



Minutes

Of The

General Council Meeting

Held in the Warren Truss Chamber, 45 Glendon Street Kingaroy

On Wednesday 12 October 2016

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 MINUTES

ORDER OF BUSINESS:

| | | |
|------------|---|------------|
| 1. | LEAVE OF ABSENCE | 1 |
| 2. | PRAYERS | 1 |
| 3. | CONFIRMATION OF MINUTES OF PREVIOUS MEETING | 1 |
| 3.1 | South Burnett Regional Council Minutes | 1 |
| 4. | PORTFOLIO - ECONOMIC DEVELOPMENT, GOVERNANCE AND COMMUNICATIONS..... | 2 |
| 4.1 | Economic Development, Governance and Communications Portfolio Report..... | 2 |
| 4.2 | GOVERNANCE (G) | 3 |
| 4.2.1 | G - 1664135 - Operational Plan 2016-17 Progress Report for July - September Quarter 3 | |
| 5. | PORTFOLIO - ROADS & DRAINAGE..... | 95 |
| 5.1 | Roads & Drainage Portfolio Report | 95 |
| 6. | PORTFOLIO - COMMUNITY & HEALTH SERVICES & THE ARTS | 97 |
| 6.1 | Community and Health Services and the Arts Portfolio Report..... | 97 |
| 6.2 | COMMUNITY SERVICES (CS) | 99 |
| 6.3 | HEALTH SERVICES (HS) | 99 |
| 6.3.1 | HS - 1664707 - Approved Systematic Inspection Program Animal Management (Cats and Dogs) Act 2008 | 100 |
| 6.3.2 | HS - 1664814 - Trading on Local Government Controlled Areas, Facilities & Roads Policy | 100 |
| 6.4 | THE ARTS..... | 106 |
| 6.4.1 | ARTS - 1988902 - Minutes of the Regional Arts Development Fund Management Advisory Committee Meeting held on 27 September 2016..... | 106 |
| 7. | PORTFOLIO - PLANNING & PROPERTY | 112 |
| 7.1 | No Report..... | 112 |
| 7.2 | PLANNING (P&LM)..... | 112 |
| 7.2.1 | P&LM - 1654931 - Forwarding Request for Negotiated Decision - Material Change of Use (Retirement Village) at 95 Markwell Street Kingaroy - Applicant: ONF Surveyors - MCUI2016/0001..... | 112 |
| 7.2.2 | P&LM - 1651395 - Reconfiguring of a Lot (Boundary realignment - 2 lots into 2 lots) - 3 East St Wondai & 14282 Bunya Highway Wondai - L467 FY2832 & L138 FY602 - Applicant - Queensland Botanicals Pty Ltd C/- ONF Surveyors - ROLC2016/0009..... | 115 |
| 7.2.3 | P&LM - 1627484 - Forwarding Material Change of Use (Major utility - telecommunication facility) Mundubbera Durong Road Boondooma - Lot 21 BO130 Applicant: Telstra Corporation Ltd MCUI2016/0005..... | 117 |
| 8. | PORTFOLIO - WATER, WASTE WATER, WASTE MANAGEMENT, SPORT & RECREATION..... | 119 |
| 8.1 | Water, Waste Water, Waste Management, Sport & Recreation Portfolio Report | 119 |
| 9. | PORTFOLIO - NATURAL RESOURCE MANAGEMENT, PARKS AND INDIGENOUS AFFAIRS | 120 |
| 9.1 | Natural Resource Management, Parks and Indigenous Affairs Portfolio Report | 120 |
| 10. | PORTFOLIO - FINANCE, ICT & HUMAN RESOURCES..... | 123 |
| 10.1 | Finance, ICT and Human Resources Portfolio Report | 123 |

| | |
|--|------------|
| 10.2 FINANCE (F) | 124 |
| 10.2.1 F - 1664742 - Monthly Financial Statements..... | 124 |
| 11. CONSIDERATION OF NOTICES OF MOTION | 128 |
| 12. INFORMATION SECTION (IS) | 128 |
| 12.1 IS - 1664763 - Reports for the Information of Council..... | 128 |
| 13. CONFIDENTIAL SECTION | 130 |
| 13.1 CONF - 1664732 - Outstanding Dog Registrations..... | 130 |
| 13.2 CONF - 1664965 - SBRCQ - 16/17-01 - Call for Quote for Disposal of Regulated Liquid Waste - Grease Trap and Oily Water | 130 |
| 13.3 CONF - 1664787 - SBRCQ - 16/17 - 02 - Collection/Removal of Waste Oils (motor and cooking oil) and paint from waste facilities throughout the South Burnett Region..... | 131 |

Minutes of the meeting of the South Burnett Regional Council, held in the Warren Truss Chamber, 45 Glendon Street Kingaroy on 12 October 2016 at 9.01am

Councillors:

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

Absent: Cr TW Fleischfresser

Council Officers:

Gary Wall (Chief Executive Officer), Lester Schumacher (General Manager Finance), Craig Patch (Acting General Manager Corporate Services), Russell Hood (General Manager Infrastructure)

1. Leave Of Absence

Motion:

Moved Cr RLA Heit, seconded Cr DA Potter.

That Cr Fleischfresser be granted leave of absence from the meeting.

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr TW Fleischfresser*

2. Prayers

A representative of the Kingaroy District Ministers Association, Father Nigel Sequeira, offered prayers for Council and for the conduct of the Council meeting.

3. Confirmation of Minutes of Previous Meeting

3.1 South Burnett Regional Council Minutes

Officer's Recommendation

That the minutes of the previous meeting held on Wednesday 21 September 2016 as recorded be confirmed.

Resolution:

Moved Cr KA Duff, seconded Cr RJ Frohloff.

That the minutes of the previous meeting held on Wednesday 21 September 2016 as recorded be confirmed.

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr TW Fleischfresser*

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

See Business Function Headings

4. Portfolio - Economic Development, Governance and Communications

4.1 Economic Development, Governance and Communications Portfolio Report

Summary

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

Officer's Recommendation

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

Resolution:

Moved Cr KM Campbell, seconded Cr GA Jones.

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

Annual Report 2015/16

Council is on schedule to next month adopt the Annual Report 2015/2016. The Annual report is a mandatory obligation under the Local Government Act 2009 and provides a summary of Council's operational and financial performance for the relevant financial year.

I have found over the years, whilst reading the annual reports, I am amazed as to what we as a Council and community have managed to achieve as well as the challenges that we have faced. I encourage you to read this report when released.

Listening Tours

The next occasion for the community to meet with my fellow Councillors and I will be tonight at the Proston Town Hall commencing at 5.30pm.

As this will be the final listening tour for 2016, I encourage the community to come along and take advantage of this opportunity.

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr TW Fleischfresser*

4.2 Governance (G)

Officer's Report

4.2.1 G - 1664135 - Operational Plan 2016-17 Progress Report for July - September Quarter

Summary

The Annual Operational Plan details the projects, services and initiatives that Council has planned to deliver for the 2016-2017 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.

In the course of the development of the first quarter progress report, it was prudent to review the annual operational plan key performance indicators. As a result of the review, the following amendments were made:

| Branch | Section | Original Key Performance Indicator | Amended Key Performance Indicator |
|--------------------|--------------------------------|---|---|
| Finance Branch | Financial Planning / Reporting | 2016-17 Statements presented to QAO before 25 October 2017 FAG Return accurately completed by 21 November 2017 | 2015-16 Statements presented to QAO before 25 October 2016 FAG Return accurately completed by 21 November 2016 |
| Executive Services | Executive Services | 100% delivery of Council meeting administration compliant with legislation 100% coordination of the review and update of Council's Policy and Procedures by December 31 Annual Budget Preparations Quarterly Budget Reviews Ongoing monitoring of operational and capital expenditure Ongoing monitoring of staff levels Audit completed, recommendations review and implementation plan prepared | Delivery of Council meeting administration compliant with legislation Policies are reviewed within relevant timeframes 2017-2018 Annual Budget is prepared and adopted by Council by 30/06/2017 Quarterly budget reviews of 2016-2017 budget are provided to Council no later than October, February, April and June 85% of capital works programs are completed by June 30 Organisational structures to be reviewed quarterly to ascertain relevance to operational needs. Staff levels reviewed & monitored to achieve savings identified in budget (\$350,000) |

Officer's Recommendation

That the amendments to the Operational Plan 2016-2017 (Executive Services and Finance Branch) and the progress report for the July - September quarter be adopted.



SOUTH BURNETT
REGIONAL COUNCIL

**Executive Services
Operational Plan
2016-17**

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 | Quarterly 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 | Delivery of Council meeting administration compliant with legislation Policies are reviewed within relevant timeframes | On target On target |
| Budget Management | Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure) | Internal Stakeholders | EXC1 | Inform Consult Involve | 2017/2018 Annual budget is prepared and adopted by Council by 30/6/2017 Quarterly budget reviews of 2016/2017 budget are provided to Council no later than, October, February, April and June 85% of capital works programs are completed by June 30 | Budget Preparation commences September Quarterly Review Completed 9.7% Completed by 31 August 2016 |
| Sustainable Financial Management | Review Organisational Structure to ascertain appropriate levels of staffing for delivery of services Undertake an efficiency/productivity audit on selected Council operations | Internal Stakeholders Internal & External Stakeholders | EXC1 EXC3 EXC1 | Inform Consult Involve Inform Consult Involve | Organisational structures to be reviewed quarterly to ascertain relevance to operational needs. Staff levels reviewed & monitored to achieve savings identified in budget (\$350,000). | Structure reviewed September Savings achieved by first quarter \$330,000 |



SOUTH BURNETT
REGIONAL COUNCIL

**Economic Development
Operational Plan
2016-17**

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 | | | |
| | | Engagement Level | Performance Measurement | | | |
| | | Key Performance Indicator | 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 | The Steering Committee has reviewed its operating structure and decided that it should remain unchanged for another 2 years as a committee of SBRC. |
| 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 | Planned for January 2017 |
| 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 | An awareness workshop has been conducted. A focus group work shop is planned for October 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 | 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 | Inform Consult Involve Collaborate | Develop and deliver a program of business development activities | The following activities undertaken: Networking function held with Kingaroy Chamber of Commerce members Capability Statement Workshop AGL Coopers Gap Wind Farm Business Forum |
| Health Services | Grow health services that support the local community and increase employment opportunities | Community | EC3 | Inform Consult Involve Collaborate | Identify, scope and plan new health services particularly to fill gaps in local services | New services introduced at Lady Bjeike-Petersen Community Hospital : Dentistry, Ophthalmology, Infusions, Scopes. |
| Tertiary Education | Grow employment opportunities through education pathways | Business Community Students | GO1 | Inform Consult Involve Collaborate | Facilitate conversations with universities and TAFE to identify and implement education programs | Ongoing |
| Precinct Planning | Ensure business input to planning | Business Community | GO1 | Inform Consult Involve Collaborate | Share and involve Business and Industry in the Kingaroy town planning and streetscape development. | Not Started |

| SECTION | | ECONOMIC DEVELOPMENT | |
|--|---|---|---|
| Mission: Create a Prosperous Region | | | |
| Significant activities and services | | | |
| Function | Description | Customer(s) | Link to Corporate Plan |
| | | Engagement Level | Performance Measurement |
| | | Key Performance Indicator | Quarterly Review |
| 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 | Not Started |
| New Infrastructure | Identify capacity building opportunity through new infrastructure. | Internal Stakeholders Business Community | INF1 |
| | | Inform Consult Involve Collaborate | Ongoing |
| Tourism Development | Through the tourism reference group comprising of Tourism operator leaders identify and implement tourism growth projects | Business Community | GO3 |
| | | Inform Consult Involve Collaborate | Ongoing |
| | | | Implement the tourism strategy adopted in 2016 Produce an events strategy that supports events attracting visitors to the region |
| | | | Ongoing |

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 | Quarterly Review | |
| 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 | South Burnett Rewards (shop local program) electronic loyalty program has commenced, with television advertising. Project sponsorship has been secured. | |
| 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 | Not started | |
| 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 | |



SOUTH BURNETT
REGIONAL COUNCIL

Human Resources Branch Operational Plan 2016-17

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 | Quarterly 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 Reviewing PPE Inventory against budget in this Quarter |

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 | Quarterly 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 | Meeting 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 | Trainees reviewed monthly currently meeting training requirements. Apprentices monitored quarterly advancing their training |
| 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 2017 | Meeting KPI all supervisors and coordinators and team leaders coached via Pot of Gold training in relation to obligations as chairperson of selection panels |

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 | Quarterly 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 2017 (number of reports currently reduced against proposed) Human Resource Policy and Procedures Manual to be developed by June 30 2017 Human Resource Management Standards review by June 30 2017 Workforce Planning Framework to be researched and recommendations to be developed by June 30 2017 | Learning and Development reporting developed Absenteeism reporting developed, employee demographics finalised Ongoing Ongoing review subject to IR Legislative changes No progress this quarter |

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 | | | | | Performance Measurement | |
|-------------------------------------|---|---|------------------------|---|---|---|
| Function | Description | Customer(s) | Link to Corporate Plan | Engagement Level | Key Performance Indicator | Quarterly Review |
| WH&S Training | Training delivered in line with Council's Safety System, including external providers. | Internal Stakeholders Training Providers | EXC3 | Inform Consult Involve | 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. | Meeting KPI Meeting KPI Completed |
| WH&S System | Effective support, advice, policies, procedures and assistance in meeting all legislative requirements in relation to WH&S. | Internal Stakeholders | EXC3 | Inform Consult Involve Collaborate | 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 2017 as per EU requirements Delivery of EU's Elements within specified timeframes to ensure compliance with the regulators timeframes as described | Meeting Milestones of the EU. System Audit completed in this quarter with number of non-compliance reduced from 6 to 1 Workshop completed with the Consultant now expected to be complete December 2016 Meeting KPI |

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 | | | | | Performance Measurement | |
|-------------------------------------|---|-----------------------|------------------------|---|--|------------------|
| Function | Description | Customer(s) | Link to Corporate Plan | Engagement Level | Key Performance Indicator | Quarterly Review |
| Rehabilitation System | Effective consultancy, support, policies, procedures and assistance in meeting all legislative requirements in relation to Rehabilitation / Return to Work. | Internal Stakeholders | EXC3 | Inform Consult Involve Collaborate | 100% compliance with legislative standards | Meeting KPI |

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 | Quarterly 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 subject to QRIC decisions | Meeting KPI Subject to Modern Award ratification and IR changes Planning is complete subject to QRIC advice |

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 | Quarterly 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. | Meeting KPI Meeting KPI |



Corporate Services Department - Libraries Operational Plan 2016-17

Mission: To support Council achieve sound governance, implement appropriate planning & regulatory controls and provide community services & facilities to meet the community's needs.

