management functions and overseeing the effectiveness and objectivity of internal audit and risk management	Internal/ External Stakeholders Internal Audit Committee	EXC4	Inform Consult Involve Collaborate	Audit Plan 2015-18 meets organisational requirements – Internal Audit Committee review and approval completed by June 30 Auditor General's report reviewed to meet statutory requirement of adopting Annual Report 2014-15 by 31 December 2015 Administration of the Internal Audit Committee as per Management Advisory Committee Guidelines as at June 30	3 Year Audit plan reviewed and approved by Audit Committee.  Special Committee meeting held to adopt financial statements for 14-15.  Meeting regularly as per schedule – on target

**SECTION RISK MANAGEMENT**

**Mission:** To assist Council in continuous improvement and risk management

		Significant activities and services			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4th Quarter Review
Enterprise Risk Management	To assist Council in the implementation and management of Enterprise Risk Management through the identification, assessment and treatment of Council's strategic, operational and new project risks.	Internal / External Stakeholders	EXC4	Inform Consult Involve Collaborate	Risk Register developed for Operational Plan 2015-16 by October 2015	Meetings with responsible Managers scheduled to update risk registers starting 16 October to finish mid-November – completed  Risk Register in place – High and Extreme risks identified and managed by Leadership Management Team with review and sign off by CEO quarterly
					Risk Register developed for Corporate Plan 2014-18 by December 2015	Workshop to identify risks with Corporate plan held - Risk Register being developed.



**SECTION MAYOR AND COUNCILLORS**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review
Quality advise and support services	To provide quality advise and support services to the Mayor and Councillors	Mayor and Councillors	EXC4	Inform Consult Involve Collaborate	Develop and implement an assessment tool to measure quality of administrative support provided by June 30.  Develop and deliver an comprehensive induction post 2016 Election for all elected representatives by May 31	Protocol Document draft developed and provided to C&SP supervisors for feedback. Revision undertaken based on feedback and draft prepared for internal consultation.  On target

**SECTION COMMUNITY AND SPORT DEVELOPMENT**

**Mission:** To facilitate and support community and sport development in conjunction with the delivery of civic receptions and corporate events.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4th Quarter Review
Facilitate and support community development	To facilitate and support community development through effective delivery of the grants and donation program	Community	EC2 EC3	Inform Consult Involve Collaborate	Mayors Community Benefit Fund administered \$30,000 in grants complying with policy and procedures by June 30	<p>MCBF round 5 (3/8/15 to 31/8/15) applications were assessed on the 8/9/15 funding of \$15,455 was allocated.</p> <p>MCBF Round 6 (1/10/16-30/10/16) 4 applications were received with a requested total of \$9,850.00 Committee approved \$5,545.00</p> <p>MCBF Round 7 (1/12/15 -15/1/16) 15 applications were received with a requested total of \$120,935.50. Committee approved \$18,947.00.</p> <p>MCBF Round 8 (8/2/16-4/3-16) 3 applications were received with a requested total of \$26,000. Committee approved \$0.00.</p> <p>MCBF Round 1 16/17 will open Monday 4 July 2016 and will close Friday 22 July 2016. There is \$10,000 allocated to this round.</p>

**SECTION COMMUNITY AND SPORT DEVELOPMENT**

**Mission:** To facilitate and support community and sport development in conjunction with the delivery of civic receptions and corporate events.

Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review
					SBRC Grants and Donations program – two (2) rounds administered complying with policy and procedures within budget by June 30	Community assistance annualised recipients have received payments as adopted in budget at community presentation 16/9/15. Round 1 (3/8/15 to 31/8/15) applications were assessed on 9/9/15 funding of \$14,000 was granted. 11 Elite Performance applications have been approved to date totalling of \$5,200.  Community Assistance Round 2 opens 1 February 2016 and closes 29 February 2016. 4 Elite performance applications were received and processed.  Community Assistance Round 2 (1/2/16-29/2/16).  16 applications were received with a requested total of \$39,523.95.  The committee met on the 10/3/16 and approved \$11,842.77.

<b>SECTION COMMUNITY AND SPORT DEVELOPMENT</b>						
<b>Mission:</b> To facilitate and support community and sport development in conjunction with the delivery of civic receptions and corporate events.						
Significant activities and services			Performance Measurement			
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review
					Regional Arts Development Fund – three (3) rounds administered complying with policy and procedures, within budget by June 30	<p>Council has received \$21,000 from Arts Qld for 2015-16. Council's contribution of \$14,000 plus 2014-15 surplus \$4,422. Total 2015-16 budget \$39,422. 3 applications were received for Round 1 totalling \$19,965. 1 application was approved for \$14,980. 1 Quick response application was received and approved to the value of \$2,067.</p> <p>2 applications were received for Round 2 totalling \$7970 and assessed 24 November 2015.</p> <p>RADF committee planning workshop (Forms, guidelines etc) was held.</p> <p>RADF Round 3 (1/2/16 -4/3/16)</p> <p>5 applications were received with a requested total of \$11,619.00. The committee approved 2 applications totalling \$2,470.00.</p> <p>RADF Round 4 (1/4/16-13/5/16)</p> <p>5 applications were received with a requested total of \$8,845.00. The committee approved 4 applications totalling \$6,619.00.</p> <p><b>1 quick response application was received and approved for \$2,700.00.</b></p>

SECTION COMMUNITY AND SPORT DEVELOPMENT						
Mission: To facilitate and support community and sport development in conjunction with the delivery of civic receptions and corporate events.						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review
Facilitate and support sport development	To provide facilitate and support sport development	Community	EC3	Inform Consult Involve	Two (2) information / education sessions delivered to the sports community in partnership with agencies by June 30 Action plan developed addressing the recommendations from the Sports club survey 2014-15 by October 2015 Representation at 75% of the Wide Bay Burnett Regional Recreation and Sport Steering Committee meetings providing regional update by June 30	State Government (Sport & Rec) in partnership with Council offered a free workshop "Developing your budget for South Burnett sporting organisations" in November; due to lack of participation this workshop was cancelled. On-going 8 October 2015 Hervey Bay
Quality civic receptions and corporate events	To deliver quality civic receptions and corporate events, to and behalf of Council	Community Internal Stakeholders	EC1 EC2 EC3	Inform Consult Involve	100% successful delivery of the SBRC Community and Corporate Events Calendar by June 30 Delivery of arts culture events as supported by the Art Culture Heritage Advisory Committee and within the allocation for the 2015-16 budget.	24 July - #Save our Hospital campaign breakfast 21 August - Mayors Breakfast 11 September - MCBF Golf Day 16 September - Community Assistance Presentation 17 September - 25yrs recognition Police Consultative Committee 7 October Safer Families, better community campaign LGAQ 17 October Murgon Swimming Pool Upgrade Opening 27 October MCBF Round 5 presentation Dr Ellen Kent Forecourt

**SECTION COMMUNITY AND SPORT DEVELOPMENT**

**Mission:** To facilitate and support community and sport development in conjunction with the delivery of civic receptions and corporate events.

Function		Significant activities and services			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review
						Kingaroy 30 October Naming of Dalton Place Wooroolin 17 November Mayors Breakfast Kumbia 30 November Blackbutt Food/Wind & Art night. 4 December Mayors Charity Golf Day 11 December Mayors Community Christmas Luncheon 18 December SBRC Staff Xmas Break-up 25 January 2016 Australia Day Awards 25 April 2016 ANZAC Day ceremonies 29 April Mayors Breakfast (Relay for Life) 27-29 May Heritage Bank Nanango Film Festival 8 June Drought Relief Farm Fest Trip

**SECTION CUSTOMER CONTACT**

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

		Significant activities and services			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4th Quarter Review
Quality front line customer service	To provide quality front line customer service at the Customer Service Centres and through the Call Centre.	Community External and Internal Stakeholders	EXC6	Inform Consult Involve	80% of calls answered by Customer Contact and less than 3% of unanswered calls are abandoned annually as at June 30 100% compliance with the maintenance schedule for the Customer Contact Information database (HARRY) by June 30  Develop a Customer Contact Charter and internal service level agreement by June 30	Calls Answered July – 98% August 96% September 98% October – 96% November 86% December - 96% January 95% February 94% March 96% April 97% May 96% June 95%  HARRY updated on regular basis 55% Draft Completed for Charter & Service Level Agreement
Self service facilities and agents functions	To provide the community with self service facilities and agents functions for Centrelink, QGAP and ECU at the Blackburn Customer	Community External Stakeholders	EXC6	Inform Consult	100% of services delivered in accordance with Centrelink agent agreement by June 30 100% of services delivered in	100% Service Delivery  100% Service Delivery

**SECTION CUSTOMER CONTACT**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4th Quarter Review
	Service Centre.				accordance with QGAP agent agreement by June 30 100% of services delivered in accordance with ECU agent agreement by June 30	100% Service Delivery





## **Finance Department – Plant & Fleet/Business System Management Operational Plan 2015/16**

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



**SECTION PLANT AND FLEET MANAGEMENT**

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

Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review
Workshops	Maintenance of Council Plant & Fleet	Internal Stakeholders	EXC1, EXC6	Inform Consult Involve	Council fleet serviced within reasonable time of receiving plant given priority requirements of plant and fleet as at June 30	All plant repaired internally where possible, parts sourced within time constraints of suppliers, repairs for minor plant and executive vehicles outsourced.
Plant & Fleet	Management of Council's fleet including purchases and disposals. Ensure that surplus plant and fleet are forwarded to auction for sale	Internal Stakeholders	EXC1	Inform Consult Involve	Adhere to and monitor the fleet replacement program throughout 2015-16  Report on surplus fleet items sold at auction ongoing to June 30  Annual Plant and Fleet purchases as per operational requirements to June 30	The capital purchase program has been completed. Some plant to be received and paid in the new financial year. Carryover funds to be finalised. Optimal sale price is achieved through auction.  All plant and fleet purchases are fit for purpose and to user specifications.
Plant & Fleet Hire Rates	Hire rates updated annually	Internal Stakeholders, Private Works Contracts	EXC1	Inform Consult Involve	Review 2015-16 hire rates by 30 June	Hire rates reviewed for 2016 Financial Year.
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually.	10 year plan developed - determined based on age, usage, future service requirements and funding capacity.

**SECTION PLANT AND FLEET MANAGEMENT**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations  Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	2017 Fleet Operations budget prepared and adopted as part of the overall operational and capital budget.  Budgets monitored regularly including plant and fleet utilisation. Ongoing.

**SECTION BUSINESS SYSTEM MANAGEMENT**

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

		Operating activities and services			Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4th Quarter Review
System Management	To ensure Council's business systems are compliant with the relevant legalisation and meet the needs of the organisations.	Internal / External Stakeholders Community	EXC2, EXC5	Inform Consult Engage	100% compliant with <b>Public Records Act</b> -continuous to 30 June 2015  Tech One business system modules developed and integrated as per schedule by June 30	Ongoing work toward compliance with Information Standard 31 and 40. Good results achieved to date.  Ongoing development of modules in conjunction with T1 Users. SAM, Ci anywhere and Mobility modules being worked on. Grants and ECR being used.
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders		Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure  Quarterly Budget Reviews	2017 Budget prepared and adopted. Budgets monitored at minimum quarterly. Capex budget monitored as required.  4th quarter review done.



## **Finance Branch Operational Plan 2015/16**

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



**SECTION BRANCH ADMINISTRATION**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4th Quarter Review
Cash Management	Effectively manage Council's Cash Assets and Debt portfolio by maximising returns and minimising financial risk	Internal Stakeholders	EXC1	Inform Consult	Cash managed in accordance with 2015-16 Investment Policy including Debt portfolio in accordance with 2015-16 Debt Policy to be able to secure long term financial funding Annual debt service payment is made by 15 September 2015	Completed - Investment Policy and Debt Policy 2016 adopted by Council -29 June Budget Meeting Completed - Annual debt service amounting to \$4.1M settled 15 September -Scheduled \$2.7 million borrowing for 2015-16 – Bridge Replacements was drawn down on the 2 <sup>nd</sup> June
Trust Fund Management	Effectively manage monies held in trust	Internal / External Stakeholders	EXC1	Inform Consult	Monies held in trust reconciled to general ledger on a quarterly basis	Trust Fund Reconciliation on going; Trust- bank reconciliation completed on a monthly basis
Regulatory Returns	Preparation of various statutory returns. Some examples include Annual FBT, Monthly BAS Returns, Payroll Tax and ASIC Returns	External Stakeholders	EXC5	Inform Consult	Completed in accordance with following statutory timeframes Annual 2015-16 FBT – April 2016 Monthly BAS Returns – every 21st day of the month for the 2015-16 financial year Payroll Tax 7th day of the month for the 2015-16 financial year ASIC returns lodged for the 2014-15 financial year by 31 December 2015	BAS Returns for July, August, September, October, November, December 2015, January 2016 completed; February 2016 completed; March 2016 completed; April 2016 completed; May 2016 completed; June 2016 completed Payroll tax settled for July, August, September, October, November, December 2015, January, February, March, April, May ; June 2016 Castra and KPH financial audit

**SECTION BRANCH ADMINISTRATION**

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

Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review
Maintain Finance Registers	Investment Register Bonds and Guarantees Register Expressions of Interest, Quotes and Tenders Register Fees and Charges Register		EXC5	Inform Consult	<p>Castra and KPH return lodged for the 2014-15 financial year by 31 Oct 2015</p> <p>Investment Register – completed within 7 days of investing surplus funds</p> <p>Bonds and Guarantees Register – completed within 7 days of a bond or guarantee being released or received</p> <p>Expressions of Interest, Quotes and Tenders Register – updated monthly</p> <p>Fees and Charges Register – adopted by 1 July 2015</p> <p>Contracts Register updated on Council's website within 7 days of contracts being let</p>	<p>completed and ASIC returns lodged by external auditors in November 2015</p> <p>Investment Register updated as of March 2016</p> <p>Bonds and Guarantees Register still for implementation.</p> <p>EOI/Quotes and Tender Register updated regularly</p> <p>Completed - Fees and Charges adopted by Council last 29 June- Budget meeting, Fees &amp; Charges for 2017 distributed for review and finalised together with the 16/17 Budget</p> <p>Contracts register updated as of 31 March 2016</p>

<b>SECTION RATES</b>						
<b>Mission:</b> To levy rates in accordance with Council policy.						
<b>Significant activities and services</b>						
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Performance Measurement</b>	
					<b>Key Performance Indicator</b>	<b>4<sup>th</sup> Quarter Review</b>
Rates Notices	Rates notices levied quarterly by Council	External Stakeholders	EXC1; EXC2	Inform	Rates (including supplementary rates) and associated charges levied on a quarterly basis	1st Quarter Rates Notice released on 29 July with discount period until 02 September. 2nd Quarter Rates Notice released on 27 October with discount period until 01 December 3rd Quarter Rates Notice released on 27 January with discount period until 01 March 4 <sup>th</sup> Quarter Rates Notice released on 19 April with discount period until 24 May
Accounts Receivable	Management of accounts receivable, and control of the effective recovery of outstanding debts	Internal Stakeholders	EXC2	Inform Consult	Review aging schedule of rates debtors outstanding and general ledger reconciliation on a quarterly basis	Rates register reconciliation finalised in September 2015. Rates register for 2015-16 reconciled on a monthly basis
Rescue & Evacuation / Rural Fire Levy	Distribute funds received for the purpose of sponsoring South Burnett region: - airborne emergency rescue & evacuation transport providers - the rural fire service providers	External Stakeholders Community	EXC5	Inform Consult	Funds collected are distributed to sponsor the airborne emergency rescue & evacuation transport providers on a quarterly basis	Fire Levy remittances are up to date



**SECTION FINANCE OPERATIONS**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review
Accounts Payable	Management of accounts payable	Internal/ External Stakeholders	EXC2	Inform Consult Involve Collaborate	90% of invoices paid within payment terms Creditors reconciled with general ledger on a monthly basis	2014-15 Creditors are reconciled as of 30 August 2015; 2015-16 Creditors are reconciled on a monthly basis; Invoices are paid within payment terms
Sundry Debtors	Management of sundry debtors, and control of the effective recovery of outstanding debts	Internal/ External Stakeholders	EXC2	Inform Consult Involve Collaborate	Review of overdue sundry debtors, which are greater than 90 days on a quarterly basis Reconciliation of sundry debtors with general ledger on a monthly basis	Reconciliation of sundry debtors with general ledger finalised in August 2015 and monthly reconciliation done. Statements of accounts are being sent to sundry debtors whose accounts have been reconciled.
Bank Reconciliation	Monitoring of cash receipts and disbursements	Internal Stakeholders	EXC2	Inform Consult Involve Collaborate	Daily matching of cash receipts and disbursements vs bank deposits and payments Reconciliation of cash – general ledger balance vs bank statement balance on a monthly basis	2015-16 Bank reconciliation for July; August; September; October; November; December 2015 and January ; February; March; April and May 2016 are completed. Matching of cash receipts and disbursements vs bank deposits and payments done on a daily basis ECR went live on 1 June 2016 ; Bank Reconciliation is now based on ECR

**SECTION FINANCE OPERATIONS**

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

		Significant activities and services			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review
Insurance services	Annual insurance renewal and management of claims	Internal/ External Stakeholders	EXC5	Inform Consult Involve Collaborate	Ensure that the brokers are appointed by June 2015. Appropriate levels of insurance by 1 July 2015. 80% of claims actioned and referred to internal departments.	Completed - Insurance for council assets are in place and completed June 2015; Preparation for insurance renewal for 2016-17 on going Public Liability Insurance policy for 2016-17 was received from LGM Assets.

