



South Burnett Regional Council

Minutes

Of The

General Council Meeting

Held in the Warren Truss Chamber, 45 Glendon Street Kingaroy

On Wednesday 15 June 2016

Acting Chief Executive Officer: Lester Schumacher

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

Wednesday, 15 June 2016

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Minutes of the meeting of the South Burnett Regional Council, held in the Warren Truss Chamber, 45 Glendon Street Kingaroy on 15 June 2016 at 9.00am

PRESENT:

Councillors:

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

Council Officers:

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

1. Leave Of Absence

Nil

2. Prayers

Nil

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 18 May 2016 as recorded be confirmed.

Resolution:

Moved Cr KA Duff, seconded Cr TW Fleischfresser.

That the minutes of the previous meeting held on Wednesday 18 May 2016 as recorded be confirmed.

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

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

See Business Function Headings

4. Portfolio - Economic Development, Governance and Communications

4.1 Economic Development, Governance and Communications Portfolio Report

Summary

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

Officer's Recommendation

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

Resolution:

Moved Cr KM Campbell, seconded Cr GA Jones.

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

Economic Development & Tourism

Business Development & Growth

- *South Burnett Rewards*
 - *Is the name of the innovative Shop Local Campaign that will commence in September this year.*
 - *The program includes an electronic rewards system which will be rolled out exclusively for the South Burnett. In the coming months interested businesses will commence trialling the system for free in the build-up to the campaign launch.*
 - *Benefits of the campaign include:*
 - *Increased awareness of products and services offered*
 - *Increased awareness of competitive local offers*
 - *Increased foot traffic into local retail businesses*
 - *Improvement in the levels of customer service provided*
 - *Renewed enthusiasm and support for business operation*
 - *Opportunity to unite with other businesses for shared economic growth*
 - *Fostered community pride*
 - *Regional promotion*
- *To celebrate 2016 Small Business Week and recognise the importance of local small business to our economy and lifestyle, South Burnett Directions hosted a series of business breakfasts across the region.*
- *The breakfasts included the launch of our South Burnett Rewards campaign, including a demonstration of the electronic iRewardle equipment, and some ideas on how individual businesses can capitalise on this opportunity through their own in-house rewards program.*
- *The upcoming CVEP (Customer & Visitor Experience Program) workshops were also promoted.*

- *Business Confidence Survey*
 - *Over 100 local businesses participated in the recent South Burnett Business Confidence Survey.*
 - *Key Findings:*
 - *Business trading conditions across the South Burnett region improved significantly over the past twelve months (116.3) compared to the previous twelve months*
 - *Non-retail businesses significantly out-performed retail and personal service businesses over the past twelve months, although both are anticipating improvement in outcomes in the coming year*
 - *General business expectations for the next twelve months are increasingly positive in contrast to pessimism in the wider regional economy over the same period.*
 - *Outlook for businesses over the medium-term (3 years) is even stronger than expectations for next twelve months, although projections for the regional economy are incrementally worse.*
 - *Sales, profits and staffing levels of businesses all increased during the past year and are expected to continue to grow over the coming twelve months*
 - *The most important issues viewed by businesses of a wide range including local, state, domestic and international factors included:*
 - *Local government leadership and efficiency*
 - *Government policy and regulation*
 - *Increasing input costs*
 - *Declining customer base*
 - *Broadband and IT access*

Build a Liveable Region

- *Lady Bjelke-Petersen Community Hospital:*
 - *The first public list for children dentistry has been completed at the hospital*

Governance and Communications

Communication:

As we move into 2016-17, I will lead the development of Council's strategic communication framework. This framework will provide a more structured approach to how Council communicates updates, initiatives, and changes to the community. The development process will also involve a review of Council's Communication Engagement and Media Policies. Council works within the International Association of Public Participation (IAP2) Public Participation Spectrum which defines the types of engagement Council employs with stakeholders and the community at large. A component of the framework will be to provide triggers at which the various levels of engagement will be applied. Through my portfolio report I will periodically provide updates as to the progress in the development of the framework.

Social Media

Council maintains a number of social media platforms to assist in the dissemination of information to the community. The environment of Social media is a moving feast whereby the ingredients to successfully deliver a digestible presence is not a simple one. Council utilises social media platforms such as Facebook and Twitter to inform and engage with the community however social media has limitations such as the ability to register requests for service. Customer requests are

managed through a dedicated system whereby performance is monitored with outcomes tracked to ensure that every request is captured, processed and addressed.

Some interesting insights relating to Council's Facebook page are:

- *Council's Facebook page has over 5,460 followers (or 'fans')*
- *72% of 'fans' are women subsequently 27% of 'fans' are male*
- *28% of 'fans' are aged between 25-34 followed closely by 26% of 'fans' aged 35-44*
- *From the 1st to the 12th of June 25,996 people were reached through the 25 posts*
- *Council's Facebook page does not require membership of Facebook in that any member of the general public can type in www.facebook.com/southburnettregion/ and the page will display.*

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

4.2 Governance (G)

Officer's Report

4.2.1 G - 1617406 - Operational Plan 2016-17

Summary

Council is required to adopt an Operational Plan pursuant to Section 174(1) which states how Council will progress the implementation of the Corporate Plan during the 2016-17 financial year.

Officer's Recommendation

That in accordance with Section 174(1) of the *Local Government Regulation 2012*, Council adopt the Operational Plan for 2016-17.



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						
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Performance Measurement	
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	Key Performance Indicator 100% delivery of Council meeting administration compliant with legislation	
Relevant legislative requirements	Compliance with relevant legislative requirements	Internal and External Stakeholders	EXC2 EXC4	Inform Consult Involve Collaborate	100% coordination of the review and update of Council's Policy and Procedures by 31 December.	
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	
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	Ongoing monitoring of staff levels Audit Completed Recommendations reviewed & implementation plan prepared	



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	
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	Key Performance Indicator Structure developed through South Burnett Directions adopted by Council	
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	
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	
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	

SECTION ECONOMIC DEVELOPMENT						
Mission: Create a Prosperous Region						
Significant activities and services						
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Performance Measurement	
Health Services	Grow health services that support the local community and increase employment opportunities	Community	EC3	Inform Consult Involve Collaborate	Key Performance Indicator Identify, scope and plan new health services particularly to fill gaps in local services	
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	
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.	
Recognise business excellence	Together with business leaders seek nominations from local business to achieve recognition for business improvement and success together with supporting business excellence through business improvement workshops	Internal Stakeholders Business Community	GO1	Inform Consult Involve Collaborate	Hold a bi-annual regional Business Excellence Awards. Next program due in 2017	
New Infrastructure	Identify capacity building opportunity through new infrastructure.	Internal Stakeholders Business Community	INF1	Inform Consult Involve Collaborate	Identify key infrastructure projects that benefit economic growth	

SECTION ECONOMIC DEVELOPMENT						
Mission: Create a Prosperous Region						
Significant activities and services						
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Performance Measurement	
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	Key Performance Indicator Implement the tourism strategy adopted in 2016 Produce an events strategy that supports events attracting visitors to the region	
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	
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	
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	



SOUTH BURNETT
REGIONAL COUNCIL

Human Resources Branch Operational Plan 2016-17

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



SECTION HUMAN RESOURCE ADMINISTRATION

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

		Significant activities and services			Performance Measurement
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator
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

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						
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Performance Measurement	
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	Key Performance Indicator 100% of Learning and Development requests processed within 14 days of receiving	
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	
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	
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 30 June 2017 Human Resource Management Standards review by 30 June 2017 Workforce Planning Framework to be researched and recommendations to be developed by 30 June 2017	

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		
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 employee's 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.		
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		
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		

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
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

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	
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.	



SOUTH BURNETT
REGIONAL COUNCIL

Corporate Services Department - Libraries Operational Plan 2016-17

- Mission:** To support Council achieve sound governance and implement appropriate planning & regulatory controls to 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						
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Performance Measurement	
Organisational Performance	Development of Service Levels and KPI's	Internal / External Stakeholders	EXC2 EXC4 EXC6	Inform Consult Involve	Key Performance Indicator Services monitored and provided in an efficient cost effective manner.	
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.	
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	
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	

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	Performance Measurement
Library Services, Collection and Facilities	Libraries providing library services and collection across the region to meet community needs	External Stakeholders	EC1 EXC2 EXC5 EXO6	Inform Consult Involve Collaborate	Identify target groups (including outreach) and implement relevant programs throughout 2016-17 100% compliance with the management system for the library collection throughout 2016-17
Library Programs	Delivery and administration of externally funded programs	External Stakeholders	EC1 EXC5 EXO6	Inform Consult Involve Collaborate	Delivery, administration and acquittal of externally funded programs
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
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
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



Social & Corporate Performance Operational Plan 2016-17

Mission: To provide effective social, corporate and administrative services to and on behalf of the organisation

Officer Responsible: Manager Social & Corporate Performance

Responsibilities: Branch Administration, Corporate Strategic / Operational Planning and Performance, Legal, Local Laws, Enterprise Risk Management, Internal Audit, Media Relations, Communications, Community Engagement, Corporate Marketing/Promotion, Corporate Governance, Civic / Corporate Events, Customer Contact, the Arts, Council Community Grants Program, Community and Sports Development.



SECTION CORPORATE GOVERNANCE						
Mission: To promote and support good governance in the organisation's performance compliant with relevant legislation						
Significant activities and services						
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Performance Measurement	
					Key Performance Indicator	
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	
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	
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	
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	

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
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

SECTION INTERNAL AUDIT						
Mission: To assist Council in continuous improvement and internal control						
Significant activities and services						
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Performance Measurement	
					Key Performance Indicator	
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	
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	

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	
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 28 February 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 31 January 2017	
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	

SECTION COMMUNITY						
Mission: To facilitate and support community development						
Significant activities and services						
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Performance Measurement	
					Key Performance Indicator	
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	
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.	
Facilitate regional arts development	To facilitate and support arts development through effective delivery of the grants program	Community External and Internal Stakeholders	EC2	Inform Consult Involve Collaborate	Regional Arts Development Fund –administered complying with policy and procedures, within budget	

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
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
Self service facilities and agents functions	To provide the community with self service facilities and agents functions for Centrelink, QGAP and ECU at the Blackbutt 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



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
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
Planning Enforcement	Investigate possible breaches of Planning Scheme	Internal/ External Stakeholders	GO2	Inform Consult	Respond to 90% of requests within 10 business days
New Planning Scheme for the South Burnett region.	Finalisation of the new Planning Scheme for the South Burnett region.	Internal/ External Stakeholders	EC1, GO1, GO2	Inform Consult	Receive Ministerial approval to proceed with Public Notification by July 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.
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
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

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
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 October 2016 Adoption by December 2016

SECTION BUILDING SERVICES						
Mission: To provide building regulatory services to meet legislative requirements.						
Significant activities and services						
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Performance Measurement	
Provide Council's Building Certification Service	Applications processed for new structures, additions, alterations and undertake compliance inspections	Internal/ External Stakeholders	GO2	Inform Consult	Key Performance Indicator 90% of development applications processed within statutory timeframes	
Building Searches	Process search requests	Internal/ External Stakeholders	GO2, EXC6	Inform Consult	95% of buildings searches completed within 10 business days	
Building Enforcement	Undertake enforcement activities when potential breaches are identified	Internal/ External Stakeholders	GO2	Inform	Respond to 90% of requests within 10 business days	
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	

SECTION PLUMBING AND DRAINAGE SERVICES						
Mission: To provide plumbing and drainage regulatory services to meet legislative requirements.						
Significant activities and services						
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Performance Measurement	
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	Key Performance Indicator 90% of assessment of plumbing and drainage applications within statutory timeframes Undertake inspections in accordance with statutory timeframes	
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	
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	
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	
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	



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						
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Performance Measurement	
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"> • Food Act 2006 • Public Health (Infection Control for Personal Appearance Services) Act 2003 - Higher Risk Personal Appearance Services • Residential Services (Accreditation) Act 2002 	External Stakeholders Community	EC3	Inform	<p>Key performance Indicator</p> <p>90% of applications are to be assessed within 30 business days (as per legislative timeframes). 90% of licensed premises inspected/audited at least once per 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 90% of urgent Customer Service Requests (CRs) actioned within forty-eight (48) hours</p>	

SECTION COMPLIANCE (Local Laws)						
Mission: To provide regulation of Council's Local Laws and other relevant legislation						
Significant activities and services						
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Performance Measurement	
Certain Activities within the Local Government area requires an a Permit/Licence	A Permit/Licence is required under the Local Government Act 2009 – Council Local Laws: Commercial Use of Footpaths Keeping of Animals Caravan Parks Kennels	External Stakeholders Community	EC3	Inform	Key performance Indicator 90% of applications assessed within 20 business days 90% of all Permitted/Licensed Activities to be inspected / audited at least once annually.	
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	
Abandoned Vehicles	Impound abandoned vehicles, where necessary, under the Transport Operations (Road Use Management) Act 1995	External Stakeholders Community	EC3	Inform	90% of identified abandoned vehicles to be removed/impound within 10 business days	
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	

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		
Environmental Authority Registration applications and Routine inspections of registered activities	A Registration Certificate is required for certain Environmentally Relevant Activities (ERAs) as prescribed by the Environmental Protection Act 1994	Environmentally Relevant Activity Registration Holders	EC3	Inform	90% of applications are to be assessed within 20 business days. 90% of registered activities inspected/audited at least once per financial year.		
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		

SECTION WASTE MANAGEMENT						
Mission: To provide effective Waste Management Services						
Significant activities and services						
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Performance Measurement	
Waste Collection Services	Provision of regular waste collection services	External Stakeholders Community	ENV2	Inform	Key performance Indicator 99.5% of general refuse wheelite bins serviced at least once weekly	
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.	
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.	
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	
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	



SOUTH BURNETT
REGIONAL COUNCIL

**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, 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	
Airports	To provide maintained Airports	External Stakeholders Community	INF1 EXC1	Inform Consult Involve	Participate and implement recommendations from CASA safety audit by 30 June Provide usage figures to stakeholders as per reporting schedule	
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 30 June Provide usage figures to stakeholders quarterly	
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 30 June	

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						
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Performance Measurement	
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 30 June	
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 30 June Provide maintained playground to the appropriate Australian standard ongoing to 30 June	
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 30 June Develop operational Rail Trail between Murgon to Kingaroy	
Facilitate and support sport development	To provide facilitate and support sport development	Internal / External Stakeholders 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	

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
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 30 June

SECTION NRM & PARKS ADMINISTRATION						
Mission: To provide quality administration.						
Initiatives/Special Projects						
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Performance Measurement	
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Key Performance Indicator Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	
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	



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						
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Performance Measurement	
					Key Performance Indicator	
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 30 June	
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 30 June Annual Plant and Fleet purchases as per operational requirements to 30 June Review 2016-17 hire rates by 30 June	
Plant & Fleet Hire Rates	Hire rates updated annually	Internal Stakeholders, Private Works Contracts	EXC1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve		

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
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 30 June
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



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						
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Performance Measurement	
Cash Management	Effectively manage Council's Cash Assets and Debt portfolio by maximising returns and minimising financial risk	Internal Stakeholders	EXC1	Inform Consult	Key Performance Indicator 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	
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	
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 21st day of the month for the 2016-17 financial year Payroll Tax 7th 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	

SECTION BRANCH ADMINISTRATION											
Mission: To provide management and administration support to the branch.											
Significant activities and services											
Function	Performance Measurement										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Description</th> <th style="text-align: center;">Customer(s)</th> <th style="text-align: center;">Link to Corporate Plan</th> <th style="text-align: center;">Engagement Level</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> Investment Register Bonds and Guarantees Register Expressions of Interest, Quotes and Tenders Register Fees and Charges Register </td> <td></td> <td style="vertical-align: top;">EXC5</td> <td style="vertical-align: top;"> Inform Consult </td> </tr> </tbody> </table>	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Investment Register Bonds and Guarantees Register Expressions of Interest, Quotes and Tenders Register Fees and Charges Register		EXC5	Inform Consult	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Key Performance Indicator</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> 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 </td> </tr> </tbody> </table>	Key Performance Indicator	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
Description	Customer(s)	Link to Corporate Plan	Engagement Level								
Investment Register Bonds and Guarantees Register Expressions of Interest, Quotes and Tenders Register Fees and Charges Register		EXC5	Inform Consult								
Key Performance Indicator											
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											

SECTION RATES						
Mission: To levy rates in accordance with Council policy.						
Significant activities and services						
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Performance Measurement	
Rates Notices	Rates notices levied bi-annually by Council	External Stakeholders	EXC1; EXC2	Inform	Key Performance Indicator Rates (including supplementary rates) and associated charges levied bi-annually	
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	
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	

SECTION FINANCE OPERATIONS						
Mission: To ensure timely and accurate disbursements and provide monitoring support for cash transactions.						
Significant activities and services						
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Performance Measurement	
Accounts Payable	Management of accounts payable	Internal/ External Stakeholders	EXC2	Inform Consult Involve Collaborate	Key Performance Indicator 90% of invoices paid within payment terms Creditors reconciled with general ledger on a monthly basis	
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	
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	
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.	

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			
Function	Description	Customer(s)	Link to Corporate Plan
Performance Measurement			
Key Performance Indicator			
Procurement	Coordinate tendering processes Monitor procurement transactions	Internal/ External Stakeholders	EXC4
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	Report completed tenders on a quarterly basis Report non-compliant procurement transactions on a quarterly basis
		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

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	
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	
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	
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	
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	

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	
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 2017	
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 2017	

SECTION ASSET MANAGEMENT						
Mission: To implement a program for improving Council's operational effectiveness and efficiency in terms of asset management.						
Significant activities and services						
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Performance Measurement	
					Key Performance Indicator	
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	
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	
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	
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	

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
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



SOUTH BURNETT
REGIONAL COUNCIL

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	
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	
Computer systems replacement and allocation	Provision of computer hardware and software – User level	Internal Stakeholders	EXC2	Inform Consult	Hardware meets minimum software requirements	
Communications	Mobile phones Internet VoIP Phone system Email	Internal Stakeholders	EXC2	Inform Consult Involve	Handsets provided are functional and compliant with Mobile device Management Software 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	
IT Infrastructure Network	Wan network switches, routing and firewall	Internal Stakeholders	EXC6	Inform Consult	4hr maximum downtime on council controllable faults	
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	
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	

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	
Corporate application support and licensing	System uptime, fault recovery and 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.	
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	
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	

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
GIS Support desk	Helpdesk	Internal Stakeholders	EXC6	Inform Consult	Support requests are dealt with within acceptable timeframes
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



Property Operational Plan 2016-17

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



SECTION PROPERTY ADMINISTRATION						
Mission: To deliver scheduled and reactive maintenance on Council owned buildings and property.						
Significant activities and services						
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Performance Measurement	
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Key Performance Indicator Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	
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	

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	
Building and Property Maintenance	Scheduled Maintenance	Internal / External Stakeholders	INF1	Inform Consult Involve	100% Scheduled maintenance programs implemented within budget by 30 June	
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 30 June	

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	
Building Capital Works Program	Building projects	Internal / External Stakeholders	INF1	Inform Consult Involve Collaborate	100% Projects implemented within budget by 30 June	

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	
Asset Management Plan	Planning Asset Management Plan	Internal / External Stakeholders	INF1	Inform Consult Involve	100% Identification of Building Assets utilising available data by 30 June 100% identification of Building Condition principles utilising available data by 30 June 100% identification of an Building Asset data collection process, management and storage of data by 30 June	
Asset Management Plan	Developing Asset Management Plan	Internal / External Stakeholders	INF1	Inform Consult Involve	Collection of data to commence on priority assets by 30 June	

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	
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 30 June	
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 30 June	

SECTION LAND AND EQUIPMENT SALES						
Mission: To legally dispose of Councils surplus land and equipment assets.						
Significant activities and services						
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Performance Measurement	
Land and Equipment Sales	Dispose of Councils surplus land	Internal / External Stakeholders	INF1 EXC1	Inform Consult Involve	Key Performance Indicator Tender the disposal of surplus Council owned land as determined by 30 June List land for sale with Councils Exclusive Agent as determined by 30 June	
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 30 June List buildings for sale with Exclusive Agent as determined by 30 June	
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 30 June	

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	
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 30 June	
Community Facilities	Utilisation by Community Groups	Internal / External Stakeholders Community	EC3	Inform Consult Involve	Facilities utilised by community groups ongoing to 30 June	



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	
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	
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	
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	
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	
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	
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	
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1 INF1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	

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	
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	
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	



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						
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Performance Measurement	
Customer Service	Responses to customer requests	Customers and Council	EXC6	Inform	Key Performance Indicator Responses to enquiries and requests for service within Customer Service Standards	
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	
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	
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	
Branch Meetings	Regular Coordinator and Supervisor meetings	Internal Stakeholders	EXC2	Inform Consult Involve	Coordinators/Engineer monthly Coordinators and Supervisors quarterly Branch 6 monthly	
Asset Management	Asset Management Plan implementation	Internal Stakeholders	INF1	Inform Consult	Asset Management Plans implemented into infrastructure operations and management	
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	

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	
Programmed Maintenance	Delivery of programmed maintenance in accordance with budget	Internal Stakeholders	INF1	Inform Consult	Decrease in reactive maintenance costs	
Reactive Maintenance	Service sewer blockages and water main breaks	Internal Stakeholders	INF1	Inform Consult	Customer Service Standards met – 95% compliance	
Capital Works	Completion of Capital Works Program	Internal Stakeholders	INF1	Inform Consult	Capital works program completed as scheduled and within budget	
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	
New Connections	Service delivery of new connections	Applicants	EXC6	Inform Consult	All connections in accordance with Customer Service Standards timeframes	

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		
Capital Works Program	Completion of Capital Works Program	Internal Stakeholders	INF1	Inform Consult	Capital works program completed as scheduled and within budget		
Legislative Compliance and Monitoring	Statutory reports of results and compliance	Queensland Government and Federal Government	ENV1 INF1	Inform	Statutory timeframes for reporting achieved		
Treatment Plants, Reservoirs and Chlorination	Operate and manage facilities	Internal Stakeholders	EXC2 INF1	Inform Consult	Compliance with licence conditions 95% Water quality targets met		
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		
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		
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		



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						
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Performance Measurement	
					Key Performance Indicator	
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	
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	
Surveying	Provision of surveying services for the Infrastructure Department	Internal Departments	INF1	Inform Consult	Surveying services completed to meet programmed timing of works	
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	
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	
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	

SECTION MATERIALS LABORATORY						
Mission: To provide timely and efficient materials laboratory services to internal departments and external customers						
Significant activities and services						
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Performance Measurement	
NATA Certification	Maintain NATA certification for materials laboratory functions	NATA	EXC2	Inform Consult	Key Performance Indicator NATA audits completed successfully and certification maintained	
Materials Testing	Tests undertaken for Council operations	Internal Stakeholders	INF1	Inform	Tests analysed and reports provided to project Supervisors promptly	
Private Works	Tests undertaken for client purposes	Customers	EXC2	Inform	Tests analysed and reports provided to customers promptly	



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						
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Performance Measurement	
Customer Service	Responses to customer requests	Community and Internal Stakeholders	EXC6	Inform	Key Performance Indicator Responses to enquiries and requests for service within Customer Service Standards	
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	
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	
Branch Meetings	Regular Coordinator and Supervisor meetings	Internal Stakeholders	EXC2	Inform Consult Involve	Coordinators and Supervisors monthly Branch 6 monthly	
Asset Management	Asset Management Plan implementation	Internal Stakeholders	INF1	Inform Consult Involve	Asset Management Plans implemented into infrastructure operations and management	

SECTION CONSTRUCTION						
Mission: To deliver a construction program of new works, upgrading and renewals across the road and drainage networks						
Significant activities and services						
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Performance Measurement	
Transport Infrastructure Development Scheme	Completion of Capital Works Program jointly funded by the Council and TMR	External / Internal Stakeholders	INF1	Inform Consult Involve	Key Performance Indicator Capital works program completed as scheduled and within budget	
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	
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	
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	

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	
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	
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	

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

Resolution:

Moved Cr TW Fleischfresser, seconded Cr RJ Frohloff.

That the Officer's Recommendation be adopted.

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

5. Portfolio - Roads & Drainage

5.1 Roads & Drainage Portfolio Report

Summary

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

Officer's Recommendation

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

Resolution:

Moved Cr GA Jones, seconded Cr KA Duff.

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

Capital Works

Weens Road – Seal widening and reconstruction of sections of this road is nearing completion.

Tingoorra Chelmsford Road – Corner Realignment – Works will be completed next week weather permitting. This work will improve safety at this corner.

Clark & Swendson Road Kingaroy – This project has commenced with culverts being laid and roadworks continuing including construction of a large concrete floodway

Blackbutt Crows Nest Road Blackbutt – This project is continuing with works extending from Haynes Kite Millar Road and continuing to Ogilvie Road Intersection

Coulson Street Blackbutt – Works are continuing with the stormwater drainage project – currently at John Street and will progressively continue up the hill towards Pine Street.

Blackbutt – reconstructing the southern section of Pine Street between the medical centre and the police station is currently underway. This will eliminate the sharp dip at the intersection of Coulson Street and improve parking in this area.

Current Grader Maintenance

Crews will be working in the following areas for grader maintenance over the next few weeks

- Greenview locality
- Runnymede locality

- *Neumgna locality*

Survey & Design

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

- *Mt Wooroolin Rising Main, Kingaroy – A further identification survey is being undertaken to confirm a preferred alignment between Mt Wooroolin and the Haly St pump station.*
- *Stonelands Rd Bridge, Stonelands – This project involves the replacement of the timber bridge with twin large box culverts (3600x3600). An environmental assessment report has been completed and is currently being reviewed for impact on the project.*
- *Mundubbera Durong Rd, Durong – This project has been designed and consultation will be undertaken with the divisional councillor and the School prior to certification.*
- *Tessmanns Rd North, Kingaroy – The design has been drafted however further consultation is required with the Council prior to advancing this to construction and State/Federal development applications.*
- *Kumbia Rd, Kumbia – This design is a road widening project that extends from the western side of the Stuart River Bridge back towards Kumbia.*
- *Alford St, Kingaroy - The structure has been surveyed for the installation of a new large box culvert configuration in addition to a complimentary footpath/cycleway adjacent to Memorial Park and the Kingaroy State School.*
- *East Nanango/Snowys Knob Intersection, Nanango – This project involves the realignment of the intersection and improving the visibility for the Snowys Rd leg.*
- *Recycled Water Main, Kingaroy – A water main utilising recycled water extending from the new Treatment Plant is being designed up to the tanks sited at the Kingaroy Cricket Grounds.*
- *Bunya Highway/ Taylors Rd intersection, Kingaroy – This project is an intersection upgrade with turn lanes from the highway into Taylors Rd. Survey and environmental assessment has been completed for this project.*
- *D'Aguilar Highway/ Coolabunia Rd intersection, Coolabunia - This project is an intersection upgrade with turn lanes from the highway into Coolabunia Rd and Mary St which serves the Coolabunia State School. Survey and environmental assessment have been completed for this project.*

Bridges

- *Timber Bridge Rehabilitation – The tender was awarded to Professional Bridge Services and they have commenced works in the region with Webbers Creek bridge being completed last week. Works at Manar, Stumckes, Gayndah Hivesville bridges will be completed over the coming weeks.*
- *2016/17 Bridge Programme – Council is currently out to tender for bridges on Kings Bridge Rd, Wyalla and Silverleaf Rd, Marshlands with the tenders closing in early July. Survey, geotechnical and environmental assessments have been generated as supporting material to assist with quotations from the civil construction industry and a recommended contractor will be put forward to the July Council Meeting.*

Projects of Interest

- *Memerambi Subdivision – Newlands have continued to proceed with the roadworks and earthworks at the site. The detention basin and diversion drain have been turfed and hydromulched. The pavement material has been laid on the internal roads with works currently occurring on King St leading down to the intersection with the Bunya Highway. It is anticipated that there is another month of works, subject to weather, in completing this project.*
- *2017/18 Blackspot Submissions– Investigations have been undertaken at the following sites. Council will be nominating three (3) sites for consideration under this federal funded programme:*
 - *D’Aguilar/ Rogers Dr intersection, Kingaroy*
 - *Knight/Somerset/Walter Rd intersection, Kingaroy*
 - *Youngman/King St intersection, Kingaroy*

Materials Laboratory

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

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

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

5.2 Roads & Drainage (R&D)

Officer's Reports

5.2.1 R&D - 1618991 - Inviting nominations for the Australian Government's Black Spot Programme 2017-2018 Development Round

Summary

This report nominates Blackspot funding proposals to be submitted to the Department of Transport and Main Roads for 2017/18. Blackspot funding is a federal program that is fully funded and targets locations of high or known risk on roads. The program funds measures for the consideration of intersection upgrades to channelized turn lanes, roundabouts or traffic signals at dangerous locations. The proposed locations for Blackspot funding are:

- *D’Aguilar Highway/ Rogers Drive Intersection, Kingaroy*
- *Walter Road/ Knight Street/ Somerset Street Intersection, Kingaroy*
- *Youngman Street/ King Street/ John Street Intersection, Kingaroy*

The nominated proposals have been the subject of increased traffic volumes and proportionally to these are traffic accidents. All of the intersections are controlled intersections and warrant a higher level of management than currently exists. Channelised turn lanes, roundabouts and signalised intersections are recognised improvements on traffic safety and Council's submissions will reflect one of these options for further investigation and funding.

