



# South Burnett Regional Council

## Minutes

Of The

## General Council Meeting

Held in the Warren Truss Chamber, 45 Glendon Street Kingaroy

On Wednesday 3 February 2016

Acting Chief Executive Officer: Peter O'May

### Our Vision

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

### Our Values

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

# SOUTH BURNETT REGIONAL COUNCIL MINUTES

Wednesday, 3 February 2016

## ORDER OF BUSINESS:

<b>1.</b>	<b>LEAVE OF ABSENCE</b> .....	<b>1</b>
<b>2.</b>	<b>PRAYERS</b> .....	<b>1</b>
<b>3.</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETING</b> .....	<b>1</b>
3.1	South Burnett Regional Council Minutes .....	1
3.2	South Burnett Regional Council Special Minutes.....	1
<b>4.</b>	<b>PORTFOLIO - ECONOMIC DEVELOPMENT, GOVERNANCE AND COMMUNICATION</b> .....	<b>2</b>
4.1	Economic Development, Governance and Communication Portfolio Report.....	2
<b>4.2</b>	<b>GOVERNANCE</b> .....	<b>5</b>
4.2.1	G - 1561596 - Operational Plan Update and Review Report.....	5
<b>4.3</b>	<b>ECONOMIC DEVELOPMENT</b> .....	<b>102</b>
4.3.1	ED - 1562725 - South Burnett Regional Tourism Strategy and Implementation Plan ... .....	102
<b>5.</b>	<b>PORTFOLIO - ROADS &amp; DRAINAGE</b> .....	<b>120</b>
5.1	Roads & Drainage Portfolio Report .....	120
<b>5.2</b>	<b>ROADS &amp; DRAINAGE (R&amp;D)</b> .....	<b>123</b>
<b>5.3</b>	<b>DESIGN &amp; TECHNICAL SERVICES (D&amp;TS)</b> .....	<b>123</b>
5.3.1	D&TS - 1560310 - Minutes of the Traffic Advisory Committee Meeting held on Tuesday 8 December 2015.....	123
5.3.2	D&TS - 1562409 - Proposed RRTG Program Development 2016/17 to 2019/20 ...	128
5.3.3	D&TS - 1562892 - Meandu Mine Surface Rights Extension .....	129
5.3.4	Bridges Renewal Programme Round Two Funding Announcement.....	131
<b>6.</b>	<b>PORTFOLIO - ARTS, COMMUNITIES, HEALTH AND WASTE SERVICES</b> .....	<b>132</b>
6.1	Arts, Communities, Health and Waste Services Portfolio Report .....	132
<b>7.</b>	<b>PORTFOLIO - PROPERTY AND HUMAN RESOURCES</b> .....	<b>135</b>
7.1	Property and Human Resources Portfolio Report.....	135
<b>8.</b>	<b>PORTFOLIO - WATER, WASTEWATER AND SPORT DEVELOPMENT</b> .....	<b>136</b>
8.1	Water, Wastewater & Sport Development Portfolio Report.....	136
<b>9.</b>	<b>PORTFOLIO - NATURAL RESOURCE MANAGEMENT, PARKS AND INDIGENOUS AFFAIRS</b> .....	<b>137</b>
9.1	Natural Resource Management, Parks and Indigenous Affairs Portfolio Report .....	137
<b>10.</b>	<b>PORTFOLIO - FINANCE, PLANNING AND ICT</b> .....	<b>139</b>
10.1	Finance, Planning and ICT Portfolio Report.....	139
<b>10.2</b>	<b>FINANCE (F)</b> .....	<b>140</b>
10.2.1	F - 1562338 - Monthly Financial Statements.....	140
10.2.2	F - 1561979 - South Burnett Regional Council Monthly Capital Works Report .....	144
<b>10.3</b>	<b>PLANNING (P&amp;LM)</b> .....	<b>155</b>
10.3.1	P&LM - 1552351 - Forwarding Reconfiguration of a Lot (Boundary realignment) - Peterson Drive Coolabunia - Lot 71 FTZ37385 & Lot 54 FTZ37360 - Applicant: K Jessen C/- O'Reilly Nunn Favier - ROLC2016/0001.....	155

<b>11.</b>	<b>CONSIDERATION OF NOTICES OF MOTION .....</b>	<b>157</b>
<b>12.</b>	<b>INFORMATION SECTION (IS) .....</b>	<b>157</b>
12.1	IS - 1562374 - Reports for the Information of Council .....	157
<b>13.</b>	<b>CONFIDENTIAL SECTION .....</b>	<b>159</b>
13.1	CONF - 1544842 - SBRC - 15/16-06 - Finalisation of tenders for Murgon to Kingaroy Rail Trail Surface .....	159

Minutes of the meeting of the South Burnett Regional Council, held in the Warren Truss Chamber, 45 Glendon Street Kingaroy on 3 February 2016 at 9.01am.

**PRESENT:**

**Councillors:**

Cr DW Kratzmann (Mayor), Cr KM Campbell, Cr KA Duff, Cr BL Green, Cr DJ Palmer, Cr DP Tessmann, Cr RLA Heit

**Council Officers:**

Peter O'May (Acting Chief Executive Officer), Russell Hood (General Manager Infrastructure), Joy Manalo (Manager Finance)

**1. Leave Of Absence**

Nil.

**2. Prayers**

A representative of the Kingaroy District Ministers Association, Pastor Andy Dunkin offered prayers for Council and for the conduct of the Council meeting.

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

**3.1 South Burnett Regional Council Minutes**

**Officer's Recommendation**

That the minutes of the Council meeting held on Wednesday 13 January 2016 as recorded be confirmed.

**Resolution:**

*Moved Cr KA Duff, seconded Cr DJ Palmer.*

*That the minutes of the Council meeting held on Wednesday 13 January 2016 as recorded be confirmed.*

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

**3.2 South Burnett Regional Council Special Minutes**

**Officer's Recommendation**

That the minutes of the Special meeting held on Thursday 21 January 2016 as recorded be confirmed.

**Resolution:**

*Moved Cr KM Campbell, seconded Cr RLA Heit.*

*That the minutes of the Special meeting held on Thursday 21 January 2016 as recorded be confirmed.*

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

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

See Business Function Headings

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

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

**Summary**

Economic Development, Governance and Communication Portfolio Report to Council.

**Officer's Recommendation**

That the Economic Development, Governance and Communication Portfolio Report to Council be received.

**Resolution:**

*Moved Cr DW Kratzmann, seconded Cr DP Tessmann.*

*That the Economic Development, Governance and Communication Portfolio Report to Council be received.*

**Education – Central Queensland University (CQU)**

*Council is in the early stages of forming a partnership with Central Queensland University to establish a study and research hub in the South Burnett. At the invitation of the South Burnett Directions (SBD) Steering Committee, Associate Professor Jennie Barr has presented a range of education and research opportunities primarily in the areas of Health, Agriculture and Tourism.*

*SBD and CQU are proactivity scoping out these opportunities and Council is considering suitable building space (initially small) to house the university hub.*

**Business Confidence Survey**

*The South Burnett Business Confidence Survey is short and quick for businesses to complete, to gain insight into their confidence of business performance given the current state of the local economy. A sample of 300 surveys is required. NAB have offered to assist with distribution to their business clients, including those in the rural sector, and to provide a qualified commentary in the final report. Results will provide an opportunity to publicize positive outcomes and/or identify areas for improvement.*

*At the end of November I hosted 5 local business owners/managers who attended a breakfast with members of Wide Bay Burnett Regional Development Australia. This provided an opportunity to share their business aspirations, innovative ideas, and barriers to expansion to a group that can*

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*support and assist with access to funding opportunities, government programs and advocacy. Businesses who participated were: Kingaroy Joinery, PCA, Proteco Oils, CTC, and Fiedler Brothers Plumbing.*

### **Agricultural Reference Group**

*The inaugural Agricultural Reference Group meeting was held on 16 November 2015.*

### **Business Excellence Awards**

*At the 2015 Business Excellence Awards debrief meeting, it was agreed to change the awards to a bi-annual event, due to the effort required for nominees and to allow time for changes to business practise to be implemented. It was agreed that there is benefit in changing venues around the region, and Murgon have expressed an interest in hosting the awards gala dinner in 2017.*

*Additionally, to ensure we build on the momentum from the 2015 awards, it was decided that a comprehensive Shop Local campaign be undertaken in 2016 incorporating community education, a digital reward system for shopping local, mystery shopper visits, and a series of co-ordinated marketing campaigns with a consistent message.*

### **Shop Local Campaign**

*Meetings of the Business Excellence Awards committee in November, December, and January have progressed the shop local campaign and a first draft project plan has been prepared for further discussion and approval.*

*The most exciting element will be a digital reward system, [www.rewardle.com](http://www.rewardle.com), to encourage, through a variety of rewards, supporting local businesses. Additionally, spending and shopping data collected will be invaluable to monitoring and comparing the local market and potentially to identify trends to assist with future strategies. It will also allow effective measurement of the campaign's success.*

*Capacity building through shared activities and promotion of others' success will complement training initiatives. It is hoped to generate a renewed enthusiasm for business owners as well as increasing community pride for the entire region.*

*It is proposed to host a Forum during Small Business Week (16-21 May 2016) to introduce the concept to local businesses with a view to gaining feedback, ownership, and support for the campaign. Representatives from Rewardle will be available to provide information, answer questions, and give a demonstration of the equipment.*

### **Mentoring for Growth**

*As promoted to businesses and to encourage nominations, all nominees for the 2015 Business Excellence Awards were eligible for selection to participate in the next State Government Mentoring for Growth program. The four local businesses to be provided with the opportunity to participate, based on their business aspirations and capabilities identified through their nomination, are: Ben's Beef Jerky, Fox Beauty & Nails, Hansen Kitchens, Mangan Joinery. The structured mentor panel meetings are currently being arranged.*

### **Capacity Building**

*A strategic annual training program matrix has been developed based on 3 levels of business participants – new, established, and leading industry. Consideration of varying training needs has resulted in this structured approach with both non-accredited and Cert IV/Diploma level qualifications being offered, as well as personalised development plans for The Vital 6% (International research evidence consistently highlights the critical importance of a small minority of businesses in generating jobs – one recent study coined the term 'The Vital 6%' to reflect the fact that just 6% of businesses generated half of the new jobs in the UK between 2002 and 2008.)*

*Measureable and tangible outcomes with particular importance on topics, content, facilitators, and outputs forms the basis for the program matrix. Whilst options, providers, and dates have not yet*

*been secured for all elements, the customer service training, as previously presented by TAFE, will be rolled out over the next 6 months as per the following proposed schedule:*

*Tuesday, 1 March 2016 - Blackbutt  
Tuesday, 22 March 2016 – Nanango  
Tuesday, 19 April 2016 – Kingaroy  
Tuesday, 24 May 2016 – Wondai  
Tuesday, 21 June 2016 – Murgon*

*Department of State Development have asked for support to establish a local industry network to assist with building capacity for increased trade, supply chain management, and local opportunities including potential consortiums for major supply contracts. Ken Mills has offered to host the initial function to ascertain interest and needs, on Monday, 4 April 2016, following a short SBD meeting at Ken Mills Toyota. Details and guest speakers are still being arranged.*

## **Tourism**

### **Suggested Families of the South Burnett**

*Jane Hodges Southern Queensland Country Tourism media famil including Kingaroy Art Gallery, Kingaroy Eateries, Kingsley Grove Estate, Bjelke Petersen Dam, Blackbutt - Wiikirri & Bakery/BVRT.*

### **South Burnett Cherbourg on Show**

*South Burnett Cherbourg on Show brochure is being developed to promote the long weekend of events during the year at festivals and events the operators attend – wine and food shows, trade shows etc.*

### **Southern Queensland Country Tourism**

*I am pleased to announce that Jo Berry from Kingsley Grove has been appointed as a board member.*

### **Billboard Advertising**

*Billboard Advertising – 4 billboards are in place promoting the region. South Burnett awareness campaign includes Wine Region, Bjelke-Petersen Dam & Lake Boondooma and events with Wine and Food in the Park skins up.*

### **Regional Flavours**

*Regional Flavours event, liaising with Brisbane Marketing to build up South Burnett presence at the 2016 event 15 – 17 July. Working on increasing South Burnett stallholders with interest from Bens Beef Jerky, Moffatdale Ridge and Dusty Hill to attend.*

### **Blackbutt VIC**

*Blackbutt VIC wifi installation project complete, with all the VICs in the region now offering free wifi.*

### **Visitor Information Centres (VIC's)**

*Kingaroy and Wondai Regional Art Gallery promotion via social media platforms*

### **Brisbane Valley Rail Trail (BVRT)**

*Brisbane Valley Rail Trail promotion via social media platforms*

### **Australia's Country Way Committee**

*Southern Queensland Country Tourism Visitor Guide editorial and ad copy finalised*

## **Dam Management**

### *Lake Boondooma and Bjelke Petersen Dam*

- *promotion via social media platforms*
- *planning and installation of a mini VIC at Yallakool Park on BP Dam, showcase a South Burnett space to guide the good visitation numbers to the dam to experience more of the region*
- *2 dams 1 destination brochures finalised and available at all VICs, dams and distributed out of the region at events*

## **South Burnett Touring Guide and Website**

*South Burnett Touring Guide finalised*

*South Burnett Tourism Website out for quotation, due 28 January*

## **Build a Liveable Region**

### **Employment Pathways**

*In December 2015, Sharyn from Economic Development attended a Youth Employment Pathways conference which provided great insight into the intrinsic issues surrounding youth unemployment, the learnings and discussion also generated a number of ideas/considerations for new projects to assist with addressing this issue at a local level.*

*Soft skills and employability skills continue to be identified as a need to be addressed.*

*Sarina Russo, other local Job Agencies, TAFE, and Swickers are currently delivering a pre-employment program to potential Swickers factory workers through a collaborative model with demonstrated results (ie employment for participants). Discussion on how this model could be adapted for other industries and/or business clusters has begun.*

*Carried 7/0*

*FOR VOTE - Councillors voted unanimously*

## **4.2 Governance**

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

#### **4.2.1 G - 1561596 - Operational Plan Update and Review Report**

### **Summary**

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

### **Officer's Recommendation**

That the Operational Plan 2015/16 Progress Report for the December Quarter be adopted.





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

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



**SECTION EXECUTIVE SERVICES**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarterly Review
Promote and support good governance activities.	To provide management and administration support to promote and support governance branch activities.	Internal and External Stakeholders Community	EXC4	Inform Consult Involve	100% delivery of Council meeting administration compliant with legislation	100% compliant - Ongoing
Relevant legislative requirements	Compliance with relevant legislative requirements	Internal and External Stakeholders	EXC2 EXC4	Inform Consult Involve Collaborate	100% coordination of the review and update of Council's Policy and Procedures by December 31	Review policy register by 31 December Review Policies by 30 June 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	2015/16 Annual Budget Completed Monthly Reports reviewed September Quarterly Budget Review completed



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

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



<b>SECTION</b>		<b>ECONOMIC DEVELOPMENT</b>			
<b>Mission:</b> Create a Prosperous Region					
<b>Significant activities and services</b>					
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>		
		<b>Engagement Level</b>	<b>Performance Measurement</b>		
		<b>Key Performance Indicator</b>	<b>December Quarterly Review</b>		
South Burnett Directions most effective organisation structure	Establish effective governance, operating and reporting structure that will enhance the delivery of long term economic development for the region.	Internal Stakeholders Business Community Wide Bay Burnett Regional Organisation of Councils	GO1	Inform Consult Involve Collaborate	Structure developed through South Burnett Directions adopted by Council by December 31  Recommendation by SBD Steering Committee that the Committee move to an Advisory Board status to be submitted to Council for approval  Recommendation to be presented to the new Council after March 2016
Reporting and communicating to the business community	Present an economic performance scorecard for the South Burnett to business leaders.	Internal Stakeholders Business Community	GO1	Inform Consult Involve	Annual business forum held by June 30  Presentation date 18 January 2016
Economic development priorities recognised in the South Burnett Planning Scheme	The South Burnett Planning Scheme provides the pathway for the delivery of projects of regional significance.	Internal Stakeholders Business Community	GO2	Inform Consult Involve	Substantiated economic development input to the new Town Plan ongoing 2015-16  Waiting on public notification period

<b>SECTION ECONOMIC DEVELOPMENT</b>						
<b>Mission:</b> Create a Prosperous Region						
<b>Significant activities and services</b>				<b>Performance Measurement</b>		
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>December Quarterly Review</b>
Business growth through forums and workshops	Hold business networking sessions, business development workshops, mentoring for growth and other programs that assist business to grow and provide employment.	Internal Stakeholders Business Community	GO1	Inform Consult Involve Collaborate	Develop and deliver a program of business development activities ongoing 2015-16	Program concept has been developed. A formal implementation program to be completed next quarter.
Health Services	Grow health services that support the local community and increase employment opportunities	Community	EC3	Inform Consult Involve Collaborate	Identify, scope and plan new health services ongoing 2015-16	A business model for the private hospital is being developed.
Transport	Business transport efficiency	Business Community	GO1	Inform Consult Involve Collaborate	Identify weaknesses that can be improved and generate more efficient business transport ongoing 2015-16	Not started
Tertiary Education	Grow employment opportunities through education pathways	Business Community Students	GO1	Inform Consult Involve Collaborate	Facilitate conversations with universities and TAFE to identify and implement education programs ongoing 2015-16	Discussions commenced

<b>SECTION ECONOMIC DEVELOPMENT</b>		<b>Significant activities and services</b>				<b>Performance Measurement</b>	
<b>Mission:</b> Create a Prosperous Region							
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>December Quarterly Review</b>	
Employment Opportunities	Encourage businesses to source employment locally and as needed from outside the region and the country i.e. backpackers	Business Community	GO1	Inform Consult Involve Collaborate	Identify employment sources by June 30	Not started	
Precinct Planning	Ensure business input to planning	Business Community	GO1	Inform Consult Involve Collaborate	Share town streetscape development with business leaders and seek their input ongoing 2015-16	Not started	
Recognise business excellence	Together with business leaders seek nominations from local business to achieve recognition for business improvement and success together with supporting business excellence through business improvement workshops	Internal Stakeholders Business Community	GO1	Inform Consult Involve Collaborate	Hold an annual regional Business Excellence Awards by June 30	Training programs, nominations and awards are all finalised and presented. Awards Function was held in October 2015.	

**SECTION ECONOMIC DEVELOPMENT**

**Mission:** Create a Prosperous Region

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarterly Review
New Infrastructure	Identify capacity building opportunity through new infrastructure.	Internal Stakeholders Business Community	INF1	Inform Consult Involve Collaborate	Identify key infrastructure projects to be delivered along with planning and implementation by June 30	Not started
Tourism Development	Through a tourism reference group comprising of Tourism operator leaders identify and implement tourism growth projects	Business Community	GO3	Inform Consult Involve Collaborate	Produce a tourism strategy and implementation plan by June 30 Produce an events strategy that encourages more visitors to the region by June 30	Draft documents are prepared and are out for comment by Industry
Agriculture development	Seek opportunities for increasing export sales	Business Community	GO1	Inform Consult Involve Collaborate	Organise and run a business and investment delegation to an overseas region that demonstrates business export opportunity for South Burnett businesses	Agricultural Reference Group established with a charter that includes export supply chain growth opportunities.
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	Program to be developed next quarter

**SECTION ECONOMIC DEVELOPMENT**

**Mission:** Create a Prosperous Region

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarterly Review	
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	Not started	
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure	Quarterly Budget Reviews	





## Human Resources Branch Operational Plan 2015/16

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



**SECTION HUMAN RESOURCE ADMINISTRATION**

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

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

**SECTION EMPLOYEE ADMINISTRATION AND SUPPORT SERVICES**

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

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

**SECTION EMPLOYEE ADMINISTRATION AND SUPPORT SERVICES**

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

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

**SECTION WORKPLACE HEALTH & SAFETY**

**Mission:** To achieve a 'zero harm' workplace supported by appropriate Workplace Health and Safety (WH&S) and rehabilitation advice, systems, processes and procedures.

Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarterly Review
WH&S Training	Training delivered in line with Council's Safety System; including external providers.	Internal Stakeholders Training Providers	EXC3	Inform Consult Involve	100% of all new employees' to attend Corporate WH&S Induction within one month of commencement 100% of new employees to have site specific induction at time of commencement. 100% coverage of GM's and Managers to receive their role and responsibilities for WH&S.	100% compliance  100% compliance  Compliant
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 2016 as per EU requirements	Interim Desktop Audit as per EU 80% compliance  Under review

**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	December Quarterly Review
Rehabilitation System	Effective consultancy, support, policies, procedures and assistance in meeting all legislative requirements in relation to Rehabilitation / Return to Work.	Internal Stakeholders	EXC3	Inform Consult Involve Collaborate	100% compliance with legislative standards	100% compliance

**SECTION EMPLOYEE RELATIONS**

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

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

**SECTION PAYROLL**

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

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





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

**Mission:**  
**Officer Responsible:**  
**Responsibilities:**

To support balanced development that preserves and enhances our region.  
General Manager Corporate Services  
Environment and Waste Branch, Natural Resource Management and Parks and Gardens Branch, Planning and Land Management Branch, Social and Corporate Performance Branch, Libraries.

