



SOUTH BURNETT

REGIONAL COUNCIL

Agenda

of the

General Meeting

Held in the Warren Truss Chamber 45 Glendon Street Kingaroy

on Wednesday, 20 July 2016

Commencing at 9.00am

Chief Executive Officer: Gary Wall

Our Vision

"Individual communities building a strong and vibrant region."

Our Values

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



SOUTH BURNETT REGIONAL COUNCIL AGENDA

Wednesday, 20 July 2016

ORDER OF BUSINESS:

1. LEAVE OF ABSENCE	1
2. (A) PRAYERS	1
(B) RECEIPT OF PETITIONS	1
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.....	1
3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING	3
3.1 South Burnett Regional Council Minutes	3
3.2 South Burnett Regional Council Special Budget Minutes.....	4
4. PORTFOLIO - ECONOMIC DEVELOPMENT, GOVERNANCE AND COMMUNICATIONS	5
4.1 Economic Development, Governance and Communications Portfolio Report.....	5
4.2 GOVERNANCE (G)	6
4.2.1 G - 1624969 - Review of the Internal Audit Policy	6
4.2.2 G - 1625275 - Review of the Internal Audit Terms of Reference	11
4.2.3 G - 1624994 - Review of the Audit Advisory Committee Policy	17
4.2.4 G - 1625121 - Review of the Audit Advisory Committee Terms of Reference	22
4.2.5 G - 1630613 - Operational Plan 2015/16 Progress Report for April - June Quarter ..	28
4.2.6 G - 1629717 - Advising requests for appointment of 2017 Special holidays must be submitted no later than 2 September 2016	134
5. PORTFOLIO - ROADS & DRAINAGE	135
5.1 Roads & Drainage Portfolio Report	135
5.2 ROADS & DRAINAGE (R&D).....	136
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.....	136
5.3 DESIGN & TECHNICAL SERVICES (D&TS)	142
5.3.1 D&TS - 1632211 - Minutes of the Traffic Advisory Committee Meeting held on Tuesday 14 June 2016	142
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	149
6. PORTFOLIO - COMMUNITY & HEALTH SERVICES & THE ARTS	151
6.1 Community and Health Services and the Arts Portfolio Report.....	151
7. PORTFOLIO - PLANNING & PROPERTY	152
7.1 Planning and Property Portfolio Report	152
7.2 PLANNING (P&LM).....	153
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.....	153
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.....	165

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.....	169
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.....	171
8.	PORTFOLIO - WATER, WASTE WATER, WASTE MANAGEMENT, SPORT & RECREATION	173
8.1	Water, Waste Water, Waste Management, Sport & Recreation Portfolio Report	173
9.	PORTFOLIO - NATURAL RESOURCE MANAGEMENT, PARKS AND INDIGENOUS AFFAIRS	174
9.1	Natural Resource Management, Parks and Indigenous Affairs Portfolio Report	174
10.	PORTFOLIO - FINANCE, ICT & HUMAN RESOURCES.....	175
10.1	Finance, ICT and Human Resources Portfolio Report	175
10.2	FINANCE (F).....	176
10.2.1	F - 1632251 - Monthly Financial Statements.....	176
11.	CONSIDERATION OF NOTICES OF MOTION	181
12.	INFORMATION SECTION (IS)	181
12.1	IS - 1630875 - Reports for the Information of Council.....	181
13.	CONFIDENTIAL SECTION	182
13.1	CONF - 1632451 - Replacement of Marshlands Bridge and Kings Bridge Tender - SBRC-15/16-18	182

1. Leave Of Absence

Nil.

2. (a) Prayers

A representative of the Kingaroy District Ministers Association, Trevor Adams, 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**

Document Information

IR No 1626256

Author Executive Assistant

**Endorsed
By Chief Executive Officer**

Date 24 June 2016

Précis

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.

Financial and Resource Implications

N/A

Link to Corporate/Operational Plan

N/A

Communication/Consultation (Internal/External)

N/A

Legal Implications (Statutory Basis, Legal Risks)

N/A

Policy/Local Law/Delegation Implications

N/A

Asset Management Implications

N/A

3. Confirmation of Minutes of Previous Meeting

3.1 South Burnett Regional Council Minutes

Précis

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

Officer's Recommendation

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

3.2 South Burnett Regional Council Special Budget Minutes

Précis

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

Officer's Recommendation

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

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

See Business Function Headings

4. Portfolio - Economic Development, Governance and Communications

4.1 Economic Development, Governance and Communications Portfolio Report

Document Information

IR No 1630823

Author Mayor, South Burnett Regional Council

Date 18 July 2016

Précis

Economic Development, Governance and Communications Portfolio Report

Summary

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

Officer's Recommendation

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

4.2 Governance (G)

Officer's Report

4.2.1 G - 1624969 - Review of the Internal Audit Policy

Document Information

IR No 1624969

Author Internal Auditor

**Endorsed
By** Chief Executive Officer

Date 21 June 2016

Précis

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

It is recommended 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

Table of Contents

1. POLICY STATEMENT.....	1
2. SCOPE.....	1
3. POLICY OBJECTIVES.....	1
4. BACKGROUND AND/OR PRINCIPLES.....	2
5. GENERAL INFORMATION.....	2
6. DEFINITIONS.....	3
7. LEGISLATIVE REFERENCE.....	3
8. RELATED POLICIES/PROCEDURES.....	3
9. NEXT REVIEW.....	3

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

Financial and Resource Implications

No financial and/or resource implications arise on above amendment.

