



# South Burnett Regional Council

## Minutes

Of The

## General Council Meeting

Held in the Warren Truss Chamber, 45 Glendon Street Kingaroy

on Wednesday 28 October 2015

Chief Executive Officer: **Gary Wall**

### Our Vision

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

### Our Values

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

# SOUTH BURNETT REGIONAL COUNCIL MINUTES

Wednesday, 28 October 2015

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Minutes of the meeting of the South Burnett Regional Council, held in the Warren Truss Chamber, 45 Glendon Street Kingaroy on 28 October 2015 at 9.00am

**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:**

Gary Wall (Chief Executive Officer), Lester Schumacher (General Manager Finance), Stan Taylor (General Manager Corporate Services), Russell Hood (General Manager Infrastructure)

**1. Leave Of Absence**

Nil.

**2. Prayers**

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

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

**3.1 South Burnett Regional Council Minutes**

**Officer's Recommendation**

That the minutes of the previous meeting held on Wednesday 7 October 2015 as recorded be confirmed.

**Resolution:**

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

*That the minutes of the previous meeting held on Wednesday 7 October 2015 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**

*No Report*

**4.2 Governance**

***Officer's Report***

**4.2.1 G - 1521164 - 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 September 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



<b>SECTION EXECUTIVE SERVICES</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>September Quarterly Review</b>	
Promote and support good governance activities.	To provide management and administration support to promote and support governance branch activities.	Internal and External Stakeholders Community		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		Inform Consult Involve Collaborate	100% coordination of the review and update of Council's Policy and Procedures by December 31	Review policy register by December 31 Review Policies by 30 June 2016	
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	2015/16 Annual Budget Completed Monthly Reports reviewed September Quarterly Budget Review completed	

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



## **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>Performance Measurement</b>					
		<b>Key Performance Indicator</b>	<b>September 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	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
Reporting and communicating to the business community	Present an economic performance scorecard for the South Burnett to business leaders.	Internal Stakeholders Business Community	Inform Consult Involve	Annual business forum held by June 30	Date to be finalised
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	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>September 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		Inform Consult Involve Collaborate	Develop and deliver a program of business development activities ongoing 2015-16	Program concept has been developed. A formal program to be completed next quarter.
Health Services	Grow health services that support the local community and increase employment opportunities	Community		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		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		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>September 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		Inform Consult Involve Collaborate	Identify employment sources by June 30	Not started	
Precinct Planning	Ensure business input to planning	Business Community		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		Inform Consult Involve Collaborate	Hold an annual regional Business Excellence Awards by June 30	Training programs, nominations and awards are all finalised. Awards Function to be held in October	

**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	September Quarterly Review
New Infrastructure	Identify capacity building opportunity through new infrastructure.	Internal Stakeholders Business Community		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		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		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		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	September Quarterly Review
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders		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		Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure	Quarterly Budget Reviews



## Human Resources Branch Operational Plan 2015/16

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

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

**SECTION HUMAN RESOURCE ADMINISTRATION**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarterly Review
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	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	September Quarterly Review
Learning & Development	Learning and development support, coordination and delivery in line with Learning and Development Plan and budget allocation.	Internal Stakeholders		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		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		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	September 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		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

<b>SECTION</b>		<b>WORKPLACE HEALTH &amp; SAFETY</b>	
<b>Mission:</b> To achieve a 'zero harm' workplace supported by appropriate Workplace Health and Safety (WH&S) and rehabilitation advice, systems, processes and procedures.			
<b>Significant activities and services</b>			
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>
WH&S Training	Training delivered in line with Council's Safety System, including external providers.	Internal Stakeholders Training Providers	
WH&S System	Effective support, advice, policies, procedures and assistance in meeting all legislative requirements in relation to WH&S.	Internal Stakeholders	
Rehabilitation System	Effective consultancy, support, policies, procedures and assistance in meeting all legislative requirements in relation to Rehabilitation / Return to Work.	Internal Stakeholders	
<b>Performance Measurement</b>		<b>Key Performance Indicator</b>	<b>September Quarterly Review</b>
		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
		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 60% compliance  Under review
		100% compliance with legislative standards	100% compliance
<b>Engagement Level</b>			
		Inform Consult Involve	
		Inform Consult Involve Collaborate	
		Inform Consult Involve Collaborate	

**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	September Quarterly Review
Employee relations, advice and support	Employee / industrial relations support.	Internal Stakeholders Unions		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	September Quarterly Review
Payroll services	Provide an efficient fortnightly payroll to Council employees and Councillors. Process all leave requests and timesheets.	Internal Stakeholders		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
Library Services, Collection and Facilities	Libraries providing library services and collection across the region to meet community needs	External Stakeholders		Inform Consult Involve
				<p><b>Key Performance Indicator</b></p> <p>Identify target groups (including outreach) and implement relevant programs throughout 2015-16</p>
				<p><b>September Quarterly Review</b></p> <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>
				<p>100% compliance with the management system for the library collection throughout 2015-16</p>

<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>September Quarterly Review</b>
State Library of Queensland (SLQ) Service Level Agreement	Management of the SLQ service level agreement and annual book grant	External Stakeholders		Inform Consult	100% compliance with the SLQ service level agreement and annual book grant as at June 30	Annual acquittal has been submitted August 2015
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders		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		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	September 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
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  On target  On target
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

**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	September 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.  Delivery as per advertising schedule – within budget  Media protocol in draft	
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC4	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Undertaken as per schedule.	

SECTION INTERNAL AUDIT						
Mission: To assist Council in continuous improvement and internal control						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarterly Review
Internal audit engagements for significant strategic and operational risk.	To assist Council in continuous improvement by conducting internal audit engagements for significant strategic and operational risk.	Internal/ External Stakeholders	EXC4	Inform Consult Involve Collaborate	100% Audit Plan activities completed as per schedule for 2015-16 as at June 30	Finalised Deferred Audit from 14-15 Procurement Management. 15-16 001 Cash Receipt handling Audit in progress.
Internal control and risk management functions	To assist Council in obtaining assurance that internal control and risk management functions are operating effectively by reviewing the integrity of financial documents, monitoring internal audit and risk management functions and overseeing the effectiveness and objectivity of internal audit and risk management	Internal/ External Stakeholders Internal Audit Committee	EXC4	Inform Consult Involve Collaborate	Audit Plan 2015-18 meets organisational requirements – Internal Audit Committee review and approval completed by June 30 Auditor General's report reviewed to meet statutory requirement of adopting Annual Report 2014-15 by 31 December 2015 Administration of the Internal Audit Committee as per Management Advisory Committee Guidelines as at June 30	3 Year Audit plan reviewed and approved by Audit Committee.  Special Committee meeting will be held end October to adopt financial statements for 14-15.  Audit committee meeting held on 25 <sup>th</sup> September 2015.

**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	September 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.  Workshop to identify risks with Corporate plan held on 23 <sup>rd</sup> September.



**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	September 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. Commenced and 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	September Quarterly Review
Facilitate and support community development	To facilitate and support community development through effective delivery of the grants and donation program	Community		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>Regional Arts Development Fund – three (3) 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>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</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	September Quarterly Review
Facilitate and support sport development	To provide facilitate and support sport development	Community		Inform Consult Involve	Two (2) information / education sessions delivered to the sports community in partnership with agencies by June 30 Action plan developed addressing the recommendations from the Sports club survey 2014-15 by October 2015 Representation at 75% of the Wide Bay Burnett Regional Recreation and Sport Steering Committee meetings providing regional update by June 30	response application was received and approved to the value of \$2,067. State Government in partnership with Council conducted a free workshop "Developing your constitution for South Burnett sporting organisations" in August, 14 participants attended.

**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	September Quarterly Review
Quality civic receptions and corporate events	To deliver quality civic receptions and corporate events, to and behalf of Council	Community Internal Stakeholders		Inform Consult Involve	100% successful delivery of the SBRC Community and Corporate Events Calendar by June 30 Delivery of arts culture events as supported by the Art Culture Heritage Advisory Committee and within the allocation for the 2015-16 budget.	24 July - #Save our Hospital campaign breakfast 21 August - Mayors Breakfast 11 September - MCBF Golf Day 16 September - Community Assistance Presentation 17 September - 25yrs recognition Police Consultative Committee

**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	September 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 Develop a Customer Contact Charter and internal service level agreement by June 30	Calls Answered July – 98% - August 96% September 98%  HARRY updated on regular basis  50% 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	
Planning Enforcement	Investigate possible breaches of Planning Scheme	Internal/ External Stakeholders	
New Planning Scheme for the South Burnett region.	Finalisation of the new Planning Scheme for the South Burnett region.	Internal/ External Stakeholders	
<b>Performance Measurement</b>		<b>Key Performance Indicator</b>	<b>September 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>
		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	September Quarterly Review
Local Heritage Register	Preparation and adoption of local Heritage Register	Internal/ External Stakeholders		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		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	September Quarterly Review
Provide Council's Building Certification Service	Applications processed for new structures, additions, alterations and undertake compliance inspections	Internal/ External Stakeholders		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		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		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		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	September Quarterly Review
Compliance permits and certificates for plumbing and drainage works	Assessment of plumbing and drainage application Undertake plumbing installation inspections	Internal/ External Stakeholders		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		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		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		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		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.



<b>SECTION PUBLIC HEALTH</b>						
<b>Mission:</b> To ensure public health issues are effectively managed in accordance with the relevant legislation.						
<b>Significant activities and services</b>						
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Corporate Plan Linkages</b>	<b>Engagement Level</b>	<b>Performance Measurement</b>	
					<b>Key performance Indicator</b>	<b>September Quarterly Review</b>
Public Health Licence applications and Routine inspections of licensed premises	A Licence is required for certain activities as prescribed by the: <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		Inform	90% of applications are to be assessed within 30 business days (as per legislative timeframes).  90% of licensed premises inspected/audited at least once per financial year	11 Annual Food licence & 21 Temporary Food Licence Applications were received in the 1 <sup>st</sup> Qtr. 75% of those applications received were approved within the 30 business days.  Annual inspections are currently being undertaken in September –October 2015.
Public Health Complaint Management	Investigation in response to customer service request being generated.	Internal / External Stakeholders Community		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	16 CRMs raised during the period only 80% actioned within the six working days target.
School Based Immunisation Clinics	Provision of School Based Immunisation Clinics in partnership with Queensland Health	External Stakeholders		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"	No School Immunisation Clinics took place during this 1 <sup>st</sup> Qtr.

<b>SECTION COMPLIANCE (Local Laws)</b>						
<b>Mission:</b> To provide regulation of Council's Local Laws and other relevant legislation						
<b>Significant activities and services</b>						
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Corporate Plan Linkages</b>	<b>Engagement Level</b>	<b>Performance Measurement</b>	
					<b>Key performance Indicator</b>	<b>September Quarterly Review</b>
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		Inform	90% of applications assessed within 20 business days  90% of all Permitted/Licensed Activities to be inspected/audited at least once annually.	No new applications have been submitted during the 1 <sup>st</sup> Qtr.  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.
Compliance Complaint management	Investigation in response to customer service request being generated.	Internal / External Stakeholders Community		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	The following CRMs were rec'd in the 1 <sup>st</sup> Qtr:  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.

<b>SECTION COMPLIANCE (Local Laws)</b>						
<b>Mission:</b> To provide regulation of Council's Local Laws and other relevant legislation						
<b>Significant activities and services</b>						
				<b>Performance Measurement</b>		
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Corporate Plan Linkages</b>	<b>Engagement Level</b>	<b>Key performance Indicator</b>	<b>September Quarterly Review</b>
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		Inform	75% of presentations on the Animal Management Laws provided to students of participating schools or other interested community groups per financial year.	100% of education sessions as requested were held during the period at Kingaroy and Tandurrie schools. A total of 4 presentations were made in this 1 <sup>st</sup> Qtr.  180 new animals were registered during this 1 <sup>st</sup> Qtr.
Abandoned Vehicles	Impound abandoned vehicles, where necessary, under the <i>Transport Operations (Road Use Management) Act 1995</i>	External Stakeholders Community		Inform	90% of identified abandoned vehicles to be removed/impound within 10 business days	13 CRMs were raised during this period. 100% of these CRMs were actioned within the required timeframes.
Impoundment of wandering cats and dogs	Hold impounded animals for the prescribed timeframe.	External Stakeholders Community		Inform	100% of Animals held for the prescribed impound period, namely: For registered animals or the owner is known – impound for 5 days For unregistered or unknown owner – impound for 3 days	188 animals were impounded during the 1 <sup>st</sup> Qtr of this period. 100% of all impounded animals were held for the prescribed impound period.

**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 Registration Holders		Inform	90% of applications are to be assessed within 20 business days. 90% of registered activities inspected/audited at least once per financial year.	0 applications were received this Qtr.	
Environmental Protection Complaint management	Investigation in response to customer service request being generated.	Internal / External Stakeholders		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	27 non-urgent CRMs were raised during this 1 <sup>st</sup> Qtr period. 80% of these applications were actioned within the timeframes.	

<b>SECTION</b>		<b>WASTE MANAGEMENT</b>			
<b>Mission:</b> To provide effective Waste Management Services					
<b>Significant activities and services</b>					
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Corporate Plan Linkages</b>		
<b>Engagement Level</b>	<b>Performance Measurement</b>	<b>Key performance Indicator</b>	<b>September Quarterly Review</b>		
Waste Collection Services	Provision of regular waste collection services	External Stakeholders Community	Inform	99.5% of general refuse wheelie bins serviced at least once weekly	Greater than 99.5% of all general refuse wheelie bins were serviced at least once per week during this Qtr.
Environmental Compliance	Compliance with DEHP's registration conditions for Council's licensable Waste Facilities.	External Stakeholders	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.	Internal Audit Program still to be developed.
Legacy Landfills	Restore and monitor condition of Legacy Landfills	External Stakeholders	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.	Restoration of legacy landfills is presently ahead of schedule.
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	Being developed.
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	2016/2017 Budget preparations in progress. 1 <sup>st</sup> Qtrly budget review still to be completed.





## **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	September Quarterly Review
Airports	To provide maintained Airports	External Stakeholders Community		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	All mandatory and non-mandatory recommendations from the 25 -27 <sup>th</sup> May 2015 CASA audit completed by 27 <sup>th</sup> August 2015. 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		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	10,044 overnite persons from 01/07/15 to 27/09/15 at Lake Boondooma. 8,650 overnite persons from 01/07/15 to 27/09/15 at Yellakool Operational contract/Managers – operating effectively (1 creditable complaint received for quarter)
Saleyards	To provide facilities that meet the demand of the target group users of the facilities	Internal / External Stakeholders Community		Inform Consult Involve	Provide usage and sale figures to Stakeholders as per reporting quarterly ongoing to June 30	Revenue from Dip activities \$ 40,523.00 Revenue from Sale F&C \$82,980.00

**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	September Quarterly Review
Open Space Plan	Actively plan for appropriate open space within the region	Internal / External Stakeholders Community		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		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. Playground safety audit completed week of 17/08/15, all urgent issues rectified by 30/10/15 and remaining defects scheduled as part of normal operational maintenance program.
Rail Trail networks	Service and maintain Rail Trail networks	Internal / External Stakeholders Community		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	Annual inspection scheduled 2 <sup>nd</sup> Quarter Completed first milestone report as part of funding agreement with DSIP.

**SECTION CEMETERIES**

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

Initiatives/Special Projects					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarterly Review
Regional cemetery and associated services	Deliver regional cemetery and associated services that meet current and future burial and remembrance needs.	External Stakeholders Community		Inform Consult	Maintain/update 10 year capital plan ongoing to June 30	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		
			September Quarterly Review		
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	2015-16 Budget preparation and adoption completed.
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	Review of 10 year capital budget scheduled 2 <sup>nd</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	September Quarterly Review
Workshops	Maintenance of Council Plant & Fleet	Internal Stakeholders		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 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		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.  To be reported. 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		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		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	September Quarterly Review
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	Annual budget prepared and adopted as part of the overall capital budget.  Budgets monitored regularly including plant and fleet utilisation. 1 <sup>st</sup> Quarter review to be done.



**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	September 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		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. 1 <sup>st</sup> quarter budget to be done.	



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

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



**SECTION BRANCH ADMINISTRATION**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarterly Review
Cash Management	Effectively manage Council's Cash Assets and Debt portfolio by maximising returns and minimising financial risk	Internal Stakeholders		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		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		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 completed; September return to be completed 21 <sup>st</sup> October Payroll tax settled for July; August; September to be settled 7 <sup>th</sup> October SBRC Financial audit 14/15 on-going Castra and KPH financial audit on-going

**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	September Quarterly Review
Maintain Finance Registers	Investment Register Bonds and Guarantees Register Expressions of Interest, Quotes and Tenders Register Fees and Charges Register			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  Contracts Register updated on Council's website within 7 days of contracts being let	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 Contracts register updated as of 1 August

<b>SECTION RATES</b>						
<b>Mission:</b> To levy rates in accordance with Council policy.						
<b>Significant activities and services</b>						
<b>Function</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>	<b>Engagement Level</b>	<b>Performance Measurement</b>	
Rates Notices	Rates notices levied quarterly by Council	External Stakeholders		Inform	<b>Key Performance Indicator</b>	<b>September Quarterly Review</b>
Accounts Receivable	Management of accounts receivable, and control of the effective recovery of outstanding debts	Internal Stakeholders		Inform Consult	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
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		Inform Consult	Review aging schedule of rates debtors outstanding and general ledger reconciliation on a quarterly basis	Rates register reconciliation finalised in September 2015
					Funds collected are distributed to sponsor the airborne emergency rescue & evacuation transport providers on a quarterly basis	Fire Levy remittances are up to date

<b>SECTION FINANCE OPERATIONS</b>						
<b>Mission:</b> To ensure timely and accurate disbursements and provide monitoring support for cash transactions.						
<b>Significant activities and services</b>					<b>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>September Quarterly Review</b>
Accounts Payable	Management of accounts payable	Internal/ External Stakeholders		Inform Consult Involve Collaborate	90% of invoices paid within payment terms Creditors reconciled with general ledger on a monthly basis	Creditors are reconciled as of 30 August 2015 Invoices are paid within payment terms
Sundry Debtors	Management of sundry debtors, and control of the effective recovery of outstanding debts	Internal/ External Stakeholders		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		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	Bank reconciliation for July and August are completed. September reconciliation to be completed by 06 October Matching of cash receipts and disbursements vs bank deposits and payments done on a daily basis
Insurance services	Annual insurance renewal and management of claims	Internal/ External Stakeholders		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

**SECTION PROCUREMENT**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarterly Review
Procurement	Coordinate tendering processes Monitor procurement transactions	Internal/ External Stakeholders		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		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  Still coordinating with Stores personnel identification of obsolete items

**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	September Quarterly Review
Budget Planning	Budget 2015- 2016 finalised within statutory timeframes	Internal Stakeholders Community.		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		Inform Consult Involve Collaborate Empower	Regular periodic (current – 3 weekly) reporting to Council  Budget reviewed and revised on a quarterly basis	July, August and September Periodic reports to Council provided  1 <sup>st</sup> Quarter Budget Review on going. Target date for adoption of Revised Budget – 28 October
Long Term Financial Forecast	Long Term Financial Forecast 2015-16 as per LG Regulation 2012	Internal Stakeholders Community		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
Financial Statements for 2014 - 2015	Annual Financial Statements for 2014-15 prepared, with unqualified audit report by Queensland Audit Office	Internal/ External Stakeholders		Inform Consult Involve Collaborate	Unqualified Audit Certificate from Queensland Audit Office	Financial Statements provided to external auditors – 28 September Financial Audit for FY 14/15 on-going. Target date of QAO Certification – 20 October



**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	September Quarterly Review
External Audit	Ensure adequate planning and coordination of, and timely finalisation of the external audit	Internal/ External Stakeholders		Inform Consult Involve Collaborate	2014/15 Statements presented to QAO by 31 October 2015	Financial Statements provided to external auditors – 28 September Financial Audit for FY 14/15 on-going. Target date of QAO Certification – 20 October
Financial Assistance Grant Return	Financial Assistance Grant Return completed and forwarded to Queensland Local Government Grants Commission	Internal/ External Stakeholders		Inform Consult Involve Collaborate	FAG Return accurately completed by 21 November 2015	Still for completion

**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	September Quarterly Review
Asset Management Plans	Develop asset management plans	Internal Stakeholders		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
Annual Asset Valuations	Undertake a review of asset values in all asset classes	Internal Stakeholders		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		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 to commence 06 October. The Asset Team is tasked to ensure the accuracy and correctness of the Asset Register
Annual CapEx Budget	Capital works budget 2015-16 developed for budget planning	Internal Stakeholders		Inform Consult Involve Collaborate Empower	CapEx Budget 2015-16 prepared and adopted by Council within statutory and organisational timeframes	Completed – Capex Budget 15/16 adopted by Council on 29 June

**SECTION ASSET MANAGEMENT**

**Mission:** To implement a program for improving Council's operational effectiveness and efficiency in terms of asset management.