**SECTION LIBRARIES**

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

Activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarterly Review
Library Services, Collection and Facilities	Libraries providing library services and collection across the region to meet community needs	External Stakeholders	EC1 EXC2 EXC5 EXC6	Inform Consult Involve	Identify target groups (including outreach) and implement relevant programs throughout 2015-16	<p><b>Digital Literacy</b>, Group computer classes - Kingaroy 7, One-on-one internet classes - Nanango 32 &amp; Proston 1</p> <p><b>Early Literacy</b>, Story Time &amp; Rhyme Time sessions – Blackbutt 2, Kingaroy 23, Murgon 2, Nanango 13, Proston 4, Wondai 2</p> <p>School/Kindergarten visits – Kingaroy 3, Murgon 2, Nanango 2</p> <p><b>Family Literacy</b>, Holiday activity sessions – Blackbutt 2, Kingaroy 4, Murgon 2, Nanango 3, Proston 1, Wondai 1</p> <p><b>Adult Literacy</b>, Author and Information talks – Blackbutt 2, Kingaroy 5, Nanango 1, Proston 2</p> <p><b>Outreach</b>, Kingaroy 1 careers market &amp; 1 Orana visit, Nanango 12 Home Library Service visits, Proston 1 school visit</p> <p>Meeting requirements</p>
			EXC5 EXC4		100% compliance with the management system for the library collection throughout 2015-16	

<b>SECTION LIBRARIES</b>						
<b>Mission:</b> To enhance and promote the quality of life of our community and the unique environment of our area through leadership and engagement						
<b>Activities and services</b>		<b>Performance Measurement</b>				
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>December Quarterly Review</b>
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	Delivery and administration of externally funded programs as at June 30  100% compliance with the SLQ service level agreement and annual book grant as at June 30	Meeting requirements  Annual acquittal has been submitted August 2015
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	INF1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	No program in place at this stage
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Training provided Meeting budget allocation  Book grant allocation was reviewed and additional funds to be reallocated in first review to equate with the new State Government allocation for 2015-2016 Operational budget to be adjusted to cover courier services for the library



## Social & Corporate Performance Operational Plan 2015/16

**Mission:**  
**Officer Responsible:**  
**Responsibilities:**

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



**SECTION CORPORATE GOVERNANCE**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarterly Review
Promote and support good governance activities.	To provide management and administration support to promote and support governance branch activities.	Internal /External Stakeholders Community	EXC4	Inform Consult Involve Collaborate	100% compliance with the relevant legislation for the administration of governance functions as at June 30	On target – on going
Organisational performance	To assist Council in planning the future direction of the organisation and in monitoring organisational performance against plan outcomes, outputs and actions.	Internal / External Stakeholders Community	EXC4	Inform Consult Involve Collaborate	Development and adoption of the Corporate Plan 2014-18 by August 30 Development and adoption of the operational plan 2016-17 by June 30 Quarterly review Council reports for Operational Plan 2015-16 by June 30 Development and adoption of the Annual Report 2014-15 by November 30	Completed To commence 3 <sup>rd</sup> Quarter On target Completed
Relevant legislative requirements and legal services	Compliance with relevant legislative requirements and coordinate legal services within budget allocations	Internal / External Stakeholders Community	EXC4	Inform Consult Involve Collaborate	100% review and update of Register of Delegations by September 30 100% review and update of Local Laws by June 30	Completed Commencement – Steering committee established and stage 1 commenced – Planning Land Management to progress Local Laws Review as insufficient capacity with Governance for 2015-16 on a priority basis.

**SECTION CORPORATE GOVERNANCE**

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

		Significant activities and services				Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarterly Review	
Communication	To deliver quality media, communication, community engagement, marketing, promotions, to and on behalf of Council	Internal / External Stakeholders Community	EC1	Inform Consult Involve Collaborate	Develop and implement a Council organisational-wide communication strategy with supporting policy, procedures and tools by June 30  Deliver advertising as per advertising schedule within budget by June 30  Develop and implement a media protocol by September 30	Draft Social Media policy and procedures developed Community Engagement policy reviewed in draft. Strategy will be postponed to 16-17 for new Council to review and adopt.  Delivery as per advertising schedule – within budget  Media protocol in draft – completion postponed to review and adoption by new Council post-election	
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	Undertaken as per schedule.	

<b>SECTION</b>		<b>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>	<b>December Quarterly Review</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	Finalised Deferred Audit from 14-15 Procurement Management. 15-16 001 Cash Receipt handling Audit completed 15-16 002 Saleyards Audit completed 15-16 003 Infrastructure Charges Audit in progress
Internal control and risk management functions	To assist Council in obtaining assurance that internal control and risk management functions are operating effectively by reviewing the integrity of financial documents, monitoring internal audit and risk management functions and overseeing the effectiveness and objectivity of internal audit and risk management	Internal / External Stakeholders Internal Audit Committee	EXC4
		Inform Consult Involve Collaborate	3 Year Audit plan reviewed and approved by Audit Committee. Special Committee meeting held to adopt financial statements for 14-15. Meeting regularly as per schedule – on target
			100% Audit Plan activities completed as per schedule for 2015-16 as at June 30 Audit Plan 2015-18 meets organisational requirements – Internal Audit Committee review and approval completed by June 30 Auditor General's report reviewed to meet statutory requirement of adopting Annual Report 2014-15 by 31 December 2015 Administration of the Internal Audit Committee as per Management Advisory Committee Guidelines as at June 30

**SECTION RISK MANAGEMENT**

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

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



**SECTION MAYOR AND COUNCILLORS**

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

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

**SECTION COMMUNITY AND SPORT DEVELOPMENT**

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

Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarterly Review
Facilitate and support community development	To facilitate and support community development through effective delivery of the grants and donation program	Community	EC2 EC3	Inform Consult Involve Collaborate	<p>Mayors Community Benefit Fund administered \$30,000 in grants complying with policy and procedures by June 30</p> <p>SBRC Grants and Donations program – two (2) rounds administered complying with policy and procedures within budget by June 30</p>	<p>MOCBF round 5 (3/8/15 to 31/8/15) applications were assessed on the 8/9/15 funding of \$15,455 was allocated.</p> <p>Community assistance annualised recipients have received payments as adopted in budget at community presentation 16/9/15. Round 1 (3/8/15 to 31/8/15) applications were assessed on 9/9/15 funding of \$14,000 was granted. 11 Elite Performance applications have been approved to date totalling of \$5,200.</p> <p>Community Assistance Round 2 opens 1 February 2016 and closes 29 February 2016. 4 Elite performance applications were received and processed.</p>

**SECTION COMMUNITY AND SPORT DEVELOPMENT**

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

		Significant activities and services			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarterly Review
Facilitate and support sport development	To provide facilitate and support sport development	Community	EC3	Inform Consult Involve	Regional Arts Development Fund – three (3) rounds administered complying with policy and procedures, within budget by June 30	<p>Council has received \$21,000 from Arts Qld for 2015-16. Council's contribution of \$14,000 plus 2014-15 surplus \$4,422. Total 2015-16 budget \$39,422. 3 applications were received for Round 1 totalling \$19,965. 1 application was approved for \$14,980. 1 Quick response application was received and approved to the value of \$2,067.</p> <p>2 applications were received for Round 2 totalling \$7970 and assessed 24 November 2015. RADF committee planning workshop (Forms, guidelines etc)</p> <p>State Government (Sport &amp; Rec) in partnership with Council offered a free workshop "Developing your budget for South Burnett sporting organisations" in November, due to lack of participation this workshop was cancelled.</p>

**SECTION COMMUNITY AND SPORT DEVELOPMENT**

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

		Significant activities and services			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarterly Review
Quality civic receptions and corporate events	To deliver quality civic receptions and corporate events, to and behalf of Council	Community Internal Stakeholders	EC1 EC2 EC3	Inform Consult Involve	Representation at 75% of the Wide Bay Burnett Regional Recreation and Sport Steering Committee meetings providing regional update by June 30  100% successful delivery of the SBRC Community and Corporate Events Calendar by June 30 Delivery of arts culture events as supported by the Art Culture Heritage Advisory Committee and within the allocation for the 2015-16 budget.	On-going 8 October 2015 Hervey Bay  24 July - #Save our Hospital campaign breakfast 21 August - Mayors Breakfast 11 September - MCBF Golf Day 16 September - Community Assistance Presentation 17 September - 25yrs recognition Police Consultative Committee 7 October Safer Families, better community campaign LGAQ 17 October Murgon Swimming Pool Upgrade Opening 27 October MCBF Round 5 presentation Dr Ellen Kent Forecourt Kingaroy 30 October Naming of Dalton Place Wooroolin 17 November Mayors Breakfast Kumbia 30 November Blackbutt Food/Wind

**SECTION COMMUNITY AND SPORT DEVELOPMENT**

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

Significant activities and services		Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan
		Engagement Level	Key Performance Indicator
			December Quarterly Review
			& Art night. 4 December Mayors Charity Golf Day 11 December Mayors Community Christmas Luncheon 18 SBRC Staff Xmas Break-up

**SECTION CUSTOMER CONTACT**

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

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



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

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



<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>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>
Development Applications	To manage the assessment of development applications across the South Burnett area	Internal/ External Stakeholders	GO2
Planning Enforcement	Investigate possible breaches of Planning Scheme	Internal/ External Stakeholders	GO2
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
<b>Performance Measurement</b>		<b>Key Performance Indicator</b>	<b>December Quarterly Review</b>
		90% of development applications are to be assessed within the statutory timeframes	90% of applications processed within timeframe
		Respond to 90% of requests within 10 business days	100% of request responded to within 10 business days
		Receive Ministerial approval to proceed with Public Notification by July 2015 Complete public notification by October 2015 Adoption of Scheme by December 2015 Monitor implementation of new Planning Scheme to correct administrative errors and other omissions.	Responded to State Interest Review comments, amended draft Planning Scheme submitted to Department. Awaiting Ministerial approval to proceed with Public Notification
<b>Community Engagement Level</b>	<b>Community Engagement Level</b>	<b>Community Engagement Level</b>	<b>Community Engagement Level</b>
Inform Consult	Inform Consult	Inform Consult	Inform Consult



**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	December Quarterly Review
Local Heritage Register	Preparation and adoption of local Heritage Register	Internal/ External Stakeholders	GO2, GO3	Inform Consult	Review of current heritage list completed by end August 2015 Draft report and place cards completed by end October 2015 Local Heritage Register adopted by January 2016	Review and draft report completed. Council workshop held to discuss review and long list of heritage places. Fieldwork completed.
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Quarterly budget review completed.

**SECTION BUILDING SERVICES**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarterly Review
Provide Council's Building Certification Service	Applications processed for new structures, additions, alterations and undertake compliance inspections	Internal/ External Stakeholders	GO2	Inform Consult	90% of development applications processed within statutory timeframes	96% of applications processed within statutory timeframe
Building Searches	Process search requests	Internal/ External Stakeholders	GO2, EXC6	Inform Consult	95% of buildings searches completed within 10 business days	96% of building searches completed within timeframe
Building Enforcement	Undertake enforcement activities when potential breaches are identified	Internal/ External Stakeholders	GO2	Inform	Respond to 90% of requests within 10 business days	Responded to 100% of request
Pool Safety Compliance	Provide pool safety inspection service as per the requirements of the QDC and QBCC	Internal/ External Stakeholders	GO2	Inform	100% of pool safety certificates and/or non-conformity notice issued as required by the QBCC Respond to complaints and immersion incidents within the statutory requirements	No request for certificates received No immersion incidents investigated

**SECTION PLUMBING AND DRAINAGE SERVICES**

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

Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarterly Review
Compliance permits and certificates for plumbing and drainage works	Assessment of plumbing and drainage application Undertake plumbing installation inspections	Internal/ External Stakeholders	GO2	Inform Consult	90% of assessment of plumbing and drainage applications within statutory timeframes Undertake inspections in accordance with statutory timeframes by June 30	100% of applications assessed within statutory timeframe
Plumbing Enforcement	Undertake enforcement activities when potential breaches are identified	Internal/ External Stakeholders	GO2	Inform Consult	Respond to 90% of requests within 10 business days	No requests for enforcement undertaken
Audit of notifiable work	Undertake inspections based on available resources	Internal/ External Stakeholders	GO2	Inform	5% of notifiable works inspected for compliance based on list provided by State – Plumbing Application Service (PAS) and available resources	No notifiable work request received.
Administer register for HSTP and backflow prevention devices	Maintain register, forward notices and review of annual inspection reports by private plumbers	Internal/ External Stakeholders	GO2, ENV1	Inform	Undertake Annual Inspection Program by June 30	Inspection program completed. Reminder notices forwarded to land owners to rectify system faults
Comprehensive trade waste audit program	Provide resource support to Infrastructure Department to conduct a comprehensive trade waste audit program	Internal Stakeholders	GO2, ENV1	Inform Consult Involve Collaborate	Provide resource support to Infrastructure Department to conduct a comprehensive trade waste audit program by June 30	Continued support provided but with resignation of plumbing inspector audit programme has ceased



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

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



**SECTION PUBLIC HEALTH**

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

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	December Quarterly Review	
Public Health Licence applications and Routine inspections of licensed premises	<p>A Licence is required for certain activities as prescribed by the:</p> <ul style="list-style-type: none"> <li>• <i>Food Act 2006</i></li> <li>• <i>Public Health (Infection Control for Personal Appearance Services) Act 2003 - Higher Risk Personal Appearance Services</i></li> <li>• <i>Residential Services (Accreditation) Act 2002</i></li> </ul>	External Stakeholders Community	EC3	Inform	90% of applications are to be assessed within 30 business days (as per legislative timeframes)	<p><b>First Quarter</b></p> <p>11 Annual Food licence &amp; 21 Temporary Food Licence Applications were received. 75% of those applications received were approved within the 30 business days.</p> <p>Annual inspections are currently being undertaken in September –October 2015.</p> <p><b>Second Quarter</b></p> <p>9 Annual Food Licence &amp; 19 Temporary Food Licence applications were received. 16 Water Sample applications received and undertaken. 85% of food inspections have been completed up to the end of this Qtr with the rest scheduled for completion during the 3<sup>rd</sup> Qtr.</p>	

**SECTION PUBLIC HEALTH**

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

Significant activities and services					Performance Measurement	
Public Health Complaint Management	Investigation in response to customer service request being generated.	Internal / External Stakeholders Community	EC3	Consult	90% of Customer Service Requests (CRs) actioned within six (6) working days 90% of urgent Customer Service Requests (CRs) actioned within forty-eight (48) hours	<p><b>First Quarter</b> 16 CRMs raised during the period only 80% actioned within the six working days target.</p> <p><b>Second Quarter</b> 11 CRMs raised during the period. These were actioned within the timeframe.</p>
School Based Immunisation Clinics	Provision of School Based Immunisation Clinics in partnership with Queensland Health	External Stakeholders	EC3	Consult	95% vaccination rate of those who present for immunisation at school based clinics Deliver the School Based Immunisation initiative in accordance with the Queensland Health "School Based Vaccination Program Service Provider Agreement"	<p><b>First Quarter</b> No School Immunisation Clinics took place during this Quarter.</p> <p><b>Second Quarter</b> The final school immunisation clinics were conducted during this quarter. A total of 158 students received the HPV vaccine. 100% of vaccines were administered to those students who presented.</p> <p>Qld Health has now engaged one service provider for the entire Darling Downs region and so Council will no longer be providing school based immunisations.</p>

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

SECTION COMPLIANCE (Local Laws)						
Mission: To provide regulation of Council's Local Laws and other relevant legislation						
Significant activities and services						
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	September Quarterly Review
Compliance Complaint management	Investigation in response to customer service request being generated.	Internal / External Stakeholders Community	EC3	Consult	90% of Customer Service Requests (CRs) actioned within six (6) working days  90% of urgent Customer Service Requests (CRs) [e.g. Dog Attacks] are actioned within forty-eight (48) hours	<p>Keeping of Animals. 1 Kennel inspection undertaken.</p> <p><b>First Quarter</b> The following CRMs were received in this quarter. 268 Animal 17 Local Laws 45 Overgrown 4 Signage 19 Dog Attack Over 90% of non-urgent CRMs were actioned within the timeframe. 100% of all urgent CRMs were actioned within target.</p> <p><b>Second Quarter</b> The following CRMs were received in this quarter. 244 Animal 13 Local Laws 75 Overgrown 1 Signage 18 Dog Attack on Person 18 Dog Attack on Animal</p>



**SECTION COMPLIANCE (Local Laws)**

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

Significant activities and services						
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	September Quarterly Review
Animal Management Education/Public Awareness	To raise the level of awareness of the Animal Management legislation and how to be a Responsible Pet Owner.	External Stakeholders Community	EC3	Inform	75% of presentations on the Animal Management Laws provided to students of participating schools or other interested community groups per financial year.	Over 90% of non-urgent CRMs were actioned within the timeframe. 100% of all urgent CRMs were actioned within target.  <b>First Quarter</b> 100% of education sessions as requested were held during the period at Kingaroy and Tanduridge schools. A total of 4 presentations were made in this Quarter.  <b>Second Quarter</b> 0 Education sessions were undertaken during this Quarter
Abandoned Vehicles	Impound abandoned vehicles, where necessary, under the <i>Transport Operations (Road Use Management) Act 1995</i>	External Stakeholders Community	EC3	Inform	90% of identified abandoned vehicles to be removed/impound within 10 business days	<b>First Quarter</b> 13 CRMs were raised during this period. 100% of these CRMs were actioned within the required timeframes.  <b>Second Quarter</b> 1 CRM was raised during this period. This CRM was actioned within the timeframes.

**SECTION COMPLIANCE (Local Laws)**

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

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

**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	September Quarterly Review	
Environmental Authority Registration applications and Routine inspections of registered activities	A Registration Certificate is required for certain Environmentally Relevant Activities (ERAs) as prescribed by the <i>Environmental Protection Act 1994</i>	Environmentally Relevant Activity Registrars Holders	EC3	Inform	90% of applications are to be assessed within 20 business days. 90% of registered activities inspected/audited at least once per financial year.	<b>First Quarter</b> 0 applications were received this period. <b>Second Quarter</b> 0 applications were received in this period.	
Environmental Protection Complaint management	Investigation in response to customer service request being generated.	Internal / External Stakeholders	EC3	Consult	90% of Customer Service Requests (CRs) actioned within six (6) working days 90% of urgent Customer Service Requests (CRs) actioned within forty-eight (48) hours	<b>First Quarter</b> 27 non-urgent CRMs were raised during this period. 80% of these applications were actioned within the timeframes. <b>Second Quarter</b> 24 non-urgent CRMs were raised during this period. 92% of these CRMs were actioned within the timeframe.	

**SECTION WASTE MANAGEMENT**

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

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	September Quarterly Review	
Waste Collection Services	Provision of regular waste collection services	External Stakeholders Community	ENV2	Inform	99.5% of general refuse wheelie bins serviced at least once weekly	<p><b>First Quarter</b> Greater than 99.5% of all general refuse wheelie bins were serviced at least once per week during this Quarter.</p> <p><b>Second Quarter</b> Greater than 99.5% of all general refuse wheelie bins were serviced at least once per week during this Quarter.</p>	
Environmental Compliance	Compliance with DEHP's registration conditions for Council's licensable Waste Facilities.	External Stakeholders	ENV2	Consult	Develop an internal audit program in the 2015-16 financial year that monitors Council's level of compliance with DEHP's registration certificate for Waste Facilities. 90% of all Waste Facility audits conducted at least biannually.	<p><b>First Quarter</b> Internal Audit Program still to be developed.</p> <p><b>Second Quarter</b> Internal Audit Program tool in the process of being developed.</p>	

<b>SECTION WASTE MANAGEMENT</b>						
<b>Mission:</b> To provide effective Waste Management Services						
<b>Significant activities and services</b>		<b>Performance Measurement</b>				
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.	<b>First Quarter</b> Restoration of legacy landfills is presently ahead of schedule. <b>Second Quarter</b> Restoration of legacy landfills continues to be ahead of schedule.
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	<b>First Quarter</b> Being developed. <b>Second Quarter</b> Draft, but some additional items to be included for the 2016/2017 budget considerations.
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>Second Quarter</b> 2016/2017 Budget preparations in progress. 1st Quarterly budget review still to be completed. <b>Second Quarter</b> 2nd Quarter Budget review completed. Preliminary work on the 2016/2017 Budget progressing.



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

**Mission:** To preserve, promote and protect the natural and cultural resources under the management of the South Burnett, with the provision of well-maintained and appropriate recreational and service infrastructure for a diverse range of environmental experience, education, opportunity and lifestyle choices.

**Officer Responsible:** Manager NRM and Parks  
**Responsibilities:** Branch Administration, Natural Resources Management, Parks and Gardens and Cemeteries, Commercial facilities



**SECTION COMMERCIAL FACILITIES**

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

		Initiatives/Special Projects			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarterly Review
Airports	To provide maintained Airports	External Stakeholders Community	INF1 INF1.1 EXC1 EXC1.2	Inform Consult Involve	Participate and implement recommendations from CASA safety audit by June 30 Provide usage figures to Stakeholders as per reporting schedule ongoing to June 30	Technical Inspection undertaken 16/11/15. Action Plan to rectify the 10 rectifications has been drafted and will be completed by 1 March 2016. Between 5000 – 5500 glider movements alone, ability to measure additional Aircraft movements will be in place by December 30 <sup>th</sup> .
Recreational Dam Facilities	To provide facilities that meet the demand of the target group users of the facilities	Internal / External Stakeholders Community	EC3 EC3.1 GO3 GO3.1 EXC1 EXC1.2 INF1 INF1.1	Inform Consult Involve	Provide usage figures to Stakeholders as per quarterly going to June 30 Manage operational contract for onsite Managers ongoing to June 30	18,580 overnight persons from 28/09/15 to 31/12/15 at Lake Boondooma. 12,872 overnight persons from 28/09/15 to 31/12/15 at Yallakool Operational contract/Managers – operating effectively (no creditable complaints received for quarter) <b>* Undertake changes to reporting system to show comparative figures from same timeframe of previous year in 3<sup>rd</sup> quarter.</b>
Saleyards	To provide facilities that meet the demand of the target group users of the facilities	Internal / External Stakeholders Community	EXC1 EXC1.2 INF1	Inform Consult Involve	Provide usage and sale figures to Stakeholders as per reporting quarterly ongoing to June 30	Only a percentage of income has been invoiced as at end of December quarter. Revenue from Dip activities

**SECTION COMMERCIAL FACILITIES**

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

Initiatives/Special Projects		Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan
			INF1.1
			Engagement Level
			Key Performance Indicator
			December Quarterly Review
			\$11,358.00 Revenue from Sale F&C \$9,728.00



**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	December Quarterly Review
Open Space Plan	Actively plan for appropriate open space within the region	Internal / External Stakeholders Community	EXC1 EXC1.1 EC1 EC1.1 EC1.2	Inform Consult Involve	Maintain/update 10 year capital plan ongoing to June 30	10 year capital plan up to date
Parks and Open Space network	Service and develop Parks and Open Space network and recreation facilities to meet community expectations and enhance community wellbeing	Internal / External Stakeholders Community	EC3 EC3.1 EC3.2 INF1 INF1.1	Inform Consult Involve	Implement service schedules ongoing to June 30  Provide maintained playground to the appropriate Australian standard ongoing to June 30	All service schedules implemented, nil complaints for quarter regarding level of service.  Completed all action items identified in the 2015 August Playground Safety Audit.
Rail Trail networks	Service and maintain Rail Trail networks	Internal / External Stakeholders Community	EC3 EC3.1 EC3.2 INF1 INF1.1	Inform Consult Involve	Undertake annual inspection and schedule maintenance to address needs identified ongoing to June 30  Develop and implement Rail Trail between Murgon to Kingaroy ongoing to June 30	Completed inspection of BBRT in October 2015.  Completed first milestone report as part of funding agreement with DSIP. Construction of 2 pedestrian bridges, weed removal, tree plantings, completed during this quarter. Partnership with CTC for a Youth Skills program for 10 participants underway.

