



**SOUTH BURNETT**  
**REGIONAL COUNCIL**

**Agenda**  
**of the**  
**General Meeting**

**Held in the Warren Truss Chamber 45 Glendon Street Kingaroy**

on Wednesday, 15 June 2016

Commencing at 9.00 am

**Chief Executive Officer: Gary Wall**

**Our Vision**

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

**Our Values**

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



# SOUTH BURNETT REGIONAL COUNCIL AGENDA

Wednesday, 15 June 2016

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**1. Leave Of Absence**

Nil.

**2. Prayers**

A representative of the Kingaroy District Ministers Association, Major Allan Kerr from the Salvation Army offered prayers for Council and for the conduct of the Council meeting.

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

**3.1 South Burnett Regional Council Minutes**

**Précis**

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

**Officer's Recommendation**

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



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

See Business Function Headings

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

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

**Document Information**

**IR No 1617846**

**Author Mayor, South Burnett Regional Council**

**Date 13 June 2016**

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**Précis**

Economic Development, Governance and Communications Portfolio Report

**Summary**

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

**Officer's Recommendation**

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

## **4.2 Governance (G)**

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

#### **4.2.1 G - 1617406 - Operational Plan 2016-17**

##### **Document Information**

**IR No** 1617406

**Author** Manager Social & Corporate Performance

**Endorsed  
By** Chief Executive Officer

**Date** 2 June 2016

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##### **Précis**

The purpose of this report is to recommend adoption of the Operational Plan for 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



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



<b>SECTION ECONOMIC DEVELOPMENT</b>						
<b>Mission:</b> Create a Prosperous Region						
<b>Significant activities and services</b>						
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Performance Measurement</b>	
South Burnett Directions most effective organisation structure	Establish effective governance, operating and reporting structure that will enhance the delivery of long term economic development for the region.	Internal Stakeholders Business Community Wide Bay Burnett Regional Organisation of Councils	GO1	Inform Consult Involve Collaborate	<b>Key Performance Indicator</b>  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	

<b>SECTION ECONOMIC DEVELOPMENT</b>						
<b>Mission:</b> Create a Prosperous Region						
<b>Significant activities and services</b>						
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Performance Measurement</b>	
Health Services	Grow health services that support the local community and increase employment opportunities	Community	EC3	Inform Consult Involve Collaborate	<b>Key Performance Indicator</b> 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	

<b>SECTION ECONOMIC DEVELOPMENT</b>						
<b>Mission:</b> Create a Prosperous Region						
<b>Significant activities and services</b>						
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Performance Measurement</b>	
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	<b>Key Performance Indicator</b>  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

<b>SECTION EMPLOYEE ADMINISTRATION AND SUPPORT SERVICES</b>						
<b>Mission:</b> To provide human resource services, consultancy and support by working in partnership with the organisation, to engage, value and retain our people.						
<b>Significant activities and services</b>						
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Performance Measurement</b>	
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	<b>Key Performance Indicator</b> 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 employees to have site specific induction at time of commencement. 100% coverage of GM's and Managers to receive their role and responsibilities for WH&S.			
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

<b>SECTION PAYROLL</b>		<b>Significant activities and services</b>			<b>Performance Measurement</b>
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>
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.

**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).



**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.

<b>SECTION CORPORATE SERVICES</b>						
<b>Mission:</b> To support Council provide appropriate organisational management and service delivery to internal and external stakeholders						
		<b>Activities and services</b>				<b>Performance Measurement</b>
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	
Organisational Performance	Development of Service Levels and KPI's	Internal / External Stakeholders	EXC2 EXC4 EXC6	Inform Consult Involve	Services monitored and provided in an efficient cost effective manner.	
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	



<b>SECTION</b>		<b>LIBRARIES</b>			
<b>Mission:</b>		To enhance the quality of life of our community via a library service that meets the needs of the community			
		<b>Activities and services</b>			<b>Performance Measurement</b>
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>
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.

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

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

<b>SECTION ENTERPRISE RISK MANAGEMENT</b>						
<b>Mission:</b> To assist Council in continuous improvement and risk management						
<b>Significant activities and services</b>						
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Performance Measurement</b>	
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	<b>Key Performance Indicator</b> 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	

<b>SECTION COMMUNITY</b>						
<b>Mission:</b> To facilitate and support community development						
<b>Significant activities and services</b>						
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Performance Measurement</b>	
					<b>Key Performance Indicator</b>	
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	

<b>SECTION CUSTOMER CONTACT</b>						
<b>Mission:</b> To provide a high standard of front line customer service over the counter of the Customer Contact Centres and through the Call Centre.						
<b>Significant activities and services</b>						
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Performance Measurement</b>	
					<b>Key Performance Indicator</b>	
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	





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## **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

<b>SECTION</b>		<b>PLANNING SERVICES</b>			
<b>Mission:</b>		To assess development applications in a timely manner in accordance with the legislation in order to achieve long term sustainable development for the South Burnett region.			
		<b>Operating activities and services</b>			<b>Performance Measurement</b>
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Community Engagement Level</b>	<b>Key Performance Indicator</b>
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	

<b>SECTION BUILDING SERVICES</b>						
<b>Mission:</b> To provide building regulatory services to meet legislative requirements.						
<b>Significant activities and services</b>						
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Performance Measurement</b>	
Provide Council's Building Certification Service	Applications processed for new structures, additions, alterations and undertake compliance inspections	Internal/ External Stakeholders	GO2	Inform Consult	<b>Key Performance Indicator</b> 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	

<b>SECTION PLUMBING AND DRAINAGE SERVICES</b>						
<b>Mission:</b> To provide plumbing and drainage regulatory services to meet legislative requirements.						
<b>Significant activities and services</b>						
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Performance Measurement</b>	
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	<b>Key Performance Indicator</b>  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	



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## **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"> <li>• Food Act 2006</li> <li>• Public Health (Infection Control for Personal Appearance Services) Act 2003 - Higher Risk Personal Appearance Services</li> <li>• Residential Services (Accreditation) Act 2002</li> </ul>	External Stakeholders Community	EC3	Inform	<p><b>Key performance Indicator</b></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>	

<b>SECTION COMPLIANCE (Local Laws)</b>						
<b>Mission:</b> To provide regulation of Council's Local Laws and other relevant legislation						
<b>Significant activities and services</b>						
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Corporate Plan Linkages</b>	<b>Engagement Level</b>	<b>Performance Measurement</b>	
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	<b>Key performance Indicator</b> 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		

<b>SECTION WASTE MANAGEMENT</b>						
<b>Mission: To provide effective Waste Management Services</b>						
<b>Significant activities and services</b>						
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Corporate Plan Linkages</b>	<b>Engagement Level</b>	<b>Performance Measurement</b>	
Waste Collection Services	Provision of regular waste collection services	External Stakeholders Community	ENV2	Inform	<b>Key performance Indicator</b> 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	



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## **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

<b>SECTION COMMERCIAL FACILITIES</b>						
<b>Mission:</b> To provide maintained airports to assist with Regional Growth and contribute to Public Transport network.						
		<b>Initiatives/Special Projects</b>				<b>Performance Measurement</b>
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	
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				Performance Measurement
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	
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

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



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## **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.



<b>SECTION PLANT AND FLEET MANAGEMENT</b>						
<b>Mission:</b> To provide functional and cost effective plant and fleet services to the organisation.						
<b>Significant activities and services</b>						
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Performance Measurement</b>	
Workshops	Maintenance of Council Plant & Fleet	Internal Stakeholders	EXC1, EXC6	Inform Consult Involve	<b>Key Performance Indicator</b> 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	
Plant & Fleet Hire Rates	Hire rates updated annually	Internal Stakeholders, Private Works Contracts	EXC1	Inform Consult Involve	Review 2016-17 hire rates by 30 June	
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 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	



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## **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

<b>SECTION BRANCH ADMINISTRATION</b>						
<b>Mission:</b> To provide management and administration support to the branch.						
<b>Significant activities and services</b>						
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Performance Measurement</b>	
Cash Management	Effectively manage Council's Cash Assets and Debt portfolio by maximising returns and minimising financial risk	Internal Stakeholders	EXC1	Inform Consult	<b>Key Performance Indicator</b> 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			Performance Measurement
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator
Maintain Finance Registers	Investment Register Bonds and Guarantees Register Expressions of Interest, Quotes and Tenders Register Fees and Charges Register		EXC5	Inform Consult	Investment Register – completed within 7 days of investing surplus funds Bonds and Guarantees Register – completed within 7 days of a bond or guarantee being released or received Expressions of Interest, Quotes and Tenders Register – updated monthly Fees and Charges Register – adopted by 1 July 2016 Contracts Register updated on Council's website within 7 days of contracts being let

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

<b>SECTION FINANCE OPERATIONS</b>						
<b>Mission:</b> To ensure timely and accurate disbursements and provide monitoring support for cash transactions.						
<b>Significant activities and services</b>						
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Performance Measurement</b>	
Accounts Payable	Management of accounts payable	Internal/ External Stakeholders	EXC2	Inform Consult Involve Collaborate	<b>Key Performance Indicator</b>  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.	

<b>SECTION</b>		<b>PROCUREMENT</b>	
<b>Mission:</b> To maintain efficient stores operations to meet organisational needs and ensure Council's procurement practices comply with Local Government Act and Regulation.			
<b>Significant activities and services</b>			
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>
<b>Performance Measurement</b>			
<b>Key Performance Indicator</b>			
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



<b>SECTION FINANCIAL PLANNING/REPORTING</b>						
<b>Mission:</b> To provide excellent financial services and professional advice to enable our organisation to achieve its goals.						
<b>Significant activities and services</b>						
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Performance Measurement</b>	
Budget Planning	Budget 2016- 2017 finalised within statutory timeframes	Internal Stakeholders Community.	EXC1	Inform Consult Involve Collaborate Empower	Key Performance Indicator 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	

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



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## **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).