		Significant activities and services			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarterly Review
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	Periodic Capex report presented to Council in September 2015  1 <sup>st</sup> Quarterly Capex Budget Review on-going ; Target date for adoption of Revised Capex Budget - 28 October



## 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	September Quarterly Review	
ICT Support Services	Helpdesk - provide monitoring and resolution of ICT system related problems	Internal Stakeholders		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		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		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		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		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	September Quarterly Review
External Security	Antivirus, firewall security threats	Internal Stakeholders		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		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		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		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	September Quarterly Review	
GIS Support desk	Helpdesk	Internal Stakeholders		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		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		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	September Quarterly Review
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	Ongoing
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders		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	September Quarterly Review
Building and Property Maintenance	Scheduled Maintenance	Internal / External Stakeholders		Inform Consult Involve	100% Scheduled maintenance programs implemented within budget by June 30	On target
Building and Property Maintenance	Reactive Maintenance	Internal / External Stakeholders		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	September Quarterly Review
Building Capital Works Program	Building projects	Internal / External Stakeholders		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.

**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	September Quarterly Review
Asset Management Plan	Planning Asset Management Plan	Internal / External Stakeholders		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		Inform Consult Involve	Collection of data to commence on priority assets by June 30	Asset Management Team appointed, Property Team Leader position advertised. Once resources are in place asset management assessment and prioritisation will 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	September Quarterly Review
Lease and Contract Register	Develop Lease and Contract Register	Internal Stakeholders		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		Inform Consult Involve	Leases since 2014 and any new leases moved into Lease Register utilising available data by June 30	Lease database is maintained ready to move across into Tech One.

**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	September Quarterly Review	
Land and Equipment Sales	Dispose of Councils surplus land	Internal / External Stakeholders		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		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		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	September Quarterly Review
Community Facilities	Manage Community Facilities	Internal/ External Stakeholders Community		Inform Consult Involve	Facilities to be opened and operational for community use ongoing to June 30	Wondai and Blackbutt Swimming Pool opened on 19 September. South Burnett Aquatic Centre has remained open all year with little disruption with the appointment of new Managers.  Wondai Swimming Pool is under new management.  Kingaroy and Murgon Swimming Pools on target to open in October.

<b>SECTION</b>		<b>COMMUNITY FACILITIES</b>	
<b>Mission:</b> To effectively manage Community facilities (i.e. Halls, Swimming Pools) to maximise community use and meet community needs.			
<b>Significant activities and services</b>			
<b>Title</b>	<b>Description</b>	<b>Customer(s)</b>	<b>Link to Corporate Plan</b>
Community Facilities	Utilisation by Community Groups	Internal / External Stakeholders Community	
<b>Performance Measurement</b>		<b>Key Performance Indicator</b>	<b>September Quarterly Review</b>
		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 to be installed in November. Murgon Sportsground Association are 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.
<b>Engagement Level</b>	Inform Consult Involve		





## 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	September Quarterly Review	
Organisational Structure for Infrastructure Department	Maintain organisational structure to meet current and future needs	Internal Stakeholders		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. New structure within W&WW being resourced to meet the needs of this branch. Other branch vacancies filled as required by either permanent staff or labour hire.	
Quality Management System	Documented department procedures and standards	Internal Stakeholders		Inform Consult	Department procedures and standards documented as part of Quality Management System and ISO9001 certification maintained	Certification for design, construction and maintenance of R&D maintained. Developing W&WW procedures currently.	
Asset Management Plans	Maintain Asset Management Plans for all infrastructure assets	Internal Stakeholders		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. Final phase of data collection for road assets planned to commence late October.	
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders		Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	In progress; preliminary strategic workshop held with Council and scheduled for completion by mid-December.	
Infrastructure Funding	Sustainability of existing assets maintained	Internal Stakeholders		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	September Quarterly Review
Project Management	Maintain Project Management Framework	Internal Stakeholders		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		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. First quarter review complete.

**SECTION DISASTER MANAGEMENT**

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

		Significant activities and services			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarterly Review
Disaster Management	Maintain an effective Disaster Management framework	Internal Stakeholders, Qld Fire and Emergency Services		Inform Consult	Quarterly Local Disaster Management Group Meetings Annual exercise with all agencies DM plan and sub-plans maintained	First quarter meeting held 27 July 2015 and DMA training complete. Desktop exercise planned for late 2015 Annual review complete with DDC XO
State Emergency Service	Assistance with the provision of operational resources	SES Groups, Qld Fire and Emergency Services		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	September Quarterly Review	
Customer Service	Responses to customer requests	Customers and Council		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		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 regularly being assessed and updated.	
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Departments		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		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		Inform Consult Involve	Coordinators/Engineer monthly Coordinators and Supervisors quarterly Branch 6 monthly	Completed to date	

**SECTION WATER & WASTEWATER ADMINISTRATION**

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

Significant activities and services		Performance Measurement			
Function	Description	Customer(s)	Link to Corporate Plan		
			Engagement Level		
			Key Performance Indicator		
			September Quarterly Review		
Asset Management	Asset Management Plan implementation	Internal Stakeholders	Inform Consult	Asset Management Plans implemented into infrastructure operations and management	Progressing
Infrastructure Planning	Planning to determine future needs of water and wastewater systems	Internal Stakeholders	Inform Consult	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	September Quarterly Review	
Programmed Maintenance	Delivery of programmed maintenance in accordance with budget	Internal Stakeholders		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		Inform Consult	Customer Service Standards met – 96% compliance	On track for compliance for 15/16	
Capital Works	Completion of Capital Works Program	Internal Stakeholders		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		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 delivered to DTS. Delivery of designs not under control of WWW	
New Connections	Service delivery of new connections	Applicants		Inform Consult	All connections in accordance with Customer Service Standards timeframes	On track. No outstanding connections at this point in time	



**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	September Quarterly Review	
Capital Works Program	Completion of Capital Works Program	Internal Stakeholders		Inform Consult	Capital works program completed as scheduled and within budget	On-track. Too early in year to judge how performance is tracking	
Legislative Compliance and Monitoring	Statutory reports of results and compliance	Queensland Government and Federal Government		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		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		Inform Consult	Compliance with Dam Safety Regulations	On track. Staff training also completed. EAP review in progress for upcoming wet season	
Recycled Water	Supply of recycled water to community and sporting groups	Community and sporting groups and Council		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		Inform	Compliance with public health requirements and requests responded to within Customer Service Standards timeframes	Targets met and adhered to	



## 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	September Quarterly Review
Infrastructure Planning	Assist with strategic planning for future infrastructure	Internal Stakeholders		Inform Consult	Concept planning, preliminary design and cost estimates provided in advance of project prioritisation and budgeting	Initial workshop held with Council and project information ready for shortlisting of program on 28 <sup>th</sup> October 2015.
Design	Provision of design services for the Infrastructure Department	Internal Stakeholders		Inform Consult	Detail design services completed >3 months prior to programmed timing of construction delivery	Behind schedule with change of staff recently, some outsourcing of design work done to achieve delivery.
Surveying	Provision of surveying services for the Infrastructure Department	Internal Departments		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		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		Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	Initial workshop held with Council and project information ready for shortlisting of program on 28 <sup>th</sup> October 2015.
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	Nothing in this quarter. Reviewed at least monthly internally by Manager. First quarter review complete.

**SECTION MATERIALS LABORATORY**

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

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarterly Review
NATA Certification	Maintain NATA certification for materials laboratory functions	NATA		Inform Consult	NATA audits completed successfully and certification maintained	No audit this quarter – certification remains.
Materials Testing	Tests undertaken for Council operations	Internal Stakeholders		Inform	Tests analysed and reports provided to project Supervisors promptly	Meeting service levels required.
Private Works	Tests undertaken for client purposes	Customers		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	September Quarterly Review	
Customer Service	Responses to customer requests	Community and Internal Stakeholders		Inform	Responses to enquiries and requests for service within Customer Service Standards	The overall number of customer requests has diminished and there is regular feedback provided to customers.	
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	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		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		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		Inform Consult Involve	Asset Management Plans implemented into infrastructure operations and management	The scheduled bitumen reseals and gravel resheeting programs have commenced and major sealed road pavement repairs are due to commence shortly	

**SECTION CONSTRUCTION**

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

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarterly Review	
Transport Infrastructure Development Scheme and R4R	Completion of Capital Works Program jointly funded by the Council and TMR	External / Internal Stakeholders		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		Inform Consult Involve	Capital works program completed as scheduled and within budget	Programs have been developed and one project has been completed	
Road and Drainage Program	Completion of Capital Works funded by General Revenue	Internal Stakeholders		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		Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	Meeting have been held with individual councillors as well as the whole council to plan the multi-year capital program	

<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>September Quarterly Review</b>
General Maintenance Program	Deliver general maintenance program across the region	Internal Stakeholders		Inform Consult Involve	Delivery of the general maintenance program through efficient and effective use of materials and resources	The current maintenance expenditure is above target but this should recover as more resources are directed at RMP/C expenditure.
Heavy Maintenance Program	Deliver heavy maintenance program across the region	Internal Stakeholders		Inform Consult Involve	Delivery of the heavy maintenance program through efficient and effective use of materials and resources	The current maintenance expenditure is above target but this should recover as more resources are directed at capital rehabilitation projects.



<b>SECTION CONTRACTS</b>						
<b>Mission:</b> To provide services across the State controlled road network on behalf of the Department of Transport and Main Roads						
<b>Significant activities and services</b>						
<b>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>September Quarterly Review</b>
Road Maintenance Performance Contract (RMPC)	Undertake maintenance activities on the State road network for the Queensland Government Department of Transport and Main Roads	External Stakeholders		Inform Consult Involve	Completion of works to specification and in accordance with the RMPC contract	Expenditure is below trend target but more maintenance resources are being directed to RMPC.
Queensland Transport and Roads Investment Program (QTRIP)	Completion of capital works funded by the Queensland Government Department of Transport and Main Roads	External Stakeholders		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 KM Campbell, seconded Cr DP Tessmann.*

*That the Officer's Recommendation be adopted.*

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

**5. Portfolio - Roads & Drainage**

**5.1 Roads & Drainage Portfolio Report**

**Summary**

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 RLA Heit.*

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

**Capital Projects**

- *Proston Boondooma Road - Upgrading of Proston Boondooma Road is continuing at the earthworks stage for Department of Transport and Main Roads.*
- *Blackbutt Town Development Scheme – the work continues for the laying of pipes in Coulson Street Blackbutt starting on the bakery side of Coulson Street working up the street.*
- *Dalby Street Nanango – the construction of the new sealed road and cul-de-sac in Dalby Street Nanango continues.*
- *Appin Street Nanango – the shoulder widening and sealing of Appin Street in Nanango is in full swing and continues to be worked upon by crews.*
- *Nanango Streetscape – work continues in Drayton Street Nanango with a few concrete islands left to construct between Fitzroy and Gipps Street and asphalt surfacing around the roundabout is programmed for Sunday 1<sup>st</sup> November. Work in the alfresco areas is continuing with the structures in place and seating currently being installed.*
- *Johnson Street (Hivesville) and Rodney Street (Proston) – The pavement rehabilitation and sealing of Johnson Street, Hivesville is being undertaken along with the shoulder widening and sealing in Rodney Street, Proston.*

## **Maintenance**

*The following roads have been attended to since the last report to Council,*

- *Darley Crossing Rd (Kunioon)*
- *Darley Estate Rd (Kunioon)*
- *Memerambi Barkers Creek Rd*
- *Boldery Rd (Brooklands)*
- *Buchholz Rd (Brooklands)*
- *Baker Rd (Brooklands)*
- *Woods Rd (Wooroolin)*
- *Old Wondai Rd (Charlestown).*

## **Resealing**

*After all of the preparation work undertaken on rural roads around the region has been completed, the resealing of bitumen roads in the Barker Creek Flat, Benair, Inverlaw, Ironpot, Hodgeleigh, Kunioon and Murgon localities has begun.*

## **Gravel Resheeting**

*A gravel resheet on Semgreens Rd at Kunioon for 0.9km at the Kunioon end has also been undertaken. This is important given this road is a school bus route. Also a shoulder resheet on Hillsdale Rd, Booie for 1km has also been undertaken.*

## **Road Maintenance Performance Contract (Main Roads maintenance)**

*RMPC works for Department of Transport and Main Roads at various locations throughout the region has been undertaken including works at Kingaroy Cooyar Road, Bunya Highway and the Wondai-Chinchilla Road.*

## **Timber Bridge Replacement Program**

*All three timber bridges at Weens Road, Campbells Road and Mondure Road have been demolished and a side track constructed at Weens Road ready for work to commence on the new concrete bridges.*

## **Special Projects**

- *The removal of the old locality signs across the region has been started with the new signs to be installed in the not too distant future.*
- *The design of the intersection upgrade at Kingaroy Barkers Creek Road and Clark and Swendson Road is in the process of being finalised and arrangements being made for service relocations. Work will then be ready to start on this project leading in to the second entrance of Swickers to commence.*
- *The tender for the construction of the roads and drainage works in Memerambi has been advertised and closes 9<sup>th</sup> November 2015. Further action will be required after the tenders have been received and reviewed.*

*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 - 1518624 - Requesting Council advise the Department of views and requirements by 5 November 2015 in relation to an application for proposed permanent road closure for amalgamation into adjoining lot 2 RP118792**

### **Summary**

An application has been received by the Department of Natural Resources and Mines for a permanent road closure of the northern most section of William Street, Kingaroy adjoining the Kingaroy Branch Railway corridor. Council's views or requirements are required to be provided in writing to the Department by 5 November 2015.

### **Officer's Recommendation**

That Council advise the Department of Natural Resources and Mines that Council objects to the proposed permanent road closure on the northern end of William Street, Kingaroy for amalgamation into Lot 2 RP118792 for the following reasons:

1. Council owns and operates underground water main infrastructure through this area of road reserve which is an essential link in the Kingaroy town water supply network and free and unrestricted access to this water main is required;
2. Council maintains stormwater drainage infrastructure through this area of road reserve that is essential to maintain an overland flow path for stormwater from east of the Kingaroy Branch Railway corridor. There is a drainage culvert under the former railway formation that discharges stormwater directly through the open channel in this area of road reserve to the west and overland in this area in larger rain events to the south along William Street;

Further that the Department be advised that Ergon Energy (if not consulted separately), also maintain power pole infrastructure in this area of road reserve.

### **Resolution:**

*Moved Cr DP Tessmann, seconded Cr KM Campbell.*

*That the Mayor, Chief Executive Officer, Cr Tessmann and General Manager Infrastructure meet with the applicant and authority be delegated to the Chief Executive Officer to make a decision on the application.*

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

**5.3.2 D&TS - 1521944 - Minutes of the Traffic Advisory Committee Meeting held on Tuesday 8 September 2015**

**Summary**

The Minutes of the Traffic Advisory Committee Meeting held in the Committee Room of South Burnett Regional Council's Kingaroy office on Tuesday 8 September 2015 are provided for Council to note and consider.

**Officer's Recommendation**

That Council:

1. Endorses the attached minutes of the Traffic Advisory Committee held on Tuesday 8 September 2015.
2. Adopts the recommendation of the Committee in relation to:
  - a) Upgrading the bus stop at St Joseph's Catholic Primary School, Murgon when the car park works (Safe ST) are scheduled this financial year.
  - b) No longer erect street banners in Kingaroy and Knight Streets, Kingaroy for advertising of events as per discussion at this meeting.



**Purpose:** Meeting of Traffic Advisory Committee (TAC)  
**Venue:** Warren Truss Chamber, SBRC Kingaroy Office  
**Date:** 7 September 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), Russell Rogers (Snr Advisor Traffic & Road Safety DTMR Bundaberg), Maree Shepherd (Safety Officer, TMR Bundaberg), Desley Shailer (Snr Operations Officer Translink / Passenger Transport Services), Snr Sgt Duane Frank (OIC QPS Kingaroy), Snr Constable Jade Miller (QPS Kingaroy), Snr Constable Brendan Seymour (QPS Dalby), Sgt Greg Kapernick (QPS Murgon), Adam Florey (QAS Kingaroy), Kay Dove (Infrastructure Support Officer).

**Apologies:** Cr Damien Tessmann, Cr Kathy Duff, Colin Goodsel (RACQ), 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 Sivell (QPS Dalby), Alan Dixon (Manager Road Safety Warwick).

AGENDA ITEM	OUTCOME
<b>OPENING</b>	The Mayor welcomed everyone and in particular Vince Green who was attending his first South Burnett TAC meeting.
<b>CONFIRMATION OF PREVIOUS MINUTES</b>	Moved by Maree Shepherd seconded Russell Rogers that the Minutes of the previous Traffic Advisory Committee held 16 June 2015 as recorded be confirmed.
<b>BUSINESS ARISING FROM 16 June 2015</b>	
(a) Memerambi bus stop on Bunya Hwy / speed limit	<p><i>(March 2015: Police had a complaint about the 80 kph speed limit at Memerambi (Bunya Hwy) at the school bus pick-up / drop-off (near the shop). James D'Arcy advised the intention was to keep the highway speed at 80 kph. Russell Hood said there is ample area to pull off the highway)</i></p> <p>Russell Rogers had made contact with Pursuers and it seems that the bus stop is not used frequently and it is not a usual school bus pick-up point.</p> <p><b>ACTION:</b> The meeting proposed that any decision regarding a change to the speed zone be done after the Memerambi development upgrades.</p>

<p>(b) Murgon Police request for advisory signage at Krebs St &amp; Bunya Hwy, Murgon intersection be investigated</p>	<p>(March 2015: Ongoing problem at Krebs St intersection where vehicles turn right coming from IGA across the intersection north toward Cherbourg.)</p> <p><b>ACTION:</b> SBRC has reviewed and intend to liaise with DTMR re removing bays. The Mayor requested Cr Duff and James D'Arcy meet with Murgon businesses to discuss the best possible outcome.</p>
<p>(c) McDonalds Kingaroy - proposed removal of parking bays in Haly St</p>	<p>(March 2015: Russell Rogers had received a complaint regarding a near miss outside McDonalds in Haly St. There is currently 15 metres of 2 lanes. DTMR want to change to 45 metres of two lanes and this would mean removing the parking near McDonalds entrance in Haly St.)</p> <p>Vince Green noted DTMR is planning to upgrade signals and line marking. They will know about funding in December and hopefully work would be done in 2016</p> <p>James D'Arcy noted that Council is considering the possible removal of one parking bay closest to the entrance of McDonalds.</p> <p><b>ACTION:</b> SBRC will investigate and bring back to the next meeting.</p>
<p>(d) Email from Cr Duff re St Joseph's Primary School, Murgon - school bus stop</p>	<p>(June 2015): A recent incident involving the school bus stop. Maree Shepherd recommends that the bus zone be moved to the western side of the crossing on Angel Avenue. For compliance, SBRC will have to remove 4 car parks. The school will then follow-up with an educational program).</p> <p><b>ACTION:</b> SBRC WILL upgrade the bus stop when the car park works (Safe ST) are scheduled next financial year. <b>CLOSED</b></p>
<p>(e) 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>(This is currently a 50 kph zone but given CBD nature of this area the creation of a slow traffic environment in Drayton St from Gipps St (QAS) to Henry St and this will reinforce slow environment. Currently Fitzroy St from Drayton St to the north has historically been a 20 kph shared zone. SBRC will look at removing this and making it 40 kph as well. The meeting offered no objection.)</p> <p>This was again discussed - Vince Green advised DTMR need a full written report before considering this request.</p> <p><b>ACTION:</b> SBRC to formally request this change with DTMR and this will then go to a Council meeting.</p>
	<p>** Further discussion noted that SBRC is looking at putting additional heavy vehicle signage at Cairns St to prevent them using Drayton St. Desley Shaller asked if school buses should be using Drayton St. Whilst there is room for them to maneuver, it was suggested that they use Elk St if possible.</p>