<b>SECTION PROCUREMENT</b>		<b>Significant activities and services</b>				<b>Performance Measurement</b>	
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>4<sup>th</sup> Quarter Review</b>	
Procurement	Coordinate tendering processes Monitor procurement transactions	Internal/ External Stakeholders	EXC4	Inform Consult Involve Collaborate	Report completed tenders on a quarterly basis  Report non-compliant procurement transactions on a quarterly basis	Completed tenders reflected on the tender register published in Council's website  Exception reports have been developed and monitoring of non-compliant procurement transactions has commenced in June 2016	
Stores	To provide inventory items which have been efficiently procured and ensuring items are available as required.  Purchasing arrangements ensure that best value for money is obtained.	Internal Stakeholders	EXC2	Inform Consult Involve Collaborate	95% of standard stock items available or accessible on a quarterly basis Ensure 3 quotes are obtained when bulk purchasing is carried out Report Stock Turnover ratio, Percentage of obsolescence annually	Standard stock items are available  Monitoring report still to be developed in consultation with Business System Officer  Stores personnel are conducting review of stock items and monitoring obsolescence  Annual stock take completed: Kingaroy- 20 June; Wondai- 21 June; Nanarngo – 22 June	

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

**SECTION FINANCIAL PLANNING/REPORTING**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4th Quarter Review
Budget Planning	Budget 2015- 2016 finalised within statutory timeframes	Internal Stakeholders Community	EXC1	Inform Consult Involve Collaborate Empower	2015-16 Budget prepared and adopted by Council within statutory and organisational timeframes	Completed – 2015-16 Budget adopted by Council on 29 June
Budget Management	Ongoing monitoring of operational and capital budgets	Internal Stakeholders Community	EXC1	Inform Consult Involve Collaborate Empower	Regular periodic (current – 3 weekly) reporting to Council  Budget reviewed and revised on a quarterly basis	July, August, September, October, November and December 2015; January, February, March, April 2016 Periodic reports to Council completed 1 <sup>st</sup> Quarter Operating Budget Review and Capital Budget Review completed and adopted by Council 2 <sup>nd</sup> Quarter Budget review completed and adopted by Council 13 January general meeting 3 <sup>rd</sup> Quarter Budget review completed and adopted by Council 20 April general meeting 4 <sup>th</sup> Quarter Budget review completed and adopted by Council 15 June general meeting

<b>SECTION FINANCIAL PLANNING/REPORTING</b>						
<b>Mission:</b> To provide excellent financial services and professional advice to enable our organisation to achieve its goals.						
<b>Significant activities and services</b>				<b>Performance Measurement</b>		
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>4<sup>th</sup> Quarter Review</b>
Long Term Financial Forecast	Long Term Financial Forecast 2015-16 as per LG Regulation 2012	Internal Stakeholders Community	EXC1	Inform Consult Involve Collaborate	Long Term Financial Forecast 2015-16 adopted by Council within statutory timeframes	Completed – Long term financial forecast adopted by Council on 29 June  Long term financial plan was audited by QAO under the Long Term Sustainability Audit conducted in February 2016. Council was not chosen by QAO for further and detailed audit of the Long term financial plan
Financial Statements for 2014 - 2015	Annual Financial Statements for 2014-15 prepared, with unqualified audit report by Queensland Audit Office	Internal/ External Stakeholders	EXC1; EXC2; EXC4; EXC5	Inform Consult Involve Collaborate	Unqualified Audit Certificate from Queensland Audit Office	Completed. SBRC Financial Statements for 2014-15 were certified by Queensland Audit Office (QAO) on the 30 <sup>th</sup> October. Council was able to meet the statutory deadline for QAO certification.  Received an unqualified audit certificate for the FY 2014-15 transactions.
External Audit	Ensure adequate planning and coordination of, and timely finalisation of the external audit	Internal/ External Stakeholders	EXC1; EXC2; EXC4; EXC5	Inform Consult Involve Collaborate	2014/15 Statements presented to QAO by 31 October 2015	Completed. SBRC Financial Statements for 2014-15 were certified by Queensland Audit Office (QAO) on 30 October. Council was able to meet the statutory deadline for QAO certification.  Received an unqualified audit certificate for the FY 2014-15 transactions.

**SECTION FINANCIAL PLANNING/REPORTING**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review
Financial Assistance Grant Return	Financial Assistance Grant Return completed and forwarded to Queensland Local Government Grants Commission	Internal/ External Stakeholders	EXC5	Inform Consult Involve Collaborate	FAG Return accurately completed by 21 November 2015	Completed. FAG return submitted on 12 November

**SECTION ASSET MANAGEMENT**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4th Quarter Review
Asset Management Plans	Develop asset management plans	Internal Stakeholders	EXC1	Inform Consult Involve Collaborate Empower	Asset Management Plans reviewed and communicated to the organisation by 30 June 2016	-Asset Management Coordinator commenced 14 September 2015; Review of AMP to commence upon completion of financial audit -Presented to the Leadership Team the Scoping and Implementation plan for Asset GIS project Asset Management Working Group (AMWG) structure presented to Leadership Team in February 2016 AMWG reconvened in March 2016 AM Sub-working groups commenced meetings in May 2016 Asset Management Team coordinating with LGIS regarding the revisit of the existing Management Plans – meeting to be held in June 2016
Annual Asset Valuations	Undertake a review of asset values in all asset classes	Internal Stakeholders	EXC1	Inform Consult Involve Collaborate	Valuations in place by 31 July 2015	Completed – asset valuations provided by APV and recognised in the financial statements 2014/15 - Valuations for 2015/16 reviewed and finalised : Land; Buildings (comprehensive); Water & Waste Water (Desk Top); Roads (2 <sup>nd</sup> 33% completed; final 33% for completion 2016/17)

**SECTION ASSET MANAGEMENT**

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

		Significant activities and services			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review
Asset Register	Ongoing maintenance of asset register including depreciation, WIP, asset take up, sales and revaluations.	Internal Stakeholders	EXC1; EXC2	Inform Consult Involve Collaborate Empower	Asset Register up to date at 30 June 2016	- Valuations for 2015/16 targeted to be uploaded in Techone by 15 July 2016  Asset Management Coordinator commenced 14 September; Asset GIS Officer commenced 28 September; Asset Management Accountant commenced 06 October. The Asset Team is tasked to ensure the accuracy and correctness of the Asset Register and currently undertaking review and updating of the asset register  WIP Capitalisation on going. Estimated WIP Capitalisation by 30 June 2016= \$30M
Annual CapEx Budget	Capital works budget 2015-16 developed for budget planning	Internal Stakeholders	EXC1	Inform Consult Involve Collaborate Empower	CapEx Budget 2015-16 prepared and adopted by Council within statutory and organisational timeframes	Completed – Capex Budget 2015/16 adopted by Council on 29 June



**SECTION ASSET MANAGEMENT**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Periodic Capex report presented to Council in September ; October; November; December 1 <sup>st</sup> Quarterly Capex Budget Review completed and adopted by Council 2 <sup>nd</sup> Quarter Capex Budget review adopted by Council– 13 January 2016 general meeting 3 <sup>rd</sup> Quarter Capex Budget review was on-going 4 <sup>th</sup> Quarter Capex Budget review adopted by Council – 15 June 2016



## Information Services Branch Operational Plan 2015/16

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



**SECTION INFORMATION & COMMUNICATION TECHNOLOGY**

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

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4th Quarter Review	
ICT Support Services	Helpdesk - provide monitoring and resolution of ICT system related problems	Internal Stakeholders	EXC2	Inform Consult	Support requests are dealt with within acceptable timeframes	Helpdesk requests responded to within suitable timeframes	
Computer systems replacement and allocation	Provision of computer hardware and software – User level	Internal Stakeholders	EXC2	Inform Consult	Hardware meets minimum software requirements	Tablets delivered and testing is in progress to meet Techone requirements.	
Communications	Mobile phones Internet VoIP Phone system Email	Internal Stakeholders	EXC2	Inform Consult Involve	Handsets provided are functional and compliant with Mobile device Management Software 4hr maximum downtime on council controllable faults Email outages resolved ASAP with no more than 4hr outage on council controllable faults	Ongoing and compliant Major outage resolved within a 4hour timeframe	
IT Infrastructure Network	Wan network switches, routing and firewall	Internal Stakeholders	EXC6	Inform Consult	4hr maximum downtime on council controllable faults	No faults recorder that has impacted on operations in excess of 4 hrs – (Microwave network side)	

**SECTION INFORMATION & COMMUNICATION TECHNOLOGY**

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

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review	
Infrastructure Server Storage	Updates, upgrades, lifetime cycles and capacities	Internal Stakeholders	EXC6	Inform	4hr maximum downtime on council controllable faults	UPS failure recorded ,repaired within the 4 hrs	
External Security	Antivirus, firewall security threats	Internal Stakeholders	EXC2	Inform	Security threats addressed immediately and devices removed from SBRC corporate network that are classed as high threat.	Compliant Phone system intrusion identified and resolved	
Corporate application support and licensing	System uptime, fault recovery and monitoring Application Licensing	Internal Stakeholders	EXC1	Inform	License agreement criteria complied with. True up values addressed at each renewal cycle and license amounts are not exceeded.	Completed and true up figures submitted to Microsoft. A list of additional license requirement being maintained for next FY	
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	Created and capital items being accounted for	
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Completed Budgets spend and project planning progress in line with FY.	

**SECTION GEOTECHNICAL INFORMATION SYSTEMS (GIS)**

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

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review	
GIS Support desk	Helpdesk	Internal Stakeholders	EXC6	Inform Consult	Support requests are dealt with within acceptable timeframes	Ongoing	
Development of GIS solutions for data accumulation and usability	GBM mobile, custom forms and investigation of mobile solutions.	Internal Stakeholders	EXC6	Inform Consult	Suitable solution that effectively accumulates new information	Technical component and hardware platform confirmed. Tablet development and testing is place. Stage 1 Telstra GWIP install commissioned. Stage 2 in progress	
Web presence and development	Intramaps public – SBRC GIS data available to the public.	Community Internal Stakeholders	EXC6	Inform Consult	Software investigated by December 2015 Software purchased and deployment scheduled by March 2016	Pricing sourced – budget unavailable Postponed until next financial year	



## Infrastructure Department Operational Plan 2015/16

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



**SECTION DEPARTMENT MANAGEMENT**

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

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review	
Organisational Structure for Infrastructure Department	Maintain organisational structure to meet current and future needs	Internal Stakeholders	EXC3	Inform Consult	Structure reviewed quarterly to ensure effective and efficient and >95% of positions within the approved structure are resourced to maintain service delivery	Achieved	
Quality Management System	Documented department procedures and standards	Internal Stakeholders	EXC2 INF1	Inform Consult	Department procedures and standards documented as part of Quality Management System and ISO9001 certification maintained	External audit completed in June 2016 and certification maintained.	
Asset Management Plans	Maintain Asset Management Plans for all infrastructure assets	Internal Stakeholders	INF1	Inform Consult	Asset Management Plans provide budgeting and decision making process for asset renewal, replacement and new works	Basic plans only; these require review and further advancement. Data collection for road assets complete for this year. Planning for stormwater commenced.	
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1 INF1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	2016/17 Budget Adopted	
Infrastructure Funding	Sustainability of existing assets maintained	Internal Stakeholders	EXC1 INF1	Inform Consult	>80% of funding budgeted annually for asset renewals and replacements as per AMP's	Well over target at present due to backlog of infrastructure renewals.	

**SECTION DEPARTMENT MANAGEMENT**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review
Project Management	Maintain Project Management Framework	Internal Stakeholders	EXC2 INF1	Inform Consult	Project management plans, controls and reporting implemented and reviewed every 6 weeks by Project Control Group	Achieved
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1 INF1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Complete Undertaken at least monthly by Managers and Coordinators. Third quarter review complete.



**SECTION DISASTER MANAGEMENT**

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

		Significant activities and services			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4th Quarter Review
Disaster Management	Maintain an effective Disaster Management framework	Internal Stakeholders, Qld Fire and Emergency Services	EC4	Inform Consult	Quarterly Local Disaster Management Group Meetings Annual exercise with all agencies DM plan and sub-plans maintained	Achieved. Desktop exercise with Cherbourg planned for August 2016 and exercise set-up of Disaster Coordination Centre planned for September 2016.
State Emergency Service	Assistance with the provision of operational resources	SES Groups, Qld Fire and Emergency Services	EC4	Inform Consult	State Emergency Service groups across the region are adequately operational within budget allocations	Regular assistance provided to maintain preparedness.



## **Design & Technical Services Operational Plan 2015/16**

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



**SECTION INFRASTRUCTURE PLANNING & DESIGN SERVICES**

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

		Significant activities and services				Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review	
Infrastructure Planning	Assist with strategic planning for future infrastructure	Internal Stakeholders	INF1	Inform Consult	Concept planning, preliminary design and cost estimates provided in advance of project prioritisation and budgeting	Complete for 2016/17 considerations.	
Design	Provision of design services for the Infrastructure Department	Internal Stakeholders	INF1	Inform Consult	Detail design services completed >3 months prior to programmed timing of construction delivery	Designs for 2016/17 projects have been commenced.	
Surveying	Provision of surveying services for the Infrastructure Department	Internal Departments	INF1	Inform Consult	Surveying services completed to meet programmed timing of works	Meeting service levels required.	
Development application assessment and advice	Advice regarding infrastructure requirements for development applications	Applicants, Internal Stakeholders	GO2 INF1	Inform	Timely and professional engineering advice on development applications and operational works within SPA timeframes	Meeting service levels required.	
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1 INF1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	2016/17 budget prepared and adopted.	
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC2 INF1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Complete for 2016/17 Reviewed at least monthly internally by Manager. Third quarter review complete.	

**SECTION MATERIALS LABORATORY**

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

Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review
NATA Certification	Maintain NATA certification for materials laboratory functions	NATA	EXC2	Inform Consult	NATA audits completed successfully and certification maintained	External audit in December 2015 and certification maintained.
Materials Testing	Tests undertaken for Council operations	Internal Stakeholders	INF1	Inform	Tests analysed and reports provided to project Supervisors promptly	Meeting service levels required.
Private Works	Tests undertaken for client purposes	Customers	EXC2	Inform	Tests analysed and reports provided to customers promptly	Continuing to provide services to various external companies.



## **Roads & Drainage Operational Plan 2015/16**

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



**SECTION ROADS & DRAINAGE ADMINISTRATION**

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

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review	
Customer Service	Responses to customer requests	Community and Internal Stakeholders	EXC6	Inform	Responses to enquiries and requests for service within Customer Service Standards	Feedback continues to be provided to customers when requests received.	
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Expenditure is reviewed monthly for all capital programs and operational programs.	
Program Planning & Coordination	Continuous planning and coordination of works programs to align resources	Internal Stakeholders	INF1	Inform Consult	Works programs developed within one month of budget adoption to ensure effective utilisation of resources and delivery of budget	Development of the 2016/17 works program has commenced.	
Branch Meetings	Regular Coordinator and Supervisor meetings	Internal Stakeholders	EXC2	Inform Consult Involve	Coordinators and Supervisors monthly Branch 6 monthly	Meetings have been held with all capital and maintenance supervisors and all R&D technical and administrative staff.	
Asset Management	Asset Management Plan implementation	Internal Stakeholders	INF1	Inform Consult Involve	Asset Management Plans implemented into infrastructure operations and management	The scheduled bitumen reseals, gravel sheeting and pavement rehab has been completed for 2015/16.	