<b>SECTION INFORMATION &amp; COMMUNICATION TECHNOLOGY</b>						
<b>Mission:</b> To provide, develop and deliver information and communication technology improvements to the organisation and customers.						
<b>Significant activities and services</b>				<b>Performance Measurement</b>		
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	
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	

<b>SECTION INFORMATION &amp; COMMUNICATION TECHNOLOGY</b>						
<b>Mission:</b> To provide, develop and deliver information and communication technology improvements to the organisation and customers.						
<b>Significant activities and services</b>						
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Performance Measurement</b>	
Corporate application support and licensing	System uptime, fault recovery and Application Licensing	Internal Stakeholders	EXC1	Inform	<b>Key Performance Indicator</b> 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



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

<b>SECTION LAND AND EQUIPMENT SALES</b>						
<b>Mission:</b> To legally dispose of Councils surplus land and equipment assets.						
<b>Significant activities and services</b>						
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Performance Measurement</b>	
Land and Equipment Sales	Dispose of Councils surplus land	Internal / External Stakeholders	INF1 EXC1	Inform Consult Involve	<b>Key Performance Indicator</b>  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

<b>SECTION WATER &amp; WASTEWATER ADMINISTRATION</b>						
<b>Mission:</b> To provide management and administration support services to promote the activities of the branch						
<b>Significant activities and services</b>						
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Performance Measurement</b>	
Customer Service	Responses to customer requests	Customers and Council	EXC6	Inform	<b>Key Performance Indicator</b> 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	

<b>SECTION RETICULATION</b>						
<b>Mission:</b> To provide water and wastewater networks which meet customer service standards through a planned and proactive approach						
		<b>Significant activities and services</b>				<b>Performance Measurement</b>
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	
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	

<b>SECTION</b>	<b>TREATMENT &amp; QUALITY</b>
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**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



<b>SECTION INFRASTRUCTURE PLANNING &amp; DESIGN SERVICES</b>						
<b>Mission:</b> To provide efficient infrastructure planning and design services to the Infrastructure Department						
<b>Significant activities and services</b>						
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Performance Measurement</b>	
					<b>Key Performance Indicator</b>	
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

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



**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

<b>SECTION ROADS &amp; DRAINAGE ADMINISTRATION</b>						
<b>Mission:</b> To provide management and administration support services to the roads and drainage branch						
		<b>Significant activities and services</b>				<b>Performance Measurement</b>
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	
Customer Service	Responses to customer requests	Community and Internal Stakeholders	EXC6	Inform	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	

<b>SECTION CONSTRUCTION</b>						
<b>Mission:</b> To deliver a construction program of new works, upgrading and renewals across the road and drainage networks						
<b>Significant activities and services</b>						
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Performance Measurement</b>	
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	

<b>SECTION MAINTENANCE</b>						
<b>Mission:</b> To maintain safe, adequate and effective road and drainage networks						
<b>Significant activities and services</b>						
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Performance Measurement</b>	
General Maintenance Program	Deliver general maintenance program across the region	Internal Stakeholders	INF1	Inform Consult Involve	<b>Key Performance Indicator</b>  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	<b>Key Performance Indicator</b>  Delivery of the heavy maintenance program through efficient and effective use of materials and resources	

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

## **Financial and Resource Implications**

The Operational Plan has been developed and aligned with the proposed budget for 2016-17.

## **Link to Corporate/Operational Plan**

The Operational Plan details direct linkages to the Corporate Plan.

## **Communication/Consultation (Internal/External)**

The Operational Plan has been developed in consultation with General Managers and Managers.

## **Legal Implications (Statutory Basis, Legal Risks)**

An annual Operational Plan is a statutory requirement pursuant to Section 174(1) of the *Local Government Regulation 2012*.

## **Policy/Local Law/Delegation Implications**

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

## **Asset Management Implications**

No direct asset management implications arise from this report.



**5. Portfolio - Roads & Drainage**

**5.1 Roads & Drainage Portfolio Report**

**Document Information**

**IR No** 1617858

**Author** Cr Gavin Jones

**Date** 13 June 2016

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**Précis**

Roads & Drainage Portfolio Report

**Summary**

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

**Officer's Recommendation**

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

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

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

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

#### **Document Information**

**IR No** 1618991

**Author** Manager Design & Technical Services

**Endorsed  
By** General Manager Infrastructure

**Date** 7 June 2016

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#### **Précis**

This report nominates Blackspot funding proposals to be submitted to the Department of Transport and Main Roads for the 2017/18 financial year.

#### **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'Aguiar 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'Aguiar Highway/ Rogers Drive Intersection, Kingaroy
  - Walter Road/ Knight Street/ Somerset Street Intersection, Kingaroy
  - Youngman Street/ King Street Intersection, Kingaroy
-

## **Financial and Resource Implications**

There are minimal financial and resource implications due to the nature of the program being fully funded by the Federal Government.

## **Link to Corporate/Operational Plan**

GO2 - Balanced development that preserves and enhances our region

INF1 - Infrastructure that meets our communities needs

## **Communication/Consultation (Internal/External)**

These sites have been discussed with Council and the Senior Executive Team on the 1 June Portfolio meeting. The Portfolio meeting discussed additional sites, however it was agreed to only nominate the three (3) sites as outlined in this report.

## **Legal Implications (Statutory Basis, Legal Risks)**

N/A

## **Policy/Local Law/Delegation Implications**

N/A

## **Asset Management Implications**

Due to the nature of the volumes of traffic on the nominated roads, the intersections need to be upgraded from their existing configurations to channelised turn lanes, a roundabout or a signalised intersection. The proposals are all sited on the Department of Transport and Main Roads network will only affect Council infrastructure beyond the immediate intersection.

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

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

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

##### **Document Information**

**IR No** 1618837

**Author** Manager Design & Technical Service

**Endorsed  
By** General Manager Infrastructure

**Date** 7 June 2016

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##### **Précis**

This report addresses the application made by the developer to name the internal road that accesses the industrial subdivision.

##### **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.

##### **Financial and Resource Implications**

There are no financial and resource implications as result of the naming of this donated asset.

##### **Link to Corporate/Operational Plan**

INF1 - Infrastructure that meets our communities needs

##### **Communication/Consultation (Internal/External)**

The naming of the internal road into the industrial estate has been discussed between the developer, consultants, Council Officers, Divisional Councillor and the Mayor.

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### **Legal Implications (Statutory Basis, Legal Risks)**

Nil

### **Policy/Local Law/Delegation Implications**

This submission has been assessed against Council's Road Naming Policy. The five (5) options all contained non-desirable features in their description and the recommended name is deemed to be the most conforming name against the policy.

### **Asset Management Implications**

The implications associated with this road name are that the donated roads and drainage assets from the developer to Council will be referenced against Barron Park Drive.

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

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

**Document Information**

**IR No** 1617836

**Author** Cr Danita Potter

**Date** 13 June 2016

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**Précis**

Community and Health Services and the Arts Portfolio Report

**Summary**

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

**Officer's Recommendation**

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

## **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**

#### **Document Information**

**IR No** 1617159

**Author** Community Development/Grants Officer

**Endorsed  
By** Manager Social & Corporate Performance

**Date** 1 June 2016

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#### **Précis**

Minutes of the Arts Culture & Heritage Management Advisory Meeting held on 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 Wweekend

**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

Arts Culture & Heritage Management Advisory Committee – Minutes – 29 March 2016

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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 28<sup>th</sup> May go to the Lynda Geiger “Young Mums Program”.

Moved: Elaine Madill

Seconded: Robyn Dower                      Carried 7/0

Meeting closed at 10.16am.

## **Financial and Resource Implications**

The works and activities to be undertaken are within the 2015-2016 budgets for Arts Culture & Heritage.

## **Link to Corporate/Operational Plan**

EC2 A community with the capacity to continue to develop the area of arts, culture and heritage (Corporate Plan 2014-2018)

Facilitate and Support Community Development (Operational Plan 2015-2016)

## **Communication/Consultation (Internal/External)**

Arts Culture and Heritage Management Advisory Committee.

## **Legal Implications (Statutory Basis, Legal Risks)**

Nil

## **Policy/Local Law/Delegation Implications**

Nil

## **Asset Management Implications**

Nil

**7. Portfolio - Planning & Property**

**7.1 Planning and Property Portfolio Report**

**Document Information**

**IR No** 1617855

**Author** Cr Terry Fleischfresser

**Date** 13 June 2016

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**Précis**

Planning and Property Portfolio Report

**Summary**

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

**Officer's Recommendation**

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

## 7.2 Planning (P&LM)

### *Officer's Reports*

- 7.2.1 P&LM - 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

### Document Information

IR No 1582931

Author Planning Officer

Endorsed  
By Manager Planning & Land Management  
General Manager Corporate Services

Date 6 June 2016

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### Précis

Forwarding Material Change of Use IDAS Application for Blackbutt Memorial Hall (Community Service) at Brisbane Valley Rail Trail - L2 RP32381; 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:
- 6.0m; and
  - 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:
- remove all disused vehicle entrances and reinstate the verge consistent with the adjacent verge profile;
  - permit vehicles to enter and leave the site in a forward gear;
  - avoid a trip hazard to pedestrians; and
  - ensure that low-clearance vehicles can clear the cross-over pavement upon entering and leaving the property.

### **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:
- at least 1.8m wide along the full width of the disabled car parking bay and to the Memorial Hall; and
  - 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.

## **Financial and Resource Implications**

In accordance with the contract signed with the developer for the relocation of the Blackbutt Memorial Hall, the developer is required to contribute \$50,000 towards the above planning and development conditions. The total cost to establish the conditions stated in the report is estimated to be approximately \$450,000.00 for both Stages.

## **Link to Corporate/Operational Plan**

### **Strategic Priority 2. Growth and Opportunity**

G02 - Balanced development that preserves and enhances our region.

G02.1 - Implement policies and plans that support appropriate planning and development for business, industry and community needs.

### **Communication/Consultation (Internal/External)**

Refer to *Section 4.0* of this report.

### **Legal Implications (Statutory Basis, Legal Risks)**

No implication can be identified.

### **Policy/Local Law/Delegation Implications**

No implication can be identified.

### **Asset Management Implications**

No implication can be identified.

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

**Document Information**

**IR No 1619913**

**Author General Manager Corporate Services**

**Endorsed  
By Chief Executive Officer**

**Date 8 June 2016**

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**Précis**

Amendment of the Roads and Drainage Memerambi Estate Works Overall Plan and Annual Implementation Plan 2016/2017.

**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

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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**

<b>Property Address</b>	<b>Real Property Description</b>
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**

<b>Property Address</b>	<b>Real Property Description</b>
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
14 Earl Street	Lot 30 on RP36983

<b>Property Address</b>	<b>Real Property Description</b>
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

## **Financial and Resource Implications**

As previously approved Council drew down a loan of \$2,138,400 loan from the Queensland Treasury Corporation to provide the necessary infrastructure works. The cost of the infrastructure works and loan finance costs will be funded through the special charges levied on the rate payers who receive the benefit from the infrastructure works.

## **Link to Corporate/Operational Plan**

INF1 Infrastructure that meets our communities needs

## **Communication/Consultation (Internal/External)**

Council's Solicitors (King & Company)  
Estate lot owners

## **Legal Implications (Statutory Basis, Legal Risks)**

With regard to the benefitted area boundary, advice was previously sought from Alan Moreton Consultant, as suggested by Council's Solicitors, who is a known expert authority in benefitted areas. The following advice was previously reported to Council at its meeting of 25 June 2014 and is reported again for Council information.

1. The boundary depicted on benefitted maps of previous report to Council and the allocation of a charge per lot is the only way it should be dealt with.
2. The six (6) allotments facing Earl Street and Prince Street need to be included due to the fact that betterment would be available even though these lots do not form part of the original town planning approval. This is due to both underground electricity and telecom/broadband telecommunication networks have been provided to these allotments. Should the road be constructed, there is no impediment to sell these allotments.
3. To exclude these allotments would leave Council open to legal challenge from other landowners within benefitted area and, therefore, expose Council to the risk of outlaying two million dollars and the threat of not recouping.
4. Further advice has been given that those allotments at the corner of King & Earl Streets and Duke & King Streets should not be included in the benefitted area as they have no future subdivision potential.
5. Further the allocation of costings as proposed in benefitted area plan are considered fair and reasonable as the projected costings will occur after the implementation of Council's resolution to establish a benefitted area in line with legislative requirements.

## **Policy/Local Law/Delegation Implications**

No implications can be identified.

## **Asset Management Implications**

Once the infrastructure is completed the assets become the responsibility of Council and will be included on Council's balance sheet.

## **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**

#### **Document Information**

**IR No** 1618020

**Author** Manager Property

**Endorsed**

**By** General Manager  
Finance, Property & Information Technology

**Date** 15 June 2016

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#### **Précis**

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.