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 CORPORATE SERVICES

Mission: To support Council provide appropriate organisational management and service delivery to internal and external stakeholders

| Activities and services | | Performance Measurement | | | | |
|--------------------------------|--|----------------------------------|-------------------------------|------------------------------|---|---|
| Function | Description | Customer(s) | Link to Corporate Plan | Engagement Level | Key Performance Indicator | Quarterly Review |
| Organisational Performance | Development of Service Levels and KPI's | Internal / External Stakeholders | EXC2 EXC4 EXC6 | Inform Consult Involve | Services monitored and provided in an efficient cost effective manner. | Still Pending |
| Organisational Performance | Leadership to promote teamwork and develop and maintain an appropriate culture within the organisation | Internal Stakeholders | EXC2 EXC3 EXC6 | Inform Consult Involve | A team culture that strives to continuously improve service to internal and external customers. | Leadership and teamwork being focused on at section level by Managers with their applicable work teams |
| Informed Decision Making | Provision of appropriate advice, policy development and decision making to support Council | Internal Stakeholders | EXC2 EXC4 | Inform Consult Involve | Policies and procedures developed and implemented as required to support organisational management | All policies and procedures within the Corporate Services Department are to be reviewed in accordance with the Policy Register. |
| 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 | On Target |

| SECTION LIBRARIES | | | | | | |
|---|---|-----------------------|-------------------------------|---|--|--|
| Mission: To enhance the quality of life of our community via a library service that meets the needs of the community | | | | | | |
| Activities and services | | | | | | |
| Function | Description | Customer(s) | Link to Corporate Plan | Engagement Level | Key Performance Indicator | Quarterly 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 Collaborate | Identify target groups (including outreach) and implement relevant programs throughout 2016-17 | Across SB Libraries Digital Literacy: 55 computer classes, 105 attendees Early Literacy: 20 Story Time sessions, 305 attendees; 22 Rhyme Time sessions, 274 attendees Family Literacy: 18 school holiday activities, 226 attendees Adult Literacy: 13 Author/Information Talks, 154 attendees; 8 Spanish lessons, 41 attendees Outreach: 83 group sessions, 521 attendees; 2 outreach sessions, 60 attendees; 4 school visits, 160 attendees; 5 Home Library Service visits |
| Library Programs | Delivery and administration of externally funded programs | External Stakeholders | EC1 EXC5 EXC6 | Inform Consult Involve Collaborate | Delivery, administration and acquittal of externally funded programs | Book Grant acquittal completed for the 2015/16 financial year First 5 Forever report due end 2016 Fun Palace Grant report due end 2016 |
| 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 |

SECTION LIBRARIES

Mission: To enhance the quality of life of our community via a library service that meets the needs of the community

| Activities and services | | Performance Measurement | | | | |
|--------------------------------|---|--------------------------------|-------------------------------|------------------------------|---|-----------------------------------|
| Function | Description | Customer(s) | Link to Corporate Plan | Engagement Level | Key Performance Indicator | Quarterly Review |
| 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 |



SOUTH BURNETT
REGIONAL COUNCIL

**Environment and Waste Branch
Operational Plan
2016-17**

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 | | | | | | Performance Measurement | |
|---|---|--|-------------------------|------------------|---|--|--|
| Function | Description | Customer(s) | Corporate Plan Linkages | Engagement Level | Key performance Indicator | Quarterly Review | |
| Public Health Licence applications and Routine inspections of licensed premises | <p>A licence is required for certain activities as prescribed by the:</p> <ul style="list-style-type: none"> • <i>Food Act 2006</i> • <i>Public Health (Infection Control for Personal Appearance Services) Act 2003 - Higher Risk Personal Appearance Services</i> • <i>Residential Services (Accreditation) Act 2002</i> | External Stakeholders Community | EC3 | Inform | <p>90% of applications are to be assessed within 30 business days (as per legislative timeframes).</p> <p>90% of licensed premises inspected/audited at least once per financial year</p> | <p>First Quarter</p> <p>3 new Food Business Licence applications</p> <p>6 transfer of Food Business Licences &</p> <p>12 Temporary Food Licence applications were received.</p> <p>5 Water Sample applications received and undertaken.</p> <p>54% of licensable food businesses have been inspected for the 2016-17 financial year.</p> | |
| Public Health Complaint Management | Investigation in response to customer service request being generated. | Internal / External Stakeholders Community | EC3 | Consult | <p>90% of Customer Service Requests (CRs) actioned within six (6) working days</p> <p>90% of urgent Customer Service Requests (CRs) actioned within forty-eight (48) hours</p> | <p>First Quarter</p> <p>25 CRMs were raised.</p> <p>80% of these were actioned within the KPI timeframe.</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 | Quarterly Review | |
| Certain Activities within the Local Government area requires an a Permit/Licence | A Permit/Licence is required under the <i>Local Government Act 2009</i> – 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. | First Quarter 17 new applications were received during this period. No Footpath Permits in the towns of Nanango, Kingaroy, & Wondai were audited/inspected. 1 inspection conducted for licensed Caravan Parks during this period. No inspections undertaken for the Keeping of Animals. There has been 4 applications made which are currently being processed. 0 Kennel inspections undertaken. | |

SECTION COMPLIANCE (Local Laws)

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

| Significant activities and services | | | | | | Performance Measurement | |
|--|---|---|--------------------------------|-------------------------|--|--|--|
| Function | Description | Customer(s) | Corporate Plan Linkages | Engagement Level | Key performance Indicator | Quarterly 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 | First Quarter The following CRMs were received in this Quarter. 310 Animal Management 18 Local Laws 72 Overgrown with 103 Property Enforcements raised 3 Signage 15 Dog Attack on Person 24 Dog Attack on Animal > 80% of non-urgent CRMs were actioned within the KPI timeframes. 100% of all urgent CRMs were actioned within target. | |
| Abandoned Vehicles | Impound abandoned vehicles, where necessary, under the <i>Transport Operations (Road Use Management) Act 1995</i> | External Stakeholders Community | EC3 | Inform | 90% of identified abandoned vehicles to be removed/impound within 10 business days | First Quarter 12 CRMs were raised during this period. 90% of these CRMs were actioned within the required 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 | Quarterly 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 | First Quarter 202 animals were impounded during this first quarter of this period. 100% of all impounded animals were held for the prescribed impound period. 193 new animals were registered during this quarter. |

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 | Quarterly 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 <i>Environmental Protection Act 1994</i> | 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. | First Quarter 0 applications were received this period. |
| Environmental Protection Complaint management | Investigation in response to customer service request being generated. | Internal / External Stakeholders | EC3 | Consult | 90% of Customer Service Requests (CRs) actioned within six (6) working days 90% of urgent Customer Service Requests (CRs) actioned within forty-eight (48) hours | First Quarter 28 non-urgent CRMs were raised during this period. 80% of these applications were actioned within the timeframes. There where 36 General Waste CRMs received for the quarter. |

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 | Quarterly 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 | First Quarter Greater than 99.5 % of all general refuse wheelie bins were serviced at least once per week during this quarter. There where 119 CRMs received for the quarter in relation to the waste collection service. | |
| Environmental Compliance | Compliance with DEHP's registration conditions for Council's licensable Waste Facilities. | External Stakeholders | ENV2 | Consult | 90% of all Waste Facility audits conducted at least biannually. | 41% of the first round of site audits has been completed. | |
| Legacy Landfills | Restore and monitor condition of Legacy Landfills | External Stakeholders | ENV2 | Consult | 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. | 81% of the first round of site audits has been completed. | |
| 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 | Currently being compiled | |

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 | Inform Consult Involve | Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews | On target |



NRM and Parks Branch Operational Plan 2016-17

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, Sport and Recreation, 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 | Quarterly Review |
| Airports | To provide maintained Airports | External Stakeholders Community | INF1 EXC1 | Inform Consult Involve | Participate and implement recommendations from CASA safety audit by June 30 Provide usage figures to stakeholders as per reporting schedule | Action plan to address the Non-compliance notices have been responded to and evidence provided has satisfied CASA requirements. There has been 807 glider and tug movements measured for Kingaroy. The runway counter devices have recorded the following uses: Kingaroy 1,173 Wondai 745 |
| Recreational Dam Facilities | To provide facilities that meet the demand of the target group users of the facilities | Internal / External Stakeholders Community | EC3 GO3 EXC1 INF1 | Inform Consult Involve | Well maintained recreational dam facilities Manage operational contract for onsite Managers ongoing to June 30 Provide usage figures to stakeholders quarterly | On-going. Yallakool Park on BP Dam has received a half star credit rating is now rated as 3.5 star facility. A review of the Managers Service Agreement has been undertaken with Council and Dam Managers. Currently working on updating service agreements. Occupancy figures Yallakool Park: Occupants - 2316, Net Revenue - \$144,696 Avg Length of Stay - 3.17days Occupants figures for Boondooma: Occupants - 3296 Net Revenue - \$142,410 |

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 | Quarterly Review |
| Saleyards | To provide facilities that meet the demand of the target group users of the facilities | Internal / External Stakeholders Community | EXC1 INF1 | Inform Consult Involve | Functional facilities that meet service delivery requirements Provide usage and sale figures to stakeholders ongoing to June 30 | Avg Length of Stay - 2.29days Dipped - 5,557 head Sales - 2,232 head - \$2,701,907.00 Consignment - 219 head Holding Yards - 1,032 head Sprayed - 25 horses |

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 | Quarterly Review | |
| Open Space Plan | Actively plan for appropriate open space within the region | Internal / External Stakeholders Community | EXC1 EC1 | Inform Consult Involve | Maintain/update 10 year capital plan ongoing to June 30 | Capital plan 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 INF1 | Inform Consult Involve | Well maintained facilities for passive recreation Implement service schedules ongoing to June 30 Provide maintained playground to the appropriate Australian standard ongoing to June 30 | Maintenance programs in place. Service Schedules updated and operating Playground inspection scheduled third Quarter | |
| Rail Trail networks | Service and maintain Rail Trail networks | Internal / External Stakeholders Community | EC3 INF1 | Inform Consult Involve | Undertake annual inspection and schedule maintenance to address needs identified ongoing to June 30 Develop operational Rail Trail between Murgon to Kingaroy | Construction of RT continuing with 17km sealed and 10 bridges completed. | |

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 | Quarterly Review |
| Facilitate and support sport development | To provide facilitate and support sport development | Community | EC3 | Inform Consult Involve | Support the State Government in their delivery of information / education sessions for South Burnett sports community ongoing to 30 June Action plan developed and commenced addressing the recommendations from the Sports club survey 2014-15 by 30 June 2017 Representation at 75% of the Wide Bay Burnett Regional Recreation and Sport Steering Committee meetings providing South Burnett regional update by 30 June 2017 | No information sessions in this quarter. Strategic Planning Workshop planned for 11 October, however numbers registered are low. Get Active Queensland Accreditation Program booked at the Kingaroy State High School on 17 October with over 100 registrations expected. On-going On-going. Water Trails (in the) Wide Bay Burnett project is completed with final proofs approved and is currently being printed for distribution within the month. It includes an A4 sized map and location listings from across the Wide Bay Burnett that features fishing, swimming, boating and all water activities. The first meeting of the new WBBROC Committee approved a print run of 25,000 booklets to be distributed through Visitor Information Centres, and other outlets throughout the region and beyond. |

SECTION CEMETERIES

Mission: To provide well maintained cemeteries across the region

| | | Initiatives/Special Projects | | | Performance Measurement | |
|---|--|---------------------------------|------------------------|-------------------|---|---|
| Function | Description | Customer(s) | Link to Corporate Plan | Engagement Level | Key Performance Indicator | Quarterly Review |
| Regional cemetery and associated services | Deliver regional cemetery and associated services that meet current and future burial and remembrance needs. | External Stakeholders Community | EXC1 INF1 | Inform Consult | Maintain/update 10 year capital plan ongoing to June 30 | Capital plan up to date, with annual Capex program started in Murgon. Services undertaken this quarter: Taabinga – 18 interments & 3 ashes Memerambi - 1 interment Nanango – 4 interments & 2 ashes Blackbutt - 2 interments Murgon – 7 interments & 1 ashes Wondai – 6 interments Mondure/Wheatlands – 1 interment Proston – 1 interment First quarter totals 40 interments and 6 Placement of Ashes |