Link to Corporate/Operational Plan

EXC4 - Ethical, accountable and transparent decision-making.

Communication/Consultation (Internal/External)

Internal consultation was done through circulation of the proposed amendments to the Senior Management Team, Councillors and Audit Advisory Committee.

Legal Implications (Statutory Basis, Legal Risks)

This policy will guide the conduct of internal audit activities in compliance with the *Local Government Act 2009* and the *Local Government Regulation 2012*.

Policy/Local Law/Delegation Implications

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

Asset Management Implications

No direct asset management implications arise from this report.

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

Document Information

IR No 1625275

Author Internal Auditor

**Endorsed
By** Chief Executive Officer

Date 21 June 2016

Précis

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

It is recommended that the Internal Audit Terms of Reference be adopted.



Internal Audit Terms of Reference

Table of Contents

1. INTRODUCTION	1
2. OBJECTIVE	1
3. ROLE OF INTERNAL AUDIT	1
4. SCOPE OF INTERNAL AUDIT ACTIVITIES	2
5. PROFICIENCY	2
6. DUE PROFESSIONAL CARE	3
7. INDIVIDUAL OBJECTIVITY	3
8. RELATIONSHIP WITH RISK MANAGEMENT	3
9. RELATIONSHIP WITH EXTERNAL AUDIT	3
10. RELATIONSHIP WITH THE SENIOR EXECUTIVE TEAM	3
11. REPORTING ACCOUNTABILITY	4
12. MANAGEMENT'S RESPONSIBILITY FOR CORRECTIVE ACTION	4
13. CONTINUING PROFESSIONAL DEVELOPMENT	4
14. QUALITY ASSURANCE	4
15. INTERNAL AUDIT MANUAL	4
16. RELATED POLICIES	4
17. REVIEW DATE	4

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.

Financial and Resource Implications

No direct financial or resource implication arise from this report.

Link to Corporate/Operational Plan

EXC4 - Ethical, accountable and transparent decision making.

Communication/Consultation (Internal/External)

Internal consultation was done through circulation of the proposed amendments to the Senior Management Team, Councillors and Audit Advisory Committee.

Legal Implications (Statutory Basis, Legal Risks)

This Terms of Reference together with the Internal Audit Policy will guide the conduct of internal audit activities in compliance with the *Local Government Act 2009* and the *Local Government Regulation 2012*.

Policy/Local Law/Delegation Implications

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

Asset Management Implications

No direct asset management implications arise from this report.

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

Document Information

IR No 1624994

Author Internal Auditor

**Endorsed
By** Chief Executive Officer

Date 21 June 2016

Précis

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 Committee Policy be adopted.



Audit Advisory Committee Policy

Table of Contents

1. POLICY STATEMENT.....	1
2. SCOPE.....	1
3. POLICY OBJECTIVES.....	1
4. BACKGROUND AND/OR PRINCIPLES.....	1
5. GENERAL INFORMATION.....	2
6. DEFINITIONS.....	2
7. LEGISLATIVE REFERENCE.....	2
8. RELATED POLICIES/PROCEDURES.....	2
9. NEXT REVIEW.....	3

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

Financial and Resource Implications

No direct financial and resource implications.

Link to Corporate/Operational Plan

EXC4 - Ethical, accountable and transparent decision-making.

Communication/Consultation (Internal/External)

Internal consultation was done through circulation of the proposed amendments to the Senior Management Team, Councillors and Audit Advisory Committee.

Legal Implications (Statutory Basis, Legal Risks)

This policy will guide the conduct of the Audit Advisory Committee in the performance of its oversight function in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*.

Policy/Local Law/Delegation Implications

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

Asset Management Implications

No direct asset management implications arise from this report.

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

Document Information

IR No 1625121

Author Internal Auditor

**Endorsed
By** Chief Executive Officer

Date 21 June 2016

Précis

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

Table of Contents

1. INTRODUCTION	1
2. OBJECTIVE	1
3. DUTIES AND RESPONSIBILITIES	1
4. MEMBERSHIP	2
5. MEETINGS.....	2
6. ETHICAL CONDUCT.....	3
7. TRAINING	3
8. COMMITTEE EVALUATION.....	3
9. RELATED POLICIES.....	3
10. REVIEW DATE.....	3

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

Financial and Resource Implications

Resources for internal audit function are provided for in the annual budget.

Link to Corporate/Operational Plan

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

Communication/Consultation (Internal/External)

Internal consultation was done through circulation of the proposed amendments to the Senior Management Team, Councillors and Audit Advisory Committee.

Legal Implications (Statutory Basis, Legal Risks)

This policy will guide the conduct of internal audit activities in compliance with the *Local Government Act 2009* and the *Local Government Regulation 2012*.

Policy/Local Law/Delegation Implications

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

Asset Management Implications

No direct asset management implications arise from this report.

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

Document Information

IR No 1630613

Author Manager – Social & Corporate Performance

**Endorsed
By** General Manager Corporate Services

Date 8 July 2016

Précis

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



SECTION EXECUTIVE SERVICES						
Mission: To promote and support good governance in the organisation's performance compliant with relevant legislation						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4th Quarter Review
Promote and support good governance activities.	To provide management and administration support to promote and support governance branch activities.	Internal and External Stakeholders Community	EXC4	Inform Consult Involve	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



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.