#### **Financial and Resource Implications**

The additional operating costs for the 3 outdoor swimming pools would have major impacts on the operational budget for Council. The required level of increase in the budget would not be sustainable for Council.

#### **Link to Corporate/Operational Plan**

Not Applicable

#### **Communication/Consultation (Internal/External)**

Not Applicable

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### **Legal Implications (Statutory Basis, Legal Risks)**

Not Applicable

### **Policy/Local Law/Delegation Implications**

Not Applicable

### **Asset Management Implications**

Not Applicable

### **Report**

A petition was presented to Council on 18 May 2016 to express support from the Murgon community to operate the swimming pool for an additional 4 months. The petition also requests Council to consider including the extra running costs in the 2016/17 budget.

The petition has been signed by 18 residents.

The additional cost in electricity, management fees and other maintenance is much greater than the financial return collected from gate takings. The additional costs in running the three (3) swimming pools for an additional four (4) months would include \$131,150. Also the three (3) pool manager's contracts would need to be negotiated and amended to include the additional opening hours.

The three (3) outdoor Council swimming pools are fitted with electric heat pumps to keep the water temperatures at an optimum temperature during cooler days and nights. During the cooler months the heat pumps have to run all night to keep water at optimum levels and when necessary during the day. During the cooler months it is not efficient to run the electric heaters all night and day, the electricity prices would escalate greater than our estimates provided in the attachment. Also the pool patronage reduces in winter months due to other winter sport commitments, nil school swimming programs during winter months and lack of infrastructure to keep people warm within the facilities i.e limited warm showers. Council also carries out major repairs & maintenance in Winter close down periods.

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

**Document Information**

**IR No** 1617932

**Author** Manager Property

**Endorsed By** General Manager  
Finance, Property & Information Technology

**Date** 15 June 2016

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**Précis**

Proposed sale/disposal of L55 RP855764, L74 RP855764 & L73 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

**Financial and Resource Implications**

Revenue from the sale of Council owned land is to be utilised for future capital expenditure programs.

**Link to Corporate/Operational Plan**

EXC1.1 Develop and implement long term financial plans

**Communication/Consultation (Internal/External)**

Not Applicable

**Legal Implications (Statutory Basis, Legal Risks)**

Land sales will be in accordance with requirements under the *Local Government Regulation 2012* Section s236.

## **Policy/Local Law/Delegation Implications**

Not Applicable

## **Asset Management Implications**

Sale of these blocks will result in a reduction of vacant land held by Council

## **Report**

Mr Brendon and Mrs Lynette Schloss wrote to Council on the 22<sup>nd</sup> February 2016 offering to purchase Lot 55,74 and 73 on RP 855764 and to amalgamate new lots with their adjoining Lot 56 RP 855764.

As per the *Local Government Regulation 2012* Section s228(1)(b) Council must invite tenders for land that has a market value greater than \$10,000 unless it has an exemption under Section 236. To be exempt from tendering or auction under section 236 Council must agree that the land is;

- Not suitable for tender or auction, and
- No other adjoining landowner wishes to acquire the land, and
- It is in the public interest, and
- It is in accordance with sound contracting principles, and
- It is disposed of at market value.

Market value is defined as a written report from a valuer registered under the *Valuers Registration Act 1992*, who is not an employee of Council.

Therefore Council can sell Lot 55, 73 and 74 to adjoining landowners, Mr Brendon and Mrs Lynette Schloss.

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

**Document Information**

**IR No 1619472**

**Author Manager Property**

**Endorsed  
By General Manager  
Finance, Property & Information Technology**

**Date 6 June 2016**

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**Précis**

Parkside Building Supplies Pty Ltd is seeking consent from South Burnett Regional Council to make application to Department of Natural Resources to purchase the part of Lot 2 FY841436 Wondai.

**Summary**

South Burnett Regional Council is the trustee of Lot 2 FY841436, current purpose for Aged and Disable 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.



## **Financial and Resource Implications**

Not applicable

## **Link to Corporate/Operational Plan**

GO2 - Balanced development that preserves and enhances our region

## **Communication/Consultation (Internal/External)**

The proposed purchase area has been discussed with SB Care. SB Care support the reconfiguring of Lots and planting of a green buffer to minimise industrial development impacts on their future expansion.

## **Legal Implications (Statutory Basis, Legal Risks)**

Not applicable

## **Policy/Local Law/Delegation Implications**

Not applicable

## **Asset Management Implications**

Not applicable

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

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

**Document Information**

**IR No** 1617860

**Author** Cr Roz Frohloff

**Date** 13 June 2016

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**Précis**

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

**Summary**

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

**Officer's Recommendation**

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

## **8.2 Water & Waste Water (W&WW)**

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

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

##### **Document Information**

**IR No** 1618243

**Author** Manager Water & Wastewater

**Endorsed  
By** General Manager Infrastructure

**Date** 2 June 2016

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##### **Précis**

Report recommending the adoption of a Systematic Inspection Program to identify and monitor trade waste generators.

##### **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.

## **Financial and Resource Implications**

No financial or resource implications exist as this work can be accommodated within existing staffing levels and resourcing.

## **Link to Corporate/Operational Plan**

EC3 - An active, safe and healthy community

ENV1 - Our region's environment assets are promoted, protected and enhanced

INF1 - Infrastructure that meets our communities needs

## **Communication/Consultation (Internal/External)**

The need for a systematic inspection program was discussed at the June 2016 Council Portfolio Meeting.

## **Legal Implications (Statutory Basis, Legal Risks)**

The statutory basis for the Trade Waste Management Policy is the Water Supply (Safety and Reliability) Act 2008.

The statutory basis for Systematic Inspection Programs is s134 of the Local Government Act 2009.

## **Policy/Local Law/Delegation Implications**

The South Burnett Regional Council Trade Waste Management Policy provides guidance for trade waste generators in the region.

## **Asset Management Implications**

Trade Waste has detrimental impacts on Council's sewerage network if uncontrolled and can result in accelerated deterioration of the pipes and manholes and treatment plant operation within licence requirements.

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

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

**Document Information**

**IR No** 1617850

**Author** Cr Kathy Duff

**Date** 13 June 2016

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**Précis**

Natural Resource Management, Parks and Indigenous Affairs Portfolio Report

**Summary**

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

**Officer's Recommendation**

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

## **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'**

#### **Document Information**

**IR No** 1618556

**Author** Chief Executive Officer

**Date** 6 June 2016

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#### **Précis**

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'

#### **Financial and Resource Implications**

Costs associated with the signage are included in the overall project cost

#### **Link to Corporate/Operational Plan**

INF1.1 - Provide and maintain appropriate infrastructure to meet community needs

#### **Communication/Consultation (Internal/External)**

Consultation was undertaken with key community stakeholders

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**Legal Implications (Statutory Basis, Legal Risks)**

Nil

**Policy/Local Law/Delegation Implications**

N/A

**Asset Management Implications**

Council will be responsible for the signage

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

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

**Document Information**

**IR No** 1617852

**Author** Cr Ros Heit

**Date** 13 June 2016

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**Précis**

Finance, ICT and Human Resources Portfolio Report

**Summary**

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

**Officer's Recommendation**

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



**10.2 Finance (F)*****Officer's Reports*****10.2.1 F - 1618907 - Operating Budget Review - June 2016****Document Information****IR No 1618907****Author Manager Finance****Endorsed  
By General Manager Finance****Date 6 June 2016****Précis**

Fourth quarter review of Council's 2015/2016 operating budget.

**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**

<b>Program</b>	<b>2015/2016 Original Budget</b>	<b>2015/2016 1<sup>st</sup> Quarter Amendment</b>	<b>2015/2016 2<sup>nd</sup> Quarter Amendment</b>	<b>2015/2016 3<sup>rd</sup> Quarter Amendment</b>	<b>2015/2016 4<sup>th</sup> Quarter Proposed</b>
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
<b>Net Result</b>	<b>\$59,292</b>	<b>\$1,275,257</b>	<b>\$1,124,265</b>	<b>\$973,629</b>	<b>\$1,836,921</b>

## 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)
<b>Recurrent Revenue</b>	
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)
<b>Recurrent Expenditure</b>	
Materials & Services	(\$1,185,410)
<b>Total Change Increase(Decrease)</b>	<b>\$863,292</b>

### 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
<b>REVENUE</b>				
<b>Recurrent Revenue</b>				
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
<b>Total Recurrent Revenue</b>	<b>- 61,184,139 -</b>	<b>63,482,492 -</b>	<b>62,832,018 -</b>	<b>62,509,900</b>
<b>Capital Revenue</b>				
Grants, Subsidies, Contributions & Donations	- 9,545,771 -	6,885,323 -	9,021,453 -	9,201,453
<b>Total Revenue</b>	<b>- 70,729,910 -</b>	<b>70,367,815 -</b>	<b>71,853,471 -</b>	<b>71,711,353</b>
<b>Capital Income</b>				
Capital Income	- 248,456 -	750,000 -	750,000 -	750,000
<b>TOTAL INCOME</b>	<b>- 70,978,365 -</b>	<b>71,117,815 -</b>	<b>72,603,471 -</b>	<b>72,461,353</b>
<b>EXPENSES</b>				
<b>Recurrent Expenses</b>				
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
<b>Total Recurrent Expenses</b>	<b>52,780,266</b>	<b>63,423,200</b>	<b>61,858,389</b>	<b>60,672,979</b>
<b>TOTAL EXPENSES</b>	<b>52,780,266</b>	<b>63,423,200</b>	<b>61,858,389</b>	<b>60,672,979</b>
<b>Net Operating Surplus</b>	<b>- 18,198,099 -</b>	<b>7,694,615 -</b>	<b>10,745,082 -</b>	<b>11,788,374</b>

## Comprehensive Income Statement - Gen Ops

	2015/2016 YTD Actuals	2015/2016 Original Budget	2015/2016 Amended Budget	2015/2016 Proposed Budget
<b>REVENUE</b>				
<b>Recurrent Revenue</b>				
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
<b>Total Recurrent Revenue</b>	<b>- 42,631,991 -</b>	<b>45,641,495 -</b>	<b>44,192,333 -</b>	<b>43,657,121</b>
<b>Capital Revenue</b>				
Grants, Subsidies, Contributions & Donations	- 4,284,020 -	2,285,323 -	3,332,882 -	3,512,882
<b>Total Revenue</b>	<b>- 46,916,011 -</b>	<b>47,926,818 -</b>	<b>47,525,215 -</b>	<b>47,170,003</b>
<b>Capital Income</b>				
Capital Income	58,042 -	300,000 -	300,000 -	300,000
<b>TOTAL INCOME</b>	<b>- 46,857,968 -</b>	<b>48,226,818 -</b>	<b>47,825,215 -</b>	<b>47,470,003</b>
<b>EXPENSES</b>				
<b>Recurrent Expenses</b>				
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
<b>Total Recurrent Expenses</b>	<b>41,094,303</b>	<b>46,293,025</b>	<b>45,060,287</b>	<b>44,493,298</b>
<b>TOTAL EXPENSES</b>	<b>41,094,303</b>	<b>46,293,025</b>	<b>45,060,287</b>	<b>44,493,298</b>
<b>Net Operating Surplus</b>	<b>- 5,763,666 -</b>	<b>1,933,793 -</b>	<b>2,764,928 -</b>	<b>2,976,705</b>