**SECTION CEMETERIES**

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

<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>
			<b>December Quarterly Review</b>
Regional cemetery and associated services	Deliver regional cemetery and associated services that meet current and future burial and remembrance needs.	External Stakeholders Community	EXC1 EXC1.1 INF1 INF1.1
		Inform Consult	Maintain/update 10 year capital plan ongoing to June 30
			75% completed an audit of Cemetery records, new maps currently being produced.  10 year capital plan up to date.

**SECTION NRM & PARKS ADMINISTRATION**

**Mission:** To provide quality administration.

Initiatives/Special Projects		Performance Measurement				
Function	Description	Customer(s)	Link to Corporate Plan			
			Engagement Level			
			Key Performance Indicator			
			December Quarterly Review			
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1 EXC1.1 EXC1.2	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	2015-16 Operations and Capital Budget on track.
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1 EXC1.1 EXC1.2	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	Review of 10 year capital budget scheduled 4 <sup>th</sup> quarter.



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

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



**SECTION PLANT AND FLEET MANAGEMENT**

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

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

**SECTION PLANT AND FLEET MANAGEMENT**

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

Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarterly Review
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations  Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Annual budget prepared and adopted as part of the overall capital budget.  Budgets monitored regularly including plant and fleet utilisation. 2nd Quarter review underway.

**SECTION BUSINESS SYSTEM MANAGEMENT**

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

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarterly Review
System Management	To ensure Council's business systems are compliant with the relevant legalisation and meet the needs of the organisations.	Internal / External Stakeholders Community	EXC2, EXC5	Inform Consult Engage	100% compliant with <b>Public Records Act</b> -continuous to 30 June 2015 Tech One business system modules developed and integrated as per schedule by June 30	Working toward compliance with Information Standard 31 and 40. Good results achieved to date. Ongoing development of modules in conjunction with T1 Users.
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	2016 Budget prepared. Budgets monitored at minimum quarterly. Capex budget monitored as required. 2 <sup>nd</sup> quarter review underway.



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

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





**SECTION BRANCH ADMINISTRATION**

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

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

<b>SECTION</b>		<b>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>
		<b>Key Performance Indicator</b>	<b>December Quarterly Review</b>
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 2015	Investment /Bond Register still to be implemented  EOI/Quotes and Tender Register updated regularly Completed - Fees and Charges adopted by Council last 29 June- Budget meeting, Fees & Charges for 2017 distributed for review
		Contracts Register updated on Council's website within 7 days of contracts being let	Contracts register updated as of 15 January 2016

<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>Key Performance Indicator</b>	<b>December Quarterly Review</b>
Rates Notices	Rates notices levied quarterly by Council	External Stakeholders	EXC1; EXC2	Inform	Rates (including supplementary rates) and associated charges levied on a quarterly basis	1 <sup>st</sup> Quarter Rates Notice released on 29 July with discount period until 02 September; 2 <sup>nd</sup> Quarter Rates Notice released on 27 October with discount period until 01 December
Accounts Receivable	Management of accounts receivable, and control of the effective recovery of outstanding debts	Internal Stakeholders	EXC2	Inform Consult	Review aging schedule of rates debtors outstanding and general ledger reconciliation on a quarterly basis	Rates register reconciliation finalised in September 2015; Rates register for 2015-16 reconciled on a monthly basis
Rescue & Evacuation / Rural Fire Levy	Distribute funds received for the purpose of sponsoring South Burnett region: - airborne emergency rescue & evacuation transport providers - the rural fire service providers	External Stakeholders Community	EXC5	Inform Consult	Funds collected are distributed to sponsor the airborne emergency rescue & evacuation transport providers on a quarterly basis	Fire Levy remittances are up to date

**SECTION FINANCE OPERATIONS**

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

		Significant activities and services				Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarterly Review	
Accounts Payable	Management of accounts payable	Internal/ External Stakeholders	EXC2	Inform Consult Involve Collaborate	90% of invoices paid within payment terms Creditors reconciled with general ledger on a monthly basis	2014-2015 Creditors are reconciled as of 30 August 2015; 2015-2016 Creditors are reconciled on a monthly basis; Invoices are paid within payment terms	
Sundry Debtors	Management of sundry debtors, and control of the effective recovery of outstanding debts	Internal/ External Stakeholders	EXC2	Inform Consult Involve Collaborate	Review of overdue sundry debtors, which are greater than 90 days on a quarterly basis Reconciliation of sundry debtors with general ledger on a monthly basis	Aging of sundry debtors in process Reconciliation of sundry debtors with general ledger finalised in August 2015 and monthly reconciliation done	
Bank Reconciliation	Monitoring of cash receipts and disbursements	Internal Stakeholders	EXC2	Inform Consult Involve Collaborate	Daily matching of cash receipts and disbursements vs bank deposits and payments Reconciliation of cash – general ledger balance vs bank statement balance on a monthly basis	2015-2016 Bank reconciliation for July, August, September, October, November, December are completed. Matching of cash receipts and disbursements vs bank deposits and payments done on a daily basis	

**SECTION FINANCE OPERATIONS**

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

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

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

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

**SECTION FINANCIAL PLANNING/REPORTING**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarterly Review
Budget Planning	Budget 2015- 2016 finalised within statutory timeframes	Internal Stakeholders Community	EXC1	Inform Consult Involve Collaborate Empower	2015-16 Budget prepared and adopted by Council within statutory and organisational timeframes	Completed - 15/16 Budget adopted by Council on 29 June
Budget Management	Ongoing monitoring of operational and capital budgets	Internal Stakeholders Community	EXC1	Inform Consult Involve Collaborate Empower	Regular periodic (current – 3 weekly) reporting to Council  Budget reviewed and revised on a quarterly basis	July, August, September, October, November and December Periodic reports to Council completed  1 <sup>st</sup> Quarter Operating Budget Review and Capital Budget Review completed and adopted by Council  2 <sup>nd</sup> Quarter Budget review for adoption by Council 13 January general meeting
Long Term Financial Forecast	Long Term Financial Forecast 2015-16 as per LG Regulation 2012	Internal Stakeholders Community	EXC1	Inform Consult Involve Collaborate Empower	Long Term Financial Forecast 2015-16 adopted by Council within statutory timeframes	Completed – Long term financial forecast adopted by Council on 29 June

<b>SECTION FINANCIAL PLANNING/REPORTING</b>		<b>Significant activities and services</b>				<b>Performance Measurement</b>	
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>December Quarterly Review</b>	
Financial Statements for 2014 - 2015	Annual Financial Statements for 2014-15 prepared, with unqualified audit report by Queensland Audit Office	Internal/ External Stakeholders	EXC1; EXC2; EXC4; EXC5	Inform Consult Involve Collaborate	Unqualified Audit Certificate from Queensland Audit Office	Completed. SBRC Financial Statements for 2014-15 were certified by Queensland Audit Office (QAO) on the 30 October. Council was able to meet the statutory deadline for QAO certification. Received an unqualified audit certificate for the FY 2014-15 transactions.	
External Audit	Ensure adequate planning and coordination of, and timely finalisation of the external audit	Internal/ External Stakeholders	EXC1; EXC2; EXC4; EXC5	Inform Consult Involve Collaborate	2014/15 Statements presented to QAO by 31 October 2015	Completed. SBRC Financial Statements for 2014-15 were certified by Queensland Audit Office (QAO) on 30 October. Council was able to meet the statutory deadline for QAO certification. Received an unqualified audit certificate for the FY 2014-15 transactions.	
Financial Assistance Grant Return	Financial Assistance Grant Return completed and forwarded to Queensland Local Government Grants Commission	Internal/ External Stakeholders	EXC5	Inform Consult Involve Collaborate	FAG Return accurately completed by 21 November 2015	Completed. FAG Return submitted on 12 November	

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



**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	December Quarterly Review
Asset Management Plans	Develop asset management plans	Internal Stakeholders	EXC1	Inform Consult Involve Collaborate Empower	Asset Management Plans reviewed and communicated to the organisation by 30 June 2016	Asset Management Coordinator commenced 14 September. Review of AMP to commence upon completion of financial audit  Presented to the Leadership Team the Scoping and Implementation plan for Asset GIS project  Asset Management Working Group to be reconvened in January 2016
Annual Asset Valuations	Undertake a review of asset values in all asset classes	Internal Stakeholders	EXC1	Inform Consult Involve Collaborate	Valuations in place by 31 July 2015	Completed – asset valuations provided by APV and recognised in the financial statements 2014/15
Asset Register	Ongoing maintenance of asset register including depreciation, WIP, asset take up, sales and revaluations.	Internal Stakeholders	EXC1; EXC2	Inform Consult Involve Collaborate Empower	Asset Register up to date at 30 June 2016	Asset Management Coordinator commenced 14 September; Asset GIS Officer commenced 28 September; Asset Management Accountant commenced 06 October. The Asset Team is tasked to ensure the accuracy and correctness of the Asset Register and currently undertaking review and updating of the asset register
Annual CapEx	Capital works budget 2015-	Internal	EXC1	Inform	CapEx Budget 2015-16 prepared and	Completed – Capex Budget 15/16

<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>Performance Measurement</b>		
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>December Quarterly Review</b>
Budget	16 developed for budget planning	Stakeholders		Consult Involve Collaborate Empower	adopted by Council within statutory and organisational timeframes	adopted by Council on 29 June
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Periodic Capex report presented to Council in September ; October, November; December 1 <sup>st</sup> Quarterly Capex Budget Review completed and adopted by Council 2 <sup>nd</sup> Quarter Capex Budget review for Council adoption – 13 January 2016 general meeting



## Information Services Branch Operational Plan 2015/16

**Mission:** To provide, develop and deliver information management business improvements services to the organisation and customers.

**Officer Responsible:** Manager Information Services  
**Responsibilities:** Information and Communication Technology and Geographic Information Systems (GIS).



**SECTION INFORMATION & COMMUNICATION TECHNOLOGY**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarterly Review
ICT Support Services	Helpdesk - provide monitoring and resolution of ICT system related problems	Internal Stakeholders	EXC2	Inform Consult	Support requests are dealt with within acceptable timeframes	Migrated to new Helpdesk application to improve user experience by allowing more information for requests
Computer systems replacement and allocation	Provision of computer hardware and software – User level	Internal Stakeholders	EXC2	Inform Consult	Hardware meets minimum software requirements	Hardware currently at recommended level for core business application requirements
Communications	Mobile phones Internet VoIP Phone system Email	Internal Stakeholders	EXC2	Inform Consult Involve	Handsets provided are functional and compliant with Mobile device Management Software 4hr maximum downtime on council controllable faults Email outages resolved ASAP with no more than 4hr outage on council controllable faults	Ongoing and compliant  No faults recorded with downtime greater than 4hrs No faults recorded with downtime greater than 4hrs
IT Infrastructure Network	Wan network switches, routing and firewall	Internal Stakeholders	EXC6	Inform Consult	4hr maximum downtime on council controllable faults	No faults recorded that has impacted on operations in excess of 4 hrs
Infrastructure Server Storage	Updates, upgrades, lifetime cycles and capacities	Internal Stakeholders	EXC6	Inform	4hr maximum downtime on council controllable faults	No faults recorded that has impacted on operations in excess of 4 hrs

**SECTION INFORMATION & COMMUNICATION TECHNOLOGY**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarterly Review
External Security	Antivirus, firewall security threats	Internal Stakeholders	EXC2	Inform	Security threats addressed immediately and devices removed from SBRC corporate network that are classed as high threat.	Complied to with minimal instance occurrence for this quarter.
Corporate application support and licensing	System uptime, fault recovery and monitoring Application Licensing	Internal Stakeholders	EXC1	Inform	License agreement criteria complied with. True up values addressed at each renewal cycle and license amounts are not exceeded.	Completed and true up figures submitted to Microsoft. A list of additional license requirement being maintained for next FY
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	In progress
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Completed Budget spend and project planning progress in line with first quarter of FY

**SECTION GEOTECHNICAL INFORMATION SYSTEMS (GIS)**

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

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarterly Review	
GIS Support desk	Helpdesk	Internal Stakeholders	EXC6	Inform Consult	Support requests are dealt with within acceptable timeframes	Ongoing	
Development of GIS solutions for data accumulation and usability	GBM mobile, custom forms and investigation of mobile solutions.	Internal Stakeholders	EXC6	Inform Consult	Suitable solution that effectively accumulates new information	Technical component and hardware platform confirmed. Tech One product need further work	
Web presence and development	Intramaps public – SBRC GIS data available to the public.	Community Internal Stakeholders	EXC6	Inform Consult	Software investigated by December 2015 Software purchased and deployment scheduled by March 2016	Pricing sourced – budget unavailable Postponed until next financial year	



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

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



**SECTION PROPERTY ADMINISTRATION**

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

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



**SECTION BUILDING AND PROPERTY MAINTENANCE**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarterly Review
Building and Property Maintenance	Scheduled Maintenance	Internal / External Stakeholders	INF1	Inform Consult Involve	100% Scheduled maintenance programs implemented within budget by June 30	On target
Building and Property Maintenance	Reactive Maintenance	Internal / External Stakeholders	INF1	Inform Consult Involve	100% Building maintenance urgent WHS requests met within 8 hours, other WHS requests met within reasonable timeframe by June 30	Urgent WHS requests completed on time. Rectification WHS maintenance requests are on target.

**SECTION BUILDING CAPITAL WORKS PROGRAM**

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

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

**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	December Quarterly Review
Asset Management Plan	Planning Asset Management Plan	Internal / External Stakeholders	INF1	Inform Consult Involve	100% Identification of Building Assets utilising available data by June 30 100% identification of Building Condition principles utilising available data by June 30 100% identification of an Building Asset data collection process, management and storage of data by June 30	Updating asset list as new assets are identified.
Asset Management Plan	Developing Asset Management Plan	Internal / External Stakeholders	INF1	Inform Consult Involve	Collection of data to commence on priority assets by June 30	Asset Management Team appointed, Property Team Leader position appointed. Asset management assessment and prioritisation to commence.

**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	December Quarterly Review
Lease and Contract Register	Develop Lease and Contract Register	Internal Stakeholders	EC3	Inform Consult Involve	Lease Register designed in Tech One utilising available data by June 30	In progress
Lease and Contract Register	Implement Lease and Contract Register	Internal Stakeholders	EC3	Inform Consult Involve	Leases since 2014 and any new leases moved into Lease Register utilising available data by June 30	Lease database is maintained and ready to move across into testing.

**SECTION LAND AND EQUIPMENT SALES**

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

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

**SECTION COMMUNITY FACILITIES**

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

Significant activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarterly Review
Community Facilities	Manage Community Facilities	Internal/ External Stakeholders Community	EC3 INF1	Inform Consult Involve	Facilities to be opened and operational for community use ongoing to June 30	Wondai and Blackbutt Swimming Pools opened on 19 September. South Burnett Aquatic Centre has remained opened all year with little disruption with the appointment of new Managers.  Wondai Swimming Pool is under new management.  Murgon and Proston Swimming Pools opened on 12 October and Kingaroy Swimming Pool opened 24 October.

**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	December Quarterly Review
Community Facilities	Utilisation by Community Groups	Internal / External Stakeholders Community	EC3	Inform Consult Involve	Facilities utilised by community groups ongoing to June 30	All facilities used by the community groups are all operational. Maidenwell Caravan Dump Point is installed. Maidenwell Sportsground water pipe due to be commissioned by end of March. Murgon Sportsground Association is working in partnership with Council to finalise an Irrigation Management Plan. Murgon Grandstand repairs and painting is completed. Murgon PCYC roof over Main Stadium and Squash courts has been replaced.



## Infrastructure Department Operational Plan 2015/16

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





**SECTION DEPARTMENT MANAGEMENT**

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

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarterly Review	
Organisational Structure for Infrastructure Department	Maintain organisational structure to meet current and future needs	Internal Stakeholders	EXC3	Inform Consult	Structure reviewed quarterly to ensure effective and efficient and >95% of positions within the approved structure are resourced to maintain service delivery	Achieved	
Quality Management System	Documented department procedures and standards	Internal Stakeholders	EXC2 INF1	Inform Consult	Department procedures and standards documented as part of Quality Management System and ISO9001 certification maintained	External audit completed in December 2015 and certification maintained.	
Asset Management Plans	Maintain Asset Management Plans for all infrastructure assets	Internal Stakeholders	INF1	Inform Consult	Asset Management Plans provide budgeting and decision making process for asset renewal, replacement and new works	Basic plans only; these require review and further advancement. Data collection for road assets continuing. Planning for stormwater commenced.	
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1 INF1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	In progress; draft plan developed ready for final Council consideration in January.	
Infrastructure Funding	Sustainability of existing assets maintained	Internal Stakeholders	EXC1 INF1	Inform Consult	>80% of funding budgeted annually for asset renewals and replacements as per AMP'S	Well over target at present due to backlog of infrastructure renewals.	

**SECTION DEPARTMENT MANAGEMENT**

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

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

**SECTION DISASTER MANAGEMENT**

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

		Significant activities and services			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarterly Review
Disaster Management	Maintain an effective Disaster Management framework	Internal Stakeholders, Qld Fire and Emergency Services	EC4	Inform Consult	Quarterly Local Disaster Management Group Meetings Annual exercise with all agencies DM plan and sub-plans maintained	First meeting held 27 July 2015 and DMA training complete. Desktop exercise held December 2015 Annual review complete with DDC XO
State Emergency Service	Assistance with the provision of operational resources	SES Groups, Qld Fire and Emergency Services	EC4	Inform Consult	State Emergency Service groups across the region are adequately operational within budget allocations	Regular assistance provided to maintain preparedness.



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

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



**SECTION WATER & WASTEWATER ADMINISTRATION**

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

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarterly Review	
Customer Service	Responses to customer requests	Customers and Council	EXC6	Inform	Responses to enquiries and requests for service within Customer Service Standards	On track to meet overall CSS for the year.	
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve Collaborate	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Operational budget is on track and budgets are reviewed at least monthly.	
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Departments	EXC1 INF1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	On track for delivery in January 2016	
Program Planning & Coordination	Continuous planning and coordination of works programs to align resources	Internal Stakeholders	INF1	Inform Consult	Works programs developed within one month of budget adoption to ensure effective utilisation of resources and delivery of budget	Complete. Capital works program is progressing	
Branch Meetings	Regular Coordinator and Supervisor meetings	Internal Stakeholders	EXC2	Inform Consult Involve	Coordinators/Engineer monthly Coordinators and Supervisors quarterly Branch 6 monthly	Completed to date	

**SECTION WATER & WASTEWATER ADMINISTRATION**

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

Significant activities and services		Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan
Asset Management	Asset Management Plan implementation	Internal Stakeholders	INF1
Infrastructure Planning	Planning to determine future needs of water and wastewater systems	Internal Stakeholders	EXC1 INF1
			Engagement Level
			Key Performance Indicator
			December Quarterly Review

Progressing

Asset Management Plans implemented into infrastructure operations and management

Future works and needs determined and budgeted for in long term financial plans

Have commenced options assessments for Nanango Water Supply. Need to progress with assessments for other towns

**SECTION RETICULATION**

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

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarterly Review	
Programmed Maintenance	Delivery of programmed maintenance in accordance with budget	Internal Stakeholders	INF1	Inform Consult	Decrease in reactive maintenance costs	Reactive maintenance has decreased by approximately 10% in reticulation	
Reactive Maintenance	Service sewer blockages and water main breaks	Internal Stakeholders	INF1	Inform Consult	Customer Service Standards met – 95% compliance	On track for compliance for 15/16	
Capital Works	Completion of Capital Works Program	Internal Stakeholders	INF1	Inform Consult	Capital works program completed as scheduled and within budget	On track for completion for 15/16	
Program Planning, Design and Coordination	Construction Design	Internal Stakeholders	INF1	Inform Consult	Construction program developed within one month of budget adoption Designs completed 3 months in advance of project commencement	Capital works program list developed and in progress by D&TS.	
New Connections	Service delivery of new connections	Applicants	EXC6	Inform Consult	All connections in accordance with Customer Service Standards timeframes	Achieved	

**SECTION TREATMENT & QUALITY**

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

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





## Design & Technical Services Operational Plan 2015/16

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



**SECTION INFRASTRUCTURE PLANNING & DESIGN SERVICES**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarterly Review
Infrastructure Planning	Assist with strategic planning for future infrastructure	Internal Stakeholders	INF1	Inform Consult	Concept planning, preliminary design and cost estimates provided in advance of project prioritisation and budgeting	Complete for 2016/17 considerations.
Design	Provision of design services for the Infrastructure Department	Internal Stakeholders	INF1	Inform Consult	Detail design services completed >3 months prior to programmed timing of construction delivery	Below target of 3 months; some outsourcing of design work done to achieve delivery.
Surveying	Provision of surveying services for the Infrastructure Department	Internal Departments	INF1	Inform Consult	Surveying services completed to meet programmed timing of works	Meeting service levels required.
Development application assessment and advice	Advice regarding infrastructure requirements for development applications	Applicants, Internal Stakeholders	GO2 INF1	Inform	Timely and professional engineering advice on development applications and operational works within SPA timeframes	Meeting service levels required.
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1 INF1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	In progress; draft plan developed ready for final Council consideration in January.
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	N/A Reviewed at least monthly internally by Manager. Second quarter high level review complete.