SECTION		ECONOMIC DEVELOPMENT				
Mission: Create a Prosperous Region						
Significant activities and services						
Function	Description	Customer(s)	Link to Corporate Plan			
Performance Measurement						
		Key Performance Indicator	4th Quarterly Review			
South Burnett Directions most effective organisation structure	Establish effective governance, operating and reporting structure that will enhance the delivery of long term economic development for the region.	Internal Stakeholders Business Community Wide Bay Burnett Regional Organisation of Councils	GO1	Inform Consult Involve Collaborate	Structure developed through South Burnett Directions adopted by Council 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	Inform Consult Involve	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	Inform Consult Involve	Substantiated economic development input to the new Town Plan ongoing 2015-16	Waiting release of draft town planning scheme

SECTION		ECONOMIC DEVELOPMENT	
Mission: Create a Prosperous Region			
Significant activities and services			
Function	Description	Customer(s)	Link to Corporate Plan
Performance Measurement			
	Engagement Level	Key Performance Indicator	4th Quarterly Review
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
			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
			The new hospital Board is established and is identifying opportunities for new health services.
Transport	Business transport efficiency	Business Community	GO1
			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
			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.

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	4th Quarterly Review
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 th 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 us currently being developed for implementation during the 2 nd 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 th 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:
Officer Responsible:
Responsibilities:

To provide human resource services and promote a safety first environment across the organisation.
Manager Human Resources
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 th 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 th 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 th 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

SECTION		WORKPLACE HEALTH & SAFETY	
Mission: To achieve a 'zero harm' workplace supported by appropriate Workplace Health and Safety (WH&S) and rehabilitation advice, systems, processes and procedures.			
Significant activities and services			
Function	Description	Customer(s)	Link to Corporate Plan
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
Performance Measurement			
	Key Performance Indicator	Engagement Level	4th Quarter Review
	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.	Inform Consult Involve	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	Inform Consult Involve Collaborate	Interim Desktop Audit as per EU 80% compliance Under review
	100% compliance with legislative standards	Inform Consult Involve Collaborate	100% compliance

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	4 th 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 th 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 th 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 th 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 th 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 th 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 th 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	<p>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.</p> <p>Wondai Swimming Pool is under new management.</p> <p>Murgon and Proston Swimming Pools opened on 12 October and Kingaroy Swimming Pool opened 24 October.</p> <p>Murgon Pool in the winter period will have warranty work completed on the pool paint surface.</p> <p>Kingaroy Pool Shade structure completed.</p> <p>South Burnett Aquatic Centre pumps and filtration system replaced.</p> <p>Kingaroy Pool and Proston Pool Management contracts retendered in July 2016.</p>

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>Digital Literacy: Group computer classes - Kingaroy 10; One-on-one internet classes - Nanango 22 & Proston 6</p> <p>Early Literacy: Story Time & Rhyme Time sessions – Blackbutt 4, Kingaroy 23, Murgon 6, Nanango 15, Proston 7, Wondai 5</p> <p>School/Kindergarten visits – Kingaroy 2</p> <p>Family Literacy: Holiday activity sessions – Blackbutt 1, Kingaroy 3, Murgon 2, Nanango 2, Proston 1, Wondai 2</p> <p>Young Adult Programs – Kingaroy 4</p> <p>Adult Literacy: Author and Information talks – Kingaroy 10 & 13 Spanish classes, Proston 1</p> <p>Outreach: National Simultaneous Storytime – 7 (all branches & 1 F5F session at Under 8s Day) ; Kingaroy 2 Stig Live @ the Library sessions (10 schools/620 attendees at Town Hall & 184 attendees at Taabinga SS) ; Nanango 2 Home Library visits; Kingaroy 4 Community Library visits</p> <p>Group sessions –Blackbutt 15, Kingaroy 66, Nanango 11, Wondai 3</p>

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
			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	
Mission: To ensure public health issues are effectively managed in accordance with the relevant legislation.	
Significant activities and services	
Function	Performance Measurement
Description	Key performance Indicator
Customer(s)	Engagement Level
Corporate Plan Linkages	4th Quarter Review
<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"> • Food Act 2006 • Public Health (Infection Control for Personal Appearance Services) Act 2003 - Higher Risk Personal Appearance Services • Residential Services (Accreditation) Act 2002 	<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>
External Stakeholders Community	Inform
EC3	<p>First Quarter 11 Annual Food licence & 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.</p> <p>Second Quarter 9 Annual Food Licence & 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 3rd Qtr.</p> <p>Third Quarter 5 Annual Food Licence & 24 Temporary Food Licence applications were received. 6 Water Sample applications received and undertaken. 95% of food inspections have been completed.</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 & 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 1st Qtr 2016-17</p>
		EC3	
		Consult	
		90% of Customer Service Requests (CRs) actioned within six (6) working days	<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>
		90% of urgent Customer Service Requests (CRs) actioned within forty-eight (48) hours	

SECTION PUBLIC HEALTH

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

Significant activities and services				Performance Measurement
School Based Immunisation Clinics	Provision of School Based Immunisation Clinics in partnership with Queensland Health	External Stakeholders	EC3	<p>Consult</p> <p>95% vaccination rate of those who present for immunisation at school based clinics Deliver the School Based Immunisation initiative in accordance with the Queensland Health "School Based Vaccination Program Service Provider Agreement"</p> <p>First Quarter No School Immunisation Clinics took place during this Quarter.</p> <p>Second Quarter 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>Third Quarter There will be no further reporting on this measure as Council is no longer the service provider for the School Immunisation program.</p> <p>Fourth Quarter 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>First Quarter No new applications have been submitted during this Quarter. 100% of Footpath Permits in the towns of Nanango, Kingaroy, & 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>Second Quarter 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>Third Quarter 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 th 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. Fourth Quarter 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.	First Quarter The following CRMs were received in this quarter. 268 Animal 17 Local Laws 45 Overgrown 4 Signage 19 Dog Attack Over 90% of non-urgent CRMs were actioned within the timeframe. 100% of all urgent CRMs were	