## Comprehensive Income Statement - Flood Restoration

	2015/2016 YTD Actuals	2015/2016 Original Budget	2015/2016 Amended Budget	2015/2016 Proposed Budget
<b>REVENUE</b>				
<b>Recurrent Revenue</b>				
Grants, Subsidies, Contributions & Donations	- 843,063	- -	843,063 -	843,063
<b>Total Recurrent Revenue</b>	- 843,063	- -	843,063 -	843,063
<b>Capital Revenue</b>				
Total Revenue	- 843,063	- -	843,063 -	843,063
<b>Capital Income</b>				
	-	-	-	-
<b>TOTAL INCOME</b>	- 843,063	- -	843,063 -	843,063
<b>EXPENSES</b>				
<b>Recurrent Expenses</b>				
Employee Benefits	5,159	-	3,198	3,198
Materials & Services	6,200	-	3,688	3,688
<b>Total Recurrent Expenses</b>	11,359	-	6,886	6,886
<b>TOTAL EXPENSES</b>	11,359	-	6,886	6,886
<b>Net Operating Surplus</b>	- 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
<b>REVENUE</b>				
<b>Recurrent Revenue</b>				
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
<b>Total Recurrent Revenue</b>	<b>- 58,843 -</b>	<b>135,330 -</b>	<b>135,330 -</b>	<b>135,330</b>
<b>Capital Revenue</b>				
<b>Total Revenue</b>	<b>- 58,843 -</b>	<b>135,330 -</b>	<b>135,330 -</b>	<b>135,330</b>
<b>Capital Income</b>				
Capital Income	- 306,498 -	450,000 -	450,000 -	450,000
<b>TOTAL INCOME</b>	<b>- 365,341 -</b>	<b>585,330 -</b>	<b>585,330 -</b>	<b>585,330</b>
<b>EXPENSES</b>				
<b>Recurrent Expenses</b>				
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
<b>Total Recurrent Expenses</b>	<b>- 2,067,395 -</b>	<b>212,945 -</b>	<b>185,845 -</b>	<b>749,330</b>
<b>TOTAL EXPENSES</b>	<b>- 2,067,395 -</b>	<b>212,945 -</b>	<b>185,845 -</b>	<b>749,330</b>
<b>Net Operating Surplus</b>	<b>- 2,432,736 -</b>	<b>798,275 -</b>	<b>771,175 -</b>	<b>1,334,660</b>

## Comprehensive Income Statement - Water

	2015/2016 YTD Actuals	2015/2016 Original Budget	2015/2016 Amended Budget	2015/2016 Proposed Budget
<b>REVENUE</b>				
<b>Recurrent Revenue</b>				
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
<b>Total Recurrent Revenue</b>	- 8,174,042 -	8,522,843 -	8,490,213 -	8,490,213
<b>Capital Revenue</b>				
Grants, Subsidies, Contributions & Donations	- 661,751 -	-	1,088,571 -	1,088,571
<b>Total Revenue</b>	- 8,835,793 -	8,522,843 -	9,578,784 -	9,578,784
<b>Capital Income</b>	-	-	-	-
<b>TOTAL INCOME</b>	- 8,835,793 -	8,522,843 -	9,578,784 -	9,578,784
<b>EXPENSES</b>				
<b>Recurrent Expenses</b>				
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
<b>Total Recurrent Expenses</b>	6,694,871	8,264,505	7,933,438	7,933,438
<b>TOTAL EXPENSES</b>	6,694,871	8,264,505	7,933,438	7,933,438
<b>Net Operating Surplus</b>	- 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
<b>REVENUE</b>				
<b>Recurrent Revenue</b>				
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
<b>Total Recurrent Revenue</b>	- 4,746,353 -	4,643,893 -	4,653,023 -	4,653,023
<b>Capital Revenue</b>				
Grants, Subsidies, Contributions & Donations	- 4,600,000 -	4,600,000 -	4,600,000 -	4,600,000
<b>Total Revenue</b>	- 9,346,353 -	9,243,893 -	9,253,023 -	9,253,023
<b>Capital Income</b>	-	-	-	-
<b>TOTAL INCOME</b>	- 9,346,353 -	9,243,893 -	9,253,023 -	9,253,023
<b>EXPENSES</b>				
<b>Recurrent Expenses</b>				
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
<b>Total Recurrent Expenses</b>	3,540,546	4,550,510	4,579,965	4,579,965
<b>TOTAL EXPENSES</b>	3,540,546	4,550,510	4,579,965	4,579,965
<b>Net Operating Surplus</b>	- 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
<b>REVENUE</b>				
<b>Recurrent Revenue</b>				
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
<b>Total Recurrent Revenue</b>	<b>- 4,729,846 -</b>	<b>4,538,931 -</b>	<b>4,518,056 -</b>	<b>4,731,150</b>
<b>Capital Revenue</b>				
	-	-	-	-
<b>Total Revenue</b>	<b>- 4,729,846 -</b>	<b>4,538,931 -</b>	<b>4,518,056 -</b>	<b>4,731,150</b>
<b>Capital Income</b>				
	-	-	-	-
<b>TOTAL INCOME</b>	<b>- 4,729,846 -</b>	<b>4,538,931 -</b>	<b>4,518,056 -</b>	<b>4,731,150</b>
<b>EXPENSES</b>				
<b>Recurrent Expenses</b>				
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
<b>Total Recurrent Expenses</b>	<b>3,506,582</b>	<b>4,528,105</b>	<b>4,463,658</b>	<b>4,408,722</b>
<b>TOTAL EXPENSES</b>	<b>3,506,582</b>	<b>4,528,105</b>	<b>4,463,658</b>	<b>4,408,722</b>
<b>Net Operating Surplus</b>	<b>- 1,223,264 -</b>	<b>10,826 -</b>	<b>54,398 -</b>	<b>322,428</b>

## **Financial and Resource Implications**

The revised budget maintains the link with achieving the Operational Plan 2015/2016 and is generally in line with the revenue and expenditure priorities of the Original Budget as adopted by Council on 29 June 2015.

## **Link to Corporate/Operational Plan**

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

## **Communication/Consultation (Internal/External)**

Budgets were reviewed by the relevant budget manager.

## **Legal Implications (Statutory Basis, Legal Risks)**

The budget review has been undertaken in accordance with Section 170(3) of *Local Government Regulation 2012*.

## **Policy/Local Law/Delegation Implications**

Budget reviews allows expenditure to be incurred by delegation or approval of Council.

## **Asset Management Implications**

Depreciation is used as a source of funds to enable capital expenditure. The Asset Registers for all Asset Classes will be adjusted as required for the Capital Expenditure.

**10.2.2 F - 1618541 - Capex Review Fourth Quarter 2016****Document Information**

IR No 1618541

Author: General Manager Finance

Date: 3 June 2016

**Précis**

Review of 2016 Capital Budget for the fourth quarter of the 2015/2016 financial year.

**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**

	<b>Amended Budget as of February 2016</b>	<b>Fourth Quarter Review</b>	<b>Movement</b>
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
<b>Total</b>	<b>\$56,494,835</b>	<b>\$56,785,974</b>	<b>\$291,139</b>

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
<b>Buildings</b>					
<b>Admin Office - Kingaroy</b>					
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%
		<b>350,000.00</b>	<b>355,268.78</b>	<b>50,944.08</b>	<b>14.34%</b>
<b>Admin Office - Nanango</b>					
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%
		<b>34,000.00</b>	<b>34,000.00</b>	<b>32,289.37</b>	<b>94.97%</b>
<b>Admin Office - Wondai</b>					
004910	New Roof	100,000.00	100,000.00	-	0.00%
		<b>100,000.00</b>	<b>100,000.00</b>	<b>-</b>	<b>0.00%</b>
<b>Aerodrome - Wondai</b>					
004855	Aerodrome - Wondai - Disabled Facilities	5,000.00	5,000.00	141.71	2.83%
		<b>5,000.00</b>	<b>5,000.00</b>	<b>141.71</b>	<b>2.83%</b>
<b>Caravan Park - Wondai</b>					
004748	Wondai Caravan Park - New Amenities	171,400.00	-	-	0.00%
		<b>171,400.00</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Cemeteries - Kingaro</b>					
004380	Cemeteries - Kingaroy - New wall Plinths	8,000.00	3,648.72	3,648.72	100.00%
		<b>8,000.00</b>	<b>3,648.72</b>	<b>3,648.72</b>	<b>100.00%</b>
<b>Cemeteries - Nanango</b>					
000281	Cemetery Redevelopment	-	-	1,681.82	0.00%
		<b>-</b>	<b>-</b>	<b>1,681.82</b>	<b>0.00%</b>
<b>Cemeteries - Wondai</b>					
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%
		<b>17,500.00</b>	<b>17,500.00</b>	<b>6,170.74</b>	<b>35.26%</b>
<b>Cemeteries - Proston</b>					
004864	Cemeteries - Proston - Fence & Improve	10,000.00	14,351.28	12,718.18	88.62%
		<b>10,000.00</b>	<b>14,351.28</b>	<b>12,718.18</b>	<b>88.62%</b>
<b>Depot - Kingaroy</b>					
004933	Regional Depots	47,200.00	47,200.00	-	0.00%
		<b>47,200.00</b>	<b>47,200.00</b>	<b>-</b>	<b>0.00%</b>
<b>SES- Nanango</b>					
000357	Nanango SES Building Renovations	1,000.00	1,000.00	594.45	59.45%
		<b>1,000.00</b>	<b>1,000.00</b>	<b>594.45</b>	<b>59.45%</b>
<b>Hall - Kingaroy Town</b>					
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%

<b>Project Code</b>	<b>Project Description</b>	<b>Second Quarter Revised Budget</b>	<b>Final Quarter Proposed Budget</b>	<b>2015/16 Actual YTD</b>	<b>% 2015/16 Actual to Total Available Budget</b>
		<b>81,500.00</b>	<b>81,500.00</b>	<b>31,406.91</b>	<b>38.54%</b>
<b>Hall - Murgon Town</b>					
004873	Screens	15,000.00	15,000.00	-	0.00%
004874	Grease Trap	10,000.00	10,000.00	8,112.32	81.12%
		<b>25,000.00</b>	<b>25,000.00</b>	<b>8,112.32</b>	<b>32.45%</b>
<b>Hall - Wondai Memorial</b>					
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%
		<b>110,000.00</b>	<b>110,000.00</b>	<b>8,332.05</b>	<b>7.57%</b>
<b>Museum - Boondooma Homestead</b>					
004927	Boondooma Homestead Dump Point	20,000.00	20,000.00	10,972.57	54.86%
		<b>20,000.00</b>	<b>20,000.00</b>	<b>10,972.57</b>	<b>54.86%</b>
<b>Museum - Nanango Ringsfeild</b>					
004957	Ringsfeild House	-	30,000.00	30,000.00	100.00%
		<b>-</b>	<b>30,000.00</b>	<b>30,000.00</b>	<b>100.00%</b>
<b>Parks &amp; Gardens</b>					
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%
		<b>584,000.00</b>	<b>1,564,000.00</b>	<b>1,139,792.25</b>	<b>72.88%</b>
<b>Priv Hospital - Building</b>					
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%
		<b>8,200.00</b>	<b>12,200.00</b>	<b>7,161.57</b>	<b>58.70%</b>
<b>Priv Hos P&amp;E Proj</b>					
004387	Surgical Equipment Upgrade	40,000.00	47,000.00	-	0.00%
		<b>40,000.00</b>	<b>47,000.00</b>	<b>-</b>	<b>0.00%</b>
<b>Saleyards - Coolabunia</b>					
004385	Coolabunia Saleyards 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%
		<b>45,000.00</b>	<b>45,000.00</b>	<b>913.44</b>	<b>2.03%</b>
<b>Swimming Pool - Kingaroy</b>					
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%
		<b>285,000.00</b>	<b>285,600.00</b>	<b>282,579.64</b>	<b>98.94%</b>
<b>Swimming Pool - Murgon</b>					
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%
		<b>1,013,800.00</b>	<b>1,018,800.00</b>	<b>984,115.74</b>	<b>96.60%</b>
<b>Swimming Pool - Nanango</b>					
004843	Port Valves	150,000.00	150,000.00	86,027.25	57.35%
		<b>150,000.00</b>	<b>150,000.00</b>	<b>86,027.25</b>	<b>57.35%</b>