**SECTION MATERIALS LABORATORY**

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

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



## Roads & Drainage Operational Plan 2015/16

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



**SECTION ROADS & DRAINAGE ADMINISTRATION**

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

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarterly Review	
Customer Service	Responses to customer requests	Community and Internal Stakeholders	EXC6	Inform	Responses to enquiries and requests for service within Customer Service Standards	Requests increased in second quarter due to storms season. Feedback continues to be provided to customers.	
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Expenditure is reviewed monthly for all capital projects and operational programs.	
Program Planning & Coordination	Continuous planning and coordination of works programs to align resources	Internal Stakeholders	INF1	Inform Consult	Works programs developed within one month of budget adoption to ensure effective utilisation of resources and delivery of budget	All capital projects are programmed and the capital program is reviewed monthly.	
Branch Meetings	Regular Coordinator and Supervisor meetings	Internal Stakeholders	EXC2	Inform Consult Involve	Coordinators and Supervisors monthly Branch 6 monthly	Meetings have been held with all capital and maintenance supervisors and all R&D technical and administrative staff.	
Asset Management	Asset Management Plan implementation	Internal Stakeholders	INF1	Inform Consult Involve	Asset Management Plans implemented into infrastructure operations and management	The scheduled bitumen reseals are complete. Gravel sheeting is continuing and pavement rehab to be commenced from February 2016.	

<b>SECTION CONSTRUCTION</b>		<b>Significant activities and services</b>					<b>Performance Measurement</b>	
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Key Performance Indicator</b>	<b>December Quarterly Review</b>		
	<b>Mission:</b> To deliver a construction program of new works, upgrading and renewals across the road and drainage networks							
Transport Infrastructure Development Scheme and R4R	Completion of Capital Works Program jointly funded by the Council and TMR	External / Internal Stakeholders	INF1	Inform Consult Involve	Capital works program completed as scheduled and within budget	TIDS and R4R programs have been determined and designs are underway for relevant projects		
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	Program has been developed and projects underway.		
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	The capital program is progressing as scheduled		
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1 INF1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	In progress; draft plan developed ready for final Council consideration in January.		

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

**SECTION CONTRACTS**

**Mission:** To provide services across the State controlled road network on behalf of the Department of Transport and Main Roads

		Significant activities and services			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarterly Review
Road Maintenance Performance Contract (RMPC)	Undertake maintenance activities on the State road network for the Queensland Government Department of Transport and Main Roads	External Stakeholders	INF1	Inform Consult Involve	Completion of works to specification and in accordance with the RMPC contract	Substantial amount of work completed in second quarter and expenditure above target.
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	The current Proston Boondooma Road project, which is the last of the QRail projects, is on target.



**Resolution:**

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

*That the Officer's Recommendation be adopted.*

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

**4.3 Economic Development**

***Officer's Report***

**4.3.1 ED - 1562725 - South Burnett Regional Tourism Strategy and Implementation Plan**

**Summary**

South Burnett Directions – Council's peak economic and tourism development organisation, through its Tourism Reference Group has developed the South Burnett Regional Tourism Strategy and Implementation Plan.

Once this strategy and implementation plan is adopted by Council it will guide SBRC's approach to tourism development.

**Officer's Recommendation**

That Council adopt the South Burnett Regional Tourism Strategy and Implementation Plan.



## **South Burnett Regional Tourism Strategy and Implementation Plan**



**October 2015**

## **Introduction**

The South Burnett Tourism Strategy and Implementation Plan was commissioned by the South Burnett Regional Council and South Burnett Directions in June 2015 and should be read in conjunction with the South Burnett Tourism Information Services paper and the South Burnett Events Strategy. The Implementation Plan is designed to be actioned by 2017/18.

## **Executive Summary**

To achieve its tourism potential the South Burnett needs leadership, contemporary marketing, strong partnerships, product bundling and some product development. This Strategy and Implementation Plan is a practical road map for the development of tourism in the region. It does not recommend new logos, tag lines and marketing campaigns, the brand is simply South Burnett.

With the dismantling of the local tourism association South Burnett Tourism Association the mantle for leadership falls on the Tourism Reference Group of South Burnett Directions. It is essential that this group is supported by South Burnett Regional Council to commence implementing this strategy and bring the tourism and allied industries together. Bundling of products is essential to show visitors what experiences they can have in the South Burnett such as accommodation with wineries, restaurants/pubs, nature and farm gate.

The Visitor Information Centres and tourism industry need to work much closer together. They need to embrace the digital age.

Much of the existing product is not working at full occupancy and it is important that their viability is improved before we consider the need for new accommodation. The identification of more culinary tourism experiences that would develop paddock to plate options for visitors is essential. Food and wine are a growth area in tourism across the world.

The development of a comprehensive mobile enhanced web site for tourism in the South Burnett is essential as is the ability for visitors to make real time bookings through the site and/or to click and dial.

Customer service levels can be improved and it is recommended that the wider business community are offered training to understand and cater for the needs of the types of visitors that are coming to the South Burnett.

The area needs to publicise its experiences, product and events in a more effective manner than the piece meal approach that currently exists.

Accurate and timely visitor statistics are not available for the South Burnett due to the small sample size of the Federal Government's statistical information collection; this is standard for many small council areas in Australia. There are some simple questions that if asked on an ongoing basis would inform the South Burnett Regional Council and the tourism industry of trends in visitation. Industry and the Visitor Information Centres should play a role in collecting these.

As well as opportunities in culinary product development there is an opportunity over the next three years to explore development in cultural tourism with the Cherbourg community, sports tourism and to identify tourism related product that can be built in the Moffatdale area under the auspices of the new South Burnett Planning Scheme.

Finally it is essential that the South Burnett maximises its partnerships with Southern Queensland Country Tourism, Tourism and Events Queensland and Themed Route Highway committees in order to leverage its investment in the tourism industry and obtain the best return on investment.

As tourism evolves throughout the region there may come a point when South Burnett Regional Council supports a more formal local tourism body with a membership base to grow tourism.



### 1.1 Overview

Situated approximately two and a half hour's drive north west of Brisbane the South Burnett covers an area of 8,399 square km.



Tourism is a significant economic contributor with the area attracting 511,000 visitors per annum (source Tourism Research Australia 2012) staying 596,000 nights contributing over \$105,000,000 per annum into the economy.

<b>Domestic and International Visitors (overnight and day trip)</b>	<b>Visitor nights</b>	<b>Spend (Excludes International)</b>
<b>511,000</b>	<b>596,000</b>	<b>\$105,000,000</b>

The South Burnett is a high quality agricultural area growing a wide range of crops including the peanuts that Kingaroy is well known for and grapes used in the production of wine. Other crops include olives, grains, navy beans, sunflowers and citrus. There is a growing dairy industry, a strong cattle industry and thriving pork production.



The area also has mines, a power station, supporting industry and businesses that contribute 11% of the visitor nights to the South Burnett.

The area has good access and is serviced by a number of major highways. Kingaroy has an airport that hosts the local soaring club and charter flights. There are limited Coach Services from Caboolture to Murgon with links to other towns in the area.



Surrounded by the South Burnett Regional Council area is the independently run township of Cherbourg Aboriginal Community near Murgon.



The South Burnett is part of the Tourism and Events Queensland designated Southern Queensland Country destination which links it to similar areas in an arc behind Brisbane and the Great Dividing Range. The Regional Tourism Organisation is Southern Queensland Country Tourism.

Tourism product ranges from walks in the Bunya Mountains, fishing, water skiing/other water sports, cabins and camping at Boondooma and Bjelke-Peterson Dams, bed and breakfast escapes, walking and riding along scenic rail trails, a dozen wineries and cellar doors and a wide range of attractions many honouring the areas settlers and their activities.



The 40 kilometre Murgon to Kingaroy rail trail is expected to open in July 2016. It is anticipated that this new infrastructure will steadily increase tourism visitation to the South Burnett through marketing campaigns and word of mouth. A focus should be to gradually increase tourism infrastructure and businesses along the trail together with attracting and creating new related events.

The Brisbane Valley Rail Trail which follows the old railway line starts near Ipswich travels through the Somerset Regional Council area and up the range to Blackbutt and Yarraman. Other sections of the Rail Trail are being developed. The trail is popular with horse riders, bike riders and hikers.



While it is dangerous to 'shoehorn' visitors by activities there are sufficient experiences in the area to attract families (fishing, camping and walking), thirty/forty something couples (food and wine getaways) and semi and retired couples (caravanning and getaways). The challenge is to attract more of them.

## 1.2 Visitor Markets

Accurate data on this scale is hard to obtain because of sample size. Information available from Tourism and Events Queensland and Tourism Research Australia indicates that the highest proportion of overnight domestic visitors are in the 65 year plus age group (21%) followed by the 45 to 54 year old group (19%) and 55 to 64 and 25 to 34 (both on 16%).

Most visitors come from Queensland, in particular the 400 km drive radius stretching from the Gold Coast, Brisbane, Toowoomba and the Fraser Coast. Interstate visitors make up 16% of total overnight visitors and are likely to be Grey Nomads touring through the area on the Australia's Country Way which links Sydney to Yeppoon.

Most of the visitors fit into the Tourism and Events Queensland "Connectors" psychographic segmentation.

*I see holidays as a chance to connect with the people I care most about. I will often compromise my own preferences in terms of activities to ensure everyone has a good time. It's about what is real and what's important.*

The balance are "Social Fun Seekers"

*The essence of a holiday is having a fun time. While I do a lot of different activities, it's sharing the experience with friends and other holidaymakers that makes the difference.*

There is also a solid Monday to Friday business travel market staying mainly in motels servicing government and private enterprise in the area.



**Domestic Overnight Visitors**

Domestic Overnight Travel	South Burnett	Queensland
Visitors	195,000	16,986,000
Nights	596,000	72,131,000
Average Stay	2.9 nights	4.2 nights
Spend	\$68,000,000	\$12,575,000,000
Spend per visitor	\$349	\$740
Spend per night	\$121	\$174

Purpose of Travel Domestic O/N Visitors		South Burnett	Queensland
Holiday	72,000	36%	44%
Visiting Friends and Relatives	85,000	43%	33%
Business	28,000	14%	19%
Other	14,000	7%	6%

Purpose of Travel Domestic Nights		South Burnett	Queensland
Holiday	184,000	33%	49%
Visiting Friends and Relatives	274,000	49%	30%
Business	63,000	11%	15%
Other	42,000	7%	6%

Visitor Origin	Visitors	South Burnett	Queensland
Brisbane	56,000	29%	24%
Regional Queensland	115,000	59%	44%
Total Intrastate	171,000	88%	68%
Total Interstate	25,000	12%	32%

Visitor Origin	Nights	South Burnett	Queensland
Brisbane	130,000	23%	19%
Regional Queensland	340,000	61%	35%
Total Intrastate	470,000	84%	54%
Total Interstate	91,000	16%	46%

With the Visiting Friends and Relatives segment as a sizeable component of overnight visitors it follows that the highest type of accommodation used is staying with Friends and Relatives (49 % of nights) , followed by 15% in Caravan Parks, 15% on motels, hotels, resorts, 11% caravanning or camping beside the road or on private property,

Anecdotally short stay holidays are taken at weekends which creates a mid week vacancy problem for those servicing the leisure market and the temptation for some attractions/restaurants to close during that period which in turn leads to lower visitor satisfaction.

**Day Trips**

<b>Domestic Day Trip</b>	<b>South Burnett</b>	<b>Queensland</b>
Visitors	313,000	35,673,000
Spend	\$37,000,000	\$3,746,000,000
Spend per visitor	\$119	\$105

<b>Main Purpose of Visit</b>		<b>South Burnett</b>	<b>Queensland</b>
Holiday	135,000	43%	48%
Visiting friends & Relatives	94,000	30%	28%
Business	45,000	14%	11%
Other	38,000	12%	14%

<b>Origin of Day Trippers</b>			
Fraser Coast	101,000	32%	4%
Brisbane	89,000	28%	42%
Darling Downs	68,000	22%	8%
Sunshine Coast	31,000	10%	13%
Gold Coast	17,000	5%	11%

The day trip market is an important one with a high proportion of holiday visitors with a daily spend higher than the state average. Their main activities are eating out and sightseeing and it may be possible to get them to extend their stay to at least one night. In particular the older retired and semi-retired sector who are flexible with their time and could stay and fill the mid week vacancies.

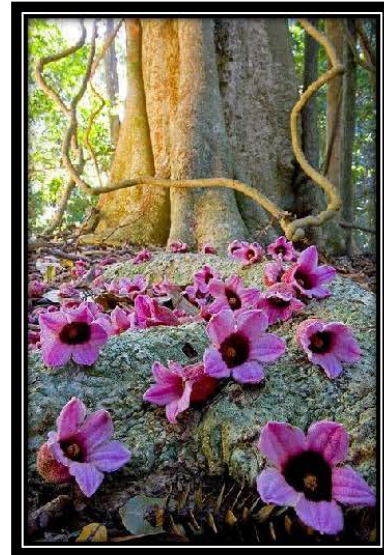
**International**

<b>International Overnight</b>	<b>South Burnett</b>	<b>Queensland</b>
Visitors		
Visitors	3,000	1,994,000
Nights	35,000	41,313,000
Average stay	10.4 nights	20.7 nights

The South Burnett receives a very small number of international visitors. There are no further statistics available about this market sector due to the small sample size but from the average stay it would appear that many of them are backpackers who undertake picking work.

**1.3 Natural Attractions**

The area has a good range of natural attractions – the Bunya Mountains National Park, Coomba Falls, Kinbombi Falls, Yarraman State Forrest Park, Benarkin State Forest Park, the nearby Palms National Park and Boat Mountain. These are in addition to the region’s dams which while being man made provide venues for fishing and bird watching.



**1.4 Visitor Services**

The South Burnett is well serviced by accredited Visitor Information Centres at Blackbutt, Nanango, Kingaroy, Wondai and Murgon. Three of the centres are co-located with attractions – Nanango with the South Burnett Energy Centre, Wondai with the South Burnett Region Timber Industry Museum and Kingaroy with the Art and Heritage Precinct.





With the swing to digital sources of information the area is at a distinctive disadvantage. There is no one comprehensive tourism information web site that is mobile responsive and has click to call or a real time booking system. The development of a website must be a high priority for the area and the VICs are central to the dissemination of information through the website.

### 1.5 Key Issues

The strategic review of tourism in the South Burnett has highlighted a number of issues which need to be solved if tourism is to be sustainable and grow in the area.

They include a lack of current accurate, timely and robust tourism statistics on which educated decision could be made about new tourism developments and marketing.

The need for a comprehensive mobile responsive tourism web site with click to call and a real time booking system has already been flagged. This is one of the most urgent actions in the strategy as the majority of potential visitors use the internet to gain holiday information before travel and over 60% of visitors use their smart phones and tablets to gain information while travelling. The booking system also needs to service Council's tourist parks needs.

The tourism operators and the Visitor Information Centres need to work more closely together. There is a gap between the two that needs to be closed if council and industry are to get value for money for their investment and the visitors are to receive comprehensive information that will encourage them to stay longer, undertake more activities and add to the economic development of the South Burnett.

There is a need for a focussed direction for the industry members to co-operate in promoting the area. This can only occur with an agreed direction and strong leadership from the newly formed Tourism Reference Group of South Burnett Directions which over time may transition to, or be replaced by a membership based incorporated tourism body.

The South Burnett lags in publicity in its key target markets and needs to develop a communications plan to feed stories to the appropriate media outlets. This is one of the most cost effective ways of getting the South Burnett message out. This should be done in partnership with Southern Queensland Country Tourism and Tourism and Events Queensland.

Food and wine tourism is in a major growth phase across the world. The South Burnett has not achieved its market share of this segment and needs to work more closely with producers to identify new tourism product opportunities. This will take time and a concerted effort as most primary producers are full time farmers and not marketers and often don't see the advantages of growing the South Burnett brand through culinary tourism.

There is some tension between commercial caravan parks and those who wish to 'free camp'. The term free camping is a misnomer as using public facilities comes at a cost, usually to the ratepayers through the provision of council services. It is recommended that Council reviews the practice under the Queensland Government's Queensland Camping Options Toolkit which provides a balanced approach to unregulated camping.

Service standards like many areas of regional Australia can be improved and in particular knowledge of South Burnett. This is even more important as 49% of visitor nights are spent with friends and relatives.

It is vital that the South Burnett 'works' its relationship with industry bodies such as its Regional Tourism Organisation (RTO), Tourism and Events Queensland and the highway promotional organisations in order to leverage and maximise its promotional efforts. Similarly it is essential that South Burnett Tourism operators work together co-operatively.

Apart from a couple of development opportunities it is important that the South Burnett improves its marketing so that it becomes a short break country destination of choice in South East Queensland. The profitability and sustainability of existing businesses needs to improve before new businesses are established.

During South Burnett Regional Council's budget process Council approves funds for tourism development. It is imperative that the allocation of funds to any organisation to implement tourism projects on behalf of Council is based on a sound business plan with measurable outcomes.

### **1.6 Next Steps**

There are some simple steps that can be taken to improve the South Burnett's tourism competitiveness. They are

a/ The development of a mobile responsive comprehensive South Burnett Tourism web site complete with 'click to call', links to individual business web sites and real time online reservations. This also needs to service reservations for council owned tourist parks.

c/ Consistent approach to branding the South Burnett by marketing the "South Burnett" Brand without tag lines which can be developed in the future.

b/ The development and implementation of a tourism communications strategy that includes local content and regular updates to the traditional and digital media and to dedicated digital channels such as Face book and Instagram.

d/ The development of a culinary tourism strategy which links producers, tourism operators and visitors in a South Burnett 'paddock to plate' experience.

e/ The development and skilling of a South Burnett Tourism Industry Champions group who can take up the private enterprise leadership of tourism in the area. Initially this group has been formed as the South Burnett Directions Tourism Reference Group.

f/ There is potential for a wide range of South Burnett businesses to gain more business from visitors by understanding visitors, their wants and needs and to be able to service those while being Ambassadors for the South Burnett. The rollout of a more formalised version of the Wondai Ambassador's program would benefit the whole area.

g/ Establishment of four major events held annually and based around the South Burnett's hero experiences.

### **Situation Analysis**

#### **3.1**

The South Burnett is located within the Southern Queensland Country destination (as defined by Tourism & Events Queensland).

#### **3.2**

Visitation is predominantly from intrastate (84% of room nights) and within a short drive radius including 23% of total visitor nights originating in the Brisbane Region. This makes it easy to prioritise that Queensland and more importantly within a 200 km drive is where the bulk of marketing effort should be made. That is also amplified by the makeup of the day tour market.

#### **3.3**

Interstate visitation makes up 16% of room nights and it is recommended that the area uses the highway committees to promote to that market as it appears that most of those visitors are tourers and in the main grey nomads.

## 3.4

While Australia is looking to international markets to provide major tourism growth these markets provide the South Burnett with less than 7% of visitor nights and 0.6 % of visitors compared to the Queensland average of 38% of room nights and 10% of visitor numbers. These markets need sophisticated, prolonged and often expensive marketing and it would be best if the South Burnett took a developmental approach to them skilling operators who wished to become international market ready.

**Infrastructure and Product Audit****Identified Issues**

- A better range of quality overnight accommodation
- Pub meals better quality –gastro
- Drab streetscape
- Parking for visitors
- Quality themed events
- Not enough culinary experiences
- Inconsistent Branding

**Opportunities**

- Quality eco accommodation
- Rail trail build with associated accommodation and experiences
- Tourism village at Moffatdale
- Events identified in the South Burnett Events Strategy
- Development of Culinary Tourism Strategy
- Streetscape beautification and visitor parking Tourism Implementation Plan
- Rail trail infrastructure and new tourism businesses

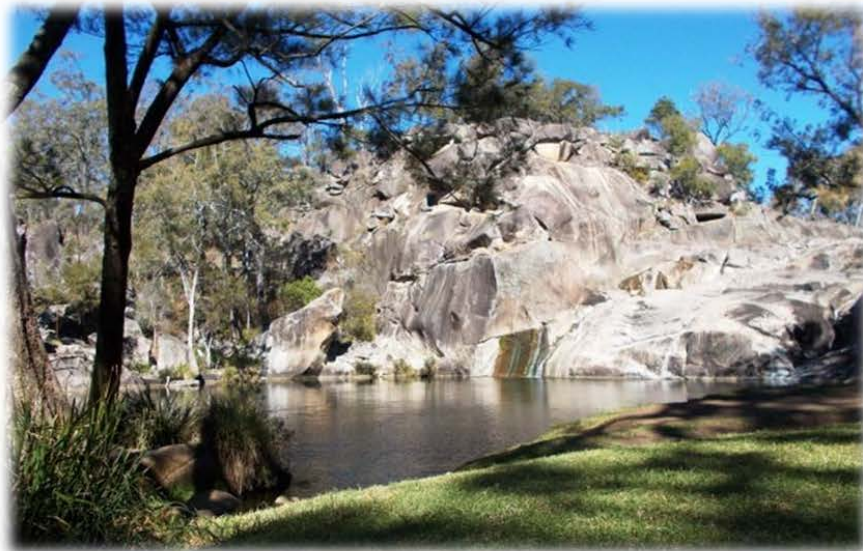
<b>ACTION</b>	<b>TASKS</b>	<b>RESPONSIBILITY</b>	<b>TIME FRAME</b>	<b>KPIs</b>
A digital image update for council's image library	Develop a brief, engage a photographer and undertake a stills and video shoot.	SBRC/SBD, VICs/Volunteers	Ongoing 12 months	A quality up to date image library is created by Mar 2016.
Collect stories about the area, product and characters	Source and write tourism stories on the South Burnett.	SBRC/SBD, SQCT, VICs/Volunteers and tourism industry	Ongoing 12 months	Quality library and a means by which current stories are gathered
PR marketing campaign rolled out	Distribute stories to conventional and digital media; work in partnership with SQCT and TEQ.	SBRC/SBD, Council, SQCT, TEQ, Tourism Industry	March 2016	Identified and operational media channels. Stories generated.
Build a mobile enhanced South Burnett tourism web site with real time booking and click to	Scope, develop and implement a web site that can be used to book council's tourist parks and operators products.	SBRC/SBDI, VICs and Tourism Industry	June 2016	Site running and booking engine uptake by operators and by VICs

call capability	Train VIC staff to update.			
Digital marketing campaign	Construct and populate Face Book and Instagram pages for South Burnett tourism. Train VIC staff to update.	SBRC/SBD, VICs	March 2016	Supported by the above mentioned libraries and digital marketing campaigns
Build tourism infrastructure and businesses along the Murgon to Kingaroy and Brisbane Valley Rail Trail	Develop plans and seek grants for new infrastructure and facilitate the opening of new businesses	SBRC/SBD and tourism industry	Over life of strategy	Establishment of new infrastructure and businesses
Investigate unregulated camping.	Review based on Camping Options Toolkit.	SBRC/SBD	March 2016	Council adopt a camping guide for the South Burnett
Develop a culinary tourism strategy	Engage with the area's tourism industry, primary producers, and restaurateurs.	SBRC/SBD, SQCT and Tourism Industry	December 2016	Strategy developed and implementation started
Improve service culture and knowledge of South Burnett by wider business community	Undertake an 'ambassador' training program for business.	SBRC/SBD, Chambers of Commerce and business organisations	June 2016	Kingaroy, Nanango, Murgon, Wondai businesses participation
Capacity building of industry leaders to improve their ability to lead the tourism industry	Identify tourism industry leaders and provide skills training.	SBRC/SBD	December 2015	Functional Tourism Reference Group
Improve and leverage partnership activities	Identify and implement opportunities to work better with partners. Includes co-op marketing campaigns and travel shows.	SQCT, TEQ, Australia's Country Way, Rural Getaway	June 2016	Partnership Agreements
Investigate the feasibility of more attractions in the South Burnett	Scope out development of a point of difference attraction(s) which is unique to the South Burnett. Other opportunities include Cricketing Hall of Fame, Sportsman Hall of Fame, and Moffatdale tourism precinct.	SBRC/SBD	June 2016	Concept agreed to
Possible development of Aboriginal Cultural Centre	Enter into discussions with the Cherbourg community	SBRC/SBD, Cherbourg Community	June 2016	Agreement with Cherbourg Aboriginal Council on scope and timing of project



Gain a better understanding of visitors to the South Burnett	Scope out and undertake a visitor questionnaire that operators/VICs can implement	SBRC/SBD, Tourism Reference Group and Council	Survey 1 April 2016 Survey 2 October 2016	Two surveys undertaken that take into account peak and non-peak seasons
Build a strong relationship between the tourism industry and the VIC staff and volunteers	Develop a series of meetings, briefings and familiarisations for the VIC staff and volunteers	SBRC/SBD, Tourism Reference Group and VICs	June 2016	1 combined meeting in each Town achieving commitment to work together on beneficial projects
Create packaging/bundling products	Link businesses together with capacity to package	SBRC/SBD, Tourism Reference Group	June 2016	1 functional package operating
Visiting Friends and Relatives	Develop a marketing and monitoring program to increase visitation to local attractions	SBRC/SBD, Tourism Reference Group	June 2016	Program developed and implemented
Build Relationships between Operators, RTO, Council	Encourage operators to network	TAG TRG SBD	Ongoing	Cohesive operator network achieved





**Resolution:**

*Moved Cr KM Campbell, seconded Cr DJ Palmer.*

*That the Officer's Recommendation be adopted.*

*Carried 6/1  
FOR VOTE - Cr DW Kratzmann (Mayor), Cr KM Campbell,  
Cr BL Green, Cr DJ Palmer, Cr DP Tessmann, Cr RLA Heit  
AGAINST VOTE - Cr KA Duff*

**5. Portfolio - Roads & Drainage**

**5.1 Roads & Drainage Portfolio Report**

**Summary**

Roads & Drainage Portfolio Report to Council.