<p>(f) Request from Cr Campbell - pedestrian crossing near the Commonwealth Bank on Haly St.</p>	<p>Request to investigate the pedestrian crossing that runs between Commonwealth Bank, Kingaroy and the car park at the rear of the bank. This is not very well lit and the crossing needs re-painting.</p> <p><b>ACTION:</b> SBRC will investigate and report back to next meeting.</p>
<p>(g) (1) Haly St &amp; Glendon St pedestrian crossing.</p>	<p><i>(June 2015: DTMR added a blister island. DTMR communicated with local shop owners and the comment was mainly about the vegetation on this crossing. Russell Rogers asked if SBRC would consider removing this vegetation.)</i></p> <p><b>ACTION:</b> SBRC has removed one tree and heavily trimmed others. No further work planned. <b>CLOSED</b></p>
<p>(2) George St / Haly St</p>	<p><i>(DTMR noted a few other items resulting from their public consultation i.e. George St where it meets Haly St, is two-way traffic with a loading zone one side and 'no standing' on the other.)</i></p> <p>Russell Rogers suggested that SBRC consider erecting one way signage.</p> <p><b>ACTION:</b> SBRC will review George St and upgrade signage. <b>CLOSED</b></p>
<p>(h) Community Shelter Murgon</p>	<p><i>(June 2015 ACTION): Russell Rogers DTMR moved and Acting Snr Sgt Christensen seconded that DTMR undertake a safety audit of the shelter and location given QPS Murgon believe this is a safety issue.)</i></p> <p>Russell Rogers is waiting for reports from QPS and SBRC to advise they will take ownership. Sgt Greg Kapernick also advised pot holes need attention.</p> <p><b>ACTION:</b> SBRC will apply for a Road Corridor Permit to DTMR and this will allow for the safety audit to proceed.</p>
<p>(i) St John's Lutheran School, Kingaroy - review of current parking arrangements and bus 'stop and go' zone.</p>	<p><b>ACTION:</b> SBRC undertook changes to parking arrangements in the July holidays. Stop/drop zone moved to the western side of the bus zone. SBRC and school will monitor. <b>CLOSED</b></p>
<p><b>GENERAL BUSINESS</b></p>	
<p>(a) Speed signage - Internal request for change Cr River Rd and Hodges Rd, Kingaroy</p>	<p>SBRC has assessed the area due to the new KMM/TP currently underway. Signage inconsistency and increased traffic around that area. Uninformed speed environment. <b>CLOSED.</b></p>
<p>(b) Mary St, Coolabunia (email from Cr Tessmann)</p>	<p>Mary St is currently 60 kph - request for this to be 40 kph. All agreed to change to 40 kph. <b>CLOSED</b></p>



<p>(c) Access to Ryke Fuel, Kingaroy off the Bunya Hwy.</p> <p>(d) Poor lighting in Halcy St, Kingaroy</p>	<p>Russell Rogers raised the issue of turning off the Bunya Hwy into Ryke Fuel (heading south to Kumbia). He advised the 'No right Turn' sign has been removed. This previously stopped cars from turning into the service station. <b>ACTION:</b> James D'Arcy to investigate.</p> <p>The Mayor raised the issue of poor lighting in Halcy St from the Kingaroy Hotel corner (Bunya Hwy) to the Commonwealth Bank corner (Kingaroy St).</p> <p><b>ACTION:</b> D&amp;TS to check street light audit and report to the next meeting.</p>
<p><b>REPORTS</b></p> <p>Kingaroy Police</p> <p>(a) Walter Rd and River Rd</p> <p>(b) Speed signage at Memerambi</p>	<p>Remove line marking on River Rd on the eastern side of where the railway tracks used to be. Currently this is confusing and contradicts who is meant to give way. All agreed. <b>CLOSED</b></p> <p>Police raised the issue of signage on either side of the highway which does not match. Increase and decrease need to be adjacent to each other. As it stands Police can only enforce one way. Murgon side of Memerambi signage is correct i.e. 1.2 km however the other side Memerambi-Kingaroy signage is only 500 mt which means they cannot enforce.</p> <p><b>ACTION:</b> DTMR will investigate.</p>
<p><b>Department of Transport &amp; Main Roads</b> (Russell Rogers)</p> <p>Street banners / zebra crossing, Kingaroy St</p>	<p>The Mayor believes this is an outdated way of advertising and noted that it is also carried out at considerable cost to Council. <b>ACTION:</b> The Mayor will put this on the SBRC Council meeting agenda.</p> <p><b>Meeting Closed: 12.30 pm</b></p> <p><b>Next Meeting: 8 December 2015</b></p> <p>The Mayor extended an invitation to all to stay for a light lunch after the meeting.</p>

**Resolution:**

*Moved Cr DP Tessmann, seconded Cr DJ Palmer.*

*That the Officer's Recommendation be adopted.*

Lost 3/4  
FOR VOTE - Cr DW Kratzmann (Mayor), Cr DJ Palmer, Cr DP Tessmann  
AGAINST VOTE - Cr KM Campbell, Cr KA Duff, Cr BL Green, Cr RLA Heit

**Resolution:**

*Moved Cr DP Tessmann, seconded Cr KM Campbell.*

*That Council:*

1. *Endorses the minutes of the Traffic Advisory Committee held on Tuesday 8 September 2015.*
2. *Adopts the recommendation of the Committee in relation to:*
  - a) *Upgrading the bus stop at St Joseph's Catholic Primary School, Murgon when the car park works (Safe ST) are scheduled this financial year.*

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

**Motion:**

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

*That Council's fees and charges be amended to include street banners that are erected in Kingaroy and Knight Streets to advertise events be on a user pays basis from 1 July 2016.*

The motion was withdrawn at the request of Cr Heit.

**ATTENDANCE:**

General Manager Stan Taylor left the meeting at 9.48am  
General Manager Stan Taylor returned to the meeting at 9.50am

**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 KA Duff.*

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

## **Communities:**

### **Drought Relief funding**

*Drought funding has been received by Council to administer, on behalf of State Government, enabling communities to come together to get information about support services as well as celebrate their strength and resilience. The community of Durong held their community drought relief event last Saturday and an enjoyable time was had by all.*

### **Australia Day Nominations**

*Further to the decision at the Council meeting earlier this month, the closing date for nominations has been confirmed as the 16<sup>th</sup> of November. Letters have been sent to Community organisations inviting them to nominate and advising of the extension. I encourage all members of our community to consider those who have made a significant contribution to the fabric of our society over the past year and complete a nomination form to acknowledge this work.*

### **Queensland Cancer Council Relay for Life**

*This year I was able to take part in the South Burnett Relay for Life once again. I was very proud of the South Burnett region for putting in such an enormous effort fund raising and supporting the relay.*

## **Art:**

### **Regional Arts Development Fund**

*I encourage local artists and art groups to take advantage of the funding available with round two now open and closing on 13 November. Over the years, Council in partnership with Arts Queensland has been able to financially support a large number of artists and art programs in excess of \$500,000.*

## **Libraries:**

### **First 5 Forever (Best Start)**

*As part of the State Government funded First 5 Forever (Best Start) initiative, South Burnett Libraries are hosting a professional development workshop to be delivered by State Library of Queensland staff. The aim of this initiative is to support stronger language and literacy for young children (0-5 years) and their families.*

*The First 5 Forever professional development workshop, being held on 10th and 11th November, has been met with much enthusiasm by local community organisations in the South Burnett. Spaces are filling fast.*

*The 1½ day workshop will cover topics including early brain development and the importance of the first 5 years as well as practical strategies on how to provide services and activities that support emergent literacy outcomes for children.*

*The Kingaroy Library is the point of contact for more information or for registration.*

### **Proston Library**

*32 guests attended the “Say No to Domestic Violence”, a Safer Families Better Communities function which was held on Wednesday 7th October at Proston Library. The four guest speakers shared personal experiences, details about the support available for those in need along with the practicalities of reporting and getting help for domestic violence. As part of the event white balloons were released in memory of domestic violence victims. This joint initiative between Council and the Local Government Association Queensland saw rallies held across the South Burnett.*

## **Health and Waste Services:**

### **Asbestos Awareness Month in November**

*Council's Environmental Services will be promoting Asbestos Awareness November in order to educate residents and businesses within the South Burnett about the dangers of Asbestos fibre exposure. Environmental Services are developing a 2 page factsheet to be sent to all residences within the South Burnett. This factsheet will outline the dangers posed from asbestos exposure for those undertaking home renovations/repairs. Council has been successful in attracting to the South Burnett, the Asbestos Awareness mobile "Asbestos House" affectionately called "Betty", from the Asbestos Diseases Research Institute (ADRI). 'Betty' will be able to be viewed in the Dr Ellen Kent Hughes Forecourt in Kingaroy on 26 November. Betty is a purpose built, mobile model home designed to demonstrate where asbestos might be found in and around any Australian home built or renovated before 1987. 'Betty's' mission is to educate all Australians about the dangers of asbestos so they think smart, think safe and work safe because it's not worth the risk!*

### **Food Business Inspections**

*Food businesses within the South Burnett are currently being inspected as part of this year's scheduled food safety audit program. All licensed food businesses are inspected to ascertain their compliance with the food safety standards and food safety legislation.*

### **Dog registration Renewals**

*Dog Registration Renewal Notices will be issued Monday 30 November. The due date for payment of these renewals will be 15 January 2016.*

*Council have adjusted the timing of the renewal notices so as not to clash with the issuing of the Rates Notices and to give as much time as possible for the community to budget for the payment. Council will be issuing media releases through all media outlets advising of the change.*

*I am pleased to highlight that this coming dog registration period will see the implementation of the aged pensioner discount. This means that residents with an aged pension card who have a desexed and microchipped dog within the designated town area will be eligible for a 50% reduction in the dog registration. Residents who qualify will need to present to a customer service centre to show their age pension card in order to receive the discount. The pensioner discount once established will automatically apply to future dog registrations.*

### **Queensland Health Rain Water Tank Survey**

*Queensland Health has advised that the South Burnett has been one location identified for participation in their Rain Water Tank Survey. This study will include commercial and non-commercial premises in November of this year. The results of this survey will help Queensland Health to update the Rain Water Tank Guidelines.*

### **Waste Supervision Contracts now available**

*The supervision contracts for the Wattlecamp and Timber Towns (Blackbutt and Benarkin) Transfer Stations will be advertised shortly. If members of our community are interested in these opportunities I encourage you to monitor Council's website and the local newspaper for further details.*

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

## **6.2 Arts and Communities**

### **Officer's Reports**

No Report.

## **6.3 Health and Waste Services**

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

#### **6.3.1 ES - 1519946 - Endorsement of the Wide Bay Burnett Regional Organisation of Councils Waste Strategy**

### **Summary**

The Wide Bay Burnett Regional Organisation of Councils (WBBROC) Waste Strategy has been referred to all member Councils for their consideration and endorsement/rejection ahead of the next WBBROC meeting, which will consider the formal adoption of the document as a Wide Bay Burnett region wide strategic direction for waste and recycling into the future.

### **Officer's Recommendation**

That Council:

1. Endorse the draft Wide Bay Burnett Regional Organisation of Councils Waste Strategy;  
and
2. South Burnett Regional Council Members of WBBROC vote in favour of adopting the draft WBBROC Waste Strategy at the next WBBROC Meeting.

# **WIDE BAY BURNETT REGIONAL ORGANISATION OF COUNCILS WASTE STRATEGY**



## **WASTE MANAGEMENT & RESOURCE RECOVERY STRATEGY 2015 – 2020**

## WBBROC Waste Management and Resource Recovery Strategy 2015 - 2020

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Strategy Goals

1. Investigate Regional waste collection services
2. Investigate opportunities of current landfills that meet the regions short & long term waste disposal needs
3. Provide opportunities to reduce waste disposal to landfill.
4. Provide Community Waste Education.
5. Investigate opportunities for regional procurement of services / shared procurement.
6. Investigate regional landfills or alternative disposal options
7. Investigate Landfill Rehabilitation Provisions

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### Executive Summary

Wide Bay Burnett Regional Organisation of Councils (WBBROC) is made up of Fraser Coast Regional Council, Bundaberg Regional Council, Gympie Regional Council, North Burnett Regional Council, South Burnett Regional Council and Cherbourg Aboriginal Shire Council. Each Individual Council will have a waste strategy that outlines how they intend to manage their waste activities within their own area.

This regional waste management strategy focuses strongly on a review of all the facilities and services within the WBBROC group of Councils and look at any opportunities to manage waste better as a region which will include procurement of services. WBBROC has an abundance of transfer stations and landfills. Some of these may not meet current environmental and safety standards. The intention is to review these facilities to plan ahead to establish an appropriate waste facility network that will provide for the future waste disposal needs for the WBBROC region. This could include some current sites becoming regional landfills accepting waste from other Councils and future establishment of major waste landfill/s to service the WBBROC area.

The vision for Waste Management in the region is summarised as:

**“An engaged Regional Group of Councils and the community working together for sustainable and cost effective waste management”**

This strategy addresses waste prevention and minimisation, collection, treatment, resource recovery and final disposal. It considers the regulatory frameworks that impact on managing waste and applies local understanding of the region to provide a strategy that is relevant to the WBBROC area. The strategy development process assessed the existing arrangements against industry benchmarks and service levels.

The development of Strategy Goals provides a framework to focus the actions that WBBROC will take over the next five years. Seven Strategy Goals have been developed being:

1. Investigate Regional waste collection services
2. Investigate opportunities of current landfills that meet the regions short & long term waste disposal needs
3. Provide opportunities to reduce waste disposal to landfill.
4. Provide Community Waste Education.
5. Investigate opportunities for regional procurement of services / shared procurement.
6. Investigate regional landfills or alternative disposal options
7. Investigate Landfill Rehabilitation Provisions

There is a wide range of waste collection and disposal facilities by either contract or day labour these services include waste collection and recycling, bulk bins for domestic and commercial waste, Roll On Roll Off (RORO) bin service, landfills and transfer stations. Recycling collection services are provided at the three (3) larger Councils, Fraser Coast, Gympie, Bundaberg.

There are three (3) materials recovery facilities (MRF) within the WBBROC area. The first is located at University Drive Bundaberg (council owned, contractor managed), the second is at Industrial Avenue, Dundowran, Hervey Bay servicing Fraser Coast and Gympie Regional Councils (Cleanaway owned and managed) with the third being Cherbourg Aboriginal Council which have a council owned and managed MRF.

Finally timeframes have been provided to guide the successful implementation of the strategy. The actions and timeframes are summarised below:

WBBROC Waste Management and Resource Recovery Strategy 2015 - 2020

<p><b>Short Term Actions – 2015 to 2016</b></p> <p>Review current services provided and see what opportunities are available for regional procurement or shared services. i.e. – environmental monitoring services -groundwater and leachate collection services etc.</p> <p>Options and opportunities to extend the landfill life at some waste sites to be able to receive regional wastes and cost sharing/ management arrangements.</p> <p>Investigate opportunities to establish a regional waste education program</p> <p>Review a regional network of landfills and transfer stations</p> <p>Investigate opportunities to jointly manage some disposal sites to create economies of scale, improved operations and reduction of costs per unit</p>
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<p><b>Medium Term Actions – 2016 to 2018</b></p> <p>Investigate options and locations for major regional landfill/s able to service all Councils within WBB</p> <p>Commence arrangements to investigate and establish new collection contracts prior to the expiry of existing contract/s.</p> <p>Review all waste facilities and provide general recycling options at all sites where feasible.</p>
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<p><b>Long Term Actions – 2018 to 2020</b></p> <p>Commence arrangements to develop and manage new regional landfill/s through a joint venture or other options to manage waste as a regional group</p>
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<p><b>Ongoing Actions</b></p> <p>Monitor actions initiated by the private waste sector and remain informed of any changes to local government’s position in relation to commercial service delivery.</p> <p>Councils continue operating their own landfill’s to achieve the approved landfill profiles.</p> <p>Continue to work together as a regional collaborative waste management group</p>
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Documents attached to the strategy contain two (2) maps attachment “B” the existing network of all regional waste management sites available for general public access and attachment “C” the industry standard travel distance with 20 kilometre radius to waste facilities.

WBBROC will release after adoption the Waste Management and Resource Recovery Strategy 2015 – 202 to the community through their website.

**2. OVERVIEW**

Although individual Councils have responsibility for managing the wastes generated in the region, the Wide Bay Regional Organisation of Councils has an important role in coordinating aspects of this waste management, where it advantages its members. This strategy will guide the way waste is managed and will provide a timetable for WBBROC to prioritise how and when it addresses the issues associated with a growing community and a changing waste management landscape.

Managing waste today and in the future needs to consider and respond to a growing list of impacts that result from the ways we choose to manage discarded items. Community health and safety, economic conditions, environmental impacts, climate change, resource recovery and recycling are key areas of consideration. A number of these are influenced by legislative requirements which will be considered in the development of this strategy.

Councils do not have total responsibility for managing all waste. Principally, Councils are required by legislation to be responsible for collecting waste from households. The extent of Queensland Councils involvement in other services including landfill, transfer stations and commercial services is to a large degree influenced by private sector involvement in the various activities. For the WBBROC area, as for most Councils, the involvement extends into virtually all areas of waste management in the region. Therefore this strategy will attempt to address solid wastes identifiable within the region.

This strategy is intended to address all areas of waste management from waste prevention and minimisation, to its collection, treatment, resource recovery and final disposal. This strategy is designed to where possible compliment

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WBBROC Waste Management and Resource Recovery Strategy 2015 - 2020

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and amalgamate the provision of waste services from the individual Councils waste strategies especially disposal sites to give the best outcome to the region and participating Councils by:

- establishing a program of actions to manage waste in ways that are economically and technically feasible, environmentally safe and publicly acceptable
- allowing for the incorporation of new and emerging technologies and appropriate responses to be made in the event of changes in the solid waste stream
- enhancing the Wide Bay Burnett Regional Organisation of Councils capacity to co-operate with industry, the community and other tiers of government on waste management issues.

A fundamental goal of the strategy is to review the facilities and services that exist across the WBBROC Group area. The intention is to identify and utilise landfills that can be used as regional facilities which will accept waste from other WBBROC Councils outside the individual council area. There is also a need to plan ahead to establish appropriate larger regional waste facilities that will provide for the future waste disposal needs of the Wide Bay Burnett Regional Organisation of Councils.

The strategy also recognises the various sectors that make up the overall waste stream. These include the Domestic, Commercial and Industrial (C&I) and Construction and Demolition (C&D) waste streams.

This Waste Management and Resource Recovery Strategy is a tool for WBBROC to review performance, identify potential areas for improvement, provide frameworks for improving waste minimisation and education, as well as allowing for the development and achievement of future environmentally responsible goals and objectives and plan future annual operational and capital budgets.

### **2.1 ADOPTED PRINCIPLES**

Waste is recognised as a potential resource, and WBBROC will develop cost effective strategies to minimise waste production and embrace sustainable resource management.

This regional strategy endeavours to give the highest priority to waste avoidance, reduction and re-use as the guiding principles for developing strategies and actions.

Other principles which may apply, where feasible, include:

#### **Environmental Responsibility:**

- Sustainable resource management
- Best Practice
- Continuous Improvement
- State of the art major regional landfills

#### **Financial Responsibility:**

- Pricing
- User pays
- Polluter pays
- National Competition Policy
- Regional procurement opportunities

#### **Responsibility to the Community:**

- Ongoing education
- Effective information and feedback channels
- Best practice service provision



## 2.2 THE VISION

### 2.2.1 WBBROC Vision

A key outcome for WBBROC waste management is to implement a Waste Management Resource and Sustainability Strategy which seeks to:

- Minimise waste to landfill, maximise the potential of waste as a resource and explore innovative solutions in management, resource recovery and recycling of waste.
- Work together to provide cost effective waste management across all Councils through shared services or resources.
- Investigate the ability to create and manage regional landfill site/s and transfer stations to service the WBBROC area by meeting current environmental and health and safety standards
- Investigate future regional landfill/s to service the WBBROC areas
- Shared procurement opportunities.

### 2.2.2 Vision for the Waste Management and Resource Recovery Strategy

Wide Bay Burnett Regional Organisation of Councils maximises the environmental, social and economic opportunities of waste management activities by:

- Pursuing responsible and sustainable resource management, innovation, effective business development and systems, and community consultation;
- Being leaders in waste management through innovation with a commitment to high quality and cost effective waste management services;
- Fostering partnerships with the community, industry and governments to develop initiatives that reduce waste;
- Achieving our vision through working together with innovation, leadership and a commitment to responsible and sustainable solutions.

## 2.3 OBJECTIVE

The Waste Management and Resource Recovery Strategy should address the legislative and regional conditions that impact on waste management, and assess the existing practices. The objective is to provide short, medium and long term action and goals over the term of the five (5) year strategy for the Wide Bay Burnett Regional Organisation of Councils to consider.

The Goals and actions are identified in Short, Medium and Long Term timeframes

Figure 1 - Strategy Goal Timeframes

Year	2015	2016	2017	2018	2019	2020
<b>Timeframe</b>	Short term		Medium Term		Long Term	
<b>Strategy Goal Detail</b>	Goals supported by recommended actions				Identified project options	

## 2.4 STRATEGY FRAMEWORK

The strategy is divided into logical waste management functions based on the areas that WBBROC will focus on. A description of the services involved with these functions is provided below.