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 | Quarterly 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 | Annual Budget completed and adopted. Both operating and capex budget within quarterly % | |
| 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 | Capex 10yr program up to date Annual Capex program started at Hivesville Sportsground, Murgon Cemetery, Murgon Youth Park, Boondooma/Yalakool Storage Shed, Boondooma Heliport. | |



SOUTH BURNETT
REGIONAL COUNCIL

Planning and Land Management Branch Operational Plan 2016-17

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 | Quarterly 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 | Target of 88% of 1 applications received 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 | Investigations into two possible breaches at Memerambi and Brooklands-Pimpimbudgee Road, Nanango. | |
| 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 2016 Complete public notification by October 2016 Adoption of Scheme by December 2016 Monitor implementation of new Planning Scheme to correct administrative errors and other omissions. | Proposed Planning Scheme on public display during August to the end of October. | |

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 | Quarterly Review |
| Local Heritage Register | Preparation and adoption of local Heritage Register | Internal/ External Stakeholders | GO2, GO3 | Inform Consult | Public notification of draft report and place cards completed by end July 2016 Local Heritage Register adopted by September 2016 | Local Heritage Register adopted on 21 September. |
| 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 | On target |
| Local Law Review | Administrative review of current Local Laws | Internal / External Stakeholders Community | EXC4 | Inform Consult Involve Collaborate | Draft report completed by July 2016 Public Consultation completed by Oct 2016 Adoption by Dec 2016 | Due to resource constraints the review is due for completion by December 2016. Public consultation to be completed by end of March 2017 Adoption likely by May 2017. |

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 | Quarterly 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 | Target has been met with 91% of applications received processed within timeframes. | |
| Building Searches | Process search requests | Internal/ External Stakeholders | GO2, EXC6 | Inform Consult | 95% of buildings searches completed within 10 business days | 95% of request processed 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 | On Target | |
| 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 | On Target. | |

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 | Quarterly 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 | 95% of applications received processed within 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 | On Target | |
| 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 | No inspections conducted. | |
| 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 | Register maintained and non-compliant installations inspected | Register maintained and reminder letters issued. | |
| 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 resources within budgetary constraints to conduct trade waste audits | Resource support is available pending requests | |



Social & Corporate Performance Operational Plan 2016-17

Mission:
Officer Responsible:
Responsibilities:

To provide effective social, corporate and administrative services to and on behalf of the organisation
Manager Social & Corporate Performance
Branch Administration, Corporate Strategic / Operational Planning and Performance, Legal, Local Laws, Enterprise Risk Management, Internal Audit, Media Relations, Communications, Community Engagement, Corporate Marketing/Promotion, Corporate Governance, Community, Customer Contact, the Arts, Council Community Grants Program.



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 | Quarterly 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 | On target | |
| 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 | Operational Plan 2017-18 developed and adopted by prior to 2017-18 budget adoption 100% Operational Plan 2016-17 quarterly reviews adopted by Council Annual Report 2015-16 developed reviewing progress on the Corporate Plan and adopted by 30 November 2016 | Operational Plan 2016-2017 first quarter review undertaken on schedule. Report to Council 12 October Annual Report 2015-2016 on schedule Development of the Operational Plan 2017-2018 will commence in April 2017 | |
| 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% Register of Delegations ongoing reviewed and updated 30 June | Register of Delegations up to date. | |

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 | Quarterly Review |
| Communication | To deliver quality communication and community engagement to and on behalf of Council | Internal / External Stakeholders Community | EC1 | Inform Consult Involve Collaborate | Develop a Council organisational-wide community engagement / communications framework with supporting policies, procedures and tools by 30 June 2017 Deliver advertising as per advertising schedule within budget | Scheduled to commence 2017 Delivery of advertising as per advertising schedule and administrative arrangements is within budget and on track |
| Budget Management | Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure) for Social & Corporate Performance branch | Internal Stakeholders | EXC1 | Inform Consult Involve | Annual Budget Preparations Ongoing Monitoring of Operational Expenditure Quarterly Budget Reviews | On target Ongoing monitoring and review occurring Completed as per first quarter |

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 | Quarterly 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 2016-17 as at 30 June 2017 | -2016-2018 three year plan & 2016-17 Internal Audit plan reviewed and approved -Council fuel management systems audit in progress as per 2016-17 plan |
| 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 30 June 2017 Auditor General's report reviewed to meet statutory requirement of adopting Annual Report 2015-16 by 30 November 2016 Administration of the Internal Audit Committee as per Management Advisory Committee Guidelines | -Audit committee approved 2016-17 revised audit plan on 29.08.2016 -Audit Committee reviewed shell financial statements for 2015-16 Quarterly committee meeting for first quarter 2016-17 held on 29 August 2016 |

| SECTION ENTERPRISE 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 | Quarterly 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 | Operational Plan 2016-17 Risk Register and Treatment Plan developed by 31 October 2016 Operational Plan 2016-17 Risk Register and Treatment Plan half yearly review and update by 31 January 2017 Corporate Plan 2014-18 Risk Register and Treatment Plan half yearly review and update conducted in conjunction with the development of the Corporate Plan 2017-2021 by 28 February 2017 | Appointments are scheduled to meet with Managers to develop the individual Operational Plan 2016-2017 Risk Registers / treatment plans by 31 October. High and Extreme risks will be populated onto a Corporate Risk Register with treatment plans for regular monitoring by the Senior Executive Team Development of the Corporate Plan 2017-2021 will be undertaken in 2017-2018. |
| Fraud and Corruption Management Framework | To assist Council in the management of Fraud and Corruption. | Internal / External Stakeholders | EXC1 EXC2 EXC4 | Inform Consult Involve Collaborate | Fraud and Corruption Management Framework implemented and performance reporting undertaken by 30 June 2017 | Commencement of implementation of Fraud and Corruption Prevention and Management Plan 2016-2019 commenced. |

SECTION COMMUNITY

Mission: To facilitate and support community development

| Significant activities and services | | | | | Performance Measurement | |
|---|---|--|------------------------|------------------------------|---|--|
| Function | Description | Customer(s) | Link to Corporate Plan | Engagement Level | Key Performance Indicator | Quarterly Review |
| Facilitate and support community development | To facilitate and support community development through effective delivery of the grants and donation program | Community External and Internal Stakeholders | EC2 EC3 | Inform Consult Involve | Mayors Community Benefit Fund administration of grants complying with policy and procedures SBRC Community Grants and Donations program –administered complying with policy and procedures within budget | MCBF - Round 1 opened 4 July and closed 22 July. Council received 11 applications totalling \$38,132.34 Council funded 4 projects/events totalling \$8,307 Community Assistance Grants - Round 1 opened 1 August and closed 31 August. Council received 23 applications totalling \$49,320.19 Round allocation was \$17,100 with \$17,080 funded for 14 projects/events |
| Facilitate and support healthy community initiatives and programs | Support Government and local agency programs and initiatives providing a liaison / facilitation. | Community External and Internal Stakeholders | EC2 EC3 | Inform Consult Involve | Support Government and local agency programs. | Funding administered within budget In general course of business attending meetings and responding to requests / queries on prioritisation. |

| SECTION | | COMMUNITY | |
|---|---|--|--|
| Mission: To facilitate and support community development | | | |
| Significant activities and services | | Performance Measurement | |
| Function | Description | Customer(s) | Engagement Level |
| Facilitate regional arts development | To facilitate and support arts development through effective delivery of the grants program | Community External and Internal Stakeholders | Inform Consult Involve |
| | | Link to Corporate Plan | Key Performance Indicator |
| | | EC2 | Regional Arts Development Fund – administered complying with policy and procedures, within budget |
| | | | Quarterly Review |
| | | | Round 1 opened 22 August and closed 16 September with four (4) applications received. RADF Management Advisory Committee met 27 September to assess applications. Recommendations will be put before Council at the Ordinary Council meeting on 12 October |

SECTION CUSTOMER CONTACT

Mission: To provide a high standard of front line customer service over the counter of the Customer Contact 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 | Quarterly 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 100% compliance with the maintenance schedule for the Customer Contact Information database (HARRY) Develop a Customer Contact Charter and internal service level agreement by 30 June 2017 | July 98% August 95% September 95% HARRY database being updated as required - ongoing 50% Draft Completed |
| 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 Service Centre. | Community External Stakeholders | EXC6 | Inform Consult | 100% of services delivered in accordance with Centrelink agent agreement 100% of services delivered in accordance with QGAP agent agreement 100% of services delivered in accordance with ECU agent agreement | 100% Service Delivery 100% Service Delivery 100% Service Delivery |



SOUTH BURNETT
REGIONAL COUNCIL

Finance Branch Operational Plan 2016-17

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 | Quarterly 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 2016-17 Investment Policy including Debt portfolio in accordance with 2016-17 Debt Policy to be able to secure long term financial funding Annual debt service payment is made by 15 September 2016 Implement Treasury Management processes by December 2016 | Investment Policy 2017 and Debt Policy 2017 have been adopted by Council simultaneous to the adoption of the 2017 Budget. Annual Debt Service Payment of \$4.3 Million completed on the 15 September 2016. | |
| 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 reconciliation on-going and have remitted to date \$13,836,655 to the Public Trustee | |
| 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 2016-17 FBT – April 2017 Monthly BAS Returns – every 21 st day of the month for the 2016-17 financial year Payroll Tax 7 th day of the month for the 2016-17 financial year ASIC returns lodged for the 2015-16 financial year by 31 December 2016 KPH return lodged for the 2015-16 financial year by 31 Oct 2016 | Statutory and payroll tax returns lodged for the months of July and August 2016 Annual FBT return completed ASIC returns to be lodged upon QAO certification of the financial statements for 2015-16. | |

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 | Quarterly Review |
| Maintain Finance Registers | Investment Register Bonds and Guarantees Register Expressions of Interest, Quotes and Tenders Register Fees and Charges Register | | EXC5 | Inform Consult | Investment Register – completed within 7 days of investing surplus funds Bonds and Guarantees Register – completed within 7 days of a bond or guarantee being released or received Expressions of Interest, Quotes and Tenders Register – updated monthly Fees and Charges Register – adopted by 1 July 2016 Contracts Register updated on Council's website within 7 days of contracts being let | Fees and Charges updated in Techone Investment Register to be finalised 30 September 2016 |

SECTION RATES

Mission: To levy rates in accordance with Council policy.

| Significant activities and services | | | | | | Performance Measurement | |
|---------------------------------------|---|------------------------------------|------------------------|-------------------|--|--|--|
| Function | Description | Customer(s) | Link to Corporate Plan | Engagement Level | Key Performance Indicator | Quarterly Review | |
| Rates Notices | Rates notices levied bi-annually by Council | External Stakeholders | EXC1; EXC2 | Inform | Rates (including supplementary rates) and associated charges levied bi-annually | First 6 monthly rates levied on the 23 August with discount date on the 25 October | |
| 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 | Provision for impairment recognised in the 2015-16 financial statements based on risk assessment conducted on outstanding debtors accounts | |
| 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 | Remittances are up to date and on-going | |

| SECTION FINANCE OPERATIONS | | Significant activities and services | | | | Performance Measurement | |
|-----------------------------------|--|--|-------------------------------|---|--|--|--|
| Function | Description | Customer(s) | Link to Corporate Plan | Engagement Level | Key Performance Indicator | December Quarterly 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 | Creditor invoices are settled within payment terms Monthly reconciliation of creditors control account completed for July, August | |
| 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 | Sundry Debtors Management Procedure for review and approval of senior management Sundry debtors control account reconciled to GL for July & August | |
| 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 | Review of receipts in progress conducted on a daily basis to ensure proper matching of cash receipts. Matching of disbursement transactions per books and bank is also done on a daily basis. Bank reconciliation completed and cash control account reconciled for July and August 2016 | |
| Insurance services | Annual insurance renewal and management of claims | Internal/ External Stakeholders | EXC5 | Inform Consult Involve Collaborate | Ensure that the insurance policy with LGM is renewed by 30 June 2016. Appropriate levels of insurance by 1 July 2016. 80% of claims actioned and referred to internal departments. | Completed. Insurance policy with LGM renewed by 1 July and current for 2016-17 On-going claims review and referral. | |

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

SECTION PROCUREMENT

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

| Significant activities and services | | | | | | Performance Measurement | |
|-------------------------------------|--|------------------------------------|------------------------|---|--|---|--|
| Function | Description | Customer(s) | Link to Corporate Plan | Engagement Level | Key Performance Indicator | Quarterly 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 | Update of Council website on tenders/contracts > \$200,000 done on an ongoing basis. Last updated on 1 September 2016 First Quarter Non-compliant procurement transactions will be reported to SET in October 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 maintained and provided on an on-going basis Quotation requirements are implemented | |