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 th Quarter Review	
						actioned within target. Second Quarter 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. Third Quarter 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 th 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. Fourth Quarter 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.	First Quarter 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. Second Quarter

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 th 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 Third Quarter 0 Education sessions were requested this Quarter Fourth Quarter 0 Education sessions were requested this Quarter	0 Education sessions were requested this Quarter Third Quarter 0 Education sessions were requested this Quarter Fourth Quarter 0 Education sessions were requested this Quarter First Quarter 13 CRMs were raised during this period. 100% of these CRMs were actioned within the required timeframes. Second Quarter 1 CRM was raised during this period. This CRM was actioned within the timeframes. Third Quarter 4 CRMs raised in this period. All CRMs actioned within timeframes. Fourth Quarter 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 th 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>First Quarter 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>Second Quarter 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>Third Quarter 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>Fourth Quarter 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 th 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.	<p>First Quarter 0 applications rec'd this period.</p> <p>Second Quarter 0 applications rec'd this period.</p> <p>Third Quarter 0 applications rec'd this period.</p> <p>Fourth Quarter 0 applications rec'd this period.</p>		
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	<p>First Quarter 27 non-urgent CRMs were raised during this period. 80% of these applications were actioned within the timeframes.</p> <p>Second Quarter 24 non-urgent CRMs were raised during this period. 92% of these CRM's were actioned within the timeframe.</p> <p>Third Quarter 38 non-urgent CRMs were raised during this period. 90% of these CRM's were actioned within the timeframe.</p> <p>Fourth Quarter 30 non-urgent CRMs were raised during this period. 90% of these CRM's were actioned within the timeframe.</p>		

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 th 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>First Quarter Greater than 99.5% of all general refuse wheelie bins were serviced at least once per week during this Quarter.</p> <p>Second Quarter Greater than 99.5% of all general refuse wheelie bins were serviced at least once per week during this Quarter.</p> <p>Third Quarter The contractor serviced greater than 99.5% of all wheelie bins at least once a week in this period.</p> <p>Fourth Quarter The contractor serviced greater than 99.5% of all wheelie bins at least once a week in this period.</p>

SECTION WASTE MANAGEMENT	
Mission: To provide effective Waste Management Services	
Significant activities and services	
Environmental Compliance	<p>Compliance with DEHP's registration conditions for Council's licensable Waste Facilities.</p> <p>External Stakeholders</p> <p>ENV2</p> <p>Consult</p>
Performance Measurement	<p>First Quarter Internal Audit Program still to be developed.</p> <p>Second Quarter Internal Audit Program tool in the process of being developed.</p> <p>Third Quarter Work on developing the internal audit tool continued this period.</p> <p>Fourth Quarter 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.</p>

SECTION WASTE MANAGEMENT	
Mission: To provide effective Waste Management Services	
Significant activities and services	
Legacy Landfills	Restore and monitor condition of Legacy Landfills
External Stakeholders	ENV2
Consult	Consult
Performance Measurement	
<p>First Quarter Restoration of legacy landfills is presently ahead of schedule.</p> <p>Second Quarter Restoration of legacy landfills continues to be ahead of schedule.</p> <p>Third Quarter Restoration of legacy landfills continues to be ahead of schedule.</p> <p>Fourth Quarter 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>First Quarter Being developed.</p> <p>Second Quarter Draft, but some additional items to be included for the 2016/17 budget considerations.</p> <p>Third Quarter Some additional items still to be included for the 2016/17 draft capital works budget.</p> <p>Fourth Quarter 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 th 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 th . 4 th 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 th 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>	Boondooma	14/15	15/16	4 th Quarter	4064	3909	Annual total	16747	18369	Yallakool	14/15	15/16	4 th Quarter	3329	2976	Annual total	11728	12760
Boondooma	14/15	15/16																						
4 th Quarter	4064	3909																						
Annual total	16747	18369																						
Yallakool	14/15	15/16																						
4 th Quarter	3329	2976																						
Annual total	11728	12760																						

The 4th quarter in 15/16 doesn't include

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 th 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 rd Quarter unlike 14/15 where Easter was in 4 th Quarter which explains the lower numbers for the 4 th 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 th 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 th 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
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
		Engagement Level	4 th Quarter Review
		Key Performance Indicator	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 th 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						
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	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 th 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 th 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 th 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						
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 th 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 th 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 (1/10/16-30/10/15) 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	Key Performance Indicator	4 th 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.

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	Key Performance Indicator	4 th 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>1 quick response application was received and approved for \$2,700.00.</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 th 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 th 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	Calls Answered July – 98% August 96% September 98% October – 96% November 86% December - 96% January 95% February 94% March 95% April 97% May 96% June 95%
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	Develop a Customer Contact Charter and internal service level agreement by June 30 100% of services delivered in accordance with Centrelink agent agreement by June 30 100% of services delivered in	HARRY updated on regular basis 55% Draft Completed for Charter & Service Level Agreement 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 th 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 th 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 Public Records Act —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 nd 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 th 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 & 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>

SECTION RATES						
Mission: To levy rates in accordance with Council policy.						
Significant activities and services						
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Performance Measurement	
					Key Performance Indicator	4th Quarter Review
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 th 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 th 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 th 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.