Officer's Recommendation

That Council adopt three (3) proposals in its submission to the Department of Transport and Main Roads for the 2017/18 Blackspot Program. The proposed locations for Blackspot funding are:

- D'Aguilar Highway/ Rogers Drive Intersection, Kingaroy
- Walter Road/ Knight Street/ Somerset Street Intersection, Kingaroy
- Youngman Street/ King Street Intersection, Kingaroy

Resolution:

Moved Cr DA Potter, seconded Cr RLA Heit.

That the Officer's Recommendation be adopted.

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

5.3 Design & Technical Services (D&TS)

Officer's Reports

5.3.1 D&TS - 1618837 - Request for Road naming for Barron Industrial Estate

Summary

The developer has lodged with Council an application to name the internal road to the industrial subdivision fronting on to the Bunya Highway, Kingaroy. The submission includes five (5) options for consideration for assessment against the policy. The preferred name for this road that aligns with most of the key objectives of the policy is 'Barron Park Drive'.

Officer's Recommendation

That Council endorse the name of Barron Park Drive to recognise the contribution of the developer to the Kingaroy community in addition to the development of the industrial estate, located on the Bunya Highway, Kingaroy.

Resolution:

Moved Cr DA Potter, seconded Cr RJ Frohloff.

That the Officer's Recommendation be adopted.

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

6. Portfolio - Community & Health Services & The Arts

6.1 Community and Health Services and the Arts Portfolio Report

Summary

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

Officer's Recommendation

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

Resolution:

Moved Cr DA Potter, seconded Cr GA Jones.

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

The Arts:

Regional Arts Development Fund (RADF)

Council received applications totally over \$6,000 for the final funding round of 2015-16. The applications were assessed by the Committee and the report is tabled at today's Council meeting for approval.

Council is currently preparing the RADF bid to Arts Queensland for funding for the 2016-17 financial year. Over the coming months, as a requirement by Arts Queensland, we will be revising the funding guidelines and application process to ensure that we appropriately disperse the limited funds available across the region to our arts community. I am excited about where this review opportunity may take our program in partnership with Arts Queensland.

Community:

Community Drought Support Funding

Earlier this year, Council was successful in obtaining \$63,750 from the Department of Communities, Child Safety and Disability Services for the 2016 program. Last week I was fortunate to be able to see first-hand the incredible value of this funding when Council provided a free trip to Farmfest 2016 (Toowoomba) for Primary Producers within in the South Burnett Region. The day involved 4 buses taking 209 locals with free backpacks and entry tickets to enjoy the experience of Farmfest including a free lunch thanks to Agforce Queensland.

The feedback my fellow Councillors and I have received from participants has been nothing but positive with many of the participants commenting that it has taken a bus trip to Toowoomba to find the time to network with other farmers in their area, some of who did not have any transportation and haven't been able to attend Farmfest for years.

SBRC Libraries:

Stig Live @ the Library

South Burnett Libraries were thrilled to host narrator extraordinaire Stig Weymss, a trained actor and all-around funny guy, in the Kingaroy town hall on Monday. Stig travelled to the South Burnett in conjunction with Bolinda Digital, to brighten the spirits of local lad Adam Gough, who underwent

a series of operations last year in relation to a condition called Neurofibromatosis (NF). Stig conducted two shows which were open to school children across the region, with over 600 kids, parents and teachers attending. His aim for the shows was to reinforce to the kids how much fun reading and listening to books can be.

I would like to personally thank Kim and the library staff for the great effort they put in to bringing Stig to town, even the Mayor didn't want leave.

National Simultaneous Storytime Update

Across South Burnett Libraries, National Simultaneous Storytime was a hit! On Wednesday 25th May, at 11.00am, our libraries joined with over 3,000 other organisations across the nation, to read this year's chosen book 'I Got This Hat' by Jol and Kate Temple. Following the story, the children got to make and decorate their very own pirate hat to take home. Attendance for the sessions was fantastic with over 175 children and 70 adults participating.

Additionally, Jodi, our First 5 Forever coordinator, delivered a National Simultaneous Storytime session at Under 8's week held in Kingaroy Memorial Park on the same day. 35 children and 15 parent/adults were excited by the 'magic hat bag' that Jodi used during the session.

Art in our Libraries:

The Kingaroy library is now also offering local artists the opportunity to display their works on the walls of the library. Artists can display their works for a one month period with bookings already filled until June 2017. I am looking forward to putting in my entry for the 'People's Choice' award each month.

Library Program Update:

Each of our libraries in Blackbutt, Kingaroy, Wondai, Murgon and Proston had a busy month with the libraries again popular as a meeting place for community groups. The educational classes on offer are continuing to gain momentum with Tech Savvy, Spanish language, Ancestry.com and family history sessions all having high attendance. The First 5 Forever, Storytime and Rhyme time sessions were also in demand. I would encourage everyone to contact their local library and find out what is on when so that they can take advantage of these great programs for all interests and ages.

Special Thanks:

My portfolio report for this month relating to our libraries could not be presented without making mention of a special thanks to Margaret Westerman. For those of you who don't know, Margaret is retiring as the Librarian at the Proston Library. Margaret is well respected and much loved by the Proston community, especially the children who over the years have spent many an hour listening to stories or making amazing craft creations to take home. Last week, the community came out to thank Margaret for her dedication to the Proston Library where over 100 community members joined Margaret for morning tea.

Waste

The Queensland Royal Society for the Prevention of Cruelty to Animals (RSPCA QLD) yearly statewide desexing initiative known as "Operation Wanted" has commenced this year as of 1 June 2016. It will run, for the next three (3) months, until 31 August 2016.

Council is again financially supporting the RSPCA's "Operation Wanted" initiative as it plays a significant role in helping to reduce the occurrence of unwanted litters and the associated issues that it causes within the community. This program directly assists those animal owners who are acting responsibly.

Last year an animal owner from the South Burnett won the major incentive prize of a Harley Davidson motorbike. Incentive prizes are again being offered this year and participants in the “Operation Wanted” program could be the fortunate winner just by getting their pet desexed. For more information and how to find your local participating vets go to www.operationwanted.com.au .

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

6.2 Community Services (CS)

Officer’s Reports

6.2.1 C - 1617159 - Minutes of the Arts, Culture & Heritage Management Advisory Committee Meeting held on 24 May 2016

Summary

Providing a copy of the Minutes of the Arts, Culture and Heritage Management Advisory Committee Meeting held at the South Burnett Regional Council Chambers held on 24 May 2016.

Officer's Recommendation

That Council endorse the minutes and recommendations of the Arts, Culture and Heritage Management Advisory Committee held on 24 May 2016.



Minutes

Of the

Arts Culture & Heritage Committee

Held in the South Burnett Regional Council Office, Kingaroy

On 24 May 2016

Commencing at 9.00 a.m.

Senior Officer Community & Sport: Michael Hunter



Arts Culture & Heritage Management Advisory Committee Minutes

ORDER OF BUSINESS:

Minutes of the meeting of the Arts Culture & Heritage (ACH) Management Advisory Committee, held in the South Burnett Regional Council Chambers, Glendon Street, Kingaroy on Monday 29 March 2016.

Present

Robyn Dower, Dot Rowland, Elaine Madill, Val McGrath, Terry Jacobsen, Peter Peacey, Cr Ros Heit, Cr Danita Potter, Michael Hunter

Meeting opened at 9.01am

1. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

1.1 ACH Committee Meeting Minutes

That the minutes of the previous meeting held on Tuesday, 29 March as recorded be confirmed.

Resolution: That the minutes of the previous Committee Meeting held on Tuesday, 29 March 2016 be confirmed

Moved: Peter Peacey

Seconded: Val McGrath

Carried: 6/0

1.2 Apologies

- Wayne Brown

Resolution: That the Apologies be accepted.

Moved: Robyn Dower

Seconded: Dot Rowland

Carried: 6/0

2. AGENDA ITEMS

2.1 Welcome

Cr Danita Potter welcomed all committee members to the meeting.

2.3

Round Four Applications for the 2015/2016 Year (11 April 13 May 2016)

Council has received Five (5) applications for Round Three with a total amount requested of \$6,375.00 (ex GST).

Val, Robyn & Dot declared a conflict of interest and left the room at 9.08am

Applicant: Butt Arts Gallery

Description of Workshop: Charcoal Workshop with Noel Miller for beginners and experienced artists

Cost: \$1,600.00

Resolution: That the committee accept their application under Round 4 RADF to the amount of \$1,600.00.

Moved: Terry Jacobsen

Seconded: Elaine Madill

Carried 5/0

Applicant: Butt Arts Gallery Inc

Description of Workshop: Family Art and Fun Weekend

Cost: \$1,150.00

Resolution: That the committee accept their application under Round 4 RADF to the amount of \$1,150.00

Moved: Elaine Madill

Seconded: Peter Peacey

Carried 5/0

Val, Dot and Robyn Re-entered the room at 9.24am.

Applicant: Kirsten Butters

Description of Workshop: Good Old Fashioned Gratification

Cost: \$2,184.00

Resolution: That the committee accept their application under Round 4 RADF to the amount of \$2,184.

Moved: Robyn Dower

Seconded: Dot Rowland Carried 7/0

Applicant: South Burnett Choral

Description of Workshop: Conducting Workshop

Cost: \$495.00

Resolution: That the committee accept their application under Round 4 RADF to the amount of \$495.00.

Moved: Terry Jacobsen

Seconded: Peter Peacey

Carried 7/0

Peter declared a conflict of interest and left the room at 9.57am

Applicant: South Burnett Woodcrafters Inc

Description of Workshop: Specialist Woodturning Techniques

Cost: \$1,190.00

Resolution: That the committee accept their application under Round 4 RADF to the amount of \$1,190.00

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Moved: Val McGrath

Seconded: Elaine Madlil Carried 7/0

Peter Re-entered the room at 9.59AM

Applicant: Leanne Morgan

Description of Workshop: Tingoora School comes alive with colour, creativity and community

Cost: \$906.00

Resolution: That the committee believe that this does not fall under the RADF guidelines and encourage them to apply under the Community Assistance Program opening in July.

Moved: Terry Jacobsen

Seconded: Peter Peacey Carried 7/0

3. GENERAL SECTION

3.1 Other Business

- Film Festival

Councils Senior Officer for Community & Sport gave the committee an overall update of the Heritage Bank Nanango Film Festival being held from the 27 – 29 May 2016.

The committee were asked for their suggestions for the proceeds to be donated from the Saturday night movie.

That ACH committee move that the proceeds from the Gala Night on Saturday 28th May go to the Lynda Geiger “Young Mums Program”.

Moved: Elaine Madill

Seconded: Robyn Dower Carried 7/0

Meeting closed at 10.16am.

Resolution:

Moved Cr TW Fleischfresser, seconded Cr RJ Frohloff.

That the Officer's Recommendation be adopted.

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

7. Portfolio - Planning & Property

7.1 Planning and Property Portfolio Report

Summary

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

Officer's Recommendation

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

Resolution:

Moved Cr TW Fleischfresser, seconded Cr KA Duff.

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

Planning

Proposed Local Heritage Register

Council has commenced with the public notification stage of the proposed register pursuant to the Heritage Act. The process commenced with forwarding letters on Friday 10 June 2016 to the owners of a local heritage place indicating that Council is proposing to include the place in the proposed register. A public notice will be placed in the local paper on 24 June 2016 notifying the general public of the proposed local heritage register and confirming that a submission may be made to Council regarding the inclusion of a place on the proposed register. Council also proposed to host one on one meetings by prior arrangement with the public. These meetings are scheduled for Thursday 14 July 2016 in Murgon and Wondai and 15 July 2016 in Kingaroy and Nanango. The period for public submissions will close on Friday 22 July 2016 and Council may be in a position to adopt the draft register after considering submissions at the Council meeting scheduled for 21 September 2016.

Proposed Coopers Gap Wind Farm

The Minister for State Development and Minister for Natural Resources and Mines, the Hon Anthony Lynham MP announced that the project is now a Coordinated Project and that the Office of Coordinator General (OCG) will coordinate the approvals process for the project under the State Development and Public Works Organisation Act 1971. This means the project now requires an Environmental Impact Statement (EIS) to be prepared, with its own Terms of Reference. The Terms of Reference will be used as a basis for the EIS. The Terms of Reference will be put on public display in the coming weeks by the OCG. I'll provide you with more information about the public display as soon as we know more. There will be time for the public to comment on and make submissions around what they believe should be considered in the EIS.

Depending on the Coordinator-General's eventual evaluation, construction could start in late 2017 and take two and half years, making it operational by 2020. If the project proceeds, it would be Australia's third largest wind farm, and support the State's policy to generate half of Queensland's electricity needs from renewable energy by 2030. The wind farm has the potential to supply power to about 180,000 households from a proposed installed capacity of about 350MW and up to 115 wind turbines. If it proceeds, it would be connected to Powerlink's Western Downs to Halys 275kV transmission line.

The next stage in the approval process for Coopers Gap is public input into the terms of reference for an environmental impact statement. The Coordinator-General will shortly release the TOR. Public consultation will be a key element of the EIS.

Property

Cleaning Tenders

Property Section currently has two cleaning contract tenders advertised for the Wondai and Murgon Council facilities. This includes Councils Administration Offices, Libraries and Town Halls. They have been advertised in the South Burnett Times, Facebook, Enews and Council's Web Page. The tenders are due to close on Friday 17th June 2016.

Lease Register

Council is working on the development of a lease register. The register is to keep up to date information about each lease, licence, permit or agreement. Council will be sending letters to community groups, organisations or individuals to request for information and to update details to go into the lease register.

Lady Bjelke-Petersen Community Hospital

The Lady Bjelke-Petersen Community Hospital has been partially internally painted, gutters and downpipe repaired, hot water systems, TMV's (thermostatic mixing valves), air conditioning units, compressors and emergency backup generators serviced.

Council is working with South Bank Day Surgery to develop a Water Management Plan to meet new legislative requirements. This has included the development of a detailed plan marking the position of external fixtures eg. External taps, hot water systems, fire hose reels and TMV's (thermostatic Mixing Valves) and the existing water supply lines to the building. Also mapping of the internal fixtures and fittings included hand basins, toilets, showers and the position of internal TMV's and dead legs (a pipe which has been capped off but still has water fed to it).

Council Property section is continuing to work with South Bank Day Surgery to ensure information, plans, procedures are in place to meet new legislation, day surgery accreditation requirements and private hospital licence conditions.

Mondure and Maidenwell Hall

Partial external painting of Mondure and Maidenwell Hall has been completed. Both timber weather board halls required some painting and minor repairs to doors, door jams, ramps and rails.

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

7.2 Planning (P&LM)

Officer's Reports

7.2.1 P&LM - 1582931 - Forwarding Material Change of Use IDAS Application for Blackbutt Memorial Hall (Community Service) at Brisbane Valley Rail Trail - L2 RP32381 & L31 SP117095 - Applicant: Mayhill Planning & Architecture Pty Ltd

Summary

- The applicant seeks a development permit for Material Change of Use (*Special Use*) to relocate and establish the Blackbutt Memorial Hall on Lot 2 RP32381 and provide access over Lot 31 on SP117095;
- The subject lots are located within the *Residential Zone* under the *Nanango Shire IPA Planning Scheme*;
- The development is considered to be in accordance with the relevant provisions of the planning scheme;
- The proposed hall location is compatible with adjoining land uses and complimentary to the local setting, including the Brisbane Valley Rail Trail, becoming an additional site of interest along the rail trail.
- The hall is appropriately located to mitigate nuisance to residents within the area;
- The retention of the Memorial Hall within Blackbutt and the preservation of local heritage and architecture is a positive outcome for the shire.

Officer's Recommendation

That Council *approve* a **Development Permit** - Material Change of Use for *Special Use* (relocation of the Blackbutt Memorial Hall) at Brisbane Valley Rail Trail & Brisbane Valley Rail Trail, Taromeo – Lot 2 RP32381 & Lot 31 SP117095, subject to the following conditions –

A. The following conditions shall be complied with prior to the use of the hall commencing: **General**

- GEN1. The subject site is to be developed generally in accordance with the plans and information submitted with the application:
- *Site Plan 1* - Job no: 053SBR-5, Sheet No. W-02 of 6, prepared by: Malardesign and dated: 1/07/15;
 - *Site Plan 2* - Job no: 053SBR-5, Sheet No. W-03 of 6, prepared by: Malardesign and dated: 1/07/15;
 - *Floor Plan* - Job no: 053SBR-5, Sheet No. W-04 of 6, prepared by: Malardesign and dated: 1/07/15;
 - *Elevations* - Job no: 053SBR-5, Sheet No. W-05 of 6, prepared by: Malardesign and dated: 1/07/15; and
 - *Elevations* - Job no: 053SBR-5, Sheet No. W-06 of 6, prepared by: Malardesign and dated: 1/07/15;

Unless otherwise amended by the following conditions.

- GEN2. All works, including the repair or relocation of services (Telstra, lighting) is to be completed at no cost to Council.

- GEN3. The applicant is required to maintain the site in a clean and orderly state at all times, clearing declared weeds and feral animals.

Compliance Assessment

GEN4. All conditions of this approval are to be satisfied prior to Council issuing a Compliance Certificate for the commencement of the use, and it is the applicant's responsibility to notify Council to inspect compliance with conditions.

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

GEN5. 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;
- Development Permit for Plumbing and Drainage Work;
- Development Permit for Operational Works

Electricity/Telecommunications

MCU1. The Memorial Hall is to be supplied with reticulated electricity and telecommunication services.

Waste Storage

MCU2. Waste storage areas are screened from any road frontage and the Brisbane Valley Rail Trail by a 1.8m high fence.

Lighting

MCU3. Lighting is to be designed and constructed in accordance with *Schedule 8* of the *Nanango Shire IPA Planning Scheme* and in a manner that ensures lighting does not directly illuminate any nearby premises or roadways.

Signage

MCU4. Any proposed signage is to be in accordance with Schedule 4 Advertising Devices of the Nanango Shire IPA Planning Scheme.

Trade Waste Facilities

ENV1. Trade waste facilities to service the commercial kitchen must be provided by the applicant at its cost, in compliance with Council's *Trade Waste Management Policy*.

Property Access

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

- a) 6.0m; and
- b) the minimum value necessary to meet the swept path requirements of the Heavy Rigid Vehicle (HRV) as defined in AS/NZS 2890.2.

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

ENG3. The entry point to the car parking area must be immediately adjacent to the southern apex of Lot 174 CA311082 over Lot 31 on SP117095.

ENG4. Fencing, landscaping and letterboxes must not impede sight lines for vehicles entering or leaving the site or driving along Bowman Road.

ENG5. Road works and entrances shall be constructed so as to:

- a) remove all disused vehicle entrances and reinstate the verge consistent with the adjacent verge profile;
- b) permit vehicles to enter and leave the site in a forward gear;
- c) avoid a trip hazard to pedestrians; and

- d) ensure that low-clearance vehicles can clear the cross-over pavement upon entering and leaving the property.

Car Parking & Disabled Access

- ENG6. Driveways and car parking areas shall be adequately sign-posted indicating combined usage by pedestrians and vehicles.
- ENG7. A pedestrian/pram ramp must be provided adjacent to the disabled car park to provide access to the building.
- ENG8. Provide and construct a disabled access car park in accordance with the requirements of the current version of AS/NZS 2890.6.

Water Supply

- ENG9. The proposed development shall connect to Council's reticulated water supply system in accordance with Schedule 2, Division 3.2 – Design and Construction Standards, Table S2.10 of the Nanango Shire IPA Planning Scheme at no cost to Council.
- ENG10. A Class PN16 MPVC water main with 100mm minimum nominal diameter will be constructed from Council's existing water main to a point 10 metres clear of the relocated Memorial Hall. The applicant shall provide the required fire services and facilities from this point at its cost.
- ENG11. Design and construction of the water main must be undertaken in accordance with the *Urban Locality Code*, Element (f) within the Nanango Shire IPA Planning Scheme Part 3 Division 2 and will be subject to a further application for Operational Works.
- ENG12. An easement for water supply purposes for the full extent of the water main within Lot 2 RP32381 shall be dedicated to Council. This easement shall be at least four (4) metres wide.

Sewerage

- ENG13. The proposed development shall connect to Council's sewerage system at MH 2000/6 in accordance with Schedule 2, Division 3.2 – Design and Construction Standards, Table S2.10 of the Nanango Shire IPA Planning Scheme at no cost to Council.
- ENG14. Design and construction of the sewer must be undertaken in accordance with the *Urban Locality Code*, Element (f) within the Nanango Shire IPA Planning Scheme Part 3 Division 2 and will be subject to a further application for Operational Works.

Stormwater

- ENG15. The Applicant must submit an on-site Stormwater Management Plan (SMP) for Compliance Assessment by Council's General Manager of Infrastructure, indicating drainage paths for all roofed and impervious areas. The on-site SMP shall also detail the following:
 - a) Hydraulic design for stormwater including sizing, levels and location of all proposed pipes and channels; on-site storage tanks; and roof drainage
 - b) Location of gully pits, field inlets, etc.;
 - c) Details of all pre and post development flows; and
 - d) Details of any cut or fill required to direct stormwater to a lawful point of discharge.
- ENG16. All stormwater drainage systems, including all surface, underground and roof water components, shall effectively drain all stormwater falling onto the proposed development to Council's stormwater system, rain water tanks or other lawful point of discharge.
- ENG17. A stormwater drainage system draining to the street or stormwater network shall be installed to serve the site, designed in accordance with the provisions of the *Queensland Urban Drainage Manual* (QUDM), so that the post-development flows at the point of

discharge to all downstream properties including road reserves remains consistent with the pre-developed case.

ENG18. Stormwater drainage shall be designed such that no restriction to existing or developed stormwater flow from upstream properties or ponding of stormwater within upstream properties occurs as a result of the development.

ENG19. Any new earthworks, landscaping, pavements or structures shall not concentrate or impede the natural flow of water across property boundaries and onto any other properties or road reserve.

ENG20. Design and construction of stormwater must be undertaken in accordance with the *Urban Locality Code*, Element (f) within the Nanango Shire IPA Planning Scheme Part 3 Division 2.

Earthworks

ENG21. Any proposed earthworks shall be undertaken in accordance with the *Urban Locality Code*, Element (g) within the Nanango Shire IPA Planning Scheme Part 3 Division 2 unless approved separately under a Development Permit for Operational Works; and strictly in accordance with the requirements of Australian Standard 3798; other relevant Australian Standards; and accepted engineering Codes of Practice and Industry Guidelines as nominated by Council. A certificate of quality and uniformity of fill shall be provided by the Supervising RPEQ for all filled areas.

Advice

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

ADV2. 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.

ADV4. All engineering designs, drawings and reports submitted to Council for compliance assessment approval must be certified by an appropriate Registered Professional Engineer of Queensland.

ADV5. Council will provide a 25mm minimum nominal diameter domestic potable water service from the end of the proposed 100mm nominal diameter water main 10 metres from the Memorial Hall at the applicant's cost. The applicant should advise Council if it requires a larger diameter water service. However the service connection whatever its diameter shall be provided by Council at the applicant's cost.

ADV6. With reference to condition ENG3, the entry point to the car parking area proposed on drawing 053SBR-5 Sheet W-03 of 6 dated 1/07/15 is not acceptable and should be moved to be immediately adjacent to the southern apex of Lot 174 CA311082.

B. The following conditions shall be complied with within four (4) years of the use commencing:

Landscaping

MCU1. The site is to be landscaped in accordance with the *Nanango Shire IPA Planning Scheme Policy No. 5 – Landscaping* prior to commencement of the use. A landscaping plan prepared in accordance with *Planning Scheme Policy No.5—Landscaping* is to be submitted to Council for Compliance Assessment prior to any work commencing on site.

Car Parking & Manoeuvrability

ENG1. At least twenty-two (22) line-marked right-angle car parking spaces, comprising of twenty-seven (21) for B99 vehicles and one (1) disabled bay must be provided in accordance with the requirements of Schedule 1 and Table S1.1 of the *Nanango Shire IPA Planning Scheme* and in compliance with the requirements of the current version of *AS/NZS 2890.1*.

ENG2. One HRV parking space must be provided adjacent to the Memorial Hall, 11.0m long, 3.5m wide and having 4.5m vertical clearance, in accordance with the requirements of Schedule 1 and Table S1.1 of the *Nanango Shire IPA Planning Scheme*.

ENG3. All driveways, vehicle manoeuvring areas and turning radii must be designed and constructed in all other respects in accordance with the requirements of the current version of *AS/NZS 2890.1* for a B99 vehicle, except that the turning radii and areas used by the HRV including the driveway, parking and manoeuvring areas shall be designed and constructed in accordance with the requirements of the current version of *AS/NZS 2890.2* to suit a HRV.

ENG4. All parking spaces, including access to and from the site, must be available for parking at all times that the Memorial Hall is open for business.

ENG5. Drawings must be provided in DWG format for compliance assessment by Council's General Manager of Infrastructure showing the swept paths required to both enter and leave the Bowman Road cross-over and the driveway to the car park in a forward direction; and to enter and leave all proposed parking bays (other than the HRV bay) using a B99 class vehicle meeting the requirements of Australian Standard *AS/NZS 2890.1*, including a clearance of 300mm to both sides of the turning path as required by clause B3.2 of *AS/NZS 2890.1*.

ENG6. Drawings must be provided in DWG format for compliance assessment by Council's General Manager of Infrastructure, demonstrating the turning templates required to both enter and leave the Bowman Road cross-over in a forward direction and to enter and leave the proposed HRV parking bay, using a HRV as defined in *AS/NZS 2890.2*, including a clearance of 300mm to both sides of the turning path as required by clause 5.4 of *AS/NZS 2890.2*.

ENG7. Kerbing associated with the car parking bays shall be low enough to provide for clearance under vehicles as the B99 swept vehicle path intrudes over them.

ENG8. The car parking areas and internal driveways shall be constructed, drained and surfaced with either asphaltic concrete, two-coat bitumen seal or reinforced concrete so as to minimise dust emissions, erosion and sediment run-off. The construction and design shall be in accordance with the current version of *AS/NZS 2890.1* and the *Nanango Shire IPA Planning Scheme*.