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 | Quarterly Review |
| Budget Planning | Budget 2016-2017 finalised within statutory timeframes | Internal Stakeholders Community. | EXC1 | Inform Consult Involve Collaborate Empower | 2016-17 Budget prepared and adopted by Council within statutory and organisational timeframes | 2016-17 Budget completed and adopted by Council on 27 June 2016 |
| 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 | Periodic reports to Council completed for July, August and September First Quarter Opex Budget review completed and adopted by Council 21 September 2016 |
| Long Term Financial Forecast | Long Term Financial Forecast 2016-17 to 2025-26 as per LG Regulation 2012 | Internal Stakeholders Community | EXC1 | Inform Consult Involve Collaborate Empower | Long Term Financial Forecast 2016-17 to 2025-26 adopted by Council within statutory timeframes Long Term Financial Plan 2016-2017 to 2025-26 prepared as basis for Long Term Financial Forecast | LTF and LFTP 2016-2017 completed and adopted by Council together with the 2016-17 Budget |
| Financial Statements for 2016 - 2017 | Annual Financial Statements for 2016-17 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 | Final external audit visit commenced 5 September until 16 September. Target date of QAO sign off is the first week of October 2016. |

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 | Quarterly Review |
| 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 | 2016/17 Statements presented to QAO before 25 October 2016 | Final external audit visit commenced 5 September until the 16 September. Target date of QAO sign off is the first week of October 2016. |
| 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 2016 | FAG return currently being completed. Deadline has been moved forward to 31 October 2016 |

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 | Quarterly Review |
| Asset Management Plans | Develop asset management plans | Internal Stakeholders | EXC1 | Inform Consult Involve Collaborate Empower | Asset Management Plans for identified asset categories developed by 30 June 2017 | Review of AMPs to commence second Quarter 2016-17 |
| 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 2017 | Comprehensive W&MW valuation to be conducted; Final 33% of Roads valuation to be completed. Target date for commencement of third party valuer inspection -December 2016 |
| 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 2017 | Currently conducting a review and clean-up of the asset register to reflect correct building asset classification |
| Annual CapEx Budget | Capital works budget 2016-17 developed for budget planning | Internal Stakeholders | EXC1 | Inform Consult Involve Collaborate Empower | CapEx Budget 2016-17 prepared and adopted by Council within statutory and organisational timeframes | Capex Budget 2016-17 completed and adopted by Council on 27 June 2016 |

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 | Quarterly 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 | First Quarter Capex Review completed and adopted by Council on 21 September 2016 |



SOUTH BURNETT
REGIONAL COUNCIL

Finance Department – Plant & Fleet/Business System Management Operational Plan 2016-17

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 | Quarterly 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 2016-17 Report on surplus fleet items sold at auction ongoing to June 30 Annual Plant and Fleet purchases as per operational requirements to June 30 | Program has commenced, consultation undertaken with key departments and completion of justification submissions as required. 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 2016-17 hire rates by 30 June | Hire rates reviewed for 2017 Financial Year. Rates were not changed given the operating result in the Plant and Fleet Business Unit for 2015-16. |
| 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 | Quarterly 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 FY Fleet Operations budget prepared and adopted as part of the overall operational and capital budget. Budgets monitored regularly including plant and fleet utilisation. Done as required. |

SECTION BUSINESS SYSTEM MANAGEMENT

Mission: To ensure Council's business systems are compliant with the relevant legislation 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 | Quarterly Review |
| System Management | To ensure Council's business systems are compliant with the relevant legislation 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 2016 Tech One business system modules developed and integrated as per organisational requirements each year by June 30 | Ongoing work toward compliance with Information Standard 31 and 40. Ongoing development of modules in conjunction with T1 Users. SAM, Ci anywhere and Mobility modules being worked on. |
| 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 FY Budget adopted. Budgets monitored at minimum quarterly. Capex budget monitored as required at minimum quarterly. Done as required. |



Information Services Branch Operational Plan 2016-17

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 | Quarterly 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 | Ongoing with a total of 2,380 in the system | |
| Computer systems replacement and allocation | Provision of computer hardware and software – User level | Internal Stakeholders | EXC2 | Inform Consult | Hardware meets minimum software requirements | 80% budget spend complete | |
| 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 Devices provided support the direction of the council business system 4hr maximum downtime on council controllable faults Email outages resolved ASAP with no more than 4hr outage on council controllable faults | Assessing latest model handset for compatibility No faults recorded | |
| IT Infrastructure Network | Wan network switches, routing and firewall | Internal Stakeholders | EXC6 | Inform Consult | 4hr maximum downtime on council controllable faults | Murgon VIC outage restored outside of timeframe due to uncontrollable faults. resolved within 48hrs | |
| Infrastructure Server Storage | Updates, upgrades, lifetime and capacities | Internal Stakeholders | EXC6 | Inform | 4hr maximum downtime on council controllable faults. Maintenance agreements kept up to date | No faults recorded | |

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 | Quarterly Review |
| 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. | 1x threat recorded and security measures have been review and implemented to resolve the problem |
| 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. | True up agreement completed and the procurement process has now been completed |
| 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 | Submitted and compiled to |
| 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 |

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 | Quarterly Review |
| GIS Support desk | Helpdesk | Internal Stakeholders | EXC6 | Inform Consult | Support requests are dealt with within acceptable timeframes | Ongoing |
| GIS Software Administration | Enhancement and administration of IntraMaps GIS layers and MapInfo suite | Internal Stakeholders | EXC6 | Inform Consult | High uptime of GIS applications. Ensure datasets are updated as accordingly | Minimal outages recored problems resolved within 24 hrs |



Property Operational Plan 2016-17

Mission:
Officer Responsible:
Responsibilities:

To provide effective management and maintenance of Councils property and buildings for community and Council use.
Manager Property
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 | Quarterly 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 | 2016/17 Budget prepared and adopted as part of overall SBRC budget. Operational and Capital Budgets subject to regular review. Quarterly budget reviews undertaken. |
| 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 | Achieved for 2016-2017 financial year. |

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 | Quarterly Review |
| Building and Property Maintenance | Scheduled Maintenance | Internal / External Stakeholders | INF1 | Inform Consult Involve | 100% Scheduled maintenance programs implemented within budget by June 30 | Ongoing maintenance program within resource constraints. |
| 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. |

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 | Quarterly Review |
| Building Capital Works Program | Building projects | Internal / External Stakeholders | INF1 | Inform Consult Involve Collaborate | 100% Projects implemented within budget by June 30 | Considerable time spent at Lady Florence Bjelke Petersen Private Hospital. Design of key projects to be outsourced to facilitate calling of quotations to undertake the necessary works; |

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 | Quarterly 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 | Asset Management Plans identified for review in 2016-2017. Asset registers are updated following the comprehensive valuation which is undertaken each 3 years. |
| 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. Asset management assessment and prioritisation to commence. Building Technical Officer position yet to be filled. |

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 | Quarterly 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 underway. |
| 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 | Lease Register proper largely developed and being populated. |

| 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 | Quarterly 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 | Ongoing. Reports adopted at the September Council Meeting for the disposal of land which is excess to need. |
| 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 continuing on the options to dispose surplus building/s. |
| 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 | Quarterly 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 | Pools prioritised given the start of the swim season. |
| 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. Ongoing negotiations with groups as required for optimal use of Council facilities. |



SOUTH BURNETT
REGIONAL COUNCIL

Design & Technical Services Operational Plan 2016-17

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 | Quarterly 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 | First capex workshop held with Council in September for future projects with Capital Project Register updated |
| 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 | Currently not being met |
| Surveying | Provision of surveying services for the Infrastructure Department | Internal Departments | INF1 | Inform Consult | Surveying services completed to meet programmed timing of works | Achieved |
| 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 | Achieved |
| Capital Works Planning | Detailed 5 year forward capital works requirements | Internal Stakeholders | EXC1 INF1 | Inform Consult Involve | 5 Year Capital Works Plan prepared for future budget considerations by January annually | In progress |
| 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 | In-progress for 2017/18 and beyond Achieved Not yet commenced - First quarter review to be done in early October |

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 | Quarterly Review |
| NATA Certification | Maintain NATA certification for materials laboratory functions | NATA | EXC2 | Inform Consult | NATA audits completed successfully and certification maintained | Achieved |
| 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 |



SOUTH BURNETT
REGIONAL COUNCIL

Infrastructure Department Operational Plan 2016-17

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 | Quarterly 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 development |
| Capital Works Planning | Detailed 5 year forward capital works requirements | Internal Stakeholders | EXC1 INF1 | Inform Consult Involve | 5 Year Capital Works Plan prepared for future budget considerations by January annually | First capex workshop held with Council in September for future projects |
| 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 | Achieved |
| 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 | Internal Stakeholders | EXC1 | Inform | Annual Budget Preparations Ongoing Monitoring of Operational and | In-progress for 2017-18 and beyond |

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 | Quarterly Review |
| | budget (operational and capital expenditure) | | INF1 | Consult Involve | Capital Expenditure Quarterly Budget Reviews | Achieved Not yet commenced - First quarter review to be done in early October |

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 | Quarterly 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 Planned for December In-progress |
| 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 |



SOUTH BURNETT
REGIONAL COUNCIL

Roads & Drainage Operational Plan 2016-17

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 | Quarterly Review |
| Customer Service | Responses to customer requests | Community and Internal Stakeholders | EXC6 | Inform | Responses to enquiries and requests for service within Customer Service Standards | Customer making requests are responded to after an inspection. |
| 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 | Capital and Operating budgets are reviewed with relevant Coordinators at the end of each month. |
| 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 | We have a works program that includes all New and renewal capital projects. Routine road maintenance continues to be reactive to road condition but is linked geographically to capital renewal projects |
| Branch Meetings | Regular Coordinator and Supervisor meetings | Internal Stakeholders | EXC2 | Inform Consult Involve | Coordinators and Supervisors monthly Branch 6 monthly | Nananago Roads Branch office staff continue to meet on a 3 month cycle. Separate supervisors meetings are held with both the capital and maintenance teams |
| Asset Management | Asset Management Plan implementation | Internal Stakeholders | INF1 | Inform Consult Involve | Asset Management Plans implemented into infrastructure operations and management | We use our own observations of road condition to determine our renewal programs such as reseals. |

SECTION CONSTRUCTION

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

| Significant activities and services | | | | | | Performance Measurement | |
|---|---|----------------------------------|------------------------|------------------------------|---|---|--|
| Function | Description | Customer(s) | Link to Corporate Plan | Engagement Level | Key Performance Indicator | Quarterly Review | |
| Transport Infrastructure Development Scheme | 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 | Annual program is on schedule and costs are generally within contingency limits | |
| 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 | Annual program is on schedule and costs are generally within contingency limits | |
| 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 | Annual program is on schedule and costs are generally within contingency limits | |
| Capital Works Planning | Detailed 5 year forward capital works requirements | Internal Stakeholders | EXC1 INF1 | Inform Consult Involve | 5 Year Capital Works Plan prepared for future budget considerations by January annually | The annual 5 year program update process has commenced. | |

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 | Quarterly 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 | Expenditure is slightly above target line which is OK at this early stage but needs monitoring. |
| 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 | Expenditure is slightly above target line which is OK at this early stage but needs monitoring. |

| 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 | | | |
| Function | Description | Customer(s) | Link to Corporate Plan |
| 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 |
| 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 |
| Performance Measurement | | | |
| | Key Performance Indicator | Engagement Level | Quarterly Review |
| | Completion of works to specification and in accordance with the RMPC contract | Inform Consult Involve | Our expenditure is slightly below target rate and TMR staff are happy with our progress at this stage |
| | Completion of works to specification and in accordance with contracts | Inform Consult Involve | We should complete their reseal preparation works in time by using an external subcontractor. |



SOUTH BURNETT
REGIONAL COUNCIL

**Water & Wastewater
Operational Plan
2016-17**

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 | Quarterly Review |
| Customer Service | Responses to customer requests | Customers and Council | EXC6 | Inform | Responds to enquiries and requests for service within Customer Service Standards | Responding to enquiries, complaints and requests as per CSS |
| 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 | In-progress for 2017-18 and beyond Achieved Not yet commenced - First quarter review to be done in early October |
| Capital Works Planning | Detailed 5 year forward capital works requirements | Internal Departments | EXC1 INF1 | Inform Consult Involve | 5 Year Capital Works Plan prepared for future budget considerations by January annually | In progress |
| 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 | Achieved |
| Branch Meetings | Regular Coordinator and Supervisor meetings | Internal Stakeholders | EXC2 | Inform Consult Involve | Coordinators/Engineer monthly Coordinators and Supervisors quarterly Branch 6 monthly | Achieved |
| Asset Management | Asset Management Plan implementation | Internal Stakeholders | INF1 | Inform Consult | Asset Management Plans implemented into infrastructure operations and management | Basic plans only; these require review and further development |

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 | Quarterly Review |
| 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 | Plans to be updated this year based on network modelling in progress |

| 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 | Quarterly Review |
| Programmed Maintenance | Delivery of programmed maintenance in accordance with budget | Internal Stakeholders | INF1 | Inform Consult | Decrease in reactive maintenance costs | Reactive maintenance is continuing to reduce |
| Reactive Maintenance | Service sewer blockages and water main breaks | Internal Stakeholders | INF1 | Inform Consult | Customer Service Standards met – 95% compliance | Achieved |
| Capital Works | Completion of Capital Works Program | Internal Stakeholders | INF1 | Inform Consult | Capital works program completed as scheduled and within budget | 2016-17 projects have commenced |
| 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 | Achieved Design requests submitted to D&TS at start of financial year, currently not being met |
| 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 | Quarterly Review | |
| Capital Works Program | Completion of Capital Works Program | Internal Stakeholders | INF1 | Inform Consult | Capital works program completed as scheduled and within budget | 2016-17 projects have commenced and GWTP, KWWTP and MWTP will all be completed this financial year | |
| Legislative Compliance and Monitoring | Statutory reports of results and compliance | Queensland Government and Federal Government | ENV1 INF1 | Inform | Statutory timeframes for reporting achieved | In progress - SWIM data due for submission 1 October | |
| Treatment Plants, Reservoirs and Chlorination | Operate and manage facilities | Internal Stakeholders | EXC2 INF1 | Inform Consult | Compliance with licence conditions 95% Water quality targets met | In progress, more detailed report will be available at 6 monthly review based on annual return to DEHP and SWIM submissions, and DWQMP update | |
| 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 | New EAP submitted, awaiting DEWS approval | |
| 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 | Commenced supply of Class A to Kingaroy Golf Club August. Pipeline to supply Kingaroy sporting fields to be constructed in the second quarter. Recycled Water Use Agreements to be negotiated by end of 2016 | |
| 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 | In-progress, more information will be provided at 6 month review based on SWIM data/ Regulatory KPI reporting | |

Resolution:

Moved Cr RJ Frohloff, seconded Cr RLA Heit.