**Officer's Recommendation**

That the Roads & Drainage Portfolio Report to Council be received.

**Resolution:**

*Moved Cr DP Tessmann, seconded Cr KA Duff.*

*That the Roads & Drainage Portfolio Report to Council be received.*

**Capital Projects**

- **Blackbutt Town Development Scheme**

*The work continues along Coulson Street laying the drainage pipes in with the crews level with the Blackbutt Hall. Feedback from business owners is that of the last few storms that have occurred the work already done is having the desired effect with minimising stormwater runoff.*

*Work has started this week on Gladys Street in relation to kerb & channelling as well as sealing this street. This work should take around one month to complete as part of the Blackbutt Town Development Scheme.*

- **Glendon Street, Kingaroy**

*Work has started with the rehabilitation of the pavement and replacement of the infrastructure underground. The replacement sewage mains are now in and the water main replacement is to go in currently. Affected local businesses have been advised of when water outages will occur to enable them to plan accordingly – these mains are in excess of 70 years old so the planned replacement of these are a far better option.*

*The trees have been removed which has had a mixed reaction however its important to note that they will be replaced by trees that will not have the same impact on cars that the old trees were having. Access into the car park is to be altered whilst work begins on the Kingaroy St side of the job with two way traffic being allowed to operate from the Alford St side.*

- **Proston Boondooma Rd**

*This crew is well into the third quarter of the job with only one quarter left. Work is far easier on this section than it has been on the other sections before it. Once this job is complete the crew will move to the Clarke & Swendson Rd job in Kingaroy.*

- **Hazeldean Rd, Nanango**

*The top coat for this crest sealing job has been laid on Monday which will see this job completed once line marking is put down in a couple of weeks' time.*

**Future works to start:**

- **Fisher/Moore St, Kingaroy**

*Work is planned to start in around three weeks' time and will occur much like the roundabout in Nanango with crews working on separate corners at one time.*

- **Blackbutt Crow's Nest Rd, Blackbutt**

*This TIDS (50% State & 50% Council funded) work is due to start within the next month. This job involves widening and realigning the intersection with Ogilvie's Rd.*

- **Tingoora Chelmsford Rd**

*This job was due to start last week however after further investigation it was discovered that some of the local ecology needs further investigation. Discussions are taking place on a remedy for this situation and whilst that is occurring work will start down on the Chelmsford Tennis Court section with pavement replacement.*

**Survey & Design**

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

- *William St, Kingaroy – The water main is currently being designed for the section between Haly St and Queen St.*
- *Queen St, Kingaroy – The water main is currently being designed for the section between William St and the Bunya Hway.*
- *Thorn St, Murgon – The water main has been designed and is currently being reviewed for the section between the Bunya Hway and Leroyd St.*
- *Stonelands Rd Bridge, Stonelands – This project involves the replacement of the timber bridge with twin box culverts (3600x3600). This has been designed and is currently being reviewed for the crossing just to the north of the intersection with Webber Bridge Rd.*
- *Mundubbera Durong Rd, Durong – This design involves the creation of carparking, formalised bus setdown area and turnaround facility adjacent to the Durong School.*
- *Main St, Tingoora - This is currently being designed and involves the creation of a bus setdown and carparking area to support the Tingoora State School.*
- *Blackbutt Crows Nest, Blackbutt – This design has been finalised for the next section of construction that will continue the two lane profile out to the western side of the intersection with Corcoran Rd.*

- *Franks Rd, Blackbutt – This design has been finalised and will complete the last remaining section of road with a two lane profile and tie in with the Old Esk Rd intersection.*

### **Bridges To Recovery Funding**

*In January, Council was delighted to receive news that we were successful in our application to the second round of the Bridges To Recovery funding program. Council will receive \$800 000 in funding in order to replace the current wooden Marshlands Bridge with a two lane concrete bridge. Council thanks the Commonwealth government for their allocation.*

### **Bridges**

- *15/16 Bridge Replacements – The bridge status at all site differs as follows:*
  - *Campbells Rd – The bridge has had both headstocks and abutments formed, reinforced and poured along with the grout pads installed on the headstocks. Reinforcement for the reinforced concrete deck has arrived onsite after deck units have been installed which is anticipated to be mid-February.*
  - *Mondure Rd – The bridge had deck units landed on Thursday last week and reinforcement for the concrete deck has arrived for tying and installation late next week.*
  - *Weens Rd – The bridge had deck units landed on Thursday last week and reinforcement for the concrete deck has arrived for tying and installation mid next week. Inundation of the sidetrack has still been occurring after infrequent rain events whereby the Contractor has been closing the road and road users need to abide by this signage in the interest of public safety.*
- *Timber Bridge Rehabilitation - Tender documentation is currently being drafted for the replacement of key timber units that are currently defective within the respective structures at:*
  - *Webbers Bridge Road*
  - *Manar Road*
  - *Stumckes Road*
  - *Gayndah Hivesville Road (Horse Gully)*
- *Geotechnical Investigations - With the announcement of Marshlands Bridge, Silverleaf being co contributed to by the Federal Government under the Bridge Renewal Programme, Council will be commissioning a consultant to undertake geotechnical investigations at this site, as well as at Kings Bridge East, north of Nanango to assist with the delivery of future works.*

### **Projects of Interest**

- *Memerambi Subdivision- Council has awarded the contract to Newlands Civil Construction at its January Meeting and Council officers are working with them to finalise details with the project. It is anticipated that work will commence onsite in late February, weather permitting.*
- *Clark & Swendson/Kingaroy Barkers Creek Intersection, Kingaroy – This design is being reviewed by TMR and other works will be undertaken in the coming weeks including well capping, tank removal & associated structure and Telstra realignment in advance of the civil works commencing.*

### **Regional Road & Transport Group Meeting – Hervey Bay**

The General Manager and I will travel to Hervey Bay tomorrow to attend the quarterly Regional Road & Transport Group meeting. This body is made up of the Councils in the Wide Bay Regional Organisation of Councils including,

- South Burnett
- North Burnett
- Bundaberg
- Fraser Coast
- Gympie

The agenda includes further discussions on,

- National Heavy Vehicle regulator and Council's priorities for the region. I also highlighted the burdensome regulation from the Commonwealth regulator affecting rural businesses in the region at the Rural Debt & Drought Taskforce committee meeting in Dalby last week. This regulation is making it harder and harder for rural businesses to operate at their most effective for grain and livestock movements.
- Five Councils were successful in Bridges to Recovery projects, including South Burnett.
- Regional Road Safety Officer implementation.

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

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

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

No Report.

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

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

#### **5.3.1 D&TS - 1560310 - Minutes of the Traffic Advisory Committee Meeting held on Tuesday 8 December 2015**

### **Summary**

The Minutes of the Traffic Advisory Committee Meeting held in the Warren Truss Chamber of South Burnett Regional Council on Tuesday 8 December 2015 are provided for Council to note and consider.

### **Officer's Recommendation**

That Council:

- Endorse the attached Minutes of the Traffic Advisory Committee held on Tuesday 8 December 2015.

 <p><b>South Burnett</b> Regional Council</p>	<p><b>MINUTES</b> Traffic Advisory Committee</p>
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**Purpose:** Meeting of Traffic Advisory Committee (TAC)  
**Venue:** Warren Truss Chamber, SBRC Kingaroy Office  
**Date:** 8 December 2015  
**Attendance:** Cr Wayne Kratzmann (SBRC Mayor), Russell Hood (SBRC General Manager Infrastructure), James D'Arcy (SBRC Manager Design & Technical Services), Vince Green (A/Principal Engineer DTMR Bundaberg), Alan Dixon (Manager Road Safety Warwick), Maree Shepherd (Safety Officer, TMR Bundaberg), Snr Sgt Duane Frank (OIC QPS Kingaroy), Snr Constable Jade Miller (QPS Kingaroy), Sgt Rick Christensen (QPS Murgon), Adam Florey (QAS Kingaroy), Kay Dove (Infrastructure Support Officer), Cr Damien Tessmann arrived towards the end of the meeting.  
**Apologies:** Cr Damien Tessmann (for part of the meeting), Cr Kathy Duff, Colin Goodsel (RACO), Peter Van Eysden (Principal Engineer TMR Bundaberg), Sgt Jason Newton (QPS Nanango), Snr Constable Adam Entwistle (QPS Kumbia), Sgt Alan Gerrard (QPS Blackbutt), A/Sgt Dave Siveill (QPS Dalby), Snr Constable Brendan Seymour (QPS Dalby), Desley Shailer (Snr Operations Officer Translink / Passenger Transport Services), Russell Rogers (Snr Advisor Traffic & Road Safety DTMR Bundaberg).

AGENDA ITEM	OUTCOME
<b>OPENING</b>	The Mayor extended a warm welcome to everyone for the last TAC meeting of 2015.
<b>CONFIRMATION OF PREVIOUS MINUTES</b>	Moved by Cr Duff seconded Maree Shepherd that the Minutes of the previous Traffic Advisory Committee held 7 September 2015 as recorded be confirmed.
<b>BUSINESS ARISING FROM 7 Sept 2015</b>	James D'Arcy met on site met with Mitre 10 and Stihl representatives. The plan is to remove one car park and gauge the impact. <b>ACTION:</b> TMR to review the thru lane requirement in the centre to move hold line.
(a) Murgon Police request for advisory signage at Krebs St & Bunya Hwy, Murgon intersection be investigated	
(b) McDonalds Kingaroy - proposed removal of parking bays in Haly St	Line of sight has been improved with removal of parking bays. <b>CLOSED</b>

<p>(c) Due to Nanango Streetscape upgrade volume of traffic, it is proposed to reduce the speed in Drayton St from 50 to 40 kph i.e. from Gipps St to Henry St, Nanango</p> <p>(d) Request from Cr Campbell re lack of lighting at pedestrian crossing near the Commonwealth Bank on Haly St.</p> <p>(e) Community Shelter Murgon</p> <p>(f) Access to Ryke Fuel, Kingaroy off the Bunya Hwy.</p>	<p>SBRC has written to TMR requesting consideration.  <b>ACTION:</b> TMR to review and do a new traffic count. Vince Green hopes he will have this information for next meeting.</p> <p>Russell Hood requested that TMR conduct a street light audit on Kingaroy and Haly Streets, Kingaroy, down to traffic lights at IGA intersection.  <b>ACTION:</b> TMR to advise the outcome.</p> <p>Sgt Rick Christensen, QPS Murgon advised a safety audit has been sent to Jeff Schuler TMR.  <b>ACTION:</b> Vince Green will review and report to next meeting.</p> <p>At last meeting TMR requested that a 'no right turn' sign be installed on Bunya Hwy opposite the Kingaroy Cricket Club to stop members of the public turning right into Ryke Fuel.</p> <p>Russell Hood inspected after meeting and found that there was already signage in place. <b>CLOSED</b></p>
<p><b>GENERAL BUSINESS</b></p> <p>(a) Email from Cr Tessmann re installation of speed signs at Kingaroy Burrndowan Rd.</p> <p>(b) Email from Cr Tessmann re intersection of Wellers Rd and Bunya Hwy</p> <p>(c) Email from Snr Sgt Lance Guteridge</p> <p>(d) Entrance to Murgon Golf Club on Bunya Hwy (Cr Kratzmann)</p>	<p>No reduced speed signage in this area. A number of property accesses as you get close to the intersection.  <b>ACTION:</b> TMR will conduct a speed review.</p> <p>No slip lane for vehicle to turn.  <b>ACTION:</b> TMR will review length of passing lane to see if this can be reduced.</p> <p>It was noted that Cloyna Rd was not an approved route for B-doubles. The Chairman asked this be held over until next meeting.</p> <p>Cr Kratzmann alerted to a possible traffic issue where two lanes reduce to one where the entrance to the Murgon Golf Club is.  <b>ACTION:</b> TMR will investigate and report to the next meeting.</p>



<p><b>REPORTS</b></p> <p>Kingaroy Police</p> <p>Department of Transport &amp; Main Roads</p> <p>Qld Transport (Maree Shepherd)</p> <p>TMR (Alan Dixon)</p> <p>TMR (Vince Green)</p>	<p>Snr Sgt Frank noted that the South Burnett Regional Council area road fatalities had reduced.</p> <p>He also requested a review of traffic light phasing at Haly St and Fisher St, Kingaroy as congestion at that intersection has been noted.</p> <p><b>ACTION:</b> TMR to do an intersection count and check the streams system.</p> <p>Maree noted that school zone signage has been completed. A resident concerned that some school signs do not meet MUTCD standard. SBRC responded that this will be addressed on a case by case basis as the signage needs replacing.</p> <p>Flashing lights to be installed in the next few months at Kingaroy State School (Alford St, at Memorial Park Kingaroy) on westbound lane as well as Angel Avenue, Murgon.</p> <p>Maree advised Wondai driver reviver is open again in time for the Christmas travelers.</p> <p>Maree also asked that the tank water be tested at the Driver Reviver Wondai site.</p> <p><b>ACTION:</b> Russell Hood noted he would put in a request however there is a fee associated with private testing.</p> <p>Alan advised that the Community Road Safety Grants - Round 5 opens in February. He also confirmed that he is retiring at the end of 2015.</p> <p>Vince raised the following:</p> <ul style="list-style-type: none"> <li>(1) Blackbutt Hart St intersection (at the Monument). TMR plans to change the road marking to differentiate from a roundabout.</li> <li>(2) D'Aguliar Hwy and Berlin Rd (between Nanango and Yarraman): TMR received a request re lack of turning lanes at this intersection. It was also noted that a B-double trailer is being parked on this corner causing vision impairment. TMR will attempt to contact the driver re parking somewhere else. This is not a built-up area so 1 hr parking does not apply.</li> </ul>
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QAS	<p>Adam Florey advised he has been promoted to Inspector position in Ipswich. Travis Cramb is the new OIC Kingaroy and Colleen Brownsey has been appointed as OIC Nanango.</p> <p>Vince Green thought this could be his last meeting as Peter Van Eysden is due back in January.</p> <p>The Mayor thanked everyone for their input at the meetings over the course of the year and also extended Seasons Greetings on behalf of the South Burnett Regional Council.</p> <p>The Mayor also congratulated Snr Sgt Duane Frank on receiving the National Police Medal which was presented a few weeks ago.</p> <p><b>Meeting Closed: 11.10 am</b> <b>Next Meeting: 15 March 2016</b></p>
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**Resolution:**

*Moved Cr DP Tessmann, seconded Cr KA Duff.*

*That the Officer's Recommendation be adopted.*

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

**DECLARATION OF PERCEIVED CONFLICT OF INTEREST:**

Due to a Perceived Conflict of Interest between Cr DP Tessmann and St John's Lutheran School, as Cr Tessmann is on the School Committee, Cr DP Tessmann left the meeting at 9:43am.

Due to a Perceived Conflict of Interest between Cr KM Campbell and St John's Lutheran School, as Cr Campbell's wife is on the School Committee, Cr KM Campbell left the meeting at 9:43am.

**5.3.2 D&TS - 1562409 - Proposed RRTG Program Development 2016/17 to 2019/20****Summary**

The RRTG Technical Committee met on Thursday 28 January 2016 and has developed a funding program for years 2016/17 to 2019/20 and has recommended this for adoption by the main RRTG at the meeting scheduled for Thursday 4 February 2016. This report details the program developed within the South Burnett Regional Council area as part of this process for endorsement by Council prior to the next RRTG meeting.

**Officer's Recommendation**

That Council endorse the following 2016/17 to 2019/20 funding program for 50% joint funding of Council projects provided through the Wide Bay Burnett Regional Road and Transport Group:

<b>Project</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
Blackbutt Crows Nest Rd Widening	\$588,748			
Durong State School SafeST	\$69,500			
St Johns Lutheran School SafeST	\$65,419			
Base TIDS – Reseals on SBRC Roads	\$130,839	\$139,000	\$139,000	\$139,000
Kumbia Brooklands Rd Widening Stg 1	\$222,704	\$112,825		
Kumbia Brooklands Rd Widening Stg 2		\$264,000		
Memerambi Barkers Ck Rd Sealing			\$308,097	\$51,903
Maidenwell Bunya Mountains Road Realignment				\$29,991
Petersen Drive Widening				\$270,000
Unallocated SafeST		\$69,500	\$69,500	\$69,500
<b>TOTAL FUNDING / YEAR</b>	<b>\$1,077,210</b>	<b>\$585,325</b>	<b>\$516,597</b>	<b>\$560,394</b>

**Resolution:**

*Moved Cr DJ Palmer, seconded Cr KA Duff.*

*That the Officer's Recommendation be adopted.*

*Carried 5/0  
FOR VOTE - Councillors voted unanimously  
ABSENT. DID NOT VOTE - Cr KM Campbell, Cr DP Tessmann*

**ATTENDANCE:**

Cr KM Campbell returned from temporary absence at 9:52am  
Cr DP Tessmann returned from temporary absence at 9:52am

**5.3.3 D&TS - 1562892 - Meandu Mine Surface Rights Extension**

**Summary**

Stanwell Corporation has submitted an application to the Queensland Government for a Surface Rights Extension (SRE) to the Meandu Mine ML6674, to facilitate expansion of the existing open cut coal mining operations towards the east of the existing mine. As part of the SRE process, Stanwell require the closure of parts of Ridge Road and other temporarily closed Roads which are common boundary Roads between South Burnett Regional Council and Toowoomba Regional Council, whereby the centreline of the Road is the boundary between the two Council areas.