Kerb and Channel

ENG9. Barrier kerb & channel Type B1 profile to IPWEAQ standard drawing SEQ R-080 *Kerb and Channel Profiles and Dimensions including Edge Restraints, Median & Invert* or a profile that is equivalent to it, in the opinion of Council's General Manager of Infrastructure, shall extend along the full boundary of the car park.

Vehicular Access for Services

ENG10. A drawing must be submitted by the applicant for compliance assessment by Council's General Manager of Infrastructure showing the location and details proposed for refuse collection and demonstrating how this will allow service vehicle access for refuse collection.

Footpaths

ENG11. The applicant must construct a concrete footpath pavement complying with the requirements of Table S2.6 (d) (iii) in the Nanango Shire IPA Planning Scheme and IPWEAQ standard Drawing No. SEQ R-065:

- a) at least 1.8m wide along the full width of the disabled car parking bay and to the Memorial Hall; and
- b) at least 1.5m wide between the disabled car parking bay and the southern extent of the remaining B99 car parking bays.

Earthworks

ENG12. Any proposed earthworks shall be undertaken in accordance with the *Urban Locality Code*, Element (g) within the Nanango Shire IPA Planning Scheme Part 3 Division 2 unless approved separately under a Development Permit for Operational Works; and strictly in accordance with the requirements of Australian Standard 3798; other relevant Australian Standards; and accepted engineering Codes of Practice and Industry Guidelines as nominated by Council. A certificate of quality and uniformity of fill shall be provided by the Supervising RPEQ for all filled areas.

Advice

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

ADV4. All engineering designs, drawings and reports submitted to Council for compliance assessment approval must be certified by an appropriate Registered Professional Engineer of Queensland.

ADV5. Design and construction of any stormwater that will become Council infrastructure will be subject to a further application for Operational Works.

Resolution:

Moved Cr TW Fleischfresser, seconded Cr RJ Frohloff.

That the Officer's Recommendation be adopted.

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

7.2.2 P&LM - 1619913 - Update to Council - Memerambi Estate - Benefitted Area - Payment for Roadwork and Drainage Work

Summary

This report details amendments to the Roads and Drainage Memerambi Estate Works Overall Plan to include the Annual Implementation Plan for the 2016/2017 financial year to facilitate establishment of the uncompleted infrastructure within the unfinished Memerambi Estate and recoupment of the costs from the benefitted parcels.

Officer's Recommendation

That Council

1. In accordance with *Local Government Regulation* section 94 amend each of the overall plans for the three (3) projects, to provide road infrastructure and/or stormwater drainage infrastructure especially benefiting the identified land parcels.
2. adopt a 2016/2017 annual implementation plan for each project

The respective plans mentioned in 1 above are detailed below:

Highway Roadworks

Overall Plan

The Overall Plan, as amended, is as follows:

- (a) Schedule F identifies the rateable land that will especially benefit from the service, facilities, and activities the subject of the plan.
- (b) The service, facilities, and activity the subject of the plan comprise:

Performance of the work (including provision of materials) to fund and construct 7 joint (dual) crossovers from the Bunya Highway to the benefitted parcels (including necessary road widening), satisfying the relevant requirements of Council development permit IR879978 dated 24 January, 2011.
- (c) The estimated cost of implementing the overall plan is \$221,298.

(d) Estimated time for implementing the plan is 18 months, commencing in or about July 2015.

(e) Reimbursement of work cost:

Council will make for the 2016/2017 financial year a special charge upon each of the benefited parcels, to recoup the work cost and the associated borrowing costs it incurs. Each benefited parcel will share equally with each other benefited parcel the Council borrowing costs (including interest) and work costs.

Annual Implementation Plan

For the 2016/2017 financial year, the annual implementation plan is as follows:

Council will:

- (a) continue to utilize money borrowed to fund the road construction and upgrade work;
- (b) perform the work; and
- (c) apply the borrowed money to fund the cost of the work.

Internal Roadworks

Overall Plan

The Overall Plan, as amended, is as follows:

- (a) Schedule G identifies the rateable land that will especially benefit from the service, facilities, and activities the subject of the plan.
- (b) The service, facilities, and activities the subject of the plan comprises:

Performance of the work (including provision of materials) to fund and construct:

- Earl Street, Memerambi;
- Lord Street, Memerambi (net of the segment adjacent the southern boundary of lot 457 and the northern boundary of lot 81);
- Marquis Street, Memerambi (net of the segment adjacent the eastern boundary of lot 100);
- Duke Street, Memerambi; and
- Prince Street, Memerambi,

satisfying the relevant requirements of Council development permit IR1007865 dated 8 April, 2011.

- (c) The estimated cost of implementing the overall plan is \$1,362,852.
- (d) Estimated time for implementing the plan is 18 months, commencing in or about July 2015.
- (e) Reimbursement of work cost:

Council will make for the 2016/2017 financial year a special charge upon each of the benefited lots, to recoup the work cost and the associated borrowing costs it incurs. Each benefited parcel will share equally with each other benefited parcel the Council borrowing costs (including interest) and work costs.

Annual Implementation Plan

For the 2016/2017 financial year, the annual implementation plan is as follows:

Council will:

- (a) continue to utilize money borrowed to fund the road construction and upgrade work;
- (b) perform the work; and
- (c) apply the borrowed money to fund the cost of the work.

Drainage Work

Overall Plan

The Overall Plan, as amended, is as follows:

- (a) Schedule H identifies the rateable land that will especially benefit from the service, facilities, and activities the subject of the plan.
- (b) The service, facilities, and activities the subject of the plan comprises:

Performance of the work (including provision of materials) to fund and construct stormwater drainage management infrastructure serving the benefited parcels, in accordance with Option C in the RMA Consulting Engineers *Stormwater Management Plan, Memerambi Historical Subdivision, Project 8267* (revision 3) as qualified by the joint experts report to the Planning & Environment Court dated 21 June, 2013.

Acquisition of lot 105 on SP267987 for use as the detention basin the subject of the RMA report, together with acquisition of any drainage easement/s necessary to ensure conveyance of stormwater to lawful points of discharge.

- (c) The estimated cost of implementing the plan is \$554,250.
- (d) Estimated time for implementing the plan is 18 months, commencing in or about July 2015.
- (e) Reimbursement of cost:

Council will make for the 2016/2017 financial year a special charge upon each of the benefited lots, to recoup the work cost and the associated borrowing costs it incurs. Each benefited parcel will share equally with each other benefited parcel the Council borrowing costs (including interest) and work costs.

Annual Implementation Plan

For the 2016/2017 financial year, the annual implementation plan is as follows:

Council will:

- (a) continue to utilize money borrowed to fund the acquisition/s and work for provision of the stormwater management infrastructure;
- (b) make the acquisition/s and perform the work; and
- (c) apply the borrowed money to fund the cost of the acquisition/s and the work.

Schedule F – Highway Roadworks – Memerambi Estate

Property Address	Real Property Description
12134 Bunya Highway	Lot 88 on RP36983
12136 Bunya Highway	Lot 87 on RP36983
12138 Bunya Highway	Lot 86 on RP36983
12140 Bunya Highway	Lot 85 on RP36983
12142 Bunya Highway	Lot 84 on RP36983
12144 Bunya Highway	Lot 83 on RP36983
12146 Bunya Highway	Lot 82 on RP36983
12148 Bunya Highway	Lot 81 on RP36983
12150 Bunya Highway	Lot 457 on FY1825
12152 Bunya Highway	Lot 6 on RP36983
12154 Bunya Highway	Lot 5 on RP36983
12156 Bunya Highway	Lot 4 on RP36983
12158 Bunya Highway	Lot 3 on RP36983
12160 Bunya Highway	Lot 2 on RP36983

Schedule G – Internal Roadworks – Memerambi Estate

Property Address	Real Property Description
1-7 Duke Street	Lot 73 on RP36983
2-8 Duke Street	Lot 75 on RP36983
10-14 Duke Street	Lot 74 on RP36983
15 Duke Street	Lot 39 on RP36983
16 Duke Street	Lot 152 on SP245775
17 Duke Street	Lot 38 on RP36983
18 Duke Street	Lot 51 on RP36983
2 Earl Street	Lot 69 on RP36983
4 Earl Street	Lot 68 on RP36983
6 Earl Street	Lot 67 on RP36983
8 Earl Street	Lot 66 on RP36983
9 Earl Street	Lot 13 on RP36983
10 Earl Street	Lot 65 on RP36983
11 Earl Street	Lot 12 on RP36983
12 Earl Street	Lot 31 on RP 36983
13 Earl Street	Lot 11 on RP36983
14 Earl Street	Lot 30 on RP36983
15 Earl Street	Lot 10 on RP36983
2 King Street	Lot 64 on RP36983
4 King Street	Lot 163 on SP245775
6 King Street	Lot 162 on SP245775
1-7 Lord Street	Lot 450 on FY1577
2 Lord Street	Lot 104 on RP36983
4 Lord Street	Lot 103 on RP36983
6 Lord Street	Lot 102 on RP36983
8 Lord Street	Lot 101 on RP36983
9 Lord Street	Lot 15 on RP36983
10-12 Lord Street	Lot 452 on SP245775
11 Lord Street	Lot 14 on RP36983
13 Lord Street	Lot 8 on RP36983
3 Marquis Street	Lot 98 on RP36983
5 Marquis Street	Lot 97 on RP36983
7 Marquis Street	Lot 96 on RP36983
9 Marquis Street	Lot 95 on RP36983
11 Marquis Street	Lot 94 on RP36983

Property Address	Real Property Description
13 Marquis Street	Lot 93 on RP36983
2-8 Prince Street	Lot 79 on RP36983
7 Prince Street	Lot 61 on RP36983
9 Prince Street	Lot 60 on RP36983
10-12 Prince Street	Lot 78 on RP36983
11 Prince Street	Lot 59 on RP36983
13 Prince Street	Lot 58 on RP36983
14-16 Prince Street	Lot 77 on RP36983
15 Prince Street	Lot 57 on RP36983
17 Prince Street	Lot 56 on RP36983
18-20 Prince Street	Lot 76 on RP36983
19 Prince Street	Lot 55 on RP36983
21 Prince Street	Lot 54 on RP36983
23 Prince Street	Lot 53 on RP36983
30-36 Prince Street	Lot 72 on RP36983
33 Prince Street	Lot 37 on RP36983
35 Prince Street	Lot 36 on RP36983
37 Prince Street	Lot 35 on RP36983
38-40 Prince Street	Lot 71 on RP36983
39 Prince Street	Lot 34 on RP36983
41 Prince Street	Lot 33 on RP36983
42-44 Prince Street	Lot 70 on RP36983
43 Prince Street	Lot 32 on RP36983

Schedule H – Drainage Works – Memerambi Estate

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

Property Address	Real Property Description
14 Earl Street	Lot 30 on RP36983
15 Earl Street	Lot 10 on RP36983
2 King Street	Lot 64 on RP36983
4 King Street	Lot 163 on SP245775
6 King Street	Lot 162 on SP245775
1-7 Knight Street	Lot 80 on RP36983
1-7 Lord Street	Lot 450 on FY1577
2 Lord Street	Lot 104 on RP36983
4 Lord Street	Lot 103 on RP36983
6 Lord Street	Lot 102 on RP36983
8 Lord Street	Lot 101 on RP36983
9 Lord Street	Lot 15 on RP36983
10-12 Lord Street	Lot 452 on SP245775
11 Lord Street	Lot 14 on RP36983
13 Lord Street	Lot 8 on RP36983
3 Marquis Street	Lot 98 on RP36983
5 Marquis Street	Lot 97 on RP36983
7 Marquis Street	Lot 96 on RP36983
9 Marquis Street	Lot 95 on RP36983
11 Marquis Street	Lot 94 on RP36983
13 Marquis Street	Lot 93 on RP36983
2-8 Prince Street	Lot 79 on RP36983
7 Prince Street	Lot 61 on RP36983
9 Prince Street	Lot 60 on RP36983
10-12 Prince Street	Lot 78 on RP36983
11 Prince Street	Lot 59 on RP36983
13 Prince Street	Lot 58 on RP36983
14-16 Prince Street	Lot 77 on RP36983
15 Prince Street	Lot 57 on RP36983
17 Prince Street	Lot 56 on RP36983
18-20 Prince Street	Lot 76 on RP36983
19 Prince Street	Lot 55 on RP36983
21 Prince Street	Lot 54 on RP36983
23 Prince Street	Lot 53 on RP36983
30-36 Prince Street	Lot 72 on RP36983
33 Prince Street	Lot 37 on RP36983
35 Prince Street	Lot 36 on RP36983
37 Prince Street	Lot 35 on RP36983
38-40 Prince Street	Lot 71 on RP36983
39 Prince Street	Lot 34 on RP36983
41 Prince Street	Lot 33 on RP36983
42-44 Prince Street	Lot 70 on RP36983
43 Prince Street	Lot 32 on RP36983
12132 Bunya Highway	Lot 89 on RP36983
12130 Bunya Highway	Lot 90 on RP36983
12133 Bunya Highway	Lot 99 on RP36983
12131 Bunya Highway	Lot 100 on RP36983

Resolution:

Moved Cr TW Fleischfresser, seconded Cr RLA Heit.

That the Officer's Recommendation be adopted.

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

ADJOURNMENT:

Motion:

Moved Cr TW Fleischfresser, seconded Cr RJ Frohloff.

That the meeting adjourn for 30 minutes for a citizenship ceremony and morning tea.

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

During the adjournment a citizenship ceremony was held for:

Mrs Jessica Armstrong
Ms Karen Baggarley
Mrs Rashmi Nair
Mrs Yvonne Pawlik

RESUMPTION:

Motion:

Moved Cr GA Jones, seconded Cr RJ Frohloff.

That the meeting resume at 10.47am with attendance as previous to the adjournment

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

7.3 Property (P)

Officer's Reports

7.3.1 P - 1618020 - Report on the petition received to keep Council pools open for additional 4 months

Summary

A petition signed by local residents in support for the Council swimming pools to remain open for an additional 4 months was presented at the last meeting and forwarded to staff for further report to Council. An assessment of the request was undertaken and the additional running costs were considered as part of the 2016/17 budget discussions.

Officer's Recommendation

That Council does not support the additional costs to run the outdoor swimming pools in Kingaroy, Wondai and Murgon for an additional four (4) months.

Resolution:

Moved Cr TW Fleischfresser, seconded Cr DA Potter.

That the Officer's Recommendation be adopted.

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

7.3.2 P - 1617932 - Proposed sale/disposal of Lot 55 RP855764, Lot 74 RP855764 & Lot 73 RP855764

Summary

Council to offer the sale of L55 RP855764, L74 RP855764 & L73 RP855764 to the adjoining landholder located at L56 RP855764 at market value as per Section s228(1)(b) of the *Local Government Regulation 2012*.

Officer's Recommendation

That Council offer the sale of Lot 55, 73 and Lot 74 RP855764, Goodchild Drive, Murgon to the adjoining landholder located at Lot 56 RP855764 at market value.

Resolution:

Moved Cr TW Fleischfresser, seconded Cr KA Duff.

That Council offer the sale of Lot 55, 73 and Lot 74 RP855764, Goodchild Drive, Murgon to the adjoining landholder located at Lot 56 RP855764 at or above market value.

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

7.3.3 P - 1619472 - Parkside Building Supplies Pty Ltd seeking consent to purchase part of Lot 2 FY841436 Wondai.

Summary

South Burnett Regional Council is the trustee of Lot 2 FY841436, current purpose for Aged and Disabled Persons home managed by SB Care. Parkside Building Supplies Pty Ltd has encroached onto the reserve and Pring Street road reserve.

Parkside Building Supplies Pty Ltd is seeking consent from Council to make application to Department of Natural Resource to purchase part of Lot 2 FY841436 Wondai

Officer's Recommendation

That Council

1. give consent to Parkside Building Supplies Pty Ltd to make application to Department of Natural Resources & Mines, subject to meeting Council Town Planning, Building Permit and Environmental requirements:-

- a) The lodgement of two development applications;
 - Material Change of Use – Development Permit.
 - Reconfiguring a Lot (Boundary Realignment)
 - b) Building Permits to be lodged on all existing buildings
 - c) Landscape buffer to be planted to ensure the remaining area of Lot 2 FY841436 is screened from the Industrial development
2. not give consent for Parkside Building Supplies transport companies to travel across the remainder of Lot 2 FY841436 with all vehicular access to the timber mill is via the entrance at Pring Street.

Resolution:

Moved Cr DA Potter, seconded Cr RLA Heit.

That Council

1. *give consent to Parkside Building Supplies Pty Ltd to make application to Department of Natural Resources & Mines to purchase part of Lot 2 FY841436 Wondai, subject to meeting Council Town Planning, Building Permit and Environmental requirements:-*
 - a) *The lodgement of two development applications;*
 - *Material Change of Use – Development Permit.*
 - *Reconfiguring a Lot (Boundary Realignment)*
 - b) *Building Permits to be lodged on all existing buildings located on the encroachment area*
 - c) *Landscape buffer to be planted to ensure the remaining area of Lot 2 FY841436 is screened from the Industrial development*
2. *not give consent for Parkside Building Supplies transport companies to travel across the remainder of Lot 2 FY841436 with all vehicular access to the timber mill via the entrance at Pring Street.*

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

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 KA Duff.

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

Kingaroy Wastewater Treatment Plant

Commissioning of the plant is progressing well. Council Operators are being trained by Aquatec Maxcon to operate the new plant. The technology used to run the new plant is a significant change to the manual operation of the old plant.

The biological process in the Nereda bioreactors is maturing well and we expect to see granulation starting to occur in the next few weeks. The seed stock that was used to start the operation of the plant has contributed significantly to this process and is shortening the timeframe for the plant to be able to operate at full capacity.

Demolition of the old plant will commence in the next month. The design of the upgrade of the trunk main is well advanced and construction should start in July.

Council will be releasing tenders in the next month to upgrade the irrigation works at the adjoining farm and for the supply of instrumentation to the new laboratory.

Gordonbrook Water Treatment Plant upgrade

The new plant is operating well. The improvements in water quality including taste are a great outcome from this project. Further refinement of chlorine dose levels is continuing and will be adjusted in the coming months.

Aquatec Maxcon have demobilised and left site. There is still a bit of further commissioning work for them to complete.

The project is now very close to completion with some further commissioning work planned, building decommissioning and minimal clean up work to be completed.

Murgon Water Treatment Plant

M2O are continuing to work at the Murgon Water Treatment Plant. They have stripped back the third filter train and are progressing with some repairs to the internals of the vessel. Further work on the internals of the third vessel are needed as there has been significant damage to base of the vessel. M2O are currently evaluating the level of repairs needed to bring the vessel back to a functional state.

M2O have been able to progress with other ancillary works whilst still completing the repairs to the third vessel. The backwash tanks are installed, the upgrades to the PLCs and other controls is continuing and additional pipework has also been installed.

Wondai Sprints

After years of planning the Wondai sprints finally rolled off the line on Saturday and I am pleased to say it was a massive success.

One hundred drivers registered to take part in this inaugural event pushing themselves and their cars around the well formed track.

When compared to the established sprints tracks around Queensland like Oakey and Leyburn the drivers commented that Wondai matched them if not bettered them.

The two day event also consisted with the Show and Shine held on Sunday bringing over 120 vehicles on show.

The fastest lap was completed by Ray Vandersee completing the 1.6km lap in 57.2 sec with very little between all placings.

Only one incident on Sunday when Darren Duffield (Brisbane) in his RPV01 open wheeler lost traction on the last corner causing him to slam into the hay bale barrier, but no injuries were recorded.

I would like to take this opportunity to thank all the organisers of the event and to all volunteers in getting this event off the ground and making it a success.

It will be bigger and better next year with most of the competitors signing up for next years event.

Nanango Winter Swimming Meet

The Nanango Winter Swimming Meet was held on Sunday in Nanango with more than 100 swimmers from 24 swimming clubs entering into this event to test competitors to see if they are on the right track for qualifying times for major events to be held over Queensland and Australia.

Well done to everyone.

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

8.2 Water & Waste Water (W&WW)

Officer's Reports

8.2.1 W&WW - 1618243 - Systematic Inspection Program for Trade Waste

Summary

The South Burnett Regional Council Trade Waste Management Policy was adopted in October 2014. Inspections throughout the region are required to ensure that the Policy is being complied with and that discharges into town wastewater systems are within acceptable levels. An approved Systematic Inspection Program is required to carry out these inspections.

Officer's Recommendation

That Council approve a Systematic Inspection Program under s.134 of the *Local Government Act 2009* by Council's authorised Plumbing Inspector, commencing Monday 4 July 2016 and ending

Friday 23 September 2016 between the hours of 6am and 6pm (Monday to Friday) for the following purposes:

- 1) Identify properties within the towns of Kingaroy, Nanango, Blackbutt, Wondai, Murgon and Proston that are connected to Council's reticulated sewerage systems that generate and discharge trade waste into Council's sewerage systems;
- 2) Enable the collection of information on Council's "Application for Trade Waste Permit" form, including the type of business operated, trade waste generation process, the type and size of pre-treatment facilities installed on the properties and the condition of these facilities;
- 3) Take samples of trade waste discharge from properties into Council's sewerage systems for testing; and
- 4) Monitor compliance with the requirements of existing Trade Waste approvals issued pursuant to the *Water Supply (Safety and Reliability) Act 2008*.

Resolution:

Moved Cr DA Potter, seconded Cr RJ Frohloff.

That the Officer's Recommendation be adopted.

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

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

9.1 Natural Resource Management, Parks and Indigenous Affairs Portfolio Report

Summary

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

Officer's Recommendation

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

Resolution:

Moved Cr KA Duff, seconded Cr GA Jones.

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

NRM Report

Wild Dog & Feral Pig Control

A total of 69 landholders attended baiting stations across the region to participate in the biannual coordinated baiting campaign to manage feral pig and wild dog numbers. Council staff injected 754 kilograms of meat and landholders distributed a total of 3,452 baits on 130 properties across 47,068 hectares.

Weed Control

Contractors have been treating roadside lantana at Kingaroy, Blackbutt and Coolabunia, Green Cestrum at Maidenwell and Broad Leaf Privet in the Haly Creek area. Council staff and contractors have been working with landholders to contain and reduce Honey Locust, a class 1 weed on the

Stuart River. This is an ongoing program that has seen a significant reduction in the distribution of this weed since the outbreak was first discovered. Treatment of Roadside Giant Rats Tail Grass continues across the region and spraying of water hyacinth in Barambah creek has been completed.

Coolabunia Saleyards

The fat and store sale held on Tuesday 24 May attracted 370 head. A combined agent's weaner sale was held on Friday 3 June with good numbers yarded. Recent maintenance activities at the saleyards included cleaning of pens, rail replacements, trough repairs, catwalk panel replacements and cleaning of effluent ponds.

Parks & Garden Report

Hivesville

The toilet block refurbishment has been completed.

Kingaroy

Glendon Street Car Park refurbishment of the males and disabled facilities has been completed and staff are currently working on females and mothers facilities. Privacy screens have been started and the soft fall and turf has been completed in the new playground. Trees have been planted and the gardens are completed.

Nanango & Blackbutt

Tiling has begun in the new toilet block in Benarkin's First Settlers Park.

Parks and Garden staff were kept busy helping with the maintenance, preparations and tidy up for the recent Blackbutt Show.

Rail Trail

Preparations are being progressed to completely renew the decking on the walk bridge between McAllister Street and the Murgon Hospital.

Council has constructed the first 6 km of bitumen surface starting just north of Crawford through to Jones' Corner. Slashing continues to make way for the rest of the bitumen surface to be constructed over the next few weeks. The Murgon bridge is now finished and the Crawford North Bridge has commenced. Chicanes have been installed at road crossings between Crawford North and Jones' Corner. CTC work skills new intakes are working along the trail performing various duties.

Indigenous Affairs

This month in the Wondai Art Gallery indigenous artist, Jandamarra Cadd, from the Sunshine Coast is in the Main Gallery. He is a very talented artist who has been short listed for the Archibald Prize. The Cherbourg Strong Women Group has the third gallery and Cherbourg State School are in the Kidz Corner. It is a great display and it is good to see Cherbourg working closely with the Wondai Gallery to showcase their work.

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

9.2 Natural Resource Management & Parks (NRM&P)

Officer's Reports

9.2.1 NRM&P - 1618556 - Officially name the carpark and park in Glendon Street Kingaroy 'Roger Nunn Place'

Summary

Council has completed upgrades to the carpark and park area in Glendon Street Kingaroy. The upgrade included tree removal, kerbing, asphalt and rebuilding the children's park area.

It was suggested for this newly renovated area to be name 'Roger Nunn Place'.

Roger Nunn was the Mayor of the former Kingaroy Shire Council from March 1997 to his retirement in March 2008. Leading up to this he served as a Councillor from September 1990 at a total of 18 years service to the Kingaroy community.

During Roger's term as Mayor his focus was on regional cooperation and development, encouraging a partnership approach between all levels of government, industry and the community.

Officer's Recommendation

That Council name the carpark and park area in Glendon Street, Kingaroy the 'Roger Nunn Place'

Resolution:

Moved Cr RLA Heit, seconded Cr TW Fleischfresser.

That the Officer's Recommendation be adopted.

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

10. Portfolio - Finance, ICT & Human Resources

10.1 Finance, ICT and Human Resources Portfolio Report

Summary

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

Officer's Recommendation

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

Resolution:

Moved Cr RLA Heit, seconded Cr DA Potter.

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

Fourth Quarter Operational Budget Revision

A review of the 2015-2016 Operational Budget has been undertaken and the proposed amendment results in an operating surplus of \$1,836,921.

The following table shows the projected 4th Quarter result compared to the original and amended budgets:

Operating Budget

Program	15/16 Original Budget	15/16 First Quarter Amendment	15/16 Second Quarter Amendment	15/16 Third Quarter Amendment	15/16 Fourth Quarter Proposed
General Operations	(\$651,530)	\$199,522	\$81,835	(\$31,777)	\$0
Plant & Fleet	\$348,275	\$308,835	\$308,515	\$321,175	\$884,660
Water	\$258,338	\$609,654	\$609,405	\$556,775	\$556,775
Waste Water	\$93,383	\$146,420	\$113,928	\$73,058	\$73,058
Waste	\$10,826	\$10,826	\$10,582	\$54,398	\$322,428
Net Result	\$59,292	\$1,275,257	\$1,124,265	\$973,629	\$1,836,921

Compared to the 3rd Quarter Amended Budget, the 4th Quarter budget review resulted in an increase in the estimated Net Surplus of \$863,292. The adjustment is mainly due to the following:

	Increase or (Decrease) in Operating Surplus
• Decrease in Fees & Charges due to reduction in tourist park income, fuel sales, saleyard fees, animal fees and cemetery income	(\$78,837)
• Decrease in Interest Received due to lower interest income from investments because of decline in interest rates and the late draw down of the \$2.7 million borrowing.	(\$182,734)
• Decrease in Sales Revenue resulting from reduction in public health income from immunisation	(\$14,000)
• Decrease in Grants due to adjustments to the Regional Rail Corridors Grant to reflect operational and capital works and an adjustment to the RADF Arts Grant to correct the 3 rd Quarter Budget	(\$201,000)
• Increase in waste collection rates	\$43,654
• Increase in Other Income from scrap metal recycling revenue	\$110,799
• Adjustment to Materials and Services for: internal plant charges to reflect actual recoveries, allocation of dividend to General Operations from Plant & Fleet and additional property maintenance expenditures	\$ 1,185,410
TOTAL	\$863,292

Fourth Quarter Capital Expenditure Budget Revision

A review of the 2015/2016 Capital Budget has been undertaken to take into account any necessary revisions and resulted to a proposed budget amounting to \$ 56,785,974.