Project Code	Project Description	Second Quarter Revised Budget	Final Quarter Proposed Budget	2015/16 Actual YTD	% 2015/16 Actual to Total Available Budget
<b>Swimming Pool - Wondai</b>					
004844	Residence Dress/Plant Shed - Carpet & Ti	10,000.00	10,000.00	-	0.00%
		<b>10,000.00</b>	<b>10,000.00</b>	<b>-</b>	<b>0.00%</b>
<b>Tourism - Yallakool</b>					
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%
		<b>311,900.00</b>	<b>216,900.00</b>	<b>190,466.67</b>	<b>87.81%</b>
<b>Tourism - Lake Boondooma</b>					
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%
		<b>176,000.00</b>	<b>176,000.00</b>	<b>168,340.96</b>	<b>95.65%</b>
<b>Public Conveniences</b>					
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%
		<b>254,000.00</b>	<b>272,000.00</b>	<b>94,298.15</b>	<b>34.67%</b>
<b>Sp/ground-Maidenwel</b>					
003583	Maidenwell SG - Dump Point	-	670.00	668.70	99.81%
003584	Maidenwell SG - Bore / Standpipe	-	37,000.00	14,108.25	38.13%
		<b>-</b>	<b>37,670.00</b>	<b>14,776.95</b>	<b>39.23%</b>
<b>Sp/ground-Murgon</b>					
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%
		<b>244,300.00</b>	<b>244,300.00</b>	<b>156,999.43</b>	<b>64.27%</b>
<b>Sp/ground-Wondai</b>					
004484	Wondai Sports Ground Upgrades	126,000.00	126,000.00	-	0.00%
		<b>126,000.00</b>	<b>126,000.00</b>	<b>-</b>	<b>0.00%</b>
<b>Sp/ground-Hivesville</b>					
004966	Hivesville Sportsground new toilet block	35,000.00	70,000.00	-	0.00%
		<b>35,000.00</b>	<b>70,000.00</b>	<b>-</b>	<b>0.00%</b>
<b>Tennis Court - Prost</b>					
004892	Proston Tennis Courts Replace Fencing	22,000.00	22,000.00	-	0.00%



<b>Project Code</b>	<b>Project Description</b>	<b>Second Quarter Revised Budget</b>	<b>Final Quarter Proposed Budget</b>	<b>2015/16 Actual YTD</b>	<b>% 2015/16 Actual to Total Available Budget</b>
		<b>22,000.00</b>	<b>22,000.00</b>	<b>-</b>	<b>0.00%</b>
<b>Library - Proston</b>					
004885	Repaint internally	30,000.00	30,000.00	5,890.91	19.64%
		<b>30,000.00</b>	<b>30,000.00</b>	<b>5,890.91</b>	<b>19.64%</b>
<b>Region Pools</b>					
004912	Safety Audit	16,000.00	16,000.00	-	0.00%
		<b>16,000.00</b>	<b>16,000.00</b>	<b>-</b>	<b>0.00%</b>
		<b>4,331,800.00</b>	<b>5,187,938.78</b>	<b>3,328,375.88</b>	<b>64.16%</b>
<b>Intangibles</b>					
<b>Business System</b>					
000380	Business Operating System	951,000.00	951,000.00	267,733.84	28.15%
		<b>951,000.00</b>	<b>951,000.00</b>	<b>267,733.84</b>	<b>28.15%</b>
		<b>951,000.00</b>	<b>951,000.00</b>	<b>267,733.84</b>	<b>28.15%</b>
<b>Info Serv - ICT</b>					
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%
		<b>415,000.00</b>	<b>415,000.00</b>	<b>379,609.55</b>	<b>91.47%</b>
<b>Plant &amp; Fleet Manage</b>					
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%
		<b>2,594,136.00</b>	<b>2,029,136.00</b>	<b>1,860,046.43</b>	<b>91.67%</b>
		<b>3,009,136.00</b>	<b>2,444,136.00</b>	<b>2,239,655.98</b>	<b>91.63%</b>
<b>Infrastructure</b>					
<b>Streetscapes</b>					
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%
		<b>700,600.00</b>	<b>660,600.00</b>	<b>646,762.16</b>	<b>97.91%</b>
<b>Town Entrance Sign</b>					
004781	Locality Sign Removal	200,000.00	30,000.00	31,086.92	103.62%
		<b>200,000.00</b>	<b>30,000.00</b>	<b>31,086.92</b>	<b>103.62%</b>
		<b>900,600.00</b>	<b>690,600.00</b>	<b>677,849.08</b>	<b>98.15%</b>
<b>Roads</b>					
<b>Bridges</b>					
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%
		<b>3,700,000.00</b>	<b>3,700,000.00</b>	<b>2,412,035.64</b>	<b>65.19%</b>



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<b>Min Cap-Rural Drain</b>					
004752	Pipes & Culverts Renewal	130,000.00	130,000.00	146,877.53	112.98%
		<b>130,000.00</b>	<b>130,000.00</b>	<b>146,877.53</b>	<b>112.98%</b>
<b>Min Cap-Urban Roads</b>					
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%
		<b>65,000.00</b>	<b>329,000.00</b>	<b>329,454.97</b>	<b>100.14%</b>
<b>Min Cap-Rural Roads</b>					
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%
		<b>193,000.00</b>	<b>388,000.00</b>	<b>387,847.70</b>	<b>99.96%</b>
<b>Min Cap-Car Parks</b>					
000434	Glendon Street Carpark	-	-	7,397.71	0.00%
		<b>-</b>	<b>-</b>	<b>7,397.71</b>	<b>0.00%</b>
<b>Min Cap-Grav Resheet</b>					
004750	Unsealed Roads Gravel Resheeting	900,000.00	852,000.00	841,326.17	98.75%
		<b>900,000.00</b>	<b>852,000.00</b>	<b>841,326.17</b>	<b>98.75%</b>
<b>Min Cap-Pave Rehabilitation</b>					
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%
		<b>1,200,000.00</b>	<b>1,000,000.00</b>	<b>899,224.79</b>	<b>89.92%</b>
<b>Min Cap-Foot/Bikeway</b>					
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%
		<b>352,000.00</b>	<b>519,000.00</b>	<b>331,354.61</b>	<b>63.84%</b>
<b>Reseals - 2015/16</b>					
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%
		<b>1,720,000.00</b>	<b>1,551,000.00</b>	<b>1,549,346.48</b>	<b>99.89%</b>
<b>TIDS - LRRS Projects</b>					
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%
		<b>655,000.00</b>	<b>655,000.00</b>	<b>534,616.46</b>	<b>81.62%</b>
<b>Roads to Recovery</b>					
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%

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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%
		<b>3,366,578.00</b>	<b>3,367,528.00</b>	<b>2,395,982.21</b>	<b>71.15%</b>
<b>Loan Funded Projects</b>					
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%
		<b>4,538,400.00</b>	<b>4,538,400.00</b>	<b>1,840,834.14</b>	<b>40.56%</b>
<b>Soil Laboratory</b>					
000602	Soil Lab Capital Equipment	10,000.00	10,000.00	10,921.00	109.21%
		<b>10,000.00</b>	<b>10,000.00</b>	<b>10,921.00</b>	<b>109.21%</b>
<b>Urban Drainage</b>					
004869	Tessmanns Road North Detention / Outlet	200,000.00	200,000.00	6,720.01	3.36%
004948	Alford Street Culvert Replacement	-	-	-	0.00%
		<b>200,000.00</b>	<b>200,000.00</b>	<b>6,720.01</b>	<b>3.36%</b>
		<b>17,029,978.00</b>	<b>17,239,928.00</b>	<b>11,693,939.42</b>	<b>67.83%</b>
<b>Water Services</b>					
004969	New Telemetry Sites N/W/M	-	-	-	0.00%
		<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Water - General Operation</b>					
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%
		<b>130,000.00</b>	<b>130,000.00</b>	<b>57,392.53</b>	<b>44.15%</b>
<b>Water - Blackbutt</b>					
004896	Mains Unallocated Budget	242,891.00	242,891.00	-	0.00%
		<b>242,891.00</b>	<b>242,891.00</b>	<b>-</b>	<b>0.00%</b>
<b>Water - Kingaroy</b>					
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%

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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%
		<b>8,300,000.00</b>	<b>8,300,000.00</b>	<b>6,422,108.42</b>	<b>77.37%</b>
<b>Water - Murgon</b>					
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%
		<b>1,056,800.00</b>	<b>1,056,800.00</b>	<b>355,577.46</b>	<b>33.65%</b>
<b>Water - Nanango</b>					
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%
		<b>220,000.00</b>	<b>220,000.00</b>	<b>50,543.40</b>	<b>22.97%</b>
<b>Water - Proston</b>					
004900	Main - Unallocated Budget	80,630.00	80,630.00	-	0.00%
		<b>80,630.00</b>	<b>80,630.00</b>	<b>-</b>	<b>0.00%</b>
<b>Rural Water - Prosto</b>					
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%
		<b>100,000.00</b>	<b>100,000.00</b>	<b>59,692.57</b>	<b>59.69%</b>
<b>Water - Wondai</b>					
004314	WWS - Pring St Water Main Replacement	-	-	63,809.89	0.00%
004902	Mains - Unallocated Budget	200,000.00	200,000.00	-	0.00%
		<b>200,000.00</b>	<b>200,000.00</b>	<b>63,809.89</b>	<b>31.90%</b>
		<b>10,330,321.00</b>	<b>10,330,321.00</b>	<b>7,009,124.27</b>	<b>67.85%</b>
<b>Wastewater Services</b>					
<b>Wastewater - General</b>					
000735	Telemetry Upgrades - General Wastewater	120,000.00	120,000.00	22,402.76	18.67%

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		<b>120,000.00</b>	<b>120,000.00</b>	<b>22,402.76</b>	<b>18.67%</b>
<b>Wastewater - Blackbutt</b>					
004903	Mains - Unallocated Budget	100,000.00	100,000.00	-	0.00%
		<b>100,000.00</b>	<b>100,000.00</b>	<b>-</b>	<b>0.00%</b>
<b>Wastewater - Kingaroy</b>					
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%
		<b>18,050,000.00</b>	<b>18,050,000.00</b>	<b>13,494,827.03</b>	<b>74.76%</b>
<b>Wastewater - Murgon</b>					
000758	Perkins Street Upgrade - Murgon Wastewat	-	-	109,054.55	0.00%
004905	Mains - Unallocated Budget	450,000.00	450,000.00	-	0.00%
		<b>450,000.00</b>	<b>450,000.00</b>	<b>109,054.55</b>	<b>24.23%</b>
<b>Wastewater - Nanango</b>					
004417	NWW-Dalby St Sewer Extension	-	-	32,237.68	0.00%
004906	Mains - Unallocated Budget	350,000.00	350,000.00	-	0.00%
		<b>350,000.00</b>	<b>350,000.00</b>	<b>32,237.68</b>	<b>9.21%</b>
<b>Wastewater - Wondai</b>					
004907	Mains - Unallocated Budget	350,000.00	350,000.00	-	0.00%
004945	Wondai WTP - PLC Replacement	-	-	23,840.50	0.00%
		<b>350,000.00</b>	<b>350,000.00</b>	<b>23,840.50</b>	<b>6.81%</b>
		<b>19,420,000.00</b>	<b>19,420,000.00</b>	<b>13,682,362.52</b>	<b>70.46%</b>

**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>
<b>Waste Management - Regional</b>					
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%
		<b>522,000.00</b>	<b>522,000.00</b>	<b>152,990.80</b>	<b>29.31%</b>
		<b>522,000.00</b>	<b>522,000.00</b>	<b>152,990.80</b>	<b>29.31%</b>
		<b>56,494,835.00</b>	<b>56,785,923.78</b>	<b>39,052,031.79</b>	<b>68.77%</b>

## **Financial and Resource Implications**

The revised capital budget maintains the link with achieving the Operational Plan 2015/2016 and is generally in line with the revenue and expenditure priorities of the Original Budget as adopted by Council on 29 June 2015.