## WBBROC Waste Management and Resource Recovery Strategy 2015 - 2020

Figure 2 - Strategy Framework

Strategy Vision Focus	Services Involved
Collection Services	Domestic Waste wheeled bins. Domestic Recycling wheeled bins Street & Park Litter Bin collection Commercial Waste Commercial Recycling Construction and Demolition Waste
Waste Transfer and Disposal Facilities	Transfer Stations Landfill sites Regional landfill/s
Resource Recovery	Domestic Recycling Commercial Recycling Sort and Processing Facilities (eg Dirty MRF <sup>1</sup> ) Waste Minimisation and Education

- 1 **Dirty MRF** (Materials Recovery Facility) is generally a site that accepts and processes Construction and Demolition materials including timber, concrete, steel, plastics. The materials may be processed on site for supply direct to markets or consolidated and moved off-site to a recycling facility.

### 3 BACKGROUND

#### 3.1 REGULATORY FRAMEWORK

Virtually all activities that occur when managing waste are influenced by a regulatory environment. Principally these frameworks are defined at the National and State levels and they include both policies and laws.

##### 3.1.1 National Waste Policy

In November 2009 all Australian Environment Ministers signed off a National Waste Policy (NWP). Its intent is to be a driver for change and future planning. A key principle of the NWP is the promotion of partnerships between various stakeholders, with each taking responsibility for their own waste minimisation. To date the NWP has focused on Extended Producer Responsibility (EPR) with self-funded programs being initiated in 2012 for the collection and management of items including electronic waste (end-of-life televisions and computers) and possibly tyres at a future time. These are similar to existing funded programs for chemical container and used oil collections. For WBBROC the expansion into other types of waste may involve providing or assisting with the collection of items.

##### 3.1.2 Clean Energy Act 2011

Under the Clean Energy Act a carbon price mechanism is levied on a designated large landfill facility which is defined as having emissions of 25,000 tonnes or more of carbon dioxide equivalent (CO<sub>2</sub>-e) in a single year. As a guide 1 tonne of waste placed in a landfill can over time result on 1 tonne of CO<sub>2</sub>-e. Complicated assessment and reporting arrangements apply therefore identifying whether a landfill is a designated facility can be difficult particularly for those sites operating around the threshold levels. This could be the case for WBBROC where a regional landfill/s could reach the estimated waste to landfill volume. The impacts on site costs and pricing arrangements will need to be assessed by WBBROC. Currently the Carbon tax has been repealed.

##### 3.1.3 Australian Packaging Covenant

The Australian Packaging Covenant (APC) formerly known as the National Packaging Covenant (NPC) provides a mechanism for industries involved in consumer packaging supply chains to contribute to managing the impacts of packaging waste. Funds created by the covenant arrangements are applied to projects and previously this has included funding to local governments for packaging related projects including littering and collection/processing of recyclables. WBBROC should maintain a watching brief to identify any project funding opportunities available from the APC.

### **3.1.4 Mandatory Renewable Energy Targets**

Australia has adopted targets for renewable energy generation with the arrangements being managed under several pieces of supporting legislation and regulations. In 2010 Mandatory Renewable Energy Targets (MRETS) were established which require 20% of Australia's energy generation to come from green or renewable energy sources by 2020.

One area of interest in achieving the targets is Bioenergy which includes energy from waste. The types of technologies that convert waste to energy are generally more expensive than traditional landfill costs.

### **3.1.5 Environmental Protection Act 1994 (QLD) – Environmental Protection Regulations 2008**

The Environmental Protection Act (1994) is the Queensland legislation that controls the general environmental impacts of managing waste. This act and subordinate legislations are aimed at protecting the environment while allowing for development to occur in a sustainable way. The design and operations of waste facilities particularly landfills are significantly controlled by requirements of this legislation.

### **3.1.6 Waste Reduction and Recycling Act 2011 (QLD) and the Environmental Legislation Amendment and Repeal Legislation (No1) 2014**

In 2011 the Queensland Government introduced the Waste Reduction and Recycling Act with the aims being to:

- Promote waste avoidance and reduction, and resource recovery and efficiency actions;
- Reduce the consumption of natural resources and minimise the disposal of waste by encouraging waste avoidance and the recovery, re-use and recycling of waste;
- Minimise the overall impact of waste generation and disposal;
- Ensure a shared responsibility between government, business and industry and the community in waste management and resource recovery;
- Support and implement national frameworks, objectives and priorities for waste management and resource recovery.

Subsequent to the adoption of the Act the Queensland Government has amended the legislation including the removal of the waste disposal levy with a new Strategy due for release in September 2014.

An Environmental Legislation Amendment and Repeal Regulation (No. 1) 2014 have amended the Environmental Protection Act 1994 and the Waste Reduction and Recycling Act 2011 on 28 August 2014.

### **3.1.7 Queensland Waste Reduction & Recycling Strategy 2010 - 2020**

The Queensland Waste Reduction and Recycling Strategy 2010-2020 was adopted prior to the introduction of the Waste Reduction and Recycling Act. It promotes the creation of a price signal (waste levy) however as noted above the Queensland Government has since effectively removed the levy impost.

Strategy targets have been identified for reducing waste to landfill, increasing recycling and reducing the generation of waste. The priority targets listed include:

- Reduce waste to landfill by 50% by 2020;
- Reduce landfill gas emissions by 50% by 2020;
- Increase the recovery and recycling of materials across target waste streams;
- Reduce the per capita generation of waste; and
- Reduce litter dumping and associated effects.

**3.2 THE WIDE BAY BURNETT REGION- INDUSTRIAL & ECONOMIC BASE**

The geography of the WBBROC area is very diverse including coastal beachfront townships, Fraser Island, river townships and village areas, developing industrial and business areas, fishing, rural townships and agricultural areas.

The main suburbs and towns within the Wide Bay Burnett Regional Council area are included in the Population trends.

**3.3 POPULATION TRENDS****3.3.1 Population**

The population of the WBBROC area is outlined below:

LG Area	Population 2012/13	Area hectares	Annual growth
Fraser Coast	107,297	711,665	1.3%
Bundaberg	93,976	643,564	0.6%
North Burnett	10,360	1,970,800	0.4%
Cherbourg	1,286	3160	0.5%
Gympie	48,145	689,800	1.3%
South Burnett	32,614	839,900	1.0%
Wide Bay - Burnett	286,705	4,858,889	1.0%





**Wide Bay Burnett Regional Organisation of Councils (WBBROC) Area**

**3.3.2 Current Waste Data**

It is common to have waste generation rates of 1.8 to 2.1 tonne per person.

Waste data are generally based on volumes represented as tonnage. All Councils have initiated processes for capturing waste data at the majority of sites. Some of the actual tonnage data is captured via weighbridge transactions while at some sites volumetric capacity is recorded. Therefore it should be noted that some of the data represented in this document as waste tonnages are based on estimates using industry benchmarks and site assessments. This can invariably lead to some distortion of the data.



## WBBROC Waste Management and Resource Recovery Strategy 2015 - 2020

Developing a Waste Management and Resource Recovery Strategy requires some understanding of the types of waste generated in the region and an assessment of the current arrangements to manage those wastes. Once the sources and volumes of waste are known then the appropriate assessments can be made and well informed conclusions and plans can be formulated.

### 3.3.3 Sources of Waste

The Queensland Governments legislation requires Councils to plan for and report on all waste within their respective area where practicable. This recognises that other factors such as private commercial operators will limit the controls and planning that Councils can exercise over all wastes.

The information below provides an estimate of the waste managed annually at each waste facility, licence conditions and estimated lifespan.

Figure 3 - Estimated waste tonnages 2013/14

Regional Council	Town / Shire area	Name of facility	Landfill/ Transfer	Waste volume tonnes per annum	Licensed volume tonnes per annum	Future use	Lifespan years
<b>North Burnett</b>							
	Biggenden	Biggenden	Landfill	210	50 - 2000	Landfill	10 – 15 years
	Eidsvold	Eidsvold	Landfill	210	10,000 – 20,000	Landfill	6 years
	Gayndah	Gayndah	Landfill	600	2000 – 5000	Landfill	10 – 15 years
	Monto	Monto	Landfill	420	5000 – 10,000	Landfill	60 years
	Mount Perry	Mount Perry	Skip Bins	220	50 – 2000		0
	Mundubbera	Mundubbera	Landfill	1000	10,000 – 20,000	Landfill	349 years
<b>South Burnett</b>							
	Murgon	Cloyna	Landfill /transfer station	78	50 - 2000	Transfer station	TS in 2015/16
	Murgon	Murgon	Landfill	1250	2000 - 5000		4
	Wondai	Hivesville	Landfill	250	50 - 2000	Transfer station	1 to TS
	Wondai	Proston	TS	117			
	Wondai	Brigooda	Landfill	52	50 – 2000	Transfer station	TS in 2015/16
	Wondai	Durong	Landfill	114	50 – 2000	Transfer station	TS in 2015/16
	Wondai	Home creek	TS	234			
	Wondai	Wondai	Landfill & TS	1866	50 – 2000		14
	Kingaroy	Chahpingah	TS	22			
	Kingaroy	Kumbia	TS	585			
	Kingaroy	Memerambi	TS	234			
	Kingaroy	Kingaroy	Landfill & TS	9376	5000 – 10000		15
	Nanango	Maidenwell	TS	108			
	Nanango	Blackbutt	TS	208			

## WBBROC Waste Management and Resource Recovery Strategy 2015 - 2020

	Nanango	Watticamp	TS	175			
	Nanango	Bunya Mountains	TS	40			15
	Nanango	Nanango	Landfill & TS	6352	5000 - 10000		
<b>Bundaberg</b>							
	Bundaberg	Bundaberg Regional landfill – Cedars Rd	Landfill	35,200	40000	Landfill	37
	Bundaberg	Bundaberg WMF – University Drive	Landfill & TS	18,000	100000 - 200000		24
	Burnett	Qunaba	Landfill	20,000	10000 - 20000		18
	Burnett	Meadowvale	Landfill TS under construction	2,500	5000 - 10000		10
	Burnett	Avondale	Landfill	1,000	2000 - 5000		5
	Burnett	South Kolan	TS	unknown			
	Isis	Childers	Landfill	7,900	5000 – 10000		15
	Isis	Woodgate	TS	Unknown			
	Isis	Cordalba	TS	Unknown			
	Isis	Buxton	TS	Unknown			
	Isis	Buxton	TS	unknown			
	Kolan	Tirroan	Landfill	3,750	50 - 2000		17
<b>GYMPIE</b>							
	Cooloola	Gympie landfill Bonnick Rd	Landfill	27738	20000 - 50000	8	
	Cooloola	South side	TS	561.60	50 - 2000		
	Cooloola	Mary Valley	TS	384	50 - 2000		
	Cooloola	Traveston	TS	702			
	Cooloola	Tin Can Bay	Landfill	3816	50 - 20000		
	Cooloola	Rainbow Beach	Landfill	591	50 - 2000		
	Cooloola	Amamoor	TS	561			
	Kilkivan	Kilkivan landfill	Landfill	801	50 - 2000		
	Kilkivan	Goomeri landfill	Landfill	2918	50 – 2000	3	
	Kilkivan	Sexton TS	TS	187			
	Kilkivan	Woolooga	TS	93.6			
	Kilkivan	Tansey	TS	93			
	Kilkivan	Widgee	TS	187			
	Tiaro	Gunalda	Landfill	971	50 - 2000		
<b>FRASER COAST</b>							
	Hervey Bay	Nikenbah TS	TS & Composting	11,500 green waste	ERA compost ERA 62 TS	53	50+
	Hervey Bay	Toogoom landfill	Landfill & composting	809	5000 - 10000	Transfer station	50+
	Hervey Bay	Burrum Heads	TS	317			25+

## WBBROC Waste Management and Resource Recovery Strategy 2015 - 2020

	Hervey Bay	Howard	TS	497			25+
	Maryborough	Tinana	Landfill	1363	5000 - 10000	Transfer station	
	Maryborough	Saltwater Creek	Landfill & TS	62000	50000 – 100000 ERA 62 & ERA 53 compost		20+
	Maryborough	Granville	landfill	894	5000 - 10000		
	Maryborough	Boonooroo	landfill	50	50 - 2000	Transfer station	
	Tiaro	Bauple	TS	52	50 - 2000		20+
	Woocoo	Aramara	landfill	40	50 - 2000	Transfer station	1TS
	Woocoo	Yengarie	TS	325			
	Fraser Island	Eurong	TS	131	QPWS owned		
	Fraser Island	Happy Valley	TS	105	QPWS owned		
	Fraser Island	Orchid Beach	TS	263	QPWS owned		

**3.3.4 Total Waste Projections**

Combining the population projections with the current total waste data provides a future view of the amount of waste that would be expected to be generated in the WBBROC area. These projections do not take account of any waste reduction or diversion that may occur or any of the volumes from sites that the waste volumes are unknown. They are only meant to indicate the quantum of waste that may require managing at various time intervals. These figures are required when planning a MAJOR regional landfill FACILITY.

Figure 4 - Projected Total Waste (Tonnes)

Year	2014	2016	2018	2020
Total Waste (tonnes)	194,666	198,560	202,531	206,581

**3.4 WASTE REDUCTION AND RECYCLING**

Waste reduction targets set nationally and continuously promoted to reduce the amount of waste to landfill have not seen a significant reduction in waste tonnages. Locally this is not caused through the endeavours of the Councils to reduce waste to landfill through recycling and reuse but is recognised as a function of lifestyle and consumption patterns.

There needs to be an increased effort to ensure that Councils face the added challenge of managing these increased wastes not only from consumption but from the increases in domestic and industry growth and associated issues.

**3.4.1 Goals and Targets**

Setting future waste reduction and recycling targets for the various waste streams including residential, commercial/industrial and construction/demolition wastes will require a change to council practices. Currently, the three major coastal Councils have kerbside collections. Further recycling activities may be implemented in the future where practical and feasible. The collection of recyclable and reusable items from all waste facilities will need to be strengthened to achieve any additional waste reduction targets.

## **4 STRATEGY DEVELOPMENT**

### **4.1 STRATEGY GOALS**

Strategy goals must be developed and implemented if WBBROC is to continue to move forward with regional waste management. The provision of regional waste facilities and procurement services could through a collective arrangement benefit the regional councils allowing all to participate in better management and reduced costs.

### **4.2 WASTE FACILITY NETWORK PLANNING**

Waste facilities represent a key part of the waste management system. The facilities are supported by collection services provided by Council and private operators. The type, number and location of facilities will impact on the overall waste management cost and levels of service to individual Councils. A reduction in minor substandard landfills and the implementation of strategic regional waste disposal facilities will reduce waste management costs for some councils but transport costs may increase for others, provide better infrastructure, plant and staffing to manage other sites more environmentally acceptable way and in full compliance with licence conditions. Each Council has addressed the issue of location of waste facilities within their own waste strategy.

#### **4.2.1 Levels of Service**

The reason for defining a level of service is to balance the needs of domestic and commercial customers with economic and environmentally sustainable service delivery requirements. Defining the level of service generally involves consideration of such issues as:

- Customer travel time to facilities
- Site supervision
- Facility opening hours
- Types of facilities and services required

##### **4.2.1.1 CUSTOMER TRAVEL TIME TO WASTE AND RECYCLING FACILITY**

Customers will create a perception of the level of service provided based on the time taken to reach a facility. This level of service will define what the community can expect from their Council and will also assist in identifying the appropriate number and location of facilities across the WBBROC area. Generally accepted industry best practice levels of service are:

- 80 per cent of the population within a 20 minute travel time to a facility; or
- 95 per cent of the population within a 30 minute travel time to a facility.

Customer travel times are identified by the compilation of existing waste management facility location data on each facility. Map Attachment B gives a view of the WBBROC area showing the location of the individual waste infrastructure and the relationship to other sites.

Map Attachment C shows all the waste facility locations for WBBROC area with 20km circles around each facility and the industry standard of approximate a 30 min travel distance.

##### **4.2.1.2 Site Supervision**

Waste management facilities by nature can expose people to health and safety risks. Similarly inappropriate placement of wastes can create risks and can render recycling materials unrecyclable. Appropriate supervision of site activities is necessary to reduce risks and to ensure proper disposal practices occur. At least one staff member should be present while the facility is open to the public.

There are a number of sites that are not manned in the Wide Bay Burnett Area.

## WBBROC Waste Management and Resource Recovery Strategy 2015 - 2020

**4.2.1.3 OPTIMAL OPERATING DAYS/HOURS**

Historically waste facilities have generally over-serviced communities with many examples of facilities being available 24 hrs, 7 days a week. Given the legislative requirement to supervise waste facilities, Councils must consider the operating costs and balance these with the customers perceived service levels. The desired result is to provide opening days and hours applicable to the usage the facility receives.

A generally accepted industry benchmark is applicable for smaller sites defined as facilities with predominately residential clients which receive less than 5,000 visitors per year. It is normal for these sites to open for approximately 12 hours per week with the norm being to open for a half day on the weekend days and another half day during the week. Larger sites with higher usage are assessed on an individual basis.

**Figure 5. – - Existing Waste Facility Opening Days/Hours\*****FRASER COAST REGIONAL COUNCIL**

Location	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Total Hours
Fraser Coast Recycling Centre – Nikenbah	7.30am to 5.00pm	7.30am to 5.00pm	7.30am to 5.00pm	7.30am to 5.00pm	7.30am to 5.00pm	7.30am to 5.00pm	7.30am to 5.00pm	66.5
Toogoom Landfill	1.00pm to 5.00pm	Closed	1.00pm to 5.00pm	Closed	1.00pm to 5.00pm	1.00pm to 5.00pm	1.00pm to 5.00pm	20
Howard Transfer Station	Closed	Closed	8.00am to 12. Noon	Closed	Closed	8.00am to 12. Noon	8.00am to 12. noon	12
Burrum Heads Transfer Station	Closed	Closed	Closed	Closed	Closed	12 noon to 4.00pm	8.00am to 12. noon	8
Maryborough Recycling Centre & Landfill	7.30am to 5.00pm	7.30am to 5.00pm	7.30am to 5.00pm	7.30am to 5.00pm	7.30am to 5.00pm	7.30am to 5.00pm	7.30am to 5.00pm	66.5
Granville Landfill	12 noon to 5.00pm	Closed	Closed	Closed	12 noon to 5.00pm	12 noon to 5.00pm	12 noon to 5.00pm	20
Tinana Landfill	7.00am to 12 noon	Closed	Closed	Closed	7.00am to 12 noon	7.00am to 12 noon	12 noon to 5.00pm	20
Yengarie Transfer Station	7.00am to 12 noon	Closed	Closed	Closed	7.00am to 12 noon	7.00am to 12 noon	12 noon to 5.00pm	20
Boonooroo Landfill	7.00am to 5.00pm	Closed	Closed	Closed	7.00am to 5.00pm	7.00am to 5.00pm	7.00am to 5.00pm	40
Bauple Transfer Station	7.00am to 12 noon	Closed	Closed	Closed	7.00am to 12 noon	7.00am to 12 noon	12 noon to 5.00pm	20
Aramara Landfill (Brooweena)	Open all hours - 7 days							168
Eurong Fraser Island	Open all hours - 7 days							168
Waddy Pt Orchid Beach Fraser Island	Note that these sites on Fraser Island are not owned by Council but are jointly operated with the Queensland Government - Department of Environment and Heritage Protection.							168
Happy Valley Fraser Island								168

\*The above opening hours are subject to change by the individual Council.



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**GYMPIE REGIONAL COUNCIL**

Location	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Total Hours
Gympie Landfill	8.00 am to 5pm	8.00am to 5pm	8.00am to 5pm	8.00am to 5pm	8.00am to 5pm	8.00am to 5pm	8.00am to 5pm	63
South Side transfer station. Sept - May	7.00am to 6pm	7.00am to 6pm	7.00am to 6pm	7.00am to 6pm	7.00am to 6pm	7.00am to 6pm	7.00am to 6pm	77
South Side transfer station June - Aug	7.00am to 5.30pm	7.00am to 5.30pm	7.00am to 5.30pm	7.00am to 5.30pm	7.00am to 5.30pm	7.00am to 5.30pm	7.00am to 5.30pm	73.50
Kilkivan Landfill	24hrs	24hrs	24hrs	24hrs	24hrs	24hrs	24hrs	168
Goomeri landfill	24hrs	24hrs	24hrs	24hrs	24hrs	24hrs	24hrs	168
Sexton transfer station	24hrs	24hrs	24hrs	24hrs	24hrs	24hrs	24hrs	168
Woolooga transfer station	24hrs	24hrs	24hrs	24hrs	24hrs	24hrs	24hrs	168
Mary Valley Transfer station	7.00am to 5pm	7.00am to 5pm	Closed	Closed	7.00am to 5pm	8.00am to 4pm	8.00am to 4pm	46
Traveston transfer station	7.00am to 5pm	7.00am to 5pm	Closed	Closed	7.00am to 5pm	8.00am to 4pm	8.00am to 4pm	46
Tin Can Bay landfill	8.00am to 5pm	8.00am to 5pm	8.00am to 5pm	8.00am to 5pm	8.00am to 5pm	8.00am to 4pm	8.00am to 4pm	61
Rainbow Landfill Sept - May	7.00am to 6pm	7.00am to 6pm	7.00am to 6pm	7.00am to 6pm	7.00am to 6pm	7.00am to 6pm	7.00am to 6pm	77
Rainbow Landfill June - Aug	7.00am to 5.30pm	7.00am to 5.30pm	7.00am to 5.30pm	7.00am to 5.30pm	7.00am to 5.30pm	7.00am to 5.30pm	7.00am to 5.30pm	73.50
Amamoor transfer station	7.00am to 5pm	7.00am to 5pm	Closed	Closed	7.00am to 5pm	8.00am to 4pm	8.00am to 4pm	46
Tansey Transfer station	24hrs	24hrs	24hrs	24hrs	24hrs	24hrs	24hrs	168
Widgee transfer station	7.00am to 5pm	7.00am to 5pm	Closed	Closed	7.00am to 5pm	8.00am to 4pm	8.00am to 4pm	46
Gunalda Landfill Sept - April	7.00am to 6pm	7.00am to 6pm	Closed	Closed	Closed	Closed	7.00am to 6pm	33
Gunalda Landfill May – Aug	7.00am to 5pm	7.00am to 5pm	Closed	Closed	Closed	Closed	7.00am to 5pm	30

\* The above opening hours are subject to change by the individual Council.