That the Officer's Recommendation be adopted.

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr TW Fleischfresser*

5. Portfolio - Roads & Drainage

5.1 Roads & Drainage Portfolio Report

Summary

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

Officer's Recommendation

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

Resolution:

Moved Cr GA Jones, seconded Cr DA Potter.

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

Our Roads and Drainage staff are currently working on the follow projects.

- *The Southern Construction Crew are undertaking some critical repairs of Nukku Road for approximately a week before recommencing the final gravelling and sealing of the Blackbutt Crows Nest Road Project. Additional work on Nukku Road will be undertaken later before the crew leaves the area.*
- *The Central Construction Crew are widening and overlaying a section of the Kumbia Road to provide a 2 lane width of bitumen sealing. The project starts at the Stuart River Bridge and proceeds towards Kumbia to join an already widened section.*
- *The Northern Construction Crew are undertaking intersection improvement works at the corner of the Kingaroy Barkers Creek Road and Clark and Swendson Road, Kingaroy.*
- *The Southern Grader Maintenance team are working in the East and South Nanango areas on roads including Hamilton and Old Esk Road.*
- *The Central Grader Maintenance Crew are still undertaking resheeting and other works on the roads in the Burrandowan area including Hodges Dip and Greystonlea Roads.*
- *The Northern Grader Maintenance Crew are working in the area to the west of Wondai on Roads including Flats and Mt McEwan Roads.*
- *The Northern General maintenance Crew are constructing a sealed carpark and bus turnaround at Durong School.*

Survey & Design

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

- *Alford St, Kingaroy - This project is currently being finalised for a multi cell box culvert configuration for the watercourse between Memorial Park and the Kingaroy State School. This structure will also incorporate a widened shared footpath and cycleway facility on the northern side that will extend from the Kingaroy Swimming Pool to First Avenue.*
- *Bunya Highway/ Taylors Rd intersection, Kingaroy – This project is an intersection upgrade with turn lanes from the highway into Taylors Rd. This is also being cross assessed against a traffic impact assessment for the adjacent Sunnyvale development.*
- *D’Aguilar Highway/ Coolabunia Rd intersection, Coolabunia - This design is currently being drafted for an intersection upgrade with turn lanes from the highway into Coolabunia Rd and Mary St, serving the Coolabunia State School. This will be forwarded to TMR for review and feedback prior to finalising.*
- *Hodge St North, Wondai – The extension of the water main on Hodge St North and interconnection with Ivory St has been completed.*

Bridges

- *2016/17 Bridge Programme – Council has awarded this contract to Kay & Associates and Possession of Site has been awarded for the Kings Bridge site to allow bridge works to commence. The Marshlands Bridge site is being reviewed by the Contractor for alignment with the road, Barambah Creek and the intersection with Bradleys Rd.*

Items of Interest

- *Memerambi Subdivision – This project has advanced with correspondence being received from Ergon for electrical connection. Council’s subcontractor will liaise with Ergon about rectifying the outstanding electrical infrastructure items, allowing landowners the opportunity to commence works on their individual allotments.*
- *National Heavy Vehicle Regulator – Council has processed 21 applications in the last month assisting the freight industry in delivering excess mass or dimensioned vehicles through the South Burnett.*

Materials Laboratory

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

- *Local quarries*
- *Downer EDI*
- *Kay & Associates*

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr TW Fleischfresser*

6. Portfolio - Community & Health Services & The Arts

6.1 Community and Health Services and the Arts Portfolio Report

Summary

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

Officer's Recommendation

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

Resolution:

Moved Cr DA Potter, seconded Cr GA Jones.

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

South Burnett Libraries:

School Holiday Activities - Lego Robot

South Burnett Libraries became THE place to be during the September school holidays, as a series of Lego Robot sessions were held across the region. Designed to educate and engage our young community members, the sessions resulted in the children being able to use simple block coding to program the movement and sound of the robot. In total, 67 children attended these sessions, with positive feedback received.

Other School Holiday Activities

During the second week of the school holidays, libraries across the service delivered a variety of additional activities, including a special Disney edition of Friendly Feud at the Kingaroy and Blackbutt libraries. This event was a hit with the kids, who were invited to dress up as their favourite Disney character. Amongst the characters to arrive on the day were Mrs Potts from "Beauty and the beast", Olaf and Elsa from "Frozen" and "Pinocchio". Staff also dressed up getting into the school holiday spirit for the morning, with Buzz Lightyear, the Red Queen, Mary Poppins and Mike from "Monsters Inc" making an appearance.

Blackbutt also hosted a "Frozen" themed craft and activity, whilst the Nanango Library delivered a "Finding Dory" themed event. At Murgon Library, children enjoyed decorating face masks, making eyes that glow in the dark after listening to a story called "Grandpa's mask". In Wondai, children enjoyed creating a giant rainbow collage and wind catcher, whilst kids at the Proston Library enjoyed playing a life sized game of Monopoly.

Fun Palace

On Saturday the 1st of October, the Kingaroy Library was transformed into a Fun Palace where art, science and fun prevailed. Open to all ages, activity stations were designed by staff to capture the imagination of participants, and included plaster creations, a digital microscope, special effects make-up, the Lego robot and a maKey maKey. The maKey maKey proved very popular on the day, as it turned everyday objects into touchpads, resulting in banana keyboards and the ability to control the beat and lyrics of Michael Jackson's "Billy Jean" with playdough! This device was amongst a variety of books, art supplies and gadgets sent by the State Library of Queensland in a Mystery Box, valued at \$1000 and granted to the library as a result of a successful expression of interest. 652 people visited the Kingaroy Library during the 2 hour Fun Palace session.

Author and Information Talks

On Thursday the 22nd of September, local identity Barry Krosch delivered an informative presentation at the Kingaroy Library about the history, function and impact of the Queensland Police Special Branch. Barry spoke about his role in the branch, and retold many fascinating stories.

On Friday the 30th of September the Wondai Library hosted an author talk with local young adult writer Dannielle Wicks. Speaking of her experiences and the process of writing her “Hardest mistakes” series, Dannielle entertained attendees, who sat enthralled through the presentation.

Community and The Arts funding:

Community Assistance Grants

As mentioned in my September portfolio report, Council received an overwhelming response to Round One (1) of the community assistance grants with 23 applications submitted totalling \$49,320.19.

With a Round One (1) budget allocation of \$17,100 the assessment committee met to undertake the difficult task of evaluating the applications. My fellow Councillors and I were able to approve the following fourteen (14) funding applications:

- *Blackbutt State School funded for their “Bursting Angry Blackbutt Bubbles” project to the value of \$500 to purchase the ‘Anger Management Resource”*
- *Queensland Dairy & Heritage Museum funded for \$400 towards their Heritage Working Day for the jumping castle, face painting and plate spinning*
- *Kingaroy Men’s Shed funded for \$1,500 worth of tools*
- *Kumbia Hall Committee funded \$600 for the Kumbia Grant Writing Skills Workshop*
- *Murgon Bowls Club funded \$2,000 towards the installation of a disabled unisex toilet*
- *Murgon Men’s Shed funded \$1,500 towards the purchase of rail carriages for relocation to the site.*
- *Nanango Men’s Shed funded for \$1,000 worth of tools*
- *South Burnett Peace of Mind funded \$650 to support the “White Dove Ball”*
- *Nanango Stamp Club funded \$500 towards the 23rd Annual Stamp Fair*
- *Kingaroy Kindergarten funded \$800 for “Community Awareness for Our Community Kindergarten” project*
- *Wondai Regional Art Gallery funded \$2,800 for the “Wondai Country Fun Run Festival”*
- *Nanango Wesleyan Methodist Church funded \$3,000 to deliver the “Nanango Community Christmas Carols Party Celebration & Hangi”*
- *Butt Arts Gallery funded \$795 for the purchase of a laptop and computer program*
- *Wondai Cricket Club funded \$1,035 for the purchase of a mower and associated safety equipment.*

Council has supported a range of worthwhile local events and projects that will benefit South Burnett residents to the grand total of \$17,080.

Regional Arts Development Fund (RADF)

Round One (1) of the fund closed on the 16th of September, with Council receiving four (4) applications. With a budget of \$7,743 for this round, the RADF Management Advisory Committee met on the 27th of September to assess the applications making recommendations for Council's consideration at this meeting.

Health Services:

Food

During September, the scheduled inspections of licensed food premises commenced.

Mosquito Control

Council's Environmental Health section has been developing relationships with the Gold Coast City Council and the Gympie Regional Council with a view to jointly undertake an *Aedes aegypti* surveillance project at Goomeri.

Animal Management

Just a reminder that the dates for the next Animal Registration Period have changed. The new dog registration period will be 1 December 2016 to 30 November 2017, instead of 1 November 2016 to 31 October 2017. This change is a result of feedback received concerning dog registration renewals coinciding with the rate notice payment period.

Dog owners will effectively be given an additional month registration for free during this transition period.

Look for your dog registration renewal notice from late this month to early November, instead of it being delivered late September to early October 2016.

Please note that your dog will still be considered as being registered in November, even though its tag may show that it has expired, if the animal was registered in the current registration period.

Should you have any questions in relation to the dog registration period please contact Council's Compliance section on 4189 9100.

Carried 6/0

FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr TW Fleischfresser

6.2 Community Services (CS)

Officer's Reports

No Report.

6.3 Health Services (HS)

Officer's Reports

6.3.1 HS - 1664707 - Approved Systematic Inspection Program Animal Management (Cats and Dogs) Act 2008

Summary

The *Animal Management (Cats and Dogs) Act 2008* provides for Council to approve a Systematic Inspection Program in order for staff to proactively investigate compliance with the legislation.

Officer's Recommendation

That

1. Council approve a Systematic Inspection Program of properties within the South Burnett Regional Council's jurisdiction in accordance with section 113 of the *Animal Management (Cats and Dogs) Act 2008*.
2. The properties to be included in the Systematic Inspection Program are to be within the designated town areas for animal management purposes of the townships of Kingaroy, Kumbia, Crawford, Memerambi, Taabinga, Wooroolin Nanango, Blackbutt, Maidenwell, Brooklands, Wondai, Proston, Tingoorra, Mondure, Hivesville and Murgon in order to monitor compliance with the requirements of the *Animal Management (Cats and Dogs) Act 2008*, more specifically dog registration.
3. The Systematic Inspection Program will be conducted between the hours of 9.00am and 5.00pm on weekdays and/or weekends, commencing on Monday 31 October 2016 and concluding on Friday 20 January 2017.

Resolution:

Moved Cr DA Potter, seconded Cr KA Duff.

That the Officer's Recommendation be adopted.

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr TW Fleischfresser*

6.3.2 HS - 1664814 - Trading on Local Government Controlled Areas, Facilities & Roads Policy

Summary

The Trading on Local Government Controlled Areas, Facilities & Roads Policy is before Council for its consideration and if deemed acceptable, Council's approval

Officer's Recommendation

That Council approve the Trading on Local Government Controlled Areas, Facilities & Roads Policy.



Trading on Local Government Controlled Areas, Facilities & Roads Policy

Table of Contents

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

1. POLICY STATEMENT

South Burnett Regional Council (Council) does not permit a business to operate from a Local Government Controlled Area, a Local Government Facility or a Road within the South Burnett without the necessary Approval being issued by Council under its applicable Local Law and the appropriate Permit being issued from the Department of Main Roads, if a Main Road area is involved.

2. SCOPE

This policy covers all Local Government Controlled Areas, Facilities & Roads within the South Burnett.

3. POLICY OBJECTIVES

1. To ensure pedestrians and other road users are kept safe at all times;
2. To regulate business on public land; and
3. To provide some clarity around Council's position on the commercial use of Local Government Controlled Areas, Facilities & Roads across the South Burnett Local Government Area.