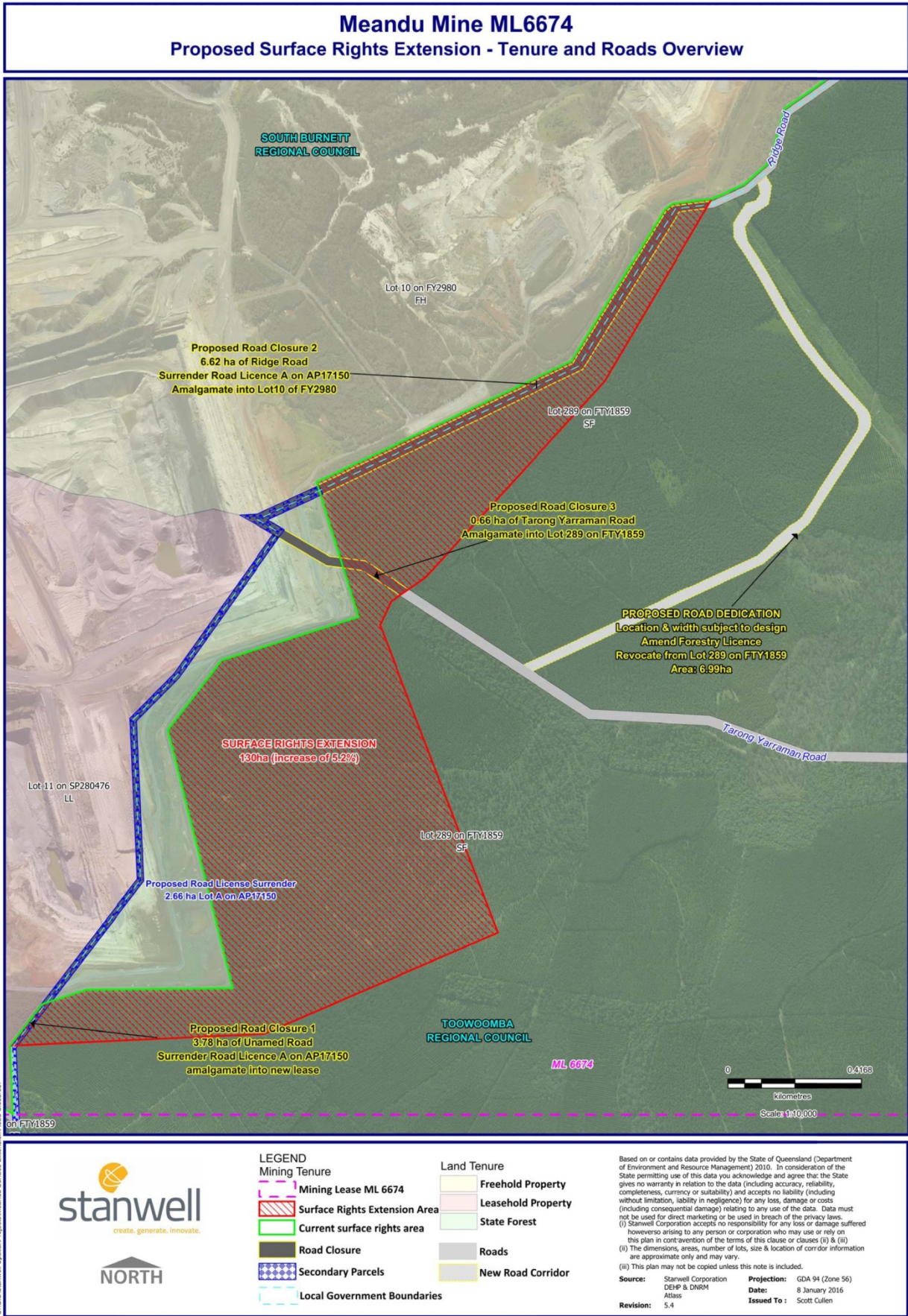
Stanwell has requested that Council agree to the SRE resulting in the permanent closure of the Roads within the SRE area as per the detail in the map. Under the Mineral Resources Act, Stanwell are also required to enter into a Compensation Agreement with South Burnett Regional Council and other parties before the SRE is granted by the Queensland Government.

**Officer's Recommendation**

That Council delegate authority to the Chief Executive Officer to:

1. Agree to the terms and execute on behalf of Council a Compensation Agreement in accordance with the Mineral Resources Act between South Burnett Regional Council and TEC Coal Pty Ltd, a subsidiary of Stanwell Corporation; and
2. Provide consent and offer no objection to Stanwell Corporation submitting an application to the Department of Natural Resources and Mines for the permanent closure of the Roads as shown on the plan described as "Meandu Mine ML6674 Proposed Surface Rights Extension – Tenure and Roads Overview" Revision 5.4 and dated 8 January 2016.

As required to enable Stanwell Corporation to proceed to the next stage of the Surface Rights Extension to the Meandu Mine Mining Lease 6674.



**Resolution:**

*Moved Cr DP Tessmann, seconded Cr RLA Heit.*

*That the Officer's Recommendation be adopted.*

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

**5.3.4 Bridges Renewal Programme Round Two Funding Announcement**

**Summary:**

Council has received notification from the Australian Government that the application submitted for funding the replacement of Marshlands Bridge at Silverleaf under the above programme has been successful.

A funding amount of \$800,000 has been offered and Council is required to confirm the matching 50% funding as required by the funding agreement.

Funding will be provided in 2016/17 and is currently included in the forward estimates for road infrastructure capital works.

**Motion:**

*Moved Cr DP Tessmann, seconded Cr KA Duff.*

*That Council match the offer from the Australian Government to fund 50% of the \$1.6m total replacement cost for Marshlands Bridge, Silverleaf as required by the Bridges Renewal Programme.*

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

**PRESENTATION:**

Neil McPhillips & Peta Jamieson from Regional Economic Development Advisory Committee (REDAC) gave a presentation on what WBBROC (Wide Bay Regional Organisations of Council) has achieved in the past four (4) years.

**ADJOURNMENT:**

**Motion:**

*Moved Cr DJ Palmer, seconded Cr KA Duff.*

*That the meeting adjourn for thirty (30) minutes*

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

During the adjournment a Citizenship Ceremony was held for:

Mrs Cherry Carroll  
Mrs Singlian Farrugia  
Ms Elizabeth Carbonilla  
Master Jayson Carbonilla  
Miss Stephanny Carbonilla  
Mrs Edwina Duffy  
Mr Rupert MacKenzie  
Ms Jennifer Gossow  
Mr Thanthulage Fernando

**RESUMPTION:**

**Motion:**

*Moved Cr RLA Heit, seconded Cr BL Green.*

*That the meeting resume at 11.00am with attendance as previous to the adjournment*

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

**6. Portfolio - Arts, Communities, Health and Waste Services**

**6.1 Arts, Communities, Health and Waste Services Portfolio Report**

**Summary**

Arts, Communities, Health and Waste Services Portfolio Report to Council.

**Officer's Recommendation**

That the Arts, Communities, Health and Waste Services Portfolio Report to Council be received.

**Resolution:**

*Moved Cr RLA Heit, seconded Cr BL Green.*

*That the Arts, Communities, Health and Waste Services Portfolio Report to Council be received.*

**Customer Service:**

*2015 for our customer contact centres across the region was a busy year with 48,684 incoming calls answered, 6235 customer requests processed and 24,191 receipts issued. The Blackbutt customer contact centre also operates a credit union processing 8,941 transactions, a QGAP service processing 1,987 transactions and a Centrelink service processing 430 transactions.*

**Communities:**

Regional Arts Development Fund (RADF)

*Council received 2 quick response applications, both projects have been approved.*

- *Bloomin Beautiful Blackbutt \$5100 "Small Town Culture" – Blackbutt-Benarkin song (Josh Arnold)*

- *Wondai Regional Art Gallery \$2860 “Diversity in Water Colour workshop” (Sue Lederhose)*

*RADF Round 3 opens 1 February to 4 March*

#### Community Assistance Grants

*Round 2 opened this week closes 29 February.*

*Recently, 3 Elite Performance applications were approved:*

- *Erin Stewart “Trap Shooting” \$500,*
- *Lachlan Montgomery “Softball” \$500*
- *South Burnett Karate Association “Karate” \$900 (team of 9)*

#### Community Drought Support Funding

*Council has been successful in obtaining \$63,750 for this year’s program.*

*Activities that have been scoped by the steering committee are as follows:*

- *Community Networking Events – The steering group will work with rural cluster groups to host community networking events which would include the hire of hall/venue, live entertainment (tailored to suit each community), catering, setup /clean-up services.*
- *Farmfest Day Trips – The steering group will offer rural landholders within the South Burnett Local Government area the opportunity to attend Farmfest 2016 staged at Kingsthorpe Park, on the Warrego Highway, 20 kms west of Toowoomba, over three days, Tuesday, Wednesday and Thursday, June 7, 8 and 9.*

#### **SBRC Libraries:**

*In 2015, the library service as a whole facilitated over 153,800 loans and more than 219,300 returns. Five of the six libraries were open on Monday 4<sup>th</sup> January 2016, the first day back after the Christmas break with a total of 962 loans and 2,141 returns being handled across the service on this day alone.*

#### First 5 Forever

*The South Burnett Libraries First 5 Forever programs are up and running for 2016.*

*Following the professional development training conducted in Kingaroy by State Library of Queensland in November last year, library staff have been busy preparing to hit the ground running in 2016 with their Rhyme Time and Story Time sessions across the region. Training was conducted on the 13th January by a local speech pathologist with the aim of up-skilling staff in providing fun and effective children’s programs.*

*The first rounds of sessions have been well attended at each library.*

*2016 will see a focus on outreach programs with the aim of connecting with many South Burnett families and sharing the important early literacy messages of First 5 Forever. Pop-up libraries are being planned to assist in making these connections.*

#### Summer Reading Club

*Summer Reading Club is an Australian wide program held annually from 1<sup>st</sup> December until 30<sup>th</sup> January, led by the State Library of Queensland. The program aims at supporting continuing development of multi-literacy skills in children and young people, including reading, writing, creative arts and multimedia technology skills during the summer holidays.*

*The theme for 2015/16 was ‘**Lost Worlds**’ inviting young readers to explore lost worlds, alternate universes and mythical creatures depicted across science fiction, historical fiction and fantasy fiction.*



*Highlights from this year's club:*

- *Lost Worlds themed holiday activities held across the region with 51 participants at the various sessions.*
- *A total of 73 Summer Reading club activity packs were distributed to participants.*

Author Talk

*Local author Errol Bishop has been travelling across the South Burnett captivating audiences at both Nanango and Kingaroy Libraries with details from his latest book. He also spoke about his passion for local history which inspired him to write **Ghost Galleon**, and his experiences in his home town of Wondai. Errol is still to share his story at Wondai Library on the 11<sup>th</sup> February.*

**Public Health:**

Mosquitoes

*Council continues to carry out mosquito inspections of properties within the Wondai, Murgon, Nanango and Kingaroy township areas under an Approved Systematic Inspection Program, which commenced on Monday 11 January 2016.*

*Council's objective is to attempt to achieve the early detection and control of the Aedes Aegypti mosquito, which is a known vector for Dengue Fever, in order to limit this mosquito's spread as well as that of other mosquitoes throughout the South Burnett Regional Council area. Residents are encouraged to help protect themselves by:*

- *Emptying and cleaning Pot plant bases or alternatively just dispose of the base altogether;*
- *Removing any items left lying around the yard that could hold water and breed mosquitoes. Dispose of any unwanted items and store any items you want to keep under cover (e.g. Tins, tyres, jars, toys and rubbish items)*
- *Cleaning out leaves and other debris regularly from your roof gutter. Cut back and trim trees that might overhang blocked gutters*
- *Removing any water holding plants such as Bromelads from your garden.*
- *Ensuring that large water holding containers (e.g. water tanks, wells and drums) are screened with wire gauze/mesh no coarser than 1mm.*
- *Cleaning bird baths, fish ponds and ornamental ponds weekly to remove mosquito larvae or keep Australian native fish in your ponds.*
- *Keeping Swimming pools chlorinated and operating correctly all year round.*
- *Maintain drains such that water will flow through drainage areas and fill in any depressions to prevent water ponding.*

Compliance - Dog Registration Renewals

*Dog Registration renewals have now closed. If a dog owner has not renewed their dog's registration then they could be liable for an on the spot fine. Residents are encouraged to even at this late stage to register their dog(s) so that they will not be in breach of the Queensland Government's Animal Management (Cats and Dogs) Act 2008.*

Food Legislation Review

*The Queensland Government has advised that it will be looking to make amendments to the Food Act 2006 and Food Regulation 2006 this year. These amendments could include changes to:*

- *the definitions*
- *what is a licensable food activity*
- *the food licensing requirements*
- *Food safety supervisors obligations*
- *"Temporary Food Premise" definition & whether it could be licensed Queensland wide*

- *Auditors and auditing conditions*
- *The powers of Authorised persons*
- *The Enforcement tools for Authorised persons with the legislation*

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

## **7. Portfolio - Property and Human Resources**

### **7.1 Property and Human Resources Portfolio Report**

#### **Summary**

Property and Human Resources Portfolio Report to Council.

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

That the Property and Human Resources Portfolio Report to Council be received.

#### **Resolution:**

*Moved Cr DJ Palmer, seconded Cr KA Duff.*

*That the Property and Human Resources Portfolio Report to Council be received.*

#### **Property**

*Tenders have been called for the upgrade of the Wondai Caravan Park Amenities Building and will close on the 12 February 2016.*

*The dump point for the Boondooma Homestead has been completed.*

#### **Land Sales:**

*Offers have been accepted and contracts signed for three properties listed for sale, 2 in Proston and 1 in Hivesville.*

#### **Traineeships:**

*Applications for Council's Traineeship Program closed on the 15 January 2016. A total of 283 applications were received from 138 applicants for the positions on offer. The spread of applications was fairly even as summarised below:*

- *Warehousing (Storeman) – 28 applications*
- *Water & Wastewater Treatment – 33 applications*
- *Water & Wastewater Construction – 33 applications*
- *Administration – 44 applications*
- *Civil Construction Concreting – 37 applications*
- *Civil Construction Roads – 53 applications*
- *Horticulture – 55 applications*

*Applications are currently being assessed with interviews for shortlisted applicants within the next few weeks.*

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

## **8. Portfolio - Water, Wastewater and Sport Development**

### **8.1 Water, Wastewater & Sport Development Portfolio Report**

#### **Summary**

Water, Wastewater & Sport Development Portfolio Report

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

That the Water, Wastewater & Sport Development Portfolio Report to Council be received.

#### **Resolution:**

*Moved Cr BL Green, seconded Cr RLA Heit.*

*That the Water, Wastewater & Sport Development Portfolio Report to Council be received.*

#### **Kingaroy Wastewater Treatment Plant**

The Kingaroy Wastewater Treatment Plant upgrade project is progressing well. The bulk of the civil construction work is complete, with the bund wall and roads currently under construction. Completion of the electrical and mechanical installations is on track. Some minor delays have occurred due to wet weather however it is not expected that this will delay the overall completion. It is expected that commissioning of the plant will commence in early May, with the plant being fully operational by the end of September.

#### **Gordonbrook Water Treatment Plant upgrade**

*The project team is currently working with Aquatec Maxcon to commission some of the minor parts of the new plant. The old plant is now utilising a new PAC dosing (Powdered Activated Carbon) system, a new alum storage facility and a new control system for dosing chlorine. The complete change over to new chemical dosing facilities will be completed in the next 2 to 3 weeks.*

*SunWater is undertaking maintenance on the Boondooma pipeline between now and 12 February. Council is working closely with SunWater to minimise the time Kingaroy will need to be supplied from Gordonbrook Dam.*

#### **Murgon Water Treatment Plant**

*Dalby based company, M2O, are to undertake the upgrade of the Murgon Water Treatment Plant. Components of this project include:*

- *A full refurbishment of Filter Train #3*
- *Change out of the filter media*
- *Upgrades to PLC's and other online control components*
- *Increase in backwash capacity to improve overall plant efficiency*

*Design of this upgrade is currently underway. The overall project should be completed by the end of July this year.*

#### **Gordonbrook Dam**

*Gordonbrook Dam is currently at 100% capacity, therefore any inflows received from rainfall events will flow over the dam, into the Stuart River. Unless, large amounts of rainfall occur in the upper catchments, it is not expected that the Emergency Action Plan will be triggered for the dam, however downstream landholders should be vigilant during this time and consider moving pumps and other equipment to higher ground if concerned.*

*Council will contact downstream landholders if the dam flow exceeds one metre over the spillway. A recorded message will also be available via a local call, for interested parties to access up to date flow information when there is less than one metre of water flowing over the spillway.*

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

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

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

#### **Summary**

Natural Resource Management, Parks and Indigenous Affairs Portfolio Report to Council.

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

That the Natural Resource Management, Parks and Indigenous Affairs Portfolio Report to Council be received.

#### **Resolution:**

*Moved Cr KA Duff, seconded Cr BL Green.*

*That the Natural Resource Management, Parks and Indigenous Affairs Portfolio Report to Council be received.*

#### **Coolabunia Saleyards**

*Coolabunia Saleyards were closed over the Christmas period and reopened on Monday 4/1/16. Fat and store sales have been held on Tuesday 12<sup>th</sup> January, Tuesday 19<sup>th</sup> January and a special store sale was held on Friday 29<sup>th</sup> January. The market for cattle is very strong at the moment.*

*Tick inspections and treatments have resumed.*

#### **Weed Management**

*Contractors were busy over the holiday period treating environmental weeds such as Cats Claw Creeper and lantana in the Speedwell, Abbeywood and Proston districts.*

*Roadside lantana control continues at Boat Mountain and Coolabunia. Parthenium was treated in the Murgon area and Annual Ragweed and Groundsel outbreaks at Blackbutt and Wengenville.*

#### **Wandering Livestock**

*Council NRM and on call staff attended over 20 wandering livestock reports during the month of December.*

#### **Feral Animal Management**

*Councils Stock Route officer have received 3 reports of mobs of up to 50 feral pigs in the Ironpot area. Landholders have been offered assistance with pig traps and baiting. Three pig traps are currently deployed in this area.*

#### **Biodiversity – Tree Planting Project**

*The 1200 trees planted on the Rail trail during November / December 2015 are doing very well because of good favourable weather conditions and follow up care by planting staff.*

*Species planted include – bluegum (Eucalyptus teriticornis), gum top box (E.molucanna), hoop pine (Araucaria cunninghamii), kurrajong (Brachychiton populneus), crows ash (Flindersia australis), leopard ash (Flindersia collina) plus the uncommon baileys cypress (Callitris baileyi)*

*50 more trees have been planted in the vicinity of the Wooroolin passing lane project. These were placed on council road side reserve. This compliments the 350 trees already planted and cared for by private landholder Mr Merv Keevers who has assisted the biodiversity project by providing space on his land, to provide a buffer to help compensate for trees that had to be removed due to road widening and improvements.*

*Species provided to Mr Keevers and those planted on cleared council land include bluegum (Eucalyptus teriticornis), rough bark apple (Angophora subvelutina), hoop pine (Araucaria cunninghamii), kurrajong (Brachychiton populneus), silky oak (Grevillia robusta) and bottlebrush (Melaleuca viminalis).*

### **Parks & Gardens**

#### *Kingaroy*

- *Glendon Street Carpark has been started with the removal of old playground equipment*
- *Memorial Park Fence has been reinstated*
- *Refurbishment of Hivesville Toilet block paint job is still to be done.*
- *Work is commencing on erecting the donated shelter at Wondai Cemetery*
- *Work is commencing on refurbishment of Kumbia Apex Park.*

*In Kingaroy staff have been busy replanting all of Memorial Park Annuals flower beds as well as our town entrance gardens. They are still planting and mulching these as well as continuing with the mowing program. . With the Glendon Street Car Park & Playground refurb now underway staff have removed park furniture, bins etc. as well as relocating trees and shrubs from a garden to both Apex Park & O'Neil Square. They are also in the process of getting quotes together, sourcing & ordering advanced trees, plants & Park furniture for Glendon Street Car Park & playground area.*

#### *Wondai & Proston program of works*

- *Removal of old play equipment at dingo creek playground.*
- *Installation of new equipment.*
- *Install new soft fall sand.*
- *New shed for Proston cemetery*

#### *Nanango & Blackbutt*

*Staff have been busy mowing all town areas which included taking down the Christmas trees, maintenance of annual gardens, and ongoing maintenance of street scape. All town parks and streets have been mowed as well as all the cemeteries and spraying of parks and drains has started.*

#### *Murgon*

### **Rail Trail**

*CTC Cert 1 Traineeship in construction through TAFE*

- *:- 10 Students , Males and Females .*
- *:- One supervisor*
- *:- Duration of 16 Weeks*
- *:- Duties performed,*
  - *Removal of disused fencing materials from Murgon Rail Corridor.*
  - *Concreting of approaches to Rail Trail Bridges.*
  - *Numerous introductions to working skills needed to perform day to day duties practical and academic.*
  - *Erection of Rail Trail Bridge Balustrade.*

- *Oiling of timber decking and sub structure of Rail Trail Bridges.*
- *Construction of Rail Trail Furniture.*

*To conclude my report I will end with a good news story. Hivesville Progress Association was successful with their grant application for \$35000 for a toilet block with disability access. Council budgeted for matching funding if they were successful so we will be working with the committee to help to erect their new facility.*

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

## **10. Portfolio - Finance, Planning and ICT**

### **10.1 Finance, Planning and ICT Portfolio Report**

#### **Summary**

Finance, Planning and ICT Portfolio Report to Council.

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

That the Finance, Planning and ICT Portfolio Report to Council be received.

#### **Resolution:**

*Moved Cr KM Campbell, seconded Cr DJ Palmer.*

*That the Finance, Planning and ICT Portfolio Report to Council be received.*

#### **Financial Report**

*The attached periodic financial statements are as at 21 January 2016.*

*The cash, operating cash and working capital ratios are all within reasonable parameters.*

*The increase in Trade Receivables is mainly on account of the 3<sup>rd</sup> Quarter rates levy. Notices were released on the 27<sup>th</sup> January with discount date on the 1<sup>st</sup> of March.*

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

*66% of the total revenue budget has been achieved because of the recognition of the 3<sup>rd</sup> quarter rates.*

*In terms of operating expenses, 52% of the total budget is already expended. Costs incurred for employee benefits are within the expected budget limit. For materials and services, it is expected that by the end of March, expenses for on-going projects will be recognised thereby increasing costs to budget level.*

#### **Capex Report**

*Actual year to date capital expenditure amounts to \$ 23.2 Million equivalent to 41% of the \$56.5 Million revised 2015/16 Capex Budget.*

**Sale of Land for Arrears of Rates**

*Four (4) properties were auctioned on the 19<sup>th</sup> of January; three (3) of these properties are under contract and one (1) passed in.*

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

**10.2 Finance (F)**

***Officer's Reports***

**10.2.1 F - 1562338 - Monthly Financial Statements**

**Summary**

The following information provides a snapshot of Council's Financial Position as at 21 January 2016.