**SOUTH BURNETT REGIONAL COUNCIL**

Location	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Total Hours
Cloyna Landfill	24hrs	24hrs	24hrs	24hrs	24hrs	24hrs	24hrs	168
Murgon Landfill	6.30am – 5.30pm	6.30am – 5.30pm	6.30am – 5.30pm	6.30am – 5.30pm	6.30am – 5.30pm	6.30am – 5.30pm	6.30am – 5.30pm	77
Hivesville Landfill	24hrs	24hrs	24hrs	24hrs	24hrs	24hrs	24hrs	168
Proston transfer station - keypad	6.00am to 6.00pm	6.00am to 6.00pm	6.00am to 6.00pm	6.00am to 6.00pm	6.00am to 6.00pm	6.00am to 6.00pm	6.00am to 6.00pm	84
Brigooda Landfill	24hrs	24hrs	24hrs	24hrs	24hrs	24hrs	24hrs	168
Durong Landfill	24hrs	24hrs	24hrs	24hrs	24hrs	24hrs	24hrs	168

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Location	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Total Hours
Home creek transfer station key and padlock	24hrs	24hrs	24hrs	24hrs	24hrs	24hrs	24hrs	168
Wondai Landfill & transfer station	6.30am to 5.30pm	6.30am – 5.30pm	6.30am – 5.30pm	6.30am – 5.30pm	6.30am – 5.30pm	6.30am – 5.30pm	6.30am – 5.30pm	77
Chahpingah transfer station	24hrs	24hrs	24hrs	24hrs	24hrs	24hrs	24hrs	168
Kumbia transfer station – key pad	6.00am to 6.00pm	6.00am to 6.00pm	6.00am to 6.00pm	6.00am to 6.00pm	6.00am to 6.00pm	6.00am to 6.00pm	6.00am to 6.00pm	84
Memerambi transfer station key and padlock	24hrs	24hrs	24hrs	24hrs	24hrs	24hrs	24hrs	168
Kingaroy Landfill & transfer station	8.00am to 5pm	8.00am to 5pm	8.00am to 5pm	8.00am to 5pm	8.00am to 5pm	8.00am to 5pm	8.00am to 5pm	63
Maidenwell transfer station	24hrs	24hrs	24hrs	24hrs	24hrs	24hrs	24hrs	168
Blackbutt transfer station	8.00am – 5.00pm	Closed	closed	8.00am to 5.00pm	8.00am to 5.00pm	8.00am to 5.00pm	8.00am to 5.00pm	45
Wattlecamp transfer station	Closed	Closed	8.00am to 5.00pm	Closed	Closed	8.00am to 5.00pm	8.00am to 5.00pm	27
Nango Landfill & transfer station	7.30am to 4.30pm	7.30am to 4.30pm	7.30am to 4.30pm	7.30am to 4.30pm	7.30am to 4.30pm	7.30am to 4.30pm	7.30am to 4.30pm	63
Bunya Mountains transfer station	24hrs	24hrs	24hrs	24hrs	24hrs	24hrs	24hrs	168

\* The above opening hours are subject to change by the individual Council.

## BUNDABERG REGIONAL COUNCIL

Location	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Total Hours
Cedars Road landfill – no public access	7.00 am to 6.00pm	7.00 am to 6.00pm	7.00 am to 6.00pm	7.00 am to 6.00pm	7.00 am to 6.00pm	Closed	Closed	55
Bundaberg university drive Summer	6.15am to 5.45pm	6.15am to 5.45pm	6.15am to 5.45pm	6.15am to 5.45pm	6.15am to 5.45pm	6.15am to 5.45pm	6.15am to 5.45pm	80.50
Bundaberg university drive Winter	6.15 am to 5.30pm	6.15 am to 5.30pm	6.15 am to 5.30pm	6.15 am to 5.30pm	6.15 am to 5.30pm	6.15 am to 5.30pm	6.15 am to 5.30pm	78.75
Qunaba Landfill Summer	7.00am to 5.45pm	7.00am to 5.45pm	7.00am to 5.45pm	7.00am to 5.45pm	7.00am to 5.45pm	7.00am to 5.45pm	7.00am to 5.45pm	75.25
Qunaba Landfill Winter	7.00am to 5.30pm	7.00am to 5.30pm	7.00am to 5.30pm	7.00am to 5.30pm	7.00am to 5.30pm	7.00am to 5.30pm	7.00am to 5.30pm	73.50
Meadowvale Landfill & transfer station	7.00am to 5.30pm	Closed	7.00am to 5.30pm	Closed	7.00am to 5.30pm	8.00am to 5.30pm	8.00am to 5.30pm	50.50
Avondale Landfill	Closed	8.00am to 5.00pm	Closed	8.00am to 5.00pm	Closed	Closed	8.00am to 5.00pm	27.00
South Kolan transfer station	8.00am to 5.00pm	Closed	8.00am to 5.00pm	Closed	Closed	8.00am to 5.00pm	Closed	27.00
Childers Landfill	7.00am to 5.00pm	7.00am to 2.00pm	7.00am to 2.00pm	7.00am to 2.00pm	7.00am to 5.00pm	7.00am to 5.00pm	7.00am to 5.00pm	61
Woodgate transfer station	Closed	9.00am to 12pm	Closed	9.00am to 12pm	Closed	9.00am to 12pm	2.00pm to 5.00pm	12
Cordalba transfer station	Closed	Closed	Closed	Closed	Closed	1.00pm to 5pm	Closed	4
Buxton transfer station	Closed	Closed	Closed	Closed	Closed	Closed	1.00pm to 4.00pm	3

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Location	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Total Hours
Booyal transfer station	Closed	9.00am to 12pm	Closed	Closed	Closed	Closed	12.00pm to 3.00pm	6
Tirroan Landfill	7.30am to 12.30pm	Closed	Closed	Closed	Closed	7.30am to 12.30pm	11.00am to 4pm	15

\* The above opening hours are subject to change by the individual Council.

**NORTH BURNETT REGIONAL COUNCIL**

Location	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Total Hours
Biggenden Landfill	Closed	1.00pm to 5.00pm	Closed	8.00am to 12.00pm the 1.00pm to 5.00pm	Closed	1.00pm to 5.00pm	8.00am to 12pm	20
Eidsvold Landfill	Closed	9.00am to 5.00pm	Closed	Closed	9.00am to 5.00pm	9.00am to 5.00pm	9.00am to 5.00pm	32
Gayndah Landfill	10.00am to 5.00pm	Closed	10.00am to 5.00pm	Closed	10.00am to 5.00pm	10.00am to 5.00pm	10.00am to 5.00pm	35
Monto Landfill	Closed	12.30pm to 5.00pm	9.00am to 5.00pm	12.30pm to 5.00pm	9.00am to 5.00pm	9.00am to 5.00pm	9.00am to 5.00pm	41
Mount Perry Transfer station	Closed	8.00am to 1.00pm	Closed	1.00pm to 5.00pm	Closed	8.00am to 12.00pm	8.00am to 12.00pm	17
Mundubbera landfill	8.00am to 4.00pm	Closed	8.00am to 12.00pm	Closed	8.00am to 12.00pm	8.00am to 4.00pm	8.00am to 4.00pm	24

\* The above opening hours are subject to change by the individual Council.

**CHERBOURG ABORIGINAL COUNCIL**

Location	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Total Hours
Fisher Street landfill (Cherbourg)	9.00am to 5.00pm	9.00am to 5.00pm	9.00am to 5.00pm	9.00am to 5.00pm	9.00am to 5.00pm	9.00am to 5.00pm	9.00am to 5.00pm	56
Mickelo Drive Loop Road recycling station	9.00am to 5.00pm	9.00am to 5.00pm	9.00am to 5.00pm	9.00am to 5.00pm	Closed	Closed	Closed	32

\* The above opening hours are subject to change by the individual Council.

**4.2.1.4 TYPE OF FACILITIES AND SERVICES****4.2.1.4.1 Transfer Stations**

Waste transfer facilities operate to:

- consolidate smaller loads into larger more efficient loads for transfer off-site;
- provide safe and more environmentally acceptable customer interface;
- provide facilities for the collection of reusable and recyclable items;
- provide a permanent waste disposal site.

Transfer stations are long term waste management assets located within a site user catchment area. Unlike landfills the site location should not need to change and they do not generally have a defined end of life for the site. Therefore the site should have sufficient footprint and be designed to allow it to change over time should the community grow or waste management practices change.



Major transfer stations are considered to be those facilities that will accept large volume waste from small and large vehicles such as waste collection compactor trucks. Generally this includes the transaction of large commercial vehicles on a price per tonne basis and weighbridge installation is common at these sites. Major transfer stations also generally accept waste and recyclables from domestic and commercial customers. Design usually incorporates machinery to push/load waste into large transfer vehicles.

Minor transfer stations are facilities that only accept smaller domestic and commercial vehicles, generally vehicles up to 4.5 tonne gross vehicle mass (GVM). Two types of facility designs allow either for waste to be deposited by the customer directly into a large (RORO) bin or onto a sort floor for sorting prior to loading and transfer. Providing weighbridges at minor transfer stations is dependent on pricing arrangements and should consider site traffic volume. Where a low volume of payment transactions occurs the capital outlay exceeds the return and these sites are better calculated as a price per m3 with transaction data being captured on a hand held device. Weights for waste removed from minor transfer stations will be captured at the landfill weighbridge.

#### **4.2.1.4.2 Landfill**

When reviewing the WBBROC regional councils current waste management assets, landfills are strategic assets which have defined lives based on approved closure plans. Unfortunately a number of small non-viable landfills that accept only small volumes of waste are operated within the WBBROC area. Modern landfills are disposal facilities where full containment of waste and leachate and landfill gas is secured by designing lining systems, leachate and gas collection and treatment systems and appropriate landfill operations. The environmental impacts of modern landfills are minimised. However, it is inefficient and cost prohibitive to design and operate a modern landfill site with less than 30,000 tonnes of waste per year. Therefore, only joint approach and combining the waste volumes controlled by regional councils in the WBBROC area could provide economies of scale to develop and operate such a landfill. Council have some control over the life of the asset by varying the closure profile but there are limits and accepted norms that control these decisions. Councils can also influence the defined life through actions to increase recycling and reduce waste going to landfill.

Landfill sites operate under an environmental authority (licence) which includes operational requirements and nominates a cap on the volumes of waste that can be disposed of annually. A new landfill is generally a difficult facility to locate due to strict environmental and planning requirements and generally low community acceptance. This places importance on maximising the opportunities available from existing landfill assets within the WBBROC area. Landfill site selection, acquisition, planning, development and approval processes will generally take at least 7 to 10 years. Therefore any moves to identify a new site will require a long lead time prior to the site being established.

Poorly located or operated landfills can be a liability due to significant site management and compliance costs. Closed landfills also represent a financial liability where closure requirements are not planned and where costs and ongoing monitoring have not been considered and funded.

A common misconception in the community is that new technologies will remove the need for landfill. There are no examples of processing technologies which remove the need for a landfill all together.

#### **4.2.1.4.3 Resource Recovery**

Residential and commercial customers self-transporting waste typically need recycling facilities for green waste, timber, steel, cardboard, reusable items, oil, batteries and other household hazardous waste. Commercial customers generally have larger volumes of green waste, timber, steel, cardboard and concrete along with some plastics.

Federal legislation is facilitating the increased collection and reprocessing of some wastes. This has occurred previously to facilitate programs such as used oil recycling which some Councils have adopted at some of their waste management facilities. Changes have also seen e-Waste (electronic items such as computers and TV's) being addressed by similar programs. WBBROC will need to remain informed of these programs and assess site changes that may be required to facilitate collection of such items on a regional recovery basis.

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Mature markets exist for many recyclable items such as steel, plastic, cardboard and paper. These commodities are generally valued and traded in a global market which can be affected by economic conditions however these markets remain reasonably constant. Such recyclable items can be simple to segregate and manage at collection locations providing the site activities are properly supervised.

In addition to traditional waste management facilities such as landfills and transfer stations other more specialised waste sorting and processing facilities are used to separate and process items. Examples include Material Recovery Facilities (MRF's) where kerbside collected recyclables are sorted and consolidated for sending to markets, organic and green waste facilities such as composting sites, and construction and demolition waste sorting facilities where items including concrete, timber and steel are separated and processed or consolidated for sending to markets. These facilities can be co-located with the more traditional landfill and transfer station sites.

## **5. WBBROC STRATEGY**

### **5.1 COLLECTION SERVICES**

#### **5.1.1 Purpose**

To provide an efficient and cost effective combined waste collection service across the entire Regional area where practical.

The service with the highest profile is the wheeled bin service. This service is the public face of each Councils waste management operations. Most Councils provide a weekly wheeled bin service to the majority of premises in their cities/townships in defined waste collection areas.

#### **5.1.2 Overview**

A range of waste services are provided throughout the region with Bundaberg, Gympie and Fraser Coast Regional Councils also providing a recycling service.

Providing a wheeled bin collection service is the best waste service that Council can provide to residents. Putrescible waste is collected in a timely and hygienic and safe manner and transported directly to an authorised disposal location.

Some councils and private commercial operators also offer services to commercial businesses as well as construction and demolition waste services through bulk bin services. South Burnett Council bulk bin services are provided totally by private contractors.

#### **5.1.3 Domestic Waste**

##### **5.1.3.1 EXISTING ARRANGEMENTS**

###### **5.1.3.1.1 *Type of Service***

Residential properties in serviced areas are provided with a 240litre wheeled bin for weekly collection of domestic waste and a fortnightly service for recycling in some council areas

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Figure 6 -Waste &amp; Recycle collection services

Regional Council	Bin type 240l	Collection vehicle	Collection Operator	No of Services Domestic weekly	No of services recycle fortnightly	No of services commercial waste weekly
Fraser Coast	240l wheeled	Side arm vehicles	Contractor	39,540	39,242	4,660
Bundaberg	240l wheeled	Side arm vehicles	Council	37,908	37,810	3,608
North Burnett	240l wheeled	Side arm vehicle	Contractor	3,052	Nil	1,137
South Burnett	240l wheeled	Side Arm vehicle	Contractor	11,384	Nil	1805
Gympie	240l wheeled	Side arm vehicle	Contractor	19,564	19,564	2102
Cherbourg	240l wheeled	Side arm vehicle	Council	300	600	300

**5.1.3.1.2 Service Area**

The existing defined collection areas provide a collection service to most of the regions populated areas. Some minor remote areas do not receive a service due to the remote location and truck access issues. These properties are able to access a transfer station/landfill sites to dispose of their general household waste.

**5.1.3.1.3 Service Revenue**

Waste Collection charges are usually applicable to all rated properties within each individual council defined waste collection area.

Disposal charges are managed by the individual councils.

**5.1.3.1.4 Service Delivery**

Figure 7- Existing Domestic Waste Wheeled Bin Collection Contracts

Area	Bin Type	Contract Expiry
Fraser Coast defined collection area	240 L Wheeled Bin	01/07/2022
Bundaberg defined collection area	240 L wheeled bin	Council service
Gympie defined collection area	240 L wheeled bin	
South Burnett defined collection area	240L wheeled bin	02/07/2022
North Burnett defined collection area	240 L wheeled bin	30/6/21 with 3 year extension
Cherbourg defined collection area	240L wheeled bin	Council service

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**5.1.3.2 RISKS AND ISSUES**

No specific risks or issues have been identified for the domestic waste collection service.

**5.1.3.3 STRATEGY GOALS / ACTIONS****Strategy Goal 1 –Waste collection services**

<b>Description</b>	Collection services that are well managed and operated will provide efficiency, safety and environmental benefits to Wide Bay Burnett Councils and customers in terms of service quality, cost and waste reduction and recycling.
	<p>The majority of collection services are delivered through contract arrangements.</p> <p>The majority of contracts will not expire during the term of this strategy. Councils will need to collaborate prior to the expiry period to develop the requirements and specifications for a possible regional collection contract.</p> <p>The lead up time to calling tenders especially for the size of a regional contract should be a minimum of 2 years.</p> <p>Tenderers would require 6 months to properly consider all aspects of a regional contract, 3 months for Tender evaluation and 12 – 18 months lead in time for the successful contractor to acquire vehicles and prepare for the contract start of servicing.</p> <p>To undertake a regional waste collection contract if economically feasible, the process would need to start 5 years prior to current contracts expiring.</p> <p>Around early 2017</p>

Actions Required	Timeframe	Measures and Targets
1 Investigate opportunities if economically viable to establish new regional contracts prior to the expiry of existing contracts.	Medium term	Consistent quality collection services are provided to the community through major WBB Councils Tender/Contracts

**5.1.4 Domestic Recycling****5.1.4.1 EXISTING ARRANGEMENTS****5.1.4.1.1 Type of Service**

In some Council areas residents are provided with a wheeled bin for fortnightly collection of recyclable materials. A choice also exists to arrange additional recycling bins at a property to enable additional fortnightly recycling services.

**5.1.4.1.2 Service Area**

The service is provided within the Councils defined collection areas to those properties that receive a domestic waste collection service.

**5.1.4.1.3 Service Revenue**

Pricing for recycling services is included in the domestic waste collection cleansing charges where recycling is available.

**5.1.4.1.4 Service Delivery**

The recycling collection services are provided under the same contract or council provided service as the domestic waste collection.



**5.1.4.1.5 *Recyclable Materials Processing (MRF)***

The acceptance, sorting and processing of recyclable materials from kerbside collections is provided either through existing collection contract (Fraser Coast & Gympie) or through Council provided services (Bundaberg & Cherbourg)

**5.1.4.2 RISKS AND ISSUES**

No specific risks and issues have been identified for the domestic waste collection service.

**5.1.4.3 STRATEGY GOALS / ACTIONS**

The goals and actions for the domestic recycling service and the MRF arrangements will be included in the actions identified in Strategy Goal 1 as detailed above in the domestic waste collection section.

**5.1.5 ORGANIC WASTE**

**5.1.5.1 SERVICE TYPE**

No Councils have an organic waste collection service.

FCRC has included the option of introducing green and organic waste collections via wheeled bins in the current collection contract. The service has not been initiated but is available to council if it decides to trigger the service commencement. If commenced it is expected the service will be a voluntary arrangement where residents can choose whether to participate.

**5.1.6 Street and Park Litter Bins**

**5.1.6.1 EXISTING ARRANGEMENTS**

**5.1.6.1.1 *Type of Service***

Most Councils provide and service street and park litter bins throughout the region. The bins utilised include 240 ltr wheeled bins as well as purpose built litter bins. Public place recycling services are also provided in high profile, high use areas by some Councils.

**5.1.6.1.2 *Service Area***

The street litter bins are generally provided in high volume pedestrian locations in city and town areas. Park bins are provided on an as needed basis according to utilisation and visitation of the area. Service areas and sites are monitored and services reviewed and changed as required.

**5.1.6.1.3 *Service delivery***

The street and park litter bins are serviced by either Council staff or contracted services. The contracted services are provided as part of the main collection contract.

**5.1.6.2 RISKS AND ISSUES**

No risks or issues have been identified for this service.

**5.1.6.3 STRATEGY GOALS / ACTIONS**

Council's will need to review the service delivery for servicing street and park litter bins as part of renewing any collection contract. Therefore the goals and actions for the street and park litter bin service could be included in the actions identified in Strategy Goal 1 detailed above in the domestic waste collection section.

**5.1.7 Grease Trap and Liquid Waste Services**

**5.1.7.1 EXISTING ARRANGEMENTS**

**5.1.7.1.1 Type of Service**

Services are provided by private operators using approved tankers.