<b>SECTION CONSTRUCTION</b>		<b>Significant activities and services</b>					<b>Performance Measurement</b>	
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>4<sup>th</sup> Quarter Review</b>		
<b>Mission:</b> To deliver a construction program of new works, upgrading and renewals across the road and drainage networks								
Transport Infrastructure Development Scheme and R4R	Completion of Capital Works Program jointly funded by the Council and TMR	External / Internal Stakeholders	INF1	Inform Consult Involve	Capital works program completed as scheduled and within budget	TIDS projects substantially complete for the year. R4R project has commenced at Clark and Swendson Road intersection with Kingaroy Barkers Creek Road.		
Roads to Recovery Program	Completion of Capital Works Program funded by the Australian Government Roads to Recovery Program	External / Internal Stakeholders	INF1	Inform Consult Involve	Capital works program completed as scheduled and within budget	Final project construction nearing finalisation for 2015/16.		
Road and Drainage Program	Completion of Capital Works funded by General Revenue	Internal Stakeholders	INF1	Inform Consult Involve	Capital works program completed as scheduled and within budget	Complete.		
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1 INF1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	2016/17 Budget adopted.		

**SECTION MAINTENANCE**

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

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review	
General Maintenance Program	Deliver general maintenance program across the region	Internal Stakeholders	INF1	Inform Consult Involve	Delivery of the general maintenance program through efficient and effective use of materials and resources	Work continuing and expenditure on target.	
Heavy Maintenance Program	Deliver heavy maintenance program across the region	Internal Stakeholders	INF1	Inform Consult Involve	Delivery of the heavy maintenance program through efficient and effective use of materials and resources	Work continuing and expenditure on target.	



<b>SECTION CONTRACTS</b>						
<b>Mission:</b> To provide services across the State controlled road network on behalf of the Department of Transport and Main Roads						
<b>Significant activities and services</b>					<b>Performance Measurement</b>	
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>4th Quarter Review</b>
Road Maintenance Performance Contract (RMPC)	Undertake maintenance activities on the State road network for the Queensland Government Department of Transport and Main Roads	External Stakeholders	INF1	Inform Consult Involve	Completion of works to specification and in accordance with the RMPC contract	Contract value substantially expended with only routine items occurring such as slashing and safety requirements.
Queensland Transport and Roads Investment Program (QTRIP)	Completion of capital works funded by the Queensland Government Department of Transport and Main Roads	External Stakeholders	INF1	Inform Consult Involve	Completion of works to specification and in accordance with contracts	Complete.



## **Water & Wastewater Operational Plan 2015/16**

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



**SECTION WATER & WASTEWATER ADMINISTRATION**

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

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4th Quarter Review	
Customer Service	Responses to customer requests	Customers and Council	EXC6	Inform	Responses to enquiries and requests for service within Customer Service Standards	On track to meet overall CSS for the year.	
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve Collaborate	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Operational budget is on track and budgets are reviewed at least monthly.	
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Departments	EXC1 INF1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	Complete	
Program Planning & Coordination	Continuous planning and coordination of works programs to align resources	Internal Stakeholders	INF1	Inform Consult	Works programs developed within one month of budget adoption to ensure effective utilisation of resources and delivery of budget	Complete. Capital works program is progressing	
Branch Meetings	Regular Coordinator and Supervisor meetings	Internal Stakeholders	EXC2	Inform Consult Involve	Coordinators/Engineer monthly Coordinators and Supervisors quarterly Branch 6 monthly	Completed to date	

**SECTION WATER & WASTEWATER ADMINISTRATION**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review
Asset Management	Asset Management Plan implementation	Internal Stakeholders	INF1	Inform Consult	Asset Management Plans implemented into infrastructure operations and management	Progressing
Infrastructure Planning	Planning to determine future needs of water and wastewater systems	Internal Stakeholders	EXC1 INF1	Inform Consult	Future works and needs determined and budgeted for in long term financial plans	Ongoing. Updated for three year budget from 2016/17.

**SECTION RETICULATION**

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

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review	
Programmed Maintenance	Delivery of programmed maintenance in accordance with budget	Internal Stakeholders	INF1	Inform Consult	Decrease in reactive maintenance costs	Reactive maintenance has decreased by approximately 10% in reticulation	
Reactive Maintenance	Service sewer blockages and water main breaks	Internal Stakeholders	INF1	Inform Consult	Customer Service Standards met – 96% compliance	On track for compliance for 2015/16	
Capital Works	Completion of Capital Works Program	Internal Stakeholders	INF1	Inform Consult	Capital works program completed as scheduled and within budget	On track for completion for 2015/16	
Program Planning, Design and Coordination	Construction Design	Internal Stakeholders	INF1	Inform Consult	Construction program developed within one month of budget adoption Designs completed 3 months in advance of project commencement	Capital works program list developed and in progress by D&TS.	
New Connections	Service delivery of new connections	Applicants	EXC6	Inform Consult	All connections in accordance with Customer Service Standards timeframes	Achieved	

**SECTION TREATMENT & QUALITY**

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

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 <sup>th</sup> Quarter Review	
Capital Works Program	Completion of Capital Works Program	Internal Stakeholders	INF1	Inform Consult	Capital works program completed as scheduled and within budget	On track	
Legislative Compliance and Monitoring	Statutory reports of results and compliance	Queensland Government and Federal Government	ENV1 INF1	Inform	Statutory timeframes for reporting achieved	SWIMS, DEHP annual return and DWQMP amendment all delivered on time and approved by Regulator	
Treatment Plants, Reservoirs and Chlorination	Operate and manage facilities	Internal Stakeholders	EXC2 INF1	Inform Consult	Compliance with licence conditions 95% Water quality targets met	Not complying with all licence conditions for STPs due to aging infrastructure. Water quality on track.	
Dams and Weirs	Operate and manage dam and weir facilities within regulations	Queensland Government and Council	EXC2 INF1	Inform Consult	Compliance with Dam Safety Regulations	Achieved. EAP review complete.	
Recycled Water	Supply of recycled water to community and sporting groups	Community and sporting groups and Council	INF1	Inform Consult	Recycled water available within climatic restraints and licence conditions	Recycled water from STPs currently utilised in Wondai, Murgon and Kingaroy. Indirectly utilised in Nanango.	
Water Quality	Maintain water quality in accordance with relevant guidelines	Community and Council	EXC6 INF1	Inform	Compliance with public health requirements and requests responded to within Customer Service Standards timeframes	Achieved. Substantial improvement in Kingaroy with the commissioning of Gordonbrook water treatment plant.	

**Resolution:**

*Moved Cr GA Jones, seconded Cr RLA Heit.*

*That the Officer's Recommendation be adopted.*

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

**4.2.6 G - 1629717 - Advising requests for appointment of 2017 Special holidays must be submitted no later than 2 September 2016**

**Summary**

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

**Officer's Recommendation**

That Council apply for the Monday of the 2017 Royal National Exhibition, Brisbane as the 2017 Show Holiday for the South Burnett Regional Council area.

**Resolution:**

*Moved Cr TW Fleischfresser, seconded Cr RJ Frohloff.*

*That the Officer's Recommendation be adopted.*

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

**5. Portfolio - Roads & Drainage**

**5.1 Roads & Drainage Portfolio Report**

**Summary**

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

**Officer's Recommendation**

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

**Resolution:**

*Moved Cr GA Jones, seconded Cr KA Duff.*

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

### **Capital Works**

- *The stormwater main project in Coulson Street, Blackbutt is nearing completion. The only section left to do is between Sutton and Pine Streets along the southern side. This section is straight forward as it off the Highway and is relatively shallow.*
- *The reconstruction of Pine Street between the Medical Centre and the Police Station from Coulson Street to Fern Street is progressing well. The concrete footpath in front of the Medical centre is about midway completed.*
- *The Blackbutt Crows Nest project has now had the clearing, drainage and earthworks completed for its full length and a run course of gravel has been laid. We are suspending works for a few weeks so as to repair badly worn shoulders on the single lane section to the west of the project. We still need to fully gravel and seal the projects which will still take several weeks.*
- *Earthworks for the Clark Swendson Road project is completed and we are due to commence installing the scour protection along the diversion drain around Swickers and beside the floodway. The next major phase will be the installation of the concrete surface over the floodway constructed as well as complete the gravelling and sealing of the rest of that project. We will substantially complete Clark Swendson roadworks before commencing the project along Kingaroy Barkers Creek Road.*

### **Grader Maintenance**

- *Grader maintenance works are programmed for the Glan Devon, Johnstown, Inverlaw, Hivesville and Mt McEwan localities over the next few weeks. We should have a grader crew in the northern Boondooma locality by the end of this month.*

### **Survey & Design**

*Survey and design for the following projects has either commenced or in the process of being completed and on the program for construction:*

- *Mt Wooroolin Rising Main, Kingaroy – A further identification survey is being undertaken to confirm a preferred alignment between Mt Wooroolin and the Haly St pump station.*
- *Stonelands Rd Bridge, Stonelands – This project involves the replacement of the timber bridge with twin large box culverts (3600x3600). An environmental assessment report has been completed and is currently being reviewed for impact on the project.*
- *Mundubbera Durong Rd, Durong – This project has been designed and a meeting between the divisional councillor and the Durong State School has been organised.*
- *Kumbia Rd, Kumbia – This design has been drafted and a constructability review is currently being undertaken for the section of road between the Stuart River bridge and Hays Rd intersection.*
- *Alford St, Kingaroy - This project has commenced design and involves the upgrading of the pipe culvert structure to a multi cell box culvert configuration between Memorial Park and the Kingaroy State School. This will also incorporate a widened shared footpath and*



*cycleway facility on the northern side which will extend between the Kingaroy Swimming Pool and First Avenue.*

- *Recycled Water Main, Kingaroy – A water main utilising recycled water extending from the new Treatment Plant is being designed via First Avenue and the Showgrounds up to the tanks sited at the Kingaroy Cricket Grounds.*
- *Bunya Highway/ Taylors Rd intersection, Kingaroy – This project is an intersection upgrade with turn lanes from the highway into Taylors Rd. Survey and environmental assessment have also been completed for this project.*
- *D’Aguilar Highway/ Coolabunia Rd intersection, Coolabunia - This project has commenced design and is an intersection upgrade with turn lanes from the highway into Coolabunia Rd and Mary St which serves the Coolabunia State School. Survey and environmental assessment have already been completed for this project.*

### **Bridges**

- *2016/17 Bridge Programme – Council has been out to tender for the replacement of the timber bridges on Kings Bridge Rd, Wyalla and Silverleaf Rd, Marshlands and this closed in early July. Ten (10) submissions were received and a recommendation has been reported to Council in this meeting.*

### **Items of Interest**

- *Memerambi Subdivision – Newlands have continued to progress with works predominantly being undertaken out on the Bunya Highway. The outlet drain has been excavated and shaped, the drainage infrastructure across the highway installed and the road shoulder on the eastern side has been boxed out for the pavement material to be laid and compacted prior to sealing. The internal roads were sealed last week with minor works still needing to be completed prior to the anticipated finish of this contract in late July.*
- *National Heavy Vehicle Regulator – Council has processed five (5) applications in the last four (4) weeks assisting the freight industry in delivering excess mass or dimensioned items through the South Burnett.*

### **Materials Laboratory**

*The Materials Laboratory officers are currently undertaking construction materials testing for the following private clients/projects:*

- *Downer EDI – SD27 Dam project at Tarong Mine*
- *Newlands Civil Construction – Memerambi Subdivision*

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

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

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

#### **5.2.1 R&D - 1617278 - Seeking Council's formal written endorsement specifically for the Priority Route Maps for South Burnett Regional Council on pages 21-24 in relation to the Wide Bay Burnett Principal Cycle Network Plan**

### **Summary**

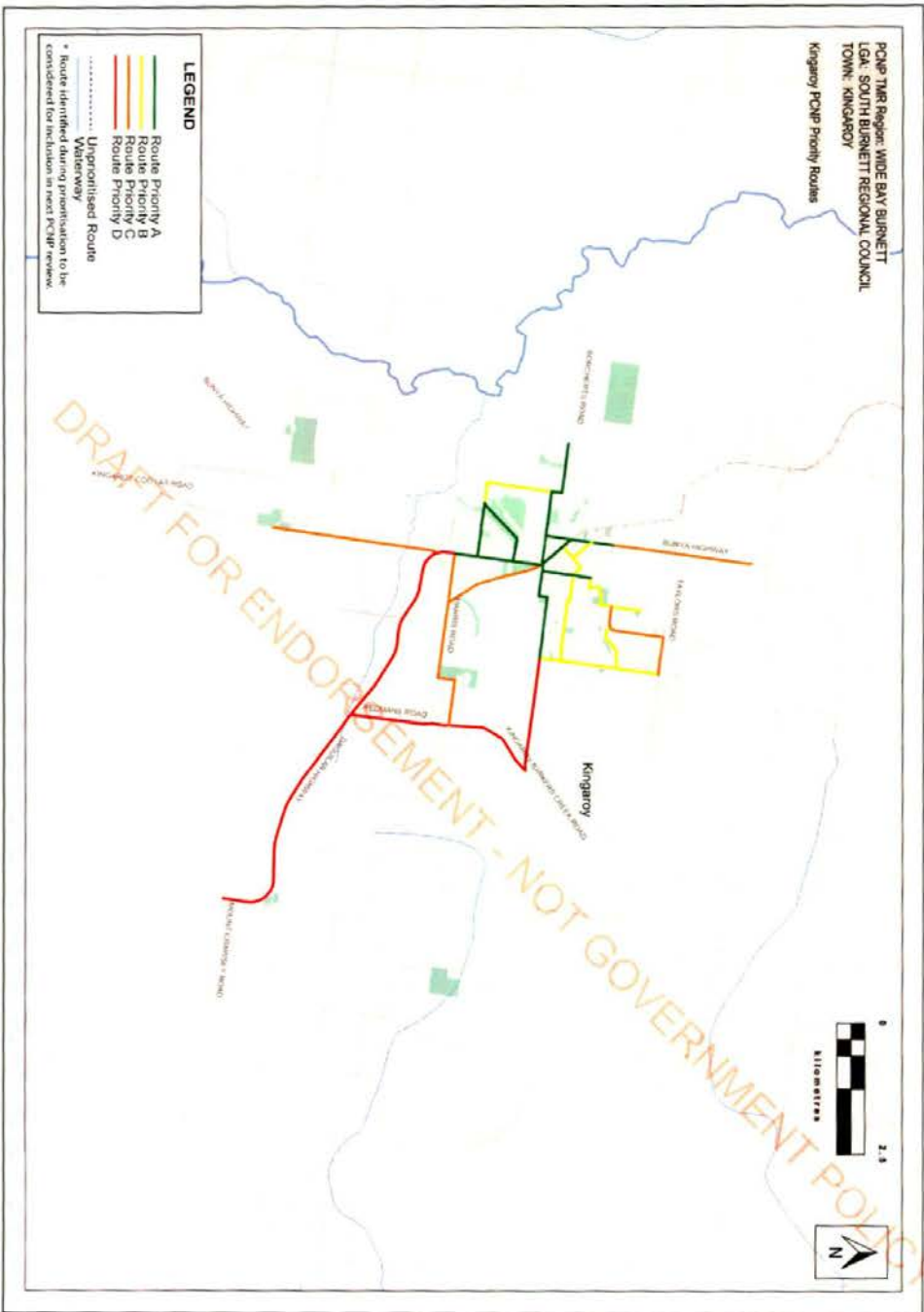
Council endorsed the Priority Cycle Network Plans for the South Burnett region in late 2015. These networks have now been prioritised in consultation with the Department of Transport and Main Roads. The Priority Route Maps depict the priorities identified within the towns of Murgon, Wondai, Kingaroy and Nanango.