The table below shows the proposed Capex Budget compared to the original and amended budgets:

Capital Expenditure Budget

Activity	Original Budget	Amended Budget as at November 2015	Amended Budget as at February 2016	Fourth Quarter Proposed
<i>Buildings</i>	\$2,476,000	\$3,984,300	\$4,331,800	\$5,187,939
<i>Plant & Equipment</i>	\$2,524,136	\$3,775,136	\$3,960,136	\$3,395,136
<i>Roads & Drainage</i>	\$12,060,000	\$17,099,978	\$17,930,578	\$17,930,578
<i>Water</i>	\$7,350,000	\$9,963,521	\$10,330,321	\$10,330,321
<i>Waste Water</i>	\$19,400,000	\$19,420,000	\$19,420,000	\$19,420,000
<i>Waster</i>	\$30,000	\$522,000	\$522,000	\$522,000
Total	\$43,840,136	\$54,764,935	\$56,494,835	\$56,785,974

The proposed amendments resulted to an increase in the Capex Budget by \$ 291,139 mainly on account of the following:

<i>Increase in Regional Rail Trail Project (with corresponding \$980k funding grant)</i>	\$ 856,139
<i>Reduction in plant and fleet purchases</i>	(\$565,000)
Total	\$291,139

To date, the actual capital expenditures and commitments amount to \$49,317,435; this is 87% of the proposed \$56,785,974 Capex Budget.

2016-2017 Budget

The 2016-2017 Budget was presented by the Mayor to Council on the 10th June and will be adopted by Council at the scheduled Budget Meeting on the 27th of June.

Rate Collection Policy

The Rate Collection Policy was reviewed and presented for discussion during the Finance Portfolio Briefing to Council held on the 1st of June. The major change to the policy is the formal recognition of the established practice in relation to interest charges on approved rate payment arrangements when conditions have been breached.

Carried 7/0
FOR VOTE - Councillors voted unanimously

10.2 Finance (F)**Officer's Reports****10.2.1 F - 1618907 - Operating Budget Review - June 2016****Summary**

A review of the 2016 Budget has been undertaken as at 6 June 2016. The amended Operational Budget results in an operating surplus of \$ 1,836,921.

The table below shows the projected changes compared to the original and amended budgets:

Operating Budget

Program	2015/2016 Original Budget	2015/2016 1 st Quarter Amendment	2015/2016 2 nd Quarter Amendment	2015/2016 3 rd Quarter Amendment	2015/2016 4 th Quarter Proposed
General Operations	(\$651,530)	\$199,522	\$81,835	(\$31,777)	\$0
Plant & Fleet	\$348,275	\$308,835	\$308,515	\$321,175	\$884,660
Water	\$258,338	\$609,654	\$609,405	\$556,775	\$556,775
Waste Water	\$93,383	\$146,420	\$113,928	\$73,058	\$73,058
Waste	\$10,826	\$10,826	\$10,582	\$54,398	\$322,428
Net Result	\$59,292	\$1,275,257	\$1,124,265	\$973,629	\$1,836,921

Table of Main Changes

The fourth quarter review indicates an increase in the net result of \$863,292 mainly on account of the following:

Type	Change Increase (Decrease)
Recurrent Revenue	
Fees & Charges	(\$78,837)
Interest Received	(\$182,734)
Other Income	\$110,799
Rates, Levies & Charges	\$43,654
Sales Revenue	(\$14,000)
Grants, Subsidies, Contributions & Donations	(\$201,000)
Recurrent Expenditure	
Materials & Services	(\$1,185,410)
Total Change Increase(Decrease)	\$863,292

Recurrent Revenue:

- Fees & Charges;
 - Reduction in fuel sales, tourist park income, sale yard fees, cemetery income and animal fees (\$156,000)
 - Increase in waste tip fees \$75,893

- Interest Received;
 - Decrease in investment interest

- Other Income;
 - Increase in income due to scrap metal recycling revenue

- Rates, Levies & Charges;
 - Increase in waste collection rates

- Sales Revenue;
 - Decrease in public health private works income

- Grants, Subsidies, Contributions & Donations;
 - Decrease due to double up in 3rd quarter budget of RADF Arts Grant \$21,000
 - Decrease due to Regional Rail Corridors Grant being correctly split between Operational and Capital works \$180,000

Recurrent Expenditure:

- Materials & Services;
 - Decrease in Internal Plant Charges to reflect actual recoveries
 - Increase in Property – Maintenance for Private Hospital \$144,000
 - Increase in Materials for Wondai VIC – Woodcraft stock \$20,000
 - Dividend allocated to General Operations from Plant and Fleet

Officer's Recommendation

That in accordance with Section 170(3) of the *Local Government Regulation 2012* the revised Budget be adopted.

Comprehensive Income Statement

	2015/2016 YTD Actuals	2015/2016 Original Budget	2015/2016 Amended Budget	2015/2016 Proposed Budget
REVENUE				
Recurrent Revenue				
Fees & Charges	- 3,938,439 -	4,501,830 -	4,459,261 -	4,380,424
Interest Received	- 1,275,564 -	1,561,575 -	1,561,565 -	1,378,831
Other Income	- 444,689 -	779,545 -	457,434 -	568,233
Rates, Levies & Charges	- 42,168,731 -	42,750,542 -	42,373,243 -	42,416,897
Rental Income	- 504,229 -	492,885 -	492,885 -	492,885
Sales Revenue	- 4,269,835 -	4,104,010 -	4,229,430 -	4,215,430
Grants, Subsidies, Contributions & Donations	- 8,582,650 -	9,292,105 -	9,258,200 -	9,057,200
Total Recurrent Revenue	- 61,184,139 -	63,482,492 -	62,832,018 -	62,509,900
Capital Revenue				
Grants, Subsidies, Contributions & Donations	- 9,545,771 -	6,885,323 -	9,021,453 -	9,201,453
Total Revenue	- 70,729,910 -	70,367,815 -	71,853,471 -	71,711,353
Capital Income				
Capital Income	- 248,456 -	750,000 -	750,000 -	750,000
TOTAL INCOME	- 70,978,365 -	71,117,815 -	72,603,471 -	72,461,353
EXPENSES				
Recurrent Expenses				
Depreciation	12,270,887	13,673,160	13,215,467	13,215,467
Donations	510,369	621,490	510,202	510,202
Employee Benefits	23,102,945	25,323,000	25,293,928	25,293,928
Finance Costs	1,885,640	2,373,090	2,113,150	2,113,150
Materials & Services	15,010,424	21,432,460	20,725,642	19,540,232
Total Recurrent Expenses	52,780,266	63,423,200	61,858,389	60,672,979
TOTAL EXPENSES	52,780,266	63,423,200	61,858,389	60,672,979
Net Operating Surplus	- 18,198,099 -	7,694,615 -	10,745,082 -	11,788,374

Comprehensive Income Statement - Gen Ops

	2015/2016 YTD Actuals	2015/2016 Original Budget	2015/2016 Amended Budget	2015/2016 Proposed Budget
REVENUE				
Recurrent Revenue				
Fees & Charges	- 3,188,807 -	3,768,670 -	3,714,832 -	3,560,102
Interest Received	- 1,183,679 -	1,481,370 -	1,481,370 -	1,296,050
Other Income	- 269,857 -	608,145 -	367,449 -	387,287
Rates, Levies & Charges	- 25,545,752 -	26,031,910 -	25,630,830 -	25,630,830
Rental Income	- 495,000 -	483,215 -	483,215 -	483,215
Sales Revenue	- 4,266,460 -	4,104,010 -	4,227,430 -	4,213,430
Grants, Subsidies, Contributions & Donations	- 7,682,436 -	9,164,175 -	8,287,207 -	8,086,207
Total Recurrent Revenue	- 42,631,991 -	45,641,495 -	44,192,333 -	43,657,121
Capital Revenue				
Grants, Subsidies, Contributions & Donations	- 4,284,020 -	2,285,323 -	3,332,882 -	3,512,882
Total Revenue	- 46,916,011 -	47,926,818 -	47,525,215 -	47,170,003
Capital Income				
Capital Income	58,042 -	300,000 -	300,000 -	300,000
TOTAL INCOME	- 46,857,968 -	48,226,818 -	47,825,215 -	47,470,003
EXPENSES				
Recurrent Expenses				
Depreciation	7,496,945	7,900,000	7,814,363	7,814,363
Donations	506,469	621,490	509,202	509,202
Employee Benefits	19,048,628	21,225,135	21,153,425	21,153,425
Finance Costs	1,885,640	1,057,210	797,270	797,270
Materials & Services	12,156,620	15,489,190	14,786,027	14,219,038
Total Recurrent Expenses	41,094,303	46,293,025	45,060,287	44,493,298
TOTAL EXPENSES	41,094,303	46,293,025	45,060,287	44,493,298
Net Operating Surplus	- 5,763,666 -	1,933,793 -	2,764,928 -	2,976,705

Comprehensive Income Statement - Flood Restoration

	2015/2016 YTD Actuals	2015/2016 Original Budget	2015/2016 Amended Budget	2015/2016 Proposed Budget
REVENUE				
Recurrent Revenue				
Grants, Subsidies, Contributions & Donations	- 843,063	- -	843,063 -	843,063
Total Recurrent Revenue	- 843,063	- -	843,063 -	843,063
Capital Revenue				
Total Revenue	- 843,063	- -	843,063 -	843,063
Capital Income				
	-	-	-	-
TOTAL INCOME	- 843,063	- -	843,063 -	843,063
EXPENSES				
Recurrent Expenses				
Employee Benefits	5,159	-	3,198	3,198
Materials & Services	6,200	-	3,688	3,688
Total Recurrent Expenses	11,359	-	6,886	6,886
TOTAL EXPENSES	11,359	-	6,886	6,886
Net Operating Surplus	- 831,704	- -	836,177 -	836,177

Comprehensive Income Statement - Plant and Fleet

	2015/2016 YTD Actuals	2015/2016 Original Budget	2015/2016 Amended Budget	2015/2016 Proposed Budget
REVENUE				
Recurrent Revenue				
Fees & Charges	- 494	-	-	-
Other Income	- 1,198 -	7,400 -	7,400 -	7,400
Grants, Subsidies, Contributions & Donations	- 57,151 -	127,930 -	127,930 -	127,930
Total Recurrent Revenue	- 58,843 -	135,330 -	135,330 -	135,330
Capital Revenue				
Total Revenue	- 58,843 -	135,330 -	135,330 -	135,330
Capital Income				
Capital Income	- 306,498 -	450,000 -	450,000 -	450,000
TOTAL INCOME	- 365,341 -	585,330 -	585,330 -	585,330
EXPENSES				
Recurrent Expenses				
Depreciation	1,754,916	2,100,000	2,100,000	2,100,000
Employee Benefits	1,034,895	1,027,420	1,066,860	1,066,860
Finance Costs	-	42,900	42,900	42,900
Materials & Services	- 4,857,206 -	3,383,265 -	3,395,605 -	3,959,090
Total Recurrent Expenses	- 2,067,395 -	212,945 -	185,845 -	749,330
TOTAL EXPENSES	- 2,067,395 -	212,945 -	185,845 -	749,330
Net Operating Surplus	- 2,432,736 -	798,275 -	771,175 -	1,334,660

Comprehensive Income Statement - Water

	2015/2016 YTD Actuals	2015/2016 Original Budget	2015/2016 Amended Budget	2015/2016 Proposed Budget
REVENUE				
Recurrent Revenue				
Fees & Charges	- 209,156 -	326,900 -	276,270 -	276,270
Interest Received	- 41,623 -	39,445 -	39,435 -	39,435
Other Income	- 88 -	-	-	-
Rates, Levies & Charges	- 7,910,571 -	8,146,828 -	8,162,838 -	8,162,838
Rental Income	- 9,229 -	9,670 -	9,670 -	9,670
Sales Revenue	- 3,375 -	-	2,000 -	2,000
Total Recurrent Revenue	- 8,174,042 -	8,522,843 -	8,490,213 -	8,490,213
Capital Revenue				
Grants, Subsidies, Contributions & Donations	- 661,751 -	-	1,088,571 -	1,088,571
Total Revenue	- 8,835,793 -	8,522,843 -	9,578,784 -	9,578,784
Capital Income	-	-	-	-
TOTAL INCOME	- 8,835,793 -	8,522,843 -	9,578,784 -	9,578,784
EXPENSES				
Recurrent Expenses				
Depreciation	1,800,371	2,163,000	1,811,684	1,811,684
Donations	-	-	-	-
Employee Benefits	1,629,175	1,592,320	1,592,320	1,592,320
Finance Costs	-	592,900	592,900	592,900
Materials & Services	3,265,325	3,916,285	3,936,534	3,936,534
Total Recurrent Expenses	6,694,871	8,264,505	7,933,438	7,933,438
TOTAL EXPENSES	6,694,871	8,264,505	7,933,438	7,933,438
Net Operating Surplus	- 2,140,922 -	258,338 -	1,645,346 -	1,645,346

Comprehensive Income Statement - Waste Water

	2015/2016 YTD Actuals	2015/2016 Original Budget	2015/2016 Amended Budget	2015/2016 Proposed Budget
REVENUE				
Recurrent Revenue				
Fees & Charges	- 39,008 -	41,000 -	41,640 -	41,640
Interest Received	- 24,459 -	22,400 -	22,400 -	22,400
Rates, Levies & Charges	- 4,682,886 -	4,580,493 -	4,588,983 -	4,588,983
Total Recurrent Revenue	- 4,746,353 -	4,643,893 -	4,653,023 -	4,653,023
Capital Revenue				
Grants, Subsidies, Contributions & Donations	- 4,600,000 -	4,600,000 -	4,600,000 -	4,600,000
Total Revenue	- 9,346,353 -	9,243,893 -	9,253,023 -	9,253,023
Capital Income	-	-	-	-
TOTAL INCOME	- 9,346,353 -	9,243,893 -	9,253,023 -	9,253,023
EXPENSES				
Recurrent Expenses				
Depreciation	1,218,656	1,400,000	1,379,260	1,379,260
Employee Benefits	846,974	884,090	884,090	884,090
Finance Costs	-	603,200	603,200	603,200
Materials & Services	1,474,917	1,663,220	1,713,415	1,713,415
Total Recurrent Expenses	3,540,546	4,550,510	4,579,965	4,579,965
TOTAL EXPENSES	3,540,546	4,550,510	4,579,965	4,579,965
Net Operating Surplus	- 5,805,807 -	4,693,383 -	4,673,058 -	4,673,058

Comprehensive Income Statement - Waste

	2015/2016 YTD Actuals	2015/2016 Original Budget	2015/2016 Amended Budget	2015/2016 Proposed Budget
REVENUE				
Recurrent Revenue				
Fees & Charges	- 500,975 -	365,260 -	426,519 -	502,412
Interest Received	- 25,803 -	18,360 -	18,360 -	20,946
Other Income	- 173,546 -	164,000 -	82,585 -	173,546
Rates, Levies & Charges	- 4,029,521 -	3,991,311 -	3,990,592 -	4,034,246
Total Recurrent Revenue	- 4,729,846 -	4,538,931 -	4,518,056 -	4,731,150
Capital Revenue				
	-	-	-	-
Total Revenue	- 4,729,846 -	4,538,931 -	4,518,056 -	4,731,150
Capital Income				
	-	-	-	-
TOTAL INCOME	- 4,729,846 -	4,538,931 -	4,518,056 -	4,731,150
EXPENSES				
Recurrent Expenses				
Depreciation	-	110,160	110,160	110,160
Donations	3,900	-	1,000	1,000
Employee Benefits	538,113	594,035	594,035	594,035
Finance Costs	-	76,880	76,880	76,880
Materials & Services	2,964,569	3,747,030	3,681,583	3,626,647
Total Recurrent Expenses	3,506,582	4,528,105	4,463,658	4,408,722
TOTAL EXPENSES	3,506,582	4,528,105	4,463,658	4,408,722
Net Operating Surplus	- 1,223,264 -	10,826 -	54,398 -	322,428

Resolution:

Moved Cr RLA Heit, seconded Cr TW Fleischfresser.

That the Officer's Recommendation be adopted.

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

10.2.2 F - 1618541 - Capex Review Fourth Quarter 2016**Summary**

A review of the 2015/2016 Capital Budget has been undertaken to take into account any necessary amendments and known changes. Increase in the Buildings Capital Budget is due to the Regional Rail Trail Project being transferred from operational expenditure to capital expenditure along with the associated funding for this project and the decrease in Plant and Equipment is due to a reduction 2015/2016 plant and fleet purchases.

The following table summarises the result.

Capital Budget

	Amended Budget as of February 2016	Fourth Quarter Review	Movement
Buildings	\$4,331,800	\$ 5,187,938.78	\$856,139
Plant and Equipment	\$3,960,136	\$ 3,395,136	-\$565,000
Road and Drainage	\$17,930,578	\$17,930,578	\$0
Water	\$10,330,321	\$10,330,321	\$0
Waste Water	\$19,420,000	\$19,420,000	\$0
Waste	\$522,000	\$ 522,000	\$0
Total	\$56,494,835	\$56,785,974	\$291,139

The revised Capital Program is attached.

Officer's Recommendation

That in accordance with Section 170(3) of the *Local Government Regulation 2012* the revised Capital Budget to 30 June 2016 be adopted.

2015/2016 Capex Report for Council

Project Code	Project Description	Second Quarter Revised Budget	Final Quarter Proposed Budget	2015/16 Actual YTD	% 2015/16 Actual to Total Available Budget
Buildings					
Admin Office - Kingaroy					
004834	Additional Security Exit to Executive Se	20,000.00	20,000.00	5,675.30	28.38%
004836	New Records Building	250,000.00	250,000.00	-	0.00%
004839	Compactors	40,000.00	40,000.00	-	0.00%
004930	Kitchen Renovations	40,000.00	45,268.78	45,268.78	100.00%
		350,000.00	355,268.78	50,944.08	14.34%
Admin Office - Nanango					
000272	Upgrade Electrical Switchboard	15,500.00	15,500.00	15,319.85	98.84%
003544	Nanango Admin Building - Upgrade Switchb	18,500.00	18,500.00	16,969.52	91.73%
		34,000.00	34,000.00	32,289.37	94.97%
Admin Office - Wondai					
004910	New Roof	100,000.00	100,000.00	-	0.00%
		100,000.00	100,000.00	-	0.00%
Aerodrome - Wondai					
004855	Aerodrome - Wondai - Disabled Facilities	5,000.00	5,000.00	141.71	2.83%
		5,000.00	5,000.00	141.71	2.83%
Caravan Park - Wondai					
004748	Wondai Caravan Park - New Amenities	171,400.00	-	-	0.00%
		171,400.00	-	-	0.00%
Cemeteries - Kingaro					
004380	Cemeteries - Kingaroy - New wall Plinths	8,000.00	3,648.72	3,648.72	100.00%
		8,000.00	3,648.72	3,648.72	100.00%
Cemeteries - Nanango					
000281	Cemetery Redevelopment	-	-	1,681.82	0.00%
		-	-	1,681.82	0.00%
Cemeteries - Wondai					
004416	CP - Wondai Cemetery Toilet Block & Shed	1,500.00	1,500.00	1,472.73	98.18%
004868	Cemeteries -Wondai Erect Donated Shelter	6,000.00	6,000.00	4,698.01	78.30%
004871	Cemeteries - Wondai - Gates & Fences	10,000.00	10,000.00	-	0.00%
		17,500.00	17,500.00	6,170.74	35.26%
Cemeteries - Proston					
004864	Cemeteries - Proston - Fence & Improve	10,000.00	14,351.28	12,718.18	88.62%
		10,000.00	14,351.28	12,718.18	88.62%
Depot - Kingaroy					
004933	Regional Depots	47,200.00	47,200.00	-	0.00%
		47,200.00	47,200.00	-	0.00%
SES- Nanango					
000357	Nanango SES Building Renovations	1,000.00	1,000.00	594.45	59.45%
		1,000.00	1,000.00	594.45	59.45%
Hall - Kingaroy Town					
000290	Repaint External Building	31,500.00	31,500.00	31,406.91	99.70%
004872	Reception Room Roof to be replaced	50,000.00	50,000.00	-	0.00%

Project Code	Project Description	Second Quarter Revised Budget	Final Quarter Proposed Budget	2015/16 Actual YTD	% 2015/16 Actual to Total Available Budget
		81,500.00	81,500.00	31,406.91	38.54%
Hall - Murgon Town					
004873	Screens	15,000.00	15,000.00	-	0.00%
004874	Grease Trap	10,000.00	10,000.00	8,112.32	81.12%
		25,000.00	25,000.00	8,112.32	32.45%
Hall - Wondai Memorial					
004875	Grease Trap	10,000.00	10,000.00	8,332.05	83.32%
004876	Replace Roof Sheeting	100,000.00	100,000.00	-	0.00%
		110,000.00	110,000.00	8,332.05	7.57%
Museum - Boondooma Homestead					
004927	Boondooma Homestead Dump Point	20,000.00	20,000.00	10,972.57	54.86%
		20,000.00	20,000.00	10,972.57	54.86%
Museum - Nanango Ringsfeild					
004957	Ringsfeild House	-	30,000.00	30,000.00	100.00%
		-	30,000.00	30,000.00	100.00%
Parks & Gardens					
000378	Rail Trail	-	-	910.00	0.00%
004754	Rail Trail - Kingaroy to Kilkivan Devel	-	980,000.00	629,097.39	64.19%
004783	Parks - Les Muller Park- Replace BBQ's	14,000.00	14,000.00	13,163.00	94.02%
004787	Parks - Glendon St Carpark Landscaping	300,000.00	300,000.00	264,534.71	88.18%
004813	Parks - Memorial Park - Playground Equip	135,000.00	135,000.00	139,990.00	103.70%
004814	Parks - Memorial Park - Anzac Rotunda	50,000.00	50,000.00	2,958.60	5.92%
004815	Parks - Wondai Skate Park Upgrade	20,000.00	20,000.00	12,856.27	64.28%
004816	Parks - Dingo Park - Playground Equipment	65,000.00	65,000.00	76,282.28	117.36%
		584,000.00	1,564,000.00	1,139,792.25	72.88%
Priv Hospital - Building					
000341	KPH Roof & Ceiling Repairs	8,200.00	8,200.00	3,571.57	43.56%
000345	KPH Fire Panel	-	4,000.00	3,590.00	89.75%
		8,200.00	12,200.00	7,161.57	58.70%
Priv Hos P&E Proj					
004387	Surgical Equipment Upgrade	40,000.00	47,000.00	-	0.00%
		40,000.00	47,000.00	-	0.00%
Saleyards - Coolabunia					
004385	Coolabunia Saleyard Ramp	-	-	872.44	0.00%
004776	NRMSALE - Coolabunia Saleyards - Catwalk	20,000.00	20,000.00	41.00	0.21%
004777	NRMSALE - Coolabunia - Vet Crush	5,000.00	5,000.00	-	0.00%
004778	NRMSALE - Coolabunia - Unloading Ramp	20,000.00	20,000.00	-	0.00%
		45,000.00	45,000.00	913.44	2.03%
Swimming Pool - Kingaroy					
004774	Kingaroy Pool Repair	255,000.00	255,600.00	255,584.37	99.99%
004894	New Shade Structure over grass area	30,000.00	30,000.00	26,995.27	89.98%
		285,000.00	285,600.00	282,579.64	98.94%
Swimming Pool - Murgon					
004379	Murgon Pool - Replace Kiosk & Change Roo	998,800.00	998,800.00	984,115.74	98.53%
004842	Shade Structures, Storage Shed and Table	15,000.00	20,000.00	-	0.00%
		1,013,800.00	1,018,800.00	984,115.74	96.60%
Swimming Pool - Nanango					
004843	Port Valves	150,000.00	150,000.00	86,027.25	57.35%
		150,000.00	150,000.00	86,027.25	57.35%

Project Code	Project Description	Second Quarter Revised Budget	Final Quarter Proposed Budget	2015/16 Actual YTD	% 2015/16 Actual to Total Available Budget
Swimming Pool - Wondai					
004844	Residence Dress/Plant Shed - Carpet & Ti	10,000.00	10,000.00	-	0.00%
		10,000.00	10,000.00	-	0.00%
Tourism - Yallakool					
004407	New Cabins at Yallakool 2014	109,000.00	109,000.00	108,684.91	99.71%
004782	Dams - Yallakool - Pool Surface Upgrade	16,000.00	16,000.00	15,962.73	99.77%
004784	Dams - Yallakool - Washing Machines	5,000.00	5,000.00	4,581.82	91.64%
004804	Dams - Yallakool - Ensuite Upgrades	5,000.00	5,000.00	2,549.10	50.98%
004807	Dams - Yallakool - New Managers Dwelling	140,000.00	45,000.00	35,944.94	79.88%
004823	Dams - Yallakool Dam - Cabin Upgrades	5,000.00	5,000.00	3,724.27	74.49%
004824	Dams - Yallakool Dam - Villa Upgrade	5,000.00	5,000.00	8,064.35	161.29%
004827	Dams - Yallakool Dam - Upgrade Mess Hall	20,000.00	20,000.00	10,954.55	54.77%
004828	Dams - Yallakool - Regional Tourism Sign	6,900.00	6,900.00	-	0.00%
		311,900.00	216,900.00	190,466.67	87.81%
Tourism - Lake Boondooma					
004408	New Cabins at Boondooma Dam 2014	111,000.00	111,000.00	111,611.73	100.55%
004785	Dams - Boondooma - Cabin Upgrades	5,000.00	5,000.00	4,500.00	90.00%
004786	Dams - Boondooma - Toilet Block 5 Refurb	5,000.00	5,000.00	4,181.82	83.64%
004808	Dams - Boondooma - Construct Camp Kitch	30,000.00	30,000.00	29,144.22	97.15%
004830	Dams - Boondooma - Upgrade Tilt Block 1	5,000.00	5,000.00	4,767.55	95.35%
004831	Dams - Boondooma - Upgrade Toilet Block	5,000.00	5,000.00	3,272.73	65.45%
004832	Dams - Boondooma Upgrade Toilet Block 3	5,000.00	5,000.00	427.27	8.55%
004838	Dams - Boondooma - Repaint Bunk Houses	10,000.00	10,000.00	10,435.64	104.36%
		176,000.00	176,000.00	168,340.96	95.65%
Public Conveniences					
004886	Toilets - Kumbia- Apex Park Toilet Refurb	6,000.00	6,000.00	14,266.05	237.77%
004887	Toilets - Wooroolin Refurbish Amenities	5,000.00	5,000.00	-	0.00%
004888	Toilets - Hivesville Refurbish Amenities	5,000.00	5,000.00	3,953.20	79.06%
004889	Toilets - Reg McCallum - Toilet Upgrade	5,000.00	5,000.00	-	0.00%
004890	Toilets - Benarkin - Replace Amenities	145,000.00	145,000.00	73,918.90	50.98%
004917	Public Conveniences - CoomBa Falls	70,000.00	70,000.00	-	0.00%
004932	Lions Club Toilets	18,000.00	36,000.00	2,160.00	6.00%
		254,000.00	272,000.00	94,298.15	34.67%
Sp/ground-Maidenwel					
003583	Maidenwell SG - Dump Point	-	670.00	668.70	99.81%
003584	Maidenwell SG - Bore / Standpipe	-	37,000.00	14,108.25	38.13%
		-	37,670.00	14,776.95	39.23%
Sp/ground-Murgon					
004487	Murgon Sportsground - G'stand Renovation	43,300.00	43,300.00	4,558.53	10.53%
004758	Murgon PCYC - Replace Roof	132,000.00	132,000.00	131,764.78	99.82%
004773	Murgon PCYC Carpark Resurfacing	25,000.00	25,000.00	11,911.12	47.64%
004882	PCYC Grease Trap	14,000.00	14,000.00	8,765.00	62.61%
004883	Murgon Tennis Courts Replace Child Room	30,000.00	30,000.00	-	0.00%
		244,300.00	244,300.00	156,999.43	64.27%
Sp/ground-Wondai					
004484	Wondai Sports Ground Upgrades	126,000.00	126,000.00	-	0.00%
		126,000.00	126,000.00	-	0.00%
Sp/ground-Hivesville					
004966	Hivesville Sportsground new toilet block	35,000.00	70,000.00	-	0.00%
		35,000.00	70,000.00	-	0.00%
Tennis Court - Prost					
004892	Proston Tennis Courts Replace Fencing	22,000.00	22,000.00	-	0.00%