**5.1.7.1.2 Service Area**

Sufficient private operators exist to satisfy the regions service requirements.

**5.1.7.1.3 Service Delivery**

Private operators are licensed to provide grease trap and liquid waste services for the region. Councils have no direct involvement in service delivery and the services are provided directly by the operator to the customer.

**5.1.7.2 RISKS AND ISSUES**

No specific risks and issues have been identified for the grease trap and liquid waste service.

**5.1.7.3 STRATEGY GOALS / ACTIONS**

No actions required.

**5.1.8 Commercial Waste and Recycling**

**5.1.8.1 EXISTING ARRANGEMENTS**

**5.1.8.1.1 Type of Service**

Some Councils offers 240 litre wheeled bin, bulk bin and stationary compactor waste collection services to commercial customers. Private waste companies also offer bulk bin services to commercial customers.

**5.1.8.1.2 Service Area**

Some Councils provides services to commercial customers located within their existing waste collection areas. Cherbourg Council does all industrial commercial customers daily, except specialised waste from the hospital.

**5.1.8.1.3 Service Delivery**

Wheeled bin waste and recycling collection services are provided under existing waste collection contracts. Bulk bin services are also provided under contract arrangements in some Councils.

**5.1.8.2 RISKS AND ISSUES**

The following issues have been identified for the commercial waste collection service.

Figure 8 - Risks and Issues - Commercial Waste Collection

Issue	Control Options
Actions by private waste operators through industry associations challenging some local government activities in providing commercial waste and recycling collection services.	Monitor any actions initiated by the private sector operators and industry groups and remain informed of any changes to commercial service delivery.

**5.1.8.3 STRATEGY ACTION**

Strategy Goal - Commercial waste collection services in conjunction with private operators.

Description	Commercial collection services.
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There is no statutory requirement for Council's to provide commercial collection services. Commercial collection services can be left for the open market to service, particularly where mature private operators exist to service commercial customers. A mature competitive market exists for the provision of commercial bulk bin and stationary compactor collection services within the WBBROC area with a number of private companies competing for services. Private waste operators through industry associations have been active in seeking removal of suggested mandatory commercial arrangements by some local governments. Councils should monitor any actions initiated by the private sector operators and industry groups and remain informed of any changes to local government's position in relation to commercial waste and recycling service delivery.

Actions Required	By When	Measures and Targets
Monitor actions initiated by the private waste sector and remain informed of any changes to local government's position in relation to commercial service delivery.	Ongoing	Commercial properties have commercial waste and recycling services available.

**5.1.1.9 Construction and Demolition Waste**

The collection of Construction and Demolition (C&D) waste is undertaken by private operators such as skip bin companies. Councils do not participate in providing these services. A mature market exists in the WBBROC area to satisfy the collection of C&D waste.

**5.2 WASTE TRANSFER AND DISPOSAL FACILITIES**

**5.2.1 Purpose**

To provide an efficient and cost effective network of waste transfer and disposal facilities for the region. The ultimate goal is to have a network of facilities that:

- Satisfy defined service levels;
- Are equitable to all customers;
- Provide the capacity to meet the regions waste disposal needs both short and long term;
- Meet the expected environmental performance outcomes;
- Are hygienic and safe for staff and customers;
- Provide options for appropriate management of problem wastes.

**5.2.2 Overview**

Transfer Stations range from bulk bin sites to sophisticated state of the art waste recovery centres with market sales centres for the sale of recovered items. Councils operate the only transfer stations and landfills within the WBBROC area. No privately operated sites currently exist and there are no known plans for the establishment of privately operated sites.

Where residents receive a weekly waste collection service they will require access to a waste management site to dispose of larger bulky items and other waste items such as green waste. On average each residential property would be expected to visit a waste disposal site 2 to 3 times per year. Therefore for most residents visiting a waste site is an infrequent activity.

As the only landfill providers in the area Councils are charged with the responsibility to provide long term disposal capacity. A number of these receive low volumes of waste and are provided for localised use and in most cases are poorly operated without proving containment of waste and leachate as would be expected in a developed world. Having an abundance of appropriately licensed and approved landfill sites may be advantageous particularly in a region that can experience disaster events which restrict movement in the region and result in large volumes of

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localised waste for disposal. Some WBB councils are best served to retain licensed landfill capacity and licences even where sites may be closed and dormant for disaster wastes in those areas.

To be able to calculate the remaining volume (available airspace) for a landfill requires the site to have a Closure Plan. The Closure Plan includes the final design profiles and ongoing monitoring arrangements. A number of sites do not have these plans.

Based on current landfill design and operating arrangements and using available data, a broad estimate can be made of the expected remaining life for each site.

**5.2.3 RISKS AND ISSUES**

The following issues have been identified for the transfer stations and landfills.

Figure 9 - Risks and Issues – Regional Transfer Stations and Landfill Network

Issue	Control Options
The current network of sites is operationally inefficient and provides excessively high levels of service	Councils should review site locations and design the optimal transfer station/landfill regional network with a focus on transfer facilities as the principle customer interface.
Reliance on landfill sites as customer access facilities.	
Maintain access to local waste disposal sites for emergency response.	Identify and protect/prolong the life of sites in the various sub-regions that can be accessed during emergency events (eg floods)
Uncertainty of remaining landfill capacity	Ensure landfill closure plans are developed for all sites which include final profiles to enable calculation of available landfill airspace
	Continually maintain sufficient long term waste disposal capacity for the region.
Closed landfills are to be rehabilitated and monitored.	Develop and maintain closed landfill rehabilitation and monitoring plans and progressively rehabilitate closed landfills within financial restraints.
Site activities are unsupervised at some sites.	Review all waste facilities and provide for all publicly accessible sites to be supervised during all open hours. Some Councils may find this financially restrictive due to sparse population spread across very large area and limited capacity to cover such costs.

**5.2.4 Strategy Goals / Actions**

**Strategy Goal 2 - Provide the optimal network of waste transfer and disposal facilities**

Description
<p>Determine locations for transfer stations and landfills that provide customer access arrangements for the required service levels.</p> <p>The location of regional waste facilities must take account of population centres and geographical sub-regions. Designing the optimum regional transfer station network also requires alignment with landfill disposal sites which are also accessible by customers. The WBBROC area has an overabundance of landfills some of which are expected to close during the life of this strategy. Therefore WBBROC is well placed to consider and design a future waste facility network.</p> <p>As identified earlier in this report the generally accepted industry best practice levels of service are:</p> <ul style="list-style-type: none"> <li>• 80 per cent of the population within a 20 minute travel time to a facility; or</li> <li>• 95 per cent of the population within a 30 minute travel time to a facility.</li> </ul> <p><b>Attachment B</b> shows the existing waste facility locations for the WBBROC area. All of these sites are accessible by the general public for disposal of general waste. In <b>Attachment C</b> The 20km circles shown around each facility are used to approximate a 30 min travel distance. The preferred option would be for Councils to review and minimise overlap of the circles where possible and to provide sites that meet the expected service levels and reduced costs.</p>



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Actions Required		By When	Measures and Targets
2.1	Review the transfer station and Landfill network	Short Term	90% of residents will have access to a transfer station or landfill within 30 minutes' drive of their residence.

**Strategy Goal 3 - Provide landfills to meet the regions short & long term waste disposal needs**

Description	Assess the existing landfill network, maintain and develop sites that provide adequate (15 years) landfill capacity to meet future needs.
<p>This strategy goal focuses on the availability of landfill airspace into the future. Given the size and population of the area and the difficulties faced in developing new landfill sites, WBBROC will need to have a minimum volume of approved landfill airspace available at all times. This highlights the importance of having accurate predictions of landfill capacity. To provide for normal and emergency disposal requirements WBBROC should maintain 15 years of approved regional waste disposal capacity. Approved available airspace does not mean having a large 15 year landfill void constructed.</p> <p>It requires having:</p> <ul style="list-style-type: none"> <li>• Landfill closure plans for all landfill facilities ( to determine available airspace);</li> <li>• Sites with approved capacity and license to receive the anticipated volumes of waste, and;</li> <li>• An approved and funded forward program of landfill cell development.</li> </ul>	

Actions Required		By When	Measures and Targets
3.1	Investigate options to extend landfill life and acceptance of regional waste within the WBBROC area and cost sharing arrangements	Short Term	Some landfills within WBB region may be able to accept regional waste and assess the financial implications.
3.2	Investigate the long term waste disposal options for the region including the establishment of new major regional landfill/s	Medium term	A major landfill/s that is capable of accepting the long term waste disposal needs of the regional councils. Financial modelling will be required.

**5.3 RESOURCE RECOVERY**

- Encourage recycling / waste reduction across the community
- Provide multi-faceted waste facilities for residents to dispose of their recycling and reuse items;
- Provide opportunities to minimise construction and demolition waste through reuse and recycling where possible (some sites may be unviable);
- Reduce the amount of green waste that is going to landfill;
- Facilitate the processing of materials into value added products (example: mulch, crushed concrete).
- Take a positive role in providing the community with waste education services and advice.
- Provide infrastructure and services for a range of problematic wastes to be environmentally managed.

Materials recovered for recycling at the waste management facilities includes:

- Materials reused / recycled through waste recovery centres
- C&D waste separation, including concrete, bricks, timber

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- Tyres, gas bottles
- White goods separation
- E-waste
- Steel, Ferrous and Non Ferrous metals
- Green waste
- Oil
- Drummuster

Council’s should also provide supporting education programs to maximise recycling opportunities in the domestic, construction and demolition, and commercial/industrial sectors to encourage resource recovery.

**5.3.3 Strategy Goals / Actions**

**Strategy Goal 4 - Provide opportunities to reduce waste to landfill**

<b>Description</b>	Provide consistent recycling services across all council sites and provide facilities designed to increase resource recovery opportunities
<b>Waste Transfer Stations and Landfills - General Recycling</b>	
As a minimum where practical and financially possible each site should where provide facilities for the collection and safe management of the following items:	
<ul style="list-style-type: none"> <li>• Steel – ferrous and non-ferrous metals</li> <li>• Cardboard</li> <li>• Mixed packaging waste (plastics, paper, cans, bottles)</li> <li>• Oil</li> <li>• Batteries</li> <li>• Tyres</li> <li>• E waste</li> <li>• Construction and Demolition Waste</li> <li>• Reusable items - Buy back sales/ centres</li> </ul>	

	Actions Required	By When	Measures and Targets
4.1	Provide facilities that cater for all general recycling options at all waste sites.	Medium term	<p>Opportunities are created to reduce waste to landfill.</p> <p>Residents and businesses have access to facilities that accept, separate, process and market reusable and recyclable items.</p>

**Strategy Goal 5 - Provide Community Waste Education**

<b>Description</b>	Provide consistent waste minimisation and education services/programs designed to increase awareness of resource recovery and recycling opportunities
<p>The success of achieving good waste management outcomes is heavily reliant on the users being informed and educated about how the facilities operate and what is desired to achieve improvements in waste management. Therefore education of householders and business operators is a key component.</p> <p><b>Households</b></p> <p>Householders require information and advice about how waste management systems operate including collection services, how and where to dispose of unwanted items and how to segregate items for disposal at facilities. Other general information includes home composting, waste avoidance, and reuse and recycling</p> <p><b>Schools</b></p> <p>Teachers and students are a key target for waste education therefore the waste education program includes elements that focus on schools. General waste management information similar to householder’s advice should form the basis</p>	

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of the school program.

**Businesses**  
 Business and industry will require specific information about the services available in the region, both from Councils and private operators. The industry program should include advice and support on:

- Cleaner production
- Government support programs
- Waste reduction/recycling advice.

**Community activities and organisations**  
 Council takes a role in the public clean-up campaigns, which are promoted from time to time. The most popular of these is the Clean-Up Australia campaign which has been run annually. The focus of these campaigns is community participation and environmental awareness rather than waste diversion.

Actions Required		By When	Measures and Targets
5.1	Delivery of a Regional Community Waste Education Program	Short term	Community members including residents, schools, businesses and community groups have access to waste education resources that provide advice and assistance to enable improved waste management practices and performance.

**Strategy Goal 6 – Opportunities for regional procurement of services / shared procurement**

<b>Description</b>	Review current services provided and see what opportunities are available for regional procurement or shared services. i.e. – environmental and -groundwater and leachate monitoring services
There are a number of services that all Councils require as part of management of their waste facilities. The ability to seek regional contract/s could benefit all Councils	

Actions Required		By When	Measures and Targets
6.1	Investigate opportunities for regional procurement of services	Short term	Shared services or new regional contracts

**Strategy Goal 7 – Landfill Rehabilitation Provisions**

<b>Description</b>	Investigate any opportunities/ sites for suitable material for landfill rehabilitation that will meet the regional Councils financial obligations to final cap with clay at their landfill sites.
Council have a financial obligation to final cap their closed areas of their landfills with suitable clay. There is not a lot of clay available within the regional council's area for Councils to be able to comply with financial legislation and licence conditions. Investigations should be undertaken to see if there are any available large clay deposits that may be suitable for final capping provisions. There are some technologies that could provide alternative options which should also be investigated.	

Actions Required		By When	Measures and Targets
7.1	Investigate opportunities for regional procurement of clay capping material or alternative approved technologies.	Short term	Landfills are able to have approved final capping to meet Councils financial obligations and licence conditions.

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**6 STRATEGY IMPLEMENTATION**

The review of existing activities has identified a number of issues and has concluded strategy goals and associated actions that will assist Councils to move forward with waste management for the region. Strategy goals and associated actions are summarised in Attachment "A".

**7 STRATEGY CONSULTATION**

After adoption of the strategy WBBROC will make the Waste Management and Resource Recovery Strategy 2015 - 2020 available to the community through its website.

**Attachment "A" – Summary of Strategy Goals and Action Plan**

Strategy Goal		Actions Required		By When
1	Regional Waste collection services	1.1	Investigate opportunities if economically viable for regional collection service contracts prior to the expiry of existing contracts	Medium term
2	Landfills that meet the regions short & long term waste disposal needs	2.1	Investigate any opportunities at current landfill sites to be able to extend landfill life and acceptance of regional waste within the Wide Bay Burnett area.	Short Term
2	Regional landfills or alternative disposal options	2.2	Investigate the future waste disposal requirements for the region including the possible establishment of major regional landfill/s or other disposal options such as transport waste to a major facility.	Medium term
3	Provide opportunities to reduce waste to landfill	3.1	Provide where possible facilities that cater for all general recycling options at Council sites.	Medium term
4	Provide community waste and recycling education	4.1	Delivery of a regional community waste and recycling education program	Short term
5	Opportunities for regional procurement of services / shared procurement	5.1	Investigate opportunities to establish regional procurement of services	Short term
6	Regional collaboration	6.1	Investigate opportunities where WBB Councils can share expertise e.g. Large councils proving support to smaller councils	Short term
7	Landfill Rehabilitation Provisions	7.1	Investigate any opportunities/ sites for suitable clay material for landfill rehabilitation that will meet the regional Councils financial obligations to final cap with clay at their landfill sites or alternative capping options.	Short term

**Strategy Goals**

1. Investigate Regional waste collection services
2. Investigate opportunities of current landfills that meet the regions short & long term waste disposal needs
3. Provide opportunities to reduce waste disposal to landfill.
4. Provide Community Waste Education.
5. Investigate opportunities for regional procurement of services / shared procurement.
6. Investigate regional landfills or alternative disposal options
7. Investigate Landfill Rehabilitation Provisions



## WBBROC Waste Management and Resource Recovery Strategy 2015 - 2020

**8. GLOSSARY OF TERMS**

Avoidance and reduction	Preventing waste from being generated in the first instance e.g. purchasing items with less packaging
Construction and Demolition waste (C&D)	Waste arising from construction and demolition activities e.g. bricks, concrete, metals
Commercial and Industrial waste (C&I)	Waste arising from business including waste from school, restaurants, retail, offices and manufacturing industries
Composting (green and organic waste)	Composting is the process of turning organic matter through adding moisture and waiting for the material to break down after a period of weeks or months into an organic humus which can restore and condition soils
Ewaste	End of life electronic equipment such as televisions, computers, mobile phones, stereos and small electrical appliances (excluding white goods)
Green waste	Green waste is biodegradable waste that can be composted of garden or park waste such as grass, flower cuttings and hedge trimmings as well as domestic shrubs and trees
Landfill	A facility that is licenced to accept waste for disposal and burial
Landfill diversion	Actively diverting waste away from landfill
MRF	Materials Recycling Facility – a facility where kerbside recyclables are sorted and processed into separate material streams
Municipal Solid Waste (MSW)	Waste arising from households and from other activities carried out by local government e.g. parks & gardens
MSW (domestic)	Waste arising from households, usually either collected at the kerbside or delivered by residents to transfer stations/ landfills sites.
Organic waste	Organic waste is a component of the waste stream from plant or animal sources that is readily biodegradable e.g. paper and cardboard, food waste, biosolids, green waste and timber
Problem/Priority waste	Covers a range of waste which may: <ul style="list-style-type: none"> <li>• Pose a hazard to human health or the environment e.g. chemicals, asbestos</li> <li>• Be hard to handle e.g. mattresses, or</li> <li>• Be currently uneconomical / lack of available outlets to recover or recycle material e.g. organic waste</li> </ul>
Recovery	Material which has been diverted from landfill and either reused, recycled or stockpiled for future use
Recycling	The collection, sorting and processing of materials for use as a raw material in the production of the same or similar products
Reuse	Material that does not require processing and is in suitable condition and quality to be reused in its original form, for example furniture
Transfer Station	A transfer station is a building or disposal site with bulk bins for temporary storage of waste / materials to be transferred to an end location for disposal or recycling
Waste	The Environmental Protection Act 1994 and Queensland Waste Reduction Act defines waste as: <ol style="list-style-type: none"> <li>(1) Waste includes anything, other than a resource approved under the Waste Reduction Act 2011, Chapter 8, that is; <ol style="list-style-type: none"> <li>(a) Left over, or an unwanted by-product, from an industrial, commercial, domestic or other activity; or</li> <li>(b) Surplus to the industrial, commercial, domestic or other activity generating the</li> </ol> </li> </ol>

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	<p>waste.</p> <p>(2) Waste can be a gas, liquid, solid or energy, or a combination of any of them.</p> <p>(3) A thing can be waste whether or not it is of value.</p> <p>(4) For subsection (1), if the approval of a resource under the Waste Reduction Act, Chapter 8, become waste –</p> <p>(a) When it is deposited of at a waste disposal site; or</p> <p>(b) If it is deposited at a place in a way that would, apart from its approval under that chapter, constitute a contravention of the general littering provision or the illegal dumping of waste provision under the Act – when the depositing starts.</p>
Waste Hierarchy	The waste hierarchy is the preferred order in which waste and resource management options should be considered with avoidance and reduction the most preferable, followed by reuse and recycling disposal with no energy recovery the least preferable option for managing waste
WBBROC	Wide Bay Burnett Regional Organisation of Councils incorporating – Fraser Coast, Bundaberg, Gympie, North Burnett, South Burnett and Cherbourg Regional Councils
WRRRA 2011	Queensland Waste Reduction and Recycling Act 2011

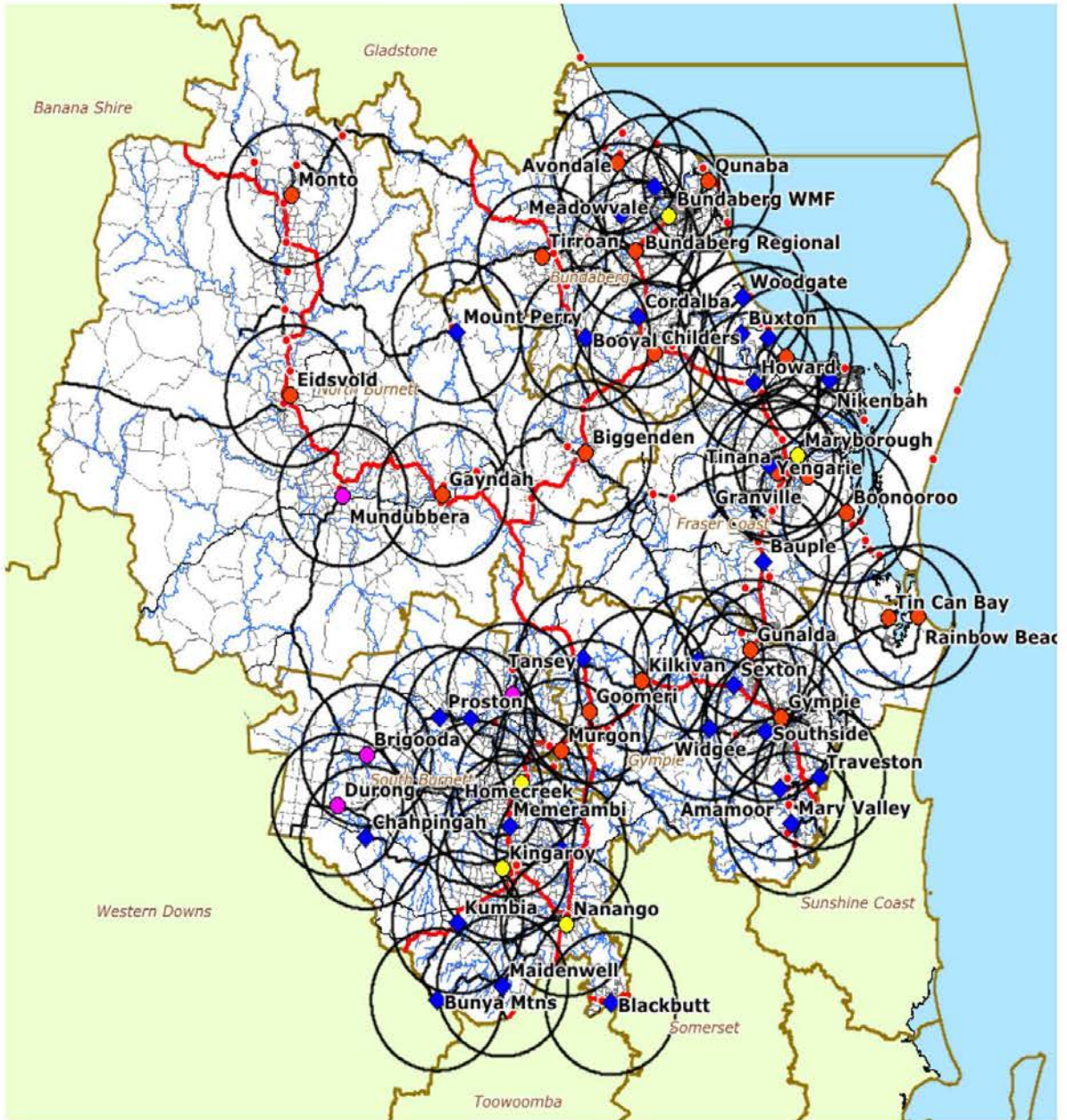
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ATTACHMENT B





ATTACHMENT C





ATTACHMENTS "B" & "C" HAVE BEEN PROVIDED TO COUNCILS IN A1 FORMAT AND WILL BE ATTACHED TO THE STRATEGY IN A1 FORMAT WHEN FINALISED AND APPROVED

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**Resolution:**

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

*That the Officer's Recommendation be adopted.*

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

**6.3.2 ES - 1508887 - Forwarding a Request for Reduction in Council Fees - Application for waiver of Food Business Licence Application Fee for a new Community Cafe in Nanango.**

**Summary**

Council received a written request from the Nanango Wesleyan Methodist Church Community Café Inc. [to be located at 55 Cairns Street, Nanango (and described as Lot 9 on RP207074)] for a 100% waiver of the Food Business Licence Application Fee.