## **Link to Corporate/Operational Plan**

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

## **Communication/Consultation (Internal/External)**

Budgets were reviewed with the relevant budget manager.

## **Legal Implications (Statutory Basis, Legal Risks)**

The budget review has been undertaken in accordance with Section 170(3) of *Local Government Regulation 2012*.

## **Policy/Local Law/Delegation Implications**

Budget reviews allows expenditure to be incurred by delegation or approval of Council.

## **Asset Management Implications**

Depreciation is used as a source of funds to enable capital expenditure. The Asset Registers for all Asset Classes will be adjusted as required for the Capital Expenditure.

## 10.2.3 F - 1619082 - Fees and Charges Schedule

### Document Information

IR No 1619082

Author General Manager Finance

Endorsed  
By Chief Executive Officer

Date 7 June 2016

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### Précis

Fees and Charges for the South Burnett Regional Council.

### 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.

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**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
<b>Animals - Domestic</b>				
<b>Impounding</b>				
<b>Release Fee: Cats &amp; Dogs</b>				
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
<b>Permits</b>				
<b>To Keep Excess Animals (e.g. three (3) Dogs) in a Registrable Area</b>				
Application for Permit	\$ 175.00	N	Local Government Act 2009 S97 (2)(a)	R
<b>Registration - Dogs</b>				
<b>Defined Area</b>				
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 Charge			
<b>Breeders and Show Dog</b>				
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
<b>Non-Defined Area</b>				
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 Charge			
<b>Regulated Dogs</b>				
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
<b>Traps</b>				
Dog or Cat Trap Hire / day	No Charge			
<b>Registration</b>				
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 <b>currently</b> registered in another shire and transferring to the South Burnett. No fee applies for remainder of current registration period.				
<b>Deceased Dog</b>				
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.				
<b>Desexing / Microchipping - New Animal or Renewal</b>				
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	
<b>Animals - Other</b>					
<b>Depasture: (Maximum Fees as Prescribed by Regulations)</b>					
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
<b>Impounding</b>					
<b>Cattle &amp; Horses</b>					
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
<b>Pigs / Goats / Sheep / Other Domestic Livestock</b>					
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
<b>Sale of Impounded Animals</b>					
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
<b>Art Gallery, Kingaroy</b>				
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
<b>Bjelke-Petersen Dam and Recreation Park</b>					
		1-2 days	>2 days		
<b>Accommodation</b>					
<b>Cabins</b>					
Self-Contained Cabins (9 - with TV - Sleep 5 - 1 dbed + Imple bunks)					
Per Night		\$ 120.00	\$ 100.00	Y	C
<b>Villas</b>					
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
<b>Ensuite Powered Caravan Sites</b>					
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
<b>Tennis Court Hire</b>					
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
<b>Books</b>				
<b>Books</b>				
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 Shire	\$ 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
<b>Boondooma Dam and Recreation Park</b>					
		1-2 days	>2 days		
<b>Accommodation</b>					
<b>Cabins - Sleeps 5*</b>					
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
<b>Caravan &amp; Camping Area</b>					
<b>Terraces Caravan Park</b>					
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
<b>The Lookout Caravan Park</b>					
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
<b>(Children under 5 years - No Charge)</b>					
<b>Lakeside Camping</b>					
Unpowered Sites - Extra Adult	/ night	\$ 13.00	\$ 12.00	Y	C
Unpowered Sites - Extra Child	/ night	\$ 9.00	\$ 8.00	Y	C
<b>Deposits</b>					
100% - School Holidays, Easter, Christmas and Public Holidays					
50% - Other Periods					
<b>Bunk House</b>					
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	
<b>Buildings</b>					
<b>Class 1</b>					
<b>Single Dwelling &amp; Relocatable Dwelling</b>					
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	
<b>Removal or Demolition of Building</b>					
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	
<b>Relocated Buildings</b>					
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	
<b>Class 2</b>					
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	
<b>Class 3</b>					
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	
<b>Class 4, 5, 6 &amp; 9</b>					
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	
<b>Class 7 &amp; 8</b>					
<b>Industrial Buildings</b>					
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	
<b>Special Structure Piggery / Poultry, etc.</b>					
Per New Structure	\$ 850.00	Y		C	
Modifications / Alterations	\$ 450.00	Y		C	
Change to Development Approval	\$ 350.00	Y		C	
<b>Class 10a</b>					
New Structures	\$ 415.00	Y		C	
Modifications / Alterations	\$ 250.00	Y		C	
Change to Development Approval	\$ 100.00	Y		C	
<b>Class 10b</b>					
<b>Swimming Pools</b>					
New Structures	\$ 478.00	Y		C	
Modifications / Alterations	\$ 242.00	Y		C	
Change to Development Approval	\$ 100.00	Y		C	
<b>Signs / Satellite Dishes, etc.</b>					
New Structures	\$ 500.00	Y		C	
Modifications / Alterations	\$ 174.00	Y		C	
Change to Development Approval	\$ 100.00	Y		C	
<b>Temporary Tents 100 to 500</b>					
New Structures	\$ 350.00	Y		C	
Modifications / Alterations	\$ 174.00	Y		C	
Change to Development Approval	\$ 100.00	Y		C	
<b>Temporary Tents Over 500</b>					
New Structures	\$ 350.00	Y		C	
Modifications / Alterations	\$ 174.00	Y		C	
Change to Development Approval	\$ 100.00	Y		C	
<b>Retaining Walls</b>					
New Structures	\$ 350.00	Y		C	
Modifications / Alterations	\$ 174.00	Y		C	
Change to Development Approval	\$ 100.00	Y		C	
<b>Budget Accommodation</b>					
Compliance Inspection and Report	\$ 520.00	N	Building Act 1975 S146(1)	R	
<b>Fire Safety Assessment</b>					
Compliance Inspection and Report	\$ 478.00	N	Building Act 1975 S231AL(3)	R	
<b>Swimming Pool Compliance (Fence)</b>					
Compliance Inspection and Report	\$ 320.00	Y		C	

Fees & Charges				
Type of Charge	16 / 17	GST	Head of Power	Reg / Com
<b>Buildings</b>				
<b>Certificate of Classification</b>				
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)(b)	R
Copy of Building Plans (Electronic) with Owner's Consent	\$ 84.00	N	Sustainable Planning Act 2009 S729(1)(b)	R
Extension of Time	\$ 100.00	N	Sustainable Planning Act 2009 S729(1)(b)	R
Building Regulation Concession	\$ 349.00	N	Sustainable Planning Act 2009 S729(1)(b)	R
Document Lodgement Fee	\$ 168.00	N		R
<b>Miscellaneous Fees</b>				
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
<b>Building Fees Refund</b>				
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	
<b>Caravan Parks</b>					
	1-2 days	>2 days			
<b>Caravan Park - Wondal</b>					
<b>Van Sites - Short Term</b>					
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
<b>Van Sites - Long Term (After 4 Weeks)</b>					
Weekly (Up to 2 Persons)		\$ 107.00	Y		C
Additional Persons - Per Week		\$ 40.00	Y		C
<b>Tent Sites - Short Term</b>					
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
<b>Amenities (What Not Staying in Caravan Park)</b>					
Showers (Per Person)	\$ 11.00	\$ 11.00	Y		C
Showers (Weekly)	\$ 34.00	\$ 34.00	Y		C
<b>Key Deposit</b>					
Per Key	\$ 20.00	\$ 20.00	Y		C
<b>Caravan Park - Preston</b>					
<b>Van Sites - Short Term</b>					
Nightly Charge (Up to 2 Persons)	\$ 22.00	\$ 18.00	Y		C
Additional Person - Per Night	\$ 11.00	\$ 9.00	Y		C
<b>Van Sites - Long Term (After 4 Weeks)</b>					
Weekly (Up to 2 Persons)		\$ 107.00	Y		C
Additional Persons - Per Week		\$ 40.00	Y		C
<b>Tent Sites - Short Term</b>					
Nightly Charge (Up to 2 Persons)	\$ 21.00	\$ 17.00	Y		C
Additional Person - Per Night	\$ 9.00	\$ 8.00	Y		C
<b>Amenities (What Not Staying in Caravan Park)</b>					
Showers (Per Person)	\$ 11.00	\$ 11.00	Y		C
Showers (Weekly)	\$ 34.00	\$ 34.00	Y		C
<b>Key Deposit</b>					
Per Key	\$ 20.00	\$ 20.00	Y		C
<b>Sportsgrounds</b>					
<b>Malden Oval Facilities</b>					
Use of Kitchen	\$	33.00	Y		C
<b>Shower</b>					
Per Person		At Cost	N		C

Fees & Charges					
Type of Charge		16 / 17	GST	Head of Power	Reg / Com
<b>Cemeteries</b>					
Interment (In addition to purchase of grave site)	adult	\$ 1,165.00	Y		C
<b>Note:</b> 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
<b>Columbaria &amp; Garden</b>					
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					
<b>Cemetery Search</b>					
Standard Search (Over 6 Names)		At Cost	Y		C