Project Code	Project Description	Second Quarter Revised Budget	Final Quarter Proposed Budget	2015/16 Actual YTD	% 2015/16 Actual to Total Available Budget
		22,000.00	22,000.00	-	0.00%
Library - Proston					
004885	Repaint internally	30,000.00	30,000.00	5,890.91	19.64%
		30,000.00	30,000.00	5,890.91	19.64%
Region Pools					
004912	Safety Audit	16,000.00	16,000.00	-	0.00%
		16,000.00	16,000.00	-	0.00%
		4,331,800.00	5,187,938.78	3,328,375.88	64.16%
Intangibles					
Business System					
000380	Business Operating System	951,000.00	951,000.00	267,733.84	28.15%
		951,000.00	951,000.00	267,733.84	28.15%
		951,000.00	951,000.00	267,733.84	28.15%
Info Serv - ICT					
000379	Computer Infrastructure & Upgrade	150,300.00	150,300.00	150,300.00	100.00%
000381	Server Hardware	94,700.00	94,700.00	72,217.30	76.26%
000382	Photocopiers & Printers	-	-	1,840.78	0.00%
000383	Two Way Radio System	75,000.00	75,000.00	66,138.11	88.18%
004489	Disaster Recovery	60,000.00	60,000.00	56,909.36	94.85%
004919	Aerial Photography	35,000.00	35,000.00	32,204.00	92.01%
		415,000.00	415,000.00	379,609.55	91.47%
Plant & Fleet Manage					
000389	Plant Fleet Purchases 13/14	565,000.00	565,000.00	503,059.20	89.04%
004790	Plant & Fleet Purchases 2015-16	2,029,136.00	1,464,136.00	1,356,987.23	92.68%
		2,594,136.00	2,029,136.00	1,860,046.43	91.67%
		3,009,136.00	2,444,136.00	2,239,655.98	91.63%
Infrastructure					
Streetscapes					
000390	Streetscaping Drayton Street Nanango	700,000.00	660,000.00	646,189.16	97.91%
000396	Wondai Community Development - Stage 1	600.00	600.00	573.00	95.50%
		700,600.00	660,600.00	646,762.16	97.91%
Town Entrance Sign					
004781	Locality Sign Removal	200,000.00	30,000.00	31,086.92	103.62%
		200,000.00	30,000.00	31,086.92	103.62%
		900,600.00	690,600.00	677,849.08	98.15%
Roads					
Bridges					
000401	Mondure Road Bridge	750,000.00	750,000.00	578,621.61	77.15%
004476	Campbells Road Bridge Silverleaf	1,500,000.00	1,500,000.00	1,114,672.67	74.31%
004485	Stonelands Road Bridge - Stonelands	350,000.00	350,000.00	14,264.31	4.08%
004800	TIDS - Stuart River Bridge - Weens Road	750,000.00	750,000.00	684,929.93	91.32%
004845	Manar Rehab Timber	150,000.00	150,000.00	1,278.05	0.85%
004846	Webbers Creek Rehab Timber	200,000.00	200,000.00	1,985.77	0.99%
004936	Stumckes Road Bridge Rehabilitation	-	-	877.85	0.00%
004937	Horse Gully Bridge Rehabilitation	-	-	825.08	0.00%
004941	Marshlands Bridge	-	-	5,860.23	0.00%
004942	Kings Bridge East - Replacement	-	-	8,720.14	0.00%
		3,700,000.00	3,700,000.00	2,412,035.64	65.19%

Project Code	Project Description	Second Quarter Revised Budget	Final Quarter Proposed Budget	2015/16 Actual YTD	% 2015/16 Actual to Total Available Budget
Min Cap-Rural Drain					
004752	Pipes & Culverts Renewal	130,000.00	130,000.00	146,877.53	112.98%
		130,000.00	130,000.00	146,877.53	112.98%
Min Cap-Urban Roads					
004354	Venman Street - Kingaroy (Replace K&C)	-	1,330.00	1,332.86	100.22%
004369	Dalby St Nanango (Gipps - Fitzroy St)	-	178,350.00	178,799.49	100.25%
004412	Sandy Creek Pedestrian Bridge	-	77,150.00	77,154.45	100.01%
004413	Horse Gully Flood Mitigation Project	65,000.00	71,710.00	71,706.53	100.00%
004414	Dingo Creek Pedestrian Bridge	-	460.00	461.64	100.36%
		65,000.00	329,000.00	329,454.97	100.14%
Min Cap-Rural Roads					
004372	Minmore Road Wattlegrove Ch3100 - 3700	73,000.00	136,500.00	136,301.08	99.85%
004349	Semgreens Road	120,000.00	251,500.00	251,546.62	100.02%
		193,000.00	388,000.00	387,847.70	99.96%
Min Cap-Car Parks					
000434	Glendon Street Carpark	-	-	7,397.71	0.00%
		-	-	7,397.71	0.00%
Min Cap-Grav Resheet					
004750	Unsealed Roads Gravel Resheeting	900,000.00	852,000.00	841,326.17	98.75%
		900,000.00	852,000.00	841,326.17	98.75%
Min Cap-Pave Rehabilitation					
000435	Kumbia Rd - Pavement Rehabilitation	-	-	4,490.92	0.00%
004751	Sealed Roads Pavement Rehabilitation	1,200,000.00	1,000,000.00	903,715.71	90.37%
		1,200,000.00	1,000,000.00	899,224.79	89.92%
Min Cap-Foot/Bikeway					
004371	Blake Street Proston - Footpath	52,000.00	220,000.00	219,669.11	99.85%
004818	King Street Footpath, Nanango	40,000.00	99,000.00	98,882.92	99.88%
004821	Youngman Street Kingaroy Footpath	150,000.00	115,000.00	4,209.76	3.66%
004822	Douglas Street Blackbutt Footpath	30,000.00	-	301.31	0.00%
004833	Kent Street Wondai Footpath	50,000.00	55,000.00	5,787.54	10.52%
004867	Angel Avenue Murgon Footpath	30,000.00	30,000.00	2,503.97	8.35%
		352,000.00	519,000.00	331,354.61	63.84%
Reseals - 2015/16					
004744	Reseal Program 2015/2016	1,500,000.00	1,322,000.00	1,320,593.41	99.89%
004916	Wondai Street Sprints - Asphalt & Reseal	220,000.00	229,000.00	228,753.07	99.89%
		1,720,000.00	1,551,000.00	1,549,346.48	99.89%
TIDS - LRRS Projects					
004817	SafeST - Murgon School Car Parking	140,000.00	140,000.00	115,147.61	82.25%
004854	SafeST - Tingoora State School	140,000.00	140,000.00	177,716.39	126.94%
004926	TIDS - Blackbutt Crows Nest Rd	375,000.00	375,000.00	241,752.46	64.47%
		655,000.00	655,000.00	534,616.46	81.62%
Roads to Recovery					
003008	Clark & Swendsons Road - Floodway RTR	700,000.00	390,000.00	38,065.29	9.76%
003461	Ellesmere North Road Intersection - RTR	300,000.00	273,069.00	273,068.99	100.00%
004345	Markwell Street - RTR	102,000.00	181,104.00	181,104.61	100.00%
004350	Fisher & Moore St Intersection - RTR	379,578.00	380,000.00	157,449.91	41.43%
004367	Brights Road Nanango - RTR	-	1,085.00	1,808.77	166.71%
004368	Ironpot Road Ch15800 - 16400 - RTR	-	28,147.00	30,259.14	107.50%
004762	RTR - Reedy Creek Road Reseal	200,000.00	196,706.00	196,706.48	100.00%
004763	RTR - McCauley Broome Road Reseal	80,000.00	65,459.00	65,459.64	100.00%
004764	RTR - Deep Creek Road Reseal	120,000.00	100,244.00	100,244.64	100.00%
004779	RTR - Johnson Street, Hivesville	80,000.00	97,525.00	97,524.87	100.00%

Project Code	Project Description	Second Quarter Revised Budget	Final Quarter Proposed Budget	2015/16 Actual YTD	% 2015/16 Actual to Total Available Budget
004810	RTR Appin Street West - Shoulder Sealing	90,000.00	89,607.00	89,607.57	100.00%
004812	RTR Tingoora Chelmsford Rd - Realignment	335,000.00	400,000.00	288,077.12	72.02%
004820	RTR - Hazeldean Road Ngo Widening	280,000.00	176,389.00	175,914.64	99.73%
004861	RTR Rodney St Proston - Widening	90,000.00	24,845.00	24,844.76	100.00%
004865	RTR Glendon Street Carpark, Kingaroy	300,000.00	504,111.00	487,200.88	96.65%
004943	RTR - King Street - Urban Drainage	-	239,237.00	22,747.43	9.51%
004859	SafeST- Durong School - Parking Widening	90,000.00	-	-	0.00%
004860	RTR - Weens Road - Widening	220,000.00	220,000.00	165,897.47	75.41%
		3,366,578.00	3,367,528.00	2,395,982.21	71.15%
Loan Funded Projects					
004355	Blackbutt Town Development	2,400,000.00	2,400,000.00	-	0.00%
004471	Coulson St, Blackbutt - Stormwater	-	-	1,274,411.43	0.00%
004760	Gladys Street Blackbutt - Rd Construct	-	-	101,858.27	0.00%
004772	Memerambi Development	2,138,400.00	2,138,400.00	464,381.80	21.72%
004938	Brooklands Peron Rd - Construct Culvert	-	-	182.64	0.00%
		4,538,400.00	4,538,400.00	1,840,834.14	40.56%
Soil Laboratory					
000602	Soil Lab Capital Equipment	10,000.00	10,000.00	10,921.00	109.21%
		10,000.00	10,000.00	10,921.00	109.21%
Urban Drainage					
004869	Tessmanns Road North Detention / Outlet	200,000.00	200,000.00	6,720.01	3.36%
004948	Alford Street Culvert Replacement	-	-	-	0.00%
		200,000.00	200,000.00	6,720.01	3.36%
		17,029,978.00	17,239,928.00	11,693,939.42	67.83%
Water Services					
004969	New Telemetry Sites N/W/M	-	-	-	0.00%
		-	-	-	0.00%
Water - General Operation					
000603	Telemetry Upgrades - Water General Opera	130,000.00	130,000.00	-	0.00%
004769	Citect SCADA-C CMF Server Upgrade	-	-	57,392.53	0.00%
		130,000.00	130,000.00	57,392.53	44.15%
Water - Blackbutt					
004896	Mains Unallocated Budget	242,891.00	242,891.00	-	0.00%
		242,891.00	242,891.00	-	0.00%
Water - Kingaroy					
000625	King St (Youngman/Haly) - Kingaroy Water	-	-	41.46	0.00%
004307	KWS - Booth St Water Main Replacement	-	-	190,496.75	0.00%
004309	KWS - William St Water Main Replacement	-	-	9,182.96	0.00%
004310	KWS - Queen St Water Main Replacement	-	-	3,085.95	0.00%
004312	KWS - Henry St Water Main Replacement	-	-	481.45	0.00%
004313	KWS - Reen St Water Main Replacement	-	-	571.45	0.00%
004331	KWS - Supply main (Mt Wooroolin to P/S)	-	-	10,062.83	0.00%
004420	Gordonbrook WTP - Contract 13/14-15	-	-	-	0.00%
004508	KWS-FISHER/MOORE REALIGNMENT	-	-	69,123.83	0.00%
004770	Mt Wooroolin - Hypo Dosing Station	-	-	64,212.12	0.00%
004771	Orana Reservoir - Hypo Dosing System	-	-	23,700.69	0.00%
004780	KWS - Glendon Street 100mm Water Main	-	-	120,462.49	0.00%
004897	Mains - Unallocated Budget	1,200,000.00	1,200,000.00	95,425.60	7.95%
004958	Tarong Pipeline -Update existing Offtake	-	-	-	0.00%
003393	Gordonbrook DAF - Design and Tender	-	-	289,975.33	0.00%
003580	Gordonbrook DAFF - Construction	7,100,000.00	7,100,000.00	4,331.10	0.06%
004441	Gordonbrook WTP - Raw Water Delivery 1	-	-	41,076.99	0.00%

Project Code	Project Description	Second Quarter Revised Budget	Final Quarter Proposed Budget	2015/16 Actual YTD	% 2015/16 Actual to Total Available Budget
004442	Gordonbrook WTP - PAC Tank 2	-	-	68,598.97	0.00%
004443	Gordonbrook WTP - Coag & Flocculation 3	-	-	49,369.00	0.00%
004444	Gordonbrook WTP - Clarification 5	-	-	628,822.13	0.00%
004445	Gordonbrook WTP - DAFF 6	-	-	1,304,571.89	0.00%
004446	Gordonbrook WTP - CW Storage & Pumps 7	-	-	535,071.93	0.00%
004447	Gordonbrook WTP - PAC Dosing 8	-	-	371,797.10	0.00%
004448	Gordonbrook WTP - Alum Dosing 9	-	-	169,780.21	0.00%
004449	Gordonbrook WTP - Soda Ash Dosing 10	-	-	30,310.00	0.00%
004450	Gordonbrook WTP - Poly Dosing 12	-	-	107,610.54	0.00%
004451	Gordonbrook WTP - Hypochlorite Dosing 13	-	-	76,820.90	0.00%
004452	Gordonbrook WTP - Sludge Handling 14	-	-	142,749.52	0.00%
004453	Gordonbrook WTP - Potable Water 18	-	-	16,075.00	0.00%
004454	Gordonbrook WTP - Service Water 19	-	-	30,606.00	0.00%
004455	Gordonbrook WTP - Elect Control Inst 20	-	-	958,772.15	0.00%
004456	Gordonbrook WTP - DAFF Building 21	-	-	333,971.00	0.00%
004457	Gordonbrook WTP - Exist WTP Building 22	-	-	16,034.40	0.00%
004458	Gordonbrook WTP - Wastewater System 24	-	-	23,468.00	0.00%
004459	Gordonbrook WTP - Siteworks 25	-	-	165,797.45	0.00%
004460	Gordonbrook WTP - Commissioning 26	-	-	151,454.20	0.00%
004461	Gordonbrook WTP - Design, RPT, Wshops 27	-	-	251,407.08	0.00%
004462	Gordonbrook WTP - Miscellaneous 28	-	-	43,511.36	0.00%
004499	Gordonbrook VSD Upgrade	-	-	-	0.00%
004501	Program Management	-	-	23,278.59	0.00%
		8,300,000.00	8,300,000.00	6,422,108.42	77.37%
Water - Murgon					
000662	Watt St (Pearen/Lamb-Bunya Hwy) - Murgon	-	-	19.30	0.00%
004806	Water Main Extension - Thorn St, Murgon	-	-	19,327.56	0.00%
004898	Mains - Unallocated Budget	140,000.00	140,000.00	-	0.00%
004899	Upgrade to Filter Media & Backwash Equi	916,800.00	916,800.00	336,230.60	36.67%
		1,056,800.00	1,056,800.00	355,577.46	33.65%
Water - Nanango					
000681	Wickham St (Appin/South) - Nanango Water	-	-	1,351.73	0.00%
000682	Wills St (Gipps/Cairns) - Nanango Water	-	-	134.18	0.00%
004305	NWS - Fitzroy St Water Main Replacement	-	-	48,955.08	0.00%
004353	NWS-Dalby St Water Main Installation	-	-	102.41	0.00%
004884	Mains - Unallocated Budget	220,000.00	220,000.00	-	0.00%
		220,000.00	220,000.00	50,543.40	22.97%
Water - Proston					
004900	Main - Unallocated Budget	80,630.00	80,630.00	-	0.00%
		80,630.00	80,630.00	-	0.00%
Rural Water - Prosto					
004511	PRWS-Mt McEuen Rd Water main upgrade	-	-	59,692.57	0.00%
004901	Mains - Unallocated Budget	100,000.00	100,000.00	-	0.00%
		100,000.00	100,000.00	59,692.57	59.69%
Water - Wondai					
004314	WWS - Pring St Water Main Replacement	-	-	63,809.89	0.00%
004902	Mains - Unallocated Budget	200,000.00	200,000.00	-	0.00%
		200,000.00	200,000.00	63,809.89	31.90%
		10,330,321.00	10,330,321.00	7,009,124.27	67.85%
Wastewater Services					
Wastewater - General					
000735	Telemetry Upgrades - General Wastewater	120,000.00	120,000.00	22,402.76	18.67%

Project Code	Project Description	Second Quarter Revised Budget	Final Quarter Proposed Budget	2015/16 Actual YTD	% 2015/16 Actual to Total Available Budget
		120,000.00	120,000.00	22,402.76	18.67%
Wastewater - Blackbutt					
004903	Mains - Unallocated Budget	100,000.00	100,000.00	-	0.00%
		100,000.00	100,000.00	-	0.00%
Wastewater - Kingaroy					
004344	SBRC.114.13 - River Road Sewer Main Bett	-	-	5,809.62	0.00%
004346	Kingaroy WWTP Upgrade - River Road Water	-	-	6,507.06	0.00%
004494	Kingaroy WWTP Upgrade-Hodges Road Widen	-	-	284,676.18	0.00%
004510	KWW-Fisher/Moore Sts Sewer Realignment	-	-	15,772.41	0.00%
004904	Mains - Unallocated Budget	700,000.00	700,000.00	-	0.00%
004908	KWWS Glendon st 150mm sewer main	-	-	49,884.36	0.00%
000748	WWTP Upgrade - Kingaroy Wastewater	17,350,000.00	17,350,000.00	-	0.00%
003392	Kingaroy WWTP - Supervision	-	-	168,394.90	0.00%
003394	WWTP Upgrade - Preliminary Works	-	-	18,885.20	0.00%
003396	WWTP Stage 3 - Design and Document	-	-	106.27	0.00%
003397	WWTP Stage 4 - Tender & Tender Assess	-	-	3,500.00	0.00%
003398	WWTP Stage 5 - Supervision_ Commissioning	-	-	488,677.48	0.00%
004421	Kingaroy WWTP - Septage Reception - 1	-	-	133,048.55	0.00%
004422	Kingaroy WWTP - PTA - 2	-	-	1,158,410.45	0.00%
004423	Kingaroy WWTP - Foulwater Pump Station 3	-	-	172,202.26	0.00%
004424	Kingaroy WWTP - Bioreactor - 4	-	-	2,628,231.51	0.00%
004425	Kingaroy WWTP - Underground Pipework - 5	-	-	315,013.68	0.00%
004426	Kingaroy WWTP - Effluent Bal. Tank - 6	-	-	90,351.38	0.00%
004427	Kingaroy WWTP - Outfall & Disinfection 7	-	-	283,200.00	0.00%
004428	Kingaroy WWTP - Recyc Water Facility - 8	-	-	1,486,934.81	0.00%
004429	Kingaroy WWTP - WAS Thickening - 9	-	-	388,963.19	0.00%
004430	Kingaroy WWTP - Aerobic Digester - 10	-	-	966,662.95	0.00%
004431	Kingaroy WWTP - Mechanical Dewatering 11	-	-	743,139.80	0.00%
004432	Kingaroy WWTP - Potable Water System 12	-	-	31,839.35	0.00%
004433	Kingaroy WWTP - Bulk Chem Dose Sys - 13	-	-	567,018.44	0.00%
004434	Kingaroy WWTP - Elect Control Inst - 14	-	-	1,760,178.05	0.00%
004435	Kingaroy WWTP - Admin Building - 15	-	-	511,151.64	0.00%
004436	Kingaroy WWTP - Major Yard Pipework - 16	-	-	-	0.00%
004437	Kingaroy WWTP - Siteworks - 17	-	-	325,890.46	0.00%
004438	Kingaroy WWTP - Commissioning - 18	-	-	34,659.49	0.00%
004439	Kingaroy WWTP - Design, Rpt, W/shops 19	-	-	431,888.30	0.00%
004440	Kingaroy WWTP - Miscellaneous - 20	-	-	213,744.17	0.00%
004488	Kingaroy WWTP Upgrade - Construction	-	-	77,051.78	0.00%
004502	Program Management	-	-	22,634.06	0.00%
004503	WWTP - Final Pond Desludge	-	-	122,018.47	0.00%
004965	WWTP - Trunk Main Replacement	-	-	-	0.00%
		18,050,000.00	18,050,000.00	13,494,827.03	74.76%
Wastewater - Murgon					
000758	Perkins Street Upgrade - Murgon Wastewat	-	-	109,054.55	0.00%
004905	Mains - Unallocated Budget	450,000.00	450,000.00	-	0.00%
		450,000.00	450,000.00	109,054.55	24.23%
Wastewater - Nanango					
004417	NWW-Dalby St Sewer Extension	-	-	32,237.68	0.00%
004906	Mains - Unallocated Budget	350,000.00	350,000.00	-	0.00%
		350,000.00	350,000.00	32,237.68	9.21%
Wastewater - Wondai					
004907	Mains - Unallocated Budget	350,000.00	350,000.00	-	0.00%
004945	Wondai WTP - PLC Replacement	-	-	23,840.50	0.00%
		350,000.00	350,000.00	23,840.50	6.81%
		19,420,000.00	19,420,000.00	13,682,362.52	70.46%

Waste

2015/2016 Capex Report for Council

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<i>Project Code</i>	<i>Project Description</i>	<i>Second Quarter Revised Budget</i>	<i>Final Quarter Proposed Budget</i>	<i>2015/16 Actual YTD</i>	<i>% 2015/16 Actual to Total Available Budget</i>
Waste Management - Regional					
000783	CAPITAL - Maidenwell Transfer Station	57,000.00	-	-	0.00%
004527	CAPITAL - Memerambi Transfer Station	6,000.00	6,000.00	-	0.00%
004921	Capital - Proston Landfill	-	148,826.05	508.41	0.34%
004802	Blackbutt Transfer Station Capital	30,000.00	30,000.00	7,452.73	24.84%
000782	CAPITAL - Hivesville Transfer Station	117,000.00	117,000.00	9,941.72	8.50%
004521	CAPITAL - Cloyna Transfer Station	92,000.00	92,000.00	41,320.00	44.91%
004523	CAPITAL - Brigooda Transfer Station	123,000.00	35,645.00	25,645.00	71.95%
000784	CAPITAL - Wattlecamp Transfer Station	27,000.00	27,000.00	2,593.99	9.61%
004522	CAPITAL - Durong Transfer Station	70,000.00	65,528.95	65,528.95	100.00%
		522,000.00	522,000.00	152,990.80	29.31%
		522,000.00	522,000.00	152,990.80	29.31%
		56,494,835.00	56,785,923.78	39,052,031.79	68.77%

Resolution:

Moved Cr RLA Heit, seconded Cr TW Fleischfresser.

That the Officer's Recommendation be adopted.

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

10.2.3 F - 1619082 - Fees and Charges Schedule

Summary

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

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

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

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

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

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

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

The Fees and Charges in the attached schedule have been generally increased by 2.5%. However some fees have not changed from those charged in the 2015/2016 financial year and a more detailed review was undertaken for Building Charges. The charges for 2015/2016 financial year have been included in the schedule to allow comparison with the proposed charges for the 2016/2017 financial year.

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

Officer's Recommendation

That the Fees and Charges listed be received and adopted effective from 1 July 2016 continuing in place until further reviewed by Council.



Register of Fees and Charges

2016 / 2017



Contents

Animals - Domestic	Halls-Category A	Right to Information & Information Privacy
Animals - Other	Halls-Category B	Roads
Art Gallery	Halls-Category C	Saleyards & Dips
Bjelke-Petersen Dam	Library	Searches
Books	Pest Management	Soil Laboratory Testing
Boondooma Dam	Planning	Swimming Pools
Buildings	Plumbing	Waste Services
Caravan Parks	Printing & Stationery	Waste Water
Cemeteries	Private Works	Water - Sales
Engineering Assessment	Rentals	Water Supplies
Environmental Health Licenses / Permits		
		Glossary

Fees & Charges				
Type of Charge	16 / 17	GST	Head of Power	Reg / Com
Animals - Domestic				
Impounding				
Release Fee: Cats & Dogs				
Drop Off (if able to find owner prior to taking to Animal Housing Facility)	\$ 58.00	N	Local Government Act 2009 S97 (2)(d)	R
First Impounding	\$ 105.00	N	Local Government Act 2009 S97 (2)(d)	R
Second Impounding	\$ 157.00	N	Local Government Act 2009 S97 (2)(d)	R
Third Impounding (Fee plus possible fine of minimum 2 penalty units)	\$ 175.00	N	Local Government Act 2009 S97 (2)(d)	R
Fourth Impounding			Legal Action	
Dogs - Unregistered (Excludes Non-Registrable Areas)	\$ 213.00	N	Local Government Act 2009 S97 (2)(d)	R
Sustenance Fee / day	\$ 8.00	Y		C
Veterinary and Other Costs		At Cost	Y	C
(Payment prior to release of impounded animal of actual Veterinary and other costs incurred in impounding the animal)				
Delivery of Cat / Dog Cage and / or the Collection of Stray Cat / Dog		At Cost	Y	C
Permits				
To Keep Excess Animals (e.g. three (3) Dogs) in a Registrable Area				
Application for Permit	\$ 175.00	N	Local Government Act 2009 S97 (2)(a)	R
Registration - Dogs				
Defined Area				
Defined Area Entire Dog	\$ 149.00	N	Animal Management (Cats & Dogs) Act 2008 Ch3, P11, S44 (2)	R
Defined Area Entire Dog - Microchipped	\$ 114.00	N	Animal Management (Cats & Dogs) Act 2008 Ch3, P11, S44 (2)	R
Defined Area Desexed Dog	\$ 57.00	N	Animal Management (Cats & Dogs) Act 2008 Ch3, P11, S44 (2)	R
Defined Area Desexed Dog - Microchipped	\$ 29.00	N	Animal Management (Cats & Dogs) Act 2008 Ch3, P11, S44 (2)	R
Pensioner (Desexed & Microchipped Dogs Only) - 50% of Defined Area Desexed & Microchipped	\$ 14.50	N	Animal Management (Cats & Dogs) Act 2008 Ch3, P11, S44 (2)	R
Guide Dogs for the Blind / Deaf / Companion		No Change		
Breeders and Show Dog				
Breeders and Show Dog (Capped at 12 animals based on Entire Non-Defined Area Dog)	\$ 275.00	N	Animal Management (Cats & Dogs) Act 2008 Ch3, P11, S44 (2)	R
Non-Defined Area				
Non-Defined Area Entire Dog	\$ 24.00	N	Animal Management (Cats & Dogs) Act 2008 Ch3, P11, S44 (2)	R
Non-Defined Area Desexed Dog	\$ 9.00	N	Animal Management (Cats & Dogs) Act 2008 Ch3, P11, S44 (2)	R
ID Tag / Replacement Tag	\$ 8.00	N	Animal Management (Cats & Dogs) Act 2008 Ch3, P11, S44 (2)	R
Working Dog - Tag Cost Only	\$ 8.00	N	Animal Management (Cats & Dogs) Act 2008 Ch3, P11, S44 (2)	R
Guide Dogs for the Blind / Deaf / Companion		No Change		
Regulated Dogs				
Declared Restricted Dog	\$ 273.00	N	Animal Management (Cats & Dogs) Act 2008 Ch3, P11, S44 (2)	R
Declared Menacing Dog	\$ 328.00	N	Animal Management (Cats & Dogs) Act 2008 Ch3, P11, S44 (2)	R
Declared Dangerous Dog	\$ 666.00	N	Animal Management (Cats & Dogs) Act 2008 Ch3, P11, S44 (2)	R
Traps				
Dog or Cat Trap Hire / day		No Change		
Registration				
All fees are waived for the initial registration for the first registrable year for dogs purchased through the RSPCA re-homing facility.				
If newly obtained dog is registered in the first 6 months of the registration period then full registration fee applies.				
If newly obtained dog is registered in the last 6 months of the registration period then 50% of registration fee applies.				
Reciprocal registration applies for an animal currently registered in another shire and transferring to the South Burnett. No fee applies for remainder of current registration period.				
Deceased Dog				
Deceased Animal Refund - 50% refund of the initial registration fee where animal is deceased in the first 6 months of the registration period. There will be no refund where the animal is deceased after the first 6 months of the registration period.				
Desexing / Microchipping - New Animal or Renewal				
If the dog is registered in the first 6 months of the registration period (as Entire and / or Non-Microchipped) and the animal is subsequently desexed / microchipped within 6 months of being registered then there will be a reimbursement of the difference between the full fee and the revised fee upon production of the necessary supporting documentation / certificates.				
If the dog was registered after the first 6 months of the registration period then went and had the animal desexed and / or microchipped within 6 months they would not be entitled to a desexed or microchipped reimbursement. They have already had a concession on the registration fee.				