### **Officer's Recommendation**

That Council endorse the Priority Route Maps for the Wide Bay Burnett Principal Cycle Network Plan for the towns of Murgon, Wondai, Kingaroy and Nanango subject to the following amendments:

- 1) The priority of the network link on Cherbourg Road east of Murgon be changed to Priority C on Priority Route Map 19;
- 2) The priority of the network link in Lamb Street, Murgon be changed to Priority C for the full length on Priority Route Map 19;
- 3) The location of the network link in Drayton Street, Nanango be changed to Elk Street, Nanango, between Cairns and Henry Streets and remain as Priority A on Priority Route Map 20;
- 4) The priority of the network link in Henry Street, Nanango between Elk and Drayton Streets, be changed to Priority A on Priority Route Map 20;

# South Burnett Regional Council – Kingaroy



Priority Route Maps, Wide Bay Burnett, Addendum to Principal Cycle Network Plan, Department of Transport and Main Roads, May 2016

## Priority Route Map 18

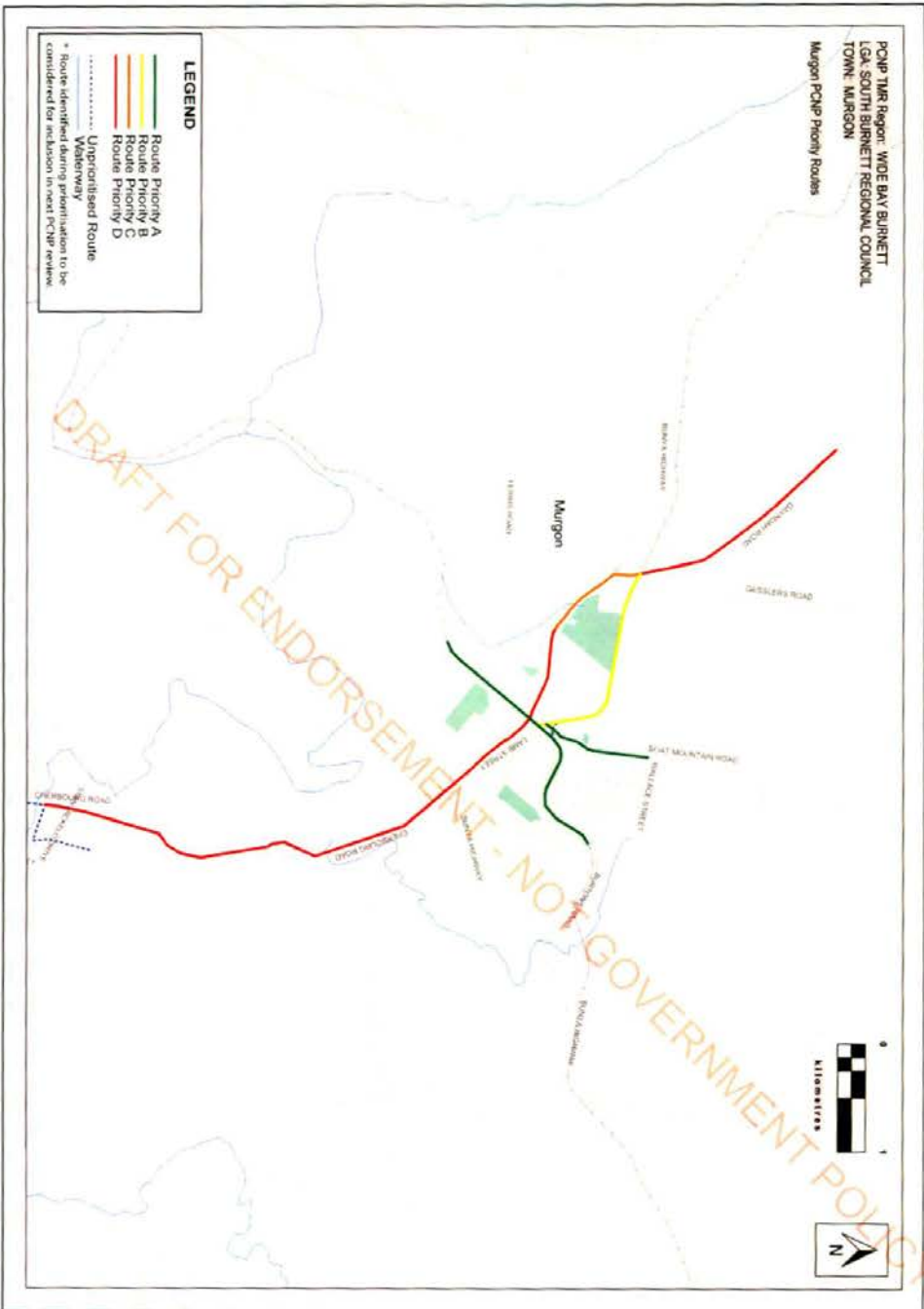
### Wide Bay Burnett Principal Cycle Network

The routes shown are indicative and exist to guide further planning that will determine the precise route and design of cycle facilities.

This document is subject to change. The routes shown are indicative and exist to guide further planning that will determine the precise route and design of cycle facilities. The routes shown are indicative and exist to guide further planning that will determine the precise route and design of cycle facilities. The routes shown are indicative and exist to guide further planning that will determine the precise route and design of cycle facilities.



# South Burnett Regional Council – Murgon



## Priority Route Map 19

### Wide Bay Burnett Principal Cycle Network

The routes shown are indicative and exist to guide further planning that will determine the precise routes and design of cycle facilities.

Our Council will be able to assist in the design of the cycle network and provide information on the availability of funding for the project. The routes shown are indicative and exist to guide further planning that will determine the precise routes and design of cycle facilities. The routes shown are indicative and exist to guide further planning that will determine the precise routes and design of cycle facilities.



# South Burnett Regional Council – Nanango



## Priority Route Map 20

Wide Bay Burnett Principal Cycle Network

The routes shown are indicative and exist to guide further planning that will determine the precise routes and design of cycle facilities.

This document is a draft and is subject to change. It is not intended to be used as a legal document. It is for information only and does not constitute an offer of any service. The Council is not responsible for any loss or damage caused by reliance on this document. The Council is not responsible for any loss or damage caused by reliance on this document.



# South Burnett Regional Council – Wondai



PCNP TAFE Region: WIDE BAY BURNETT  
 LGA: SOUTH BURNETT REGIONAL COUNCIL  
 TOWN: WONDAI  
 Wondai PCNP Priority Routes

**LEGEND**  
 Route Priority A  
 Route Priority B  
 Route Priority C  
 Route Priority D  
 ..... Unprioritised Route  
 - - - - - Whitenway  
 \* Route identified during prioritisation to be considered for inclusion in next PCNP review.

**Priority Route Map 21**  
 Wide Bay Burnett Principal Cycle Network  
 The routes shown are indicative and exist to guide further planning that will determine the precise routes and design of cycle facilities.

Disclaimer: Wide Bay Burnett Regional Council (WBRC) is not liable for any loss or damage caused by the use of this map. The map is provided as a guide only and does not constitute a contract. The Council is not responsible for any loss or damage caused by the use of this map. The Council is not responsible for any loss or damage caused by the use of this map. The Council is not responsible for any loss or damage caused by the use of this map.



Priority Route Maps, Wide Bay Burnett, Addendum to Principal Cycle Network Plan, Department of Transport and Main Roads, May 2016

**Resolution:**

*Moved Cr DA Potter, seconded Cr RJ Frohloff.*

*That the Officer's Recommendation be adopted.*

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

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

***Officer's Reports***

**5.3.1 D&TS - 1632211 - Minutes of the Traffic Advisory Committee Meeting held on Tuesday 14 June 2016**


**Summary**

The Minutes of the Traffic Advisory Committee Meeting held in the Committee Room of South Burnett Regional Council's Kingaroy office on Tuesday 14 June 2016 are provided for Council to note and consider.

**Officer's Recommendation**

That Council endorses the attached Minutes of the Traffic Advisory Committee held on Tuesday 14 June 2016.



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

**Date:** 14 June 2016

**Attendance:** Cr Keith Campbell, Cr Gavin Jones, Cr Terry Fleischfresser, Russell Hood (SBRC General Manager Infrastructure), James D'Arcy (SBRC Manager Design & Technical Services), Colleen Brownsey (OIC Nanango QAS), Snr Sgt Duane Frank (OIC QPS Kingaroy), Snr Const Brendan Seymour (QPS Dalby), Snr Constable Adam Entwistle (QPS Kumbia), Sgt Rik Christensen (QPS Murgon), Sgt Alan Gerrard (QPS Blackbutt), Vince Green (A/Principal Engineer DTMR Bundaberg), Russell Rogers (Snr Advisor Traffic & Road Safety DTMR Bundaberg), Kay Dove (Infrastructure Support Officer).

**Apologies:** Travis Cramb (OIC Kingaroy QAS), Michael Formica (OIC Murgon QAS), Snr Sgt Lance Guteridge, Sgt Mark Weitowitz (OIC Dalby Road Policing Unit), Maree Shepherd (Safety Officer, TMR Bundaberg)

AGENDA ITEM	OUTCOME
<b>OPENING</b>	Cr Campbell chaired the meeting and welcomed all those present.
<b>CONFIRMATION OF PREVIOUS MINUTES</b>	Moved by Snr Const Adam Entwistle seconded Snr Sgt Frank that the Minutes of the previous Traffic Advisory Committee meeting held 15 March 2016 as recorded are confirmed.
<b>BUSINESS ARISING FROM 8 Dec 2015</b>	<p>(a) Murgon Police request investigation of advisory signage at Krebs St &amp; Bunya Hwy, Murgon intersection.</p> <p><i>SBRC has changed the line marking including the removal of one parking bay west of Krebs Street. Russell Rogers noted that it was not approved by DTMR and indicated that to achieve the required sight distance, six bays should be removed however could be reduced to remove four as a compromise. James D'Arcy confirmed that after public consultation, the business operators were only agreeable to lose one parking bay.</i></p> <p><b>ACTION:</b> SBRC to undertake swept path analysis and liaise with TMR about outcome.</p>



<p>(b) Due to Nanango Streetscape upgrade volume of traffic, SBRC proposed to reduce the speed in Drayton St from 50 to 40 kph i.e. from Gipps St to Henry St, Nanango</p> <p>(c) Lighting Audit to be carried out from Kingaroy Hotel Corner to Commonwealth Bank, Haly St, Kingaroy and in Kingaroy Street from Haly to Avoca Street</p> <p>(d) Community Shelter Murgon</p>	<p><b>ACTION:</b> TMR advised it was not suitable for the proposed speed reduction to 40 kph and suggested Council consider (1) the need for additional set of islands on both sides of Drayton Street, west of the Gipps Street intersection to create an additional traffic calming effect on the western approach, and (2) the 50 kph speed signage on the approach to Nanango from Kingaroy would be highlighted further with an additional sign. <b>CLOSED</b></p> <p>Vince Green reported that TMR's electrical engineer found that the zebra crossing at the corner of Haly St and Glendon St was below the standard and requires additional lighting. TMR have secured more funding for this project and hope to be finalised before September.</p> <p><b>ACTION:</b> SBRC to assist with a night check to confirm that all lights are working in Haly St. <b>CLOSED</b></p> <p>A Road Corridor Permit was approved subject to conditions for the structure to remain however acknowledged that police still have concerns about pedestrian safety. This will be monitored over the next 12 months. <b>CLOSED</b></p>
<p>(e) Installation of speed signs on Kingaroy Burrandowan Rd west of the Bunya Hwy (original request from Mr Ian Kranz)</p> <p>(f) Intersection of Wellers Rd and Bunya Hwy - heading to Kingaroy</p> <p>(g) Entrance to Murgon Golf Club on Bunya Hwy (former Cr Kratzmann)</p> <p>(h) B-Doubles using Cloyna Rd (Email from Snr Sgt Lance Guteridge)</p>	<p>Russell Rogers noted original request was for the speed limit on the golf course end of the road to be reduced but TMR found this was not warranted. Roadtek will install improved advanced warning signage and directional signage. <b>CLOSED</b></p> <p>TMR have moved the light. <b>ACTION:</b> TMR designers will prepare the necessary changes to line marking. This will be done by the end of the month. <b>CLOSED</b></p> <p><b>ACTION:</b> TMR Designers have a plan to reduce the merge and improve signage to meet current standards. Estimate 6 to 8 weeks to complete. <b>CLOSED</b></p> <p>Following last meeting Barb Madden from Smithfield Feedlot wrote to the Mayor SBRC expressing their concern with reference made to their company - they felt their reputation had been tarnished and stated categorically that it was not a Smithfield vehicle.</p> <p>Russell Hood advised that it is the responsibility of this committee to address traffic concerns and illegal use of roads and had acted accordingly on the email from Murgon police.</p> <p>Without Snr Sgt Guteridge in attendance at this meeting his comments regarding the complaint could not be substantiated. It was noted that since last meeting Snr Sgt Guteridge had made contact with Smithfield Feedlot as had the National Heavy Vehicle Regulator.</p> <p><b>ACTION:</b> This meeting noted the comments by Smithfield and SBRC will respond. <b>CLOSED</b></p>

<p>(i) Request from Kingaroy Police for changes to the traffic light phasing at Haly &amp; Fisher Sts, Kingaroy due to congestion.</p>	<p>Those present spoke at length regarding how busy this intersection had become. SBRC recently conducted a traffic count on Alford Street and recorded 4,000 vehicles per day. Snr Sgt Frank said Fisher Street was the main feeder for developments further up the hill and felt the intersection has outlived its original purpose. Vince noted that this intersection does not rate highly for funding. Intersection upgrades are usually gauged by crashes recorded. Police noted that 'near misses' are not recorded and felt the general public were courteous at this intersection hence lack of accidents.</p> <p><b>ACTION:</b> TMR will investigate further and conduct an intersection traffic count.</p>
<p>(j) Email from former Cr Tessmann re intersection of Link Rd and Bunya Hwy</p>	<p>60 kph out to Taylors Rd was not supported by TMR however after conducting a speed review recommends 80 kph speed. Discussion took place re possibility of a future development. Snr Sgt Duane Frank advised as long as there were slip lanes 80 kph should be a safe speed. <b>CLOSED</b></p>
<p>(k) Request for an extension the 60 zone on the Bunya Hwy @ Tingoorra by 200 mt</p>	<p>Snr Const Jade Millar QPS requested an extension the 60 zone on the Bunya Hwy @ Tingoorra by approx 200m due to the short distance of that zone. Russell Rogers noted the signage is older configuration. <b>ACTION:</b> TMR will conduct a speed limit review, an audit of signage, speed zone and minimum lengths as part of their investigation.</p>
<p>(l) Hancocks Rd and Bunya Hwy (Snr Const Adam Entwistle)</p>	<p>Concern with the gravel approach on Hancocks Rd right up to the Bunya Hwy shoulder which makes it difficult for stationary vehicles to accelerate quickly. <b>ACTION:</b> SBRC will look at providing additional seal to that corner. <b>CLOSED</b></p>
<p><b>GENERAL BUSINESS</b></p>	
<p>(a) Email from Bill Winters re truck usage of Alford &amp; Somerset Sts, Kingaroy, damaging footpath</p>	<p>James D'Arcy confirmed that larger mesh was used in the construction of this footpath to cater for commercial traffic. He asked Police to comment on general traffic operations of the intersection however no complaints had been received. Qld Rail owns the land where the trucks are parking. This complaint will be dealt with as a normal customer request and a response will be sent to Mr Winter. <b>CLOSED</b></p>
<p>(b) One lane bridge near Tanduringie School (Cr Terry Fleischfresser)</p>	<p>Cr Fleischfresser believes this is an accident waiting to happen. Russell Hood has previously spoken to Peter Wilson TMR re replacing this with a two lane bridge. QAS Colleen Brownsey had a near-miss a few months ago. School bus drives this bridge 4 times a day. Cr Jones noted that this area is growing with a feedlot recently opened. <b>ACTION:</b> SBRC will write to the District Director at TMR.</p>