Fees & Charges					
Type of Charge	16 / 17	GST	Head of Power	Reg / Com	
<b>Engineering Assessment Associated with Developments</b>					
<b>Checking of Engineering Designs and Reports of Works Prepared By a Registered Professional Engineer of Queensland (RPEQ)</b>					
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
<b>Inspection of Construction for Operational Works</b>					
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
<b>Reinspection Fee When First or Subsequent Inspections Have Failed</b>		\$ 220.00	N	Local Government Act 2009 S97 (2) (a)	R
<b>Compliance Assessment of MCU and RaL Engineering Technical Reports and Management Plans Not Associated with Operational Works</b>	/ report	\$ 390.00	N	Local Government Act 2009 S97 (2) (a)	R
<b>Reassessment or Checking of engineering Designs, Technical Reports or Management Plans When First or Subsequent Submissions Fail to Satisfy Conditions or Standards</b>	/ 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	
<b>Environmental Health Licences / Permits</b>					
<b>Environmental Protection Act 1994</b>					
<b>Environmental Relevant Activities</b>					
<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	
<b>Food Act 2006</b>					
<b>Application for Licence</b>					
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	
<b>Renewal of Licence</b>					
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	
<b>Home Based Business</b>					
<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	
<b>Food Safety Program Accreditation/Audit</b>					
Non-Compliance Inspection Fee	/ hour	\$ At Cost	N	C	
<b>Public Health (Infection Control for Personal Appearance Services) Act 2003</b>					
<b>Higher-Risk Personal Appearance Service</b>					
<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	
<b>Non-Higher Risk Personal Appearance Service</b>					
Inspection Fee	\$ 105.00	N	Local Government Act 2009 S97 (2) (a)	R	
<b>Residential Services (Accreditation Act 2002)</b>					
Application Fee	At Cost	N	Local Government Act 2009 S97 (2) (a)	R	
<b>Local Law Permits</b>					
<b>Transfer Fee</b>					
	\$ 79.00	N	Local Government Act 2009 S97 (2) (a)	R	
<b>Registration of Catteries or Kennels</b>					
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	
<b>Temporary Home Permit</b>					
Application Fee	\$ 158.00	N	Local Government Act 2009 S97 (2) (a)	R	
<b>Display of Goods on Footpaths</b>					
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	
<b>Caravan Parks / Camping Grounds</b>					
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	
<b>Public Swimming Pools</b>					
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	
<b>Standing Stall Site</b>					
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	
<b>General</b>					
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.					
<b>Miscellaneous Fees</b>					
<b>Special Inspection (e.g. Compliance Search)</b>					
To Undertake Inspection of any Licensed Premises and Requires a Written Report	\$ 342.00	Y		C	
<b>Health Records Search</b>					
	\$ 89.00	Y		C	
<b>Impounded Vehicles / Goods</b>					
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	
<b>Overgrown Allotments</b>					
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
<b>Environmental Health Licences / Permits</b>				
<b>Testing Water Samples</b>				
Testing of Private Water Samples (+ Costs of Tests if Charged by Lab)	\$ 80.00	Y		C
<b>Testing of Commercial Water Samples – Food Business</b>	\$ 80.00			
Testing of Commercial Water Samples – Food Business (combined with Food Inspection)	\$ 25.00			
<b>Testing of Commercial Water Samples – Water Carrier</b>	At Cost			

Fees & Charges				
Type of Charge	16 / 17	GST	Head of Power	Reg / Com
<b>Halls-Category A : Kingaroy Town Hall</b>				
<b><u>Large Functions (Concerts, Stage Productions, Balls, Dances, Weddings, Private Dinners, Conferences, Speech Nights, School Formals, Eisteddfod)</u></b>				
<b>Up to 12 Hours</b>				
Main Hall	\$ 550.00	Y		C
Reception Room	\$ 250.00	Y		C
BBQ Area	\$ 130.00	Y		C
Total Complex	\$ 930.00	Y		C
<b>National Tours</b>				
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
<b>Bond for Large Function including National Tours (Refundable less Cost of Damage or Loss)</b>				
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
<b><u>Small Functions (Indoor Bowls, Darts, Bingo, Craft, Meetings, Workshops, Rehearsals, Preparations, Set Ups)</u></b>				
<b>Up to 12 Hours</b>				
Main Hall	\$ 38.00	Y		C
Reception Room	\$ 24.00	Y		C
BBQ Area	\$ 20.00	Y		C
Total Complex	\$ 82.00	Y		C
<b><u>Other Functions (Funerals, Memorials, Wakes)</u></b>				
Main Hall	\$ 400.00	Y		C
Reception Room	\$ 200.00	Y		C
BBQ Area	\$ 50.00	Y		C
Total Complex	\$ 650.00	Y		C
<b><u>Other Fees</u></b>				
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
<b><u>Not for Profit Community Organisation in the South Burnett</u></b>				
<b><u>Large Functions (Concerts, Stage Productions, Balls, Dances, Weddings, Private Dinners, Conferences, Speech Nights, School Formals, Eisteddfod)</u></b>				
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
<b><u>Small Functions (Indoor Bowls, Darts, Bingo, Craft, Meetings, Workshops, Rehearsals, Preparations, Set Ups)</u></b>				
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
<b>Halls-Category B : Kingaroy Town Common Hall, Murgon Town Hall, Nanango Cultural Centre, Proston Town Hall and Wondal Town Hall</b>				
<b>Large Functions: Concerts, Play Productions, Balls, Dances, Weddings, Private Dinners, Conferences, Speech Nights, Expos</b>				
<b>Up to 12 Hours</b>				
Total Complex (includes Supper Room or Stage 1 or 2, Kitchen, Bar, Cold Rooms)	\$ 400.00	Y		C
<b>National Tours</b>				
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
<b>Bond for Large Function including National Tours (Refundable less Cost of Damage or Loss)</b>				
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
<b>Small Functions: Indoor Bowls, Darts, Bingo, Craft, Meetings, Workshops, Rehearsals, Preparations, Set Ups</b>				
<b>Up to 12 Hours</b>				
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			
<b>Other Functions (Funerals, Memorials, Wakes)</b>				
Supper Room or Stage 1 or 2, Kitchen, Bar, Cold Rooms	\$ 100.00	Y		C
Total Complex	\$ 200.00	Y		C
<b>Other Fees</b>				
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
<b>Not for Profit Community Organisation in the South Burnett</b>				
<b>Large Functions (Concerts, Stage Productions, Balls, Dances, Weddings, Private Dinners, Conferences, Speech Nights, School Formals, Eisteddfod)</b>				
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
<b>Small Functions (Indoor Bowls, Darts, Bingo, Craft, Meetings, Workshops, Rehearsals, Preparations, Set Ups)</b>				
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
<b>Halls-Category C : Maidenwell</b>				
<b>Maidenwell Hall</b>				
<b>Large Functions: Concerts, Play Productions, Balls, Dances, Weddings, Private Dinners, Conferences, Speech Nights, Expos</b>				
<b>Up to 3 Hours</b>				
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
<b>Small Functions: Indoor Bowls, Darts, Bingo, Craft, Meetings, Workshops, Rehearsals, Preparations, Set Ups</b>				
<b>Up to 12 Hours</b>				
Main Hall	\$ 13.00	Y		C
<b>Other Functions (Funerals, Memorials, Wakes)</b>				
Total Complex	\$ 20.00	Y		C
<b>Other Fees</b>				
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
<b>Not for Profit Community Organisation in the South Burnett</b>				
<b>Large Functions (Concerts, Stage Productions, Balls, Dances, Weddings, Private Dinners, Conferences, Speech Nights, School Formals, Eisteddfod)</b>				
Main Hall per Event	\$ 20.00	Y		C
<b>Small Functions (Indoor Bowls, Darts, Bingo, Craft, Meetings, Workshops, Rehearsals, Preparations, Set Ups)</b>				
Main Hall per Event	\$ 12.00	Y		C
<b>Meeting Rooms</b>				
<b>Kingaroy 1913 Chambers</b>				
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
<b>Library</b>				
<b>Fines on Overdue Books</b>				
Member - After 4 Weeks - Per Book Per Working Day - Minimum 20c		No Charge		
<b>Internet</b>				
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>				
<b>Lost Books</b>				
Replacement Fee		At Cost	Y	C
<b>Membership</b>				
Membership		No Charge		
Bond for Visitor Membership (Refundable)		No Charge		
<b>Photocopying (as per Administration Costs)</b>				
A4 Page	/ page	\$ 0.70	Y	C
A3 Page	/ page	\$ 0.80	Y	C
A4 Community Groups	/ page	\$ 0.20	Y	C
<b>Printing (as per Administration Costs)</b>				
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
<b>Other</b>				
Library Membership Card Replacement Fee	each	\$ 5.50	Y	C
Library Bags	each	\$ 3.00	Y	C