**Officer's Recommendation**

That Council approve a 100% fee waiver for the Community Café Inc Food Business Licence Application Fee.

**Resolution:**

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

*That the Officer's Recommendation be adopted.*

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

**ATTENDANCE:**

Cr BL Green left the meeting at 10:08 AM

Cr BL Green returned to the meeting at 10:11 AM

**6.3.3 ES - 1452989 - Letter from Indigenous Affairs Minister and Recycling Options for the Council's Major Waste Facilities**

**Summary**

Council received correspondence from the Minister for Indigenous Affairs seeking Council to support the Cherbourg Material Recovery Facility (MRF) by developing a kerbside recycling program and providing the collected material to the Cherbourg MRF.

Recent discussions have been had with the Cherbourg Aboriginal Shire Council (CASC) and with reference to Council's commitment to explore the possibility of providing some form of increased recycling at its four major waste facilities in lieu of implementing kerbside recycling, a number of transfer station recycling options are provided for Council's consideration

**Officer's Recommendation**

That Council:

1. Delegate the Chief Executive Officer to respond to the Minister for Indigenous Affairs, Senator the Hon. Nigel Scullion letter advising of the past and current level of recycling support provided by Council in the past to the Cherbourg Aboriginal Shire Council. In addition outline to the Minister Council's desire to continue to work with the Cherbourg Aboriginal Shire Council in assisting it, where possible, to increase the viability of their Material Recovery Facility; and
2. Approve the reallocation of \$95,000 from the 2015/2016 Waste Services Capital Budget so that ten recycling skip bins can be manufactured in preparation for implementing skip bin recycling at the four major waste facilities within the South Burnett in the 2016/2017 financial year; and
3. Consider increasing the Waste Levy in the 2016/2017 financial year by a further \$5.40 in order to return the \$95,000 of reallocated funds taken from the Waste Services Capital Budget in 2015/2016; and
4. Consider increasing the Waste Levy by \$3.70 per financial year, starting with 2016/2017, in order to cover the additional expenses associated with providing skip bin recycling at the four major waste facilities within the South Burnett; and
5. Authorise for all the recyclables, collected from this recycling initiative, to be provided to the Cherbourg Aboriginal Shire Council Material Recovery Facility.

**Resolution:**

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

*That the Officer's Recommendation be adopted.*

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

**ADJOURNMENT:**

**Motion:**

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

*That the meeting adjourn for morning tea.*

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

During the adjournment a citizenship ceremony was held for:

Mr Gurdeep Sing Sembhi  
Mrs Veerpal Kaur Sembhi  
Mr William Paul Aurnold Adam  
Ms Alice Emma Brook-Hurley  
Mr Kelepi Nuku Piukala  
Mrs Louella Dallas Smith

**RESUMPTION:**

**Motion:**

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

*That the meeting resume at 11.01am with attendance as previous to the adjournment*

*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 BL Green.*

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

*South Burnett Regional Council has been successful in receiving \$16,241 Get Out Get Active Grant 'Getting Women and Girls active for life'.*

*The project will target women and girls across the entire South Burnett Region to become involved in a variety of water exercise programs.*

*The water exercise programs include:*

- water aerobic classes*
- deep water running classes with special deep water belts*
- water zumba classes*
- special exercise program in the South Burnett Hydrotherapy pool supervised by an Exercise Physiotherapist.*

*The water exercise classes will be free, however all participants will still pay the standard admission fee to enter the pool. The classes will include a qualified instructor and all necessary equipment for participants to use in the water i.e. kick boards, noodles, running belts etc.*

*The exercise programs will be offered across all swimming pools in the South Burnett including the smaller pools in Proston and Blackbutt. The classes will be run at different times during the week, daytime and evening to allow students and working mums to attend after work and school times.*

*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 DJ Palmer.*

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

#### **Water & Wastewater**

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

*Construction work is continuing and progressing well. Aquatec are transporting a large amount of prefabricated equipment to site and installation is progressing well. The floating aerators for the aerobic digester have been assembled and are ready for installation. Mechanical installation of the aeration systems within the Nereda tanks is also taking shape, and substantial progress is being made in relation to the installation of electrical components as well as work continuing on the administration and laboratory building.*

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

*The DAFF units have been successfully installed at the Gordonbrook Water Treatment Plant. There has been an operational issue at the plant requiring the water supply for Kingaroy to be changed to Gordonbrook Dam. This will continue till Friday 30 October at the latest. The plant itself is fully operational and there is no issue with the volume of water that will be produced from the plant.*

*Work is progressing well at the plant including the training of Council operators in some of the new chemical dosing facilities.*

#### **Sport Development**

##### ***WBBROC– Water Trail***

*Council is currently working with the member Councils of the Wide Bay Burnett Region to develop a tourism sport and recreation trail focused around water activities and water attractions in our region. The trail will attract visitors to travel through our region enjoying what we have to offer. I am encouraged by the number of attractions that we have on offer from Coomba falls and the Bunya Mountains through to our recreational dams. Council staff are working on completing a comprehensive list of the water attractions and events in our region by 12 November.*

*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 RLA Heit.*

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

#### ***NRM***

##### **Prescribed Burning Program**

*Nine out of ten planned prescribed burns have been completed across the region within council controlled reserves identified as a high to medium fire risk as part of operation cool burn. Fire management zones within the following reserves were burnt to manage fuel loads and reduce the risk of intense wild fires; Booie Reserve, Malar Reserve, Maidenwell Reserve, Mt Stanley Reserve, Nanango Fauna Reserve, Proston Town Common Reserve, Staines Road Reserve, Wondai East & Showground Reserve, Wondai West Reserve and Boondooma Dam.*

*As a result of unfavourable weather conditions Coomba Falls Reserve was unable to be burnt and will be included in next year's program.*

##### **2014/2015 Weed Control Statistics**

*Contractors completed a total of 320 hectares of weed control last financial year including declared weeds and weeds of national significance within Council reserves and roadsides and state controlled roads. 72% of weeds treated last financial year involved low volume herbicide treatments such as the use of gas powered splatter guns. This technique has reduced the volume of herbicide outputs by 21 times that of foliar spraying techniques.*

##### **Lantana Control Statistics**

*Over the past 3 years Council have implemented a large scale herbicide treatment program to control lantana with the aim of eventually treating all roadsides and reserves in the region. To date a total of 712 hectares has been treated; this is the equivalent of 1700 kms of dual roadway 2 metres deep or from Murgon – Cairns and back.*

##### **Weed Management Program**

*Councils Pest Management Services Tender was advertised and assessed earlier this year with the contract awarded to K & S Contracting. Contract staff commenced operation on 1 September 2015. Treatment of Mother of Millions across the region has been completed and contractors are currently working on Cats Claw Creeper at Goodger Wetland and Carroll Nature area and in Proston where this weed is impacting upon a critically endangered plant species. Groundsel is being treated in Wooroolin Wetland, Murgon and Oaky Creek, Tree Pear in Maidenwell and Booie Reserve and Madeira vine at Wooroolin Wetland. Lantana control has been limited to areas that have been lucky enough to receive a bit of rain. Treatment of declared weeds will commence this week on the rail trail starting near Transmitter Road and continuing south to Kingaroy.*

### **Biodiversity Program**

Over 1,000 dry vine rainforest plants have been planted at Boat Mountain within the Levers Road Reserve directly above the landslip that occurred during the last flood event and on Crownthorpe Road. Planting will contribute to vegetation corridors surrounding the Boat Mountain National Park and Jack Smith Scrub Reserve. Another 50 dry vine rainforest plants were planted on Weeks Road and a further 50 eucalypt forest species were planted at Kingaroy State Primary school. Rail trail planting will commence this week with approximately 500 assorted trees and shrubs being planted over the next two weeks, planting will start near Transmitter Road and move south towards Kingaroy. The species of trees and shrubs planted will be determined by the regional ecosystem that the trail transects.

### **Feral Animal Management Program**

A total of 51 landholders and 133 properties participated in the September coordinated baiting program to control Wild Dogs, Feral Pigs and Feral Cats. Landholders distributed a total of 2608 dog baits, 912 pig baits and 10 cat baits over an area of 67,000 hectares. A trial was implemented for this program where Council provided landholders with the option of purchasing meat for the baiting program from Council and supplying ready to go baits at the baiting station. 23 Landholders out of 51 landholders preferred this option to sourcing their own meat.

## **Parks**

### **BP Dam and Lake Boondooma**

Patronage at the two dams has been very good with 13,284 people staying at Bjelke Petersen Dam and 16,554 at Boondooma Dam from 1 July to the 25 October this year.

## **Indigenous Affairs**

I attended the announcement of a partnership between a number of Qld Department of Education, Training and Employment schools and the Clontarf Foundation. This was done by the Education Minister, the Honourable Kate Jones at the Cherbourg State School. Clontarf is operating at Murgon and Kingaroy High Schools and Cherbourg State School and is based around encouraging learning through behavioural change and the use of football to attract boys to school, keep them there and build self-esteem.

I was also invited and was a guest of the PCYC Cherbourg Indigenous Sport and Recreation Officer Wade Charles to attend the Second Round of "Catch Me if You Can" Touch Football Mentoring Program.

This innovative program uses sports to develop and improve relationships between Indigenous school students, the wider community and local police. Piloted last year at PCYC Logan, the program has since expanded to cover North Queensland and the South Burnett.

As part of the program, students are matched with a police officer of their choice and participate in team building activities and a friendly sporting competition. Students and police officers get to know each other in a friendly environment and build positive, respectful relationships.

Carried 7/0  
FOR VOTE - Councillors voted unanimously

## **9.2 Natural Resource Management & Parks (NRM&P)**

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

#### **9.2.1 NRM&P - 1521206 - Naming of Recreation Reserve in Moffatdale**

### **Summary**

- Recreation reserve was added to the subdivision of a new area in Moffatdale.
- The reserve was a voluntary addition by the Brydges family.
- Recommend that Council officially name the reserve Brydges Park.

### **Officer's Recommendation**

That Council officially name the reserve for recreation land, Lot 901 on SP191465, on Verdelho Drive Moffatdale as Brydges Park.

### **Resolution:**

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

*That Council*

- 1. officially name the reserve for recreation land, Lot 901 on SP191465, on Verdelho Drive Moffatdale as Brydges Park.*
- 2. officially name the Wooroolin Park as Dalton Place.*

*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 RLA Heit.*

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



## Finance

### First Quarter Operating Budget Review

A review of the 2015-2016 Budget has been undertaken as at 30 September 2015. The Operational Budget forecasts an operating surplus of \$1,275,257.

As compared to the original budget, the operating budget review resulted to an increase in Net Surplus of \$1,215,965. The adjustments are mainly due to the following:

	Increase (Decrease)	
Decrease in Rates, Levies and charges due to amalgamations of properties	(\$172,700)	
Reduction in FAG for 2016 and receipt of final claims for the Flood Restoration Project	\$783,609	(a)
Depreciation adjustment to reflect projected estimates and recognise long life component of assets as per AASB opinion regarding no residual values for assets which are not held for resale	(\$458,327)	(b)
Initial review of Employee Benefits with a further second quarter review in December 2015	(\$368,937)	
Review of South Burnett Community Hospital to provide Council expenditure for the maintenance of facility grounds, administration support, security and undertake due diligence for on-going facility operations	\$100,200	

(a) Breakdown of adjustments for Grants, subsidies, contributions and donations:

Reduction in FAG for 2016	(\$59,454)
Increase due to receipt of final claims for Flood Restoration Project	<u>\$843,063</u>
Total	\$783,609

(b) Breakdown of depreciation adjustment:

Buildings	(\$256,365)
Roads	202,391
Water	(351,316)
Waste Water	<u>(53,037)</u>
Total	(\$458,327)

- To compensate for the adjustment in depreciation, part of the increase in net surplus will be used to cover the projected capital expenditure.

### Capex Report

The Capital Expenditure Budget for 2015-2016 is currently under review. Proposed amendments to the capex budget will be presented next Council meeting on the 18<sup>th</sup> November.

## Planning

### New Planning Scheme

The revised planning scheme document has been finalised and Council is currently finalising the flood overlay mapping to ensure it aligns with the information received recently from the Department of Natural Resources and Mines regarding the Queensland Flood Mapping Program.

*The aim is to produce a more accurate overlay and to suggest changes in zoning of land affected by the potential flood hazard. The mapping should be completed by the end of October and the draft planning scheme will be formally resubmitted.*

*Pending confirmation from the Minister for Local Government, Infrastructure and Planning, Council would be in a position to proceed with the public notification of the Draft Planning Scheme prior to the Local government elections next year. A detailed consultation plan is currently being finalised that spells out the consultation activities that are proposed in addition to a notice in the local newspaper making the public aware of the release of the draft planning scheme for comment.*

### **Local Heritage Register**

*Council's heritage consultant is proceeding with the drafting of place cards following from the recent workshop with Councillors to agree on the short list of historic items that could be considered for inclusion in the local register. The place cards are due for completion by the end of November 2015 and Council staff propose to review the information on the place cards prior to another presentation to a Councillor workshop in early January 2016 of the information included on the place card.*

*Once Council has accepted the place cards for the places that are recommended to be included in the local heritage register, staff and consultants will conduct one-on-one consultation with owners of identified place.*

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

## **10.2 Finance (F)**

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

#### **10.2.1 F - 1521900 - Operating Budget Review - 30 September 2015**

### **Summary**

A review of the 2015/2016 Budget has been undertaken as at 30 September 2015. The amended Operational Budget results in an operating surplus of \$1,275,257.

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

### **Operating Budget**

<b>Program</b>	<b>15/16 Original Budget</b>	<b>15/16 First Quarter Amendment</b>
General Operations	(\$651,530)	\$199,522
Plant & Fleet	\$348,275	\$308,835
Water	\$258,338	\$609,654
Waste Water	\$93,383	\$146,420
Waste	\$10,826	\$10,826
<b>Net Result</b>	<b>\$59,292</b>	<b>\$1,275,257</b>

**Table of Main Changes**

Type	Change Increase(Decrease)
<b>Recurrent Revenue</b>	
Rates, Levies and Charges	(\$172,700)
Grants, Subsidies, Contributions and Donations	\$783,609
<b>Recurrent Expenditure</b>	
Depreciation	(\$458,327)
Employee Benefits	(\$368,937)
South Burnett Community Hospital	\$100,200

The main changes in the Operating Result from the Original Budget of \$1,215,965 are shown in the preceding table.

**Recurrent Revenue:**

- Rates, Levies and Charges have been decreased to reflect amalgamations of properties.
- Grants, Subsidies, Contributions and Donations have been adjusted to reflect the reduced Federal Assistance Grant for 2016 and the receipt of final claims for the Flood Restoration Project.

**Recurrent Expenditure:**

- Depreciation was adjusted to reflect the projected estimates for all Asset Classes. Along with Council, APV reviewed the Depreciation Assumptions as well as recognising the long life component of assets in view of the AASB opinion concerning the recognition and appropriate depreciation of long life asset components of assets which are not held for resale as opposed to recognising a residual.
- An initial review of the Employee Benefits (Wages) has been undertaken with a further review scheduled for the second quarter review in December 2015.
- South Burnett Community Hospital budget has been reviewed to reflect Council expenditure to: maintain the grounds of the facility, provide administration support, provide security and undertake a Due Diligence for the ongoing operations of the facility.

**Officer's Recommendation**

That in accordance with Section 170(3) of the Local Government Regulation 2012 the revised Budget to 30 September 2015 be adopted.

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

	15/16 YTD Actuals	15/16 Original Budget	15/16 Proposed Budget
<b>REVENUE</b>			
<b>Recurrent Revenue</b>			
Fees & Charges	- 1,367,291 -	4,501,830 -	4,466,330
Interest Received	- 429,759 -	1,561,575 -	1,561,575
Other Income	- 132,454 -	776,585 -	774,585
Rates, Levies & Charges	- 11,134,194 -	42,750,542 -	42,577,842
Rental Income	- 122,878 -	492,885 -	490,995
Sales Revenue	- 763,529 -	4,106,970 -	4,106,970
Grants, Subsidies, Contributions & Donations	- 5,323,036 -	9,292,105 -	10,075,714
<b>Total Recurrent Revenue</b>	<b>- 19,273,141 -</b>	<b>63,482,492 -</b>	<b>64,054,011</b>
<b>Capital Revenue</b>			
Grants, Subsidies, Contributions & Donations	- 2,215,487 -	6,885,323 -	6,885,323
<b>Total Revenue</b>	<b>- 21,488,629 -</b>	<b>70,367,815 -</b>	<b>70,939,334</b>
<b>Capital Income</b>			
Capital Income	- 163,238 -	750,000 -	750,000
<b>TOTAL INCOME</b>	<b>- 21,651,867 -</b>	<b>71,117,815 -</b>	<b>71,689,334</b>
<b>EXPENSES</b>			
<b>Recurrent Expenses</b>			
Depreciation	3,418,290	13,673,160	13,214,833
Donations	247,121	621,490	653,293
Employee Benefits	6,660,473	25,323,000	24,954,063
Finance Costs	516,505	2,373,090	2,373,090
Materials & Services	5,389,790	21,432,460	21,583,475
<b>Total Recurrent Expenses</b>	<b>16,232,179</b>	<b>63,423,200</b>	<b>62,778,754</b>
<b>TOTAL EXPENSES</b>	<b>16,232,179</b>	<b>63,423,200</b>	<b>62,778,754</b>
<b>Net Operating Surplus</b>	<b>- 5,419,688 -</b>	<b>7,694,615 -</b>	<b>8,910,580</b>

**Resolution:**

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

*That the Officer's Recommendation be adopted.*

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

**ATTENDANCE:**

General Manager Lester Schumacher left the meeting at 11.53am

General Manager Lester Schumacher returned to the meeting at 11.56am

**10.2.2 South Burnett Motors in Motion**

**Summary:**

Council has been approached by South Burnett Motors in Motion with a proposal to establish a large motor racing event in Wondai in 2016. The weekend event would be an annual street sprint event on a closed 1.6km circuit located in the Wondai Industrial Area. The weekend consists of 1930's to late model performance cars and purpose built race cars competing in sprint races together and a "Show and Shine" for various categories of vehicles.