Fees & Charges					
Type of Charge	16 / 17	GST	Head of Power	Reg / Com	
Animals - Other					
Depasture: (Maximum Fees as Prescribed by Regulations)					
Cattle & Horses - Minimum Charge	/ head per week	\$ 1.05	N	Local Government Act 2009 S97 (2) (a)	R
Cattle & Horses - Maximum Charge	/ head per week	\$ 2.55	N	Local Government Act 2009 S97 (2) (a)	R
Small Animals (Pigs, Goats, Sheep, Alpacas) - Minimum Charge	/ head per week	\$ 0.10	N	Local Government Act 2009 S97 (2) (a)	R
Small Animals (Pigs, Goats, Sheep, Alpacas) - Maximum Charge	/ head per week	\$ 0.40	N	Local Government Act 2009 S97 (2) (a)	R
Impounding					
Cattle & Horses					
Impounding Fee (Release)	/ head	\$ 299.00	N	Local Government Act 2009 S97 (2) (d)	R
Poundage Fee	/ head per day or part thereof	\$ 39.00	N	Local Government Act 2009 S97 (2) (d)	R
Inspection Fee - Impounded Livestock - Wondai Pound	/ head - 15 min interval	\$ 37.00	N	Local Government Act 2009 S97 (2) (d)	R
Spray Fee - Impounded Livestock - Wondai Pound	/ head	\$ 12.50	N	Local Government Act 2009 S97 (2) (d)	R
Transport Costs		At Cost	N	Local Government Act 2009 S97 (2) (d)	R
Sustenance Rate	/ head per day or part thereof	\$ 25.00	N	Local Government Act 2009 S97 (2) (d)	R
Advertising Cost		At Cost	N	Local Government Act 2009 S97 (2) (d)	R
Extracts from Register	/ extract	\$ 24.00	N	Local Government Act 2009 S97 (2) (d)	R
Straying Stock Not Impounded - Returned to Owner by Council Officer	/ call out	On the Spot Fine	N	Local Government Act 2009 S97 (2) (d)	R
Pigs / Goats / Sheep / Other Domestic Livestock					
Impounding Fee (Release)	/ head	\$ 140.00	N	Local Government Act 2009 S97 (2) (d)	R
Poundage Fee	/ head per day or part thereof	\$ 24.00	N	Local Government Act 2009 S97 (2) (d)	R
Transport Costs		At Cost	N	Local Government Act 2009 S97 (2) (d)	R
Sustenance Rate	/ head per day or part thereof	\$ 15.00	N	Local Government Act 2009 S97 (2) (d)	R
Advertising Cost		At Cost	N	Local Government Act 2009 S97 (2) (d)	R
Extracts from Register	/ extract	\$ 24.00	N	Local Government Act 2009 S97 (2) (d)	R
Sale of Impounded Animals					
Auction of Animals as Advertised - Refer to Local Law (CEO or Poundkeeper Authorised to Conduct Sales)					

Fees & Charges				
Type of Charge	16 / 17	GST	Head of Power	Reg / Com
Art Gallery, Kingaroy				
To Exhibit in Main Gallery		\$ 200.00	Y	C
To Show Works in Two Side Galleries (Each)	each	\$ 100.00	Y	C
To Show Works in "Earthworks" Gallery		\$ 150.00	Y	C
Commission on All Works Sold Including the Craft Shop		20%	Y	C

Fees & Charges					
Type of Charge		16 / 17	GST	Head of Power	Reg / Com
Bjelke-Petersen Dam and Recreation Park					
		1-2 days	>2 days		
Accommodation					
Cabins					
Self-Contained Cabins (9 - with TV - Sleep 5 - 1 dbed + triple bunks)					
Per Night		\$ 120.00	\$ 100.00	Y	C
Villas					
All Villas are Air-Conditioned, with DVD Player & Large TV - All Linen Provided - Sleeps up to 8 People	/ night	\$ 158.00	\$ 127.00	Y	C
Powered Sites - 2 Persons	/ night	\$ 32.00	\$ 26.00	Y	C
Powered Sites - Extra Adult	/ night	\$ 16.00	\$ 13.00	Y	C
Powered Sites - Extra Child (Children under 5 years - No Charge)	/ night	\$ 10.00	\$ 9.00	Y	C
Unpowered Sites - 2 Persons	/ night	\$ 28.00	\$ 23.00	Y	C
Unpowered Sites - Extra Adult	/ night	\$ 13.00	\$ 11.00	Y	C
Unpowered Sites - Extra Child (Children under 5 years - No Charge)	/ night	\$ 9.00	\$ 8.00	Y	C
Ensuite Powered Caravan Sites					
Ensuite Site - 2 Persons	1 night only	\$ 43.00	\$ 34.00	Y	C
Ensuite Site - Extra Adult	/ night	\$ 20.00	\$ 16.00	Y	C
Ensuite Site - Extra Child	/ night / person	\$ 10.00	\$ 9.00	Y	C
Tennis Court Hire					
Daily - Staying in Park	/ hour				
Night Hire (Tennis Court)	/ hour	\$ 15.00	\$ -	Y	C
Bed Linen Hire	/bed	\$ 15.00	\$ -		
Caravan Club Discount			10%		
Fishing Club Discount			10%		
Key Deposit		\$ 20.00	\$ -		

Fees & Charges				
Type of Charge	16 / 17	GST	Head of Power	Reg / Com
Books				
Books				
First 100 Years	\$ 11.00	Y		C
Landscapes of Change - 970 in Stock	\$ 55.00	Y		C
Gathering of the Waters	\$ 35.00	Y		C
Pioneering into the Future	\$ 33.00	Y		C
Cradled in the Ranges	\$ 10.00	Y		C
The Saga of a Shine	\$ 10.00	Y		C
Murgon Centenary	\$ 12.00	Y		C
Murgon in Focus	\$ 25.00	Y		C
Heart Break, Hope and Harmony (2 Volume)	\$ 110.00	Y		C
All Postage and Handling		At Cost		

Fees & Charges					
Type of Charge		16 / 17	GST	Head of Power	Reg / Com
Boondooma Dam and Recreation Park					
		1-2 days	>2 days		
Accommodation					
Cabins - Sleeps 5*					
2 Persons Per Night	/ night	\$ 105.00	\$ 84.00	Y	C
Extra Adult	/ night	\$ 14.00	\$ 11.00	Y	C
Extra Child	/ night	\$ 10.00	\$ 9.00	Y	C
Caravan & Camping Area					
Terraces Caravan Park					
Powered Sites - Minimum 2 Persons	/ night	\$ 33.00	\$ 26.00	Y	C
Powered Sites - Extra Adult	/ night	\$ 16.00	\$ 14.00	Y	C
Powered Sites - Extra Child	/ night	\$ 9.00	\$ 8.00	Y	C
The Lookout Caravan Park					
Powered Sites - Minimum 2 Persons	/ night	\$ 33.00	\$ 26.00	Y	C
Powered Sites - Extra Adult	/ night	\$ 16.00	\$ 14.00	Y	C
Powered Sites - Extra Child	/ night	\$ 9.00	\$ 8.00	Y	C
(Children under 5 years - No Charge)					
Lakeside Camping					
Unpowered Sites - Extra Adult	/ night	\$ 13.00	\$ 12.00	Y	C
Unpowered Sites - Extra Child	/ night	\$ 9.00	\$ 8.00	Y	C
Deposits					
100% - School Holidays, Easter, Christmas and Public Holidays					
50% - Other Periods					
Bunk House					
Per Room (4 Persons Max)	/ night	\$ 72.00	\$ 57.00	Y	C
Per Facility Booking - All Rooms	/ night	\$ 450.00	\$ 360.00	Y	C
Bed Linen Hire	/bed	\$ 15.00			
Caravan Club Discount		10%			
Fishing Club Discount		10%			
* Excludes Bed Linen					

Fees & Charges					
Type of Charge	16 / 17	GST	Head of Power	Reg / Com	
Buildings					
Class 1					
Single Dwelling & Relocatable Dwelling					
New Buildings Up to 200 Square Metres	\$ 1,500.00	Y		C	
New Buildings Over 200 Square Metres	\$ 1,600.00	Y		C	
Modifications / Alterations	\$ 700.00	Y		C	
Change to Development Approval	\$ 275.00	Y		C	
Removal or Demolition of Building					
Demolition Permit	\$ 400.00	N	Sustainable Planning Act 2009 S260(d)(1)	R	
Security Deposit - to ensure the site is cleaned of all debris & finished surface levels are reinstated to a maintainable state - (Cash or Bank Guarantee)	\$ 2,000.00	N	Sustainable Planning Act 2009 S260(d)(1)	R	
Relocated Buildings					
Concurrence Agency Referral	\$ 300.00	N	Sustainable Planning Act 2009 S272(e)(ii)	R	
Inspection within South East Queensland - Other Areas by Quotation (only if supporting documentation is not provided)	\$ 800.00	Y		C	
Security Bond (Minimum) - to ensure the buildings are reinstated or upgraded in accordance with current building regulations within the currency period of the Approval - (Cash or Bank Guarantee) amount may vary upwards dependent on the condition of the building	\$ 30,000.00	N	Sustainable Planning Act 2009 S260(d)(1)	R	
Restumping of Building	\$ 466.00	Y		C	
Class 2					
New Buildings Up to 300 Square Metres	\$ 1,500.00	Y		C	
New Buildings 300-500 Square Metres	\$ 1,784.00	Y		C	
New Buildings Over 500 Square Metres By Quotation				C	
Modifications / Alterations	\$ 815.00	Y		C	
Change to Development Approval	\$ 350.00	Y		C	
Class 3					
New Buildings Up to 300 Square Metres	\$ 1,500.00	Y		C	
New Buildings 300-500 Square Metres	\$ 1,780.00	Y		C	
New Buildings Over 500 Square Metres By Quotation		Y		C	
Modifications / Alterations	\$ 815.00	Y		C	
Change to Development Approval	\$ 350.00	Y		C	
Class 4, 5, 6 & 8					
New Buildings Under 500 Square Metres	\$ 1,500.00	Y		C	
Modifications / Alterations	\$ 815.00	Y		C	
New Buildings Over 500 Square Metres	\$ 2,000.00	Y		C	
Modifications / Alterations	\$ 900.00	Y		C	
Internal Fitout Under 500 Square Metres	\$ 600.00	Y		C	
Internal Fitout Over 500 Square Metres	\$ 700.00	Y		C	
Change to Development Approval	\$ 350.00	Y		C	
Class 7 & 8					
Industrial Buildings					
New Buildings Under 500 Square Metres	\$ 1,500.00	Y		C	
Change to Development Approval	\$ 350.00	Y		C	
New Buildings Over 500 Square Metres	\$ 2,000.00	Y		C	
Modifications / Alterations Under 500 Square Metres	\$ 600.00	Y		C	
Modifications / Alterations Over 500 Square Metres	\$ 1,200.00	Y		C	
Change to Development Approval	\$ 350.00	Y		C	
Special Structure Piggery / Poultry, etc.					
Per New Structure	\$ 850.00	Y		C	
Modifications / Alterations	\$ 450.00	Y		C	
Change to Development Approval	\$ 350.00	Y		C	
Class 10a					
New Structures	\$ 415.00	Y		C	
Modifications / Alterations	\$ 250.00	Y		C	
Change to Development Approval	\$ 100.00	Y		C	
Class 10b					
Swimming Pools					
New Structures	\$ 478.00	Y		C	
Modifications / Alterations	\$ 242.00	Y		C	
Change to Development Approval	\$ 100.00	Y		C	
Signs / Satellite Dishes, etc.					
New Structures	\$ 500.00	Y		C	
Modifications / Alterations	\$ 174.00	Y		C	
Change to Development Approval	\$ 100.00	Y		C	
Temporary Tents 100 to 500					
New Structures	\$ 350.00	Y		C	
Modifications / Alterations	\$ 174.00	Y		C	
Change to Development Approval	\$ 100.00	Y		C	
Temporary Tents Over 500					
New Structures	\$ 350.00	Y		C	
Modifications / Alterations	\$ 174.00	Y		C	
Change to Development Approval	\$ 100.00	Y		C	
Retaining Walls					
New Structures	\$ 350.00	Y		C	
Modifications / Alterations	\$ 174.00	Y		C	
Change to Development Approval	\$ 100.00	Y		C	
Budget Accommodation					
Compliance Inspection and Report	\$ 520.00	N	Building Act 1975 S146(1)	R	
Fire Safety Assessment					
Compliance Inspection and Report	\$ 478.00	N	Building Act 1975 S231AL(3)	R	
Swimming Pool Compliance (Fence)					
Compliance Inspection and Report	\$ 320.00	Y		C	

Fees & Charges				
Type of Charge	16 / 17	GST	Head of Power	Reg / Com
Buildings				
Certificate of Classification				
Inspection	\$ 445.00	Y		C
Copy of Certificate (Hard Copy)	\$ 168.00	Y		C
Copy of Certificate (Electronic)	\$ 84.00			
Reinspections, Miscellaneous Inspections, Reports	\$ 205.00	Y		C
Building Form 19 Requisition	\$ 100.00	N	Sustainable Planning Act S272(c)(ii)	R
Building Records Search	\$ 174.00	N	Local Government Act S262(3)(c)	R
Building Records Search (Urgent)	\$ 260.00	N	Local Government Act S262(3)(c)	R
Building Property Search	\$ 300.00	N	Local Government Act S262(3)(c)	R
Copy of Building Plans (Hard Copy) with Owner's Consent	\$ 168.00	N	Sustainable Planning Act 2009 S729(1)(i)	R
Copy of Building Plans (Electronic) with Owner's Consent	\$ 84.00	N	Sustainable Planning Act 2009 S729(1)(i)	R
Extension of Time	\$ 100.00	N	Sustainable Planning Act 2009 S729(1)(i)	R
Building Regulation Concession	\$ 349.00	N	Sustainable Planning Act 2009 S729(1)(i)	R
Document Lodgement Fee	\$ 168.00	N		R
Miscellaneous Fees				
Application Following Disengagement of Private Certifier - % of Base Fee	80%	N	Local Government Act 2009 S97(2)(e)	R
Applications Following Lapsed Approval - % of Base Fee	60%	N		C
Private Certification Inspections By Quotation (Inspection for Private Certifier)	minimum \$ 250.00	Y		C
Building Fees Refund				
Under Assessment Prior to Approval - % of Fees Paid	20%	N		C
Permit Issued Structure Not Commenced - % of Fees Paid	40%	N		C

Fees & Charges					
Type of Charge	16 / 17		GST	Head of Power	Reg / Com
Caravan Parks	1-2 days	>2 days			
Caravan Park - Wondal					
Van Sites - Short Term					
Nightly Charge (Up to 2 Persons)	\$ 22.00	\$ 18.00	Y		C
Additional Person - Per Night (Over 6 People)	\$ 11.00	\$ 9.00	Y		C
Van Sites - Long Term (After 4 Weeks)					
Weekly (Up to 2 Persons)		\$ 107.00	Y		C
Additional Persons - Per Week		\$ 40.00	Y		C
Tent Sites - Short Term					
Nightly Charge (Up to 2 Persons)	\$ 21.00	\$ 17.00	Y		C
Additional Person - Per Night (Over 6 People)	\$ 9.00	\$ 8.00	Y		C
Amenities (What Not Staying in Caravan Park)					
Showers (Per Person)	\$ 11.00	\$ 11.00	Y		C
Showers (Weekly)	\$ 34.00	\$ 34.00	Y		C
Key Deposit					
Per Key	\$ 20.00	\$ 20.00	Y		C
Caravan Park - Preston					
Van Sites - Short Term					
Nightly Charge (Up to 2 Persons)	\$ 22.00	\$ 18.00	Y		C
Additional Person - Per Night	\$ 11.00	\$ 9.00	Y		C
Van Sites - Long Term (After 4 Weeks)					
Weekly (Up to 2 Persons)		\$ 107.00	Y		C
Additional Persons - Per Week		\$ 40.00	Y		C
Tent Sites - Short Term					
Nightly Charge (Up to 2 Persons)	\$ 21.00	\$ 17.00	Y		C
Additional Person - Per Night	\$ 9.00	\$ 8.00	Y		C
Amenities (What Not Staying in Caravan Park)					
Showers (Per Person)	\$ 11.00	\$ 11.00	Y		C
Showers (Weekly)	\$ 34.00	\$ 34.00	Y		C
Key Deposit					
Per Key	\$ 20.00	\$ 20.00	Y		C
Sportsgrounds					
Malden Oval Facilities					
Use of Kitchen	\$	33.00	Y		C
Shower					
Per Person		At Cost	N		C

Fees & Charges				
Type of Charge	16 / 17	GST	Head of Power	Reg / Com
Cemeteries				
Interment (In addition to purchase of grave site)	adult	\$ 1,165.00	Y	C
Note: Interment Fee to be added to purchase of grave site cost	child > 12 years	\$ 700.00	Y	C
	infant > 2 years	\$ 465.00	Y	C
Purchase of Grave / Reservation		\$ 725.00	Y	C
2nd and Subsequent Interment of Ashes in Existing Grave - at Customer's Expense (Details of Interment to be provided to Council)		No Charge	Y	C
Breaking of Concrete / Removal of Monument		\$ 365.00	Y	C
Exhumation of Remains		\$ 2,185.00	Y	C
Additional Charge for Council Services Out of Business Hours		Standard Fees + \$425	Y	C
Columbaria & Garden				
Purchase / Reservation of Niche or Garden Plot (A Reserve Marker will be Installed)		\$ 280.00	Y	C
Plaques and Installation Thereof and Interment of Ashes - No Service Provided by Council, but must be to Council Specification				
Cemetery Search				
Standard Search (Over 6 Names)		At Cost	Y	C

Fees & Charges					
Type of Charge	16 / 17	GST	Head of Power	Reg / Com	
Engineering Assessment Associated with Developments					
Checking of Engineering Designs and Reports of Works Prepared By a Registered Professional Engineer of Queensland (RPEQ)					
Minimum Fee	minimum	\$ 390.00	N	Local Government Act 2009 S97 (2) (a)	R
+ % of Estimated Construction Cost		+ 1.2%	N	Local Government Act 2009 S97 (2) (a)	R
Inspection of Construction for Operational Works					
Minimum Fee	minimum	\$ 770.00	N	Local Government Act 2009 S97 (2) (a)	R
+ % of Construction Cost Between \$35,000 - \$200,000		+ 2.2%	N	Local Government Act 2009 S97 (2) (a)	R
+ % of Construction Cost Between \$200,000 - \$500,000		+ 1.7%	N	Local Government Act 2009 S97 (2) (a)	R
+ % of Construction Cost Between \$500,000 - \$1,000,000		+ 1.2%	N	Local Government Act 2009 S97 (2) (a)	R
+ % of Construction Cost Over \$1,000,000		+ 0.7%	N	Local Government Act 2009 S97 (2) (a)	R
Reinspection Fee When First or Subsequent Inspections Have Failed		\$ 220.00	N	Local Government Act 2009 S97 (2) (a)	R
Compliance Assessment of MCU and RaL Engineering Technical Reports and Management Plans Not Associated with Operational Works	/ report	\$ 390.00	N	Local Government Act 2009 S97 (2) (a)	R
Reassessment or Checking of engineering Designs, Technical Reports or Management Plans When First or Subsequent Submissions Fail to Satisfy Conditions or Standards	/ report	\$ 180.00	N	Local Government Act 2009 S97 (2) (a)	R

Fees & Charges					
Type of Charge	16 / 17	GST	Head of Power	Reg / Com	
Environmental Health Licences / Permits					
Environmental Protection Act 1994					
Environmental Relevant Activities					
<i>Registration Certificates</i>					
Application for Registration Certificate + Annual Fee	\$ 384.00	N	Environmental Protection Regulation 2008, Ch8, Pt2, S117	R	
Application for Continuing Registration Certificate	\$ 141.00	N	Environmental Protection Regulation 2008, Ch8, Pt2, S117	R	
<i>Annual Registration Certificate Fees:</i>					
ERA with AES of 0	\$ 151.00	N	Environmental Protection Regulation 2008, Ch8, Pt2, S117	R	
ERA with AES of 0 to 10	\$ 229.00	N	Environmental Protection Regulation 2008, Ch8, Pt2, S117	R	
ERA with AES of 11 to 30	\$ 460.00	N	Environmental Protection Regulation 2008, Ch8, Pt2, S117	R	
ERA with AES of more than 30	\$ 748.00	N	Environmental Protection Regulation 2008, Ch8, Pt2, S117	R	
Food Act 2006					
Application for Licence					
Assessment of Applicant (N/A for Temporary Licence)	\$ 79.00	N	Food Act 2006, Ch1, Pt 4, S31	R	
High	\$ 466.00	N	Food Act 2006, Ch1, Pt 4, S31	R	
Medium	\$ 426.00	N	Food Act 2006, Ch1, Pt 4, S32	R	
Low	\$ 345.00	N	Food Act 2006, Ch1, Pt 4, S33	R	
Supermarket	\$ 426.00	N	Food Act 2006, Ch1, Pt 4, S34	R	
Add Unit (to Supermarket for Each Additional Over 2 Departments)	\$ 31.00	N	Food Act 2006, Ch1, Pt 4, S35	R	
Market (Held on a Monthly Basis)	\$ 61.00	N	Food Act 2006, Ch1, Pt 4, S31	R	
Temporary	\$ 40.00	N	Food Act 2006, Ch1, Pt 4, S31	R	
Renewal of Licence					
High	\$ 321.00	N	Food Act 2006, Ch1, Pt 4, S31	R	
Medium	\$ 282.00	N	Food Act 2006, Ch1, Pt 4, S32	R	
Low	\$ 203.00	N	Food Act 2006, Ch1, Pt 4, S33	R	
Supermarket	\$ 282.00	N	Food Act 2006, Ch1, Pt 4, S34	R	
Add Unit (to Supermarket for Each Additional Over 2 Departments)	\$ 31.00	N	Food Act 2006, Ch1, Pt 4, S35	R	
Market	\$ 61.00	N	Food Act 2006, Ch1, Pt 4, S31	R	
Home Based Business					
<i>(Selling within South Burnett at Local Markets Only)</i>					
Assessment of Applicant (N/A for Temporary Licence)	\$ 79.00	N	Food Act 2006, Ch1, Pt 4, S31	R	
Home Based Business - Market Licence	\$ 61.00	N	Food Act 2006, Ch1, Pt 4, S31	R	
Renewal of Licence	\$ 61.00	N	Food Act 2006, Ch1, Pt 4, S31	R	
Food Safety Program Accreditation/Audit					
Non-Compliance Inspection Fee	/ hour	At Cost	N	C	
Public Health (Infection Control for Personal Appearance Services) Act 2003					
Higher-Risk Personal Appearance Service					
<i>Licence Application Fees:</i>					
Application for a New Licence	\$ 384.00	N	Local Government Act 2009 S97 (2) (a)	R	
Application to Renew a Licence	\$ 243.00	N	Local Government Act 2009 S97 (2) (a)	R	
Application to Amend a Licence	\$ 344.00	N	Local Government Act 2009 S97 (2) (a)	R	
Transfer Fee	\$ 79.00	N	Local Government Act 2009 S97 (2) (a)	R	
Non-Higher Risk Personal Appearance Service					
Inspection Fee	\$ 105.00	N	Local Government Act 2009 S97 (2) (a)	R	
Residential Services (Accreditation Act 2002)					
Application Fee	At Cost	N	Local Government Act 2009 S97 (2) (a)	R	
Local Law Permits					
Transfer Fee					
	\$ 79.00	N	Local Government Act 2009 S97 (2) (a)	R	
Registration of Catteries or Kennels					
Application Fee	\$ 384.00	N	Local Government Act 2009 S97 (2) (a)	R	
Renewal Fee	\$ 243.00	N	Local Government Act 2009 S97 (2) (a)	R	
Temporary Home Permit					
Application Fee	\$ 158.00	N	Local Government Act 2009 S97 (2) (a)	R	
Display of Goods on Footpaths					
Application Fee	\$ 158.00	N	Local Government Act 2009 S97 (2) (a)	R	
Renewal Fee	\$ 72.00	N	Local Government Act 2009 S97 (2) (a)	R	
Caravan Parks / Camping Grounds					
Application Fee	\$ 384.00	N	Local Government Act 2009 S97 (2) (a)	R	
Renewal Fee	\$ 243.00	N	Local Government Act 2009 S97 (2) (a)	R	
Public Swimming Pools					
Application Fee	\$ 384.00	N	Local Government Act 2009 S97 (2) (a)	R	
Renewal Fee	\$ 79.00	N	Local Government Act 2009 S97 (2) (a)	R	
Standing Stall Site					
Application Fee - Relevant Minimum General Rate for the Current Financial Year + \$50		N	Local Government Act 2009 S97 (2) (a)	R	
Renewal Fee - Relevant Minimum General Rate for the Current Financial Year		N	Local Government Act 2009 S97 (2) (a)	R	
General					
The Application Fee for all Environmental Health Licences / Permits includes the Assessment Fee & the Licensing Fee. The Licence / Permit will be considered valid for 12 months from the month the Licence / Permit is issued.					
Miscellaneous Fees					
Special Inspection (e.g. Compliance Search)					
To Undertake Inspection of any Licensed Premises and Requires a Written Report	\$ 342.00	Y		C	
Health Records Search					
	\$ 89.00	Y		C	
Impounded Vehicles / Goods					
Impounding Fee	\$ 158.00	N	Local Government Act 2009 S97 (2) (d)	R	
Holding Fee	/ day	\$ 8.00	Y	C	
Transportation	At Cost	N	Local Government Act 2009 S97 (2) (d)	R	
Overgrown Allotments					
Slash Residential Block	At Cost	N	Local Government Act 2009 S97 (2) (a)	R	
Slash Block Larger than Residential	At Cost	N	Local Government Act 2009 S97 (2) (a)	R	
Administration Cost – Authority to Slash	\$ 52.00	Y		C	
Administration Cost – No Authority to Slash	\$ 84.00	Y		C	

Fees & Charges				
Type of Charge	16 / 17	GST	Head of Power	Reg / Com
Environmental Health Licences / Permits				
Testing Water Samples				
Testing of Private Water Samples (+ Costs of Tests if Charged by Lab)	\$ 80.00	Y		C
Testing of Commercial Water Samples – Food Business	\$ 80.00			
Testing of Commercial Water Samples – Food Business (combined with Food Inspection)	\$ 25.00			
Testing of Commercial Water Samples – Water Carrier	At Cost			