<b>Fees &amp; Charges</b>					
<b>Type of Charge</b>	<b>16 / 17</b>	<b>GST</b>	<b>Head of Power</b>	<b>Reg / Com</b>	
<b>Pest Management</b>					
<b>Administration Fee - Control Notices</b>					
Administration Fee - Control Notices	\$ 57.00	N	Local Government Act 2009 S97 (2) (a)		R
<b>Purchase of Doggone Baits</b>					
Purchase of Doggone Baits	At Cost + Admin.	Y			C
<b>Wild Dog Sculps</b>					
Wild Dog Sculps (Rebate)	/ head	\$ 35.00	N	Local Government Act 2009 S97 (2) (a)	R
<b>Noxious Weeds - Property Inspection</b>					
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
<b>Planning</b>				
<b>Planning Searches</b>				
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
<b>Preliminary Approval</b>				
Application Fee (70% of Prescribed Fee)	\$ 2,950.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
<b>Reconfiguring a Lot Code</b>				
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
<b>Reconfiguring a Lot Impact</b>				
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
<b>Sealing of Survey Plans &amp; Compliance</b>				
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
<b>Material Change of Use Code</b>				
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
<b>Material Change of Use Impact</b>				
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	
<b>Planning</b>					
<b>Multiple Dwelling Units / Caravan Parks / Accommodation Buildings / Retirement Villages (Per Unit) Code</b>					
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	
<b>Multiple Dwelling Units / Caravan Parks / Accommodation Buildings / Retirement Villages (Per Unit) Impact</b>					
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	
<b>Minor Relaxations &amp; Siting Variations</b>					
Relaxation or Siting variation	\$ 815.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R	
<b>Building Work / Operational Work Not Associated With an MCU</b>					
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	
<b>Change to an Approval</b>					
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	
<b>Other Planning Fees</b>					
Enquiry - Preliminary Application	\$ 670.00	N	Local Government Act 2009 S97(2)(a)	R	
<b>Itinerant Vendors / Commercial Use of Roads</b>					
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	
<b>Refund of Fees</b>					
<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	
<b>Planning Scheme Documents and Stationery</b>					
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	
<b>Plumbing</b>					
<b>Assessments</b>					
<b>New - Domestic</b>					
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	
<b>New - Commercial</b>					
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	
<b>Alterations - Domestic</b>					
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	
<b>Alterations - Commercial</b>					
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	
<b>Re-Assessment</b>					
HSTP	\$ 300.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
<b>Inspections</b>					
<b>Miscellaneous</b>					
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	
<b>Reinspection</b>					
Residential	\$ 160.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Commercial	\$ 200.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
<b>Searches</b>					
Plumbing Search - House Drainage Plans within the Property (Owner / Private Certifier Info Request)	\$ 42.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
<b>Backflow Prevention Devices</b>					
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	
<b>HSTP Maintenance Fees</b>					
Assessment Service Reports for HSTP (Unsewered Areas)	\$ 48.00	N	Plumbing & Drainage Act 2002 S85(2)(c)	R	
<b>Grey Water Installations</b>					
<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	
<b>Refund of Fees</b>					
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	
<b>Printing &amp; Stationery</b>					
<b>Council Documents</b>					
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
<b>Facsimile Transmissions</b>					
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
<b>Laminating</b>					
A4	/ page	\$ 3.80	Y		C
A3	/ page	\$ 4.50	Y		C
A1 or A0	/ metre	\$ 28.60	Y		C
<b>Photocopying</b>					
<b>A4</b>					
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
<b>A3</b>					
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
<b>Plan Printing</b>					
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	
<b>Private Works</b>					
<b>Mowing</b>					
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
<b>Rentals</b>				
<b>Community Housing</b>				
<b>Murgon</b>				
<b>Jefferies Street Units</b>				
% of Weekly Household Assessable Income	30%			
Pursuant to Community Housing Ready Reckoner				
<b>Wright Way Units</b>				
% of Weekly Household Assessable Income	30%			
Pursuant to Community Housing Ready Reckoner				
<b>Nanango</b>				
<b>Appin Place</b>				
Standard Units	\$ 155.00	Y		C
Main Unit	\$ 180.00	Y		C
<b>Brighthaven</b>				
Units 1 - 10	\$ 120.00	Y		C
<b>Drayton Villas</b>				
Minimum Standard Unit	\$ 150.00	Y		C
Minimum Extended Unit	\$ 170.00	Y		C
<b>Council Housing</b>				
<b>Murgon</b>				
Goodchild Drive	CMV	Y		C
Macalister Street House	CMV	Y		C
Tierman Terrace	CMV	Y		C
<b>Nanango</b>				
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	
<b>Right to Information (RTI) and Information Privacy</b>					
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	
<b>Roads</b>					
<b>Banners Across Roads</b>					
Use of Banner Poles	/ installation	\$ 495.00	N	Local Government Act 2009 S97 (2) (a)	R
<b>Permits</b>					
Blading		\$ 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
<b>Pipes Across Gazetted Roads</b>					
Application Fee		\$ 140.00	N	Local Government Act 2009 S97 (2) (a)	R
<b>Marker Posts (Complete)</b>					
Each		\$ 55.00	Y		C
<b>Complete Repairs</b>					
Estimated Cost for Council to Supply, Lay & Backfill Enveloping Pipe (Actual Cost to be Charged)		At Cost	Y		C
<b>Removal Bond</b>					
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
<b>Rural Property Number</b>					
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
<b>Saleyards &amp; Dips</b>				
<b>Agents Licence Fee</b>				
Licence Fee for Specialty Sales (1 or 2 Day Sale)		\$ 1,127.50	Y	C
Annual Charge - Porters Transport		No Charge	Y	C
<b>Livestock Selling Fees</b>				
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
<b>Stud Selling Fees</b>				
Open Auction Sale Ring Use	/ head	\$ 26.10	Y	C
Open Auction Sale (Yard Use Fee Only)		\$ 3.70	Y	C
<b>Hay Feeders</b>				
Hire of Hay Feeders	/ pen per day	\$ 8.20	Y	C
<b>Consignment Fee for Cattle</b>				
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
<b>Cleaning of Other Areas</b>				
Cleaning of Agents Room and Toilets After Additional Specialty Sales	/ event	\$ 210.00	Y	C
<b>Cleaning of Yards</b>				
Cattle Yards	/ pen	\$ 71.80	Y	C
<b>National Livestock Identification Scheme (NLIS)</b>				
Saleyard NLIS Devices Replacement		\$ 16.00	Y	C
Agent Fee for Hire of NLIS Scanner 4217 Prior to Sales	/ head	\$ 1.20	Y	C
<b>Removal and Disposal</b>				
Removal and Disposal of Dead Animal		\$ 225.50	Y	C
<b>Weighing Fees</b>				
<b>Other Than at Cattle Liveweight Sales</b>				
Minimum Fee - 1 to 20 Head		\$ 32.30	Y	C
Weighed Per Head - Over 20 Head		\$ 1.60	Y	C
<b>Inspections Fees - Weekdays</b>				
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	Y	C
<b>On Property Inspections (Properties in the Infected Area During Business Hours)</b>				
Per Hour		\$ 116.70	Y	C
Minimum Charge of 15 Minutes		\$ 30.80	Y	C
<b>Inspection Fees - Out of hours / Weekends / Public Holidays</b>				
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
<b>Dipping Fees</b>				
Dipping Fees		\$ 2.30	Y	C
Travel Time Cost Per Kilometre Travelled			Y	C
<b>Spraying Fees</b>				
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	
<b>Searches</b>					
<b>Building Searches</b>					
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				
<b>Cemetery Search</b>					
Standard Search (Over 6 Names)	At Cost	Y		C	
<b>Environmental Health Licences</b>					
<b>Special Inspection (e.g. Compliance Search)</b>					
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.					
<b>Health Records Search</b>					
	\$ 89.00	Y		C	
<b>Noxious Weeds - Property Inspection</b>					
	\$ 180.00	N	Local Government Act 2009 S97(2)(a)	R	
<b>Rate / Property Searches</b>					
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	
<b>Note:</b>					
(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.					
<b>Special Water Meter Reading</b>					
	\$ 75.00	N	Local Government Act 2009 S97(2)(e)	R	
<b>Planning Searches</b>					
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	
<b>Searches</b>					
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
<b>Soil Laboratory Testing</b>				
<b>Aggregate Sampling</b>				
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
<b>CBR Testing</b>				
<b>CBR (6 Points)</b>				
Unsoaked		\$ 440.00	Y	C
Soaked		\$ 440.00	Y	C
<b>In situ CBR Test (DCP)</b>	/ hour	\$ 72.00	Y	C
<b>CBR (1 Points)</b>				
Unsoaked		\$ 260.00	Y	C
Soaked		\$ 260.00	Y	C
<b>Compaction Testing</b>				
<b>Conventional</b>				
<b>Dry Density - Moisture Relationship (MDR)</b>				
Large Mould MDR		\$ 175.00	Y	C
Small Mould MDR		\$ 135.00	Y	C
<b>Field Density (Sand Replacement)</b>		\$ 80.00	Y	C
<b>Ball Penetrometer</b>	/ hour	\$ 72.00	Y	C
<b>Concrete Testing</b>				
<b>Slump Test</b>		\$ 25.00	Y	C
<b>Making Cylinders and Curing (Each Cylinder) (Includes 1 Slump Test Per Set of 3)</b>				
Set of 3		\$ 170.00	Y	C
Cast and Cure Extra Cylinder		\$ 25.00	Y	C
Unconfined Compressive Strength (UCS)		\$ 345.00	Y	C
<b>Compressive Strength Tests (Each Cylinder)</b>		\$ 25.00	Y	C
<b>Nuclear Meter Testing (NATA Certified)</b>				
Field Dry Density - Moisture Content Each		\$ 42.00	Y	C
<b>Soil Testing</b>				
<b>Moisture Content</b>	/ test	\$ 29.00	Y	C
<b>Sieve Analysis</b>				
Particle Size Distribution (PSD) Dry / Wet		\$ 130.00	Y	C
Particle Size Distribution (PSD) Less than 5 Sieves		\$ 87.00	Y	C
<b>Atterberg Limits</b>				
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
<b>Linear Shrinkage</b>		\$ 41.00	Y	C
<b>Discount for Bulk Customers - On Request</b>				
<b>Standard Fees</b>				
Hourly Travel Rate	/ hour	\$ 95.00	Y	C
<b>Notes</b>				
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	
<b>Swimming Pools</b>					
<b>South Burnett Swimming Pools - Kingaroy, Murgon and South Burnett Aquatic Centre</b>					
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
<b>South Burnett Swimming Pools - Wondai, Proston and Blackbutt</b>					
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
<b>South Burnett Swimming Pools - Individual Passes</b>					
<b>9 Month Season Pass - Sep-2015 through to May-2016</b>					
Child	/ season	\$ 120.00			
Adult	/ season	\$ 150.00			
Senior / Concession Card Holders	/ season	\$ 120.00			
Family	/ season	\$ 430.00			
<b>South Burnett Aquatic Centre - 12 Month Season Pass</b>					
<b>12 Month Season Pass - Sep-2015 through to Aug-2016</b>					
Child	/ season	\$ 160.00			
Adult	/ season	\$ 200.00			
Senior / Concession Card Holders	/ season	\$ 160.00			
Family	/ season	\$ 570.00			
<b>10 and 20 Visit Pass</b>					
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
<b>Waste Services</b>				
<b>Bin Purchase - Kingaroy</b>				
Bulk Bin (10 cubic metre, 27 cubic metre, etc.)		At Cost	Y	C
<b>Casual Refuse Collection Service (Additional Services)</b>				
Wheeler Bin	/ service	\$ 123.00	Y	C
<b>Disposal of Dead Animals</b>				
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)				
<b>Disposal of Septic Tank and Grease Trap Waste - Contractor Fee</b>				
Annual Fee		\$ 5,172.00	Y	C
<b>Tipping Fees - Disposal of Regulated Waste</b>				
	/ cubic metre or part thereof	\$ 158.00	Y	C
<b>Commercial / Industrial Tipping Fees - Landfills / Transfer Stations</b>				
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 <sup>3</sup> 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 <sup>3</sup> or 20 tonnes in total) is to be disposed of at the <b>Kingaroy Waste Facility</b> . 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
<b>Commercial Tipping Fees - Kingaroy Weighbridge</b>				
Commercial & Industrial Waste	/ tonne	\$ 92.00	Y	C
Construction & Demolition Waste	/ tonne	\$ 32.00	Y	C
Green Waste	/ tonne	No Charge	Y	
<b>Tyres (Commercial or Residential)</b>				
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	
<b>Waste Water</b>					
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	
<b>Water &amp; Wastewater Searches</b>					
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	
<b>Trade Waste Application Fee</b>					
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	
<b>Miscellaneous Wastewater Fees</b>					
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
<b>Water - Sales</b>					
<b>Blackbutt Bulk Nukku Pipeline Water</b>	/ kilometre	\$ 1.10	N		C
<b>Purchase of Water</b>					
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	
<b>Water Supplies</b>					
<b>Connection Fees (Measurements are Internal Diameter)</b>					
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	
<b>Other Fees</b>					
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	
<b>Meter Boxes (PVC)</b>					
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

## **Financial and Resource Implications**

Fees and Charges are a revenue source used to fund Councils service delivery. This revenue is included in each annual budget. Appropriate levels of funding from user fees reflect the cost of providing the service and are essential for long term financial sustainability.

## **Link to Corporate/Operational Plan**

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

## **Communication/Consultation (Internal/External)**

Input was requested from each officer who has responsibility for implementing their section of the Fees and Charges as well as the respective Managers and General Managers.

## **Legal Implications (Statutory Basis, Legal Risks)**

Fees and Charges proposed in accordance with the *Local Government Act 2009*.

## **Policy/Local Law/Delegation Implications**

Fees and Charges proposed in accordance with any Policy, Local Law and Delegations.

## **Asset Management Implications**

Fees and charges reflect the operational aspects of assets.

## **10.2.4 F - 1619009 - Adoption of Rate Collection Policy**

### **Document Information**

**IR No** 1619009

**Author** Rates Team Leader

**Endorsed  
By** General Manager Finance

**Date** 7 June 2016

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### **Précis**

Adoption of the 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

## **Financial and Resource Implications**

Nil.

## **Link to Corporate/Operational Plan**

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

## **Communication/Consultation (Internal/External)**

Nil.

## **Legal Implications (Statutory Basis, Legal Risks)**

Nil.

## **Policy/Local Law/Delegation Implications**

Revenue Collection Policy, Revenue Policy.

## **Asset Management Implications**

Nil.

**11. Consideration of Notices of Motion**

No Report.

**12. Information Section (IS)**

**12.1 IS - 1619439 - Reports for the Information of Council**

**Document Information**

**IR No 1619439**

**Author Administration Section**

**Date 7 June 2016**

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**Précis**

Reports received 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.

**13. Confidential Section**

No Report.