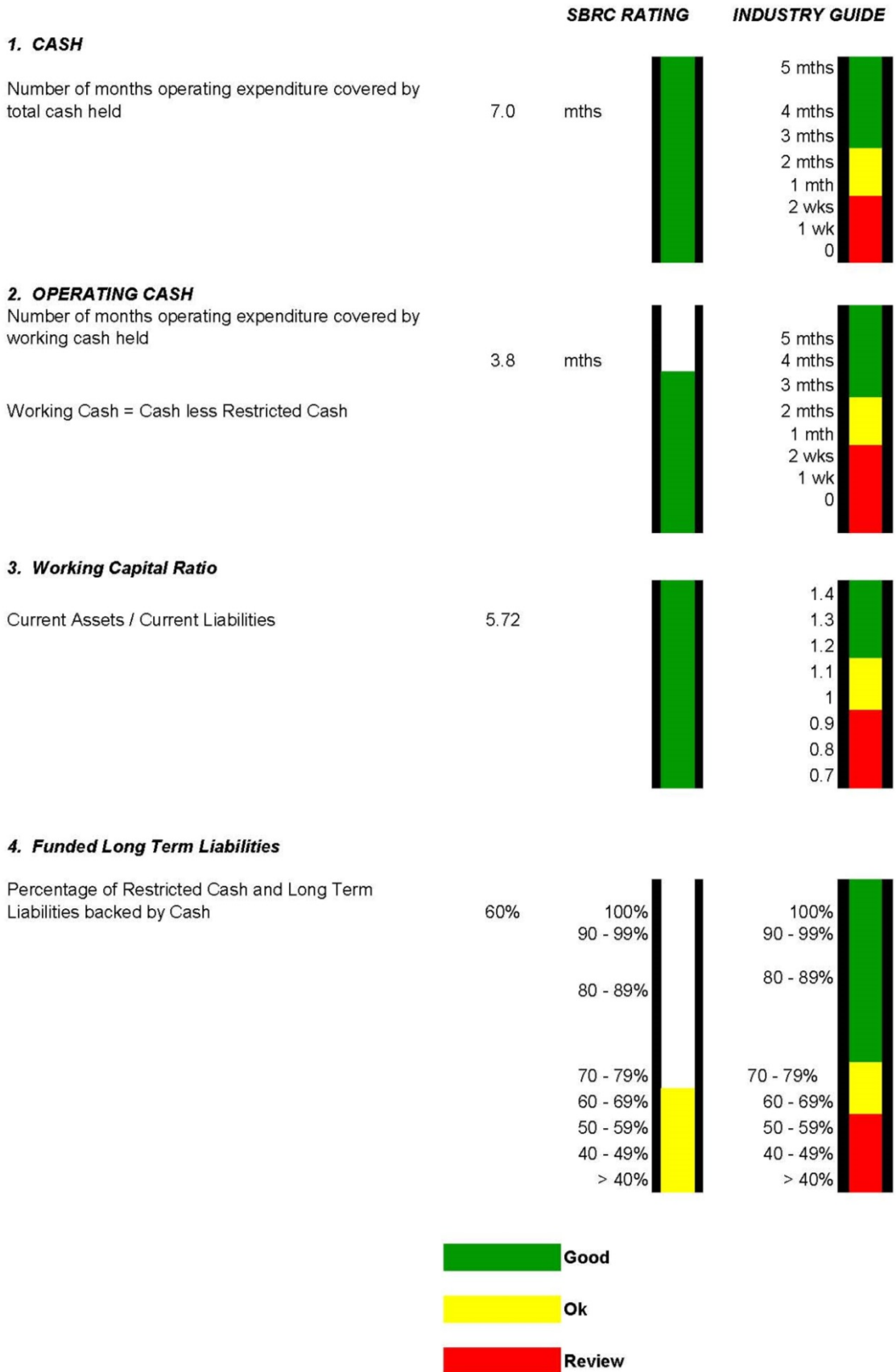
**Officer's Recommendation**

That the Monthly Financial Report as at 21 January 2016 be received and noted.

**Key Financial Ratios**

**SOUTH BURNETT REGIONAL COUNCIL**

**FINANCIAL SCORECARD**





**Statement of Comprehensive Income**

**Statement of Comprehensive Income**  
**As at 21 January 2016**  
**58% of Year Complete**

	2016	Amended Budget	Variance
	\$	\$	%
<b>Income</b>			
<b>Revenue</b>			
<b>Recurrent Revenue</b>			
Rates, levies and charges	31,706,147	42,456,132	75%
Fees and charges	2,359,941	4,456,330	53%
Rental Income	247,471	492,885	50%
Interest received	774,233	1,561,575	50%
Sales revenue	1,872,335	4,104,010	46%
Other Income	226,657	777,545	29%
Grants, Subsidies, Contributions & Donations	6,760,419	12,145,770	56%
	<u>43,947,203</u>	<u>65,994,247</u>	
<b>Capital Revenue</b>			
Grants, Subsidies, Contributions & Donations	4,525,881	7,480,151	61%
<b>Total Revenue</b>	<u>48,473,084</u>	<u>73,474,398</u>	
<b>Total Income</b>	<u>48,473,084</u>	<u>73,474,398</u>	
<b>Expenses</b>			
<b>Recurrent Expenses</b>			
Employee benefits	13,574,815	25,293,928	54%
Materials and services	10,389,212	23,987,497	43%
Finance costs	1,193,419	2,373,090	50%
Depreciation and amortisation	7,976,010	13,215,467	60%
	<u>33,133,456</u>	<u>64,869,982</u>	
<b>Capital Expenses</b>			
	(81,953)	(750,000)	11%
<b>Total Expense</b>	<u>33,051,503</u>	<u>64,119,982</u>	
<b>Net Result</b>	<u>15,421,581</u>	<u>9,354,416</u>	

**Statement of Financial Position**

**Statement of Financial Position**  
**As at 21 January 2016**

	2016 \$	Original Budget \$
<b>Current Assets</b>		
Cash and Cash Equivalents	33,363,419	18,776,575
Trade and Other Receivables	18,072,081	6,348,249
Inventories	1,040,283	1,046,188
Investments	-	-
<b>Total Current Assets</b>	<b>52,475,784</b>	<b>26,171,012</b>
<b>Non-Current Assets</b>		
Trade and other receivables	3,000	-
Property, Plant and Equipment	872,387,571	909,874,578
Intangible Assets	7,786,872	7,643,981
<b>Total Non-Current Assets</b>	<b>880,177,443</b>	<b>917,518,559</b>
<b>TOTAL ASSETS</b>	<b>932,653,227</b>	<b>943,689,571</b>
<b>Current Liabilities</b>		
Trade and other payables	3,641,511	4,454,835
Borrowings	2,213,721	4,192,710
Provisions	3,320,610	3,264,734
<b>Total Current Liabilities</b>	<b>9,175,842</b>	<b>11,912,279</b>
<b>Non-Current Liabilities</b>		
Borrowings	40,010,463	47,222,598
Provisions	11,612,607	10,616,231
<b>Total Non-Current Liabilities</b>	<b>51,623,070</b>	<b>57,838,829</b>
<b>TOTAL LIABILITIES</b>	<b>60,798,912</b>	<b>69,751,108</b>
<b>NET COMMUNITY ASSETS</b>	<b>871,854,315</b>	<b>873,938,463</b>
<b>Community Equity</b>		
Asset Revaluation Surplus	430,783,167	432,824,725
Retained Surplus/(Deficiency)	441,071,148	441,113,738
<b>TOTAL COMMUNITY EQUITY</b>	<b>871,854,315</b>	<b>873,938,463</b>

**Resolution:**

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

*That the Monthly Financial Report as at 21 January 2016 be received and noted.*

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

**10.2.2 F - 1561979 - South Burnett Regional Council Monthly Capital Works Report**

**Summary**

The following information provides a snapshot of Council's Capital Works as at 22 January 2016.

**Officer's Recommendation**

The South Burnett Regional Council's Monthly Capital Works Report as at 22 January 2016 be received and noted.

## 2015/2016 Capex Report for Council

Project Code	Project Description	Second Quarter Revised 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	-	0.00%
004836	New Records Building	250,000.00	-	0.00%
004839	Compactors	40,000.00	-	0.00%
004930	Kitchen Renovations	40,000.00	-	0.00%
		<b>350,000.00</b>	<b>-</b>	<b>0.00%</b>
<b>Admin Office - Nanango</b>				
000272	Upgrade Electrical Switchboard	15,500.00	15,319.85	98.84%
003544	Nanango Admin Building - Upgrade Switchb	18,500.00	16,969.52	91.73%
		<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	-	0.00%
		<b>100,000.00</b>	<b>-</b>	<b>0.00%</b>
<b>Aerodrome - Wondai</b>				
004855	Aerodrome - Wondai - Disabled Facilities	5,000.00	141.71	2.83%
		<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	4,794.73	2.80%
		<b>171,400.00</b>	<b>4,794.73</b>	<b>2.80%</b>
<b>Cemeteries - Kingaroy</b>				
004380	Cemeteries - Kingaroy - New wall Plinths	8,000.00	-	0.00%
		<b>8,000.00</b>	<b>-</b>	<b>0.00%</b>
<b>Cemeteries - Wondai</b>				
004416	CP - Wondai Cemetery Toilet Block & Shed	1,500.00	1,472.73	98.18%
004868	Cemeteries -Wondai Erect Donated Shelter	6,000.00	-	0.00%
004871	Cemeteries - Wondai - Gates & Fences	10,000.00	-	0.00%
		<b>17,500.00</b>	<b>1,472.73</b>	<b>8.42%</b>
<b>Cemeteries - Proston</b>				
004864	Cemeteries - Proston - Fence & Improve	10,000.00	-	0.00%
		<b>10,000.00</b>	<b>-</b>	<b>0.00%</b>
<b>Depot - Kingaroy</b>				
004933	Regional Depots	47,200.00	-	0.00%
		<b>47,200.00</b>	<b>-</b>	<b>0.00%</b>
<b>SES- Nanango</b>				
000357	Nanango SES Building Renovations	1,000.00	594.45	59.45%
		<b>1,000.00</b>	<b>594.45</b>	<b>59.45%</b>

## 2015/2016 Capex Report for Council

Project Code	Project Description	Second Quarter Revised Budget	2015/16 Actual YTD	% 2015/16 Actual to Total Available Budget
<b>Hall - Kingaroy Town</b>				
000290	Repaint External Building	31,500.00	31,406.91	99.70%
004872	Reception Room Roof to be replaced	50,000.00	-	0.00%
		<b>81,500.00</b>	<b>31,406.91</b>	<b>38.54%</b>
<b>Hall - Murgon Town</b>				
004873	Screens	15,000.00	-	0.00%
004874	Grease Trap	10,000.00	-	0.00%
		<b>25,000.00</b>	<b>-</b>	<b>0.00%</b>
<b>Hall - Wondai Memorial</b>				
004875	Grease Trap	10,000.00	-	0.00%
004876	Replace Roof Sheeting	100,000.00	-	0.00%
		<b>110,000.00</b>	<b>-</b>	<b>0.00%</b>
<b>Museum - Boondooma Homestead</b>				
000310	Restoration Materials	-	-	0.00%
004931	Caravan Dump Point	20,000.00	-	0.00%
		<b>20,000.00</b>	<b>-</b>	<b>0.00%</b>
<b>Parks &amp; Gardens</b>				
004783	Parks - Les Muller Park- Replace BBQ's	14,000.00	13,163.00	94.02%
004787	Parks - Glendon St Carpark Landscaping	300,000.00	7,700.00	2.57%
004813	Parks - Memorial Park - Playground Equip	135,000.00	139,990.00	103.70%
004814	Parks - Memorial Park - Anzac Rotunda	50,000.00	-	0.00%
004815	Parks - Wondai Skate Park Upgrade	20,000.00	-	0.00%
004816	Parks - Dingo Park - Playground Equipment	65,000.00	59,995.00	92.30%
		<b>584,000.00</b>	<b>220,848.00</b>	<b>37.82%</b>
<b>Priv Hospital - Building</b>				
000341	KPH Roof & Ceiling Repairs	8,200.00	3,571.57	43.56%
		<b>8,200.00</b>	<b>3,571.57</b>	<b>43.56%</b>
<b>Priv Hos P&amp;E Proj</b>				
004387	Surgical Equipment Upgrade	40,000.00	-	0.00%
		<b>40,000.00</b>	<b>-</b>	<b>0.00%</b>
<b>Saleyards - Coolabun</b>				
004776	NRMSALE - Coolabunia Saleyards - Catwalk	20,000.00	41.00	0.21%
004777	NRMSALE - Coolabunia - Vet Crush	5,000.00	-	0.00%
004778	NRMSALE - Coolabunia - Unloading Ramp	20,000.00	-	0.00%
		<b>45,000.00</b>	<b>41.00</b>	<b>0.09%</b>
<b>Swimming Pool - Kingroy</b>				
004774	Kingaroy Pool Repair	255,000.00	254,811.34	99.93%
004894	New Shade Structure over grass area	30,000.00	26,995.27	89.98%
		<b>285,000.00</b>	<b>281,806.61</b>	<b>98.88%</b>

## 2015/2016 Capex Report for Council

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<b>Swimming Pool - Murgon</b>				
004379	Murgon Pool - Replace Kiosk & Change Roo	998,800.00	967,564.77	96.87%
004842	Shade Structures, Storage Shed and Table	15,000.00	-	0.00%
		<b>1,013,800.00</b>	<b>967,564.77</b>	<b>95.44%</b>
<b>Swimming Pool - Nanango</b>				
004843	Port Valves	150,000.00	-	0.00%
		<b>150,000.00</b>	<b>-</b>	<b>0.00%</b>
<b>Swimming Pool - Wondai</b>				
004844	Residence Dress/Plant Shed - Carpet & Ti	10,000.00	-	0.00%
		<b>10,000.00</b>	<b>-</b>	<b>0.00%</b>
<b>Tourism - Yallakool</b>				
004407	New Cabins at Yallakool 2014	109,000.00	108,684.91	99.71%
004782	Dams - Yallakool - Pool Surface Upgrade	16,000.00	15,962.73	99.77%
004784	Dams - Yallakool - Washing Machines	5,000.00	4,581.82	91.64%
004804	Dams - Yallakool - Ensuite Upgrades	5,000.00	1,611.15	32.22%
004807	Dams - Yallakool - New Managers Dwelling	140,000.00	30,599.49	21.86%
004823	Dams - Yallakool Dam - Cabin Upgrades	5,000.00	3,724.27	74.49%
004824	Dams - Yallakool Dam - Villa Upgrade	5,000.00	8,064.35	161.29%
004826	Replace pool surface and pump shed	-	-	0.00%
004827	Dams - Yallakool Dam - Upgrade Mess Hall	20,000.00	10,954.55	54.77%
004828	Dams - Yallakool - Regional Tourism Sign	6,900.00	-	0.00%
		<b>311,900.00</b>	<b>184,183.27</b>	<b>59.05%</b>
<b>Tourism - Lake Boondooma</b>				
004408	New Cabins at Boondooma Dam 2014	111,000.00	111,611.73	100.55%
004785	Dams - Boondooma - Cabin Upgrades	5,000.00	4,500.00	90.00%
004786	Dams - Boondooma - Toilet Block 5 Refurb	5,000.00	4,181.82	83.64%
004808	Dams - Boondooma - Construct Camp Kitchie	30,000.00	23,189.91	77.30%
004830	Dams - Boondooma - Upgrade Tilt Block 1	5,000.00	4,767.55	95.35%
004831	Dams - Boondooma - Upgrade Toilet Block	5,000.00	3,272.73	65.45%
004832	Dams - Boondooma Upgrade Toilet Block 3	5,000.00	427.27	8.55%
004835	Refurbishment Toilet Block 5	-	-	0.00%
004838	Dams - Boondooma - Repaint Bunk Houses	10,000.00	6,880.00	68.80%
004911	Dams - Boondooma - Roof & Gutter WT Shed	-	-	0.00%
		<b>176,000.00</b>	<b>158,831.01</b>	<b>90.24%</b>
<b>Public Conveniences</b>				
004886	Toilets - Kumbia - Apex Park Toilet Refurb	6,000.00	-	0.00%
004887	Toilets - Wooroolin Refurbish Amenities	5,000.00	-	0.00%
004888	Toilets - Hivesville Refurbish Amenities	5,000.00	-	0.00%
004889	Toilets - Reg McCallum - Toilet Upgrade	5,000.00	-	0.00%
004890	Toilets - Benarkin - Replace Amenities	145,000.00	-	0.00%
004917	Public Conveniences - CoomBa Falls	70,000.00	-	0.00%
004932	Lions Club Toilets	18,000.00	-	0.00%
		<b>254,000.00</b>	<b>-</b>	<b>0.00%</b>

## 2015/2016 Capex Report for Council

<i>Project Code</i>	<i>Project Description</i>	<i>Second Quarter Revised Budget</i>	<i>2015/16 Actual YTD</i>	<i>% 2015/16 Actual to Total Available Budget</i>
<b>Sp/ground-Murgon</b>				
004487	Murgon Sportsground - G'stand Renovation	43,300.00	4,558.53	10.53%
004758	Murgon PCYC - Replace Roof	132,000.00	131,764.78	99.82%
004773	Murgon PCYC Carpark Resurfacing	25,000.00	11,911.12	47.64%
004882	PCYC Grease Trap	14,000.00	-	0.00%
004883	Murgon Tennis Courts Replace Child Room	30,000.00	-	0.00%
		<b>244,300.00</b>	<b>148,234.43</b>	<b>60.68%</b>
<b>Sp/ground-Wondai</b>				
004484	Wondai Sports Ground Upgrades	126,000.00	-	0.00%
		<b>126,000.00</b>	<b>-</b>	<b>0.00%</b>
<b>Sp/ground-Hivesville</b>				
004891	Hivesville Sportsground Toilets	35,000.00	-	0.00%
		<b>35,000.00</b>	<b>-</b>	<b>0.00%</b>
<b>Tennis Court - Proston</b>				
004892	Proston Tennis Courts Replace Fencing	22,000.00	-	0.00%
		<b>22,000.00</b>	<b>-</b>	<b>0.00%</b>
<b>Library - Proston</b>				
004885	Repaint internally	30,000.00	-	0.00%
		<b>30,000.00</b>	<b>-</b>	<b>0.00%</b>
<b>Region Pools</b>				
004912	Safety Audit	16,000.00	-	0.00%
		<b>16,000.00</b>	<b>-</b>	<b>0.00%</b>
		<b>4,331,800.00</b>	<b>2,035,780.56</b>	<b>47.00%</b>
<b>Intangibles</b>				
<b>Business System</b>				
000380	Business Operating System	951,000.00	218,435.34	22.97%
		<b>951,000.00</b>	<b>218,435.34</b>	<b>22.97%</b>
		<b>951,000.00</b>	<b>218,435.34</b>	<b>22.97%</b>
<b>Info Serv - ICT</b>				
000379	Computer Infrastructure & Upgrade	150,300.00	150,300.00	100.00%
000381	Server Hardware	94,700.00	48,880.15	51.62%
000382	Photocopiers & Printers	-	1,840.78	0.00%
000383	Two Way Radio System	75,000.00	18,431.02	24.57%
003473	Durong Comm Tower	-	-	0.00%
004489	Disaster Recovery	60,000.00	56,909.36	94.85%
004504	Upgrade Depot Link kingaroy	-	-	0.00%
004841	User Hardware (Computer replacement, new	-	-	0.00%
004918	Airport Fuel System	-	-	0.00%
004919	Aerial Photography	35,000.00	16,102.00	46.01%
		<b>415,000.00</b>	<b>292,463.31</b>	<b>70.47%</b>

## 2015/2016 Capex Report for Council

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<b>Plant &amp; Fleet Manage</b>				
000389	Plant Fleet Purchases 13/14	565,000.00	503,059.20	89.04%
004790	Plant & Fleet Purchases 2015-16	2,029,136.00	537,322.54	26.48%
		<b>2,594,136.00</b>	<b>1,040,381.74</b>	<b>40.11%</b>
		<b>3,009,136.00</b>	<b>1,332,845.05</b>	<b>44.29%</b>
<b>Infrastructure</b>				
<b>Streetscapes</b>				
000390	Streetscaping Drayton Street Nanango	700,000.00	620,233.98	88.60%
000396	Wondai Community Development - Stage 1	600.00	573.00	95.50%
		<b>700,600.00</b>	<b>620,806.98</b>	<b>88.61%</b>
<b>Town Entrance Sign</b>				
004781	Locality Sign Removal	200,000.00	25,789.23	12.89%
		<b>200,000.00</b>	<b>25,789.23</b>	<b>12.89%</b>
		<b>900,600.00</b>	<b>646,596.21</b>	<b>71.80%</b>
<b>Roads</b>				
<b>Bridges</b>				
000401	Mondure Road Bridge	750,000.00	314,482.02	41.93%
003593	FR2013 - SBRC.041.13	-	-	0.00%
004476	Campbells Road Bridge Silverleaf	1,500,000.00	707,380.12	47.16%
004485	Stonelands Road Bridge - Stonelands	350,000.00	6,099.03	1.74%
004506	Weens Road Bridge Kingaroy	-	40,323.12	0.00%
004800	TIDS - Stuart River Bridge - Weens Road	750,000.00	394,066.60	52.54%
004845	Manar Rehab Timber	150,000.00	-	0.00%
004846	Webbers Creek Rehab Timber	200,000.00	-	0.00%
		<b>3,700,000.00</b>	<b>1,381,704.65</b>	<b>37.34%</b>
<b>Min Cap-Rural Drain</b>				
004847	Pipes & Culverts Renewal (from Mtce Exp)	130,000.00	-	0.00%
		<b>130,000.00</b>	<b>-</b>	<b>0.00%</b>
<b>Min Cap-Urban Roads</b>				
004354	Venman Street - Kingaroy (Replace K&C)	-	1,332.86	0.00%
004369	Dalby St Nanango (Gipps - Fitzroy St)	-	173,921.73	0.00%
004412	Sandy Creek Pedestrian Bridge	-	77,154.45	0.00%
004413	Horse Gully Flood Mitigation Project	65,000.00	71,706.53	110.32%
004414	Dingo Creek Pedestrian Bridge	-	461.64	0.00%
		<b>65,000.00</b>	<b>324,577.21</b>	<b>499.35%</b>
<b>Min Cap-Rural Roads</b>				
004349	Semgreens Road	120,000.00	248,204.60	206.84%
004372	Minmore Road Wattlegrave Ch3100 - 3700	73,000.00	135,128.92	185.11%
		<b>193,000.00</b>	<b>383,333.52</b>	<b>198.62%</b>