<p>(c) Pakaderinga Feedlot near Memerambi (Cr Gavin Jones)</p>	<p>Cr Jones has received several complaints about trucks including B-Doubles accessing the feedlot and not driving to the road conditions. As this road is used by the general public and school bus, safety concerns were raised. Snr Sgt Frank advised if people had a safety issue they should report it to police. He is happy to speak to anyone with a concern and could make an assessment of vehicle usage on this road as well as meet with the Feedlot. SBRC has plans for Memerambi / Barkers Creek Rd upgrades over the next 5 years. <b>CLOSED</b></p>
<p>(d) Intersection Avoca &amp; Youngman St (Russell Rogers - TMR)</p>	<p>Cr Jones had received a complaint about school children running across the slip lane on southern side of intersection - the complainant felt this was a dangerous practice. Discussion re putting a crossing or lights on this slipway however the general consensus was that this would not solve the problem. QPS have not received any complaints. <b>CLOSED</b></p>
<p>(e) Thanks to SBRC - new footpath near Kingaroy General Hospital (Vince Green)</p>	<p>TMR passed on thanks for the new footpath near the Kingaroy General Hospital in Youngman Street however improvements may be needed to improve crossing point near the hospital with a build-out or refuge. <b>ACTION:</b> James D'Arcy will draft a plan to be reviewed by TMR.</p>
<p>(f) Bunya Hwy at Memerambi</p>	<p>Snr Sgt Frank raised concern about vehicle accessing Bunya Hwy from houses in the soon-to-be finished Memerambi Estate. Snr Sgt Frank would like to see something done now rather than wait for residents to move in then discover that there is an issue. Each house will have a shared driveway. SBRC envisages July / August completion. <b>ACTION:</b> TMR will look at this due to the number of direct frontages they will investigate this further and determine if a reduction to 60 kph is warranted.</p>
<p>(g) Blackspot Funding (SBRC - James D'Arcy)</p>	<p>James D'Arcy advised of three sites and showed conceptual plans for submission under the Blackspot program for 2017/18 and they are on the SBRC Agenda for tomorrow's Council meeting: (1) Rogers Drive / D'Aguilar Hwy intersection, (2) Walter Rd / Somerset St / Knight St, (3) Youngman and King St, Kingaroy</p>
<p>12 md Cr Campbell left the meeting</p>	
<p><b>REPORTS</b></p>	
<p>Kingaroy Police</p>	<p>Snr Const Brendan Seymour advised speed camera sites are being reviewed and he asked for input from the group regarding any areas of concern. Suggestions are to go through either him or Snr Sgt Frank.</p>
<p>Kumbia Police</p>	<p>(1) Snr Const Entwistle advised that the zebra crossing on the Bunya Hwy just out front of the Kumbia police station needs upgrading. The signage is old and needs repainting. Russell Rogers suggested that blister islands could be installed. <b>ACTION:</b> TMR will inspect.</p>

<p>(2) Kumbia Rd just past 50 kph zone has old faded signage. This part of the road appears rural however it is a built-up area and drivers are not heeding the speed limit. <b>ACTION:</b> SBRC will conduct a speed review and install new signage.</p> <p>(3) Kumbia Rd - requested slashing has been done however Smr Const Entwistle asked if this could be taken back to the fence line. James D'Arcy advised upgrades to this road were imminent and this would be resolved within the next six months. <b>CLOSED</b></p> <p>(4) Bunya Hwy - Kumbia side of the Stuart River bridge. Poor vision for overtaking either way. For safety Smr Const Entwistle believes this should be double lines. <b>ACTION:</b> TMR to investigate</p> <p><b>Murgon Police</b></p> <p>Sgt Rik Christensen asked how police would be able to enforce the new Kingaroy to Murgon rail trail (currently being built) - he has concerns about the use of these by motor bikes etc.</p> <p>Russell Hood advised that the rail corridor is not a road - land is a leased area from Qld Rail. SBRC has existing local laws listing the Brisbane Valley Rail Trail to restrict the use of vehicles and an amendment would be done to include the Kingaroy to Murgon section.</p> <p>Sgt Al Gerard has had this issue in the Blackbutt area but could not enforce.</p> <p>Smr Sgt Frank suggested SBRC extend authorised powers to another agency namely QPS to enforce.</p> <p>Sgt Christensen advised that the Police Commissioner has to agree to the proposal before Police can enforce. <b>ACTION:</b> SBRC to amend Local law and request an extension of the authorised persons to QPS for enforcement via the police Commissioner.</p>	<p><b>Meeting Closed:</b> 12.18 pm      <b>Next Meeting:</b> 13 September 2016</p>
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**Resolution:**

*Moved Cr GA Jones, seconded Cr TW Fleischfresser.*

*That the Officer's Recommendation be adopted.*

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

**5.3.2 D&TS - 1618982 - Requesting consent from Council allowing the Brooklands Pimpimbudgee Road and the unnamed road be included in the area of their Mining Lease in relation to Maidenwell Diatomite Pty Ltd Mining Lease Application**

**Summary**

UTM Global Pty Ltd (UTM) act on behalf of Maidenwell Diatomite Pty Ltd, applicants for a new Mining Lease 100080 on either side of Brooklands Pimpimbudgee Road approximately 10 kilometres south of Brooklands. UTM are seeking Council's agreement to include Brooklands Pimpimbudgee Road and nearby unnamed road reserves in the surface area of Mining Lease 100080. The application for a mineral production permit, reference ML100080, was lodged with DNRM on 9 March 2016. Maidenwell Diatomite Pty Ltd has a current granted mineral exploration permit, reference MDL293 over this area which excludes the Brooklands Pimpimbudgee Road and adjacent road reserves.

Brooklands Pimpimbudgee Road is a Class 4B Collector Minor Road in Council's road hierarchy that is bitumen sealed the full length between Kingaroy Cooyar Road and Maidenwell Bunya Mountains Road, which are two State Controlled Roads. The traffic volume is between 75 vehicles per day at the southern end and 115 vehicles per day at the northern end near Brooklands. It is an important link in Council's road network that should be maintained in the current location.

Similarly, the unnamed road reserve traversing in a westerly direction from Brooklands Pimpimbudgee Road whilst not currently constructed, may be required in the future to access other separate parcels of land in this area and as such, should be retained.

**Officer's Recommendation**

That Council refuse the request from UTM Global Pty Ltd acting on behalf of Maidenwell Diatomite Pty Ltd to include the Brooklands Pimpimbudgee Road and road reserve as well as the nearby unnamed road reserves in the surface area of Mining Lease 100080.

**Resolution:**

*Moved Cr DA Potter, seconded Cr RJ Frohloff.*

*That the Officer's Recommendation be adopted.*

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

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

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

**Summary**

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

**Officer's Recommendation**

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



**Resolution:**

*Moved Cr DA Potter, seconded Cr RLA Heit.*

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

**Community:**

**Centre for Children's Health and Wellbeing (CCHW)**

*The Centre for Children's Health and Wellbeing (CCHW) is a health promotion team for Children's Health Queensland Hospital and Health Service. They aim to work in partnership across the healthcare continuum, government sectors and non-government organisations in order to positively influence the health and wellbeing of children, their families and community. A project about to be rolled out state-wide is the Primary School Nurse Health Readiness Program which is a state wide program including vision testing for Prep aged children. CCHW's role in the Primary School Nurse Health Readiness Project is to provide community capacity support for identified communities across the state.*

*Using the Australian Early Development Census (AEDC), ten communities were identified as needing some additional support in getting their children ready for Prep of which the South Burnett is one. The children in our community may be struggling for a wide range of reasons and the role of CCHW is to value add to the existing school readiness efforts. CCHW will work with our community to plan strategies to use. The first activity is to get a sense of what is already happening in our local area, what are the strengths of our community, what are the existing partnerships and what are the concerns.*

*I recently met with Kim Dunstan from CCHW to discuss the potential for Council, alongside our local community service organisations, to work together to improve in areas identified for the South Burnett region in the early development census.*

**Libraries School Holiday Activities**

*The June/July School Holidays were packed full of fun across the South Burnett Region as Libraries encouraged our young community members to become mad scientists and engineers.*

*The first week of school holidays was about investigating science through experiments such as stacking liquids, exploding lunch bags, lava lamps and erupting volcanos. A total of 91 children and 27 adults attended the various sessions held in Kingaroy, Murgon, Nanango, Blackbutt and Wondai Libraries.*

*During the second week of the School Holidays Optical Illusions and Engineering Challenges were explored. Each child designed their very own optical illusion 'flectangle' which they then took home. During the engineering challenge, kids were split into groups and were tasked with building a bridge that could bear weight out of everyday household products. Numerous designs were created by the 60 children and 17 adults that attended the sessions held in Kingaroy, Nanango and Blackbutt Libraries.*

*Proston Library focused on a much younger age group and created 'Cool Reading Creatures' with the local children. This was a very popular craft activity with 12 children and 6 adults participating.*

*Local children, in grades ranging from Prep to year 9, visited the Wondai Library during the school holidays to supplement their reading material as part of the Premier's Reading Challenge. The challenge aims to improve literacy and encourage children to engage with reading for pleasure as well as learning. A bulk loan of books has also been arranged for the Wondai Kindergarten as part of this challenge.*

### **Library Program Update**

The introduction of an exhibition space for local artists at the Kingaroy library has been well received by patrons. This month the library is featuring the work of local painter Will Nelson. For any local artist interested in displaying their work, I encourage you to contact the Kingaroy library as space is still available for bookings during 2016.

First 5 Forever Rhyme Time sessions continue to be held across the region:

- During June, our First 5 Forever team conducted an outreach session throughout the Community Health Centre's weigh in for infants. This visit included a Rhyme Time session, and introduced the families to library services, resources and programs.
- The Proston Library also delivered two First 5 Forever Rhyme Time sessions in June. These sessions are proving to be very successful and on average there are between 6 and 10 children each session. A social element has been incorporated into these sessions with families encouraged to stay after Rhyme Time so the children have the opportunity to socialise and engage with one another. This is one way the library is responding to the latest Australian Early Development Census (AEDC) results, which indicated an increase in the percentage of children developmentally vulnerable in the social domain in the South Burnett region. The social domain is one of the five early developmental domains measured through the AEDC process.
- This month, the junior section of the Murgon Library had a facelift with the section now providing a more user friendly space, including an area for the fortnightly Rhyme Time sessions.
- Additionally, I am happy to report that the Nanango Library's First 5 Forever Rhyme Time sessions have been steadily growing with 4 children and 3 adults attending the session this month.

### **Blackbutt Library**

I am pleased to advise that the long awaited carpet replacement at the Blackbutt library/office was completed last month. The task of relocating and reassembling the entire contents of the library/council office was undertaken by a small group of staff who worked tirelessly so that the library was only closed for two (2) business days. The staff took advantage of this opportunity creating a dedicated youth space which has been very well received by library patrons especially the youth. I am proud to support this facility within my portfolio as this library/council office is a great example of a successful community hub not only delivering services on behalf of Council but also providing services such as QGAP, banking through ECU, Centrelink as well as meeting space for local organisations and groups such as Jobmatch, Baby Health Clinics and Census.

### **Social Media and our Libraries**

South Burnett Libraries have developed a social media platform through Facebook to further engage with our local community. With a growing local audience on Facebook, the libraries regularly post updates on events, programs and activities. I would like to encourage local residents to 'like' and 'follow' the South Burnett Libraries page so that they can stay up to date with what is on offer at the libraries.

### **Health Services:**

#### **Public Health (Infection Control for Personal Appearance Services) Act 2003**

Environmental Services is presently completing its reporting obligations for the Public Health (Infection Control for Personal Appearance Services) Act 2003 (the Act) to the Queensland Government for the 2015/2016 financial year. Local Government has been devolved responsibilities under this legislation to superintend on behalf of the state. The purpose of the Act

is to ensure and demonstrate to the community that acceptable infection control standards for businesses providing personal appearance services in Queensland are being achieved.

### **Food Act 2006**

Environmental Services is working on reporting responsibilities for the Food Act 2006 concerning the 2015-2016 reporting period. This is another State Government piece of legislation that Local Government has certain obligations to administer on behalf of the State.

Queensland Health has noticed that there has been an increase in the number of foodborne illness notifications associated with Salmonella and Campylobacter this year. Raw or partially cooked eggs can often be linked to Salmonella food poisoning incidents. Consequently, the State are requesting Local governments to collect additional data for them about egg handling and the use of raw or under cooked eggs in food businesses during the upcoming scheduled food inspections, which will be collated for the 2016-2017 reporting period.

### **RSPCA De-sexing Initiative**

“Operation Wanted” the RSPCA yearly statewide de-sexing initiative continues this month. Animal owners are encouraged to be responsible and arrange for their pets to be de-sexed with relevant prices at participating vets discounted some 20% during this campaign. “Operation Wanted” concludes on 31 August 2016 so I urge residents to consider the advantages to having their pets de-sexed such as cheaper Council registration fees.

For more information and how to find your local participating vets go to [www.operationwanted.com.au](http://www.operationwanted.com.au).

### **The Arts:**

#### **Regional Arts Development Fund (RADF)**

With the submission of Council’s RADF bid to Arts Queensland for funding for the 2016-17 financial year completed, Council is awaiting the outcome notification from Arts Queensland expected to be provided in the coming weeks.

In preparation, the funding rounds for 2016-2017 have been determined:

- Round 1 will open on Monday 22 August 2016 and will close Friday 16 September 2016.
- Round 2 will open on Monday 27 March 2017 and will close Friday 21 April 2017.
- 

The fund is open to individual professional artists, arts workers, cultural workers or project coordinators, incorporated cultural organisations and unincorporated organisations auspiced by an incorporated body. To obtain further information, please contact Council or access Council’s website.

Carried 7/0  
FOR VOTE - Councillors voted unanimously



## **7. Portfolio - Planning & Property**

### **7.1 Planning and Property Portfolio Report**

#### **Summary**

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

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

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

#### **Resolution:**

*Moved Cr TW Fleischfresser, seconded Cr KA Duff.*

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

#### **Planning**

##### **Proposed Local Heritage Register**

*The proposed Local Heritage Register is currently on display with the closing date for submissions Friday 22 July 2016. One-on-one meetings with owners of a local heritage place were held in Murgon, Wondai, Kingaroy and Nanango over the 14 & 15 July 2016. Various owners attended the one-on-one meetings and a number of submissions are expected to be received from property owners and the general public.*

*All written submissions will be reviewed and a recommendation forwarded to Council on each submission prior to the adoption of the final register.*

##### **Draft South Burnett Regional Council Planning Scheme**

*Council has received Ministerial approval to proceed with public consultation on the Draft South Burnett Regional Council Planning Scheme. The new Planning Scheme will replace the four (4) current pre-amalgamation schemes currently in place throughout the South Burnett. The public consultation is proposed for a 12 week period between August and October 2016. The public consultation materials are currently being finalised and it is anticipated that activities can commence on Monday 1 August 2016. The purpose of the public consultation is to create awareness with the general public that the proposed planning scheme is open for review and written submissions are invited.*

##### **New Planning Act**

*The Planning Act 2016 has been passed by the Queensland Parliament with an anticipated commencement of mid-2017. The Department of Infrastructure, Local Government & Planning will be undertaking a series of workshops and forums to assist Council's transition from the current legislation to the new planning and development framework.*

#### **Property**

##### **Lady Bjelke-Petersen Community Hospital**

*Council has been working in partnership with South Bank Day Surgery to meet new legislation requirements for infection control and water quality standards for Legionella. Council has replaced theatre doors with two new flap doors that allow hospital staff to easily enter and exit theatre, hot weld vinyl floor joins, replaced extraction fans and meet Legionella water testing requirements.*

*Council Property section is continuing to work with Lady Bjelke-Petersen Community Hospital Foundation and South Bank Day Surgery to ensure information, plans, procedures are in place to*

meet new legislation, day surgery accreditation requirements and private hospital licence conditions.

### **Durong Hall**

Council has replaced the windows and architraves at the Durong Hall to prevent leaking windows and damage to the internal walls of the hall. Council are also undertaking the removal of the Asbestos ceiling sheeting from the kitchen and replace with new ceiling sheeting.

### **Kingaroy Pool Tender**

Property Section has called for tenders to manage and lease the WJ Lang Memorial swimming pool and facilities. The call for tender has been advertised in the South Burnett Times, Facebook, AusSwim Website and Council's Web Page. The tenders are due to close on Friday 22 July 2016.

### **Blackbutt Library and Office**

Council has replaced the carpet, visitor chairs and meeting tables at the Blackbutt Office and Library. This involved the complete removal of the library shelves and books from the building while the works were carried out over a weekend. Council staff and volunteers worked together on the following Monday to move shelving and books back into the building.