SECTION PROCUREMENT		Significant activities and services				Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4th Quarter Review	
Procurement	Coordinate tendering processes Monitor procurement transactions	Internal/ External Stakeholders	EXC4	Inform Consult Involve Collaborate	Report completed tenders on a quarterly basis Report non-compliant procurement transactions on a quarterly basis	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; Nanango – 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 st Quarter Operating Budget Review and Capital Budget Review completed and adopted by Council 2 nd Quarter Budget review completed and adopted by Council 13 January general meeting 3 rd Quarter Budget review completed and adopted by Council 20 April general meeting 4 th Quarter Budget review completed and adopted by Council 15 June general meeting

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 th Quarter Review
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 th 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 th 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			
Function	Description	Customer(s)	Link to Corporate Plan
		Engagement Level	Performance Measurement
		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 nd 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 th 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 th 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 st Quarterly Capex Budget Review completed and adopted by Council 2 nd Quarter Capex Budget review adopted by Council– 13 January 2016 general meeting 3 rd Quarter Capex Budget review was on-going 4 th 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 th 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 th 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. Stage1 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 th 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 th 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 th 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 th 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 th 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.	

SECTION CONSTRUCTION		Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4th Quarter Review		
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.		

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

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 th 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.

SECTION CONTRACTS						
Mission: To provide services across the State controlled road network on behalf of the Department of Transport and Main Roads						
Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	4 th Quarter Review
Road Maintenance Performance Contract (RMPC)	Undertake maintenance activities on the State road network for the Queensland Government Department of Transport and Main Roads	External Stakeholders	INF1	Inform Consult Involve	Completion of works to specification and in accordance with the RMPC contract	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 th 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	4th 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	4th 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.		

Financial and Resource Implications

No direct financial or resource implications arise from this report.

Link to Corporate/Operational Plan

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

Communication/Consultation (Internal/External)

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

Legal Implications (Statutory Basis, Legal Risks)

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

Policy/Local Law/Delegation Implications

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

Asset Management Implications

No direct asset management implications arise from this report.

Report

The Operational Plan 2015/16 details Council's planned services and activities which will contribute to the Corporate Plan 2014/18. This review report provides a written assessment of the implementation of the annual operational plan to the 30 June 2016.

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

Document Information

IR No 1629717

Author Coordinator Executive Services

Endorsed By Chief Executive Officer

Date 11 July 2016

Précis

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.

Financial and Resource Implications

Consideration was given in the 2016/17 Budget

Link to Corporate/Operational Plan

N/A

Communication/Consultation (Internal/External)

N/A

Legal Implications (Statutory Basis, Legal Risks)

N/A

Policy/Local Law/Delegation Implications

N/A

Asset Management Implications

N/A

5. Portfolio - Roads & Drainage

5.1 Roads & Drainage Portfolio Report

Document Information

IR No 1630804

Author Cr Gavin Jones

Date 18 July 2016

Précis

Roads & Drainage Portfolio Report

Summary

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

Officer's Recommendation

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

5.2 Roads & Drainage (R&D)

Officer's Reports

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

Document Information

IR No 1617278

Author General Manager Infrastructure

Date 11 July 2016

Précis

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

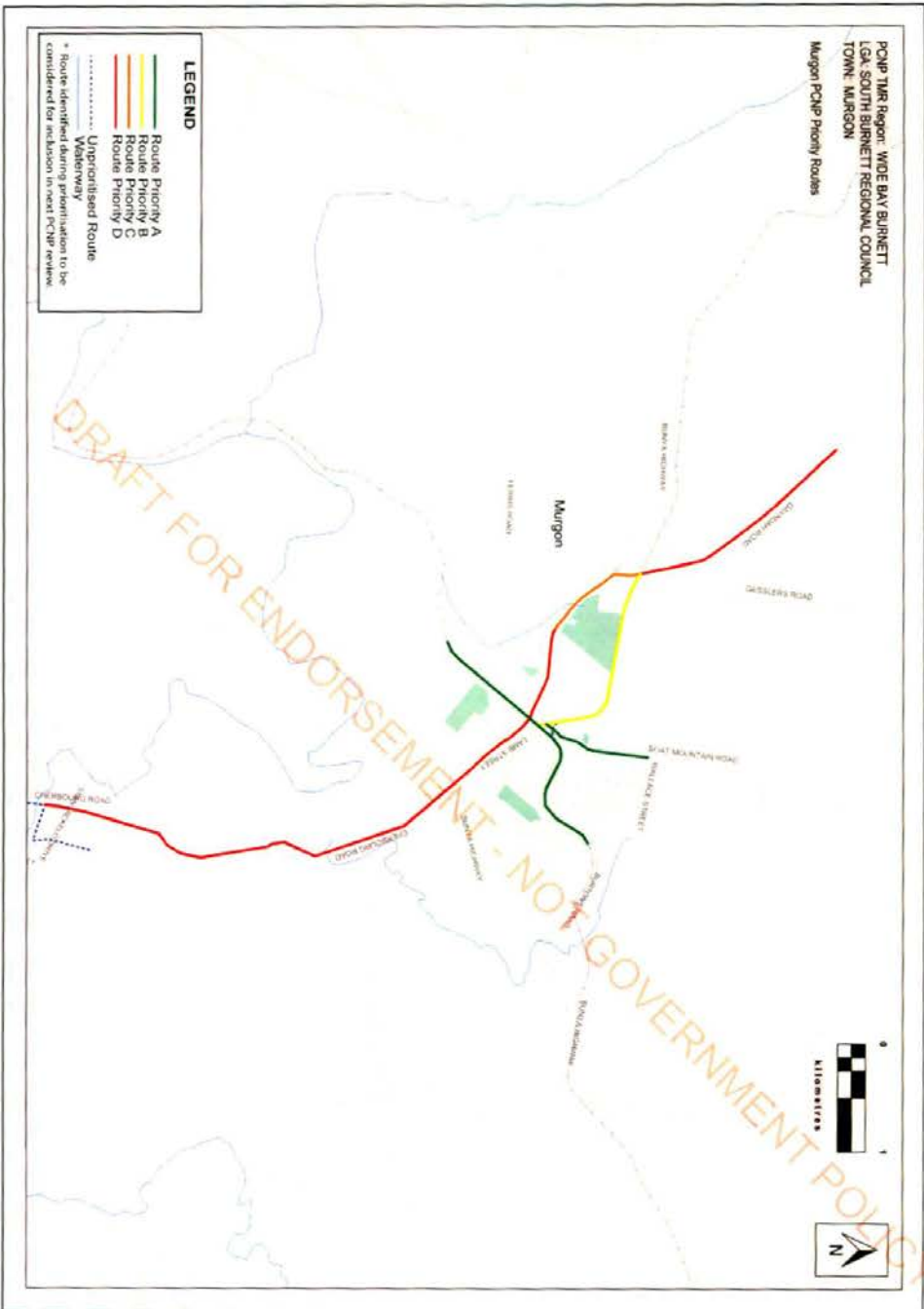
Council endorsed the Priority Cycle Network Plans for the South Burnett region in late 2015. These networks have now been prioritised in consultation with the Department of Transport and Main Roads. The Priority Route Maps depict the priorities identified within the towns of Murgon, Wondai, Kingaroy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