4. BACKGROUND

Any business wishing to operate from Local Government Controlled Areas, Facilities & Roads within the South Burnett requires an Approval under the Council's Local Law(s). Further, if the Activity is to be conducted within a Main Road reserve, then a Permit issued by the Department of Main Roads will also be required. This State permitting function has been delegated to the Council by written agreement from the chief executive under the *Transport Operations (Road Use Management) Act 1995*, section 66(5)(b) as part of the Local Law review in 2011.

Council does not, as a general rule, permit the activity known as "Stationary Roadside Vending" in the South Burnett, unless at an approved event. This is due to a determination being made that this type of Activity will not generally be able to comply with the Performance Objectives set out in the subordinate Local Law for the commercial use of Local Government Controlled Areas and Roads.

In comparison "Mobile Roadside Vending" is not prohibited, however there may be some trading restrictions within the Central Business District (CBD). "Mobile Roadside Vending" must comply with Main Road legislation, in particular road safety as it relates to the operator, its customers and other road users.

Prior to Amalgamation in 2008, there were some historical roadside vending standing stall site arrangements in place, which the Council still honours. However, if these arrangements are not renewed by the current operators then Council will cancel them and not reissue such an Approval for that site again. There are only three (3) long term legacy standing site permits in place being the Kingaroy Peanut van, the Nanango Peanut van and the Nanango Pie Van.

A vendor may be able to operate on private land that has an existing commercial use approval, in accordance with the Council's Town Plan, without requiring a permit to also be obtained from Council. For example, a flower stall or mobile seafood van (a food business licence for this particular activity would also be mandatory) may park on private land such as a service station, not the footpath, and with the consent of the landowner. Note: regular use of such a land area by a mobile food van or temporary facility may trigger the requirement to obtain Town Planning Approval for a permanent structure. Council is generally not in favour of this type of development.

5. PRINCIPALS/ GENERAL INFORMATION

a) Legislation and Guidelines:

- *Local Government Act 2009*
- *Local Law No. 1 (Administration) 2011*
- *Subordinate Local Law No. 1.2 (Commercial Use of LG Controlled Areas and Roads) 2011*
- *Subordinate Local Law No 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas & Roads) 2011*
- *Local Law No. 4 (LG Controlled Areas, Facilities and Roads) 2011*
- *Subordinate Local Law No. 4 (LG Controlled Areas, Facilities and Roads) 2011*

b) Performance Objectives:

- (1) The prescribed activity for which the approval is sought must not unduly interfere with the proper use of the local government controlled area or road.
- (2) There must be a public demand for the prescribed activity in respect of which the approval is sought.
- (3) The physical characteristics of the local government controlled area or road must be suitable for the prescribed activity.
- (4) The prescribed activity must not cause nuisance, inconvenience or annoyance to—
 - (a) the occupier of any land which adjoins the location of the prescribed activity; or
 - (b) vehicular traffic; or
 - (c) pedestrian traffic.
- (5) The prescribed activity must not have a detrimental effect on the amenity of the surrounding area.
- (6) If the prescribed activity is mobile roadside vending or stationary roadside vending—
 - (a) whether the prescribed activity for which the approval is sought is competitive with business activities operated from fixed premises in the local government area; and

- (b) whether the business activities operated from the fixed premises are sufficient to meet public demand for the goods or services proposed to be sold as part of the operation of the prescribed activity; and
- (c) whether the grant of the approval will result in substantial competition between the applicant for the approval and operators of business activities operated from fixed premises in the local government area; and
- (d) whether the goods or services proposed to be sold as part of the operation of the prescribed activity, or similar goods or services, are available for sale from fixed premises near the location of the prescribed activity.

c) Operational Assessment and Management Framework:

Council's Natural Resource Management and Parks, Roads and Drainage and/or Environment & Waste Services sections will potentially have involvement in processing any applications for the use of any Local Government Controlled Areas, Facilities & Roads within the South Burnett. Assessment of any application would include an evaluation against the Subordinate Local Law for the Commercial Use of Local Government Controlled Areas and Roads Performance Objectives. Activities that meet the Performance Criteria may be issued with an Approval.

d) Resourcing:

Enforcement of breaches in relation to Local Government Controlled Areas, Facilities & Roads is regulated internally by Council's Natural Resource Management and Parks, Roads and Drainage or Environment & Waste Services sections.

e) Education and Advice:

This Policy will be provided to the necessary parties when applicable and will also be made available to interested parties upon request.

Sustainability Implications

Council's general position is not to permit the commercial use of any of its Local Government Controlled Areas, Facilities or Roads, with the exception of some major public events. This is because if Council allows one business operator to utilise public space for its private commercial gain then Council is obliged to allow all businesses to do so. This in practice would be extremely difficult to implement and manage, while achieving the Performance Objectives. There would also be liability concerns around a commercial entity utilising Council controlled 'land'.

Social Implications

By not allowing businesses to generally utilise public space for their own commercial gain is deemed to be for the greater good of the community in order to protect public amenity, reduce risk, minimise safety concerns, allow the general community access to and the potential for enjoyment of these public areas as well as encouraging business in the established central business district precinct as provided for in the Council's Town Plan.

Economic Implications

Restricting or regulating commercial ventures on public controlled spaces potentially will have an impact upon the potential revenues of businesses. However, this would be offset by the social benefits as outlined above under the Social Implications section. Further, the direct facilitation, support and the effective underwriting of a commercial business is not generally the core function of local government.

Environmental Implications

By not allowing businesses to utilise the public space minimises the potential for any environmental impact. If an Approval was to be issued then conditions would need to be included on the Approval to address any anticipated environmental issues.

6. DEFINITIONS

Local Government Controlled Area –

1. A *Local Government Controlled Area* means land, facilities and other infrastructure owned, held in trust or otherwise controlled by the Local Government, other than a road.

Examples of Local Government Controlled Areas –

- Parks, reserves and gazetted foreshores
 - Camping grounds or caravan parks on land owned or controlled by the Local Government
 - Local Government swimming pools
 - Cemeteries
 - Council chambers and Local Government offices
 - Jetties.
2. A *Local Government Controlled Area* includes part of a Local Government Controlled Area.
 3. A *Local Government Controlled Area* does not include a residential lot on DOGIT land.

Stationary Roadside Vending - means the commercial supply of goods or services from a road, which includes the road reserve area, whether exclusively from a vehicle, some form of a structure or some other temporary or permanent set up and is at a particular location or site. The vendor is waiting for potential customers to come to them.

Mobile Roadside Vending - means the commercial supply of goods or services from a road, which includes the road reserve area, from a vehicle and is itinerant in nature. This type of vendor (such as a mobile soft serve ice cream van) drives around until hailed down by a prospective customer. The itinerant vendor then stops and serves the customer and then proceeds on their way. A *Mobile Roadside Vendor* does not set up to stay at a particular location or site for any period of time.

7. LEGISLATIVE REFERENCE

- *Local Government Act 2009*
- *Local Law No. 1 (Administration) 2011*
- *Subordinate Local Law No. 1.2 (Commercial Use of LG Controlled Areas and Roads) 2011*
- *Subordinate Local Law No 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas & Roads) 2011*
- *Local Law No. 4 (LG Controlled Areas, Facilities and Roads) 2011*
- *Subordinate Local Law No. 4 (LG Controlled Areas, Facilities and Roads) 2011*

8. RELATED POLICIES/PROCEDURES

N/A

9. NEXT REVIEW
November 2019

Gary Wall
CHIEF EXECUTIVE OFFICER

Date

Resolution:

Moved Cr DA Potter, seconded Cr GA Jones.

That the Officer's Recommendation be adopted.

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr TW Fleischfresser*

6.4 The Arts

Officer's Reports

6.4.1 ARTS - 1988902 - Minutes of the Regional Arts Development Fund Management Advisory Committee Meeting held on 27 September 2016

Summary

Providing a copy of the Minutes of the Regional Arts Development Fund Management Advisory Meeting held on 27 September 2016.

Officer's Recommendation

That Council endorse the minutes and recommendations of the Regional Arts Development Fund Management Advisory Committee held on 27 September 2016.



Minutes

Of the

Regional Arts Development Fund Management Advisory Committee

To be held in the
South Burnett Regional Council Office, Kingaroy

27 September 2016

Commencing at 9.00 a.m.



Regional Arts Development Management Advisory Committee Minutes

ORDER OF BUSINESS:

Minutes of the meeting of the Regional Arts Development (RADF) Management Advisory Committee, held in the South Burnett Regional Council Chambers, Glendon Street, Kingaroy on Tuesday 27 September 2016.

Present

Cr Danita Potter, Carolyn Knudsen (SBRC), Peter Peacey, Val McGrath, Dot Rowland

Meeting opened at 9.07am

2. AGENDA ITEMS

2.1 Welcome

Cr Danita Potter Welcomed the committee

2.2 Apologies

- Robyn Dower
- Terry Jacobsen
- Elaine Madill
- Wayne Brown

Resolution: That the Apologies be accepted.

Moved: Val McGrath

Seconded: Dot Rowland

Carried: 4/0

2.3 ACH Management Advisory Committee to RADF Management Advisory Committee

The committee was advised that at the September Ordinary Meeting of Council the committee name change to Regional Arts Development Fund (RADF) Management Advisory Committee was adopted.

2.4 2016/17 RADF Budget & Round Allocations

Cr Potter advised the committee that Council has been successful with acquiring Arts Queensland funding of \$9,000 for 2016/2017. The 2016/2017 budget breakdown including Council's contribution and carryover funds from 2015/2016 is as follows:

Round 1 - \$7,743.00

Round 2 - \$7,743.00

Committed Funds - \$5,000.00

Page 1

2.5 Outcome Reports Received

Council has received Three (3) Outcome Reports

Applicant: Butt Arts Gallery
Description of Workshop: Charcoal Workshop

Applicant: South Burnett Chorale
Description of Workshop: Conductor Workshop

Resolution: *That the committee accept the above outcome reports*

Moved: Peter Peacey
Seconded: Cr Danita Potter

Applicant: South Burnett Woodcrafters
Description of Workshop: Embellishment of Vacuum Pressed Timber

Resolution: *That the committee accept the above outcome report*

Moved: Dot Rowlands
Seconded: Val McGrath

Carried: 4/0

2.6 Round One Applications for the 2016/17 Financial Year

Council has received four (4) applications for round four with a total amount requested of \$29,025.00 (ex GST).

Applicant: Jumping Ant Arts Inc.
Description of Workshop: Connecting the Elements – Heat, Water & Air
Cost: \$5,700.00

Resolution: *That the committee approve the application for the full amount of \$5,700.00*

Moved: Peter Peacey
Seconded: Val McGrath *Carried 4/0*

Applicant: Nanango Arts Network Alliance LTD
Description of Workshop: Brushes & Flashed of the South Burnett
Cost: \$21,495.00

Resolution: That the committee support the application in principal however due to budget restraints we are unable to fund this project and highly recommend the applicant seeks funding externally and the committee welcome the opportunity to write a letter of support.

Moved: Peter Peacey

Seconded: Dot Rowlands Carried 4/0

Applicant: Barambah Branch Photographers
Description of Workshop: Faces of the South Burnett Exhibition
Cost: \$340.00

Resolution: That the committee approve the application for the full amount of \$340.00.

Moved: Dot Rowland

Seconded: Peter Peacey Carried 4/0

Peter declared a conflict of interest and left the meeting at 9.52am

Applicant: South Burnett Woodcrafters Inc
Description of Workshop: Box Making and Embellishment
Cost: \$1,490.00

Resolution: That the committee approve the application for the full amount of \$1,490.

Moved: Val McGrath

Seconded: Cr Danita Potter Carried 3/0

Peter re-entered the meeting at 10.06am

3. Other Business

3.1 That the committee wish to include the following criteria in the future rounds;

- That the applicant invite the chair to their workshop/event
- That the application invite the media to their workshop/event
- Material costs are excluded from RADF funding

3.2 That the committee has agreed that Council will develop a flyer to for the committee to distribute through their networks ongoing and that this will commence for distribution in November.

Moved: Val McGrath

Seconded: Dot Rowland Carried 4/0

4. CLOSE MEETING

Meeting closed at 10.28am

Resolution:

Moved Cr DA Potter, seconded Cr RJ Frohloff.

That the Officer's Recommendation be adopted.

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr TW Fleischfresser*

7. Portfolio - Planning & Property

7.1 No Report.

7.2 Planning (P&LM)

Officer's Reports

7.2.1 P&LM - 1654931 - Forwarding Request for Negotiated Decision - Material Change of Use (Retirement Village) at 95 Markwell Street Kingaroy - Applicant: ONF Surveyors - MCUI2016/0001

Summary

- Applicant submitted written representations on 1 September 2016 requesting a Negotiated Decision Notice in relation to the following Conditions ENG6 (Heavy Rigid Vehicle (HRV) parking space), ENG15 b) (construction of Logan Street and Infrastructure Agreement), ENG17(footpath) and ENG18 (kerb ramp)
- Application was approved at the General Council meeting held on Wednesday 20 July 2016 with a Decision Notice forwarded to the applicant on 22 July
- It is recommended that Council approve the applicant's request to delete Conditions ENG15 b), ENG17 and ENG18 and amend Condition ENG 6

Officer's Recommendation

That Council *approve* the applicant's request for a Negotiated Decision Notice and delete Conditions ENG15 b) (construction of Logan Street and Infrastructure Agreement) and ENG18 (kerb ramp) and amend Conditions ENG17 (footpath) and ENG6 (Heavy Rigid Vehicle (HRV) parking space) as outlined below (deleted text in strikethrough and new text in bold):

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) space to suit and be shared by both an 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 |
|---|---|

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

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

- 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) for the full frontage of the Markwell Street site**
 - ~~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.~~

Resolution:

Moved Cr GA Jones, seconded Cr KA Duff.