Fees & Charges				
Type of Charge	16 / 17	GST	Head of Power	Reg / Com
Halls-Category A : Kingaroy Town Hall				
<u>Large Functions (Concerts, Stage Productions, Balls, Dances, Weddings, Private Dinners, Conferences, Speech Nights, School Formals, Eisteddfod)</u>				
Up to 12 Hours				
Main Hall	\$ 550.00	Y		C
Reception Room	\$ 250.00	Y		C
BBQ Area	\$ 130.00	Y		C
Total Complex	\$ 930.00	Y		C
National Tours				
Town Hall	\$ 1,530.00	Y		C
Reception Room	\$ 750.00	Y		C
BBQ Area	\$ 250.00	Y		C
Total Complex	\$ 2,530.00	Y		C
Bond for Large Function including National Tours (Refundable less Cost of Damage or Loss)				
Main Hall	\$ 500.00	Y		C
Reception Room	\$ 250.00	Y		C
BBQ Area	\$ 100.00	Y		C
Total Complex	\$ 850.00	Y		C
Set Up & Clean Up Fee (Set Up the day before event - available from 12noon, Clean Up the day after event before 12noon)	\$ 150.00	Y		C
<u>Small Functions (Indoor Bowls, Darts, Bingo, Craft, Meetings, Workshops, Rehearsals, Preparations, Set Ups)</u>				
Up to 12 Hours				
Main Hall	\$ 38.00	Y		C
Reception Room	\$ 24.00	Y		C
BBQ Area	\$ 20.00	Y		C
Total Complex	\$ 82.00	Y		C
<u>Other Functions (Funerals, Memorials, Wakes)</u>				
Main Hall	\$ 400.00	Y		C
Reception Room	\$ 200.00	Y		C
BBQ Area	\$ 50.00	Y		C
Total Complex	\$ 650.00	Y		C
<u>Other Fees</u>				
Commercial Kitchen Hire per 12 Hours	\$ 300.00	Y		C
Portable Stage	\$ 60.00	Y		C
Large Conference Projector	\$ 250.00	Y		C
Public Address System	\$ 250.00	Y		C
Public Address System Bond	\$ 330.00	Y		C
Public Address System Delivery and Setup	\$ 100.00	Y		C
Portable PA System	\$ 200.00	Y		C
Portable PA System Bond	\$ 250.00	Y		C
Hire Tables (Each)	\$ 8.00	Y		
Hire Chairs (Each)	\$ 1.00	Y		
Cleaning Fee	/hour	\$ 30.00	Y	C
<u>Not for Profit Community Organisation in the South Burnett</u>				
<u>Large Functions (Concerts, Stage Productions, Balls, Dances, Weddings, Private Dinners, Conferences, Speech Nights, School Formals, Eisteddfod)</u>				
Main Hall (for 12 Hour Period)	\$ 200.00	Y		C
Reception Room (for 12 Hour Period)	\$ 200.00	Y		C
BBQ Area (for 12 Hour Period)	\$ 200.00	Y		C
Total Complex (for 12 hour period)	\$ 200.00	Y		C
<u>Small Functions (Indoor Bowls, Darts, Bingo, Craft, Meetings, Workshops, Rehearsals, Preparations, Set Ups)</u>				
Main Hall (for 12 Hour Period)	\$ 50.00	Y		C
Reception Room (for 12 Hour Period)	\$ 50.00	Y		C
BBQ Area (for 12 Hour Period)	\$ 50.00	Y		C
Total Complex (for 12 hour period)	\$ 50.00	Y		C

Fees & Charges				
Type of Charge	16 / 17	GST	Head of Power	Reg / Com
Halls-Category B : Kingaroy Town Common Hall, Murgon Town Hall, Nanango Cultural Centre, Proston Town Hall and Wondal Town Hall				
Large Functions: Concerts, Play Productions, Balls, Dances, Weddings, Private Dinners, Conferences, Speech Nights, Expos				
Up to 12 Hours				
Total Complex (includes Supper Room or Stage 1 or 2, Kitchen, Bar, Cold Rooms)	\$ 400.00	Y		C
National Tours				
Town Hall	\$ 1,530.00	Y		C
Reception Room	\$ 750.00	Y		C
BBQ Area	\$ 250.00	Y		C
Total Complex	\$ 2,530.00	Y		C
Bond for Large Function including National Tours (Refundable less Cost of Damage or Loss)				
Supper Room or Stage 1 or 2, Kitchen, Bar, Cold Rooms	\$ 250.00	Y		C
Total Complex	\$ 500.00	Y		C
Set Up & Clean Up Fee (Set Up the day before event - available from 12noon, Clean Up the day after event before 12noon)	\$ 100.00	Y		C
Small Functions: Indoor Bowls, Darts, Bingo, Craft, Meetings, Workshops, Rehearsals, Preparations, Set Ups				
Up to 12 Hours				
Supper Room and Kitchen	\$ 20.00	Y		C
Stage 1 and Kitchen	\$ 20.00	Y		C
Stage 2 and Kitchen	\$ 20.00	Y		C
Total Complex (includes Kitchen, Supper Rooms, Cold Rooms, Stage 1 & 2)	\$ 45.00			
Other Functions (Funerals, Memorials, Wakes)				
Supper Room or Stage 1 or 2, Kitchen, Bar, Cold Rooms	\$ 100.00	Y		C
Total Complex	\$ 200.00	Y		C
Other Fees				
Commercial Kitchen Hire per 12 Hours	\$ 120.00	Y		C
Portable Stage	\$ 60.00	Y		C
Large Conference Projector	\$ 250.00	Y		C
Public Address System	\$ 250.00	Y		C
Public Address System Bond	\$ 330.00	Y		C
Public Address System Delivery and Setup	\$ 100.00	Y		C
Portable PA System	\$ 200.00	Y		C
Portable PA System Bond	\$ 250.00	Y		C
Hire Tables (Each)	\$ 8.00	Y		
Hire Chairs (Each)	\$ 1.00	Y		
Cleaning Fee / hour	\$ 30.00	Y		C
Not for Profit Community Organisation in the South Burnett				
Large Functions (Concerts, Stage Productions, Balls, Dances, Weddings, Private Dinners, Conferences, Speech Nights, School Formals, Eisteddfod)				
Main Hall (for 12 Hour Period)	\$ 150.00	Y		C
Supper Room or Stage 1 or Stage 2 (for 12 Hour Period)	\$ 150.00	Y		C
Small Functions (Indoor Bowls, Darts, Bingo, Craft, Meetings, Workshops, Rehearsals, Preparations, Set Ups)				
Main Hall (for 12 Hour Period)	\$ 22.00	Y		C
Supper Room or Stage 1 or Stage 2 (for 12 Hour Period)	\$ 22.00	Y		C

Fees & Charges				
Type of Charge	16 / 17	GST	Head of Power	Reg / Com
Halls-Category C : Maidenwell				
Maidenwell Hall				
Large Functions: Concerts, Play Productions, Balls, Dances, Weddings, Private Dinners, Conferences, Speech Nights, Expos				
Up to 3 Hours				
Total Complex	\$ 170.00	Y		C
Bond	\$ 100.00	Y		C
Set Up & Clean Up Fee (Set Up the day before event - available from 12noon, Clean Up the day after event before 12noon)	\$ 20.00	Y		C
Small Functions: Indoor Bowls, Darts, Bingo, Craft, Meetings, Workshops, Rehearsals, Preparations, Set Ups				
Up to 12 Hours				
Main Hall	\$ 13.00	Y		C
Other Functions (Funerals, Memorials, Wakes)				
Total Complex	\$ 20.00	Y		C
Other Fees				
Commercial Kitchen Hire per 12 Hours	\$ 50.00	Y		C
Portable Stage	\$ 80.00	Y		C
Large Conference Projector	\$ 250.00	Y		C
Public Address System	\$ 250.00	Y		C
Public Address System Bond	\$ 330.00	Y		C
Public Address System Delivery and Setup	\$ 100.00	Y		C
Portable PA System	\$ 200.00	Y		C
Portable PA System Bond	\$ 250.00	Y		C
Hire Tables (Each)	\$ 8.00	Y		
Hire Chairs (Each)	\$ 1.00	Y		
Cleaning Fee	/ hour \$ 30.00	Y		C
Not for Profit Community Organisation in the South Burnett				
Large Functions (Concerts, Stage Productions, Balls, Dances, Weddings, Private Dinners, Conferences, Speech Nights, School Formals, Eisteddfod)				
Main Hall per Event	\$ 20.00	Y		C
Small Functions (Indoor Bowls, Darts, Bingo, Craft, Meetings, Workshops, Rehearsals, Preparations, Set Ups)				
Main Hall per Event	\$ 12.00	Y		C
Meeting Rooms				
Kingaroy 1913 Chambers				
Non Profit Organisations - Free Hire - \$60 Cleaning Charge If Facility Not Left Clean				
Commercial Organisations	/ day or part thereof \$ 70.00	Y		C

Fees & Charges				
Type of Charge	16 / 17	GST	Head of Power	Reg / Com
Library				
Fines on Overdue Books				
Member - After 4 Weeks - Per Book Per Working Day - Minimum 20c		No Charge		
Internet				
First Hour		No Charge		
Per Half Hour Over First Hour		No Charge		
<i>Prior bookings for the Internet take precedence over sessions not booked.</i>				
Lost Books				
Replacement Fee		At Cost	Y	C
Membership				
Membership		No Charge		
Bond for Visitor Membership (Refundable)		No Charge		
Photocopying (as per Administration Costs)				
A4 Page	/ page	\$ 0.70	Y	C
A3 Page	/ page	\$ 0.80	Y	C
A4 Community Groups	/ page	\$ 0.20	Y	C
Printing (as per Administration Costs)				
Full Page Colour (e.g. picture / poster)	/ page	\$ 2.50	Y	C
Colour Picture and Writing	/ page	\$ 1.30	Y	C
Colour Writing	/ page	\$ 0.70	Y	C
Black Writing	/ page	\$ 0.20	Y	C
Other				
Library Membership Card Replacement Fee	each	\$ 5.50	Y	C
Library Bags	each	\$ 3.00	Y	C

Fees & Charges					
Type of Charge	16 / 17	GST	Head of Power	Reg / Com	
Pest Management					
Administration Fee - Control Notices					
Administration Fee - Control Notices	\$ 57.00	N	Local Government Act 2009 S97 (2) (a)		R
Purchase of Doggone Baits					
Purchase of Doggone Baits	At Cost + Admin.	Y			C
Wild Dog Sculps					
Wild Dog Sculps (Rebate)	/ head	\$ 35.00	N	Local Government Act 2009 S97 (2) (a)	R
Noxious Weeds - Property Inspection					
Noxious Weeds - Property Inspection	\$ 180.00	N	Local Government Act 2009 S97 (2) (a)		R

Fees & Charges				
Type of Charge	16 / 17	GST	Head of Power	Reg / Com
Planning				
Planning Searches				
Limited Planning Certificate	\$ 135.00	N	Sustainable Planning Act 2009 S737(2)	R
Standard Planning Certificate	\$ 400.00	N	Sustainable Planning Act 2009 S737(2)	R
Full Planning Certificate	\$ 800.00	N	Sustainable Planning Act 2009 S737(2)	R
Preliminary Approval				
Application Fee (70% of Prescribed Fee)	\$ 2,950.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Reconfiguring a Lot Code				
Boundary Realignments, Easements & Compliance Assessments	\$ 1,075.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Reconfigure 1 to 5 lots	\$ 1,875.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Reconfigure 6 to 15 lots	\$ 2,690.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Reconfigure Over 15 lots	\$ 3,560.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Reconfiguring a Lot Impact				
Boundary Realignments & Easements	\$ 2,420.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Reconfigure 1 to 5 lots	\$ 2,690.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Reconfigure 6 to 15 lots	\$ 4,020.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Reconfigure Over 15 lots	\$ 5,365.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Sealing of Survey Plans & Compliance				
Sealing of a Survey Plan (includes endorsement of plan and associated documentation, site inspections, re-inspection for condition compliance) (Compliance Certificate)	\$ 385.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
DERM Valuation Fee (Per Lot on Survey Plan)	\$ 47.00	N	Local Government Act 2009 S97(2)(a)	R
Separate Assessment of Documents including Landscaping Plans (Compliance Certificate), Resealing of a Survey Plan	\$ 155.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Material Change of Use Code				
Dwelling House	\$ 1,075.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Annexed Unit, B&B, Carpenters Residence, Estate Office, Home Based Business, Relatives Unit	\$ 1,345.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Animal Keeping, Farming, Forestry Business, Rural Service Industry, General Store < 100m2	\$ 2,020.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Neighbourhood Shopping Centre < 500m2	\$ 3,350.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Integrated Shop	\$ 4,035.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Major Shopping Development > 500m2	\$ 6,725.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Commercial Uses < 500m2	\$ 2,015.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Commercial Uses > 500m2	\$ 3,350.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Borrow Pits Small Scale	\$ 2,005.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Borrow Pits Large Scale	\$ 3,350.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Extractive Industry < 2ha, General Industry, Service Station, Transport Station	\$ 2,625.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Extractive Industry > 2ha	\$ 4,035.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
High Impact Industry	\$ 5,900.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Industrial Uses < 500m2	\$ 2,015.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Industrial Uses > 500m2	\$ 4,035.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Intensive Animal Husbandry (Feedlots < 50scu, Piggery < 200scu)	\$ 2,015.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Intensive Animal Husbandry (Feedlots > 50scu, Piggery > 200scu, Poultry Farm, Other)	\$ 2,690.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Child Care Centre	\$ 2,015.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Local Utility	\$ 2,015.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Major Utility	\$ 4,035.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Special Use	\$ 2,015.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Telecommunications facility (Medium Impact)	\$ 2,015.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
All other Community Uses	\$ 2,015.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Indoor Entertainment	\$ 2,015.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Indoor Sports Facility	\$ 2,015.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Outdoor Recreation	\$ 2,015.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Park	\$ 2,015.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Material Change of Use Impact				
Dwelling House	\$ 2,015.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Annexed Unit, B&B, Carpenters Residence, Estate Office, Home Based Business, Relatives Unit	\$ 2,015.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Animal Keeping, Farming, Forestry Business, Rural Service Industry, General Store < 100m2	\$ 2,015.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Neighbourhood Shopping Centre < 500m2	\$ 4,035.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Integrated Shop	\$ 4,795.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Major Shopping Development > 500m2	\$ 8,150.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Borrow Pits Small Scale	\$ 2,690.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Borrow Pits Large Scale	\$ 4,035.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Extractive Industry < 2ha, General Industry, Service Station, Transport Station	\$ 4,785.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Extractive Industry > 2ha	\$ 5,430.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
High Impact Industry	\$ 8,150.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Industrial Uses < 500m2	\$ 2,690.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Industrial Uses > 500m2	\$ 5,430.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Commercial Uses < 500m2	\$ 2,690.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Commercial Uses > 500m2	\$ 4,035.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Intensive Animal Husbandry (Feedlots < 50scu, Piggery < 200scu)	\$ 3,350.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Intensive Animal Husbandry (Feedlots > 50scu, Piggery > 200scu, Poultry Farm, Other)	\$ 5,430.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Child Care Centre	\$ 2,690.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Local Utility	\$ 2,690.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Major Utility	\$ 6,725.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Special Use	\$ 2,690.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Telecommunications facility (Medium Impact)	\$ 2,690.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
All other Community Use	\$ 2,690.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Indoor Entertainment	\$ 2,690.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Indoor Sports Facility	\$ 2,690.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Outdoor Recreation	\$ 2,690.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Park	\$ 2,690.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R

Fees & Charges					
Type of Charge	16 / 17	GST	Head of Power	Reg / Com	
Planning					
Multiple Dwelling Units / Caravan Parks / Accommodation Buildings / Retirement Villages (Per Unit) Code					
Code - Small < 5 Units	\$ 2,015.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R	
Code - Medium 5-10 Units	\$ 2,665.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R	
Code - Large > 10 Units	\$ 5,690.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R	
Multiple Dwelling Units / Caravan Parks / Accommodation Buildings / Retirement Villages (Per Unit) Impact					
Impact - Small < 5 Units	\$ 2,015.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R	
Impact - Medium 5-10 Units	\$ 2,665.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R	
Impact - Large > 10 Units	\$ 5,690.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R	
Minor Relaxations & Siting Variations					
Relaxation or Siting variation	\$ 815.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R	
Building Work / Operational Work Not Associated With an MCU					
Class 10 on Vacant Land, Fast Track Approval	\$ 260.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R	
Building or Structure - Height, Site Cover or Setback	\$ 795.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R	
Fence or wall forward of building line and less 50% transparent	\$ 260.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R	
Retaining wall over 2m in height	\$ 795.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R	
Displacement of more than 20 cubic metres of material	\$ 795.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R	
Building or structure on Cultural Heritage Site show on SMOA	\$ 260.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R	
Building or structure on land in SMOA to the Kingaroy airport	\$ 260.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R	
Excavation and/or filling that materially affects premises	\$ 795.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R	
Advertising Devices	\$ 665.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R	
Change to an Approval					
Application to amend an approval, extension to relevancy period	\$ 1,620.00	N	Sustainable Planning Act 2009 S370(2)(a)	R	
Request for Negotiated Decision Notice (10% of prescribed fee with a minimum \$200)		N	Sustainable Planning Act 2009 S360	R	
Other Planning Fees					
Enquiry - Preliminary Application	\$ 670.00	N	Local Government Act 2009 S97(2)(a)	R	
Itinerant Vendors / Commercial Use of Roads					
Application Fee (for Council Decision)	\$ 465.00	N	Local Government Act 2009 S97(2)(a)	R	
Annual Licence Fee	\$ 840.00	N	Local Government Act 2009 S97(2)(a)	R	
Refund of Fees					
<i>Refund of Application Fees when an Application is Withdrawn or Returned due to "Not Properly Made"</i>					
(i) Application submitted and preliminary clerical work completed	90%	N	Sustainable Planning Act 2009 S260 / S356	R	
(ii) Application advertised and placed on public display	50%	N	Sustainable Planning Act 2009 S260 / S356	R	
(iii) Site inspected and department reports prepared	25%	N	Sustainable Planning Act 2009 S260 / S356	R	
(iv) Meeting Report completed, prior to Council Meeting	10%	N	Sustainable Planning Act 2009 S260 / S356	R	
(v) After Council's consideration	Nil	N	Sustainable Planning Act 2009 S260 / S356	R	
Planning Scheme Documents and Stationery					
Transitional Planning Schemes (Superseded Planning Schemes)	\$ 32.00	N	Sustainable Planning Act 2009 S723(4)(a)(b)	R	
IPA Planning Scheme (2006) Disk (any ex Shire - per item)	\$ 32.00	Y		C	
IPA Planning Scheme (2006) Hard Copy (any ex Shire - per item)	\$ 414.00	Y		C	
Maps in Current Planning Schemes (Colour) A4	\$ 18.00	Y		C	
Maps in Current Planning Schemes (Colour) A3	\$ 26.00	Y		C	
Planning Scheme Application Pack (all relevant Codes and application forms) A4	\$ 45.00	Y		C	
Purchase of Public Notification Signs	\$ 40.00	Y		C	

Fees & Charges					
Type of Charge	16 / 17	GST	Head of Power	Reg / Com	
Plumbing					
Assessments					
New - Domestic					
Dwelling - Sewered	\$ 815.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Dwelling - Unsew - HSTP / SEPTIC	\$ 815.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Multi Dwell Units - Sewered Per Unit	\$ 505.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Multi Dwell Units - Unsew - HSTP / SEPTIC Per Unit	\$ 505.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
New - Commercial					
School Projects, Industrial Development, Shops	\$ 935.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Plus Per Fixture Up To 19	\$ 30.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Plus Per Fixture More Than 20	\$ 35.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Alterations - Domestic					
Dwelling - Sewered or Unsewered (HSTP / Septic)	\$ 505.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Multi Dwell Units - (Sewered or Unsewered) Per Unit	\$ 695.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Alterations - Commercial					
School Projects, Industrial Development, Shops					
Up to 5 Fixtures	\$ 625.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Plus Per Fixture Over 5	\$ 30.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Re-Assessment					
HSTP	\$ 300.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Inspections					
Miscellaneous					
Swimming Pool & Sewer Lines	\$ 185.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Unsewered (HSTP / SEPTIC)	\$ 215.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Disconnection from Sewered or Unsewer (HSTP / SEPTIC)	\$ 250.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Reinspection					
Residential	\$ 160.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Commercial	\$ 200.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Searches					
Plumbing Search - House Drainage Plans within the Property (Owner / Private Certifier Info Request)	\$ 42.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Backflow Prevention Devices					
Backflow Prevention Device Assessment Fee - New Applications	\$ 215.00	N	Plumbing & Drainage Act 2002 S85(2)(c)	R	
Backflow Prevention Device Registration Fee (Per Device)	\$ 41.00	N	Plumbing & Drainage Act 2002 S85(2)(c)	R	
HSTP Maintenance Fees					
Assessment Service Reports for HSTP (Unsewered Areas)	\$ 48.00	N	Plumbing & Drainage Act 2002 S85(2)(c)	R	
Grey Water Installations					
<i>Full Grey Water Use Facility for New Dwelling</i>					
Application Fee	\$ 385.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Inspection Fee	\$ 210.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Alteration to Existing Drainage Work & Approval of Grey Water Use Facility	\$ 300.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Refund of Fees					
Prior to Assessment - % of Fees Paid	80%	N	Plumbing & Drainage Act 2002 S42(3)	R	
Following Assessment - % of Fees Paid	25%	N	Plumbing & Drainage Act 2002 S42(3)	R	
Permit Issued - % of Fees Paid	Nil	N	Plumbing & Drainage Act 2002 S42(3)	R	

Fees & Charges					
Type of Charge	16 / 17	GST	Head of Power	Reg / Com	
Printing & Stationery					
Council Documents					
Council Minutes	/ page	\$ 0.70	N	Local Government Act 2009 S97 (2) (c)	R
10 Copies or More	/ page	\$ 0.30	N	Local Government Act 2009 S97 (2) (c)	R
Per Set		\$ 2.55	N	Local Government Act 2009 S97 (2) (c)	R
Local Laws & Local Law Policies	/ page	\$ 0.70	N	Local Government Act 2009 S97 (2) (c)	R
10 Copies or More	/ page	\$ 0.30	N	Local Government Act 2009 S97 (2) (c)	R
Budget Document		No Charge	N	Local Government Act 2009 S97 (2) (c)	R
Corporate Plan		No Charge	N	Local Government Act 2009 S97 (2) (c)	R
Annual Report		At Cost	N	Local Government Act 2009 S97 (2) (c)	R
Annual Report - CD		\$ 6.95	N	Local Government Act 2009 S97 (2) (c)	R
Annual Financial Statements		\$ 20.50	N	Local Government Act 2009 S97 (2) (c)	R
Register of Fees & Charges		No Charge	N	Local Government Act 2009 S97 (2) (c)	R
Facsimile Transmissions					
Local Call - First Page		\$ 2.05	Y		C
Local Call - Each Additional Page		\$ 0.70	Y		C
STD or ISD - First Page		\$ 2.75	Y		C
STD or ISD - Each Additional Page		\$ 1.30	Y		C
Laminating					
A4	/ page	\$ 3.80	Y		C
A3	/ page	\$ 4.50	Y		C
A1 or A0	/ metre	\$ 28.60	Y		C
Photocopying					
A4					
Double Sided	/ page	\$ 0.70	Y		C
Own Paper Supplied	/ page	\$ 0.20	Y		C
10 Sheets or More	/ page	\$ 0.30	Y		C
Community Organisations	/ page	\$ 0.20	Y		C
Colour	/ page	\$ 2.75	Y		C
A3					
Double sided	/ page	\$ 0.80	Y		C
Own Paper Supplied	/ page	\$ 0.20	Y		C
10 Sheets or More	/ page	\$ 0.30	Y		C
Community Organisations	/ page	\$ 0.20	Y		C
Colour	/ page	\$ 5.95	Y		C
Plan Printing					
Precut Sheets A1		\$ 27.00	Y		C
Precut Sheets A0		\$ 35.00	Y		C

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Fees & Charges				
Type of Charge	16 / 17	GST	Head of Power	Reg / Com
Private Works				
Mowing				
Slashing of Allotments (1/4 acre or 1/4 Hour) - At Cost + Administration	\$	60.00	Y	C

Fees & Charges				
Type of Charge	16 / 17	GST	Head of Power	Reg / Com
Rentals				
Community Housing				
Murgon				
Jefferies Street Units				
% of Weekly Household Assessable Income	30%			
Pursuant to Community Housing Ready Reckoner				
Wright Way Units				
% of Weekly Household Assessable Income	30%			
Pursuant to Community Housing Ready Reckoner				
Nanango				
Appin Place				
Standard Units	\$ 155.00	Y		C
Main Unit	\$ 180.00	Y		C
Brighthaven				
Units 1 - 10	\$ 120.00	Y		C
Drayton Villas				
Minimum Standard Unit	\$ 150.00	Y		C
Minimum Extended Unit	\$ 170.00	Y		C
Council Housing				
Murgon				
Goodchild Drive	CMV	Y		C
Macalister Street House	CMV	Y		C
Tierman Terrace	CMV	Y		C
Nanango				
Pioneer Cottage	CMV			
Bunker Avenue (Staff Accommodation as per Contract) #	CMV			
Hunter Street (Staff Accommodation as per Contract) #	CMV			
Brisbane Street	CMV			
# If Contracts Cease - Fees Will Be Set at Current Market Rental Values (CMV)				

Fees & Charges					
Type of Charge	16 / 17	GST	Head of Power	Reg / Com	
Right to Information (RTI) and Information Privacy					
RTI Application Fee		\$ 44.85	N	RTI Regulation 2009 S4	R
Processing Charge for an RTI Application (For Any Application Where the Processing Time is More Than 5 Hours)	/ 15 minutes	\$ 6.95	Y	RTI Regulation 2009 S5	R
Access Charge (Photocopying (A4) B&W)	/ page	\$ 0.25	Y	RTI Regulation 2009 S6	R
IP Application Fee		Nil	N	IP Regulation 2009	R
Access Charge (Photocopying (A4) B&W)	/ page	\$ 0.25	Y	IP Regulation 2009 S4	R

* Charges are subject to change in accordance with legislative changes, this generally occurs around 1 July every year.