The sponsorship proposal presented highlighted the economic and tourism benefits of such an annual event being held in the South Burnett.

In order for the event to proceed the road surface needs to be upgraded to a suitable standard and two Options were put forward by the club:

- Option 1 – An asphalt road surface of the whole circuit, estimated cost approximately \$300,000
- Option 2 – Mixture of asphalt and reseal, with asphalt in the "high load" areas and reseal in all other areas, estimated cost \$220,000

**Motion:**

*Moved Cr DP Tessmann, seconded Cr BL Green.*

*That Council agree*

- (a) to support South Burnett Motors in Motion proposal to establish a large motor racing event (Wondai Street Sprints) in Wondai for 2016*
- (b) to upgrade the road surface of the proposed 1.6km circuit within the Wondai Industrial Area as detailed in the sponsorship proposal with a mixture of asphalt and reseal for an estimated cost of \$220,000*
- (c) to include the project in Council's revised Capital Works Program 2015/2016 with funding to come from the additional surplus funds projected in the revised 2015/2016 Operational Budget.*

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

## 10.3 Planning (P&LM)

### *Officer's Reports*

#### 10.3.1 P&LM - 1501833 - Forwarding Application for Material Change of Use (Impact Assessment) for a Major Utility (Telecommunications Facility) at 88 Grants Road Benarkin North - Lot 182 RP189486 - Owner: Carolina Corrin

### Summary

- The applicant seeks to establish a fixed wireless broadband facility to service the Benarkin North area;
- The subject site is located within the *Rural Residential Zone* under the *Nanango Shire IPA Planning Scheme*;
- The facility is generally in accordance with the *Telecommunication Facilities Code* of the planning scheme;
- *Powerlink Queensland* is identified as a advice agency due to the high voltage powerline (easement) present on the property;
- That Council *approve* a *Development Permit - Material Change of Use for Major Utility* (Telecommunications Facility), subject to reasonable and relevant conditions.

### Officer's Recommendation

That Council **approve** a **Development Permit** - Material Change of Use for *Major Utility* (Telecommunications Facility) at 88 Grant Road, Benarkin North on land described as Lot 182 RP189486, 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:
- *Overall Site Plan*, Dwg No: 4BLB-51-05-TARM-C2, Rev.: 02, prepared by: Visionstream Pty Ltd, dated: 26.08.15;
  - *Site Elevation*, Dwg No: 4BLB-51-05-TARM-C2, Rev.: 02, prepared by: Visionstream Pty Ltd, dated: 26.08.15;
- unless otherwise amended by the following conditions.
- GEN2. All works, including the repair or relocation of services (Telstra, lighting) is to be completed at no cost to Council.
- GEN3. The applicant is required to maintain the facility area in a clean and orderly state at all times, clearing of declared weeds and feral animals.
- GEN4. Dust prevention measures are to be undertaken to ensure that dust does not cause a nuisance to occupiers of adjacent premises.
- GEN5. All buildings and structures are to be fully contained within the area identified on the approved plans.

### Referral Agency

- RAF1. The development is to be in accordance with the advice agency response dated 1 October 2015 issued by Powerlink Queensland.

## **Roads and Access**

ENG1. Property access shall be in accordance with *IPWEAQ Standard Drawing SEQ R-056* and *Table S2.7 – Design and Construction Standards* of the *Nanango Shire Council IPA Planning Scheme*.

## **Advice**

ADV1. *Section 341(2)(a)* of the *Sustainable Planning Act 2009* provides that, if this approval is not acted upon within the period of four (4) years the approval will lapse. Note that in accordance with *section 341(7)* a related approval may extend the relevant (currency) period.

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

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

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

## **Resolution:**

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

*That the Officer's Recommendation be adopted.*

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

**10.3.2 P&LM - 1505145 - Forwarding Reconfiguration of a Lot (1 lot into 5 lots in two stages) 161 Greenview Road Wondai - Lot 5 RP198185 Applicant: O'Reilly Nunn Favier ROLC2015/0017**

## **Summary**

- The applicant seeks to create five (5) rural lifestyle blocks, a short distance from the Wondai Township;
- Subject site is included within the *Rural Zone* under the *Wondai Shire IPA Planning Scheme*;
- The property currently has limited agricultural potential. The proposed rural lifestyle allotments are considered to be a logical use of the land, that is consistent with the surrounding land use pattern;
- The subject site is not mapped as Strategic Cropping Land and Constraints Mapping undertaken by Council's Planning Section indicate that the land is suitable for rural residential living.

- It is recommended that Council *approve* a Development Permit - Reconfiguring a Lot for subdivision (1 lot into 5 lots), subject to reasonable and relevant conditions.

### Officer's Recommendation

That Council *approves* a **Development Permit** for Reconfiguring a Lot - Subdivision (1 lot into 5 lots) at 161 Greenview Road, Wondai on land described as Lot 5 RP198185, 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 Subdivision – Stage 1* - Drawing no: 5254\_P3, Sheet No. 1 of 2, Rev A, prepared by: O'Reilly Nunn Favier and dated: 21/7/15; and
  - *Proposed Subdivision – Stage 2* - Drawing no: 5254\_P3, Sheet No. 2 of 2, Rev A, prepared by: O'Reilly Nunn Favier and dated: 21/7/15
- Unless otherwise amended by the following conditions.
- GEN2. The following conditions apply to stage one and stage two of the development.
- GEN3. All works, including the repair or relocation of services (Telstra, lighting) is to be completed at no cost to Council.
- GEN4. 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

- GEN5. 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

- GEN6. Prior to sealing the Plan of Survey the applicant is required to pay the Council all rates and charges or any expenses being charged over the subject land under any Act in accordance with Section 815 of the *Sustainable Planning Act 2009*.
- GEN7. Prior to the sealing of the Plan of Survey the applicant is to provide a certificate signed by a licensed surveyor stating that after the completion of all works associated with the reconfiguration, survey marks were reinstated where necessary and all survey marks are in their correct position in accordance with the Plan of Survey.

#### Natural Resources Valuation Fees

RAL1. Payment of *Department of Natural Resources and Mines* valuation fee that will result from the issue of split valuations prior to Council sealing the Plan of Survey. The contribution is currently assessed at –

Stage 1	\$188.00	(4 x \$47.00); and
Stage 2	\$94.00	(2 x \$47.00).



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.

### **Vegetation**

RAL2. Non-remnant vegetation identified as *Critical Nature Conservation Network on Special Management Overlay Area – Map 2C* is to be retained, with the exception of reasonable clearing for the purposes of a firebreak.

RAL3. Vegetation located along the common boundaries to Lot 2 RP149299 & Lot 3 RP193717 is to be retained for buffering.

### **Environmental Covenant**

RAL4. Provide a preservation Covenant for the purpose of preserving the Category B - remnant vegetation on Lot 5, as per the hatched (blue) are on the approved plan 5254\_P3, Sheet No. 2 of 2, Rev A (Proposed Subdivision – Stage 2), prepared by: O'Reilly Nunn Favier.

The Covenant is to registered prior to Council sealing the Survey Plan pursuant to s97A (3)(a)(i) of the *Land Title Act 1994*.

Preservation under the Covenant includes:

- no removal or destruction of the vegetation;
- agricultural or horticultural activities are prohibited;
- any necessary weed management is in accordance with the *Department of Natural Resources and Mines – Managing weeds – A self-assessable vegetation clearing code*.

### **Telecommunications**

RAL5. Prior to Council sealing the Plan of Survey the applicant is to provide each lot with a telecommunication service. A copy of the Telecommunications Network Infrastructure Provisioning Confirmation Letter shall be submitted, advising that telecommunications network infrastructure has been provisioned to the development.

### **Electricity**

RAL6. Prior to Council sealing the Plan of Survey the applicant is to provide each lot with an electricity supply. Where supply is not able to be provided at this time, details of the proposed supply shall be provided for Council's consideration and approval.

### **Stormwater Drainage**

ENG1. Any new earthworks or structures may not concentrate or impede the natural flow of water across property boundaries and onto any other lots.

### **Property Access**

ENG2. The applicant must construct access to each lot abutting the road carriageway in accordance with the details in South Burnett Regional Council Drawing No.

SBRC00049 *Rural Property Access*, ensuring that:

- a) where a dual access serving two (2) abutting properties is proposed, the applicant shall liaise with Ergon Energy to ensure conflict will not occur with proposed electricity works and infrastructure.
- b) Only one (1) access point is provided for each lot. Any other existing access points must be reinstated to the general surrounding road profile, including the existing table drain;
- c) the pipe culvert is appropriately sized for its catchment: for ARI 10 in the case of proposed lot 9 and for ARI 2 for the remaining proposed lots;
- d) Each entrance is constructed:
  - i. to allow vehicles to enter and leave each proposed lot in a forward gear;

- ii. such that it does not cause a trip hazard to pedestrians;
- iii. to ensure that low-clearance vehicles can enter and leave each proposed lot; and
- iv. such that fencing, landscaping and letterboxes do not to impede sight lines for vehicles entering or leaving each proposed lot or driving along Greenview Road.

### **Water Supply**

- ENG3. A minimum 45,000 litre rain water tank shall be installed at each proposed lot for residential use, in accordance with Table S2.8 of Schedule 2, Division 3.2 – *Design and Construction Standards* of the Wondai Shire IPA Planning Scheme.
- ENG4. Tanks are to be fitted with standard Rural Fire Brigade fittings for emergency fire fighting purposes for fire hose connection.

### **Earthworks**

- ENG5. Any proposed earthworks if not self-assessable against the Wondai Shire IPA Planning Scheme shall be done in accordance with Council's Planning Scheme Part 3.3.2 *Rural Residential Locality Code – 020 (g) Earthworks* and shall be undertaken under a separate Development Permit for Operational Works.

### **Advice**

- 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. While this property is outside of the town water supply zone, it may be possible to provide a restricted reticulated water supply to these proposed lots in future. A water supply network model for the area is being developed and is hoped to be completed early in 2016. This model could be used by Council to check the feasibility of connecting the proposed lots. If it is feasible and Council's General Manager of Infrastructure permits the connection, augmentation of infrastructure may nevertheless be required. In that case, the applicant would be invited to enter into a voluntary infrastructure agreement with Council for this purpose. Infrastructure charges would be negotiated and agreed as part of the Infrastructure Agreement. In any case, the water service that could be provided by Council is likely to be a trickle-feed supply and would almost certainly not be adequate for fire-fighting purposes.
- ADV3. Telecommunication connections can be arranged by emailing *F1103721@team.telstra.com* providing the following information:
- Full name;
  - Address of property including state & postcode;
  - Lot No's and Plan No's: and
  - What the development is (units, subdivision, shop, etc)
- ADV4. The applicant is encouraged to discuss the development with Ergon Energy upon receipt of this approval to facilitate the timely supply of electricity to the development. Connection of electricity can take up to eight (8) months from the date of application to Ergon Energy.

- ADV5. 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.
- ADV6. 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*

### 10.3.3 P&LM - 1517603 - Forwarding IDAS in relation to Reconfiguration of a Lot (Boundary Realignment) at 256 Moondooner Road & Finnemores Road Moondooner - Lot 4 SP184623 & Lot 1 RP868338 Applicant: O'Reilly Nunn Favier - ROLC2015/0018

### Summary

- The applicant seeks a Development Permit for Reconfiguring a Lot - Boundary Realignment (2 lots into 2 lots);
- Subject site is included within the *Rural Zone* under the *Murgon Shire IPA Planning Scheme*;
- The development is considered to be generally in accordance with the relevant provisions of the planning scheme;
- The applicant seeks the boundary realignment to facilitate the full use of a planned large centre pivot irrigator;
- It is recommended that Council approve a Development Permit - Reconfiguring a Lot (2 lots into 2 lots), subject to reasonable and relevant conditions.

### Officer's Recommendation

That Council **approves** a **Development Permit** for Reconfiguring a Lot - Boundary Realignment (2 lots into 2 lots) at 256 Moondooner Road & Finnemores Road, Moondooner on land described as Lot 4 SP184623 & Lot 1 RP868338, 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 Boundary Realignment* - Drawing no: 5896\_P1, Sheet No. 1 of 1, Rev -, prepared by: O'Reilly Nunn Favier and dated: 23/9/15.

Unless otherwise amended by the following conditions.

- GEN2. All works, including the repair or relocation of services (Telstra, lighting) is to be completed at no cost to Council.
- GEN3. The applicant is required to maintain the site in a clean and orderly state at all times, clearing declared weeds and feral animals.

### **Compliance Assessment**

- GEN4. All conditions of this approval are to be satisfied prior to Council issuing a Compliance Certificate for the 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.

### **Property Access**

- RAL3. Property access for each lot is permitted from the existing access points only.

### **Stormwater**

- RAL4. No concentration or redirection of water across property boundaries and onto any other properties is permitted.

### **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*

**10.3.4 P&LM - 1490723 - Forwarding Material Change of Use (Funeral parlour) application at 109-113 Kingaroy Street, Kingaroy - Lot 3 RP213753 - Applicant: Rose Chapel Funerals & Kingaroy Funerals C/- InsiteSJC - MCU2015/0014**

**Summary**

- Application for Material Change of Use for *Funeral Parlour* within an existing vacant commercial building (former employment agency office) towards the southern fringe of the Kingaroy CBD;
- Subject site is included within the *Business and Commercial Zone (Frame preferred land use)* under the *Kingaroy Shire IPA Planning Scheme*;
- The development is generally in accordance with the relevant provisions of the planning scheme;
- The Council approve a *Development Permit - Material Change of Use for Funeral Parlour* subject to reasonable and relevant conditions.

**Officer's Recommendation**

That Council approve a ***Development Permit*** - Material Change of Use for *Funeral Parlour* at 109-113 Kingaroy Street, Kingaroy on land described as Lot 3 RP213753, subject to the following conditions –

**General**

- GEN1. The subject site is to be developed generally in accordance with the plans and information submitted with the application:
- Site Plan – Blueprint Drafting Services Project No. 15-2102-SJR dated 14 July 2015

- Floor Plan – Blueprint Drafting Services Project No. 15/2102-SJR dated 14 July 2015
- Elevations – Blueprint Drafting Services Project No. 15-2102-SJR dated 14 July 2015.

GEN3. All works, including the repair or relocation of services (Telstra, lighting) is to be completed at no cost to Council.

GEN4. The applicant is required to maintain the site in a clean and orderly state at all times.

### **Compliance Assessment**

GEN5. All conditions of this approval are to be satisfied prior to Council issuing a Compliance Certificate for the commencement of the use, and it is the applicant's responsibility to notify Council to inspect compliance with conditions.

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

### **Approved Use**

MCU1. This approval is for a *Funeral Parlour* as defined by the *Kingaroy Shire IPA Planning Scheme*.

### **Landscaping**

MCU2. Landscaping is to be complimentary to the existing landscaping scheme on-site and established and maintained in accordance with *Planning Scheme Policy No. 5 & Schedule 8 of the Kingaroy Shire IPA Planning Scheme*.

### **Lighting**

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

### **Loading/Unloading**

MCU4. All loading and unloading is to occur wholly within the boundaries of the subject site.

MCU5. On-site car parking is to be in accordance with the *Proposed Site Plan* submitted with the application –

- Ten (10) on-site parking spaces, including one (1) Accessible (Disable) parking space are to be provided and maintained.

### **Stormwater**

ENG1. The existing on-site stormwater drainage system is to be maintained to ensure that water is discharged at a legal point.

### **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 four (4) years the approval will lapse. Note that in accordance with *section 341(7)* a related approval may extend the relevant (currency) period.

ADV2. Additional signage on-site may require consent from Council. No advertising devices are approved as a part of this development.

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

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*

#### **10.3.5 P&LM - 1480197 - Forwarding Reconfiguration of a Lot (Boundary realignment) - 245 Haly Creek Road Goodger & Old Taabinga Road Goodger - Lot 23 FY26 & Lot 24 SP270017 Applicant: A & C Goodger C/- O'Reilly Nunn Favier**

#### **Summary**

##### **Key Summary**

- Application for Development Permit for Reconfiguration of a Lot (Boundary Realignment) and is Impact Assessable development against the Kingaroy Shire IPA Planning Scheme, as the property is affected by the Mineral and Extractive Resources and Buffer Area on SMOA Map 2A;
- Subject site included within the Rural Zone;
- The proposed reconfiguration is "Inconsistent" as it result in a lot below the minimum lot size for a Residential Use;
- A notice of the proposed boundary realignment was given to each of the adjoining land owners which resulted in one public submission being received in objection to the proposed development; and
- Application is recommended for approval subject to reasonable and relevant conditions.

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

That Council *approve* the Applicants request for a Development Permit for Reconfiguration of a Lot (Boundary Realignment), located at 6245 Haly Creek Road Goodger & Old Taabinga Road Goodger (and described as Lot 23 FY26 & Lot 24 SP270017), subject to the following conditions:

### **General**

- GEN1. The subject site is to be developed generally in accordance with the plans and information submitted with the application unless otherwise amended by the following conditions:
- Proposed Boundary Realignment – Drawing No. 5089 P1 Sheet 1 of 1 Rev A.
- GEN2. All works, including the repair or relocation of services (Telstra, lighting) is to be completed at no cost to Council.
- GEN3. Prior to sealing the Plan of Survey the applicant is required to pay the Council all rates and charges or any expenses being charged over the subject land under any Act in accordance with Section 815 of the *Sustainable Planning Act 2009*.
- GEN4. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.
- GEN5. All existing on-site structures, dams and sewage treatment facilities including transpiration and irrigation areas shall be relocated so as not to cross the proposed property boundary.

### **Compliance Assessment**

- GEN6. All conditions of this approval are to be satisfied prior to Council issuing a Compliance Certificate for the Plan of Survey, and it is the applicant's responsibility to notify Council to inspect compliance with conditions.

Sealing of a Plan of Survey fee will be charged, with payment required prior to Council consenting to the Survey Plan.

### **Survey Marks**

- RAL1. Prior to the sealing of the Plan of Survey the applicant is to provide a certificate signed by a licensed surveyor stating that after the completion of all works associated with the reconfiguration, survey marks were reinstated where necessary and all survey marks are in their correct position in accordance with the Plan of Survey.

### **Natural Resources Valuation Fees**

- RAL2. Payment of Department of Environmental and Resource Management valuation fees 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.

### **Vegetated Buffer**

- RAL3. Provide a 30m buffer consisting of a 20m vegetated area and a 10m non-flammable area along the western property boundary of proposed Lot 123.

The buffer is to be established using native drought tolerant species in accordance with "Recommendations for Landscape Buffer Plantings in Kingaroy Shire".

### **Statutory Covenant**

- RAL4. A statutory environmental covenant with a width of 30m is to be provided along the western boundary of proposed Lot 123 to restrict future habitable buildings from locating within the buffer area. In this regard, the Statutory Covenant is to comply with the "Statutory Covenant - Guidelines for their Use in Queensland". The Statutory Covenant is to be registered with the sealing of the Survey Plan and pursuant to Section 373(4)(b) of the *Land Act 1994*. The buffer is to include a 10m cleared vegetation area alongside the dwelling house in Lot 123, for bushfire management.

### **Property Access**

- ENG1. Prior to sealing the survey plan, ensure that property access to the proposed Lot 124 is in accordance with the details in Table S2.7 – *Design and*



*Construction Standards of the Kingaroy Shire Council IPA Planning Scheme; and Council's standard Drawing No. SBRC 00049 Rural Access.*

- ENG2. The property access point to proposed Lot 124 shall be located approximately 50m from the eastern side property boundary, off Haly Creek Road as required by the Kingaroy Shire Council *Rural Locality Code* section 3.2.2, S13.2 (d).
- ENG3. Only one access to proposed Lot 124 will be permitted.
- ENG4. 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.

**Advice**

- ADV1. Section 341(2) 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. A search can be arranged by visiting <http://www.datsima.qld.gov.au> and filling out the Aboriginal and Torres Strait Islander Cultural Heritage Search Request Form.
- 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 DJ Palmer.*

*That the Officer's Recommendation be adopted.*

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

**11. Information Section (IS)**

**11.1 IS - 1521826 - Reports for the Information of Council**

**Summary**

List of correspondence pending completion of assessment report  
Delegated Authority Report  
Minutes of the Audit Committee Meeting held on Friday 25 September 2015

**Officer's Recommendation**

That the reports be received.

**Resolution:**

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

*That the reports be received.*

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

**12. General Section**

No Report.

**13. Confidential Section**

No Report.

There being no further business the meeting was declared closed at 12.09pm.

Confirmed before me this ..... day of .....2015

..... **MAYOR**