That the Officer's Recommendation be adopted.

AMENDMENT:

Motion:

Moved Cr RLA Heit, seconded Cr RJ Frohloff.

That Council approve the applicant’s request for a Negotiated Decision Notice and delete Conditions ENG15 b) (construction of Logan Street and Infrastructure Agreement) and amend ENG6 (the HRV parking space) and retain conditions ENG17 (footpath to First Avenue) and ENG18 (kerb ramp at First Avenue)

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) space to suit and be shared by both an 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 |

ENG15. Markwell Street and Logan Street are each classified as a “street” for the purpose of the Kingaroy Shire Planning Scheme. The applicant must design and construct:

- a) as part of Stage 1 works, widening of the southern lane of Markwell Street for the complete frontage of Lot 4 RP178596, to match the alignment at the existing traffic island within Markwell Street, located opposite the western side of this property, complete with pavement construction, sealing and installation of layback K&C Type M3 along the southern road lane alignment including the southern, western and eastern sides of the traffic island; and
- ~~b) as part of Stage 3 works, Logan Street for the complete frontage of Lot 4 RP178596 to First Avenue must be constructed, paved, and bitumen-sealed for a width of 6.50m on an 8.0m formation with table drains.~~

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

The AMENDMENT was Put and Lost 2/4
 FOR VOTE – Cr RJ Frohloff, Cr RLA Heit
 AGAINST VOTE - Cr KM Campbell (Mayor), Cr GA Jones, Cr DA Potter, Cr KA Duff
 ABSENT. DID NOT VOTE - Cr TW Fleischfresser

The ORIGINAL motion was Put and Carried 4/2
 FOR VOTE - Cr KM Campbell (Mayor), Cr GA Jones, Cr DA Potter, Cr KA Duff
 AGAINST VOTE - Cr RJ Frohloff, Cr RLA Heit
 ABSENT. DID NOT VOTE - Cr TW Fleischfresser
 PRESENT. DID NOT VOTE - Nil

7.2.2 P&LM - 1651395 - Reconfiguring of a Lot (Boundary realignment - 2 lots into 2 lots) - 3 East St Wondai & 14282 Bunya Highway Wondai - L467 FY2832 & L138 FY602 - Applicant - Queensland Botanicals Pty Ltd C/- ONF Surveyors - ROLC2016/0009

Summary

Key Point Summary

- Application is for the Reconfiguration of a Lot (Boundary Realignment 2 Lots into 2 Lots)
- Subject sites are zoned Rural and Industrial and the proposal is Code Assessable (Inconsistent Use) against the Wondai Shire IPA Planning Scheme
- Lot 467 is zoned Industrial, is 0.4410m² and contains a Dubosia Processing Plant. The expansion to the facility has prompted the requirement for additional land which will be used to store the dubosia offcuts
- Lot 138 is zoned Rural, is 84.1979Ha and contains a dwelling house, associated outbuildings, numerous dams and is used to graze cattle
- The proposal will result in the following configuration:
 - Lot 467 will be proposed Lot 2 and have an area of 1.65Ha. The property will be zoned part Industrial and part Rural. The Rural zoned portion of the land is only to be used to store the dubosia offcuts
 - Lot 138 will be proposed Lot 3 and have an area of 82.98Ha
- The development is considered an inconsistent use as it doesn't meet the minimum 200Ha lot size requirement in the Rural zone, however the expansion of the Dubosia Processing Plant and its proximity to the rural land adjoining the site provide a logical sequencing of development.
- It is recommended that a Development Permit for Reconfiguring a Lot (Boundary Realignment – 2 Lots into 2 Lots) be *approved* subject to reasonable and relevant conditions.

Officer's Recommendation

That Council **approves** a **Development Permit** to Reconfigure a Lot - (Boundary Realignment) at 3 East Street, Wondai (Lot 467 FY2832) and 14282 Bunya Highway, Wondai (Lot 138 FY602)), 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:
- Title: Proposed Boundary Realignment, Prepared by: O'Reilly Nunn Favier, Drawing no: 6093 P/1, Sheet No: 1 of 1 Rev A, Dated: 2/8/16
- Unless otherwise amended by the following conditions.
- GEN2. Prior to sealing the Plan of Survey the applicant is required to pay the Council all rates and charges or any expenses being charged over the subject land under any Act in accordance with Section 815 of the *Sustainable Planning Act 2009*.
- GEN3. Prior to the sealing of the Plan of Survey the applicant is to provide a certificate signed by a licensed surveyor stating that after the completion of all works associated with the reconfiguration, survey marks were reinstated where necessary and all survey marks are in their correct position in accordance with the Plan of Survey.

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.

Natural Resources Valuation Fees

RAL1. 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 \$94.00 (2 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.

Property Access

ENG1. Prior to sealing the survey plan, ensure that property accesses in accordance with the details in Table S2.7 – *Design and Construction Standards* of the Wondai Shire Council IPA Planning Scheme.

Only one access to each site will be permitted.

Stormwater

ENG2. 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. Lot 2 will be zoned part Industrial and part Rural pursuant to the Kingaroy Shire IPA Planning Scheme. The rural zoned portion of Lot 2 is only to be utilised for the storage of dubosia offcuts. Access to the property is to be retained via East Street.

ADV2. *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.

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

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

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

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

Resolution:

Moved Cr RLA Heit, seconded Cr DA Potter.

That the Officer's Recommendation be adopted.

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr TW Fleischfresser*

7.2.3 P&LM - 1627484 - Forwarding Material Change of Use (Major utility - telecommunication facility) Mundubbera Durong Road Boondooma - Lot 21 BO130 Applicant: Telstra Corporation Ltd MCUI2016/0005

Summary

- Application is to extend the existing Telstra Telecommunication Facility to meet the communication needs of the community. The tower is 39.5m in height and the extension will increase the height to 60.5m. The scope of works will consist of:-
 - Install 2x SCX3 parabolic antennas at 60.0m & 55.0m
 - LCF12-50J feeders F1 & F2 to new antennas.
 - Remove existing grid antennas GKA38 (24.0m) & KP10 (37.0m)
 - Install new guy blocks similar to existing, with modified guy take-off brackets to support 3rd level and stabiliser level guys, installed at approximately 32m away from the structure.
 - The existing equipment shelter will be utilised
- Subject site is included in the Rural Locality
- Application is Impact Assessable against:
 - Rural Locality Code
 - Telecommunications Facility Code
- The application triggered referral to SARA due to the proximity to State Controlled Road
- Application was publicly notified between 25 July 2016 and 16 August 2016 and no public submissions were received during the notification period; and
- Application is recommended for approval subject to reasonable and relevant conditions.

Officer's Recommendation

That Council *approve* a Development Permit for Material Change of Use (Major Utility – Extension to Telecommunication Facility) at Mundubbera Durong Road, Boondooma (and described as Lot 21 on BO130) 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:
- Dwg No: QX250118/4, Radiocommunications Boondooma R/T Site Access, Sht No: 1 Index
 - Dwg No: QX250118/4, Radiocommunications Boondooma R/T Site Layout, Sht No: 2 Index
 - Dwg No: QX250118/4, Radiocommunications Boondooma R/T Proposed Elevation, Sht No: 3 Index
- GEN2. All works, including the repair or relocation of services (Telstra, lighting) is to be completed at no cost to Council.
- GEN3. Dust prevention measures must be undertaken to ensure that dust does not cause a nuisance to occupiers of adjacent properties.
- GEN4. Maintain the site in a clean and orderly state at all times.
- GEN5. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.
- GEN6. The development herein approved may not start until the following development permits have been issued and complied with as required:
- Development Permit for Building Works.

Advice

- ADV1. Section 341(1) of the *Sustainable Planning Act 2009* provides that, if this approval is not acted upon within the period of four (4) years the approval will lapse. Note that in accordance with section 341(7) a related approval may extend the relevant (currency) period.
- ADV2. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding.
- ADV3. Attached for your information is a copy of Division 8 of the *Sustainable Planning Act 2009* as regards Rights of Appeal. With respect to Appeal Rights of Applicants, the following is drawn to your attention—
- a) the applicant's Appeal Period commences upon receipt of this advice and expires twenty (20) business days thereafter.
 - b) should the applicant notify the Assessment Manager (Council) in writing of acceptance of the conditions of approval and that it is not intended to make an appeal, the Applicant's Appeal Period is at an end.

Resolution:

Moved Cr KA Duff, seconded Cr RJ Frohloff.

That the Officer's Recommendation be adopted.

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr TW Fleischfresser*

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

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

Summary

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

Officer's Recommendation

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

Resolution:

Moved Cr RJ Frohloff, seconded Cr RLA Heit.

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

Kingaroy Wastewater Treatment Plant

- *Construction of the recycled water pipeline to supply the showgrounds and sporting fields has started and should be commissioned by mid-November*
- *Demolition of the old plant is complete*
- *Work on the trunk main replacement will commence in the coming weeks*
- *Work is continuing on the refurbishment of the lagoons*
- *Commissioning of the plant will be complete by the end of October*

Murgon Water Treatment Plant

The third filter is operating well and producing good quality water.

The 2 remaining filters are being taken off line in the next few days to commence the refurbishment work needed.

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr TW Fleischfresser*

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

9.1 Natural Resource Management, Parks and Indigenous Affairs Portfolio Report

Summary

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

Officer's Recommendation

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

Resolution:

Moved Cr KA Duff, seconded Cr DA Potter.

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

Natural Resource Management

Weed Control Programs

Landholders in the Boondooma Area have borrowed spray trailers to treat African Love Grass. Splatter guns and spray trailers have been used by residents in Ellesmere, Moondooner, Brooklands and Kitoba for the treatment of Lantana. Contractors have completed Mother of Millions treatment program and have commenced Lantana control on Main Roads. Lantana control has also commenced on local roads in the Ellesmere area. Pest Management Officers have commenced Giant Rats Tail Grass inspections in the Runnymede and Bullcamp areas, Groundsel inspections are scheduled to commence in the next two weeks.

Feral Animal Programs

A total of 43 landholders participated in the September coordinated baiting program, distributing a total of 1,364 wild dog baits and 902 feral pig baits across the region. Rabbit trapping has declined in the last month with only 2 rabbits trapped and injected with Calici virus in the Coolabunia area as a result of an abundance of green pick making it difficult to entice rabbits into a trap.

Parks/Gardens

Kingaroy

- *Kingaroy has been on a full mowing program.*
- *We have finished planting and mulching the Playground end of Memorial Park, the Albert Street & D'Aguiar Hwy street gardens with Annual flower seedlings.*
- *We have replaced a garden with all new plants in Kumbia and finished replanting 5 gardens at VIC in Kingaroy with 2 other gardens left when we have some spare time.*
- *Also work is now completed on graves that were damaged at Taabinga Cemetery & also a concrete edge poured at Booie Cemetery, these look great and Wagners have done a fantastic job.*
- *We have also been oiling timber work at O'Neil Square & VIC with just a bit more left to go that we need a Cherry Picker to get to it as it is quite high.*

- *Also have painted Picnic settings at River Road Park. Other than that we have just been doing general maintenance and our normal Park run which is now Mondays all day and Fridays after lunch.*

- *8 Funerals*

Murgon

- *All gardens have now been replanted with fresh flowers*
- *Mowing and Weedeating of all parks completed*
- *New Section in Murgon Cemetery fully surveyed and plans have been drawn up*
- *All spraying of parks – Road Verges for weeds*
- *Ongoing gardens maintenance*
- *All Public BBQ serviced and repaired*
- *3 Funerals*

BP Dam

- *Mowing*
- *Weedeating*
- *Grounds Maintenance*

Wondai

- *All gardens have now been replanted with fresh flowers*
- *Mowing and Weedeating of all parks completed*
- *All spraying of parks – Road Verges for weeds*
- *Ongoing gardens maintenance*
- *All Public BBQ serviced and repaired*
- *Revamping some nature gardens*
- *Clean out Bull Rushes at Dingo Creek*
- *Fix Up of Toilet Block at Ficks Crossing*
- *3 Funerals*

Proston

- *Work on Main Street Gardens now complete*
- *Renewing old bins, seats and footpaths – Main Street*
- *Ongoing work on New Columbarium Wall at Cemetery almost complete*
- *Repairs to water feature in Rundall Park*

- Upgrade of gardens in Main Street
- 1 Funeral

Boondooma Dam

- Mowing
- Weedeating
- Grounds Maintenance

Nanango & Blackbutt

- In Nanango and Blackbutt the old gardens are coming out and the new will go in. mowing of both town areas has begun
- Works for the infrastructure crews has been completed, cemeteries have been mowed, Maidenwell sportsground is mowed and the town will be done next week.
- Tafe work has been done, with 4 units signed off. Action requests completed.
- 3 Funerals

Boondooma Dam - Occupancy Report (September)

| Date | Occupants | Av length stay | Revenue |
|--------------|------------------|-----------------------|-----------------|
| Total | 2130 | 2.16 | 80801.08 |

BP Dam – Occupancy Report (September)

| Date | Occupants | Av length stay | Revenue |
|--------------|------------------|-----------------------|-----------------|
| Total | 1704 | 2.41 | 76188.57 |

Indigenous Affairs

South Burnett & Cherbourg on Show weekend was a great success. Opening night at the Wondai Art Gallery featured South Burnett Art and for the first time Cherbourg Art. There were 165 pieces exhibited. Mayor Murray performed a Welcome to Country and Mayor Campbell officially opened the Exhibition. Rocko Langton received first prize in the Indigenous Art section which was sponsored by Cherbourg Council and Roza Lear took out the Mayor's Acquisitive Art sponsored by the South Burnett Regional Council.