Council has upgraded the security system at the Blackbutt Office to ensure the facility is brought online with all other Council buildings.

Carried 7/0  
FOR VOTE - Councillors voted unanimously

## **7.2 Planning (P&LM)**

### **Officer's Reports**

#### **7.2.1 P&LM - 1578271 - Forwarding application for Material Change of Use (Retirement village) at 95 Markwell Street Kingaroy - Lot 4 RP178596 - Applicant: Salt Enterprises Pty Ltd C/- O'Reilly Nunn Favier - MCUI2016/0001**

### **Summary**

- The applicant seeks a development permit for Material Change of Use to establish a forty-four (44) unit Retirement Village over three (3) stages;
- The subject property is located within the *Residential Zone (Residential B preferred land use area)* under the *Kingaroy Shire IPA Planning Scheme*;
- The development overall is considered to be compatible with the surrounding land uses and generally in accordance with the relevant provisions of the planning scheme;
- The scale and intensity of the development is noticeably greater than the predominant land uses (single dwelling house), the nature of the development would unlikely have a detrimental affect on the character and amenity of locality;
- Recommended that Council *approve a Development Permit - Material Change of Use* for a Retirement Village at 95 Markwell Street, Kingaroy (Lot 4 RP178596), subject to reasonable and relevant conditions.

### **Officer's Recommendation**

That Council *approve a Development Permit - Material Change of Use* for a Retirement Village at 95 Markwell Street, Kingaroy – Lot 4 RP178596, 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:

- Site Plan, Project No. 15-2145-SPY - Blueprint Drafting Services, dated: 22 February 2016
- Unit 15 Floor Plan, Project No. 15-2145-SPY - Blueprint Drafting Services, dated: 22 February 2016
- Unit 15 Elevations, Project No. 15-2145-SPY - Blueprint Drafting Services, dated: 22 February 2016
- Unit 15 3D views 1, Project No. 15-2145-SPY - Blueprint Drafting Services, dated: 22 February 2016
- Unit 15 3D views 2, Project No. 15-2145-SPY - Blueprint Drafting Services, dated: 22 February 2016
- Unit 11 Floor Plan, Project No. 15-2145-SPY - Blueprint Drafting Services, dated: 22 February 2016
- Unit 11 Elevations, Project No. 15-2145-SPY - Blueprint Drafting Services, dated: 22 February 2016
- Unit 11 3D views 1, Project No. 15-2145-SPY - Blueprint Drafting Services, dated: 22 February 2016
- Unit 11 3D views 2, Project No. 15-2145-SPY - Blueprint Drafting Services, dated: 22 February 2016
- 3 Bedroom Units – Floor plan, Project No. 15-2145-SPY - Blueprint Drafting Services, dated: 22 February 2016
- 3 Bedroom Units Elevations, Project No. 15-2145-SPY - Blueprint Drafting Services, dated: 22 February 2016
- 3 Bedroom Units 3D views 1, Project No. 15-2145-SPY - Blueprint Drafting Services, dated: 22 February 2016
- 3 Bedroom Units 3D views 2, Project No. 15-2145-SPY - Blueprint Drafting Services, dated: 22 February 2016
- 2 Bedroom Units Floor Plan, Project No. 15-2145-SPY - Blueprint Drafting Services, dated: 22 February 2016
- 2 Bedroom Units Elevations, Project No. 15-2145-SPY - Blueprint Drafting Services, dated: 22 February 2016
- 2 Bedroom Units 3D views 1, Project No. 15-2145-SPY - Blueprint Drafting Services, dated: 22 February 2016
- 2 Bedroom Units 3D views 2, Project No. 15-2145-SPY - Blueprint Drafting Services, dated: 22 February 2016
- Units 1-3 Elevations, Project No. 15-2145-SPY - Blueprint Drafting Services, dated: 22 February 2016
- Units 1-3 3D views 1, Project No. 15-2145-SPY - Blueprint Drafting Services, dated: 22 February 2016
- Units 1-3 3D views 2, Project No. 15-2145-SPY - Blueprint Drafting Services, dated: 22 February 2016
- Units 1-3 3D views 3, Project No. 15-2145-SPY - Blueprint Drafting Services, dated: 22 February 2016
- Units 1-3 Floor Plan, Project No. 15-2145-SPY - Blueprint Drafting Services, dated: 22 February 2016
- Administration Building Floor Plan, Project No. 15-2145-SPY - Blueprint Drafting Services, dated: 22 February 2016
- Administration Building Elevations, Project No. 15-2145-SPY - Blueprint Drafting Services, dated: 22 February 2016
- Administration Building 3D views 1, Project No. 15-2145-SPY - Blueprint Drafting Services, dated: 22 February 2016

- Administration Building 3D views 2, Project No. 15-2145-SPY - Blueprint Drafting Services, dated: 22 February 2016
- Staging Plan, Project No. 15-2145-SPY - Blueprint Drafting Services, dated: 22 February 2016
- Turning Movement Plan, Project No. 15-2145-SPY - Blueprint Drafting Services, dated: 22 February 2016

Unless otherwise amended by the following conditions.

- 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 commencement of each stage, and it is the applicant's responsibility to notify Council to inspect compliance with conditions.

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

### **Electricity/Telecommunications**

- MCU1. The dwelling units are to be supplied with reticulated electricity and telecommunication services.

### **Landscaping**

- MCU2. The site is to be landscaped in accordance with the *Kingaroy Shire IPA Planning Scheme Policy No. 5 – Landscaping* prior to commencement of the use. A 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.
- MCU3. A minimum 1m wide strip of landscaping is to be provided along Markwell Street road frontage (excluding vehicle manoeuvring areas).
- MCU4. A minimum 1m wide strip of landscaping is to be provided along the Logan Street road frontage (excluding vehicle manoeuvring areas).

### **Lighting**

- MCU5. Lighting is to be designed and constructed in accordance with *Schedule 8* of the *Kingaroy Shire IPA Planning Scheme* and in a manner that ensures lighting does not directly illuminate any nearby premises or roadways.

### **Mechanical Plant**

- MCU6. 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.

### **Refuse Storage Collection**

- MCU7. Provision must be made for the storage and removal of refuse in accordance with the *Waste Reduction and Recycling Regulation 2011*.
- MCU8. Any areas that are dedicated for the collection and/or storage of solid waste on the premises are to be:
- level;
  - provided with impervious hard stand and drained; and
  - if facing either the street frontage or adjoining properties, screened by a 1.8m high fence around the full perimeter.
- MCU9. Refuse bin areas are to be provided for the washing out of the refuse bins and in connection with this:
- all tap outlets must be fitted with backflow prevention devices;
  - the floor areas are to be drained to sewer; and
  - 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.

### **Fencing**

- MCU10. Fence construction along property boundaries connecting to a road frontage over 1.2m in height are tapered to 1.2m in height over a length of 4m toward the road frontage.
- MCU11. Fence construction between private open space areas of the units is to be solid screen fencing to a height not exceeding 1.8m.
- MCU12. Fences or walls proposed along road frontages are to be maximum 1.2m in height if of solid construction or maximum of 1.5m in height, if gaps permit 50% transparency, except where providing screening to bin storage area.
- MCU13. Road frontage fences or walls are not to exceed 15m in length without a 1m x 0.5m indentation.
- MCU14. Fence construction along the eastern and western property boundary is to be solid screen fencing to a height not exceeding 1.8m.

### **Clothes drying**

- MCU15. Each dwelling unit is to be provided with external clothes drying facilities within the nominated open private space areas.

### **Letterboxes and Unit Identification**

- MCU16. Letterboxes shall be provided for each habitable unit, including the body corporate if appropriate. Each box shall be distinguished by a number corresponding to the unit number.
- MCU17. Each dwelling unit is to be readily identified by number.

### **Satellite Dishes**

- MCU18. A maximum of one satellite dish is permitted per dwelling unit with a maximum diameter of 1.2m with a maximum height of 10.5m above ground level.

### **Staging**

References to stages in these conditions are based on the staging shown in the Blueprint Drafting Services Drawing No. 15-2145-SPY Sheet 2 entitled *Staging Plan*, dated 22 February 2016.

### **Property Access, Car Parking & Manoeuvrability**

- ENG1. Property accesses shall be provided in accordance with the details in table S2.7 – *Design and Construction Standards* of the Kingaroy Shire 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 Heavy Rigid Vehicle (HRV) as defined in AS 2890.2.

ENG2. Only one access to the site will be permitted at stages 1 and 2. This must be from Markwell Street. At Stage 3, one access must be constructed to Logan Street.

ENG3. Fencing, landscaping and letterboxes must not to impede sight lines for vehicles entering or leaving the site or driving along Markwell Street.

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

- a) remove all disused vehicle entrances and reinstate the verge consistent with the adjacent verge profile;
- b) permit HRV and B99 vehicles as defined in AS 2890.2 and AS/NZS 2890.1 respectively to enter and leave 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.

ENG5. Vehicle manoeuvring areas and turning radii including for the property accesses, internal driveways and cul-de-sac heads to be constructed as part of Stage 1 and Stage 2 works as shown on Blueprint Drafting Services Drawing No. 15-2145-SPY Sheet 2 entitled *Staging Plan*, dated 22 February 2016 shall be designed and constructed in accordance with the requirements of the current version of AS 2890.2 for a HRV vehicle, except that in areas where a HRV vehicle is excluded from entering, they shall be designed and constructed in accordance with the requirements of the current version of AS/NZS 2890.1 for a B99 vehicle.

ENG6. Provide a total for all stages of at least 71 car parking spaces for B99 vehicles including one (1) disabled bay, in compliance with the requirements of the current version of AS/NZS 2890.1 and in accordance with the requirements of Schedule 1 and Table S1.1 of the *Kingaroy Shire IPA Planning Scheme*. Car parking shall be provided in stages as follows:

Stage	Car parking bays required
1	34 - ((17) for dwelling units, (12) for visitors, (2) for staff, (2) for disabled and (1) for ambulance) Also 1 space for a HRV.
2	14 – (12) for dwelling units and (2) for visitors
3	23 – (15) dwelling units and (8) for visitors

ENG7. The disabled car park shall be designed and constructed as part of Stage 1 works, in accordance with the requirements of the current version of AS/NZS 2890.6.

ENG8. Provide one vehicle parking space for a HRV as part of Stage 1 works, in compliance with the requirements of the current version of AS 2890.2 and in accordance with the requirements of Schedule 1 and Table S1.1 of the *Kingaroy Shire IPA Planning Scheme*.

ENG9. The cul-de-sac heads that must be provided at stages 1 and 2 must enable at least a 3-point turn for a HRV and have a sealed surface radius of at least 11.0m.

ENG10. Kerbing associated with or adjacent to the car parking bays shall be low enough to provide for clearance under vehicles as the B99 swept vehicle path intrudes over them.

ENG11. The car parking areas and internal driveways shall be constructed, drained and surfaced with reinforced concrete. The construction and design shall be in accordance

with the current version of AS/NZS 2890.1 and the requirements of Table S2.7 – Design and Construction Standards of the Kingaroy Shire IPA Planning Scheme. The standard of construction shall be consistent with the details on IPWEAQ standard Drawing No. RS-051 Driveways Heavy Duty Vehicle Crossing.

- ENG12. Provide a Signage and Linemarking Plan for compliance assessment by Council's General Manager of Infrastructure and install the traffic management devices required in accordance with the *Manual of Uniform Traffic Control Devices (MUTCD)*; ensuring that the plan 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.
- ENG13. A drawing must be submitted by the applicant for compliance assessment by Council's General Manager of Infrastructure showing the location and details proposed for refuse collection and demonstrating how this will allow service vehicle access for refuse collection.

### **Roads**

- ENG14. Roads must be designed and constructed in accordance with the requirements of the Kingaroy Shire IPA Planning Scheme.
- ENG15. Markwell Street and Logan Street are each classified as a "street" for the purpose of the Kingaroy Shire Planning Scheme. The applicant must design and construct:
- a) as part of Stage 1 works, widening of the southern lane of Markwell Street for the complete frontage of Lot 4 RP178596, to match the alignment at the existing traffic island within Markwell Street, located opposite the western side of this property, complete with pavement construction, sealing and installation of layback K&C Type M3 along the southern road lane alignment including the southern, western and eastern sides of the traffic island; and
  - b) as part of Stage 3 works, Logan Street for the complete frontage of Lot 4 RP178596 to First Avenue must be constructed, paved, and bitumen-sealed for a width of 6.50m on an 8.0m formation with table drains and concrete edge kerbing.
- ENG16. Pavements must be designed to cater for the ultimate development traffic loading.

### **Footpath**

- ENG17. As part of Stage 1 works, a footpath having a constructed concrete width of 1.5m and in accordance with the details in IPWEAQ standard drawing SEQ R-065, *Concrete Pathway Construction Details*, and the requirements of Table S2.7 – *Design and Construction Standards* of the Kingaroy Shire IPA Planning Scheme must be constructed:
- a) along the southern verge of Markwell Street from First Avenue to the proposed entrance of the proposed development at Lot 4 RP178596; and
  - b) from and connecting to the existing concrete path that terminates on the western side of First Avenue near Markwell Street, to the kerb, terminating in a pram ramp.
- ENG18. A kerb (pram) ramp complete with TGSIs compliant with IPWEAQ standard drawings R-090 to R-094 inclusive shall be provided:
- a) where the footpath terminates at the intersection with First Avenue, facing north at the southern verge of Markwell Street; and
  - b) facing south at the northern verge of Markwell Street adjacent to the intersection with First Avenue.
- ENG19. As part of Stage 1 works in Markwell Street and Stage 3 works in Logan Street, the full width of the verge, exclusive of concrete pedestrian pavement and vehicle cross-overs shall be graded, topsoiled and turfed as follows:

- a) Minimum cross fall of 1.5% and a maximum cross fall of 4% width;
- b) 100mm depth of approved loam; and
- c) turfing behind the kerb must extend at least one (1)m beyond the back of the Kerb and Channel.

### **Traffic Control**

ENG20. Traffic calming devices, streetscape works and entrance statements shall be designed and constructed in accordance with current best practice and as a minimum to the requirements of *Queensland Streets* and in accordance with the requirements of Table S2.5 – *Location and Design Standards* of the Kingaroy Shire IPA Planning Scheme.

### **Stormwater Drainage**

- ENG21. The applicant shall submit a Stormwater Management Plan for Compliance Assessment to Council's General Manager of Infrastructure, detailing:
- a) how stormwater management will be carried out at each stage of the works; how stormwater management of these stages will be made complementary; and the ultimate development stormwater management plan for the complete site;
  - b) hydraulic design for 1% AEP, 5% AEP and 50% AEP storms; and provision of all software data files for both pre-development and post-development scenarios;
  - c) design drawings showing plans and longitudinal sections for stormwater infrastructure including hydraulic grade lines, stormwater flow rates and velocities, proposed locations and details of all stormwater pipelines, manholes, gully pits, field inlet pits, culverts, channels and on-site detention/retention tanks and/or detention basins including inlet and outlet details.
  - d) drainage paths within the property and to the lawful point(s) of discharge; and
  - e) details of any cut or fill required to direct stormwater to a lawful point of discharge
- ENG22. The stormwater drainage system serving the site including all surface, underground and roof water components must be designed in accordance with the requirements of the *Queensland Urban Drainage Manual* (QUDM) and certified by a RPEQ engineer; and so that the development will not make material changes to the pre-development location, duration, frequency or concentration of overland stormwater flow at the point of discharge to all downstream properties including road reserves. In the event that a material change to the pre-development stormwater flows will occur, the applicant must produce evidence to the satisfaction of Council's General Manager of Infrastructure of a lawful right as to the method for stormwater discharge over the downstream land.
- ENG23. Each proposed stage of the development shall have its own Lawful Point of Discharge, which shall be nominated in the Stormwater Management Plan and the applicant must produce evidence to Council's satisfaction of its lawful right to discharge at these nominated points.
- ENG24. The stormwater drainage must 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.
- ENG25. All stormwater collected from the site, making allowance for Stages 2 and 3, from roofed and impervious areas must be piped to a lawful point of discharge. Such works must be constructed as determined by the detailed design.
- ENG26. Detention basins shall be designed in accordance with the provisions of the *Queensland Urban Drainage Manual* and *Australian Rainfall and Runoff* and shall be constructed so as to ensure the integrity of the embankment during filling. A detailed hydrologic and geotechnical design and detailed engineering drawings shall be submitted to Council for compliance assessment by Council's General Manager of Infrastructure before commencing any operational works.