Our future 2016-2021 strategy aims to ensure the success of the 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. 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 – 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 guide for construction or as a basis for any legal or financial obligations. It is provided for information only and should not be relied upon for any purpose. The Council is not responsible for any loss or damage caused by the use of 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
 Whiteman Way
 * 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 Council is to ensure the accuracy of this data, it is not responsible for any errors or omissions in this data. 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. The routes shown are indicative and exist to guide further planning that will determine the precise routes and design of cycle facilities.



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

Financial and Resource Implications

The Principal Cycle Network Plans and Priority Route Maps are strategic documents to guide future decision making regarding investment on these networks. The network links indicated as Priority A are the focus of delivery in the next 10 years. Council will still make decisions about the timing of investment in these networks and the plans can be reviewed and amended if priorities of Council change.

Link to Corporate/Operational Plan

INF 1 – Infrastructure that meets our communities needs

Communication/Consultation (Internal/External)

Internal discussion with Councillors at the Portfolio Briefing on Wednesday 6 July 2016

Legal Implications (Statutory Basis, Legal Risks)

The PCNP is a strategic document to guide future decision making and investment at both State and Local Government levels and is not enforceable under any Statutory basis.

Policy/Local Law/Delegation Implications

N/A

Asset Management Implications

Additional shared cycle and pedestrian paths across the region will result in an increase to the asset base of Council and a corresponding increase to depreciation expense. Typically these are developed as concrete path networks and have a 70-80 year average useful life in Council's asset register.

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

Document Information

IR No 1632211

Author General Manager Infrastructure

Date 12 July 2016

Précis

Minutes of the Traffic Advisory Committee 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>South Burnett Regional Council</p>	<p>MINUTES</p> <p>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
OPENING	Cr Campbell chaired the meeting and welcomed all those present.
CONFIRMATION OF PREVIOUS MINUTES	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.
BUSINESS ARISING FROM 8 Dec 2015 (a) Murgon Police request investigation of advisory signage at Krebs St & Burnya Hwy, Murgon intersection.	<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>ACTION: 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>ACTION: 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. CLOSED</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>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. ACTION: SBRC to assist with a night check to confirm that all lights are working in Haly St. CLOSED</p>
<p>(d) Community Shelter Murgon</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. CLOSED</p>
<p>(e) Installation of speed signs on Kingaroy Burrandowan Rd west of the Bunya Hwy (original request from Mr Ian Kranz)</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. CLOSED</p>
<p>(f) Intersection of Wellers Rd and Bunya Hwy - heading to Kingaroy</p>	<p>TMR have moved the light. ACTION: TMR designers will prepare the necessary changes to line marking. This will be done by the end of the month. CLOSED</p>
<p>(g) Entrance to Murgon Golf Club on Bunya Hwy (former Cr Kratzmann)</p>	<p>ACTION: TMR Designers have a plan to reduce the merge and improve signage to meet current standards. Estimate 6 to 8 weeks to complete. CLOSED</p>
<p>(h) B-Doubles using Cloyna Rd (Email from Snr Sgt Lance Guteridge)</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>ACTION: This meeting noted the comments by Smithfield and SBRC will respond. CLOSED</p>	

<p>(i) Request from Kingaroy Police for changes to the traffic light phasing at Haly & Fisher Sts, Kingaroy due to congestion.</p> <p>(j) Email from former Cr Tessmann re Intersection of Link Rd and Bunya Hwy</p> <p>(k) Request for an extension the 60 zone on the Bunya Hwy @ Tingooro by 200 mt</p> <p>(l) Hancocks Rd and Bunya Hwy (Snr Const Adam Entwistle)</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>ACTION: TMR will investigate further and conduct an intersection traffic count.</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. CLOSED</p> <p>Snr Const Jade Millar QPS requested an extension the 60 zone on the Bunya Hwy @ Tingooro by approx 200m due to the short distance of that zone. Russell Rogers noted the signage is older configuration. ACTION: TMR will conduct a speed limit review, an audit of signage, speed zone and minimum lengths as part of their investigation.</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. ACTION: SBRC will look at providing additional seal to that corner. CLOSED</p>
<p>GENERAL BUSINESS</p>	
<p>(a) Email from Bill Winters re truck usage of Alford & Somerset Sts, Kingaroy, damaging footpath</p> <p>(b) One lane bridge near Tanduringie School (Cr Terry Fleischfresser)</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. CLOSED</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. ACTION: SBRC will write to the District Director at TMR.</p>