The night was also the launch of the South Burnett & Cherbourg on Show Festival and guests attended a launch Dinner at Dimities followed by entertainment with the popular Cherbourg Band, Muddy Flats, at the Wondai Hotel. It was great to see representation from right across our region including a bus from Nanango to support the event.

The Yhurri Gurri Festival at Cherbourg was a great success and Mayor Campbell & I had the pleasure of meeting the amazing Chad Morgan. Wide Bay Federal Member Llew O'Brien was also in attendance and Mayor Campbell and I took the opportunity to present The Ration Shed with the book "We will Remember Them" that included tributes to both Cherbourg and South Burnett Anzac Soldiers.

Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr TW Fleischfresser

10. Portfolio - Finance, ICT & Human Resources

10.1 Finance, ICT and Human Resources Portfolio Report

Summary

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

Officer's Recommendation

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

Resolution:

Moved Cr RLA Heit, seconded Cr GA Jones.

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

Financial Report

The attached periodic financial statements are as at 30 September 2016.

The financial ratios for cash, operating cash and working capital ratio are within the industry guide. Similar to the August 2016 result, the funded long term liabilities ratio remains below the target due to the extension of the discount date resulting from the transition to six monthly rating.

Council's cash position is expected to improve upon collection of rates by the discount date on the 25th of October.

With regard to the Comprehensive Income Statement:

46% of the total budgeted revenue has been achieved mainly on account of the half-year rates levied in August. Interest income and sales revenue recognition are deferred due to timing difference in interest accrual and claims for roads and drainage contracts respectively. Capital grant amounting to \$3 Million for the Kingaroy Waste Water Treatment Plant was received in September.

Expenses are within budget limits except for finance cost that is only 1% of budget due to the timing difference in the recognition of quarterly interest expense.

Capex Report

Actual year-to-date capital expenditure amounts to \$4,676,672 equivalent to 14% of the total \$32,998.935 2016-2017 capex budget. Year-to-date commitments amount to \$8,799,787.

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr TW Fleischfresser*

10.2 Finance (F)

Officer's Reports

10.2.1 F - 1664742 - Monthly Financial Statements

Summary

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









Officer's Recommendation

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

Key Financial Ratios

SOUTH BURNETT REGIONAL COUNCIL

FINANCIAL SCORECARD

| | | SBRC RATING | INDUSTRY GUIDE |
|--|---|---|---|
| 1. CASH | | | |
| Number of months operating expenditure covered by total cash held | 5.6 mths |  |  |
| | | | 5 mths 4 mths 3 mths 2 mths 1 mth 2 wks 1 wk 0 |
| 2. OPERATING CASH | | | |
| Number of months operating expenditure covered by working cash held | 2.1 mths |  |  |
| Working Cash = Cash less Restricted Cash | | | |
| | | | 5 mths 4 mths 3 mths 2 mths 1 mth 2 wks 1 wk 0 |
| 3. Working Capital Ratio | | | |
| Current Assets / Current Liabilities | 6.28 |  |  |
| | | | 1.4 1.3 1.2 1.1 1 0.9 0.8 0.7 |
| 4. Funded Long Term Liabilities | | | |
| Percentage of Restricted Cash and Long Term Liabilities backed by Cash | 39% |  |  |
| | | | |
| | 100% 90 - 99% 80 - 89% 70 - 79% 60 - 69% 50 - 59% 40 - 49% < 40% | | 100% 90 - 99% 80 - 89% 70 - 79% 60 - 69% 50 - 59% 40 - 49% > 40% |



Statement of Comprehensive Income**Statement of Comprehensive Income**

As at 30 September 2016

25% of Year Complete

| | 2017 | Original Budget | Amended Budget | % |
|--|-------------------|-------------------|-------------------|-------------------|
| | \$ | \$ | \$ | to Amended Budget |
| Income | | | | |
| Revenue | | | | |
| Recurrent Revenue | | | | |
| Rates, levies and charges | 25,659,495 | 44,163,446 | 44,058,446 | 58% |
| Fees and charges | 1,300,963 | 4,335,478 | 4,335,478 | 30% |
| Rental Income | 109,870 | 521,645 | 521,645 | 21% |
| Interest received | 168,917 | 1,720,166 | 1,720,166 | 10% |
| Sales revenue | 220,751 | 3,257,650 | 3,257,650 | 7% |
| Other Income | 138,216 | 458,676 | 529,751 | 26% |
| Grants, Subsidies, Contributions & Donations | 1,768,889 | 7,530,996 | 7,526,979 | 24% |
| | <u>29,367,101</u> | <u>61,988,057</u> | <u>61,950,115</u> | |
| Capital Revenue | | | | |
| Grants, Subsidies, Contributions & Donations | 3,610,803 | 10,544,224 | 9,693,890 | 37% |
| Total Revenue | <u>32,977,904</u> | <u>72,532,281</u> | <u>71,644,005</u> | |
| Total Income | <u>32,977,904</u> | <u>72,532,281</u> | <u>71,644,005</u> | <u>46%</u> |
| Expenses | | | | |
| Recurrent Expenses | | | | |
| Employee benefits | 4,901,118 | 22,475,373 | 22,591,516 | 22% |
| Materials and services | 5,343,918 | 22,217,186 | 21,974,108 | 24% |
| Finance costs | 16,546 | 2,042,350 | 2,042,350 | 1% |
| Depreciation and amortisation | 3,615,864 | 14,463,457 | 14,463,457 | 25% |
| | <u>13,877,447</u> | <u>61,198,366</u> | <u>61,071,431</u> | |
| Capital Expenses | | | | |
| | (183,642) | (461,250) | (461,250) | 40% |
| Total Expense | <u>13,693,805</u> | <u>60,737,116</u> | <u>60,610,181</u> | <u>23%</u> |
| Net Result | <u>19,284,099</u> | <u>11,795,165</u> | <u>11,033,824</u> | |

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

| | 2017 \$ | Original Budget \$ |
|--------------------------------------|--------------------|-----------------------|
| Current Assets | | |
| Cash and Cash Equivalents | 25,939,737 | 30,851,782 |
| Trade and Other Receivables | 25,287,181 | 7,975,857 |
| Inventories | 1,256,187 | 1,171,238 |
| Investments | - | - |
| Total Current Assets | 52,483,105 | 39,998,877 |
| Non-Current Assets | | |
| Trade and other receivables | - | - |
| Property, Plant and Equipment | 875,305,960 | 871,197,372 |
| Intangible Assets | 9,004,753 | 8,342,649 |
| Total Non-Current Assets | 884,310,714 | 879,540,021 |
| TOTAL ASSETS | 936,793,818 | 919,538,898 |
| Current Liabilities | | |
| Trade and other payables | 2,838,441 | 5,239,518 |
| Borrowings | 2,213,721 | 2,363,056 |
| Provisions | 3,306,231 | 3,333,022 |
| Total Current Liabilities | 8,358,393 | 10,935,596 |
| Non-Current Liabilities | | |
| Borrowings | 38,384,149 | 42,561,128 |
| Provisions | 11,612,607 | 11,612,607 |
| Total Non-Current Liabilities | 49,996,756 | 54,173,735 |
| TOTAL LIABILITIES | 58,355,149 | 65,109,331 |
| NET COMMUNITY ASSETS | 878,438,669 | 854,429,567 |
| Community Equity | | |
| Asset Revaluation Surplus | 430,783,167 | 422,771,616 |
| Retained Surplus/(Deficiency) | 447,655,502 | 431,657,951 |
| TOTAL COMMUNITY EQUITY | 878,438,669 | 854,429,567 |

Resolution:

Moved Cr RLA Heit, seconded Cr DA Potter.

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

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr TW Fleischfresser*

11. Consideration of Notices of Motion

No Report.

12. Information Section (IS)

12.1 IS - 1664763 - Reports for the Information of Council

Summary

South Burnett Regional Council Monthly Capital Works Report
List of correspondence pending completion of assessment report
Delegated Authority Report
Road Maintenance Expenditure Report

Officer's Recommendation

That the reports be received.

Resolution:

Moved Cr RLA Heit, seconded Cr GA Jones.

That the reports be received.

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr TW Fleischfresser*

ADJOURNMENT:

Motion:

Moved Cr DA Potter, seconded Cr RJ Frohloff.

That the meeting adjourn for twenty (20) minutes

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr TW Fleischfresser*

RESUMPTION:

Motion:

Moved Cr DA Potter, seconded Cr RLA Heit.

That the meeting resume at 10.57am with attendance as previous to the adjournment

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr TW Fleischfresser*

CLOSED SESSION:

Motion:

Moved Cr GA Jones, seconded Cr RJ Frohloff.

That the meeting be closed to the public for Council discussions in accordance with Section 275(1)(c) the local government's budget, and 275(1)(e) contracts proposed to be made by it, of the Local Government Regulation 2012.

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr TW Fleischfresser*

OPEN COUNCIL:

Motion:

Moved Cr DA Potter, seconded Cr RJ Frohloff.

That the meeting resume in Open Council.

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr TW Fleischfresser*

Report:

The Mayor reported that whilst in Closed Session, in accordance with 275(1)(c) *the local government's budget, and 275(1)(e) contracts proposed to be made by it*, of the Local Government Regulation 2012, Council considered matters concerning Outstanding Dog Registrations, Quotes for the Disposal of Regulated Liquid Waste and Quotes for Collection/Removal of Waste Oils and Paint from Waste Facilities throughout the South Burnett Region.

Motion:

Moved Cr KM Campbell, seconded Cr DA Potter.

That the Mayor's report be received

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr TW Fleischfresser*

13. Confidential Section

13.1 CONF - 1664732 - Outstanding Dog Registrations

Reason for Confidentiality

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

- (c) the local government's budget

Recommendation

That Council approve the write out of the outstanding dog registrations from the animal register so that the database can be cleansed prior to the dog registration being generated for the next registration period.

Resolution:

Moved Cr RLA Heit, seconded Cr RJ Frohloff.

That the Officer's Recommendation be adopted.

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr TW Fleischfresser*

13.2 CONF - 1664965 - SBRCQ - 16/17-01 - Call for Quote for Disposal of Regulated Liquid Waste - Grease Trap and Oily Water

Reason for Confidentiality

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

- (e) contracts proposed to be made by it

Recommendation

That Council

1. decide to no longer receive grease trap waste at any of its liquid waste disposal sites throughout the South Burnett after 31 December 2016.
2. advise known local businesses that have a grease trap as well as the existing regulated liquid waste contractors that:
 - a. Council will no longer be receiving grease trap waste at any of its liquid waste disposal sites throughout the South Burnett after 31 December 2016; and

- b. Grease trap waste will now have to be disposed of at an appropriate licenced facility; and
 - c. A grease trap waste disposal fee will be charged accordingly by the receiving facility
3. decide to no longer receive oily water waste at any of its liquid waste disposal sites from close of business on 31 March 2017.
4. contact the submitters to advise that none of the submissions have been successful. Further, Council notify them that it will not be receiving oily water waste at any of its liquid waste disposal sites close of business on 31 March 2017. Finally, Council ask them if they are interested in having their company name and contact details being included in a letter to go to the known oily water generators within the South Burnett so that they could be contacted by those businesses directly to assist with the collection and disposal of their oily water waste.
5. advise known local businesses that generate oily water as well as the existing regulated liquid waste contractors that:
 - a. Council will no longer be receiving oily water waste at any of its liquid waste disposal sites throughout the South Burnett from 31 March 2017; and
 - b. Provide a list of possible contractors who may be able to assist them with the collection and disposal of their oily water waste.

Resolution:

Moved Cr DA Potter, seconded Cr KA Duff.

That the Officer's Recommendation be adopted.

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr TW Fleischfresser*

13.3 CONF - 1664787 - SBRCQ - 16/17 - 02 - Collection/Removal of Waste Oils (motor and cooking oil) and paint from waste facilities throughout the South Burnett Region

Reason for Confidentiality

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

- (e) contracts proposed to be made by it

Recommendation

That Council enter into a Waste Removal Agreement with:

1. Cleanaway for waste cooking oil; and
2. JJ Richards for waste motor oil and paint (and waste cooking oil if Cleanaway are not interested in the waste cooking oil as a separate waste stream excluding the waste motor oil)

Resolution:

Moved Cr GA Jones, seconded Cr KA Duff.

That the Officer's Recommendation be adopted.

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr TW Fleischfresser*

There being no further business the meeting was declared closed at 11.19am.

Confirmed before me this day of2016

..... **MAYOR**