- ENG27. Detailed plans required to comply with stormwater conditions shall be lodged under a separate Development Permit for Operational Works.

### **Easements & Drainage Reserves**

- ENG28. The applicant must provide all easements or drainage reserves found necessary for whatever purpose during the course of engineering investigation and design. Such easements or drainage reserves shall have a width that is appropriate to their purpose, but in any case, generally not less than 4m. Such easements or drainage reserves shall be deeded to Council when the Survey Plan is presented for sealing.
- ENG29. The effective widths of these drainage reserves and easements shall be justified on the basis of hydrologic and hydraulic analyses and also make allowance at one bank for access and manoeuvring by a SRV maintenance vehicle; and this justification shall be reported within the Stormwater Management Plan that is required to be submitted for Compliance Assessment to Council's General Manager of Infrastructure.

### **Water Supply**

- ENG30. Water supply must be reticulated to the proposed development in accordance with the requirements of Schedule 2, Division 3.2 – *Design and Construction Standards*, Table S2.10 of the Kingaroy Shire IPA Planning Scheme and the *South-east Queensland Water Supply & Sewerage Design & Construction Code* (SEQ Code).
- ENG31. An analysis and report of the existing and ultimate water supply requirements for the development prepared and certified by a RPEQ Civil Engineer must be submitted for compliance assessment to Council's General Manager of Infrastructure, confirming that the internal water supply system will meet the minimum pressure and flow requirements, including fire fighting, of the *Planning Guidelines for Water Supply and Sewerage April 2010* and Technical Bulletins published by the Department of Energy & Water Supply.
- ENG32. Detailed plans required to comply with water supply conditions, if not self-assessable against the Kingaroy Shire IPA Planning Scheme, shall be lodged under a separate Development Permit for Operational Works.

### **Sewerage**

- ENG33. Sewerage must be connected to the proposed development in accordance with the Kingaroy Shire IPA Planning Scheme and the *South-east Queensland Water Supply & Sewerage Design & Construction Code* (SEQ Code) requirements.
- ENG34. An analysis and report of the existing and ultimate sewerage requirements for the development prepared and certified by a RPEQ Civil Engineer must be submitted for compliance assessment to Council's General Manager of Infrastructure.
- ENG35. Nominal Main Sizes shall be designed in accordance with the *Planning Guidelines for Water Supply and Sewerage April 2010* and Technical Bulletins published by the Department of Energy & Water Supply.
- ENG36. Detailed plans required to comply with sewerage conditions, if not self-assessable against the Kingaroy Shire IPA Planning Scheme, shall be lodged under a separate Development Permit for Operational Works.

### **Standard of Works**

- ENG37. Works shall be constructed generally in accordance with the specification requirements outlined in Aus-Spec #1 and the IPWEAQ Standard Drawings unless otherwise agreed by Council's General Manager of Infrastructure.

### **Maintenance Bond**

ENG38. A Maintenance Bond, equal to 5% of the total cost of construction of the civil works, including landscaping where applicable, must be lodged with the Council for a period of twelve (12) months from the date of acceptance “on maintenance” of any donated assets which are the subject of an Operational Works application.

### **Earthworks**

ENG39. Any proposed earthworks if not self-assessable against the Kingaroy Shire IPA Planning Scheme shall be done in accordance with Council's Planning Scheme Part 3.3.2 *Rural Residential Locality Code – 020 (g) Earthworks* and shall be undertaken under a separate Development Permit for Operational Works.

### **Advice conditions**

- ADV1. *Section 341* 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. Telecommunication connections can be arranged by logging onto Telstra's website (<http://www.telstra.com.au/smart-community/developers/index.htm>) and completing the 'Application for Reticulation'.
- ADV3. Council would encourage you to discuss the development with Ergon Energy upon receipt of this approval to facilitate the timely supply of electricity to the development. Connection of electricity can take up to eight (8) months from the date of application to Ergon Energy.
- ADV4. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. *Section 23(1)* provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding.
- ADV5. Attached for your information is a copy of *Division 8* of the *Sustainable Planning Act 2009* as regards Rights of Appeal. With respect to Appeal Rights of Applicants, the following is drawn to your attention—
- a. the applicant's Appeal Period commences upon receipt of this advice and expires twenty (20) business days thereafter.
  - b. should the applicant notify the Assessment Manager (Council) in writing of acceptance of the conditions of approval and that it is not intended to make an appeal, the Applicant's Appeal Period is at an end.
- ADV6. All engineering designs, drawings and reports submitted to Council for compliance assessment approval must be certified by an appropriate Registered Professional Engineer of Queensland.
- ADV 7. Detention basins should be designed to comply with the provisions of the *Water Supply (Safety & Reliability) Act 2008* particularly with reference to referable dams.
- ADV 8. To help the applicant to comply with water supply and sewerage conditions ENG30 and ENG 33, Council has potable water supply and sewerage network models available to check the capacity of the networks to service the proposed development. The applicant should approach the General Manager of Infrastructure regarding fees and charges related to analysing the effect of the development. Analysis results but no report will be

provided and the applicant should ascertain the development's internal sewerage and water supply demand including for firefighting purposes and refer to QFES for particular requirements.

- ADV 9. The applicant will need to ascertain the hydraulic sewage load from the proposed development and check the capacity of Council's sewer along Logan Street from the proposed connection manhole to at least the point where it connects to the 300mm diameter trunk sewer adjacent to First Avenue, to confirm whether or not it can accept this additional hydraulic load.
- ADV 10. Any proposed commercial kitchen must be serviced with trade waste facilities by the applicant at its cost, in compliance with Council's Trade Waste Management Policy.
- ADV 11. At the time of application for Operational Works approval and before construction works may commence, the applicant will be required to submit the following design drawings for compliance assessment by Council's General Manager of Infrastructure: –
- (a) roadworks plans, cross-sections, typical detailed cross-section and pavement design details;
  - (b) Water supply internal reticulation plans and design details;
  - (c) Sewerage layout plans, longitudinal sections and design details;
  - (d) Stormwater layout plans longitudinal sections and design details;
  - (e) Landscaping plan and detailed planting schedule;
  - (f) Electricity layout; and
  - (g) Environmental management works.
- ADV 12. The coordinate system to be adopted for drawings submitted by the applicant in relation to future and completed operational works shall be GDA94 MGA Zone 56.
- Council expects that as-constructed revisions of all drawings submitted for operational works will be provided in DWG or DXF format and one (1) hard copy wet-signed on reinforced paper or film; and in accordance with the IPWEAQ Asset Design As Constructed (ADAC) Guidelines for Creation and Submission of ADAC XML Files. All text should be easily legible at A3 size
- ADV13. The applicant must submit a completed *Permit to Work on Council Roads Application* available from <http://www.southburnett.qld.gov.au> for approval by Council before commencing and works within the Council road reserve (i.e., in this case, the required property access).

**Resolution:**

*Moved Cr TW Fleischfresser, seconded Cr DA Potter.*

*That the Officer's Recommendation be adopted subject to the inclusion of an alternative option in the following conditions:*

*MCU13. Road frontage fences or walls are not to exceed 15m in length without a 1m x 0.5m indentation.*

*Alternatively the applicant must provide a 4m wide strip between the property boundary and fence along the frontage of the site to Markwell Street.*

**Reason:** Landscaping would provide greater visual amenity than provision of a fence

- ENG15. Markwell Street and Logan Street are each classified as a "street" for the purpose of the Kingaroy Shire Planning Scheme. The applicant must design and construct:*
- a) as part of Stage 1 works, widening of the southern lane of Markwell Street for the complete frontage of Lot 4 RP178596, to match the alignment at the existing traffic island within Markwell Street, located opposite the western side of this property, complete with pavement construction, sealing and installation of*

- layback K&C Type M3 along the southern road lane alignment including the southern, western and eastern sides of the traffic island; and*
- b) *as part of Stage 3 works, Logan Street for the complete frontage of Lot 4 RP178596 to First Avenue must be constructed, paved, and bitumen-sealed for a width of 6.50m on an 8.0m formation with table drains.*

*Alternatively the applicant may prior to the commencement of Stage 3 enter into an Infrastructure Agreement with Council regarding the sealing of Logan Street as required by condition ENG15(b) above.*

**Reason:** The alternative provides the developer with an option to contribute to the cost of sealing Logan Street if Council hasn't undertaken the works at the time of development. The concrete edge kerbing is not required in this rural residential location.

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

**7.2.2 P&LM - 1612297 - Forwarding Application for Reconfiguration of a Lot (Boundary realignment) - Middle Road, 1 The Weir Road & 42 Back Road Proston - Lots 3 SP248006, 26 BO362 & 2 SP237290 - Applicant: W Gair ROLC2016/0005**

**Summary**

- Application is for Reconfiguring a Lot (Boundary Realignment – 3 Lots into 3 Lots)
- Subject site is included within the *Rural Zone* under the *Wondai Shire IPA Planning Scheme*
- The boundary realignment will result in the following:
  - The area of Lot 3 on SP248600 will be transferred to an area within Lot 2 on SP237290 – essentially providing a boundary around the existing dwelling house and will be proposed Lot 6 with an area of 2.21Ha
  - Lot 3 on SP248600 will be amalgamated with Lot 26 on BO362 and have an area of 116.25Ha
  - Lot 2 on SP237290 will be proposed Lot 5 excluding the dwelling house and have an area of 53.23Ha
- The development is considered an inconsistent use as it doesn't meet the minimum 200Ha lot size requirement, however the physical and potential productive area of the land remains unchanged. The land surrounding the dwelling house on proposed Lot 6 is limited by slope and drainage patterns.
- It is recommended that a Development Permit for Reconfiguring a Lot (Boundary Realignment – 3 Lots into 3 Lots) be *approved* subject to reasonable and relevant conditions.

**Officer's Recommendation**

That Council grants **approval** for a **Development Permit** for Reconfiguring a Lot (Boundary Realignment – 3 Lots into 3 Lots) at 42 Back Road, Proston - Lot 2 SP 237290, 1 The Weir Road, Proston - Lot 26 BO 362 and Middle Road, Proston - Lot 3 SP 248006, 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: 5689P/2, Sheet No. 1 of 1, Rev - (*Boundary Realignment*), prepared by: O'Reilly Nunn Favier and dated: 17/3/16.

- 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 fee that will result from the issue of split valuations prior to Council sealing the Plan of Survey. The contribution is currently assessed at \$141.00 (3 x \$47.00); 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.

### **Electricity**

- RAL3. Written confirmation from the electricity authority, that all matters relating to the reticulation of electricity including electrical civil works have been completed, is to be provided to Council prior to sealing the Survey Plan.
- RAL4. Reticulated electricity is to be provided to the development in accordance with relevant Australian Standards.

### **Telecommunications**

- RAL5. Evidence of an agreement to provide a telephone service is to be provided to Council prior to sealing the Survey Plan.

### **Property Access**

- ENG1. Prior to sealing the survey plan, ensure that the following accesses are in accordance with the details in Table S2.7 – *Design and Construction Standards* of the Wondai Shire Council IPA Planning Scheme; and Council's standard Drawing No. SBRC 00049 *Rural Access*.
- Proposed Lot 5 from Middle Road
  - Proposed Lot 6 from Back Road and
  - Lot 3 on SP282084 from Back Road (previously part of Lot 2 on SP237290)
- ENG2. Only one access to each site will be permitted.
- ENG3. Road works and the property entrances shall be constructed so as to:
- a) permit access to and egress from the properties in a forward gear;
  - b) avoid a trip hazard to pedestrians;
  - c) ensure that low-clearance vehicles can clear the cross-over pavement upon entering and leaving the property; and
  - d) ensure that fencing, landscaping and letterboxes do not impede sight lines for vehicles entering or leaving the proposed reconfigured properties or travelling along the public road.

## Stormwater

ENG4. Management of stormwater shall be in accordance with Schedule 2, Tables S2.11, S2.12 and S2.13 *Design and Construction Standards* of the Wondai Shire IPA Planning Scheme.

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

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

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

## Resolution:

*Moved Cr TW Fleischfresser, seconded Cr DA Potter.*

*That the Officer's Recommendation be adopted.*

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

## 7.2.3 P&LM - 1632353 - Proston Men's Shed to acquire part of the park land adjacent to the Old Railway Office in Proston

### Summary

The Proston Men's Shed is seeking title to the freehold land, either via outright ownership or a long term licence to occupy at no cost to erect a 6m x 18m shed. The group are seeking part of Lot 5 RP904174 known as the Proston park land adjacent to the Old Railway Office in Proston.

The group have requested to own the freehold land or long term licence to occupy in order to apply for grants for a shed and equipment.

It is proposed the group would undertake light work within the shed where light power tools would be in use, i.e. woodwork, light welding, leather work and hobbies.

Whilst the disposal of land (*freehold sale or lease*) would generally require a tender process in accordance with Section 236 of the *Local Government Regulation 2012* Council may dispose of a valuable non-current asset (land) other than by tender to a community organisation.

### **Officer's Recommendation**

That in accordance with Section 236 (1)(b)(ii) of the *Local Government Regulation 2012* that Council enter into a licence to occupy with the Proston Men's Shed Group for a parcel of land within Lot 5 on RP904174 for the establishment of a Men's Shed subject to Council's standard licence to occupy terms, inclusive of the following conditions:

- A nominal licence to occupy fee of \$75 per annum, plus GST
- The final location and area of the licence to occupy shall be determined and approved by Council prior to execution of the licence to occupy.
- The Proston Men's Shed will be responsible for the ongoing maintenance of the land and any infrastructure established by the group.
- The Proston Men's Shed will obtain all necessary building and plumbing approvals for any infrastructure established on the site.

### **Resolution:**

*Moved Cr TW Fleischfresser, seconded Cr KA Duff.*

*That the Officer's Recommendation be adopted.*

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

### **7.2.4 P&LM - 1617627 - Forwarding a Reduction in Council Fees Application for waiver of development application fees for a new toilet and wash room for the McEuen Rural Fire Brigade - 47 Cushnie Road, Cushnie - Lot 70 SP119861**

#### **Summary**

Council received a written request from the McEuen Rural Fire Brigade for a 100% waiver of the Plumbing Application Fee for a new toilet and wash room located at 474 Cushnie Road, Cushnie (and described as Lot 70 on SP119861). The details are as follows:

- The McEuen Rural Fire Brigade propose to construct a new toilet and wash room facility
- The McEuen Rural Fire Brigade is one of many rural brigades throughout Queensland which are a volunteer emergency service organisation assisting to keep the rural communities safe
- The proposed facilities will allow the fire brigade to have training sessions, open days to the public and more importantly, the premises could be utilised in an emergency situation

### **Officer's Recommendation**

That Council *approves* a \$834.00 waiver of the Plumbing and Draining Fee for a Commercial New Build (\$1,002.00) taking into consideration the community nature of the McEuen Rural Fire Brigade and retain a document lodgement fee of \$168.00.