<p>(c) Pakadingga 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. CLOSED</p>
<p>(d) Intersection Avoca & 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. CLOSED</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. ACTION: 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. ACTION: 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>REPORTS</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. ACTION: 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. ACTION: SBRC will conduct a speed review and install new signage.</p> <p>(3) Kumbia Rd - requested slashing has been done however Snr 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. CLOSED</p> <p>(4) Bunya Hwy - Kumbia side of the Stuart River bridge. Poor vision for overtaking either way. For safety Snr Const Entwistle believes this should be double lines. ACTION: TMR to investigate</p> <p>Murgon Police</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. 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. Snr Sgt Frank suggested SBRC extend authorised powers to another agency namely QPS to enforce. Sgt Christensen advised that the Police Commissioner has to agree to the proposal before Police can enforce. ACTION: SBRC to amend Local law and request an extension of the authorised persons to QPS for enforcement via the police Commissioner.</p> <p>Meeting Closed: 12.18 pm Next Meeting: 13 September 2016</p>
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Financial and Resource Implications

Nil

Link to Corporate/Operational Plan

N/A

Communication/Consultation (Internal/External)

N/A

Legal Implications (Statutory Basis, Legal Risks)

N/A

Policy/Local Law/Delegation Implications

N/A

Asset Management Implications

N/A

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

Document Information

IR No 1618982

Author General Manager Infrastructure

Date 11 July 2016

Précis

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.

Financial and Resource Implications

Provided the recommendation is adopted, there will be no financial or resource implications for Council. Should the applicant be granted approval to include the road and road reserves in the surface area of the mining lease, Council would need to negotiate a suitable alternative location of

a Road through this area which would result in additional costs to Council in both the short and long term.

Link to Corporate/Operational Plan

INF 1 – Infrastructure that meets our communities needs

Communication/Consultation (Internal/External)

Internal discussion with Councillors at the Portfolio Briefing on Wednesday 6 July 2016

Legal Implications (Statutory Basis, Legal Risks)

The Mineral Resources Act 1989 through the Department of Natural Resources and Mines regulate mineral production permits through the issue of mining leases within Queensland. Applicants are required to obtain consent from Local Government where any proposed mineral production may impact on assets under the responsibility of Council.

Policy/Local Law/Delegation Implications

N/A

Asset Management Implications

Brooklands Pimpimbudgee Road is bitumen sealed, is of substantial value on Council's Asset Register and provides a high service level to the community in the Brooklands and Maidenwell areas and should be maintained.

6. Portfolio - Community & Health Services & The Arts

6.1 Community and Health Services and the Arts Portfolio Report

Document Information

IR No 1630837

Author Cr Danita Potter

Date 18 July 2016

Précis

Community and Health Services and the Arts Portfolio Report

Summary

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

Officer's Recommendation

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

7. Portfolio - Planning & Property

7.1 Planning and Property Portfolio Report

Document Information

IR No 1630806

Author Cr Terry Fleischfresser

Date 18 July 2016

Précis

Planning and Property Portfolio Report

Summary

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

Officer's Recommendation

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

7.2 Planning (P&LM)

Officer's Reports

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

Document Information

IR No 1578271

Author Technical Officer Planning

Endorsed
By Manager Planning & Land Management
General Manager Corporate Services

Date 12 July 2016

Précis

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:

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

MCU9. Refuse bin areas are to be provided for the washing out of the refuse bins and in connection with this:

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

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

MCU17. 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:
- remove all disused vehicle entrances and reinstate the verge consistent with the adjacent verge profile;
 - 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;
 - avoid a trip hazard to pedestrians; and
 - 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).

Financial and Resource Implications

No implication can be identified.

Link to Corporate/Operational Plan

Strategic Priority 2. Growth and Opportunity

Balanced development that preserves and enhances our region.

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

Communication/Consultation (Internal/External)

Refer to *Section 4.0* of this report.

Legal Implications (Statutory Basis, Legal Risks)

No implication can be identified.

Policy/Local Law/Delegation Implications

No implication can be identified.

Asset Management Implications

No implication can be identified.

Adopted Infrastructure Charges Notice

To: Salt Enterprises Pty Ltd
C/- O'Reilly Nunn Favier
PO Box 896
KINGAROY QLD 4610

Date of Issue: 16 March 2016

Reference Number: MCUI2016/0001 – Stage 1

Amount of the Charge: \$ 141,976.00

Land to which the charge applies: 95 Markwell Street, Kingaroy (and described as Lot 4 RP178596)

The person to whom the charge must be paid: South Burnett Regional Council

When the charge is payable: **Material Change of Use:** Before the change happens (in accordance with Section 648H (c) of the *Sustainable Planning Act 2009*).