## 2015/2016 Capex Report for Council

Project Code	Project Description	Second Quarter Revised Budget	2015/16 Actual YTD	% 2015/16 Actual to Total Available Budget
<b>Min Cap-Car Parks</b>				
000434	Glendon Street Carpark	-	7,397.71	0.00%
		-	<b>7,397.71</b>	<b>0.00%</b>
<b>Min Cap-Grav Resheet</b>				
004750	Unsealed Roads Gravel Resheeting	900,000.00	333,218.27	37.02%
		<b>900,000.00</b>	<b>333,218.27</b>	<b>37.02%</b>
<b>Min Cap-Pave Rehab</b>				
000435	Kumbia Rd - Pavement Rehabilitatio	-	4,490.92	0.00%
004751	Sealed Roads Pavement Rehabilitation	1,200,000.00	93,729.86	7.81%
		<b>1,200,000.00</b>	<b>89,238.94</b>	<b>7.44%</b>
<b>Min Cap-Foot/Bikeway</b>				
004371	Blake Street Proston - Footpath	52,000.00	219,669.11	422.44%
004818	King Street Footpath, Nanango	40,000.00	98,279.67	245.70%
004821	Youngman Street Kingaroy Footpath	150,000.00	482.10	0.32%
004822	Douglas Street Blackbutt Footpath	30,000.00	301.31	1.00%
004833	Kent Street Wondai Footpath	50,000.00	361.59	0.72%
004867	Angel Avenue Murgon Footpath	30,000.00	696.03	2.32%
		<b>352,000.00</b>	<b>319,789.81</b>	<b>90.85%</b>
<b>Reseals - 2015/16</b>				
004744	Reseal Program 2015/2016	1,500,000.00	1,315,635.37	87.71%
004916	Wondai Street Sprints - Asphalt & Reseal	220,000.00	2,471.29	1.12%
		<b>1,720,000.00</b>	<b>1,318,106.66</b>	<b>76.63%</b>
<b>TIDS - LRRS Projects</b>				
004817	SafeST - Murgon School Car Parking	140,000.00	5,669.43	4.05%
004853	Swickers R4R Upgrade (Clarke & Swendsons)	-	-	0.00%
004854	SafeST - Tingoora State School	140,000.00	7,862.47	5.62%
004926	TIDS - Blackbutt Crows Nest Rd	375,000.00	-	0.00%
		<b>655,000.00</b>	<b>13,531.90</b>	<b>2.07%</b>
<b>Roads to Recovery</b>				
003008	Clark & Swendsons Road - Floodway RTR	-	886.36	0.00%
003461	Ellesmere North Road Intersection - RTR	300,000.00	270,193.39	90.06%
004345	Markwell Street - RTR	102,000.00	181,104.61	177.55%
004350	Fisher & Moore St Intersection - RTR	379,578.00	4,200.62	1.11%
004367	Brights Road Nanango - RTR	-	1,084.76	0.00%
004368	Ironpot Road Ch15800 - 16400 - RTR	-	29,490.90	0.00%
004762	RTR - Reedy Creek Road Reseal	200,000.00	196,706.48	98.35%
004763	RTR - McCauley Broome Road Reseal	80,000.00	65,459.64	81.82%
004764	RTR - Deep Creek Road Reseal	120,000.00	100,244.64	83.54%
004779	RTR - Johnson Street, Hivesville	80,000.00	97,458.29	121.82%
004810	RTR Appin Street West - Shoulder Sealing	90,000.00	87,382.83	97.09%
004812	RTR Tingoora Chelmsford Rd - Realignment	335,000.00	-	0.00%
004820	RTR - Hazeldean Road Ngo Widening	280,000.00	86,248.75	30.80%
004861	RTR Rodney St Proston - Widening	90,000.00	24,778.18	27.53%
004865	RTR Glendon Street Carpark, Kingaroy	300,000.00	582.61	0.19%
004858	Swickers Contribution - R4R Project	700,000.00	-	0.00%
004859	RTR - Durong School - Widening, parking	90,000.00	-	0.00%
004860	RTR - Weens Road - Widening	220,000.00	-	0.00%

## 2015/2016 Capex Report for Council

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		<b>3,366,578.00</b>	<b>1,145,822.06</b>	<b>34.04%</b>
<b>Loan Funded Projects</b>				
004355	Blackbutt Town Development	2,400,000.00	-	0.00%
004471	Coulson St, Blackbutt - Stormwater	-	668,372.09	0.00%
004760	Gladys Street Blackbutt - Rd Construct	-	1,459.71	0.00%
004772	Memerambi Development	2,138,400.00	101,438.91	4.74%
		<b>4,538,400.00</b>	<b>771,270.71</b>	<b>16.99%</b>
<b>Soil Laboratory</b>				
000602	Soil Lab Capital Equipment	10,000.00	-	0.00%
		<b>10,000.00</b>	<b>-</b>	<b>0.00%</b>
<b>Urban Drainage</b>				
004869	Tessmans Road North Detention / Outlet	200,000.00	-	0.00%
		<b>200,000.00</b>	<b>-</b>	<b>0.00%</b>
		<b>17,029,978.00</b>	<b>6,087,991.44</b>	<b>35.75%</b>
<b>Water Services</b>				
<b>Water - General Oper</b>				
000603	Telemetry Upgrades - Water General Opera	130,000.00	-	0.00%
004769	Citect SCADA-C CMF Server Upgrade	-	37,988.45	0.00%
		<b>130,000.00</b>	<b>37,988.45</b>	<b>29.22%</b>
<b>Water - Blackbutt</b>				
004896	Mains Unallocated Budget	242,891.00	-	0.00%
		<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	-	133,397.40	0.00%
004309	KWS - William St Water Main Replacement	-	4,863.93	0.00%
004310	KWS - Queen St Water Main Replacement	-	1,520.88	0.00%
004312	KWS - Henry St Water Main Replacement	-	481.45	0.00%
004313	KWS - Reen St Water Main Replacement	-	571.45	0.00%
004508	KWS-FISHER/MOORE REALIGNMENT	-	708.78	0.00%
004770	Mt Wooroolin - Hypo Dosing Station	-	62,070.46	0.00%
004771	Orana Reservoir - Hypo Dosing System	-	23,700.69	0.00%
004780	KWS - Glendon Street 100mm Water Main	-	15,356.96	0.00%
004897	Mains - Unallocated Budget	1,200,000.00	-	0.00%
003393	Gordonbrook DAF - Design and Tender	-	116,413.66	0.00%
003580	Gordonbrook DAFF - Construction	7,100,000.00	2,651.10	0.04%
004441	Gordonbrook WTP - Raw Water Delivery 1	-	-	0.00%
004442	Gordonbrook WTP - PAC Tank 2	-	54,990.07	0.00%
004443	Gordonbrook WTP - Coag & Flocculation 3	-	46,370.00	0.00%
004444	Gordonbrook WTP - Clarification 5	-	557,257.83	0.00%
004445	Gordonbrook WTP - DAFF 6	-	966,663.62	0.00%
004446	Gordonbrook WTP - CW Storage & Pumps 7	-	87,323.45	0.00%
004447	Gordonbrook WTP - PAC Dosing 8	-	364,771.50	0.00%
004448	Gordonbrook WTP - Alum Dosing 9	-	55,418.51	0.00%
004449	Gordonbrook WTP - Soda Ash Dosing 10	-	-	0.00%
004450	Gordonbrook WTP - Poly Dosing 12	-	18,188.30	0.00%

## 2015/2016 Capex Report for Council

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004451	Gordonbrook WTP - Hypochlorite Dosing 13	-	-	0.00%
004452	Gordonbrook WTP - Sludge Handling 14	-	112,809.20	0.00%
004453	Gordonbrook WTP - Potable Water 18	-	-	0.00%
004454	Gordonbrook WTP - Service Water 19	-	-	0.00%
004455	Gordonbrook WTP - Elect Control Inst 20	-	665,490.85	0.00%
004456	Gordonbrook WTP - DAFF Building 21	-	147,296.70	0.00%
004457	Gordonbrook WTP - Exist WTP Building 22	-	-	0.00%
004458	Gordonbrook WTP - Wastewater System 24	-	-	0.00%
004459	Gordonbrook WTP - Siteworks 25	-	-	0.00%
004460	Gordonbrook WTP - Commissioning 26	-	-	0.00%
004461	Gordonbrook WTP - Design, RPT, Wshops 27	-	82,092.28	0.00%
004462	Gordonbrook WTP - Miscellaneous 28	-	1,752.75	0.00%
004501	Program Management	-	15,564.65	0.00%
		<b>8,300,000.00</b>	<b>3,537,767.93</b>	<b>42.62%</b>
<b>Water - Murgon</b>				
000662	Watt St (Pearen/Lamb-Bunya Hwy) - Murgon	-	19.30	0.00%
004806	Water Main Extension - Thorn St, Murgon	-	14,296.00	0.00%
004898	Mains - Unallocated Budget	140,000.00	-	0.00%
004899	Upgrade to Filter Media & Backwash Equi	916,800.00	-	0.00%
		<b>1,056,800.00</b>	<b>14,315.30</b>	<b>1.35%</b>
<b>Water - Nanango</b>				
000682	Wills St (Gipps/Cairns) - Nanango Water	-	134.18	0.00%
000681	Wickham St (Appin/South) - Nanango Water	-	630.41	0.00%
004305	NWS - Fitzroy St Water Main Replacement	-	48,407.08	0.00%
004353	NWS-Dalby St Water Main Installation	-	102.41	0.00%
004884	Mains - Unallocated Budget	220,000.00	-	0.00%
		<b>220,000.00</b>	<b>49,274.08</b>	<b>22.40%</b>
<b>Water - Proston</b>				
004900	Main - Unallocated Budget	80,630.00	-	0.00%
		<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	-	0.00%
		<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	-	63,612.94	0.00%
004902	Mains - Unallocated Budget	200,000.00	-	0.00%
		<b>200,000.00</b>	<b>63,612.94</b>	<b>31.81%</b>
		<b>10,330,321.00</b>	<b>3,762,651.27</b>	<b>36.42%</b>
<b>Wastewater Services</b>				
<b>Wastewater - General</b>				
000735	Telemetry Upgrades - General Wastewater	120,000.00	-	0.00%
		<b>120,000.00</b>	<b>-</b>	<b>0.00%</b>

## 2015/2016 Capex Report for Council

Project Code	Project Description	Second Quarter Revised Budget	2015/16 Actual YTD	% 2015/16 Actual to Total Available Budget
<b>Wastewater - Blackbutt</b>				
004903	Mains - Unallocated Budget	100,000.00	-	0.00%
		<b>100,000.00</b>	<b>-</b>	<b>0.00%</b>
<b>Wastewater - Kingaro</b>				
000745	Sewer Main Relining - Kingaro Wastewater	-	-	0.00%
000747	Kingaro WWTP - Tender & Design Prep	-	-	0.00%
004344	SBRC.114.13 - River Road Sewer Main Bett	-	5,809.62	0.00%
004346	Kingaro WWTP Upgrade - River Road Water	-	6,507.06	0.00%
004419	Kingaro WWTP Contract 13/14-18	-	-	0.00%
004494	Kingaro WWTP Upgrade-Hodges Road Widen	-	161,236.73	0.00%
004510	KWW-Fisher/Moore Sts Sewer Realignment	-	1,172.57	0.00%
004904	Mains - Unallocated Budget	700,000.00	-	0.00%
004908	KWWS Glendon st 150mm sewer main	-	21,575.65	0.00%
000748	WWTP Upgrade - Kingaro Wastewater	17,350,000.00	-	0.00%
003392	Kingaro WWTP - Supervision	-	107,382.40	0.00%
003394	WWTP Upgrade - Preliminary Works	-	7,603.00	0.00%
003396	WWTP Stage 3 - Design and Document	-	-	0.00%
003397	WWTP Stage 4 - Tender & Tender Assess	-	-	0.00%
003398	WWTP Stage 5 - Supervision_Commissioning	-	311,166.50	0.00%
004421	Kingaro WWTP - Septage Reception - 1	-	88,993.62	0.00%
004422	Kingaro WWTP - PTA - 2	-	1,067,279.40	0.00%
004423	Kingaro WWTP - Foulwater Pump Station 3	-	159,155.55	0.00%
004424	Kingaro WWTP - Bioreactor - 4	-	1,816,983.14	0.00%
004425	Kingaro WWTP - Underground Pipework - 5	-	198,644.09	0.00%
004426	Kingaro WWTP - Effluent Bal. Tank - 6	-	-	0.00%
004427	Kingaro WWTP - Outfall & Disinfection 7	-	135,939.98	0.00%
004428	Kingaro WWTP - Recyc Water Facility - 8	-	764,798.27	0.00%
004429	Kingaro WWTP - WAS Thickening - 9	-	273,506.22	0.00%
004430	Kingaro WWTP - Aerobic Digester - 10	-	812,774.49	0.00%
004431	Kingaro WWTP - Mechanical Dewatering 11	-	673,913.87	0.00%
004432	Kingaro WWTP - Potable Water System 12	-	22,555.67	0.00%
004433	Kingaro WWTP - Bulk Chem Dose Sys - 13	-	302,137.98	0.00%
004434	Kingaro WWTP - Elect Control Inst - 14	-	1,086,956.03	0.00%
004435	Kingaro WWTP - Admin Building - 15	-	478,880.60	0.00%
004436	Kingaro WWTP - Major Yard Pipework - 16	-	-	0.00%
004437	Kingaro WWTP - Siteworks - 17	-	20,386.30	0.00%
004438	Kingaro WWTP - Commissioning - 18	-	-	0.00%
004439	Kingaro WWTP - Design, Rpt, W/shops 19	-	210,164.09	0.00%
004440	Kingaro WWTP - Miscellaneous - 20	-	61,914.45	0.00%
004488	Kingaro WWTP Upgrade - Construction	-	20,769.09	0.00%
004502	Program Management	-	15,002.23	0.00%
004503	WWTP - Final Pond Desludge	-	122,018.47	0.00%
		<b>18,050,000.00</b>	<b>8,943,607.83</b>	<b>49.55%</b>
<b>Wastewater - Murgon</b>				
000753	Sewer Main Relining - Murgon Wastewater	-	-	0.00%
004905	Mains - Unallocated Budget	450,000.00	-	0.00%
		<b>450,000.00</b>	<b>-</b>	<b>0.00%</b>

## 2015/2016 Capex Report for Council

<i>Project Code</i>	<i>Project Description</i>	<i>Second Quarter Revised Budget</i>	<i>2015/16 Actual YTD</i>	<i>% 2015/16 Actual to Total Available Budget</i>
<b>Wastewater - Nanango</b>				
000762	Sewer Main Relining - Nanango Wastewater	-	-	0.00%
004417	NWW-Dalby St Sewer Extension	-	32,237.68	0.00%
004906	Mains - Unallocated Budget	350,000.00	-	0.00%
		<b>350,000.00</b>	<b>32,237.68</b>	<b>9.21%</b>
<b>Wastewater - Wondai</b>				
000775	Sewer Main Relining - Wondai Wastewater	-	-	0.00%
004907	Mains - Unallocated Budget	350,000.00	-	0.00%
		<b>350,000.00</b>	<b>-</b>	<b>0.00%</b>
		<b>19,420,000.00</b>	<b>8,975,845.51</b>	<b>46.22%</b>
<b>Waste</b>				
<b>Waste Management - Regional</b>				
000783	CAPITAL - Maidenwell Transfer Station	57,000.00	-	0.00%
004527	CAPITAL - Memerambi Transfer Station	6,000.00	-	0.00%
004802	Blackbutt Transfer Station Capital	30,000.00	7,452.73	24.84%
000782	CAPITAL - Hivesville Transfer Station	117,000.00	9,941.72	8.50%
004521	CAPITAL - Cloyna Transfer Station	92,000.00	19,495.00	21.19%
004523	CAPITAL - Brigooda Transfer Station	123,000.00	25,645.00	20.85%
000784	CAPITAL - Wattlecamp Transfer Station	27,000.00	2,400.00	8.89%
004522	CAPITAL - Durong Transfer Station	70,000.00	62,528.95	89.33%
		<b>522,000.00</b>	<b>127,463.40</b>	<b>24.42%</b>
		<b>522,000.00</b>	<b>127,463.40</b>	<b>24.42%</b>
		<b>56,494,835.00</b>	<b>23,187,608.78</b>	<b>41.04%</b>

**Resolution:**

*Moved Cr KM Campbell, seconded Cr BL Green.*

*The South Burnett Regional Council's Monthly Capital Works Report as at 22 January 2016 be received and noted.*

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

**10.3 Planning (P&LM)**

***Officer's Reports***

Cr Tessmann advised that the property in the following report was adjacent to his family property but did not perceive this as a conflict of interest and remained in the meeting.

**10.3.1 P&LM - 1552351 - Forwarding Reconfiguration of a Lot (Boundary realignment) - Peterson Drive Coolabunia - Lot 71 FTZ37385 & Lot 54 FTZ37360 - Applicant: K Jessen C/- O'Reilly Nunn Favier - ROLC2016/0001**

**Summary**

- The applicant seeks to rearrange the boundaries of Lot 71 FTZ37385 & Lot 54 FTZ37360 to consolidate the productive cropping land, presently located on both lots into a single allotment (proposed Lot 3);
- Subject site is included within the *Rural Locality (Rural Zone)* under the *Kingaroy Shire IPA Planning Scheme*;
- The proposed boundary realignment is considered to result in a favourable outcome in relation to the consolidation and protection of land with agricultural productive potential.
- It is recommended that Council *approve* a Development Permit - Reconfiguring a Lot for Boundary Realignment (2 lots into 2 lots), subject to reasonable and relevant conditions.

**Officer's Recommendation**

That Council ***approve*** a ***Development Permit*** for Reconfiguring a Lot – Boundary Realignment (2 lots into 2 lots) at Peterson Drive, Coolabunia & 488 Peterson Drive, Coolabunia on land described as (Lot 71 FTZ37385 & Lot 54 FTZ37360, subject to the following conditions –

**General**

GEN1. The subject site is to be developed generally in accordance with the plans and information submitted with the application:

- *Proposed Reconfiguration* - Drawing no: 5881P/1, Sheet No. 1 of 1, Rev: D, prepared by: O'Reilly Nunn Favier and dated: 13/01/16; and

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 sealing of the Survey Plan, and it is the applicant's responsibility to notify Council to inspect compliance with conditions.

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

### **Survey Marks**

RAL1. Prior to the submission of the Survey Plan to Council, the applicant is to reinstate survey marks and install new survey marks in their correct position in accordance with the Survey Plan, and the work is to be certified in writing by a Licensed Surveyor.

### **Natural Resources Valuation Fees**

RAL2. Payment of *Department of Natural Resources and Mines* valuation fee that will result from the issue of split valuations prior to Council sealing the Plan of Survey. The contribution is currently assessed at \$94.00 (2 x \$47.00); however, the actual amount payable will be based on Council's Register of Regulatory & Cost-Recovery Fees and the rate applicable at the time of payment.

### **Stormwater Drainage**

ENG1. Management of stormwater shall be in accordance with Schedule 2, Tables S2.11, S2.12 and S2.13 *Design and Construction Standards of the Kingaroy Shire IPA Planning Scheme*.

ENG2. Post-development stormwater flows at the point of discharge to all downstream properties including road reserves must remain consistent with the pre-developed case.

ENG3. All stormwater drainage systems, including all surface, underground and roof water components, must effectively drain all stormwater falling on to the proposed development to Council's stormwater system, rain water tanks or other lawful point of discharge.

ENG4. 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.

### **Property Access**

ENG5. Property access shall be provided in accordance with the details in Table S2.7 – *Design and Construction Standards of the Kingaroy Shire IPA Planning Scheme*; and Council's standard Drawing No. SBRC 00049 *Rural Access*.

ENG6. Only one access to proposed Lot 3 will be permitted.

ENG7. Road works and the property entrances shall be constructed so as to:

- a) permit access to and egress from the properties in a forward gear;
- b) avoid a trip hazard to pedestrians;
- c) ensure that low-clearance vehicles can clear the cross-over pavement upon entering and leaving the property; and
- d) ensure that fencing, landscaping and letterboxes do not impede sight lines for vehicles entering or leaving the proposed reconfigured properties or travelling along the public road.

## Earthworks

ENG8. Any proposed earthworks shall be undertaken in accordance with Kingaroy Shire IPA Planning Scheme Rural Locality Code - 015 - S 15.1 and S15.2.

## Advice

ADV1. *Section 341(2)(a) of the Sustainable Planning Act 2009* provides that, if this approval is not acted upon within the period of two (2) years the approval will lapse. Note that in accordance with *section 341(7)* a related approval may extend the relevant (currency) period.

ADV2. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding.

ADV3. Attached for your information is a copy of *Division 8 of the Sustainable Planning Act 2009* as regards Rights of Appeal. With respect to Appeal Rights of Applicants, the following is drawn to your attention—

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

## Resolution:

*Moved Cr KM Campbell, seconded Cr RLA Heit.*

*That the Officer's Recommendation be adopted.*

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

## 11. Consideration of Notices of Motion

No Report.

## 12. Information Section (IS)

### 12.1 IS - 1562374 - Reports for the Information of Council

## Summary

List of correspondence pending completion of assessment report  
Delegated Authority Report  
Road Maintenance Expenditure Report



**Officer's Recommendation**

That the reports be received.

**Resolution:**

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

*That the reports be received.*

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

**CLOSED SESSION:**

**Motion:**

*Moved Cr BL Green, seconded Cr RLA Heit.*

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

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

**OPEN COUNCIL:**

**Motion:**

*Moved Cr DJ Palmer, seconded Cr RLA Heit.*

*That the meeting resume in Open Council.*

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

**Report:**

The Mayor reported that whilst in Closed Session, in accordance with Section 275(1)(e) contracts proposed to be made by it, of the Local Government Regulation 2012, Council considered matters concerning finalisation of tenders for the Murgon to Kingaroy Rail Trail Surface.

**Motion:**

*Moved Cr DW Kratzmann, seconded Cr RLA Heit.*

*That the Mayor's report be received*

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

**13. Confidential Section**

**13.1 CONF - 1544842 - SBRC - 15/16-06 - Finalisation of tenders for Murgon to Kingaroy Rail Trail Surface**

**Reason for Confidentiality**

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

- (e) contracts proposed to be made by it

**Recommendation**

That Council accept the alternative tender from Conpak Qld Pty Ltd t/a South Burnett Bobcat Services for the construction of a bitumen seal rail trail surface from Murgon to Kingaroy for the sum of \$635,000 (Exc GST).

**Resolution:**

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

*That the Officer's Recommendation be adopted.*

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

There being no further business the meeting was declared closed at 11.42am.

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

..... **MAYOR**