Fees & Charges					
Type of Charge	16 / 17	GST	Head of Power	Reg / Com	
Roads					
Banners Across Roads					
Use of Banner Poles	/ installation	\$ 495.00	N	Local Government Act 2009 S97 (2) (a)	R
Permits					
Blasting		\$ 140.00	N	Local Government Act 2009 S97 (2) (a)	R
Awnings and Balconies Over Roads		\$ 140.00	N	Local Government Act 2009 S97 (2) (a)	R
Building Materials Placed on Road		\$ 140.00	N	Local Government Act 2009 S97 (2) (a)	R
Licensed Gates - Application Fee		\$ 140.00	N	Local Government Act 2009 S97 (2) (a)	R
Licensed Grids - Application Fee		\$ 140.00	N	Local Government Act 2009 S97 (2) (a)	R
Scaffolding		\$ 140.00	N	Local Government Act 2009 S97 (2) (a)	R
Car Park Bays	/ day	\$ 10.00	N	Local Government Act 2009 S97 (2) (a)	R
Pipes Across Gazetted Roads					
Application Fee		\$ 140.00	N	Local Government Act 2009 S97 (2) (a)	R
Marker Posts (Complete)					
Each		\$ 55.00	Y		C
Complete Repairs					
Estimated Cost for Council to Supply, Lay & Backfill Enveloping Pipe (Actual Cost to be Charged)		At Cost	Y		C
Removal Bond					
Assessment and Inspection Fee (Non-Refundable)		\$ 205.00			
For Movements Into, Out of, or Within the South Burnett Regional Council (When Damage Occurs to Council Roads Cost of Repairs to be Deducted from the Bond)		\$ 1,200.00	N	Local Government Act 2009 S97 (2) (a)	R
Rural Property Number					
Installation Fee for Relocation or Replacement		\$ 110.00	Y		C
Rural Numbers	/ each cap	\$ 5.50	Y		C
Rural Numbers	/ each number	\$ 7.70	Y		C
Rural Numbers	/ each post	\$ 16.50	Y		C

Fees & Charges					
Type of Charge		16 / 17	GST	Head of Power	Reg / Com
Saleyards & Dips					
Agents Licence Fee					
Licence Fee for Specialty Sales (1 or 2 Day Sale)		\$ 1,127.50	Y		C
Annual Charge - Porters Transport		No Charge	Y		C
Livestock Selling Fees					
Liveweight Sale (Weighing & Yard Due Fee)	/ head	\$ 5.50	Y		C
Open Auction Sale (Yard Due Fee Only)	/ head	\$ 3.70	Y		C
Cattle Sold Per Head at Sales Other Than Store, Liveweight & Stud Sales	/ head	\$ 1.60	Y		C
Agents Licence and Scale Fee	/ head	\$ 1.60	Y		C
Pigs, Sheep, Goats, Chickens, Llamas Sold	/ head	\$ 1.60	Y		C
Horses and Buffalo	/ head	\$ 7.40	Y		C
Calves Sold	/ head	\$ 1.10	Y		C
Cattle Sold at Open Auction and Privately Weighed on Completion of Sale	/ head	\$ 3.20	Y		C
Stud Selling Fees					
Open Auction Sale Ring Use	/ head	\$ 26.10	Y		C
Open Auction Sale (Yard Use Fee Only)		\$ 3.70	Y		C
Hay Feeders					
Hire of Hay Feeders	/ pen per day	\$ 8.20	Y		C
Consignment Fee for Cattle					
Consignment Fee 1st Day (Yard Due, Use of Ramp, Mob Base Transfer)	/ head	\$ 2.20	Y		C
Consignment Holding Fee 2nd Day and Thereafter (Yard Use)		\$ 1.00	Y		C
Mob Based Transfers		\$ 1.50	Y		C
Cleaning of Other Areas					
Cleaning of Agents Room and Toilets After Additional Specialty Sales	/ event	\$ 210.00	Y		C
Cleaning of Yards					
Cattle Yards	/ pen	\$ 71.80	Y		C
National Livestock Identification Scheme (NLIS)					
Saleyard NLIS Devices Replacement		\$ 16.00	Y		C
Agent Fee for Hire of NLIS Scanner 4217 Prior to Sales	/ head	\$ 1.20	Y		C
Removal and Disposal					
Removal and Disposal of Dead Animal		\$ 225.50	Y		C
Weighing Fees					
Other Than at Cattle Liveweight Sales					
Minimum Fee - 1 to 20 Head		\$ 32.30	Y		C
Weighed Per Head - Over 20 Head		\$ 1.60	Y		C
Inspections Fees - Weekdays					
Inspection Fee	/ hour	\$ 123.00	Y		C
Minimum Charge of 15 Minutes		\$ 30.80	Y		C
Off Site Inspections - Travel Time Cost Per Kilometre Travelled		\$ 0.90			
On Property Inspections (Properties in the Infected Area During Business Hours)					
Per Hour		\$ 116.70	Y		C
Minimum Charge of 15 Minutes		\$ 30.80	Y		C
Inspection Fees - Out of hours / Weekends / Public Holidays					
Minimum Charge of 1 Hour	/ hour - minimum 1 hour	\$ 246.00	Y		C
Callout Fee		\$ 92.30	Y		C
Off Site Inspections - Travel Time Cost Per Kilometre Travelled		\$ 0.90	Y		C
Dipping Fees					
Dipping Fees		\$ 2.30	Y		C
Travel Time Cost Per Kilometre Travelled			Y		C
Spraying Fees					
Per Animal		\$ 5.00	Y		C
Minimum Fee		\$ 13.90	Y		C

*All saleyard fees currently under review and will be brought forward once external saleyard audit is finalised.

Fees & Charges					
Type of Charge	16 / 17	GST	Head of Power	Reg / Com	
Searches					
Building Searches					
Building Property Search	\$ 300.00	N	Local Government Act S262(3)(c)	R	
Building Records Search	\$ 174.00	N	Local Government Act S262(3)(c)	R	
Building Records Search (Urgent)	\$ 260.00	N	Local Government Act S262(3)(c)	R	
Copy of Building Plans (Hard Copy)	\$ 168.00	N	Sustainable Planning Act 2009 S729(1)(ii)	R	
Copy of Building Plans (Electronic)	\$ 84.00				
Cemetery Search					
Standard Search (Over 6 Names)	At Cost	Y		C	
Environmental Health Licences					
Special Inspection (e.g. Compliance Search)					
To Undertake Inspection of any Licensed Premises and Requires a Written Report	\$ 342.00	Y		C	
The Application Fee for all Environmental Health Licences / Permits includes the Assessment Fee and the Balance of the Licencing period. If a new application is received in the last 3 months of the licencing period the approval shall be issued to the common due date in the following financial year.					
Health Records Search					
	\$ 89.00	Y		C	
Noxious Weeds - Property Inspection					
	\$ 180.00	N	Local Government Act 2009 S97(2)(a)	R	
Rate / Property Searches					
Short Search	\$ 74.00	N	Local Government Act 2009 S97(2)(c)	R	
Full Search	\$ 131.00	N	Local Government Act 2009 S97(2)(c)	R	
Urgent Search (Less than 48 hours from receipt of request)	\$ 190.00	N	Local Government Act 2009 S97(2)(c)	R	
Property Archive Search/Miscellaneous Administration Fee	/ hour	Y		C	
Property Archive Search/Miscellaneous Administration Fee - if less than 1/2 hour	/ half hour - minimum	Y		C	
Note:					
(i) The owner (or his Agent authorised in writing) may inspect the Rate Book in respect of land of which he is the owner, lessee, or occupier, and / or land adjoining there to, without charge.					
(ii) Rate information is not to be given by telephone.					
Special Water Meter Reading					
	\$ 75.00	N	Local Government Act 2009 S97(2)(e)	R	
Planning Searches					
Limited Planning Certificate	\$ 135.00	N	Sustainable Planning Act 2009 S737(2)	R	
Standard Planning Certificate	\$ 400.00	N	Sustainable Planning Act 2009 S737(2)	R	
Full Planning Certificate	\$ 800.00	N	Sustainable Planning Act 2009 S737(2)	R	
Searches					
Plumbing Search - House Drainage Plans within the Property (Owner / Private Certifier Info Request)	\$ 42.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	

Fees & Charges				
Type of Charge	16 / 17	GST	Head of Power	Reg / Com
Soil Laboratory Testing				
Aggregate Sampling				
Sampling of Aggregate	/ hour	\$ 72.00	Y	C
Flakiness Index (Including ALD, Particle Size Distribution)		\$ 172.00	Y	C
Degradation Test		\$ 225.00	Y	C
Weak Particles		\$ 72.00	Y	C
Crushed Particles		\$ 72.00	Y	C
Degree Precast		\$ 72.00	Y	C
10% Fines Wet / Dry Variation		\$ 515.00	Y	C
Sand, Silt, Clay Content		\$ 50.00	Y	C
Loose Density		\$ 50.00	Y	C
CBR Testing				
CBR (6 Points)				
Unsoaked		\$ 440.00	Y	C
Soaked		\$ 440.00	Y	C
In situ CBR Test (DCP)	/ hour	\$ 72.00	Y	C
CBR (1 Point)				
Unsoaked		\$ 260.00	Y	C
Soaked		\$ 260.00	Y	C
Compaction Testing				
Conventional				
Dry Density - Moisture Relationship (MDR)				
Large Mould MDR		\$ 175.00	Y	C
Small Mould MDR		\$ 135.00	Y	C
Field Density (Sand Replacement)		\$ 80.00	Y	C
Ball Penetrometer	/ hour	\$ 72.00	Y	C
Concrete Testing				
Slump Test		\$ 25.00	Y	C
Making Cylinders and Curing (Each Cylinder) (Includes 1 Slump Test Per Set of 3)				
Set of 3		\$ 170.00	Y	C
Cast and Cure Extra Cylinder		\$ 25.00	Y	C
Unconfined Compressive Strength (UCS)		\$ 345.00	Y	C
Compressive Strength Tests (Each Cylinder)		\$ 25.00	Y	C
Nuclear Meter Testing (NATA Certified)				
Field Dry Density - Moisture Content Each		\$ 42.00	Y	C
Soil Testing				
Moisture Content	/ test	\$ 29.00	Y	C
Sieve Analysis				
Particle Size Distribution (PSD) Dry / Wet		\$ 130.00	Y	C
Particle Size Distribution (PSD) Less than 5 Sieves		\$ 87.00	Y	C
Atterberg Limits				
5 Points (Includes Liquid Limit, Linear Shrinkage and Plastic Index)		\$ 190.00	Y	C
1 Point (Includes Liquid Limit, Linear Shrinkage and Plastic Index)		\$ 90.00	Y	C
Linear Shrinkage		\$ 41.00	Y	C
Discount for Bulk Customers - On Request				
Standard Fees				
Hourly Travel Rate	/ hour	\$ 95.00	Y	C
Notes				
1. Costs include travel of up to 10km radius of Kingaroy, otherwise travel charges apply.				
2. A wait time of 15 minutes per job after which hourly rate charged at 15 minute intervals.				
3. If a sample is to be sent to another Laboratory, cartage shall be added.				
4. Any tests not listed but able to be undertaken by the Soils Laboratory shall be charged at the hourly rate.				
5. The Soils Laboratory hours of operation are 6:30am to 3:30pm Monday to Friday. Testing outside of these hours will attract overtime rates.				
6. When Soil Tester is undertaking a large volume of testing for a single client a lower charge out rate may be negotiated if in agreement with the Chief Executive Officer.				
7. Call fee of half an hour applies if job cancelled and not notified plus travel costs where applicable.				

Fees & Charges					
Type of Charge	16 / 17	GST	Head of Power	Reg / Com	
Swimming Pools					
South Burnett Swimming Pools - Kingaroy, Murgon and South Burnett Aquatic Centre					
Adult	/ head	\$ 3.20	Y		C
Children < 12	/ head	\$ 2.50	Y		C
Senior / Concession Card Holder	/ head	\$ 2.50	Y		C
Hydrotherapy Pool	/ head	\$ 3.20	Y		C
School Swimming Carnival		\$ 340.00	Y		C
Private Hire	/ hour	\$ 70.00	Y		C
Lane Hire	/ lane per hour	\$ 13.00	Y		C
Learn to Swim Lessons	/ head	\$ 1.00	Y		C
South Burnett Swimming Pools - Wondai, Proston and Blackbutt					
Adult	/ head	\$ 3.20	Y		C
Children < 12	/ head	\$ 2.50	Y		C
Senior / Concession Card Holders	/ head	\$ 2.50	Y		C
School Swimming Carnival		\$ 340.00	Y		C
Private Hire	/ hour	\$ 70.00	Y		C
Lane Hire	/ lane per hour	\$ 13.00	Y		C
Learn to Swim Lessons	/ head	\$ 1.00	Y		C
South Burnett Swimming Pools - Individual Passes					
9 Month Season Pass - Sep-2015 through to May-2016					
Child	/ season	\$ 120.00			
Adult	/ season	\$ 150.00			
Senior / Concession Card Holders	/ season	\$ 120.00			
Family	/ season	\$ 430.00			
South Burnett Aquatic Centre - 12 Month Season Pass					
12 Month Season Pass - Sep-2015 through to Aug-2016					
Child	/ season	\$ 160.00			
Adult	/ season	\$ 200.00			
Senior / Concession Card Holders	/ season	\$ 160.00			
Family	/ season	\$ 570.00			
10 and 20 Visit Pass					
10 Visit Pass - Child		\$ 20.00	Y		C
10 Visit Pass - Adult		\$ 30.00	Y		C
10 Visit Pass - Senior / Concession Card Holders		\$ 20.00			
20 Visit Pass - Child		\$ 40.00	Y		C
20 Visit Pass - Adult		\$ 60.00	Y		C
20 Visit Pass - Senior / Concession Card Holders		\$ 40.00			

Fees & Charges				
Type of Charge	16 / 17	GST	Head of Power	Reg / Com
Waste Services				
Bin Purchase - Kingaroy				
Bulk Bin (10 cubic metre, 27 cubic metre, etc.)		At Cost	Y	C
Casual Refuse Collection Service (Additional Services)				
Wheeler Bin	/ service	\$ 123.00	Y	C
Disposal of Dead Animals				
A Small Sized Animal <15Kgs	/ animal	\$ 19.00	Y	C
A Medium Sized Animal >15Kgs - <45Kgs	/ animal	\$ 29.00	Y	C
A Large Sized Animal >45Kgs - <90Kgs	/ animal	\$ 104.00	Y	C
A Horse & Cow Type Animal (irrespective of the Weight)	/ animal	\$ 150.00	Y	C
Animal Offal Waste Products (irrespective of the Weight)				
Disposal of Septic Tank and Grease Trap Waste - Contractor Fee				
Annual Fee		\$ 5,172.00	Y	C
Tipping Fees - Disposal of Regulated Waste				
	/ cubic metre or part thereof	\$ 158.00	Y	C
Commercial / Industrial Tipping Fees - Landfills / Transfer Stations				
Batteries	each	No Charge		
Waste Oil	/ litre	No Charge		
Clean Fill		No Charge		
Light Gauge Metal / Car Bodies / Metal Tanks		No Charge		
Cardboard and Paper Waste (Only Able to be Recycled at Kingaroy and Nanango)		No Charge		
Commercial & Industrial	/ cubic metre or part thereof	\$ 32.00	Y	C
Only minor amounts less than 20m ³ or 20 tonnes in total of construction and demolition (C&D) waste is able to be received at waste facilities other than Kingaroy with prior approval. Major C&D disposal (>20m ³ or 20 tonnes in total) is to be disposed of at the Kingaroy Waste Facility . Please contact Council's Waste Services Section on (07) 4189 9100 for further details.				
Green Waste	/ cubic metre	No Charge	Y	
Liquid Paint (Disposal Available at Kingaroy Only)	litre	\$ 8.00	Y	C
Truck (Compacted Waste)	/ cubic metre	\$ 70.00	Y	C
Truck (Uncompacted Waste Including Skips)	/ cubic metre	\$ 24.00	Y	C
Waste from Outside Shire	/ cubic metre	\$ 48.00	Y	C
Commercial Tipping Fees - Kingaroy Weighbridge				
Commercial & Industrial Waste	/ tonne	\$ 92.00	Y	C
Construction & Demolition Waste	/ tonne	\$ 32.00	Y	C
Green Waste	/ tonne	No Charge	Y	
Tyres (Commercial or Residential)				
Tyres - Motorcycle		\$ 5.00	Y	C
Tyres - Car		\$ 8.00	Y	C
Tyres - Truck to Super Single		\$ 25.00	Y	C
Tyres - Tractor < 1.5		\$ 112.00	Y	C
Tyres - With Rims + Base Cost		\$ 1.00	Y	C
Other		At Cost	Y	C

Fees & Charges					
Type of Charge	16 / 17	GST	Head of Power	Reg / Com	
Waste Water					
Sewerage Connection	\$ 545.00	N	Local Government Act 2009 S97 (2) (e)	R	
Service Connection - Cull Into Existing Main	At Cost	N	Local Government Act 2009 S97 (2) (e)	R	
Service - Other	At Cost	N	Local Government Act 2009 S97 (2) (e)	R	
Location of Services (Water & Sewer)	\$ 132.00	N		C	
Water & Wastewater Searches					
Requests for Sewer & Water Details Within Property (Sewer Main & Water Main Location Information)	\$ 50.00	N	Local Government Act 2009 S97 (2) (e)	R	
Requests for Sewer & Water Details Adjacent to the Property (Sewer Main & Water Main Location Information)	\$ 50.00	N	Local Government Act 2009 S97 (2) (e)	R	
Trade Waste Application Fee					
Category 1 Licence	\$ 255.00	N	Local Government Act 2009 S97 (2) (e)	R	
Category 2 (Minimum \$330 P/A volume ckl)	\$ 1.00	N	Local Government Act 2009 S97 (2) (e)	R	
Category 3 (Minimum \$330 P/A volume ckl)	\$ 1.00	N	Local Government Act 2009 S97 (2) (e)	R	
BOD5 c/kg	\$ 1.50	N	Local Government Act 2009 S97 (2) (e)	R	
Sus Solids c/kg	\$ 1.00	N	Local Government Act 2009 S97 (2) (e)	R	
Swimming Pool Application Fee	\$ 165.00	N	Local Government Act 2009 S97 (2) (e)	R	
Miscellaneous Wastewater Fees					
Hire of Sewer Camera including Staff	/ hour	\$ 175.00	Y		C
Hire of Sewer Jetter including Staff	/ hour	\$ 260.00	Y		C
Concurrence Agency Response (Building Over or Near Infrastructure QDC MP1.4)	\$ 300.00	N	Sustainable Planning Act 2009 S272 (1)(c)(i)	R	

Fees & Charges					
Type of Charge		16 / 17	GST	Head of Power	Reg / Com
Water - Sales					
Blackbutt Bulk Nukku Pipeline Water	/ kilometre	\$ 1.10	N		C
Purchase of Water					
Water from Standpipe Commercial or Coin	/ kilometre	\$ 4.00	N		C
Deposit on Standpipe Key		\$ 125.00	N		C

Fees & Charges					
Type of Charge	16 / 17	GST	Head of Power	Reg / Com	
Water Supplies					
Connection Fees (Measurements are Internal Diameter)					
Standard 20mm Service (<30 metres)	\$ 990.00	N	Local Government Act 2009 S97 (2) (e)	R	
Standard & Restricted Rural 12mm Service	\$ 990.00	N	Local Government Act 2009 S97 (2) (e)	R	
25mm Service (Includes 25mm Meter) (<30 metres)	\$ 1,350.00	N	Local Government Act 2009 S97 (2) (e)	R	
Multiple Dwelling Units - Connection 25mm (Incl. 1 x 20mm Meter Per Unit) (<30 metres)	/ Unit \$ 675.00	N	Local Government Act 2009 S97 (2) (e)	R	
32mm Service (Includes 32mm Meter) (<30metres)	\$ 2,800.00	N	Local Government Act 2009 S97 (2) (e)	R	
Larger Than 32mm Service (Including Meter) (<30metres)	At Cost	N	Local Government Act 2009 S97 (2) (e)	R	
- Minimum	\$ 3,000.00	N	Local Government Act 2009 S97 (2) (e)	R	
Over 30 metres from Main (All Sizes)	At Cost	N	Local Government Act 2009 S97 (2) (e)	R	
Other Fees					
Disconnection Fee	\$ 140.00	N	Local Government Act 2009 S97 (2) (e)	R	
Relocate Meter to Other Location	At Cost	N	Local Government Act 2009 S97 (2) (e)	R	
Special Water Meter Reading	\$ 75.00	N	Local Government Act 2009 S97 (2) (e)	R	
Testing Meter - Internally	\$ 90.00	N	Local Government Act 2009 S97 (2) (e)	R	
Testing Meter - Externally	At Cost	N	Local Government Act 2009 S97 (2) (e)	R	
Physical Location of Water Mains	\$ 132.00	Y		C	
Concurrence Agency Response (Building Over or Near Infrastructure QDC MP1.4)	\$ 300.00	N	Sustainable Planning Act 2009 S272(1) (e) (i)	R	
Meter Boxes (PVC)					
Existing Connection (To be installed by Council)	\$ 110.00	Y		C	

Register of Fees & Charges

Glossary

Acts and Regulations

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

Corporate Program

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

Local Laws

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

Resolution:

Moved Cr RLA Heit, seconded Cr DA Potter.

That the Officer's Recommendation be adopted.

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

10.2.4 F - 1619009 - Adoption of Rate Collection Policy

Summary

The existing Rate Collection Policy has been reviewed and updated to reflect current work practices and procedures.

It is recommended that the revised Rate Collection Policy be adopted.

Officer's Recommendation

That the revised Rate Collection Policy be adopted.



Rate Collection Policy

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1. POLICY STATEMENT

This Rate Collection Policy outlines the principles, processes and guidelines that Council staff and/or external agencies will use when dealing with ratepayers, property owners, their financial or personal representatives and mortgagees in the follow up and collection of rates and charges that have not been paid by the due date on a rate notice

2. SCOPE

This Rate Collection Policy has been developed in association with the Local Government Act 2009 and Local Government Regulation 2012, and Council's Revenue Policy. The following is an extract from the Revenue Policy and reaffirms Council's commitment to the following principles:

Council will exercise its rate recovery powers in order to reduce the overall rate burden on ratepayers. It will be guided by the principles of:

- **Transparency** – by making clear the obligations of ratepayers and the processes used by Council in assisting them meet their financial obligations;
- **Simplicity** – by making the processes used to recover outstanding rates and charges clear, simple to administer and cost effective;
- **Capacity to Pay** – by determining appropriate arrangements for different sectors of the community;
- **Equity** – by providing the same treatment for ratepayers with similar circumstances; and
- **Flexibility** – by responding where necessary to changes in the local economy.

3. POLICY OBJECTIVES

The Rate Collection Policy guides the administrative processes that are used for the collection of overdue rates and charges. It also assists Council Staff & Councillors, ratepayers and other stakeholders understand the actions that Council will undertake and the consequences for non-payment of rates, or for not promptly addressing overdue rates.

4. BACKGROUND AND/OR PRINCIPLES

Council requires payment of rates and charges within a specified time period and it is Council's policy to diligently pursue the collection of overdue rates and charges. The non-payment of rates

and charges by some ratepayers places an unfair burden on other ratepayers who do meet their obligations in full.

However, when Council is pursuing the collection of overdue rates and charges, Council will take into account the individual circumstances or the financial hardships faced by relevant ratepayers.

To cater for this, Council has established balanced administrative processes that allow for some flexibility in ratepayer payment options including payment by regular approved instalments. At the same time, these processes include a variety of options, including legal action, that allow the effective recovery of overdue rates, depending on the level of resistance experienced. At the most severe level, this will include the sale of land by public auction in accordance with the relevant legislative requirements.

5. GENERAL INFORMATION

5.1. Recovery Actions

The following actions will be used in the collection of overdue rates and charges:

Action	Timing	Action Type	Severity	Response Time	Comment	Authority Level
1	10-14 days after the due date (expiration of discount period)	First Reminder Notice	Low	7 days	Further recovery action is suspended if rates are paid in full or ratepayer maintains a Council approved payment arrangement	Rates Team Leader
2	28-30 days after the due date (expiration of discount period)	Second Reminder Notice	Medium	7 days	Further recovery action is suspended if rates are paid in full or ratepayer maintains a Council approved payment arrangement	Rates Team Leader
3	45-50 days after the due date (expiration of discount period)	Final Reminder Notice	Medium	7 days	Further recovery action is suspended if rates are paid in full or ratepayer maintains a Council approved payment arrangement	Rates Team Leader
4	3 years of overdue rates and charges (legislative requirement)	Sale of Land	High	Within legislative timeframe	Full payment including costs will be required to cease action	Council

The emphasis on actions 1-3 is to encourage the ratepayer to either pay their overdue rates and charges in full, or to have the ratepayer agree to an appropriate (approved by Council) formal payment (rate) arrangement. Due to the seriousness of action 4, the ratepayer must pay all overdue rates and charges in order for the action to cease.

5.2. Payment Arrangements

An appropriate payment (rate) arrangement will generally result in all overdue rates and charges being paid in full by the end of the half year period in which the payment arrangement is made.

This will generally apply to ratepayers who have up to 1 years rates (2 x half-yearly levies) outstanding.

Council may also elect to approve a payment (rate) arrangement where the outstanding rates and charges will not be paid in full by the end of the half year period in which the payment arrangement is made. These arrangements will be considered by Council on a case by case basis, and may require the ratepayer to make an initial lump sum payment of up to 50% of the outstanding rates and charges, with the balance (plus future rates) to be paid in full within 1 year of Council approving the payment arrangement application.

For ratepayers who have a significant amount of overdue rates and charges, including those who have 3 years of overdue rates, Council may also elect to approve a payment (rate) arrangement that allows for all overdue rates, plus future rates, to be paid in full within 2 years of Council approving the payment arrangement application.

Interest

Importantly, regular payments at the specified amount and frequency contained in Council's approved payment schedule must be made in order for interest charges to be suspended.

Payment Arrangement Options

Arrangement Type	Age of Rate Arrears	All Rates Must be Paid in Full by	Lump Sum required	Payment Frequency
1	< 1 years rates overdue	End of the Half Year period in which the payment (rate) arrangement is made	None	Weekly, Fortnightly, Monthly Minimum Payments apply for Interest Charges to be suspended
2	1 to 3 years rates overdue	1 Year from the date Council approves the payment (rate) arrangement	50%	Weekly, Fortnightly, Monthly Minimum Payments apply for Interest Charges to be suspended
3	>1 to 3 years rates overdue	2 Years from the date Council approves the payment (rate) arrangement	None	Weekly, Fortnightly, Monthly Minimum Payments apply for Interest Charges to be suspended

In the event that a payment (rate) arrangement is not maintained within the agreed terms, then the ratepayer will be offered an opportunity (in writing) to bring the arrangement "up to date". This Council letter will advise the ratepayer that the arrangement is in arrears, and that a payment amount of \$x,xxx.xx is needed to bring the arrangement "up to date".

In the event that the ratepayer does not bring their payment (rate) arrangement "up to date", then a second Council letter will be sent. It will advise the ratepayer that they have not maintained their arrangement in accordance with the approved conditions, and that should the arrangement not be brought "up to date" within 14 days, then the payment (rate) arrangement will be cancelled, interest charges will recommence and normal collection procedures will apply.

If there is no response to this letter within 14 days, the payment (rate) arrangement is cancelled; all arrangement indicators are removed from the rate record so that interest charges can recommence and a letter is sent to the ratepayer advising that the arrangement has been cancelled.

Payment Arrangement – Response to Breach of Conditions

Action	Reason	Timing	Response
1	Agreed Instalment/payment not received	Within 14 days of the end of month	Send letter asking ratepayer to bring arrangement "up to date"
2	Arrangement not brought up to date	Within 14 days of the end of month	Send letter advising ratepayer to bring the arrangement "up to date" within 14 days, or the arrangement will be cancelled
3	No response to Action 2	Within 14 days of sending Action 2 letter	Send letter advising arrangement is cancelled, interest will restart

5.3. Recovery

In the event that overdue rates and charges exceed three (3) years, this will trigger sale of land for overdue rates procedures. This is a lengthy process and should be commenced within a timely manner following the conclusion of the rate period in which the three (3) year period was exceeded.

5.4. Other

The Local Government Act 2009 and Local Government Regulation 2012 provides Council with the ability to take land sale action to recover overdue rates and charges that have been outstanding for less than three (3) years in certain circumstances. This policy does not preclude such action being taken.

6. DEFINITIONS

Not applicable.

7. LEGISLATIVE REFERENCE

Section 95 and 96 Local Government Act 2009 and Part 12 of the Local Government Regulation 2012.

8. RELATED POLICIES/PROCEDURES

Revenue Policy and Revenue Statement.

9. NEXT REVIEW

May 2017

Gary Wall
CHIEF EXECUTIVE OFFICER

Date

Resolution:

Moved Cr RLA Heit, seconded Cr DA Potter.

That the Officer's Recommendation be adopted.

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

11. Consideration of Notices of Motion

No Report.

12. Information Section (IS)

12.1 IS - 1619439 - Reports for the Information of Council

Summary

Workplace Health & Safety Report
List of correspondence pending completion of assessment report
Delegated Authority Report
Road Maintenance Report

Officer's Recommendation

That the reports be received.

Resolution:

Moved Cr TW Fleischfresser, seconded Cr KA Duff.

That the reports be received.

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

13. Confidential Section

No Report.

There being no further business the meeting was declared closed at 11.41am.

Confirmed before me this day of2016

..... **MAYOR**