**Resolution:**

*Moved Cr TW Fleischfresser, seconded Cr RLA Heit.*

*That the Officer's Recommendation be adopted.*

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

**ADJOURNMENT:**

**Motion:**

*Moved Cr RJ Frohloff, seconded Cr GA Jones.*

*That the meeting adjourn for twenty (20) minutes*

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

**RESUMPTION:**

**Motion:**

*Moved Cr RLA Heit, seconded Cr DA Potter.*

*That the meeting resume at 10.56am*

*Carried 6/0  
FOR VOTE - Councillors voted unanimously  
ABSENT. DID NOT VOTE - Cr KM Campbell (Mayor)*

**ATTENDANCE:**

*Cr KM Campbell (Mayor) was not present at the resumption of the meeting.*

*Deputy Mayor Cr Kathy Duff assumed the chair.*

*Cr KM Campbell (Mayor) returned to the meeting at 10:57am and resumed the chair.*

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

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

**Summary**

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

**Officer's Recommendation**

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



**Resolution:**

*Moved Cr RJ Frohloff, seconded Cr RLA Heit.*

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

**Water & Waste Water:**

**Kingaroy Wastewater Treatment Plant**

*The seed sludge has started to form small granules in the bioreactors which is a sign that the biological process is starting to develop. The plant itself is operating well and achieving most licence limits without any chemical addition. Operators have continuing with their training and are starting to become confident with the intricacies of operating the new plant.*

*The design of the new recycled water pipeline to supply the sporting fields is being finalised and Recycled Water Use Agreements will be negotiated with the Golf Club, Sporting Clubs and Show Society over the coming months to make use of the Class A Recycled Water that will be produced at the plant.*

*The design for the replacement of the trunk sewer main into the new plant is also being finalised with construction planned to start in the next month. Aquatec Maxcon is also preparing to start the demolition of the old treatment plant.*

*The Water and Wastewater team are also working with Aquatec Maxcon to develop an education package for schools within the region including running a competition for students to enter which will include cash prizes and development opportunities for local students.*

**Gordonbrook Water Treatment Plant upgrade**

*The new plant is operating well and supplying good quality water to Kingaroy. The team is also making adjustments to chlorine dose rates throughout the town network which has resulted in a 50% reduction of chlorine use.*

*An official opening of the plant is being planned for August.*

**Murgon Water Treatment Plant**

*Work is progressing well at the Murgon plant. M2O have come up with cost effective solutions for solving some of the repair issues that have been encountered inside the third filter. Once these repairs are finished the third filter will be able to be brought back online and they will be able to commence work on the 2 remaining filters, whilst still ensuring the town supply won't be affected.*

**Waste Management:**

- *Capping works at the Proston old closed landfill were substantially concluded in June 2016.*
- *The Waste and Recycling Committee of WBBROC has been busy finalising a draft MoU and Tender document for the joint procurement regionally of Landfill Water Quality Testing and Reporting Services.*
- *Since an inspection last year by the Department of Environment and Heritage Protection (DEHP) of the Kingaroy Waste Facility, Council's Waste Services have been reviewing and updating the Integrated Environmental Management System (IEMS) developed under the Kingaroy Shire Council. Site Based Management Plans for the Kingaroy Landfill have also recently been finalised. Gas monitoring at a number of the South Burnett Regional Council's active and old closed legacy landfills were also conducted in June 2016 in response to a DEHP*

*directive. The good news is that no fugitive gas emissions were noted at any of the sites. All of the abovementioned documents and the gas monitoring data were submitted to DEHP before the end of the 2015/2016 financial year, as directed, for their approval.*

- *Waste Services recently issued two calls for quotes.*
  - *The first relates to the “Collection/Removal of waste oils (motor and cooking oil) and paint from waste facilities throughout the South Burnett Region”. Council’s current agreement has been in place for some time now, but Waste Services are looking to review if present arrangements, including price, are still appropriate given the potential for technological and processing advancements within the waste oil market. This call for quote closes on 29 July 2016.*
  - *The second call for quote document concerns “Regulated Liquid Waste (Grease Trap & Oily Water) Disposal”. Waste Services is endeavouring to find out if the commercial sector is able to provide a sustainable solution for the disposal of grease trap and oily water waste that is generated within the South Burnett. Septic tank waste disposal has been incorporated into the design of the new Kingaroy Sewerage Treatment Plant (STP), however grease trap and oily water waste are problematic to the operation of the STP and have therefore had to be excluded. Consequently, an alternative long term solution for these two liquid waste streams is necessary. This call for quote closes on 12 August 2016.*

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

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

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

#### **Summary**

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

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

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

#### **Resolution:**

*Moved Cr KA Duff, seconded Cr DA Potter.*

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

#### **Natural Resource Management**

##### **Weed treatment programs**

*Contractors have begun treatment of Mother of Millions starting in the southern part of the region and working their way north. Pest Management staff have been undertaking property inspections for Giant Rats Tail Grass and Mother of Millions across the region.*

### **Feral animal control**

*Requests for assistance with Rabbit control have increased recently. Seven rabbits have been trapped, injected with Calici virus and released at Coolabunia and Taabinga in the last month.*

*Council are receiving reports that the virus is spreading well within rabbit populations where releases have occurred in the past.*

### **1080 Baiting programs**

*Pest Management staff have assisted landholders to undertake additional baiting programs in the Tarong and Hivesville areas.*

### **Wandering Livestock**

*NRM staff have attended to wandering livestock call outs in South Nanango, Murgon, Maidenwell, Kingaroy and Blackbutt. Council currently have 5 horses impounded from the Murgon area and 1 pony impounded from the Kingaroy area.*

### **Saleyards and dip facilities**

*A Weaner Sale was held on June 3 with a total of 1072 head sold. Prices and quality were very good and vendors happy. The Fat & Store sale held 4 days later attracted small numbers of mostly meatworks cattle. Following a week of rain the Fat & Store sale held June 21 attracted 185 head with some vendors cancelling as a result of wet weather access issues.*

*Prices are still holding well with reports of \$3.60/kilo for smaller steers.*

*A concrete pad has been constructed under the vet crush, front pens have been cleaned and gravel is being laid. Approximately 1,860 head have been cleared by authorised Council officers in the past month.*

### **Feral Animal Mentor program**

*Council is working in partnership with Condamine Alliance to engage a feral animal mentor to assist landholders to develop property pest management plans for the control of wild dogs, feral pigs and rabbits in strategic control areas. The mentor will be available to work with landholders in the South Burnett from late July until September.*

### **Prescribed Burn Program**

*Nanango Group Rural Fire Brigade has completed prescribed burns at Nanango Refuse Reserve and Coomba Falls.*

### **Biosecurity Act**

*NRM staff completed external and internal training sessions and workshops to prepare for the introduction of new legislation regarding management of weeds, feral animals and cattle ticks.*

### **Parks & Gardens**

#### **Kingaroy**

- *Staff have been finalizing works at Glendon Street Park with the installation of picnic settings, top dressing new turf, tidying up Contractors work and preparing for opening the park up to the public.*
- *We have also completed a full weed eating program of all traffic islands, parks and town entrances.*
- *We have started our winter maintenance program with repairs being done at Taabinga Cemetery and fences and some small maintenance jobs around town.*
- *We have just completed works at D'Aguilar Hwy Traffic Islands where we have removed bottlebrushes and tree rings where there were visibility issues for traffic.*

- Staff are working on our winter gardening program which includes cleaning up all our park gardens and rotary hoeing the annual flower beds at Memorial Park.

#### **Murgon & Wondai**

- Staff have been working on playground and park maintenance including mowing of parks
- Other mowing includes the road verges, town entrances and cemeteries
- Staff have been working on garden maintenance including stripping gardens and replanting and painting garden edges
- Other work has been the oiling or repainting of shelters and the repainting of seats

#### **Nanango & Blackbutt**

- Staff have been working on maintenance of assets
- Maidenwell has been tidied up for the Hot Rod Show and some action requests completed
- Tree trimming at the Blackbutt cemetery has been completed.
- Benarkin toilet block is waiting for the power to be connected and some clean-up work will need to be under taken.
- Some maintenance of Tipperary flats and Pioneer Park has been completed as well as work in Butter Factory Park.
- Some touch up mowing and whipper snipping will take up the next few weeks including ongoing maintenance of streetscape gardens and annual beds.

#### **Rail Trail this month**

- Completion of 3 sets of chicanes north of Murgon by CTC Work Skills
- Crawford North walkway bridge construction was completed with a Work Skills crew including painting, the erection of balustrades and fitted kick rails.
- Work continues on the surface and bitumen should be laid on the next ten plus kilometres in the next week or so.

#### **Indigenous Affairs**

Councillor Potter and I attended the NAIDOC Open Day celebrations at Cherbourg. Through my Indigenous Affairs budget I helped to sponsor the Bush Tucker and the BBQ. It was a successful day in spite of the rainy weather with one of the highlights being the traditional dancing including the Wakka Wakka Dancers and also the high school students from Kingaroy known as the Kingaroy Sista girls who did a very special performance.

Since the last Council Meeting we have successfully hosted the Cherbourg Councillors and Senior Staff here in Kingaroy for a meet and greet, discussion and luncheon. We hope to continue these meetings into the future and Cherbourg Council will arrange the next one to be held at the Cherbourg Council Chambers.

Carried 7/0  
FOR VOTE - Councillors voted unanimously

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

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

**Summary**

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

**Officer's Recommendation**

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

**Resolution:**

*Moved Cr RLA Heit, seconded Cr TW Fleischfresser.*

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

**Financial Report**

*The attached periodic financial statements are as at 30 June 2016.*

*The financial ratios for cash, operating cash and working capital ratio are within the industry guide. The operating cash is subject to change based on the review of restricted cash as part of the preparation for the year-end financial audit. The decrease in the funded long term liabilities ratio from 59% in May to 58% as of 30 June is mainly on account of the end of financial year payments to suppliers.*

**With regard to the Comprehensive Income Statement:**

*Actual revenue for 2015-2016 amounting to \$72.5 Million is higher than budget by \$789,513 mainly on account of RTR capital grant pertaining to 2014-2015 that was received in the current financial year.*

*Actual expenses incurred for the year amounts to \$58.4 Million. This is \$2.3 Million lower than the budgeted total operating expense of \$60.7 Million.*

*It is to be noted that the actual recurrent expense presented in the periodic report is not the final result as the year end accruals specifically for Materials and Services are still to be recognised and posted to the ledger.*

*The Finance costs are slightly higher than budget figures due to the year- end recognition of landfill and quarry provisions.*

**Capex Report**

*Actual capital expenditure as of 30 June amounts to \$43.5 Million, however there will be expenditure which is estimated at nearly \$9 million accrued back into the 2015-2016 financial year, which will take the amount close to the \$56.8 Million budget figure. The commitments relating to the Kingaroy Water and Waste Water Treatment Plant are the largest influence on the difference between actual and budgeted expenditure. All 2015-2016 capital projects will now be reviewed to assess the carry-overs into 2016-2017.*

**Rate Notices**

*The first rates notice for this financial year will be issued 23 August and will be a half yearly rate notice. As mentioned previously due to the transition to half yearly rates there will be two month period in which to pay this notice and still receive the 10 % discount which is 25 October.*

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

**10.2 Finance (F)**

***Officer's Reports***

**10.2.1 F - 1632251 - Monthly Financial Statements**

**Summary**

The following information provides a snapshot of Council's Financial Position as at 30 June 2016.

**Officer's Recommendation**

That the Monthly Financial Report as at 30 June 2016 be received and noted.

**Key Financial Ratios**

**SOUTH BURNETT REGIONAL COUNCIL**

**FINANCIAL SCORECARD**



**Statement of Comprehensive Income**

**Statement of Comprehensive Income**  
**As at 30 June 2016**  
**100% of Year Complete**

	2016	Amended Budget	Variance
	\$	\$	%
<b>Income</b>			
<b>Revenue</b>			
<b>Recurrent Revenue</b>			
Rates, levies and charges	42,198,772	42,416,897	99%
Fees and charges	4,246,744	4,380,424	97%
Rental Income	527,220	492,885	107%
Interest received	1,409,731	1,378,831	102%
Sales revenue	4,463,236	4,219,930	106%
Other Income	516,462	563,733	92%
Grants, Subsidies, Contributions & Donations	8,780,515	9,057,200	97%
	62,142,680	62,509,900	
<b>Capital Revenue</b>			
Grants, Subsidies, Contributions & Donations	10,358,187	9,201,453	113%
<b>Total Revenue</b>	72,500,866	71,711,353	
<b>Total Income</b>	72,500,866	71,711,353	
<b>Expenses</b>			
<b>Recurrent Expenses</b>			
Employee benefits	25,007,126	25,293,928	99%
Materials and services	18,188,467	20,050,434	91%
Finance costs	2,326,259	2,113,150	110%
Depreciation and amortisation	12,875,629	13,215,467	97%
	58,397,480	60,672,979	
<b>Capital Expenses</b>			
	(503,721)	(750,000)	67%
<b>Total Expense</b>	57,893,759	59,922,979	
<b>Net Result</b>	14,607,107	11,788,374	



**Statement of Financial Position**

**Statement of Financial Position**  
**As at 30 June 2016**

	2016 \$	Estimated Financial Position \$
<b>Current Assets</b>		
Cash and Cash Equivalents	31,022,240	30,851,782
Trade and Other Receivables	5,956,244	7,975,857
Inventories	1,128,944	1,171,238
Investments	-	-
<b>Total Current Assets</b>	<b>38,107,427</b>	<b>39,998,877</b>
<b>Non-Current Assets</b>		
Trade and other receivables	-	-
Property, Plant and Equipment	874,825,691	871,197,372
Intangible Assets	8,979,713	8,342,649
<b>Total Non-Current Assets</b>	<b>883,805,404</b>	<b>879,540,021</b>
<b>TOTAL ASSETS</b>	<b>921,912,831</b>	<b>919,538,898</b>
<b>Current Liabilities</b>		
Trade and other payables	2,560,519	5,239,518
Borrowings	2,213,721	2,363,056
Provisions	3,296,926	3,333,022
<b>Total Current Liabilities</b>	<b>8,071,167</b>	<b>10,935,596</b>
<b>Non-Current Liabilities</b>		
Borrowings	42,717,823	42,561,128
Provisions	11,990,061	11,612,607
<b>Total Non-Current Liabilities</b>	<b>54,707,884</b>	<b>54,173,735</b>
<b>TOTAL LIABILITIES</b>	<b>62,779,051</b>	<b>65,109,331</b>
<b>NET COMMUNITY ASSETS</b>	<b>859,133,780</b>	<b>854,429,567</b>
<b>Community Equity</b>		
Asset Revaluation Surplus	419,417,379	422,771,616
Retained Surplus/(Deficiency)	439,716,401	431,657,951
<b>TOTAL COMMUNITY EQUITY</b>	<b>859,133,780</b>	<b>854,429,567</b>

**Resolution:**

*Moved Cr RLA Heit, seconded Cr DA Potter.*

*That the Monthly Financial Report as at 30 June 2016 be received and noted.*

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

**11. Consideration of Notices of Motion**

No Report.

**12. Information Section (IS)**

**12.1 IS - 1630875 - Reports for the Information of Council**

**Summary**

List of correspondence pending completion of assessment report  
Delegated Authority Report  
Minutes of the Audit Committee Meeting held on Monday 23 May 2016  
Minutes of the Board Meeting of the South Burnett Community Hospital Foundation Limited held on Tuesday 21 June 2016  
Monthly Capital Works Report  
Road Maintenance Expenditure Report

**Officer's Recommendation**

That the reports be received.

**Resolution:**

*Moved Cr KA Duff, seconded Cr TW Fleischfresser.*

*That the reports be received.*

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

**PRESENTATION**

The new CEO of the Burnett Inland Economic Development Organisation (BIEDO) Kristy Frahm gave a short presentation about her plans for BIEDO's future direction and thanked Council for their ongoing support.

**CLOSED SESSION:**

**Motion:**

*Moved Cr KA Duff, seconded Cr TW Fleischfresser.*

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

Carried 7/0  
FOR VOTE - Councillors voted unanimously

**OPEN COUNCIL:**

**Motion:**

*Moved Cr GA Jones, seconded Cr TW Fleischfresser.*

*That the meeting resume in Open Council.*

Carried 7/0  
FOR VOTE - Councillors voted unanimously

**Report:**

The Mayor reported that whilst in Closed Session, in accordance with Section 275(1)(e) *contracts proposed to be made by it*, of the Local Government Regulation 2012, Council considered matters concerning replacement of Marshlands Bridge and Kings Bridge Tender – SBRC-15/16-18.

**Motion:**

*Moved Cr KM Campbell, seconded Cr RJ Frohloff.*

*That the Mayor's report be received*

Carried 7/0  
FOR VOTE - Councillors voted unanimously

**13. Confidential Section**

**13.1 CONF - 1632451 - Replacement of Marshlands Bridge and Kings Bridge Tender - SBRC-15/16-18**

**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 accepts the offer under tender reference SBRC 15/16-18 for the design and construction of the Marshlands Bridge on Silverleaf Rd and Kings Bridge on Kings Bridge Rd from Kay & Associates Pty Ltd and enters into a contract for the value of \$1,506,000.00 (Excl. GST).

**Resolution:**

*Moved Cr DA Potter, 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 12.04pm.

Confirmed before me this ..... day of .....2016

..... **MAYOR**