Advisory Notes:

- The abovementioned charge may in the future be indexed;
- Enquiries regarding this adopted infrastructure charges notice can be made by contacting Council's Coordinator, Infrastructure and Planning on 4189 9100;
- A separate notice will be provided for Stages 2 and 3
- The apportionment of infrastructure charges to the relevant networks is proposed as follows:

<i>Item</i>	<i>Description</i>	<i>Quantity</i>	<i>Rate</i>	<i>Total</i>
1	1 &2 bed units	15	8,540	\$128,100.00
2	3 bed units	2	11,386	\$22,772.00
4	Credit per AICR 2.4.1(f)			\$8,896.00
	TOTAL OUTSTANDING CHARGES			\$141,976.00

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

Document Information

IR No 1612297

Author Technical Officer Planning

**Endorsed
By Manager Planning & Land Management
General Manager Corporate Services**

Date 7 July 2016

Précis

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.

Financial and Resource Implications

No implication can be identified.

Link to Corporate/Operational Plan

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

Communication/Consultation (Internal/External)

Refer to Section 4.0 of this report.

Legal Implications (Statutory Basis, Legal Risks)

No implication can be identified.

Policy/Local Law/Delegation Implications

No implication can be identified.

Asset Management Implications

No implication can be identified.

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

Document Information

IR No 1632353

Author General Manager Corporate Services

Date 12 July 2016

Précis

Request from Proston Men's Shed wish to acquire part of the park land adjacent to the Old Railway Office in Proston to erect a 6m x 18m shed.

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.

Financial and Resource Implications

Council will contribute to the cost of surveying the site to ensure that the area provided in the licence to occupy excludes Council sewer infrastructure and other Park infrastructure. These costs would be expected to be in the vicinity of \$2,000.

No significant commercial return from the licence to occupy would be expected. Council will charge the standard not for profit group fee of \$75 plus GST per annum.

Link to Corporate/Operational Plan

EC 2 - A community with the capacity to continue to develop the area of arts, Culture and Heritage – *Encourage and support community organisations to enhance their sustainability.*

Communication/Consultation (Internal/External)

Council has meet with the Proston Men’s Shed committee members to discuss suitable location and ongoing maintenance of shed and grounds, shared use of the Old Railway Office and Amenities.

Legal Implications (Statutory Basis, Legal Risks)

A lease would be required to be established with the group for the applicable parcel of land. Appropriate conditions outlining responsibilities should be included. Standard licence to occupy provisions including transfer of ownership or removal of chattels and infrastructure etc. on termination would be expected.

Policy/Local Law/Delegation Implications

Not Applicable

Asset Management Implications

Not Applicable

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

Document Information

IR No 1617627

Author Technical Officer Planning

Endorsed By Manager Planning & Land Management
General Manager Corporate Services

Date 30 June 2016

Précis

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

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

Financial and Resource Implications

Financial implication - reduced revenue – Plumbing and Drainage Fee - \$834.00

Link to Corporate/Operational Plan

No implication can be identified.

Communication/Consultation (Internal/External)

Not relevant

Legal Implications (Statutory Basis, Legal Risks)

No implication can be identified.

Policy/Local Law/Delegation Implications

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

Asset Management Implications

No implication can be identified.

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

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

Document Information

IR No 1630680

Author Cr Roz Frohloff

Date 18 July 2016

Précis

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

Summary

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

Officer's Recommendation

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

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

9.1 Natural Resource Management, Parks and Indigenous Affairs Portfolio Report

Document Information

IR No 1630679

Author Cr Kathy Duff

Date 18 July 2016

Précis

Natural Resource Management, Parks and Indigenous Affairs Portfolio Report

Summary

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

Officer's Recommendation

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

10. Portfolio - Finance, ICT & Human Resources

10.1 Finance, ICT and Human Resources Portfolio Report

Document Information

IR No 1630822

Author Cr Ros Heit

Date 18 July 2016

Précis

Finance, ICT and Human Resources Portfolio Report

Summary

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

Officer's Recommendation

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

10.2 Finance (F)

Officer's Reports

10.2.1 F - 1632251 - Monthly Financial Statements

Document Information

IR No 1632251

Author Finance Officer (Financial Reporting)

**Endorsed
By** General Manager Finance

Date 12 July 2016

Précis

Report on the Financial Position of South Burnett Regional Council as at 30 June 2016.

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
	\$	\$	%
Income			
Revenue			
Recurrent Revenue			
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%
	<u>62,142,680</u>	<u>62,509,900</u>	
Capital Revenue			
Grants, Subsidies, Contributions & Donations	10,358,187	9,201,453	113%
Total Revenue	<u>72,500,866</u>	<u>71,711,353</u>	
Total Income	<u>72,500,866</u>	<u>71,711,353</u>	
Expenses			
Recurrent Expenses			
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%
	<u>58,397,480</u>	<u>60,672,979</u>	
Capital Expenses			
	(503,721)	(750,000)	67%
Total Expense	<u>57,893,759</u>	<u>59,922,979</u>	
Net Result	<u>14,607,107</u>	<u>11,788,374</u>	

Statement of Financial Position

Statement of Financial Position
As at 30 June 2016

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

Financial and Resource Implications

N/A

Link to Corporate/Operational Plan

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

Communication/Consultation (Internal/External)

N/A

Legal Implications (Statutory Basis, Legal Risks)

N/A

Policy/Local Law/Delegation Implications

N/A

Asset Management Implications

N/A

11. Consideration of Notices of Motion

No Report.

12. Information Section (IS)

12.1 IS - 1630875 - Reports for the Information of Council

Document Information

IR No 1630875

Author Executive Assistant

Date 8 July 2016

Précis

Reports received 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.

13. Confidential Section

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

Document Information

IR No 1632451

Author Manager Design & Technical Services

**Endorsed
By General Manager Infrastructure**

Date 12 July 2016

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

